

IT Department

F.R.E.D. News

FileMaker Records and Educational Data Newsletter

January 2009

The IEM IT Department publishes this newsletter on a regular basis. It includes a small summary of the projects we have been working on recently.

This newsletter is here to help keep everyone current about improvements in F.R.E.D. that might help their workflow. Another benefit of the newsletter is to facilitate communication between the various departments and schools.

For more information about any of the projects below, or anything F.R.E.D. related, please email us at filemaker@ieminc.org

F.R.E.D. PROJECTS

JANUARY 2009

A-G COURSE ANALYSIS

Tools were created for High School Counselors to find students who have taken various A-G courses.

ACADEMIC PROBATION EMAIL AUTOMATED

The email that is sent when a student is put on or taken off Academic Probation is now cc'd to the ES.

ACTIVE SIBLING NOTIFICATION

A notation has been added to the assigning list telling whether a prospective student has an active sibling already enrolled, allowing student records personnel to handle accordingly, without the need for extra research.

ADDRESS LABELS FOR GEAs

GEA coordinators have been given a means to print labels for all of the students signed up for a given GEA so they can mail tickets as needed.

ADVISOR LETTER TO PARENTS

An annual letter can now be sent to parents from the Advisors out of FRED, using email whenever an email address is available, then printing the remaining letters and labels for mailing.

ADVISOR LIST IMPROVED

Fields for Initial Hire and Service Credit were added to an Advisor list view to eliminate the need for them to visit several screens and do manual subtraction.

ADVISOR NCLB CHECKLIST CREATED

A new checklist was added for Advisors which shows the NCLB status for each of their ESs. This NCLB status is drawn from the Personnel file where NCLB clearance is entered. The checklist shows an 'x' for each category that each ES has completed.

ART & MUSIC PO REQUESTS & CP COURSE TYPES ADDED (CWCS)

PO requests were improved to include the option for ESs to submit Art & Music funded PO requests. The new features automate data entry such as cost code and object code among other helpful features. Also, a new CP course type for A&M (Art & Music) funded courses, and all of the corresponding processes for this type, was added to the CP module.

ASSESSMENT DATA EVALUATION

It is now much easier to find and evaluate student performance on assessments. From the main Students list, go to the Test Info tab on the top, purple row. You will see a second row of green tabs for the various assessments. Each of these tabs shows the available results, as well as the test attendance information, where applicable. By clicking on the blue student number on the lines of any of these tabs, you will be taken to the detail screen for the given test results or attendance. When viewing the STAR/SCANTRON assessment results, you have the option to print all of your students, or just one, using the appropriate button in the top left.

ASSIGNING EMAIL 504 DETAILS ADDED

For all schools except CWCS, when a student is indicated as 504, the assigning email will now state this next to the student name (i.e. "Gregg Brady is a 504 plan student"). Additional instructions for 504 students is also included for the assigned ES.

BACK BUTTON

The following Back Buttons were added in FRED:

- ~ Print Course LR Info screen in CP
- ~ Page 3 of the student agreement in CP
- ~ Vendor Request List

BUDGET CHECK BY OBJECT CODE

A process was added to the Preview PO file to allow processors to check account totals by object code before processing.

CAHSEE CONCERNS

If the ES has any concerns for their students at the designated test sites, they now have a place to note that on the CAHSEE tab of the assessment screen.

CAHSEE CP COURSE TYPE ADDED

A new CP course type CAHSEE funded courses, and all of the corresponding processes for this type, was added to the CP module.

CAHSEE PO REQUESTS ADDED

PO requests were improved to include the option for ESs to submit CAHSEE funded PO requests. The new features automate data entry such as cost code and object code among other helpful features.

CP ALERTED WHEN COURSE ENROLLMENT IS OVER MAXIMUM

An automated email will be sent nightly to CP alerting them to any courses where the enrolled students exceeds the maximum allowed.

CP ATTENDANCE LIST RE-SORTED

When printing the rollsheets/timesheets for Contract Programs, dropped students will now be sorted to the end of list, making it easier for instructors as they use these sheets to check off attendance or assignments. Please note, however, that ALL pages still need to be turned in to the Accounting/Finance department, even if one of the pages only has dropped students on it.

