

# **Vermont Student Census Spring Update School Year 2008-2009**



## **Online Instructions**

**Due Date: July 15, 2009**



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

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## System Requirements

- Adobe Acrobat Reader (Free Download)
- Internet Explorer 5.0 or greater (for MAC users: Safari 1.2)
- An executable J-Initiator file will be provided upon request for users who have not already loaded it. Please call 828-3777 if you are not using the same computer to complete the Spring Census that you may have used this past fall. Double clicking on this .exe will load the file on your computer and will enable **Windows based machines/computers** to access Oracle Applications. 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 load the J-Initiator, provided you are using a Mac OS 9.0.4 or 9.1 as an operating system. If you are not able to log into the application, please call our helpdesk.

## Starting the Application

- Windows users open Internet Browser. Please note there is an underscore between SSC\_CLC  
[https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=ssc\\_clc](https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=ssc_clc)
- Mac users open Internet Browser Please note there are two underscores SSC\_CLC\_MAC  
[https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=ssc\\_clc\\_mac](https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=ssc_clc_mac)
- Login to the program using the User Name and Password sent to you. The Username and Password are case sensitive. Please use all caps.

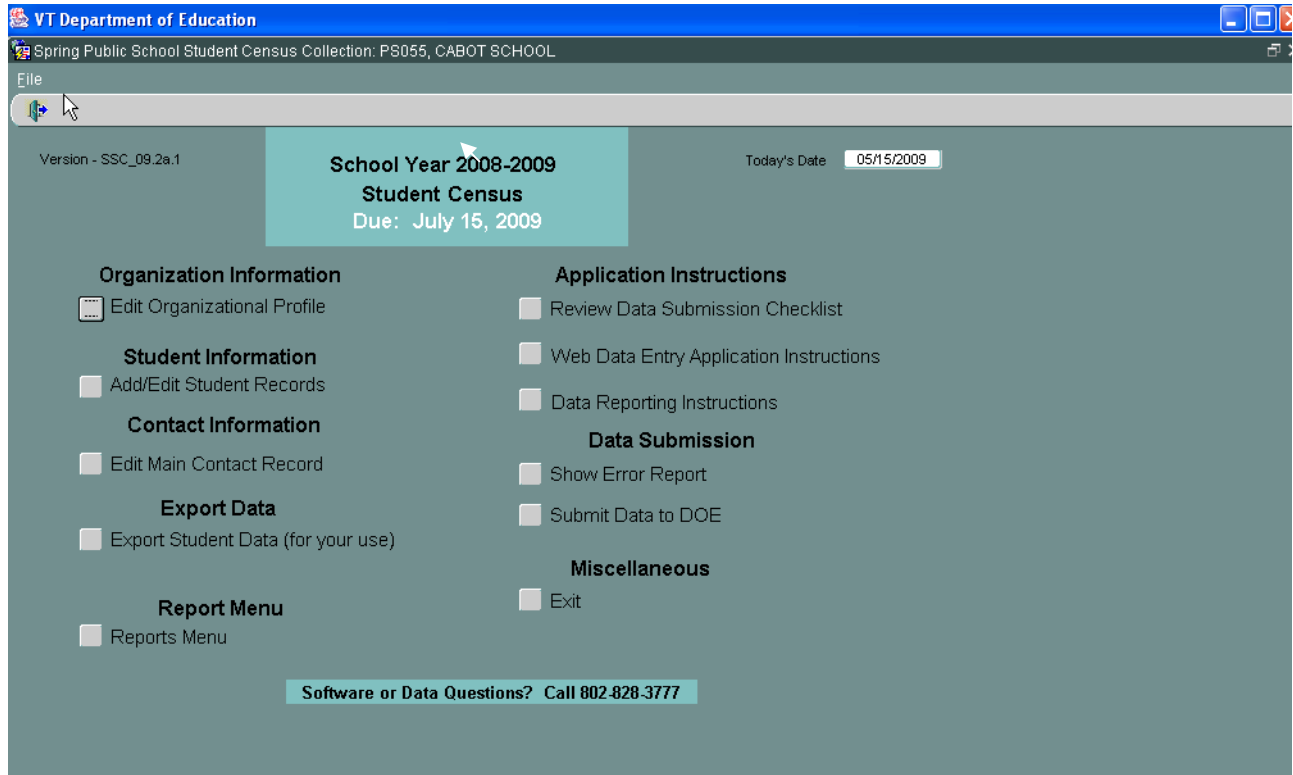
## Technical Support

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

## Due Date

Please submit completed data to the DMAT by July 15, 2009.

