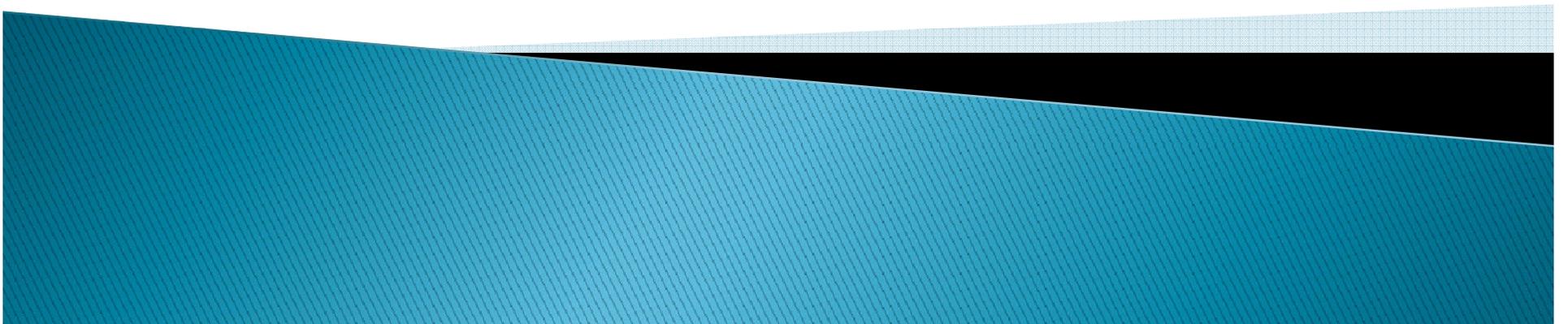


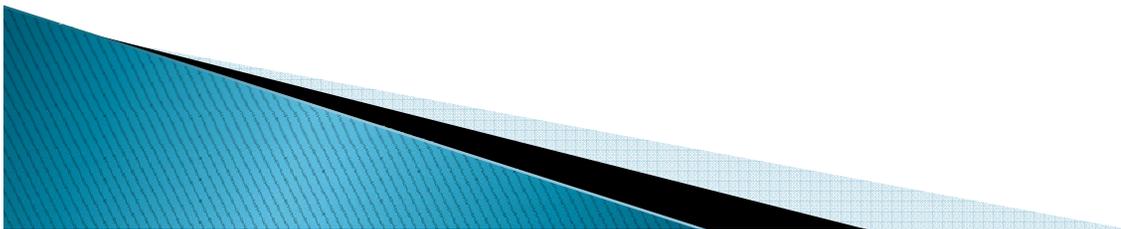
# EASIER using JMC

2009–2010



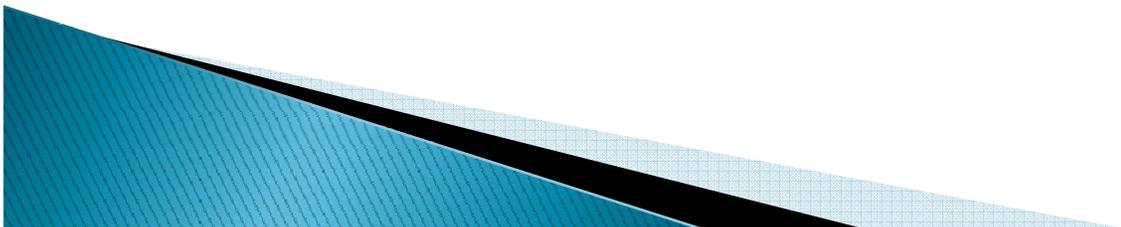
# Import Enrollment History from Prior Year

- ▶ If you have not done so, do it now!
- ▶ Will update enrollment records and check boxes in your 09–10 database
- ▶ Document is posted on EASIER Website describing process



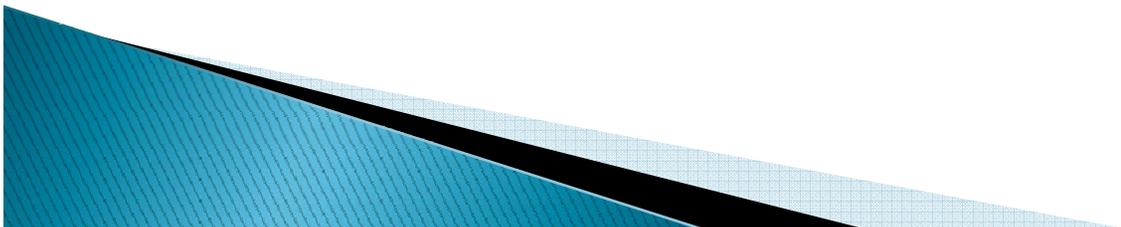
# Who should be sent in Fall EASIER?

