

**Vermont Student Census – Fall Update  
School Year 2017-2018  
Online Software Instructions**

**DUE**

**November 7, 2017**

**IT: 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.

Call the IT Helpdesk at 479-1044 if you still have issues connecting.

## **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.

## **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, 2017.

## Main Menu Options

Fall Public Student Census: P8002, ADDISON CENTRAL SCHOOL

Today's Date

**Public School Student Census**  
Due: November 7

<b>Organization Information</b>	<b>Application Instructions</b>
<input type="checkbox"/> Enter/Edit Profile Data	<input type="checkbox"/> Review Data Submission Checklist
<b>Student Information</b>	<input type="checkbox"/> Web Data Entry Application Instructions
<input type="checkbox"/> Enter/Edit Student Data	<input type="checkbox"/> Data Reporting Instructions
<b>Contact Information</b>	<b>Data Submission</b>
<input type="checkbox"/> Enter/Edit Contact Information	<input type="checkbox"/> Show Error Report
<b>Export Data</b>	<input type="checkbox"/> Submit Data to AOE
<input type="checkbox"/> Export Student Data (for your use)	<b>Miscellaneous</b>
<b>Reports</b>	<input type="checkbox"/> Exit
<input type="checkbox"/> Reports Menu	

**Software or Data Questions? Call 802-479-1044**

### 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.

### Contact Information

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

### Export Student Data

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

## Reports

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

- School Choice Student List
- Census Signature Page
- Home-study Students by Town of Residence and Grade
- Students Directly Certified to Participate in the School Lunch Program by Qualifying Date
- 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.

## 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.

## Data Submission

Show Error Report – This button takes you to the Student Census Error Report. These errors need to be corrected before you can submit your data.

Submit Data to AOE - Click this button to submit data to AOE, 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 AOE @ 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.

## Organization Information

File Edit Navigation

Fall Public Student Census: PS055, CABOT SCHOOL

### Organizational Information

ORCID: PS055 Organization Name: CABOT SCHOOL

Mailing Address		Physical Address	
Street/PO Box	PO BOX 98	Street	25 COMMON ROAD
City/Town	CABOT	City/Town	CABOT
State	VT	State	VT
Zip Code	05647	Zip Code	05647

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

Org Website (URL): WWW.CABOTSCHOOL.ORG

PRINCIPAL INFO | Co-Principal Info | Registrar Info | Educational Levels Offered | Calendar Information | Holidays Info

Title	First Name	Middle Name/Initial	Last Name	Post name
MR	PAUL		FASSLER	

Same As Organization's Mailing Address  Same As Organization's Physical Address

Mailing Address		Physical Address	
Street/PO Box	PO BOX 98	Street	25 COMMON ROAD
City/Town	CABOT	City/Town	CABOT
State	VT	State	VT
Zip Code	05647	Zip Code	05647

Email Address: PFASSLER@CABOTSCHOOL.ORG

## Enter/Edit Profile Data

Make sure that all of the Organizational Information is correct for your school. Include all of the information in the following tabs:

- Principal Info
- Co-Principal Info
- Registrar Info
- Educational Levels Offered
- Calendar Information
- Holidays Info

NOTE: 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.

## Student Information

### Enter/Edit Student Data

Use this screen to add/edit student records.

Select options from top toolbar to assist you in locating students.

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.

Make sure that all of the Student Data is correct and reference data reporting instructions for descriptions of data elements. Include all of the information in the following tabs:

- Grade/Cohort Info
- Enrollment Info-Exit/Withdrawal Info
- Socioeconomic Status-Title 1 Services
- ADM

NOTE: Record changes are automatically saved when you move to another record.  
To return to the main menu you must select File, then Return to Main Menu.

## Contact Information

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

Fall Public Student Census: PS055, CABOT SCHOOL

### Add/Edit Contact Information

Contact Organization

Contact Type

---

First Name  Last Name

Phone Number

Email Address

### Enter/Edit Contact Information

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

- Student Census Collection Cont
- EST 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

Public School Student Census  
Due: November 7

Today's Date: 09/15/2016

**Organization Information**

- Enter/Edit Profile Data

**Student Information**

- Enter/Edit Student Data

**Contact Information**

- Enter/Edit Contact Information

**Export Data**

- Export Student Data (for your use)

**Reports**

- Reports Menu

**Application Instructions**

- Review Data Submission Checklist
- Web Data Entry Application Instructions
- Data Reporting Instructions

