

**PREPARING FOR  
YEAR-END TRANSITION  
(Spring Procedures for Fall Enrollment)**

A large, multi-pointed blue starburst graphic with a white outline, centered on the page. Inside the starburst, the text 'NEW INFORMATION FOR 2011-12' is written in a bold, black, sans-serif font.

**NEW  
INFORMATION  
FOR 2011-12**

## PREPARING FOR YEAR-END TRANSITION

### CHECK LIST:

\_\_\_\_\_ Staff Maintenance

- Copy from current year
- Update staff

\_\_\_\_\_ Homeroom Maintenance

- Copy from current Year
- Update homerooms

\_\_\_\_\_ Student Pre-Transition List

- Assign students to homerooms

## PREPARING FOR YEAR-END TRANSITION

### OUTLINE:

- A. Staff Maintenance
  - Copy/update staff
  - Staff details
  
- B. Homeroom Maintenance
  - Copy/update Homerooms
  
- C. Student Pre-Transition List
  - Enter next year assignments (School, grade and homeroom)
  - New enrollments
  - Printing lists **\*NEW\***
  - Withdrawing students **\*NEW\***

## INTRODUCTION

The *Staff Maintenance* window allows you to add or delete staff. Staff must be added to your school before they can be assigned to a homeroom.

### A. STAFF MAINTENANCE

- **COPY/UPDATE STAFF**

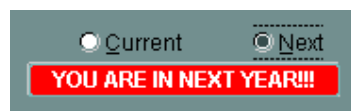
#### ACCESS:

Menu path: *School > School Information > Staff Maintenance*

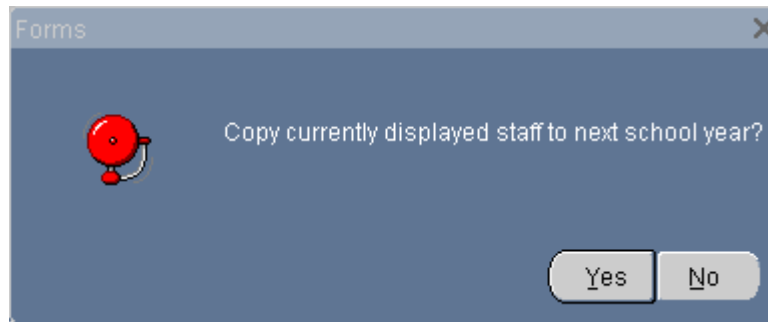
### STAFF MAINTENANCE (SCH040)

Initials	Name	SSN	ID	Paid by Other District	Select
RAA	AHLBRECHT, RENEE A		1541		?
MA	ALBERTS, MARY ETTA		1570		?
JPB	BORG, JAMIN P		1540		?
CHB	BRYANT, CAROL H		1575		?
JLC	COKER, JODY L		1562		?
WSC	COMFORT, WENDY S		1567		?
DJC	COOGAN, DEBORAH J		1565		?
MF	FELLOWS, MARY LOU		1537		?
JF	FORBES, JOHN DAVID		1569		?
MJF	FOSSUM, MARLENE J		1550		?
LJG	GALLO, LORI J		1542		?
MCG	GOWIN, MARI C		1557		?

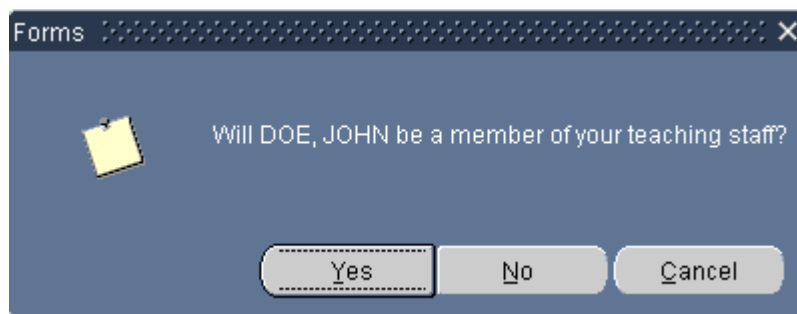
1. Click **All Staff** radio button. All staff members for your school will show.
2. Select **CURRENT** or **NEXT** radio button. The **CURRENT** radio button lets you bring up the current staff members. The **NEXT** radio button lets you bring up the staff members for next year. When you are on the >Next Year screen, you will see a red message box reminding you that you are working in >Next Year.