- ❑ All non-graduates who were active on the last day of school in 08-09.
  - This includes students who transferred over the summer.
- ❑ All students who were either exited due to an expulsion (Exit Code 5) or illness (Exit Code 9) or interim placed (Exit Code 27) on the last day of school in 08-09.



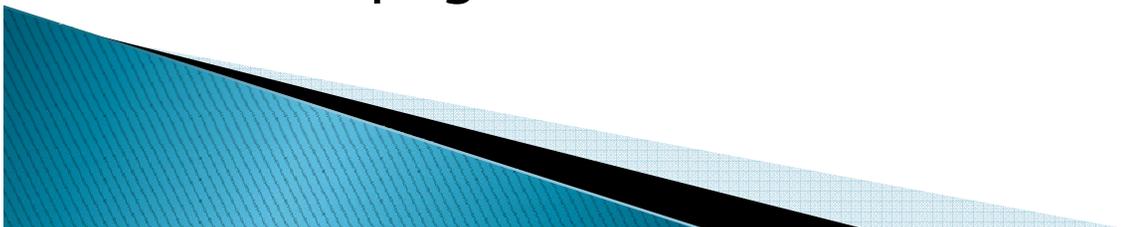
# Entering Students

- ▶ Attendance–Student–Enter Student
  - Remember: Entry Tab – Entry Date (District)
  - Deleted Entry Code ‘20’ Nonenrolled
    - Enroll student with entry code they would be if not exited
  - Added Foster Care indicator
    - Must ‘End or Change Enrollment’ and ‘Re–enter’ student if Foster Care status changes
    - Students in Non PMIC Residential Facilities are Foster Care students
    - See page 32 in Data Dictionary for Foster Care coding chart



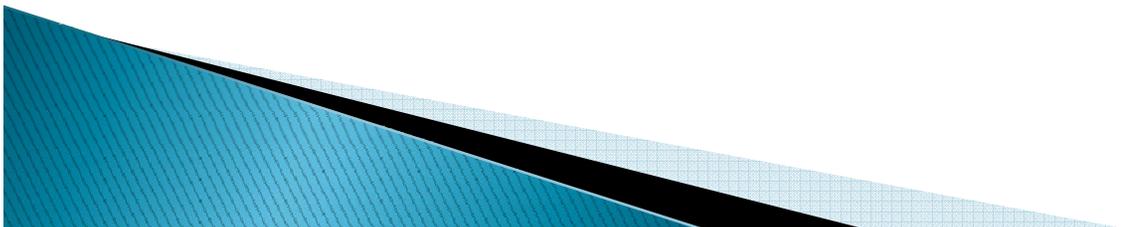
# Entering Students

- ▶ Added Residential Facility indicator
  - Use for students enrolled only because a residential facility is in your district
  - See page 31 in Data Dictionary and Appendix VII in Certified Enrollment via EASIER document for listing of codes
- ▶ Reminder: FTE is seat-time and NOT weighting
  - See page 27 in Certified Enrollment via EASIER document for charts on calculating FTE
- ▶ Change in coding some Foreign students
  - See page 24 in Data Dictionary



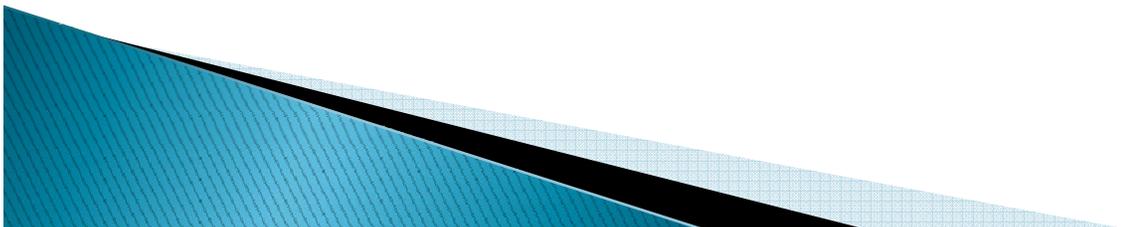
# Exiting Students

- ▶ Attendance–Student–Exit Student
  - Do NOT use ‘Edit History’
  - Entry Date assumes student is enrolled at the beginning of the day
  - Entry Date assumes student leaves at the end of the day
  - Added Exit Code ‘28’ Within District Transfer
  - Added Exit Code ‘29’ Expulsion Continuing from Prior Year
  - Refer to Certified Enrollment via EASIER or Coding Matrix for coding specific situations