## Main Menu Options



### Organization Information

**Edit Organizational Profile** - This button allows you to edit the information about your school.

### Student Information

**Add/Edit Student Records** - This button lets you add new students or edit existing student records.

### Contact Information

**Edit Main Contact Record** – To enter or edit the contact information for the person completing the Spring Census.

### Export Data

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

### Report Menu

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

- Census Signature Page
- Deceased Student List
- Directly Certified Students List
- Dropout Student List
- Graduated Student List
- Home Study Students Taking Academic Courses
- Home Study Students Participating in Extra- or Co-curricular Activities

Promoted Student List  
Retained Student List  
Student Attendance List  
Students Not Receiving a Classification  
Summer Dropout Student List  
Transfer Student List

## **Application Instructions**

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

**Web Data Entry Application Instructions** – This button allows you to print the Online Spring Student Census Instructions.

**Data Reporting Instructions** – This button allows you to print the Spring Student Census Data Reporting Instructions.

## **Data Submission**

**Show Error Report**- This button lets you see the errors without submitting data.

**Submit Data to DOE** - Click this button to 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 your data file.

## **Miscellaneous**

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

## Organization Information

The screenshot shows a web browser window titled "VT Department of Education" with a tab for "Spring Public School Student Census Collection: PS055, CABOT SCHOOL". The browser's address bar shows "File Edit Navigation". The main content area is titled "Organizational Information" and contains the following fields:

- ORGID: PS055
- Organization Name: CABOT SCHOOL
- Mailing Address:** Street/PO Box: 60 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: 802-563-6089
- Org Website (URL): WWW.CABOTSCHOOL.ORG

Below these fields are tabs for "Principal Info", "Co-Principal Info", "Registrar Info", and "CALENDAR INFO". The "CALENDAR INFO" tab is active, showing two sections:

- Session Dates:** Actual School Year End Date: 06/12/2009; Begin Date of Upcoming Summer Session: [empty]; Projected End Date of Upcoming Summer Session: [empty]
- Session Information:** Number of Session Days in the Current Year: 180; Number of Part-Time Kindergarten Morning Sessions: 70; Number of Part-Time Kindergarten Afternoon Sessions: 172

Click on **Edit Organizational Profile** to make sure that all of the **Organizational Information** is correct for your school.

Please fill out the **Actual School Year End Date** for your school.

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

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

## Student Information

Use the **Add/Edit Student Records** to add or change student records. Select option from top toolbar.

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

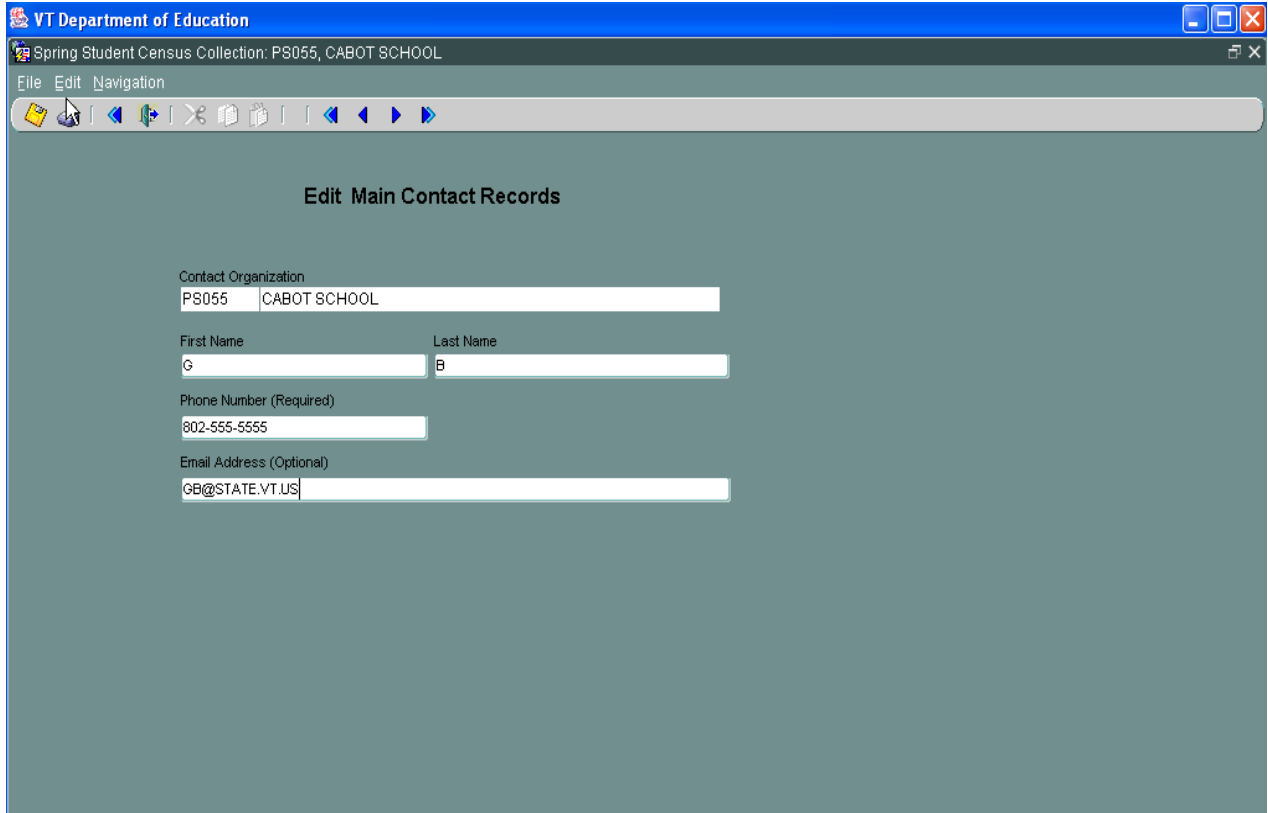
**Search --** This button lets you enter a student ID number or student name to search for students.

