

Vermont Student Census Spring Update School Year 2016-2017

Online Instructions

Due

July 14, 2017

It Team: Data Management & Analysis

(802) 479-1044



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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. If you still have issues connecting, please call the AOE Helpdesk (802)479-1044 and we'll try to set you up on our remote server.

Starting the Application

[Windows users](#) open Internet Browser.

[Mac users](#) open Internet Browser.

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

Due Date

Please submit completed data to the DMAT by July 14, 2017.

Main Menu Options

Spring Public School Student Census (SSC-PSL) & Student Educator Course Transcript (SECT) Enrolling Organization: PA005, THETFORD ACADEMY

School Year 2016-2017

Spring Student Census Due Date: July 14, 2017

Student Educator Course Transcript (S.E.C.T) Due Date: August 15, 2017

Application Instructions	Report Menu
<input type="checkbox"/> Spring Student Census Reporting and Data Entry Instructions	<input type="checkbox"/> Reports Menu
<input type="checkbox"/> S.E.C.T. Reporting Instructions, Upload Instructions and FAQ	Import Data
	<input type="checkbox"/> Import S.E.C.T. Course and Transcript Data Files
Data Entry Forms	Data Submission
<input type="checkbox"/> Spring Student Census/S.E.C.T. Contacts	<input type="checkbox"/> Spring Student Census Error Report / Submit Spring Student Census Data to AOE
<input type="checkbox"/> Organization (Spring Student Census)	Miscellaneous
<input type="checkbox"/> Student (Spring Student Census/S.E.C.T.)	<input type="checkbox"/> Exit

[Software or Data Questions? Call 802-479-1044](#)

Application Instructions

Spring Census Reporting and Data Entry Instructions – This button allows you to print the Spring Census Data Reporting Instructions and the Spring Census Online Instructions.

S.E.C.T. Reporting and Upload Instructions – This button allows you to print the SECT Reporting and Upload Instructions.

Data Entry Forms

Spring Student Census/S.E.C.T. Contacts- This button allows you to enter or edit the Student Census contact and the SECT contact information.

Organization (Spring Student Census)- This button allows you to edit the information about your school.

Student (Spring Student Census/S.E.C.T.) - This button lets you add new students or edit existing student records.

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
- SECT- Educators and Students by Enrolling Organization Term, Section, Course and Class Setting
- SECT- Courses available at this Enrolling Organization (EXCEL EXTRACT)
- SECT- Educators available to this Enrolling Organization (EXCEL EXTRACT)
- SECT- Signature Page
- SECT- Students at this Enrolling Organization by Course, Term and Setting
- SECT- Students by Courses and Terms available at this Enrolling Organization
- Student Attendance List
- Student Information (EXCEL EXTRACT)
- Students Not Receiving a Classification
- Summer Dropout Student List
- Transfer Student List

Import Data

Import S.E.C.T. from External Data Source- This button is used to import SECT data.