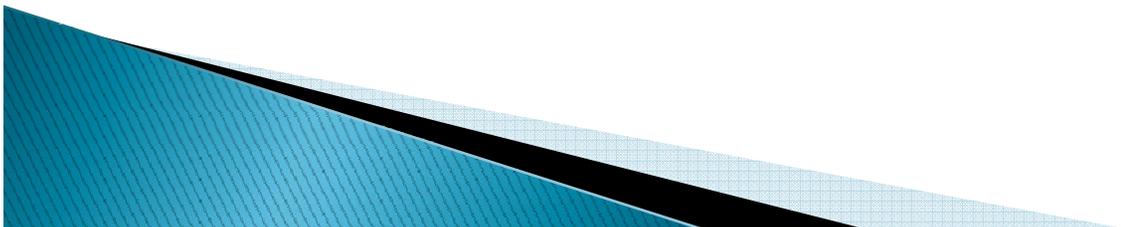
# Re-entering Students

- ▶ Use when a student has had prior attendance for the year
- ▶ Will not erase prior attendance records
- ▶ Will need to exit student and re-enter student when there is a change in:
  - Entry Code and/or Resident District
  - FTE
  - Foster Care
  - Residential Facility



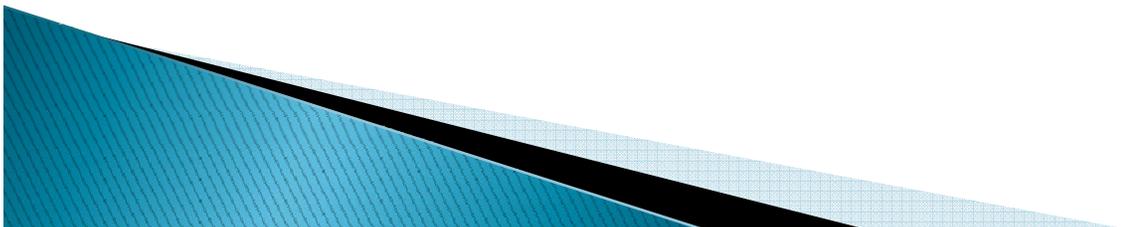
# Student Indicators – General Tab

- ▶ EASIER box – Keep checked when student leaves during the year
- ▶ Attend box – Keep checked when student leaves during the year. Will include attendance for exited students on ADA and ADM reports.
- ▶ Active box – Automatically unchecked when student is exited



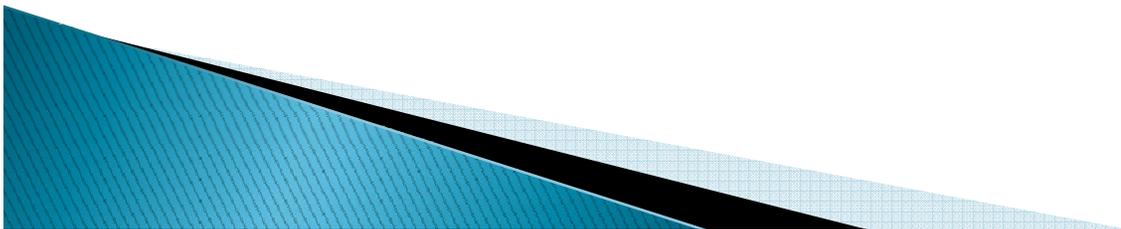
# Student Indicators – General Tab

- ▶ Don't forget Activity Participation
  - Only for 9–12 CPI Dual Enrolled students
  - State testing (ITED) is an activity
  - Needed for Certified Enrollment
  
- ▶ Early Intervening Services
  - See page 42 in Data Dictionary
  - Better definition and description
  
- ▶ State Vol PK
  - Formerly known as 'Quality Preschool Program'
  - Only for Statewide Voluntary Preschool Program students