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

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

To return to the main menu you must select **File**, then **Return to Main Menu** OR you can use the back arrow on the left side of the toolbar.

## Contact Information

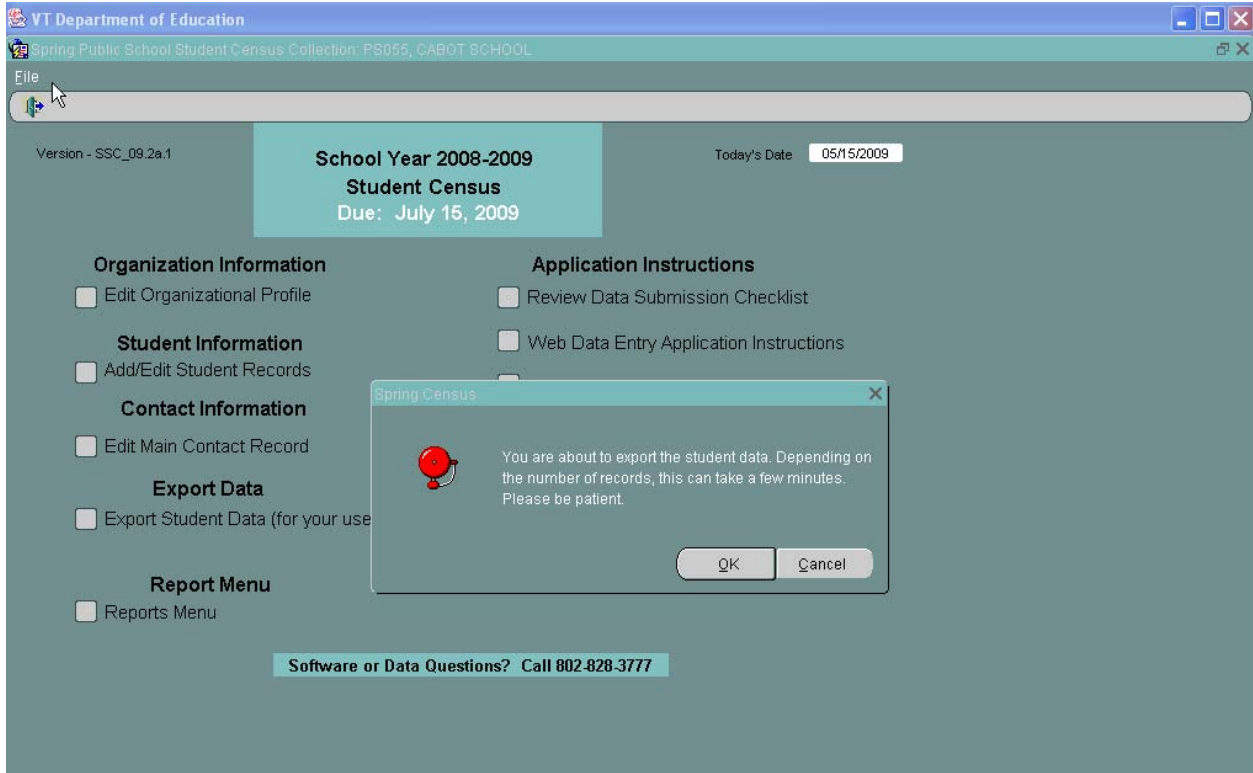


The screenshot shows a web browser window titled "VT Department of Education" with the address bar displaying "Spring Student Census Collection: PS055, CABOT SCHOOL". The browser's menu bar includes "File", "Edit", and "Navigation". The main content area is titled "Edit Main Contact Records" and contains the following form fields:

