SASIxp™ District Integration Administrator's Guide

Pearson School Systems Part Number 606 000 219 A

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This edition applies to Release 6.0 of the SASIxp™ student administrative software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

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Contents

Summary of Changes

This revision of the user's guide contains the following changes to the district integration process.

Page Number	Change
29, 50	Added the DILogFileRetention entry in the example of the SASIxp.ini file.
35–36	Added the "Instructions for Schools using Oracle or dBASE IV Databases with Oracle Database at the District Level" section.
36–38	Added the "New Entries in the RDBMS.ini File of the Task Server Folder" section.
39	Added the "Sample RDBMS.ini File for Oracle Database at District and School Level" file.
40	Added the "Instructions for Schools using Microsoft SQL Server Databases with a Microsoft SQL Server Database at the District Level" section.
41	Added the "Sample RDBMS.ini File for Microsoft SQL Server Database at the School and District Sites" file.
42–43	Added the "Instructions for Schools using dBASE IV Databases with a Microsoft SQL Server Database at the District Level" section.
47–49	Revised the "Site Setup" section.
51–52	Revised the "Campus Setup" section.
58, 60	Revised the "Automated Upgrade" section.

1

Description

This guide describes the process of planning, implementing, configuring, verifying, and using the District Apps module of the SASIxp™ student administrative software made available by Pearson School Systems.

Prerequisites

Pearson School Systems recommends having these skills and knowledge sets for the proper use and understanding of this guide:

- Installation, configuration, and operation of the SASIxp™ software.
- Network Administration operations of the LAN/WAN environment where you plan to implement the SASIxp District Integration software.
- TCP/IP networking protocol installation and configuration operations of the LAN/WAN environment where you plan to implement SASIxp District Integration.
- Configuration and Operation of desktop operating systems and Graphical User Interfaces (GUIs) necessary to the environment where you plan to implement SASIxp District Integration.

Instructional Objectives

1. Contrast the operational differences between the two standard configurations of a single-school SASIxp installation.
2. Define these parts of the SASIxp District Integration software:
   - Features and benefits of SASIxp District Integration
   - Basic District Integration Theories of Operation
   - Product Requirements
3. Perform District Integration installation tasks.
4. Address data installation and conversion issues.
5. Perform District Integration configuration and setup tasks.
6. Perform District Integration operation and user tasks.
7. Set up and operate District Consolidation.

Scope

This guide addresses the District Integration implementation of the SASIxp software. This reference manual is for those individuals who are implementing the District Integration operation of the SASIxp software. Knowledge of basic SASIxp operations is necessary to understand and use this training guide effectively.

The manual contains:

- Topic 1, Description. This topic describes the concepts and requirements of the District Integration implementation of the SASIxp software.
- Topic 2, Installing Software. This topic covers the information and procedures to perform the installation tasks of a District Integration implementation.
- Topic 3, Configuring District Integration. This topic provides a description of the tasks to configure the systems for the District Integration implementation.
- Topic 4, Transaction Monitor. This topic describes using District Integration to monitor enrollment transactions districtwide.
- Topic 5, Using District Integration. This topic provides an explanation of the District Integration interactive and automated operations.
- Topic 6, District Consolidation. This topic provides a description of how to set up and use the District Consolidation feature.
- Topic 7, New Year Rollover. This topic provides an explanation of the New Year Rollover processes involved in District Integration.
- Topic 8, Setting Up Summer Schools. This topic explains creating and setting up the files for summer school.

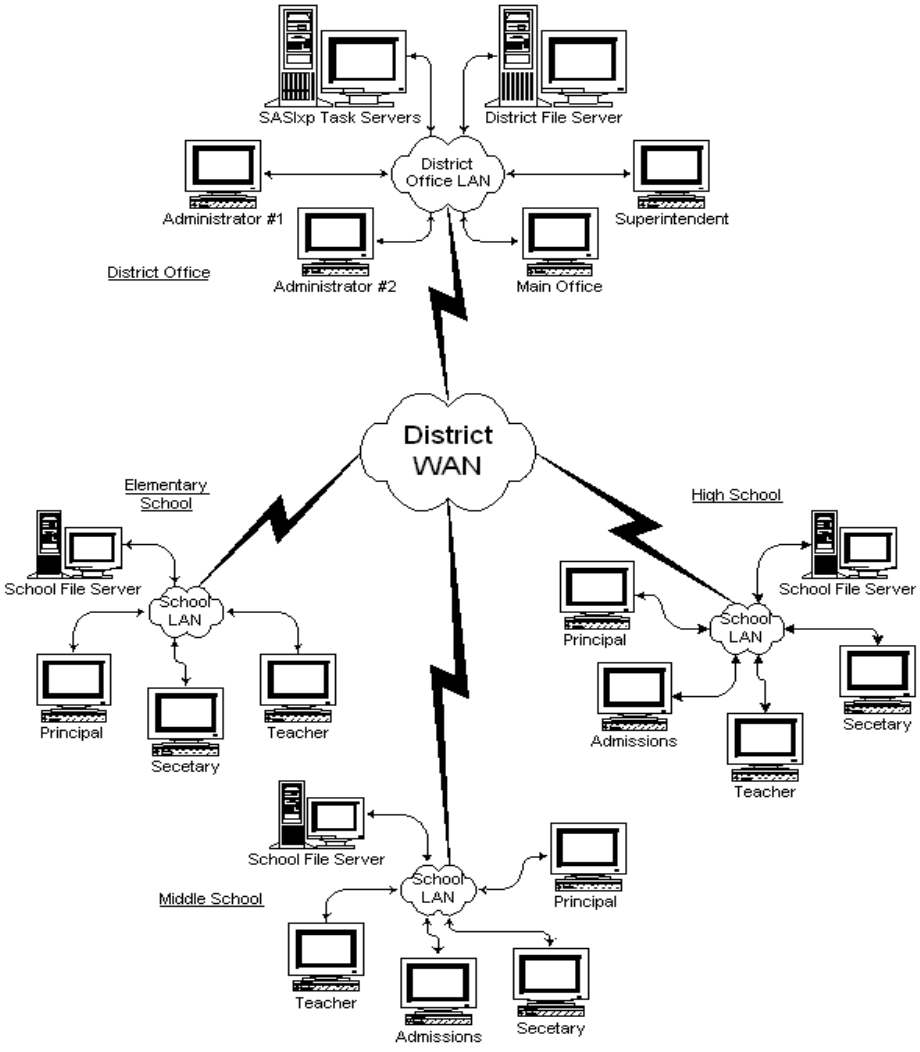
In addition, this document contains these appendixes:

- Appendix A, Sample Configuration Worksheets. This appendix provides sample worksheets you use to help configure your own installation.
- Appendix B, Troubleshooting. This appendix provides information on possible errors you may encounter when using the SASIxp District Integration.

District Integration Overview

The District Integration (DI) module expands on the basic SASIxp software's functionality to provide centralized district processing between the schools and the district office using a Wide Area Network (WAN.)

Implementation



Description

One of the most significant features of District Integration is the ability to add, drop, and transfer students in real time. A district file is a form of the standard SASIxp school database, which incorporates student data from all schools within the DI environment.

District Integration also provides for scheduled background operations to upload student data files from school sites to the district office and update the district file on a nightly basis. In addition, District Integration provides the ability to download certain files to the school sites.

Because you can replicate data at the district office on a nightly basis, the district office staff can view an individual school's files. District office staff no longer log into a school site file server to view school data. District office staff can run reports against copies of the individual school site files residing on the district file server. They can also run reports against consolidated data in the district file.

District Integration is a normal SASIxp installation at the district office with some configuration changes and additional directory creations.

> **Note:** The configuration changes are also necessary at each of the school site SASIxp installations.

District Integration also requires the addition of a specialized type of workstation. This workstation is dedicated to running one of the major programs of the SASIxp DI module and resides at the district office. This workstation runs the SASIxp Task Server program that performs the core DI communication operations.

Task Server runs 24 hours a day on one or more workstations at the central office. Pearson School Systems recommends a minimum of one Task Server workstation for every 10 school sites. The Task Server workstations run on either the Windows NT® Workstation version 4.0-SP4 operating system or the Macintosh System 7.5 operating system. For performance reasons Pearson School Systems recommends running the Task Server program only on the Windows NT 4.0-SP3 Workstation operating system.

Task Server supports these database scenarios:

District	*School Site*
dBASE IV	dBASE IV
Oracle®	dBASE IV
Oracle	Oracle

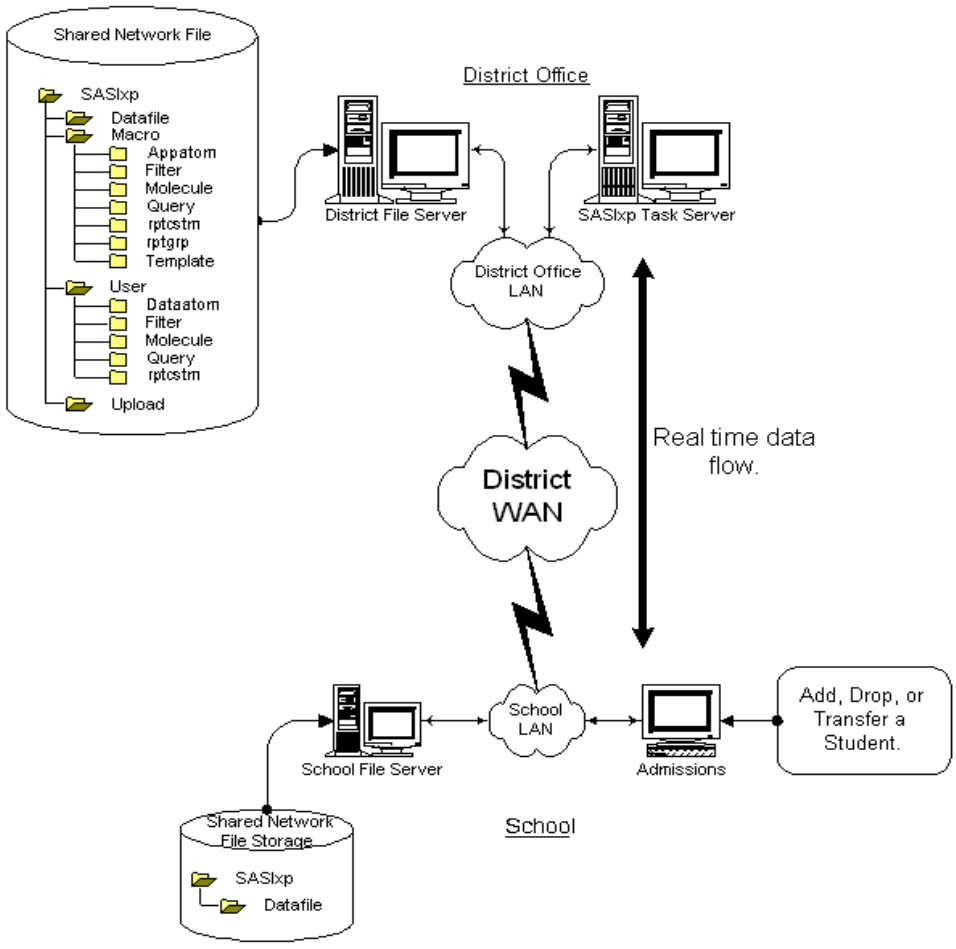
Description

District	*School Site*
MS SQL	dBASE IV
MS SQL	MS SQL

It is possible to run multiple Task Servers on one workstation, if appropriate for your installation.

DI Real Time Operations

Uploading requires the Task Server to use a valid user account on a supported SASIxp site server, and access rights to the resource containing the school data.



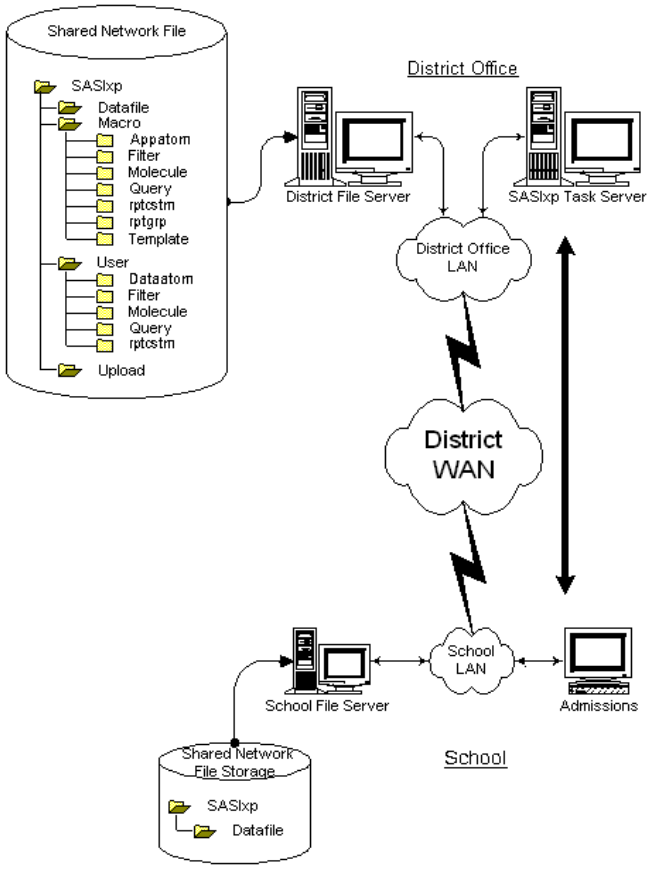
Operation	Description
Add, Drop, and Transfer	The Enrollment atom running at the school site communicates with Task Server at the central office. Together the Enrollment atom and the Task Server program immediately upload and download student information between the school site and central office to add, drop, and transfer students throughout a district.

Scheduled Background Operations

Operation	*Description*
Upload	At the end of the school day, the Task Server logs into the school site servers to upload data files to the central office. This data can be either all qualified site files or only those qualified site files that have changed from the previous upload process. During this process, the SASIxp software stores the file you select to copy in the Upload folder of the district SASIxp installation directory structure. In this process, the data for all students copies from the school sites to the central office.
Download	In this process, selected files download to school sites automatically.

Overnight Update

Overnight Updates require the Task Server to use a valid user drivemap on the District server and access rights to the resource containing the District data.



Operation	Description
Overnight Update	After the files copy from the school sites each night in the Upload process, the Task Server creates a mirror copy of all DI school site qualified files. It then updates the central office student demographic file with new demographic data from the school sites. **Note:** When it finishes this function, the Task Server program returns to add, drop, and transfer mode.

Description

2

Installing Software

This topic provides a description of the software installation tasks for a SASIxp DI implementation.

Pre-Installation Considerations

The Pearson School Systems Implementation Manager for your installation will review these items with you before the installation visit.

Note: If these items are not addressed, contact the Implementation Manager before installing.

Pre-Installation Checklist

Step	*Description*
1.	Identify contacts ● Pearson School Systems Implementation Manager ● School Representatives
2.	Identify the following school record information: ● General tab in the School atom ● Schedule tab in the School atom
3.	Confirm all Student IDs are unique.
4.	Confirm the Code files at all sites are identical.
5.	Confirm the Table files at all sites are identical.
6.	Confirm the Course files at all sites are identical.
7.	Confirm the File definitions at all sites are identical.
8.	Confirm the SASIxp software versions are identical at all school sites, including the District Office.
9.	Have all data installation questions answered by the Pearson School Systems Implementation Manager.

Contacts

Before installing the SASIxp DI software, identify the Pearson School Systems and school representatives responsible for the DI implementation. Within Pearson School Systems, the SASIxp Implementation Manager is the primary internal contact for addressing and resolving any issues that arise during the DI implementation.

School Records

Identify the school site record information from the General and Schedule tabs in the School atom. All schools taking part of the DI implementation have a type of District configuration worksheet. This information facilitates the initial configuration of the district site SASIxp software installation. The district site representative should be responsible for collecting this information before the installation.

Student IDs

The students' identification numbers must be unique at all school sites. After installing District Integration, if two or more students have the same **Student ID** only one will continue to exist in the system. The other student's information is written over by the next student with the same ID.

Code Files

Pearson School Systems recommends the Code files be the same at all school sites. Operational irregularities within the SASIxp software occur when Code files are not identical.

For example, the SASIxp software provides the ability to create custom discipline codes. This code file contains all of the possible discipline codes a district uses within its entire system. Verify all schools, including the District school uses identical discipline codes, or your enrollment transactions will be affected. If transferring a student to a school that does not have the same discipline code, the student may have a value in the record that differs from the existing data at the new school.

For instance, school 100 has a **Discipline Code** 05, Fighting, while school 200 has a **Discipline Code** 05, Smoking. When transferred from school 100 to school 200, the student would have a smoking offense instead of a fighting offense.

Table Files

Pearson School Systems recommends all Table files be the same at all school sites. Operational irregularities within the SASIxp software occur when Table files are not identical.

For example, the SASIxp software provides the ability to create custom ethnic code tables. This table file contains all of the possible codes a district uses within its entire system. Verify all schools, including the District school uses identical ethnic codes. If transferring a student to a school that does not have the same ethnic code, the student may have a value in the record that differs from the existing data at the new school.

For instance, school 100 has an *Ethnic Code* 1, Asian, and school 200 has an **Ethnic Code** 1, Hispanic. When transferring from school 100 to school 200, the student would be listed as being Hispanic instead of Asian.

Course Files

Pearson School Systems recommends all Course files be the same at all schools sites entering information into a student's transcript including student transfer data. Operational irregularities with in the SASIxp software occur when Course table files are not identical.

For example, the SASIxp software provides the ability to create custom course code tables. This table file contains all of the possible codes a district could use within its entire system.

For instance, school 100 has a **Course** 1000, English 9, and school 200 has a **Course** 1000, English 10. A student transferring from school 100 to school 200 would be in an English 10 class, instead of the English 9 class.

File Definitions

Pearson School Systems recommends all File definitions be the same at all District Integrated school sites. For District Integration to operate properly, the file layout or the record structure of all files at all sites must be identical. If adding fields to a school site using the File Definition Pro atom, you must add the same fields to the District Office SASIxp installation.

Verify these files have the same date and time stamp at each school site and at the district office:

- FILES.DBF and FILESOLD.DBF
- FILES.MDX and FILESOLD.MDX
- FILES.DBT and FILESOLD.DBT

Version of the SASIxp Software

All sites, including the district office installation, must use the same version of the SASIxp software.

Data Installation

Discuss the following basic concerns of the data installation with your Implementation Manager:

- Does the installation include the application of site data or converted data? Is it just a basic software load, configuration, and verification?
- What is the type of data installation?
- Is it newly created data, a fresh installation?
- Is the data provided by the SASIxp Data Services Team?
- Is the existing school site data ready for District Integration?
- What type of data is provided by the SASIxp Data Services Team?
- Confirm all Student-related data; Student, Parent, Emergency, Discipline.
- Confirm all Non-student related data; Course, Scheduling, Teacher.
- If data installation is included in the implementation, what is the estimated availability of data?
    - Prior to installation?
    - At time of installation?
    - After scheduled installation?
- If data installation is not included in the implementation, is the DI installer expected to be available when the customer applies data?
- Implementation Manager must verify the installer is aware of all data conversion and installation issues relevant to the installation.

Installation Considerations and Requirements

Consider the following requirements before installing the SASIxp software.

Application Performance and Infrastructure Review (APIR)

Pearson School Systems offers a comprehensive Application Performance and Infrastructure Review (APIR) service, which ensures your network will support the new Pearson School Systems software. Pearson School Systems combines network planning, design, implementation, and maintenance expertise with experience in optimizing the use of your Pearson School Systems software across a wide variety of networks.

Application Performance and Infrastructure

In conjunction with members of your District's staff, we work through a checklist of key elements about your network infrastructure. The checklist helps identify your network's strengths and weaknesses:

- Major Systems/Subsystems.
- Optimization of the Pearson School Systems software on your current system.
- Utilization of current hardware.
- Roadmap for your future needs.

Benefits

Using Pearson School Systems professional network services to evaluate your current system prior to a major implementation is like having your own professional services staff. Without having to make the investment of adding full-time staff to the project.

- Pearson School Systems understands how to optimize your use of your Pearson School Systems software running on your network.
- Scalable Network Application Site Review options fit your district/ school needs.
- Pearson School Systems can provide a Total Solution, one solid company responsible for your complete satisfaction.

What You Get

Comprehensive review of your network infrastructure by an Pearson School Systems network professional.

- An on-site evaluation by a network engineer familiar with the concepts and requirements of your Pearson School Systems software.
- A complete written report documenting the findings.
- Recommendations for your next steps to ensure a complete and successful Pearson School Systems experience.

Outcomes

- Determination of District/School Readiness.
- Identification of customer savings through additional site surveys.
- Proposal for additional services and hardware to save you even more money.

Contact

For more information contact your Pearson School Systems representative, or call 1-800-336-3426.

Resolving Data Issues

Before beginning a data installation or conversion operation, consult the SASIxp Implementation Manager and your school representatives. This step ensures all school site-specific data issues are addressed. Pearson School Systems recommends all parties agree on the procedures and responsibilities for the data installation, creation, or conversion for a specific implementation.

The SASIxp DI installer, SASIxp Implementation Manager, and school representatives must determine the level of the DI installer's involvement in the process. To avoid any misunderstanding between you and Pearson School Systems, perform this task before creating any school site data files.

If there is an installation of school sites with no converted data available, create new data files for the school sites. Before creating these new data files, consult the SASIxp Implementation Manager and your school representatives to agree on the files to create and how to populate the files.

Networking Requirements

DI implementation requires the use of the TCP/IP protocol for DI real-time operations.

- Install and configure TCP/IP protocols on all Task Server workstations and SASIxp client workstations performing real-time DI operations.
- Use the Dynamic Host Configuration Protocol (DHCP) to assign TCP/IP addresses to SASIxp client workstations. Pearson School Systems does not recommend DHCP address assignment for SASIxp File Servers. Use static TCP/IP addressing on SASIxp Task Server workstations.
- Install and configure all other networking protocols necessary for basic networking inter-activity of the networking operating system on all SASIxp file servers, Task Server workstations, and SASIxp client workstations. This process provides access to the shared SASIxp database files.
- If SASIxp DI is to operate in a WAN environment and you do not use the TCP/IP for file and print service access to SASIxp file servers, the networking protocol must be routable.
- For performance reasons, Pearson School Systems recommends the LAN topology support at least a 10Mbps-throughput rate. These are some examples:
  - 10BaseT Ethernet
  - 16Mb Token Ring
  - 100BaseTX Ethernet
- For performance reasons, Pearson School Systems recommends the WAN topology support at least a 128Kbps-throughput rate. The throughput rate required will vary depending on the number of students at a school. These are some examples:
  - 256K analog leased lined
  - ISDN-BRI
  - T1
  - Using Network Address Translation (NAT) at the district location will cause enrollment operations to fail.

Task Server Installation Considerations

Pearson School Systems recommends running the DI Task Server applications on a dedicated-purpose workstation.

- For Windows NT or Novell® NetWare® networks, Pearson School Systems recommends running the Task Server application on a Windows 2000 Pro, Windows XP Pro, or greater workstation platform.
- For an AppleShare® network, run the Task Server on at Macintosh-type platform using at least MacOS Version 7.5 with 300 MB virtual memory.
- When allocating Task Server workstations, consider the network speed and number of students. Pearson School Systems recommends allocating at least one Task Server workstation for every 10 DI school sites.
- Install and configure the Task Server workstation with the TCP/IP network protocol and a static TCP/IP address.
- Install the Task Server applications to a local hard drive on the Task Server workstation.
- The Task Server software requires some modification to an initialization file named SASIxp.ini before running the Task Server application.
- The District site installation of the SASIxp software requires configuration before running the Task Server application.
- Designate a network user account with multiple logins for each Task Server workstation in the network. If the network operating system requires a separate user account and password at each file server, each Task Server workstation must have a valid user account and password. Also, assign a valid Task Server workstation user account and password to the District Office SASIxp file server.
- The Task Server workstation user account must have at least Read access privileges to the resource holding the school site SASIxp data files. If using the download capability, the user account must also have Write access to the download directory at the school sites.
- The Task Server Workstation user account must have Full Access privileges to the resource holding the district SASIxp software.
- You can run multiple Task Server applications on one computer.

