



Course Attendance (CAR) Enhancements November 23, 2011

The **Course Attendance (CAR)** process has been modified with the July 29th, 2011 update. This document will detail the modifications to the **Course Attendance (CAR)** form and process.

When **Attendance (ATT)** and **Course Attendance (CAR)** are initialized, **Course Attendance (CAR)** Start and Stop dates will be pre-populated for the entire year for all sections in a student's schedule. The **Course Attendance (CAR)** form will now display current sections and future sections for all terms in the school year. In the example below, the student is scheduled for Quarter, Fall, Spring and Year sections. All sections will now display with Start and Stop dates for the entire year.

Course Attendance (CAR)
 2011-2012 Screaming Eagle High School 7/28/2011

Stu# 10 Last Name Abrego First Name Alice Middle Name A Perm ID No. 099400010 Sex F Grd 10 Prog Track B Status

Course Enrollment History

Sec#	Per	Trm	Crs ID	Course Title	Teacher	Start Date	Stop Date	Date	0	1	2	3	4	5	6	7	8	9	
3	0	F	0015	Marching PE	Schuler	08/16/2011	12/16/2011	8/23/11	T										
13	0	S	0582	Adv Band	Schuler	01/03/2012	06/08/2012	8/24/11	I	I	I	I	I	I	I	I	I	I	I
1024	1	Y	0302	English 10 CP	Smith, E.	08/16/2011	06/08/2012												
3043	3	Y	0607	Algebra Cp	Nielsen	08/16/2011	06/08/2012												
4019	4	Y	0215	Comp Sys & Tec	Milam	08/16/2011	06/08/2012												
5041	5	Y	0416	Spanish I	Velasquez	08/16/2011	06/08/2012												
6063	6	Y	0656	Biology Cp	Alvarado	08/16/2011	06/08/2012												
7000	7	Y	0013	Ind Stdy P.E.	Zimmerman	08/16/2011	06/08/2012												
8012	8	1	0586	Acappella Choir	Uphoff	08/16/2011	10/07/2011												
8013	8	2	0586	Acappella Choir	Powell	10/11/2011	12/16/2011												
8015	8	3	0586	Acappella Choir	Alvarado	01/03/2012	03/09/2012												
8016	8	4	0586	Acappella Choir	Nuno	03/20/2012	06/08/2012												

Record: 1 of 12

Red Flag

LOCATE Limit Term: Y Today UPDATE Print Preview OTHER

Buttons: Backward, Get, Forward, Change, Delete, Update, Print, eXit, Help

Changes made to a student's schedule will be updated in **Course Attendance (CAR)** immediately based on the **CrsAttDate** on the classes form. It will no longer be necessary to manually Update CAR at a term change.



NOTE: If school has already begun and **Course Attendance (CAR)** records already exist when this update is applied, it will be necessary to click on the **Update** button on the **Course Attendance (CAR)** form. This will add records for the sections with future terms.

COURSE ATTENDANCE (CAR) FORM

Several modifications have been made to the **Course Attendance (CAR)** form. The fields have been modified to match the **Student Class Schedules** form and a new **Limit Term** option has been added to the form. To limit the display of records to a specific term, click the mouse on the **Limit Term** option and select the Term to limit the **Course Attendance (CAR)** records. To limit to current classes only, select the **Today** option.

Course Attendance (CAR)
2011-2012 Screaming Eagle High School 7/29/2011

Stu# 10 Last Name Abrego First Name Alice Middle Name A Perm ID No. 099400010 Sex F Grd 10 Prog Track B Status

Course Enrollment History

Sec#	Per	Trm	Crs ID	Course Title	Teacher	Start Date	Stop Date
3	0	F	0015	Marching PE	Schuler	08/16/2011	12/16/2011
1024	1	Y	0302	English 10 CP	Smith, E.	08/16/2011	06/08/2012
3043	3	Y	0607	Algebra Cp	Nielsen	08/16/2011	06/08/2012
4019	4	Y	0215	Comp Sys & Tec	Milam	08/16/2011	06/08/2012
5041	5	Y	0416	Spanish I	Velasquez	08/16/2011	06/08/2012
6063	6	Y	0656	Biology Cp	Alvarado	08/16/2011	06/08/2012
7000	7	Y	0013	Ind Stdy P.E.	Zimmerman	08/16/2011	06/08/2012
8012	8	1	0586	Acappella Choir	Uphoff	08/16/2011	10/07/2011
8013	8	2	0586	Acappella Choir	Powell	10/11/2011	12/16/2011

