

# **Tuitioned Student Census Fall Update for 2016-2017**

## **Online Instructions**

**DUE**

November 7, 2016

**IT: Data Management & Analysis**  
**(802) 479-1044**



## Table of Contents

<b>Minimum System Requirements</b> .....	<b>3</b>
<b>Starting the Application</b> .....	<b>3</b>
<b>Technical Support</b> .....	<b>3</b>
<b>Due Date</b> .....	<b>3</b>
<b>Main Menu Options</b> .....	<b>4</b>
<b>Organization Information</b> .....	<b>5</b>
<b>Enter/Edit Profile Data</b> .....	<b>5</b>
<b>Student Information</b> .....	<b>6</b>
<b>Enter/Edit Student Records</b> .....	<b>6</b>
<b>Export Student Data (for your use)</b> .....	<b>7</b>
<b>Data Submission</b> .....	<b>8</b>
<b>Show Error Report</b> .....	<b>8</b>
<b>Submit Data to AOE</b> .....	<b>8</b>
<b>Reports</b> .....	<b>9</b>
<b>Reports Menu</b> .....	<b>9</b>
<b>Application Instructions</b> .....	<b>9</b>
<b>Review Data Submission Checklist</b> .....	<b>9</b>
<b>Web Data Entry Application Instructions</b> .....	<b>10</b>
<b>Data Reporting Instructions</b> .....	<b>10</b>
<b>Exit Application</b> .....	<b>10</b>
<b>Exit</b> .....	<b>10</b>

## Minimum System Requirements

Adobe Acrobat Reader (Free Download)

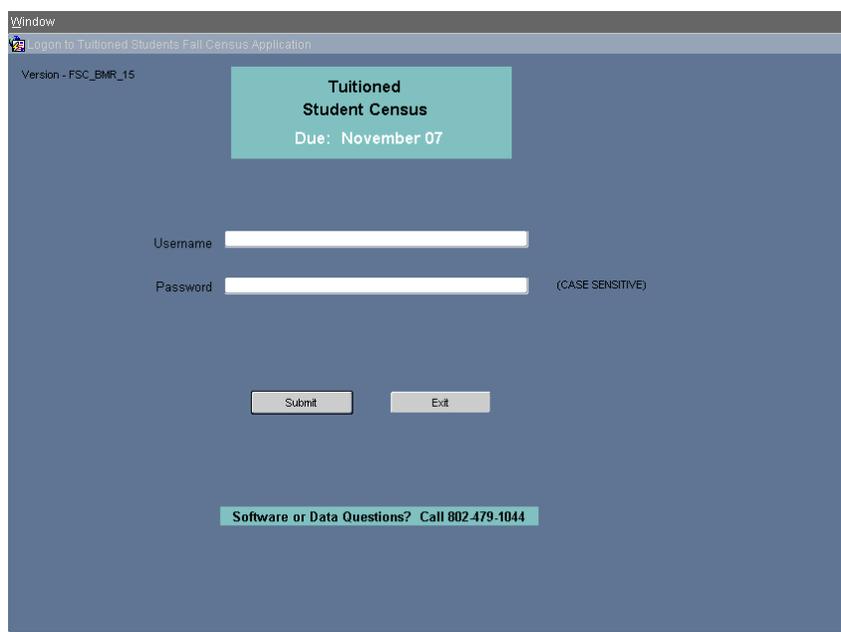
Browsers have updated their product, making it a little more difficult to access our application. You need to use Internet Explorer, and you still need Java Version 6 Update 26. You also need to make our site a “Trusted Site”, and activate SSL 3.0 by going to Tools-Internet Options, click on the Advanced tab, scroll to the bottom and click on SSL 3.0.

Internet Explorer 7.0 or 8.0

## Starting the Application

[Windows users](#) open Internet Browser.

[Mac users](#) open Internet Browser.



