

Tuited Student Census Fall Update for 2011-2012



Online Instructions

DUE DATE: November 7, 2011



**IT: Data Management & Analysis
(802) 828-3777**

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Minimum System Requirements

Adobe Acrobat Reader (Free Download)

Internet Explorer 7.0 or 8.0

Starting the Application

Windows users open Internet Browser. Please note there are two underscores
FSC_BMR_CLC

https://wave.ed.state.vt.us:4459/forms/frmservlet?config=FSC_BMR_CLC

Mac users open Internet Browser. (MUST BE SAFARI). Please note there are three
underscores FSC_BMR_CLC_MAC

https://wave.ed.state.vt.us:4459/forms/frmservlet?config=FSC_BMR_CLC_MAC

Version - FSC_BMR_12.1.a.1

School Year 2011-2012
Student Census
Due: Nov 07, 2011

Username

Password (CASE SENSITIVE)

Submit Exit

Software or Data Questions? Call 802-828-3777

Login to the program using the User Name and Password sent to you. The Username and Password are case sensitive.

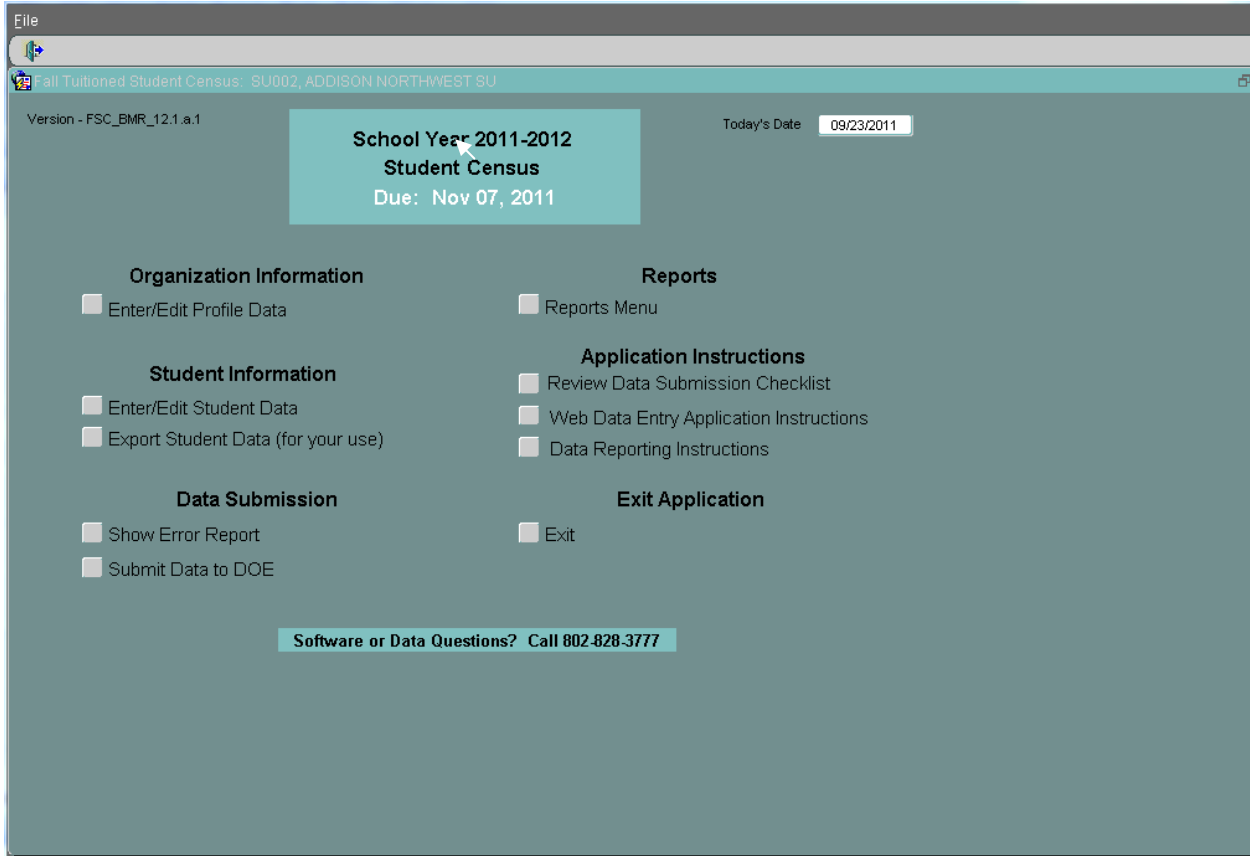
Technical Support

Call (802) 828-3777 for assistance with the data entry application.

Due Date

Please submit completed data to the DMAT by November 7, 2011.

Main Menu Options



Organization Information

Enter/Edit Profile Data - This button allows you to edit the information about your school.

