

INSTRUCTIONS FOR USING THE NEW MONTHLY STATISTICAL REPORTING FUNCTION

Introduction

The monthly statistical report will now be delivered to the Office of Attendance and Enrollment (Pupil Statistics) via an electronic file **in addition to** the hardcopy report that is mailed in monthly. This will reduce errors in reporting by eliminating the possibility of typographical mistakes (when the report was hand-keyed into the District reporting system) and by “closing” or freezing the data when the final statistical is run for a school month.

The following is a brief overview of how the new process will work:

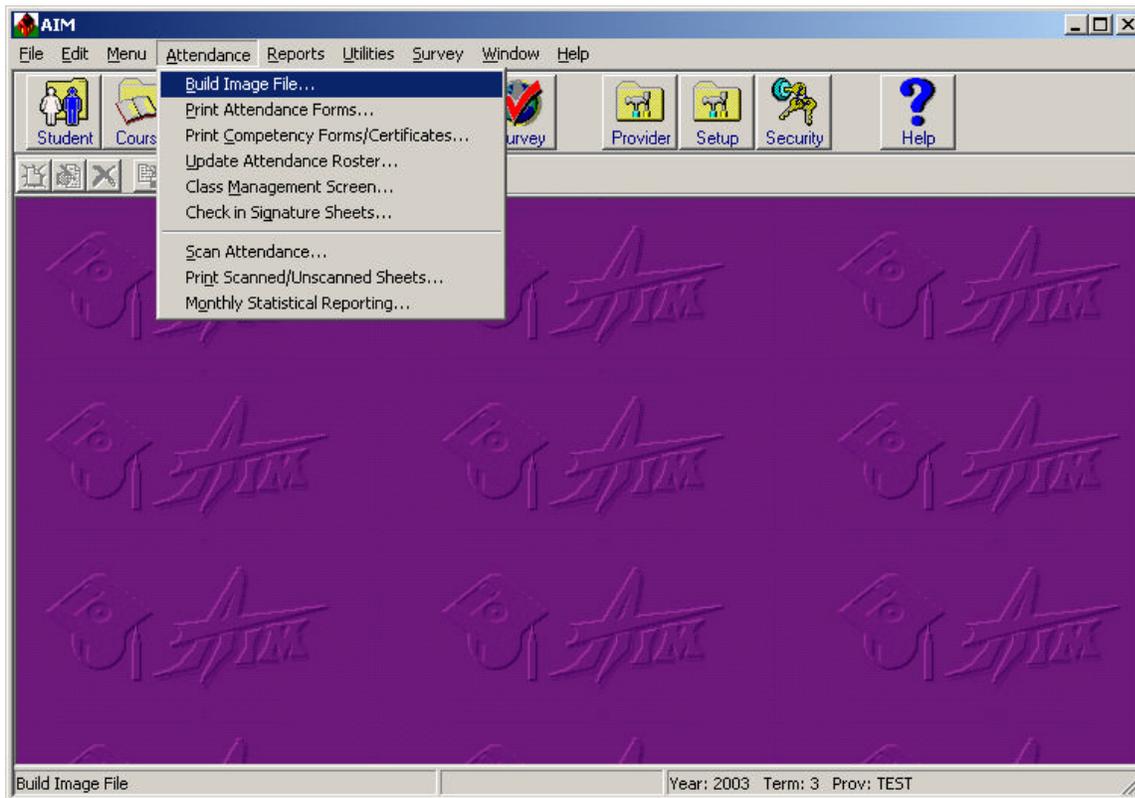
When all of the attendance has been processed for the school month and you are ready to produce the Statistical Report for the Principal’s signature, you will now use a new Monthly Statistical Reporting screen to “close” the month and produce the hardcopy report. Closing the month simply aggregates the enrollment and attendance for the month into a file for permanent storage (keeping a “snapshot” of the data as it exists at the time of closing). This “close” will be assigned a control number, starting with “001” the first time you close each month. This control number will appear on the hardcopy report. If you need to re-close to file an addendum (if, for instance, additional attendance is processed) the control number will be incremented to “002”.

An electronic file will be created nightly from this close data and will be delivered to The Office of Attendance and Enrollment (if a new file exists). When The Office of Attendance and Enrollment receives the signed statistical they will load the electronic data for the control number matching the number printed on the report. If an addendum needs to be filed, you simply re-close and reprint the report and then deliver the new report to The Office of Attendance and Enrollment.