Note: Pearson School Systems recommends running not more than five Task Server applications on one computer.

District Office Software Installation Considerations

The SASIxp software requires a separate and distinct installation and user license for District Office use.

- If using the file server for the District Office installation, you can use it as a school site server. To use the District Office installation as a school site server, perform the SASIxp installations using a different installation directory structure in the file server hard disk.
- All Network user accounts directly accessing the District Office SASIxp software and data files must have full file and directory access rights to the District Office SASIxp installation directory structure.
- After completing the software installation and updating the SASIxp modules, the District Office installation provides additional District Apps atoms to facilitate the configuration of District Integration.
- Before installing the SASIxp software at the District Office site, verify the SASIxp Software Distribution cover sheet is with the software shipment and lists a SASIxp and DI password.
- After installing the SASIxp software, create a folder called Transfer in the SASIXp folder on your hard disk.

Cross-Platform Software Installation Considerations

- If your District Office environment uses a Windows NT Server to host the SASIxp software and only Windows-based client workstations are accessing the SASIxp software, install the SASIxp software either at the WindowsNT server console or from any Windows-based client workstation.
- If your District Office environment uses Novell NetWare or IntraNetWare Server to host the SASIxp software and only Windows-based client workstations are accessing the SASIxp software, use a Windows-based client workstation to install the SASIxp software.
- If your District Office environment is a mix of Windows-based client workstations and Macintosh client workstations, install the SASIxp software from a Macintosh client workstation.

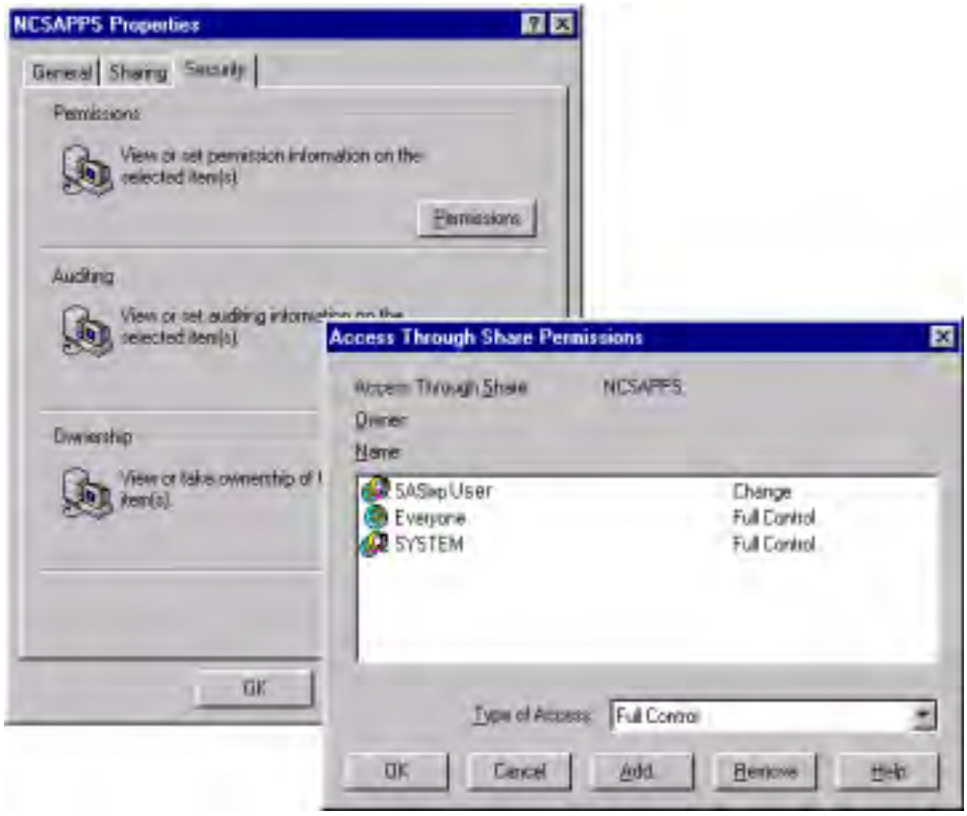
District Office Server Software Installation

These procedures describe an installation on a Windows NT server. The actual installation procedures may differ slightly depending on your networking environment. These concepts apply, regardless of the actual networking environment.

> **Note:** Before installing the software, coordinate the network server software installation location, network resources, and user access right privileges setup with the site network administrator.

Installing at the Server Console

1. Log on at the server console under an Administrative user account.
2. Create the Network Resource Share location where the SASIxp software is installed.
3. Apply appropriate access permissions to the Network Resource Share directory structure.
4. Make Network Resource available to network users.



Installing from the CD-ROM

Follow the load instructions that accompanies the SASIxp distribution CD-ROM to install the SASIxp software.

> **Note:** Have the SASIxp Software Distribution cover sheet available to provide information required during the software installation.

Verifying the DI Installation

1. Start the SASIxp software by selecting: Start>Programs>NCS Applications>SASIxp. The SASIxp software opens and the Logon screen displays.
2. Enter SASI in both the **User** and **Password** fields, then click **Login**.

   > **Note:** SASIxp software displays the SASIxp workspace, with a SASI Modules icon in the upper-right hand portion of the workspace.

3. Double-click the SASI Modules icon. A SASI Modules window opens, providing access to SASI atom folders.
4. Double-click the System Setup folder. The System Setup window opens, providing access to the system setup atoms.
5. Double-click the SASI Modules Setup atom. An informational dialog window opens, displaying the following message:

   ```
   The SASI Modules have changed and will be recreated
   for all users.
   ```

6. Click **OK**.
7. When the system displays the SASI Modules Setup window, scroll through the list to verify District Apps appears.

   > **Note:** If you cannot locate District Apps in the list, contact the SASIxp Support group for assistance.

8. Click **Save**.
9. Click **Close**.
10. From the File pull-down menu, select Save Desktop.
11. From the File pull-down menu, select Quit.
12. Restart the SASIxp software by selecting: Start>Programs>NCS Applications>SASIxp.

    > **Note:** The District Apps folder now displays in the SASI Modules window.

Creating a Transfer Directory

Create a folder called Transfer in the SASIxp folder on your hard disk.

Installing at a Client Workstation

Note: Before completing the following procedures, verify the network administrator created an “upper-level” applications installation directory on the district office file server. Also, verify the network administrator distributes this area information, or it is accessible to network users and granted “Full but Non-Administrative” access permission to this Shared Network Resource directory structure for all individuals who use the SASIxp software.

1. Using the user account provided by the Network Administrator log on to the network or server, depending on the type of authentication process in use.
2. Map the local drive letter to the Shared Network Resource where the SASIxp software is installed.

   Note: For consistency, map this drive to automatically re-connected at login. You can set SASIxp software to re-connect either through the use of a login script, or by the mechanism available to the client workstation operating system.

3. Have the SASIxp Software Distribution cover sheet available to provide information during the software installation.
4. Follow the steps in the loading instructions.

Task Server Workstation Installation

Use these procedures to install the software for the client dedicated workstation for the DI Task Server application. This topic also describes network access configuration for the client workstations.

The procedures in this topic describe a Windows NT client workstation interacting with a Window NT server. Your installation procedures may differ slightly depending on your actual networking environment.

Note: Coordinate network server software installation location, network resources, and user access right privileges setup with the site network administrator before installing the software.

Task Server Installation Considerations

- Enable the TCP/IP Network Protocol Stack on the Task Server workstation for SASIxp DI real-time operations to work.
- Use static TCP/IP addressing on SASIxp Task Server workstations.
- Assign each Task Server application a unique Poll ID number to control the Task Server application, which performs specific operations within the DI environment.
- Assign a Poll ID of 1 to the Task Server application that performs the Update District Student File process.
- The initial installation of the SASIxp Task Server application files occur with a SASIxp installation. You can then do installation and configuration of a SASIxp Task Server workstation with a “file-copy and edit” installation process.
- You must install and configure any networking protocols requiring basic networking interactivity of the networking operating system, using the LAN/WAN on all SASIxp Task Server workstations. This task provides access to all SASIxp database files.
- If not using TCP/IP for file and print services access to SASIxp file servers, the networking protocol must be a routable protocol if SASIxp DI Task Server Workstations are to operate in a WAN environment.
- The DI Task Server application is intended to run on a dedicated-purpose workstation. The dedicated-purpose is defined as:

  The Task Server workstation will be used for no other purpose than to run the SASIxp DI Task Server application.

- For Windows NT or Novell NetWare networks, Pearson School Systems recommends you run the Task Server application on a Windows NT Workstation platform running NT Version 4.0 with a minimum update of Service Pack 3.
- For an AppleShare network, run the Task Server application on at Macintosh-type platform running at least MacOS Version 7.5.
- Pearson School Systems recommends at least one Task Server workstation be allocated for every ten school sites for the DI implementation.
- Install the Task Server application to a folder on a local hard drive of the Task Server workstation.
- The Task Server software requires modification of the SASIxp.ini file before running the Task Server application.
- The District site installation of SASIxp software requires configuration before the Task Server application can run.

- Make a separate network user account and password available for each Task Server Workstation in the network. If the network operating system in use requires a separate user account and password at each file server, each Task Server workstation must have a valid user account and password assigned at each school site SASIxp file server that the Task Server workstation will manage DI functions. A valid Task Server workstation user account and password must be also assigned at the district office SASIxp file server.
- The Task Server workstation user account must have at least read access privileges to the resource holding the school site SASIxp data files.
- The Task Server workstation user account must have full access privileges to the resource holding the district site SASIxp software.
- To facilitate the installation and configuration process, Pearson School Systems recommends creating a permanent drive map to provide access to the SASIxp shared data files for each SASIxp school site file server that the Task Server workstation supports. In addition, create another permanent drive map to provide access to the SASIxp district office file server shared databases.

Task Server Configuration for Macintosh

Before installing Task Server on a Macintosh workstation, do the following:

- Set the ApplicationInHomePath entry to False in the SASIxp.ini file.
- Ensure that the Task Server folder on a Mac OS 9 computer contains Task Server, license.ini, sasixp.ini, and CSClassicLib files.
- Map the Task Server to the parent folder of the school server's SASIxp folder. The name of the parent folder is not critical as it is not referenced in any of the .ini files. The school server and the Task Server must be on separate computers. The Task Server can access the school server only through a mapped or mounted drive.
- When you install Task Server for a Macintosh workstation, define an AppleTalk® zone before the Remote Site Data Path in the Campus Setup atom. If you do not define a zone you need to place an asterisk before the path. For example, *:192.168.100.100:sharepoint:SASIxp:Datafile:

Installation Procedures

Before beginning this procedure, verify the Task Server workstation was logged on to the network/file server, and a permanent drive map to the district office network resource containing the SASIxp software and shared database files was created.

Also, Pearson School Systems recommends you complete the Task Server Configuration Worksheet to aid in the installation and configuration of each Task Server workstation. See the Task Server Workstation Configuration Worksheet on page 252.

> **Note:** Modify the SASIxp.ini file at each school, including the District school to verify the port number matches the port number of the Task Server at each of the schools.

Installing Task Server

1. Find the Network Resource Share location of the SASIxp software.
2. On a local hard drive of the Task Server workstation, create a folder to hold the Task Server application files. Pearson School Systems recommends naming this folder TASKSVR.
3. Find the original installation location of the Task Server application files on the district office SASIxp file server, and select the Tasksrv.exe, TskAdm.exe, TskNTSrv.exe, SASIxp.ini, and RDBMS.ini configuration files.
4. Copy the files to the new TASKSVR folder on the Task Server workstation.
5. Create a Shortcut to the Task Server program.

Task Server SASIxp.ini Modifications

Using a text editor, open the SASIxp.ini configuration file for Task Server Workstation modifications.

Make these modification to the SASIxp.ini file:

1. Change the PrimaryServerAddress entry to reflect the TCP/IP address of the local Task Server workstation.
2. Change the PrimaryServerPort entry to reflect the port of the primary server task.

3. Change the ID entry to reflect the Poll ID assigned to this Task Server workstation.
4. If using Oracle or SQL server, change the LoginName entry to be the same as the ODBC User ID.
5. Set the ApplicationInHomePath entry to False.
6. Depending on the system type of the Task Server Workstation, modify either the HomePathMac or HomPathWindows entry to be the same location as the SASIxp software on the district office SASIxp file server.

Pearson School Systems recommends this path be a fully qualified drive specification. Do not use a network UNC resource.

> **Note:** To enable the Task Server to start in Transfer mode, change the [Client/ServerConnection] inside the SASIxp.ini file to include the instruction, StartTransferOnStartup=True.

SASIxp.ini File Example

```
[Paths]

; Is the directory that the application is
; in the Home Path?

ApplicationInHomePath = False  ; True = App on network; False = App on local drive

; The following 2 lines are only used if
; "Application in Home Path" is "False"

HomePathMac  = Macintosh HD:SASIxp  ; Set if App is on local drive
HomePathWindows = C:\SASIXP    ; Set if App is on local drive

; Where are the data files and pictures within the Home Path?

DataFiles = DATAFILE
Pictures=  DATAFILE~PICTURES

; How often should XP check for mail (in seconds; -1 means never)?
CheckMail  = 10

[Upgrade]
UseUpgradeMenu = True


[Client/ServerConnection]

PrimaryServerAddress = 192.168.0.12    ;Address of the primary server
PrimaryServerPort = 7500   ; Port of the primary server task
MaxPacketSize = 0   ; Use the default packet size
AutoMessageRetries = 2   ; Number of times to resend message before giving up
WaitTimeResend = 5   ; Seconds to wait for multi-packet buffer
WaitTimeRejectMessage= 15     ;Seconds to wait before giving up on multi-packet buffer
WaitTimeOldMessage = 180    ;Seconds to wait before old messages are accepted
StartTransferOnStartup   = True     ;Task Server to startup in transfer mode

[PollPC]

ID = 1    ; ID of this Task Server
LoginName = Task Server    ; User ID of ODBC
DILogFileRetention = 4
```

SASIxp.ini Command Definitions

Command	Definition
MaxPacketSize	Do not use. Do not change.
WaitTimeOldMessage	Do not use. Do not change.
AutoMessageRetries	Number of times to retry sending a message.
WaitTimeResend	Delay time, in seconds, between failures and next tries.
WaitTimeRejectMessage	Number of seconds to wait without receiving data before aborting.

Note: The SASIxp software and Task Server use AutoMessageRetries, WaitTimeResend, and WaitTimeRejectMessage. Do not set these parameters too high, or you may wait a long time to find out if a Task Server is available. Also, do not set these parameters too low, or you may not give enough time for the process to complete. Pearson School Systems recommends a 1:3 ratio.

Command	Definition
StartTransferOnStartup	Change to True so the server will enter Transfer Mode immediately upon startup.
[TCP/IP]	Communication parameters. Parameters default to 25 MaxThreads/ 50 MaxConnections.

Command	Definition
MaxThreads	Sets the number of simultaneous connection threads, including the routing and multiple receiving threads. There is an absolute minimum of 2 connection threads, 1 to route and 1 to receive. An efficient setting depends on how quickly the Task Server can process database access functions, such as MaxThreads and MaxConnections. If measuring the average time it takes for a single transaction to process without competition, divide that figure into the amount of time a client connection waits for a response.
MaxConnections	The maximum number of simultaneous TCP/IP connections allowed before new incoming connections are rejected. MaxConnections must be equal to or greater than MaxThreads, because this count includes all possible connections. When the number of simultaneous connections exceeds MaxThreads, but is still less than MaxConnections, the new connection is accepted and queued, but waits to be handled by one of the MaxThreads. An advantage to having MaxConnections greater than MaxThreads is that it puts a throttle on the number of threads competing for CPU time, and the queued connections consume less memory than an active thread.

Note: To avoid client connections timing out, do not allow more connections than MaxConnections can process in the time allotted through WaitTimeRejectMessage.

District Office Client Workstation Installation

Configure the District office SASIxp client workstation to permit access to the SASIxp software and shared database files located on the district office file server.

Client Workstation Software Installation Considerations

- Before installing software on a client workstation, ensure that a drive map is available to provide access to the SASIxp software and the shared database files. Perform this task either through a network user account login script or by configuring the client workstation to automatically reconnect the network resource on startup of the client workstation operating system. For consistency and ease of support, Pearson School Systems recommends all client workstations use the same <drive letter> to <network resource> mapping references (for example, drive M: maps to network resource \\DistSvr\ncsapps).
- Client workstation access to the SASIxp software and shared database files can be accomplished by either:
  - Network server hosted application and data file access; or
  - Local workstation hosted application and network server hosted data file access. Each method requires a different approach to software installation, application access, and data file access configuration.
- Network server hosted application and data file access is the preferred method of client workstation access to the SASIxp software. While this approach can consume more available network resources, it minimizes the amount of system administration required to maintain, support, and update the SASIxp LAN environment.
- Local workstation hosted application configuration should be implemented only in those environments where network traffic and bandwidth usage are extremely critical concerns. This method consumes network resources only for interacting with the centrally accessible data files. All application programs and support files are accessed directly from a hard disk located on the client workstation. In this implementation environment, you must individually maintain and administer each of the client workstations for functionality, software version compatibility, and custom configuration and operations. An example is user-defined queries.

Installation Procedure

This procedure is for Server-hosted application, atoms, and data files.

Before beginning, verify the client workstation is logged on to the network/ file server and a permanent drive map to the network resource containing the SASIxp software and shared database files were created.

1. Locate the Network Resource Share location of the SASIxp software. Complete this by a, drive map, which references to the network installation of the SASIxp software.
2. Open the SASIxp installation folder and locate the SASIxp application executable.
3. Perform the operation for the client operating system in use to create a shortcut or alias to the server-hosted SASIxp program.
4. Access to the SASIxp application by double-clicking the shortcut.
5. Repeat this procedure for every SASIxp client workstation at the District Site.

Modifications for DI Client Workstation

Address the SASIxp.ini modifications on two levels:

- The district office copy of the SASIxp application must have the SASIxp.ini modifications to support all SASIxp client workstations accessing the district office copy of the SASIxp shared database files.
- Modify the SASIxp.ini file for every school site installation.

> **Note:** Without the modifications, real-time transactions are not possible.

Modifying the SASIxp.ini File

1. Find the SASIxp.ini file in the SASIxp installation folder for the specific district or school site requiring modification.
2. Open SASIxp.ini file with a text editor.
3. In the [Client/ServerConnection] section of the file, modify the PrimaryServerAddress entry to reflect the TCP/IP address of the Task Server workstation assigned to support DI operations for this school site/district SASIxp implementation.

Optimizing Query Searches

1. Locate the SASIxp.ini file the SASIxp installation folder for the specific district or school site requiring modification.
2. Open SASIxp.ini with a text editor.
3. Under the [Client/ServerConnection] section of the file, add QueryOptimization=True.

Special Instructions for the District Integration Processes

This section lists the changes made to the upload and download processes of the District Apps module of the SASIxp software and describes the procedures you must run before you execute the district integration processes.

Note: You do not need to run these procedures for schools using dBASE IV databases with dBASE IV at the district level.

Instructions for Schools using Oracle or dBASE IV Databases with Oracle Database at the District Level

Installing Oracle Call Interface (OCI)

You must install the Oracle Call Interface (OCI) library on the computer where the Task Server application runs. Follow the procedure listed below to install the OCI library.

1. Insert the Oracle Client Installation CD into the CD-ROM drive of your computer.
2. If the installation does not start automatically, double-click **autorun.exe** in the CD drive.
3. Click **Install/Deinstall products.** The Oracle Universal Installer: Welcome screen appears.
4. Click **Next.** The Oracle Universal Installer: File Locations screen appears.
5. Click **Next.** The Oracle Universal Installer: Available Products screen appears.
6. Select the **Oracle 9i Client 9.2.0.1.0** check box and click **Next.** The Oracle Universal Installer: Installation Types screen appears.
7. On the Installation Types screen, select the **Custom** check box and click **Next.** The Oracle Universal Installer: Available Products Components screen appears.
8. Select the **Oracle Call Interfaces 9.2.0.1.0** check box and click **Next.** The Oracle Universal Installer: Summary screen appears.

9. Click **Install** and follow the instructions on your screen.
10. Click **Next** when the Oracle Net Configuration Assistant appears.
11. Select the **Local Net Service Name configuration** check box and click **Next**.
12. Select the **Add** check box and click **Next**.
13. Select the **Oracle 9i or service** check box and click **Next**.
14. Type a new service name and click **Next**.
15. In the protocol list, click **TCP** and click **Next**.
16. Type the host name, select the port number, and then click **Next**.
17. Select **Yes** to perform a test to verify that you can connect to the database using the information provided, then click **Next**.
18. Click **Next** when the message “Connecting... Test Successful” appears.

    If no message about successful completion of the test appears, click **Back** and verify the configuration settings you specified.
19. Do not configure another service and click **Finish**.

New Entries in the RDBMS.ini File of the Task Server Folder

Enabling Uploads

You must modify the district section of the RDBMS.ini file located in the Task Server folder if:

- An Oracle database exists at the district as well as the school site.
- An Oracle database exists at the district site while a dBASE IV database exists at the school site.

Update the information in the RDBMS.ini file for the parameters given in the following table:

Parameter	*Instructions*
SQLUserId	You must comment out this entry in the District section of the RDBMS.ini file.
SQLPassword	You must comment out this entry in the District section of the RDBMS.ini file.

Parameter	Instructions
OracleServiceName	In the District section of the RDBMS.ini file, type the OracleServiceName you created for the Oracle database for the district.
OracleServiceNameAlias	In the District section of the RDBMS.ini file, type a new OracleServiceNameAlias entry. You can create the alias by truncating the OracleServiceName you created to 10 or less characters.

Note: From the SASIxp software, open the User atom to create a new user for the district site. You must set your UserId as OracleServiceNameAlias. You must have administrator access to the SASIxp application to perform this task. See the chapter "Using the User Atom" of the *SASIxp Setup and Administration Training Guide* for details on how to create a new user.
In the SQL pane of the user atom, add the database User identification name and Password for this OracleServiceName.

Enabling Downloads

If you use Oracle as the database at both the district and the school sites, you must modify or update the district section of the RDBMS.ini file according to the following instructions.

Parameter	Instructions
SQLUserId	You must comment out this entry in the District section of the RDBMS.ini file.
SQLPassword	You must comment out this entry in the District section of the RDBMS.ini file.
OracleServiceName	In the School section of the RDBMS.ini file, type the OracleServicename you created for the Oracle database.
OracleServiceNameAlias	In the School section of the RDBMS.ini file, type a new OracleServiceNameAlias entry for the school. You can create the alias by truncating the OracleServiceName you created to 10 or less characters.

Note: From the SASIxp software, open the User atom to create a new user for the school site. You must set your UserId as OracleServiceNameAlias. You must have administrator access to the SASIxp application to perform this task. See the chapter Using the User Atom of the *SASIxp Setup and Administration Training Guide* for details on how to create a new user.
In the SQL pane of the user atom, add the database User identification name and Password for this OracleServiceName.

