

Vermont Student Census – Fall Update School Year 2009-2010



Online Software Instructions

DUE DATE: November 6, 2009



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

**SY2010 Student Census
Fall Update
Online Instructions**

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SY2010 Student Census Fall Update Online Instructions

Vermont Department of Education
IT Team: Data Management and Analysis

System Requirements

Adobe Acrobat Reader (Free Download)

Internet Explorer 5.0 or greater

J-Initiator file provided by DOE, if you need an updated J-init please contact the help-desk for assistance. Once this is loaded onto your computer all future access to DOE Oracle Applications will be permitted.

NOTE: If you are a Mac user, you will not need to click on the .exe file provided you are using a Mac OS 9.0.4 or 9.1 as an operating system. Please do not click on the .exe file, as it may interfere with your system. If you are not able to log into the application, please call our Help-Line.

Starting the Application

Windows open Internet Browser. Please note there is an underscore between FSC_PSL_CLC

https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=FSC_PSL_CLC

Mac users open Internet Browser Please note there are two underscores FSC_PSL_CLC_MAC

https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=FSC_PSL_CLC_MAC

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 6, 2009.

Main Menu Options

Organization Information

Enter/Edit Profile - 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.

Reports

Reports Menu – This feature will create a report of all student records in the application.

The reports are as follows:

- Act 150 Student List
- Census Signature Page
- Home-study Students by Town of Residence and Grade
- List of Students Directly Certified to Participate in the School Lunch Program by School and Grade
- Preliminary October 1 Enrollment Report, Grade, Race, Ethnicity and Gender
- Students by National School Lunch Eligibility
- Students listed by Service Status, section 504 and ESS
- Students by Town of Residence, ADM type and Grade

The Preliminary October 1 Student Enrollment report is a count of students in aggregate. This report is generated from the data entered in the Student Census Fall Update and is provided as a reference only.

Contact Information

Enter/Edit Contact Information – To enter your schools contact personnel, select this button.

Export Data

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

Data Submission

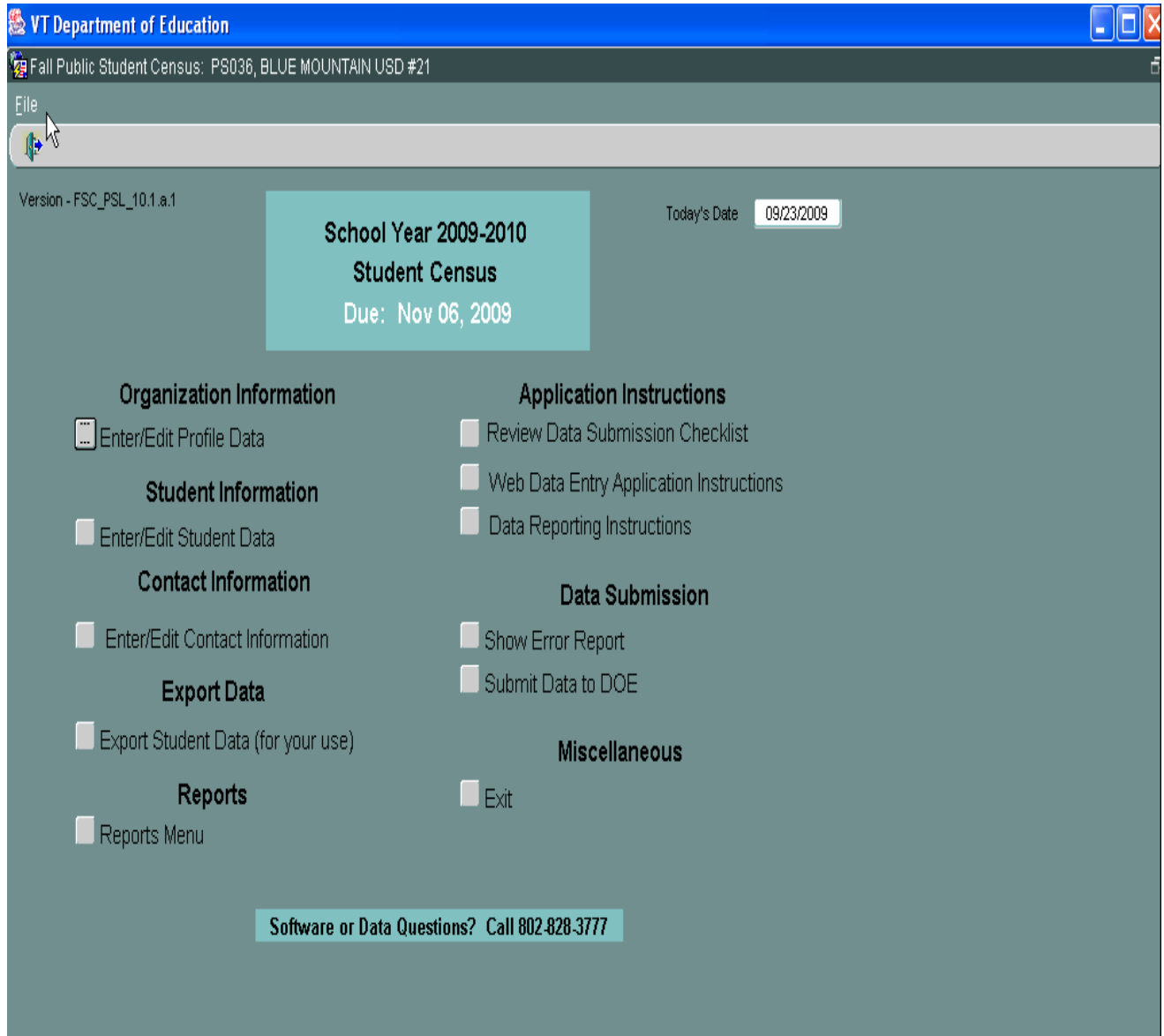
Review Data Submission Checklist – This button takes you to the Student Census data submission checklist.