The screenshot shows a web browser window titled "Login to Tuitioned Students Fall Census Application". The page has a dark blue background. At the top center, there is a teal box with the text "Tuitioned Student Census" and "Due: November 07". Below this, there are two white input fields: "Username" and "Password". The "Password" field has "(CASE SENSITIVE)" written to its right. Below the input fields are two buttons: "Submit" and "Exit". At the bottom center, there is a teal box with the text "Software or Data Questions? Call 802-479-1044".

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

## Technical Support

Call (802) 479-1044 for assistance with the data entry application.

## Due Date

Please submit completed data to the DMAT by November 7, 2016.

## Main Menu Options

File

Fall Tuitioned Student Census: SU002, ADDISON NORTHWEST SU

Version - FSC\_BMR\_15

Today's Date 10/13/2014

**Tuitioned Student Census**  
Due: November 07

**Organization Information**

Enter/Edit Profile Data

**Student Information**

Enter/Edit Student Data

Export Student Data (for your use)

**Data Submission**

Show Error Report

Submit Data to AOE

**Reports**

Reports Menu

**Application Instructions**

Review Data Submission Checklist

Web Data Entry Application Instructions

Data Reporting Instructions

**Exit Application**

Exit

Software or Data Questions? Call 802-479-1044

### 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 AOE by creating a pdf report of your errors.

**Submit Data to AOE** - Click this button to submit data to AOE, 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 AOE at (802) 479-1044, and we will unlock your data file.

### Reports

**Reports Menu** – This feature will create a report of all student records in the application, as well as all the resident students reported by your district schools. 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
- Students Receiving Title I Services by School
- Title I Targeted Assistance Services Signature Page

### 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'. At the top, there are fields for 'ORGID' (SU002) and 'Organization Name' (ADDISON NORTHWEST S.U.). Below this are two columns of address information: 'Mailing Address' and 'Physical Address'. Each column has fields for 'Street/ PO Box', 'City/Town', 'State', and 'Zip Code'. The 'Physical Address' section has a checked checkbox for 'Same As Mailing Address'. Below the address sections are 'Phone Number' and 'Fax Number' fields. The bottom section is titled 'BUSINESS MANAGER INFO' and has a sub-tab 'Ell Information'. It contains fields for 'Title', 'First Name', 'Middle Name/Initial', 'Last Name', and 'Post name'. There are also checkboxes for 'Same As Organization's Mailing Address' and 'Same As Organization's Physical Address'. Below these are two more address sections, 'Mailing Address' and 'Physical Address', with their respective fields. At the bottom of this section is an 'Email Address' field with the value '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

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

Fall Tuitioned Student Census: SU002, ADDISON NORTHWEST SU

### Add/Edit Student Records

Local Student Number

Student ID (DOE) First Name Middle Name/Initial Last Name Post Name

Birthdate Gender Place of Enrollment (if Vermont Independent School) Grade

**Out of State School Information**

Organization Name

Street Address

City/Town State Zip Code

ADM

ADM Dist 1 ADM Dist 2 ADM Dist 3

ADM Type

Full/Part Time Status

Number of ADM Days

ADM Hours (for part time students only)

