



Synergy[©]

Minnesota State Reporting Administrator Guide and User Guide



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This edition applies to Synergy™ Student Information System software and all subsequent releases and modifications until indicated with new editions or revisions.

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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. The documentation is being released in multiple volumes to meet this commitment.

The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Software and Document History

Date	Volume	Edition	Revision	Content
January 2012	1	1	1	<ul style="list-style-type: none">Initial release of this document

CONVENTIONS USED IN THIS MANUAL

Bold Text

Bold Text - Indicates a button or menu or other text on the screen to click, or text to type.



Tip – Suggests advanced techniques or alternative ways of approaching the subject.



Note – Provides additional information or expands on the topic at hand.



Reference – Refers to another source of information, such as another manual or website



Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.



Caution: The Edupoint family of software does not support the use of pop-up blockers. Please disable any pop-up blockers (also known as pop-up ad blockers) on the system before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at support@edupoint.com or by phone at 1-877-899-9111 option 1.

CHAPTER ONE: OVERVIEW OF MN STATE REPORTING

In this chapter, the following topics are covered:

- ▶ Overview of the features of the MN State Reporting software modules
- ▶ Data submission

OVERVIEW OF THE MN STATE REPORTING IN SYNERGY

This manual includes the setup and data extracts for the following MN reporting requirements.

- MARSS Reporting
- STAR Reporting
- Carl Perkins Reporting
- DIRS Reporting
- MCCC Reporting

The MN section of the Synergy menu (also known as the PAD tree) includes the Carl Perkins folder, the DIRS folder, the MARSS folder and Reports folder.

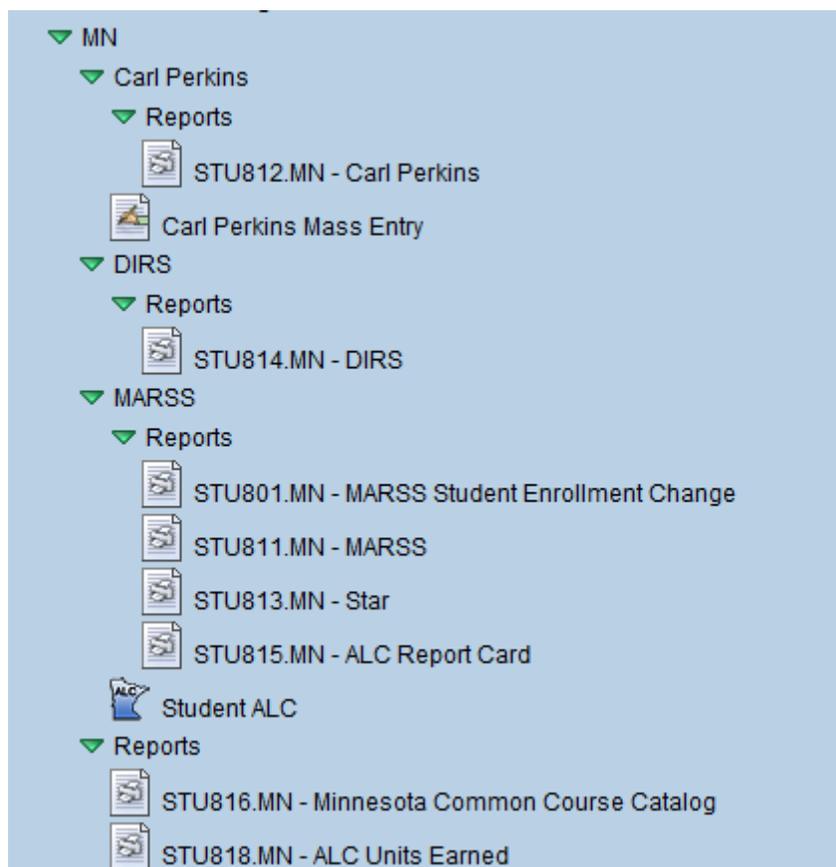


Figure 0.1 – Synergy Navigation Tree

This manual illustrates how to view and edit data for these five MN State reporting processes. This manual also includes the setup for each of the five areas and instructions on running the five different extracts that are required by the State of MN.

CHAPTER TWO: MARSS REPORTING

In this chapter, the following topics are covered:

- ▶ District and School Calendars
- ▶ District Attendance Codes
- ▶ State Requirements Screen
- ▶ Lookup Tables and MARSS
- ▶ Year End Status Screen
- ▶ ALC Screen

OVERVIEW OF MARSS DATA IN SYNERGY

Important items to remember when beginning MARSS reporting with Synergy:

- Every student in grades HK through 12th grade should be assigned to at least one course section. This includes full time PSEO students. This course section must be labeled as taking attendance.
- The Enter / Leave dates for students entering and leaving these sections must be accurate. These dates will be used by the MARSS extract program to calculate the number of days/hours to be reported on the MARSS B record for each student.
- Students enrolled in Alternative Learning Sites do not need a schedule when their hours are manually entered or the sites use the MN ALC screen to record membership and attendance.
- EC students are always reported as 999 percent enrolled and do not have a schedule.
- Students enrolled in Alternative Learning Sites should always be listed as 999 or 998 percent of enrollment.
- Students with zero percent of enrollment are not included in the MARSS extract.

DISTRICT AND SCHOOL CALENDARS

District and School calendars are found in the Synergy Tree in Attendance\Setup. Staff days are counted as non-instructional days when listed on the school calendar. Remember to keep these days within the begin/end date range of your schools to meet MARSS reporting requirements.

DISTRICT ATTENDANCE CODES

In the Attendance\Setup District Attendance Codes, check the Report to State checkbox for those attendance reasons to include in the count of absences on MARSS. Check the Report to State for the codes where students are out of the building.

District Attendance Code												
School Year: 2011-2012												
Attendance Reasons												
Attendance Scanning Options												
The Default Absence Type and Default Tardy Type drop downs are based on codes that have been marked as mandatory.												
Attendance Scan Form Default Absence Type Default Tardy Type												
Attendance Reasons Add												
Line	Code	Title	Type	Apportionment Type Override	Report to State	Default Dialer	Default Letter	Default Report	Default Teacher/VUE	Mandatory	SIS Code	
1	ABS	Absent	Unverified		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A	
2	ACT	Activity	School Activity		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V	
3	APT	Appt	Excused		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D	
4	CAB	class Attendance	Unverified		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5	COL	Col Visit	School Activity		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P	
6	ADM	Counselor	Excused		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7	EXC	Excused	Excused		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	
8	FIS	Family Iss	Excused		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	
9	HMB	Homebound	Excused		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	

SCHOOL SETUP

In System\Setup, the School Setup screen includes all grades taught at this school by checking the appropriate grade levels. Use the Title I dropdown to indicate what Title I category applies to this school. The grade levels and title I indicators are written to the 'A' file based on this setup screen.

The screenshot shows the 'School Setup' window for 'High School' in the '2011-2012' school year. It features several tabs: 'Basic Info', 'Options', 'SIS Data Options', 'Labels', and 'Teacher/VUE'. The main area is divided into four sections:

- Period Definition:** Includes fields for Start Period (1), End Period (7), Homeroom Period (1), and Homeroom Meeting Day.
- Type Information:** Includes dropdowns for School Type (High School), School Attendance Type (Period Attendance), School Attendance Taken (By Bell Period), Concurrent Enrollment Type (Full Concurrent - Able to send and receive concurrent students), ALC school Type Title1 (A), and Calendar Type (Regular).
- Grade Selection:** A grid of checkboxes for grades from PS to P5. Grades 08, 09, 10, 11, and P0 are checked.
- Grading Options:** Includes a dropdown for Grading Period (Term 2).

A dropdown menu is open for the Title I category, listing options: 'A-School does not receive Title I funds', 'B-Targeted Assistance Title I School', 'C-School Wide Title I School', 'D-Neglected Students Title I School', and 'E-Delinquent Students Title I School'. An 'Enter Date' field is set to 09/06/2011.

ORGANIZATION SETUP

In System\Setup, the Organization screen allows users to select each school and enter the State School code used for MARSS reporting. The State code is written to the 'A' file.

The screenshot shows the 'Organization Setup' window for 'High School'. It includes the following sections:

- School Information:** Fields for School Name (High School), School Code (030), Abbr School Name (MHS), and Principal Name (Coaston, Melvin T.).
- Address Information:** Fields for Address (8025 N University St), Address2, City (Moorhead), State (MN), and ZIP Code (56560).
- Other Information:** Fields for Phone (218-284-3100), Fax, Counselor Dept Phone, Sis School Code (030), State CTDS Code (030), and Ait Funding School Code. A website URL is provided as www.region1.k12.mn.us.

Additional options include checkboxes for 'Live In Genesis' (checked) and 'Hide Organization From General Use' (unchecked). A note at the bottom states: 'Central Print ID to update this value, change State CTDS Code.'

DEMOGRAPHIC FIELDS IN MARSS

The following demographic MARSS fields are found on the Student Screen in the Student folder.

- Student's Last, First, Middle names with Suffix
- Gender
- Home Language
- MARSS Id
- Birth Date
- Race and Ethnicity fields -State Ethnicity replaces the old Ethnic Code for MARSS reporting. Race – multiple boxes can be checked. Hispanic/Latino is a federal reporting requirement and is required when adding a student. The Resolved Race/Ethnicity is updated automatically based on the Race checkboxes.

Student

Student Name: **Allison, Carter J. 12345** School: **Elementary 1** Homeroom: Teacher: **Anson, T.** Sped Status: **4-Evaluated-receives (IEP)sp.ed. services** Age: **7** State Student Number: **0549010001784**

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History MARSS Classes Documents Student Contact Log Misc Health/504 Plan Miscellaneous

Last Name First Name Middle Name Suffix Perm ID Grade Gender

Allison Carter James 12345 101502 01 Male

Student Information

Home Language Language To Home Nick Name Last Name Goes By

English

State Student Number Birth Date Birth Place Birth Verification Birth Certificate Num

0549010001784 07/11/2002

Birth State Birth Country Email

Race and Ethnicity

Hispanic/Latino Resolved Race/Ethnicity State Ethnicity

Non-Hispanic 5 White, not Hispanic 5 White, not Hispanic

Race

1 Am Indian/Alaskan 2 Asian/Pacific Islander 3 Hispanic 4 Black, not Hispanic 5 White, not Hispanic 6 Native Hawaiian-Pacific Islander

Additional MARSS fields on MARSS tab of the Student screen

On the MARSS tab of the Student screen, the following MARSS fields are included.

- LEP Begin Date
- Economic Indicator
- Supplemental Ed Services
- LEP
- Title I
- Gifted and Talented
- Ward of the State
- Migrant

- Homeless
- PSEO Concurrent

Student

Student Name: **Abel, Nikiyah M.** School: **High School** Homeroom: **J106** Teacher: **Bobka, S.** MARSS: **0869000011266**

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History **MARSS** Classes

Last Name First Name Middle Name Suffix Perm ID Grade Gender
 Abel Nikiyah Martrice 11266 11 Female

Misc Information

LEP Begin Date

Economic Indicator Sup Ed. Services
 0-Not eligible

LEP Gifted/Talented Migrant
 Title 1 Ward of the State Homeless
 PSEO Concurrent

From the MARSS tab use the MARSS B Record button to view how the data in the extract for a given student. Notice how the Attendance Days and Membership Days are calculated and displayed in this screen. This gives you a snapshot of the student before running the complete extract.

MARSS B Record

Line	STU REC ID	SUB CDE	SCH YER	Stu-Num	Soc-Sec-Num	Dst-Num	Dst-Tye	Sch-Num	Stu-Grd-Lvl	Stu-Res-Dst-Num	Stu-Res-Dst-Tye	Stu-Res-Sch-Num	St-Aid-Cat	Sts-Beg-Dat	Lst-Loc Att	Sts-End	Sts-End-Dat	Per-Enr	Att-Day	Mem Day	Pst-Sec-Opt	Pst-Sec-Hrs	Hom-Bnd-Srv	Spc-Ed-Sts	Spc-Ed-Ins-Stg	Le P
1	B	E	8	2137100090084	111222333		030	11	0186	01		01	9/4/2007	00	50	11/9/2007	100	47.0	47				1	00		
2	B	E	8	2137100090084	111222333		030	11	0186	01		01	11/12/2007	24	99	4/1/2008	100	72.0	83				4	01		
3	B	E	8	2137100090084	111222333		030	11	0186	01		01	4/2/2008	24		5/30/2008	100	42.0	42				4	01		

Additional MARSS Fields on Other Info Tab of the Student screen

Opt Out MN Care / Opt Out GA – Opt out fields for Minnesota Care and General Assistance Medical Care Program through the Department of Human Services in Minnesota. These two fields can be different from year to year.

Student

Student Name: **Allison, Carter J. 12345** School: **Elementary 1** Homeroom: Teacher: **Anson, T.** Sped Status: **4-Evaluated-receives (IEP)sp.ed. services** Age: **7** State Student Number: **0549010001**

Demographics Parent/Guardian **Other Info** Emergency Enrollment Enrollment History MARSS Classes Documents Student Contact Log Misc Health/504 Plan

Last Name First Name Middle Name Suffix Perm ID Grade Gender
 Allison Carter James 12345 101502 01 Male

Other Information

Expected Graduation Year Original Enter Date Original Enter Code Original Enter Grade Final Withdrawal Date Immigration Date
 2020 09/04/2007 05 KA

Psych Records Special Ed Screening Date Family Code Dwelling Type
 3465915

Us Citizen Chronic Illness Health Ins Forms
 Directory List Exclude Foster Home General Equivalency Diploma
 Refugee Teen Parent Displaced Homemaker

Counselor Name ELL Code ELL Date Opt Out MnCare Opt Out GA
 Flowers, Kim No Yes

ENROLLMENT AND MARSS CHANGES

Inactivating a Student –

From the Student screen, find the student to inactivate. From any of the tabs click on the Menu choose Inactivate Student.

The screenshot shows the Edupoint Student Information System interface. At the top, there is a menu bar with options: Menu, Save, Undo, Add, Delete. The form status is 'Ready (Update Mode)'. Below the menu bar, there is a student profile for 'Clay W. Solum' at 'High School'. The 'Menu' dropdown is open, and a red arrow points to the 'Inactivate Student' option. The student's details include: School: High School, Homeroom: 122, Teacher: Terwilliger, J. The student's name is Clay W. Solum, with a middle name 'W'. The student's Perm ID is 501107, Grade is 12, and Gender is Male. The 'Student Information' section includes fields for Ethnic Code (5 White, not Hispani), Home Language (11 English), Language To Home, Nick Name, Last Name Goes By, State Student Number, Birth Date (02/16/1994), Birth Place, Birth Verification, Birth Certificate Num, Birth State, Birth Country (United States of America), Email, and Social Security Number. The 'Home Address' section includes Address (1837 19th St S), Effective Date, City (Fargo), State (ND), ZIP Code (58103), and a checkbox for 'Mail same as Home Address'. The 'Mail Address' section includes Address (1837 19th St S), City (Fargo), State (ND), and Zip Code + 4 (58103). The 'Phone Numbers' section has a table with columns: Line, Primary, Type, Phone, Extension, Contact, Not Listed, and an 'Add' button.

The following screen opens –

The screenshot shows the 'Inactivate Student' dialog box. The title is 'Student: Solum, Clay W.: Inactivate Student - Windows Internet Explorer'. The URL is 'http://rt1.region1.k12.mn.us/rtdemo/Render.aspx'. The dialog has 'Inactivate' and 'Cancel' buttons. The main text says: 'You are about to inactivate 'Solum, Clay W.'. Fill in the leave date, enter the leave code and press the Inactivate button to complete the Inactivation or Cancel to abort.' Below this are fields for 'Leave Date' and 'Leave Code'. The 'Advanced Options' section has a checkbox for 'Drop Classes On Inactivation'.

Enter the Leave Date and Leave Code – Drop Classes is optional – choose the Inactivate button to Inactivate the Student or Cancel to cancel the process.

The student is displayed as Inactive as noted by parentheses around the student's name.

Student

Student Name: **(Solum, Clay W.)** School: High School Homeroom: Teacher:

On the Enrollment tab, you see the leave date entered on the current record. The Enrollment tab will only show the most current enrollment record.

Enrollment Information						
State Student Number	Enter Date	Enter Code	Leave Date	Leave Code	ADA/ADM	
054900000447	09/04/2007	00	04/21/2008	04		

On the Enrollment History Tab, you see all enrollment records. To see the details for a given enrollment record – click on the enter date. This screen allows you to modify enter date, enter codes, leave dates, and leave codes.

Enrollment History									
Line	School Year	Enter Date	Enter Code	Leave Date	Leave Code	Grade	School	ADA/ADM	Track
1	2007-2008	09/04/2007	00	04/21/2008	04	12	High School		
2	2008-2009	09/02/2008	00			12	High School		

A details screen opens with the MARSS related records when you choose Show Detail. Click Add to add prior enrollment records. Enrollment records for the future are done through the Inactivate and Activate process. The ADA/ADM field on Enrollment History is used to flag students as Concurrent enrollment or if you choose No ADA/ADM this enrollment record is skipped from MARSS.

Enrollment History									
Student Name: (Soxxxxxxxxx, Alyssa M.) School: High School School Year: 2007-2008									
Enrollment		Other Information							
School Enrollment								Add	Show Detail
Line	Enter Date	Enter Code	Leave Date	Leave Code	ADA/ADM	Track			
1	09/04/2007	00	04/21/2008	04					

The MARSS tab is where MARSS changes are entered. The Enrollment History tab and the MARSS tab are interactive. Make a change on the MARSS tab and it updates the Enrollment History data or vice versa. ALL of the MARSS related fields are on the MARSS Tab and are editable on this screen except for the Enter Date, Enter Code, Leave Date, and Leave Code those can only be edited on the Enrollment History tab. Attendance Days and Membership Days can only be edited when the student's percent of enrollment is equal to 998 or 999 percent. When a student is 998% or 999% then the data entry person can edit these fields. The numbers entered will represent attendance and membership in terms of hours (not days).

and multiplied by 100 rounded up to the nearest whole percentage $((375/60)*100=625)$ equals the percent enrolled for HK students.

998 percent enrollment is used for a student concurrently enrolled at an ALC during the normal school day and also attends classes at the High School during the normal school day. The numbers entered into the Attendance and Membership fields represent hours of enrollment at the ALC. The high school enrollment covering the same enrollment days must be less than 100 percent (the portion of the day attended at the high school).

999 percent of enrollment is used mostly for Alternative Learning sites (ALC's, ALP's and targeted service schools) and Early Childhood enrollment records (Evaluations and Service). This is also a MDE suggested option for HK students if not using a calculated percentage as described previously. It can also be used for any student whose attendance and membership cannot be calculated but must be reported.

