



**jmc DOCUMENTATION**  
**~ATTENDANCE~**  
**NEBRASKA**

**Includes:**

- Edit Menu Items**
- Student Contact Menu**

jmc  
PO Box 328  
Lake City, MN 55041  
800-524-8182 x 1 Support  
651-345-2215 Fax  
<http://www.jmcinc.com>  
[support@jmcinc.com](mailto:support@jmcinc.com) or [sales@jmcinc.com](mailto:sales@jmcinc.com)

Documentation and program copyright © 2020

# Table of Contents

## New Features

- Returning senior option (New Student Wizard)
- New to District (New Student Wizard)
- Advisor 2 (Edit-Student Data page)
- Substitute Teacher Gradebook Access (Attendance –Staff –Substitutes)
- Updated tabs on Student Data page
- Schedule Attendance Reports (Attendance –Reports – For a Day)
- Merge Emergency Contacts (Attendance – Contacts – Merge Emergency contact submissions)
- New Requirement for Calendar set up (Attendance – Day – Day Names)
- Remove Contact Forms and Signatures from Attendance Module (Appendix F)

<b>JMC Attendance Module Overview</b> .....	5
AM/PM Attendance vs. Period Attendance .....	5
Student Demographic Data .....	5
Enrollment Data Management (Drops, Adds, Reenters) .....	5
Teacher Demographic Data .....	5
Advisor/Advisee Lists and Assignments .....	5
Rooms .....	5
Calendar, Day Names, Special Days .....	5
Student Contact Data, Directories .....	5
Activities .....	5
Data Mining .....	6
Mailing and Custom Labels .....	6

<b>Edit Menu Documentation</b> .....	7
New Student Wizard .....	8
Edit Student Data .....	10
General .....	12
Bus .....	14
Comments .....	15
Confidential .....	16
Custom Fields .....	16
EL .....	17
Entry .....	18
Photo .....	21
Program History.....	21
Race-Ethnicity .....	22
Sensitive .....	23
Special Ed .....	25
Special Ed Comment .....	25

Special Ed History .....	25
Title I/III .....	25
Student Contact Information .....	27
Edit-Student Custom Data .....	30
Edit-Student Sensitive Data .....	32
Edit-Delete a Student .....	33
Edit-Renumber Students .....	34
Edit-Mass Change Fields.....	34
Edit-Edit School Data.....	36
Edit-Merge Student Submissions .....	37
<b>Attendance Documentation .....</b>	<b>38</b>
Attendance-Student-Enter Attendance .....	39
Attendance-Student-Edit Attendance .....	41
Attendance-Student-Lists .....	42
Selecting Items to be Printed .....	45
Specifying the Sort Order .....	46
Specifying the Selection Criteria .....	47
Data Mining Examples .....	51
Attendance-Student-Mailing Labels .....	52
Attendance-Student-Print Student Information Forms .....	53
Attendance-Student-Send Email Messages .....	55
Attendance-Student-Exceptions .....	58
Attendance-Student-Status Report .....	59
Attendance-Student-Drop Student .....	59
Attendance-Student-Add Student .....	61
Attendance-Student-Re-enter Student .....	63
Attendance-Reports-For a Day .....	64
Attendance-Reports-Attendance Totals .....	64
Attendance-Reports-By Student .....	66
Attendance-Reports-For A Student .....	66
Attendance-Reports-Membership Count .....	69
Attendance-Reports-Drop/Add .....	69
Attendance-Reports-Absent/Tardy Check .....	69
Attendance-Reports-Form Letter .....	71
Attendance-Day-Day Names .....	72
Attendance-Day-Special Days .....	73
Attendance-Calendar-Term Dates.....	74
Attendance-Staff-Rooms .....	75
Attendance-Staff-Teachers .....	75
Attendance-Staff-Advisor List .....	76

Attendance-Staff-Assign Advisees .....	77
Attendance-Staff-Substitutes .....	77
Attendance-Contacts-Edit Contacts .....	79
Attendance-Contacts-Merge Contact Submissions .....	80
Attendance-Contacts-Merge Emergency Contacts .....	82
Attendance-Contacts-Contact Modification Report .....	83
Attendance-Contacts-Print Contact Directory .....	84
Attendance-Contacts-Merge Contacts .....	85
<b>Appendices .....</b>	<b>86</b>
Appendix A: Custom Attendance Form Letters Overview .....	86
Appendix B: Creating the Custom Form .....	93
Appendix C: Email Setup – Admin Options .....	99
Appendix D: Photo Instructions .....	100
LifeTouch Instructions – Using CD .....	101
LifeTouch Instructions – Using Web Portal .....	102
LifeTouch Instructions – Other Vendor .....	104
Appendix E: Saving a Report as a PDF File .....	105
Appendix F: Contact Forms and Signatures .....	107

## **JMC Attendance Module Overview**

The Attendance Module of JMC Next Gen Office Application is considered the base module of the JMC Next Gen web application and as such it contains a variety of basic data that is used by all modules of Next Gen. The Attendance Module gives your district the ability to keep track of various types of basic data about your students, teachers, rooms, contacts, activities, and calendar. Also included are other important aspects such as parents/students email, mailing/custom labels, data mining, and student contact directories.

### **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.

### **Student Demographic Data**

Student names and other basic demographic data may be maintained in the Attendance module. This data is available for all modules to access.

### **Enrollment Data Management (Drops, Adds, Reenters)**

Student enrollment may be tracked through drop, add, and reenter processes.

### **Teacher Demographic Data**

Teacher names and other basic demographic data may be maintained in the Attendance module. This data is available for all modules to access.

### **Advisor/Advisee Lists and Assignments**

Students may be assigned to advisors en masse or individually. Also, advisor/advisee lists may be generated. This advisor/advisee information is also available for all modules.

### **Rooms**

Room numbers and related data may be entered and is available for all modules.

### **Calendar, Day Names, Special Days**

The calendar may be edited to include such information as start and end dates for each term. Day names for the school year may be defined by specifying the date for each day number. Special days, such as snow days, class trips, or other atypical school days, may be defined as needed and can be assigned for all grades or for individual grade levels.

### **Student Contact Data, Directories**

Contact data consists of parents, primary contacts, emergency contacts, and other types of contacts. These are set up separately from the student demographic data and then linked to students as needed.

### **Activities**

The Activities menu of the Attendance module can be used to maintain student activity records. The activities themselves can be defined by the user but could include such activities as sports, theatre, music, and other activities that are not part of the normal

coursework and therefore are not maintained in the student's schedule. Special commendations (e.g. letter, team captain, performance award, etc.) may also be defined by the user and assigned to a student's activity records. Activity records may be printed on student transcripts and may be queried for various criteria. Team rosters may also be maintained.

The **basic tasks and reports** for the activities menu options are:

- rosters for current year activities
- queries for compliance or special commendations
- activities and special commendations printing on student transcripts

*Note:* Menu items pertaining to Activities are found in the Attendance module in the Activities menu **with one exception:** students' parent permission slips and physical exams must be entered in the Health module under the Data menu using the Edit Health History option. For further details regarding Health History, please refer to the documentation on the Health module of the JMC Office Application.

*Note:* Access to the Activities menus and menu options, including the Edit Health History menu option in the Health module, is governed by the Activities user privilege setting.

### **Data Mining**

JMC's query engine, known as Student Lists, may be used as a data mining tool to print and/or export lists of data. The user may select the items to be printed/exported, how they are to be sorted, the range of items to be selected, and the printed format. Exports are saved in CSV (comma-separated) formatted text file. The list may also be used for creating custom labels. The report settings for a list may be saved and reused at a later time.

The list of items that may be printed/exported includes demographic items available on the Edit- Student Data page as well as activities, attendance, bus, contact, course sections, custom fields, discipline, ELL/LEP, enrollment history, entry, GPA, health history, immunizations, lunch status, period attendance, race-ethnicity, special education, state reporting (NSSRS/ADVISER), programs fact, standardized test scores, Title I/III, and visit log. These data items may also be used in sort and selection criteria.

### **Mailing and Custom Labels**

Mailing and custom label options give you a variety of ways to generate labels for your mailing and other needs.

## Edit

### Edit — New Student Wizard (New Feature)

This page is used to enter a new student into your JMC Next Gen database. The wizard will walk you through entering demographic data on the Student Data page as well as entering the student's enrollment history and attendance start date.

1. Select Edit-New Student Wizard. The page will appear similar to Figure 1.

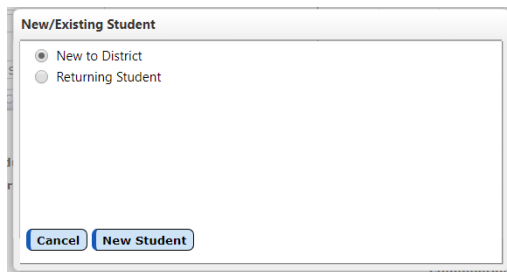


Figure: 1

#### New to District:

Choose this if the Student has never been entered into jmc data. This will direct you to Student Data page. Figure2.

#### Returning Student:

Choose this option if the student has been deleted or removed from jmc due to graduation status.

**Note:** This is not used to add a student who was dropped and is returning the same school year.

A dropdown box will appear for the user to start typing in the name of the returning student.

If the student's name appears, choose from the list, and information will be supplied, if available. See figure 1.1

Accept student, and information will propagate in Student Data page, using information which was previously stored in jmc.

Figure 1.1

New/Existing Student

New to District  
 Returning Student

Find Returning Student: [dropdown]

First: test  
Last: test  
Gender: M  
Primary Contact:

Cancel Accept Student

*NOTE:* This is not used for students who have been dropped and need to be re-entered or added.

1. Select Edit-New Student Wizard. The page will appear similar to Figure 1.

(Step 1) Enter Student Data, Click Save--> (Step 2) Select Day and Add Code, Click Add or Skip Add

Grade: All Find: [field] Save

Last: [field] Gender: [dropdown]  
First: [field] Grade: 0  
Middle: [field] Kdg Group: KG  
Suffix: [field]  
Advisor: [dropdown]  
Advisor 2: [dropdown]  
Building #: 109  
JMC Building: 109 - JMC Demo School

Primary [dropdown] Type: Primary [dropdown]  
Contact Name Desc: [field]  
Contact Address  
Contact Address2  
Contact City, State, Zip  
Contact Phone Numbers  
Contact Password  
Contact Email  
 In Mailings  
 In Reports  
Copy Contacts  
Change Contact  
Clear

General Bus Comments Confidential Custom EL Enrollment Entry Photo ProgramHist Race/Ethnicity Sensitive Spec Ed Comment SpecEdHist

Birth Date: [field]  
Graduation Date: [field]  
Grad Year: [field]  
Resident District: [field]  
Attending District: [field]  
School of Residence: [field]  
Residence Status: 0 Not applicable  
FTE: 0  
Username: [field]  
Password: [field]  
Email: [field]  
Email 2: [field]  
Student Cell Phone: [field]  
License Plate #: [field]

Reference #: [field]  
Student ID: [field]  
SSN: [field]  
ID #: [field]  
State ID: [field]  
Locker: [field]  
Combination: [field]  
Bus #: [field]  
Transported: [field]  
Expected High School of Graduation: Not Specified  
Postgraduate Activity: Unavailable  
Postgraduate Activity Determination: Unavailable

Print New Student StuRefNum # Save

Figure 1: Entering demographic data during step 1 of the New Student Wizard

2. Enter demographic data such as Last Name, First Name, Gender, Grade, etc. Make sure to include at least those 4 demographic data items so that your record is somewhat adequate for use. The remainder of the demographic items can be entered now or later as the data becomes available or is needed.
3. Click the **Save** button in the upper or lower right corner. A dialog box will then appear similar to Figure 2:



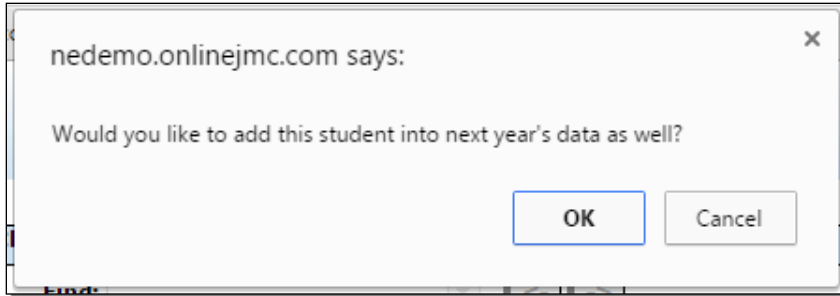


Figure 2:  
Option to Save Student to Next Year.  
Recommended - OK

4. If you have already moved up your data for the coming school year you will see a message as in Figure 2. You can decide whether you want the student added to the next year as well as the current year.

**OK** if student will likely be enrolled for the next school year. (Common)

**Cancel** if the student will not be returning (Not Common)

Choosing either will display the page similar to Figure 3:

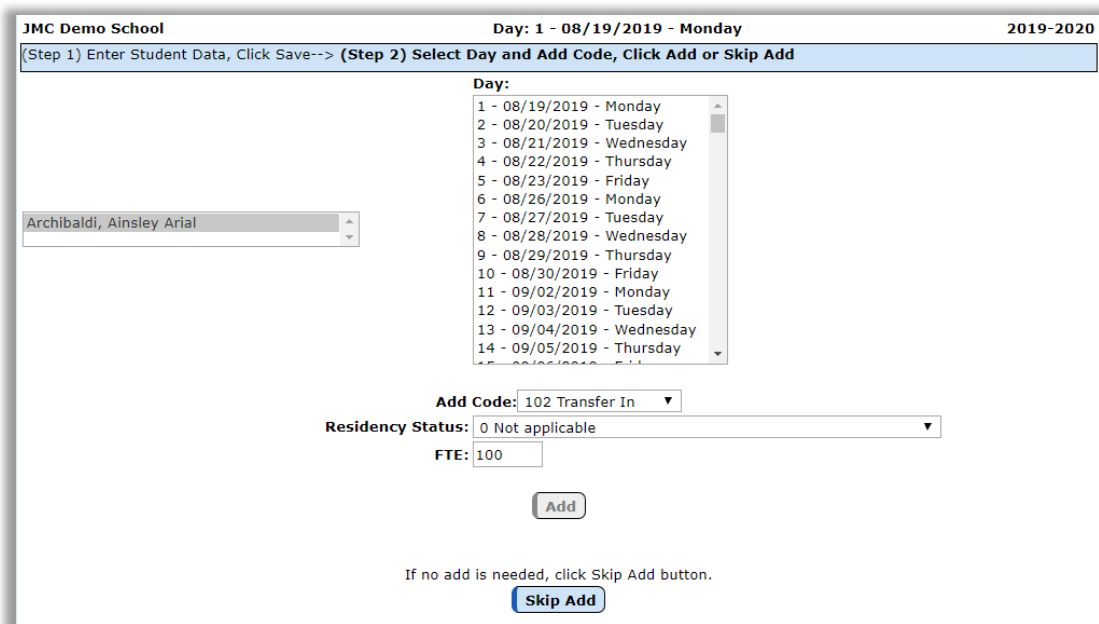


Figure 3: Entering the Start Date and Add Code with New Student Wizard

5. Specify the starting date and add code for the student's enrollment.
6. Click the **Add** button to store the attendance data.

## Edit - Student Data

This page is used to edit general demographic data for a new student, including student IDs, birth date, contact, bus, comments, custom, EL (English Learner), enrollment history, entry, photo, program history, race/ethnicity, sensitive, special education comment/history.

1. Select Edit-Student Data. The page will appear similar to Figure 4.

The screenshot shows the 'Edit-Student Data' page for a student named Archibaldi, Reginald and Gwendalynn. The page is titled 'JMC Demo School' and shows the date 'Day: 1 - 08/19/2019 - Monday' and the school year '2019-2020'. The student's information is displayed in a form with fields for Last, First, Middle, Suffix, Gender, Grade, Advisor, Building #, and JMC Building. A search box labeled 'Find:' is at the top right. Below the form, there are tabs for General, Bus, Comments, Confidential, Custom, EL, Enrollment, Entry, Photo, ProgramHist, Race/Ethnicity, Sensitive, SpecEdComment, and SpecEdHist. The Enrollment tab is active. The form contains various checkboxes for Active, Attendance, State Reporting, Rank, Honor Roll, Special Considerations, High Ability Learner Participant, High Ability Learner Eligibility, Honors Or Advanced Placement, Is A Single Parent, Nonpublic Targeted Assist, Military Family Code, Unaccompanied Homeless Youth, and Directory Information Opt Out. There are also fields for Birth Date, Graduation Date, Grad Year, Resident District, Attending District, School of Residence, Residence Status, FTE, Username, Password, Email, Email 2, Student Cell Phone, License Plate #, Reference #, Student ID, SSN, ID #, State ID, Locker, Combination, Bus #, Transported, Expected High School of Graduation, Postgraduate Activity, and Postgraduate Activity Determination. Buttons for Print, New Student, StuRefNum #, and Save are at the bottom.

Figure 4: Student Data Page

2. Select the student to be edited by typing the name of the student in the **Find** box at the top of the page and then selecting the student from the drop down list.

*Note:* The cursor may be moved from field to field using the **Tab** key.

**Last** - student's last name

**First** - student's first name

**Middle** - student's middle name or initial

**Suffix**- student's suffix, e.g. Jr., Sr., etc.

**Gender** - F for female or M for male

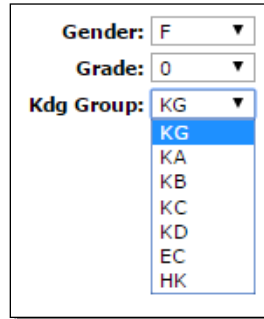
**Advisor** - student's advisor or homeroom teacher

*Note:* The list of teachers/advisors for the Advisor menu are defined in Attendance – Staff – Teachers.

**Grade** - student's or adult's grade level (0-12, A for adult)

Special Grade 0 Items

**Kdg group** - if the grade level is 0, then the student may be put into a special grade 0 group selected from the menu. See Figure 5.



The image shows a portion of a software interface with three dropdown menus. The first is labeled 'Gender:' and has 'F' selected. The second is labeled 'Grade:' and has '0' selected. The third is labeled 'Kdg Group:' and is open, showing a list of options: 'KG' (highlighted in blue), 'KA', 'KB', 'KC', 'KD', 'EC', and 'HK'.

Figure 5:

Kindergarten Groups  
(Grade Zero Groups)

**Bldg#** - building number for the student (for state reporting purposes)

**JMC Bldg** - (*District Databases only*)– the JMC building number for the student

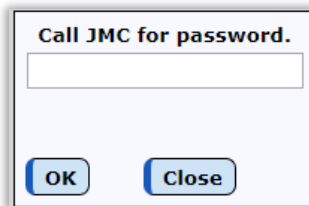
**Print** To print the data for the student, click **Print**.

*Note:* If this student is enrolling after the first day of school and was not enrolled for at least the first day of school, use the selection Attendance—Student—Add Student to add the student to the attendance register.

**New Student** To enter the data for a new student, click **New Student**.

**StuRefNum #** To edit the stu ref num for a student, click **StuRefNum #**. You may then edit the number and save the changes.

*NOTE:* You will be asked to contact JMC for a Password prior to getting access to do this edit.



**WARNING:** *Editing a student's StuRefNum is generally not advised.* The main reason for doing so is when a student was deleted from the database (or not rolled up as with a returning senior) and the student needs to be reconnected with their data that is linked by the StuRefNum.

**Save** To save the data for the student, click **Save**.

*Note:* Upon saving data for a newly entered student, a student number will be automatically assigned to them based on their grade level.

The screenshot shows a web-based form for student data. The 'General' tab is selected. The form is organized into several sections:

- Checkboxes (Left):**
  - Active
  - Attendance
  - State Reporting
  - Rank
  - Honor Roll
  - Special Considerations
  - High Ability Learner Participant
  - High Ability Learner Eligibility
  - Honors Or Advanced Placement
  - Is A Single Parent
  - Nonpublic Targeted Assist
  - Military Family Code
  - Unaccompanied Homeless Youth
  - Directory Information Opt Out
- Text Fields (Middle-Left):**
  - Birth Date: 8/19/2011
  - Graduation Date: [empty]
  - Grad Year: [empty]
  - Resident District: [empty]
  - Attending District: [empty]
  - School of Residence: [empty]
  - Residence Status: 0 Not applicable
  - FTE: 0
  - Username: [empty]
  - Password: [empty]
  - Email: [empty]
  - Email 2: [empty]
  - Student Cell Phone: [empty]
  - License Plate #: [empty]
- Text Fields (Middle-Right):**
  - Reference #: 146209109
  - Student ID: 2504
  - SSN: [empty]
  - ID #: [empty]
  - State ID: [empty]
  - Locker: [empty]
  - Combination: [empty]
  - Bus #: [empty]
  - Transported: 0
  - Expected High School of Graduation: Not Specified
  - Postgraduate Activity: Unavailable
  - Postgraduate Activity Determination: Unavailable

Figure 6: General Tab from Student Data Page

## GENERAL

**Active** - student is currently enrolled (a member) and is to be included on lists

**Attend** – student is to be included in attendance reports

**State Reporting** - student is to be included in Nebraska state reporting(Adviser)

**Rank** - student is to be included in a class rank with their grade level

**Honor Roll** – student is to be included in honor roll

**Special Considerations** – if checked, indicates that additional information exists for this student

**High Ability Learner Participant** – student is participating in a High Ability Learner program

**High Ability Learner Eligibility** – student has been identified as a High Ability Learner

**Honors or Advanced Placement** – student is in grades 9-12 and participates in an honors program or advanced placement classes

**Is A Single Parent** – student is a single parent, described as an individual who is: a) unmarried, divorced, or legally separated from a spouse; and b)(i) has a minor child or children for which the parent has either custody or joint custody, or (ii) is pregnant

**Nonpublic Targeted Assist** – student is nonpublic student reported by a public district as receiving Title I services from the public district

**Military Family Code** (also known as Parent In Military) - An indicator (yes/no) of whether the student has a parent or guardian that is a member of the Armed Forces on active duty or on full-time National Guard duty. The terms “Armed Forces”, “active duty” and “full-time National Guard duty” have the same meanings as defined in 10 U.S.C. 101(a)(4), 101(d)(1), and 101(d)(5). If this flag is set to a Yes during the school year, leave that code set for the remainder of the school year.

**Unaccompanied Homeless Youth** – An indicator (yes/no) of whether the homeless youth is unaccompanied by parents or legal guardians

**Directory Information Opt Out** – An indication that the parent (or student) has chosen to exercise their rights under FERPA to restrict the disclosure of directory information.

**Birth Date** - student's birth date entered in the form MM/DD/YY or MM/DD/YYYY (will be displayed as MM/DD/YY). The student's age will be displayed to the right of the Birth Date field.

**Graduation Date** - student's graduation date entered in the form MM/DD/YY or MM/DD/YYYY (will be displayed as MM/DD/YY)

**Graduation Year** - student's graduation year entered in the form YYYY

**Resident District** – based on where the student typically sleeps at night.

**Attending District** – district accountable for student outcomes

**School of Residence**–The school where the student resides, based on boundaries established by the District of Residence. This field is only required for students with a Contracted In Residency Status.

**Residence Status** – code indicating circumstances applicable to student's school enrollment

**FTE** – Full-Time Equivalency, entered as a whole number. A full-time student would have an FTE value of 100. If left blank is assumed FTE of 100

**Username** – student's username for login purposes (up to 50 characters)

**Password** – student's password for login purposes (up to 20 characters)

*Note:* Viewing and editing of passwords for students is governed by the Passwords privilege as established on [File-User Privileges](#)....

**Email** – email address (up to 50 characters)

**Email 2** – email address (up to 50 characters)

**Cell Phone Number** – student's cell phone number and messaging settings

**Cell Phone Number:**  

Right-clicking on this icon allows you to set the Message Center settings for this phone number

Figure 7:

Student Cell Phone and Message Settings in General Data tab



Figure 8:

Editing Message Center Settings for student's Cell Phone

Message Center: JMC's Message Center allows for efficient communication with a student via their cell phone. The JMC Message Center allows for the following: 1) Emails 2) Short Message Service (text messaging or texting) 3) Voice Calls/Voice Mail.

Here the settings will govern which type(s) of Message Center that the student will receive on their cell phone.

For more information on JMC's Message Center module please refer to the documentation at [http://jmcinc.com/uploads/files/NextGen\\_MessageCenter.pdf](http://jmcinc.com/uploads/files/NextGen_MessageCenter.pdf).

**License Plate #** - If the student drives a vehicle to school, put the License plate number here.

**Reference #** - JMC student reference number, which is automatically assigned by the JMC Next Gen application and is used to link students to many records in JMC (e.g. health, discipline, test scores...)

**Student #** - JMC student number, which is not editable on this screen

*Note:* To edit the student's **Student #**, select Edit-Renumber Students.

**Soc Sec** - student's Social Security Number.

**ID#** - student may be assigned an ID# up to 13 letters or digits in length

**State ID** - unique ID assigned to a student by the State of Nebraska

**Locker** - locker number with a maximum of 5 letters or digits

**Combination** - locker combination entered as 6 digits

**Bus #** - a bus number with a value of 0-255

**Transported** - student may be assigned a transportation code from 0-9, as determined by your school (not used in Nebraska state reporting)

**Expected H.S. of Graduation** - The high school where a student is expected to graduate high school. This field is required only when the following conditions are met: 1. The student is in grades 9-12. 2. The high school from which a student is expected to graduate is not the same school as the enrollment school. 3. The high school from which a student is expected to graduate is a public high school in the State of Nebraska.

**Postgraduate Activity** - an indication of the student's activity after their graduation or completion, such as 2 Year College, 4 Year College, Employment, and Military.

**Postgraduate Activity Determination** - the method used for determining a student's post-graduation activity.

The screenshot shows a web-based form for entering bus information. The tabs at the top include General, Bus (selected), Comments, Confidential, Custom, EL, Enrollment, Entry, Photo, ProgramHist, Race/Ethnicity, Sensitive, SpecEdComment, and SpecEdHist. The form fields are: Location Type (dropdown menu showing 'Location 1'), Description (text box), Route Bus # (text box), Route Bus Driver (text box), Shuttle Bus (text box), Shuttle Bus Driver (text box), Authorized By (text box), Date Authorized (calendar icon), Route Bus Pick up (grouped with Time AM, Location AM, Time PM, Location PM), and Hard Surface Pick up (grouped with Time AM, Location AM, Time PM, Location PM). A large text area for Bus Note is on the right. At the bottom, there are buttons for Print, New Student, StuRefNum #, and Save. The word 'Active' is partially visible on the right side.

Figure 9: Bus Tab from Student Data Page

## BUS

**Location Type** – Location 1 / 2 / Alternate – use up to 3 locations for a student due to split families, baby sitters, day care, bad weather alternate location, etc.

