



APS SchoolMAX

**APS SECONDARY
COUNSELOR
GUIDE**

November 2007

Version 3.0

This manual is designed to assist the APS High School Counselors with the following:

- **Using the Menu Folder**
- **Using the Individual and Daily Counseling Logs**
- **Using Transcript Tracking**
- **Viewing student information**
 - **Schedules**
 - **Grades**
 - **Transcripts**
 - **Graduation requirements**
 - **Attendance**
 - **Test scores**
 - **Health data**
 - **Discipline history**
 - **Special education**
- **Scheduling walk in students**

Counselor Main Menu CE001

SchoolMAX™ Next Screen

Counselor Access

Maintenance

- Individual Counseling Log
- Daily Counseling Log
- Individual Student Scheduler
- Articulation Input
- Spec Ed Articulation

Setup/Tables

- Counseling Miscellaneous Codes
- Transcript Tracking Table
- Articulation Area Tables
- Articulation Values

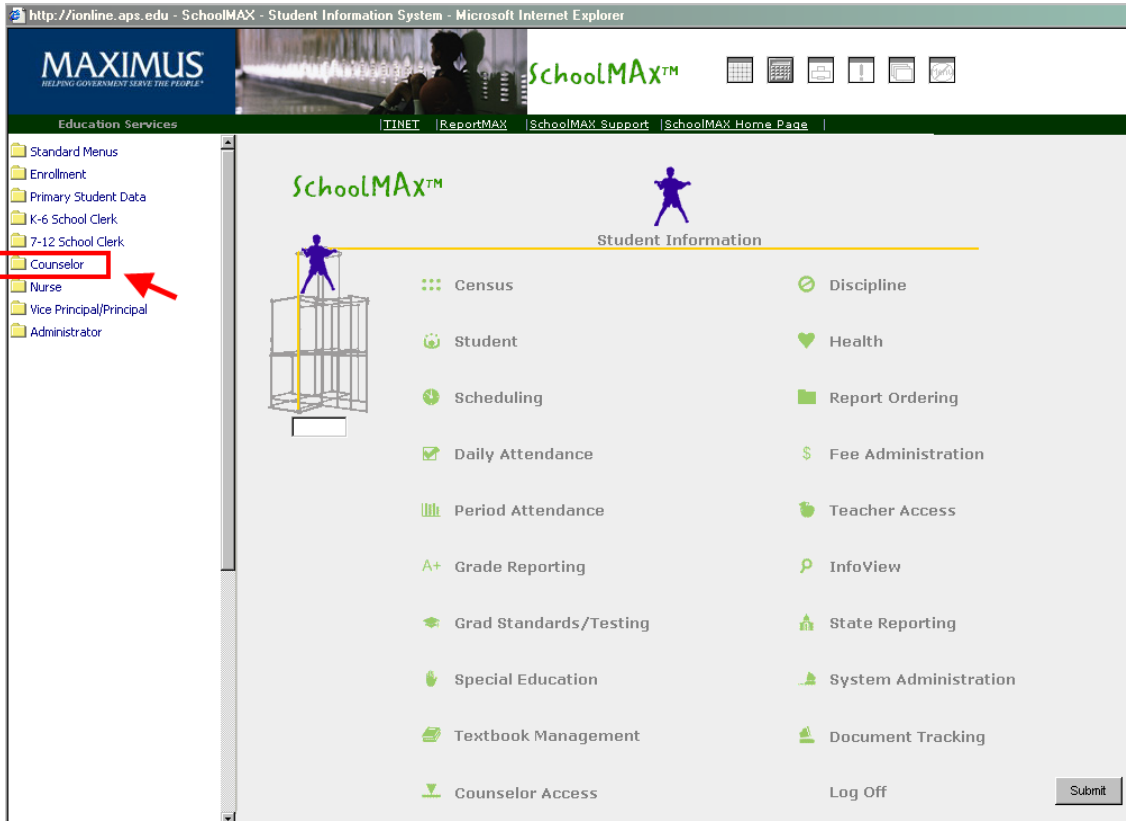
Inquiry

- Student Schedule
- Student Grades
- Transcript Inquiry
- Graduation Requirement-Credit Summary
- Graduation Requirement-Credit Detail
- Attendance Summary
- Master Schedule
- Student Special Program Participation
- Student Test Results
- Health Records
- Student Information

System

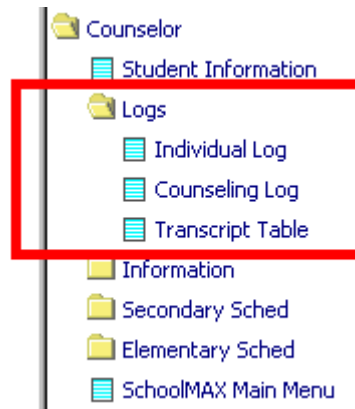
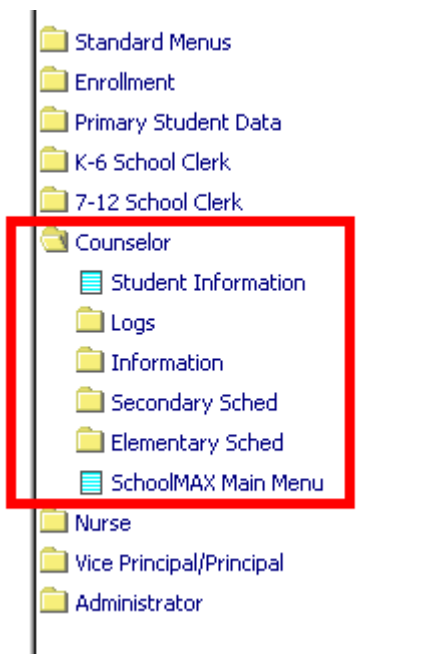
- Report Ordering Menu
- SchoolMAX Main Menu
- Log Off

Counselor Folder



CLICK ON COUNSELOR FOLDER:

CLICK ON LOGS:



CLICK ON INFORMATION:

- 📁 Counselor
 - 📄 Student Information
 - 📄 Logs
 - 📁 Information
 - 📄 Student Schedule
 - 📄 Grade History
 - 📄 Student Grades
 - 📄 Transcript
 - 📄 Credit Summary
 - 📄 Credit Detail
 - 📄 Attendance
 - 📄 Testing
 - 📄 Health
 - 📄 Discipline
 - 📄 Special Ed
 - 📁 Secondary Sched
 - 📁 Elementary Sched
 - 📄 SchoolMAX Main Menu

CLICK ON SECONDARY SCHED:

- 📁 Counselor
 - 📄 Student Information
 - 📄 Logs
 - 📁 Information
 - 📁 Secondary Sched
 - 📄 Individual Scheduler
 - 📄 Add/Drop Screen
 - 📄 Master Schedule
 - 📁 Elementary Sched
 - 📄 SchoolMAX Main Menu

PART 1: USING THE COUNSELOR LOGS

NOTE: See APPENDIX A for a detailed explanation of the Counselor CODES that are used on the Counselor and Individual Log screens.

COUNSELING TABLES

“Counseling Miscellaneous Codes” (CO282)

EVENT

This table is maintained by the district.

A/C/D	CODE	Description	Abbreviation	State Code
	1GUID. CUR	A. Structured Dev. lessons		
	2RESP. SER	B. Immediate student needs		
	3STD. PLAN	C. Individual goals and plans		
	4SYS. SUPP	D. Program Organiz. and Mgmt		
	5NON-COUN	E. Clerical and Testing duty		

① **CODE**

Choose which component of the Delivery System you are using: **1. Guidance Curriculum, 2. Responsive Services, 3. Student Planning, 4. System Support or 5. Non-Counseling**

② **DESCRIPTION**

Guidance Curriculum – Structured Developmentally Appropriate lessons. (Provides developmental comprehensive guidance program content in a systematic way to all students K-12)

Responsive Services – Immediate Student needs – Addresses the immediate concerns of the student

Individual Student Planning – Individual goals and plans – Assists students and parents in the development of academic and career plans

System Support – Program Organization and Management – Includes program, staff and school support activities and services.

Non – Counseling – Clerical and Testing duty – “Fair-Share responsibilities”

ACTION

This table is maintained by the district.

A/C/D	CODE	Description	Abbreviation	State Code
1	CLASS AC	A. Classroom Activities		
1	GROUP	A. Group Activities		
1	PARENT	A. Parent Workshops & Training		
2	CONCERNS	B. Individual Concerns		
2	CRISIS	B. Crisis Counseling		
2	REFERRAL	B. Referrals to MH services		
3	ACADEMIC	C. Academic Planning		
3	CAREER	C. Career Planning		
3	P/S PLAN	C. Personal/Social Student		
4	COUNSULT	D. Consultation		
4	PRO MGMT	D. Program Mgmt and Operation		
4	PROF DEV	D. Professional Development		
4	TEAMING	D. Collaboration and Teaming		
5	CLERICAL	E. Clerical Duties		
5	TESTING	E. Testing Duties		

①

②

① **CODE**

Enter the method of delivery: for example in Guidance Curriculum the method of delivery would be one of the following: **Classroom Activity, Group Activity, Parent Workshops and Trainings, etc.** Everything coded #1 fits under guidance curriculum, #2 Responsive Services, #3 Individual Student Planning, #4 System Support and #5 Non-Counseling. This is set up to flow in a drop down menu format. If this is confusing refer to the Counselor Log Reference Guide.

