

Getting Ready for Opening Day

Note: make sure that dates are correct for new school year. Dates in the pictures are examples only: please use correct dates for the new school year.

Attendance Personnel

- Calendar tab of the Attendance Setup atom:
 - Set the Calendar Start and End Date from the Change Calendar option from the Attendance-Setup menu option. Recommended to set these dates only one time and select the Monday before the first day of school as the Beginning Date of School and the Friday after the last day of school as the Ending Date of School.
 - Insert Calendar holidays**

H - for days before the first day and days following the last day of school
 H - for all scheduled holidays/ vacations
 H - for scheduled Regent Day
 H - for Staff Development Day

O - for snow days, emergencies

V - only Track schools use. For Tracks other than Track 1 when the calendar differs from Track 1.

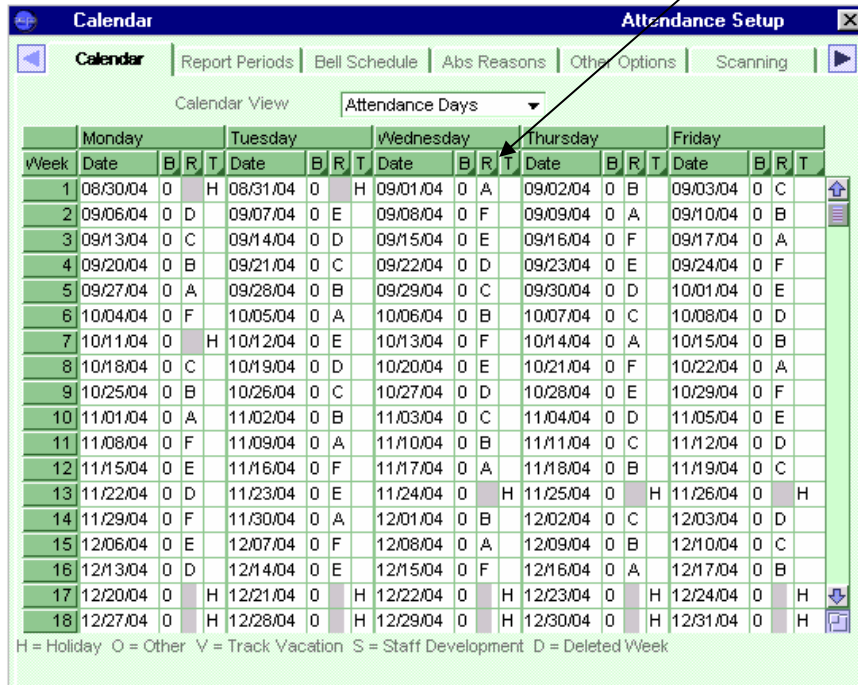
S - should never be used in NY State. Use H for Staff Development Day.