**Note:** When you click on the **NEXT** radio button, you will see a message asking if you want to copy staff to next year.



3. Click "**Yes**" to copy staff to next year.
4. To delete a staff member at your school click on the **DELETE** button. You will need to delete this teacher's homeroom assignment before you can delete them as a staff member at this school. (See Homeroom Maintenance section of this guide..)
5. To add a staff member to your school click on the **ADD** button.
6. Type in the Initials and the Name and click the **SAVE** button.
7. You will receive a message asking if this person will be a member of your teaching staff.



8. Click **Yes** to answer this message.

**Note:** If you forget to click the **All Staff** button or answer No to the above question, you can highlight a record and click on the **Staff Details** button to indicate this person is a teacher or to add more information.

● **STAFF DETAILS:**

Staff Details are entered on this screen. To track beyond the Teacher ID, Name, Initials, and Employee Number will be a building decision.

**ACCESS:**

Menu path: *School > School Information > Staff Maintenance > Staff Details Button*

**STAFF DETAILS (SCH044)**

The screenshot shows a web-based form for entering staff details. At the top, there are fields for '224' and 'FOSS HIGH SCHOOL'. Below this, there are radio buttons for 'Current' and 'Next', and another set for 'Teaching Staff', 'Non-Teaching Staff', and 'All Staff'. The form is divided into several sections:

- Basic:** Includes fields for Teacher Id (36688), Last Name (LAST), First Name (FIRST), Middle Name, Birthdate, Gender, Ethnicity, Employee # (000013457, highlighted in red), Address, State Id, Sub Id, Cert Name, Experience, and Service Provider #. There are also checkboxes for 'Teacher Indicator' and 'Paid By Other District'.
- Contact Details:** Includes fields for Phone #, Voice Mail #, Work #, Cell Phone #, Pager #, E-Mail, and E-Mail Password. There is an 'Unlisted' checkbox.
- Assigned Room:** A dropdown menu.
- Grades Taught:** A dropdown menu with 'Add' and 'Delete' buttons.
- Vehicles:** A table with columns for Make, Model, Year, Color, Plate #, and Parking. There are 'Add' and 'Delete' buttons for this section.

At the bottom of the form, there are buttons for 'Photo', 'Staff Roles', 'Qual', 'Timetabling...', 'Medical Info', 'Trans', 'Curr Subject Access', 'ADD', 'DEL', and a printer icon.

## B. HOMEROOM MAINTENANCE

The *Homeroom Maintenance* window is used to maintain information regarding school homerooms.