② **DESCRIPTION – These are descriptions of the codes. See examples below:**

Classroom Activities would include all presentations that are delivered to students in the school through classroom instruction.

Group Activities would include all interventions done in a group setting.

Parent Workshops and Trainings would include all presentations or classes offered for parents in your school.

OUTCOME

This table is maintained by the district.

Menu	Return			
<CO282>		Counseling Miscellaneous Codes Table		Next Screen
DIST	0001	APS Admin District		
TYPE	Outcome			
A/C/D	CODE	Description	Abbreviation	State Code
	1 ACADEMIC	A. Academic Guidance Activity		
	1 CAREER	A. Career Guidance Activities		
	1 PERS/SOC	A. Personal/Social Activities		
	2 ACHIEVMT	B. Academic Achievement		
	2 ATTEND.	B. Attendance		
	2 AVOIDANC	B. School Avoidance		
	2 BEHAVIOR	B. Behavior Management		
	2 CONFLICT	B. Conflict Resolution		
	2 CUSTODY	B. Custody Issues		
	2 DEPRESS.	B. Depression		
	2 DIVORCE	B. Divorce and Separation		
	2 DROP-OUT	B. Drop-out Prevention		
	2 DRUGS	B. Drugs and Alcohol		
	2 EATING	B. Eating Disorders		
	2 EMOTION	B. Emotional Abuse		
	2 FAM. ISS	B. Family Issues		
	2 GANG	B. Gang Issues		
	2 GLBT	B. Gay, Lesbian, Bisexual		
	2 GRIEF	B. Grief and Loss		
	2 HOMELESS	B. Homeless		
	2 HOSPITAL	B. Hospital		
	2 LEGAL IS	B. Legal Issues		
	2 OTHER	B. Other Concerns		
	2 PHYS. AB	B. Physical Child Abuse		
	2 PREGNANT	B. Pregnancy		
	2 RAPE	B. Rape		
	2 RELATION	B. Relationship Concerns		
	2 RUN AWAY	B. Run-Away		
	2 SELF INJ	B. Self Injury		
	2 SEX. ABU	B. Sexual Child Abuse		
	2 STRESS	B. Stress Management		
	2 STUDY	B. Study Skills		
	2 SUB. ABU	B. Substance Abuse		
	2 SUICIDE	B. Suicide		
	2 TOBACCO	B. Tobacco		
	2 TRUANCY	B. Truancy		
	2 VIOLENCE	B. Violence		
	3 CREDITS	C. Credit Checks		
	3 GRAD REQ	C. Graduation Requirements		
	3 GRADES	C. Grades		
	3 IEP	C. IEP Conference		
	3 MH TEAM	C. Health/Mental Health Team		
	3 NSP	C. Next Step Plan		
	3 PARENT C	C. Parent Conference		

①

②

① **CODE**

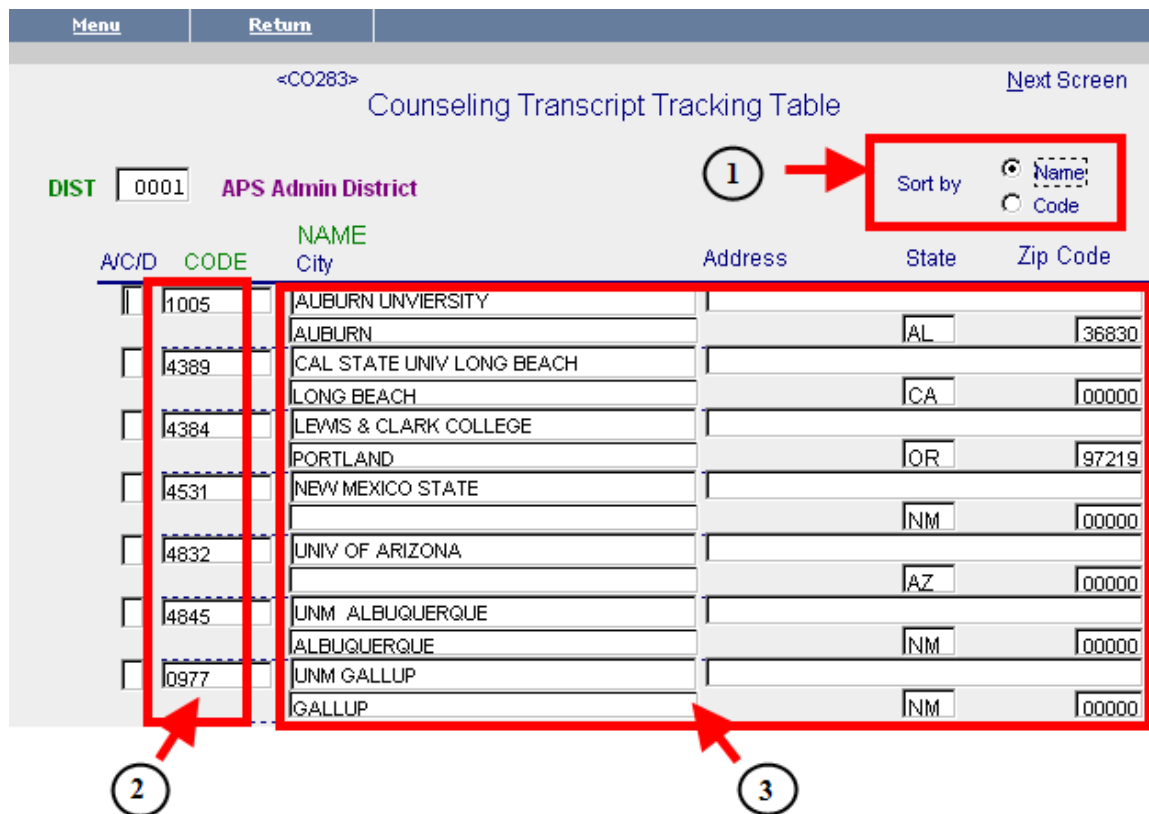
Enter the Code that explains the detailed focus of your delivery method; if you were in the Guidance Curriculum area and were giving a classroom activity, you would select one of the following to explain a more detailed focus area: ie. **Academic guidance activity, career guidance activity, or personal/social guidance activity.**

② **DESCRIPTION**

If you selected #2 Responsive Services and then Crisis Counseling you would then choose the detailed focus of the crisis counseling (ie. **Conflict resolution, custody issues, depression, divorce/separation, etc.**)

“Counseling Transcript Tracking Table” (CO283)

This table is maintained by the district.



① SORT BY RADIO BUTTONS

Select a radio button to sort by **NAME** of the college/university or by **CODE**.

② CODE

The four digit code of the college/university. **This is the code that you will enter on the Individual Counseling Log (CO250) to track a transcript event.**

③ NAME AND ADDRESS

The name and address of the universities and colleges.

INDIVIDUAL COUNSELING LOG

“Individual Counseling Log” (CO250)

Use this screen to record a counseling event for a student.

STEP 1: Bring up a student

The screenshot shows the 'Individual Counseling Log' (CO250) interface. At the top, there are tabs for 'Menu', 'Prev Screen', 'Guidance Notes', 'Counselor Notes', and 'Daily Log'. Below these, there are input fields for 'DIST' (0002), 'SCHL' (500), 'ID NUMBER' (97), and 'COUNSELOR' (2856). The student name 'BREAZEALE, BOBBY' and counselor name 'kovak allison' are displayed. There are also fields for 'Birthdate' (04/15/2003), 'Gr' (09), 'IEP' (checkbox), 'Res County' (504), and 'Aid Category' (00). A 'Next Screen' dropdown menu is visible. At the bottom, there is a search bar with a 'SEARCH:' label and a dropdown arrow. Two red circles with arrows point to the 'ID NUMBER' and 'COUNSELOR' fields, labeled 1 and 2 respectively.

① COUNSELOR

Enter the counselor's **ID** number.

② ID NUMBER

Enter the student **ID** or search for the student

Press <enter>. The student and counselor names will appear to the right of their **ID**'s.

STEP 2. Enter a student Counseling EVENT.