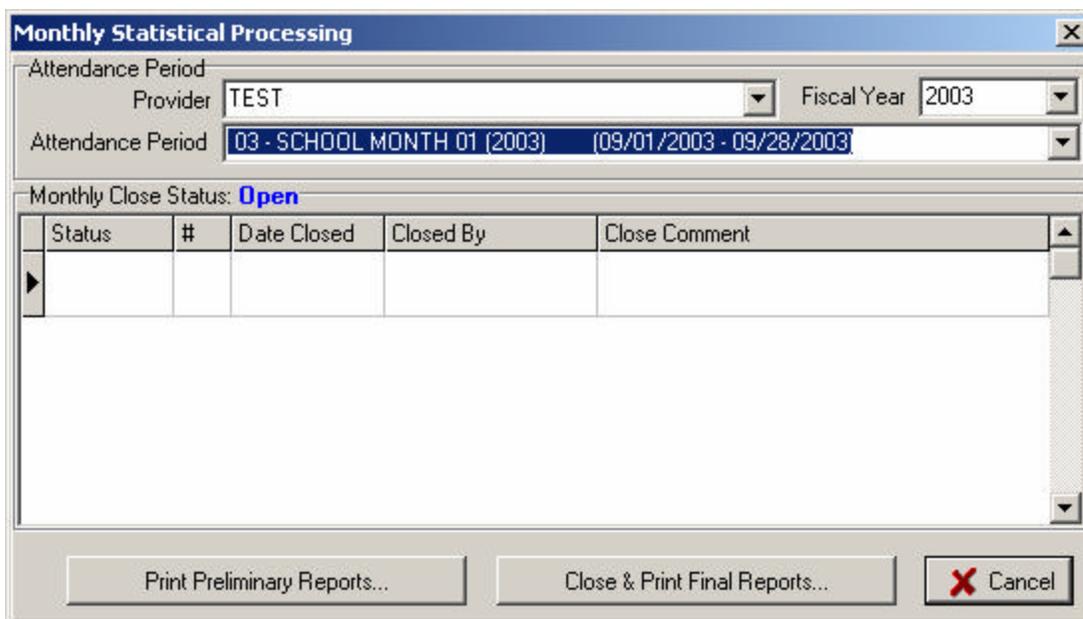
Below we describe in detail how the new process works.

New Month-end Procedures

The statistical reports will no longer be run via the “Statistical Reporting” group on the report screen. The dialog to perform the new monthly statistical reporting process is accessed via the new “Monthly Statistical Reporting...” menu item under “Attendance” on the main menu bar.



When you select “Monthly Statistical Reporting...”, the following dialog will appear:



The “Attendance Period” section at the top allows you to select the fiscal year and the Attendance Period that you will be working with. The “Monthly Close Status” section displays the status of the selected attendance period. Notice in the example that the status is “Open” meaning the month has not been closed yet. Since the month has not been closed, nothing appears in the status grid.

With an OPEN month, you have two options (buttons). You can either “Print Preliminary Reports” (print reports prior to the final report without closing the month) or you can “Close & Print Final Reports”.

Printing Preliminary Reports

If you select the “Print Preliminary Reports...” button, the data will be aggregated (or summarized) for the month and you will be brought to the “Monthly Statistical Reporting” screen.

From this screen, you can optionally print any or all of the four reports listed for the attendance period:

1. Unscanned and Rejected Roster Report
2. Statistical Audit Report
3. Statistical Exception Report
4. Monthly Statistical Report

You are familiar with all of these reports with the exception of the Unscanned and Rejected Roster report. This report lists any unscanned or rejected roster pages for all the weeks in the attendance period (note: if you are using the on-line electronic attendance, sections that are missing teacher signature sheets will be listed).

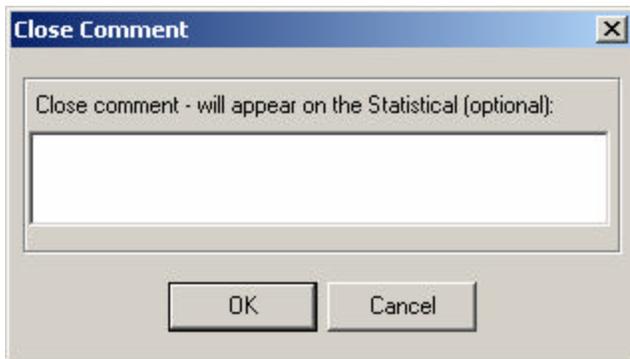
If you select “Print”, all of the selected (checked) reports will be sent to the printer. If you select “Preview”, each of the selected reports will be created in a separate preview window.

Note that the “Build Control #” field is blank. Since we are printing preliminary reports, a control number will not be assigned. Also, the Principal Signature area will read “**PRELIMINARY**” to block this report from being used as the final report.