RDBMS.ini File

The RDBMS program enables you to create, update, and administer a relational database. An RDBMS takes Structured Query Language (SQL) statements from a user or an application program, and creates, updates, or provides access to the database.

Sample RDBMS.ini File for Oracle Database at District and School Level

```
[General]
    UseODBC = true
    ODBCAuditLogging = false
    PrimaryDataSource = District
    ;SQLUserId=sasi
    ;SQLPassword=sasi

    [District]
    DatabaseProductName = Oracle
    OracleServiceName = OR9i_district; Entry for (Oracle at District)
    OracleServiceNameAlias = Or_Dist; Alias used for User atom,10 or less characters
    ODBCName = OR9i_district
    DefaultOwner = Sasi
    IsolationLevel = ReadCommitted
    AutoCommit = TRUE
    IndexNameStyle = UseIndexName

    ; Section for Oracle at school site, if Oracle at School (Oracle-Oracle)
    [School]
    DatabaseProductName = Oracle
    ODBCName = Or9i_sch
    OracleServiceName = Or9i_school; Entry for (Oracle at School)
    OracleServiceNameAlias = Or_sch; Alias used for User atom,10 or less characters
    DefaultOwner = Sasi
    IsolationLevel = ReadCommitted
    AutoCommit = TRUE
    IndexNameStyle = UseIndexName
```

Instructions for Schools using Microsoft SQL Server Databases with a Microsoft SQL Server Database at the District Level

Enabling Uploads

If you use Microsoft SQL Server as the database at both the district and the school sites, you must modify or update the district section of the RDBMS.ini file according to the following instructions.

Parameter	*Instructions*
SQLUserId	You must comment out this entry in the District section of the RDBMS.ini file.
SQLPassword	You must comment out this entry in the District section of the RDBMS.ini file.

Enabling Downloads

You must modify the district section of the RDBMS.ini file according to the following instructions:

Parameter	*Instructions*
SQLUserId	You must comment out this entry in the District section of the RDBMS.ini file.
SQLPassword	You must comment out this entry in the District section of the RDBMS.ini file.
SqlBulkLoadPath	In the RDBMS.ini file at the district level, specify SqlBulkLoadPath in the School section. This path is at the school site and should be accessible to the school SQL Server database for Bulk Insert. (The Task Server creates intermediate text files at the district. To insert these file into a school SQL Server database, the files must be transferred to the school SQL Server from the district. The SqlBulkLoadPath specifies the folder to which the intermediate text files are copied at the school.)

Sample RDBMS.ini File for Microsoft SQL Server Database at the School and District Sites

```
[General]
UseODBC = True
;UseODBC = False
ODBCAuditLogging = True
PrimaryDataSource = District
;SQLUserId=sasi
;SQLPassword=sasi

[District]
DatabaseProductName = MSSQL
ODBCName = SASIxp_DiBerlin
DefaultOwner = sasi
UserRole = SASIROLE
IsolationLevel = ReadCommitted
AutoCommit = TRUE
IndexNameStyle = UseIndexName

[SASIxpShBerlin]
DatabaseProductName = MSSQL
ODBCName = SASIxpShBerlin
DefaultOwner = sasi
UserRole = SASIROLE
IsolationLevel = ReadCommitted
AutoCommit = TRUE
IndexNameStyle = UseIndexName
SqlBulkLoadPath = \\192.168.9.138\SASIxp_School_SQL\Transfer
```

Instructions for Schools using dBASE IV Databases with a Microsoft SQL Server Database at the District Level

Enabling Uploads

You must modify the district section of the RDBMS.ini file according to the following instructions:

Parameter	*Instructions*
SQLUserId	You must comment out this entry in the District section of the RDBMS.ini file.
SQLPassword	You must comment out this entry in the District section of the RDBMS.ini file.

Update the information in the Campus Setup atom for the parameters given in the following table:

Parameter	*Instructions*
District Transfer Path	Specify the path for intermediate text files at district in Transfer Path in the Campus Setup atom. This path should be accessible to the school Microsoft SQL Server database for Bulk Insert.

Enabling Downloads

You must modify the district section of the RDBMS.ini file according to the following instructions:

Parameter	*Instructions*
SQLUserId	You must comment out this entry in the District section of the RDBMS.ini file.
SQLPassword	You must comment out this entry in the District section of the RDBMS.ini file.

Update the information in the Campus Setup atom for the parameters given in the following table:

Parameter	*Instructions*
District Transfer Path	Specify the path for intermediate text files at district in Transfer Path in the Campus Setup atom.

Note: The Download process involves the export of text files extracted from the SQL database to the District Transfer Path. The extracted files are copied to the School Download folder.

Installing and Converting Data

Verify all school sites are set up and running before implementing District Integration.

3

Automated Upgrade

Use this chapter to set up and run the District Integration (DI) Automated Upgrade process using SASIxp™ atoms at the district office.

When running the automated upgrade process, the district Task Server establishes a communications link to the site Task Servers included in the process. The district Task Server copies files to the sites. The site Task Server runs the patch and does any local updating to the license.ini file and running of executables.

Verify these requirements before running the automated upgrade process:

- All SASIxp applications at the sites are closed and no processing is taking place.
- All Task Servers associated with the automated upgrade process are running in Transfer mode.
- The upload should not start while the automated upgrade process is running.
- The associated site Task Servers are running at the sites.

The district Task Server and site Task Servers log all processing information in an automated upgrade log file. At the completion of the automated upgrade process, all AUGL log entries are consolidated into one log file at the district office.

Setting Up Automated Upgrade

The installation of the Automated Upgrade atoms enables users to perform these functions at the District:

- Add or delete installation option set information, which defines an installation setup, including the type of installation, the sites for the installation, files included in the installation, source path, installation path, and other required installation processing parameters, atoms, and applications. The installation option set information is stored in file format, which enables you to query the contents of the file.
- Define sites to include in the installation processing.
- Define atoms and applications to include in the installation processing.
- Define information for installing template files.
- Modify installation option set information.
- Add or delete installation option set information.

These scenarios have been implemented and are currently supported for Automated Upgrade. It supports all cross-platform installations that with Windows and Macintosh workstations.

For information on hardware requirements, see the *SASIxp 6.x Hardware Requirements Guide.*

Active Auto Upgrade Folder

You must turn on the District Integration Automated Upgrade folder within the District Apps module. To activate the Auto Upgrade folder with its associated atoms, complete these steps.

1. Log into the SASIxp software as a security officer.
2. Open the System Setup module, SASIxp Modules atom.
3. In the list of modules, double-click District Apps.
4. Scroll through the District Apps atom, and in the Public column beside Auto Upgrade select Yes.
5. Click Save.
6. Click Close.
7. Log out of the SASIxp software.
8. Log into the SASIxp software. The Auto Upgrade folder and atoms are in the District Apps module.

Site Setup

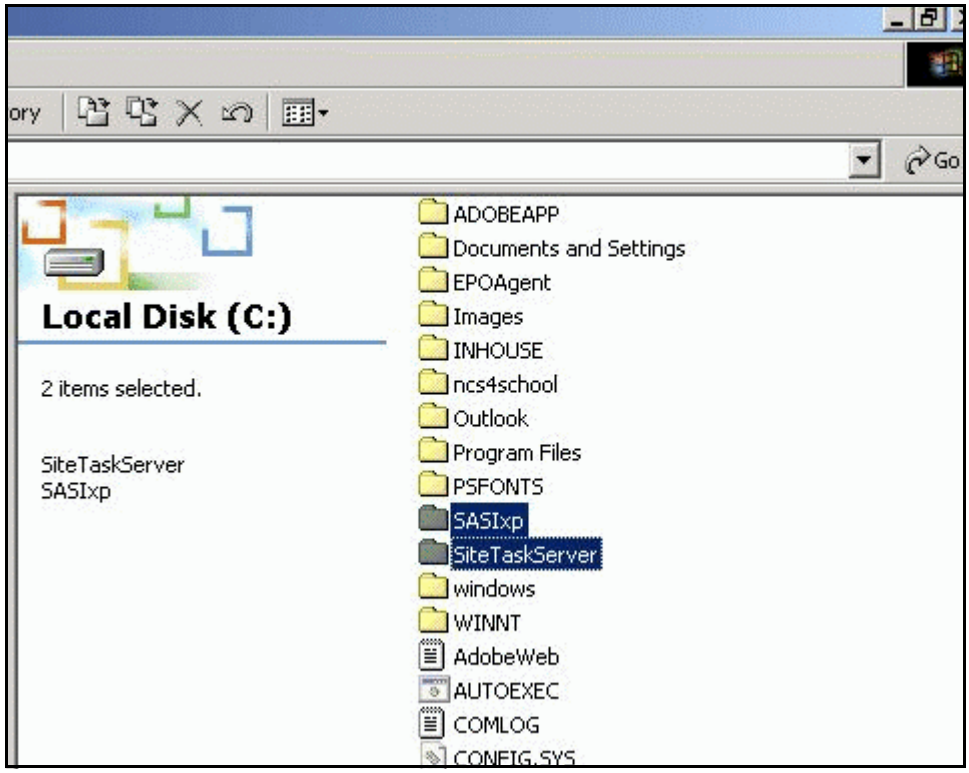
Site setup consists of creating Site Task Servers at all school sites where you will use the Automated Upgrade process.

> **Note:** If the site School server is a Windows server the site Task Server should be installed locally on this server. If the School server is a Novell system, the Site Task Server must be installed on a Task Server supported Windows workstation. You must have the SASIxp software Version 5.5 or later.

1. Create a folder called SiteTaskServer at the same level as the SASIxp folder.
2. Copy the SiteTaskServer.exe file and the SASIxp.ini file from the SASIxp folder, and paste the executable and the .ini file in the newly created SiteTaskServer folder.

   If the upgrade includes a revised version of the Site Task Server.EXE you must get the copy from an updated installation, typically this would be from an updated version installed at the district.

   The Task Server folder on a Mac OS 9 computer must contain Task Server, license.ini, sasixp.ini, and CSClassicLib files. See Task Server Configuration for Macintosh on page 26.



3. Set up the site Task Server like a Task Server. For additional information on setting up a district Task Server, see these sections:
   - Task Server Installation Considerations on page 18
   - Task Server Workstation Installation on page 24
   - Task Server Installation Considerations on page 25
   - Task Server SASIxp.ini Modifications on page 27.
4. Open the SASIxp.ini file in the site Task Server folder.
5. Change the PrimaryServerAddress and PrimaryServerPort labels in the SASIxp.ini file to **SiteServerAddress** and **SiteServerPort** respectively. Change the IP address to the IP address of SiteTask Server. Change port number to the port number assigned to this SiteTask Server. Use a unique port number for each SiteTask Server. Note both the SiteTask Server IP address and port number, they will be required to setup the upgrade function at the district.

   If the SASIXP.ini file is using the Absolute Data Path Option the SIteTask ServerSASIXP.ini must be changed to no use the Absolute Data Path Option. SiteTask Server does not support this option.

6. In the section [AutoUpgrade],

   (i) InstallationTime - Max Time for the installer to finish in Seconds.

   Enter Installation Time in the following format:

   "Installation Time = 4000"

   4000 in the above example equals time in seconds and can be adjusted by the user according to the following values;

   - Maximum time - 10000 seconds
   - Minimum time - 1800 seconds
   - Default value - 5000 seconds

   (ii) WaitBetweenCommand - Time in seconds the Task Server should wait before sending next command to Site Task Server.

   Enter WaitBetweenCommand in the following format;

   "WaitBetweenCommand = 3"

   3 in the above example equals time in seconds and can be adjusted by the user according to the following values;

   - Maximum time - 15 seconds
   - Minimum time - 1 seconds
   - Default value - 3 seconds

Sample SASIxp.ini file

```
[Paths]

; Is the directory that the application is
; in the Home Path?

ApplicationInHomePath = False  ; True = App on network; False = App on local drive

; The following 2 lines are only used if
; "Application in Home Path" is "False"

HomePathMac  = Macintosh HD:SASIxp  ; Set if App is on local drive
HomePathWindows = C:\SASIXP    ; Set if App is on local drive

; Where are the data files and pictures within the Home Path?

DataFiles = DATAFILE
Pictures=  DATAFILE~PICTURES

; How often should XP check for mail (in seconds; -1 means never)?
CheckMail  = 10

[Upgrade]
UseUpgradeMenu = True


[Client/ServerConnection]

PrimaryServerAddress = 192.168.0.12    ;Address of the primary server
PrimaryServerPort = 7500    ; Port of the primary server task
MaxPacketSize = 0    ; Use the default packet size
AutoMessageRetries = 2    ; Number of times to resend message before giving up
WaitTimeResend = 5    ; Seconds to wait for multi-packet buffer
WaitTimeRejectMessage= 15     ;Seconds to wait before giving up on multi-packet buffer
WaitTimeOldMessage = 180    ;Seconds to wait before old messages are accepted
StartTransferOnStartup   = True     ;Task Server to startup in transfer mode

[PollPC]

ID = 1    ; ID of this Task Server
LoginName = Task Server    ; User ID of ODBC
DILogFileRetention = 4
```

7. Save the changes to the SASIxp.ini file.
8. Close the SASIxp.ini file.
9. Repeat Steps 1–7 for each school site where the Automated Upgrade process takes place.

Note: You must map the Task Server to the parent folder of the school server's SASIxp folder. The school server and the Task Server must be on separate computers. The Task Server can access the school server only through a mapped or mounted drive. See Task Server Configuration for Macintosh on page 26.

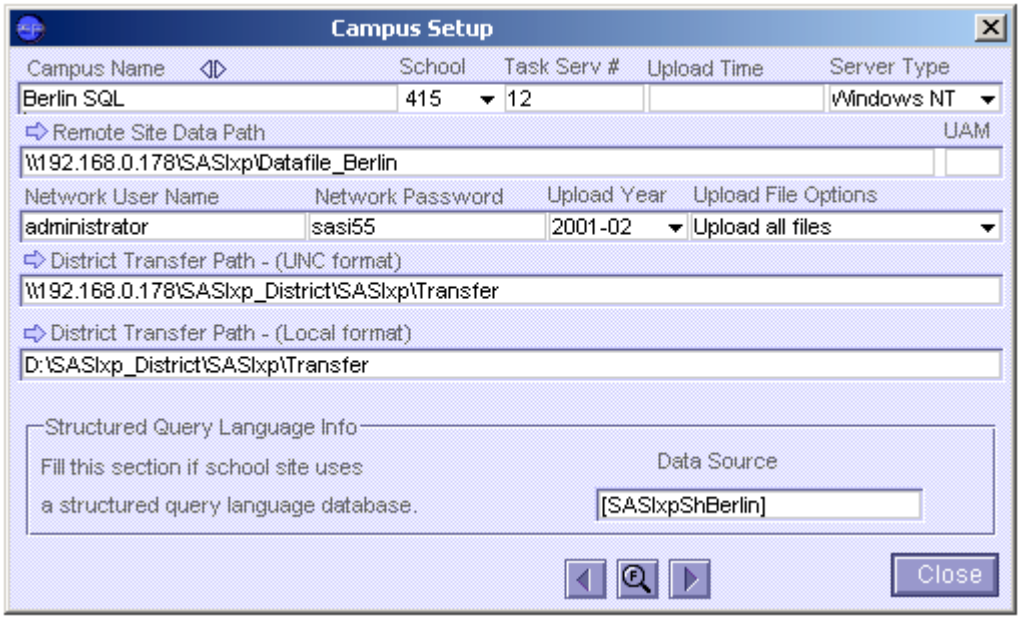
District Setup

Automated Upgrade district setup consists of setting up campus files, Task Server records, Auto Upgrade Servers, and Auto Upgrade Options Sets.

Campus Setup

Note: The District Upload Path field has been renamed to District Transfer Path. Use this field to specify the path of the upload or download folder to store the Transfer files. You must have the SASIxp software Version 5.5 or later.

1. From the District Apps module, District Setup folder, open the Campus Setup atom.



2. Verify all schools the Automated Upgrade process will update have campus file records.
3. If all campus records have been created, continue with the next step. If the campus records have not been created, see Campus Setup Screen on page 73 to set up campus records.

4. After all campus records are correct, close the Campus Setup atom.

> **Note:** You must use an opening parenthesis and a closing parenthesis along with the entry in the Data Source field of the Campus Setup atom. The entries in the District Transfer Path - (UNC format) and District Transfer Path - (Local format) fields must point to the same path.

The table below lists the path details you must specify according to the site and the database type.

District Site Database	*School Site Database*	*Path Type*
Oracle	dBASE	Local path or Universal Naming Convention (UNC)
Oracle	Oracle	Local path or UNC
Microsoft SQL Server	dBASE	UNC path
Microsoft SQL Server	Microsoft SQL Server	UNC path

Example of Local and Universal Naming Convention (UNC) Path

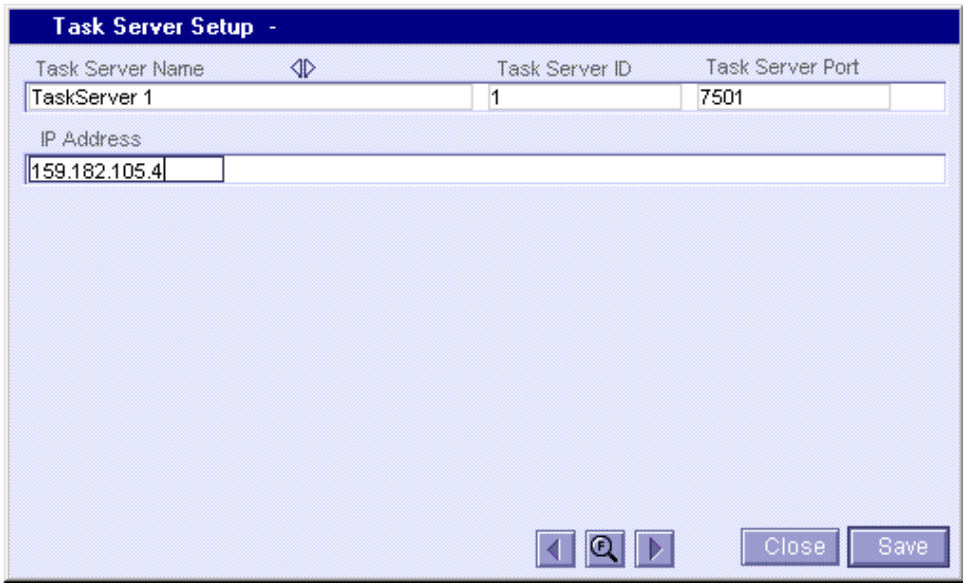
Local — D:\SASIxp_District\SASIxp\Transfer

UNC — \\192.168.0.175\SASIxp_District\SASIxp\Transfer

Task Server Setup

1. From the District Apps module, Auto Upgrade folder, open the Task Server Setup atom.
2. From the Data pull-down menu, select Add Task Server Setup.
3. Complete these fields:
   - **Task Server Name**
   - **Task Server ID**
   - **Task Server Port**
   - **IP Address**

4. Click Save.



5. Repeat Steps 1–4 for each School SIteTask Server in the district taking part in the upgrade process.
6. Close the Auto Upgrade Server atom.

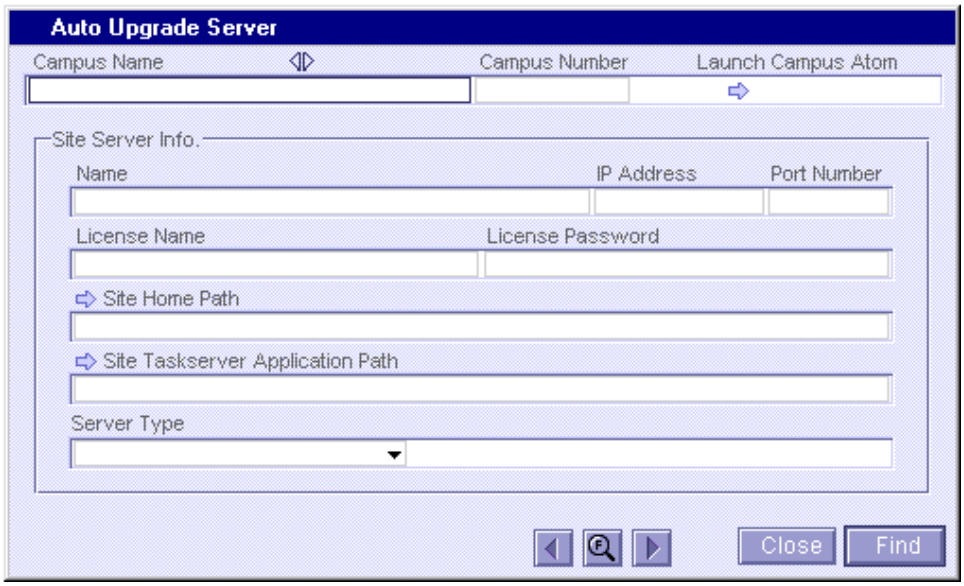
Task Server Setup Fields

Field	*Description*
Task Server Name	Name of the Task Server.
Task Server ID	Identification number of the Task Server.
Task Server Port	Setting the district uses to connect to the Task Server. PollPC section Task Server SASIXP.ini
IP Address	IP address of Task Server.

Auto Upgrade Server Setup

For each Campus file set up to run the Automated Upgrade process, set up an Auto Upgrade Server by completing these steps.

1. From the District Apps module, Auto Upgrade folder, open the Auto Upgrade Server atom.



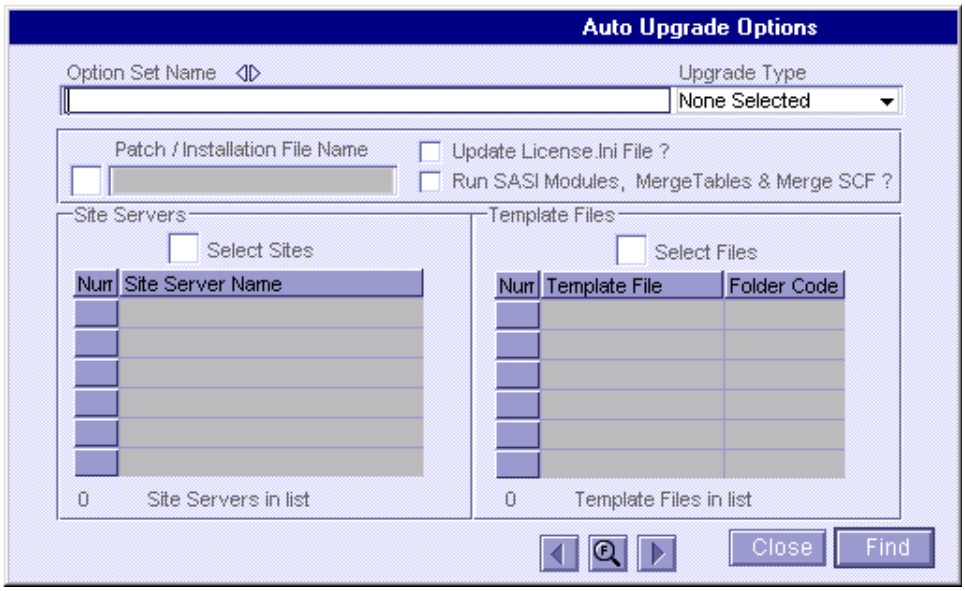
2. From the Data pull-down menu, select Add Site Server.
3. Complete these fields:
   - **Name**
   - **IP Address**
   - **Port Number**
   - **Site Home Path**
   - **Site Task Server Application Path**
   - **Server Type**
4. Click Save.
5. Repeat Steps 1–4 for all campuses you are going to use in the Automated Upgrade process.
6. Close the Auto Upgrade Server atom.