Menu	Prev Screen	Guidance Notes	Counselor Notes	Daily Log	Next Screen
DIST	0002	<CO250>		Guidance Notes <input type="checkbox"/>	Next Screen
SCHL	500 Test High School 1	Individual Counseling Log		Counselor Notes <input type="checkbox"/>	
ID NUMBER	102 BREAZEALE, GEORGE	Birthdate	01/15/1993	Gr	09
COUNSELOR	2856 kovak allison	Res County	504	IEP	<input type="checkbox"/>
		Aid Category	00	At Risk	<input type="checkbox"/>

AVC/D	DATE	TIME IN	Seq#	Name	Alias	SEARCH:	
<input type="checkbox"/>	/	/		Event	Action	Outcome	Transcript
Time Out	:	:					
<input type="checkbox"/>	/	/		Event	Action	Outcome	Transcript
Time Out	:	:					
<input type="checkbox"/>	/	/		Event	Action	Outcome	Transcript
Time Out	:	:					
<input type="checkbox"/>	/	/		Event	Action	Outcome	Transcript
Time Out	:	:					
<input type="checkbox"/>	/	/		Event	Action	Outcome	Transcript
Time Out	:	:					
<input type="checkbox"/>	/	/		Event	Action	Outcome	Transcript
Time Out	:	:					

Next / /

Submit

① STUDENT INFO DISPLAY

When a student’s individual record is displayed the following will be shown in the upper right section of the screen:

- Birthdate
- Enrollment grade
- Res County/Aid Category (Not used at APS)
- IEP checkbox. If an X appears in this box then the student is Special Ed. (Currently not available at APS)
- 504 checkbox. If an X appears in this box then the student has a 504 plan entered on his/her health record.
- At Risk checkbox.

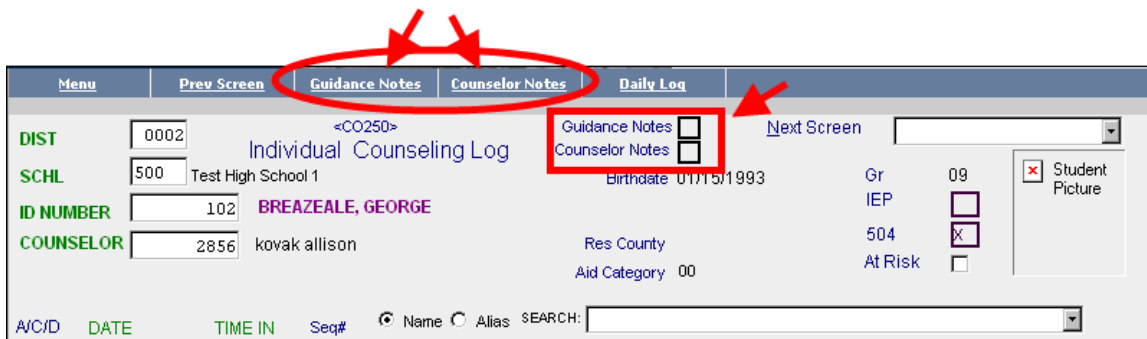
② **EVENT DATA FIELDS**

To enter an event for a student:

- Enter an **A** in the **A/C/D** box.
- Enter the **date** of the event (MMDDYYYY)
- Enter the begin time of the event in the **IN TIME** field.
- Enter the end time of the event in the **TIME OUT** field.
- Select the **Event** from the dropdown list
- Select the **Action** from the dropdown list (OPTIONAL).
- Select the **Outcome** from the dropdown list (OPTIONAL).
- If the event was a 3STD. PLAN then enter the university/college **CODE** from Table CO283 in the **TRANSCRIPT** field.
- Press <enter> or click on submit.

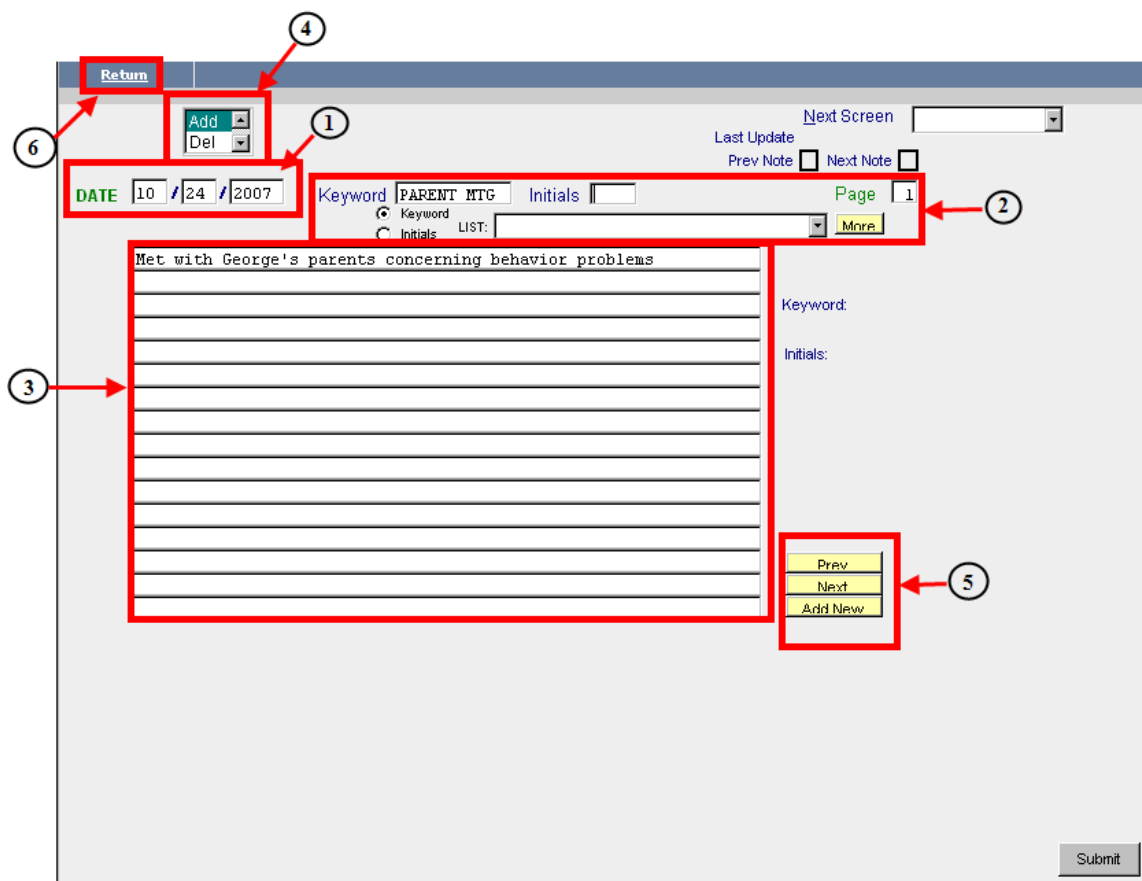
NOTE: To modify or delete an event then enter a C or D in the **A/C/D** box to the left of the event.

STEP 3. Enter a student Guidance Note or Counselor Note.



To enter Notes, click on either the **Guidance Notes** or **Counselor Notes** tab located at the top of the screen.

Guidance Notes



① **DATE FIELD**

Enter the date of the note in the **DATE** field. The default is today’s date.

② **KEYWORD/INITIALS FIELDS and LIST**

A note can have a **KEYWORD** attached. **KEYWORDS** can be a maximum of 10 characters. These can then be used to locate “sets” of notes at a later date. For example, if there were fifty notes added for George Breazeale and ten of them had the keyword **PARENT MTG** then you would be able to locate the ten notes by selecting the keyword from the **LIST**.

A note can have initials attached. If multiple staff members are adding notes for the same student then you can identify the “set” of notes written by one staff member by attaching initials.

The **LIST** contains all of the **KEYWORDS** and **INITIALS** that have been used on notes for this student. Select one of the radio buttons to the left of the dropdown to designate keywords or initials. If all of the keywords or initials do not appear in the list then click on the **MORE** button to the right of the dropdown box to bring in the next group.

③ NOTE TEXT FIELD

Enter the notes in this area of this screen.

④ MAINTENANCE BOX

The maintenance box is used to Inquire, Add, Change and/or Delete guidance notes.

To add a note:

- Enter the **DATE**, if different from today's date.
- Enter a **KEYWORD** (OPTIONAL)
- Enter **INITIALS** (OPTIONAL). **NOTE:** These are the user initials assigned by the system.
- Type the notes in the **NOTE** area of the screen.
- Highlight **ADD** in the **MAINTENANCE BOX** and press <enter>.

NOTE: If a second note needs to be added for the same date, then use the **CONTROL BUTTONS** described below.

To find a note:

- You can find a note by the date that the note was written by entering the date in the **DATE** field, highlighting **INQ** in the **MAINTENANCE BOX** and pressing <enter>. This will display the first note for that date. If there are multiple notes you may scroll through the notes by using the **CONTROL BUTTONS** described below.
- You can find a note by **KEYWORD** by clicking on the **KEYWORD** radio button and pressing <enter>. This will populate the dropdown with all the notes in **KEYWORD** order. Select the note by clicking on the correct note in the dropdown and pressing <enter>. If you would like to scroll through all of the notes with this keyword then you may use the **CONTROL BUTTONS** described below.
- You can find a note by **INTIALS** by clicking on the **INTIALS** radio button and pressing <enter>. This will populate the dropdown with all the notes in **INTIALS** order. Select the note by clicking on the correct note in the dropdown and pressing <enter>. If you would like to scroll through all of the notes with these intials then you may use the **CONTROL BUTTONS** described below.