Student Information

Enter/Edit Data - This button lets you add new students or edit existing student records.

Export Student Data – This option lets you export data in an Excel format.

Data Submission

Show Error Report – This option allows you to see if you have made any errors before trying to submit your data to DOE by creating a pdf report of your errors.

Submit Data to DOE - Click this button to submit data to DOE, your application will cycle through the submission process, if you have any errors, or have previously submitted your data you will not be able to proceed. If you must revise submitted data please call DOE at (802) 828-3777, and we will unlock your data file.

Reports

Reports Menu – This feature will create a report of all student records in the application. The reports are as follows:

- ADM of Students by Supervisory Union/Town of Residence
- Average Daily Membership Summary
- Census Signature Page
- List of Students by Grade, Last Name

Application Instructions

Review Data Submission Checklist – Clicking this button will give you a few pointers on how the system works.

Web Data Entry Application Instructions - This option allows you to view or print the software instructions.

Data Reporting Instructions - This option allows you to view or print the reporting instructions. The Reporting Instructions help clarify what information you should be entering.

Exit Application

Exit - This button lets you exit the application and the data will be saved before exiting.

Organization Information

The screenshot shows a web browser window with the title "Fall Tuitioned Student Census: SU002, ADDISON NORTHWEST SU". The main content area is titled "Organizational Information" and contains the following fields:

- ORGID: SU002
- Organization Name: ADDISON NORTHWEST S.U.
- Mailing Address:** Street/PO Box: 48 GREEN STREET SUITE 1; City/Town: VERGENNES; State: VT; Zip Code: 05491
- Physical Address:** Same As Mailing Address; Street: 48 GREEN STREET SUITE 1; City/Town: VERGENNES; State: VT; Zip Code: 05491
- Phone Number: 802-877-3332; Fax Number: 802-877-3628

Below this is the "BUSINESS MANAGER INFO" section with a sub-tab for "EII Information". It includes:

- Title: MS; First Name: KATHLEEN; Middle Name/Initial: ; Last Name: CANNON; Post name: ;
- Same As Organization's Mailing Address
- Same As Organization's Physical Address
- Mailing Address:** Street/PO Box: 48 GREEN STREET SUITE 1; City/Town: VERGENNES; State: VT; Zip Code: 05491
- Physical Address:** Street: 48 GREEN STREET SUITE 1; City/Town: VERGENNES; State: VT; Zip Code: 05491
- Email Address: kcannon@anwsu.org

Enter/Edit Profile Data

Make sure that all of the Organizational Information is correct and ELL (LEP) information is entered for your supervisory union.

Student Information

The screenshot shows a web browser window with the title "Fall Tuitioned Student Census: SU002, ADDISON NORTHWEST SU". The main content area is titled "Add/Edit Student Records" and contains several input fields and sections:

- Local Student Number:** A text input field.
- Student ID (DOE):** A text input field.
- First Name, Middle Name/Initial, Last Name, Post Name:** Four text input fields.
- Birthdate:** A date input field.
- Gender:** A dropdown menu.
- Place of Enrollment (if Vermont Independent School):** A dropdown menu.
- Grade:** A dropdown menu.
- Out of State School Information:** A section containing:
 - Organization Name:** A text input field.
 - Street Address:** A text input field.
 - City/Town:** A text input field.
 - State:** A dropdown menu.
 - Zip Code:** A text input field.
- ADM Section:** A table with three columns for "ADM Dist 1", "ADM Dist 2", and "ADM Dist 3". Each column has dropdown menus for "ADM Type" and "Full/Part Time Status", and text input fields for "Number of ADM Days" and "ADM Hours (for part time students only)". An "Additional ADM" button is located at the bottom of this section.

Enter/Edit Student Records

Use this screen to add/edit student records. Select option from top toolbar.

NOTE: Record changes are automatically saved when you move to another record.

Search -- This button lets you enter a student ID number or student name to search for students.