		Monday		Tuesday		Wednesday		Thursday		Friday		
Week	Date	B	T	Date	B	T	Date	B	T	Date	B	T
1	09/01/03	0	H	09/02/03	0	H	09/03/03	0	09/04/03	0	09/05/03	0
2	09/08/03	0	H	09/09/03	0	09/10/03	0	09/11/03	0	09/12/03	0	0
3	09/15/03	0	09/16/03	0	09/17/03	0	09/18/03	0	09/19/03	0	0	0
4	09/22/03	0	09/23/03	0	09/24/03	0	09/25/03	0	09/26/03	0	0	0
5	09/29/03	0	09/30/03	0	10/01/03	0	10/02/03	0	10/03/03	0	0	0
6	10/06/03	0	H	10/07/03	0	10/08/03	0	10/09/03	0	10/10/03	0	0
7	10/13/03	0	H	10/14/03	0	10/15/03	0	10/16/03	0	10/17/03	0	0
8	10/20/03	0	10/21/03	0	10/22/03	0	10/23/03	0	10/24/03	0	H	0
9	10/27/03	0	10/28/03	0	10/29/03	0	10/30/03	0	10/31/03	0	0	0
10	11/03/03	0	11/04/03	0	H	11/05/03	0	11/06/03	0	11/07/03	0	0
11	11/10/03	0	11/11/03	0	H	11/12/03	0	11/13/03	0	11/14/03	0	0
12	11/17/03	0	11/18/03	0	11/19/03	0	11/20/03	0	11/21/03	0	0	0
13	11/24/03	0	11/25/03	0	11/26/03	0	11/27/03	0	H	11/28/03	0	H
14	12/01/03	0	12/02/03	0	12/03/03	0	12/04/03	0	12/05/03	0	0	0
15	12/08/03	0	12/09/03	0	12/10/03	0	12/11/03	0	12/12/03	0	0	0
16	12/15/03	0	O	12/16/03	0	12/17/03	0	12/18/03	0	12/19/03	0	0
17	12/22/03	0	H	12/23/03	0	H	12/24/03	0	H	12/25/03	0	H
18	12/29/03	0	H	12/30/03	0	H	12/31/03	0	H	01/01/04	0	H
19	01/05/04	0	01/06/04	0	01/07/04	0	01/08/04	0	01/09/04	0	0	0
20	01/12/04	0	01/13/04	0	01/14/04	0	01/15/04	0	O	01/16/04	0	0
21	01/19/04	0	H	01/20/04	0	01/21/04	0	01/22/04	0	01/23/04	0	0
22	01/26/04	0	01/27/04	0	01/28/04	0	O	01/29/04	0	01/30/04	0	0
26	02/23/04	0	02/24/04	0	02/25/04	0	02/26/04	0	02/27/04	0	0	0
27	03/01/04	0	03/02/04	0	03/03/04	0	03/04/04	0	H	03/05/04	0	0
28	03/08/04	0	03/09/04	0	03/10/04	0	03/11/04	0	03/12/04	0	0	0
29	03/15/04	0	03/16/04	0	O	03/17/04	0	03/18/04	0	03/19/04	0	0
30	03/22/04	0	03/23/04	0	03/24/04	0	03/25/04	0	03/26/04	0	0	0
31	03/29/04	0	03/30/04	0	03/31/04	0	04/01/04	0	04/02/04	0	0	0
32	04/05/04	0	H	04/06/04	0	H	04/07/04	0	H	04/08/04	0	H
33	04/12/04	0	H	04/13/04	0	04/14/04	0	04/15/04	0	04/16/04	0	0
34	04/19/04	0	04/20/04	0	04/21/04	0	04/22/04	0	04/23/04	0	0	0
35	04/26/04	0	04/27/04	0	04/28/04	0	04/29/04	0	04/30/04	0	0	0
36	05/03/04	0	05/04/04	0	05/05/04	0	05/06/04	0	05/07/04	0	0	0
37	05/10/04	0	05/11/04	0	05/12/04	0	05/13/04	0	05/14/04	0	0	0
38	05/17/04	0	05/18/04	0	05/19/04	0	05/20/04	0	05/21/04	0	0	0
39	05/24/04	0	05/25/04	0	05/26/04	0	05/27/04	0	05/28/04	0	0	0
40	05/31/04	0	H	06/01/04	0	06/02/04	0	06/03/04	0	06/04/04	0	0
41	06/07/04	0	06/08/04	0	06/09/04	0	06/10/04	0	06/11/04	0	0	0
42	06/14/04	0	06/15/04	0	06/16/04	0	06/17/04	0	06/18/04	0	0	0
43	06/21/04	0	06/22/04	0	06/23/04	0	06/24/04	0	H	06/25/04	0	H

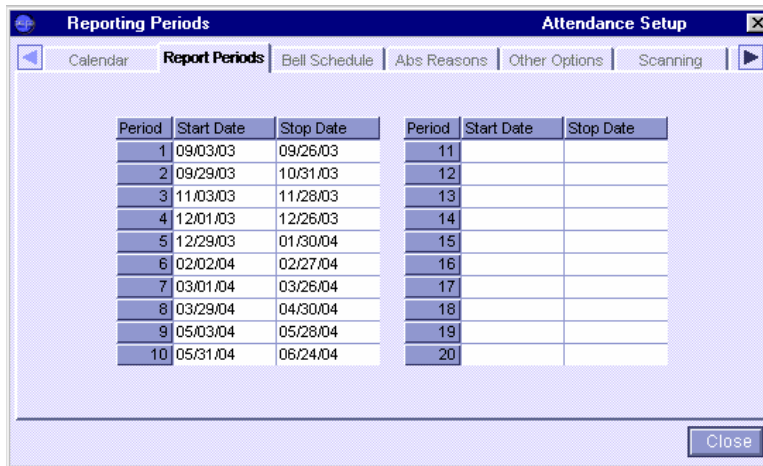
H = Holiday O = Other V = Track Vacation S = Staff Development D = Deleted Week

Getting Ready for Opening Day

- For secondary schools using Rotation Days, set the rotation day.



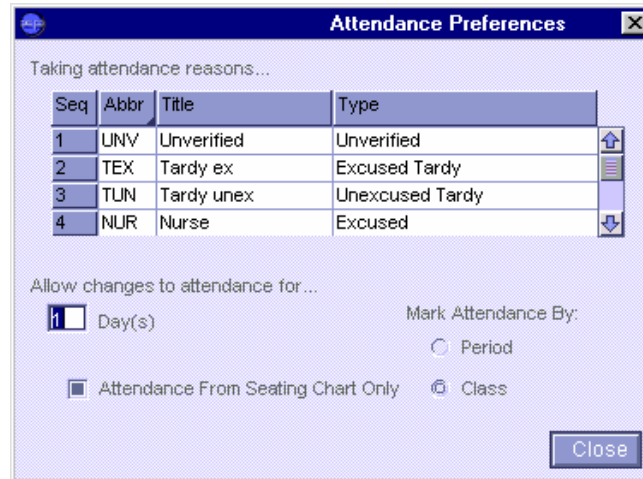
- Define the Attendance Reporting Periods on the Report Periods tab of the Attendance Setup atom **
(Remember that the attendance report periods are the same for every school in the district!)