Auto Upgrade Server Fields

Field	*Description*
Campus Name	Name assigned to each school site.
Campus Number	Number assigned to each school site.
Launch Campus Atom	Fast Access arrow to open the Campus atom in the SASIxp software.
Name	Name of the SiteTask Server.
IP Address	IP address of SiteTask Server.
Port Number	Setting the district uses to connect to the SiteTask Server.
License Name	Name of the license key your school uses.
License Password	Password your school uses to access the license key.
Site Home Path	Menu path to the location of the School SASIxp software.
Site Task Server Application Path	Menu path to the location of the School SiteTask Server.
Server Type	**School Server OS**.

Auto Upgrade Option Set Setup

1. From the District Apps module, Auto Upgrade folder, open the Auto Upgrade Option Set atom.



2. From the Data pull-down menu, select **Add Option Set**.
3. In the **Upgrade Type** field, select the type of upgrade to process.

   Different upgrade options activate different field options. For more information on the upgrade options and corresponding fields, see Upgrade Types on page 57.
4. Click **Save**.
5. Repeat Steps 1–4 for each option set you need.
6. Close the Auto Upgrade Option Set atom.

Auto Upgrade Options Fields

Field	*Description*
Option Set Name	Name of the upgrade to run.
Upgrade Type	Type of upgrade to run.
Patch / Installation File Name	Location of the patch or installation file to use during the automated upgrade process.

Field	*Description*
Update License.ini File	Optional checkbox to update the license key during the upgrade process.
Run SASI Modules, Merge Tables & Merge SCF ?	Optional checkbox to update the SASI Modules, Merge Tables, and Merge SCF atoms during the upgrade process.
Select Sites	Identify the sites to include in the upgrade process.
Select Files	identify the files to include in the upgrade process.

Upgrade Types

Upgrade Type	*Available Fields for this Upgrade Type*
IN - SASIxp Installation	• **Option Set Name** • **Upgrade Type** • **Patch/Installation File Name** • **Update License.ini File ?** • **Run SASI Modules, Merge Tables & Merge SCF ?** • **Select Sites**
TT - Template to Template	• **Option Set Name** • **Upgrade Type** • **Run SASI Modules, Merge Tables & Merge SCF ?** • **Select Files**
TD - Template to Datafile	• **Option Set Name** • **Upgrade Type** • **Run SASI Modules, Merge Tables & Merge SCF ?** • **Select Files**

Automated Upgrade

Option 1 – SASIxp Installation

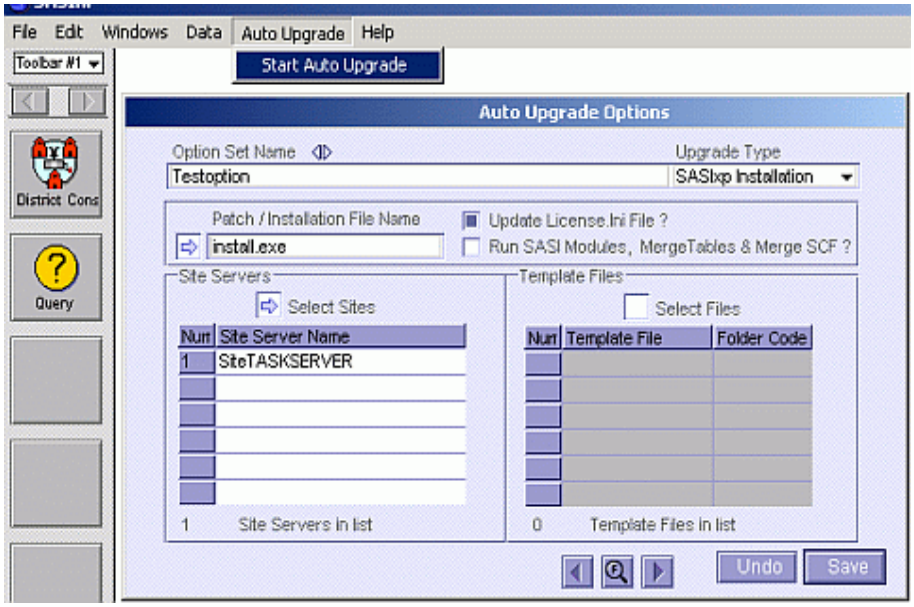
It is necessary to use the SASIxp Installation upgrade option type when a SASIxp software patch is released, and you want to install it from the district to the school sites.

Running a SASIxp Installation Auto Upgrade

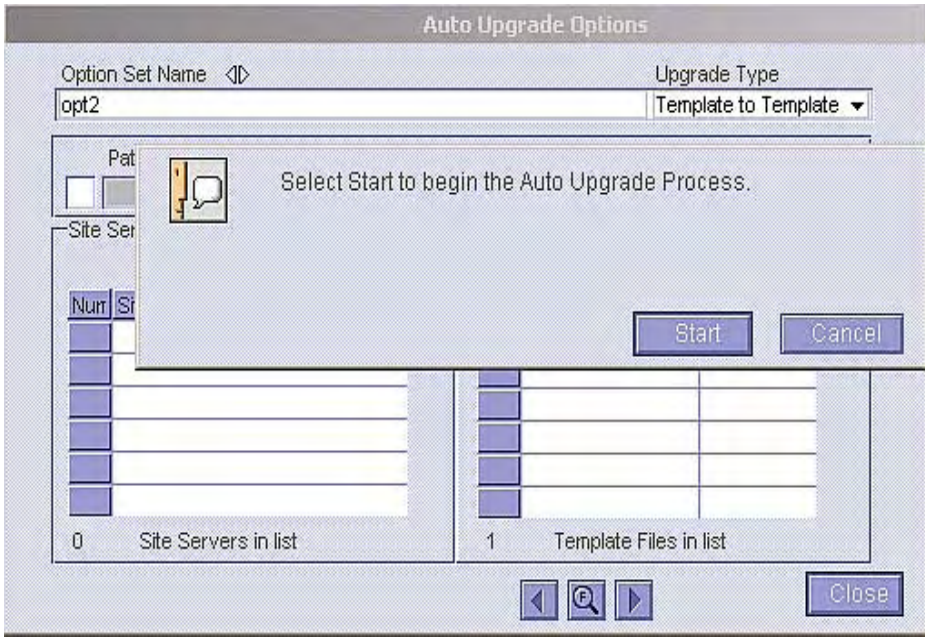
Before running the SASIxp Installation Automated Upgrade, verify the patch was installed correctly at the district. Then save the patch in this location: <SASIxp HomePath>\Macro\Upgrade. Finally, verify the site Task Servers associated with this upgrade are running in Transfer Student mode.

If this upgrade includes an upgrade to the SiteTask Server.exe at all school included in the upgrade process need to be updated prior to executing the upgrade process. The same rules apply to the district Task Server. if a new Task Server.exe is included in the upgrade then the district Task Servers need to be upgraded prior to executing the auto upgrade process.

1. Open the Auto Upgrade Options atom.
2. Find the option set to run.
3. Identify the patch location by selecting the **Patch** Fast Access arrow.
4. Identify the SiteTask Servers to upgrade by selecting the **Select Sites** Fast Access arrow.
5. Click **Save** to save the records in the database.
6. On the **Auto Upgrade** menu, click **Start Auto Upgrade**.



7. In the message box that appears, click **Start** to begin the process or **Cancel** to abort it.



8. When the Auto Upgrade process starts, the SiteTaskServer displays the "CS-CONTROL-GET-SERVER - Replied" message.

   When the Auto Upgrade process has been completed, a window called Status in the Task Server indicates that the Auto Upgrade process has been completed.

9. Click **Close** when the Auto Upgrade process is complete.

10. Validate the upgrade completed correctly by reviewing the district Automated Upgrade Log (AUGL) file.

> **Note:** On Macintosh workstations, the Auto Upgrade process may generate the AUGL file even before it actually finishes the installation or when it still requires user interaction to complete the installation. This is a known issue. You may monitor the installation at school sites regularly and intervene at the appropriate time to resolve this issue.

Option 2 – Template to Template

Using this process, you can copy the template file from the datafile or template foler (C:\SASIxp\macro\template or C:\SASIxp\macro\datafile) of the district site to the corresponding datafile or template folder of the selected sites.

Running a Template to Template Auto Upgrade

Verify the site Task Servers associated with this upgrade are running in transfer mode.

1. Open the Auto Upgrade Options atom.
2. Find the option set to run.
3. Identify the site Task Servers to upgrade by selecting the **Select Sites** Fast Access arrow.
4. Identify the files to upgrade by selecting the **Select Files** Fast Access arrow.
5. Repeat steps 5 - 8 as decribed in Running a SASIxp Installation Auto Upgrade on page 58.
6. Validate the upgrade completed correctly by reviewing the district Automated Upgrade Log (AUGL) file.

> **Note:** On Macintosh workstations, the Auto Upgrade process may generate the AUGL file even before it actually finishes the installation or when it still requires user interaction to complete the installation. This is a known issue. You may monitor the installation at school sites regularly and intervene at the appropriate time to resolve this issue.

Option 3 – Template to Datafile

Using this process, you can copy the template file from the datafile or template folder of the district site to the datafile folder of the selected site.

Running a Template to Datafile Auto Upgrade

Verify the site Task Servers associated with this upgrade are running in transfer mode.

1. Open the Auto Upgrade Options atom.
2. Find the option set to run.
3. Identify the site Task Servers to upgrade by selecting the **Select Sites** Fast Access arrow.
4. Identify the files to upgrade by selecting the **Select Files** Fast Access arrow.
5. Repeat steps 5 - 8 as decribed in Running a SASIxp Installation Auto Upgrade on page 58.
6. Validate the upgrade completed correctly by reviewing the district Automated Upgrade Log (AUGL) file.

> **Note:** On Macintosh workstations, the Auto Upgrade process may generate the AUGL file even before it actually finishes the installation or when it still requires user interaction to complete the installation. This is a known issue. You may monitor the installation at school sites regularly and intervene at the appropriate time to resolve this issue.

Possible Error Messages

Site Error Window Errors

Error	*Description*
`Unable to open the AUGP File`	AUGP file will not open.
`Unable to open the AUGL File`	AUGL file will not open.

Site Automated Upgrade Log Messages

Message	*Description*
`Could not locate the AutoUpg.ini file.`	AutoUpg.ini file not accessed during the upgrade. The AutoUpg.ini file written to the root of the School SASIXP and SiteTask Server folder at the start of the Auto Upgrade Process. Note: If the Auto Upgrade Process fails, it is possible that SASIXP cannot be launched at the school. To launch SASIXP delete AutoUpg.ini file in the school SASIXP folder.
`Upgrade not selected.`	Upgrade type was not defined.
`Error running the patch.`	Upgrade stops because of a problem with the patch.
`Error running SASIxp in silent mode.`	Upgrade stops because of a SASIxp error.
`Upgrade completed successfully.`	Upgrade runs without error.
`District Abort on upgrade process.`	District stops the upgrade process.
`Unknown error running the upgrade.`	Upgrade stops with an unexpected error. **Note:** Not likely, but still a possible error

Automated Upgrade Log Messages

Message	*Description*
UPG_BEGIN_UPGRADE_MSG	Beginning Auto Upgrade Process.
UPG_CREATE_INI_MSG	Error creating AutoUpg.ini file.
UPG_ABORT_MSG	User Abort from the Task Server menu.
UPG_NO_MEMORY_MSG	Out of memory.
UPG_NO_CONNECTION_MSG	Cannot connect to the site Task Server.
UPG_AUGO_FILE_OPEN_MSG	Cannot open AUGO file for processing.
UPG_AUGS_FILE_OPEN_MSG	Cannot open AUGS file for processing.
UPG_AUGT_FILE_OPEN_MSG	Cannot open AUGT file for processing.
UPG_ACAM_FILE_OPEN_MSG	Cannot open ACAM file for processing.
UPG_LOAD_UPG_INFO_MSG	Cannot load upgrade option set information.
UPG_SITE_KEY_ERR_MSG	Cannot build the key for the ACAM file.
UPG_SITE_GET_ERR_MSG	Cannot retrieve records from the ACAM file for processing.
UPG_SITE_LIST_MSG	Cannot build the list of sites for processing.
UPG_LOG_CLEAR_MSG	Cannot clear old log records.
UPG_AUGO_RECORD_MSG	Cannot retrieve AUGO record for option set %s.
UPG_AUGS_RECORD_MSG	Cannot retrieve AUGS record.
UPG_AUGT_RECORD_MSG	Cannot retrieve AUGT record.
UPG_ADCL_OPEN_MSG	Cannot open ADCL file.
UPG_ADCL_RECORD_MSG	Cannot retrieve ADCL record.
UPG_UPGRADE_INI_MSG	Cannot write to AutoUpg.ini file.
UPG_DATA_CONNECT_MSG	Cannot connect to site data path.
UPG_APP_CONNECT_MSG	Cannot connect to site application path.

Message	Description
UPG_HOME_CONNECT_MSG	Cannot connect to site home path.
UPG_SEND_COMMAND_MSG	Unable to send command to the site Task Server.
UPG_PATCH_CPY_MSG	Error copying patch file to the site.
UPG_TEMPLATE_CPY_MSG	Error copying template files to the site.
UPG_INI_CPY_MSG	Error copying AutoUpg.ini file to the site.
UPG_SITE_FAILED_MSG	Site failed to upgrade successfully.
UPG_SITE_AUGP_OPEN_MSG	Cannot open site AUGP file for monitoring.
UPG_SITE_AUGP_READ_MSG	Cannot read site AUGP file for monitoring.
UPG_DISCONNECT_MSG	Unable to disconnect from the site Task Server.
UPG_COMMAND_ERR_MSG	Site Task Server unable to process command.
UPG_CREATE_DIR_MSG	Cannot create temporary directory at the site.
UPG_NO_SITE_LOG_MSG	Site AUGL upgrade log does not exist.
UPG_CANNOT_COPY_FILE_MSG	Cannot copy site AUGL upgrade log file to district.
UPG_CANNOT_COPY_LOG_MSG	Cannot copy site AUGL upgrade log records into district file.
UPG_TSK_GET_TS_INFO	Error at site getting site Task Server info.
UPG_TSK_CREATE_FILES	Error at site creating upgrade log files.
UPG_TSK_GET_EXCL_CTRL	Error at site getting exclusive control of the site database.
UPG_TSK_UPD_LICENSE	Error at site updating the License.ini file.
UPG_TSK_RUN_UPGRADE	Error at site running the upgrade process.
UPG_TSK_RELEASE_EXCL_CTRL	Error at site releasing control of the site database.
UPG_TSK_UPG_COMPLETE	Error at site releasing resources from the upgrade.
UPG_SITE_ERR_MSG	Site Upgrade error at the site.
UPG_SITE_WARNING_MSG	Site Upgrade completed with a warning.
UPG_SITE_INVALID_MSG	Site Upgrade failed validation processing.

Message	Description
UPG_END_UPGRADE_MSG	Ending Auto Upgrade Process.

4

Configuring District Integration

This topic describes the SASIxp™ software configuration procedures necessary to enable the DI operation. These procedures include configuration changes for school and district SASIxp installations.

Overview

To implement District Integration, modify the configurations for each school site installation, the Task Server workstations, and the district site SASIxp installation.

Before You Begin

Complete the following before configuring District Integration:

- Verify all users log off the SASIxp software and their respective SASIxp installations. Pearson School Systems recommends no one logging into the SASIxp software until the configuration process is complete, and you confirm it is correct.
- Complete all configuration worksheet information available to the person performing the DI implementation.
- Perform all school site data modifications before proceeding with the DI configuration.

District Site SASIxp Configuration

This topic describes the configuration procedures for the district SASIxp site.

> **Note:** Pearson School Systems recommends you run these configuration procedures on the Task Server workstations to facilitate the overall configuration process. Pearson School Systems also recommends creating permanent drive maps for each SASIxp school site server and district site server to the Task Server workstations server.

District School Atom Concepts

Use this worksheet to facilitate DI operations and locate individual school site data. Use the School atom at the district site to create school records for each school site.

> **Note:** Pearson School Systems recommends after determining the content of the information, notifying the school representatives.

School Number	*School Name*	*School Abbr.*	*Grades Taught*	*Promote To*	*Beg. Period*	*End Period*	*Section ID Length*	*Leave Date*
								Last Day of Enrollment
								Last Day of Enrollment
								Last Day of Enrollment
								Last Day of Enrollment
								Last Day of Enrollment
								Last Day of Enrollment

School Number	School Name	School Abbr.	Grades Taught	Promote To	Beg. Period	End Period	Section ID Length	Leave Date
								Last Day of Enrollment
								Last Day of Enrollment
								Last Day of Enrollment
								Last Day of Enrollment

District School Atom Configuration

1. Open the School atom.
2. Add a school using the information from in the School Record Configuration Worksheet.
3. Select the Basic tab and set the **District** field to Local Processing for all schools.
4. Select the General tab and set the **Confirm Add**, **Change**, and **Delete** fields to the **User Pref.** option.
5. Select the Schedule tab and assign a length to the **Section ID Length** field.
6. Select the Enrollment tab and set the **Leave Date** field to the Leave date is the last day of enrollment option.
7. Complete the creation of the School record and modify the **Sch#** field, if necessary.
8. Repeat these steps for each school in the district, including the district office.

District Files Concepts

Create a number of DI-specific files before using District Integration. These files reside only at the district site. The following is a list of the file name codes, a brief description of each file, and any file dependency relationships.

Primary File	Dependent File	Code	Description
District File		ADST	Contains demographic information for each student at each school in the district. Provides up to 10 years of school attended history.
District Control File		ADCL	Sets up district information necessary for DI processing. Information in this file determines what occurs during the nightly process, the district year, and the Next ID for new students.
	District School Info File	ADSI	Identifies the operational type, and if the school is the central enrollment schools in the DI enrollment process.
	District Sub-File	ASUB	Transmits student-dependent files during the add, drop, and transfer process. The district sub-file determines what additional student information transfers with a student as they move from school to school within the district.
	District Transaction File	ATRN	Keeps track of concurrent enrollments. This file must exist, even if not using concurrent enrollment.
Campus File		ACAM	Identifies the schools a Task Server workstation accesses during the nightly process.
New Year Rollover File		ANYR	Contains information necessary to establish movement of the current school year information to the next year.

Primary File	Dependent File	Code	Description
	New Year Rollover Options File	ANYC	

Populating District Files

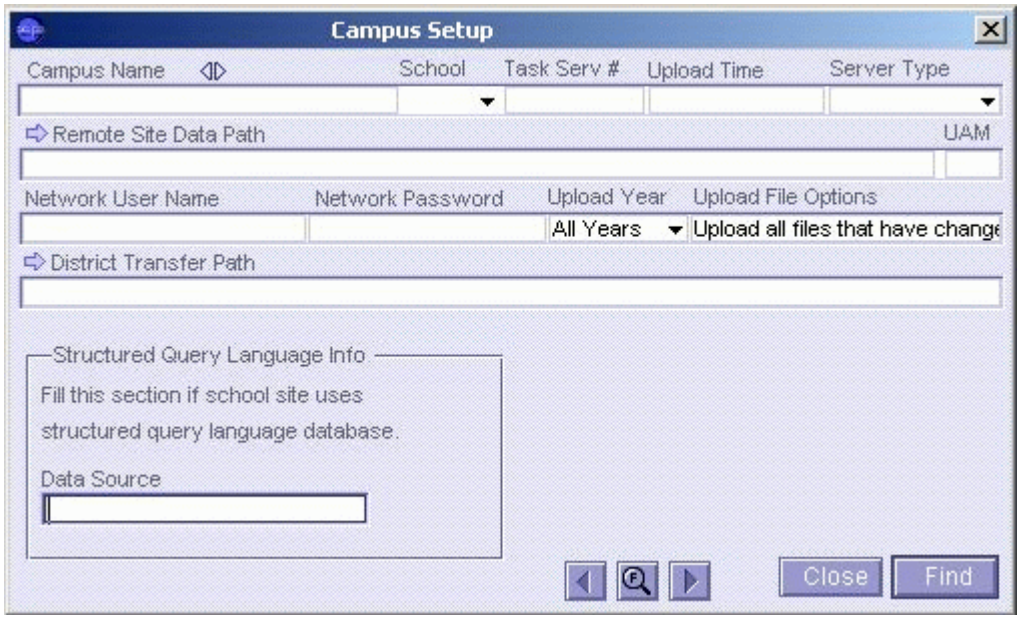
Population of the District files is the process where the files associated with District Integration are either configured and populated with configuration data to enable District Integration operation.

Campus File/Campus Detail File Configuration

Before you configure the campus file, use some form of Campus Setup Atom Configuration worksheet to assist in the configuration process. See an example of a Campus Setup Atom Configuration Worksheet on page 253.

> **Note:** In a multiple Task Server environment, perform the configuration procedures applicable to a particular Task Server from the Task Server that is using the configuration.

Campus Setup Screen



Campus Setup Fields

Field	*Description*
Campus Name	Name of the active campus record. This name is the same as the name of the school you are creating for the campus.
School	School number to attach to the current campus record.
Task Serv #	Poll ID number of the Task Server workstation that performs the upload operations for the school attached to this campus.

Field	Description
Upload Time	Time at which the Task Server workstation starts the upload process on the campus. Express the time in Standard time. Include an a or p to indicate **a.m.** or **p.m**. **Note:** When this field is blank the SASIxp software interprets it as zero, and zero equals midnight.
Server Type	Server type of the SASIxp school site server for this campus record.
Remote Site Data Path	Path to the SASIxp Datafile directory on the SASIxp school site server for this campus record. Use the Fast Access atom above this field to locate the directory on the remote school site server. Enter a UNC network path to the remote server and logon information. When you install Task Server for a Macintosh workstation, you must define an AppleTalk zone before the Remote Site Data Path in the Campus Setup atom. If you do not define a zone you need to place an asterisk before the path. For example, *:192.168.100.100:sharepoint:SASIxp:Datafile: See Task Server Configuration for Macintosh on page 26. **Note:** This path provides the SASIxp software with the ability to log on to the school site server even when the permanent drive map is unavailable.
UAM	User Authentication Method for attaching to an AppleShare Server. **Note:** This field is for Macintosh servers. If using Windows NT and Novell server types, leave this field blank, because the SASIxp software automatically fills in the field.

Field	*Description*
Network User Name	Network logon account for the school site server for this campus record. Pearson School Systems recommends creating the same account for the Task Server workstations, for each school site, and the district site if applicable to a particular Task Server workstation. For this Task Server account use the same network User ID and password for all severs.
Network Password	Password for the Task Server workstation Network User Name account. Use this password to gain access to a school site SASIxp server. To minimize ongoing reconfiguration, Pearson School Systems recommends a network user account have the password expiration set to Never Expires. **Note:** Pearson School Systems strongly recommends you implement some form of physical security mechanism on the Task Server workstations to prevent unauthorized access to SASIxp data.
Upload Year	School year for which nightly upload and overnight update operations perform at the school site for this campus record.
Upload File Options	Two upload file options: upload all files or upload all files that have changed.

Field	Description
District Transfer Path	The District Transfer Path links to the SASIxp upload and download folders to store intermediate files on the district site SASIxp server. This path can be represented by a Universal Naming Convention (UNC) name format. For example, \\192.168.8.10\SASIxpshared\Datafile_Berlin For the upload process, if your district database is SQL or Oracle, type the UNC path of the Transfer folder where the database is present. If your district database is dBASE IV, type the path of the Transfer folder on the server where Task Server is installed. For the download process, type the UNC path of the Transfer folder where Task Server is installed. For bulk load operations, the Transfer path must be accessible to the SQL Server at the district and school sites. This path requires a permanent drive map to the SASIxp district site server. To ensure optimum operation of the overnight process in a Windows environment, the UNC is the same UNC you use to create the drive map for the HomePathWindows entry of the Task Server workstation's SASIxp.ini file.
Structured Query Language Info	If the school site uses a database other than dBASE IV, enter the data source from the RDBMS.ini file for this school, including the square brackets. The Task Server uses this definition when connecting to the campus database. If entering a data source without the square brackets found in the RDBMS.ini file, the Task Server uses the [DefaultDS] section in the RDBMS.ini file.