⑤ CONTROL BUTTONS

The control buttons allow you to:

- add a second note for the same date
- scroll through notes. (i.e. same **DATE**, same **KEYWORD** or same **INITIALS**).

⑥ RETURN LINK

Click on the **RETURN** tab at the top of the screen to go back to the log (**CO250**).

Counselor Notes

The screenshot shows the 'Counselor Notes' form in SchoolMAX. At the top left is a 'Return' tab. Below it, a 'Maintenance Box' contains 'Add' and 'Chg' buttons. The main header area includes 'Counselor Notes:', 'Next Screen' dropdown, 'Last Update', 'Prev Note', and 'Next Note' checkboxes. The user information 'ID 000000102 BREAZEALE, GEORGE' is displayed. A 'DATE' field is set to '10 / 24 / 2007'. There are 'Keyword' and 'Initials' input fields, a 'LIST:' dropdown, and a 'Page' field set to '1'. The main content area is divided into three sections: 'Problem', 'Assessment', and 'Plan', each with multiple horizontal text input lines. At the bottom right of this area are 'Prev', 'Next', and 'Add New' buttons. A 'Submit' button is located at the bottom right of the entire form.

① **DATE FIELD**

Enter the date of the note in the **DATE** field. The default is today's date.

② **KEYWORD/INITIALS FIELDS and LIST**

See "Guidance Notes" for detail.

③ **NOTE TEXT FIELDS**

- Problem – enter the problem in "free text form" in the **Problem** box.
- Assessment – enter the assessment in "free text form" in the **Assessment** box.
- Plan – enter the plan on action in "free text form" in the **Plan** box.

④ **MAINTENANCE BOX**

The maintenance box is used to Inquire, Add, Change and/or Delete guidance notes.

⑤ **CONTROL BUTTONS**

The control buttons allow you to:

- add a second note for the same date
- scroll through notes. (i.e. same **DATE**, same **KEYWORD** or same **INITIALS**).

⑥ **RETURN LINK**

Click on the **RETURN** tab at the top of the screen to go back to the log (**CO250**).

DAILY COUNSELOR LOG**“Daily Counseling Log” (CO251)**

Use this screen to record a single counseling event for a student and to view all events for the date.

STEP 1. Bring up a counselor.

① **DATE/COUNSELOR ID FIELDS**

Enter the date in the **DATE** field, enter the counselor **ID** in the **COUNSELOR** field, press <enter> or click on **SUBMIT**. **The counselor name will now appear to the right of the COUNSELOR number in blue.**

STEP 2. Enter a student event.

② **USE CURRENT TIME CHECKBOX**

If this is checked then the current time is automatically entered in the **TIME IN** field.

③ STUDENT EVENT FIELDS

- Enter **ID NUMBER** or search for student. If using the search, then highlight the correct student and press enter.
- If the “Use Current Time” checkbox is NOT checked then enter the time in the **TIME IN** field.
- Enter the ending time of the event in the **TIME OUT** field. (OPTIONAL)
- Select the event from the **EVENT** dropdown list.
- Select the action from the **ACTION** dropdown list.
- Select the outcome from the **OUTCOME** dropdown list.

After all fields are filled in then press <enter) to add the event to the counselor’s log.

④ EVENT DISPLAY BOX

All events that have been added for this counselor on the **date** entered in the **DATE** field.

PART 2: VIEWING STUDENT DATA**STUDENT SCHEDULE****“Student Schedule” (SC455)**

Use this screen to view and/or print the schedule for an individual student.

TC	Prd	Days	Course	Section	Course Title	Room	Teacher Name
FY	01	1	ADVISORY	2	Advisory	88	
FY	02	1	208001	1	LANGUAGE ARTS 8		
FY	03	1	408001	1	SCIENCE 7		
FY	04	1	308001	1	MATH 8		
FY	06	1	246011	2	STUDY SKILLS 6	88	

① STUDENT ID NUMBER

Enter the student ID Number or locate the student by using the search box.

② SELECT BY FIELD

You may filter the schedule by term. If left blank then the student’s entire schedule will display.

③ STUDENT SCHEDULE DISPLAY

The student’s schedule displays in period order.

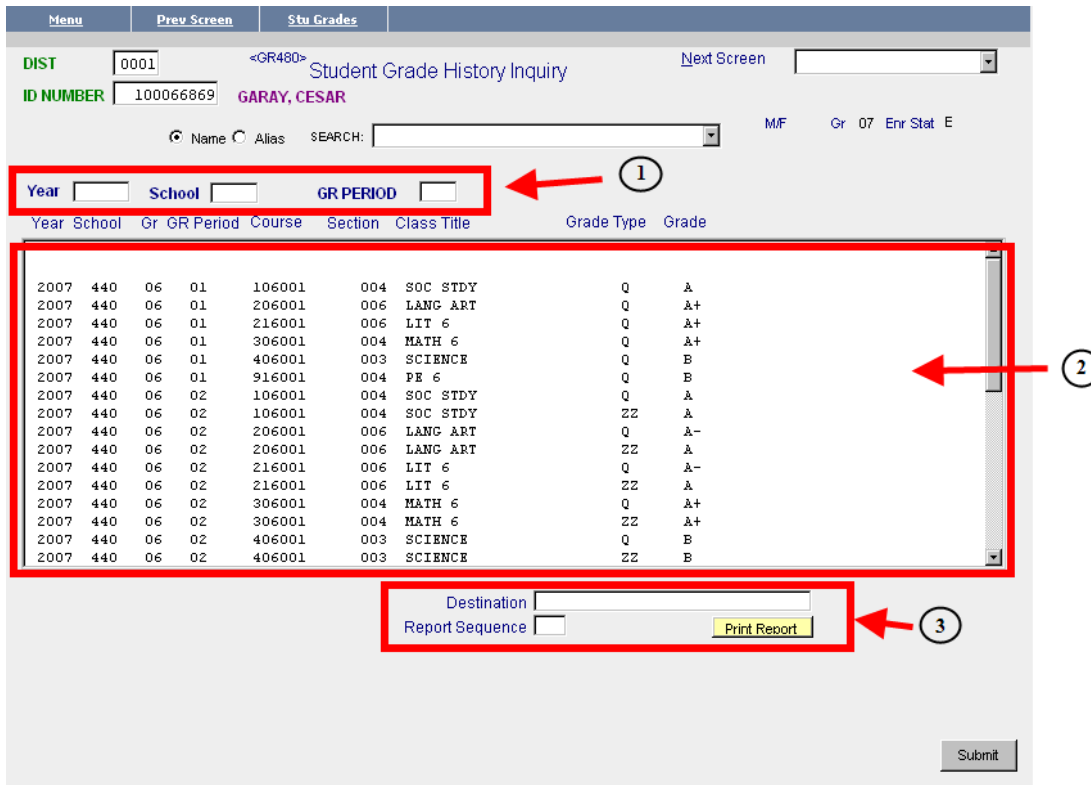
④ PRINT PROGRAM BUTTON

Click on the Print Program button to print out the student’s schedule. The schedule will print on your SchoolMAX default printer.

STUDENT GRADES

“Student Grades History Inquiry” (GR480)

Use this screen to view the grade history for an individual student. This screen will also allow the user to filter by Year, School number and/or grading period.



① **YEAR/SCHOOL/GR PERIOD FILTERS**

The student grade history may be filtered by **YEAR**, **SCHOOL** or **GRADING PERIOD**.

