

## Quick Reference – FY23 Period ‘S’ (All Districts, All Windows)

Task	Completed	Initials
Task 1: Verify Student Admission and Withdrawals.	<input type="checkbox"/>	
Task 2: Reporting Preschool students <u>Student Information – SIS – Student – Edit Student Profile – FS Tab</u>	<input type="checkbox"/>	
Task 3: Verify Student SSIDs. <u>Student Information – SIS – Student – Edit Student Profile</u>	<input type="checkbox"/>	
Task 4: Verify Non-reportable Students. <u>Student Information – EMIS – Student Reporting Collection (S)</u>	<input type="checkbox"/>	
Task 5: Run the EMIS FS Standing Attendance Detail Report to verify students’ EMIS Situation assignments.	<input type="checkbox"/>	
Task 6: Verify the Percent of Time Field for students attending less than 100%. <u>Student Information – SIS – Student – Edit Student Profile</u>	<input type="checkbox"/>	
Task 7: Verify/Update County of Residence on FS tab. <u>Student Information – SIS – Student – Edit Student Profile</u>	<input type="checkbox"/>	
Task 8: Update Fiscal Year Began 9 <sup>th</sup> for all incoming Freshman. <u>Student Information – Management – Ad-Hoc Updates – Student Profile Bulk Update</u>	<input type="checkbox"/>	
Task 9: Update Disadvantage values on the FD tab. <u>Student Information – SIS – Student – Edit Student Profile</u>	<input type="checkbox"/>	
Task 10: Verify Race/Ethnicity for newly enrolled students. <u>Student Information – SIS – Student – Edit Student Profile</u>	<input type="checkbox"/>	
Task 11: Verify Home Language and Native Language fields. <u>Student Information – SIS – Student – Edit Student Profile</u>	<input type="checkbox"/>	
Task 12: Verify and Update CTE Program of Concentration. <u>Student Information – SIS – Student – Edit Student Profile</u>	<input type="checkbox"/>	
Task 13: Update October IEP Outcome field. <u>Student Information – SIS – Student – Edit Student Profile</u>	<input type="checkbox"/>	
Task 14: Update English Learner Option for Students. <u>Student Information – SIS – Student – Edit Student Profile</u>	<input type="checkbox"/>	
Task 15: Update Retained Status. <u>Student Information – SIS – Student – Edit Student Profile</u>	<input type="checkbox"/>	
Task 16: Update Military Student Identifier. <u>Student Information – SIS – Student – Edit Student Profile</u>	<input type="checkbox"/>	
Task 17: Update Admitted from IRN and Withdrawn to IRN. <u>Student Information – SIS – Student – Edit Student Profile</u>	<input type="checkbox"/>	
Task 18: Verify student demographic and disability information is correct. <u>Student Information – SIS – School – Student Reports – Student Roster Detail (R101-A)</u>	<input type="checkbox"/>	
Task 19: Run Verify – Student Demographic (UNCLEMIS) and correct any outstanding errors. <u>Student Information – EMIS – Student Reporting Collection (S)</u>	<input type="checkbox"/>	