- Att Days Hrs – is editable when the percent of enrollment is 998 or 999. Data entry is 4 whole numbers and 1 decimal place, an example 1234.5
- Mbr Days Hrs – is editable when the percent of enrollment is 998 or 999. Data entry is four whole numbers, example: 1234 This number should always equal or exceed what is manually entered into the attendance field
- Sped Status – Special Education Status
- Instructional Setting – Special Education Instructional setting for this student's enrollment.
- Prime Dis – Primary Disability, this is the primary disability that this student had on this enrollment. Students with multiple disabilities must have a least one of the disabilities listed as the primary disability.
- Svc Hrs – Special Education Service Hours are entered here when you need to report them. Follow your MARSS guidelines on this field.
- PSEO Ind – Post Secondary Enrollment Options Indicator
- PSEO Sec Hrs – Post Secondary Enrollment Options Secondary Hours - This is the number of hours the student was enrolled in at the high school while they were also PSEO. These hours should not include time spent in a non-credit bearing class during that time.
- Transporting District – District number and type of the transporting district for this enrollment record.
- Ind Study – Independent Study flag. This would be used if the student were enrolled in an Alternative program that had an approved independent study program.
- Homebound – This flag is used to indicate the student was homebound (no days attended).

REPORTING SUMMER DROPOUTS, GRADUATES AND LEAVERS

The following definitions have been pulled from the MARSS manual Procedure 12: Reporting of Summer Dropouts, Graduates, and Leavers (dated 5/5/10):

Summer dropouts are students who:

- 1. Were enrolled in the district at the end of the previous school year, STATUS END code 40; and*
 - 2. Were not enrolled by the final file submission of the current year and are not known to be enrolled in school elsewhere; and*
 - 3. Have not graduated from high school or completed a state-or district-approved educational program; and*
 - 4. Have not died.*
-

Summer graduates are students who:

- 1. Were enrolled in the district at the end of the previous school year, STATUS END code 40; and*
 - 2. Completed graduation requirements during a summer school program that is not reported on MARSS, e.g., traditional summer school, or passed a required assessment during the summer. This would exclude students enrolled in the summer term of a state-approved alternative program like an area learning center (ALC).*
-

Summer leavers are students who:

- 1. Were enrolled in the district at the end of the previous school year, STATUS END code 40; and*
 - 2. Experienced one of the following prior to the start of the following school year:*
 - a. Transferred to a Minnesota nonpublic or home school, or*
 - b. Transferred to a school in another state or country, or*
 - c. Were committed to a correctional facility where education is provided but not reported on MARSS and are not enrolled in a Minnesota public school by the last submission for the reporting cycle, or*
 - d. Died.*
-

Summer dropouts, summer graduates and summer leavers are to be reported on the subsequent school year's Fall and Year-End MARSS files. Enrollment records with STATE AID CATEGORY (SAC) 98 will not generate average daily membership (ADM) or be counted as enrolled. All essential data elements should be reported except for PERCENT ENROLLED, ATTENDANCE DAYS, MEMEBERSHIP DAYS and SPECIAL EDUCATION SERVICE HOURS.

** The procedure used in Synergy generates one day of membership, however MDE zeros out the membership generated for any SAC 98.

** Important information for MDE on these students is the State Aid Category and End Code.

Use this procedure for students who are truly considered a drop out, a summer graduate or summer leaver and are included on the MARSS B file.

If the student is not active, activate the student on the first day of school.

Withdraw the student on the first day of school with a proper end code.

Switch to the MARSS tab and change the State Aid Category to '98' Summer Dropout. The Percent Enrolled field should have a value greater than zero; otherwise, the record is excluded from the extract. (I.e. if the percent enrolled field is blank or has a zero the record is not pulled).

Line	SchoolCode	Enr Segment				Grade	State Aid Cat	DistrictOfResidenceDD	Per Enr	Att
		Begin	EnterCode	EndDate	LeaveCode					
1	010	09/07/2010	00	09/07/2010	05	04	98	[redacted]	100	

No SHOWS

Use this procedure to record a student as a No-Show. When you set a student's record to a No Show status, the software removes all of the student's enrollment information for the given school in a given year. This student is not included in the MARSS B file. Use this option only for students who are **NOT** considered as dropouts, summer graduates, or summer leavers. Dropouts, summer graduates, and summer leaver students must be reported on MARSS with summer enter and drop dates and a Leave Code indicating they are a drop out, graduate or leaver and a State Aid Category of 98.

- In order to activate this menu option, select the Allow "No Show" field checkbox on the System Options tab of the District Setup screen.
- In order to display the Summer Withdrawal Code and Summer Withdrawal Date fields on the No Show Screen; select the Require Summer Withdrawal Code/Date For "No Show" field checkbox on the System Options tab of the District Setup screen. This is optional – if your district wants to track why students leave over the summer use this option. This is not required for MARSS reporting.

District Setup

District Setup

Options System Grade Setup Teacher Experience Labels Auto-Se

Enrollment Options

New Student Add Type Permanent ID Update Type

Genesis Genesis update of permanent ID

Allow "No Show"

Require Summer Withdrawal Code/Date For "No Show"

Log into the software and display the Student screen with the Demographics tab as described in Launching the Student Screen.

Locate the appropriate student as described in 'Finding a Student'. The software populates the tab with the student information. Choose 'No Show' from the Menu. Enter the Summer Code and Date. Click on the No Show button.

Student: Solum, Catlin E.: No Show Student - Windows Internet Explorer

http://rt1.region1.k12.mn.us/rtdemo/Render.aspx

No Show Cancel

No Show Student

You are about to set 'Solum, Catlin E.' as a "No Show". Fill in Summer Withdrawal Code and Date and press the No Show button to complete the process or Cancel to abort.

Summer Withdrawal Code Summer Withdrawal Date

Done Internet 100%

The Enrollment record enter date is removed from the Enrollment History tab.

Student Name: (Solum, Catlin E.) School: High School Homeroom: Teacher:

Demographics Parent/Guardian Other Info Emergency Enrollment **Enrollment History** MARSS Classes

Last Name First Name Middle Name Suffix Perm ID Grade Gender
 Solum Catlin Edwards 501106 09 Male

Line	School Year	Enter Date	Enter Code	Leave Date	Leave Code	Grade	School	ADA/ADM	Track
1	2007-2008					09	High School		

All MARSS records are removed from the MARSS tab. This record is not reported on MARSS.

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History **MARSS** Classes

Last Name First Name Middle Name Suffix Perm ID Grade Gender
 Solum Catlin Edwards 501106 09 Male

Misc Information

LEP Begin Date

Economic Indicator Sup Ed. Services Transport Category

LEP Gifted/Talented Migrant
 Title 1 Ward of the State Homeless
 PSEO Concurrent

MARSS B Record

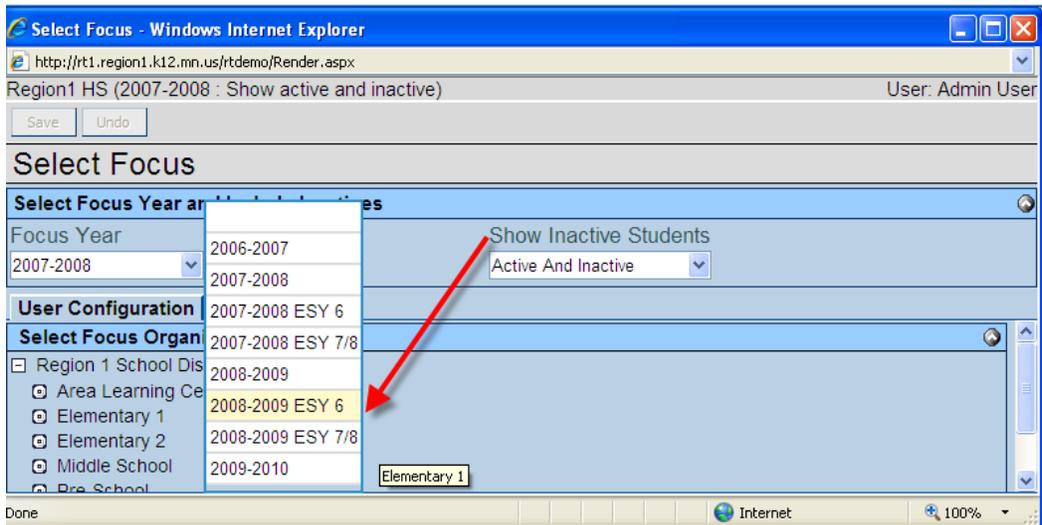
MARSS Enrollment Segments

Line	SchoolCode	Enr Segment				Grade	State Aid Cat	DistrictOResidenceDD	Per Enr	Att Days Hrs	Mbr Days Hrs	Sped Status	Spec Ed.			PSEO Ind	PSEO Sec Hrs	Transporting District	Ind Study	Ho
		Begin	EnterCode	EndDate	LeaveCode							InstructionalSetting	Prime Dis	Svc Hrs						

EXTENDED SCHOOL YEAR

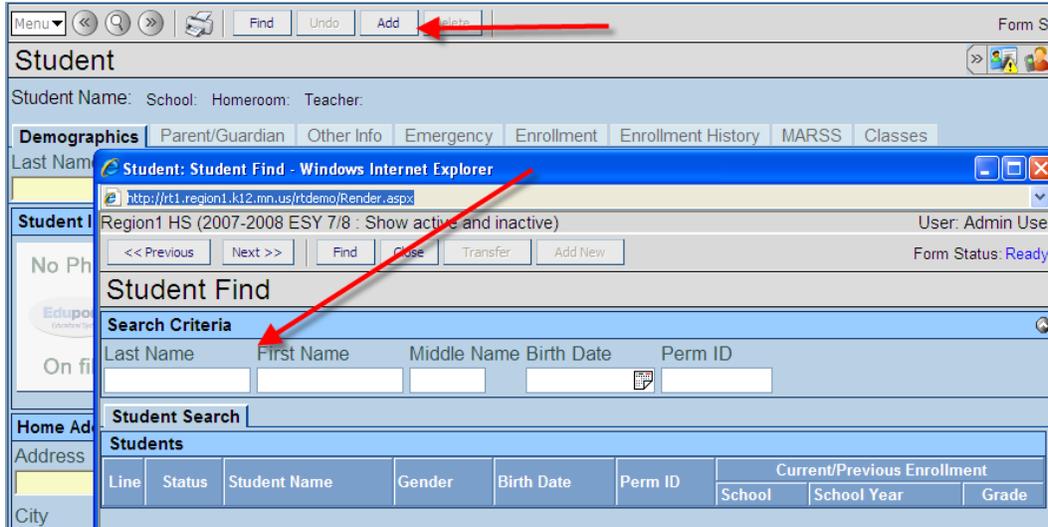
When districts have a specific school number for reporting Extended School Year Services or Targeted Services there is no need to create these additional year types. They can enroll the student any time during the July-August time frame or during the June time frame provided the school calendar allow these dates.

Synergy has the ability to create multiple year types for any regular school. We have created Extended School Year types – June ESY and July-August ESY besides the traditional Regular year type. When you select your Focus the ESY – 6 and ESY – 7/8 are listed in your Focus selection.

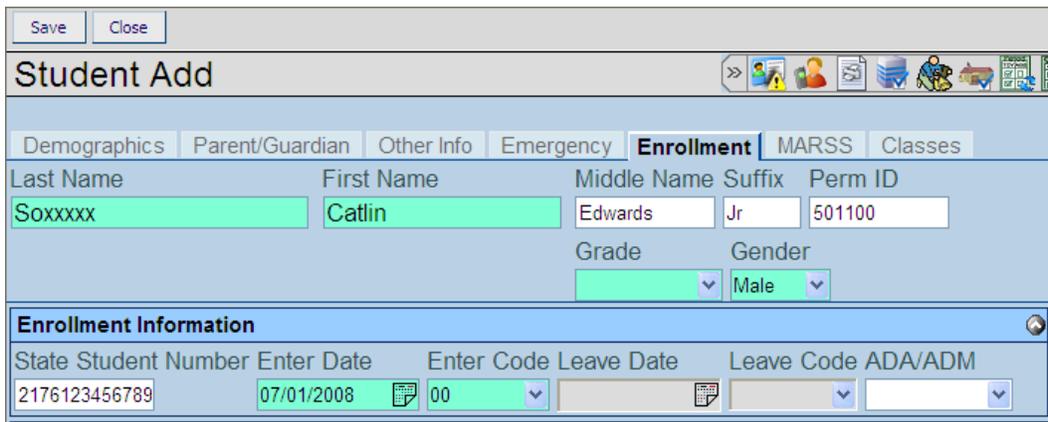


By Focusing to an Extended School Year Type we have the ability to Transfer students to the Extended School Year and create the enrollment records for those students (grades 1-12) receiving summer services. This gives your district a better way to track students receiving those services. When focused to an ESY type, the reports include only the students transferred to this type. The MARSS extract allows you to extract the summer records separately if your district chooses.

To transfer a student to the ESY – change the Focus to ESY 6 or ESY 7/8 depending on the time frame. Open the Student Screen and choose Add Student. Enter the Search criteria and select the student.



The Transfer button is available because the students are active in the Regular School Year type. Choose the transfer button and fill in the enrollment dates for the student. SAVE. On the MARSS tab, enter the State Aid Category of 46 to indicate Extended School Year, Percent Enrolled = 999, Special Ed Status = 4. Add the instructional setting and primary disability.



This is an example of a good MARSS record in the Extended School Year –

MARSS Enrollment Segments														
Line	SchoolCode	Enr Segment				Grade	State Affiliat	DistrictOfResidenceDD	Per Year	Att Days Hrs	Mbr Days Hrs	Spec Status	Instructional	S
		Begin	EnterCode	EndDate	LeaveCode									
1	030	06/02/2008	00			11	46	BLACKDUCK	999			4	01	

At the end of the Extended School Year program – Inactivate the student, enter a status end code (99) enter membership and attendance hours on the MARSS tab.

Inactivate Student

You are about to inactivate 'Saxxxxxx, Casey J.'. Fill in the leave date, enter the leave code and press the Inactivate button to complete the Inactivation or Cancel to abort.

Leave Date: 06/30/2008
 Leave Code: 99
 Withdrawal Reason Code: [Empty dropdown]

Please enter something here.

Notice on the Enrollment History Tab that all records are listed. The Enrollment for the Regular School Year and the Enrollment records for the Extended School Year. In this example, we see the record for the new school year also.

Student: Saxxxxxx, Casey J. School: Region1 HS Homeroom: Teacher:															
Demographics		Parent/Guardian		Other Info		Emergency		Enrollment		Enrollment History		MARSS		Classes	
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender									
Saxxxxxx	Casey	Joe		100002	11	Male									
Enrollment History															
Line	School Year	Enter Date	Enter Code	Leave Date	Leave Code	Grade	School	ADA/ADM	Track						
1	2007-2008 ESY 6	06/02/2008	00	06/30/2008	99	11	Region1 HS								
2	2007-2008	09/04/2007	00			11	Region1 HS								
3	2008-2009	09/02/2008	00			11	Region1 HS								

YEAR END STATUS UPDATE

Year End Status Update is used to populate the Graduation Date and Graduation Status fields in Student screen, Other Info tab. These fields may be manually modified for individual students as deemed necessary. This may be necessary when a student graduation date is different from the majority of students due to an early or late graduation.

The MARSS record will extract/display the status end code of 08 for a senior whose Year End Status code is a 'G'.

MARSS B Record		Status End 08 when Year End Status = G																		
MARSS B Record																				
Line	STU-REC-ID	SUB-CDE	SCH-YER	Stu-Num	Soc-Sec-Num	Dst-Num	Dst-Tye	Sch-Num	Stu-Grd-Lvl	Stu-Res-Dst-Num	Stu-Res-Dst-Tye	Stu-Res-Sch-Num	Stt-Aid-Cat	Sts-Beg-Dat	Lst-Loc-Att	Sts-End	Sts-End-Dat	Per-Enr	Att-Day	Mbr-Day
1	B	E	10	2137100090084	000000000			030	12	0186	01		01	9/8/2009	06	99	1/18/2010	100	80.0	84
2	B	E	10	2137100090084	000000000			030	12	0186	01		01	1/19/2010	24	08	5/28/2010	100	90.0	90

This year-end status field is found on the Other Info tab of the Student Screen in a group called Next Year.

The screenshot shows a window titled "Next Year" with a sub-section "Year End Status". Below this, there is a dropdown menu with the letter "G" selected and a downward arrow to the right of the text.

The Year End Status Update compares the selected Graduation Requirement in the report interface to the student's graduation requirement in Student Course History. It will update Graduation Date and Graduation Status on the Other Info tab of Student screen if they meet the requirement.

It is recommended to validate the students to be updated prior to processing. Select the Validate Only button. This validation process will compare the selected students' data to the Graduation Requirement selected. The Graduation Date and Graduation Status will not be updated when the 'Validate Only' is selected.

- Select Students to Process
- Select Grades to Process
- Enter Graduation Date
- Enter Graduation Requirement

Execute Form Status: Ready (Update Mode)

Year End Status Update

Year End Status Update
This view is used to flag student end of year status and update graduation status. Fill in the appropriate student selection criteria and either Graduation Status Update Options and/or Year End Status Update Options. Then press the Execute button to initiate the update.

Filter Criteria

Students To Process: Only Students with No Graduation Date And No Year End Status Grades To Process: 10 11 12

Graduation Status Update Options

Graduation Date: 05/23/2007 Validate Only

Graduation Requirement: High School Graduation Status: Graduated passing all requirements

Year End Status Update Options

Year End Status:

The validation process will result in three files. The first is a file titled 'Updates the Graduation date and or the year end status. The second file 'Update Audit Data' that contains a detailed list of each student who does not meet the selected Graduation Requirement and why they did not meet the requirements.

Total Students Not Meeting Graduation Requirements: 277

```

Adams, Alexander G. Jr 490608
    2 Math Required: 3.000 Completed 2.500
    10 Electives Required: 8.000 Completed 7.000
    12 Basic Econ Research Required: 0.250 Completed 0
    Testing Not Met:
    Grad Reading Display Type ShowAll
  
```

This file also contains the list of students meeting the Graduation requirement.