Period Absences

Date	0	1	2	3	4	5	6	7	8	9
8/23/11	T									
8/24/11	I	I	I	I	I	I	I	I	I	I

Record: 1 of 9

Red Flag

LOCATE Limit Term: Y Year Today UPDATE Print Preview OTHER

Backward Get Forward

Version 11.0125 - July 2011

Y	Year	08/16/2011	06/08/2012
F	Fall	08/16/2011	12/16/2011
S	Spring	01/03/2012	06/08/2012
1	1st Quarter	08/16/2011	10/07/2011
2	2nd Quarter	10/11/2011	12/16/2011
3	3rd Quarter	01/03/2012	03/09/2012
4	4th Quarter	03/20/2012	06/08/2012

As an example, if the term of **Fall** is selected, sections with term of 1, 2, F and Y will display.

The **Print** button will now generate a report of **Course Attendance (CAR)** records. The beginning and ending dates will default to the term dates selected on the **Limit Term** option but can be changed. An option to show Parent/Address Info will display. The following report will display.

07/29/2011
10:29:12 AM

Screaming Eagle High School

2011-2012 **Print Student Course Attendance Record** Page 1

Reporting from 08/16/2011 to 12/16/2011

Stu#	Last Name	First Name	Middle Name	ID Number	Sex	Grade	Birthdate	Status	
000010	Abrego	Alice	A	099400010	F	10	12/11/1996		
Parent/Guardian		Street Address		City	Zipcode		Home Phone		
M/M A Abrego		115 W Norgate St		Eagle Point	99998		(777) 555-7682		
Sec#	Per	Sem	CrsID	Course Title	Tch	Teacher Name	Room	Start Date	Stop Date
0003	0	F	0015	Marching PE	802	Schuler	L1	08/16/2011	12/16/2011
1024	1	Y	0302	English 10 CP	806	Smith, E.	B1	08/16/2011	06/08/2012
3043	3	Y	0607	Algebra Cp	683	Nielsen	S7	08/16/2011	06/08/2012
4019	4	Y	0215	Comp Sys & Tech	678	Milam	B7	08/16/2011	06/08/2012
5041	5	Y	0416	Spanish I	730	Velasquez	BC1	08/16/2011	06/08/2012
6063	6	Y	0656	Biology Cp	610	Alvarado	D4	08/16/2011	06/08/2012

STUDENT CLASS SCHEDULE FORM

Before making changes to the student's schedule, verify the **CrsAttDate** is correct and change if necessary. The date defaults to the next valid school date. If a new student will be attending classes today, the **CrsAttDate** must be changed to today.

Stu#	Last Name	First Name	Middle	Sex	Grd	Prg	Trk	PerRng	ScdGp	Status	Credits	View MST	CrsAttDate
10	Abrego	Alice	A	F	10	B	0	9			0.00	Alt Disp	8/16/2011

Sec#	Per	Trm	Days	Crs ID	Course Title	0123456789	Teacher	Room	Total	Left	PmLk	Attend
0003	0	F	MTWTF	0015	Marching PE	X-----	Schuler-802	L1	1	199		
0013	0	S	MTWTF	0582	Adv Band	X-----	Schuler-802	L1	1	-1		
1024	4	X	MTWTF	0202	English 10 CP	X-----	Smith F-806	R4	25	0		

TERMS

On the **School Options** form a **Terms** button has been added to the lower right of the form. The terms can now be displayed on the **School Options** form and also on the **Terms** form.