CP CANCEL POSTING PROCESS CREATED

A Cancel process was added to the CP admin layout that allows for quicker and more accurate correction of CP postings.

CP ENROLLMENT VISIBLE ON HS REPORT CARD

When working on high school report cards, the furthest tab on the right, called "CP Enrollment" will show you a list of the CP courses that the student is enrolled in for the chosen semester of the current year. This will help to show if students are actually enrolled in the courses that they are receiving credit for on their report cards. This view will only work for the current year's report cards.

CP INQUIRIES THROUGH FRED

On the CP Students List, there is now a button to the right that says inquiry. ES's can use this to send questions to CP about a course, or to request a student to be dropped. The main advantage of this new process is that when CP receives the email inquiry, it will come with all pertinent information included, such as the student and course number. The ES needs only to fill in the question/request, and the drop date, if appropriate.

CP POSTING OPTIONS IMPROVED

Provide CP Dept with a more customizable way to post student charges for classes in certain situations. This improvement helped CP spend less time managing these situations and also improved accuracy.

CP POSTING PROCESS STREAMLINED

The back-end of the CP posting process was assessed and updated to use a more streamlined process. This update does not change the users steps but does improve system efficiency and performance.

CP TIMESHEET COURTESY NOTIFICATION

If a timesheet has not been submitted for a course in the past 60 days, an automated courtesy email will be sent to the ES who initiated the course and to the course contact person. This email simply alerts them to the situation to assist with communication on course activities.

CURRICULUM TAB

A new tab was created for CWCS ES's to keep track of the curriculum resources they are using for each of their students.

CWCS DISENROLLMENT FORM

When students disenroll from CWCS, if the drop code shows that they will be transferring to another school, FRED will ask the ES for pertinent information. Be prepared, when filling out drop forms, to fill in the information as to what California school the student is transferring to, or what country or state they are moving to. This will provide student records with the necessary information and a disenrollment form will be printed for the student's records.

DROP SLIP TRACKING

CWCS requires drop slips from previous school when students enrolled. There is now a means of tracking this in FRED, as well as sending out notices for any that have not been turned in. Also, if the Drop slip is not in for a CW student, a red notation will be visible across the bottom of the Student Detail screen.

EDTECH PASSWORDS

CWCS ES's can find their EdTech account information on the password tab of the ES Detail screen.

EMERGENCY CONTACT NAME

A name field was added beside the emergency contact number to hold a name associated with that emergency number.

EOC TEST REPORTS

EOC testing is now more accurate in FRED. Reports have also been created so that we can easily provide to the testing centers.

ES AND SCHOOL SURVEYS

There is now a place in FRED to input, store, and analyze parent surveys for the ES and School for all schools. Questions were also added to existing surveys as needed.

ES EMAILS ON ASSIGN, ACTIVATE, AND TRANSFER

The emails sent upon assignment, activation, and transfers were updated to always include the family's physical address, and, if the mailing address is different from the physical, the mailing address is included as well.

ES TEST & QUIZ: ADD FILTER FOR YEAR

A filter for school year was added to the ES Test & Quiz system. This allows tests and quizzes to be easily isolated for a given school year.

ES TEST & QUIZ: ARCHIVE VIEW BUILT

The ES Test & Quiz system now has an archive view that allows the Test Administrator to archive tests, quizzes, or individual questions. Archived items can be easily retrieved (unarchived) for later use.

ES TEST & QUIZ: NEW SYSTEM INSTALLED

A new system was created for ES Tests & Quizzes. The new system improves the test administration and correction process.

ES TEST: CLEAN-UP OF OLD SYSTEM

The old ES Test system was removed from FRED. This process involved verifying and unlinking all elements that were connected to the old files and then removing those old structural elements. This type of clean up helps reduce extraneous system load and improves overall performance.

ES TESTS & QUIZZES: REPORTS ADDED

Automated reports for Advisors were added to the new system for tests and quizzes.