Total Students Meeting Graduation Requirements: 1
Kunde, Kris M. 501096

```

Total Students: 278
Graduation Requirement: High School
Grade Filter: 12
Validate Only: Yes
Graduation Date: 06/04/2010
Graduation Status: 0
  
```

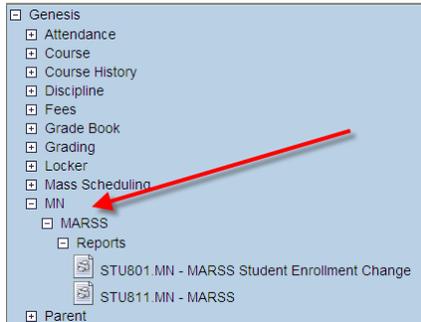
The third file 'Process Log' will list the students whose Graduation Date and year-end status has been updated.

Review this data. Modify any student records as deemed necessary. The Year End Status Update may be processed again without validation to update the Student records.

Note: The Year End Status and Next Grade fields on the Other Info tab of the Student screen is updated during the New Year Rollover process. Student records will be created and students assigned to the next grade level during the New Year Rollover process.

MARSS REPORTS

MARSS Extract



From the Synergy Tree – MN - run the extract to create the A and B files. These files can be saved on your machine and then uploaded. In the example below, we are saving to our Desktop. Run the ‘MN Change of Enrollment’ STU801.MN form for new students or students who are leaving your district.

Name: **MARSS** Number: **STU811.MN** Page Orientation: **Portrait**

Options | Sort / Output | Conditions | Selection | Advanced

Extract Options

Extract Entire District Exclude Students with missing State Number

Report District
 RTR PUBLIC SCHOOLS

Submission Type
 [Dropdown]

Date Range
 07/01/2011 - 06/30/2012

Default Period Length
 [Blank]

Year Types

ESY 7/8 Regular ESY 6 Summer School

Grade Level Range

PS KB 03 07 11 P2
 EC KG 04 08 12 P3
 HK 01 05 09 P0 P4
 KA 02 06 10 P1 P5

Check the ‘Extract Entire District’ box to include all Schools. If left unchecked it honors your current focus.

Check the Exclude Students with missing State Number if you want to avoid those MARSS web edit errors.

Report District defaults to your district. For databases with multiple reporting entities use this to switch to another reporting district.

Submission Type is either Fall or End of Year.

Date Range should include all year types.

Default Period Length should be left blank.

Year Types should be checked for extended school year records.

Grade Level Range is used to include grade levels reported on MARSS.

The Job Results screen is displayed upon completion of the job. Double click on the A file. This opens the file as a text file – from the menu choose File Save As and name your file.

Job Result		
Results		
Job Detail		
	Job ID STU811.MN	Description MARSS
<i>NOTE: If this window is closed, you can review the results in the view, Job Queue Viewer.</i>		
Job Result Files - Click icon to open the result file		
Line	Result	Description
1		MARSS
2		MARSS A Extract
3		MARSS B Students with missing State Number
4		MARSS B Extract

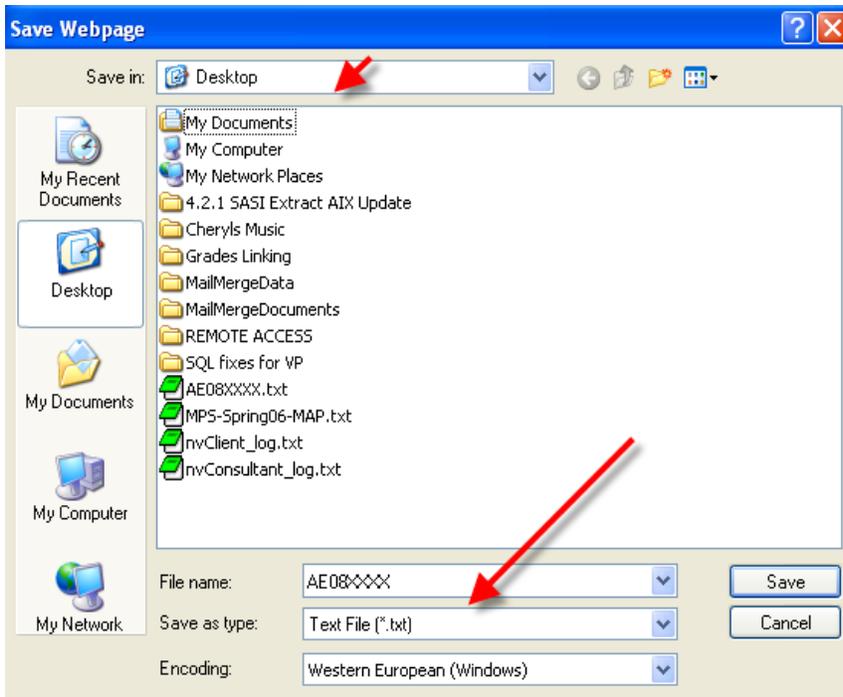
MARSS will give a log of the extract. Review the MARSS log each and every time for possible errors in your data.

MARSS A Extract is the MARSS A file you will need for the web edit.

MARSS B Students with missing State Number – This is a report that will list students without a state id number.

MARSS B Extract is the MARSS B file you will need for the web edit

From the ‘Save’ window – rename your file - for example AE08XXXX and choose the file type text. In this example the file is the ‘A’ file for ‘E’ end of year ‘08’ for school year ending 08 – replace the XXXX with your 4 digit district number. Repeat the process for your ‘B’ file. You can now edit your files with MDE.



MARSS enrollment Change – Stu801.MN

This report is required to be shared with other districts where the student came from or where the student is going.

Name: **MARSS Student Enrollment Change** Number: **STU801.MN** Page Orientation: **Portrait**

Options | Sort / Output | Conditions | Selection | Advanced

Student Info

Perm ID
11266

Last Name First Name

Grade

M A R S S	NOTIFICATION OF CHANGE IN STUDENT ENROLLMENT REQUEST FOR STATE REPORTING NUMBER AND GRADUATION BASIC STANDARDS INFORMATION	ED-02037-09
-----------------------	---	-------------

Method of Transmittal <input type="checkbox"/> MAIL * <input type="checkbox"/> FAX <input type="checkbox"/> OTHER _____ * Please provide address for the Transfer District when checked	Date of Transmittal	Number of Pages 2
---	---------------------	----------------------

PRIOR DISTRICT INFORMATION				
Fax Routing ** TO: <input type="checkbox"/> FROM: <input type="checkbox"/>	MARSS Contact Person		District Name Region 1 Area Public Scho	
	District Number 2902	District Type 01	Telephone Number 218-284-3100	FAX Number

This report is designed to be run student by student and can be executed via the report interface or from the menu on the student screen.

This report will display the test results of GRAD tests the student has attempted.

Lookup Tables & Business Object in MARSS

MARSS ITEM	BUSINESS OBJECT (BO)	BO PROPERTY	LOOKUP TABLE (SETUP)
STU-REC-ID			
SUB-CDE	K12.MN.MARSS.Reports.MARSSRI	SubmissionType	
SCH-YER	context.FocusYear+1		
STU-NUM	K12.Student	StateStudentNumber	
SOC-SEC-NUM	K12.Student	SocialSecurityNumber	
DST-NUM	K12.Setup.DistrictSetup	DistrictNumber	K12.SETUP DISTRICT# (other SIS State Code)
DST-TYE			K12.SETUP DISTRICT#(alt code 3)
SCH-NUM	K12.School	StateSchoolCode	
STU-GRD-LVL	K12.EnrollmentInfo.StudentEnrollmentActivity	Grade	K12.GRADE
STU-RES-DST-NUM	K12.EnrollmentInfo.StudentEnrollmentActivity	DistrictOfResidence	K12.SETUP DISTRICT# (other SIS State Code)
STU-RES-DST-TYE			K12.SETUP DISTRICT#(alt code 3)
STU-RES-SCH-NUM	Not used		
STT-AID-CAT	K12.EnrollmentInfo.StudentEnrollmentActivity	TuitionPayerCode	K12.ENROLLMENT TUITION PAYER
STS-BEG-DAT	K12.EnrollmentInfo.StudentEnrollment	EnterDate	
LST-LOC-ATT	K12.EnrollmentInfo.StudentEnrollment	EnterCode	K12.ENROLLMENT ENTERCODE
STS-END	K12.EnrollmentInfo.StudentEnrollment	LeaveCode	K12.ENROLLMENT LEAVECODE
STS-END-DAT	K12.EnrollmentInfo.StudentEnrollment	LeaveDate	
PER-ENR	K12.EnrollmentInfo.StudentEnrollmentActivity	EnrUsrNum1	
ATT-DAY	K12.EnrollmentInfo.StudentEnrollmentActivity	EnrUsrNum2	
MBR-DAY	K12.EnrollmentInfo.StudentEnrollmentActivity	EnrUsrNum3	
PST-SEC-OPT	K12.EnrollmentInfo.StudentEnrollmentActivity	EnrUsrCheck2	checkbox
PST-SEC-HRS-HS	K12.EnrollmentInfo.StudentEnrollmentActivity	EnrUsrNum4	
HOM-BND-SRV	K12.EnrollmentInfo.StudentEnrollmentActivity	Homebound	checkbox
SPC-ED-STS	K12.EnrollmentInfo.StudentEnrollmentActivity	EnrUserDD4	K12.ENROLLMENT USERDD4
SPC-ED-INS-STG	K12.EnrollmentInfo.StudentEnrollmentActivity	InstructionalSetting	K12.ENROLLMENT INSTR.SETTING
LEP-PCP	K12.EnrollmentInfo.StudentSchoolYear	UserCheck5	checkbox
LEP-BEG-DAT	K12.EnrollmentInfo.StudentSchoolYear	UserDate1	
GFT-TAL-PCP	K12.EnrollmentInfo.StudentSchoolYear	UserCheck1	checkbox
SEX-GEN	K12.Student	Gender	
RAC-ETH	K12.Student	EthnicCode	REVELATION.ETHNICITY
BTH-DAT	K12.Student	BirthDate	
HOM-PRM-LNG	K12.Student	HomeLanguage	K12.LANGUAGE
PRM-DIS	K12.EnrollmentInfo.StudentEnrollmentActivity	EnrUserDD5	K12.ENROLLMENT USERDD5
TRA-CAT	K12.EnrollmentInfo.StudentSchoolYear	UserCodeDD3	K12.DEMOGRAPHIC USERCD3
ECO-IND	K12.EnrollmentInfo.StudentSchoolYear	UserCodeDD4	K12.DEMOGRAPHIC USERCD4
MIG-IND	K12.EnrollmentInfo.StudentSchoolYear	UserCheck2	checkbox
STU-TTL1	K12.EnrollmentInfo.StudentSchoolYear	UserCheck6	checkbox
HML-STU	K12.EnrollmentInfo.StudentSchoolYear	UserCheck3	checkbox
TRA-DST-NUM	K12.EnrollmentInfo.StudentEnrollmentActivity	EnrUserDD6	checkbox K12.SETUP DISTRICT# (other SIS State Code)
TRA-DST-TYE			K12.SETUP DISTRICT# (alt code 3)
WRD-STT	K12.EnrollmentInfo.StudentSchoolYear	UserCheck4	checkbox
IS-FLG	K12.EnrollmentInfo.StudentEnrollmentActivity	EnrUsrCheck1	checkbox
SES-SRV	K12.EnrollmentInfo.StudentSchoolYear	UserCodeDD5	K12.DEMOGRAPHIC USERCODE5
SPC-SRV-HRS	K12.EnrollmentInfo.StudentEnrollmentActivity	EnrUsrNum5	
FILLER			
LOC-USE-DATA	K12.Student	SisNumber	
STU-NAM	K12.Student		
PST-CON-OPT	K12.EnrollmentInfo.StudentSchoolYear	UserCheck7	checkbox

STUDENT ALC SCREEN AND MARSS REPORTING

The Student ALC screen has three tabs.

- 1) The first tab is the Detail Screen, which allows clerks to enter ALC records into Synergy.
- 2) The second tab is the Summary screen, which shows the calculated summary of each course in the detail screen and allows the clerks to post marks to course history for completed courses.
- 3) The third tab is the history tab, which is a display only tab of Un-posted and Posted ALC Detail records.

Entries on the Student ALC screen that are not tagged as seat based and not excluded from MARSS are added to the membership and attendance hours of the appropriate enrollment record found on the MARSS tab and included on the MARSS extract.

There is a screen within Teacher Experience called Student ALC, which allows teachers to enter ALC data (units earned/comments), for students within their classes. This screen populates the Student ALC screen, which the clerk can see.

Student ALC screen in Synergy

Line	Start Date	End Date	Section ID	Course ID	Course ID	Course Title	Teacher	Units	Unit Weight	Membership Hours	Seat Based	Exempt From State Reporting	Attendance Hours	Comment
1	01/04/2012	01/04/2012	1009-01	1009	1002	Senior English Media	Anderson, Lir	4.00	1.0	4.0	<input type="checkbox"/>	<input type="checkbox"/>	2.00	Sample comment
2	01/04/2012	01/04/2012	1009-01	1009	1002	English 11	Maclean, Johntae T.	6.00	1.0	6.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Student ALC screen in TeacherVue

Line	Edit	Date	Units	Unit Weight	Comment	Posted
1	Edit	01/04/2012	6.00	1.0		<input type="checkbox"/>

ALC screen for Mass entry of units within TeacherVue

Student Name	1/2/2012	1/3/2012	1/4/2012	1/5/2012	1/6/2012	1/7/2012	1/8/2012	1/9/2012	1/10/2012	1/11/2012
Units	Units	Units	Units	Units	Units	Units	Units	Units	Units	Units
Abel, Nikiyah M.			6.00							

Common items for SAAP (State Approved Alternative Programs) schools within Synergy.

- Each applicable school would be flagged as an Alternative School on the School Setup screen.

- A school can have both Independent Study and Seat based programs at the same time
- School calendars are required for these schools by valid year type.
- Students can be in a seat based program and independent study program over the same dates of enrollment. This means the calculations of membership/attendance hours for both programs would be combined onto at least one enrollment record (a student could have multiple enrollment records so a check for valid enrollment records is used to determine which one to use for reporting the hours entered).
- Students in this school are only allowed to have a percent of enrollment of 998 or 999.

- End users are allowed to enter attendance/membership hours on the MARSS records manually. The MARSS extract calculations for Independent Study/Seat Based records would add to those attendance/membership hours when creating the MARSS B record for reporting. Usually these hours would be blank, but allowing the user to start with something gives them the ability to make manual adjustments.
- Sections when used will have a field to record that they are independent study sections. Doing this at the section level allows the end user to use the same course for Independent Study and Seat Based programs.

Section ID: 000610-03 Course Title: Consumer Math II School Year: 2009-2010 Term Code: S1-Semester 1

Current Students | Student Enrollment History | Additional Staff

Section ID: 000610-03 Course ID: 000610 Course Title: Consumer Math II Staff Name: Wexxxxxx, Carol Room Name:

Section Info

Begin Period: 3 End Period: 3 Term Code: S1

Exclude Attendance: Include in Attendance Exclude Grading: Attendance Type: Positive Supplemental Funding Category:

Instructional Minutes Override: Using Elementary Minutes

Instructional Strategy: Category Code Override: Distance Learning Independent Study

Restrictions

Grade Range Low: 00 Grade Range High: 12 Gender Restriction: Credit: 0.500

House: Team: Term Exclusion: No Term Override Exclude From Mass Scheduling

- The ALC table is similar to the Course history table where it is not attached by school year/type.
- The ALC screen allows users (including Teachers) the ability to enter units earned that can later be tracked and posted to student course history.
- The units entered on the ALC screen are assumed to be independent study unless flagged as seat based at the detail level. (Seat based programs must assign students to sections and each section would have a flag to indicate if it was independent study, if unchecked it is seat based).

Student ALC

Student Name: School Headwaters Educ Learning Prog

Detail | Summary | History

Last Name: First Name: Middle Name: Perm ID:

Unposted ALC Detail

Line	Start Date	End Date	Section ID	Course ID	Course Title	Teacher	Units	Unit Weight	Membership Hours	Seat Based	Exempt From State Reporting	Attendance Hours
1	12/19/2011	12/19/2011		000403	EARLY AMERICAN HISTORY	GARLIE, MAI	3.00	1.0	3.0	<input type="checkbox"/>	<input type="checkbox"/>	3.00
2	12/12/2011	12/12/2011		000403	EARLY AMERICAN HISTORY	GARLIE, MAI	7.25	1.0	7.3	<input type="checkbox"/>	<input type="checkbox"/>	1.50
3	10/10/2011	10/10/2011		000403	EARLY AMERICAN HISTORY	GARLIE, MAI	1.25	1.0	1.3	<input type="checkbox"/>	<input type="checkbox"/>	1.25

- Only the units entered on the ALC screen that are Independent Study are used to calculate MARSS Membership hours.
- Only the Attendance Hours entered for independent study courses will be added to the MARSS Attendance hours.
- Units must not be left blank, enter zero if you want to enter a comment for a particular date.
- A teacher can then create detail entries by entry date of units earned for the scheduled course assigned to them with the opportunity to store a comment at this entry level (detail).
- If a student does not have a schedule, the clerk must manually create the entry and the required info would be course number. Teachers will not have the ability to view/change this information.
- Each summary record displayed in this screen would be assigned a course number. Information displayed are: course number/name, teacher name (section id if available, otherwise blank), mark, credit, posted to course history and the following summary information of units earned, attendance hours, membership hours (from detail records)

and excess units (Units Earned which exceed units needed to reach the credit at the time of posting).

Student Name: [REDACTED] School: Headwaters Educ Learning Prog

Detail Summary History

Last Name: [REDACTED] First Name: [REDACTED] Middle Name: [REDACTED] Perm ID: [REDACTED]

Post

Post Month: [REDACTED] Post Term: [REDACTED] Post CHS Type: [REDACTED]

Calendar Year: [REDACTED] School Year: [REDACTED]

Post Course History

Summary

Line	Course ID	Course Title	Staff Name	Mark	Credit	Units Earned	Posted	Excess Units	Units Applied	Attendance Hours	Membership Hours
1	000102	ENGLISH 9	COBORN, LISA	P	1.000	57.00	<input checked="" type="checkbox"/>			13.50	57.0
2	000301	PHYSICAL SCIENCE	GRIFFIN, THOMAS	P	1.000	58.00	<input checked="" type="checkbox"/>			11.50	58.0
3	000403	EARLY AMERICAN HISTORY	GARLIE, MARY			11.50	<input type="checkbox"/>			5.75	11.6
4	000303	PHYSICAL SCIENCE	GRIFFIN, THOMAS	P	1.000	62.00	<input checked="" type="checkbox"/>			52.50	62.0
5	000302	PHYSICAL SCIENCE	GRIFFIN, THOMAS	P	1.000	61.00	<input checked="" type="checkbox"/>			28.00	61.0

- Each entry in the detail screen is tagged with the focus year /type for this school (this focus year/type is used by the MARSS extract to determine if these units are included in the calculation of MARSS membership hours and to keep things straight between years). Each entry has the units earned tracked by entry date (required), number of units, unit weight (default to 1.0), attendance hours (for manual entry where schedules are not used), Seat based check box (checked only if units entered here come from a seat based program, unchecked indicates that this entry is an independent study program and the units here are used to calculate MARSS membership hours) and a comment field.
- A process to post marks from this screen to course history is available. Post month, Post Term, Calendar Year and School Year are required to Post Course History.