**Data Submission**

- Show Error Report
- Submit Data to AOE

**Miscellaneous**

- Exit

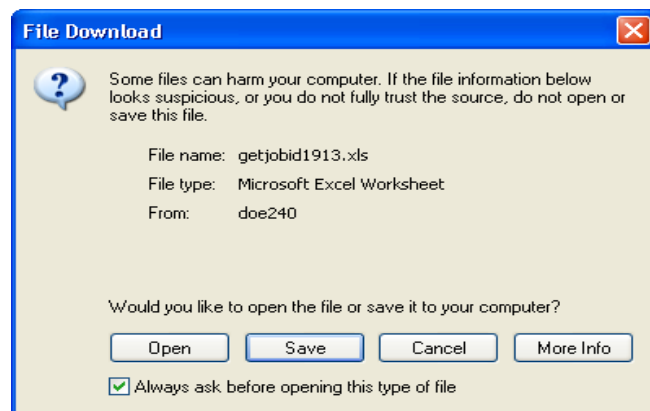
Software or Data Questions? Call 802-479-1044

Forms: You are about to export the student data. Depending on the number of records, this can take a few minutes. Please be patient.

OK Cancel

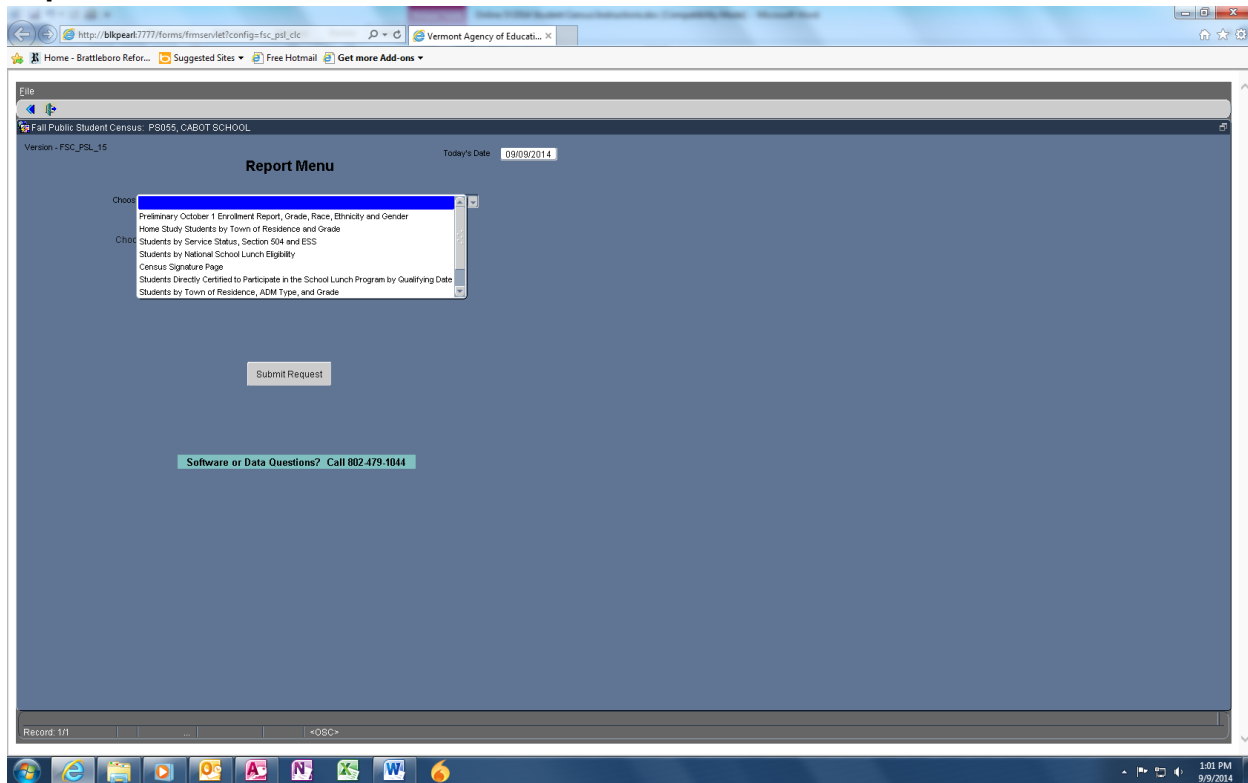
### Export Student Data (for your use)

You will get a message stating this may take a few moments, click ok. 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 may open or save your file to a specified location. Your data will remain in the program.