Code	School Name	Area	Telephone	Fax	Open Date	Close Date	Tag
994	Screaming Eagle High School	909	555-9994		7/11/1997		

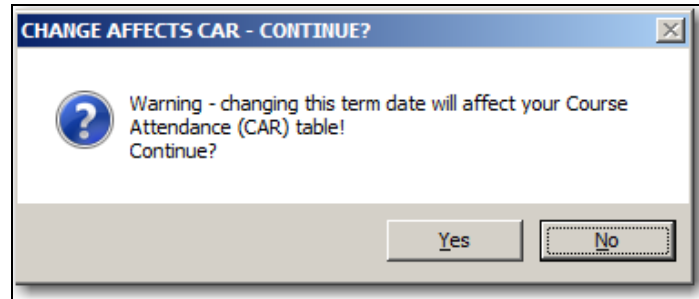
Period	Starting Time	Ending Time	Term	Starting Date	Ending Date
0	7:05 AM	7:55 AM	1	08/16/2011	10/07/2011
1	8:00 AM	8:50 AM	2	10/11/2011	12/16/2011
2	8:55 AM	9:45 AM	3	01/03/2012	03/09/2012
3	10:05 AM	10:55 AM	4	03/20/2012	06/08/2012
4	11:00 AM	11:50 AM	F	08/16/2011	12/16/2011
5	12:25 PM	1:15 PM	S	01/03/2012	06/08/2012
6	1:20 PM	2:10 PM	Y	08/16/2011	06/08/2012
7	2:15 PM	3:05 PM			
8	3:10 PM	4:00 PM			
9	4:05 PM	4:55 PM			
0					

The **Terms** form will display all the track term date fields if applicable.

Term	Starting Date	Ending Date	Track A Starts	Track A Ends	Track B Starts	Track B Ends
1	08/16/2011	10/07/2011	08/16/2011	10/07/2011	08/24/2011	10/21/2011
2	10/11/2011	12/16/2011	10/11/2011	12/16/2011	10/24/2011	12/16/2011
3	01/03/2012	03/09/2012	01/03/2012	03/09/2012	01/03/2012	03/16/2012
4	03/20/2012	06/08/2012	03/20/2012	06/08/2012	03/20/2012	06/15/2012
F	08/16/2011	12/16/2011	08/16/2011	12/16/2011	08/24/2011	12/16/2011
S	01/03/2012	06/08/2012	01/03/2012	06/08/2012	01/03/2012	06/15/2012
Y	08/16/2011	06/08/2012	08/16/2011	06/08/2012	08/24/2011	06/15/2012

Changing Term Dates

If a term date is changed and **Course Attendance (CAR)** records exist, the following message will now display.



The new Start or Stop date that is entered on the **Term** form will automatically update any existing **Course Attendance (CAR)** records with the same term and date.

First/Second Split Terms in the Master Schedule

The **Term** form will now accommodate **First** and **Second** Split terms for sections. Date fields have been added to the **Terms** form for **1st Half End** and **2nd Half Start** if there is a section in the **Master Schedule** with a **Split Term** of **First** or **Second**.

Term	Starting Date	Ending Date	1st Half End	2nd Half Start
1	08/16/2011	10/07/2011	09/15/2011	09/16/2011
2	10/11/2011	12/16/2011	11/15/2011	11/16/2011
3	01/03/2012	03/09/2012	02/10/2012	02/13/2012
4	03/20/2012	06/08/2012	05/03/2012	05/04/2012
F	08/16/2011	12/16/2011		
S	01/03/2012	06/08/2012		
Y	08/16/2011	06/08/2012		
*				

Split Terms of **First** or **Second** are used to divide a term. An example would be a trimester school using First and Second for each Trimester. This would allow 6 terms in the school year.

Section	Period	Blk	Sem	Course ID	Course Title	TchNum	Teacher Name	Highly Qlfd	Room	Tag	
1197	1	1	1	0221	Bus. Internship	730	Velasquez				
ClassID	Credit	School (if not current)	Prgm	Hrly Prg	Exclude ADA	Tch#2	Name	HQT	Tch#3	Name	HQT
0	5.00					0	Unassigned		0	Unassign	

Stu#	Last Name	First Name	Sex	Grd	Prg	LngFl	Status	Lock
000042	Armenta	Sarah	F	2				
003181	Arroyo	Tanya	M	1				

GradeRng	SchedGrp	TmCrsgp	Team#	SemGp
12	12		0	

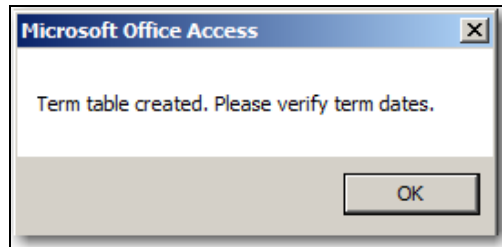
Sex	SplitTerm	Mon	Tue	Wed	Thu	Fri	Sat
	FIRST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Course Attendance (CAR) Start and Stop records will be created with these 1st and 2nd dates when **Attendance** and **Course Attendance (CAR)** is initialized and also for schedule changes.