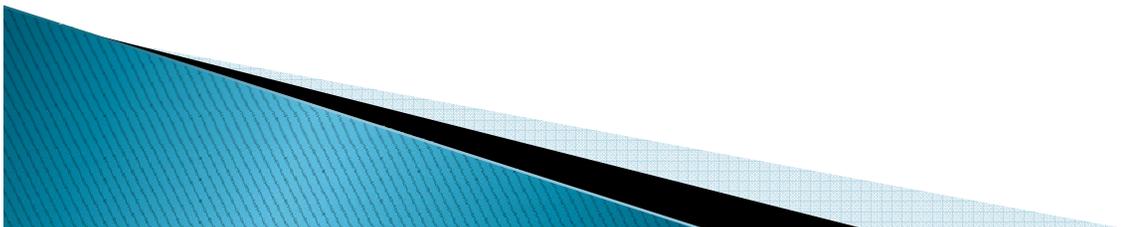
# Student Indicators – State Report Tab

- ▶ Contains Grad Info
  - EASIER–EASIER–Edit Student Data has been deleted
- ▶ Now contains the ‘Edit History’ button
- ▶ At-risk
  - See page 40 in Data Dictionary
- ▶ Added Student Option Transfer
  - See page 55 in Data Dictionary
- ▶ Added Program 1, Program 2, and Program 3
  - See pages 55 and Addendum H in Data Dictionary



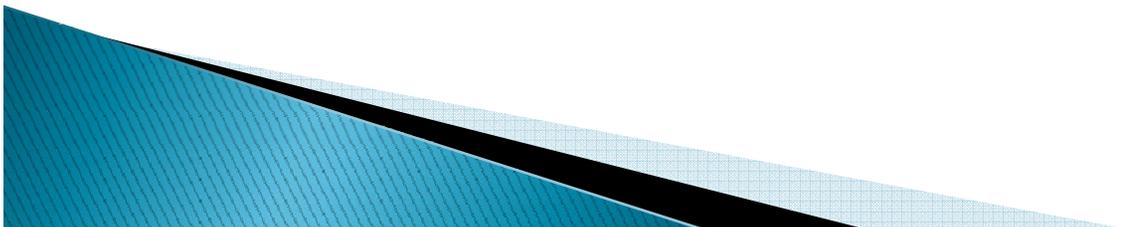
# Student Indicators – Race/Ethnicity Tab

- ▶ Shows Ethnicity from prior year
  - Cannot edit
  - Is not extracted in EASIER
- ▶ Must answer Hispanic/Latino dropdown and click on appropriate Race box(es)



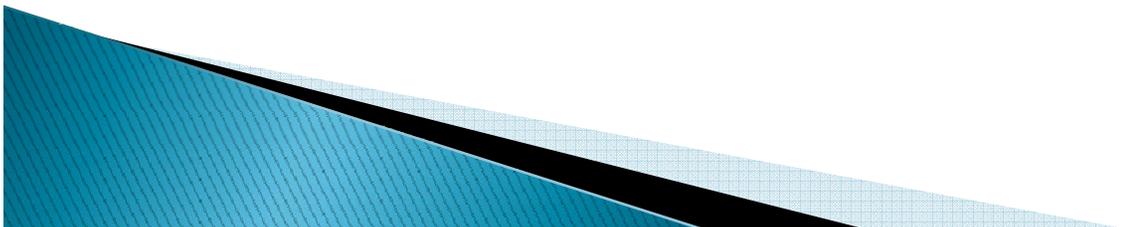
# Student Indicators – Custom Fields Tab

- ▶ Works the same as before – New location



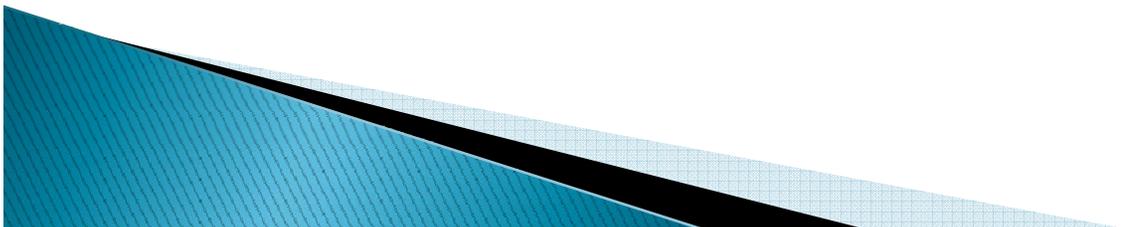
# Student Indicators – ELL/LEP Tab

- ▶ Primary Language is a new code set
  - JMC has converted data to new codes
- ▶ Only Status '1' students are counted for Supplemental Weighting on Certified Enrollment
  - See page 64 in Data Dictionary and page 17 in Certified Enrollment via EASIER document