Alternative Ed: Seat Based

- School is flagged as Alternative school.
- Sections are required to take negative attendance – TeacherVue should have valid reasons set for the teachers.
- Sections independent study (yes/no) is left blank (defaults to No).
- Bell Schedule must be in place – membership/attendance hours are calculated using only the minutes assigned to the period, no passing time is included in the calculation.
- The student would have a schedule with valid start and leave date ranges and must be assigned to sections not flagged as independent study. The start and leave dates are important as these are used to calculate the membership and attendance hours (the enter/leave dates on the enrollment record are not used for this calculation).
- MARSS Attendance hours = Membership hours less hours absent (hours absent are calculated based on negative attendance taken for the days the student is enrolled in that section).
- MARSS Membership is calculated by the amount of time in the class using the start/end dates of the student's enrollment in the section and length of period from the bell schedule and the number of days in the calendar for the term of that section. Example: John is enrolled in Section 1000-01 from 09/01/09 01/20/10 (85 school days on the calendar). The bell schedule period length is 55 minutes each of those 85 days. John was absent a

total of 5 days during that time frame. John's MARSS record in this school is: 09/01/09 until 01/20/10, his attendance/membership on the MARSS record is 0.0/0 accordingly. The MARSS extract calculation for membership will be: (55 minutes x 85 days) divided by 60 minutes to an hour = 77.916 and reported on the MARSS B record as 0078 (rounded up, no decimal place). His Attendance hours would be 77.916 – ((55 minutes x 5 days absent)/60 minutes per hour) = 77.332 and reported on the MARSS B record as 00773 (the fifth position is assumed to be a decimal placeholder).

Unit tracking to earn credit via the ALC screen

- Teachers have a screen, which allows them to enter units via TeacherVue.
- Units are entered by the teacher for each student in their section and are flagged as seat based, when earned.
- Teacher enters the units by course (the course comes from the section) with an entry date and these units would not be used to calculate any membership or attendance hours for MARSS.
- Sections that are not flagged as independent study indicate the section is seat based. For these sections, the units are not included in the MARSS calculations.

In the example following, Alexander is enrolled in a Seat Based section – 0609-01. On the ALC screen Seat-based is checked for any entry attached to this Course ID. They are tracking units to keep track of required course work. These Units are not used in MARSS calculations. Sections 0610-01 and 03 are Independent Study sections where positive attendance is taken. These Units are included in the MARSS calculation.

Student													
Student Name: Adams, Alexander G. Jr School: Area Learning Center Homeroom: Teacher: Wexxxxxx, C.													
Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History MARSS Classes Documents Student Contact Log Misc Health/504 Plan													
Last Name		First Name		Middle Name		Suffix	Perm ID		Grade		Gender		
Adams		Alexander		Gregory		Jr	490608		12		Male		
Drop Class and Filter Options													
Class Schedule													
X	Line	Periods		Term Code	Section ID	Course ID	Course Title	Staff Name	Room Name	Grades		Enter Date	Leave Date
		Begin	End							Low	High		
	1	1	1	S1	000609-01	000609	Consumer Math I	Special, ALC	100	00	19	07/31/2009	
	2	2	2	S2	000610-01	000610	Consumer Math II	Special, ALC	100	00	19	01/19/2010	
	3	3	3	S1	000610-03	000610	Consumer Math II	Wexxxxxx, Carol		00	12	09/08/2009	

Student Name: **Adams, Alexander G. Jr**

Detail Summary

Last Name	First Name	Middle Name	Perm ID
Adams	Alexander	Gregory	490608

ALC

Line	Start Date	End Date	Section ID	Course ID	Teacher	Units	Unit Weight	Membership Hours	Seat Based	Exempt From State Reporting	Attendance Hours	Comment	Posted
1	07/31/2009	07/31/2009	000609-01	000609	Special, ALC	5.00	1.0	5.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.00	Initial work	<input checked="" type="checkbox"/>
2	09/07/2009	09/07/2009	000609-01	000609	Special, ALC	4.00	1.0	4.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4.00	Earned	<input checked="" type="checkbox"/>
3	09/08/2009	09/08/2009	000610-03	000610	Special, ALC	1.00	1.0	1.0	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
4	09/14/2009	09/14/2009	000609-01	000609	Special, ALC	5.00	1.0	5.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.00	Earned	<input checked="" type="checkbox"/>
5	10/15/2009	10/15/2009	000610-03	000610	Special, ALC	1.00	1.0	1.0	<input type="checkbox"/>	<input type="checkbox"/>	1.00		<input checked="" type="checkbox"/>
6	01/05/2010	01/05/2010	000610-03	000610	Special, ALC	5.00	1.0	5.0	<input type="checkbox"/>	<input type="checkbox"/>		2nd entry	<input checked="" type="checkbox"/>
7	01/05/2010	01/05/2010	000610-03	000610	Wexxxxxx, Carol	10.00	1.0	10.0	<input type="checkbox"/>	<input type="checkbox"/>		Test Test	<input checked="" type="checkbox"/>
8	01/05/2010	01/05/2010	000609-01	000609	Special, ALC	5.00	1.0	5.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Work Completed	<input checked="" type="checkbox"/>
9	01/06/2010	01/06/2010		000650	Wexxxxxx, Carol	3.00	1.5	4.5	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
10	01/06/2010	01/06/2010	000609-01	000609	Special, ALC	5.00	1.0	5.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
11	01/06/2010	01/06/2010		000651	Wexxxxxx, Carol	5.00	1.0	5.0	<input type="checkbox"/>	<input type="checkbox"/>	2.00		<input type="checkbox"/>

Alternative Ed: Independent Study

- School is flagged as Alternative school.
- Sections are flagged as independent study.

Section ID: **000610-03** Course Title: **Consumer Math II** School Year: **2009-2010** Term Code: **S1-Semester 1**

Current Students Student Enrollment History Additional Staff

Section ID	Course ID	Course Title	Staff Name	Room Name
000610-03	000610	Consumer Math II	Wexxxxxx, Carol	

Section Info

Begin Period: 3 End Period: 3 Term Code: S1

Exclude Attendance: Exclude Grading: Attendance Type: Positive Supplemental Funding Category:

Inclusion in Attendance: Instructional Minutes Override: Using Elementary Minutes:

Instructional Strategy: Category Code Override: Distance Learning: Independent Study:

Restrictions

Grade Range Low: 00 Grade Range High: 12 Gender Restriction: Credit: 0.500

House: Team: Term Exclusion: No Term Override: Exclude From Mass Scheduling:

Teacher Experience Security

Primary Staff Attendance: Additional Staff Attendance:

Students

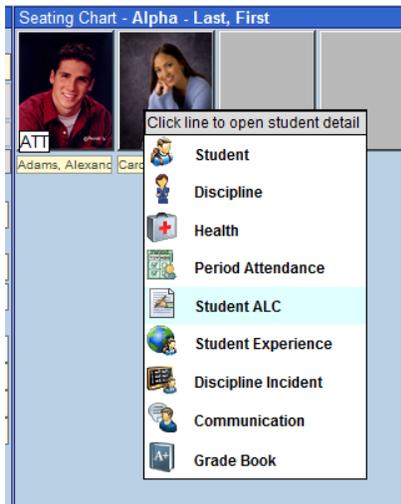
Line	Student Name	Perm ID	Gender	Grade	Enter Date	Leave Date	Teacher Aide
1	Ahxxxx, Joseph T.	100185	Male	10	10/15/2009		<input type="checkbox"/>

- If the student has a schedule, Teachers can and enter units earned on the ALC screen. If the student does not have a schedule then the entry of units earned must be done by office staff so that MARSS and Units earned for Course history are properly handled.
- MARSS attendance hours are entered manually on the ALC screen or on the MARSS record.
- MARSS Membership Hours are calculated using the ALC screen based on the number of units earned times the unit weighting factor and added to any hours found in the membership hours field on the MARSS record.
- The Attendance/Membership hours are added to the appropriate Student Enrollment record and if a record cannot be found that corresponds to the entry date on the ALC screen, this record and student are written to the MARSS log file for review by the user. The record on the ALC screen is highlighted in yellow as a visual cue to the user that no enrollment record is available for that entry.

Unit Tracking to earn credit on the ALC screen

- Units are entered by the teacher for each student in their sections. If not using sections office staff would enter units via the Student ALC screen.
- The teacher would enter the units by course (section id) with an entry. The date would default to today's date.
- The teacher can also enter comments concerning the entry and if the entry has not been posted to course history they can edit prior entries.
- These units are used as a work in progress for Units based Graduation Status report. The totals by course would fall under the appropriate grading term based on entry date unless the course has been graded and posted to course history.

View in TXP –



Save Undo Close

(2009-2010) User: ALC Special

Adams, Alexander G. Jr. **STUDENT ALC**

ALC

Line	Edit	Date	Units	Unit Weight	Comment	Posted
1		07/31/2009	5.00	1.0	Initial work	<input checked="" type="checkbox"/>
2		09/07/2009	4.00	1.0	Earned	<input checked="" type="checkbox"/>
3		09/08/2009	1.00	1.0		<input checked="" type="checkbox"/>
4		09/14/2009	5.00	1.0	Earned	<input checked="" type="checkbox"/>
5		10/15/2009	1.00	1.0		<input checked="" type="checkbox"/>
6		01/05/2010	5.00	1.0	2nd entry	<input checked="" type="checkbox"/>
7		01/05/2010	5.00	1.0	Work Completed	<input checked="" type="checkbox"/>
8		01/05/2010	10.00	1.0	Test Test	<input checked="" type="checkbox"/>
9	Edit	01/06/2010	5.00	1.0		<input type="checkbox"/>
10	Edit	01/06/2010	5.00	1.0		<input type="checkbox"/>
11	Edit	01/06/2010	3.00	1.5		<input type="checkbox"/>

Detail Screen in Synergy for the ALC Clerk –

Student ALC

Student Name: [Redacted] School: Headwaters Educ Learning Prog

Detail | Summary | History

Last Name: [Redacted] First Name: [Redacted] Middle Name: [Redacted] Perm ID: [Redacted]

Unposted ALC Detail

Line	Start Date	End Date	Section ID	Course ID	Course ID	Course Title	Teacher	Units	Unit Weight	Membership Hours	Seat Based	Exempt From State Reporting	Attendance Hours
1	12/19/2011	12/19/2011		000403	000403	EARLY AMERICAN HISTORY	GARLIE, MAI	3.00	1.0	3.0	<input type="checkbox"/>	<input type="checkbox"/>	3.00
2	12/12/2011	12/12/2011		000403	000403	EARLY AMERICAN HISTORY	GARLIE, MAI	7.25	1.0	7.3	<input type="checkbox"/>	<input type="checkbox"/>	1.50
3	10/10/2011	10/10/2011		000403	000403	EARLY AMERICAN HISTORY	GARLIE, MAI	1.25	1.0	1.3	<input type="checkbox"/>	<input type="checkbox"/>	1.25

- When the section column is set, the course and teacher are automatically filled in.
- Only records that are independent study are used in the MARSS extract. The seat based field overrides the independent study check box on the section.
- If the exempt from state reporting check box is selected the record is skipped on the MARSS extract.
- After a record is inserted, the ALC course summary screen is updated.

Summary Screen in Synergy for the ALC Clerk –

Student Name: [Redacted] School: Headwaters Educ Learning Prog

Detail | Summary | History

Last Name: [Redacted] First Name: [Redacted] Middle Name: [Redacted] Perm ID: [Redacted]

Post

Post Month: [] Post Term: [] Post CHS Type: []

Calendar Year: [] School Year: []

Post Course History

Summary

Line	Course ID	Course Title	Staff Name	Mark	Credit	Units Earned	Posted	Excess Units	Units Applied	Attendance Hours	Membership Hours
1	000102	ENGLISH 9	COBORN, LISA	P	1.000	57.00	<input checked="" type="checkbox"/>			13.50	57.0
2	000301	PHYSICAL SCIENCE	GRIFFIN, THOMAS	P	1.000	58.00	<input checked="" type="checkbox"/>			11.50	58.0
3	000403	EARLY AMERICAN HISTORY	GARLIE, MARY			11.50	<input type="checkbox"/>			5.75	11.6
4	000303	PHYSICAL SCIENCE	GRIFFIN, THOMAS	P	1.000	62.00	<input checked="" type="checkbox"/>			52.50	62.0
5	000302	PHYSICAL SCIENCE	GRIFFIN, THOMAS	P	1.000	61.00	<input checked="" type="checkbox"/>			28.00	61.0

- A process to post marks from this screen to course history is available. Post month, Post Term, Calendar Year and School Year are required to Post Course History.

History Screen in Synergy for the ALC Clerk –

Student ALC															
Student Name: [REDACTED] School: Headwaters Educ Learning Prog															
Detail Summary History															
Last Name: [REDACTED] First Name: [REDACTED] Middle Name: [REDACTED] Perm ID: [REDACTED]															
Unposted ALC Detail															
Line	Organization Name	School Year	Start Date	End Date	Section ID	Course ID	Course Title	Staff Name	Units	Unit Weight	Membership Hours	Seat Based	Exempt From State Reporting	Attendance Hours	Comment
1	Headwaters Educ Learning Prog	2011-2012	12/19/2011	12/19/2011		000403	EARLY AMERICAN HISTORY	GARLIE, MARY	3.00	1.0	3.0	<input type="checkbox"/>	<input type="checkbox"/>	3.00	
2	Headwaters Educ Learning Prog	2011-2012	12/12/2011	12/12/2011		000403	EARLY AMERICAN HISTORY	GARLIE, MARY	7.25	1.0	7.3	<input type="checkbox"/>	<input type="checkbox"/>	1.50	
3	Headwaters Educ Learning Prog	2011-2012	10/10/2011	10/10/2011		000403	EARLY AMERICAN HISTORY	GARLIE, MARY	1.25	1.0	1.3	<input type="checkbox"/>	<input type="checkbox"/>	1.25	
Posted ALC Detail															
Line	Organization Name	School Year	Start Date	End Date	Section ID	Course ID	Course Title	Staff Name	Units	Unit Weight	Membership Hours	Seat Based	Exempt From State Reporting	Attendance Hours	Comment
1	Headwaters Educ Learning Prog	2011-2012	12/07/2011	12/07/2011		000303	PHYSICAL SCIENCE	GRIFFIN, THOMAS	17.50	1.0	17.5	<input type="checkbox"/>	<input type="checkbox"/>		
2	Headwaters Educ Learning Prog	2011-2012	11/02/2011	11/02/2011		000102	ENGLISH 9	COBORN, LISA	3.00	1.0	3.0	<input type="checkbox"/>	<input type="checkbox"/>	0.00	
3	Headwaters Educ Learning Prog	2011-2012	10/31/2011	10/31/2011		000302	PHYSICAL SCIENCE	GRIFFIN, THOMAS	45.00	1.0	45.0	<input type="checkbox"/>	<input type="checkbox"/>		
4	Headwaters Educ Learning Prog	2011-2012	10/31/2011	10/31/2011		000301	PHYSICAL SCIENCE	GRIFFIN, THOMAS	46.50	1.0	46.5	<input type="checkbox"/>	<input type="checkbox"/>		

CHAPTER THREE: STAR REPORTING

In this chapter, the following topics are covered:

- ▶ Staff Screen and STAR data
- ▶ District Course Screen and STAR data
- ▶ Section Screen and STAR data
- ▶ Licensed Staff Assignment File Extract

STAFF SCREEN AND STAR DATA

In Synergy, rename the State Id field on the Staff screen to File Folder number. Populate this field for each staff person that is assigned to sections across the district. This field is used to link the Licensed Staff Assignment file into Smart HR to complete the STAR reporting.

Staff

Staff Name: Type:

General | Schools | SpecialEd | Emergency | Credentials

Last Name First Name Middle Name Suffix Gender Type

Staff Info

No Photo Abbreviated Name Social Security Number Badge Number **File Folder #**

Job Title E-Mail Page Hispanic/Latino

DISTRICT COURSE SCREEN AND STAR DATA

In District Course, two fields have been renamed to capture the STAR Assignment Code and STAR Grade Level. The District Course State Category Code is renamed to STAR Assignment Code and Course Instructional Level is renamed to STAR Grade Level. These fields are pre-populated with the valid codes from the MN STAR manual.

District Course

Course ID: Course Title:

Course | Description | Year Override | Pre/Corequisite | Schools Teaching

Course ID Course Title Course Short Title Mandatory

Course Info

Course Duration Department College Prep Credit Max Credit

Scheduling Options

Duplicate Request Schedule Priority

School Types

School Types Allowed to Opt In for this Course

Elementary School High School Middle School Special School

Course Restrictions

Gender Grade Low Grade High

Other Information

Old SIS Course ID **STAR Assignment** **STAR Grade Level**

NCLB Core

Technical Course Technical Provider

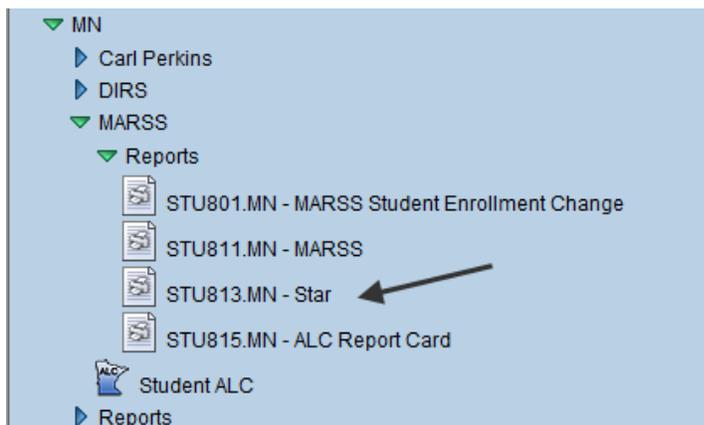
SECTION SCREEN AND STAR DATA

In the Section screen, the Instruction Strategy field is renamed to Mode of Teaching. The valid values are pre-populated from the STAR manual. 'E' (Excluded from extract) was added to the value list to exclude any section from the STAR extract.