Closing and Printing Final Reports

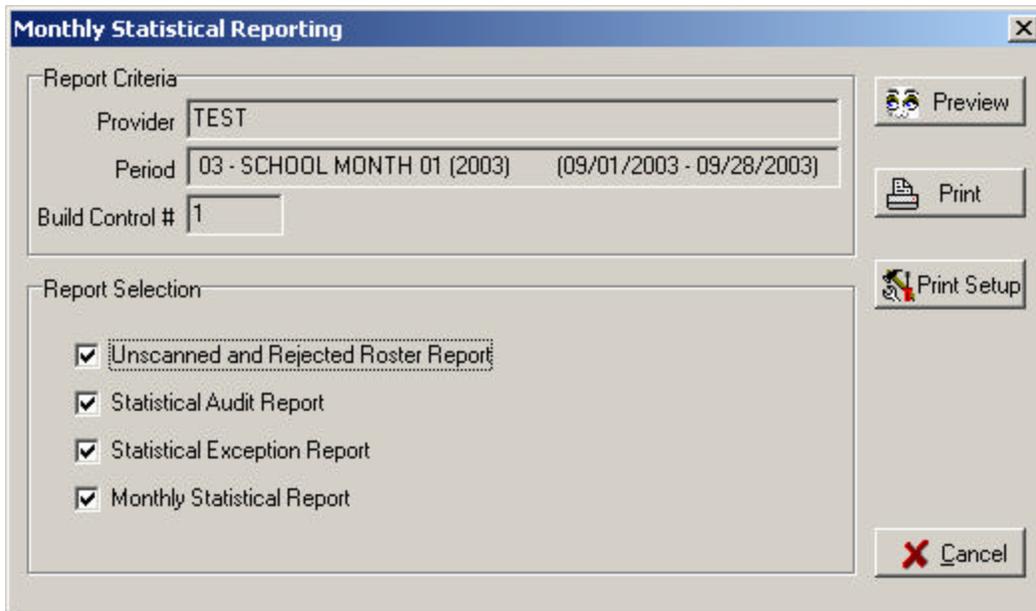
When all of your attendance has been processed for the month and it is time to produce your final reports, select the “Close & Print Final Reports...” button. The system will check for any unscanned or rejected rosters (or missing signature sheets in the case of electronic classroom attendance). If there are rosters that have not been processed, a message dialog will appear showing the number of rosters and asking if you want to continue (you can optionally view the unscanned rosters).

If you chose to continue (or if no unscanned/rejected rosters exist, a comment dialog will appear.



You can optionally enter a comment into the memo field. If you chose to enter a comment, it will be printed on the top-left of the Statistical Report. The comment is limited to 200 characters.

Pressing “Ok” will present the Monthly Statistical Reporting Dialog. The build control # will now show “1”.



You can now simply select “Print” to print all the selected reports.

The heading of the Monthly Statistical report will be slightly different. At the top-left, you will see the comment box if a comment was entered. At the top-right, you will see the schools location code, the School Month and the Control Number. (NOTE: SUMMER SCHOOL MONTHS 1 AND 2 WILL DISPLAY AS *A AND *B RESPECTIVELY).

UNIONED SCHOOL DISTRICT & HUNTERDON, N.J. (REV. 04/23)		TEST TEST OF RE-CLOSE		TEST REGIONAL VOCATIONAL PROGRAM REGIONAL COMPUTATIONAL SKILLS CENTER STATE PHYSICAL THERAPY		SCHOOL LOCATION CODE 6460		TEST SCHOOL MONTH 01		CONTROL # 662 19120262-120262 EMC REF: TEL 6460		EMC CLOSURE 6460260	
PARALLEL PROGRAMS OR STOP ATTENDANCE													
	121	121	121	121	121	121	121	121	121	121	121	121	121
	REGIONS ENROLLMENT THIS MONTH	30 / 12/31 ELEM BASIC SKILLS	30 / 12/31 SEC BASIC SKILLS	30 / 12/31 ESL	30 / 12/31 CHILDREN*	30 / 12/31 ADULTS WITH DISABILITIES	30 / 12/31 VOC EDUC	30 / 12/31 PUSHING	30 / 12/31 TWO OTHER ADULT	30 / 12/31 HOME EDUC	30 / 12/31 HEALTH	121 TOTAL PARALLEL	121 INSTR NON- PARALLEL
LOCATION PERIOD 01	74	3.00	3.00	07.33	2.00								
2. Conc	22	3.00			2.00								
TENDENT													
3. Adult													
4. Conc													
5. Adult	3						3.33					23.99	23.99
6. Conc												14.00	14.00
7. Adult	5											20.00	20.00
8. Conc		12.00	3.33	2.07								20.00	20.00
9. Adult							3.00					3.00	3.00
10. Conc													
11. Adult													
12. Conc													
13. Adult	10	23.00	22.99	14.00	4.00	4.00	17.34	95.99	3.00	4.00	4.00	276.99	276.99
14. Conc													
15. Adult	3						4.07					4.07	4.07

The Statistical can now be signed and faxed to The Office of Attendance and Enrollment and to Adult Fiscal as per your previous procedures.