ES WEBFILES: AUTO-FILL STUDENT AGREEMENT VALUES

Now when ESs create a new HG or GS report card, they will get a dialog that will ask if they want to fill-in values from student's prior Student Agreement. This dialog appears after the ES has selected the student and semester for the report card. The values that auto-fill are: Time, Frequency, Place, and Percentages.

ES WEBFILES: CP COURSES ADDED

Under "CP Student List", ESs can now see the courses their students are enrolled in. They can also print the list by student or by course.

ES WEBFILES: CP STUDENT LIST IMPROVED

The CP Student List has been improved with several features: 1) Click on the course number to go to the CP form for that course. 2) Several fields were added to the list: Year, Semester, and ES Approval. 3) An option to sort the list by ES Approval was added.

ES WEBFILES: CURRENT STUDENT TRANSCRIPT REPORT

A button was added to ES Webfiles so ESs can print a transcript list for just their current students.

ES WEBFILES: PO INVOICE TOTAL ADDED TO PARENT DETAIL PAGE

The total of invoices for a PO now appears on the Parent Detail page in the ES Webfiles.

ES WEBFILES: PROFESSIONAL GROWTH HOURS ADDED

The PG hours data entry has been improved to allow more flexibility for adding hours for non-monthly meeting activities. These PG hours are displayed in the ES Webfiles Train Tracker.

ES WEBFILES: SORTING PO OPTIONS ADDED

The sorting of POs in the ES View was improved with a clean-up of the screen and the addition of an option to sort by either: PO number, Date, or Vendor.

ES WEBFILES: STANDARDS SEARCH

A new function was added to LR's that allows ESs to quickly search standards in FRED by: keyword, subject, and/or grade.

ES WEBFILES: VENDOR RECORD IMPROVED

The ES view of the Vendor detail was improved to include any special vendor notes and Educational notes.

FINAL PAYROLL IMPROVED

Update to payroll process to improve the ease and speed of processing a final paycheck for a single ES.

FINAL PO TOTAL ON PO SCREEN

the final PO total is now available on the PO screen when IEM has signed off on the PO.

FRED PERFORMANCE SURVEY

There is now a big yellow button on the ES welcome screen for users to give helpful information about FRED's performance. You can use this button to tell us about problems you are experiencing or about successful sessions you may have. Both types of information will be helpful.

FUNCTION TO EXPORT DATA VIA CITRIX ADDED

Now office staff who use Citrix can export data and have the export file emailed to them from the Citrix machine. This function is currently available in the Student and ES file and can be added to other files upon request.

GRADE LEVEL VIEWABLE IN CP

Student grade level was added to a view that the guidance dept. uses, so they can tell at a glance what grade levels the students are at without having to look up each student number.

HQT LATE NOTICES

An additional page in the student agreement is required for HQT courses. There is now a means of notifying instructors of the HQT supplements that are still outstanding as we near the end of the semester.

HS COURSES LISTING

For OG/SS/SM, ES's can view a complete list of all available courses, by subject, by going to the purple "Course List" tab on the report card screen.

IMPROVED PRIVILEGE SETS

Additional privilege sets were created, allowing IT to create more personalized privilege sets as needed, rather than requiring personnel to log in separately for separate functions.

LR COURSE TITLES FORMATTED AS BOLD

When course titles are inserted into a learning record, they are now bold.

LR FEEDBACK EMAIL NOTICES CUSTOMIZED

The feedback checklists for the learning record notices sent by Advisors was adapted to be customizable per school.

LR POSITIVE FEEDBACK EMAILS IMPROVED

The automated process that Advisor's use to send corrections and feedback to ESs was customized to show in the subject line if the feedback is positive comments.

LR STANDARDS PRINTING IMPROVED

Printing of learning record standards was improved to offer more comprehensive and consistent reports. Reports now available include: Yearly Done for a student, Yearly Not Done for a student, and all Standards (done and not done) for a student.

MAINTAINING ORIGINAL ADDRESS ON POs

Previously, when an ES changes their shipping address in the ES detail, the shipping address for all PO's would also be changed. We have changed it so that the previous shipping address would be maintained in the PO file for previous POs.