**Description** – description of student's bus route location

**Route Bus #** – name of driver for this route.

**Route Bus Driver** – route bus # for the specified location  
**Shuttle Bus** – if a shuttle bus is used for this bus location, enter that information here  
**Shuttle Bus Driver** – name of Shuttle Bus Driver  
**Authorized By** – authorization information, parent/guardian who has authorized the bus route info  
**Date Authorized** – includes calendar tool that allows date entry by clicking a graphical calendar  
**Bus Note** – space to enter a free-form note about this bus location

**Route Bus** – for normal weather conditions  
Route Bus Pick Up – Time AM – morning pick-up time  
Route Bus Pick Up – Location AM – morning pick-up location  
Route Bus Pick Up – Time PM – afternoon pick-up time  
Route Bus Pick Up – Location PM – afternoon pick-up location

**Hard Surface Route**– an alternate route used typically for bad weather circumstance when buses will not be traveling on gravel roads  
Hard Surface Pick Up – Time AM – morning pick-up time  
Hard Surface Pick Up – Location AM - morning pick-up location  
Hard Surface Pick Up – Time PM - afternoon pick-up time  
Hard Surface Pick Up – Location PM - afternoon pick-up location

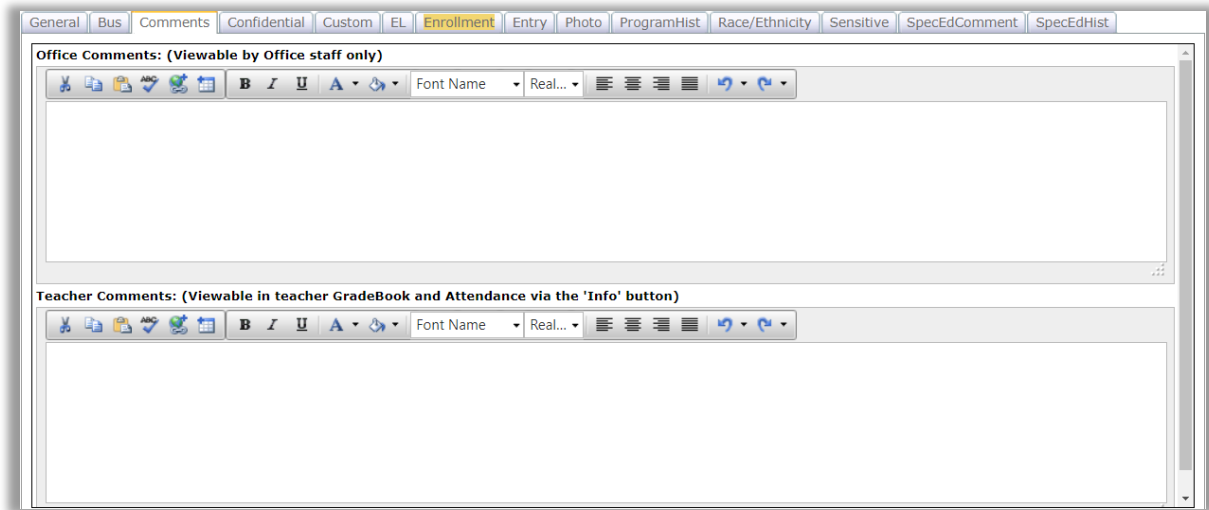



Figure 10: Comments Tab from Student Data Page

## COMMENTS

The space in the Comment tab can be used to record general notes that are visible to JMC user with privileges to View and/or Make Changes for Student General data.

*Note:* Top box is visible by Office Staff only. Bottom box is viewable to Teachers if they click on the “i” next to a student’s name in Gradebook.

 Aasimov , Abbie

## Teacher view in JMC GRADEBOOK

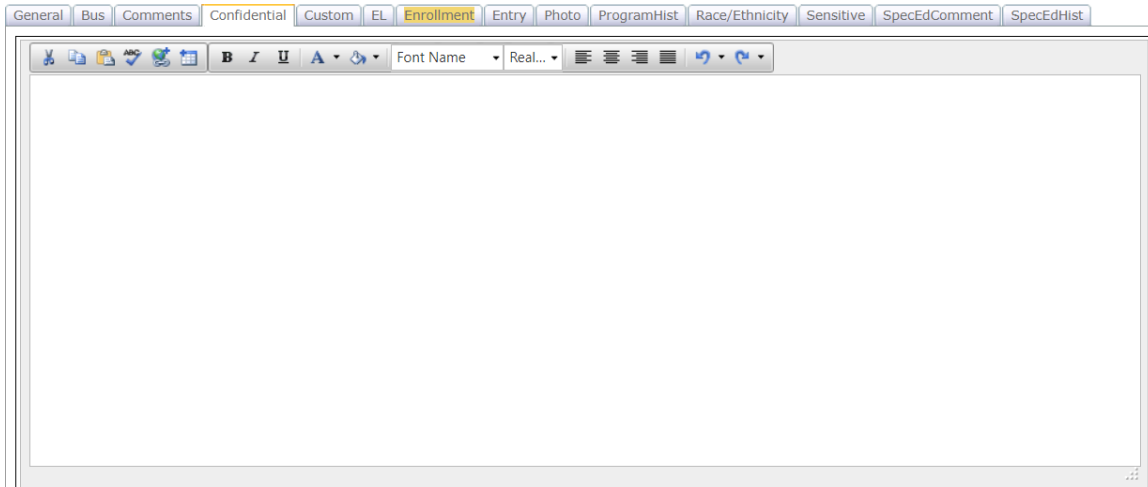


Figure 11: Confidential Tab from Student Data Page - jmc Office

### CONFIDENTIAL

The space in the Confidential tab can be used to record general notes that are visible to JMC users with privileges to View and/or Make Changes for Student Sensitive data.

*Note:* Be sure to SAVE or data will be lost when you leave page.

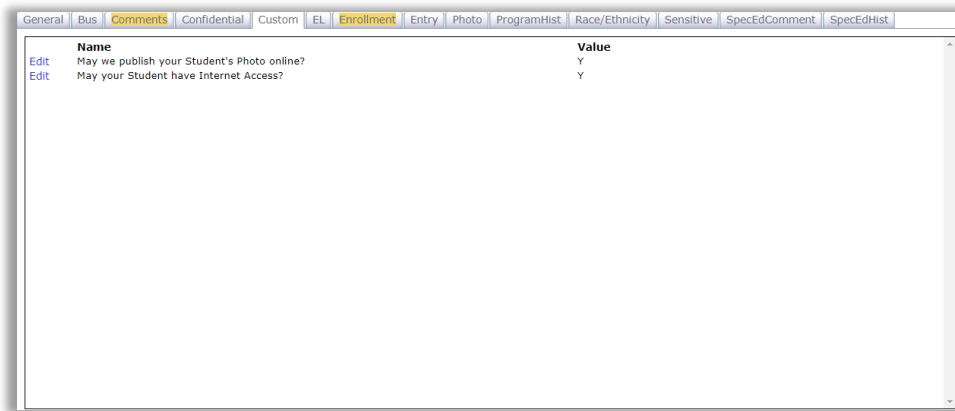


Figure 12: Custom Tab from Student Data Page

### CUSTOM FIELDS

**Edit** – This link allows you to edit a student custom field records. Once the edit link is clicked, the page will appear similar to Figure 13. After editing the data you must click the **Update** link in order to save the changes.





Figure 13: Editing Student Custom Data

*Note:* The Custom tab is only visible when logged in to a specific building.  
*Note:* Custom fields may be defined and put into use for the school year by selecting File-Define Custom Fields. See Figure 14.

JMC Demo School Day: 1 - 08/19/2019 - Monday 2019-2020

Import

Add Record

	Current Year	Name	Length	Data Type	Permanence	Sort Order
Edit Delete	<input checked="" type="checkbox"/>	May we publish your Student's Photo online?	1	Text	Year-independent	0
Edit Delete	<input checked="" type="checkbox"/>	May your Student have Internet Access?	1	Text	Year-independent	0
Edit Delete	<input checked="" type="checkbox"/>	Is English this Student's Primary Language?	30	Text	Year-specific	1
Edit Delete	<input type="checkbox"/>	Can your Student take Aspirin?	5	Text	Year-independent	0

Figure 14: Define Custom Fields page

General Bus Comments Confidential Custom EL Enrollment Entry Photo ProgramHist Race/Ethnicity Sensitive SpecEdComment SpecEdHist

EL Participation

Original Placement Date:

Exit Date:

Home or Native Language: Spanish

English Learner Status: English Learner, Receiving Services

- English Learner, Receiving Services
- English Learner, Parent Opted Out of Services
- Reclassified as English Fluent
- Not an English Learner

Figure 15: EL Tab from Student Data Page

## EL

**LEP Participation** – indicator of student’s participation in a LEP program

**Placement Date** - date entered in the form MM/DD/YY or MM/DD/YYYY

**Exit Date** - date student was classified as ELL status 4, entered in the form MM/DD/YY or MM/DD/YYYY

**Home or Native Language** – language or dialect the student uses to communicate or the language of choice within the home or the non-English language considered the student’s native language.

**Redesignated as English Fluent** – student has been redesignated as English Fluent

## ENROLLMENT

*Note:* To add another line of enrollment data for a student you must use Attendance – Student – Re-Enter Student.

Edit View of Enrollment Tab

Figure 15: Enrollment Tab from Student Data page

**Enrollment History** – click **Edit** to edit the student’s enrollment history records.

*Note:* To enter an exit code for a student you must use Attendance – Student – Drop Student.

*Note:* To add another line of enrollment data for a student you must use Attendance – Student – Re-Enter Student.

## Enrollment

Enrollment history data will be maintained in this tab.

**Entry Date** – The date on which a student’s current enrollment begins in the school for the current school year.

**Entry Code** - The process by which a student enters a school during a given academic session.

**Exit Date** – The date on which a student’s enrollment ends in the school. Every exit date must have a corresponding entry date. (Attendance – Student –Drop Student)

**Exit Code** – The process by which a student exits a school during a given academic session.

**Residency Status** – An indication of the circumstances applicable to a student’s enrollment in a school.

**FTE** – Full-Time Equivalency- The ratio between time of the student’s assignment to a school for services or instruction and the hours that would consist of a student’s full educational program. Students with FTE values higher than 50% on October 1 will be included in Fall Membership, except any student reported with a Grade Level of HP or PK will be included in Fall Membership regardless of FTE. Determining FTE should be based on the student’s program.

**Calculated Attendance**– Checking this box will use actual Attendance data to determine student’s attendance.

**Actual Attendance**– Actual attendance days according to FTE status.

The screenshot shows the 'Entry' tab of a student data page. The form includes the following fields and values:

- Birthplace:** Rio
- Birth Country:** Brazil
- Last School Attended:** Homeschool
- Entry Date (district):** 3/1/2019
- Entry Date (school):** (empty)
- Foreign Exchange Student:**
- Migrant:** 1 - Yes and in a federally funded program
- Migrant Date:** 3/1/2019
- Migrant Duration:** 0.43 years
- Immigrant Indicator:** 0 Not an Immigrant
- Immigrant Date:** 3/1/2019
- Immigrant From:** Canada

Figure 16: Entry Tab from Student Data Page

## ENTRY

**Birthplace** - student's place of birth (up to 25 characters)

**Birth Country** - student's country of birth

**Last School Attended** – prior school the student attended

**Entry Date District** - student's entry date into the school district entered in the form MM/DD/YY or MM/DD/YYYY (will be displayed as MM/DD/YY)

**Entry Date School** - student's entry date into the school building entered in the form MM/DD/YY or MM/DD/YYYY (will be displayed as MM/DD/YY)

**Foreign Exchange Student** – student has entered the United States on a student visa and is not intending to remain in the United States permanently

**Migrant** - student's migrant status and duration (calculated)

**Migrant Date** - date entered in the form MM/DD/YY or MM/DD/YYYY (will be displayed as MM/DD/YY)

**Migrant Duration** – amount of time since the student migrated to this location

**Immigrant Indicator** – Description that best reflects the student's immigrant status.

**Immigrant Date** – student's immigrant status, date entered in the form MM/DD/YY or MM/DD/YYYY (will be displayed as MM/DD/YY), and former country (up to 20 characters)

**Immigrant From** – student's prior country of residence

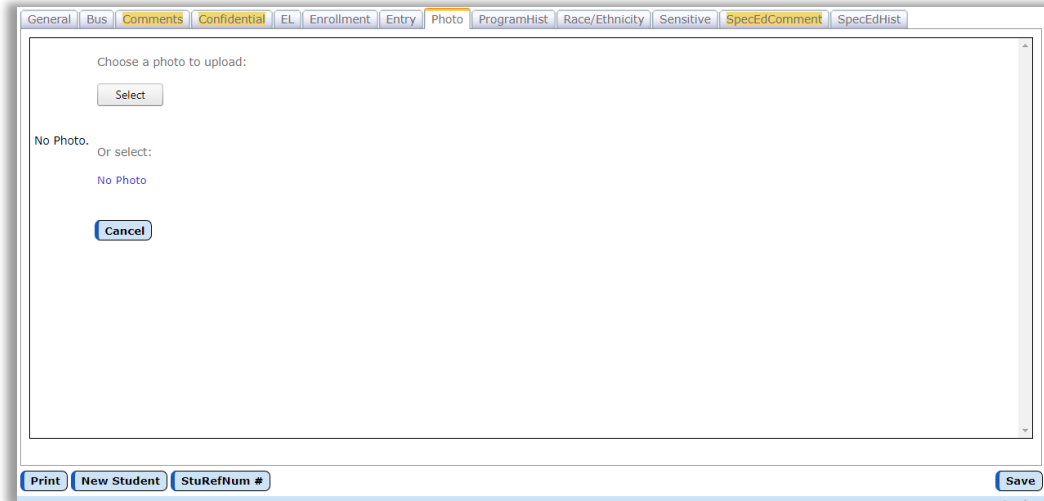


Figure 17: Photo Tab from Student Data Page “Change Photo” was selected

## PHOTO

If the student has a photo imported it will be displayed on this tab.

For more information about importing photos into your JMC Next Gen database please refer to Appendix D of this document.

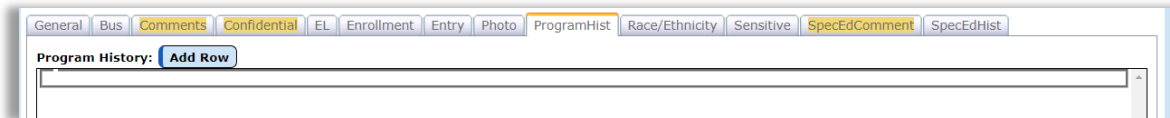


Figure 18: Program History Tab from Student Data Page

## PROGRAM HISTORY

**Add Row** To add a new Program History record for the currently displayed student, click on the **Add Row** link in the upper left corner of the Program tab. The new record will appear in the list with a record type of “None Selected” and a default Begin Date as today’s date, as shown in Figure 19.

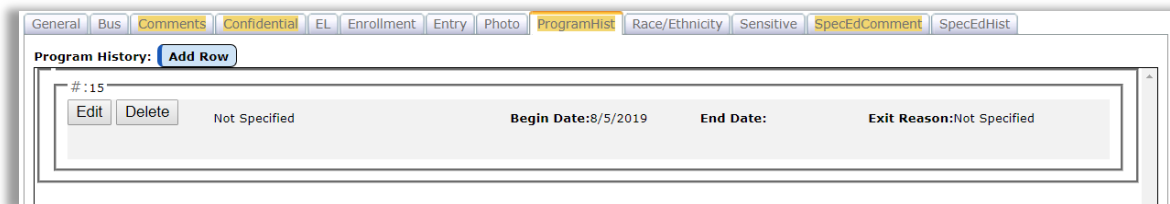


Figure 19: A New Record is Added to a Student’s Program History

**Edit** To edit a student’s Program History record, click on the **Edit** link at the left side of that record. The tab will appear similar to Figure 20. Then make the appropriate edits and click on the **Update** link at the left side of that record to save the changes.

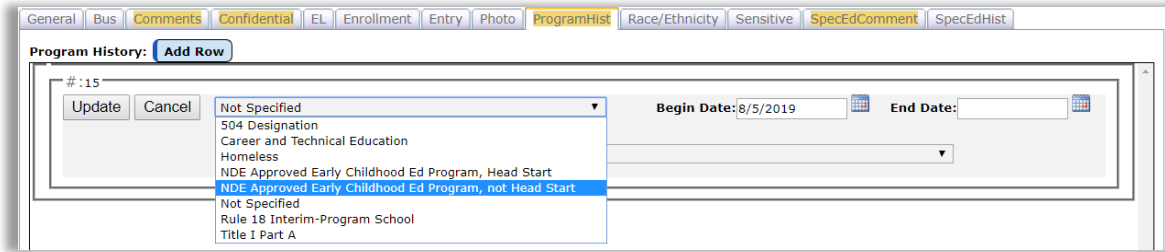


Figure 20: Editing a Student’s Program History Record

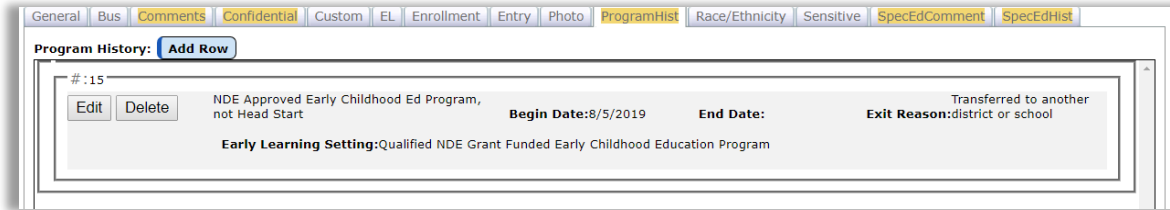


Figure 21: Student’s Program History Record is Edited and Saved

**Delete** To delete a student’s Program History record, click on the **Delete** link at the left side of that record.



Figure 22: Race-Ethnicity Tab from Student Data Page

**RACE-ETHNICITY**

**Hispanic-Latino** – Is student Hispanic / Latino?

**American Indian - Alaskan Native** – Is student of the American Indian or Alaskan Native race?

**Asian** – Is student of the Asian race?

**Black-African American**– Is student of Black or African American race?

**Hawaiian – Pacific Islander** – Is student of the Native Hawaiian or Other Pacific Islander race?

**White** – Is student of the White race?

**Ethnicity (legacy code)** - student’s ethnicity entered as a digit 1-5 where 1=American Indian, 2=Asian, 3=Hispanic, 4=Black, 5=White (See note on next page)

*Note:* **Ethnicity (legacy code)** is no longer collected for WSL/ISES state reporting purposes but is occasionally collected by other entities.

Figure 23: Sensitive Tab from Student Data page

Note: This tab is governed by the user privilege for Sensitive Data.

#### SENSITIVE

**Legal Last Name** – student’s legal last name

**Legal First Name** – student’s legal first name

**Legal Middle Name** – student’s legal middle name

**Legal Suffix** – student’s legal suffix

### Legal Name vs. Preferred Name

If the Legal Name fields on the Sensitive tab are left blank it will be assumed that the student’s legal and preferred names are identical.

If the Legal Name fields on the Sensitive tab are filled in it will be assumed that the name fields in the top left corner of the Student Data page is the student’s preferred name.

**Lunch Status** – student’s lunch status (how the student is charged for their meals)

#### Editing the student’s lunch status

Note: lunch status is only editable in the Sensitive tab if the school **DOES NOT** use JMC’s Lunch module.

To edit the student’s lunch status, click on the Lunch Status drop down list (Figure 24) and select the correct option from the drop down list (Figure 25).

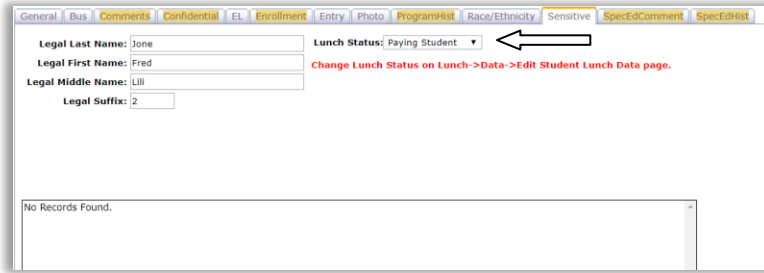


Figure 24: Editing the Student's Lunch Status

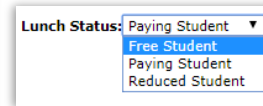


Figure 25: Status Options

Next, the Effective Date field will appear. Specify the effective date for the lunch status change by typing it in to the Effective Date text box (Figure 26) OR selecting the data from the calendar tool (Figure 27). To make the calendar tool appear, click on the calendar icon to the right of the Effective Date text box.

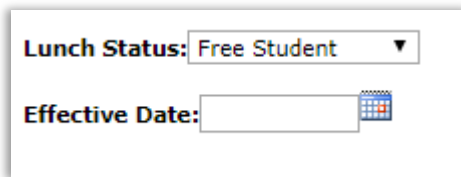


Figure 26: Editing the Effective Date

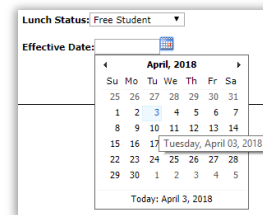


Figure 27: Calendar Tool

Once you have specified the effective date for the change you can save the lunch status change by clicking the **Save** button in the lower right corner of the page (Figure 28). Once the data is saved a lunch status change record will appear in the window at the bottom of the tab (Figure 29).

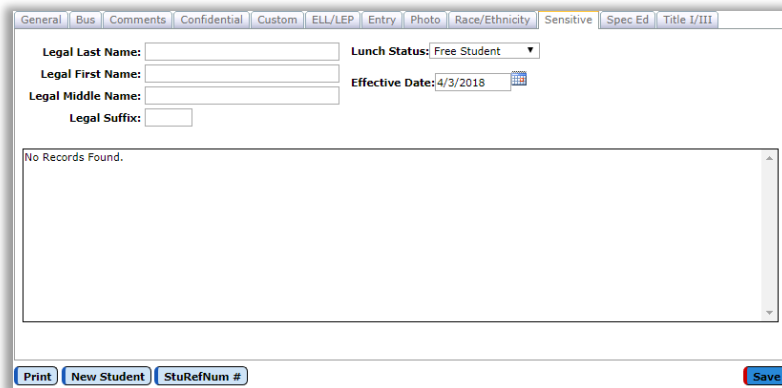


Figure 28

Click on the Save button to save Lunch Status Changes

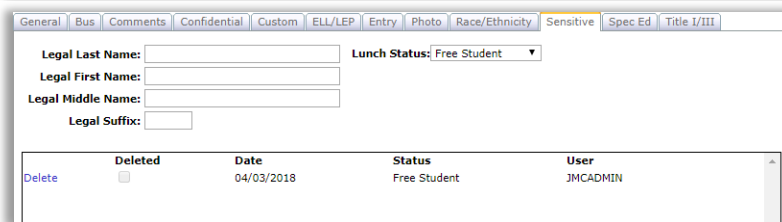


Figure 29

Lunch Status Change is Saved



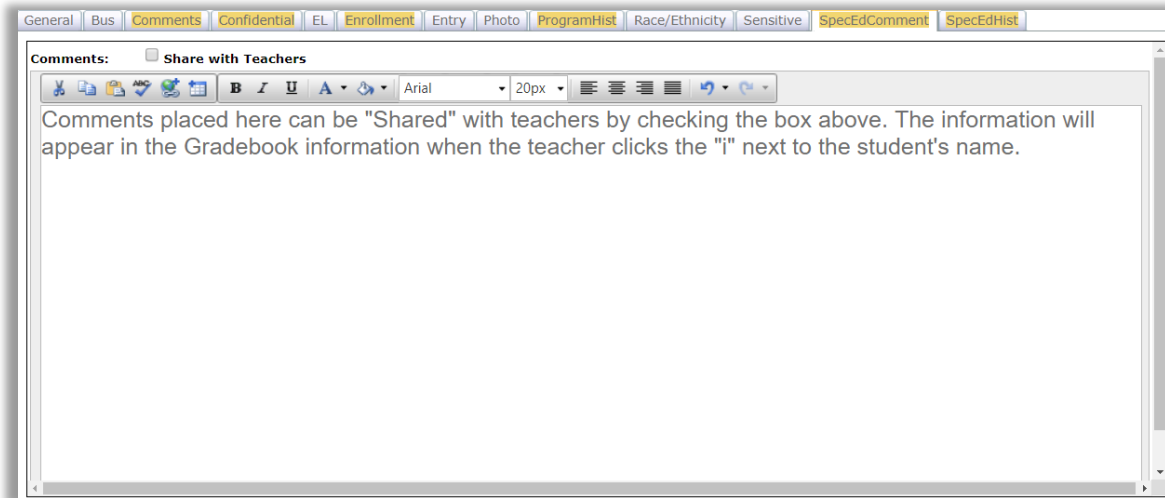


Figure 35: SpecEd Comments Tab from Student Data page

### SPECED COMMENT

The space in the SpecEd Comment tab can be used to record special education notes, such as the content of the student's IEP, that are visible to JMC user with privileges to View and/or Make Changes for Student General Data.

If desired, the contents of the comment can be shared with teachers by checking the **Share With Teachers** check box.

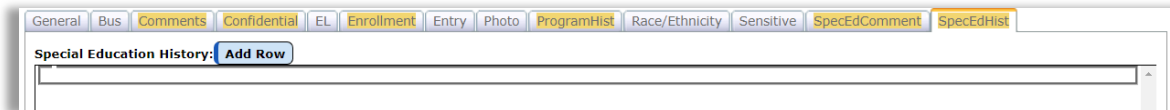


Figure 31: SpecEdHist Tab from Student Data page

### SPEC ED HISTORY

This tab allows for records to document the student's spans of special education service, including begin/and dates of service, IEP begin/end dates, Last Evaluation Date, Disabilities, and so forth. In general, if anything changes for the student's special education services the current special education history record is closed (enter Special Ed End Date) and a new special education history record is created and the changes in service are reflected in the new record. This tab is visible to JMC user with privileges to View and/or Make Changes for Student General data.

**Add Row** To add a Special Education History record click on the **Add Row** link in the upper left corner of the Special Ed tab. The tab will appear similar to Figure 32.

Figure 32: Adding a Special Education History Record

**Edit** To edit the newly added Special Ed History record, click on the **Edit** link at the left side of the record. The tab will appear similar to Figure 33.

Figure 33: Editing a Student Special Ed History Record

**Special Ed Begin Date** – date on which this student was first identified with a verified disability in the State of Nebraska

**Special Ed End Date** – date within the current school year on which the student ceased receiving special education services at the district

**Sp Ed Percentage** – the percentage of time a student spends receiving special education and/or related services separate from general education peers

**IEP Begin Date** – date of the start of the student’s IEP

**IEP End Date** – date of the end of the student’s IEP

**Alternative Test** – an indication (yes/no) if the Individual Education Plan (IEP) indicates the student is to take alternate state assessments in at least one subject. Note: Students below Grade 03 should be reported as no

**Verified Disability** – a physical or mental condition that limits a person's movements, senses, or activities. Provide the appropriate code indicating the verified disability of this student who is receiving special education and related services according to an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP). A student should only have one verified disability on the IEP and IFSP

**Setting** – student’s special education setting

**Program Participation (also known as Level of Program Participation)** – An indication of the student’s participation in the Special Education program, e.g. IDEA Part B...

**Service** – therapy services received by the student

**Placement Type** – an indication of the Nonpublic school placement type of a student, where appropriate

**Reason Exited** – an indication of the circumstances resulting in a student’s transfer from the district or exit from the special education program

**Update** When finished editing the Special Ed History record, click the **Update** link at the left side of the record. The tab will appear similar to Figure 34.