Adding Campus Records

1. Open the Campus Setup atom.
2. From the Data pull-down menu, select Add Campus to add a campus record to the Campus file (ACAM).

   Note: Create a campus for each school for the DI implementation. Also, only attach one school to any one campus.

3. Enter the name in the **Campus Name** field.
4. Enter the school number for the campus in the **School** field.
5. Enter site specific information for the campus.
6. Click **Save**.

   Note: When the record has been added, the screen displays saved information.

7. Repeat these steps to add all campus records.
8. Click **Close**.

District Control File Configuration

Use the District Control atom to configure the district control file and dependent files. The district control file configures the level of functionality of the Task Server workstations operations.

SASIxp Database Files

District Control file creation and configuration affects the following SASIxp database files:

File (Code)	*Description*
District Control File (ADCL)	Primary configuration file for defining District Control options. Populate this file through the District Control atom.

File (Code)	Description
District School Info File (ADSI)	Configuration file for configuring District Integration to recognize schools as concurrent enrollment or summer schools. Populated through the School Info screen of the District Control atom.
District Transaction File (ATRN)	Use the Task Server to make entries in the District Concurrent Transaction (ATRN) file for each concurrent enrollment during transfer operations.
District Sub File (ASUB)	File to control the type of information to follow a student as the student moves within the school district. Populate this file through the Sub-Files screen of the District Control atom. Entries define what student sub-file information transmits during the transfer process.
Upload File (AFLU)	List of files to include or exclude from the upload.
File Data/Time Stamps (AFST)	Date and time stamps for the upload and download processes.
District Process Status (ADPS)	Use this file to synchronize upload, moves, ADST updates, and download processes.
District Owned Files (AFLD)	Lists files the District maintains, and the files to download nightly. **Note:** Do not upload district files.

The information configured in the District Control atom identifies:

- Schools in the district allowing concurrent enrollment.
- The central enrollment school.
- The data to transfer with students as they move between schools in the district.
- The Student ID to assign to the next new student in the district.
- Overrides to the information for the Campus (ACAM) file.
- Which files to include or exclude from an upload.
- Which files to include in a download.

Creating a Archive/Inactive School

The Archive/Inactive School contains information for students who were previously enrolled in the District in prior years and are no longer active. Create this school using the School atom at the district site. The Archive/Inactive School exists only in the District SASIxp installation. This Archive/Inactive school is School and Year qualified.

Set up the Archive/Inactive School with all of grade levels within the district. Set the **Promote To Levels** if the district is reflecting future grade level of a student at the end of each year.

Populate the Archive/Inactive School through the New Year Rollover process. The only exception is if the district, during the implementation, has conversion data, and an inactive school was created and populated by the Pearson School Systems conversion team. The Archive/Inactive school can grow large in size if the school district decides to rollover the inactive school each year.

> **Note:** Do not create data files for the Archive/Inactive school at this time. Create these data files after you verify the data file structures (FILES.DBF/FILES.MDX/FILES.DBT) are identical at all school sites, including the district site. Failure in verifying the file structures can result in unpredictable SASIxp operation.

Creating an Archive/Inactive School

1. At the district SASIxp installation, open the School atom.
2. From the School pull-down menu, select Add School.
3. Complete these fields.

Field	*Data*
School Name	District Archive School
Sch Abbrv	DAS
Sch#	800 **Note:** Pearson School Systems recommends using a school number of 800 for SASIxp support consistency. When using an alternate number, notify the SASIxp DI Support team.

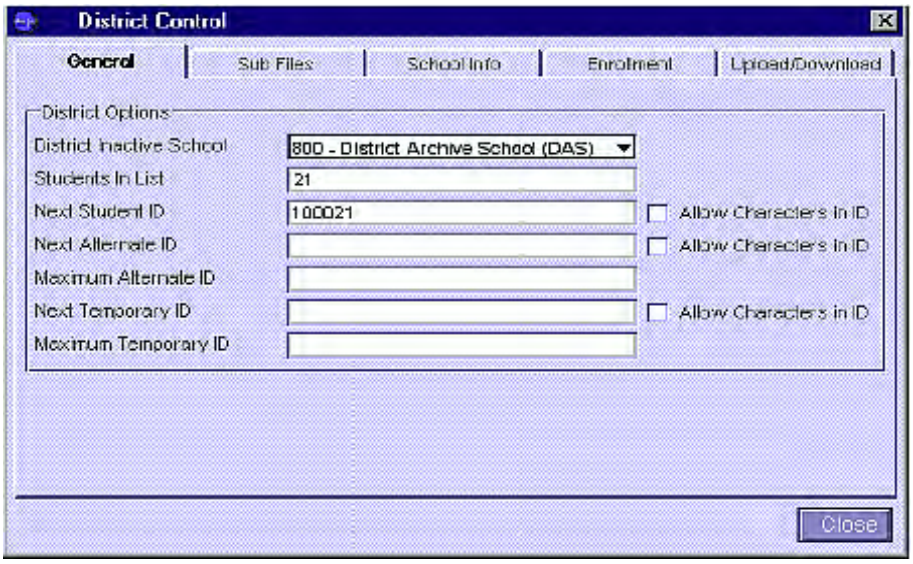
Setting Up the District Control File

Configure the district control file and dependent files using the District Control atom.

The District Control screen contains the following tabs:

- General
- Sub Files
- School Info
- Enrollment
- Upload/Download

General Tab



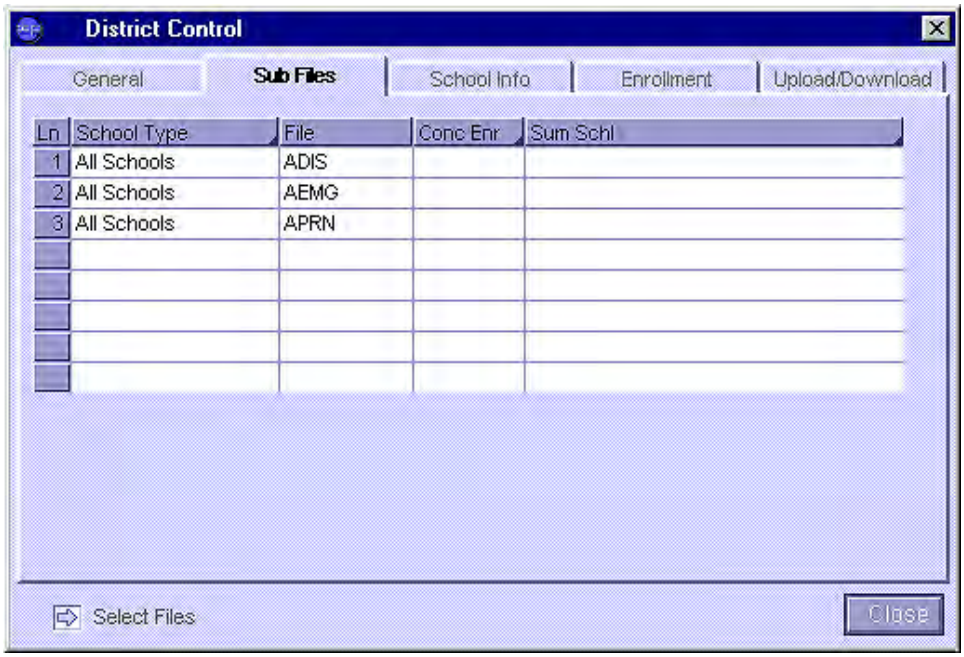
General Fields

Field	*Description*
District Inactive School	Name and number of the Archive/Inactive school. Only use this field for the New Year Rollover process.

Field	Description
Students in List	Number of student records to send to the Task Server when performing a Find in the District screen of the Enrollment atom. The system default is 35. The value in this field must be between 20 and 35. **Note:** A maximum of 35 students display. If the Find returns more than 35 matches, you display additional sets of 35 by using the scroll arrow.
Next Student ID	Student ID to assign to the next new student in the district. The next student ID must be greater than the highest number already in the district file. **Note:** If manually assigning Student IDs, leave this field blank.
Allow Characters in ID	Whether to allow alpha characters as part of the Student ID numbers.
Next Alternate ID	This is a Texas specific field. Contains the Alternate ID to assign to the next new student in the district. The next student ID must be greater than the highest alternate number already in the district file. **Note:** If manually assigning Student IDs, leave this field blank.
Allow Characters in ID	Whether to allow alpha characters as part of the Next Alternate ID numbers.
Maximum Alternate ID	This is a Texas specific field. Maximum assignable number for a student ID. All student IDs must be less than this number. **Note:** If manually assigning Student IDs, leave this field blank.

Field	Description
Next Temporary ID	This is a Texas specific field. Student ID number to use if the SASIxp software reaches the Maximum Alternate ID number. **Note:** If manually assigning Student IDs, leave this field blank.
Allow Characters in ID	Whether to allow alpha characters as part of the Student ID numbers.
Maximum Temporary ID	This is a Texas specific field. Maximum assignable number as a Temporary Student ID. The Student IDs must be less than this number. **Note:** If manually assigning Student IDs, leave this field blank.

Sub Files Tab



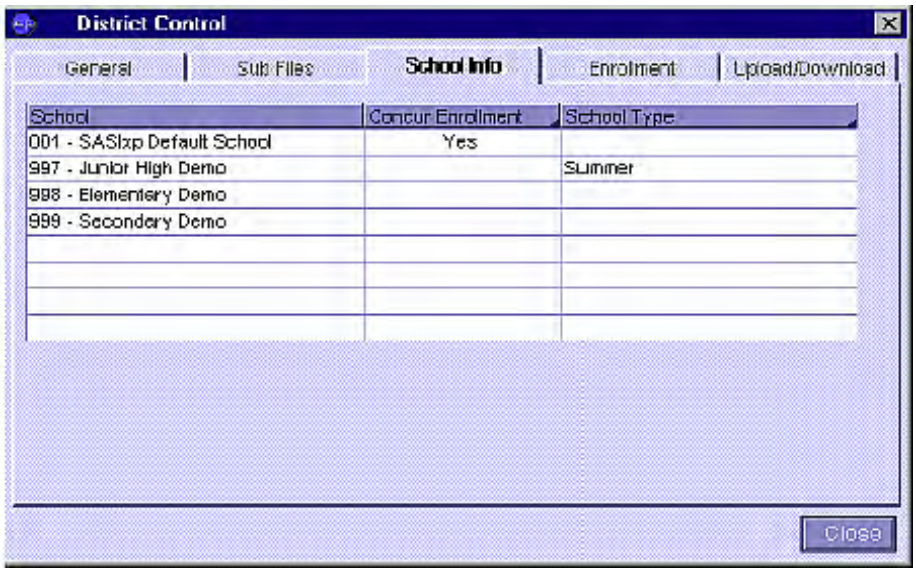
Sub Files Fields

Each line of the table contains information DI uses to define additional information, which follows students as they transfer from school to school or when completing a cross year enrollment for a student. These settings affect Task Server operation of all campuses within the DI implementation.

Field	*Description*
Ln	Sub-file entry of additional student demographic information to include as part of the DI operational process.
School Type	Type of schools to add demographic information for in the DI enrollment process. Options include: • Secondary • Elementary, No schedules • Elementary, With schedules • All schools
File	Information to include in the DI enrollment process. The following are examples of some of the student dependent files you can transfer: • Parent Guardian (APRN) • Emergency (AEMG) • Course History (ACHS) The following are examples of files you cannot transfer with a student: • (ACLS) • (AGRD) • (AGRL)
Conc Enr	Indicated this sub-file transfers to the concurrent school.
Sum Schl	Indicates the sub-file transmits if a student enrolls in a Summer school.
Select Files	Fast Access atom, which enables you to select specific files.

School Info Tab

The School Info tab displays information set up in the District School Info file (ADSI). If a school is not on this list, you need to add a new school in the School atom.



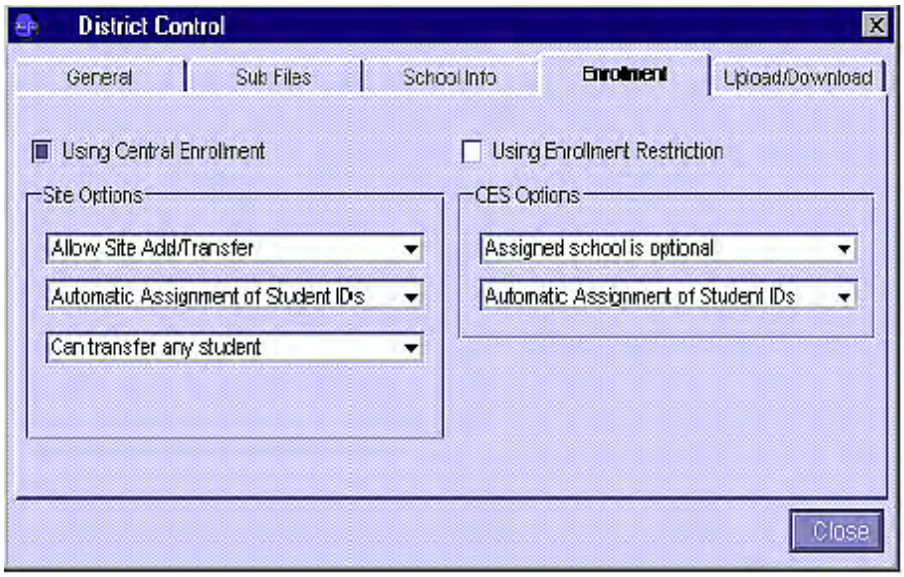
School Info Fields

Field	*Description*
School	List of schools in the SASIxp district site installation.
Concur Enrollment	Identifies if the school permits concurrent enrollment operations. Only the school the student is being concurrently enrolled in should be checked. For example, School A allows concurrent enrollment. School B transfers a student to school A, but only school A would check concurrent enrollment.

Field	Description
School Type	Pop-up list to select whether the school is a normal school, summer school, or central enrollment school. **Note:** If selecting normal school this field will be blank.

Enrollment Tab

The Enrollment tab enables you to select whether using centralized enrollment, or your district will enroll students with restrictions.



Enrollment Fields

Field	Description
Using Central Enrollment	Checkbox to enable Central Enrollment operations.
Using Enrollment Restriction	Check box to enable enrollment restrictions.

Field	*Description*
Site Options Section: Use these fields to set the rules for the Enrollment atom when school staff perform enrollment transactions.	
Enrollment Add Options	The **Allow Site Add/Transfer** option enables School staff to add or transfer students using the Enrollment atom. The **Allow Site Transfer** option enables School staff to transfer students to a school site using the Enrollment atom. The **Forbid Site Add/Transfer** option denies School site staff members from performing additions or transfers to the school site and district databases using the Enrollment atom.
Student ID Options	The **Manual Assignment of Student IDs** option enables the person performing the addition of the new student to assign the Student ID. The **Automatic Assignment of Student IDs** option enables the SASIxp software to use the District Control file information and automatically generate Student IDs. **Note:** If selecting the **Using Central Enrollment** checkbox, verify this setting is the same as in the Student ID Options selection of the CES Options fields.

Field	*Description*
Transfer Options	**Note:** This option is available only when selecting Central Enrollment. The **Can Transfer Any Student** option enables School staff members to transfer to their site any student in the District window of the Enrollment atom. The **Can Transfer Assigned Students Only** option enables School staff members to transfer only those students who are assigned to a school site. Identify the students assignment in the District window of the Enrollment atom under the **School Assigned** field.
CES (Central Enrollment School) Options Section: Use these fields to set rules for District staff members to perform enrollment transactions.	
Assignment Options	The **Assigned School Is Optional** option precludes District staff members from entering a **school assigned to** number in the **school assigned** field in the Enrollment atom when performing an add to the Central Enrollment School. The **Assigned School Is Mandatory** option enables District staff members to enter a **school assigned to** number in the **School Assigned** field in the Enrollment atom when performing an add to the Central Enrollment School.
Student ID Options	The **Manual Assignment of Student IDs** option enables the assignment of Student ID by the person responsible for performing the addition to the database. The system does not automatically assign a Student ID number to a student. The **Automatic Assignment of Student IDs** option enables the SASIxp software to use the District Control file information to automatically generate Student ID numbers.

Using Central Enrollment

Defining a central enrollment school at the District provides a way for the District staff to control student enrollment to the District. In this process, members of the District staff enroll students. School staff members then transfer the students to their site.

If assigning students to your school click, **Find Assigned** to list all students who are assigned to the school. When no students are assigned, the SASIxp software displays the following message:

```
No matching assigned students found.
```

It is up to the District staff members to assign student to the different schools in the District. School staff members can only move those student assigned to schools they have access to.

For Central Enrollment operation, complete the following setup at the district office only:

1. Create a Central Enrollment school in the School atom.

   Note: This Central Enrollment school must be different then the Archive school.

2. Add grade levels for all grade levels in the District.
3. Set the school record to **Centralized Processing**.
4. District staff members perform all initial enrollment transactions.
5. If the Pearson School Systems conversion team is providing Central Enrollment School data, skip step 6.
6. Create these files and any files you fill in centrally with the Create New Files atom for the Central Enrollment School for the current school year:
   - Student (ASTU)
   - Teacher (ATCH)
   - Sequence Control (ASCF)
   - Table (ATBL)
7. After creating the files for the current year, run Merge SCF and Merge Tables.

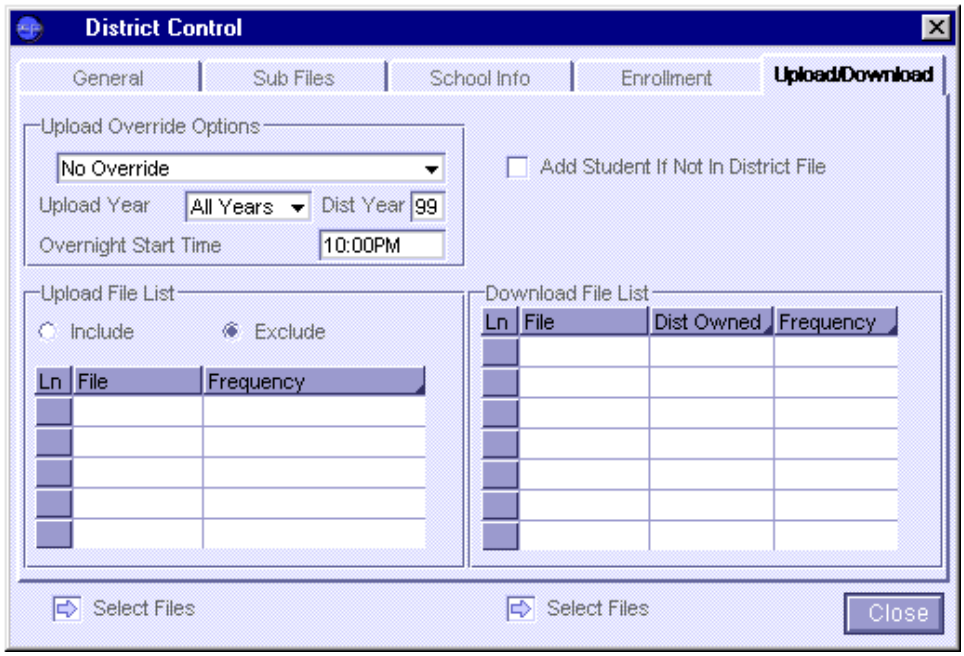
Options for performing enrollment transactions are set up universally for all school sites using District Integration. The universal enrollment setup options can differ at the district office.

Using Enrollment Restriction

Enrollment restriction enables the District to restrict students from enrolling in specific district schools or to limit enrollment to one school. You can restrict enrollment for reasons such as expulsion, discipline, or lack of tuition payment.

Using enrollment restriction requires setting up enrollment restriction reasons in the REN table using the Tables Definition atom.

Upload/Download Tab



Upload/Download Fields

Upload Override Options Fields

This topic of the tab overrides the Task Server operation settings, which you configure for individual campuses in the Campus Setup atom. These settings affect Task Server operation of all campuses within the DI implementation.

This field group is the same for all tabs within the District Control screen. Only modify these fields once.

Field	*Description*
Upload Override Options	Type of override: ● No override ● Upload all files ● Upload all files that have changed
Upload Year	Global override to apply to the school year you select.
Dist Year	Global setting you use to define the year of the uploaded school files. Options include All Years, This Year and Next, or you can select a specific year. Use these files for demographic information updates to the District File (ADST).
Overnight Start Time	Time for the primary Task Server workstation to start the Overnight-Update process. Enter the time in Standard time followed by a or p to indicate AM or PM.
Add Student If Not In District File	Add students to the DST file during the nightly upload process, if the students do not already exist in the file.

Upload File List

Use this topic of the tab to specify files to include or exclude from the upload.

Option	*Description*
Include/Exclude	**Include** or **Exclude** option to specify the files you include or exclude from the upload of school data. **Note:** The system saves the upload file list to the AFLU file.

Option	Description
File	File name to include or exclude.
Frequency	Frequency value of either **Daily** or **Weekly**. **Note:** If selecting a weekly frequency, the upload occurs on Friday.

Download File List

Use this topic of the tab to specify the files to download to the school sites. Identify a District file by selecting Yes in the **Dist Owned** column. The downloaded file overwrites any previous version of this file at the school site. District files are never uploaded from school sites.

If the **Dist Owned** column setting is No, the file is not a District file and the system checks the version of the file currently existing at the school. The SASIxp software checks the data and time of the file. If the data and time differs from the upload date and time the SASIxp software does not download. If the date and time are identical the SASIxp software will download. Instead, the system writes an error message in the download log file.

Field	Description
File	File to download.
Dist Own	Whether the district owns the file. Click in the field to display a Y. If this file is a district file, it downloads to the school sites and overwrites any previous version of the file.
Frequency	Download frequency value of Daily or Weekly.

Configuring District Control Files

1. Open the District Control atom.
2. Enter school specific information in the General tab fields.

   Note: Leave the **Next Student ID** field blank.

3. Enter school specific information in the Sub Files tab fields.

4. From the Main pull-down menu, select District…Add Sub File.
5. Select the field information to create the Sub Files transfer operation.
6. Repeat Steps 4 and 5 until you have defined all Sub Files transfer operations.

   Note: If you later add Sub Files, restart the Task Servers.

7. On the School Info tab, select the information for each school.
8. On the Enrollment Options tab, select enable Central Enrollment for the district or leave the check box empty. If you choose to use Central Enrollment, supply the information to the district for Central Enrollment options.
9. Choose whether your district will be using enrollment restriction.
10. Click **Save**.
11. On the Upload/Download Files tab, enter the information for the **Upload Override Options** fields. To facilitate the initial DI implementation process, complete these fields as follows:
    - Select **Upload all files**.
    - If necessary, set **Upload Year** to **All Years**; otherwise set to current year.
    - Set the **Dist Year** to the current school year.
    - Set the **Overnight Start Time** to any valid time.
12. On the Upload/Download tab, select to include certain files in the upload or exclude certain files from the upload.
13. Specify the files to include or exclude. To add a file to the list, use the Select Files arrow.
14. Specify any files to download from the district. To add a file to the list, use the Fast Access atom.
15. Click **Save**.
16. Click **Close**.