The screenshot shows the 'Section' screen with a 'Section Info' panel. The 'STAR Teaching Mode Category' dropdown menu is open, showing the following options: '0-General Mode Of Teaching', 'I-Interactive Television (ITV)', 'T-Team Teaching', 'X-Extra Assignment', and 'E-Exclude from extract'. The 'E-Exclude from extract' option is highlighted in yellow. Other fields in the 'Section Info' panel include 'Begin Period', 'End Period', 'Term Code', 'Exclude Attendance', 'Exclude Grading', 'Attendance Type', 'Supplemental Funding Category', 'Instructional Minutes Override', 'Using Elementary Minutes', 'Distance Learning', 'Independent Study', 'Age High', 'Gender Restriction', 'Credit', 'Term Exclusion', 'No Term Override', and 'Exclude From Mass Scheduling'.

STAR EXTRACT

The STAR extract is located in the Synergy Tree, the MN folder – MARSS\Reports.



On the report interface, choose the Reporting District and an 'As of Date'.

The screenshot shows the STAR Report Interface. At the top, there are buttons for 'Print', 'Save Default', and 'Reset Default'. Below these is the title 'Report Interface'. The main area displays 'Name: Star', 'Number: STU813.MN', and 'Page Orientation: Portrait'. There are tabs for 'Options', 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The 'Options' tab is selected, and the 'Extract Options' section is visible. It includes a 'Report District' dropdown menu set to 'RTR PUBLIC' and an 'As Of Date' field set to '10/03/2011'.

The following STAR elements are calculated at the time of the extract:

Periods per Week

- Analyze all sections that have not been excluded with an "E" in Mode of Teaching.
- Administrators and all other non-instructional staff (grade=99), report a total of 30 periods to calculate to 1.00 F.T.E.
- Kindergarten teachers (course has a 17 in Instructional Level):
- Two half-day assignments per day - report a total of 30 periods to calculate to 1.00 F.T.E.
- One half-day assignment per day - report a total of 15 periods to calculate a 0.50 F.T.E.
- Full day, every other day assignment (for example, Monday, Wednesday and Friday) - report a total of 18 periods
- Grades Pre-K - six teachers (course has a 01-06 or 16 in Instructional Level) – report a total of 30 periods to calculate to 1.00 F.T.E.
- Middle School Teachers (grade = 25 only, course has a 25 in Instructional Level) – report a total of 25 periods to calculate to 1.00 F.T.E.
- Grades 7-12 teachers (course has a 07-12 or 15, 18,19,23,24 in Instructional Level) – report the number of times a class meets per week. A total of 25 periods per week will calculate to 1.00 F.T.E. If a total of 30 periods per week are reported in the same district, this will also calculate to 1.00 F.T.E. Calculate the number of periods per week by looking at both the Section Begin/End period and also the Section Meeting Days (which have their own Begin/End period).

Length of Period

- Passing time will be ignored in the bell schedule.
- If no bell schedule exists then use 000.
- If the course has a Grade Level (from District Course) of 07-12 or 15,18,19,23, 24 then a bell schedule will be used.

Total Number of Pupils

This is calculated from the “As of Date” on the STAR extract report interface.

CHAPTER FOUR: CARL PERKINS REPORTING

In this chapter, the following topics are covered:

- ▶ Student Screen and Carl Perkins data
- ▶ District Course Screen and Carl Perkins data
- ▶ Course History Screen and Carl Perkins data
- ▶ Carl Perkins Mass Entry Screen
- ▶ Carl Perkins File Extract

STUDENT SCREEN – OTHER INFO TAB

Set the Teen Parent and Displaced Homemaker fields on the Other Info tab of the Student Screen.

Student View, Other Info tab, Other Information group box, Teen Parent and Displaced Homemaker checkboxes.

Student Information

Bus Route To School Bus Route From School Extend Learning Program
 Vocational
 IVEP Allow Medication Has Changed Flag
 AllowTylenol

Other Information

Enrollment Restriction Enrollment Restriction Date
 Expected Graduation Year Original Enter Date Original Enter Code Original Enter Grade Final Withdrawal Date Immigration Date
 2011 09/02/2003 04 05
 Psych Records Special Ed Screening Date Family Code Dwelling Type
 Us Citizen Chronic Illness Excessive Debt Indicator
 Directory List Exclude Foster Home General Equivalency Diploma
 Refugee Teen Parent Displaced Homemaker
 Counselor Name ELL Code ELL Date

Displaced Homemaker (unchecked is No, checked is Yes) is defined as follows:

Means an individual who--

- has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills;
- has been dependent on the income of another family member but is no longer supported by that income; or
- is a parent whose youngest dependent child will become ineligible to receive assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and

is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Teen Parent (unchecked is No, Checked is Yes) is defined as follows:

An individual student who is unmarried or legally separated from a spouse; and

- Has a minor child or children for which the parent has either custody or joint custody; or

Is pregnant. [P.101-392, Section 521 (301)]

DISTRICT COURSE

The user sets the program code, course code and course length in terms of minutes at the District Course level.

- The Program Code is six digits
- The Course Code is two digits
- The Course Length is always reported in terms of minutes. The amount reported here is the average number of minutes that this course meets.

Please contact your Carl Perkins Coordinator for valid Program and Course codes that you should use.

District Course

Course ID: **000300** Course Title: **Career Research**

Course	Description	Year Override	Pre/Corequisite	Schools Teaching	MN Reporting
000300	Career Research			Career Research	<input type="checkbox"/>

School Types

School Types Allowed to Opt In for this Course

 Elementary School High School Middle School Special School

Course Restrictions

Gender Grade Low Grade High

Other Information

Old SIS Course ID Category Code Instructional Level

NCLB Core

Technical Course Technical Provider

Voc Ed Type

Qualifies for Alternate State Funding Funding Source

Carl Perkins

Program Code	Course Code	Course Length (Minutes)
<input type="text" value="123456"/>	<input type="text" value="12"/>	<input type="text" value="1234"/>

6 digit program code
2 digit course code
max 5 digit course length (minutes)

STUDENT COURSE HISTORY

Records for the Carl Perkins file will only be extracted from Course History:

- when they were earned in a **District School**
- the course id has a Carl Perkins **Program code** (see district course)
- the **School Year** matches the focus year

Student Course Information	
School Information <ul style="list-style-type: none"> District School  <ul style="list-style-type: none"> Region1 HS Non District School 	Year Information <ul style="list-style-type: none"> Calendar Month: 6 Calendar Year: 2009 School Year : 2008 Term Code: 1 Year Title (Regular, Night...): Regular Grade: 11
District Course Information <ul style="list-style-type: none"> Course ID: 000300 Course Title: Career Research 	
Last Change Information <ul style="list-style-type: none"> Last Change User: User, Admin Last Change Date: 06/01/2009 	
Course Information <ul style="list-style-type: none"> Course ID: 000300 Course Title: Career Research Credit Attempted: 0.250 Credit Completed: 0.250 Teacher Name: Mark: A Numeric Mark: <input type="checkbox"/> 	

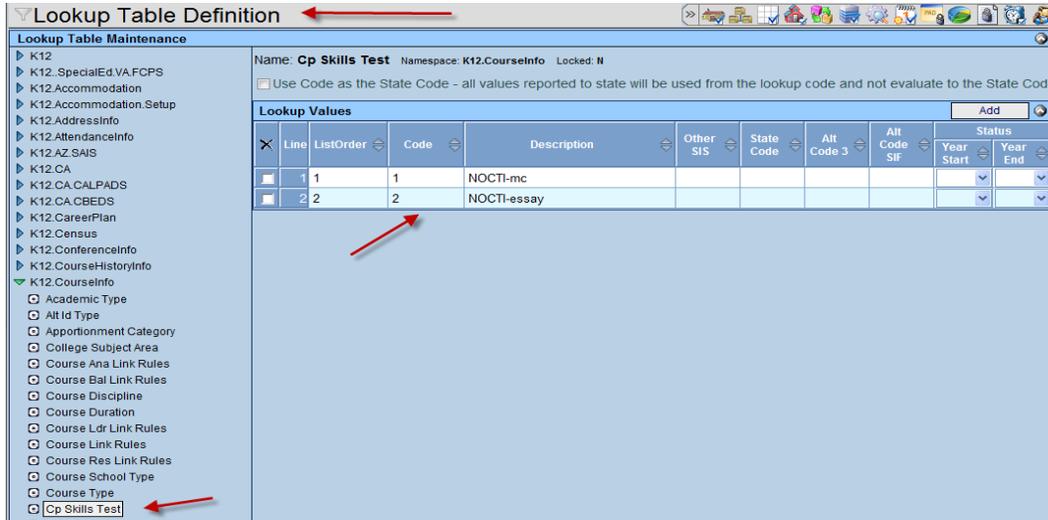
Proficient / Not Proficient

At the time of the extra credit completed determines if the student is proficient or not proficient.

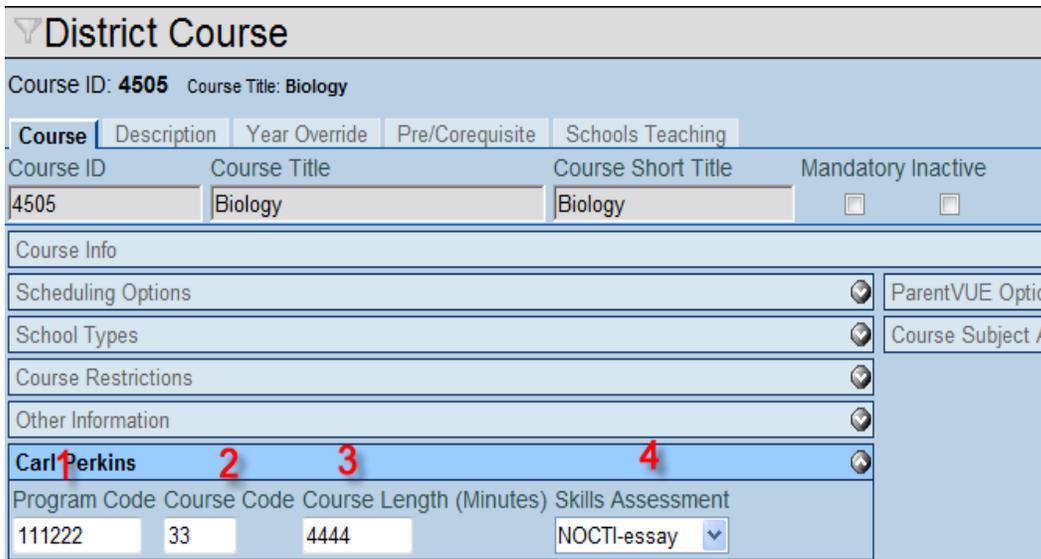
- If the credit completed is greater than zero – Proficient.
- If the credit completed equals zero – Not Proficient.

CARL PERKINS MASS ENTRY SCREEN

1. Populate the Lookup Table with valid values for the Skills Assessment drop down.



2. Populate the District Course screen with valid Carl Perkins info.



- Perkins Program Code (comes from your Carl Perkins Coordinator)
- Course Code (comes with the program code from your CP Coordinator)
- Average Course Length in Minutes for this course
- Skills Assessment (Test Name, must be populated using the lookup table screen first)

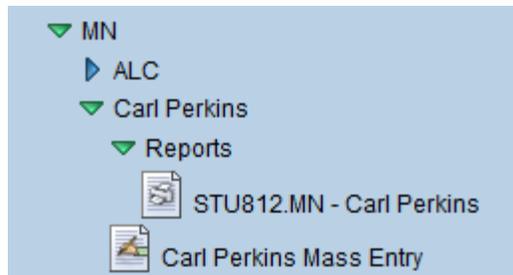
3. Step 3) Post your student's grades to student course history.
4. Step 4) Mass Entry of Proficiency filtered by Skills Assessment and/or Term

Line	Student	Student ID	Course	Grade	Term	Mark	Proficiency
1	Abel, Nikiyah M.	11266	4505 - Biology	10	S1	C	

- You can mass fill all the proficiency scores for the assessment test
- Or
- You can individually populate the proficiency score for specific students

CARL PERKINS EXTRACT

The Carl Perkins Extract is located in the Synergy Tree in the MN folder – Carl Perkins\Reports.



- The extract extracts all Carl Perkins courses for the entire district for your current focus year.
- All postings to course history should be finished before you run this extract.

Print Save Default Reset Default

Report Interface

Name: **Carl Perkins** Number: STU812.MN Page Orientation: Portrait

Options Sort / Output Conditions Selection Advanced

This report will extract all data for the selected district. The focus does not affect the output.

Report District

STU812.MN

Carl Perkins results:

- A log file listing how many records were extracted.
- A Carl Perkins formatted file to upload to MDE. Save this file with a .txt file extension.

Job Detail		
	Job ID	Description
	STU812.MN	Carl Perkins
<i>NOTE: If this window is closed, you can review the results in the view, Job Queue</i>		
Job Result Files - Click icon to open the result file		
Line	Result	Description
1	 Log file →	Carl Perkins
2	 Extract file →	Carl Perkins Extract

Carl Perkins Extract LOG

1 records processed.

CHAPTER FIVE: DIRS REPORTING

In this chapter, the following topics are covered:

- ▶ Disciplinary Incident Batch Reporting
- ▶ DIRS Extract
- ▶ MDE DIRS Document Links

GENERAL OVERVIEW OF DIRS BATCH PROCESSING

In order to submit disciplinary incidents through a batch process, the following layout must be followed. The file will be submitted through the Disciplinary Incident Reporting System (DIRS) on-line application on the Department of Education web site. A secure user ID and password must be used to gain entry to the DIRS reporting system.

The new design allows for much more flexibility in reporting incidents. An incident may have multiple locations. Each offender may have multiple actions per incident, and those actions may have multiple options. Multiple disciplinary actions may be taken against a student for one incident.

The file will be submitted using various record types. Each group of incidents will begin with school level information, followed by the incidents that occurred at that school. Each incident will contain the following record types:

- **Incident** – This record will hold general information about the incident, such as date, time, location, and the number of participants and victims.
- **Offender** – This will identify the offenders for a particular incident and their role in that incident.
- **Weapon** - This record will define the details of any weapon(s) used in that incident.
- **Disciplinary Action** – This record will provide the details of all disciplinary actions taken against this offender for this incident.
- **Victim** – This record will provide minimal information about each victim in the incident.

Further details about each record will be provided in the specifications below.

SCHOOL RECORD

The school information record must be the first record for each school. It provides district and school-level information. Incidents occurring at the school will be reported under its corresponding school record. This record provides a way to report habitual truants, locked time-out rooms, and programs found in each school. Fields in this record are defined below.

Record Type (Inserted into Extract automatically)

Format	Length	Justify	Position	Required
Char	6	Left	1 - 6	Y

The value must be "School."

District Number (Inserted into Extract automatically)

Format	Length	Justify	Position	Required
Char	4	Left	7 - 10	Y

This is the 4-character district number assigned by MDE. Any leading zeroes must be included.

District Type (Inserted into Extract automatically)

Format	Length	Justify	Position	Required
Char	2	Left	11 - 12	Y

This is the 2-character district number assigned by MDE. Any leading zeroes must be included. District types of 01, 03, 06, 07, 50, 51, 52, 53, 71, 62, 70, and 83 are required to report disciplinary incident data.

School Number (Inserted into Extract automatically)

Format	Length	Justify	Position	Required
Char	3	Left	13 - 15	Y

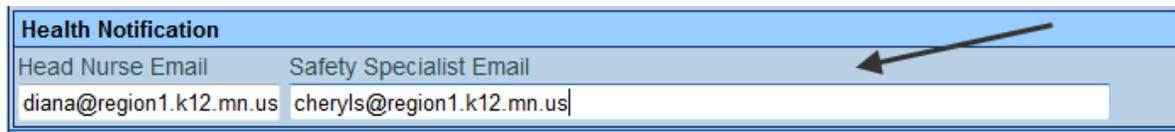
This is the 3-character school number assigned by MDE. Any leading zeroes must be included. The school must be active for the reporting school year. School classifications of 00, 01, 20, 31, 32, 33, 40, 41, 42, 43, 50, 71, 77, 78, and 79 must report disciplinary incidents. All incidents that occurred in this school will follow this school record.

Safety Specialist (System\Setup\Organization School Screen)

Format	Length	Justify	Position	Required
Char	75	Left	16 - 90	Y

This is the email address for the safety specialist assigned at this school. This will be used to communicate any disciplinary action reporting notices. It must be a valid email address format.

Health Notification	
Head Nurse Email	Safety Specialist Email
diana@region1.k12.mn.us	cheryls@region1.k12.mn.us



Habitual Truants (The Extract counts the absences for all students 17 or under. If they had over 7 days of unexcused absences, then they would count as habitually truant - if the school is using period attendance, then an unexcused absence in any period of a day, means we count that day towards the 7 day limit). Inserted into Extract automatically.

Format	Length	Justify	Position	Required
Numeric	3	Right	91 - 93	Y

This is the unduplicated number of students that were habitual truants for the current school year in the reporting school. Habitual Truant is defined in Minn. Stat. § 260C.007, Subd. 19 as: a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if a child is in middle school, junior high, or high school; OR if a child is 16-17 years of age and the student has not legally withdrawn from school, they are considered habitually truant if they are absent from attendance without a lawful excuse for one or more class periods on seven school days.

Safety Plan (System\Setup\School Setup)

Format	Length	Justify	Position	Required
Char	1	Left	94	Y

If the school has a safety plan in place, the value is “Y,” otherwise use “N.”

Anti-Violence Policy (System\Setup\School Setup)

Format	Length	Justify	Position	Required
Char	1	Left	95	Y

If the school has an anti-violence policy in place, the value is “Y,” otherwise use “N.”

Drug Education (System\Setup\School Setup)

Format	Length	Justify	Position	Required
Char	1	Left	96	Y

If the school has a drug education program in place, the value is “Y,” otherwise use “N.”

Zero Tolerance Policy (System\Setup\School Setup)

Format	Length	Justify	Position	Required
Char	1	Left	97	Y

If the school has a zero / no tolerance policy in place, the value is “Y,” otherwise use “N.”