### COPY/UPDATE HOMEROOMS

Menu path: *School > School Information > Homeroom Maintenance*

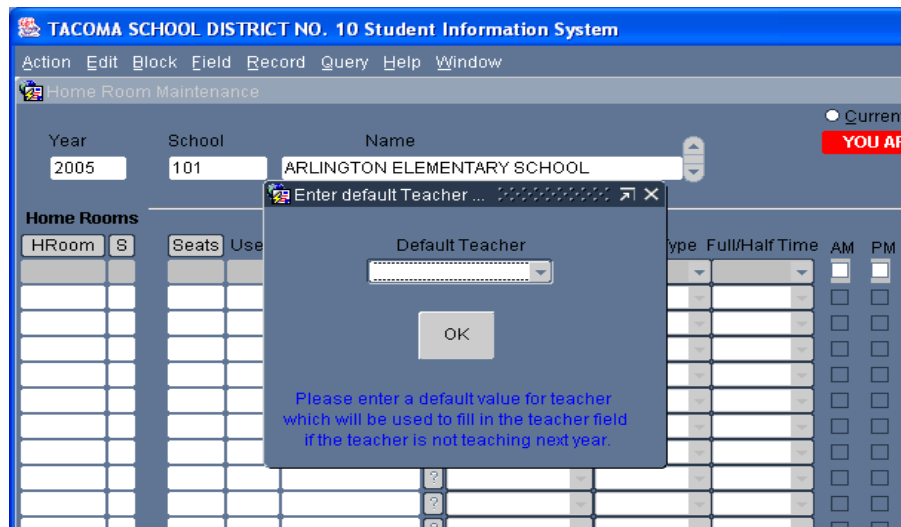
HRRoom	S	Seats	Used	Teacher	Room	Class Type	Full/Half Time	AM	PM	Course Type
101	1	30	3	Bach, Sebastien	Rm 1 - 1st Flr	Regular	Full Ti...			General
102	1	30	2	Bannon, Race	Rm 3 - 1st Flr					Science
103	1	30	2	Boyd, William	Rm 2 - 1st Flr					
104	1	30	0	Cramden, Alice	Rm 4 - 1st Flr					
105	1	30	0	Cruise, Thomas	Rm 5 - 2nd Flr					
106	1	30	0	Hobbs, Dana	Rm 6 - 2nd Flr					
107	1	30	0	Hyde, Christina	Rm 7 - 2nd Flr					

### HOMEROOM MAINTENANCE (SCH140)

1. Use the *Homeroom Maintenance* window to identify all Homeroom Groupings in your school, with the associated teacher and room. This information is used when students are assigned to Homerooms.
2. Information is displayed for the current school year. To display Home Room information for the next school year, click on the **NEXT YEAR** button. You will see a red message box reminding you that you are working in Next Year.



**Note:** The first time you click on “Next Year” you will be given the option to copy the current year homerooms to next year. Click “**YES**” to copy homerooms to next year.



**Note:** The “Enter Default Teacher” box is used for any homeroom that is vacant or unassigned for next year. Hit the **OK** button to continue.

3. Complete the fields as described below.
4. To add a new Homeroom, click on the **ADD** button. You must add the homeroom for both 1<sup>st</sup> and 2<sup>nd</sup> semester at this time. If the room doesn’t appear on the dropdown list, it must be added in “Room Maintenance.” See School Level Administration section of the eSIS User Manual.
5. To delete a Home Room, highlight the row and click on the **DELETE** button. You must delete the homeroom for both 1<sup>st</sup> and 2<sup>nd</sup> semester at this time.
6. To save changes, click on the **SAVE** icon.

## C. STUDENT PRE-TRANSITION LIST

The *Student Transition List* is used to enter next year information for students. Write (change) access to this screen will only be available to you from approximately March until Year-End Transition is processed during the summer.

### ENTER NEXT YEAR ASSIGNMENTS: STUDENT TRANSITION LIST (STU591)

Menu Path: *School > Pre Transition > Pre-Transition List*

Student Name	Pupil No.	Hrm1	Hrm 2	Gr.	Sch.	Nx Sch.	Nx Hrm1	Nx Hrm 2
Adams, Kristopher	1106588	RM 1	RM 1	K2	187	187		
Anderson, Erial	1096412	RM 14	RM 14	2	187	187		
Anderson, Isaac	1100281	RM 7	RM 7	1	187	187		
Anderson, Jesse	1103367	RM 2AM	RM 2AM	K	187	187		
Anderson, Rebecca	1112340	RM 2AM	RM 2AM	K	187	187		
Andrews, Jayden	1114190	RM23AM	RM23AM	PS	187	187		
Armstrong, Tesha	1085661	RM 22	RM 22	3	187	187		
Arnott, Christopher	1095294	RM 1	RM 1	K2	187	187		
Asplund, Christian	1078497	RM 22	RM 22	3	187	187		
Atkinson, Tianna	1087186	RM 6	RM 6	2	187	187		
Ausley, Alexander	1087840	RM 3	RM 3	2	187	187		
Badger, Jenna	1069863	RM 21	RM 21	4	187	187		
Baines, Deandre	1103594	RM 22	RM 22	3	187	187		
Baines, Michaela(Kayla)	1095972	RM 15	RM 15	1	187	187		