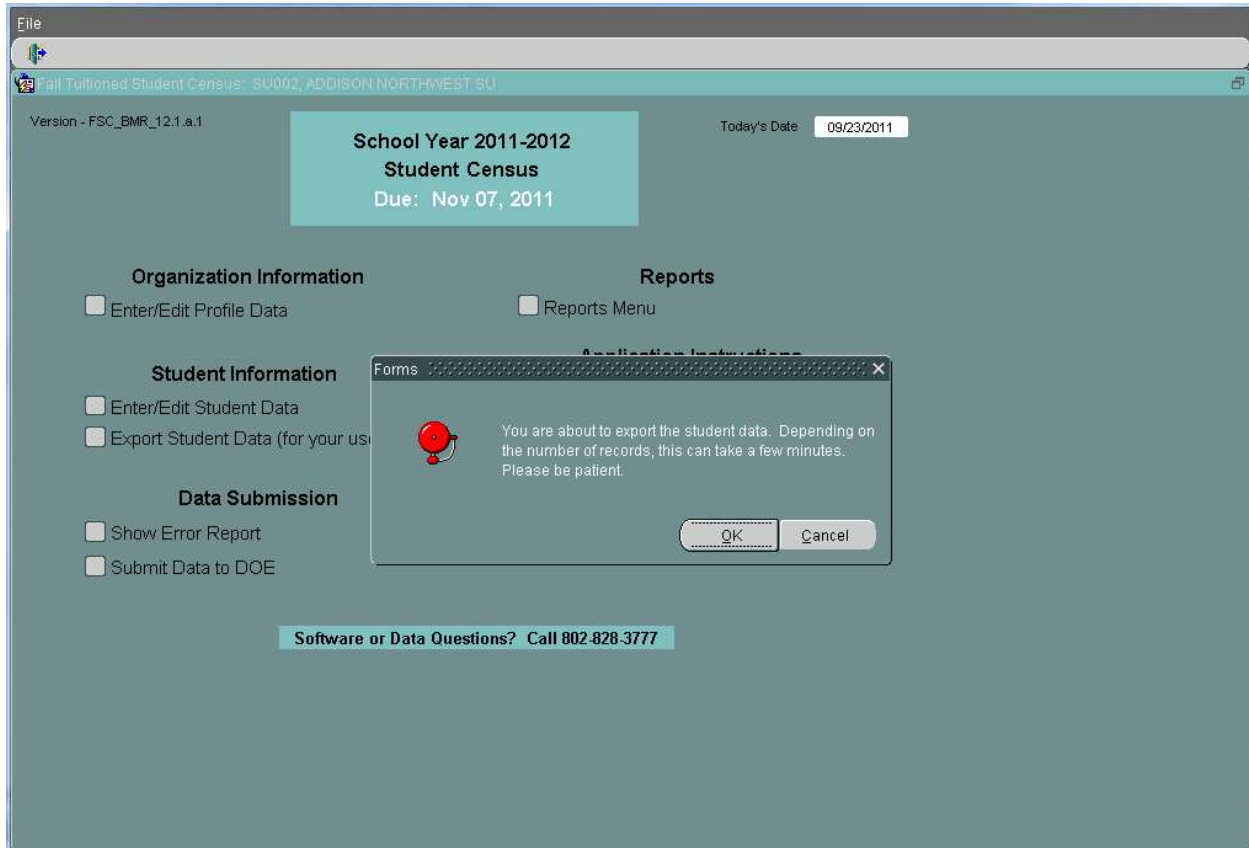
Sort – This button lets you sort by last name, grade or student ID.

Add Record(s) – This button lets you enter a new student.

Please reference data reporting instructions for descriptions of data elements.

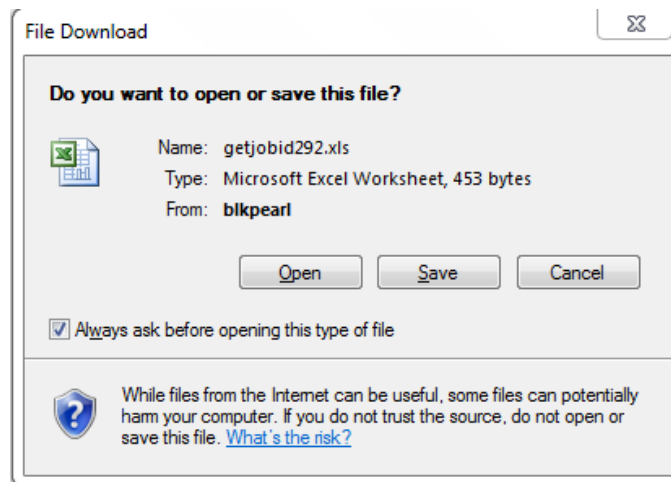
To return to the main menu you must select File then Return to Main Menu.