Submit Data to DOE - Click this button submit data to DOE, once this button is pushed and submission message appears your data is locked and unable to accept any additional edits. If you must revise submitted data please call DOE @ 828-3777, and we will unlock you data file.

Exit Application

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

USING THE MAIN MENU OPTIONS



USING THE ENTER/EDIT PROFILE

The screenshot shows a web browser window titled "VT Department of Education" with a menu bar (File, Edit, Navigation) and a toolbar. The address bar shows "Fall Public Student Census: PS055, CABOT SCHOOL". The main content area is titled "Organizational Information" and contains the following fields:

ORGID: PS055
Organization Name: CABOT SCHOOL

Mailing Address: Street/PO Box: PO BOX 98; City/Town: CABOT; State: VT; Zip Code: 05647

Physical Address: Same As Mailing Address; Street: 25 COMMON ROAD; City/Town: CABOT; State: VT; Zip Code: 05647

Phone Number: (802)-563-2289
Fax Number: (802)-563-2022

Org Website (URL): WWW.CABOTSCHOOL.ORG

Navigation tabs: PRINCIPAL INFO (selected), Co-Principal Info, Registrar Info, Educational Levels Offered, Calendar Information, Holidays Info

PRINCIPAL INFO: Title: MS; First Name: REGINA; Middle Name/Initial: ; Last Name: QUINN; Post name: ;
 Same As Organization's Mailing Address
 Same As Organization's Physical Address

Mailing Address: Street/PO Box: PO BOX 98; City/Town: CABOT; State: VT; Zip Code: 05647

Physical Address: Street: 25 COMMON ROAD; City/Town: CABOT; State: VT; Zip Code: 05647

Email Address: fmellaci@cabotschool.org

Make sure that all of the Organizational Information is correct for your school.

You will be required to enter information before proceeding to the student data.

Select File and return to main menu to return to the main menu page.