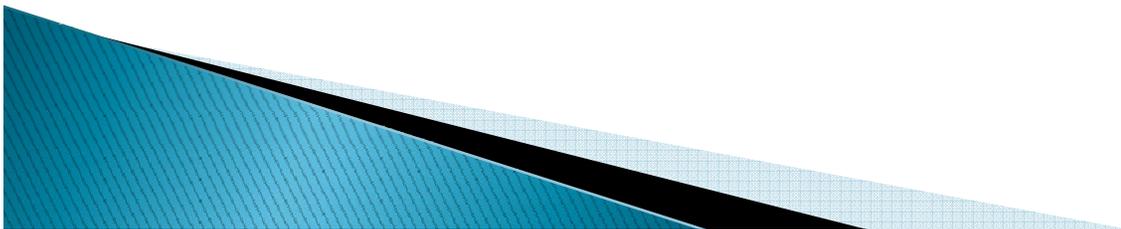
# Student Indicators – Spec Ed Tab

- ▶ IEP indicator is now a drop down
  - ‘1’ PK Instructional IEP or K–12 any IEP
  - ‘2’ PK Support Services Only
  - ‘0’ No
  - See page 49 in Data Dictionary
- ▶ EASIER does not extract Special Ed box
- ▶ EASIER does not extract dates



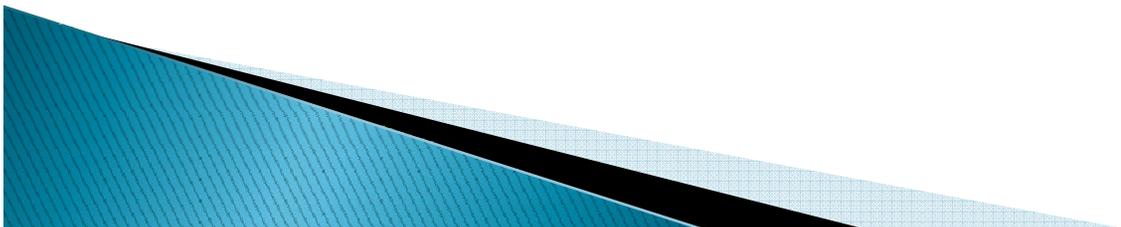
# Student Indicators – Entry Tab

- ▶ Changed Homeless Status
  - Deleted ‘4’ Other and ‘5’ Unknown
- ▶ Added Unaccompanied Youth
  - See page 47 in Data Dictionary
- ▶ Changed indicator name – Homeless Served through McKinney–Vento Funds
  - Formerly known as – Homeless Student Served



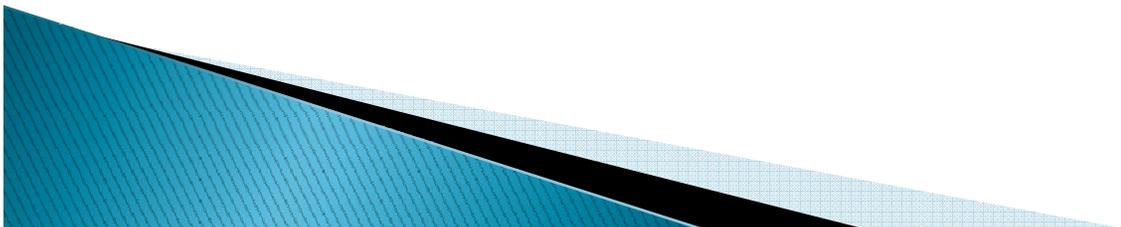
# Removals

- ▶ Need to report:
  - In-school suspensions
  - Out-of-school suspensions
  - Expulsions
- ▶ Expulsion continuing from prior year does not need a new removal record
- ▶ Two ways to enter removals
  - Attendance–Edit–Edit Student Data – Removals Tab –OR
  - Discipline–Data–Edit Student Records
    - Must enter in bottom box under ‘Removals’



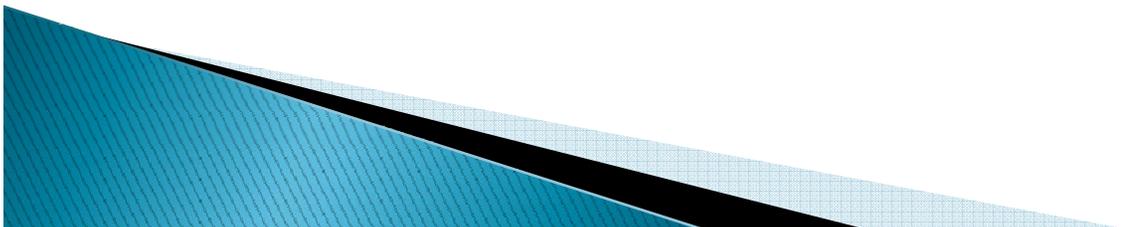
# Changes to Removals

- ▶ Added Removal Types:
  - 'I' – Interim Setting by School Personnel
  - 'L' – Interim Setting by Sp Ed. Admin. Law Judge
  - See page 87 in Data Dictionary
  