- Contact Organization:** A text box containing "PS055" and "CABOT SCHOOL".
- First Name:** A text box containing "G".
- Last Name:** A text box containing "B".
- Phone Number (Required):** A text box containing "802-555-5555".
- Email Address (Optional):** A text box containing "GB@STATE.VT.US".

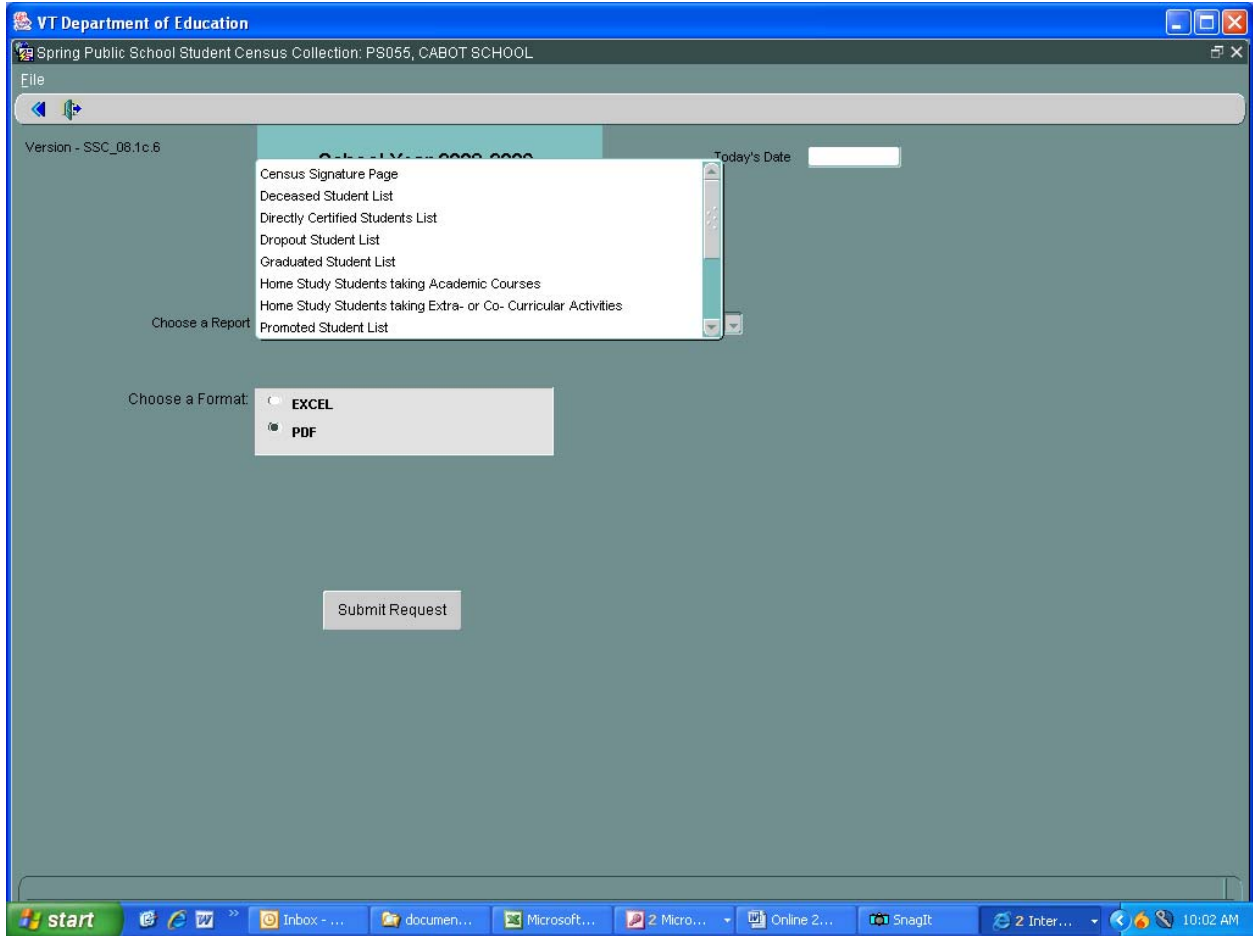
**Edit Main Contact Records** allows you to enter the correct information for the person completing the Spring Student Census.