The screenshot shows a form titled "#: 6" with the following fields and values:

- Buttons:** Edit, Delete
- Special Education:**
- Spec Ed Begin Date:** 4/5/2018
- Spec Ed End Date:** 4/5/2018
- Spec Ed Percentage:** 25
- IEP Begin Date:** 4/5/2018
- IEP End Date:** 4/5/2019
- Alternate Test:**
- Verified Disability:** Speech Language Impairment
- Setting:** Public School
- Program Participation:** IDEA Part B
- Service:** 3 Speech-Language Therapy
- Placement Type:** Not Specified
- Reason Exited:** Not Specified

Figure 34: Special Ed History Record has been updated

### Student Contact Information

In the upper right corner of the screen is the student's contact information. A student may have up to 10 contacts associated with them, as shown in Figure 37. Contact types may be designated for each of the 10 associated contacts, as shown in Figure 38. The contact records themselves are created on [Attendance-Contacts-Edit Contacts](#) and may be accessed via the **Edit Contact** Quick Link at the right side of the Student Data page – see Figure 36.

The screenshot shows the "Edit Student Data Page" for "JMC Demo School" on "Day: 1 - 08/19/2019 - Monday" for the "2019-2020" school year. The contact information section in the upper right corner includes:

- Primary:** Sarah & Tony Aaseth, 123 Fourth St, PO Box 1012, Sunnyville, NE 67890
- Type:** Primary
- Desc:**
- In Mailings:**
- In Reports:**
- Buttons:** Copy Contacts, Change Contact, Clear
- Home:** 402.279.1442
- Work 1:** 402.555.4328 (Sarah)
- Work 2:** 402.555.9876 (Tony)
- Cell 1:** 402.555.9185 (Sarah)
- Password:** 1234

Figure 36: Contacts section (upper right corner) of Edit Student Data Page

The screenshot shows the "Contact Menu" expanded, listing various contact types:

- Primary
- Primary
- Empty Contact 2
- Lunch
- Emergency
- Doctor
- Storm
- Organization
- Empty Contact 8 (Sarah)
- Empty Contact 9 (Tony)
- Empty Contact 10 (Sarah)
- Cell 1: 402.555.9185 (Sarah)

Figure 37: Contact Menu expanded

The screenshot shows the "Contact Type Menu" expanded, listing various contact types:

- Primary
- Secondary
- Emergency
- Doctor
- Storm
- Other
- Fee
- Organization

Figure 38: Contact Type Menu expanded

Figure 39

### Edit Contacts page

For more information about editing contacts please refer to [Attendance – Contacts – Edit Contacts](#) later in this document

*Note:* Viewing of passwords for contacts is governed by the Passwords privilege as established on [File-User Privileges](#)....

**Contact menu** is used to select from among the 10 contacts possible for this student. If the student has no contacts attached, all 10 contacts in the Contact menu will be denoted as Empty Contact. See Figure 37.

**Contact Type menu** is used to designate the contact type for the currently displayed contact. Available types (relationships) for contacts are: Primary, Secondary, Emergency, Doctor, Storm, Lunch, and Other. A contact may have a different contact type for different students. See Figure 38.

*Note:* Only one Lunch contact may be designated per student.

**Clear** To clear a contact from this student's screen, first select the contact to be cleared from the **Contact** menu. Then, click **Clear**. This contact will now be designated as an Empty Contact for this student.

**Copy Contacts** To copy the contact information from another student (as in the case of siblings), click **Copy Contacts**. Then select the student whose contact information you wish to copy. The contact information for the selected student will now be duplicated for the current student.

**Change Contact** By clicking on this button, a list of contacts will be displayed. Selecting a contact from this list will associate the contact with the current student and cause the contact to be displayed on the Student Data page in the currently selected contact number.

**In Mailings check box** Check or uncheck this box if the contact is to receive mailings such as report cards, mailing labels, and schedules. Only a Primary contact can have this box checked.

**In Reports check box** Check or uncheck this box if the contact is to be included in internal reports such as an advisor list, student discipline report, or period attendance reports. Only a Primary contact can have this box checked.

## QUICK LINKS

**Student Scope** To view/edit the Student Scope page for the currently selected student, click the **Student Scope** link in the upper right corner of the page. For more details about **Student Scope** please refer to page 8 of this document.

**Edit Contact** To edit/view the student's currently displayed contact, click the **Edit Contact** link in the upper right corner of the page. The page will appear similar to Figure 39. For more details about editing contacts please refer to [Attendance – Contacts – Edit Contacts](#) later in this document.

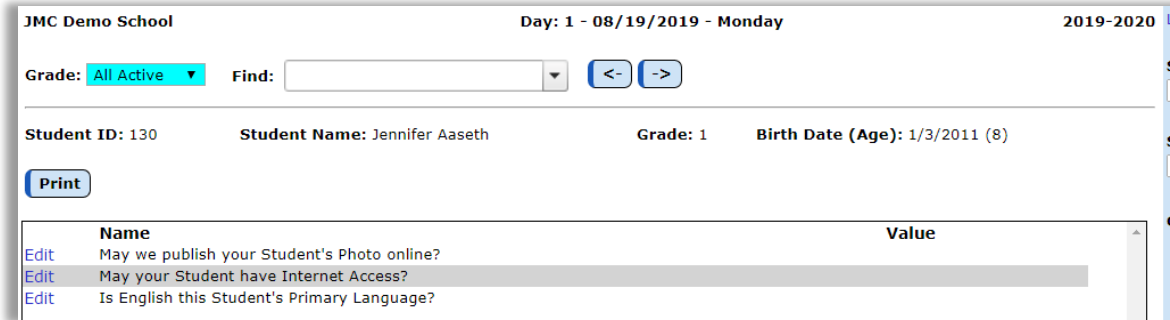
**Edit Schedules** To view/edit the schedule for the currently selected student, click the **Edit Schedules** link in the upper right corner of the page. For more details about student schedules please refer to: [JMC Scheduling Document](#)

---

## Edit - Edit Student Custom Data

This selection is used to edit custom data for a student.

1. Select Edit-Edit Student Custom Data. The page will appear similar to Figure 40.



JMC Demo School Day: 1 - 08/19/2019 - Monday 2019-2020

Grade: All Active Find: [ ] [ ] [ ]

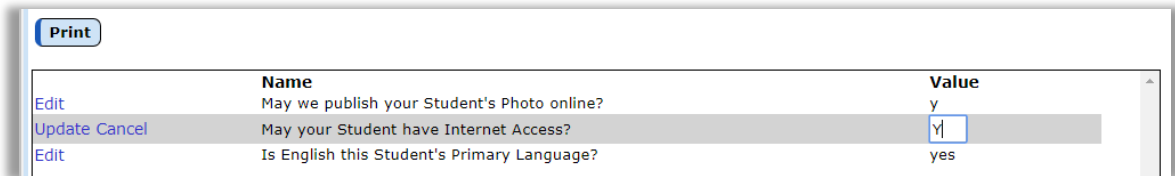
Student ID: 130 Student Name: Jennifer Aaseth Grade: 1 Birth Date (Age): 1/3/2011 (8)

[ Print ]

	Name	Value
Edit	May we publish your Student's Photo online?	
Edit	May your Student have Internet Access?	
Edit	Is English this Student's Primary Language?	

Figure 40: Edit Student Custom Data page

2. Select the student to be edited by typing the name of the student in the **Find** box at the top of the page and then selecting the student from the drop down list.
3. A list of the selected student's custom field's records will be displayed. To edit the value for one of the custom fields for this student, click on the **Edit** link to the left of that record. The page will appear similar to Figure 41.



[ Print ]

	Name	Value
Edit	May we publish your Student's Photo online?	y
Update Cancel	May your Student have Internet Access?	y
Edit	Is English this Student's Primary Language?	yes

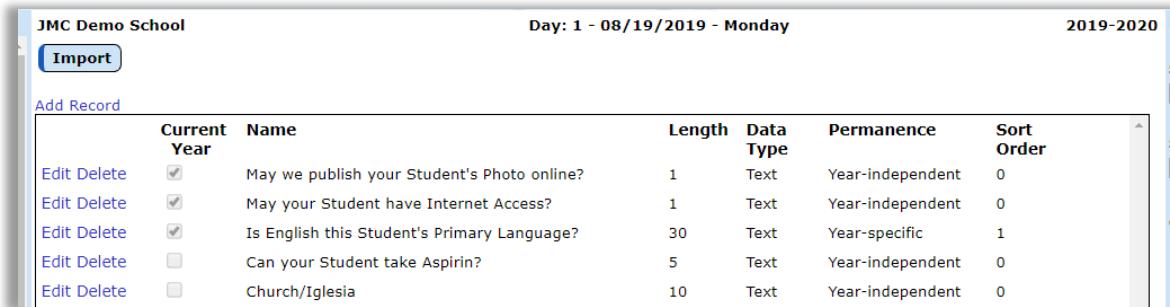
Figure 41: Editing a Student's Custom Data

4. After entering the new value you must click the **Update** link on the left to save changes.

*Note:* Editing of student custom data is governed by the Student General Data privilege as established on File-User Privileges....

**Print** To print the custom fields data for the student, click **Print**.

*Note:* Custom fields may be defined and put into use for the school year by selecting File-Define Custom Fields. See Figure 42.



	Current Year	Name	Length	Data Type	Permanence	Sort Order
Edit Delete	<input checked="" type="checkbox"/>	May we publish your Student's Photo online?	1	Text	Year-independent	0
Edit Delete	<input checked="" type="checkbox"/>	May your Student have Internet Access?	1	Text	Year-independent	0
Edit Delete	<input checked="" type="checkbox"/>	Is English this Student's Primary Language?	30	Text	Year-specific	1
Edit Delete	<input type="checkbox"/>	Can your Student take Aspirin?	5	Text	Year-independent	0
Edit Delete	<input type="checkbox"/>	Church/Iglesia	10	Text	Year-independent	0

Figure 42: Define Custom Fields page

## Edit - Edit Student Sensitive Data

This selection is used to edit sensitive data for a student.

1. Select Edit-Edit Student Sensitive Data. The page will appear similar to Figure 43.

The screenshot shows a web interface for editing student sensitive data. At the top, it displays 'JMC Demo School', 'Day: 1 - 09/04/2018 - Tuesday', and '2018-2019'. Below this, there is a 'Grade' dropdown menu set to 'All Active' and a 'Find' search box with navigation arrows. The student's information is listed as 'Student ID: 70', 'Student Name: Aaron Aasimov', 'Grade: 8', and 'Birth Date (Age): 6/24/2002 (15)'. A section for legal names includes input fields for 'Legal Last Name', 'Legal First Name', 'Legal Middle Name', and 'Legal Suffix', followed by a 'Save Legal Name Changes' button. Below this, the 'Lunch Contact Name' is 'Aasimov, Isaac & Alice' and the 'Lunch Status' is 'Paying Student'. A red message states '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. A table at the very bottom shows 'No Records Found.'

Figure 43: Student Sensitive Data page

2. Select the student to be edited by typing the name of the student in the **Find** box at the top of the page and then selecting the student from the drop down list.

*Note:* Viewing of student sensitive data is governed by the Sensitive privilege as established on File-User Privileges....

**Edit the student's legal name** as desired, then click the **Save Legal Name** button to save the changes.

### Legal Name vs. Preferred Name

If the Legal Name fields on the Sensitive tab are left blank it will be assumed that the student's legal and preferred names are identical.

If the Legal Name fields on the Sensitive tab are filled in it will be assumed that the name fields in the top left corner of the Student Data page is the student's preferred name.

***NOTE: Both first and last names must be entered to report legal name***



**Print** To print the sensitive data for the student, click **Print**.

Editing the student's lunch status

Note: lunch status is only editable on in the Sensitive tab if the school **DOES NOT** use JMC's Lunch module.

To edit the student's lunch status, click on the Lunch Status drop down list (Figure 44) and select the correct option from the drop down list (Figure 45).

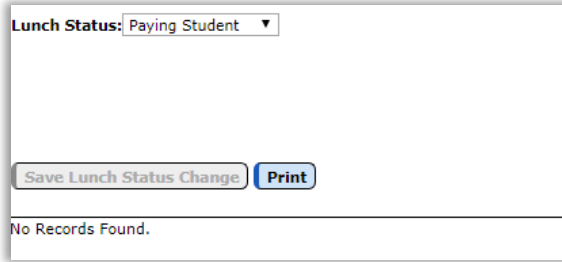


Figure 44: Editing the Student's Lunch Status

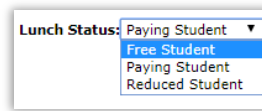


Figure 45: Status Options

Next, the Effective Date field will appear. Specify the effective date for the lunch status change by typing it in to the Effective Date text box (Figure 46) OR selecting the data from the calendar tool (Figure 47). To make the calendar tool appear, click on the calendar icon to the right of the Effective Date text box.

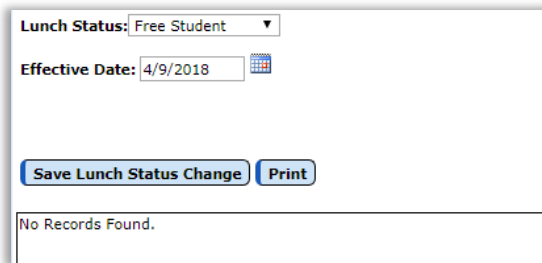


Figure 46: Editing the Effective Date

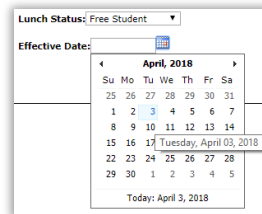


Figure 47: Calendar Tool

Once you have specified the effective date for the change you can save the lunch status change by clicking the **Save Lunch Status** button (Figure 46). Once the data is saved a lunch status change record will appear in the window at the bottom of the page (Figure 48).

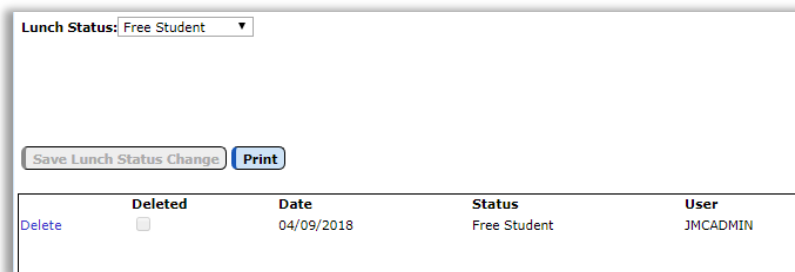


Figure 48

Lunch Status Change is Saved

## Edit - Delete a Student

This selection is used to delete all data for a student.

*Note:* Do **NOT** use this selection if the student is withdrawing from school after being in attendance -- use Attendance-Student-Drop Student instead.

**Important Note:** Once a student's data is deleted, it cannot be recovered. Therefore, for ADVISER reporting purposes you may wish to NOT delete a student from your database until after the fall count dates are past in case you need to update something about the student in ADVISER.

*Note:* This selection would be appropriate for:

A student who is registered in the spring and then does not come to school the following year,

OR a new student who registered in the spring and then does not come to school the following year,

OR a student who has been inadvertently entered in error.

1. Select Edit-Delete A Student. The page will appear similar to Figure 49.

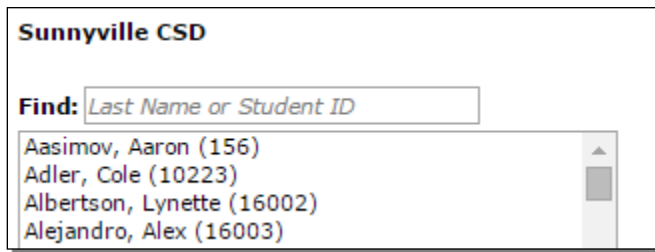


Figure 49:

Delete a Student page

2. Select the student to be edited by typing the name of the student in the **Find** box at the top of the page and then selecting the student from the drop down list.

3. Click the **Delete** button.

### Drop vs. Inactivate 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.

**Inactivate** - student attended the previous year but has not attended at all during the current school year. To inactivate, use Edit - Student Data and uncheck the student's Active, Attendance, and State Reporting flags.

**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).

## Edit - Renumber Students

This selection may be used to assign a student or students a number other than the one originally assigned.

1. Select Edit-Renumber Students. The page will appear similar to Figure 50.

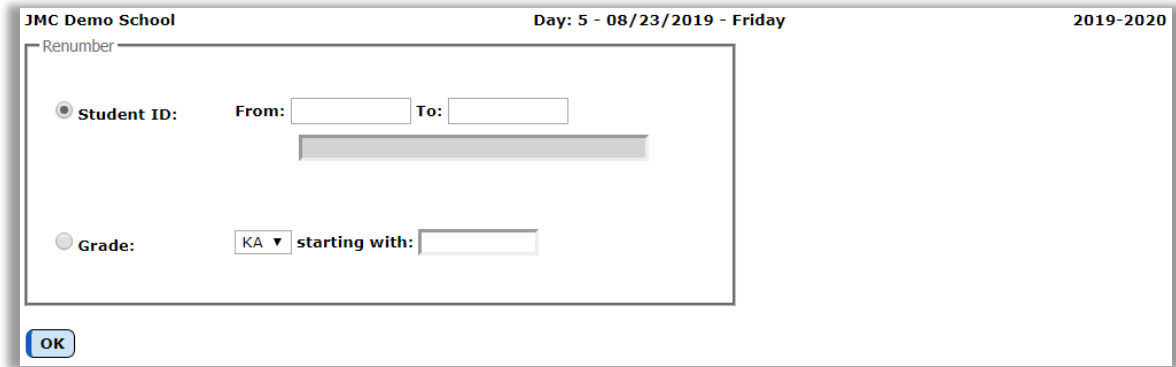


Figure 50: Renumber Students page

To change a student's number:

- Click on the **Student ID** button.
- Enter the current student number.
- Enter the new number you wish to assign to the student.
- Click OK

To renumber all students in a particular grade level:

- Click on the **Grade** button and select the desired grade level from the menu.
- Enter the number at which you would like to start renumbering the students in this grade level.
- Click OK

---

## Edit - Mass Change Fields

This selection may be used to change various data fields for all students within a grade level. The data fields that may be changed using this option include; building number, resident district number, attending district number, graduation date, entry date into district, entry date into school, resident, county, locker number, locker combination, advisor, and graduation year.

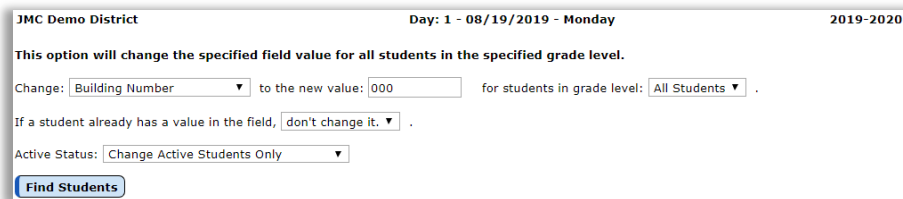


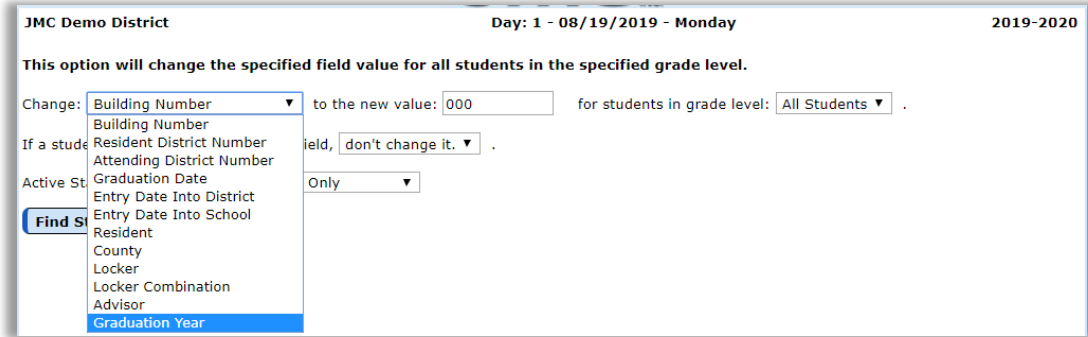
Figure 51:

Mass Change Fields page

1. Select Edit-Mass Change Fields. The page will appear similar to Figure 51.

*Note:* This option is available only when logged in to the District.

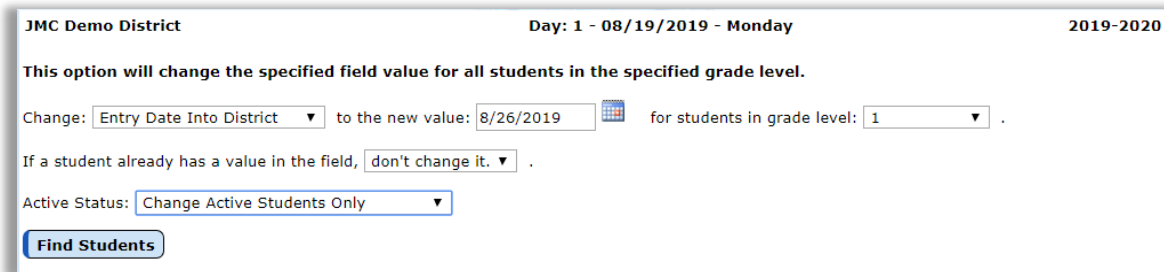
2. In the **Change** menu specify the field for which you wish to make mass changes. See Figure 52 for list of fields that may be mass changed.



The screenshot shows a web interface for mass changes. At the top, it says "JMC Demo District", "Day: 1 - 08/19/2019 - Monday", and "2019-2020". Below this is a heading: "This option will change the specified field value for all students in the specified grade level." The main area contains several fields: "Change:" with a dropdown menu showing "Building Number" selected; "to the new value:" with a text box containing "000"; "for students in grade level:" with a dropdown menu showing "All Students" selected. Below these are "If a student already has a value in the field," with a dropdown menu showing "don't change it." and "Active Status:" with a dropdown menu showing "Only". A "Find Students" button is visible on the left. A list of fields is shown in a dropdown menu, with "Graduation Year" selected at the bottom. The list includes: Building Number, Resident District Number, Attending District Number, Graduation Date, Entry Date Into District, Entry Date Into School, Resident, County, Locker, Locker Combination, Advisor, and Graduation Year.

Figure 52: Mass Change Fields – List of Fields

3. Specify the new value to be entered into the selected field.
4. Specify the grade level to receive this change.
5. Specify whether you want existing values to be replaced or left alone.
6. Click **Find Students** to begin this process. The page will appear similar to Figure 53 and will include a summary of the changes that are about to happen.



The screenshot shows the final step of the mass change process. At the top, it says "JMC Demo District", "Day: 1 - 08/19/2019 - Monday", and "2019-2020". Below this is a heading: "This option will change the specified field value for all students in the specified grade level." The main area contains several fields: "Change:" with a dropdown menu showing "Entry Date Into District" selected; "to the new value:" with a text box containing "8/26/2019" and a calendar icon; "for students in grade level:" with a dropdown menu showing "1" selected. Below these are "If a student already has a value in the field," with a dropdown menu showing "don't change it." and "Active Status:" with a dropdown menu showing "Change Active Students Only". A "Find Students" button is visible on the left.

Figure 53: Mass Change Fields – Final Step

7. Choose the Active Status of the Students you want this to effect.
8. To complete the Mass Change operation click **Update Students**.

## Edit - Edit School Data

Settings that affect the school may be edited on [Edit – Edit School Data](#). There are 3 items of interest on the screen that affect ADVISER and NSSRS reporting: the End of Year Day Number, the NSSRS Capture Date, and the Grade Zero Grade Levels.

Grade Grade Level		
Edit	KG	KG - Kindergarten 1032 or more instructional program hours
Edit	KA	-
Edit	KB	-
Edit	KC	-
Edit	KD	-
Edit	EC	HP - Prekindergarten - Part day less than 6 hours
Edit	HK	HK - Kindergarten program of less than 1032 instructional program hours

Figure 54

Edit  
School  
Data page.

**Grade Zero Grade Levels** are the grade levels for a student. Most of these are common and therefore there is no need to edit them (i.e. grades 1-12); however, grade 0 may require special mapping of **grade zero group** values (i.e. KA, KB, KC, KD, EC, HK, KG) to Nebraska-specific **grade level** values (i.e. PK, HK, KG). To edit the grade level placement for a **grade zero group**, select [Edit – Edit School Data](#). The screen will appear similar to Figure 54. To change the **Grade Level** for a grade zero group, select the desired grade level cell in the list, then select the appropriate option from the **Grade Level** menu. The value in the cell will be updated when the **Save** button is pressed or a different cell is selected.

The **NSSRS Capture Date** is used when generating some NSSRS templates.

The **End of Year Day Number** is used in calculating the required attendance information. To edit the end of year day number, select [Edit – Edit School Data](#). The screen will appear similar to Figure 54. To change the **End of the Year Day Number**, select the desired value from the appropriate menu and click the **Save** button.

*Note:* If you wish to edit the day numbers (e.g. edit day 150), select [Attendance-Day-Edit Day Names](#). This option associates a date with the appropriate day number in your school’s calendar.

## Edit - Merge Student Submissions

This selection is used to merge student contact data updates from submission generated by parents using the Online Parent application.

The example in Figure 55 shows someone logged into the Online Parent software who is making a change and is saving the change with the intent of updating the contact information for their dependent child (a child for whom they are a primary contact).

The screenshot shows a web browser window with the URL 'Sunnyville CSD - 2015-2016'. The page title is 'Please make changes to your contact information if needed. If your information is correct please submit so the office knows you have verified the information.' The form contains the following fields:

- Title: First: Bob and Babette, Last: Adler
- Address: 123 4th Street
- Address2: [Empty]
- City: Sunnyville, State: IA, Zip: 56789
- Email 1: adler@sunnyville.k12.ia.us, Email 2: [Empty], Email 3: [Empty]
- Email 4: [Empty], Email 5: [Empty], Email 6: [Empty]
- Email 7: [Empty], Email 8: [Empty]
- Phone 1: 319-555-6666, Type: Home
- Phone 2: 319-555-0000, Description: dad cell, Type: Cell 1
- Phone 3: 319-555-8888, Description: mom cell, Type: Cell 2
- Phone 4: 319-555-9999, Description: mom-, Type: Work 1
- Phone 5: [Empty], Type: Unknown
- Phone 6: [Empty], Type: Unknown
- Phone 7: [Empty], Type: Unknown
- Phone 8: [Empty], Type: Unknown

Optional comment for the office staff: Comments are limited to 255 characters  
Bob's cell phone number recently changed. Please continue to use Bob's cell phone (with new number) as the second phone to call.

Save Messaging service standard message and data rates may apply.

Figure 55:

Sending updated contact information from the Online Parent application

When they parent clicks the **Save** button at the bottom they will receive a message similar to Figure 56.

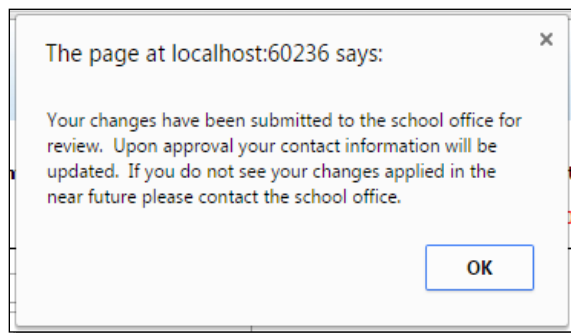


Figure 56

Message while saving changes from Online Parent

Changes submitted by parents in this manner will sit in a holding place until processed by someone in the Online Office application using Edit – Merge Student Submissions as follows.