Additional ADM

### 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.

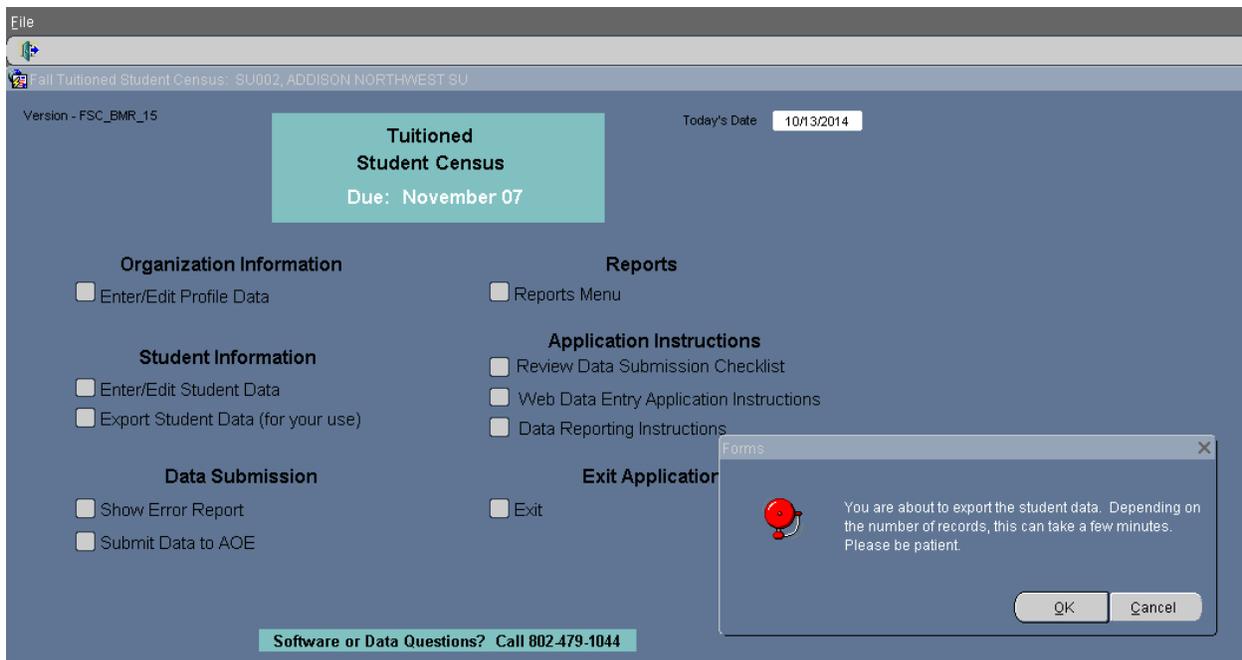
Sort – This button lets you sort by last name, grade or student ID.

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

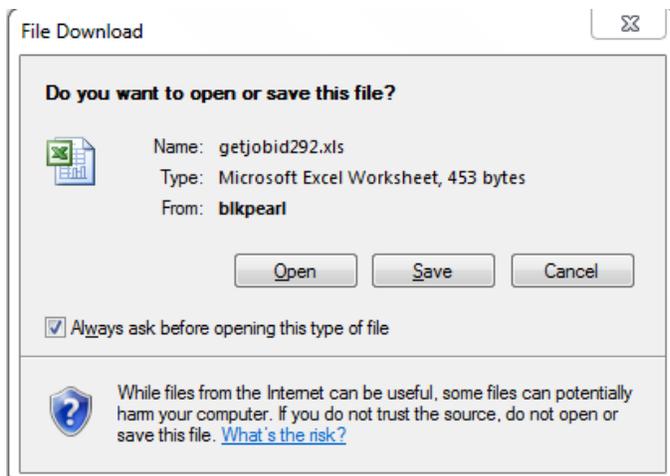
Please reference data reporting instructions for descriptions of data elements.