## Export Data



The **Export Student Data** option lets you export data in an Excel format. You will get a message stating this may take a few moments, click ok.

## Report Menu



Click on the down arrow next to **Choose a Report** to view or print in the **Report Menu**.

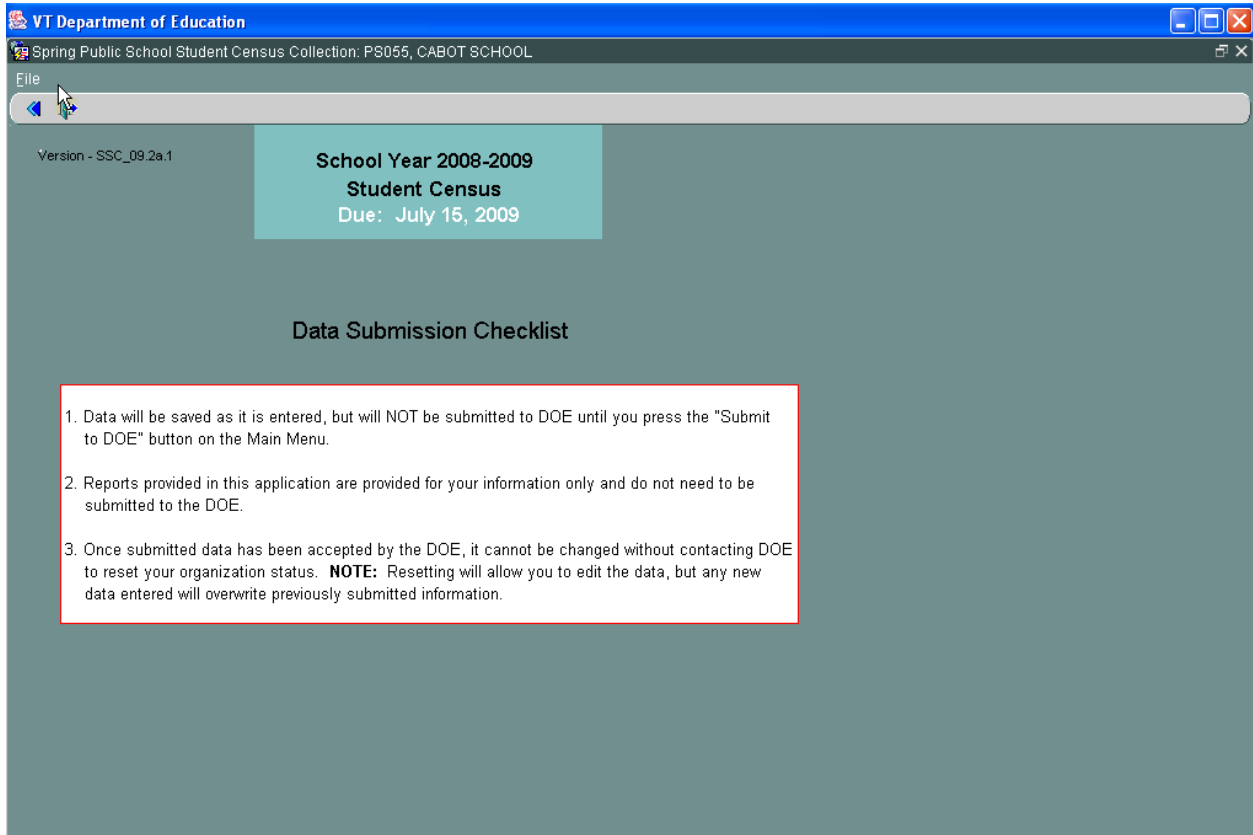
These reports are as follows:

- Census Signature Page
- Deceased Student List
- Directly Certified Students List
- Dropout Student List
- Graduated Student List
- Home Study Students Taking Academic Courses
- Home Study Students Participating in Extra- or Co-curricular Activities
- Promoted Student List
- Retained Student List
- Student Attendance List
- Students Not Receiving a Classification
- Summer Dropout Student List
- Transfer Student List

You have the option to open these reports in Excel or PDF formats.