1. Select Edit-Merge Student Submissions. The page will appear similar to Figure 57.

Sunnyville CSD Day: 1 - 08/24/2015 - Monday 2015-2016

**Modified Contacts:** Pending Files: 1

Adler, Bob and Babette

**Adler, Bob and Babette**  
 123 4th Street  
 Sunnyville, IA 56789

**Submitted: 6/10/2015 02:21 PM**

**Note From Parent:**

Bob's cell phone number recently changed. Please continue to use Bob's cell phone (with new number) as the second phone to call.

**Proposed Modifications:**

<input checked="" type="checkbox"/>	Phone #2:	Change:	319-555-7777	to:	319-555-0000
-------------------------------------	-----------	---------	--------------	-----	--------------

Figure 57: Using Merge Contact Submissions to update student contact information.

- For each submission to be processed you may click **Accept** or **Reject** as you see fit. Click **Print** if you wish to keep a hard copy of a parent's submission.

## Attendance - Student - Enter Attendance

This selection is used to enter absence and tardiness for students. Absences and tardies may be entered for the morning, afternoon, or all-day and designated as excused or unexcused.

*Note:* Absences and tardies for individual periods of the day are entered using Period Attendance

- Select Attendance-Student-Enter Attendance. The screen will appear similar to Figure 58.

JMC Demo School Day: 2 - 08/20/2019 - Tuesday 2019-2020

Days:	Students:								
<ul style="list-style-type: none"> <li>1 - 08/19/2019 - Monday</li> <li>2 - 08/20/2019 - Tuesday</li> <li>3 - 08/21/2019 - Wednesday</li> <li>4 - 08/22/2019 - Thursday</li> <li>5 - 08/23/2019 - Friday</li> <li>6 - 08/26/2019 - Monday</li> <li>7 - 08/27/2019 - Tuesday</li> <li>8 - 08/28/2019 - Wednesday</li> <li>9 - 08/29/2019 - Thursday</li> <li>10 - 08/30/2019 - Friday</li> <li>11 - 09/02/2019 - Monday</li> <li>12 - 09/03/2019 - Tuesday</li> <li>13 - 09/04/2019 - Wednesday</li> <li>14 - 09/05/2019 - Thursday</li> <li>15 - 09/06/2019 - Friday</li> <li>16 - 09/09/2019 - Monday</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Student ID</th> <th style="width: 45%;">Student Name</th> <th style="width: 15%;">AM</th> <th style="width: 25%;">PM</th> </tr> </thead> <tbody> <tr> <td>130</td> <td>Aaseth, Jennifer Anne</td> <td>Abs E</td> <td>Abs E</td> </tr> </tbody> </table>	Student ID	Student Name	AM	PM	130	Aaseth, Jennifer Anne	Abs E	Abs E
Student ID	Student Name	AM	PM						
130	Aaseth, Jennifer Anne	Abs E	Abs E						

**Shortcut Keys:**  
Find student and use keyboard shortcuts below to edit All Day Attendance.

**p+r=Pres**  
**a+e=Abs E**  
**a+u=Abs U**  
**t+e=Tdy E**  
**t+u=Tdy U**

Find:

<b>All Day</b>	<b>AM</b>	<b>PM</b>
Pres ▲	Pres ▲	Pres ▲
Abs E	Abs E	Abs E
Abs U	Abs U	Abs U
Tdy E	Tdy E	Tdy E
Tdy U ▼	Tdy U ▼	Tdy U ▼

Figure 58: Enter Attendance page

2. Select the day number from the list of Days in the upper left corner for which data is to be entered.
3. At the top of the screen are the day number, the date, and an alphabetical list of any students currently absent or tardy on this day.
4. Select the student to be edited by typing the name of the student in the **Find** box in the middle of the page and then selecting the student from the drop down list.
5. Once the desired student is selected, select the absence or tardy for the student from the menus on the bottom right.

**Example 1:** If the student was absent excused all day, select **Abs E** in the **All Day** drop down list.

**Example 2:** If the student was tardy unexcused in the afternoon, select **Tdy U** in the **PM** drop down list.

6. As soon as you click **Save** the student's name will be added to the bottom of the list.
7. If an entry was made in error, enter the correct data. The most recent entry will be kept.



## Attendance - Student - Edit Attendance

This selection may be used to edit attendance, tardies, drop codes, and add codes for a student.

1. Select Attendance – Student – Edit Attendance. The screen will appear similar to Figure 59.

	Day#	Date	AM	PM	Add Code	Drop Code
Edit	1	8/24/2015	.	Abs E		
Edit	2	8/25/2015	.	.		
Edit	3	8/26/2015	.	.		
Edit	4	8/27/2015	.	.		
Edit	5	8/28/2015	.	.		
Edit	6	8/31/2015	.	.		
Edit	7	9/1/2015	.	.		
Edit	8	9/2/2015	.	.		
Edit	9	9/3/2015	.	.		
Edit	10	9/4/2015	.	.		
Edit	11	9/7/2015	.	.		
Edit	12	9/8/2015	.	.		
Edit	13	9/9/2015	.	.		
Edit	14	9/10/2015	.	.		
Edit	15	9/11/2015	.	.		
Edit	16	9/14/2015	.	.		
Edit	17	9/15/2015	.	.		
Edit	18	9/16/2015	.	.		
Edit	19	9/17/2015	.	.		
Edit	20	9/18/2015	.	.		
Edit	21	9/21/2015	.	.		
Edit	22	9/22/2015	.	.		
Edit	23	9/23/2015	.	.		
Edit	24	9/24/2015	.	.		
Edit	25	9/25/2015	.	.		
Edit	26	9/28/2015	.	.		
Edit	27	9/29/2015	.	.		
Edit	28	9/30/2015	.	.		
Edit	29	10/1/2015	.	.		
Edit	30	10/2/2015	.	.		
Edit	31	10/5/2015	.	.		

Figure 59: Attendance—Student — Edit Attendance screen

Select the student to be edited by typing the name of the student in the **Find** box at the top of the page and then selecting the student from the drop down list.

Once the correct student is selected, use the scroll bar in the middle of the window to locate the day to be edited.

Click the **Edit** link to the left of the day to be edited. The page will appear similar to Figure 60.

Sunnyville High School Day: 1 - 08/24/2015 - Monday 2015-2016

Find:  <- ->

Student Name: Adler, Cole Grade: 12 Student ID: 10223

Edit Last Location: 0

	Day#	Date	AM	PM	Add Code	Drop Code
Update Cancel	1	8/24/2015	Pres	Abs E	0 - Not Applicable	0 - Not Applicable
Edit	2	8/25/2015	.	Pres		
Edit	3	8/26/2015	.	Abs E		
Edit	4	8/27/2015	.	Abs U		
Edit	5	8/28/2015	.	Tdy E		
Edit	6	8/31/2015	.	Tdy U		
Edit	7	9/1/2015	.	Nonm		
Edit	8	9/2/2015	.	.		

Figure 60: Editing a student's Attendance for Day 1

To edit the attendance, select the correct attendance from the **All Day**, **AM**, or **PM** drop down lists.

To edit an add or drop code, select the desired add or drop code from the appropriate drop down list.

When finished editing the attendance for the selected day, click on the **Update** link to the left of that record to save the changes.

*Note:* The drop codes are listed under [Attendance—Student—Drop Student](#).

*Note:* The add codes are listed under [Attendance—Student—Add Student](#).

*Note:* The **Clear button** will clear all attendance and codes for the student for the year.

## Attendance - Student - Lists

This selection is used to print and/or export lists of data. The user may select the items to be printed/exported, how they are to be sorted, the range of items to be selected, and the printed format. Exports are saved in CSV (comma-separated) formatted text file. The list may also be used for creating custom labels. The report settings for a list may be saved and reused at a later time.

The list of items that may be printed/exported includes demographic items available on the [Edit-Student Data](#) page as well as activities, attendance, bus, contact, course sections, custom fields, discipline, ELL/LEP, enrollment history, entry, GPA, health history, immunizations, internal data, Medical Emergency plan, Nebraska Specific information, period attendance, program history, race-ethnicity, sensitive, special education, Spec Ed history, test scores, and visit log. These data items may also be used in sort and selection criteria. The ability to include these various types of data in a report or data export is sometimes referred to as **data mining**.

All items are grouped into categories. Each category may be opened or closed by clicking on the plus symbol on the left side of the category.

The availability of some of these items may be limited, depending upon the user's circumstances, such as

- user privileges for a specific user (must have at least read only access to the various items)
- If using a district level JMC Office Application and logged in at the district level, some items are not available
- it is possible that a custom field specified in a saved report settings file may no longer exist

1. Select Attendance-Student-Lists. If any report settings files exist for this Lists screen, they will be displayed in the dropdown list on a screen similar to Figure 61.

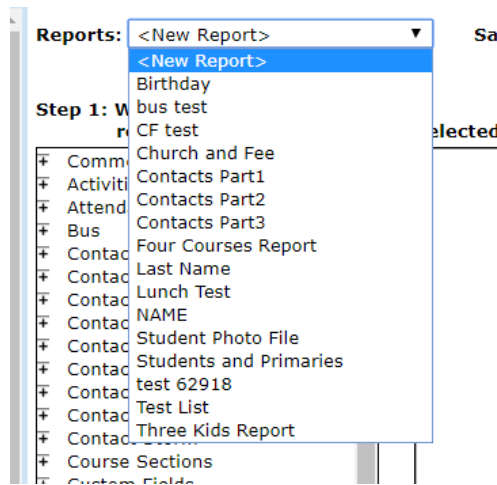


Figure 61  
Report Settings screen for Lists

2. To select an existing report settings file, click on the filename in the list:

Note: User can choose to save before or after creating the new list options.

**New** To create a new report settings file click **New Report** from the dropdown screen. The Lists screen will then appear with the “selected” section blank, and default settings in step 2 and 3. Figure: 62

**Save Report As** Name of the new report being created

**Save Report** After creating a new report, choosing this will save the settings, and the report will appear in the dropdown menu.

**Delete Report** To delete a report settings file from the JMC data folder, click on the filename in the list and then click **Delete**.

1. Select Attendance-Student-Lists. You will see a page similar to Figure 62.

The screenshot displays the JMC Demo School report configuration interface. At the top, it shows the school name, the current day (11/19/2019 - Tuesday), and the school year (2019-2020). Below this, there are fields for 'Reports:' (set to '<New Report>') and 'Save Report As:'. Two buttons, 'Save Report' and 'Delete Report', are visible. The main area is divided into four steps: Step 1: 'What do you want in the report?' with a list of categories and a 'Selected' column; Step 2: 'Who do you want in the report?' with a 'Type:' dropdown (set to 'Ranges') and an 'Active Status:' dropdown (set to 'Include Active Students Only'); Step 3: 'How do you want the report sorted?' with a dropdown (set to 'Name (L,F)'); and Step 4: 'Choose your format.' with buttons for 'Preview', 'Print', 'Export Data', 'Create Labels', 'Clear Selected', and a checkbox for 'Number Items'.

Figure 62: Blank List page

**Reports:** To choose from an existing report, click on the dropdown box and an existing report to create a list.

The Lists screen will appear similar to Figure 62. The particular settings for this screen will depend upon the action taken at step 2.

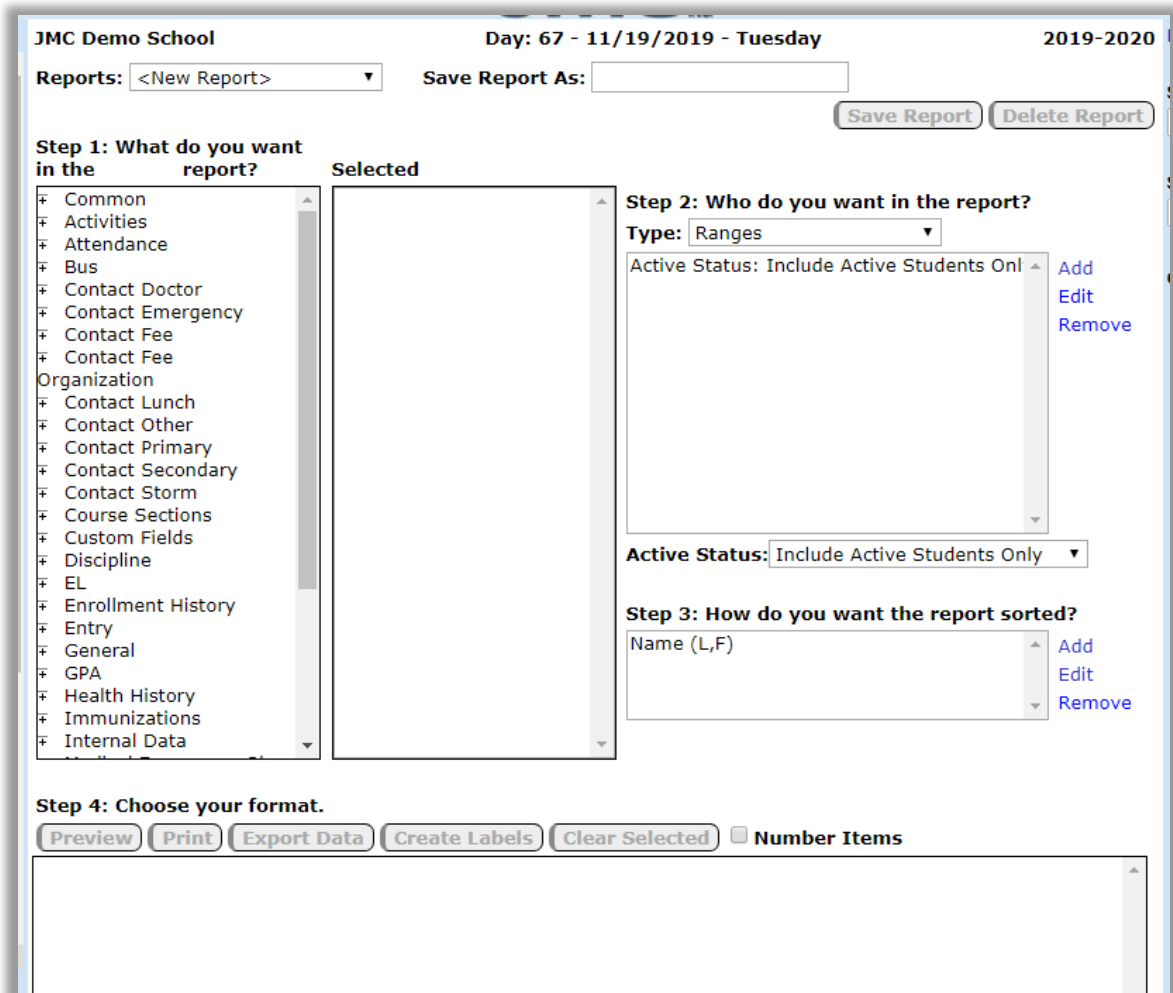


Figure 62: Lists page.

## SELECTING ITEMS TO BE PRINTED

Items to be printed/exported may be selected as follows:

**Select a Category** from the **Category list** on the left by opening the desired category. Categories may be opened or closed by clicking on the plus sign to the left of the category name.

**Add an Item from a Category** by clicking on the item in the **Category** (left-most) list.

*Note:* The order in which the items are selected will determine the order in which they are printed/exported.

*Note:* By default, **inactive students** are not included in a list printout or export. For inactive students to be included, select the appropriate option from the **Active Status** drop down list.

*Note:* Wherever possible, items may be used independently as print, sort, or selection items. However, when adding some non-demographic items to the **Selected Items** you may be prompted for additional information. For example, if you add the **Days Absent** item from the **Attendance** category you will be prompted to specify some selection criteria as well, such as the day number range, excused/unexcused, and number range of absences.

*Clear an Item from the Selected Items list by clicking on the item in the Selected Items list.*

*Clear ALL Items from the Selected Items list by clicking on the Clear Selected button.*

## **SPECIFYING THE SORT ORDER**

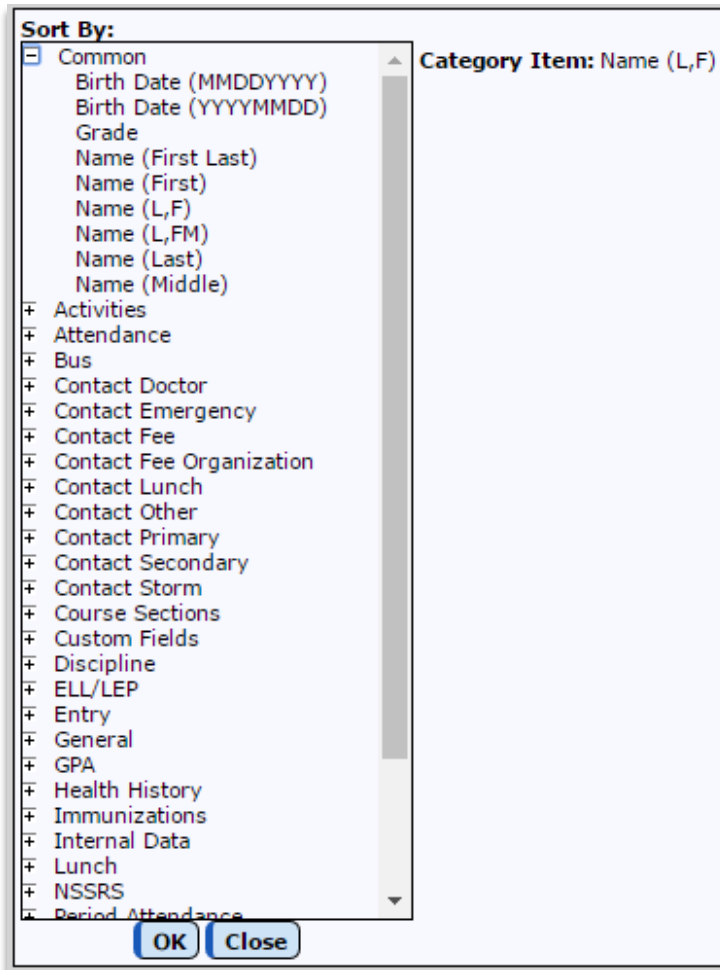
Up to 4 items may be specified for the sort criteria. The first sort criterion listed in the **Sort Columns** list is considered to be the primary sort key (first level of sorting). If a second sort key is specified, it will affect the sort order only when the items that are being compared have the same primary key value. Additional sort keys affect the sort order in the same way, affecting the outcome only when the sort key values above them are the same. The default primary sort key is Name (L, F).

For example, a list of students could be sorted first by grade level, then by sex, and then by name by specifying the sort keys in that order. In this case, the grade level is the primary sort key, the sex is the secondary sort key, etc.

**Add an Item to the Sort Columns** list by clicking the **Add** link to the right of the **Sort Columns** list. A screen will appear similar to Figure 63. Then, either double-click an item to select it or select the item and then click the **OK button**. You may need to open or close categories to locate the desired item.

Figure 63

Sort Choice for Lists



*Note:* If the item selected is **Birth Date**, you may specify the sort to be either mm/dd/yy or yy/mm/dd. The mm/dd/yy option is useful when printing a list of students whose birthdays are in a specific month. In other cases, where the age of the student is important, the yy/mm/dd option will yield the desired result.

*Note:* Some non-demographic items may not be specified as sort keys unless they are first added to the list of items to be printed.

Edit an Item in the Sort Columns List by clicking the item in the Sort Columns list and then clicking the Edit link to the right of the Sort Columns list. The page will appear similar to Figure 58. Then, click an item to select it or select it and then click the **OK** button. You may need to open or close categories to locate the desired item.

**Remove an Item from the Sort Columns List** by clicking on the item in the **Sort Keys list** and then clicking the **Remove** link to the right of the **Sort Columns list**. The item will be immediately removed from the list.

#### SPECIFYING THE SELECTION CRITERIA

If only certain students are to be included, use the selection criteria to select those students. For example, you may wish to include only females in grades 9-12 who are participating in a spring sport. Up to 16 selection criteria may be specified at a time. Only students who fit ALL of the specified criteria will be included in the list printout or export. An option is also available to select random students.

**Add an Item to the Selection Criteria List** by clicking the **Add** link to the right of the **Selection Criteria list**. The page will appear similar to Figure 64. Then click an

item to select it. You may need to open or close categories to locate the desired item. Once the item is selected, enter the range for the criteria in the boxes provided at the right side of the screen

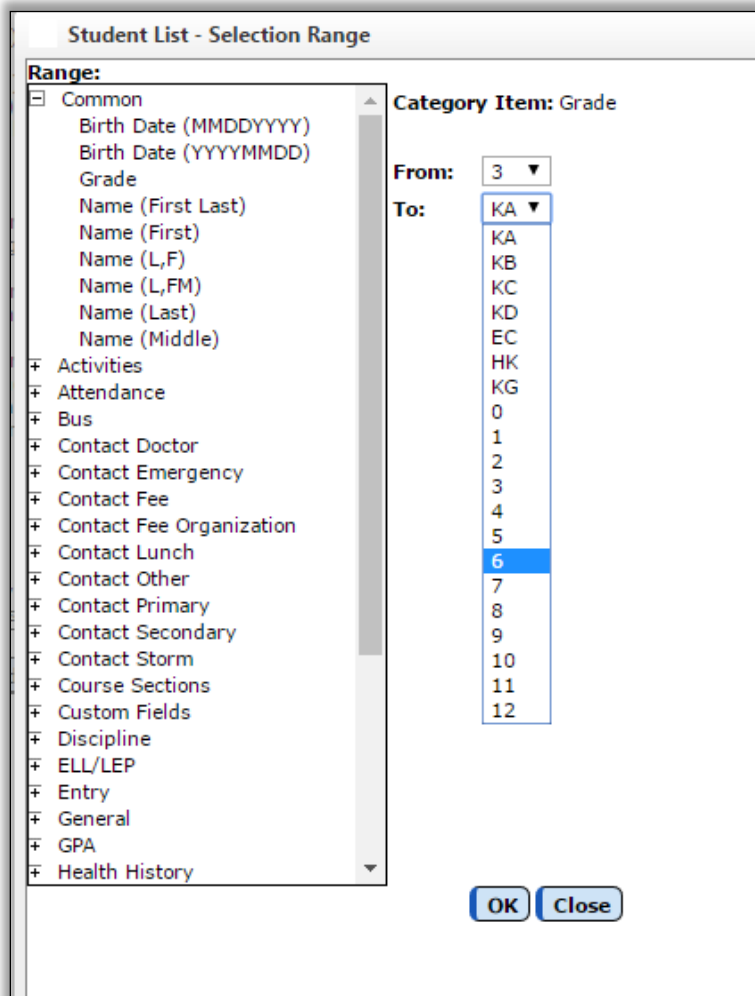


Figure 64

Selection Criteria for Lists

*Note:* Some non-demographic items may not be specified as selection criteria unless they are first added to the list of items to be printed.

*Note:* If certain specific items are selected, such as activities, the screen will display a different selection criteria method. When selecting activities, a list of all activities that are active for the current school year will be displayed in a list. You may select one or more activities from this list.

**Edit an Item in the Selection Criteria List** by clicking the item in the **Selection Criteria list** and then clicking the **Edit** link to the right of the **Selection Criteria list**. The page will appear similar to Figure 64. Next, select the item and enter the range for the selection criteria and then click the **OK button**. You may need to open or close categories to locate the desired item.

**Remove an Item from the Selection Criteria List** by clicking on the item in the **Selection Criteria list** and then clicking the **Remove** link to the right of the **Selection Criteria list**. The item will be immediately removed from the list.

**Specify Random Students for the List** by selecting **Random** from the **Selection Criteria menu** just above the **Selection Criteria list**. The page will appear similar to Figure 65. Select students from the list by using the **scroll bar** or **Student Box** on the



right side of the screen, then click on the student names one-by-one to include them in the **Students to search on list**.

JMC Demo School Day: 67 - 11/19/2019 - Tuesday 2019-2020

Reports: <New Report> Save Report As:

**Save Report** **Delete Report**

**Step 1: What do you want in the report?**

Available Fields	Selected
Common	Name (L,F)
Birth Date (MMDDYYYY)	
Birth Date (YYYYMMDD)	
Grade	
Name (First Last)	
Name (First)	
Name (L,F)	
Name (L,FM)	
Name (Last)	
Name (Middle)	
Activities	
Attendance	
Bus	
Contact Doctor	
Contact Emergency	
Contact Fee	
Contact Fee	
Organization	
Contact Lunch	
Contact Other	
Contact Primary	
Contact Secondary	
Contact Storm	

**Step 2: Who do you want in the report?**

Type: Ranges

Active Status: Include Active Students Only **Add** **Edit** **Remove**

Active Status: Include Active Students Only

**Step 3: How do you want the report sorted?**

Name (L,F) **Add** **Edit** **Remove**

**Step 4: Choose your format.**

**Preview** **Print** **Export Data** **Create Labels** **Clear Selected**  Number Items

**Student Lists**  
Students: 70,20

LFName  
Aaseth, John  
Aasimov, Aaron

Figure 65: Selecting random students for a List.

Click **Clear Selected** to clear all settings currently specified on the page.

Click **Preview** to preview the report.

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

Click **Save Report** to save the settings for the previewed report. The page will appear similar to Figure 66. Then enter the name and click **OK**.

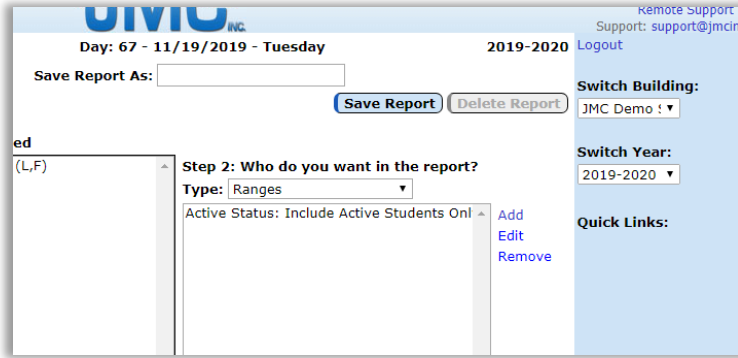


Figure 66:  
Saving Report Settings  
for a Student List

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

Click **Create Labels** to generate custom labels using the settings for the previewed report. The page will appear similar to Figure 67. Then specify the labels size, font size, top margin, and starting label position and click **OK** to begin printing labels.

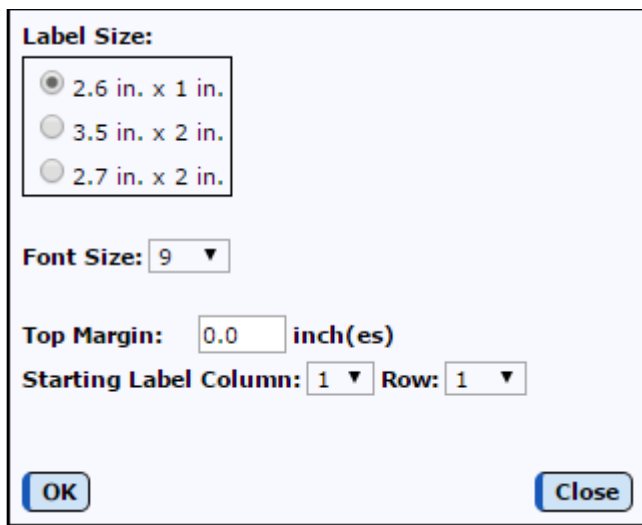


Figure 67:  
Custom Label Settings  
for a Student List

Click the check box named **Number items** if the items printed are to be numbered.