Anti-Bullying Policy (System\Setup\School Setup)

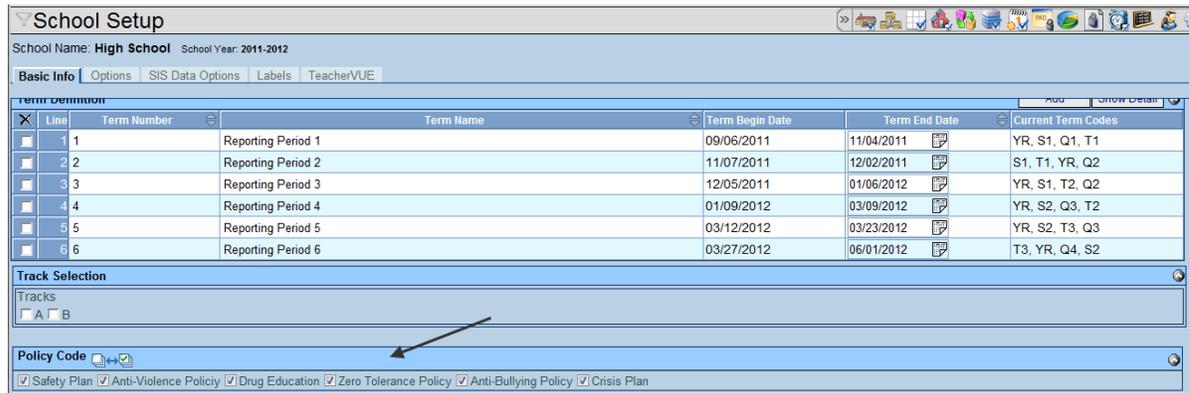
Format	Length	Justify	Position	Required
Char	1	Left	98	Y

If the school has an anti-bullying / anti-intimidation policy in place, the value is “Y,” otherwise use “N.”

Crisis Plan (System\Setup\School Setup)

Format	Length	Justify	Position	Required
Char	1	Left	99	Y

If the school has a crisis plan in place, the value is “Y,” otherwise use “N.”



INCIDENT RECORD

The incident record provides high-level information about the incident that occurred. It is required for each incident and will indicate the date, time, location, and number of participants for the incident. Fields in this record are defined below.

This is a variable length record dependent on the number of locations for the incident.

Record Type (Inserted into Extract automatically)

Format	Length	Justify	Position	Required
Char	8	Left	1 – 8	Y

Value must be “Incident.”

External Reference Number (Inserted into Extract automatically) Based on the Incident ID on the Information tab of the Incident Screen.

Format	Length	Justify	Position	Required
Char	20	Left	9 - 28	Y

This is a unique identifier assigned by the submitting district, and could be as simple as numeric numbering. This identifier will be used to communicate with the district regarding any problems with records that may not pass edits at MDE. It is also used to tie the various records to a single incident, as seen in the following record types.

School Number (Inserted into Extract automatically) This is based on the school on which you are focused.

Format	Length	Justify	Position	Required
Char	3	Left	29 - 31	Y

This is the 3 character school number assigned by MDE, and should match the number in the School Record. Any leading zeroes must be included.

Incident Date Required on the Incident Screen\Information tab.

Format	Length	Justify	Position	Required
Numeric	8	Left	32 - 39	Y

This is the date the incident occurred. The format is YYYYMMDD, and must be a valid date within the reporting school year. The date field is required and is found on the Incident Screen\Information tab. See screen shot below.

Time of Incident (Add to table K12.Discipline.IncidentContext in System\Setup\Lookup Tables) 1 digit code. In the Incident Context table, make sure the State Code is populated.

Format	Length	Justify	Position	Required
Numeric	1	Left	40	Y

There are specific values to be entered in this field found on the Field Values spreadsheet, which indicate when the incident took place. Valid values are:

- 1 During School Hours
- 2 Outside of School Hours

Name: **Incident Context** Namespace: K12.Discipline Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code

Lookup Values

Line	ListOrder	Code	Description	Other SIS	State Code
1	1	1	During School Hrs		1
2	2	2	Outside School Hrs, Sch. Spons		2
3	3	3	Outside School Hrs, Non-sch Sp		

Time of Incident is required on the Incident Screen – Information Tab.

Incidents

Incident ID: 1 Incident Date: 07/28/2010 Referred By: Solum, Cheryl Entered By: Coliseum, Nick E. Organization Name: Region1 HS

Information | Participants | Violations | Documents

Date	Time	Incident ID	Referrer Last Name	Referrer First Name	Referral Date	Staff Name
07/28/2010	11:00 AM	1	Solum	Cheryl	07/30/2010	Coliseum, Nick E.

Violation(s) associated with incident require that this incident be reported to police

Description: Had a weapon in the hallway. Cheryl observed him putting it into his (Alex's) locker.

Incident Cost: 100.00 Incident Context Code: During School Hrs

Weapons

Number Of Firearms	Number Of Non-Firearms

Location

Line	Location	Location Text
1	Hallway	North Wing, Hallway near the Shop Classroom

Cost to Property (Extract - will convert dollar amount to proper code). See screen shot above.

Format	Length	Justify	Position	Required
Numeric	1	Left	41	Y

There are specific values to be entered in this field found on the Field Values spreadsheet, which indicate a price range of any property damage that may have occurred during the incident. Valid values are:

- 1 \$0
- 2 \$1 - \$500
- 3 Over \$500

Number of Known Offenders The extract counts the number of offenders from the Students Involved area on the Participants tab flagged as an offender.

Format	Length	Justify	Position	Required
Numeric	2	Right	42 - 43	Y

A known offender is defined as a student currently enrolled in the school reporting the incident. The school would have the authority to assign a disciplinary action to this student. The number indicates how many students were involved in this incident. If there are none, a zero is inserted in the extract.

Incident ID: 1 Incident Date: 07/28/2010 Referred By: Solum, Cheryl Entered By: Coliseum, Nick E. Organization Name: Region1 HS

Information Participants Violations Documents

Date: 07/28/2010 Time: 11:00 AM Incident ID: 1 Referrer Last Name: Solum Referrer First Name: Cheryl Referral Date: 07/30/2010 Staff Name: Coliseum, Nick E.

Violation(s) associated with incident require that this incident be reported to police.

Participant Totals

Offender: 1 Additional Victims: 1 Total Victims: 2 Bystander or Witness: 0

Students Involved

Line	Student Name	Gender	Grade	Incident Role	Injuries Sustained	Violation List	School Of Enrollment	Disposition Code
1	(Adams, Alexander G Jr)	M	12	Offender	<input type="checkbox"/>	Weapons > Nunchuks; Illegal Drugs > Possession/...	Region1 HS	In-School
2	Adams, Anika L.	F	11	Victim	<input type="checkbox"/>		Region1 HS	

Number of Unknown Offenders The extract counts the number of offenders from the Other Involved Persons area flagged as an offender.

Format	Length	Justify	Position	Required
Numeric	2	Right	44 - 45	Y

An unknown offender is defined as a person that is not currently enrolled in the school reporting the incident. This may include past students, students from other schools, or adults as some examples. The number indicates how many people not enrolled in the school were involved in this incident. If there are none a zero is inserted in this field.

Participant Totals

Offender: 2 Additional Victims: 2 Total Victims: 4 Bystander or Witness: 0

Students Involved

Line	Student Name	Gender	Grade	Incident Role	Injuries Sustained	Violation List	School Of Enrollment	Disposition Code
1	(Adams, Alexander G Jr)	M	12	Offender	<input type="checkbox"/>	Weapons > Nunchuks; Illegal Drugs > Possession/...	Region1 HS	In-School
2	Adams, Anika L.	F	11	Victim	<input type="checkbox"/>		Region1 HS	

Other Involved Persons

Line	Last Name	First Name	Middle Name	Gender	Relation To School	Incident Role	Injuries Sustained
1	Jones	Johnny		M	Other Student	Victim	<input type="checkbox"/>
2	Smith	Susie		F	Other Student	Offender	<input type="checkbox"/>

Number of Known Victims The extract counts the number of victims from the Students Involved area flagged as a victim. See screenshot above.

Format	Length	Justify	Position	Required
Numeric	2	Right	46 - 47	Y

A known victim is defined as either a student currently enrolled in the school reporting the incident, or an employee of the school. The number indicates how many students and employees were harmed in this incident. If none a zero is inserted into the field.

Number of Unknown Victims The extract counts the number of victims from the Other Involved Persons area flagged as a victim. See screenshot above.

Format	Length	Justify	Position	Required
Numeric	2	Right	48 - 49	Y

An unknown victim is defined as a person who is not part of this school as either a student or an employee. The number indicates how many other people may have been harmed because of this incident. If none a zero is inserted into the field.

Dangerous Weapon Incident The extract checks for a Violation Code equal to 02 Arson, 04 Bomb, or 22 Weapon and inserts the Y or N into the file based on the Violations tab in the Incident Screen.

Format	Length	Justify	Position	Required
Numeric	1	Right	50	Y

Although there may be no known offenders, any incident that involves a dangerous weapon must be reported. An example may be finding a knife in a wastebasket. If there are no offenders or victims and the incident did not involve a weapon, the incident does not have to be reported. The values are "N" if no dangerous weapon is involved or "Y" if the incident involved a weapon as defined on the Weapon Record.

The screenshot displays the 'Incidents' screen with the 'Violations' tab selected. The incident details are as follows:

Date	Time	Incident ID	Referrer Last Name	Referrer First Name	Referral Date
07/28/2010	11:00 AM	1	Solum	Cheryl	07/30/2010

A green banner indicates: **Violation(s) associated with incident require t**

Line	Category	Violation	Detail
1	Weapons	Nunchuks	
2	Illegal Drugs	Possession/Use	Other

Number of Locations The extract counts the number of locations listed on the Information tab of Incident.

Format	Length	Justify	Position	Required
Numeric	1	Right	51	Y

A single incident may occur in multiple locations. As an example, a fight could begin in a classroom and move to the hallway. This number indicates in how many locations the incident took place.



Incident Location (Add to table K12.Discipline.IncidentLocation in System Setup\Lookup Tables) two digit code **REQUIRED MUST HAVE AT LEAST ONE LOCATION on Information tab of the Incident Screen.**

Format	Length	Justify	Position	Required
Numeric	2	Right	52 -53	Y

There are specific values to be entered in this field found on the Field Values spreadsheet, which indicate a location for the incident.

Additional incident locations would be added in positions 52 – 53, 53 – 54, etc. The number of entries for incident locations should equal the number specified in Number of Locations.

Valid values are:

- 01 Classroom
- 02 Hallway
- 03 Locker
- 04 Restroom
- 05 Other indoor area
- 06 School bus
- 07 Parking Lot
- 08 Other outdoor area (on campus)
- 09 Off campus

Name: **Incident Location** Namespace: K12.Discipline Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the

Lookup Values						
×	Line	ListOrder	Code	Description	Other SIS	State Code
<input type="checkbox"/>	1	1	01	Classroom		01
<input type="checkbox"/>	2	2	02	Hallway		02
<input type="checkbox"/>	3	3	03	Locker		03
<input type="checkbox"/>	4	4	04	Restroom		04
<input type="checkbox"/>	5	5	05	Other indoor area		05
<input type="checkbox"/>	6	6	06	School bus		06
<input type="checkbox"/>	7	7	07	Parking lot		07
<input type="checkbox"/>	8	8	08	Other outdoor area (on campus)		08
<input type="checkbox"/>	9	9	09	Off campus		09

OFFENDER RECORD

The offender record provides information about the offender's role in this incident. These are identified as offender activities, and an offender may execute more than one activity during an incident. The number of Offender Records for an Incident should equal the number of Known Offenders on the Incident Record.

This is a variable length record dependent on the number of actions the offender executed for the incident.

Record Type (Inserted into Extract automatically)

Format	Length	Justify	Position	Required
Char	8	Left	1 – 8	Y

Value must be "Offender."

External Reference Number (Inserted into Extract automatically) Based on the Incident ID on the Information tab of the Incident Screen.

Format	Length	Justify	Position	Required
Char	20	Left	9 - 28	Y

This is a unique identifier assigned by the submitting district, and could be as simple as numeric numbering. This identifier will be used to communicate with the district regarding any problems with records that may not pass edits at MDE. It must match the External Reference Number indicated on the Incident Record.

MARSS Number (Inserted into Extract automatically) The MARSS number is pulled from the Student Screen – State Student Number.

Format	Length	Justify	Position	Required
Char	13	Left	29 - 41	Y

The MARSS number is a unique identifier assigned by the district and stored at MDE as a unique identifier for a student. The MARSS number must belong to a student currently enrolled in the school reporting the incident. All demographic information for reporting will be retrieved from the student record at MDE, so it is critical that this number is correct.

Student

Student Name: **(Adams, Alexander G. Jr)** School: **Region1 HS** Homeroom: _____

Demographics | Parent/Guardian | Other Info | Emergency | Enrollment

Last Name: Adams | First Name: Alexander | Middle Name: Gregory | Suffix: Jr

Student Information

Home Language: 11 English | Language To Home: _____ | Nick Name: Hockey

State Student Number: 0037100090084 | Birth Date: 08/25/1991 | Birth Place: Moorhead

Birth State: Minnesota | Birth Country: United States of America

Was Under Current Suspension The extract searches for any records where the student was suspended with the same dates as the current incident.

Format	Length	Justify	Position	Required
Char	1	Left	42	Y

This indicates whether the student was under a suspension from a previous incident at the time of the incident being reported. Valid values are “Y” or “N.”

Was Referred to Law Enforcement (Inserted into Extract automatically)

Format	Length	Justify	Position	Required
Char	1	Left	43	Y

This field indicates whether the student was referred to law enforcement because of the current incident. Valid values are “Y” or “N.”

Number of Offender Activities This number is inserted based on the number of violations from the Violation tab of the Incident screen.

Format	Length	Justify	Position	Required
Numeric	2	Right	44 - 45	Y

This number indicates how many actions an offender performed during this incident. Each activity will be further defined in the following fields.

Incident ID: 1 | Incident Date: 07/28/2010 | Referred By: Solum, Cheryl | Entered By: Coliseum, Nick E. | Organization Name: Region1 HS

Information | Participants | **Violations** | Documents

Date: 07/28/2010 | Time: 11:00 AM | Incident ID: 1 | Referrer Last Name: Solum | Referrer First Name: Cheryl | Referral Date: 07/30/2010 | Staff Name: Coliseum, Nick E.

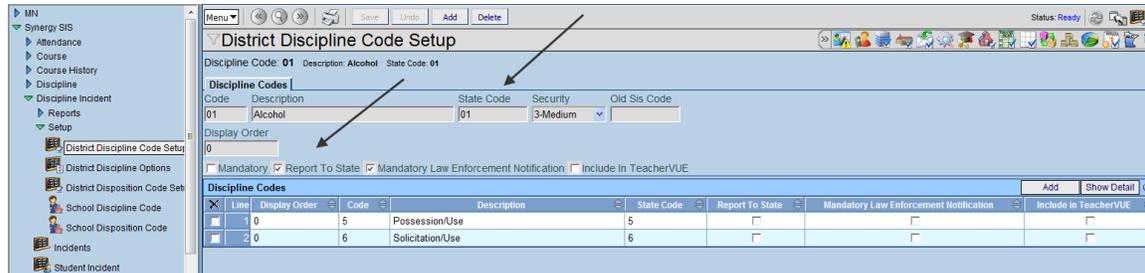
Violation(s) associated with incident require that this incident be reported to police.

Line	Category	Violation	Detail	Severity Level	Notify Law Enforcement
1	Weapons	Nunchuks			<input type="checkbox"/>
2	Illegal Drugs	Possession/Use	Other		<input checked="" type="checkbox"/>

Offender Activity Add the following codes to the District Discipline Code Setup in Discipline Incident/Setup. 2-digit code **REQUIRED**. ****Report to State Checkbox must be checked and a valid State code must be entered.**

Format	Length	Justify	Position	Required
Numeric	2	Right	46 - 47	Y

There are specific values to be entered in this field found on the Field Values spreadsheet, which indicate an offender action.



This field along with the following three fields defines a single action for this offender. Multiple activities require multiple entries of fields 5 – 8.

Valid values are:

- 01 Alcohol
- 02 Arson
- 03 Assault
- 04 Bomb
- 05 Bomb threat
- 06 Controlled Substances (prescription)
- 07 Computer
- 08 Disruptive/Disorderly/Insubordination
- 09 Extortion
- 10 Fighting
- 11 Gang Activity
- 12 Harassment
- 13 Illegal Drugs
- 14 Over-the-Counter Medications against school policy
- 15 Pyrotechnics
- 16 Terroristic Threats
- 17 Theft
- 18 Threat/Intimidation
- 19 Tobacco
- 20 Vandalism/Property Related
- 21 Verbal Abuse
- 22 Weapon
- 23 Other
- 24 Attendance
- 25 Bullying (all forms except cyber bullying)
- 26 Hazing
- 27 Cyber Bullying

- 28 Homicide
- 29 Robbery (using force)

Offense Type Add to the District Discipline Code Screen in Setup as a subset - 2-digit code

Format	Length	Justify	Position	Required
Numeric	2	Right	48 - 49	C

There are specific values to be entered in this field found on the Field Values spreadsheet, which indicate an offense type. This field is used to define certain types of actions further.

****Report to State Checkbox must be checked and a valid State code must be entered.**

If the Offender Activity is 3 (Assault,) the following values apply:

- 01 Physical Assault
- 02 Sexual Assault

District Discipline Code Setup
Discipline Code: 12 Description: Assault State Code: 03

Code	Description	State Code	Security	Old Sis Code
12	Assault	03	5-Highest	12

Display Order: 0

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
1	1	01	Physical Assault	01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	2	02	Sexual Assault	02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the Offender Activity is 12 (Harassment), the following values apply:

- 03 Sexual harassment
- 04 Non-sexual harassment

District Discipline Code Setup
Discipline Code: 22 Description: Harassment State Code: 12

Code	Description	State Code	Security	Old Sis Code
22	Harassment	12	5-Highest	22

Display Order: 0

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
1	1	03	Sexual Harassment	03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	2	04	Non Sexual Harassment	04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the Offender Activity is 1 (Alcohol), 6 (Controlled Substances), or 13 (Illegal Drugs), the following values apply:

- 05 Possession/Use
- 06 Solicitation/Sale

District Discipline Code Setup
Discipline Code: 54 Description: Alcohol State Code: 01

Code	Description	State Code	Security	Old Sis Code
54	Alcohol	01	5-Highest	

Display Order: 0

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
1	1	05	Possession/Use	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	2	06	Solicitation/Sale	06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the Offender Activity is 2 (Arson) the following values apply:

- 07 With Accelerant
- 08 Without Accelerant

If the Offender Activity is 15 (Pyrotechnics) add the following value:

- 10 Pyrotechnics

Number of Drugs Involved If the Violation is 13 (Illegal Drugs) the extract will count the number of illegal drugs found in this incident and insert that number into the extract.

Format	Length	Justify	Position	Required
Numeric	1	Right	50	C

This field is only used if the Offender Action is 13 (Illegal Drugs).

If the Offender Activity is not 13, this field must be empty.

Drug Type Add to the District Discipline Code Screen in Setup as Discipline Detail 2 digit code.