MATERIALS ACCOUNTABILITY PROCESS

As a pilot program being tested with CWCS, we have set up new methods to track materials that are purchased with school funding for parents. ES's are able to view a complete list of all materials belonging to a specific family which they can print for the families record or use as a check list at check-out time. From this list, each item can be checked off as returned, consumed, lost, or damaged. Items marked lost or damaged automatically go to student records to be added to the student's CUME file and to send a missing materials letter to the family.

MULTIPLE CAHSSEE ATTEMPTS RECORDED.

When students have tried more than once to pass the CAHSEE, their previous scores and dates are now maintained.

NEW WEB REQUEST FILE

A new process was created so that directors could request changes to websites. Shared pages are identified so that proper process can proceed to involve all interested parties in the decision before the change is made.

PAYROLL TOTALS BY SCHOOL

A process for the payroll department to view the grand total by school for each payroll run.

PERSONNEL DATA ENTRY VALIDATION

The Personnel system now alerts the department if the birthdate indicates that the person is under 18.

PO REQUEST: TRACK EDITS TO KEY FIELDS

An audit trail was put in place to track the following fields: Done ES, Admin Approval, Ed Approval. The audit trail will help answer questions that might come up about a PO request record history.

PORTFOLIO LATE NOTICES CREATED

A late notice process has been put in place for Portfolios. These notices will function similarly to the Late Rollsheets, etc.

POs ARCHIVED

Completed purchase orders from last year were archived.

PROFESSIONAL GROWTH HOURS IMPROVED

The PG hours data entry as been improved to allow more flexibility for adding hours for non-monthly meeting activities.

REINSERTING POs FROM THE ARCHIVE

A process for reinserting archived POs into the current years files was created.

REPORT CARD: A-G EXTERNAL COURSES CUSTOMIZED

The a-g option was adapted to be customizable on a per school basis.

REPORT CARD: CREDITS ATTEMPTED & COMPLETED

Credits Completed were added to the Report Card next to the previously existing field, Credits Attempted. When a Mark is entered for a course, the Credits Completed will default to the same value as Credits Attempted (except if the mark is F or INC, in which case Completed will be 0). The default value for Credits Completed can be edited as needed before the report card is sent to the transcript. Both Credits Attempted and Completed will be imported into the transcript.

REPORT CARD: SEMESTER GPA ADDED

The GPA for the semester was added to the Report Card view.

ROLL SHEET ENTRY IMPROVEMENT

A verification was added to the process of entering roll sheets to prevent roll sheets from being entered with more than 20 days. Although this has been a rare problem in the past, it creates big problems at the end of the year.

SPECIAL ED EMAIL NOTICES IMPROVED

Special Ed is now automatically cc'd on emails when their students are unenrolled.

STUDENT RECORDS UNENROLLING & ARCHIVING PROCESS

The process for unenrolling a student or dropping them without attendance this year was improved to reduce manual entry and increase accuracy of archived data.

STUDENT TRANSFER HISTORY

The student transfer history will now show a complete history of the student's assignments to any ES. Previously, if a student was transferred to an ES but that ES did not actually serve them, the student would then be transferred to a new ES and the prior ES line item would be deleted. These lines will no longer be deleted.

SUMMER SCHOOL DROP BUTTON

A script was created for a summer school drop button that would email the ES that the student dropped and the date they dropped. Also added a drop date field on which we could do a find later from the summer school page.

TRACKING BOOKS SENT TO PARENTS

A copy of our "Parent Driven Schools" book is sent to each new family of any of our schools. We have helped provide a means of tracking which parents have received their books, so that no one is missed.

TRANSCRIPT CREDIT SUMMARY IMPROVED

The credit summary was improved to show more detailed breakdown of graduation requirements within each growth area.

TRANSCRIPT EXCLUSION RULES CONFIRMED

A thorough review was conducted on the transcript exclusion business rules, and it was confirmed that exclusions for graduation, GPA, and CalGrant are all comprehensive and accurate.

WRAT TEST TRACKING

The testing departments have been given means to easily call up the K thru 1st graders who have not yet taken the WRAT test.