## DATA MINING EXAMPLES

Print a list of students in alphabetical order including their student ID number, grade, and name.

- In the **Category** list, click on Student ID, then grade, and then name.
- Click **Preview**.

Print a list of students in 8<sup>th</sup> grade in alphabetical order with their name, locker, and combination.

- In the **Category** list, click on name, then locker, then combination.

Click the **Add** button to the right of the **Selection Criteria** list, then

select Grade from the list

enter 8 in the **From** drop down list

enter 8 in the **To** drop down list

click **OK**

- Click **Preview**

Print a list of 10<sup>th</sup> grade students in birth date order, listing their name and birth date.

- In the **Category** list, click on name, and then birth-date.

Click **Name** in the **Sort Columns** list, then click the **Edit** link on the right

select Birth Date from the list

select yy/mm/dd from the date format menu

Click the **Add** link to the right of the **Selection Criteria** list, then

select Grade from the list

enter 10 in the **From** drop down list

enter 10 in the **To** drop down list

click **OK**

- Click **Preview**

Print a list of girls in grades 9 through 12 that are participating in spring activities, sorting by activity, then grade, then name.

In the **Category** list,

scroll until the Activities category is visible

click on the plus sign to open the Activities category

click on activity

scroll back to the top of the **Category** list to the Common category

click grade, then name

Click the **Add** link to the right of the **Selection Criteria** list, then

select Grade from the list

enter 9 in the **From** drop down list

enter 12 in the **To** drop down list

click **OK**

Click the **Add** link to the right of the **Selection Criteria** list, then

select Activities from the list

select all spring activities from the list of activities

click **OK**

Click the **Add** button to the right of the **Selection Criteria** list, then

- select Sex from the list
- enter F in the **From** box
- enter F in the **To** box
- click **OK**
- Double-click the **Name** item in the **Sort Columns** list, then
- click Activity in the list
- Click the **Add** button to the right of the **Sort Columns** list, then
- click Grade from the list
- Click the **Add** button to the right of the **Sort Columns** list, then
- click Name (L,FM) from the list
- Click **Preview**

## Attendance - Student - Mailing Labels

This selection is used to print mailing labels.

Select Attendance-Student-Mailing Labels. The page will appear similar to Figure 68.

Sunnyville Elementary Day: 1 - 08/24/2015 - Monday 2015-2016

**Select:**

By Sequential  
 By Random  
 By Grade  
 By Advisor  
 By Course

**Grade:**  
From: KA To: 6

**Print**

Family name  
 Student name  
 Both Family name and Student name

Sort by ZIP Code  Eliminate duplicates

Font Size: 8

Top Margin: 0.0 inch(es)  
Starting Label Column: 1 Row: 1

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

Print Export

Figure 68 Attendance – Student – Mailing Labels

2. Select the students for whom mailing labels 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. Specify the name(s) you want on the labels: Family, Student, or Both
4. Specify the font size, top margin, and starting label position as needed.

Click **Print** to print the mailing labels.

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

## Attendance – Student – Print Student Information Forms

This selection is used to print multiple student information forms and provide(s) special printing options. The forms may be printed with a form designed using JMC's Forms Editor software. See Appendix A of this document for more details.

1. Select Attendance-Student-Print Student Information Forms. The page will appear similar to Figure 69.

The screenshot shows a web interface for 'JMC Demo School'. At the top, it displays 'Day: 67 - 11/19/2019 - Tuesday' and '2019-2020'. The main content area is titled 'Select:' and contains several sections:

- Select:** Radio buttons for 'By Sequential', 'By Random', 'By Grade' (selected), and 'By Advisor'.
- Grade:** A dropdown menu with 'From: KA' and 'To: 12'.
- School:** A dropdown menu showing 'JMC Demo School'.
- Select Form:** A list box containing '3 unexcused', '3 unexcused Sem2', '5 unexcused', '8 unexcused', 'Emergency Contact', and 'Eric Test'.
- Sort by Primary Contact:** A checkbox.
- Print at most one form per Primary Contact:** A checkbox.
- Primary Contact - Print only intended recipient's contact data:** A checkbox.
- Email If Possible:** A checkbox.
- Email Student:** A checkbox.
- Reply To Email:** A text input field.
- Attachments:** Two 'Choose File' buttons, each followed by 'No file chosen'.

At the bottom of the form, there are two buttons: 'Print' and 'Print Blank Form'.

Figure 69: Print Student Information Forms page.

2. Select the students for whom forms 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** If this checkbox is selected, the forms will be printed in sorted order according the primary contact. This option may be useful when mailing labels and/or contact groups containing primary contacts are included in the form.

**Print at most one form per Primary Contact** If this checkbox is selected, at most only one form will be printed per primary contact. This option may be useful in limiting the number of reports generated for a contact when the contact is a primary contact for more than one student.

**Primary Contact – Print only intended recipient’s contact data** If this checkbox is selected, primary contact information will be suppressed on the report if the primary contact information is for a different primary contact. This option may be useful for suppressing information when students have more than one primary contact and it is desirable to keep that data private between the students’ primary contacts. For example, in a split family there may be data such as addresses, phone numbers, email addresses, etc. that are not meant to be shared between the parents of a child.

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

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

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

**Print Blank Form** This option will print the currently selected form but with no student or contact data included.

*Note:* If **Print Blank Form** is disabled, then no form has been selected yet.

**Select Form** If a student information form has been created, it may be selected from the Select Form drop down list.

*Note:* Forms may be created using JMC’s Forms Editor software. See Appendix A of this document for more details.

*Note:* There is no default form for this option. If you do not select a form, no data can be printed.

*Note:* Information Forms are specific to a building. If you are logged in at the district level you would see all Student Information Forms designed for any building in the Select Forms drop down list.

*Note:* When using a form from a different building, all custom fields referenced in the form will be suppressed. Custom fields are specific to a building and will not transfer.

*Note:* When using a form created by another user (same or different building) and data items exist in that form for which you do not have user privileges (e.g., health or sensitive data), these items will be suppressed when you use the form. You will be notified on your screen when this occurs.

## Attendance - Student - Send Email Messages

This selection is used to Send messages to the selected students' primary contacts and / or the students themselves.

1. Select Attendance-Students-Send Email Messages. The page will appear similar to Figure 70.

JMC Demo School Day: 67 - 11/19/2019 - Tuesday 2019-2020

Select:

- By Sequential
- By Random
- By Grade
- By Advisor
- By Course
- By Activity
- By Bus Route

Message Type:

- Email
- Text Message
- Phone Call(Text to Voice)
- Recorded Phone Call
- Email, Text, and Phone

Contacts  
 Primary Contacts Only  
 Students

Grade:  
From: 11 To: Adults  
Gender: Both

6 Contact email records found.  
1 Contact Text records found.  
5 Contact Phone records found.

Reply To Address:   
Subject:   
Message:

Figure 70: Send Messages selection criteria screen.

2. Select the students for whom forms 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 advisor
- Course: specify the course
- Activity: specify the activity
- Bus Route: specify by bus route schedule

Choose the type of message to be sent.

Email

Text message (sms)

Phone Call (Text to Voice)

Recorded phone call

Email, Text, and Phone

(This will send all three, and will take a moment to load and send. Be sure to only hit SEND one time, and wait)

If the option for **Primary Contact** is checked, the message will be sent to all Primary Contacts for the selected students.

If the option for **Contacts** is checked, the message will be sent to all contacts for the selected students.

*Note:* Contact information for contacts may be edited by selecting Attendance-Contacts-Edit Contacts.

If the option for **Student** is checked, the message will be sent to the selected students.

*Note:* Contact information for students may be edited by selecting Edit-Edit Student Data.

Click the **OK** button to continue. The page will appear similar to Figure 71.



JMC Demo School Day: 67 - 11/19/2019 - Tuesday 2019-2020

Select:

- By Sequential
- By Random
- By Grade
- By Advisor
- By Course
- By Activity
- By Bus Route
- #

Message Type:

- Email
- Text Message
- Phone Call(Text to Voice)
- Recorded Phone Call
- Email, Text, and Phone

Contacts

Primary Contacts Only

Students

Grade: \_\_\_\_\_

From: 11 To: Adults

Gender: Both

6 Contact email records found.  
 1 Contact Text records found.  
 5 Contact Phone records found.

Reply To Address: \_\_\_\_\_

Subject: \_\_\_\_\_

Message:

\_\_\_\_\_

Figure 71: Send Email Messages after filling in top half and clicking OK

Enter a Reply To Address.

Enter **CC:** and/or **BCC: Address(es)** as desired.

To add attachments, such as a PDF file or other document, click the **Choose File** button and navigate to the file you wish to attach. You may attach up to 4 files per email. See Figure 72.

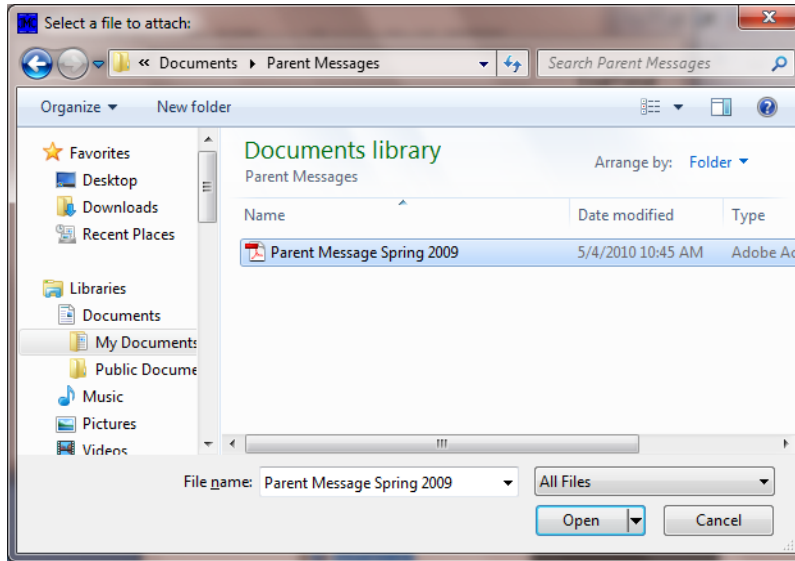


Figure 72:  
Attaching a document to an email

Enter a **Subject** and **Message**.

Click **OK** to send the message to the designated recipients. A report may be generated outlining immediate issues that may occur with sending the email messages. Delayed issues may be monitored by checking the sender's email with your email application.

## Attendance - Student - Exceptions

This selection is used to generate lists of students that are not included in a particular category. Exceptions reports may be generated for students that are not active, not included in the class rank, not included in the attendance reports, not included in state reporting, not included in the honor roll, or all of the above. The report will display a line for each exception for each student.

1. Select Attendance-Students-Exceptions. The page will appear similar to Figure 73.

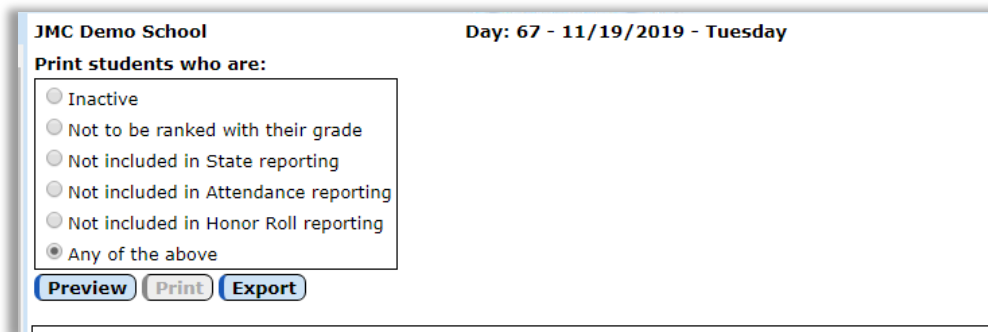


Figure 73:  
Exceptions Report page

2. Select the type of list to be generated:
  - inactive
  - not to be ranked with their grade
  - not to be included for state reporting.
  - not to be included in attendance reports
  - not to be included in honor roll
  - any of the above
  
3. Click **OK** to begin printing.

## Attendance - Student - Status Report

This selection is used to generate a report for the lunch status of all students in the database.

The report will consist of up to four parts, one for each lunch status. The four lunch status types are Student Paying, Student Reduced, Student Free, and Adult Paying. Each of the four parts will print only if there are students with that status. For example, the Adult Paying section of the report will not print unless there are students/adults in the JMC data with that status.

Each of the reports will list all students with that particular status in alphabetical order and will list their JMC student number and grade, as well.

1. Select Attendance-Students-Status Report. The page will appear similar to Figure 74.

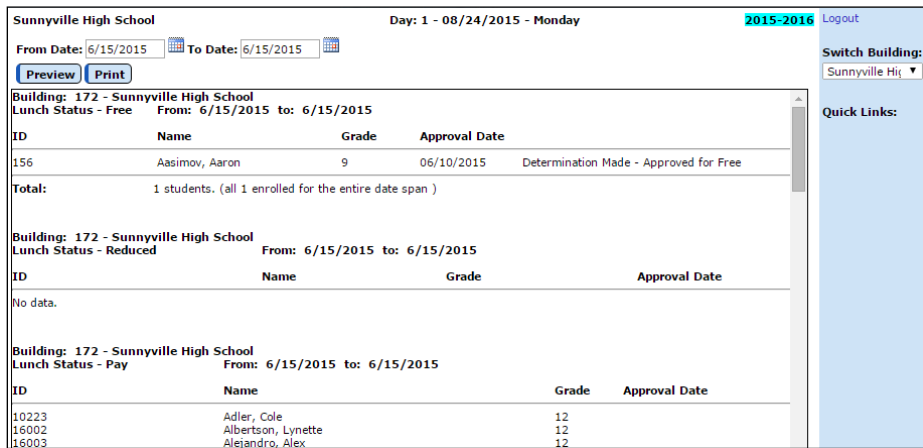


Figure 74:  
Status Report selection criteria

2. Specify the building number in the **Switch Buildings** menu in the upper right corner of the page.
3. Specify the range of dates for the report.
4. Click **OK** to generate the report or click **Cancel** to return to the main screen of the JMC Office Application.

## Attendance - Student - Drop Student

This option is used when students leave your enrollment.

The screenshot shows the 'Drop Student' interface for JMC Demo School. At the top, it displays 'JMC Demo School' and 'Day: 180 - 06/03/2016 - Friday'. Below this is a search bar labeled 'Find: Last Name or Student ID'. A list of students is shown, with 'Aaseth, Jennifer Anne (130)' selected. To the right, a 'Day' dropdown menu is open, showing a list of days from 1 to 14, with '5 - 09/14/2015 - Monday' selected. Below the student list and day menu is a 'Drop Code' dropdown menu set to '201 Transfer Out'. At the bottom center is a blue 'Drop' button.

Figure 75:

Drop  
Student  
page

- To drop a student:
- Select the student.
- Enter the day number the student was last enrolled.
- Select the code from the **Drop Code menu**.
- Click **Drop** to drop the student. The remaining days in the school year are automatically coded as nonmember for the student. The “Active” classification in the general student data will be automatically unchecked.

*Note:* If the student returns in the current school year, reenter the student using Attendance—Student—Re-enter Student.

### Drop vs. Inactivate 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.

Inactivate - student attended the previous year but has not attended at all during the current school year. To inactivate, use Edit - Student Data and uncheck the student's Active, Attendance, and State Reporting flags.

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).

## Attendance - Student - Add Student

This selection is used to add a student to membership after the first day of school.

The screenshot shows the 'Add Student' page for JMC Demo School. At the top, it displays 'JMC Demo School', 'Day: 67 - 11/19/2019 - Tuesday', and '2019-2020'. Below this is a search bar labeled 'Find: Last Name or Student ID'. To the right of the search bar is a 'Day:' dropdown menu showing a list of dates from 60 to 71. Below the search bar is a list of student names, with 'Aaseth, Jennifer Anne' selected. Below the student list are several form fields: 'Add Code:' with a dropdown menu showing '102 Transfer In', 'Residency Status:' with a dropdown menu showing '0 Not applicable', 'District of Residence:', 'School of Residence:', and 'Expected High School of Graduation:'. Below these fields is an 'FTE:' input field with the value '100'. At the bottom center is an 'Add' button.

Figure 76: Add Student page

To add a student:

- Select the student.
- Enter the day number the student will first be in attendance.
- Select the code from the **Add Code menu**
- ::: Residency Status, FTE, Attendance Override
- Click **Add** to add the student.

*Note:* The student general data must have been previously entered using [Edit-Enter Student Data](#).

*Note:* Adding a student makes the student a nonmember from day 1 to the day before the add date.

*Note:* This selection is used only for those students enrolling after the first day of school. Students who begin enrollment normally on the first day of school **DO NOT** need to be added.

When do I Add or Re-enter Students?

Add a student if:

- Student was not enrolled on Day 1
- Student is attending your school district for the first time for the current school year

Re-enter a student if:

- Student already attended your school district during the current school year, and was dropped during the current school year, and is returning for an additional span of enrollment

## Attendance - Student – Re-enter Student

This selection is used to reenter into the attendance register a student who had previously been in attendance this same school year and is now coming back after having dropped.

JMC Demo School Day: 67 - 11/19/2019 - Tuesday 2019-2020

Find: Last Name or Student ID Day:

1 - 08/19/2019 - Monday  
2 - 08/20/2019 - Tuesday  
3 - 08/21/2019 - Wednesday  
4 - 08/22/2019 - Thursday  
5 - 08/23/2019 - Friday  
6 - 08/26/2019 - Monday  
7 - 08/27/2019 - Tuesday  
8 - 08/28/2019 - Wednesday  
9 - 08/29/2019 - Thursday  
10 - 08/30/2019 - Friday  
11 - 09/02/2019 - Monday  
12 - 09/03/2019 - Tuesday

Add Code: 102 Transfer In

Residency Status: 0 Not applicable

District of Residence:

School of Residence:

Expected High School of Graduation:

FTE: 100

Re-enter

Figure 77:

Re-enter  
Student  
page

To reenter a student:

- Select the student.
- Enter the day number the student will first be in attendance.
- ::: Residency Status, FTE, Attendance Override
- Click **Re-enter** to reenter the student.

*Note:* Reentering makes the student a member for each day from the date of reentry to the end of the year.

### When do I Add or Re-enter Students?

Add a student if:

- Student was not enrolled on Day 1
- Student is attending your school district for the first time for the current school year

Re-enter a student if:

- Student already attended your school district during the current school year, and was dropped during the current school year, and is returning for an additional span of enrollment

## Attendance - Reports - For a Day

This is a report of student absence and tardiness for a selected day. For each student absent or tardy, the report shows the student's name, ID number, grade level, and type of absence or tardiness. At the end of the report is a summary that includes the total number of days absent (also split out by excused and unexcused), days present, days enrolled, tardies (also split out by excused and unexcused) and the appropriate start and end dates. If the student has been in attendance for more than one span during the school year, the summary will be split out into one line for each span of attendance.

1. Select Attendance-Reports-For A Day. The page will appear similar to Figure 78.

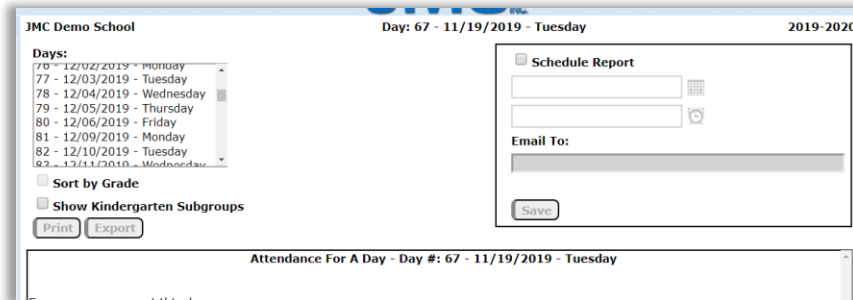
The screenshot shows a web application window titled "JMC Demo School" with a subtitle "Day: 67 - 11/19/2019 - Tuesday" and "2019-2020". On the left, there is a "Days:" list with dates from 12/02/2019 to 12/11/2019, and checkboxes for "Sort by Grade" and "Show Kindergarten Subgroups". Below these are "Print" and "Export" buttons. On the right, there is a "Schedule Report" section with two input fields, an "Email To:" field, and a "Save" button. At the bottom of the window, a header reads "Attendance For A Day - Day #: 67 - 11/19/2019 - Tuesday".

Figure 78:

Attendance  
Report For A  
Day

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

Click **Print** to print the previewed report. The report will be sorted in alphabetical order. To print the report sorted by grade, click the box **Sort by Grade**.

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

**Schedule Report:** When this box is checked and the information is filled out. An attendance report can be sent to one or more emails (separated by commas) according to the time scheduled and the starting date chosen. This will occur daily.

## Attendance - Reports - Attendance Totals

This is a report of average daily attendance, percentage attendance, and average daily membership. The report is broken down by grade and shows male, female, and totals for each grade level.

1. Select Attendance-Reports-Attendance Totals. The page will appear similar to Figure 79.



Sunnyville High School Day: 1 - 08/24/2015 - Monday 2015-2016

Day From: Day To:

1 - 08/24/2015 - Monday 1 - 08/24/2015 - Monday

2 - 08/25/2015 - Tuesday 2 - 08/25/2015 - Tuesday

3 - 08/26/2015 - Wednesday 3 - 08/26/2015 - Wednesday

4 - 08/27/2015 - Thursday 4 - 08/27/2015 - Thursday

5 - 08/28/2015 - Friday 5 - 08/28/2015 - Friday

6 - 08/31/2015 - Monday 6 - 08/31/2015 - Monday

7 - 09/01/2015 - Tuesday 7 - 09/01/2015 - Tuesday

All Codes

Ethnicity: All

**Attendance Totals Report**  
From: 1 - 08/24/2015 - Monday to: 1 - 08/24/2015 - Monday  
Ethnicity: All

Grade	# Days	Pupil Count	Member	Attend	Abs Exc	Abs Unx	Abs Total	ADA	% Att	ADM
7	F	17	17.0	17.0	0.0	0.0	0.0	17.00	100.00	17.00
7	M	30	30.0	30.0	0.0	0.0	0.0	30.00	100.00	30.00
7	Total	47	47.0	47.0	0.0	0.0	0.0	47.00	100.00	47.00
8	F	31	31.0	31.0	0.0	0.0	0.0	31.00	100.00	31.00
8	M	23	23.0	23.0	0.0	0.0	0.0	23.00	100.00	23.00
8	Total	54	54.0	54.0	0.0	0.0	0.0	54.00	100.00	54.00
9	F	28	28.0	28.0	0.0	0.0	0.0	28.00	100.00	28.00
9	M	31	31.0	31.0	0.0	0.0	0.0	31.00	100.00	31.00
9	Total	59	59.0	59.0	0.0	0.0	0.0	59.00	100.00	59.00
10	F	20	20.0	20.0	0.0	0.0	0.0	20.00	100.00	20.00
10	M	21	21.0	21.0	0.0	0.0	0.0	21.00	100.00	21.00
10	Total	41	41.0	41.0	0.0	0.0	0.0	41.00	100.00	41.00
11	F	26	26.0	26.0	0.0	0.0	0.0	26.00	100.00	26.00
11	M	22	22.0	22.0	0.0	0.0	0.0	22.00	100.00	22.00
11	Total	48	48.0	48.0	0.0	0.0	0.0	48.00	100.00	48.00
12	F	26	26.0	26.0	0.0	0.0	0.0	26.00	100.00	26.00
12	M	22	22.0	21.5	0.5	0.0	0.5	21.50	97.73	22.00
12	Total	48	48.0	47.5	0.5	0.0	0.5	47.50	98.96	48.00
Totals	M	149	149.0	148.5	0.5	0.0	0.5	148.50	99.66	149.00
Totals	F	148	148.0	148.0	0.0	0.0	0.0	148.00	100.00	148.00
	Total	297	297.0	296.5	0.5	0.0	0.5	296.50	99.83	297.00

Figure 79:  
Attendance Totals Report

2. Enter the range of days for which attendance totals are to be reported. The report will include all ethnic groups and all county, resident and transported codes unless otherwise specified:
3. To print the report for a specific Ethnicity, select the group from the menu.
4. To print the report for a specific range of county, resident, or transported codes, uncheck the box **All Codes** and then enter the desired range of each set of codes.

A description of the column abbreviation titles:

- Grade** — the grade level
- # Days** — the range of days requested for the report
- Member** — number of days of membership
- Attend** — number of days in attendance
- Abs (Exc/Unx/Total)** — number of absences
- ADA** — Average Daily Attendance -- # of students on average attending per day
- %Att** — percentage of students in attendance
- ADM** — Average Daily Membership -- # of students on average in membership per day

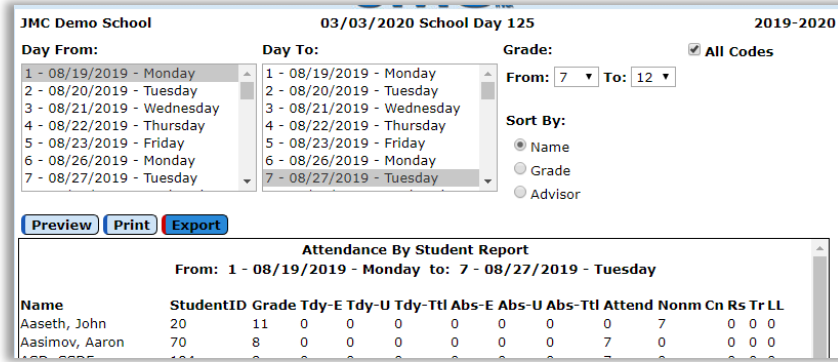
Click **Print** to print the previewed report.

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

## Attendance - Reports - By Student

A report of absences and tardies for each student in a range of grades for a range of days.

1. Select Attendance-Reports-By Student. The page will appear similar to Figure 80.



Name	StudentID	Grade	Tdy-E	Tdy-U	Tdy-Ttl	Abs-E	Abs-U	Abs-Ttl	Attend	Nonm	Cn	Rs	Tr	LL
Aaseth, John	20	11	0	0	0	0	0	0	0	7	0	0	0	0
Aasimov, Aaron	70	8	0	0	0	0	0	0	7	0	0	0	0	0

Figure 80:

Attendance  
Reports By  
Student

2. To print the report for a specific range of county, resident, or transported codes, uncheck the box **All Codes**, and then enter the range of codes to be included.
3. Click the appropriate button to sort by name, grade, or advisor.

*Note:* If sorting by advisor, advisor reports will print on separate pages.

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.

## Attendance - Reports - For a Student

A report of students' absences and tardiness for a range of days.