NOTE: Aeries does not support **First** and **Second Split Terms** for Track schools.

INITIALIZING ATTENDANCE (ATT) AND COURSE ATTENDANCE (CAR)

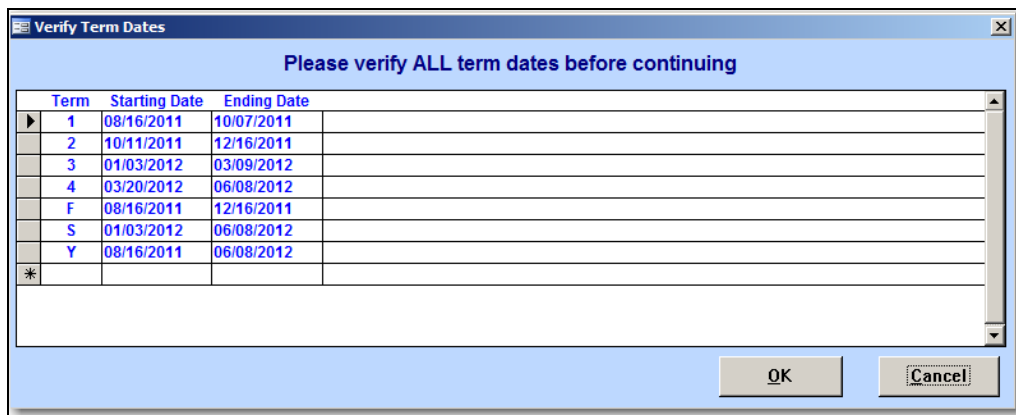
In a new database the **Calendar** must be created before terms can be entered. After the **Calendar** is created and a user accesses the **School Options** form, the terms will be automatically created and the following message will display.



NOTE:

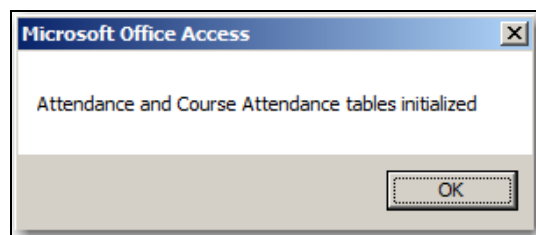
It is imperative that each term is verified and is a valid day in the **Calendar**.

When initializing attendance at the beginning of the school year, the **Term** form will display to verify the schools term dates. The **Starting Date** and **Ending Date** must be verified before continuing the initializing process.



Term	Starting Date	Ending Date
1	08/16/2011	10/07/2011
2	10/11/2011	12/16/2011
3	01/03/2012	03/09/2012
4	03/20/2012	06/08/2012
F	08/16/2011	12/16/2011
S	01/03/2012	06/08/2012
Y	08/16/2011	06/08/2012
*		

The terms can be changed on this form. Click the mouse on **OK** to proceed or **Cancel** to cancel the initialization process. When initializing **Attendance (ATT)**, **Course Attendance (CAR)** will also be initialized.



COURSE ATTENDANCE AUDIT REPORT

Several new options and messages have been added to the **Course Attendance Audit** report. The following options form will now display.

The **Options** form allows you to select various options.