Preparing for Final Configuration

The procedures in this topic perform the final steps of the DI configuration before enabling the day-to-day operation. During this stage of the implementation, perform a manual upload of school site data.

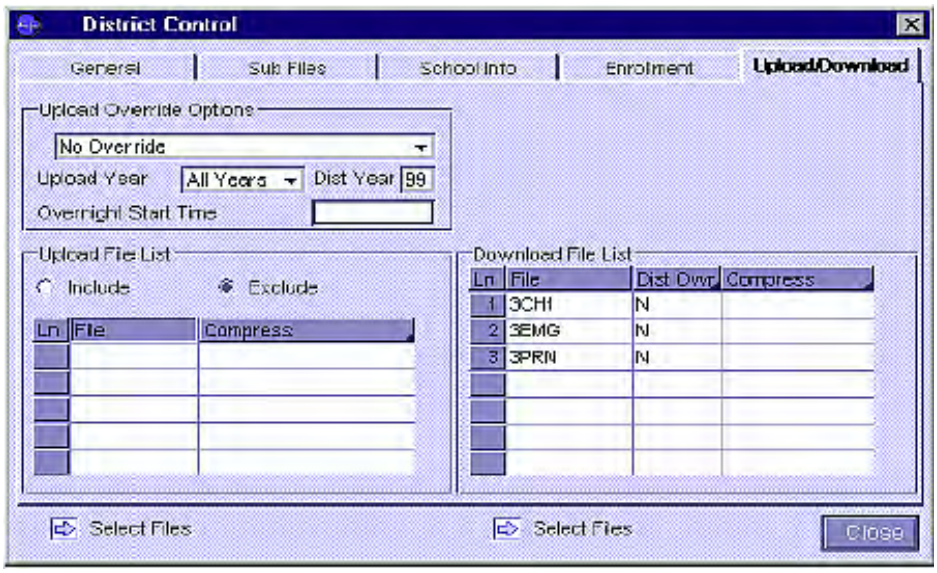
After uploading the data, perform additional pre-operational tasks to identify final DI settings and ensure data file structure integrity across all schools within the district.

If implementing DI in multiple phases, address the issues in these procedures at the School Sites before attempting the DI implementation or performing the initial upload. Failure to do this could result in multiple test uploads and many school site modifications before developing a configuration that works for every school in the district. In this instance, coordinate the careful planning and execution of the DI installation plan with the District Representative.

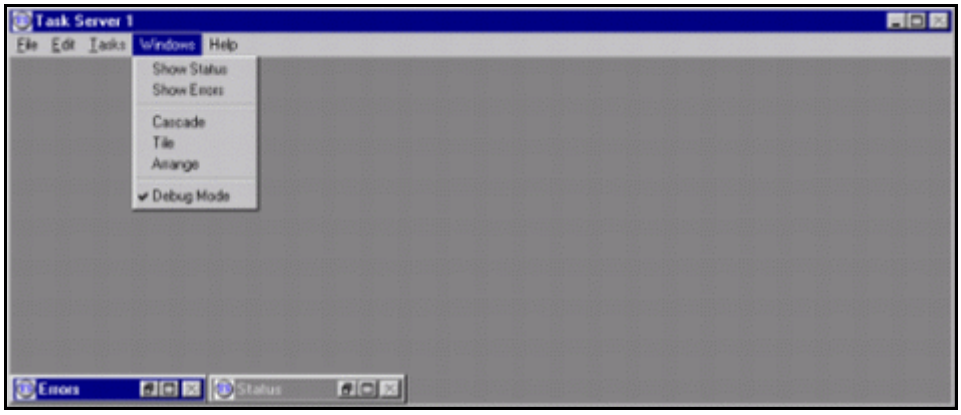
In either case, district-wide Next ID setting, common district-wide SASIxp file structure, unique Student Number/Permanent Number values, and the creation of the district file are issues you must address before District Integration can operate properly.

Initial Data Upload for Configuration

1. At the district site, run the District Control atom and modify the **Upload Override Options** to permit a full upload of all years data for all schools.

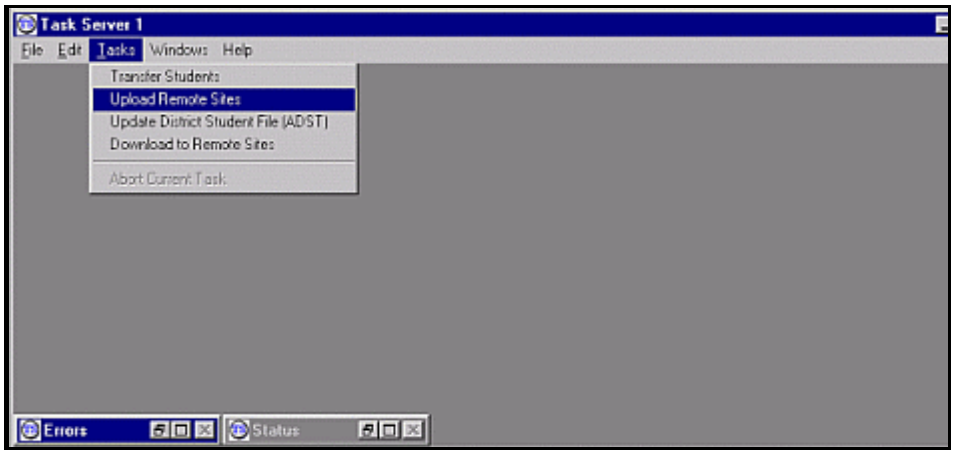


2. Start each Task Server workstation. From the Windows pull-down menu, select Debug Mode. This option enables you to review performance during the overnight process.



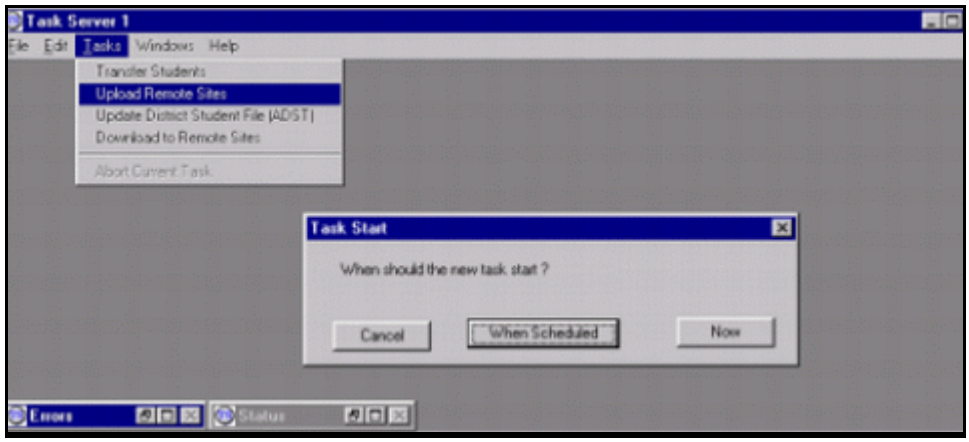
Note: This upload copies all qualified files from every school that has been configured for the DI operation.

3. From the Tasks pull-down menu, select Upload Remote Site to begin the manual upload process.



4. The system displays a message providing the option to start the manual upload process. Click **Now** to start the manual upload.

   Note: The system displays this message when attempting to complete any of the options from the Tasks pull-down menu.



5. The Task Server starts the upload process. Open both the Status and Errors windows to display the identification of any errors during the upload process.
6. Repeat these steps to start all Task Servers.
7. When the Status window displays the upload process is complete, verify there are no errors in the Errors window.

   The cause of most Task Server Upload errors are from incorrect Campus or Campus Detail settings. If the problem is with the Campus or Campus Detail settings, exit the Task Server program and restart after saving changes to Campus or Campus Detail. This process ensures the latest ACAM settings are read by the Task Server program.

   Note: If errors occur during the upload, resolve the problem and perform the manual upload again. Continue this step until no errors occur. For assistance in determining the cause of the upload failures see the *Error Workbook.*

8. After completing the upload successfully, selecting Exit from the File pull-down menu.

Qualifying Upload Data File Definitions

A file definition is the structure or layout of a file. Use the File Definition Pro atom to create custom files and fields for data not currently tracked in a standard SASIxp file. You can also use the File Definition Pro atom to customize terminology for existing SASIxp fields.

Use the File Definition Pro atom to determine the records from the school site student files to use to update the District file during the nightly process.

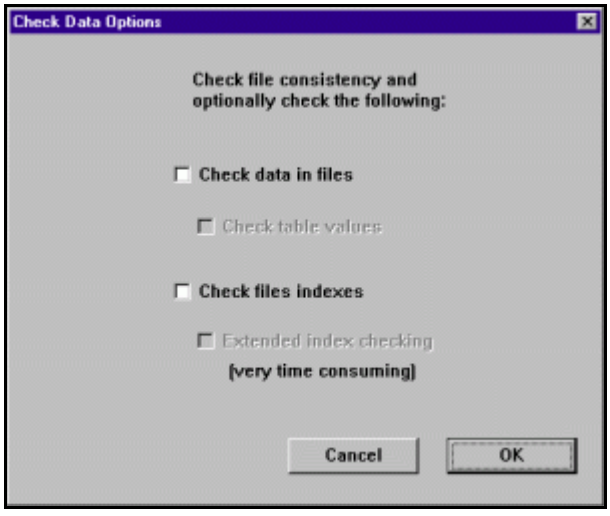
The file structures/layout for the SASIxp software is kept in the **Files.dbf** file. This file exists in the Datafile folder for each SASIxp installation. When the Task Server program transfers a student record, it uses the file structure to verify that the layout of the destination is the same as the source layout. If the file structure/layouts are different, an error from the Task Server program generates.

If modifying a file structure/layout at any school Site, the same file modification must apply to all sites, including the District site.

Checkdta Verification

CHECKDTA.EXE is a SASIxp helper application you can use to identify differences between the configured file structures and the actual structure of the data files residing in the same SASIxp installation.

When you run CHECKDTA.EXE, the program presents you with selections for the type of structure check to perform. To check file definitions do not select any of the checkboxes, and click **OK**.



Checkdta responds with a status message indicating any file structure problems.

Checkdta also writes information to a log file, CHKDTA.LOG. The system stores this file in the Datafile folder of the SASIxp software installation. Use the information in this file to help you identify the type of actions necessary to correct file structure discrepancies at the district level of operation.

> **Note:** For District Integration to operate properly, all data file structures from all school sites and the district as well as all file structure definitions must be identical.

If file problems exist, you must correct them for District Integration to work.

Verifying File Structures

1. From the District SASIxp software installation, run CHECKDTA. Verify no inconsistencies exist in the file definition and datafile structures.
2. If inconsistencies exist, address and resolve before continuing with the SASIxp DI implementation.

District Site File Definition Configuration

Verify all school site data structures are valid for District Integration. Use the File Definition Pro atom to make district-specific modifications to the file definitions of the District File (ADST) at the district site SASIxp installation. Do not propagate these changes to the school site.

The File Definition Pro atom has three screens, List of All Files, File Definition, and Field Definition.

- The List of All Files screen contains all the files in SASIxp software in alphabetical order by file name.
- The File Definition screen contains all the fields for a particular file.
- The Field Definition screen contains all the parameters and parameter values that defines a particular field within a file.

Modify a field's parameter values using either the second or third screen of File Definition Pro atom.

Modifying File Definitions

1. Within the District File (ADST), the **Dist Upd** field parameter require value changes for every field within ADST.
2. The **District** field parameter indicates if the district office owns a field.
3. The **Dist Upd** field parameter indicates the fields to include in all district updates and automatically updates during the overnight process. A value of Y in this field indicates update during the nightly process.
4. With the exception of the **STATUS_INFO, FILLER** and **SUMMMER_SCHL** fields, modify all fields to have a **Dist Upd** field parameter value of Y.
5. Use the **Schl Trft** field parameter during the New Year Rollover (NYR) process. When a student transfers from one school to another during the NYR process, this parameter determines whether the data of a particular field copies from one school to another school. Use this field parameter to prevent the transfer of school sensitive information between two schools during the NYR process.
6. Select Y to indicate the fields to process during the NYR process.
7. Click **Save**.

Note: See the *File Definition Pro User Guide* for additional information on modifying file definitions.

Determining the District Next Student ID Value

After completing the District file (ADST) modifications, determine the Next Student Number to use when enrolling a new student into the district. With District Integration, automatic student number assignment is determined at the District School, not at each school site.

Note: If the District is manually assigning student numbers, you can skip these steps.

Use this worksheet to capture student number information, which facilitates the determination of the District setting for **Next Student IDs** in the District Control atom.

School Number	*PermNum Query Low Value*	*PermNum Query High Value*

Determining High and Low Student Numbers

1. From the District SASIxp installation, change from an uploaded school database to the district SASIxp server.
2. Open the Query atom.
3. Run a query to display the range of student numbers within a school.
4. Enter the values into the worksheet.
5. Close the Query atom.
6. Repeat Steps 1 through 5 for each school in the district.
7. After finding all student numbers in the District, verify no overlap or duplicate student numbers exist in the system.
8. Reassign any students with duplicate student numbers.

9. From the information in the School student number queries, select a number to use for the DI **Next Student ID** values in the District Control atom configuration.

   > **Note:** In a phased implementation of District Integration, this number must be high enough to accommodate any additional student enrollment transactions, which may occur between the time of the initial DI installation and the completion of the final phase of implementation.

10. In the District Control atom of the district SASIxp installation, enter the value in the **Next Student ID** field.
11. Click **Save**.
12. Click **Close**.

Populating the District File

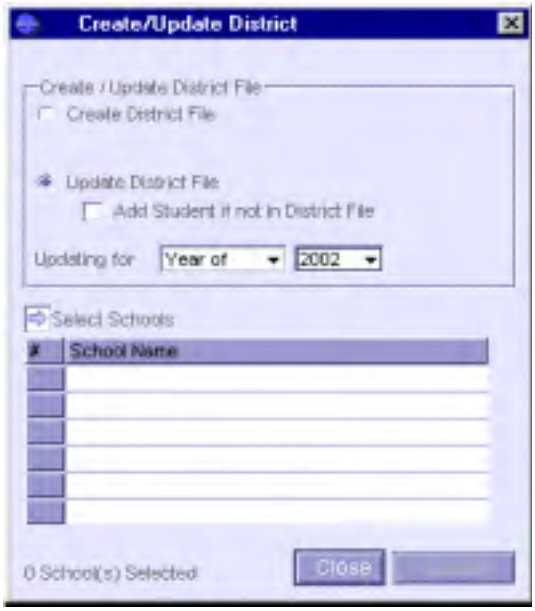
After completing the Upload and Update processes, populate the District file (ADST) with information from the school site student files. These files copy during the overnight process to the district site SASIxp datafile folder.

Use the Create/Update District atom of the District folder to add student record information to the district file. With this atom, update the District file for a specific year, range of years, or all years. You can add additional school site data at any time.

In a phased implementation, add those students who were enrolled using local processing after the creation of the District file, by using the Update District File option in the Create/Update District atom.

Create/Update District Screen

The Create/Update District screen contains two options. The options include **Create District File** and **Update District File**. Click the **Select School** Fast Access atom to selection schools to add data.



Create/Update District Fields

Field	*Description*
Create District File	Creates the District file for the schools.
Update District owned fields	Displays only if selecting **Create District File**. Use this option to have the program update district-owned fields.
Update District File	Updates school-owned fields from schools to the District file. Use this update option if not updating student data in the overnight process.

Field	*Description*
Add Student if not in District File	Use only for the **Update** option. Use this option to indicate students who are not in the District file, but will be added during the update process. **Note:** Normally you will always select this checkbox.
Creating/Updating for	Year range to use for the create/update operation. Use the create/update operation for all years you have data for.
Select Schools	Provides access to the Generic Selection Fast Access atom and enables you to select one or more active schools in the district.
School Name	List of school you select to create or update for the District file.

Perform the Create and Update Operation

1. Start the Create/Update District atom.
2. Select the **Update District File** and **Add Student if not in District File** options.
3. Select the year range of student data to add to the District file.
4. Click the **Select Schools** fast access arrow. The Select Schools window displays.

5. Select the schools to use for adding student data by:
   - Entering the school name in the **Locate** field.
   - Press Enter.
   - Selecting the school names in the **Available selections** list.
   - Click **>>** to add the school name to the **Selections** list.
   - Clicking **Add All >>** adds all available schools to the selections list.
6. Click **Done**.
7. The Create/Update District screen reappears, displaying the schools list. Click **Update** (Create).

Cross-Year Enrollment and New Year Rollover

The Archive school contains all inactive, no-showed, or students who have graduated from any school in the district for previous years. During New Year Rollover, all of the students from this Archive school, plus all inactive, no-showed, or students who graduated in the District this year roll into the next Archive school. As a result, the number of students in the Archive school grows every year. Eventually, the size can become too large for the SASIxp software to handle. The SASIxp software can handle 99,999 students in a school.

To solve the problem of the Archive school becoming too large, modify the New Year Rollover process as follows:

- When running the Create Non-Student Files process, include the Archive school. This process creates an empty Archive school for next year, ready to receive students during the Update Student Files process.
- When running the Update Student Files process, do not include the Archive school. Inactive, no-showed, or students who graduated in this year roll into next year's Archive school. Inactive, no-showed, or students who graduated in a previous year are in this year's Archive school, but they do not roll into next year's archive school. As a result, next year's Archive contains students from this year, instead of from all previous years.
- Students inactivated in a year prior to this year are no longer available for conventional transfer, which only transfers students between schools in the current year. Use Cross-Year Enrollment for students inactivated in a prior year.

- Cross-Year Enrollment provides the ability to transfer students from a previous year's Archive school. Students who were left behind in last year's Archive school by modifying the New Year Rollover process, can still be re-enrolled. Select last year as the transfer from year, and transfer them cross-year.

School Site Configuration

The procedures in this topic describe the configuration necessary at each school site. Perform these procedures at the school site installation of every school for the DI implementation.

Configuring the School Atom

1. At each Task Server workstation, run the Task Server program.
2. From the Windows pull-down menu, select Debug Mode.
3. From the Tasks pull-down menu, select Transfer Students to enable the Transfer mode.
4. At the school site, set the **District** field in the School atom to the **Centralized District Processing** option.

   Note: Verify communications between the school site and the Task Server by returning to the School screen, where a GET_TASK_SERVER_INFO status message displays on the Task Server Status window.

5. Click **Save**, then Close to store the changes to the school site configuration.
6. Repeat Steps 4–6 for each school site to integrate into the DI implementation.
7. At the District site all campuses except CES are set to local processing, and each school record is set to local processing.

Configuring School Site Access

Access to District Integration-related atoms and folders should be restricted at each school site with the SASIxp modules set up at each site.

5

Transaction Monitor

Modifications to the Task Server application enable it to operate either as a standard Task Server or as the Task Server Transaction Monitor. Only one Task Server Transaction Monitor is needed for the entire district. All other Task Servers and Enrollment atoms that perform enrollment transactions such as adding, inactivating, or transferring students are monitored by the Task Server Transaction Monitor.

This monitoring is done because district enrollment transactions must be completed successfully at both the site and the district office. Transactions are not reliably transmitted between sites and the district office, and because a single logical transaction may consist of a dozen or more physical message exchanges, this requirement is not automatically met.

Task Server Transaction Monitor is designed to identify whether communications, database, or timeout errors are preventing the successful completion of an enrollment transaction. The Task Server Transaction Monitor then ensures the transaction is aborted at both district and site servers.

Hardware Requirements

The Task Server Transaction Monitor can run on any Task Server workstation. To be most effective, the Task Server Transaction Monitor should run on a lightly loaded workstation. This will allow the Task Server Transaction Monitor to respond efficiently to requests to coordinate the beginning and completion of enrollment transactions. For optimum availability, the Transaction Monitor should be the only Task Server application running on the Task Server workstation.

Note: If no Task Server is set up to act as Task Server Transaction Monitor, each Task Server will act as its own transaction monitor. Pearson School Systems does not recommend this configuration, because there is not optimum availability for the transaction monitor.

Setting Up the Task Server Transaction Monitor

The installation procedure for Task Server Transaction Monitor is identical to that for installing a normal Task Server, except that some SASIxp.ini file parameters are set to different values. For best performance, the Transaction Monitor should be set up as the only Task Server on a workstation.

For additional information on setting up a Task Server, see Task Server Workstation Installation on page 24.

SASIxp .INI File Parameters

PollPC ID

To modify a Task Server to run as Transaction Monitor, set this parameter in the PollPC section of the SASIxp.ini file. Set only one Task Server as the Transaction Monitor.

Parameter Name	*Value*
Parameter_ID	=MON

Transaction Timing Parameters

A Transaction Monitor section has been added to the SASIxp.ini file. This section contains several parameters to control the amount of time for various processes in a transaction to complete. These parameters are described in this table.

Parameter Name	*Description*	*Valid Range*
waitSecondsAbortTransaction	Seconds of inactivity on a transaction before the Task Server will spontaneously abort.	>= 3 X waitTimeRejectMessage
waitSecondsBeginIdleTasks	Idle seconds before Task Server will spontaneously abort.	> waitSecondsAbortTransactions
waitSecondsResendAborts	Seconds before the Transaction Monitor re-sends Commit or Abort commands that have not been acknowledged by the TaskSever.	>= waitSecondsBeginIdleTasks
maxSecondsIdleTaskDuration	Maximum seconds to spend at one time processing idle tasks.	<= waitTimeRejectMessage
waitHoursOldTransaction	Hours to wait before deleting a log record for an incompletely acknowledged transaction from the ATML log.	>= 24

When the Task Server Transaction Monitor is starting up, it reads these parameters from the SASIxp.ini file. Any parameters not specifically set otherwise use these default values:

Parameter	*Default Value*
waitSecondsAbortTransaction	45
waitSecondsBeginIdleTasks	180

Parameter	Default Value
maxSecondsIdleTaskDuration	15
waitSecondsResendAborts	600
waitHoursOldTransaction	48 (hours)

If any of the parameters are outside the valid ranges, they are adjusted to meet the range requirements based on the value of the waitTimeRejectMessage parameter from the PollPC section of the SASIxp.ini file. The waitTimeRejectMessage parameterhas always been a required parameter for District Integration, with a default value of 15 seconds.