Enter the default admission date & reason for students that will transition to a new school

Default Admission Date:

Default Admission Code:

Display school name:

Record: 1/1

1. Click on the **Students Remaining** radio button to see students who will be in grades PS-5 at your school next year. Click on the **Students Coming** radio button to see students currently in other buildings who are scheduled to attend your school next year.
2. Type in the **Default Admission Date** (8/1/2011) and select a **Default Admission Code** (Re-enrollment within District) before entering information on this screen. This information is required for all changes made on this screen.
3. Scroll to the right to see the **Nx Sch** (next school) and **Nx Hrm1** (next semester 1 homeroom) and **Nx Hrm2** (Next semester 2 Homeroom) columns.

4. Enter the homeroom for the student. You need to enter both the >**Nx Hrm1** (Semester 1) and >**Nx Hrm2** (Semester 2) fields.
5. This is also where you will correct the grade or next school for a student if necessary.
6. Click on the **SAVE** button.

**Note:** The query feature (F7...F8) can be used on this screen. Here are some queries that may save you time:

- Query a grade level  
Click in the **Student Name** field > F7 > type a grade in the **Gr.** field > F8
- Query a current homeroom  
Click in the **Student Name** field > F7 > type a homeroom in the **Hrm 2** field > F8

## NEW ENROLLMENTS

When enrolling a student in eSIS for the next school year, follow these steps to ensure accuracy of next year information:

Click the **ADMIT** icon on the Start Screen. Do a query to search for the student within eSIS.

A. If the student is in eSIS, **and** the student **IS** currently enrolled at another school:

1. Call the school of enrollment and ask them to change the student's NEXT SCHOOL to your school on their Pre-Transition List.
2. Once this is done, you can access the student record and set the student's NEXT GRADE and HOMEROOMS for next school year on your Pre-Transition List.

B. If the student is in eSIS, **and** the student **IS NOT** currently enrolled at another school OR if your query does not find the student within eSIS:

1. Enroll the student into your school with an admit date of 8/1/2011. Do not set homerooms for the student on the Basic Screen.
2. Set the student's NEXT SCHOOL, NEXT GRADE and HOMEROOMS on the Pre-Transition List.

**PRINTING LISTS:**

There are two ways to print a Pre-Transition List, see below for the directions on how to print them.

**Method #1:****PRE-TRANSITION LIST (STU590P)**

Menu Path: *School > Pre Transition > Pre-Transition List*

The screenshot shows a web-based form titled "TACOMA SCHOOL DISTRICT NO. 10 Student Information System". The form is for generating a "Pre-Transition Report". At the top, there are fields for "School" (containing "179"), "Name" (containing "STANLEY ELEMENTARY SCHOOL"), and "School Year" (containing "2004/2005"). Below these is a "Report Title" field containing "Pre-Transition Report". There is a "Sort by:" dropdown menu set to "Alpha". Below that are four radio buttons: "Students Remaining", "Students Leaving", "Students Coming", and "Students Active". At the bottom of the form is a "Grade" dropdown menu set to "All". At the very bottom of the window, there is a "Run in Background?" dropdown set to "No", and a status bar showing "Record: 1/1" and "<OSC>".

1. Change the report title (Optional).
2. Select a "sort by" option.
3. Click the appropriate radio button indicating which report to generate.
4. Select the grade level(s) to include on the report.