- ▶ Changed Serious Bodily Injury 'S' to a Reason for Removal
  - See page 88 in Data Dictionary



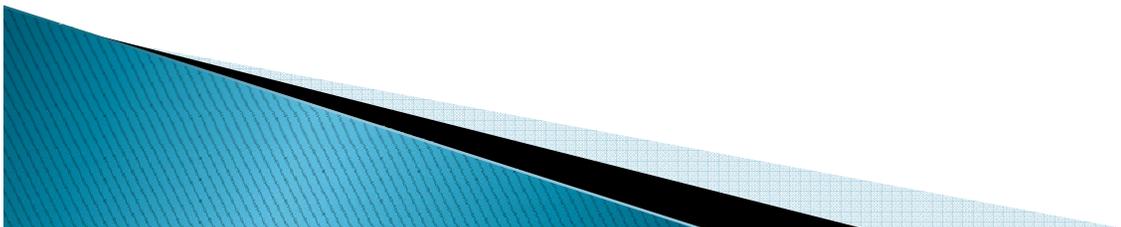
# Changes in Removals

- ▶ Added Behavior Incident Number
  - Unique number for each incident
  - Several students involved in incident – each will have the same Behavior Incident Number
  - See page 86 in the Data Dictionary



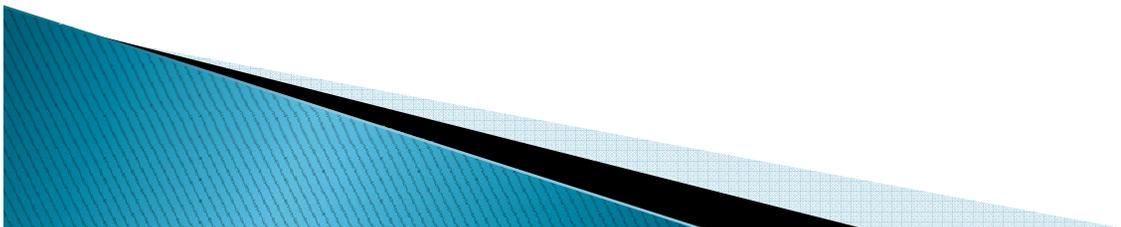
# Courses

- ▶ Schedule–Course–Edit Data
  - SCED Code
  - Course Delivery Method
    - New data element – See page 102 in Data Dictionary
    - Needed for Telecommunications Report
  - Common Course Number (CCN)
    - Only needed for Concurrent Enrollment and PSEO courses from a community college
    - New data element – See page 98 in Data Dictionary



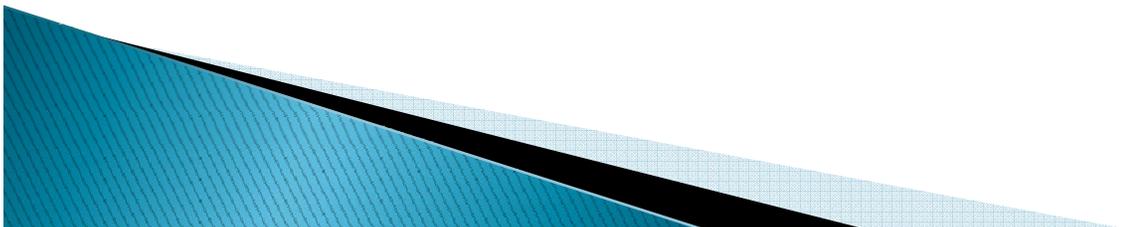
# Courses

- ▶ Grades–Transcripts–Edit Transcript Courses
  - Accreditation Program area
  - Institution Providing Course (Course Site)
  - Course Origination
    - New codes due to Senior Plus Legislation
    - Check all of your existing courses coded as ‘3’ 28E for Dual Credit
    - See page 101 in Data Dictionary