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

## Export Student Data (for your use)

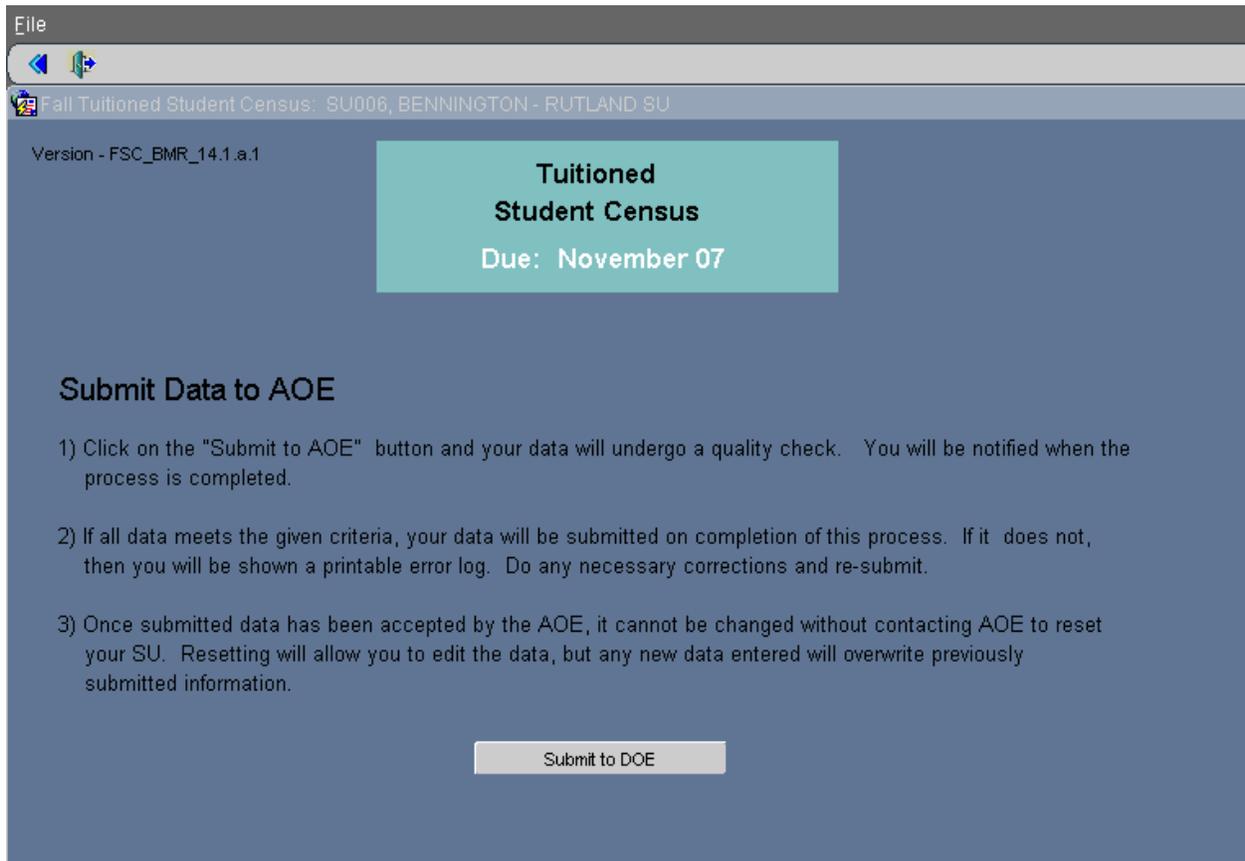


The export will pop up as a new window. NOTE: If you are not seeing another window popping up on your screen, try holding the control key down before you click on the export button and keep holding it down until the excel report appears. You will get a message stating this may take a few moments, click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



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

## Data Submission



The screenshot shows a web application interface for submitting Tuitioned Student Census data. At the top, there is a navigation bar with a 'File' menu and a back button. Below the navigation bar, the page title is 'Fall Tuitioned Student Census: SU006, BENNINGTON - RUTLAND SU'. The version number is 'Version - FSC\_BMR\_14.1.a.1'. A prominent teal box in the center contains the text: 'Tuitioned Student Census Due: November 07'. Below this, the section 'Submit Data to AOE' is followed by three numbered instructions: 1) Click on the 'Submit to AOE' button and your data will undergo a quality check. You will be notified when the process is completed. 2) If all data meets the given criteria, your data will be submitted on completion of this process. If it does not, then you will be shown a printable error log. Do any necessary corrections and re-submit. 3) Once submitted data has been accepted by the AOE, it cannot be changed without contacting AOE to reset your SU. Resetting will allow you to edit the data, but any new data entered will overwrite previously submitted information. At the bottom of the page, there is a 'Submit to DOE' button.

### Show Error Report

Click on Show Error Report to see if you have made any errors before trying to submit your data to AOE. 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 AOE

Click on Submit Data to AOE. 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) 479-1044.

## Reports

File

Fall Tuitioned Student Census: SU006, BENNINGTON - RUTLAND SU

Version - FSC\_BMR\_14.1.a.1 Today's Date 09/23/2013

### Report Menu

Choose a Fiscal Year: FY14 Fall Tuitioned Student Census

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
- Students Receiving Title I Services by School
- Title I Targeted Assistance Services Signature Page

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.