**Note:** If your report screen does not appear, hold down the CTRL or CTRL and ALT keys while clicking on the Submit Request button.

## Application Instructions

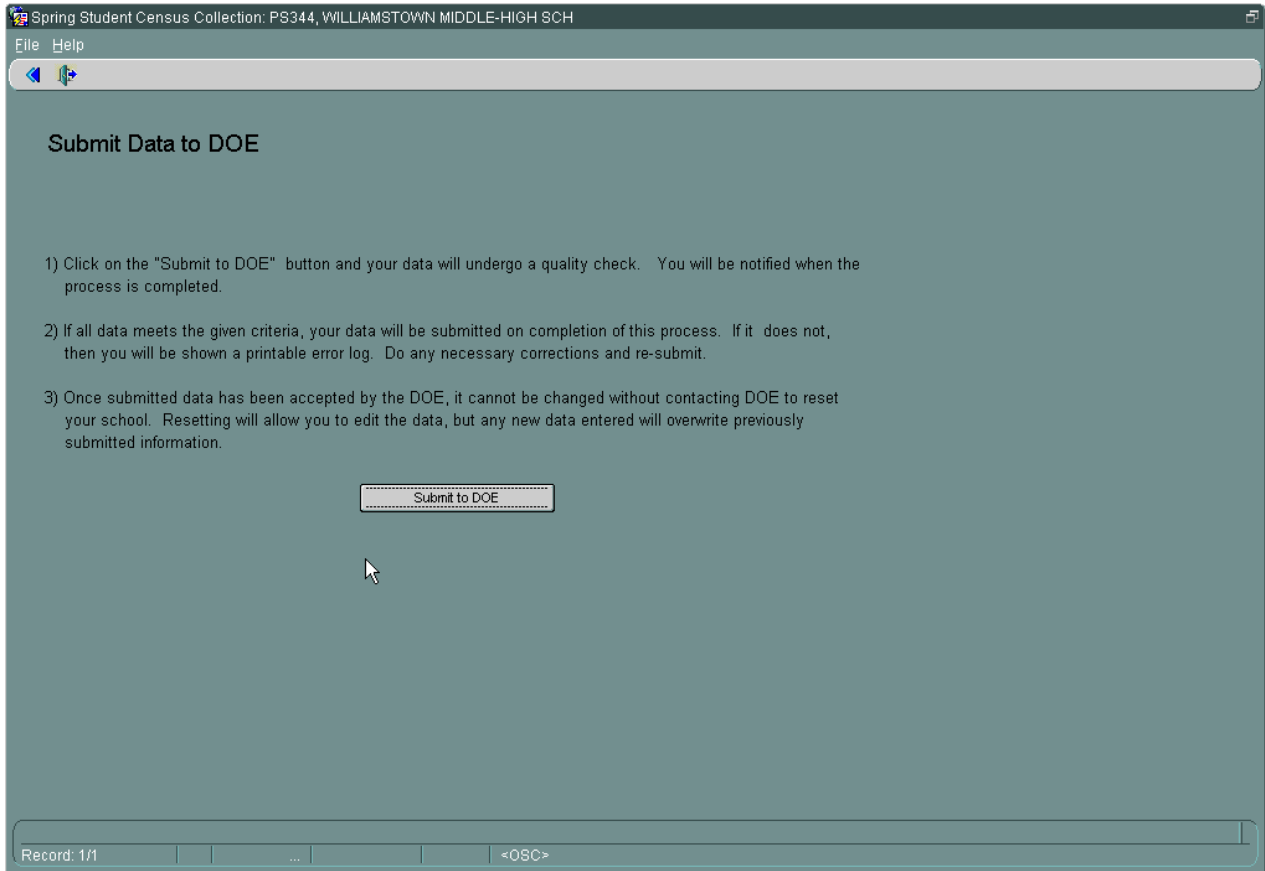


Click on **Review Data Submission Checklist** to verify the Student Census data is correct before attempting to submit data.

Click on **Web Data Entry Application Instructions** to download Online Application Instructions.

Click on **Data Reporting Instructions** to download Data Reporting Instructions.

## Data Submission



Click on **Show Error Report** to see your errors without submitting the data.

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 about this process, call DMAT at (802) 828-3777.

**NOTE:** If your data does not pass you will get an error message that says this:

“A printable error log should appear in another browser within a couple of minutes.”

If it does not appear, you must have a popup blocker enabled. Please disable and try submitting again. If you need further assistance regarding popup blockers, please contact your network support person or DOE helpdesk at (802) 828-3777