USING THE ENTER/EDIT STUDENT RECORDS

VT Department of Education

Full Public Student Census: PS036, BLUE MOUNTAIN USD #21

File Edit Search for Record(s) Sort Add Record(s) Navigation

Add/Edit Student Records

Enrolling Org ID: PS036 Enrolling Organization Name: BLUE MOUNTAIN USD #21 Local Student ID (if Applicable):

Student ID (DOE): 2324585 First Name: REPORT Middle Name/Initial: P Last Name: STUDENT Post Name:

Birthdate: 04/15/1996

Gender: Female

Race (Federal reporting allows more than one selection)

White: Y Amer. Indian/Alaskan Nat.: N African American: N

Asian: N Nat. Hawaiian/Pac. Islander: N (Check all that apply)

Ethnicity

Yes: No: **Hispanic/Latino**

GRADE/COHORT INFO Enrollment Info Exit/Withdrawal Info Service/Socioeconomic Status ADM

Grade Information

Grade Reported July 2008: 12 - Twelfth Grade - Senior

Begin Date: 06/16/2009 End Date:

Current Grade (if Different from above):

Begin Date: End Date:

NCLBA High School Cohort Information

First Year Student entered 9th Grade (YYYY): 2006

NCLBA 9th Grade Cohort Year: 2010

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.

USING THE ENTER/EDIT CONTACT INFORMATION

The screenshot shows a web browser window titled "VT Department of Education" with the address bar displaying "Fall Public Student Census: PS036, BLUE MOUNTAIN USD #21". The browser's menu bar includes "File", "Edit", "Search for Record(s)", "Add Record(s)", and "Navigation". The toolbar contains various navigation icons, including blue arrows. The main content area is titled "Add/Edit Contact Information" and contains the following form fields:

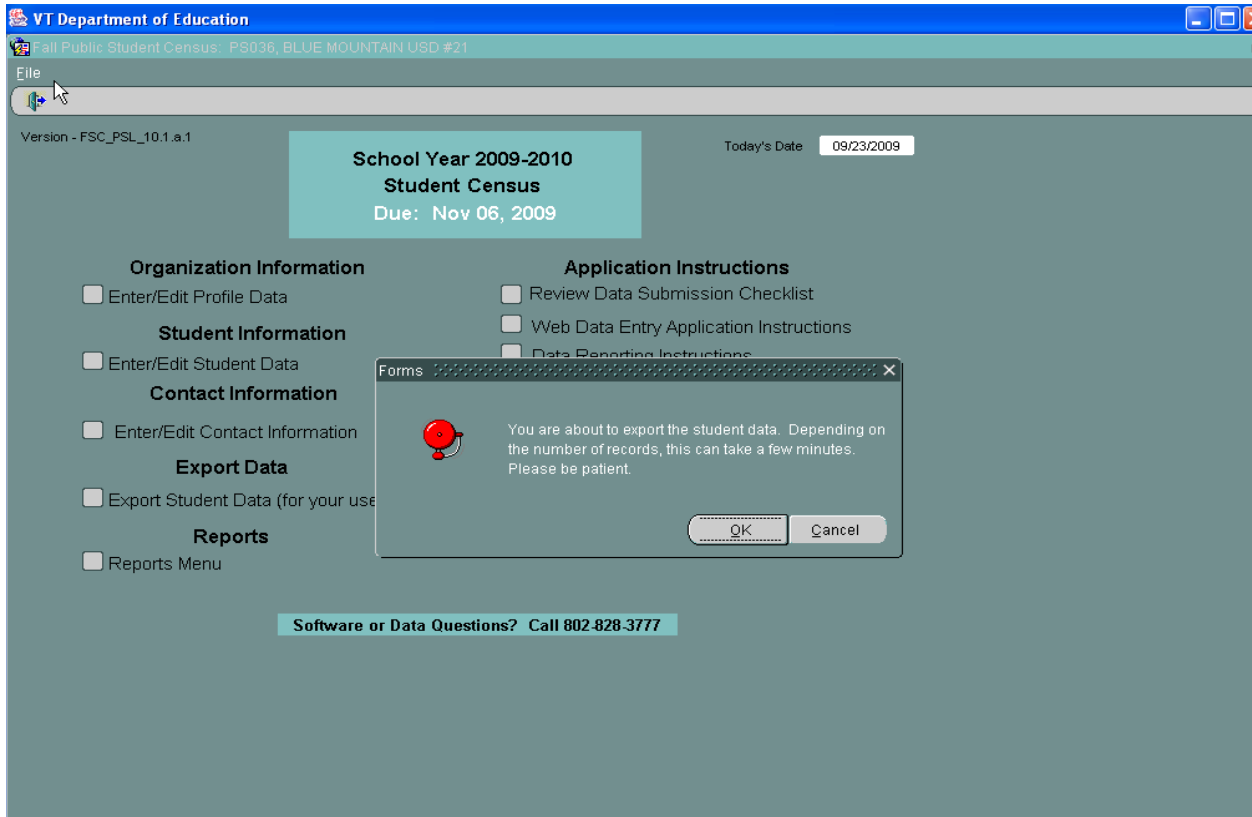
- Contact Organization: PS036 BLUE MOUNTAIN USD #21
- Contact Type: STUDENT CENSUS COLLECTION CONT
- First Name: JODI Last Name: HART
- Phone Number: 802-757-2711
- Email Address: JODI.HART@BMUSCHOOL.ORG