Format	Length	Justify	Position	Required
Numeric	2	Right	51 - 52	C

There are specific values to be entered in this field found on the Field Values spreadsheet, which indicate a type of drug.

This field is only used to define the drugs found during this incident further. If more than one drug is involved, the second drug would be identified in positions 51 – 52, the third in positions 53 – 54, etc. until the number of Drug Type entries is equal to the value in Number of Drugs Involved.

If the Offender Activity is not 13, this field must be empty.

Valid values are:

- 01 Amphetamines
- 02 Crack/Cocaine
- 03 Ecstasy/MDMA
- 04 Inhalants
- 05 LSD/Psychedelics
- 06 Marijuana
- 07 Methamphetamines
- 08 Other (if used then an explanation must be entered)

District Discipline Code Setup

Discipline Code: 13 Description: Illegal Drugs State Code: 13

Code	Description	State Code	Security	Old Sis Code
13	Illegal Drugs	13		

Display Order: 0

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Line	Description	Discipline Detail Code	Description	State Code
1	Possession/Use	05	Possession/Use	05
2	Solicitation/Sale			

Display Order: 0

Report To State Mandatory Law Enforcement Notification Include in TeacherVUE

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include In TeacherVUE
0		01	Amphetamines	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0		02	Crack/Cocaine	02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0		03	Ecstasy/MDMA	03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0		04	Inhalants	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0		05	LSD/Psychedelics	05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0		06	Marijuana	06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0		07	Methamphetamines	07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0		08	Other	08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Drug Type Other Description If the Drug Type is equal to 08 (Other), a description must be entered in the Additional Text Field on the Violation Detail tab.

Information Participants **Violations** Documents

Date: 07/28/2010 Time: 11:00 AM Incident ID: 1 Referrer Last Name: Solum Referrer First Name: Cheryl Referral Date: 07/30/2010 Staff Name: Coliseum, Nick E.

Violation(s) associated with incident require that this incident be reported to police.

Line	Category	Participants Number	Violation Description
1	Weapons		
2	Illegal Drugs	7	Illegal Drugs > Possession/Use > Other

Category: Illegal Drugs Violation: Possession/Use Violation Detail: Other Severity Level: [dropdown]

Additional Text: Put your details about Other Drug type here.

WEAPON RECORD

The weapon record is only present if the Offender Activity is 22 (Weapon) for this specific offender, or if this is reported as a dangerous weapon incident indicated on the Incident Record. This record provides details about the weapons identified for this incident.

There may be multiple weapons, and multiple weapon types, i.e. 3 handguns. Specific weapons have further details that must be provided. Those are entered here.

This is a variable length record dependent on the number of weapons and weapon types involved in the incident.

Record Type (Inserted into Extract automatically)

Format	Length	Justify	Position	Required
Char	6	Left	1 – 6	Y

Value must be "Weapon."

External Reference Number External Reference Number (Inserted into Extract automatically) Based on the Incident ID on the Information tab of the Incident Screen.

Format	Length	Justify	Position	Required
Char	20	Left	7 - 26	Y

This is a unique identifier assigned by the submitting district, and could be as simple as numeric numbering. This identifier will be used to communicate with the district regarding any problems with records that may not pass edits at MDE. It must match the External Reference Number indicated on the Incident Record.

MARSS Number (Inserted into Extract automatically) The MARSS number is pulled from the Student Screen – State Student Number.

Format	Length	Justify	Position	Required
Char	13	Left	27 - 39	Y

The MARSS number is a unique identifier assigned by the district and stored at MDE as a unique identifier for a student. The MARSS number must belong to a student currently enrolled in the school reporting the incident and must match the MARSS number on the Offender Record.

Total Weapons Inserted into Extract automatically based on the number of weapons on the Violation tab of Incident.

Format	Length	Justify	Position	Required
Numeric	2	Right	40 - 41	Y

This identifies the total number of weapons involved in this incident. As an example if there were one rifle, two knives, and two handguns, this number would be five.

Weapon Type Add to the District Discipline Code Screen in Setup as subset of Code 22 - 2-digit code.

Format	Length	Justify	Position	Required
Numeric	2	Right	42 - 43	Y

There are specific values to be entered in this field found on the Field Values spreadsheet, which indicate a weapon type.

This field begins the description of a weapon. Using the example above, the first entry would identify the weapon type of long gun. Valid Values are:

- 01 Long Gun
- 02 Hand Gun
- 03 Pellet/BB/Air Gun
- 04 Paintball Gun
- 05 Replica/Toy Gun
- 06 Knife
- 09 Blunt Object
- 11 Pocketknife, less than 2 1/2 inch blade
- 12 Pocketknife, 2 1/2 inch blade or greater
- 13 Sharp Object
- 14 Mace/Noxious Substance
- 15 Stun Gun/Taser Gun

District Discipline Code Setup

Discipline Code: **22** Description: **Weapon** State Code: **22**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
22	Weapon	22	▼	

Display Order
0

Mandatory
 Report To State
 Mandatory Law Enforcement Notification
 Include In TeacherVUE

✕	Line	Display Order	Code	Description	State Code
■	1	0	01	Long Gun	01
■	2	0	02	Hand Gun	02
■	3	0	03	Pellet/BB/Air	03
■	4	0	04	Paintball Gun	04
■	5	0	05	Replica/Toy/Gun	05
■	6	0	06	Knife	06
■	7	0	09	Blunt Object	09
■	8	0	11	Pocketknife, less than 1/2 inch blade	11
■	9	0	12	Pocketknife, 2 1/2 inch blade or greater	12
■	10	0	13	Sharp Object	13
■	11	0	14	Mace/Noxious Substance	14
■	12	0	15	Stun Gun/Taser Gun	15

Number of Weapon Type Inserted into Extract automatically based on the type of weapon on the Violation tab of Incident.

Format	Length	Justify	Position	Required
Numeric	2	Right	44 - 45	Y

This field tells how many of a specific weapon type is involved. Again, using the example above, there is one long gun, so the value here would be 1.

Paintball as Dangerous Weapon Add to the District Discipline Code Screen in Setup as subset of Code 04 1 digit code **Add 'Paintball as dangerous weapon' State Code = 1**

Format	Length	Justify	Position	Required
Char	1	Left	47	C

This field is only used if the Weapon Type is 4 (Paintball Gun). It indicates whether a paintball gun was intended to be used as a dangerous weapon. If the Weapon Type is not 4, this field must be empty.

Is Gun Loaded (Add to the District Discipline Code Screen in Setup as subset of Code 01 or 02) 1 digit code Add Code 1 'Gun was loaded' State Code 1

Format	Length	Justify	Position	Required
Char	1	Left	48	Y

This field is only used if the Weapon Type is 1 (Long Gun), or 2 (Hand Gun). It indicates whether the gun was loaded or not. If the Weapon Type is not 1 or 2, this field must be empty.

Is Gun Cased (Add to the District Discipline Code Screen in Setup as subset of Code 01 or 02) 1 digit code Add Code 2 'Gun was cased' State Code 2

Format	Length	Justify	Position	Required
Char	1	Left	49	Y

This field is only used if the Weapon Type is 1 (Long Gun), or 2 (Hand Gun). It indicates whether the gun was in a case or not. If the Weapon Type is not 1 or 2, this field must be empty.

Is Gun In Trunk (Add to the District Discipline Code Screen in Setup as subset of Code 01 or 02) 1 digit code Add Code 3 'Gun found in trunk' State Code 3

Format	Length	Justify	Position	Required
Char	1	Left	50	Y

This field is only used if the Weapon Type is 1 (Long Gun), or 2 (Hand Gun). It indicates whether the gun was found in the trunk of a car or not. If the Weapon Type is not 1 or 2, this field must be empty.

Discipline Codes

Code: 22 Description: Weapon State Code: 22 Security: Security Old Sis Code: Security

Display Order: 22

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Hide Detail

Line	Description	Code	Description	State Code
1	Long Gun	01	Long Gun	01
2	Hand Gun			
3	Pellet/BB/Air Gun			
4	Paintball Gun			
5	Replica/Toy Gun			
6	Knife			
7	Blunt Object			
8	Pocketknife, less than 2 1/2 in. blade			
9	Pocketknife, 2 1/2 in. blade or greater			
10	Sharp Object			
11	Mace/Noxious Substance			
12	Stun Gun Taser Gun			

Discipline Detail

Code: 01 Description: Long Gun State Code: 01

Display Order: 1

Report To State Mandatory Law Enforcement Notification Include in TeacherVUE

Detail 1 Codes Add

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include In TeacherVUE
1	1	1	Gun was loaded	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	2	2	Gun was cased	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	3	3	Gun found in trunk	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The fields Weapon Type through Is Gun In Trunk will be repeated as necessary to describe all of the weapons involved.

Incident Example

Below is a screenshot of an example incident. Notice that illegal drugs/Possession and Weapon/Long gun are used multiple times. At extract time, all distinct combinations of Illegal drugs and drug type will be combined into a single violation. Similarly, all distinct weapon and weapon type combinations will be combined into a single record. To make multiple weapon/Long gun violations you would have to enter multiple long types in the discipline setup. NOTE: You need to create Long Gun (1A, 1B, 1C, etc.) or Hand Gun multiple times for multiple weapon type records.

Hope High School (2009-2010 : Show active and inactive) User: Admin User

Menu [Navigation icons] Save Undo Add Delete Form Status: Ready (Update Mode)

Incidents

Incident ID: 1 Incident Date: 03/05/2010 Referred By: Jones, Mike Entered By: McGrew, Tom Organization Name: Hope High School

Information Participants **Violations**

Date	Time	Incident ID	Referrer Last Name	Referrer First Name	Referral Date	Staff Name
03/05/2010	8:00 PM	1	Jones	Mike	03/08/2010	McGrew, Tom

Violation(s) associated with incident require that this incident be reported to police.

Line	Category	Violation	Detail	Severity Level	Notify Law Enforcement
1	Caused/attmtpd/threaten serious phys inj	Threat or Intimidation			<input type="checkbox"/>
2	Defiance				<input type="checkbox"/>
3	Alcohol	Use			<input type="checkbox"/>
4	Illegal Drugs	Possession/Use	Crack/Cocaine	} Combined at extract	<input type="checkbox"/>
5	Illegal Drugs	Possession/Use	Amphetamines		<input type="checkbox"/>
6	Illegal Drugs	Possession/Use	Ecstasy/MDMA		<input type="checkbox"/>
7	Illegal Drugs	Possession/Use	LSD		<input type="checkbox"/>
8	Illegal Drugs	Possession/Use	Inhalants		<input type="checkbox"/>
9	Weapon	Long Gun	Gun found in trunk	} ←	<input type="checkbox"/>
10	Weapon	Long Gun	Gun was loaded		<input type="checkbox"/>

Used as a dangerous weapon federal/state statute: For any Weapon violations Code 22 the extract will automatically set them to a dangerous weapon. For Code 02 (Arson) and 15 (Pyrotechnics) add the following detail. (Add to the District Discipline Code Screen in Setup as subset of Code 02 or 15) 1 digit code Add Code 1 'Considered as a Dangerous Weapon' and 2 'Not considered a Dangerous Weapon'.

Discipline Code: 02 Description: Arson State Code: 02

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
02	Arson	02		

Display Order: 2

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes

Line	Description	Code	Description	State Code
1	With accelerant	08	Without accelerant	08
2	Without accelerant			

Display Order: 2

Report To State Mandatory Law Enforcement Notification Include in TeacherVUE

Detail 1 Codes

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include In TeacherVUE
1	1	1	Considered a Dangerous Weapon	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	2	2	Not considered a Dangerous Weapon	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discipline Code: 15 Description: Pyrotechnics State Code: 15

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
15	Pyrotechnics	15		

Display Order: 15

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes [Add] [Hide Detail]

Line	Description
1	Pyrotechnics

Discipline Detail

Code	Description	State Code
10	Pyrotechnics	

Display Order: 1

Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Detail 1 Codes [Add]

X	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include In TeacherVUE
<input type="checkbox"/>	1	1	1	Considered a Dangerous Weapon	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	2	2	Not considered a Dangerous Weapon	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DISCIPLINARY ACTION RECORD

The disciplinary action record provides information on any disciplinary action that was taken against this student for this incident.

This is a variable length record dependent on the number of disciplinary actions for a specific student for an incident.

Record Type (Inserted into Extract automatically)

Format	Length	Justify	Position	Required
Char	10	Left	1 – 10	Y

Value must be “Discipline.”

External Reference Number (Inserted into Extract automatically) Based on the Incident ID on the Information tab of the Incident Screen.

Format	Length	Justify	Position	Required
Char	20	Left	11 - 30	Y

This is a unique identifier assigned by the submitting district, and could be as simple as numeric numbering. This identifier will be used to communicate with the district regarding any problems with records that may not pass edits at MDE. It must match the External Reference Number indicated on the Incident Record.

MARSS Number (Inserted into Extract automatically) The MARSS number is pulled from the Student Screen – State Student Number.

Format	Length	Justify	Position	Required
Char	13	Left	31 - 43	Y

The MARSS number is a unique identifier assigned by the district and stored at MDE as a unique identifier for a student. The MARSS number must belong to a student currently

enrolled in the school reporting the incident and must match the MARSS number on the Offender Record.

Total Actions Inserted into Extract automatically based on the number of Disposition Codes on the Participants – Student Incident Detail.

Format	Length	Justify	Position	Required
Numeric	1	Right	44	Y

The total number of disciplinary actions taken against this student for this incident is recorded here.

Disciplinary Action Type Add to the District Disposition Code Screen in Setup 2 digit code

REQUIRED See screen shot below.

Format	Length	Justify	Position	Required
Numeric	2	Right	45 - 46	Y

There are specific values to be entered in this field found on the Field Values spreadsheet, which indicate a disciplinary action type.

This indicates the disciplinary action that was taken against the student based on the offender action for this incident. Valid values are:

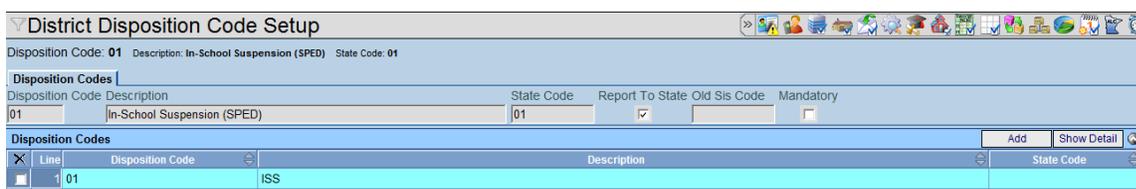
- 01 In-School Suspension - Available selection only if offender was Special Education on date of incident. Identify one to multiple disciplinary actions per offender per respective incident, limited to one instance of each type per incident. Maximum value = 15 SCHOOL days.
- 02 Out-of-school Suspension - Required to identify one to multiple disciplinary actions per enrolled offender per respective incident, limited to one instance of each type per incident. Maximum value = 15 SCHOOL days.
- 03 Expulsion - Required to identify one to multiple disciplinary actions per enrolled offender per respective incident, limited to one instance of each type per incident. Minimum value = 5 SCHOOL days.
- 04 Exclusion - Required to identify one to multiple disciplinary actions per enrolled offender per respective incident, limited to one instance of each type per incident. Minimum value = 5 SCHOOL days.
- 05 Unilateral Removal to Alternative Education Setting - Required if offenderActivity is 3 (and victim is identified with serious bodily injury), 6 (and Offense Type=6) or 10 (and victim is identified with serious bodily injury) or 13 or 22 (and is considered

dangerous by federal definition) or 26 (and victim is identified with serious bodily injury) or 28. Available selection only if enrolled offender was Special Education on date of incident. Identify one to multiple disciplinary actions per enrolled offender per respective incident, limited to one instance of each type per incident.

- 06 Removal by hearing officer on determination of likely injury - Available selection only if offender was Special Education on date of incident. Identify one to multiple disciplinary actions per enrolled offender per respective incident, limited to one instance of each type per incident.
- 07 Administrative Transfer - Required to identify one to multiple disciplinary actions per enrolled offender per respective incident, limited to one instance of each type per incident.
- 08 Offender requested to transfer within district - Required to identify one to multiple disciplinary actions per enrolled offender per respective incident, limited to one instance of each type per incident.
- 09 Offender requested to transfer to another district - Required to identify one to multiple disciplinary actions per enrolled offender per respective incident, limited to one instance of each type per incident.
- 10 Offender withdrew from school - Required to identify one to multiple disciplinary actions per enrolled offender per respective incident, limited to one instance of each type per incident.
- 11 No School response - Required to identify one to multiple disciplinary actions per enrolled offender per respective incident, limited to one instance of each type per incident.

There are certain conditions listed above, such as removal by a hearing officer that are specific to special education students. Edits will be performed based on the MARSS number to not allow a non-special education student to have that disciplinary action type.

****Report to State Checkbox must be checked and a valid State code must be entered.**



Was Suspension Through Year Inserted into Extract automatically based on dates of Disposition Information on the Participants detail tab.

Format	Length	Justify	Position	Required
Char	1	Left	47	C

This field is required if the Disciplinary Action Type is 1, 2, 3, 5, or 6 and specifies whether the suspension or expulsion above went through the end of the school year. Valid values are “Y” or “N.”

Number of Days Enter this information in the Days field on the Disposition Information on the Participants detail tab. **REQUIRED**

Format	Length	Justify	Position	Required
Numeric	5	Right	48 - 52	C

This field is required if the Disciplinary Action Type 1, 2, 3, 5, or 6 and indicates the number of school days the student was removed from the classroom. This is the total number of whole and half school day using the format 999.9.

If the disciplinary action type is not 1, 2, 3, 5, or 6, this field must be empty.

Start Date Enter this information in the Start Date field on the Disposition Information on the Participants detail tab. **REQUIRED**

Format	Length	Justify	Position	Required
Numeric	8	Right	53 - 60	C

End Date Enter this information in the End Date field on the Disposition Information on the Participants detail tab. **REQUIRED**

Format	Length	Justify	Position	Required
Numeric	8	Right	61 - 68	C

AES Type (Add to the Disposition Code 2, 3, 5 and 6) (Dropdown on Student Disposition Screen) Maintained in table K12.DisciplineInfo.AEStype

Format	Length	Justify	Position	Required
Number	2	Right	79 - 80	C

There are specific values to be entered in this field found on the Field Values spreadsheet, which indicate an AES type.