② **GRADE DISPLAY**

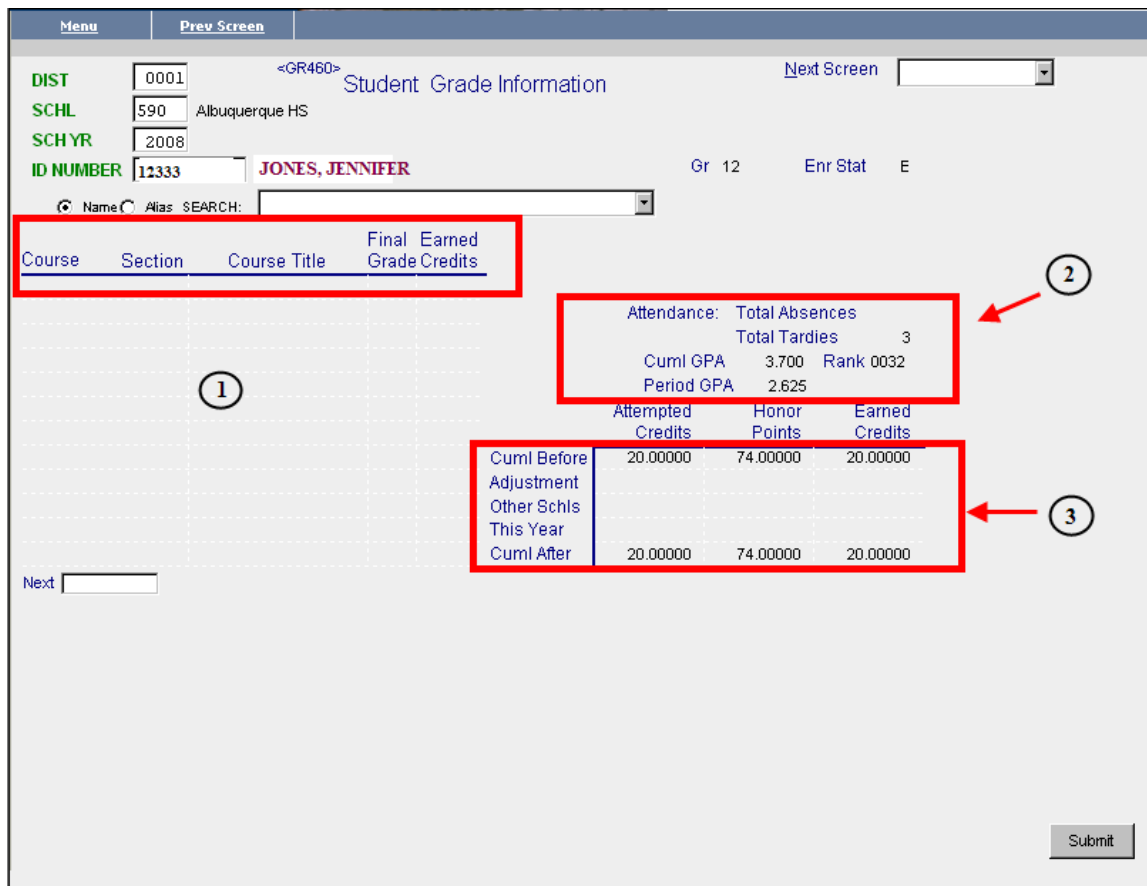
All of the student’s grades that have been entered in SchoolMAX from previous years will be displayed in this area in descending order (most current grades will display first.)

③ **PRINT REPORT DESTINATION/BUTTON**

Enter the report sequence and click on the **PRINT REPORT** button to print out a report with the student’s grades. The Destination will default to the user’s SchoolMAX preferred printer.

“Student Grade Information” (GR460)

Use this screen to view the final grades for an individual student. This screen will also display the student’s absences, cumulative GPA, period GPA, and credit summaries.



① **STUDENT FINAL GRADES DISPLAY**

The student’s FINAL grades will display in this area of the screen.

② **ATTENDANCE/GPA DISPLAY**

The student’s absences/tardies and GPAs will display in this area of the screen. GPA’s must be have been recalculated for the GPAs to display correctly.

③ **CREDIT DISPLAY**

This area will display a student’s total attempted credits, honor points and earned Credits.

STUDENT TRANSCRIPTS

NOTE: See APPENDIX B for a sample transcript and description.

“Departments” (SC280)

The screenshot shows the SC280 Departments form. At the top, there are fields for DIST (0001), SCHL (590), Grad Year (2008), and Diploma Type (ST - Standard Diploma). Below these is a table of departments with columns for A/C/D, DEPARTMENT, Name, Req Credit, and Transcript Sequence. A 'Next' button with 'SCI' is also visible.

A/C/D	DEPARTMENT	Name	Req Credit	Transcript Sequence
	COM	Comm Skills	1.000	1
	E09	English 9	1.000	1
	E10	English 10	1.000	1
	E11	English 11	1.000	1
	E12	English 12	1.000	1
	ECOM	Economics	.500	4
	ELE	Electives	7.500	8
	GOV	Government	.500	4
	HEA	Health	.500	5
	MTH	Mathematics	3.000	2
	P/FA	Pract/Fine Arts	1.000	7
	PE	Physical Ed	1.000	6

① **GRAD YEAR**

The Standard for specific graduation credit requirements--most are the same as the graduation year for the students. However, transfer students may have ones related to the year they will graduate with the number of required credits (e.g.: 7260 means a 2007 graduate with 26 required credits). Enter the desired Standard and press <enter> or Submit. *Note: During enrollment, each student's Family Member record (CE220) should have the Grad Yr indicated and Standard Diploma selected.*

② **DIPLOMA TYPE** Dropdown Box

Select Standard and press <enter> or Submit.

③ **DEPARTMENT** column

All acceptable department codes

- ④ **NAME** Column
Actual names of the departments

- ⑤ **REQ CREDIT** Column
Required credits are listed appropriate to each school and Grad Year

- ⑥ **TRANSCRIPT SEQUENCE** Column
The order in which courses appear in the summary on a transcript

- ⑥ **NEXT** Field
Indicates that there are more departments on the next page. Press <enter> or Submit to get to the next page.

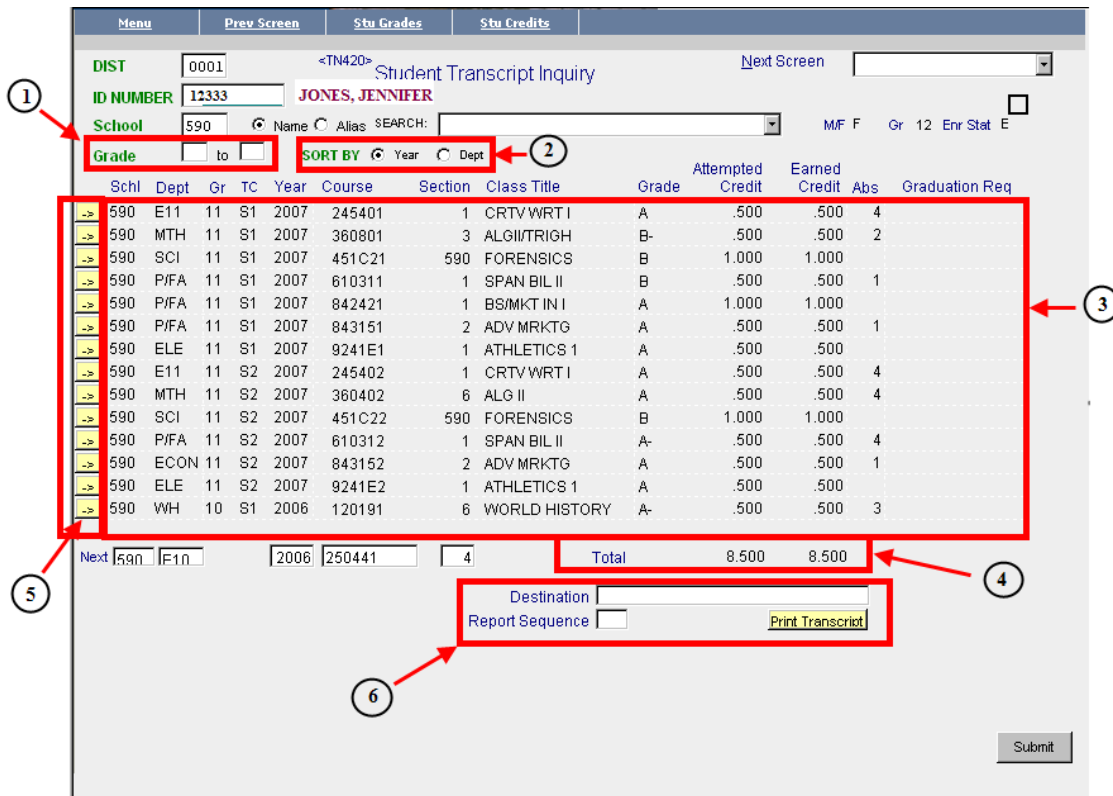
“Courses Associated with Multi Departments” (SC281)

A/C/D	COURSE	Title	DEPARTMENT	Name	Priority
<input type="checkbox"/>	350402	GEOM	ELE	Electives	2
<input type="checkbox"/>	3504A1	GEOM BIL	MTH	Mathematics	1
<input type="checkbox"/>	3504A1	GEOM BIL	ELE	Electives	2
<input type="checkbox"/>	3504A2	GEOM BIL	MTH	Mathematics	1
<input type="checkbox"/>	3504A2	GEOM BIL	ELE	Electives	2
<input type="checkbox"/>	350801	GEOM HON	MTH	Mathematics	1
<input type="checkbox"/>	350801	GEOM HON	ELE	Electives	2
<input type="checkbox"/>	350802	GEOM HON	MTH	Mathematics	1
<input type="checkbox"/>	350802	GEOM HON	ELE	Electives	2
<input type="checkbox"/>	360351	ALG MODELS	MTH	Mathematics	1
<input type="checkbox"/>	360351	ALG MODELS	ELE	Electives	2
<input type="checkbox"/>	360352	ALG MODELS	MTH	Mathematics	1
<input type="checkbox"/>	360352	ALG MODELS	ELE	Electives	2
<input type="checkbox"/>	360401	ALG II	MTH	Mathematics	1
<input type="checkbox"/>	360401	ALG II	ELE	Electives	2
Next	360402		MTH		1

- ① **COURSE** column
Course numbers for those which may be associated with more than one department
- ② **DEPARTMENT** column
Acceptable associated departments
- ③ **PRIORITY** Column
Indicates the order in which courses should be given credit. If requirements are filled for one department, credit will be given to the second. If the 2nd department priority fill, the credits will revert back the 1st one.
- ④ **NEXT** field
Indicates that there are more courses on the next page. Press <enter> or Submit or put the desired number to get to that listing or page.