## Reports

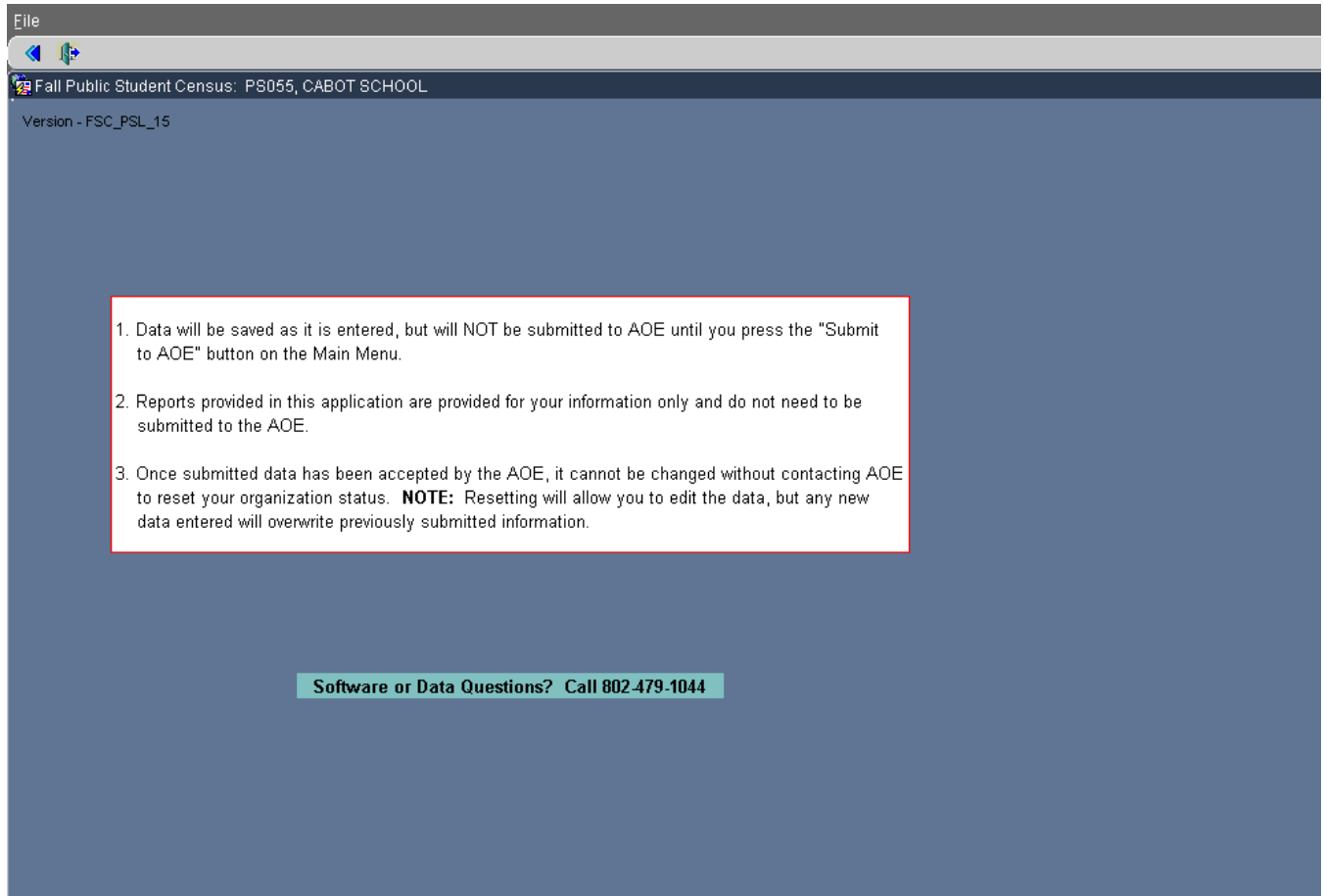


### Reports Menu

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

- School Choice Student List
- Census Signature Page
- Home-study Students by Town of Residence and Grade
- Students Directly Certified to Participate in the School Lunch Program by Qualifying Date
- 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

## Application Instructions



The screenshot shows a web application window with a title bar that reads "Fall Public Student Census: PS055, CABOT SCHOOL" and a version number "Version - FSC\_PSL\_15". The main content area is a dark blue background with a white box containing three numbered instructions:

1. Data will be saved as it is entered, but will NOT be submitted to AOE until you press the "Submit to AOE" 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 AOE.
3. Once submitted data has been accepted by the AOE, it cannot be changed without contacting AOE to reset your organization status. **NOTE:** Resetting will allow you to edit the data, but any new data entered will overwrite previously submitted information.

At the bottom of the screenshot, there is a teal button with the text "Software or Data Questions? Call 802-479-1044".

### Review Data Submission Checklist

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

### 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.

### 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 AOE. A pdf error report will pop up as a new window showing you the errors. **NOTE:** If you are not seeing another window popping up on your screen, try holding the control key down before you click on the Show Error Report button and keep holding it down 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.

### **Miscellaneous**

#### **Exit**

Click "Exit" to close out of the online application.