1. Select Attendance-Reports-For Student. The page will appear similar to Figure 81.

JMC Demo School 03/03/2020 School Day 125 2019-2020

Select:  By Sequential  By Random  By Grade  By Advisor

Day From: 1 - 08/19/2019 - Monday  
 2 - 08/20/2019 - Tuesday  
 3 - 08/21/2019 - Wednesday  
 4 - 08/22/2019 - Thursday  
 5 - 08/23/2019 - Friday  
 6 - 08/26/2019 - Monday

Day To: 137 - 02/25/2020 - Tuesday  
 138 - 02/26/2020 - Wednesday  
 139 - 02/27/2020 - Thursday  
 140 - 02/28/2020 - Friday  
 141 - 03/02/2020 - Monday  
 142 - 03/03/2020 - Tuesday

Grade: From: 12 To: 12

Day #: 1 - 08/19/2019 - Monday Through Day #: 142 - 03/03/2020 - Tuesday

Student: Bernardone, Frances StudentID: 142 Grade: 12 BirthDate: 08/22/2013

Contact(s):  
 Dad Demo 651-555-3456 Apt 5 1234 5th Ave Lake City, NE 55555  
 Sarah & Tony Aaseth 402.279.1442 123 Fourth St PO Box 1012 Sunnyville, NE 67890

Day	AM	PM
No absences or tardies for this student.		

Days 0 (0 Ex, 0 Absent: Un) Present: 125 Enrolled: 125 Tardies: 0 (0 Ex, 0 Un) Start: 8/19/2019 End: 3/3/2020

Figure 81:  
Attendance Report For A Student

2. Select the date range for the report.
3. Specify the grade range for the report.

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.

### Attendance - Reports - Membership Count

This selection prints a report of the number of students enrolled each day for a specified range of days, broken down by male, female, and grade, with totals.

1. Select Attendance-Reports-Membership Count. The page will appear similar to Figure 82.

JMC Demo School 03/03/2020 School Day 125 2019-2020

Day From: 137 - 02/25/2020 - Tuesday Day To: 137 - 02/25/2020 - Tuesday  All Codes

138 - 02/26/2020 - Wednesday  
 139 - 02/27/2020 - Thursday  
 140 - 02/28/2020 - Friday  
 141 - 03/02/2020 - Monday  
 142 - 03/03/2020 - Tuesday

Preview Print

**Membership Count Report**  
 From: 137 - 02/25/2020 - Tuesday to: 142 - 03/03/2020 - Tuesday

Day		KA	KB	KC	KD	EC	HK	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total
137	F	0	0	0	0	0	0	4	6	4	0	2	3	5	1	4	1	3	4	5	42
02/25/2020	M	0	0	0	0	0	0	5	10	1	1	1	1	1	1	1	3	11	10	12	58
	Totals	0	0	0	0	0	0	9	16	5	1	3	4	6	2	5	4	14	14	17	100
138	F	0	0	0	0	0	0	4	6	4	0	2	3	5	1	4	1	3	4	5	42
02/26/2020	M	0	0	0	0	0	0	5	10	1	1	1	1	1	1	1	3	11	10	12	58
	Totals	0	0	0	0	0	0	9	16	5	1	3	4	6	2	5	4	14	14	17	100
139	F	0	0	0	0	0	0	4	6	4	0	2	3	5	1	4	1	3	4	5	42
02/27/2020	M	0	0	0	0	0	0	5	10	1	1	1	1	1	1	1	3	11	10	12	58
	Totals	0	0	0	0	0	0	9	16	5	1	3	4	6	2	5	4	14	14	17	100
140	F	0	0	0	0	0	0	4	6	4	0	2	3	5	1	4	1	3	4	5	42
02/28/2020	M	0	0	0	0	0	0	5	10	1	1	1	1	1	1	1	3	11	10	12	58
	Totals	0	0	0	0	0	0	9	16	5	1	3	4	6	2	5	4	14	14	17	100
141	F	0	0	0	0	0	0	4	6	4	0	2	3	5	1	4	1	3	4	5	42
03/02/2020	M	0	0	0	0	0	0	5	10	1	1	1	1	1	1	1	3	11	10	12	58
	Totals	0	0	0	0	0	0	9	16	5	1	3	4	6	2	5	4	14	14	17	100

Figure 82:  
 Membership  
 Count  
 Report

2. Select the date range for the report.
3. To print the report for a specific range of county, resident, or transported codes, uncheck the box **All Codes**, then enter the range of codes to be included.

Click **Preview** to preview the report.

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

## Attendance - Reports - Drop / Add

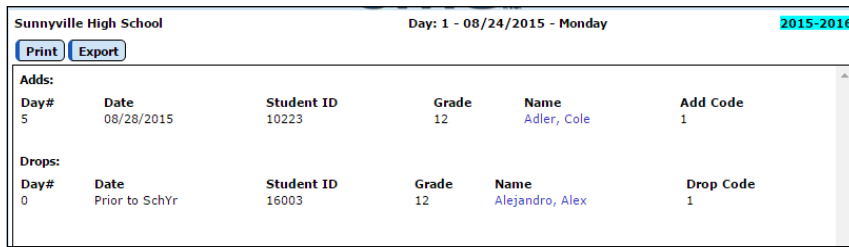
This selection prints a report of students who have added or dropped during the school year.

The report shows the day number, the day name, the student's number, the student's name, and the drop or add code.

The **add day** is the day on which the student was first enrolled.

The **drop day** is the day on which the student was last enrolled.

1. Select Attendance-Reports-Drop / Add. The page will appear similar to Figure 83.



Sunnyville High School		Day: 1 - 08/24/2015 - Monday			2015-2016
<b>Print</b> <b>Export</b>					
<b>Adds:</b>					
Day#	Date	Student ID	Grade	Name	Add Code
5	08/28/2015	10223	12	<a href="#">Adler, Cole</a>	1
<b>Drops:</b>					
Day#	Date	Student ID	Grade	Name	Drop Code
0	Prior to SchYr	16003	12	<a href="#">Alejandro, Alex</a>	1

Figure 83:

Drop / Add  
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.

Note: The student names are links to their data on Attendance – Student – Edit Attendance.

---

## Attendance - Reports - Absent / Tardy Check

This selection prints a report of students with a certain number of absences or tardies for a specified time period.

1. Select Attendance-Reports-Absent/Tardy Check. The page will appear similar to Figure 84.

JMC Demo School Day: 67 - 11/19/2019 - Tuesday 2019-2020

Day From: 1 - 08/19/2019 - Monday, 2 - 08/20/2019 - Tuesday, 3 - 08/21/2019 - Wednesday, 4 - 08/22/2019 - Thursday, 5 - 08/23/2019 - Friday, 6 - 08/26/2019 - Monday

Day To: 62 - 11/12/2019 - Tuesday, 63 - 11/13/2019 - Wednesday, 64 - 11/14/2019 - Thursday, 65 - 11/15/2019 - Friday, 66 - 11/18/2019 - Monday, 67 - 11/19/2019 - Tuesday

Grade: From: 10 To: 12

Absence  Tardiness

Excused  Unexcused  Both

>= 0 excused absences

Consecutive Days Absent: 0

Sort by Grade  Sort by Consecutive Days Absent

**Absent/Tardy Check Report**  
 From: 1 - 08/19/2019 - Monday to: 67 - 11/19/2019 - Tuesday  
 Selection Criteria: Grade(s) from 10 to 12 Absent Excused >= 0  
 Sort Order: By Student Name

Name	StudentID	Grade	Tdy- E	Tdy- U	Tdy- Ttl	Abs- E	Abs- U	Abs- Ttl	Attend	Nonm	Cn	Rs	Tr	LL	Consec- Abs
Aaseth, John	20	11	0	0	0	0	0	0	64	0	0	0	0	0	0
Beale, Lucas Kim	78	10	0	0	0	0	0	0	64	0	0	0	0	0	0
Bernadone, Francis M	45	10	0	0	0	0	0	0	64	0	0	0	0	0	0
Bernardone, Frances	142	12	0	0	0	0	0	0	64	0	0	0	0	0	0
Carlisle, Luke John	38	10	0	0	0	0	0	0	64	0	0	0	0	0	0

Figure 84:

Absent / Tardy Check criteria

2. Enter the beginning day number and the ending day number.
3. Enter the beginning grade level and the ending grade level.
4. Select either absences or tardies by clicking the appropriate button.
5. Select excused, unexcused or both by clicking the appropriate button.
6. Select how many consecutive days to sort by, if desired.

To change the <= or >= selection, click on the drop down list displaying the symbol. The <= selection will report less than or equal to the specified number. The >= selection will report greater than or equal to the specified number.

7. Enter the number of absences or tardies.

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.

*Note:* To print in alphabetical order by grade, click the box **Sort by Grade**

### Attendance - Reports - Form Letter

This option is used to print a custom attendance form letter. These forms must first be designed or edited using the JMC Form Designer application.

The attendance form letter may include attendance from a specified date range for combinations of absences and tardies that are excused, unexcused, or both. The 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 attendance form, please contact JMC technical support.

Select Attendance-Reports-Form Letters. The page will appear similar to Figure 85.

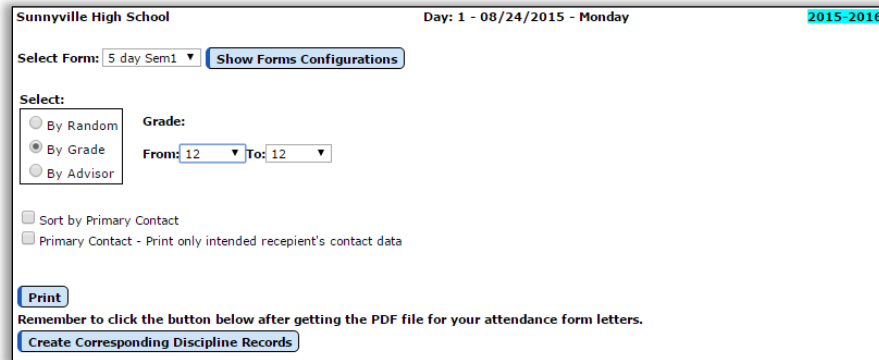


Figure 85:

Print  
Form  
Letters  
options

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.

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.

**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.

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

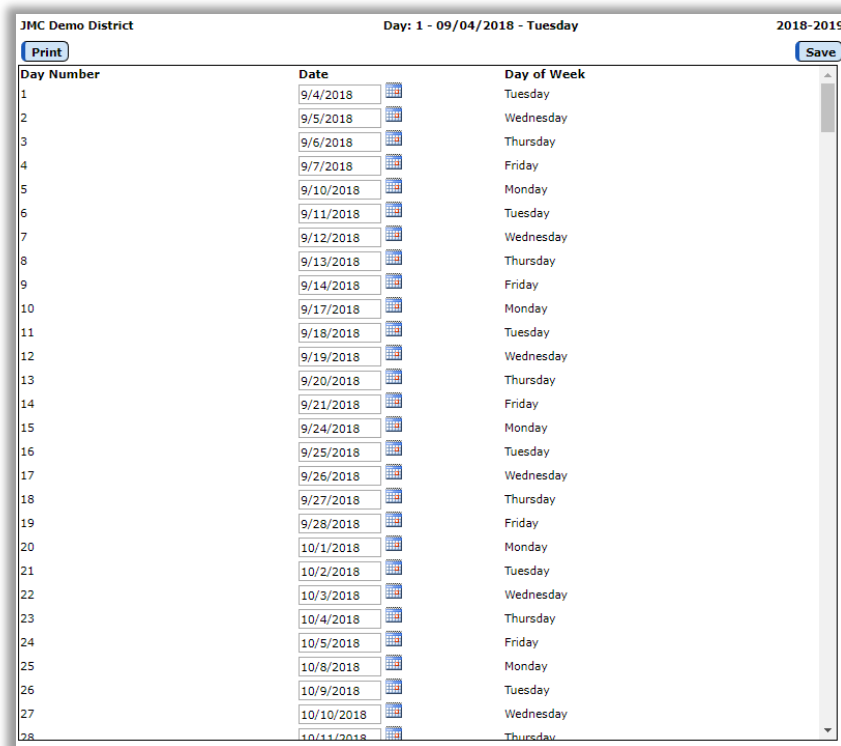
5. Once the form letters can be previewed (this may take a while), you may chose to print or save the PDF file containing these forms.

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.

## Attendance - Day - Day Names (District Level)

This selection, available only when logged in at the district level, is used to edit the dates that are used in attendance. Schools should enter ALL weekdays from the first day of school to the last day of school. Non- school days will be indicated using Attendance – Day – Special Days in jmc school building.

1. Select Attendance-Day-Day Names. The page will appear similar to Figure 86.



Day Number	Date	Day of Week
1	9/4/2018	Tuesday
2	9/5/2018	Wednesday
3	9/6/2018	Thursday
4	9/7/2018	Friday
5	9/10/2018	Monday
6	9/11/2018	Tuesday
7	9/12/2018	Wednesday
8	9/13/2018	Thursday
9	9/14/2018	Friday
10	9/17/2018	Monday
11	9/18/2018	Tuesday
12	9/19/2018	Wednesday
13	9/20/2018	Thursday
14	9/21/2018	Friday
15	9/24/2018	Monday
16	9/25/2018	Tuesday
17	9/26/2018	Wednesday
18	9/27/2018	Thursday
19	9/28/2018	Friday
20	10/1/2018	Monday
21	10/2/2018	Tuesday
22	10/3/2018	Wednesday
23	10/4/2018	Thursday
24	10/5/2018	Friday
25	10/8/2018	Monday
26	10/9/2018	Tuesday
27	10/10/2018	Wednesday
28	10/11/2018	Thursday

Figure 86:  
Day Names  
page

Click on the day to be edited and then enter the date manually or use the calendar tool on the right side to select the date. Once the date is entered, the day of the week will display.

Click the **Save** button in the upper right corner to save changes.

If the days have already been entered but there is a school cancellation for some reason, the option Attendance—Days – Special Days (from the jmc school building) must be used to indicate there was no school on that day for the appropriate grades/groups.

Due to ADVISER (Ed-Fi) API needs and reporting strategies:



**Enter all of the intended school days for the year.** If the days have already been numbered when school is cancelled for some reason, the option Attendance—Days — Special Days will be used to indicate there was no school on that day for each grade or group.

### Attendance - Day - Special Days

This selection, available only when logged in at the building level, is used to indicate any days or half days on which a particular grade group does not meet during the normal school year.

*Note:* Kindergarten students may be assigned to individual groups using Edit-Edit Student Data.

1. Select Attendance-Day-Special Days. The page will appear similar to Figure 87.

	Day#	Date	Day Status
Edit	1	8/19/2019	School All Day
Edit	2	8/20/2019	School All Day
Edit	3	8/21/2019	School All Day
Edit	4	8/22/2019	School All Day
Edit	5	8/23/2019	School All Day
Edit	6	8/26/2019	School All Day
Edit	7	8/27/2019	School All Day
Edit	8	8/28/2019	School All Day
Edit	9	8/29/2019	School All Day
Edit	10	8/30/2019	School All Day
Edit	11	9/2/2019	No School
Edit	12	9/3/2019	School All Day
Edit	13	9/4/2019	School All Day
Edit	14	9/5/2019	School All Day
Edit	15	9/6/2019	School All Day
Edit	16	9/9/2019	School All Day
Edit	17	9/10/2019	School All Day
Edit	18	9/11/2019	School All Day
Edit	19	9/12/2019	School All Day
Edit	20	9/13/2019	School All Day
Edit	21	9/16/2019	School All Day
Edit	22	9/17/2019	School All Day

Figure 87:

Special Days page with ALL Grades chosen

Select the group for which attendance days are to be edited, if it is not to include All Grades.

Click the **Edit** link to the left of the day you wish to edit. The page will appear similar to Figure 88.

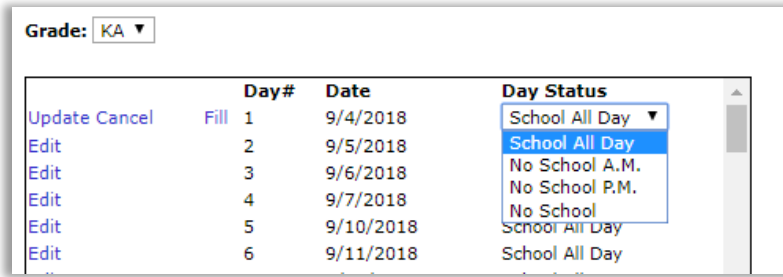


Figure 88:

Editing a Special Day

Select the desired **Day Status** from the drop down list.

Click the **Update** link to save the changes for that date.

To make all day codes the same as the code for day 1, click **Fill**. This may be useful if a grade or group, such as kindergarten or preschool, will always meet for just a half day.

## Attendance - Calendar - Term Dates

This selection is used to enter and edit term dates for your school calendar.

1. Select Attendance-Calendar-Term Dates. The page will appear similar to Figure 89.

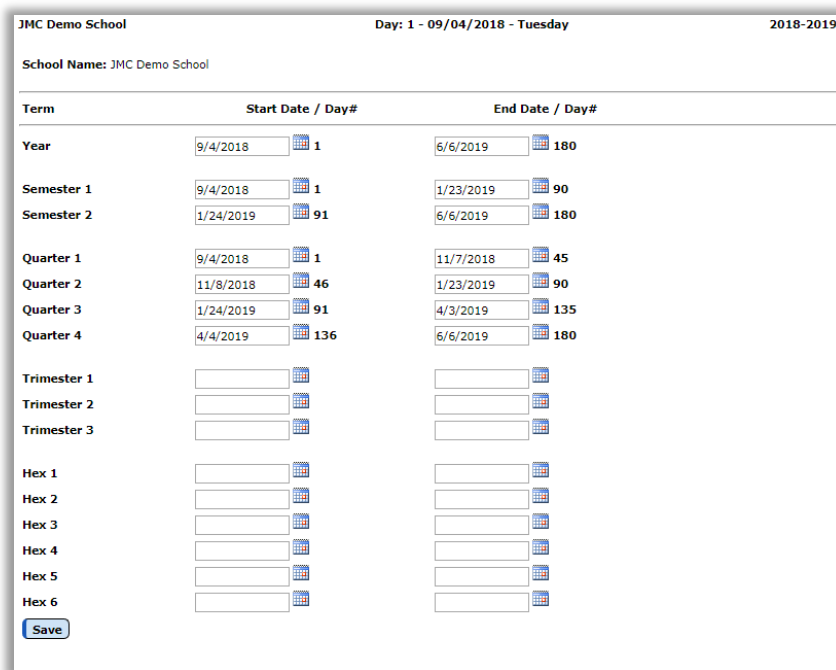


Figure 89:

Term Dates

Click on the term date to be edited and then enter the date manually or use the calendar tool on the right side to select the date.

When finished editing term dates, click on the **Save** button. Term dates that align with defined day numbers will display the corresponding day number next to the date.

## Attendance - Staff - Rooms

This selection is used to enter room names. The room names may be entered in any order.

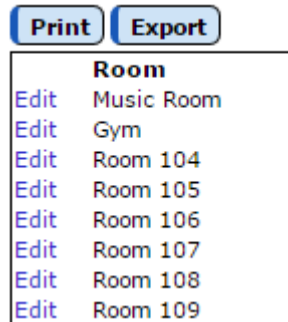


Figure 90:

Rooms page

**To edit a room**, click on Edit link to the left the rooms in the list, then enter the room name as desired and click the **Update** link to save the changes for that room.

Click **Print** to print a list of rooms.

Click **Export** to export the room data to a CSV (comma-separated) text file.

---

## Attendance - Staff - Teachers

This selection is used to edit a teacher's display name, first name, last name, former last name, username, password, email address, file folder number, NDE State ID, teacher ID, and staff classifications.

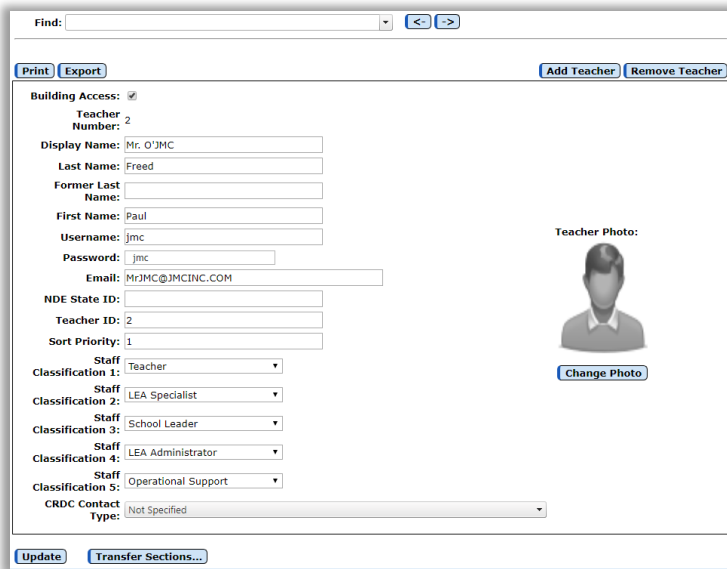


Figure 91:

Teacher's page

**To find a teacher**, click in the **Find** drop down list and enter all or part of the teacher's name. The drop down list will include all teachers who match what you have typed into the **Find** drop down list. The select the desired teacher.

*Note:* Viewing, editing, and printing of passwords for teachers is governed by the

Passwords privilege as established on File-User Privileges...

When finished editing a teacher's record, click the **Update** button to save the changes.

Click **Print** to print a list of teachers and their demographic data.

Click **Export** to export the teacher data to a CSV (comma-separated) text file.

Click **Transfer Sections** to transfer the course sections from one teacher to another, including related records such as lesson plans, seating charts, etc. After clicking the **Transfer Sections** button a dialog will appear similar to Figure 92. Then select the desired teacher from the Teacher drop down list and click the **Transfer** button.

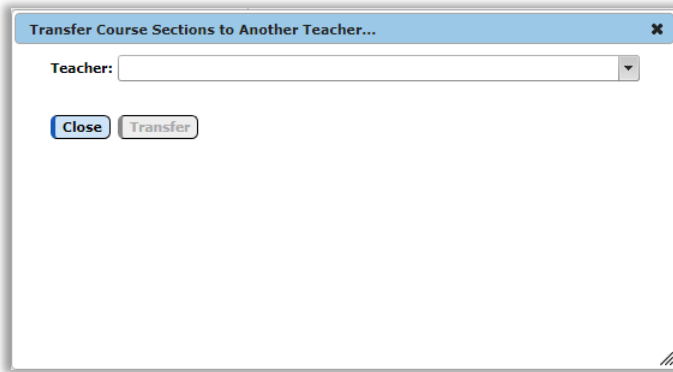


Figure 92:

Transferring  
Sections  
from One  
Teacher to  
Another

---

## Attendance - Staff - Advisor List

This selection is used to print lists of advisors and their advisees.

Each advisor list is on a separate page.

1. Select Attendance - Staff - Advisor Lists. The page will appear similar to Figure 93.

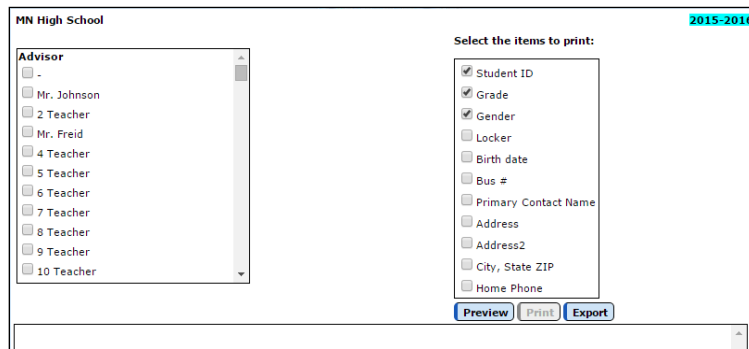


Figure 93:

Advisor List  
page

2. Select the advisors whose lists are to be printed.
3. Click the check boxes of the student personal information that is to be printed on the list.

Click **Preview** to preview the report.

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

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

## Attendance - Staff - Assign Advisees

This selection is used to assign advisees (students) to an advisor.

1. Select Attendance - Staff - Assign Advisees. The page will appear similar to Figure 94.

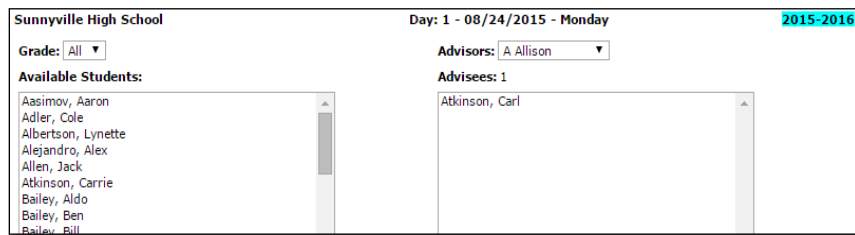


Figure 94:

Assign  
Advisees  
page

2. Select the advisor whose list of advisees is to be edited from the **Advisor** drop down list in the upper right corner of the page.
3. If this advisor only advises students from a particular grade level, you may want to specify the grade in the **Grade** drop down list in the upper left corner of the page. Once this is done, only students from that particular grade level will be displayed in the **Available Students** list.
4. To add a student to the list of advisees, click on the student's name in the **Available Students** list and the student's name will then appear in the **Advisees** list.
5. To remove a student from the list of advisees, click on the student's name in the **Advisees** list.

## Attendance – Staff – Substitutes (NEW FEATURE 2019)

Use this feature to add substitutes who will need access to a teacher's Gradebook and Attendance features.

1. Click Add Substitute to begin. The page will be blank.
2. Enter information about your sub.

**Note:** You must enter a Password and Username.

(If the substitute is a current Gradebook user, you must assign a different username and password than the one they currently are using)

3. Check the Building access box for each jmc building the person will need access to.

**Note:** To stop using a sub, you can uncheck the building access box or chose Remove Substitute to remove them completely.

4. Enter any remaining information you require and choose “UPDATE”.

JMC Demo School Day: 65 - 11/15/2019 - Friday 2019-2020

Find: [ ] [ ] [ ]

[Print] [Export] [Add Substitute] [Remove Substitute]

Building Access:

Substitute Number: 1

First Name: Mrs. [ ]

Last Name: Substitute [ ]

Username: substitute [ ]

Password: Sub1999 Very Strong [ ]

Email: [ ]

Address: [ ]

Address 2: [ ]

City: [ ]

State: [ ]

Zip: [ ]

Phone 1: [ ]

Phone Type 1: Unknown [ ]

Phone 2: [ ]

Phone Type 2: Unknown [ ]

[Update]

Schedule

Add Record

	Teacher	Start Date	Start Time	End Date	End Time	Gradebook Access	Attendance Access
[Edit] [Delete]	Mrs. White	7/23/2019	8:00 AM	7/23/2019	11:00 PM	Yes	Yes

## Assigning a Substitute to a classroom

1. Choose the substitute to be used from the drop down list, or create a new one as described above.
2. Choose “Add Record” from the Schedule box at bottom of page.
3. Choose the teacher the substitute will be filling in for.
4. Choose the Start Date and start time.
5. Pick the End Date (last day the sub will be used) and End Time.
6. Gradebook Access: Gives the sub access to Gradebook between Start and End Dates.
7. Attendance Access: Gives the sub access to Attendance and Seating Charts between Start and End Dates.
8. SAVE

Note: Any scheduled Substitute can be edited by choosing Edit and update next to the teacher’s name.

## Attendance—Contacts—Edit Contacts

This selection is used to edit the demographic information for a student contact.