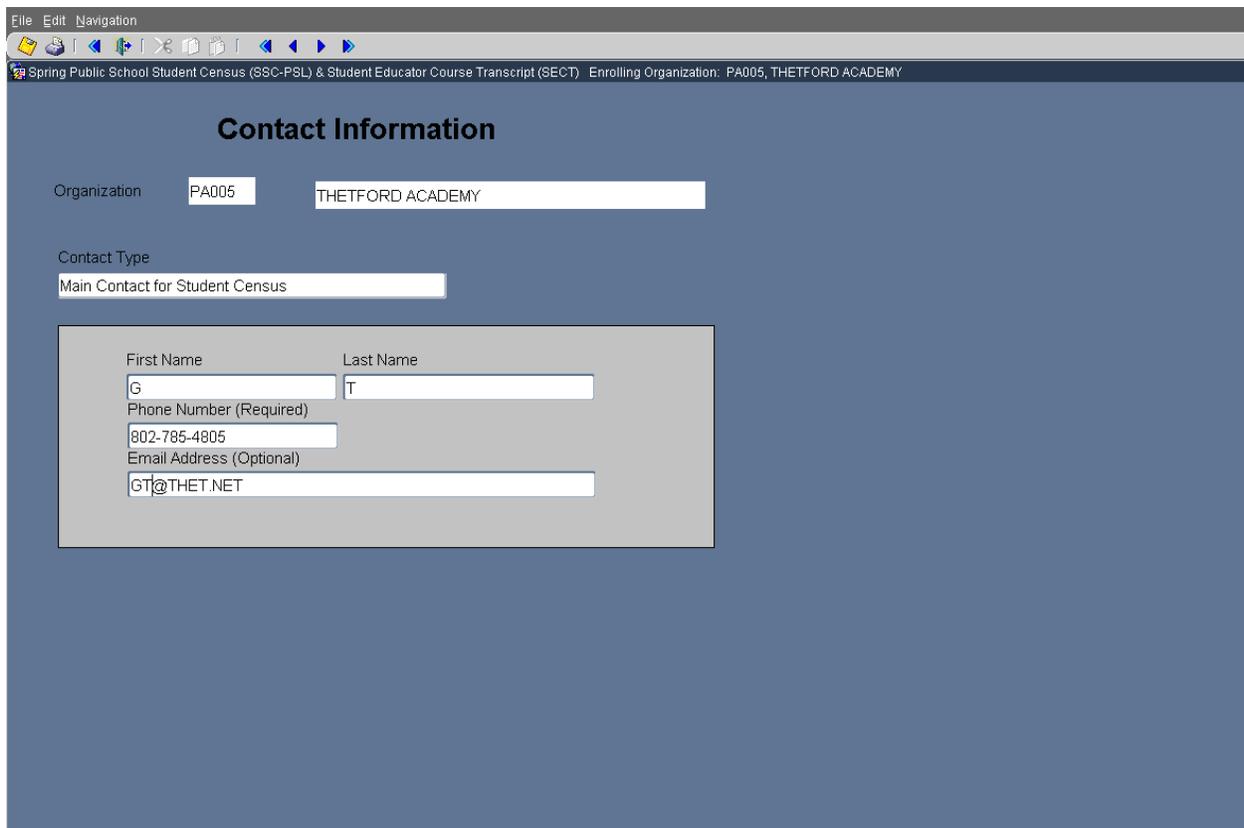
Data Submission

Spring Student Census Error Report/ Submit Spring Student Census Data to AOE- This button lets you see the errors without submitting data. If there are no critical errors, you can submit data to AOE. If you must revise submitted data please call the AOE at (802) 479-1044, and we will unlock your data file.

Miscellaneous

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

Contact Information



File Edit Navigation

Spring Public School Student Census (SSC-PSL) & Student Educator Course Transcript (SECT) Enrolling Organization: PA005, THETFORD ACADEMY

Contact Information

Organization PA005 THETFORD ACADEMY

Contact Type
Main Contact for Student Census

First Name	Last Name
G	T
Phone Number (Required)	
802-785-4805	
Email Address (Optional)	
GT@THET.NET	

Edit Main Contact Records allows you to enter the correct information for the person completing the Spring Student Census and SECT. Use the blue arrows on top right to navigate from Spring Student Census Contact to SECT Contact.

Organization

File Edit Navigation

Spring Public School Student Census (SSC-PSL) & Student Educator Course Transcript (SECT) Enrolling Organization: PA005, THETFORD ACADEMY

Organization Information

ORGID: PA005 Organization Name: THETFORD ACADEMY

Mailing Address

Street/PO Box: PO BOX 190
City/Town: THETFORD
State: VT Zip Code: 05074

Physical Address Same As Mailing Address

Street: PO BOX 190
City/Town: THETFORD
State: VT Zip Code: 05074

Phone Number: 802-785-4805 Fax Number: 802-785-4805

Org Website (URL):

Principal Info Co-Principal Info Registrar Info Calendar Info

Title: First Name: Middle Name/Initial: Last Name: Post name:

WILLIAM A BUGG III

Same As Organization's Mailing Address

Same As Organization's Physical Address

Mailing Address

PO Box/Street: PO BOX 190
City/Town: THETFORD
State: VT Zip Code: 05074

Physical Address

Street: 304 ACADEMY RD
City/Town: THETFORD
State: VT Zip Code: 05074

Email Address: WILLIAM.BUGG@THET.NET

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

The Actual School Year End Date for your school located in the Calendar Info must be completed before proceeding to the student data.

