

Please Submit a work order today to Schedule an end of the year upgrade and archival of your database, before anyone makes changes to the student's buses, classes, per diem rate, school year start and end date.

Utilize the reports "Check data Integrity" and "Reconcile w/Extraordinary WITH ACTUALS"

If you need instruction on how to run the school register or balance what you should have billed vs. what you actually billed your districts, call or email us.

All students that leave during the year should have been placed in class 998 **then** for your tentative ESY and FALL they should have selected class 999.

If you have an Extended School Year program you must put students not participating in 998 and terminate the District History record for the summer and create a new District History record starting in September.

You may use these features at any time before the archival of your data:

- Set Passwords for staff to use advanced features.
- The Tentative ESY and FALL Class placement feature with 4 year age gap check. (Also utilize class 997,998, and 999)
- The Calendar to enter in next year's holidays. (Don't forget to extend the school end date and then put it back)
- If you have a Summer Session don't forget to mark the days after ESY and before your September start date as closed. (Only emergency closing needs a school closed reason)
- Enrolled/Unenrolled dates can be maintained
- Student and Staff Scheduling. ( But don't generate until your new class lists are done after the archive)
- End of year billing adjustments must be run (Make your Bill run date, Bill start date and Bill end date the Last day of school, and your Adjustment Start Date the day after your Last bill run Date through the last day of School) Then run and verify "Reconcile w/Extraordinary WITH ACTUALS"
- Run your register (Verify the register info is correct under school information form located in the Tables section, *July 31st end date, School Year is the start not the fiscal year*)
- You may bill for July but you will have to modify and put back you Per-Diem Rate.
- Time saving features activated by double clicking student contact address and generating salutations.

After your database has been archived:

- You can make changes to students' buses, classes, per diem rate, lunch costs, school year start and end dates and staff time off start and end dates.
- Quick one button commands to clear incidents, buses, and permission slips can be found under the Tables button.
- Quick one button commands to auto increment Grade, auto add permission slips, and move students in new class assignments can be found under the Tables button.
- Edit Lunch costs and remove last year's lunch data from the button labeled "Edit cost for meals by Category"
- Staff time off balance and new July 1<sup>st</sup> totals can be calculated with one click – CALL for assistance
- You may also access your archived data by supplying a year separated by underscores after the database name before you click connect.
- Transcripts, Report Cards Grades, IEPs, Attendance, Lesson Plans, Health records are accessible in the current database without having to go into an archive. (However report card attendance will be incorrect unless you go into the archive since year marking period start and end dates only keep the current year)

Join us at the end of the summer for

- Back to School review
- September billing adjustment tool overview
- Other new features developed and/or refined over this summer

Perfect Billing District history is the key to an accurate school register. Below are exact instructions and timing of events for your school register.

**Procedures for Database Management during the summer months**

- Education Office - Students who leave during the school year must have corrected end date and district history end date and should be put into room **998**
  - Be sure to have **GRADUATES** last day as the last day of school (not graduation day) **and leave in classrooms**
- Education Office - On the day after school is out put all “998” students back into their classroom
  - Inform Finance Office when complete
- Finance Office – After Ed. Office is done with correcting the classrooms – **RUN REGISTER**
- Finance Office - **Immediately** do a thorough inspection of REGISTER
  - If REGISTER is correct let Education Office and Paradigm Pioneers Contact know.
  - If REGISTER is NOT CORRECT let Paradigm Pioneers Contact know ASAP
- **STOP!! Steve at Paradigm Pioneers will do an upgrade and archival of our database. Please wait until you are notified that it is complete! Once notified then proceed with next step:**
- Education Office - Once REGISTER is correct move all students who left into **999 (Including Graduates)** This can be accomplished with the move students into classroom feature.
- Education Office – Make all necessary ESY changes **AFTER REGISTER is run and students who left are entered into 999.**
- Education Office – New students starting in September may be entered but have their classroom set as 997 and do not put in district History information until **after ESY is over**