“Student Transcript Inquiry” (TN420)

Use this screen to view transcript information for an individual student. To view all courses taken, leave the School field blank.



① **GRADE FIELDS**

To view specific transcript detail you can enter a **FROM** and **TO** enrollment grade in these fields. For example: to view only tenth grade transcript entries you would enter 10 in both of these fields.

② **SORT BY RADIO BUTTONS**

You may sort by **YEAR** or **DEPARTMENT** by selecting the correct radio button.

③ **TRANSCRIPT DISPLAY**

All entries that have been included in the student’s transcript will display in this area of the screen.

④ **CREDIT TOTALS**

Cumulative totals will display at the bottom of the page.

⑤ **LINK BUTTONS**

Clicking on the link button to the left of an entry will take you to the screen with detail on this transcript entry.

⑥ **PRINT TRANSCRIPT FIELDS AND BUTTON**

Click on the PRINT TRANSCRIPT Button to print the student's transcript to your SchoolMAX preferred printer. Use sequence number 12 for seniors and sequence number 1 for all other students.

STUDENT CREDITS

“Graduation Requirement – Credit Summary” (GR430)

Use this screen to view graduation requirement credit summary information for an individual student.

① **GRADE YEAR/DIPLOMA TYPE FIELDS**

Each secondary student is assigned a GRAD YEAR (screen CE220) when they enter the ninth grade. (This is the graduation standards the student must meet.)

Diploma Types have been defined by the district. Each secondary student has been assigned a diploma type of **ST Standard** on screen CE220. The credits that are required for graduation are defined on the **DEPARTMENT TABLE (SC280)** discussed on page 22 of this document.

② **CR-IN-PROGRESS CHECKBOX/OTHER SCHOOLS FIELDS**

Check the CR-IN-PROGRESS box to display courses and credits that the student is currently taking at your school.

Fill in the appropriate grade ranges in the boxes for **GRADES FROM OTHER SCHOOLS** box to include final grades and credits received at other schools.

③ **CREDIT DISPLAY**

This area of the screen will display a summary of the student's credits by **Department**. The credits required for each department are defined on the **DEPARTMENT TABLE (SC280)** discussed on page 22 of this document.

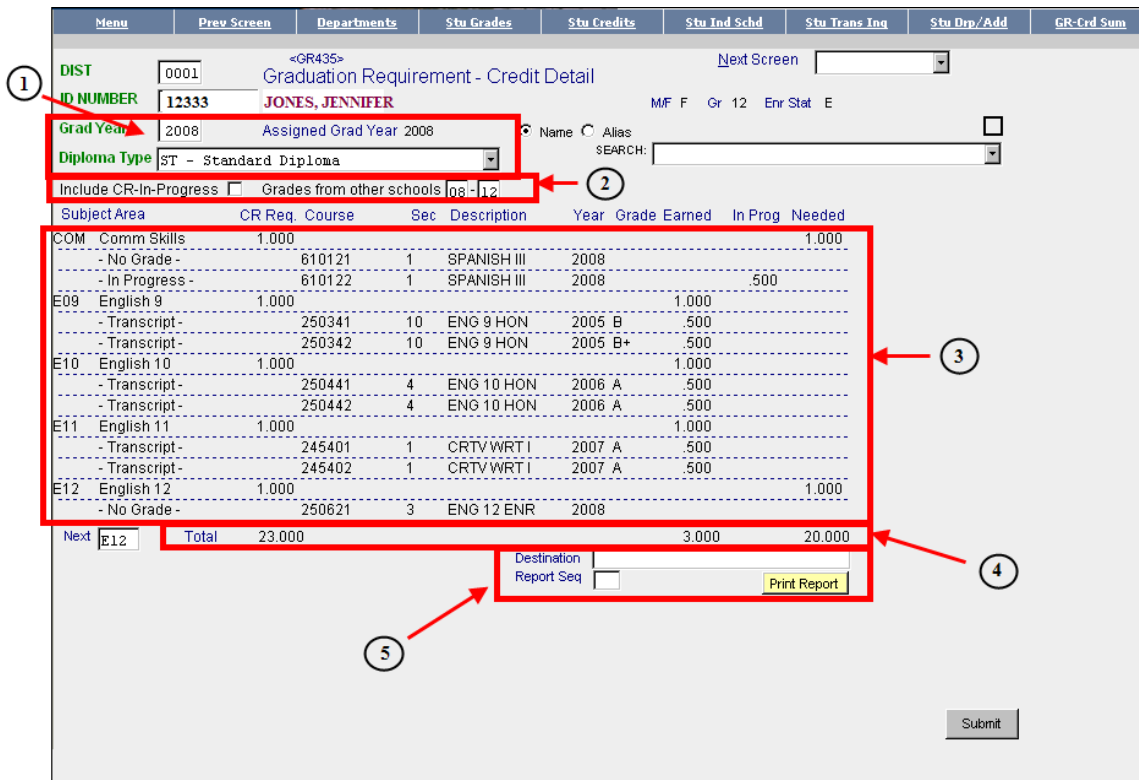
④ **CREDIT TOTALS**

Cumulative totals will display at the bottom of the display box.

STUDENT CREDITS

“Graduation Requirement – Credit Detail” (GR435)

Use this screen to view graduation requirement credit detail information for an individual student



① GRADE YEAR/DIPLOMA TYPE FIELDS

Each secondary student is assigned a GRAD YEAR (screen CE220) when they enter the ninth grade.

Diploma Types have been defined by the district. Each secondary student must be assigned a diploma type. The credits that are required for graduation are defined on the **DEPARTMENT TABLE** (SC280) discussed on page 22 of this document.

② CR-IN-PROGRESS CHECKBOX/OTHER SCHOOLS FIELDS

Check the CR-IN-PROGRESS box to display courses and credits that the student is currently taking.

Check the **GRADES FROM OTHER SCHOOLS** box to include final grades and credits received at other schools.

③ CREDIT DISPLAY

This area of the screen will display the detail of the student’s credits by **Department**. The credits required for each department are defined on the **DEPARTMENT TABLE** (SC280) discussed on page 22 of this document.

④ **CREDIT TOTALS**

Cumulative totals will display at the bottom of the display box

⑤ **PRINT FIELDS AND BUTTON**

Enter the Seq number 1 and click on the **PRINT REPORT** button to print the student's credit detail report at your SchoolMAX preferred printer.

STUDENT ATTENDANCE

“Absent/Tardy Totals by Calendar Period” (AT422)

Use this screen to view an individual student’s attendance by calendar period.

Calendar Period		Days				
Begin Date	End Date	Instr	Mbr	Attnd	Absent	Tardy
1	08/14/2007	05/21/2008	176	176	176.0	3
YTD	08/14/2007	05/21/2008	176	176	176.0	000.0 003

① **CALENDAR PERIOD ATTENDANCE DISPLAY**

A student’s attendance data will display by calendar periods that were defined on CA205 (CALENDAR).

② **YTD ATTENDANCE DISPLAY**

The total year to date (YTD) attendance data will be displayed at the bottom of the screen.

STUDENT TEST SCORES

“Student Test Results” (GS455)

Use this screen to view an individual student’s test scores.

Menu Prev Screen <GS455> Student Test Results Next Screen

DIST 0001

ID NUMBER 12333 JONES, JENNIFER

Name Alias SEARCH:

Test	Sub Test	Sch Yr	Test Date	Grade	Score 1	Score 2	Score 3
->	GATES	Composition	2006	04/30/2006	583	64	75
->	GATES	Composition	2006	09/30/2005	595	74	87
->	GATES	TOT	2006	04/30/2006	574	62	71
->	GATES	TOT	2006	09/30/2005	576	64	75
->	GATES	VOC	2006	04/30/2006	567	59	67
->	GATES	VOC	2006	09/30/2005	560	56	62
->	NMHSCE	Composition	2006	02/15/2006	040		
->	NMHSCE	Language Arts	2006	02/15/2006	218		
->	NMHSCE	Math	2006	02/15/2006	230		
->	NMHSCE	Reading	2006	02/15/2006	240		
->	NMHSCE	Science (English	2006	02/15/2006	197		
->	NMHSCE	Social Studies	2006	02/15/2006	229		
->	SBA	Math (English)	2007	02/28/2007	11	PRO	607
->	SBA	Reading (English	2007	02/28/2007	11	PRO	630

Next TERRANOVA1 1001

Submit

① **TEST RESULTS DISPLAY**

Test results that have been entered for the student will be displayed in this area of the screen.

② **LINK BUTTON**

Click on the link button to the left of the test entry to view detail data on the entry.

STUDENT IMMUNIZATIONS

“Student Health Record” (HE220)

Use this screen to view an individual student’s immunization record.