**Method #2:****STUDENT PRE-TRANSITION LIST - NEW (CUST423A) \*NEW\***Menu Path: *Reports>Enrollment reporting>Student Pre-Transition List – New*

Student Pre-Transition List - NEW

TACOMA SCHOOL DISTRICT NO. 10 Student Pre-Transition List - NEW School Year: 2010/2011

Report Title: Student Pre-transition List

Select Multiple Schools or select school from list Foss High School

Report Formats:

<input type="checkbox"/> Current Students	<input type="checkbox"/> Mailing Labels	<input type="checkbox"/> Include Copy of Correspondence
<input type="checkbox"/> Students Remaining	<input type="checkbox"/> Mailing Labels	<input type="checkbox"/> Include Copy of Correspondence
<input type="checkbox"/> Students Coming	<input type="checkbox"/> Mailing Labels	<input type="checkbox"/> Include Copy of Correspondence
<input type="checkbox"/> Students Leaving	<input type="checkbox"/> Mailing Labels	<input type="checkbox"/> Include Copy of Correspondence
<input type="checkbox"/> Next Year Students	<input type="checkbox"/> Mailing Labels	<input type="checkbox"/> Include Copy of Correspondence

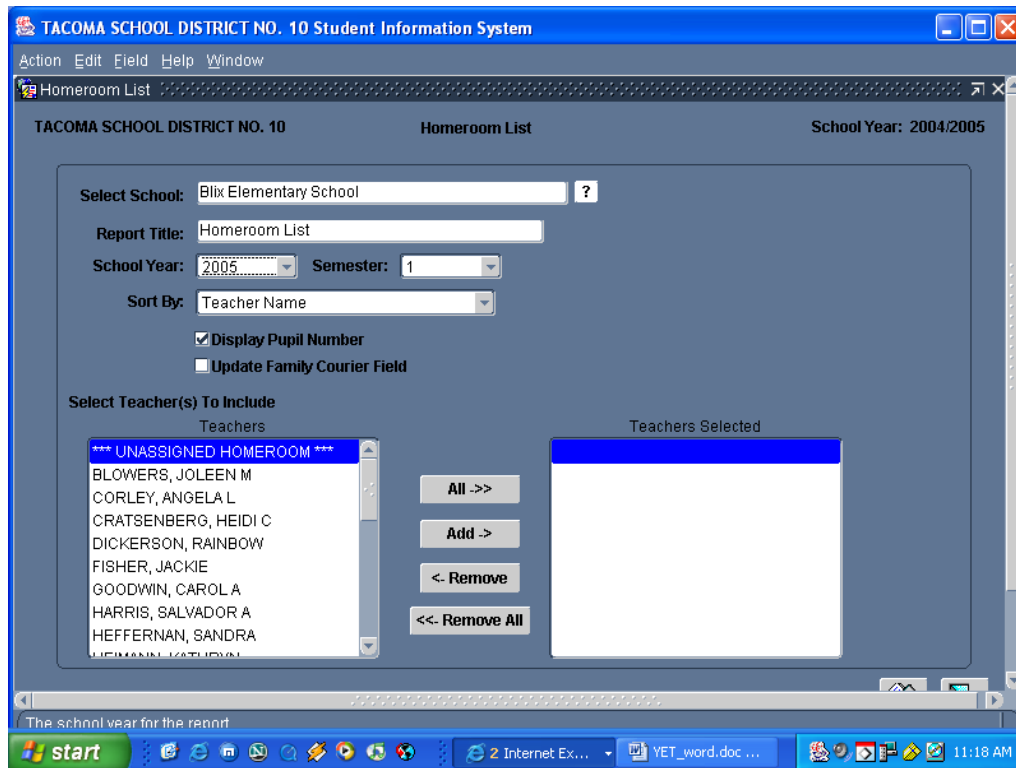
Sort: Student Name

Run in Background? No

1. Select school
2. Select report format (Reminder: Labels are unavailable)
3. Sort by student name, grade, next school/grade level, or next school/student name
4. Click the Printer Icon to run the report

## HOMEROOM LIST (CUST293A)

Menu Path: *Reports>Class Reporting>Homeroom List*



1. Change the Title (optional).
2. Select next school year.
3. Sort by teacher name or room number.
4. Select teachers to include
5. Click the printer icon to run the report.

