



Student Information System News - Spring Edition

Our Mission is to provide comprehensive resources to foster student achievement, decision-making and staff efficiency.

April 2015

Research, Development & Accountability, 191 South East Street, Frederick, MD 21701



Spring has sprung!

It is time to begin planning for the end of the school year! This edition of the SIS News focuses on providing pertinent information about pre-registering students for next year, the end of year schedule with respect to the student system and data validation as we begin to prepare for end of year state and federal reporting.

“Education is the ability to listen to almost anything without losing your temper or your self-confidence.”
Robert Frost

Important Note -

The SIS Team will be working to clearly communicate all data needs and will rely upon all those responsible for data entry to adhere to all deadlines and specifications. If you have any questions or concerns regarding your data entry responsibilities we want to hear from you now. The earlier we get started the quicker we can develop a winning plan to bring this school year to a successful close - together!

The SIS Team



Tentative Roll-Over Dates -

eSchoolPlus+ roll over has been tentatively scheduled for **Tuesday, June 30th thru Monday, July 6th**. All systems to include eSchoolPlus+, ReportNet, Data Warehouse & Pinnacle will be unavailable during this time. The SIS Team will be providing more detailed EOY schedule information to include specific data entry cut off dates and what that entails for those responsible for the data entry in the May edition of the SIS News. Stay tuned...

Keep in mind as you are pre-registering students...



Student Identification

Middle Names & Social Security Numbers

MSDE implemented a system whereas all students enrolled in Maryland receive a unique state identification number. This number is generated by MSDE after receiving key pieces of information about the student. **Student full middle names and social security numbers are vital in uniquely identifying students.**

Social Security Numbers

"Social security numbers play a critical role in the linking of student data and therefore should be collected for all students receiving public funding when possible." Per MSDE

Schools need to make it standard procedure to **ASK** for the student's social security number if it is not initially provided on the enrollment form. Keep in mind, no student can be denied access to public education because of failure to provide a SSN. **But we need to make the effort to ASK.** Maybe not providing the SSN was an oversight or maybe the parents need to be reassured the student's social security number will be held in the strictest confidence and collected merely to ensure an accurate state student id number can be generated. So as you process new student enrollments make an effort to request and record accurate social security numbers for all of your students.

Last Name:	<input type="text"/>	<input type="checkbox"/> Sounds Like
First Name:	<input type="text"/>	<input type="checkbox"/> Sounds Like
Middle Name:	<input type="text"/>	<input type="checkbox"/> Sounds Like

Student Full Middle Names

Middle names take on greater importance than they have had in the past as well. Now that students are tracked as they move around the state of Maryland, MSDE needs to make sure for example a student with the name John A. Smith from Frederick County is not the same as John Allen Smith who has enrolled in Howard County prior to assigning a state identification number.

To prevent students from being assigned more than one state student identification number, MSDE is asking each county in Maryland to submit as much information as possible when requesting state identification numbers. They have identified both student middle names AND social security numbers as being key, required elements to the success of the state student id program.

To support our efforts to make sure parents have provided student's full middle name and schools have that data to enter into eSchoolPlus+, the SIC (Student Information Card) report has been modified & now breaks out the student's name with a space for FIRST name, FULL MIDDLE name & LAST name.

Excellence is to do a common thing in an uncommon way.

Booker T. Washington

maebille.com

State Student ID Numbers

State Student ID numbers are stored on the Personal Information Screen in the LEA Student ID: field. The SIS Team manages the data entry and maintenance of the data in this field.

Personal Information	
Mother's Maiden Name:	<input type="text"/>
LEA Student ID:	<input type="text"/>
Building transferred from:	<input type="text"/>



Doesn't eSchoolPlus+ assign state student id numbers to newly enrolled students automatically?



eSchoolPlus+ does not automatically assign the state id number. Once the student is enrolled in eSchoolPlus+ and is assigned an FCPS student id number, then the SIS Team must run a process thru MSDE. And that process produces the state id number. **So, there will be a delay before the state id number is available in eSchoolPlus+ and can be included on the label reports.**

Important Data Entry Reminders

As you register new students and work to maintain your current student records, please keep in mind the following important reminders.



When completing data entry of student names remember, **no characters allowed.**

- **No hyphens.** If a student's name is hyphenated represent the hyphen by using a space.
- **No accents.**
- **No commas.**



When updating **email addresses** in eSchoolPlus+, the rule is one email per line, no exceptions.

Email Address:	<input type="text" value="@aol.com"/>
----------------	---------------------------------------

Proper Format for Contact Information

Entering mom & dad separately, not as one (1) contact is the recommended practice that should be followed. Entering both mom and dad as a single contact affects at the least:

- Reporting capabilities
- The ability to differentiate phone numbers, email addresses & other information

	Name	Type	Priority
WRONG WAY	Timothy & Lisa Bostic	Guardian	1

*Both contacts should have their own entry.

Pre-Registration

Pre-Registration of students for SY'16 is in full swing. It is important to remember to ensure both Ethnicity and Race are recorded accurately for all of your pre-registration students. Here is a brief overview of the process...

Student Center/New Student Entry

When working thru a New Student Entry, you will designate the student as Pre-Registered when you get to the **Registration Information** screen. In the **Current Year Status:** field, you will select **P-Pre-Registered** from the drop down menu. This is how you designate a student to be Pre-Registered for next year. This student will remain Pre-Registered and not active in your building for the remainder of this school year. Upon roll over, this student will become Active.