Menu	Prev Screen	Health Notes	Nurse Notes	Health Rec
<p>DIST <input type="text" value="1"/> SCH YR <input type="text" value="2008"/> Schl <input type="text" value="590"/> ID NUMBER <input type="text" value="100135235"/> Name <input checked="" type="radio"/> Alias <input type="radio"/> SEARCH: <input type="text"/></p>				
<p><HE220> Immunizations Enroll Stat <input type="text" value="E"/> Grade <input type="text" value="11"/> Next Screen <input type="text" value=""/></p>				
<p>Albuquerque HS Birthdate <input type="text" value="02/27/1990"/> Health Notes <input type="text" value=""/> Nurse Notes <input type="text" value="09/10/2008"/> SYN</p>				
<p>Expire Date <input type="text" value=""/> Last Update <input type="text" value=""/></p>				
<p>DTP Comply,Pass Td Comply,Pass IPV/OPV Comply,Pass</p>				
<p>Current <input type="text" value="09/06/1995"/> Exempt <input type="checkbox"/> Had Dis <input type="checkbox"/> Total: <input type="text" value="6"/></p> <p>Date <input type="text" value=""/> Vrfy <input type="checkbox"/></p> <p>Date <input type="text" value=""/> Vrfy <input type="checkbox"/></p> <p>09/06/1995 09/20/1993 05/04/1993 07/08/1992</p> <p>Delete</p>		<p>Current <input type="text" value="10/24/2005"/> Exempt <input type="checkbox"/> Had Dis <input type="checkbox"/> Total: <input type="text" value="1"/></p> <p>Date <input type="text" value=""/> Vrfy <input type="checkbox"/></p> <p>Date <input type="text" value=""/> Vrfy <input type="checkbox"/></p> <p>10/24/2005</p> <p>Delete</p>		<p>Current <input type="text" value="09/06/1995"/> Exempt <input type="checkbox"/> Had Dis <input type="checkbox"/> Total: <input type="text" value="6"/></p> <p>Date <input type="text" value=""/> Vrfy <input type="checkbox"/></p> <p>Date <input type="text" value=""/> Vrfy <input type="checkbox"/></p> <p>09/06/1995 09/20/1993 05/04/1993 07/08/1992</p> <p>Delete</p>
<p>MMR Comply,Pass Measles Comply,Pass Mumps Comply,Pass</p>				
<p>Current <input type="text" value="11/23/1994"/> Exempt <input type="checkbox"/> Had Dis <input type="checkbox"/> Total: <input type="text" value="12"/></p> <p>Date <input type="text" value=""/> Vrfy <input type="checkbox"/></p> <p>Date <input type="text" value=""/> Vrfy <input type="checkbox"/></p> <p>11/23/1994 03/11/1992</p> <p>Delete</p>		<p>Current <input type="text" value="11/23/1994"/> Exempt <input type="checkbox"/> Had Dis <input type="checkbox"/> Total: <input type="text" value="2"/></p> <p>Date <input type="text" value=""/> Vrfy <input type="checkbox"/></p> <p>Date <input type="text" value=""/> Vrfy <input type="checkbox"/></p> <p>11/23/1994 03/11/1992</p> <p>Delete</p>		<p>Current <input type="text" value="11/23/1994"/> Exempt <input type="checkbox"/> Had Dis <input type="checkbox"/> Total: <input type="text" value="2"/></p> <p>Date <input type="text" value=""/> Vrfy <input type="checkbox"/></p> <p>Date <input type="text" value=""/> Vrfy <input type="checkbox"/></p> <p>11/23/1994 03/11/1992</p> <p>Delete</p>
<p>Exempt Codes <input type="text" value=""/></p>		<p>Next Immuniz</p>		
<p>Submit</p>				

STUDENT DISCIPLINE HISTORY - EV400

Use this screen to view an individual student’s discipline history.

① **FLAGS**

If the student has a **504** plan then an alert is displayed at the top of the screen.

If a student has an **IEP** then an **X** will display in the **IEP Manager Box**. (Not currently used by APS)

② **INCIDENT DISPLAY**

All of the incidents for this participant will display in this area. The year, incident number, incident date, event code and event description will be displayed for each event.

③ **PRINT REPORT BUTTON**

Click the “**Print Report**” button to generate the **EVCMPDISC** Report from the Report Ordering Module. The report will print to a predefined network printer in the school. Leave the “Report Sequence” field blank. Only fill in the “Destination” field if it is necessary to override the default printer **AND** the network name of the new destination printer is known (check screen PR110 if in doubt).

STUDENT SPECIAL EDUCATION INFORMATION

“Special Education MDT/IEP List” (SP411)

Use this screen to view an individual student’s special education information.

① **ENROLLMENT DATES DROPDOWN LIST**

② **SPECIAL ED INFORMATION DISPLAY**

A student’s special education data is displayed on this screen. It can be viewed by counselors.

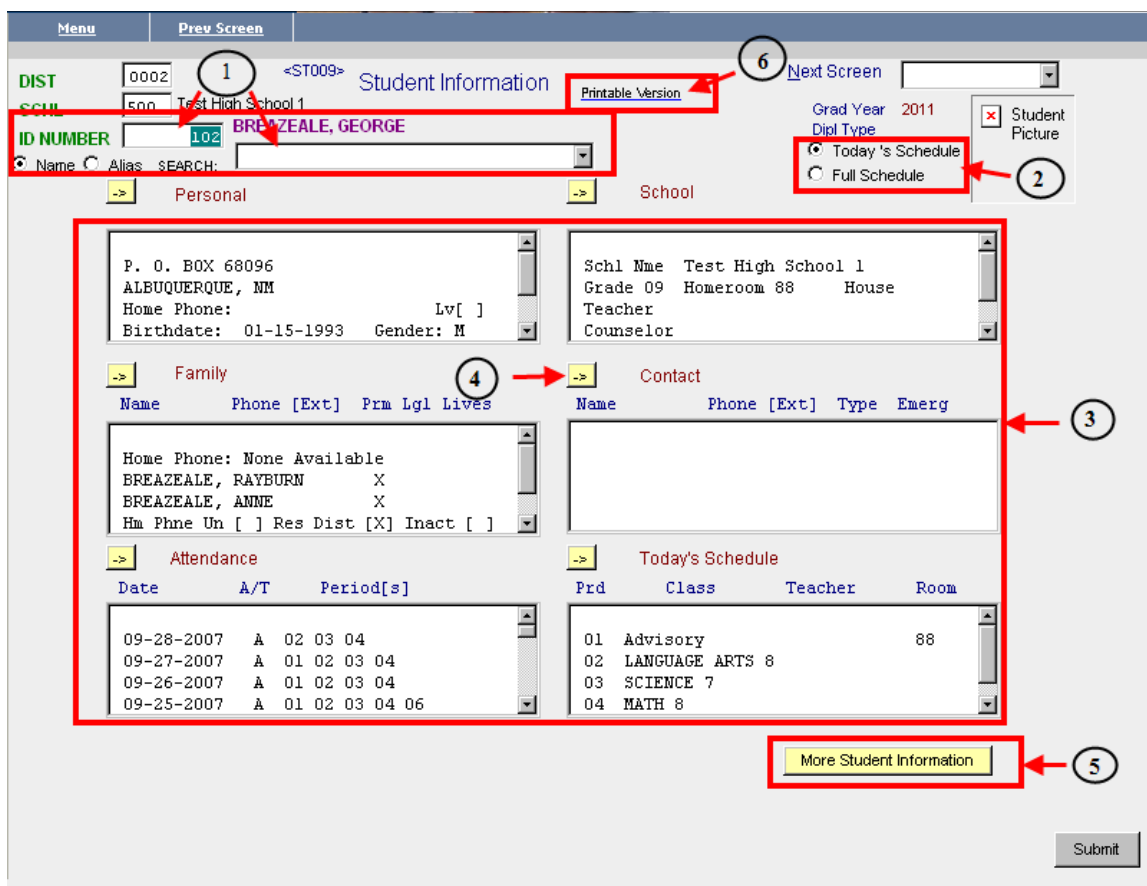
STUDENT INFORMATION “BLUE BOY” SCREEN

“Student Information” (ST009)

Use this screen to view a summary of a student’s data in one location.

NOTE: This screen is also commonly known as “the Blue Boy” screen.

To access this screen you may select the option from the **STUDENT MENU** (ST001), enter **ST009** in the **Next Screen** box on any screen OR click on the “blue boy” at the top of the SchoolMAX® **MAIN MENU**.



① **ID NUMBER/SEARCH BOX** fields

Enter the student ID number OR search for the student (see “Search Boxes” on page 21), then press <Enter> or [**Submit**]. This will display the student’s current data.

② **SCHEDULE** radio buttons

Select either Today’s Schedule OR Full Schedule. This determines what schedule is displayed in the schedule box at the bottom right side of the screen.