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

Student Information

Spring Public School Student Census (SSC-PSL) & Student Educator Course Transcript (SECT) Enrolling Organization: PS036, BLUE MOUNTAIN USD #21

Student Information Local Student ID (If Applicable) []

Enrolling Org ID: PS036 BLUE MOUNTAIN USD #21

Student ID (DOE): 1139207 First Name: BLUE Middle Name/Initial: C Last Name: MOON Post Name: []

Birthdate: 04/19/1996

Gender: Male

Progress Category: 00 - NULL OR UNABLE TO CALCULATED

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)

Grade/Cohort/Adv. Crswrk/Dual Enrollment: ENROLLMENT - EXIT/WTHDRAWAL/RESIDENCY/TECH-VOC.CTR Socioeconomic Status/Attendance: [] Course Title Info: []

Enrollment Information **ID of Technical/Vocational Center (if applicable)**

Enroll Begin Date: 09/01/2001 Admission Status: Regular Student Technical Center Name: []

Entry/Reentry Type: Original entry in to a US school

Fundsource: Operating School District

Exit/Withdrawal Information **Residence Information**

Enroll End Date: [] Exit Type: [] Town District of Residence: T175 - RYEGATE

Use the Add/Edit Student Records to add or change student records. NOTE: Record changes are automatically saved when you move to another record.

Select option from top toolbar.

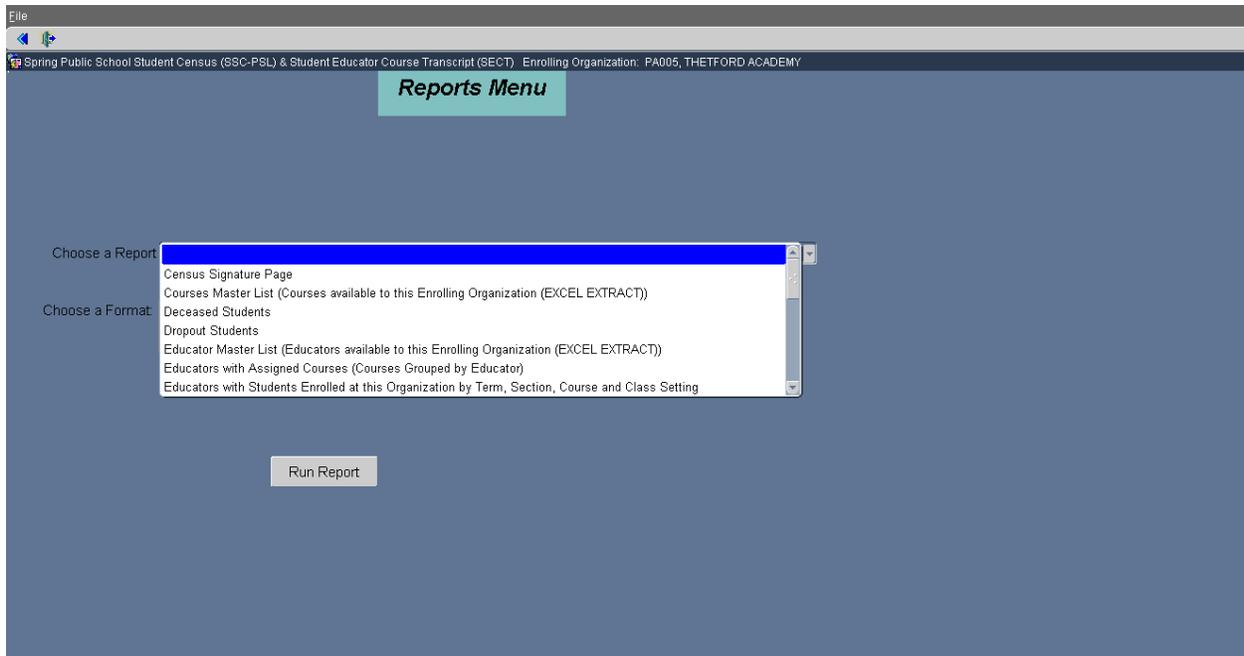
Search – This button lets you enter a student ID number or student name to search for students.

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.