Student Information



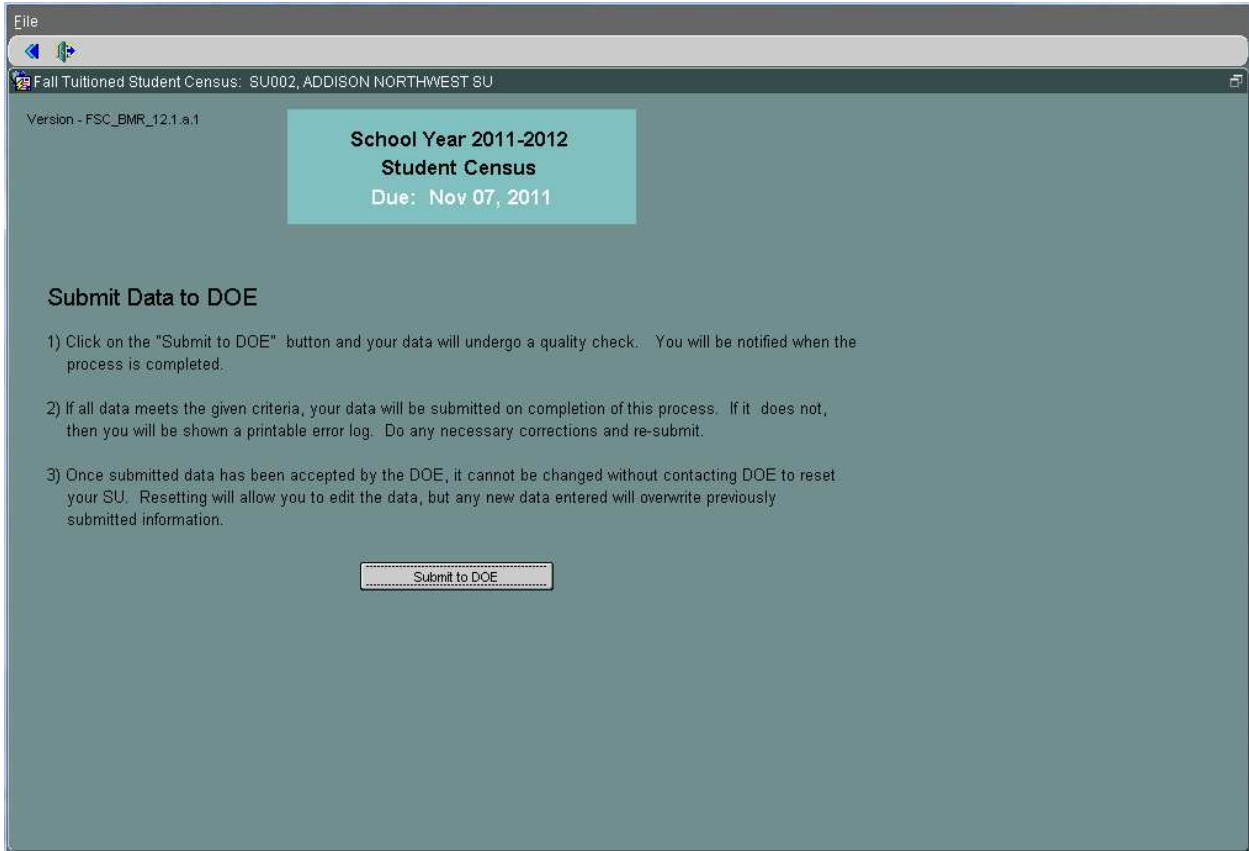
Export Student Data (for your use)

The export will pop up as a new window. **NOTE:** If you are not seeing another window popping up on your screen, try holding the control key down before you click on the export button and keep holding it down until the excel report appears. You will get a message stating this may take a few moments, click ok.



You may open or save your file to a specified location. Your data will remain in the program.

Data Submission



Show Error Report

Click on Show Error Report to see if you have made any errors before trying to submit your data to DOE. A pdf error report will pop up as a new window showing you the errors. If nothing happens, try holding the control key down before you click the Show Error Report button until your report appears.

Submit Data to DOE

Click on Submit Data to DOE. If you have any errors you will not be able to proceed. If you have no errors, your application will cycle through the submission process, once this button is pushed and submission message appears your data is locked and unable to accept any additional edits. If you have any questions on this process, call DMAT at (802) 828-3777.

Reports

File

Fall Tuitioned Student Census: SU002, ADDISON NORTHWEST SU

Version - FSC_BMR_12.1.a.1 Today's Date 09/23/2011

Report Menu

Choose a Fiscal Year: STUDENT CENSUS - FALL - FY 12

Choose a Report

Choose a Format:

Excel

PDF

Submit Request

Reports Menu

Choose the fiscal year you want the report for.

Click on the Report button next to the description that you would like to view or print. These reports are as follows:

- ADM of Students by Supervisory Union/Town of Residence
- Average Daily Membership Summary
- Census Signature Page
- List of Students by Grade, Last Name

Choose the format you want the report in, your choices are Excel or PDF and click on Submit Request.

NOTE: If you are not seeing another window popping up on your screen, try holding the control key down before you click on the export button and keep holding it down until the excel report appears.

ADM of Students by Supervisory Union/Town of Residence and Average Daily Membership Summary is not available until after you have submitted.

Application Instructions

Review Data Submission Checklist

Clicking this button will give you a few pointers on how the system works.

Web Data Entry Application Instructions

This option allows you to view or print the software instructions.

Data Reporting Instructions

This option allows you to view or print the reporting instructions. The Reporting Instructions help clarify what information you should be entering.

Exit Application

Exit

Click “Exit” to close out of the online application.