JMC Demo School Day: 68 - 11/20/2019 - Wednesday 2019-2020

Find: [ ] [-] [ ]

**Aaseth, Sarah & Tony**  
123 Fourth St  
PO Box 1012  
Sunnyville, NE 67890

Students with this Contact:  
Primary - Bernardone, Frances - Gr 12  
Primary - Today, November - Gr 12  
Primary - Aaseth, John - Gr 11

[Delete] [Add] [Save] [Print]

Title: [ ] First: Sarah & Tony Last: Aaseth

Address: 123 Fourth St Note From Parent: [ ]  
Address2: PO Box 1012

City: Sunnyville State: NE Zip: 67890

Password: 1234

Email 1: [ ] Email 2: [ ] Email 3: [ ]  
Email 4: [ ] Email 5: [ ] Email 6: [ ]  
Email 7: [ ] Email 8: [ ]

\*Important Messaging Information

Phone 1: 402.279.1442 Type: Home Rank: 1  
Description: [ ]  
Messaging service Phone #1  
 SMS(Text Message)\*  
 Emergency/Weather Related  
 Student/Lunch Related  
 General School Information

Phone 2: 402.555.4328 Type: Work 1 Rank: 2  
Description: Sarah  
Messaging service Phone #2  
 SMS(Text Message)\*  
 Emergency/Weather Related  
 Student/Lunch Related  
 General School Information

Phone 3: 402.555.9876 Type: Work 2 Rank: 3  
Description: Tony  
Messaging service Phone #3  
 SMS(Text Message)\*  
 Emergency/Weather Related  
 Student/Lunch Related  
 General School Information

Phone 4: 402.555.9185 Type: Cell 1 Rank: 4  
Description: Sarah  
Messaging service Phone #4  
 SMS(Text Message)\*  
 Emergency/Weather Related  
 Student/Lunch Related

Modified: 8/16/2018

[Delete] [Add] [Save] \* Standard text message and data carrier rates may apply. [Print]

Figure 95: Edit Contacts screen.

1. Select the contact whose demographic data is to be edited by using the **Find** box at the top of the page.
2. Make the required edits for this contact. Fields that are editable on this screen include:
  - **Title** (Mr., Mrs., Dr., etc.)
  - **First Name**
  - **Last Name**
  - **Address**

- **City**
- **State**
- **Zip Code**
- **Note From Parent** If the contact put a note in during online registration, it will be seen here.
- **Email address** (up to 8 per contact)
- **Password**
  - Note:* Viewing and editing of passwords for contacts is governed by the Passwords privilege as established on File-User Privileges....
- **Phone numbers** (up to 8 per contact)
- **Phone Type** for each phone number (e.g. Home, Cell, Work...)
- **Description** for each phone number (e.g. Dad's office...)
- **Messaging Service Options** for each phone
  - SMS (text message)
  - Emergency / Weather Related
  - Student Related
  - General School Information

3. To delete a contact, select the contact to be deleted and then click on the **Delete** button.
4. To add a new contact, click on the **Add** button and fill in the demographic data for that contact.
5. To save changes made to the contacts, click **Save**.
6. To print the page for this contact, click **Print**.

---

## Attendance—Contacts—Merge Contact Submissions

This selection is used to process any pending parent submissions to contact data (demographic data for a student contact). Parents can only submit changes in this manner by using the JMC Online Parent Access module with their web browser from their home or office.

Figure 96 contains an example of such a submission by a parent.



## Online Parent view of changing contact information

Note: the comment box at the bottom will show up in contact info screen.

The screenshot shows a web form for updating contact information. On the left is a navigation menu with options like 'Attendance Report', 'Report Card', 'Progress Reports', 'Lesson Plans', 'Parent Information' (highlighted), 'Lunch', 'Tuition/Fees', 'Alert Configuration', 'Health', 'Student Registration', and 'Log Out'. The main form area contains fields for Title, First Name (Bob and Babette), Last Name (Adler), Address (123 4th Street), Address2, City (Sunnyville), State (IA), and Zip (56789). There are eight email address fields. Below these are eight phone number fields, each with a 'Description' and a 'Type' dropdown menu. The phone types are: Home, Cell 1, Cell 2, Work 1, and three Unknown. At the bottom, there is a text area for an 'Optional comment for the office staff' with a 255-character limit. A 'Save' button is at the bottom left, and a note about messaging service standard message and data rates may apply is at the bottom right.

Figure 96: Submitting Demographic Data Changes using Online Parent

1. Select Attendance-Contacts-Merge Contact Submissions. If there are any pending submissions from the parents to process, the first such submission will be displayed. The screen will appear similar to Figure 97.

The screenshot shows the 'Merge Contact Submissions' screen. At the top, it says 'Sunnyville CSD' and 'Day: 1 - 08/24/2015 - Monday'. There is a '2015-2016' tab and 'Pending Files: 1'. Under 'Modified Contacts:', a list shows 'Adler, Bob and Babette'. To the right, contact details are listed: 'Adler, Bob and Babette', '123 4th Street', 'Sunnyville, IA 56789', and 'Submitted: 6/10/2015 02:21 PM'. A 'Note From Parent:' section contains the same comment as in Figure 96. The 'Proposed Modifications:' section shows a table with a checked checkbox, 'Phone #2:', 'Change:', '319-555-7777', 'to:', and '319-555-0000'. At the bottom are 'Reject', 'Accept', and 'Print' buttons.

Figure 97:

Processing a parent's submission on the Merge Contact Submissions screen

2. Changes submitted by the parent may be accepted entirely or partially.
  - a. To accept the entire submission, click **Accept**.
  - b. To accept specific parts of the submission, click on the checkmark to left of any unwanted submissions to remove the checkmark, then click **Accept**.
  - c. After **Accept** has been clicked, any further parent submissions may be similarly processed.
3. To reject a submission from a parent, click **Reject**.
4. To print a submission from a parent, click **Print**.

---

## Attendance—Contacts—Merge Emergency Contacts

If there are new emergency contacts added to a student's contact list from an existing file, this process is used to combine all of the emergency contacts into that students contact list.

**Figure 97 A.**

JMC Demo School Day: 68 - 11/20/2019 - Wednesday 2019-2020 Pending Files: 0

Modified/New Emergency Contacts:

Submitted:

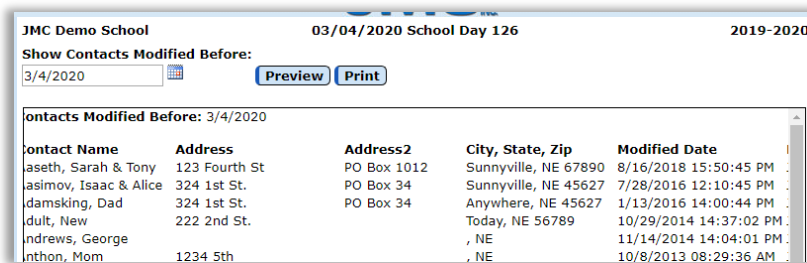
Reject Accept Print

PDF output developed using iText[Sharp]®

## Attendance—Contacts—Contact Modification Report

This selection is used to print a report for all contacts whose demographic data have not been modified prior to a specified date. This report may be used to indicate contact data that is potentially out-of-date.

1. To print a contact modification report, select Attendance – Contacts - Contact Modification Report. The page will appear similar to Figure 98.



Contact Name	Address	Address2	City, State, Zip	Modified Date
aseth, Sarah & Tony	123 Fourth St	PO Box 1012	Sunnyville, NE 67890	8/16/2018 15:50:45 PM
asimov, Isaac & Alice	324 1st St.	PO Box 34	Sunnyville, NE 45627	7/28/2016 12:10:45 PM
damsking, Dad	324 1st St.	PO Box 34	Anywhere, NE 45627	1/13/2016 14:00:44 PM
dult, New	222 2nd St.		Today, NE 56789	10/29/2014 14:37:02 PM
ndrews, George			, NE	11/14/2014 14:04:01 PM
nthon, Mom	1234 5th		, NE	10/8/2013 08:29:36 AM

Figure 98:

### Contact Modification Report

2. Specify the cutoff date for the report.
3. Click on the **Preview** button to preview the report for the specified cutoff date.
4. Click on the **Print** button to Print the currently previewed report.

The report will contain the name, address, city, state, zip code, and date of the last contact modification submission for every contact whose last contact modification submission date is before the specified cutoff date.

## Attendance—Contacts—Print Contact Directory

This selection is used to print a directory of student contacts.

1. To print a contact directory, select Attendance – Contact - Print Directory. The page will appear similar to Figure 99.

Contact Name	Address	Address2	City, State Zip	Phone
<b>Sarah &amp; Tony Aaseth</b>	123 Fourth St	PO Box 1012	Sunnyville, NE 67890	402.279.1442 Home 402.555.4328 Work 1
Bernardone, Frances	Grade: 12			402.555.9876 Work 2
Today, November L	Grade: 12			402.555.9185 Cell 1
Aaseth, John	Grade: 11			555.8977 Cell 2
Today, Yesterday N	Grade: 11			555.4444 Unknown
Testing, Angela	Grade: 10			
Freid, John	Grade: 1			
Grundty, Tom	Grade: 1			
<b>Dad Adamsking</b>	324 1st St.	PO Box 34	Anywhere, NE 45627	5072791442 Cell 1 555-555-5556 Work 2
Friend, Guy	Grade: 12			777-777-7778 Work 1
Demo, Caley P	Grade: 11			

Figure 99:

### Print Contact Directory

2. Select the contact type from the **Print Directory for Contact Type** drop down list.

Click **Preview** to preview the report.

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

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

The directory will be printed for the specified contact and phone number types and will include the address, city, state, and zip. Also, a list of students and their grade levels will be included for all students who are attached to that contact for that contact type. For example, if the directory is to be printed for primary contacts, only contacts that are designated as primary contacts will appear in the directory and all students will be listed for which this contact has been specified as the primary contact.

*Note:* The directory will be printed for only one Contact Type at a time.

## Attendance—Contacts—Merge Contacts

This selection is used to merge contact records when more than one record exists for the same contact.

1. Select Attendance – Contact – Merge Contacts. The page will appear similar to Figure 100.

JMC Demo School 03/04/2020 School Day 126 2019-2020

Find Main Contact: Find Possible Duplicate:

**Students with this Contact:**

- Primary - Aasimov, Aaron - Gr 7 (1314)
- Primary - Aasimov, Abbie - Gr 5 (1314)
- Lunch - Aasimov, Aaron - Gr 7 (1314)

**Students with this Contact:**

- Primary - Freid, John - Gr 0 (1213)
- Primary - Anderson, James - Gr 1 (1314)
- Primary - Freid, John - Gr 0 (1314)

<b>Title:</b>		<b>Title:</b>	
<b>First:</b>	Isaac & Alice	<b>First:</b>	Dad
<b>Last:</b>	Aasimov	<b>Last:</b>	Freid
<b>Address:</b>	324 1st St.	<b>Address:</b>	
<b>Address2:</b>	PO Box 34	<b>Address2:</b>	
<b>City:</b>	Sunnyville	<b>City:</b>	
<b>State:</b>	NE	<b>State:</b>	NE
<b>Zip:</b>	45627	<b>Zip:</b>	
<b>Password:</b>	Rd_5faS&r	<b>Password:</b>	i&RZp~8eg
<b>Email 1:</b>	aasimov@someisp.net	<b>Email 1:</b>	
<b>Email 2:</b>		<b>Email 2:</b>	
<b>Email 3:</b>		<b>Email 3:</b>	
<b>Email 4:</b>		<b>Email 4:</b>	
<b>Email 5:</b>		<b>Email 5:</b>	
<b>Email 6:</b>		<b>Email 6:</b>	
<b>Email 7:</b>		<b>Email 7:</b>	
<b>Email 8:</b>		<b>Email 8:</b>	
<b>Phone 1:</b>	402-111-1234	<b>Phone 1:</b>	
<b>Description 1:</b>	Alice cell	<b>Description 1:</b>	
<b>Phone 2:</b>	402-111-2345	<b>Phone 2:</b>	
<b>Description 2:</b>	Isaac work	<b>Description 2:</b>	
<b>Phone 3:</b>	402-111-3456	<b>Phone 3:</b>	
<b>Description3:</b>	home	<b>Description3:</b>	

**Merge**

Figure 100: Merging Contacts

2. Use the **Find Main Contact** drop down list in the upper left corner to select the “main” contact record. The main contact record would be the record with the most and/or best data.
3. Use the **Find Possible Duplicate** drop down list in the upper right corner to find the record that is to be merged into the main record.
4. Click the **Merge** button at the bottom of the page to merge data from the duplicate record with the data from the main record. If both the main and duplicate records

have a value for the same field, the value for the main record will be preserved and the value for the duplicate record will be discarded.

5. Upon completion of the merge the duplicate record will be discarded.

## **Attendance - Contacts - Contact Forms**

*This information has been moved to:*

Online Settings –Online Parent – Online registration – Merge data –Contact forms

See Appendix F of this document.

## **Appendix A**

### **Custom Attendance Form Letters Overview**

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

It is common for a school to request help from JMC in designing and configuring attendance form letters. To do so, please contact JMC technical support at 800-524-8182 or [support@jmcinc.com](mailto: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 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/form_designer_intro)

[http://jmcinc.com/resources/view/period\\_attendance\\_form\\_letters](http://jmcinc.com/resources/view/period_attendance_form_letters)

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

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

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

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

### **Sample Custom Form Letter**

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



Figure A1  
Partially  
designed  
custom  
Attendance  
Form Letter

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

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



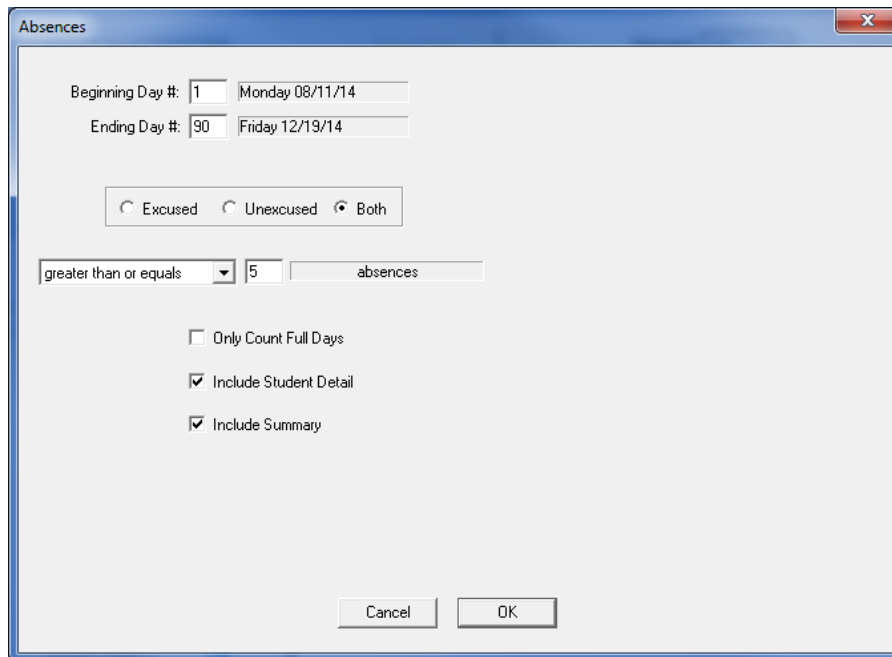


Figure A2

Period  
Attendance –  
Absences  
item  
configuration  
screen

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

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

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

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

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

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

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

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

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

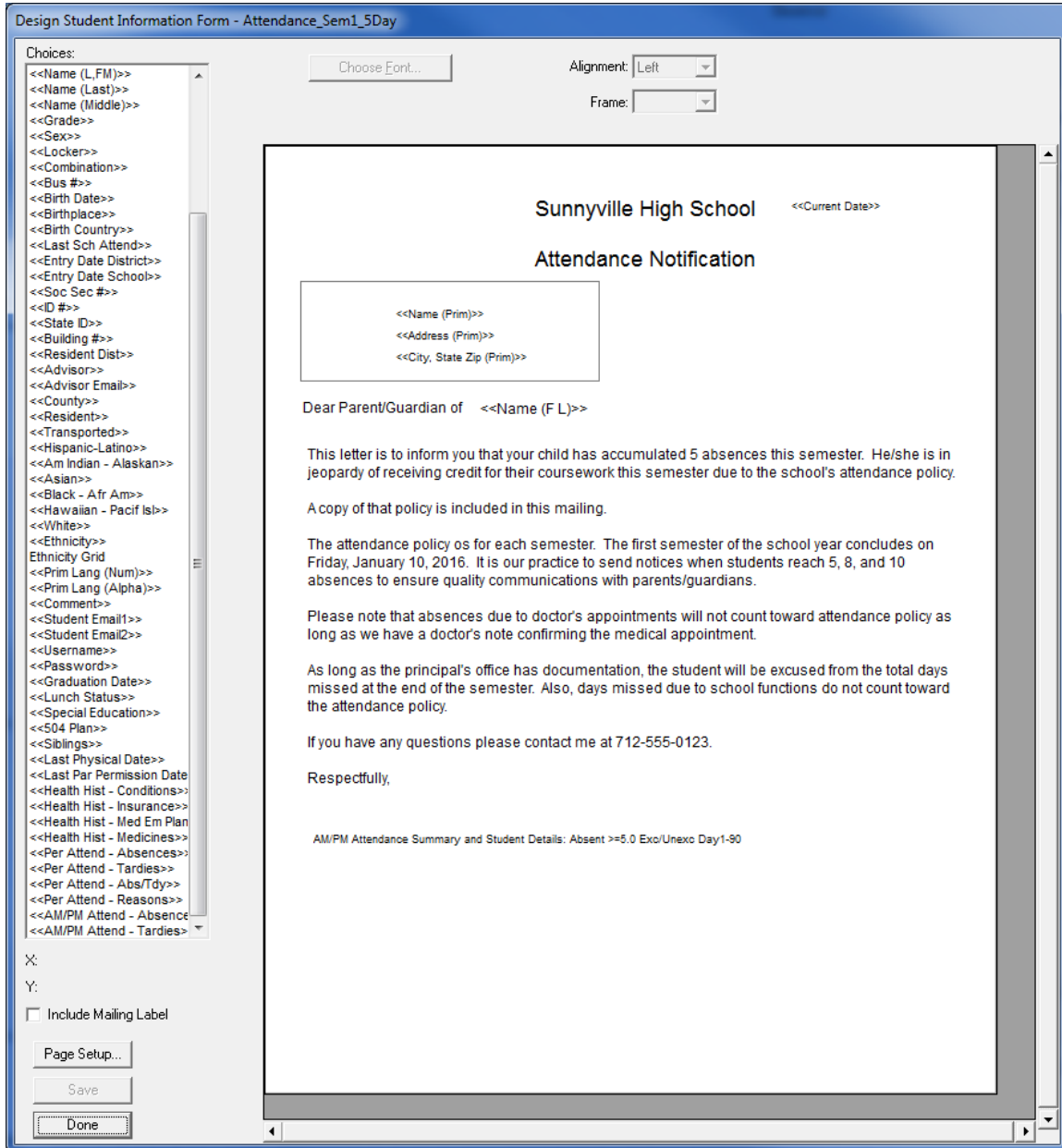


Figure A3: Custom Form with Attendance Data Item Included

Once you have added the Attendance Data Item to the form it essentially becomes a 2-page form. For this reason the attendance item should be added at the bottom of the form with the understanding that some attendance information will spill over to the second

page. For a sample of how this form actually appears when printed please refer to Figures A7 & A8.

Combining the Custom Form with Discipline Violations/Consequences

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

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

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

Figure A4  
Sample Period Attendance Custom Form Configurations

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

ID	Description	Action
37	Phone Violation	
38	Terroristic Threats	
39	Unexcused Absence	
40	Attendance Violation	
41		
42		

Figure A5  
Defining the Attendance Violation

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

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

Figure A6  
Defining the Attendance Violation Consequences

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



Figure A7 – Page 1

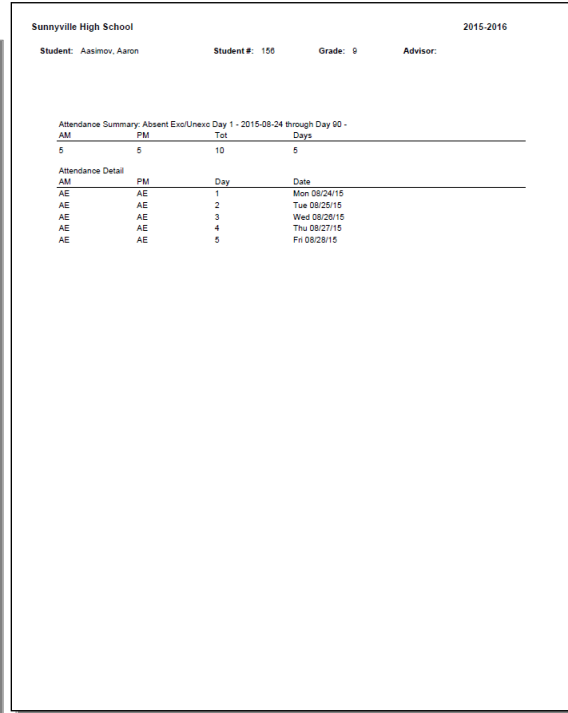


Figure A8 – Page 2

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

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

## Appendix B

### Creating the Custom Form

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

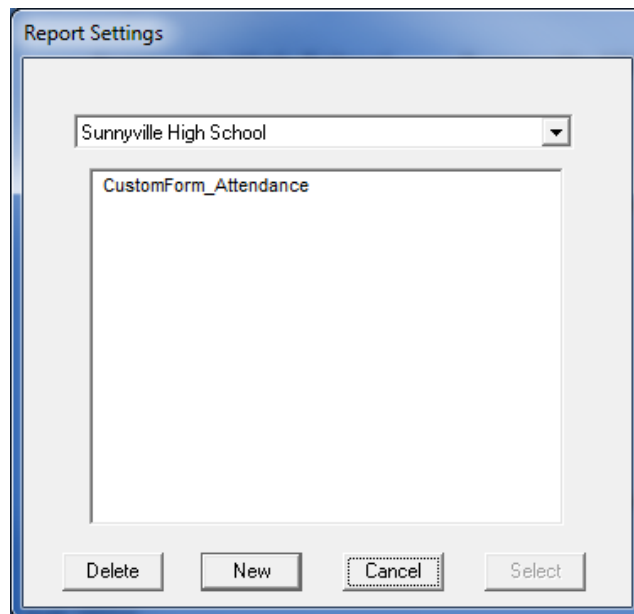


Figure B1

Design Student  
Information  
Form – List of  
Available Forms

- Delete** To delete a custom form file from the list, click on the form name in the list and then click **Delete**.
- New** To create a new custom form, click **New**. The Design Student Information Form screen will then appear with only the default settings.
- Cancel** To cancel this operation and return to the main screen of the JMC Form Designer application, click **Cancel**.
- Select** To select an existing custom form, click on the form name in the list and then click **Select**. The same result may be achieved by double-clicking the filename.
2. The Design Student Information Form screen will appear similar to Figure B2. The particular settings for this screen will depend upon the action taken at step 1.

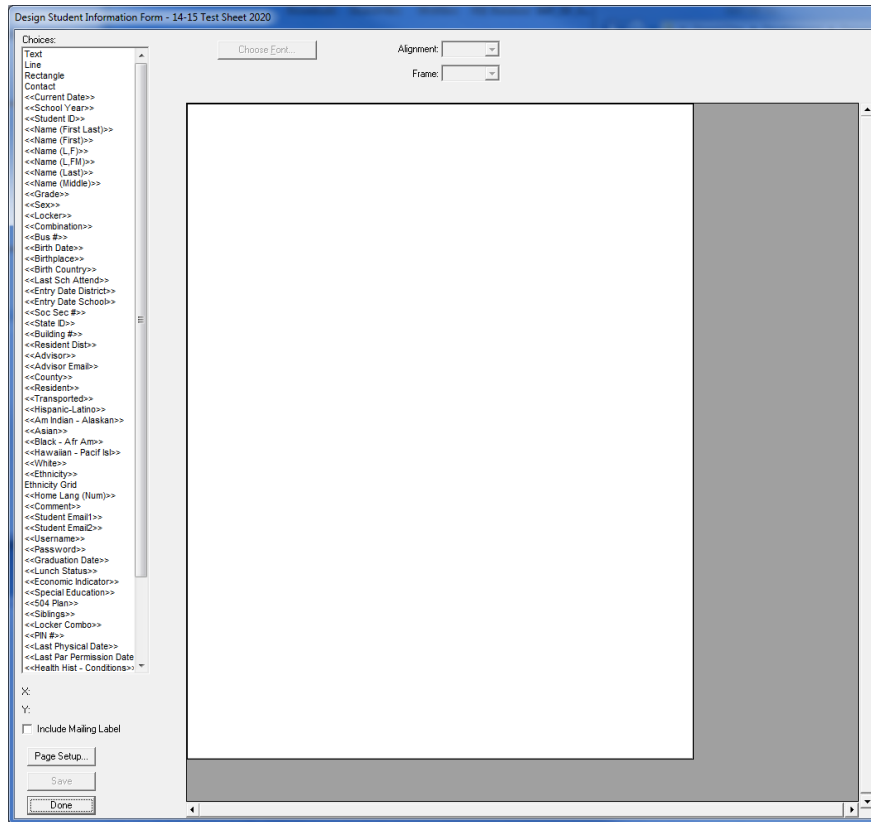


Figure B2  
Designing a Custom Period Attendance Form Letter

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

## Editing the Custom Form

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

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

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

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

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

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



Figure B3

Arrow keys on keyboard

**Aligning Multiple Items** The currently selected item(s) in the report card may be *aligned* by pressing Ctrl-arrow on the keyboard, where the arrow pressed would be one of the four directional arrows on the keyboard (see Figure B3). 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.

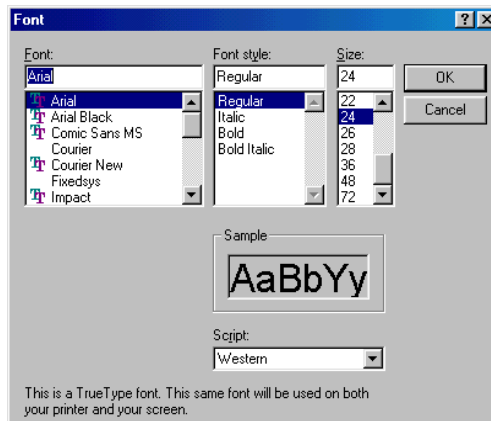


Figure B4

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:

<< <b>Current Date</b> >>	The current date
<< <b>School Year</b> >>	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 1<sup>st</sup> Grade and the <<Name (L,F)>> item is contained in the custom form design, then the names of the appropriate 1<sup>st</sup> 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)
<b>Ethnicity Grid</b>	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)
<<Special Education>>	Special Education (Student Data Spec Ed Tab)
<<504 Plan>>	504 Plan (Student Data Spec Ed Tab)
<<Siblings>>	Siblings – other students with same primary contact

### More Complex Custom Form Items

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

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

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

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

#### Student Health Data Items

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

#### Period Attendance Data Items

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

#### Attendance Data Items

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

## Appendix C

### Email Setup – Admin Options

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

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

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

Sunnyville High School

Day: 177 - 05/21/2015 - Thursday

#### Security:

Allow users to save passwords at login time

#### School Settings:

Number of periods in a day: 7  
Days in Cycle: 2  
Day Labels:  
1. 1  
2. 2  
Sort schedules by:  
 Semester  
 Trimester  
 Quarter

#### Sending Email:

SMTP server: smtp.onlinejmc.com:25  
Send From Email Address:  
 SMTP server requires secure connection (SSL)  
 SMTP server requires authentication  
Account ID: sunnyville@onlinejmc.com  
Password: password

Figure C1:

Configuring JMC Next Gen for emailing reports on Administrator Options page

#### Student Photos:

[Import Student Photo Linking File](#)

#### Set Usernames and Passwords:

[Set random student and parent passwords](#)

#### Phone Settings:

[Phone Dialer Settings](#)  
[Initialize Contact Phone Numbers](#)

## Appendix D

### JMC Photo Instructions

Each school should have a List in **Attendance:Student:Lists** named **Student Photo File**. You should open this list in each individual building except the District, ISD or CSD building, depending on which state you are in.