③ **STUDENT DATA** Display boxes

The student's current information will be shown in each of these display areas:

- Personal Information. This includes the student's census information, such as address, phones numbers, etc.
- Family Information. This includes the family's census information, such as Head of Household name(s), mailing address, phones numbers, etc.
- Attendance Information. This includes the student's attendance data. It will show the date, the Absence or Tardy code, and the period(s) of the day.
- School. This includes the student's current school, enrolled grade, and if applicable: the homeroom, teacher, counselor and/or house.
- Contact. This shows all Contacts for the student, including Emergency Contacts.
- Schedule. This will display either the student's schedule for TODAY or the student's entire schedule, depending on the radio button selected in ②.

④ **DRILL DOWN** Button

To view the detail of the data, click on the button to the left of the box. This will take you to the screen where the data was originally entered. Remember that access to many screens is controlled by your security settings, so not all people will have access to all screens.

⑤ **MORE STUDENT INFORMATION** Button

To see more data display areas (Discipline, Grades, Tests, and Transcripts), click on this button. (See example below). If a section does not contain data that you know should be there, then your access to that information is likely restricted by security settings.

⑥ **PRINTABLE VERSION** Link

To print a report that contains all of the information in the display boxes, click on this link. This will allow you to print the report on your local printer.

Clicking on the **MORE STUDENT INFORMATION** button described in ⑤ above the following will take you to the second page of the student information screen. This will display the student's current discipline data, grades, basic test scores, transcript information and standard test scores.

Menu
Prev Screen
Next Screen

DIST 0002 <ST009> Student Information [Printable Version](#)

SCHL 500 Test High School 1

ID NUMBER 102 **BREAZEALE, GEORGE**

Name
 Alias
 SEARCH:

Grad Year 2011

Dipl Type

Today's Schedule
 Full Schedule

Student Picture

Discipline

Date/Time	Description/Referred by
10-02-2007 5 11:46AM	DAY TRUANT -
10-02-2007 4 11:46AM	DAY TRUANT -

Grades

Course/Teacher	1	2	S	3	4	F
SOC STDY 8	**COURSE DROPPED**					
No Teacher Name						
LANGUAGE ARTS 8	***No Teacher Name***					

Basic Tests

Test Name	Sub Rslt	Date

Transcript

Year	Class Title	Credit	Grade
Cum GPA 0.000 Class Rank 0			

Standard Tests

Test	Sub Test	Date

--	--	--

[More Student Information](#)

DRAFT

38

PART 3: INDIVIDUAL SCHEDULING

SchoolMAX® has an entire module that is dedicated to scheduling. Within this module, master schedules can be created; student requests can be entered individually or en masse; scheduling rules can be applied; and the scheduler can be run. Individual Scheduling focuses on the maintenance of individual schedules, such as the creation of schedules for new students, and the adding and dropping of classes for existing students who already have schedules.

There are two main screens used in Individual Scheduling. The screens are similar; however, each one serves a very distinct purpose.

Individual Student Scheduler (SC251)

Use this screen to schedule newly enrolled students during the school year in **VERSION 00**. You can also make changes to student schedules **before going to LIVE VERSION 00**, if you want the scheduler to “tumble” a student’s entire schedule. **THIS SCREEN SHOULD NOT BE USED TO MAKE CLASS CHANGES TO A STUDENT SCHEDULE AFTER SCHOOL STARTS. USE SC253!**

Drop/Add Student Schedule (SC253)

Use this screen to handle all schedule changes once school has started, or use it to make changes to student schedules before school starts, if you **do not** want the scheduler to tumble a student’s entire schedule.

Both of these screens allow you to make changes to a student’s schedule. The primary difference between the two screens is that the (SC251) screen uses the scheduler’s logic, which provides the capability to tumble classes around at any point. The (SC253) screen does not use the scheduler’s logic. Consequently, all changes made on the (SC253) screen involve hand scheduling.

Requests Versus Demands

When creating or modifying a student’s schedule on the (SC251) screen, there is the option of requesting a course, or demanding a specific section of that course. If you request a course, SchoolMAX® uses the scheduler’s logic to determine which section would best fit into the student’s schedule. The scheduler will not automatically overload any classes, unless you specify otherwise. If you demand that the student be added into a specific section of a course, then all of this student’s requests will be tumbled around the demanded course(s).

When the (SC253) screen is used, all changes are demands, since this screen does not give you the option of using the scheduler’s logic. Therefore, when adding a course to a student’s schedule, you must specify a section of that particular course

Please see the Individual Scheduling Guide for detail information.

APPENDIX A
COUNSELOR CODES

APPENDIX B
TRANSCRIPT SAMPLE
AND
DESCRIPTIONS

1. Grad Std – Graduation Standard

- This field indicates the code for graduation requirements for the student. It is not necessarily the year the student graduates.
- For most students the Grad Std is the year the student entered ninth grade plus four years. The Grad Std should **not** be changed if the student is reclassified or takes more or less than four years to graduate.
- For students whose graduation requirements are prorated, the code indicates expected year of graduation and the total number of credits needed. *Ex: 8245 indicates the student should graduate in 2008 with 24.5 credits required. See chart below for examples*

Anticipated Grad Year	Prorated Credits	Grad Year (CE220)
2008	24.5	8245
2009	23.0	9230
2010	24.5	2450
2011	23.0	2301
2011	23.5	2351

-
- Detailed graduation requirements can be found on SC280 by entering school location number, Grad Std Code, and Standard Diploma Type.
- Grad Std codes are created and entered by registrars.

2. Grad/Cert Date – After the student graduates this field lists the date the student graduated.

3. Grad/Cert Status – After the student graduates this field lists the graduation status (spring, summer, Fall Graduation.)

4. School where courses were taken.

5. School Grade level when courses were taken. Courses taken in the 8th grade for high school credit will indicate grade 9 with appropriate school year and school because courses taken in 8th grade will not print on the high school transcript.

6. Semester and School Year

- Schoolmax uses the end of the school year. *Ex: 2007-2008 school year is 2008.*

7. Course Number

8. Course Title

9. Department Codes (graduation requirements)

- Indicates the primary department code.
- Many courses have second department codes if the course can fulfill more than one graduation requirement. *Ex: Drama I has a primary department code of P/FA but can count as an elective A course will fulfill the primary department code first. Ex: Bible Lit taken in the 11th grade as an*

elective will show as a 12th grade credit E12 until the student takes E12 the next year. – See Credit Summary for more details.

10. Semester Grade
11. Credit Earned for each course
12. Credit Attempted for Semester
13. Credit Earned for Semester
14. Term GPA – non-weighted GPA for semester
15. “H” indicates an Honors course with a weighted grade
 - Currently only Honors courses are marked “H” because these are the only weighted courses for seniors. (English and mathematics only)
 - Next year all Honors courses and AP courses will be marked “H” since AP courses are weighted in the new formula – see GPA’s for more details.
16. “R” indicates a course that has been repeated
 - The course and grade are not counted in total credits or GPA calculations.
 - Credit is 0.0.
17. Work in Progress
 - Lists all courses student is taking at your location (includes CEC courses but not EvHS.)
 - As grades are entered at the end of the semester courses will disappear from this list and move to appropriate semester on the transcript.
18. GPA Summary
 - Indicates cumulative GPA for all courses on the transcript.
 - On transcripts for SENIORS in 2008 the “Cumulative” GPA is the weighted cumulative GPA.
 - On transcripts for students who are NOT SENIORS in 200 , two GPA’s will be printed, the “Cumulative” GPA (not weighted) and the “Weighted” GPA .
 - The weighting formula for 2008 seniors is: $\text{flat GPA} + \frac{(\# \text{ Honors classes}) \times (0.20)}{\# \text{ semesters}}$
 - The weighting formula for non-seniors is: $\text{flat GPA} + (\# \text{ Honors and AP classes}) \times (0.025)$
 - Ranking is based on the number of students enrolled in that grade. Students who should be seniors but are reclassified will be counted in the 11th grade total until they are enrolled as seniors, etc.
19. Credit Summary
 - Shows graduation requirements for student’s graduation standard.
20. Subject Area
 - Includes the department code and title of specific graduation requirement.

21. Requirement – Req
 - Number of credits required for that graduation requirement.
22. Completed – Cmp
 - Number of credits student has completed for that graduation requirement.
23. Deficient – Def
 - Number of credits student needs to complete for that graduation requirement.
24. Total Credits
 - Total of each column
 - Credits completed may exceed credits required

 - When a student has completed the required number of credits for a graduation requirement, the credits will be listed as electives if the extra credits are courses identified in multiple departments.
 - When the graduation requirements for electives have been completed, extra credits will be listed as extra credits in the primary department. (Ex: 4th year of math or science)
25. Testing Information
 - Lists tests and subtest scores that have been designated for transcripts (more test information available on GS455.)
26. Date – approximate date test was taken (one date is used for all schools.)
27. Description – title of test or subtest.
28. Score student earned.

NOTE: Work in Progress, GPA Summary, Credit Summary, and Testing Information are sections that are optional on the transcript. They may be printed on the transcript or left off the transcript at the discretion of the school.