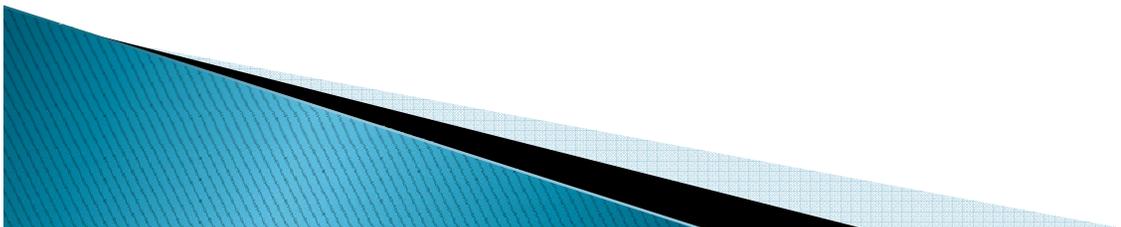
# Courses

- ▶ Change –
  - 7<sup>th</sup> and 8<sup>th</sup> grade ‘high school’ courses will need to be coded
  - Code exactly like high school counter part
    - SCED Code
    - Accreditation Program Area
    - Institution Providing Course
    - Course Origination
  - Examples: Algebra I, Spanish I, ...



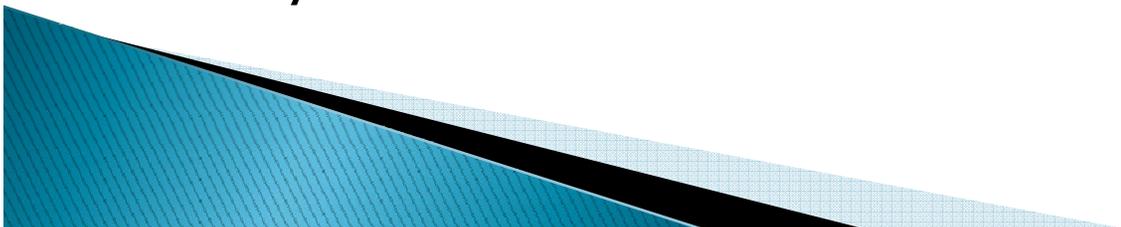
# New Data Elements –Not available to JMC users until 2010–2011

- ▶ Homeroom Teacher Folder Number
- ▶ Section Teacher Folder Number
- ▶ Course Section Number – will be defaulted to ‘1’ for this year
- JMC is working with the Dept. of Ed to develop a staff portion of JMC



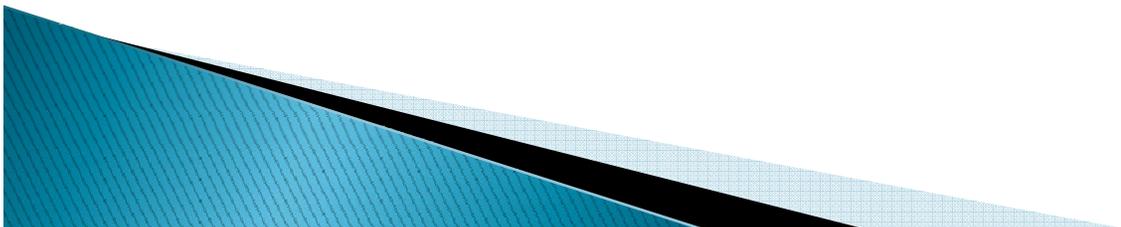
# Creating an Extract

- ▶ EASIER–EASIER–Create file for Dept. of Ed
- ▶ More options
  - All Students
  - Sequential
    - From:\_\_\_\_\_ To:\_\_\_\_\_
    - Uses Student #
  - Random
    - Select specific students
    - EASIER box need not be checked
  - By Grade
  - By Advisor



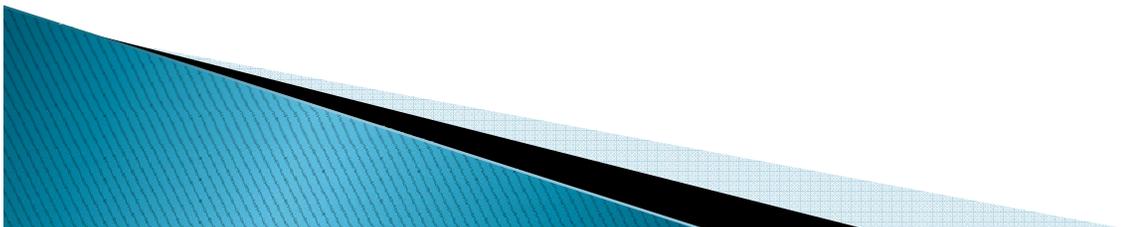
# Various Extracts

- ▶ **EASIER**
  - EASIER box must be checked to extract student
  - Exception is the Random selection
- ▶ **State ID**
  - EASIER box must be checked to extract student
  - Exception is the Random selection
- ▶ **Bar Code File**
  - EASIER and Active must be checked to extract student