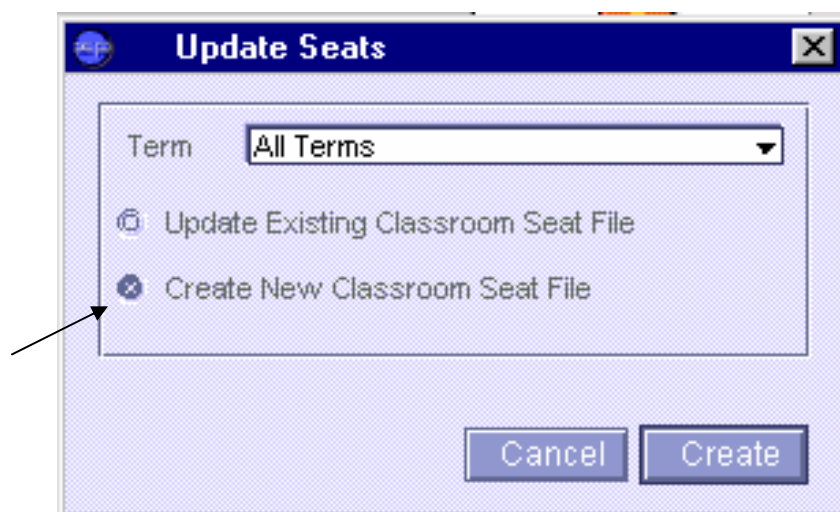
** If have AM & PM kindergarten and/or track school, remember to set up for all tracks. Remember also to assign students to correct (1). track and (2). ADA.

For schools using Classxp

- Add teachers in the User atom. Remember to Inactivate or Delete teachers who are no longer teaching.
- Make sure the Attendance Preference atom in the Classroom folder is accurate. (Suggestion: print out the screen from previous school year as reference.)



- When student schedules are completed and prior to the first day of school, run Create New Classroom Seat in the Classroom folder. Remember you must have exclusive rights to SASIxp. (After Create is completed, Update for current term on daily basis or as needed.)



Guidance Personnel

- Set active year to new school year

Sch# School Name Alternate# Sch Abrv Telephone

Basic | General | Schedule | Enrollment | Term Duration | Localization

Address: 120 Scotchtown City: Goshen St: NY Zip Code: 10924

Country: Province: Principal Name: Robert Litz Sch Fax: Att Phone: Ext: District: Local Processing Permit Number: Active Year: 2004

Close

- Define Term Duration in the School atom. The following example is for a semester school. **These dates must be accurate.** If you need a reference, check this setup for the previous school year.

Sch# School Name Alternate# Sch Abrv Telephone

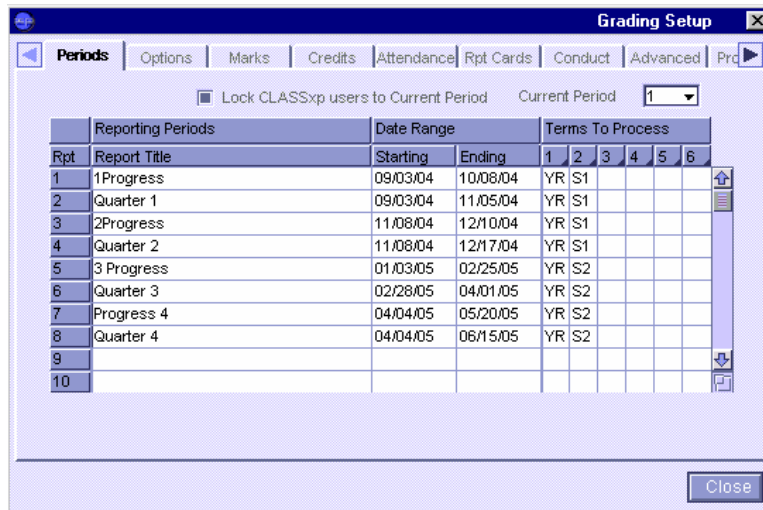
Basic | General | Schedule | Enrollment | Term Duration | Localization

Term	Title	Starting	Ending	1	2	3	4	5	6
1	Semester 1	09/03/04	01/21/05	YR	S1				
2	Semester 2	01/24/05	06/22/05	YR	S2				
3									
4									
5									
6									
7									
8									
9									
10									

Close

Getting Ready for Opening Day

- **Correct dates for Reporting Periods in Grading Setup atom, periods tab.**
The following example is for a semester school. (Remember that these dates will not save properly unless you remove each date by backspacing → Save → Enter all dates correctly → Save)



- Review the Marks in the Grading Setup atom marks tab that marks are correctly defined for the new year.
- Zip up the previous year's IgpData directory and save for reference. Now delete all subfolders and files from the IgpData directory **EXCEPT** the Template.* files, if they exist.
- Export Class Rosters for teachers using InteGrade Pro Data Exchange atom.

SASI Building Coordinator

- Review the User atom that all users are current: add/delete or inactivate users.
- Run query to change the year for all users:

CHANGE AUSR Year = 2004

select Show Inactive Records