Open this list in all other buildings that are going to have pictures taken by highlighting it and clicking on OK. Then click on **Preview** and then **Export Data**.

That will create and download a file named **StudentListExport.csv** into whatever folder you have set to download to from the web browser you are using. That is usually the Downloads folder. Make sure to do this at each building, and then once the files are downloaded, name each one appropriately for each building.

This file has all the student info your photo company will need to match up photos to students and their student id. It should be given to the photo company in the fall when photos are taken for the purpose of them creating a text file that matches the student id of each student to the correct photo.

If you don't have a **Student Photo File** in Lists, you can create one by going to Lists and click on **New**. Then find the following items in the General category and add them in this order and **Save Report**.

Student ID  
Name (L, F)  
Grade  
Advisor  
Birth Date (MMDDYYYY)  
Name (Last)  
Name (First)  
Name (Middle)

Again, this file needs to go to your photo company when they take your photos in the fall.

## LifeTouch Instructions – Using CD

LifeTouch provides a CD with all the pictures and the Image Stream software on it.

First, create a folder on your desktop named StudentPhotos. Open the StudentPhotos folder, and create folders for each of your buildings. They don't have to have the JMC building number for the folder name. Just name them however you want, so you know what building it is.

Put in the LifeTouch CD and run the Image Stream software and proceed forward until you see the pictures of the kids on the left. I am assuming LifeTouch is creating one CD for the HS and one for the Elem., etc., so it doesn't matter which you are using.

- 1) Just highlight the pictures on the left and click on the Add arrow in the middle to add them to the right.
- 2) Then click on the Export Wizard button in the upper right corner. Select Administrative Software at the next screen, and click on the right arrow to move on.
- 3) At this screen, choose 24 Bit JPG in the pull-down menu.
- 4) In the middle section where it wants to save them, click on the Browse button, and navigate to the appropriate building folder you created in the StudentPhotos folder above and choose it.
- 5) Click the Finish button at the bottom, and it will convert the pictures and create the text file, and put them in the building folder you chose. The text file should be named **IDLINK.TXT**.

If you have the CD for the other building(s), do the process above again, but save in the corresponding folder for that building(s).

## Importing Instructions

**You can use any web browser except Internet Explorer to import photos. Internet Explorer will only allow you to select one photo at a time to import.**

- 1) Log into JMC Office, as jmcadmin, in the building you want to import photos into.
- 2) Go to File:Administrator Options, and click on the Import Student Photo Linking File selection in the Student Photos section.
- 3) Follow the instructions on the screen starting with Step 1 at the top to import the photos. Make sure to only highlight the photos in the folder, and nothing else, or you will get an error. Be patient while the photos import, and don't click on anything until it says the photos have been imported.
- 4) Now go to Step 2 to import the text file. Be patient to allow the file to be imported, and it will show you as the photos are matched to students in the bottom section of the screen. Don't click on anything else until the matching is done.
- 5) Switch to any other building(s) that you need to import photos by using the Switch Building menu on the far right, and go back to Step 1 and Step 2 above. Keep doing that for all buildings.

The teachers will see student photos in their Gradebook by going to File:Preferences, and checking the box in front of Show Student Photos. The photos will now appear in their Seating Charts and Attendance.

## Adding or Deleting 1 Photo At a Time

If you would like to add or delete a photo, one at a time, follow the instructions below.

- 1) Switch the correct school building that the student is in by using the Switch Buildings selection on the right.
- 1) Go to **Edit:Student Data** and find the student you want.
- 2) Click on the **Photo** tab in the bottom right.
- 3) Click on the **Change Photo** selection.
- 4) If you want to remove the photo that is there, click on the **No Photo** selection, and then click on the **Save** button.
- 5) If you want to add a photo for that student, click on the **Select** button and navigate to the photo for that student and click on it and click on **Open**.
- 6) Then click on **Save** to save the photo for that student.

## LifeTouch Instructions – Using Web Portal

If you are going to use the LifeTouch Web Portal, make sure to follow instructions below to get **24 bit JPG** photos because the formats LifeTouch has setup for JMC will not work for Next Gen.

It appears it takes a while to create the zipped data, so if you have issues with that, you will need to contact LifeTouch.

- 1) On the **Image & Data Management** tab, make sure to choose one building at a time at the top, and uncheck **Staff** if you aren't going to import staff photos.
- 2) Then next to **Select**, use the arrow to choose **Select All**, and click on the **Download** button.
- 3) The first time, click on the **Create a New Format** button at the bottom. There are only a couple of things to change on this screen..

Go to the **Customize Data Download** section and make sure you put both **Student ID** and **Image Name** into **Fields to Include**, and change the **File Type** to **Comma-Delimited File (\*.csv)**. Make sure **Student ID** is first and **Image Name** is second.

Then change the **Data File Name** to whatever you want, like **photos.csv** or **IDLINK.csv**.

Then go to the very bottom and in the **Format Name** field, type in something like **JMC - JPG** and click on the **Save Format** button.

- 4) That will now be the format selected, so you can proceed on to create the photos and text file.

Also, the next set of photos you create will have this customized format in the list at the top with the name you saved it as, so you can choose it instead of creating a new format.

- 5) At this point, it is supposed to create a zipped folder with photos and text file in it to import into JMC.

Once the first set is zipped and downloaded, do the next building, etc. until all your photos and text files are downloaded.

- 6) Once you get that, the instructions in the import instructions will work. The only difference is the name of the text file you chose, so just import the photos and text file into the correct building.

## Importing Instructions

**You can use any web browser except Internet Explorer to import photos. Internet Explorer will only allow you to select one photo at a time to import.**

- 1) Log into JMC Office, as jmcadmin, in the building you want to import photos into.
- 2) Go to File:Administrator Options, and click on the Import Student Photo Linking File selection in the Student Photos section.
- 3) Follow the instructions on the screen starting with Step 1 at the top to import the photos. Make sure to only highlight the photos in the folder, and nothing else, or you will get an error. Be patient while the photos import, and don't click on anything until it says the photos have been imported.
- 4) Now go to Step 2 to import the text file. Be patient to allow the file to be imported, and it will show you as the photos are matched to students in the bottom section of the screen. Don't click on anything else until the matching is done.
- 5) Switch to any other building(s) that you need to import photos by using the Switch Building menu on the far right, and go back to Step 1 and Step 2 above. Keep doing that for all buildings.

The teachers will see student photos in their Gradebook by going to File:Preferences, and checking the box in front of Show Student Photos. The photos will now appear in their Seating Charts and Attendance.

## Adding or Deleting 1 Photo At a Time

If you would like to add or delete a photo, one at a time, follow the instructions below.

- 1) Switch the correct school building that the student is in by using the Switch Buildings selection on the right.
- 1) Go to **Edit:Student Data** and find the student you want.
- 2) Click on the **Photo** tab in the bottom right.
- 3) Click on the **Change Photo** selection.

- 4) If you want to remove the photo that is there, click on the **No Photo** selection, and then click on the **Save** button.
- 5) If you want to add a photo for that student, click on the **Select** button and navigate to the photo for that student and click on it and click on **Open**.
- 6) Then click on **Save** to save the photo for that student.

## Other Vendor Instructions

If you are having a vendor create the photos and text file for you, please make sure the pictures are in a JPG format, and the text file that goes with them is set for the pictures to be JPG also. The pictures and text file must be divided up by building.

The text file needs to be either a regular text file or csv file that has the **Student ID,Photo Name.jpg** with one student on each line. The text file can be named anything you want, but we suggest **IDLINK.TXT** or **IDLINK.csv**.

There is an example below of what the text file should look like showing the **Student ID** first, and then a comma, and then the **Photo Name.jpg** that goes with that student id. It is best if the photo name exactly matches the student id, but it doesn't have to.

```
12345,12345.jpg  
23456,23456.jpg  
56789,56789.jpg
```

First, create a folder on your desktop named StudentPhotos. Open the StudentPhotos folder, and create folders for each of your buildings. They don't have to have the JMC building number for the folder name. Just name them however you want, so you know what building it is.

If the pictures are already in JPG, and the text file is set correctly, just copy the pictures and text file into the appropriate building folder in the StudentPhotos folder on your desktop. Do this for all of your buildings.

For raw photos, they must be the size of 172 x 228.

## Importing Instructions

**You can use any web browser except Internet Explorer to import photos. Internet Explorer will only allow you to select one photo at a time to import.**

- 1) Log into JMC Office, as jmcadmin, in the building you want to import photos into.
- 2) Go to File:Administrator Options, and click on the Import Student Photo Linking File selection in the Student Photos section.
- 3) Follow the instructions on the screen starting with Step 1 at the top to import the photos. Make sure to only highlight the photos in the folder, and nothing else, or you will get an error. Be patient while the photos import, and don't click on anything until it says the photos have been imported.
- 4) Now go to Step 2 to import the text file. Be patient to allow the file to be imported, and it will show you as the photos are matched to students in the bottom section of the screen. Don't click on anything else until the matching is done.
- 5) Switch to any other building(s) that you need to import photos by using the Switch Building menu on the far right, and go back to Step 1 and Step 2 above. Keep doing that for all buildings.

The teachers will see student photos in their Gradebook by going to File:Preferences, and checking the box in front of Show Student Photos. The photos will now appear in their Seating Charts and Attendance.

## Adding or Deleting 1 Photo At a Time

If you would like to add or delete a photo, one at a time, follow the instructions below.

- 1) Switch the correct school building that the student is in by using the Switch Buildings selection on the right.
- 1) Go to **Edit:Student Data** and find the student you want.
- 2) Click on the **Photo** tab in the bottom right.
- 3) Click on the **Change Photo** selection.
- 4) If you want to remove the photo that is there, click on the **No Photo** selection, and then click on the **Save** button.
- 5) If you want to add a photo for that student, click on the **Select** button and navigate to the photo for that student and click on it and click on **Open**.
- 6) Then click on **Save** to save the photo for that student.



## Appendix E: Saving a Report as a PDF File

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

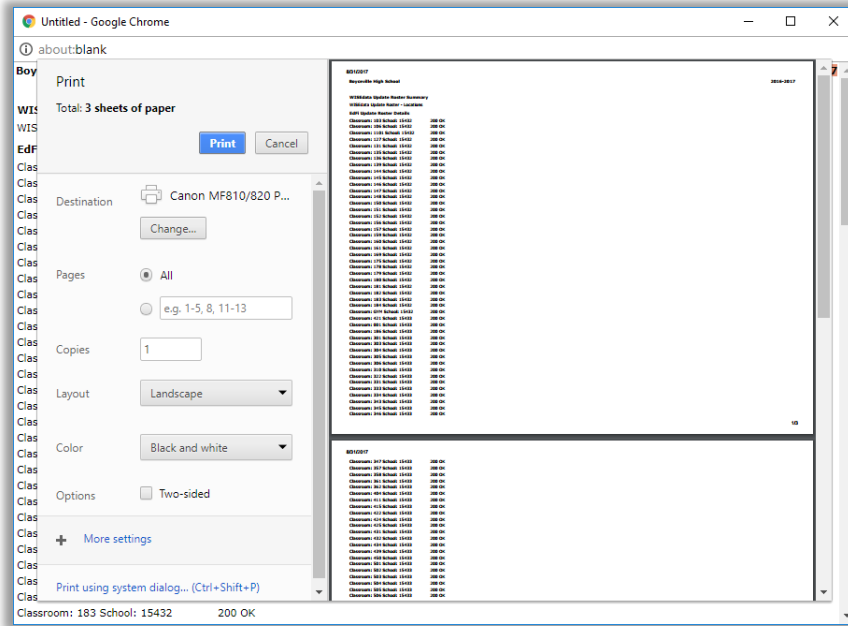


Figure F1:

Step 1 – Click Print button to get to Print Dialog

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

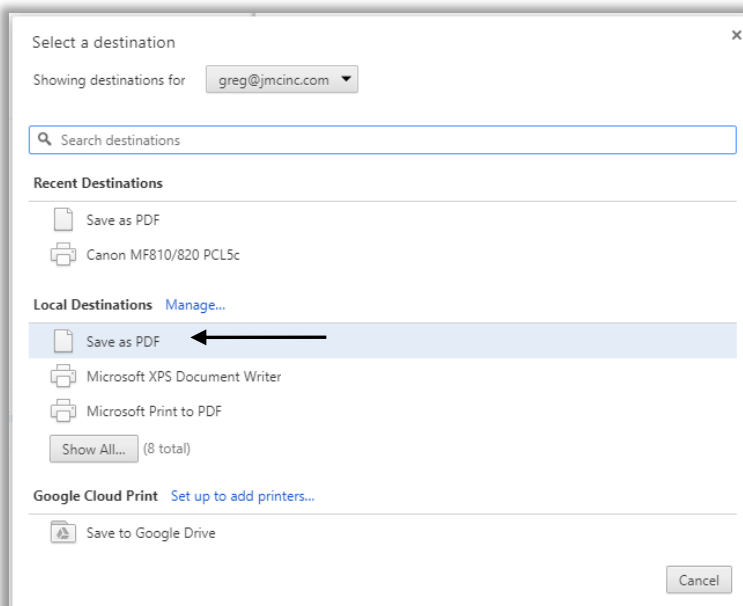


Figure F2:

Step 2 – Selecting Save as PDF as the Destination

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

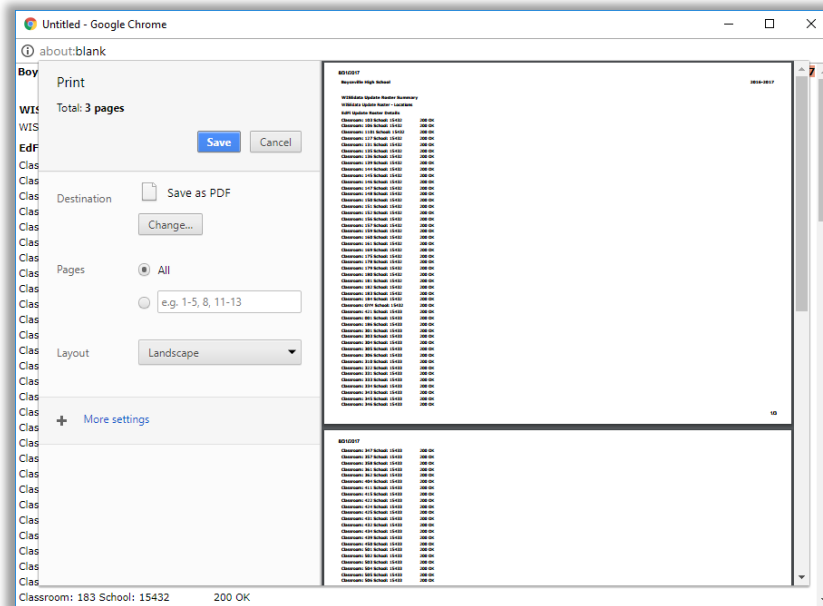


Figure F3:

Step 3 – Save as PDF is now the Destination

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

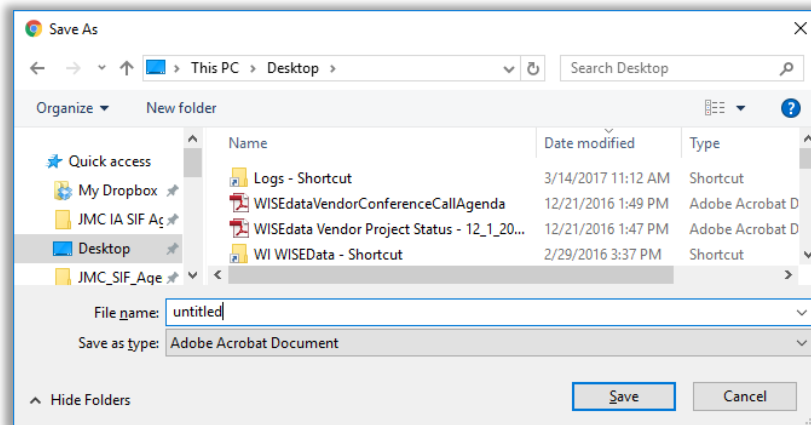


Figure F4:

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

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

## Why save as a PDF file?

You have some options as to what to do with a JMC report. You can print it to your printer, you can save it as a PDF 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 F: Contact Forms

This selection is used to upload contact forms to be assigned to students. These forms will later be made available in JMC's Online Parent application, allowing parents to sign the forms with an electronic signature.

1. Select Online settings – Online Parent – Online Registration – Merge Data – Contact Forms. The page will appear similar to Figure 101.

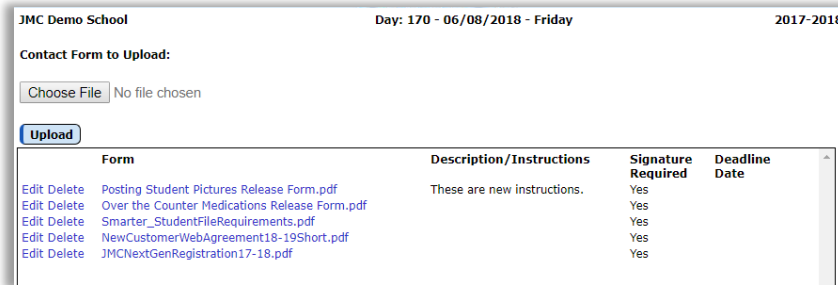


Figure 101:  
Contact  
Forms Page

2. Click the **Choose File** button to select the form you have already made. A dialog similar to Figure 102 will appear on the page.

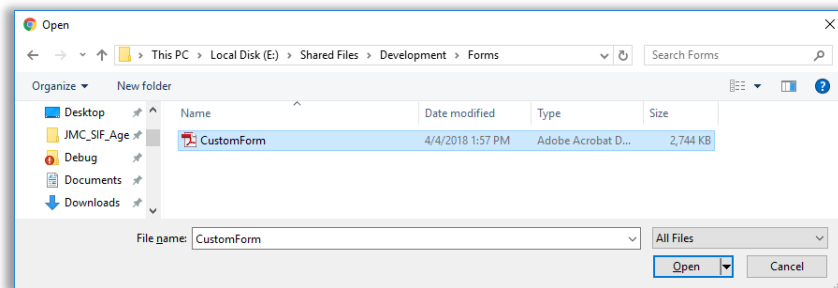


Figure 102:  
Contact  
Forms Page

3. Use the **Open** dialog to locate the desired form. Click on the form name to highlight it and then click on the **Open** button to select the form. The page will then appear similar to Figure 103.

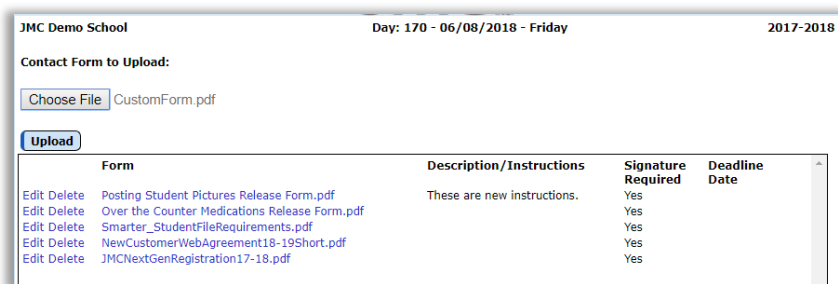


Figure 103:  
Contact  
Forms Page

4. Click on the **Upload** button to upload the form. The form will now display in the list of uploaded forms as shown in Figure 104.

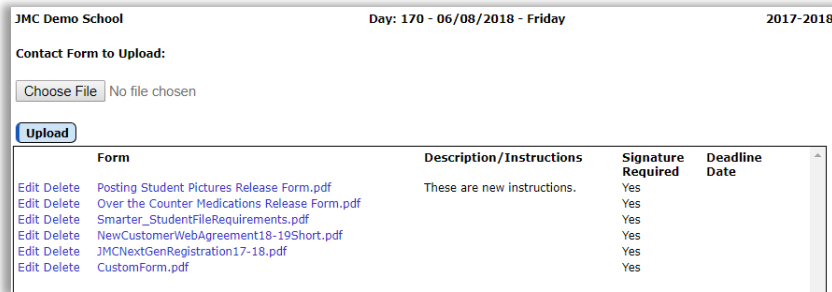


Figure 104:  
Contact Forms Page

- To edit the information for the form you just uploaded, click on the **Edit** link to the left of the form name in the list. The page will then appear similar to Figure 105.

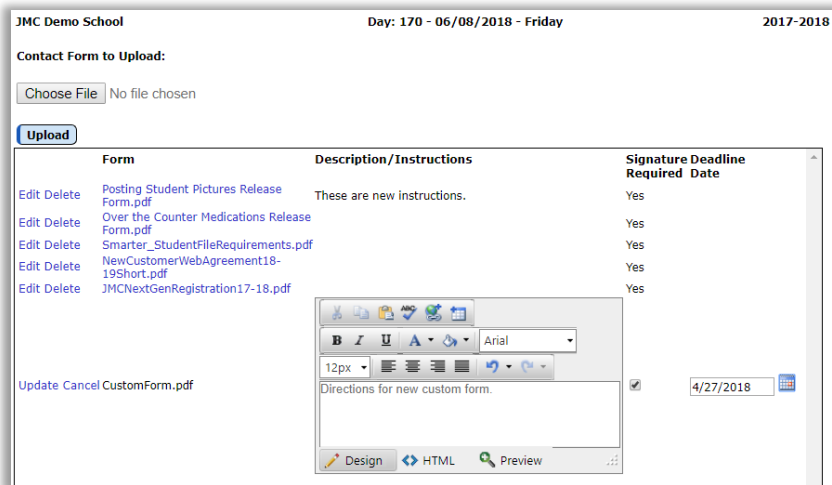


Figure 105:  
Contact Forms Page

- Edit the **Description/Instructions**, **Signature Required**, and **Deadline Date** items, then click **Update** on the left side of the record to save the changes. The page will then appear similar to Figure 106.

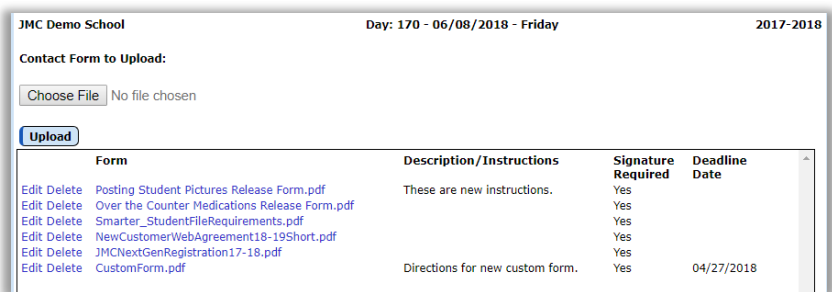


Figure 106:  
Contact Forms Page

## Contact Forms Signatures

This selection is used to view parents' electronic signatures to contact forms. The report will show which parents have signed and which parents have not yet signed.

- Select Attendance - Contact - Contact Form Signatures. The page will appear similar to Figure 108.

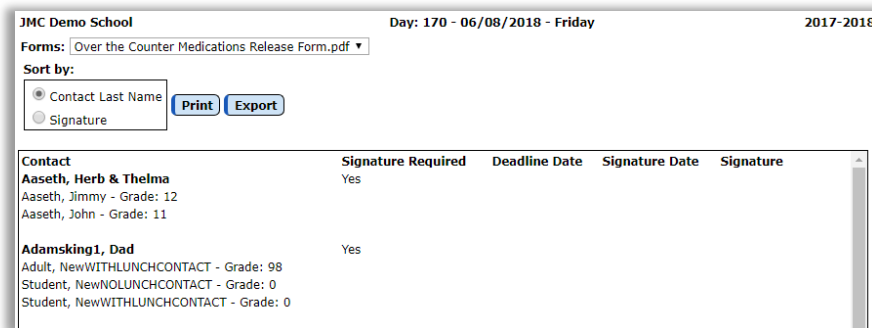


Figure 108:  
Contact Form  
Signatures  
Page

2. Select the desired form from the **Forms** drop down list. The page will then display the signature information for the selected form, including a list of contacts who have signed the form and the date they signed the form.
3. Specify the desired sort option from the **Sort By** radio buttons. The report shown in Figure 108 is sorted by Contact Last Name. The report shown in Figure 109 is sorted by Signature. Sorting by Signature would commonly be used to determine who has and who has not yet signed the form.

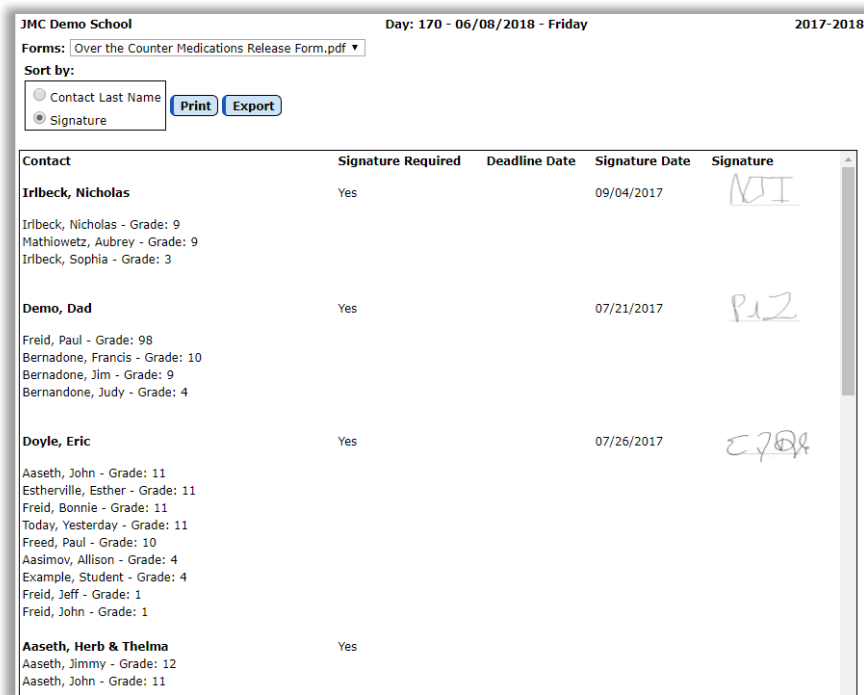


Figure 109:  
Contact Form  
Signatures  
Page, sorted  
by Signature

Note: Signatures can be made on a computer using a mouse or on smart phones, tablets, and touch screen computers using your finger or a stylus.

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

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