Report Menu



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

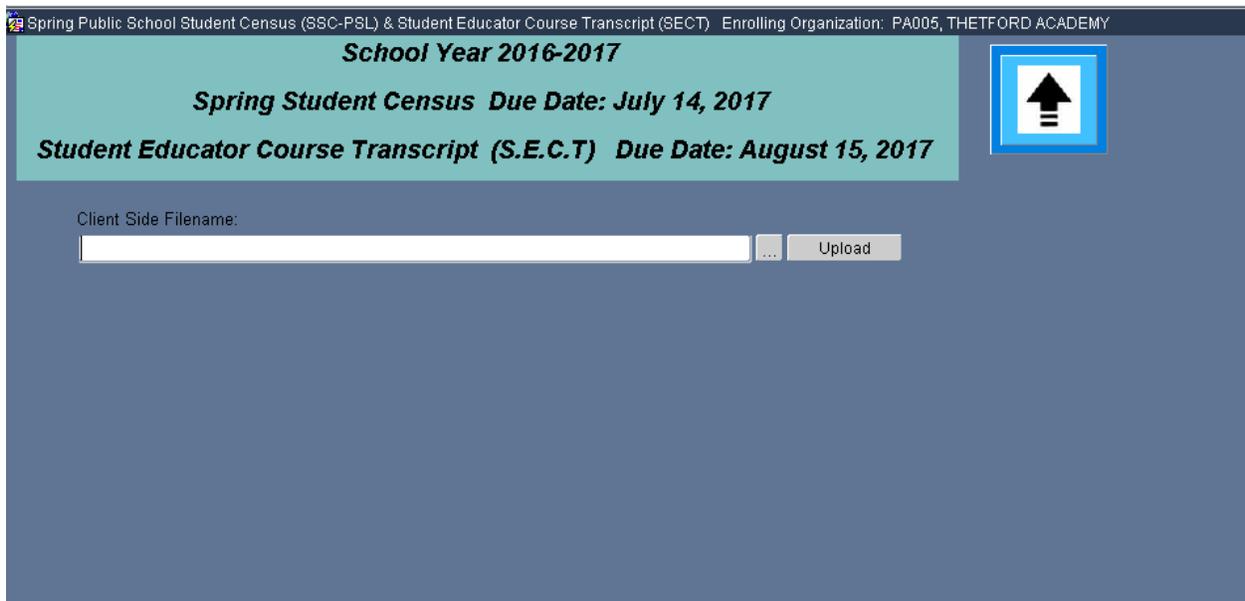
These reports are as follows:

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You have the option to open most of 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.

Import S.E.C.T. from External Data Source



The screenshot shows a web application interface for importing data. At the top, a dark blue header bar contains the text: "Spring Public School Student Census (SSC-PSL) & Student Educator Course Transcript (SECT) Enrolling Organization: PA005, THETFORD ACADEMY". Below this, a teal banner displays "School Year 2016-2017" and "Spring Student Census Due Date: July 14, 2017". A blue square icon with a white arrow pointing up is positioned to the right of the banner. Below the banner, the text "Student Educator Course Transcript (S.E.C.T) Due Date: August 15, 2017" is shown. The main area features a "Client Side Filename:" label above a text input field. To the right of the input field is a small grey button with three dots, followed by a larger grey button labeled "Upload".

This is used to import the SECT data from an external source.

Data Submission

Enrolling Orgid: PA005 - THETFORD ACADEMY

Student ID	Local ID (if appl)	Last Name	First Name	DOB
0		PERRY	JENNIFER	05/05/1994
Error Desc:		Requested Action:		Log Date
Invalid 9th grade cohort year/grade. If 2011-2012 grade equals "09" then cohort year cannot be less than current year - 4.		Enter correct 9th grade cohort year/grade:		05/18/2012
Invalid 9th grade cohort year/grade. If 2011-2012 grade equals "12" then cohort year cannot be less than current year - 7.		Enter correct 9th grade cohort year/grade:		05/18/2012
Invalid 9th grade cohort year/grade. If 2011-2012 grade equals "11" then cohort year cannot be less than current year - 6.		Enter correct 9th grade cohort year/grade:		05/18/2012
Invalid 9th grade cohort year/Grade cannot be greater than current Year.		Enter correct 9th grade cohort year/Grade:		05/18/2012
No 9th grade cohort year/Grade.		Enter 9th grade cohort year/grade:		05/18/2012
Invalid 9th grade cohort year/grade. If 2011-2012 grade equals "10" then cohort year cannot be less than current year - 5.		Enter correct 9th grade cohort year/grade:		05/18/2012
Erroneous 9th grade cohort year.		Enter correct 9th grade cohort year/Grade:		05/18/2012

Student ID: 0, Local ID (if appl):, Last Name: PERRY, First Name: JENNIFER, DOB: 05/05/1994

Click on Spring Student Census Error Report/Submit Spring Student Census to AOE. Your application will now cycle through the submission process, If you have errors, an error report will appear in a new browser window. If you have any questions about this process, call DMAT at (802) 479-1044.

NOTE: If the error report 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 AOE helpdesk at (802) 479-1044.

Miscellaneous

Click on Exit to close out of the application and the data will be saved before exiting. This ensures that the application has been properly shut down.