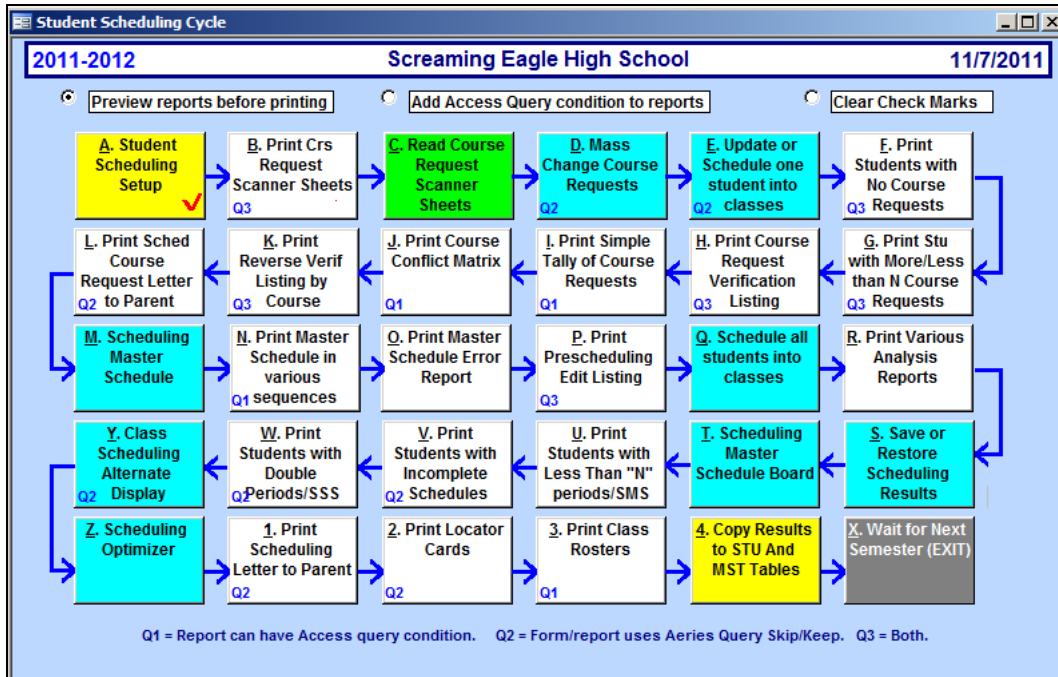
- **Sort by section instead of student**
- **Skip attendance verification**
 - will bypass errors for students with sections scheduled and no attendance data
 - will bypass errors for students with course attendance prior to the first attendance enrollment record
- **Skip classes with overlapping dates** – will skip sections that have duplicate or overlapping CAR record dates. Ex: a student with two 1st period sections scheduled.
- **Skip sections tagged not to print** – will skip sections tagged in the Master Schedule to Exclude (MST.ST) X – Do not show on Attendance or Z – Do not show on Grades or Attendance
- **Include inactive students**

Below is an example of the **Course Attendance Audit** report.

Bald Eagle Intermediate School											07/26/2011
											02:36:30 PM
2011-2012 Course Attendance Audit											Page 1
Stu#	Student Name	Sec#	Per	Term	Crs ID	Tch#	Start Day#/Date	Stop Day#/Date	Error		
000001	Abbott, Alan A.	0107	1	Y	150	7	1 05/30/2011	40 07/22/2011	Student has Overlapping D dates in CAR		
000001	Abbott, Alan A.	0102	1	Y	150	2	1 05/30/2011	80 09/16/2011	Student has Overlapping D dates in CAR		
000004	Abraham, Bernadette B.	0131	1	Y	150	18	1 05/30/2011	0	Student has no End Date in CAR		
000004	Abraham, Bernadette B.	0232	2	S	907	12	14 06/16/2011	40 07/22/2011	Enrolled in ATT on 5/30/2011 before first CAR 6/16/2011		
000005	Abrego, Jerome J.	0230	2	F	960	12	3 06/01/2011	13 06/15/2011	Enrolled in ATT on 5/30/2011 before first CAR 6/11/2011		
000007	Acosta, Juan J.								Enrolled in ATT but not in CAR		
000007	Acosta, Juan J.	0102	1	Y	150	2			Current Section NOT in CAR Table.		
000007	Acosta, Juan J.	0230	2	F	960	12			Current Section NOT in CAR Table.		

STUDENT SCHEDULING CYCLE

When using the **Student Scheduling Cycle** for midyear scheduling, **Course Attendance (CAR)** will now be updated during the **Copy Results to STU and MST Tables** function.



After a warning message, the following date box will display. Enter the date of the new term.

Date Input Form

Enter starting date for schedule changes.

01/23/2012

OK Cancel

When the sections are copied to the students schedule (**SEC**), **Course Attendance (CAR)** will also be updated. If a section with a Year term has been changed, a **Course Attendance (CAR)** Stop Date will be added and the new section will be updated.