<b>COMMUNITY SCHOOL ONLY</b> Task 20: Update FLICS IRN – Attending District IRN Last October. <u><a href="#">StudentInformation</a></u> - <u><a href="#">SIS</a></u> - <u><a href="#">Student</a></u> - <u><a href="#">Edit Student Profile</a></u>	<input type="checkbox"/>	
<b>COMMUNITY SCHOOL ONLY</b> Task 21: Reporting FF – Student Contact records & FG – Student Contact Address records. <u><a href="#">StudentInformation</a></u> - <u><a href="#">SIS</a></u> - <u><a href="#">Student</a></u> - <u><a href="#">Contacts Summary</a></u>	<input type="checkbox"/>	
Task 22: Verify Sub-calendars and EMIS Exceptions are set up correctly. <u><a href="#">StudentInformation</a></u> - <u><a href="#">EMIS</a></u> - <u><a href="#">Calendar Reporting Collection C</a></u> - <u><a href="#">Calendar Exception Management</a></u> <u><a href="#">StudentInformation</a></u> - <u><a href="#">EMIS</a></u> - <u><a href="#">Calendar Reporting Collection C</a></u> - <u><a href="#">Calendar Bulk Exception Management</a></u>	<input type="checkbox"/>	
Task 23: Verify students are assigned to the proper attendance pattern and attendance calendar. <u><a href="#">EMIS Admission Calendar Comparison Report from Analytical Hub</a></u>	<input type="checkbox"/>	
Task 24: Add Student Acceleration records. <u><a href="#">StudentInformation</a></u> - <u><a href="#">SIS</a></u> - <u><a href="#">Student</a></u> - <u><a href="#">Assessment</a></u> - <u><a href="#">Student Acceleration (FB)</a></u>	<input type="checkbox"/>	
Task 25: Update Third Grade Reading Guarantee values. <u><a href="#">StudentInformation</a></u> - <u><a href="#">SIS</a></u> - <u><a href="#">Student</a></u> - <u><a href="#">Edit Student Profile</a></u>	<input type="checkbox"/>	
Task 26: Add Student Withdrawal Override (FC). - as needed. <u><a href="#">StudentInformation</a></u> - <u><a href="#">EMIS</a></u> - <u><a href="#">Maintenance</a></u> - <u><a href="#">Student Withdrawal Override (FC)</a></u>	<input type="checkbox"/>	
Task 27: Add Summer Withdrawal record (FL) – as needed. <u><a href="#">StudentInformation</a></u> - <u><a href="#">EMIS</a></u> - <u><a href="#">Maintenance</a></u> - <u><a href="#">Student Summer Withdrawal Record</a></u>	<input type="checkbox"/>	
Task 28: Update Student Gifted records. <u><a href="#">StudentInformation</a></u> - <u><a href="#">SIS</a></u> - <u><a href="#">Student</a></u> - <u><a href="#">Gifted</a></u> - <u><a href="#">Student Gifted Record</a></u>	<input type="checkbox"/>	
Task 29: Run Gifted Students Missing Records report. <u><a href="#">StudentInformation</a></u> - <u><a href="#">SIS</a></u> - <u><a href="#">School</a></u> - <u><a href="#">Student Reports</a></u> - <u><a href="#">Gifted Students Missing Records</a></u>	<input type="checkbox"/>	
Task 30: Create Student Special Education records. <u><a href="#">StudentInformation</a></u> - <u><a href="#">SIS</a></u> - <u><a href="#">Student</a></u> - <u><a href="#">Special Education</a></u>	<input type="checkbox"/>	
Task 31: Create FE Student Graduation Requirement record. <u><a href="#">StudentInformation</a></u> - <u><a href="#">SIS</a></u> - <u><a href="#">Student</a></u> - <u><a href="#">Special Education</a></u>	<input type="checkbox"/>	
Task 32: Verify Special Education records. <u><a href="#">StudentInformation</a></u> - <u><a href="#">EMIS</a></u> - <u><a href="#">Verify Special Education</a></u>	<input type="checkbox"/>	
Task 33: Update Graduation Date and Diploma Type. <u><a href="#">StudentInformation</a></u> - <u><a href="#">Management</a></u> - <u><a href="#">Ad-Hoc Updates</a></u> - <u><a href="#">Update Graduation Date</a></u> <u><a href="#">StudentInformation</a></u> - <u><a href="#">Management</a></u> - <u><a href="#">Ad-Hoc Updates</a></u> - <u><a href="#">Update Diploma Type</a></u>	<input type="checkbox"/>	
Task 34: Power Withdraw Graduating Seniors from your district. <u><a href="#">StudentInformation</a></u> - <u><a href="#">Management</a></u> - <u><a href="#">Power Withdraw</a></u>	<input type="checkbox"/>	
Task 35: Update Seniors Not Graduating from your district. <u><a href="#">StudentInformation</a></u> - <u><a href="#">SIS</a></u> - <u><a href="#">Student</a></u> - <u><a href="#">Edit Student Profile</a></u>	<input type="checkbox"/>	
Task 36: Update the DN District and Building Organization tabs and the Testing tab. <u><a href="#">StudentInformation</a></u> - <u><a href="#">EMIS</a></u> - <u><a href="#">Maintenance</a></u> - <u><a href="#">District and Building Information</a></u>	<input type="checkbox"/>	
Task 37: Verify and Update Membership Codes with Staff or Program Provider. <u><a href="#">StudentInformation</a></u> - <u><a href="#">Management</a></u> - <u><a href="#">School Administration</a></u> - <u><a href="#">Membership Groups</a></u> - <u><a href="#">Memberships</a></u>	<input type="checkbox"/>	
Task 38: Add/Update Student Memberships (Programs). <u><a href="#">StudentInformation</a></u> - <u><a href="#">SIS</a></u> - <u><a href="#">Student</a></u> - <u><a href="#">Edit Memberships</a></u> <u><a href="#">StudentInformation</a></u> - <u><a href="#">SIS</a></u> - <u><a href="#">Student</a></u> - <u><a href="#">Membership Members</a></u>	<input type="checkbox"/>	

Task 39: Verify student memberships. <u><i>StudentInformation - SIS - School - Student Reports - Student Roster By Membership (R102)</i></u>	<input type="checkbox"/>	
Task 40: Run MEMBEMIS to verify student memberships. <u><i>StudentInformation - EMIS - Student Reporting Collection (S)</i></u>	<input type="checkbox"/>	
Task 41: Verify Discipline Data and begin reporting Discipline Data. <u><i>StudentInformation - SIS - Discipline - Discipline Incidents</i></u>	<input type="checkbox"/>	
Task 42: Run and save a copy of EMIS Attendance Hours Summary Report - EMIS Attendance Hours Summary report from Analytical Hub	<input type="checkbox"/>	
Task 43: Run ATTUPEMIS in update mode. <u><i>StudentInformation - EMIS - Student Reporting Collection (S)</i></u>	<input type="checkbox"/>	
Task 44: Manually enter attendance on the FS - Attendance tab for non- preschool students who attend the ESC, Board of DD Students, JVS Satellite Students, College Credit Plus, and non-public students who are placed at district expense <i>StudentInformation - SIS - Student - Edit Student Profile</i>	<input type="checkbox"/>	
Task 45: Student Truancy and Excessive Absence (FT) record.(HB410) <u><i>StudentInformation - SIS - Student - Attendance - Student Absence Intervention</i></u>	<input type="checkbox"/>	
Task 46: Run MAJOREMIS to calculate Majority of Attendance IRN. <u><i>StudentInformation - EMIS - Student Reporting Collection (S)</i></u>	<input type="checkbox"/>	
Task 47: Reporting Non-Grad CORE Summary Records <u><i>StudentInformation - EMIS - SMaintenance - Student Non-graduate CORE Summary</i></u>	<input type="checkbox"/>	
Task 48: Run CHECK_EMIS for Period S. <u><i>StudentInformation - EMIS - Student Reporting Collection (S)</i></u>	<input type="checkbox"/>	
Task 49: Period S Transfer. <u><i>StudentInformation - EMIS - Student Reporting Collection (S)</i></u>	<input type="checkbox"/>	
Task 50: Run the Collection.	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	