This field is required if the Disciplinary Action Type is 2, 3, 5, or 6 and the number of days the student was removed from the classroom is more than 5. This represents the alternative education setting that was provided to a student that was removed from the classroom for more than 5 days. Valid values are:

- 01 Enrollment in an area learning center
- 02 Enrollment in another district
- 03 Homebound instruction (at home or at a neutral site)
- 04 Tele-teaching (electronic media, on-line teaching)
- 05 Supervised homework (ongoing contact between teacher and student)
- 06 Independent study

- 07 Special tutoring
- 08 District-run program for out of school suspensions
- 09 Other
- 10 Modified curriculum
- 11 Modified instruction
- 12 Instruction through electronic media
- 13 Special Education services

Repeat fields Disciplinary Action Type through AES Type for each disciplinary action taken for this student regarding this incident. The number of times these fields are repeated should equal the number in Total Actions.

District Disposition Code Setup

Disposition Code: **02** Description: **Out-of-School Suspension** State Code: **02**

Disposition Code	Description	State Code	Report To State	Old Sis Code	Ma
02	Out-of-School Suspension	02	<input checked="" type="checkbox"/>		

Line	Disposition Code	Description
1	01	Enrollment in an Area Learning Center
2	02	Enrollment in another district
3	03	Homebound Instruction (at home or neutral site)
4	04	Tele-teaching (electronic media, on-line teaching)
5	05	Supervised homework (ongoing contact between teacher and student)
6	06	Independent Study
7	07	Special tutoring
8	08	District-run program for out of school suspensions
9	09	Other
10	10	Modified curriculum
11	11	Modified instruction
12	12	Instruction through electronic media
13	13	Special Education services

Explanation Enter on Additional Text in the Disposition Screen.

Format	Length	Justify	Position	Required
Char	600	Left	81 - 680	C

This field is required if the Disciplinary Action Type is 11 and provides an explanation regarding why no disciplinary action was taken by the school against this student.

Student Disposition

Student Name: **(Adams, Alexander G. Jr)** School Name: **Region1 HS** Grade: **12**

Information

Disposition Number: **1** Disposition Date: **10/27/2010** Staff Name: **An**, Carl**

Disposition Description

Disposition Code: **In-School Suspension (SPED)** Sub Category 1: Place Moved To: Modification: Authority Code:

Additional Text Comment

Enter an explanation here if the Disposition code is 11.

VICTIM RECORD

The victim record provides information on any victims from the incident. The number of Victim Records for an incident should equal the number in Known Offenders on the Incident Record.

This is a fixed length record of 42 characters.

Record Type (Inserted into Extract automatically)

Format	Length	Justify	Position	Required
Char	6	Left	1 – 6	Y

Value must be "Victim."

External Reference Number (Inserted into Extract automatically) Based on the Incident ID on the Information tab of the Incident Screen.

Format	Length	Justify	Position	Required
Char	20	Left	7 - 26	Y

This is a unique identifier assigned by the submitting district, and could be as simple as numeric numbering. This identifier will be used to communicate with the district regarding any problems with records that may not pass edits at MDE. It must match the External Reference Number indicated on the Incident Record.

Victim Type Add to table K12.Discipline.RelationtoSchool 1 digit

Format	Length	Justify	Position	Required
Number	1	Left	27	Y

There are specific values to be entered in this field found on the Field Values spreadsheet, which indicate a victim type.

Required to select one if an enrolled or employed victim was selected. Incidents must identify victim (known and victim type, or as unknown) for offender activities of: assault, harassment, bullying, hazing, cyber bullying, homicide, or robbery. Incidents may identify victim (known and victim type, or as unknown) for other offender activities.

This field defines whether the victim is a student or employee of the school. Valid values are:

- 1 Student *MARSS ID Known*
- 2 Teacher
- 3 District Employee
- 4 Student *MARSS ID Unknown*
- 5 Multiple Students (ex. Bus, classroom)if used then an explanation is required

MARSS Number (Inserted into Extract automatically) The MARSS number is pulled from the Student Screen – State Student Number.

Format	Length	Justify	Position	Required
Char	13	Left	28 - 40	C

The MARSS number is required only if the Victim Type is 1 (student). The student must be currently enrolled at the reporting school.

Multiple Victim Count Required if Victim is type 5. Enter in Additional Victims on Incident – Participants tab.

Incident ID: 1 Incident Date: 07/28/2010 Referred By: Solum, Cheryl Entered By: C

Information **Participants** Violations Documents

Date: 07/28/2010 Time: 11:00 AM Incident ID: 1 Referrer Last Name: Solum Referr: Cheryl

Participant Totals

Offender	Additional Victims	Total Victims	Bystander or Witness
1		0	1

Students Involved

Line	Student Name	Student Incident
1	(Adams, Alexander G. Jr)	Incident ID Incident
2	Adams, Anika L.	Incident ID Incident

Did Injury Occur Check the box on the Participant Tab in the ‘Students Involved’ screen.

Format	Length	Justify	Position	Required
Char	1	Left	41	Y

This will indicate whether the victim above was injured because of the incident. Valid values are “Y” or “N.”

Participant Totals

Offender	Additional Victims	Total Victims	Bystander or Witness
1		0	1

Students Involved

Line	Student Name	Gender	Grade	Incident Role	Injuries Sustained	Violation List	School Of Enrollment
1	(Adams, Alexander G. Jr)	M	12	Offender	<input type="checkbox"/>	Weapons > Nunchuks; Illegal Drugs > Possession/...	Region1 HS
2	Adams, Anika L.	F	11	Victim	<input type="checkbox"/>		Region1 HS

Cost to Victim – Enter the dollar amount on Participant Detail – Student Incident Detail. The extract will convert the dollar amount to the specific code.

Format	Length	Justify	Position	Required
Number	1	Left	42	Y

There are specific values to be entered in this field found on the Field Values spreadsheet, which indicate the cost to victim.

This field defines a cost impact to the victim. This could include medical expenses or missed time from work. Valid values are:

- 1 \$0
- 2 \$1 - \$500
- 3 Over \$500

The screenshot shows a web application interface with several sections:

- Student Incident Detail**: Includes tabs for Incident Detail, Incident Violations, Additional Information, and Enrollment Restrictions. Below the tabs are fields for Incident ID (1), Incident Date (07/28/2010), Entered By (Coliseum, Nick E.), and Referred By (Solum, Cheryl).
- Print Discipline Report**: Contains a 'Print Disciplinary Action Form' button and two dropdown menus for 'Merge Document' and 'Merge Language'.
- Student Incident Information**: Contains fields for Incident Role (Victim), Cost to victim (empty), School of Residence (Region1 HS), Last Change Date (08/10/2011 11:40:00), and Last Change User (User, Admin). There are also checkboxes for 'Explained To Student' and 'Teacher Conference'.

An arrow points from the 'Merge Document' dropdown menu to the 'Cost to victim' field.

CHAPTER SIX: MN COMMON COURSE CATALOG

DISTRICT COURSE SETUP

New fields are added to the District Course screen on the Description Tab to enter the MCCC required data.

- | | |
|---|---|
| A) Subject Area (National/State versions) | B) Course Level (National/State versions) |
| C) Course Code | D) Sequence/Sequence Limit (combined) |
| E) Available Credit (National Only) | F) Standard Addressed |
| G) Grad Requirement Indicator | H) End of Course Indicator |
| I) AP Indicator | J) IB Indicator |
| K) College Code | L) College Course Code |
| M) College Course Credits | |

The screenshot shows the 'District Course' form with the 'Description' tab selected. Red arrows point to the 'District Course' title and the 'Description' tab. Red circles with letters A-M are placed over various fields to correspond with the legend above:

- A**: Subject Area (National Course Classification)
- B**: Course Level (National Course Classification)
- C**: Course Code
- D**: Sequence
- E**: Available Credit
- F**: Standard Addressed
- G**: Grad Requirement Indicator
- H**: End Of Course Indicator
- I**: AP Indicator
- J**: IB Indicator
- K**: College Code
- L**: College Course Code
- M**: College Course Credits

DESCRIPTION OF MCCC FIELDS

A. Subject Area

- This is listed in both the National and State Course Classification groups. We recommend that you use both of them.
- Minnesota users must use the State Course Classification Subject Area because Minnesota has a slightly different version than what was recommended nationally.
- Valid descriptions exist in an alphabetic drop down list.
- See enclosed Appendix A for a complete listing of Subject areas for National and Minnesota

B. Course Level

- Minnesota users will use the Course Level area found in the State Course Classification grouping.
- Please check each box that is appropriate for the course. Multiple entries are valid.
- Minnesota has added values to this list that were not on the National listing.

C. Course Code

- Course Codes will be found in the National Course Classification grouping.
- These course codes are in an alphabetic drop down list. The list is filtered based on the subject area that is selected in the National Course Classification grouping. If that field is left blank than all courses are listed.
- You will see the Course Code description from the drop down but the course code will be in the XML file.

D. Sequence / Sequence Limit

- These fields have been combined and your entry if needed will be at least two characters, first character is the sequence and the second character will the sequence limit. Example if the course you are working on is part of a consecutive series of courses your sequence number may look like this 14. Where this course is part one of four. If the course were part two of four you would enter 24 and so on...
- If you enter a number into this field it has to be a two digit number

E. Available Credit

- This is not needed for MN MCCC reporting, but we recommend that you complete it.
- Available credit is the amount of Carnegie unit credit available to the student who successfully meets the objectives of the course.
- It is a one-digit whole number with no more than two decimal places. Examples; 1.00, 0.50, 0.25

F. Standard Addressed

- This is a drop down listing asking if this course addresses any standards.

- Standards can be from the following values: National, State, Local, Combination, or None.

G. Graduation Requirement Indicator

- This check box will indicate if this course meets any specific graduation requirements in your district
- If a student can choose one course from a list of two or more options to meet the local requirement, this option should be checked for all courses.
- When checked this value will report as True

H. End of Course Indicator

- Currently this indicator applies only to the state high school science assessment. Local school systems determine when students have received all the instruction necessary to qualify them to take the state high school assessment in science. If multiple courses mark the end of instruction and qualify students to take the state assessment, all should be checked.
- When checked this value will report as True

I. Advanced Placement Indicator

- This indicator applies only to courses officially sanctioned by the College Board as Advanced Placement (AP). Local Pre-AP courses that prepare students to take official AP courses should not be checked.
- When checked this value will report as True

J. International Baccalaureate Indicator

- This indicator applies only to courses officially sanctioned by the International Baccalaureate Organization (IBO) as International Baccalaureate (IB). Local Pre-IB courses that prepare students to take official IB courses should not be checked.
- When checked this value will report as True

K. College Code

- This is the Federal School Code for where this college course was taken.

L. College Course Number/Code

- This is the post-secondary institution's course number.

M. College Credit

- This is the number of college credits available to the student if he/she successfully completes the college course requirements.

DATA ENTRY RECOMMENDATIONS

It is recommended that you complete each course as per the example below:

- ❑ Complete the following fields for each course reported:

National Course Classification – Subject area (this will filter the Course Code drop down to only the courses in that subject area)

Complete the Sequence/Sequence Limit field if needed

Available Credit

State Course Classification – Subject area (this is what is reported to MDE)

State Course Classification – Course Level -Check as many boxes as needed to report accurately for this course

Standard Addressed

Indicator check boxes (Grad Requirements, End of Course, AP, IB) Leave them blank if they do not apply

College Code Leave this blank if it does not apply

College Course Code Leave this blank if it does not apply

College Course Credits Leave this blank if it does not apply

▼ District Course

Course ID: 7905 Course Title: Concert Band

Course	Description	Year Override	Pre/Corequisite	Schools Teaching
7905	Concert Band			

Description

National Course Classification

Subject Area Course Level

Fine and Performing Arts

Course Code

Concert Band

Sequence Available Credit

14 1.00

State Course Classification

Subject Area

Visual and Performing Arts

Course Level

Basic or remedial course
 General or regular course
 Enriched, honors, advanced course
 Dual/concurrent enrollment course
 Articulation agreement course
 Industry/occupational certification course
 Not applicable
 No credit

Standard Addressed

State

Grad Requirement Indicator
 End Of Course Indicator
 AP Indicator
 IB Indicator

College Code College Course Code College Course Credits

123456 acme 3.000

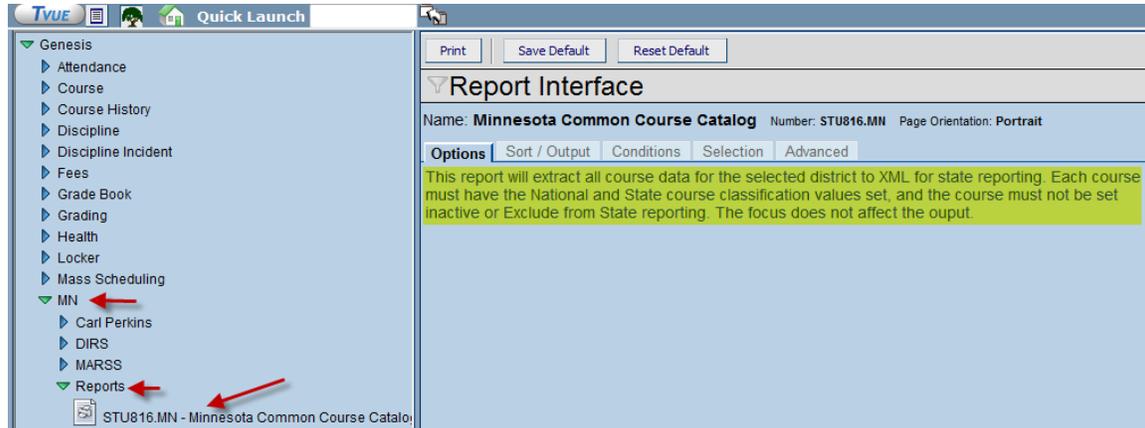
Appendix A: Subject Area

National	State – Mn version of Subject Areas
Academic and Career Development (MN subj.)	Academic and Career Development
Agriculture, Food, and Natural Resources	Agriculture, Food, and Natural Resources
Architecture and Construction	Architecture and Construction
Business and Marketing	Business and Marketing
Communications and Audio/Visual Technology	Communications and Audio/Visual Technology
Computer and Information Sciences	Computer and Information Sciences
Engineering and Technology	Engineering and Technology
English Language and Literature	English Language and Literature
	Family and Consumer Sciences
Fine and Performing Arts	
Foreign Language and Literature	
Health Care Sciences	Health Care Sciences
Hospitality and Tourism	Hospitality and Tourism
Human Services	Human Services
Life and Physical Sciences	Life and Physical Science
Manufacturing	Manufacturing
Mathematics	Mathematics
Military Science	Military Science
Miscellaneous	
Physical, Health and Safety Education	Physical, Health and Safety Education
Public, Protective and Government Service	Public, Protective and Government Service
Religious Education and Theology	Religious Education and Theology
Social Sciences and History	Social Sciences and History
Transportation, Distribution and Logistics	Transportation, Distribution and Logistics
	Visual and Performing Arts
	World Languages and Literature

- Minnesota does not have a “Miscellaneous” subject area.
- Minnesota uses World Languages and Literature instead of Foreign Language and Literature.
- Minnesota uses Visual and Performing Arts instead of Fine and Performing Arts
- Minnesota has added subject areas that the National area does not have which are:
 - *Family and Consumer Sciences (look for these codes under Miscellaneous (National subject area))*
 - *Academic and Career Development (this subject area was added to the National drop down)*

CREATING THE XML FILE

Under the Synergy Tree, open the Synergy/MN/Reports node to see the report STU816.MN that you will use to create the XML file for submission to MDE.



Please note:

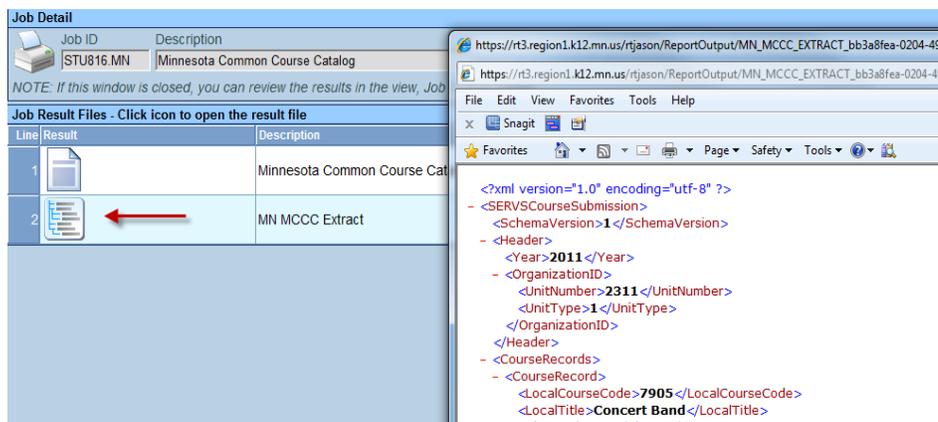
- The only courses extracted are those with values in the National and State Course Classification areas.
- The courses must be active and not Excluded from State Reporting.
- Your focus when running this job does not affect the output.

When you click the Print button to begin this job and when the job finishes you will see the following two icons:

- The document labeled Minnesota Common Course Catalog is the log file with the “Begin” and “End” times of the extract.
- The document labeled MN MCCC Extract is your XML file.

Results		
Job Detail		
	Job ID	Description
	STU816.MN	Minnesota Common Course Catalog
NOTE: If this window is closed, you can review the results in the view, Job Queue Viewer.		
Job Result Files - Click icon to open the result file		
Line	Result	Description
1		Minnesota Common Course Catalog
2		MN MCCC Extract

When you click on the XML extract icon, a second window will open showing you the records within the file. Simply click the File drop down and save this file to a location that you will remember when it is time to upload it to MDE. Be sure to leave the XML extension on the file name. The extension is important the file name is not, but we would recommend it to be something like MCCC_DDDD_2011 (where DDDD is your district number).



The screenshot shows the Job Detail window on the left and a web browser on the right. The Job Detail window displays the job information and a table of Job Result Files. The table has two rows: Line 1 with a document icon and description 'Minnesota Common Course Catalog', and Line 2 with an XML icon and description 'MN MCCC Extract'. A red arrow points to the XML icon. The web browser shows the XML content of the file, including the following structure:

```
<?xml version="1.0" encoding="utf-8" ?>
- <SERVSCourseSubmission>
- <SchemaVersion>1</SchemaVersion>
- <Header>
- <Year>2011</Year>
- <OrganizationID>
  <UnitNumber>2311</UnitNumber>
  <UnitType>1</UnitType>
</OrganizationID>
</Header>
- <CourseRecords>
- <CourseRecord>
  <LocalCourseCode>7905</LocalCourseCode>
  <LocalTitle>Concert Band</LocalTitle>
  <SiteNumber>0</SiteNumber>
```