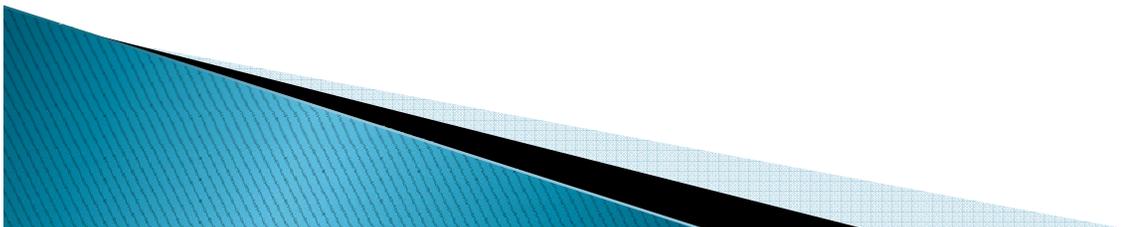
# Other Changes in EASIER

- ▶ Added new Kindergarten Literacy Assessment
  - Phonological Awareness Profile
  - See page 72 in Data Dictionary
- ▶ Off-site Statewide Voluntary Preschool Programs will have their own building number
  - PK4 students in off-site locations will need to be reported using the correct building number



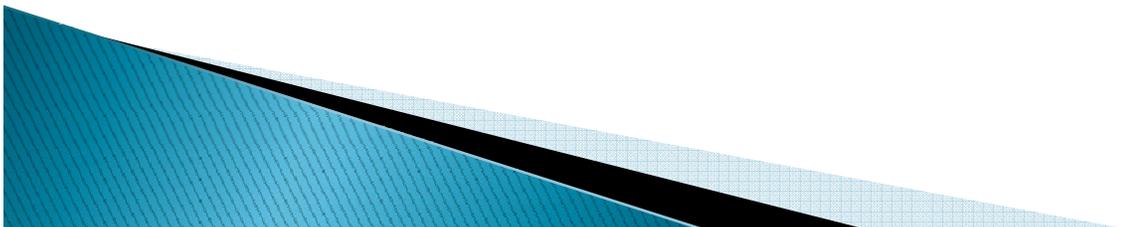
# EASIER/Certified Enrollment Timeline

- ▶ Sept.3 – Test site opens
  - Start sending practice file
  - We don't care how many you send
  - Clean up all within district errors and duplicates
- ▶ Sept. 21 – Have test file(s) moved to Certified Enrollment
  - Start to clean up inter-district duplicates
- ▶ Sept. 25 – Test site closes



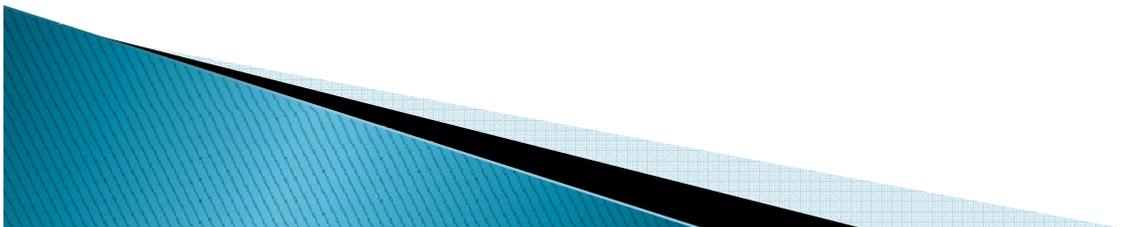
# EASIER/Certified Enrollment Timeline

- ▶ Oct. 1 – EASIER collection site opens
  - Start sending ‘real’ files
  - Can still send practices files and abandon
- ▶ Oct. 12 – Have file(s) moved to Certified Enrollment
  - Other districts are depending on your data
  - Resolve inter-district conflicts
- ▶ Oct. 15 – District Certification Deadline



# EASIER/Certified Enrollment Timeline

- ▶ Oct. 17 (or once all districts have certified district level data)
  - Resolve any left-over inter-district conflicts
- ▶ Oct. 30 – Last day to resolve any inter-district conflicts



# Other Important Dates

- ▶ August 20 – Graduate Verification site opens
  - Verify May graduates
  - Graduate any summer graduates
  - Un-graduate any student who was inadvertently graduated
- ▶ August 31 – Graduate Verification site closes
- ▶ Check inside cover of Data Dictionary for other dates