Example .INI File

If each of the Transaction Monitor SASIxp.ini parameters are set to 10, and WaitTimeRejectMessage has its default value of 15 seconds, the Transaction Monitor parameters will be automatically set to the values assigned in the Transaction Monitor .ini file.

```
[Paths]

; Is the directory that the application is
; in the Home Path ?

ApplicationInHomePath = False        ; True = App on network; False = App on local drive    *** User may change ***

; The following 2 lines are only used if
; "Application in Home Path" is "False"

HomePathMac       = Newton HD:SASIxp 5.0:XPApp   ; Set if App is on local drive          *** User may change ***
HomePathWindows   = F:\SASIXP40          ; Set if App is on local drive                 *** User may change ***

; Where are the data files and pictures within the Home Path ?

DataFiles = DATASITE
Pictures  = DATASITE~PICTURES

; How often should XP check for mail (in seconds; -1 means never)?
CheckMail  = 10

[Client/ServerConnection]

PrimaryServerAddress   = 159.182.107.87   ; Address of the primary server              *** User MUST change ***
PrimaryServerPort      = 7500        ; Port of the primary server task
MaxPacketSize          = 0           ; Use the default packet size
AutoMessageRetries     = 2           ; Number of times to resend message before giving up
WaitTimeResend         = 5           ; Seconds to wait for multi-packet buffer
;WaitTimeRejectMessage  = 15          ; Seconds to wait before giving up on multi-packet buffer
WaitTimeRejectMessage  = 180         ; Seconds to wait before giving up on multi-packet buffer
WaitTimeOldMessage     = 180         ; Seconds to wait before old messages are accepted

[PollPC]

ID = 1                       ; ID of this Task Server                    *** User may change ***

[Transaction Monitor]

waitSecondsAbortTransaction          = 45      ; Seconds before spontaneous abort of transaction with no activity.
waitSecondsBeginIdleTasks  = 60      ; Seconds of TS inactivity before beginning idle tasks. (E.g., spontaneous abort
of timed-out transactions.)
maxSecondsIdleTaskDuration           = 15      ; Max seconds to spend on idle task.
waitSecondsResendAborts              = 60      ; Seconds before resending unacknowledged commit or abort
commands.
waitHoursOldTransaction              = 48      ; Hours before removing incompletely acknowledged committed or
aborted transaction from ATML log.
```

Running the Transaction Monitor

The Task Server Transaction Monitor runs like any other Task Server. Follow these rules when opening the Task Servers and the Transaction Monitor:

- Open the Transaction Monitor and place it in Transfer mode before opening any other Task Servers. If the Transaction Monitor is taken out of Transfer mode or shut down, all other Task Servers must be shut down and reopened after the Transaction Monitor is reopened and put in Transfer mode.
- If any Task Server is opened and put in Transfer mode while the Transaction Monitor is shut down or not in transfer mode, the open Task Server will act as its own Transaction Monitor. Pearson School Systems does not recommend this configuration for optimum protection of district enrollment transactions.
- When a Task Server is run as Transaction Monitor, the application window title displays text indicating the Task Server is the Transaction Monitor. All other Task Servers will display their PollPC ID.

Transaction Monitor Commands

The Task Server Transaction Monitor uses several new commands. These commands can be sent from the Enrollment atom or Task Server to the Transaction Monitor or from the Transaction Monitor to the Task Server. No transaction control commands are sent from the Enrollment atom to the Task Server. These are the new commands and descriptions.

Command	***Description***
TM_BEGIN_TRANSACTION	This command is sent from the Enrollment atom to the Transaction Monitor to enable it to start a new transaction. The Transaction Monitor assigns a transaction ID and forwards the message to the Task Server.
TM_END_TRANSACTION	The Enrollment atom sends this command to the Transaction Monitor to notify it the enrollment transaction is complete. The Transaction Monitor takes control of the commit/abort process for the transaction.

Command	Description
TM_ABORT_TRANSACTION	This command is sent to the Transaction Monitor by the Enrollment atom or the Task Server to notify it to abort the transaction. The Transaction Monitor makes sure the transaction is aborted by both the Enrollment atom and the Task Server by forwarding it as appropriate.
TM_PREPARE_TO_COMMIT	The Transaction Monitor sends this command to the Task Server and the Enrollment atom to initiate the first phase of the two-phase commit operation.
TM_READY_TO_COMMIT TM_UNABLE_TO_COMMIT	The Enrollment atom sends one of these commands to the Transaction Monitor in response to a TM_PREPARE_TO_COMMIT command from the Transaction Monitor.
TM_COMMIT_TRANSACTION	The Transaction Monitor sends this command to the Task Server and the Enrollment atom to initiate the second phase of the two-phase commit operation.
TM_COMMIT_SUCCESS TM_COMMIT_UNCERTAIN TM_ABORT_SUCCESS TM_ABORT_UNCERTAIN TM_ABORT_FAILURE	These commands are sent to the Transaction Monitor by the Task Server and the Enrollment atom to notify the Transaction Monitor of the status of the transaction commit or abort process.
TM_CHECK_TRANSACTION_STATUS	The Enrollment atom sends this command to the Transaction Monitor if it has any open transactions whose status is uncertain at the time the Enrollment atom closes.

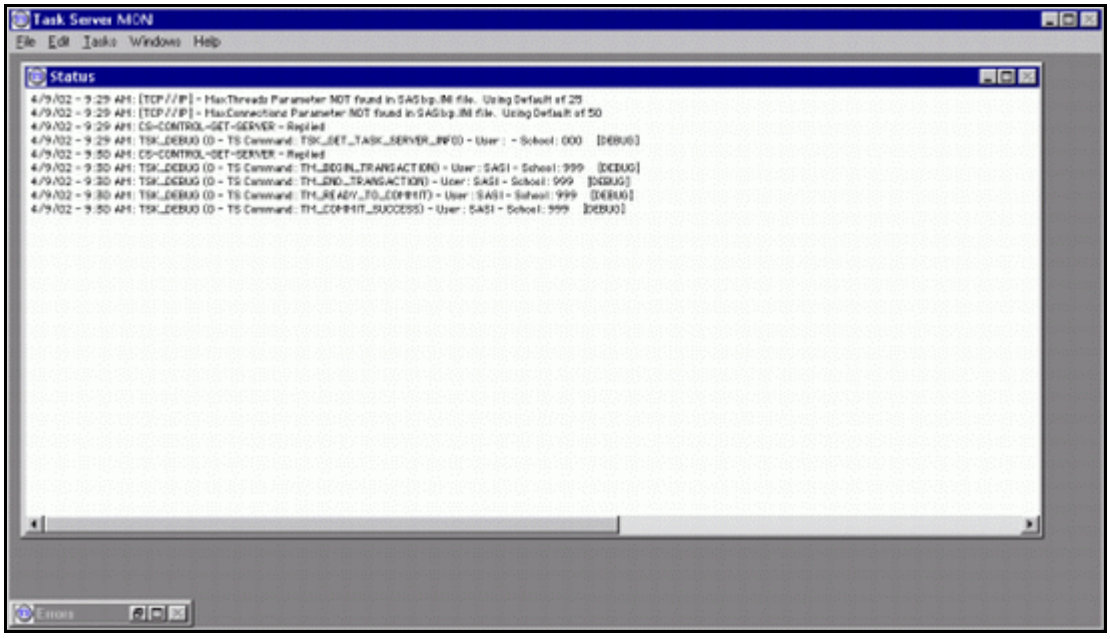
Transaction Monitor Log (ATML)

When the Transaction Monitor commits or aborts a transaction, it writes a record in the ATML log file. This record is used to keep track of the transaction until both the Enrollment atom and the Task Server for the transaction have acknowledged that the transaction has been committed or aborted and that they have taken appropriate action.

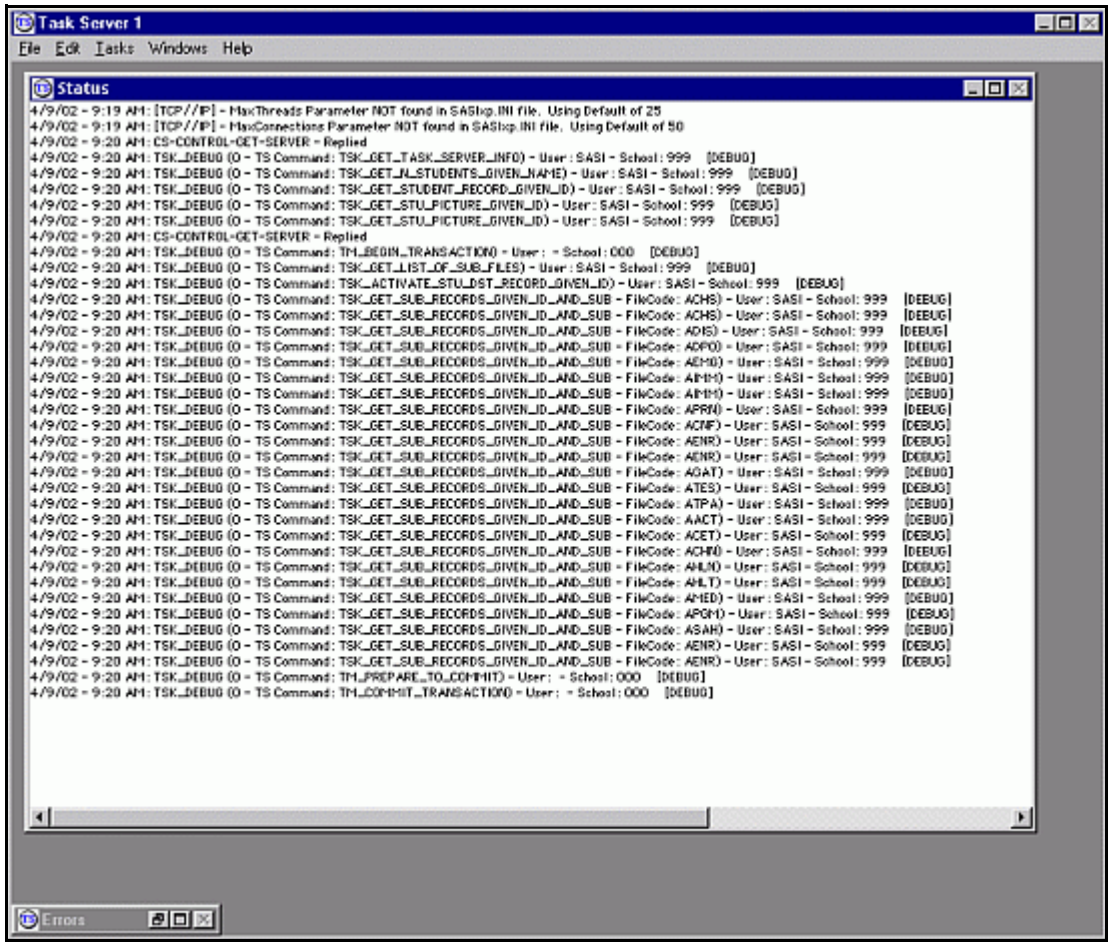
As soon as all participants in a committed transaction have acknowledged the commit, the ATML record for that transaction is automatically deleted from the ATML log. ATML records of aborted transactions, however, are left in the log, even after all participants have acknowledged the abort, so that the log can be queried to show recently aborted transactions.

Aborted transaction log records are automatically deleted from the ATML log after a period specified by SASIxp.ini file parameter WaitHoursOldTransaction. Any committed transaction log records that remain in the log because a transaction participant (Enrollment atom or Task Server) has not acknowledged the commit are also deleted.

Task Server Transaction Monitor Status Screen



Task Server Status Screen



The ATML log has numeric fields for action (abort or commit), participant type (Enrollment atom, Task Server, or Transaction Monitor), and participant status. Values for these fields and their meanings are listed in this table.

Field	*Value*	*Description*
Action	3, 4	To commit the transaction enter 3. To abort the transaction, enter 4.
Participant*n*Type (***n*** = 1–9)	1	Indicates the participant as the Task Server Transaction Monitor.

Field	Value	Description
	2	Indicates the participant as the Task Server.
	3	Indicates the participant as the Transaction-owning client, which is the Enrollment atom.
Participant*n*Status (***n*** = 1–9)	32	Ready to commit, but has not acknowledged commitment.
	33	Unable to commit, but has acknowledged the abort.
	34	Commit success, participant's part of the transaction has been committed. **Note:** There is no Commit Failure status, because the two-phase commit protocol makes failure to commit impossible. By the time the commit command is issued, all data for the transaction has already been permanently stored on disk.
	35	Abort successful. Participant's part of the transaction has been aborted.
	7	Abort uncertain. Participant cannot tell if it has succeeded or failed to abort the transaction. This can only happen if the participant is restarted between the time it sends a **TM_UNABLE_TO_COMMIT** reply to the Transaction Monitor and the time the Transaction Monitor responds with a **TM_ABORT_TRANSACTION** command.
	36	Abort failure. Participant has attempted to abort its part of the transaction, but was unable to do so. This only happens if the participant shuts down or crashes while a transaction is in progress, losing information on how to abort the transaction.

Error Codes

Several new Client Server manager and Database manager error codes have been added to report transaction errors. These codes describe errors that occur in the two-phase commit transaction process itself. These are the new errors and descriptions.

Manager	*Error*	*Error Code*	*Description*
Client Server	`csBadParameters`	`-5019`	CS Manager function called with bad parameters.
Client Server	`csTransactionInProgress`	`-5020`	Two-phase commit transaction is already in progress.
Client Server	`csNoTransactionInProgress`	`-5021`	No two-phase commit transaction is in progress.
Client Server	`csTransactionError`	`-5022`	Internal error executing transaction.
Client Server	`csTransactionUncertain`	`-5023`	Uncertain whether the transaction should be aborted or committed.
Client Server	`csTransactionAborted`	`-5024`	Two-phase commit transaction has unexpectedly been aborted.
Client Server	`csTransactionCommitted`	`-5025`	Transaction is already committed.
Client Server	`csInvalidParticipantType`	`-5026`	Invalid participant type specified in transaction command.
Database	`dbTransactionNotActive`	`-2092`	There is no local database transaction active.
Database	`dbTransactionAlreadyActive`	`-2093`	There is already an active local database transaction.
Database	`dbInvalidRollbackPtr`	`-2094`	Invalid pointer to rollback information for a local database transaction.

Manager	*Error*	*Error Code*	*Description*
Database	`dbRollbackInfoError`	`-2095`	Error storing and managing information for rolling back a local database transaction.
Database	`dbTransactionAborted`	`-2096`	An attempt has been made to update the database in a local database transaction that has been aborted.

PEARSON School Systems

6

Using District Integration

This topic provides an overview of the Task Server and Student enrollment operational tasks for the DI implementation of the SASIxp™ software.

Task Server Operation

The Task Server program enables school sites to perform add, drop, and transfer enrollment operations and immediately update the district file during the day. Also, the Task Server program automatically uploads school site student data files and updates the district file. With this program you can also download specific files to school sites.

After setting up the Task Server, all tasks perform automatically.

In a multiple Task Server environment, all Task Server workstations perform the upload portion of the nightly automated processes. Only the primary Task Server performs the Update District Student File and Download tasks.

Task Server Overview

See the Task Server Workstation Configuration Worksheet on page 252 to facilitate the use of Task Server.

The Task Server program uses these menus:

Menu	***Description***
File Menu	Use the File menu to: • Set up the page layout of the automatic Task Server reports • Quit the Task Server program
Edit Menu	Not available.
Tasks Menu	Use the Tasks menu to: • Perform real-time enrollment operations • Perform school Site Upload operations • Perform update operations • Download selected files • Terminate the running operation
Windows Menu	Use the Windows menu to display the status of tasks, and any errors. You can enable operational messages by selecting the Debug mode option.

Menu	Description
Help Menu	The Help menu provides the **About** option. Selecting this option displays the About Task Server window, which displays Task-Server product information.

Windows Menu Functions

The Windows menu includes options for displaying the status of tasks and errors that occur during the performance of tasks.

Function	Description
Show (Hide) Status	Displays the Status window, which shows status of actions taken by the Task Server during the performance of a task.
Show (Hide) Errors	Displays the Errors window, which shows error information from the Task Server during the task performance.
Cascade, Tile, Arrange	Controls the view in which the Status and Errors window displays within the main Task Server window.
Debug Mode	Displays detailed information about tasks in the Status and Errors windows.

Tasks Menu Functions

The Tasks menu includes these options:

- Upload Remote Sites
- Update District Student File (ADST)
- Download to Remote Sites
- Abort Current task

Pearson School Systems recommends performing the Upload, Update, and Download functions after hours. After enabling the real-time operations, the Task Server program automatically switches between real-

time and automated background operations. The Tasks menu permits switching between tasks to permit on-demand, manual execution of the background processes.

Function	***Description***
Transfer Students	Enables real-time enrollment operations within the DI implementation. All Task Server workstations must initiate this option for District-wide enrollment operations to work properly. When in the Transfer mode, the Task Server automatically switches into Upload and Update modes. After completion of the Upload and Update operations, the Task Server returns to Transfer mode.
Upload Remote Sites	Permits scheduled or immediate execution of the Upload process. Selection of this option disables real-time operations of the Task Server.
Update District Student File (ADST)	Permits scheduled or immediate execution of the update process. Selection of this option disables real-time operations of the Task Server.
Download to Remote Sites	Downloads the files listed in AFLD to the school sites.
Abort Current Task	Stops the current operation.

TASKSERV.ini File

The Task Server can open other applications by creating a TASKSERV.ini file. Use the Note Pad application to create the file. You can specify whether the application is to run before a download, after the download, or before updating the district file. External processes can be any valid executable program, that runs in batch mode without operator intervention.

TASKSERSV.ini file example:

```
****************************************************************

;This file should be in the same directory as Task Server
; application

;List the applications that will be launched by this Task Server
[ExternalApps]
App1 = UpdateSomeFile ;
App2 = ExportASTU;

;Details about each of the above mentioned applications
[UpdateSomeFIle]
Name = UpdateFile.exe       ;name of the application
WaitTillAppDone = TRUE      ;should the TS wait until app is done
Parm = file = ATBL      ;information to be passed to app as a parm
SupplyLoginInfo = FALSE  ;should SASIxp user ID and Pwd be passed to app
                            ;   as first two parms
LaunchWhen = BeforeDownload ;can be BeforeUpdateDst, BeforeDownload,
                            ;   AfterDownload; BeforeUpload

[ExportASTU]
Name = ImpExp.Exe           ;name of the application
WaitTillAppDone = TRUE      ;should TS wait until app is done
Parm = group=ExportASTUMap    ;any information to be passed to app as a parm
SupplyLogoInfo = TRUE       ;should SASIxp user ID and Pwd be passed
                            ; to app as first two parms
LaunchWhen = AfterDOwnload  ;can be BeforeUpdateDST, BeforeDownload,
                            ;    AfterDownload
****************************************************************
```

Note: In the [ExternalApps] section, the labels need to be sequential.

Automated Task Server Operations

Transfer mode operation is necessary for school sites to perform real-time enrollment operations.

At the Upload time for a particular campus in the District Site Campus atom configuration, the Task Server automatically switches to the **Upload Remote Sites** operation. This operation begins uploading the data files from the campus file servers to the Upload directory.

The primary Task Server workstation waits until the Overnight Start Time to begin the overnight processing.

Note: Assign the Overnight Start Time in the District Control atom.

However, if any of the Task Servers do not complete the upload process by the start time, uploading continues until the process completes. Then the Update process initiates.

During upload processing, all files upload to upload folders. When all sites complete, each Task Server moves the data to the District datafile.

The Task Server then returns to the real-time Transfer mode of operation.

Note: After the Task Server program begins either the Upload or Update process, it does not accept any add, drop, or transfer requests.

Note: The Task Server creates the TS<nnn>_<yyyymmdd>Status.log and TS<nnn>_<yyyymmdd>Error.log, where <nnn> specifies the Task Server ID and <yyyymmdd> specifies the date for status and error messages respectively. The Task Server automatically deletes these files after fifteen days.

Enrollment Operations

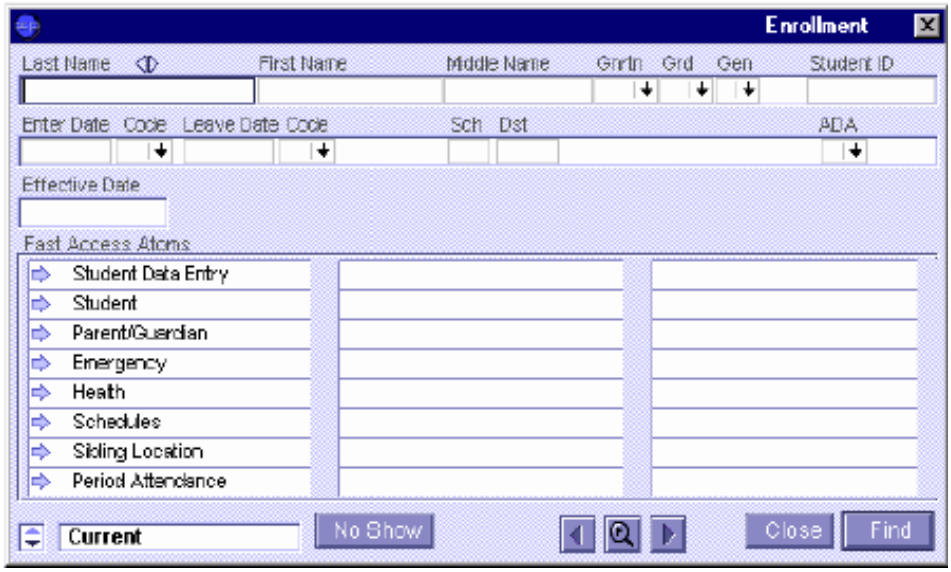
During the day, the Task Server performs the Transfer Student task. The Task Server is continually accepting Add and Transfer requests from schools, and immediately updating the District file on the district file server.

Use the Enrollment atom to:

- Add new students as they enroll during the course of the year.
- Inactivate students when they leave.
- Reactivate them if they re-enroll.
- Transfer students from one school to another within the district.

Adding New Students

1. At a school site, open the Enrollment atom. The District Enrollment screen displays.

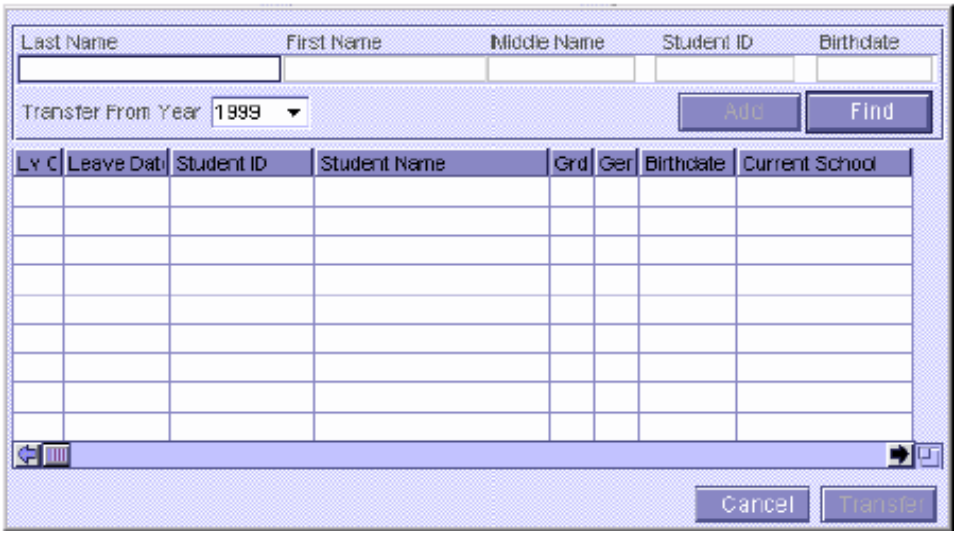


2. From the Data pull-down menu, select Add Student.
3. The District Enrollment window displays.

> **Note:** If you get a message indicating communication with the district could not be established, do not proceed with the Enrollment of the student. Contact the district office and report the problem.

4. Enter the student's last and first name.

5. Click **Find**. The SASIxp software searches for the student record in the District file. A list of similar students display. Scroll through the list to verify the student does not exist in the District database.



6. After verifying the student does not exist in the District database, click **Add**. When adding a new student and using the automatic assignment of Student ID's, the **Student ID** field displays asterisks in the place of student's ID in the District screen. After you click **Save**, the system assigns a Student ID.

> **Note:** If the student is in the database, highlight the student's name and click **Transfer**, and the student and all of their information transfers to your school database.

7. After adding or transferring the student, the Enrollment screen displays. Use this screen to enter the following information:

   - Address
   - Phone Number
   - Parent/Guardian
   - Grade

> **Note:** Be sure to make any Grade changes in this window. If not, the Grade could be recorded incorrectly in the District file.

8. Click **Save**.

9. Use the Fast Access arrows to complete the Enrollment of the student into your school.

> **Note:** See the Enrollment section in the *Basic Applications User Guide* for more information on enrolling a student.