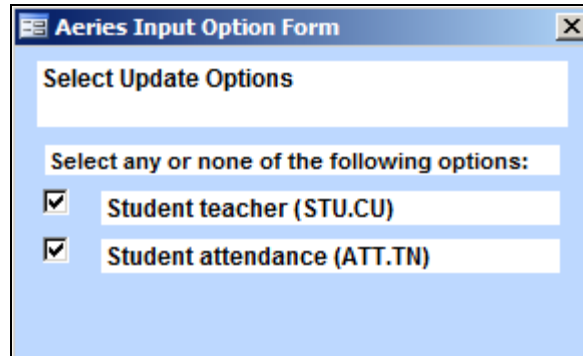


NOTE:

It is no longer necessary to manually update **CAR** at a term change.

Elementary with Master Schedule

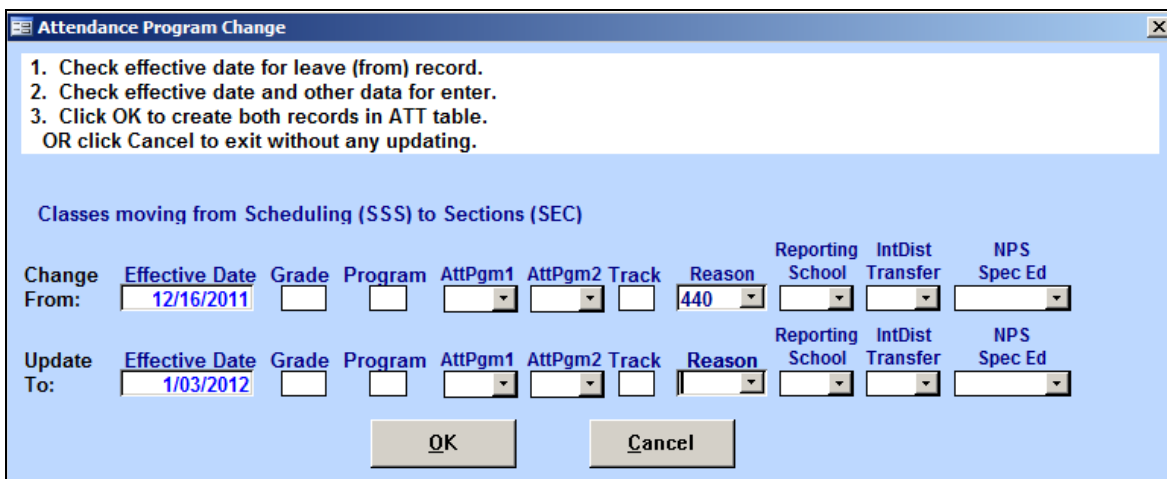
When using the **Student Scheduling Cycle** for midyear scheduling in an Elementary with Master Schedule school, the following option form will now display.



The screenshot shows a dialog box titled "Aeries Input Option Form". It contains a section "Select Update Options" with the instruction "Select any or none of the following options:". Below this, there are two checked checkboxes: "Student teacher (STU.CU)" and "Student attendance (ATT.TN)".

If only the **Student teacher (STU.CU)** option is selected, the **STU.CU** field on the **Students** form will be updated with the new teacher number of the Attendance Period section but Attendance records will not be updated.

If the **Student attendance (ATT.TN)** option is selected, the following form will display.



The screenshot shows a dialog box titled "Attendance Program Change". It contains instructions: "1. Check effective date for leave (from) record.", "2. Check effective date and other data for enter.", "3. Click OK to create both records in ATT table. OR click Cancel to exit without any updating." Below the instructions, there is a section "Classes moving from Scheduling (SSS) to Sections (SEC)". This section contains two rows of data entry fields: "Change From:" and "Update To:". Each row has fields for "Effective Date", "Grade", "Program", "AttPgm1", "AttPgm2", "Track", "Reason", "Reporting School", "IntDist Transfer", and "NPS Spec Ed". The "Change From:" row has "Effective Date" set to "12/16/2011" and "Reason" set to "440". The "Update To:" row has "Effective Date" set to "1/03/2012". At the bottom of the dialog are "OK" and "Cancel" buttons.

New attendance records will be added based on the dates entered. If both options are selected, the **Student teacher (STU.CU)** will be updated and also the attendance records with the new teacher number of the Attendance Period section.



NOTE:

It is no longer necessary to manually update **CAR** at a term change.