When the reporting screen is closed and you return to the Monthly Statistical Processing screen, notice the status is now “Closed” and the status grid display the close information.

Also, notice that the button options have changed now that the month is closed. You no longer have the option to print preliminary reports (since we have closed the month). You now have the choice to either “Reprint Statistical” or to “Re-close & Reprint Reports”.

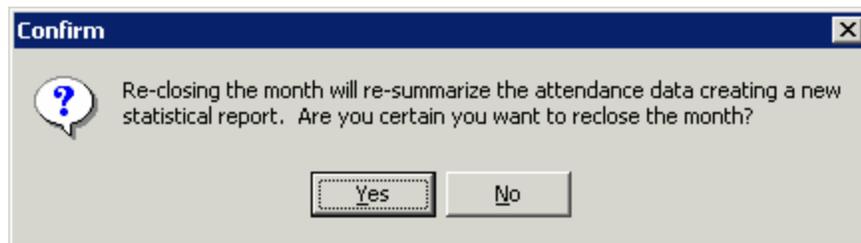
Choosing the “Reprint Statistical...” button will bring you to the Monthly Statistical Reporting screen and will allow you to reprint the Statistical Report from the previously closed data. If

additional attendance is processed for the month, this attendance will not be reflected in this report since it is using the data aggregated at the time of the original close.

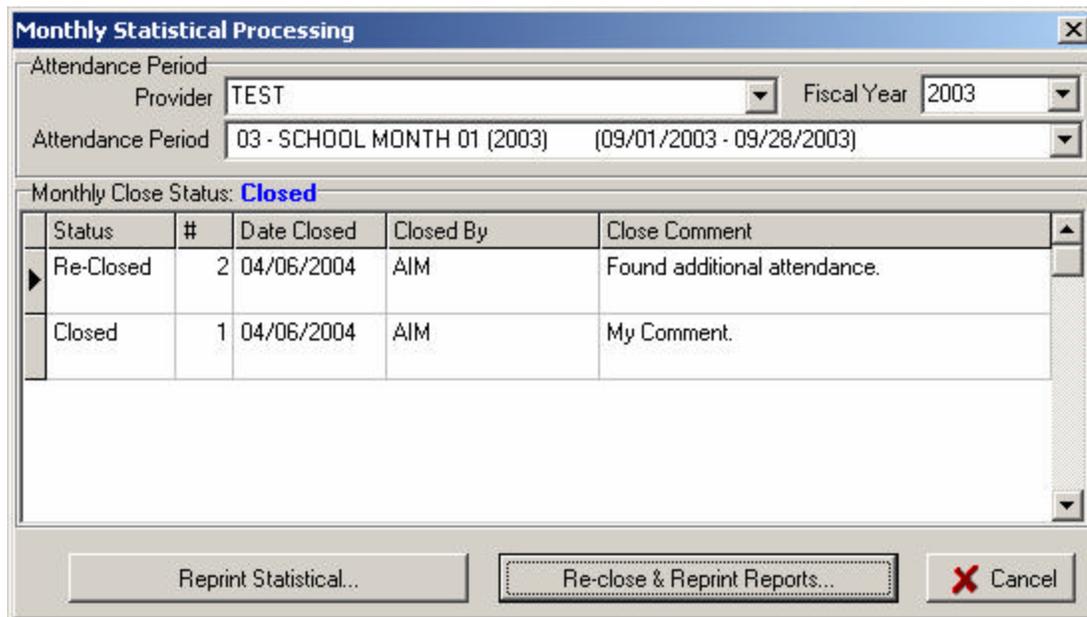
The reporting screen will only allow you to print the Monthly Statistical report since the other reports may no longer match the “Closed” image.

If you have already closed the month and additional attendance is recorded, you can re-close and reprint all reports by selecting the “Re-close & Reprint Reports...” button. This will create a new control number.

NOTE: When re-closing a month, you will be required to enter a comment on the comments screen. You should describe the reason for re-closing the month.



Note that after returning to the processing screen once you have re-closed, you will now see two close status records.



The “Reprint Statistical” button will now allow you to reprint either of the closed summaries.

Each time a school month is re-closed, an additional record will be created with a new build code number.