**Withdrawing students: \*NEW\***

Menu Path: *School > Pre Transition > Pre-Transition List*

Review the following page for instructions on how to withdraw students using the pre-transition screen and/or the typical withdraw screen:

Student Pre-Transition List

224 FOSS HIGH SCHOOL

Students Remaining
  Students Leaving
  Students Coming
  Students Active

<----- CURRENT YEAR INFORMATION -----> <----- NEXT YEAR INFORMATION ----->

Student Name	Pupil No.	Hrm1	Hrm 2	Gr.	Sch.	Transition Withdraw Code	Destination
Abdullah, Ali	2044482	RM 320	RM 320	9	224		
Abdullah, Noor	2044666	RM 501	RM 501	10	224		
Able, Nyanda	1081262	UPL705	UPL705	10	224		
Abu-Ulbeh, Yousef	1099840	LOL811	LOL811	11	224		
Adespya, Stepan	1114915	RM 604	RM 604	9	224		
Agnew, Tori	1092606	LL1	LL1	11	224		
Aguilar, Kimberly	2032331	RM 602	RM 602	11	224		
Aguilera, Shane	1113637	RM 418	RM 418	12	224	TRANSFER OUT - NOT C...	WASHINGTON
AhQuin, Elizabeth	2040825	LIBRY	LIBRY	11	224		
AhQuin, Joseph	2040826	RM802A	RM802A	11	224		
Ahdut, Matan	2053270	LIBRY	LIBRY	11	224		
Ahmed, Noora	2054675	RM 110	RM 110	11	224		
Al-Mansoob, Rafat	2048165	LIBRY	LIBRY	11	224		
Al-Mansoob, Sozan	2048157	RM 702	RM 702	10	224	TRANSFER WITHIN DIST...	WASHINGTON

Enter the default admission date & reason for students that will transition to a new school

Default Admission Date: 08/01/2011  
 Default Admission Code: RE-ENROLLMENT WITHIN DISTRICT

See next page....

Withdrawal Type	When should this be done?	Where this should be done	Withdraw date to input	Fields to update	Withdraw Code	Admission Date	Admission Reason
Unconfirmed withdrawal- No records request received. (Dropouts)	Last day of school thru 7/31/2011.	Use typical Withdraw Screen	Last day of school plus 1 day. i.e. For last day of 6/16/11, input 6/17/11.	Date, Reason, Planned Destination, and/or (select district or see planned destination field)	Transferred Out Not Confirmed	n/a	n/a
Confirmed withdrawal- Records request received.	Last day of school thru 7/31/2011.	Use typical Withdraw Screen	Last day of school plus 1 day. i.e. For last day of 6/16/11, input 6/17/11.	Date, Reason, Planned Destination, and/or (select district or see planned destination field)	Transferred Out Confirmed	n/a	n/a
Transfer within district when student remains in school level (Ele to Ele etc.)	When pre-transition screen becomes available.	Pre-Transition screen	n/a	Pre-Transition screen: Change Nx Gr, Nx Sch and Withdraw Reason	Transfer Within District	8/1/2011	Re-Enroll Within District
Transfer within district when student changes school level (Ele to Mid, Mid to HS)	When pre-transition screen becomes available.	Pre-Transition screen	n/a	Pre-Transition screen: Change Nx Gr and Nx Sch	Transfer Within District	8/1/2011	Re-Enroll Within District
Students retained in grade	When pre-transition screen becomes available	Pre-Transition screen	n/a	Pre-Transition screen: Change Nx Gr, Nx Sch and Retention Reason	n/a	8/1/2011	Re-Enroll Within District
Non-graduating seniors not scheduled to return in the fall	When pre-transition screen becomes available.	Pre-Transition screen	n/a	Pre-Transition screen: Delete Nx Gr and Nx Sch	4 or more years did not graduate	n/a	n/a
* Graduating seniors- Performed by Student System Support staff	After final grades are input, including Summer School grade s.	Mass Update: Mass Evaluate Diploma	n/a	Pre-Transition screen auto updates	Year-end-transition sets to Graduated	n/a	n/a

\* Graduating seniors will not move to a Graduate status if they have any next year courses\*