Building

Building:* ↓

Track:* ↓

Calendar:* R ↓ Regular

Entry Type:* P - Pre-Register ↓

Remember you pre-register a student with **today's date** (the day you are registering them). You also pre-register with the student's **CURRENT grade level** not what they will be after roll over.

For example:

- If you are Pre-Registering a Pre-K, you will enter their current grade as EE. Upon roll over, they will be promoted to Pre-K.
- If you are Pre-Registering a Kindergartner, you will enter their current grade a PK. Upon roll over, they will be promoted to K.
- And so on.

http://education.fcps.org/techservices/sites/techservices/sites.fcps.org/files/Pre_Registering_Students_2012.pdf

All schools need to make sure the **Next Building Field & the Next Grade Fields** are set correctly for all active and pre-registered students. Staff should verify the **next building field** is set correctly for all 5th graders moving to 6th grade and 8th graders moving to 9th grade. This field will be used during roll over to move the transition students into the appropriate middle or high school.

This is sometimes forgotten when processing new student registrations and pre-registrations. This data needs to be populated accurately for all students!

Student Center/ Demographic/ Registration/ Next Year Tab

Example -

Next Year

Delete

Building:* 1071 ↓ Urbana Elementary School

Grade:* 01 ↓ 01



"Every job is a self-portrait of the person who did it. Autograph your work with excellence."

Data Validation & State Reporting



Correcting Data Entry Errors

At the conclusion of each school year, the school system is responsible for submitting several state reports including EOY Attendance, Discipline, Fire arms & Truancy. These reports rely upon the accuracy of the data entry completed by the schools.

To get a head start on evaluating data & identifying data entry errors, the SIS team has developed several reports in ReportNet. These reports are available today. **Schools can and should begin evaluating Attendance & Discipline data now.**

For example, there are several reports specifically designed to point out Discipline data entry errors. **These reports can be found in ReportNet within the Discipline folder.** Schools need to be running & reviewing these reports on a regular basis. When issues are identified, the data entry clean up can begin now. This prevents schools from being bombarded with errors later in the year. This is particularly important because many staff are ten (10) month employees and are already gone when the errors need to be corrected and the system is under a reporting deadline.

http://education.fcps.org/techservices/sites/default/files/discipline_review_0.pdf

When reviewing Discipline Reports remember...



- ❑ **Not everything you find on the reports provided is an error.** If there are multiple entries for the same student on the same date, this is pointed out to assist the user in reviewing their data entry.
- ❑ There can be more than one entry per student per date. **HOWEVER, there cannot be more than one (1) 900 series action code per day per student.**
- ❑ If a student is involved in multiple incidents on one particular date, you can use eSchoolPlus+ to record them all. However, when it comes to assigning the suspension, the 900 series action code, there can only be one 900 series code per student per date. **The suspension should be assigned to the GREATEST offense.** The other offenses can still be recorded using a code OTHER THAN a 900 series action code.

Data – it's everyone's responsibility. The data entered by schools facilitates the system's ability to manage the education of its students and meet federal, state, and local reporting requirements.

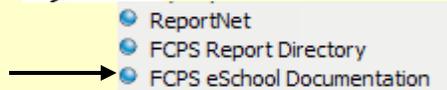
If it's not accurate, it might as well not exist.



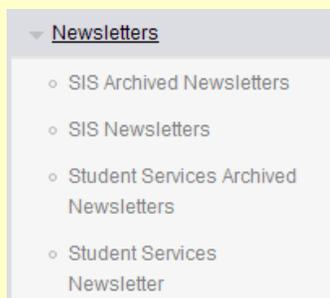
For the most up to date end of year grade processing schedules and the official IPR and Report Card processing schedules for SY'16 -

<http://education.fcps.org/techservices/node/314>

To easily access all SIS related documentation while working in eSchoolPlus+, simply click on the link found on the menu located on the left-hand side of the screen



All SIS News newsletters are housed online for your future reference. To view past editions of the SIS News go to <http://education.fcps.org/techservices/node/553>



eSchoolPLUS TAC Official Secondary Gradebook

Beginning in August, with the start of the 2016 school year, all secondary schools will be using eSchoolPLUS TAC (*Teacher Access Center*) as their official gradebook package. In the fall of 2014, Global Scholar, our Pinnacle software vendor informed FCPS they would no longer be offering a gradebook package beginning as early as the next school year. At that time RDA began planning for a migration from Pinnacle to eSchoolPLUS TAC for our secondary schools to take effect in August 2015.

In January, the SIS Team trained secondary Gradebook Managers on TAC. Following the training, during marking period 3, secondary schools have been voluntarily piloting, testing and collaborating with the SIS Team to finalize documentation and work out any challenges with respect to the transition. Beginning in marking period 4 ALL teachers will be encouraged to log in and begin familiarizing themselves with TAC.

In the coming weeks more information will be distributed to principals and teachers as well as parents & students thru FindOut First. For middle & high school registrars, an overview of the revised processes and how it impacts their responsibilities with respect to grade processing will be provided in the fall when school is back in session. Training to occur prior to the first SY'16 interim progress reporting.