Enter in the contact information for each of the different roles listed above. Use the blue arrows at the top right to scroll thru the Contact Types:

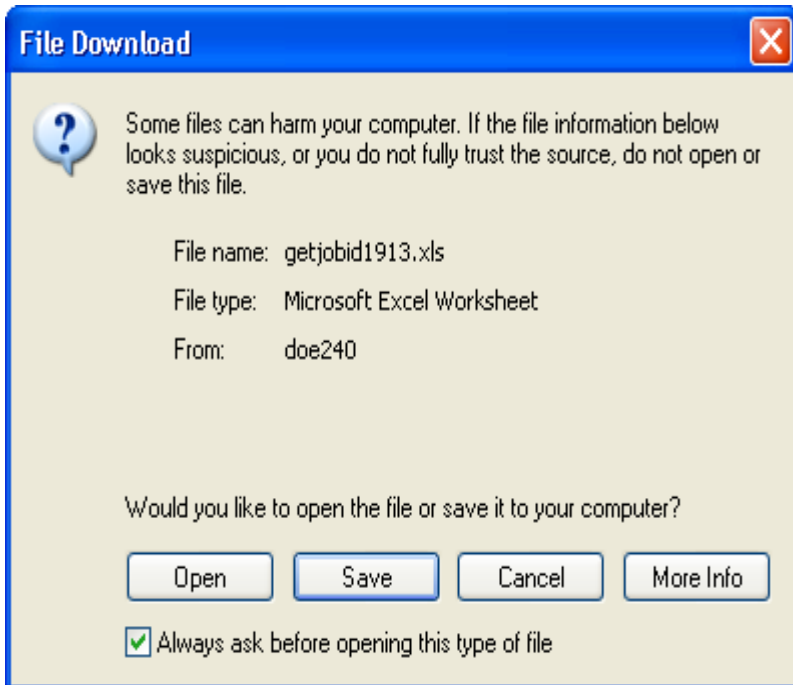
- STUDENT CENSUS COLLECTION CONT
- ESS CONTACT
- SECTION 504 CONTACT
- NSLP ADMINISTRATOR

If the same person is the contact for multiple roles, enter their name in each area that they are the contact.

EXPORT STUDENT DATA

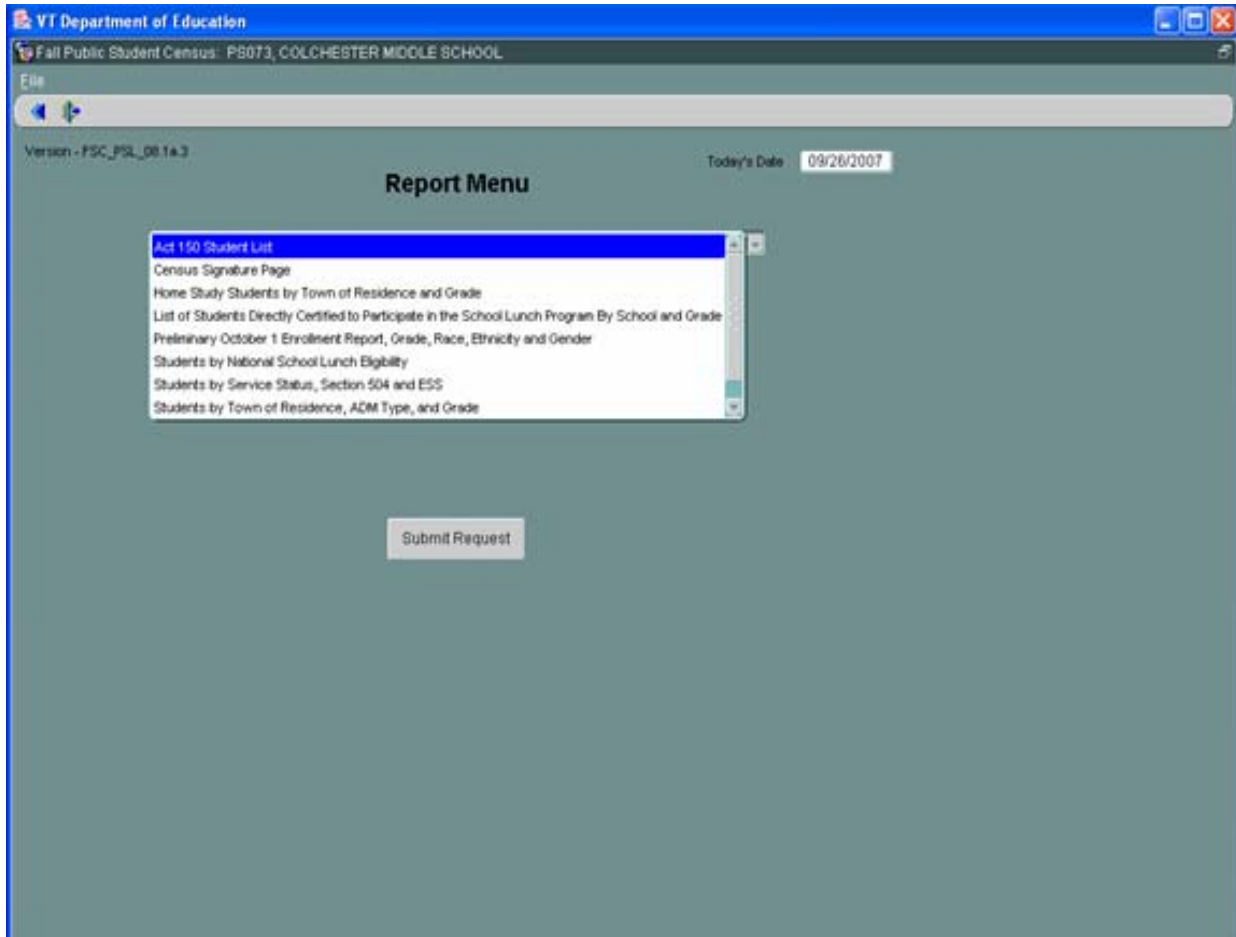


You will get a message stating this may take a few moments, click ok.



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

REPORTS MENU



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

- Act 150 Student List
- Census Signature Page
- Home-study Students by Town of Residence and Grade
- List of Students Directly Certified to Participate in the School Lunch Program by School and Grade
- Preliminary October 1 Enrollment Report, Grade, Race, Ethnicity and Gender
- Students by National School Lunch Eligibility
- Students listed by Service Status, section 504 and ESS
- Students by Town of Residence, ADM type and Grade

REVIEW DATA SUBMISSION CHECKLIST

VT Department of Education

Fall Public Student Census: PS036, BLUE MOUNTAIN USD #21

File

Version - FSC_PSL_09.1.a.1

**School Year 2009-2010
Student Census
Due: Nov 06, 2009**

1. Data will be saved as it is entered, but will NOT be submitted to DOE until you press the "Submit to DOE" button on the Main Menu.
2. Reports provided in this application are provided for your information only and do not need to be submitted to the DOE.
3. Once submitted data has been accepted by the DOE, it cannot be changed without contacting DOE to reset your organization status. **NOTE:** Resetting will allow you to edit the data, but any new data entered will overwrite previously submitted information.

Software or Data Questions? Call 802-828-3777

Please review the checklist for the Student Census data submission before attempting to submit data.

SUBMIT DATA TO DOE

Click on Submit Data to DOE.

Your application will now 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 have any questions on this process, call DMAT at (802) 828-3777.