Inactivating Students

1. At a school site, start the Enrollment atom from the Student Info folder.
2. Click **Find**.
3. Enter the student's name to inactivate, and click **Find**.
4. After finding the record, select Inactivate Student from the Data pull-down menu.
5. If necessary, modify the **Leave Code** and **Leave Date**.
6. Click **Save**.

The following occurs after inactivating a student:

- The Student file at the school performing the operation updates with the leave date and leave code from the Current screen of the Enrollment atom.
- The enrollment mirror file residing at the district updates with the same information from the school site enrollment file.
- The Status screen of the District atom updates with the leave date and leave code from the Current screen of the Enrollment atom at the school performing the inactivate request.
- All files and update immediately.
- Inactivating a student changes the student's status to Inactive.
- After inactivating a student, all sub-files are sent to the district office.

> **Note:** If the student is transferring to another school on the current day, adjust the leave date according to the student's last day of attendance at the school of the Inactivate operation. If this is not done, the student's next school of attendance cannot use the current date to activate the student.

Transferring Inactive Students

Use this procedure to transfer students who are currently inactive but were enrolled at a prior time.

1. Open the Enrollment atom.
2. From the Data pull-down menu, select Add Student. The system displays the District Enrollment option.
3. Enter the student's last name and first name.
4. Click **Find**.

   Note: Inactive student names display in bold type.

5. After locating the student to transfer, double-click on the student name and the Enrollment screen displays.
6. Click **Save**.
7. Click **Close**.

Possible Transfer Date Conflict

If the SASIxp software displays the message, ERROR: Enter date is less than the latest district transaction date for this student, complete these steps:

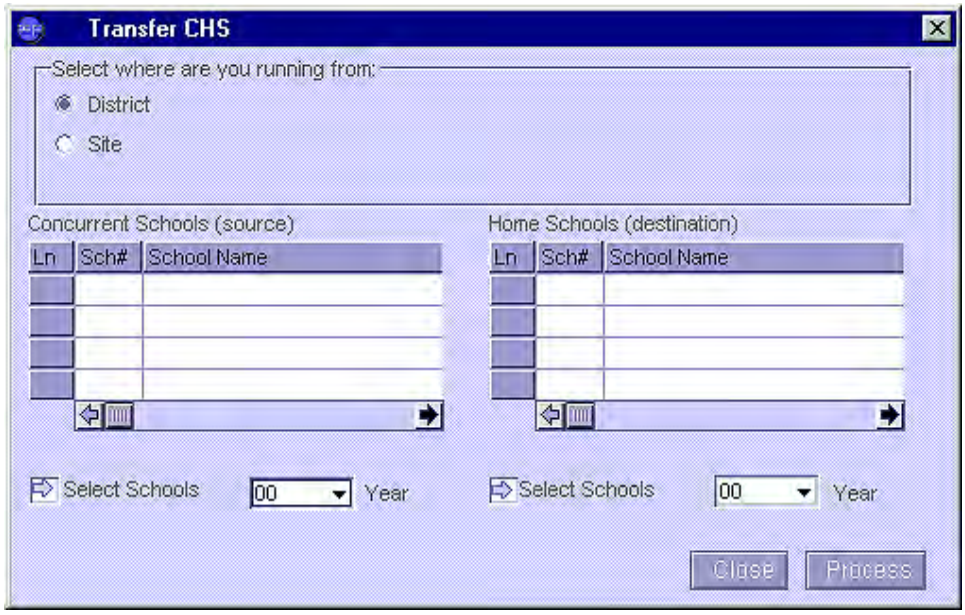
1. Click **OK**.
2. Click **Cancel**.
3. Change the Enter Date to a date later than the last district transaction date.

Using the Transfer CHS Atom

The Transfer Course History Atom enables you to transfer course history records from concurrent schools to home schools. Use a batch process at the District on the mirror files, or transfer data for a group of students at a site, using the Task Server in Transfer mode.

Transfer CHS Screen

The Transfer CHS screen contents depend on your selection in the **Select where you are running from** section at the top of the screen.



Transfer Course History Fields

Use the **Select where you are running from** section to identify where you run the transfer course history process:

Field	*Description*
District	Uses district mirror files. Displays the Concurrent Schools and Home Schools matrixes for selecting schools.

Field	Description
Site	Uses the Task Server. Displays the Student matrix for selecting students.

Fields for District Processing

The Concurrent School's matrix displays the school number and name of the concurrent school.

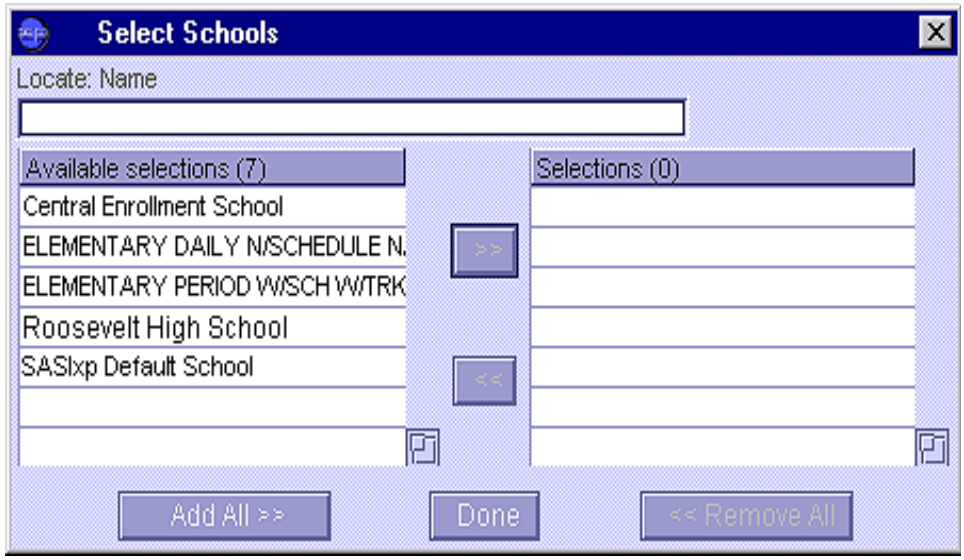
Field	Description
Year	Year containing the data to transfer from the concurrent schools. SASIxp file system allows retention for up to ten years of data on your machine. The year is determined by the fifth character of the file name. For example, the student file for school 999 for the year 2005 would be ASTU+5+999 or ASTU5999. But, if you have not created a datafile for the year 2005 and have the datafile for the year 1995 on your machine, then the data from 1995 will be presented for the year 2005.

The Home School's matrix displays the school number and name of the home school.

Field	Description
Year	Year to transfer data to the home schools. SASIxp file system allows retention for up to ten years of data on your machine. The year is determined by the fifth character of the file name. For example, the student file for school 999 for the year 2005 would be ASTU+5+999 or ASTU5999. But, if you have not created a datafile for the year 2005 and have the datafile for the year 1995 on your machine, then the data from 1995 will be presented for the year 2005.

Select Schools Screen

The Select Schools screen contains a double matrix. The left side contains the available selections. The right side contains the items you select.



Select Schools Fields

Field	*Description*
Locate	Field to quickly find the school to select.
Available selections	List of the school names available for selection.
Selections	Selected schools from the Available Selections list. The maximum number of selections is 20 schools.

Transferring Course History Data at the District

Transfer course history data from concurrent schools to home schools using the District mirror files.

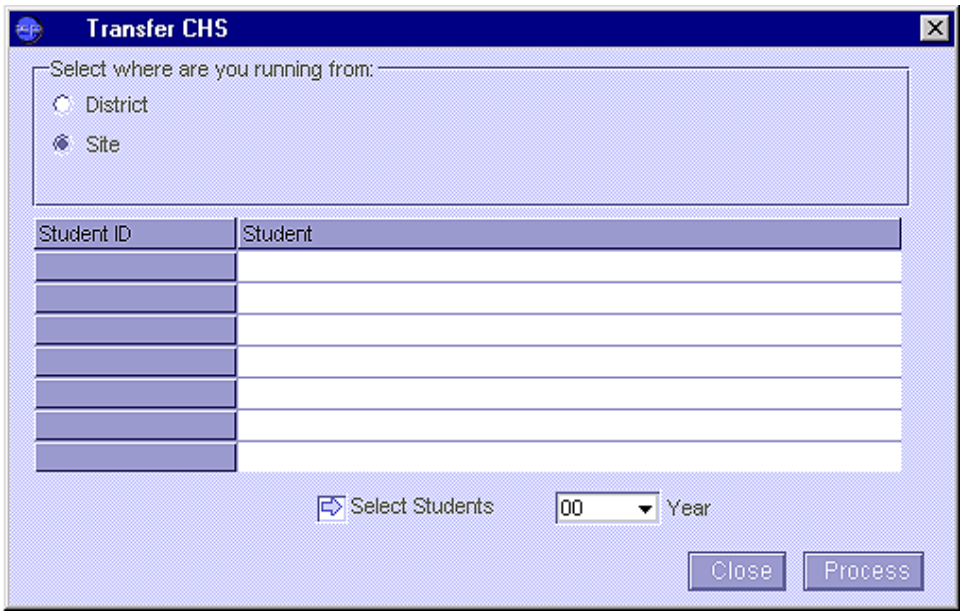
1. Open the Transfer Course History atom.
2. Select District from the **Select where you are running from** selection.

3. Click the **Select Schools** Fast Access atom under the Concurrent Schools matrix to select the concurrent schools for the source of the course history data.
4. Select the year containing the data to transfer.
5. Click the **Select Schools** Fast Access atom under the Home Schools matrix to select the home schools to update the course history data.
6. Select the year to update.
7. Click **Process**.

Transfer CHS Screen

Transfer course history data from concurrent schools to home schools from any school site, using the Task Server. This process updates data at all schools the student is concurrently enrolled in.

> **Note:** To successfully transfer course history data from a site, connect to the District using the Task Server. Verify the Task Server is in Transfer mode. Upload the ACHS files so the mirror files reflect the site. Also, update the ADST file.



Transfer CHS Field

The Student matrix displays the student ID and name of the selected students.

Field	*Description*
Year	Year containing the data to transfer for the selected students.

Transferring Course History Records at the District

1. Open the Transfer Course History atom.
2. Select Site from the **Select where you are running from** section.
3. Click the **Select Schools** Fast Access arrow under the Student matrix to select the student records to transfer.
4. Select the year containing the data to transfer.
5. Click **Process**.

Adding Students Concurrently

Concurrent enrollment is when a student enrolls at more than one school at a time. With District Integration, the District sets up specific schools to accept the transfer of active students for concurrent enrollment. When the transfer is complete, the Student file and sub-files download to the concurrent enrollment school from the District. The student now has two active records in two separate locations.

1. At a school site, open the Enrollment atom.
2. On the Current screen, select Add Student from the Data pull-down menu. The District Enrollment window displays.
3. Enter the student's last and first name.
4. Click **Find**.
5. After locating the student record, double-click the student name in the matrix. A status messages displays as the District file is read.
6. If the student is currently active and the Enrolling School is set up to permit concurrent enrollment, the following message displays:

   ```
   Do you want to concurrently enroll student Student's
   Name who is already active at home school: School
   Number - School Name?"
   ```

7. Click **OK**.
8. After selecting a student, the Enrollment window displays for final verification of the student.
9. Click **Save**.

Notes on Concurrent Enrollment

- Students must be currently active to perform concurrent enrollment.
- Perform concurrent transfers in the same way as transfers for inactive students with the following exception: A history line does not automatically generate for the transfer in the History matrix, because the student is still enrolled at the home school. Instead, the SASIxp software creates a concurrent enrollment transaction to track the effective dates of the concurrent enrollment at the District office.

Centrally Enrolling Students

The central enrollment process enables a school district to control enrollment of students by channeling all students through a central enrollment school. Options include the following:

- Add all students to the Central Enrollment School at the District, and assign them to individual school sites. The school sites transfer the students out of the Central Enrollment School into the site school.
- Set up a school site to limit the transfers of students to those who are already assigned.
- Set up a school site to transfer all students in the Central Enrollment School.
- Set up school sites to prohibit the adding of new students or from adding a student to the Central Enrollment school. Perform this setup in the District Control atom.

Perform the operation of adding and transferring student records in the same manner as a school site. The difference is only district office personnel can add students to the Central Enrollment School and the Central Enrollment School exists in the SASIxp software installation at the district.

Deleting Records

The two function for deleting students are to undo a bad transfer, or to actually delete a student.

Delete student records only for troubleshooting purposes. If removing a student, perform a No Show or the Inactivate operation from the Enrollment atom.

1. At the School Site, open the Enrollment atom.
2. Click **Find**.
3. Enter the student's name.
4. Click **Find**.
5. From the Data pull-down menu, select Delete Student.
6. Click **Save**.

Note : After deleting a student, the SASIxp software immediately:

- Deletes the student record from the school site file.
- Deletes the student record from the school site mirror file at the District.
- Deletes the student record from the District file.

Cross-Year Enrollment

Cross-Year Enrollment enables you to transfer a student from a previous year.

Note: Course history may not update because you can enroll an active student. Running Update Course History for the active student in the school/year to ensures your course history is complete.

Adding Students Using Cross-Year Enrollment

1. Open the Enrollment atom.
2. From the Data pull-down menu, select Add Student.
3. Select the year from the Transfer from Year drop-down.

4. Select Find.

> **Note:** When selecting Find, a list of students available for transfer from the selected year displays. Eligible students for transfer display as normal text in the Student list. Students who are not eligible for transfer are dimmed. If there are no files for the specified year, a warning message displays, and you need to select another year.

5. Select the student to transfer, and click **Transfer**.
6. After the student transfers, the student record displays.
7. If necessary, edit the student record.
8. Click **Save**.
9. Repeat these procedures to add all cross-year enrollment records.
10. After entering all cross-year records, click **Close**.

Working with the District File (ADST)

District Integration provides District Office staff members with a consolidated District-wide view of student information through the District file (ADST). District Office staff use the District atom to interact with the District file and extract information available for each student at each school in the District.

Use the District atom to view the sub-demographic data for each student's records in the District file. This information updates on a nightly basis during the update process. Do not make changes to the District File (ADST) at the District. Any changes made at the District will be overwritten during the update process.

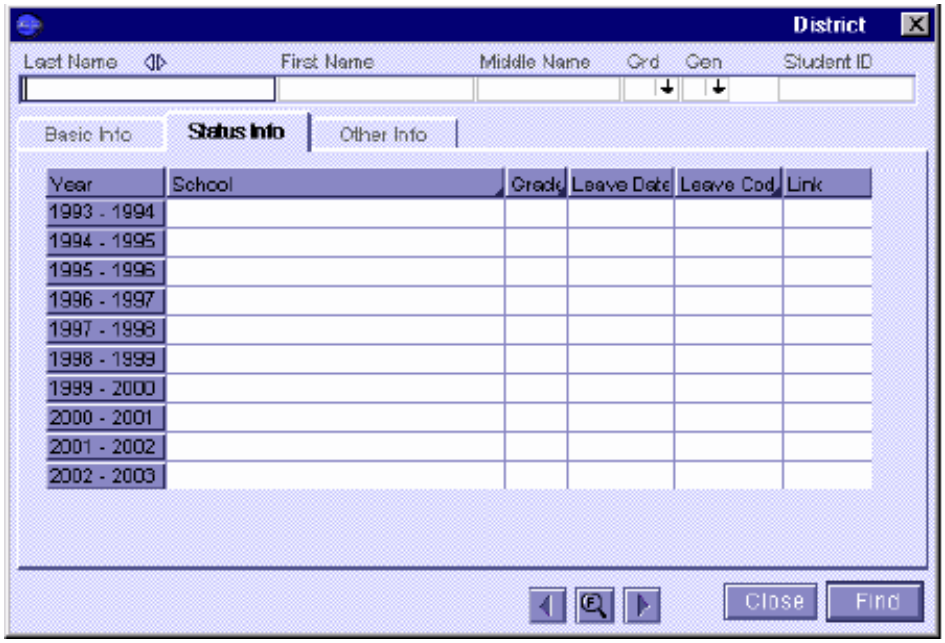
Use the District atom to print the One Per Family Labels and the District Alpha Directory reports. Select a report from the District pull-down menu. The Report Interface for the report displays. Use this interface to run either the Generic version of the report or a user-definable Custom report. All reports contain the available data from the current date.

Report	*Description*
One Per Family Labels	Produces address labels for mailing to parents, based on the family number. The SASIxp software automatically assigns the family number when using the Sibling atom to copy data from one sibling to another. Labels print two or three across in alphabetical order, depending upon the label type you select. **Note:** The Sibling atom does not work across schools.
District Alpha Directory	Produces a directory list of the students enrolled at each school in the district. This report is organized first by school, then by student.

Status Info Tab

The Status Info tab provides District Office staff members with the student status history. The information is the last school of residence in each school year. Up to ten years of information displays. If the student is currently active, the leave date and leave code are blank.

> **Note:** To verify the student's information on the Status Info screen and to update and force a search the mirror file, press the Ctrl key and click in the **Link** field.



Status Info Fields

Field	*Description*
Year	Years of student attendance history.
School	Name of the student's last active school for the year.
Grade	District grade level of the student for the year.
Leave Date	Date the student left the school for the year.

Field	Description
Leave Code	Code the SASIxp software uses to identify the reason the student left the school.
Link	Student link number for this student for the school year for each record line.

DI Inspector

The DI Inspector atom enables you to monitor and fix synchronization issues between the site, mirror, and district files. This atom helps you maintain District Integration.

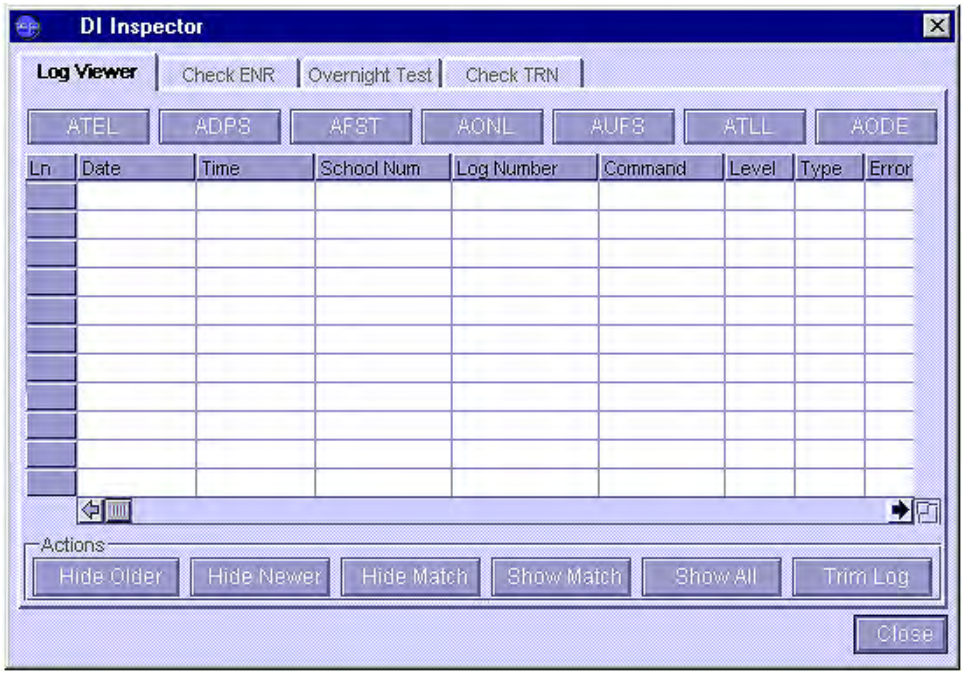
District Integration requires the site, mirror, and district database files be synchronized to function correctly. The DI Inspector atom produces reports of existing inconsistencies between database tables, and it provides tools for fixing discrepancies.

The DI Inspector screen has these tabs:

- Log Viewer
- Check ENR
- Overnight Test
- Check ATRN

Log Viewer Tab

The Log Viewer tab enables you to view the contents of seven different log files created by Task Server activities.



Top Buttons

Lists names of files and will give a description of what the file contains.

Trimming Actions

The trimming action buttons display at the bottom of the screen. The trimming actions are cumulative. First hide older records, then hide matching records to further reduce the number of records to display, or delete records from the file by using the Trim Log button.

Button	*Description*
Hide Older	Hides all records with a later date than the entry you select.
Hide Newer	Hides all records with a more recent date than the entry you select.

Button	Description
Hide Matching	Hides all records in the matrix with matches on the field you select.
Show Matching	Shows all records in the matrix with matches on the field. It hides all non-matching records.
Show All	Cancels all filtering and allows the refinement process to restart. Resets the matrix to the original display, which undoes all of the previous button changes, except for Trim Log.
Trim Log	Permanently deletes fields in the log that are earlier than the record you select.

Trimming Log Files

1. Select the file to trim by selecting the file's button.
2. Select the most recent record to keep.
3. Click **Trim Log**.
4. The system displays a message to trim the file you select. Click **Yes**.

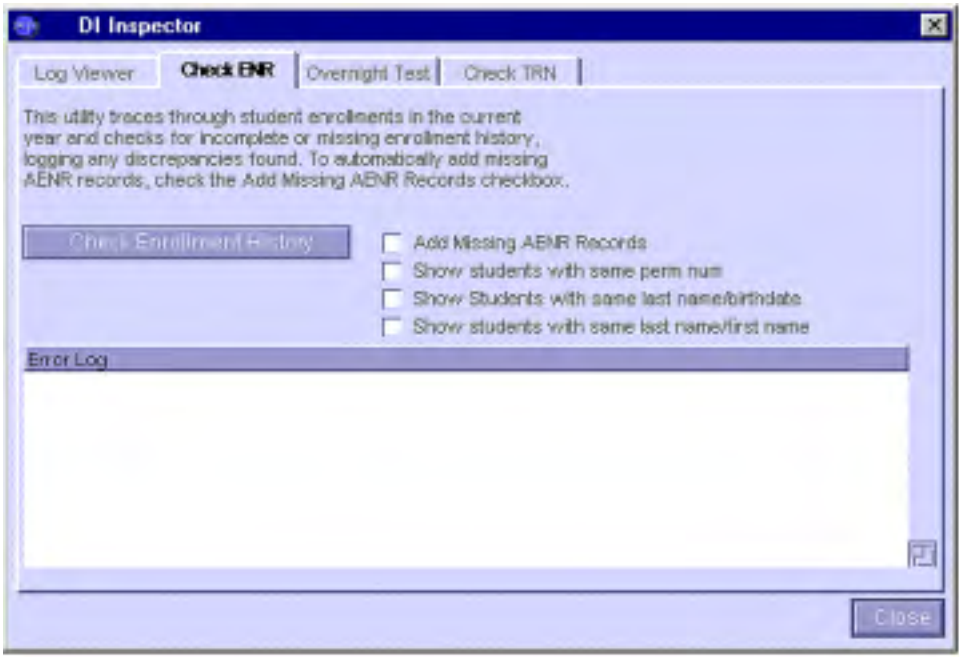
> **Note:** Verify you have selected the correct record before clicking Yes. There is no way to undo the trim.

Check ENR Tab

The Check ENR tab on the DI Inspector atom opens the district mirror ASTU and AENR files for each school and looks for perm number and enrollment consistency errors. The SASIxp software checks each ASTU and AENR record against the corresponding District Student (ADST) and Enrollment (AENR) records.

The system verifies the enrollment status information matches and ensures the perm numbers are unique. When non-matching enrollment status information is found, an error is written to the text log file, DIInspect.log.

> **Note:** To print the log file use the Export List atom, and save the log file as a .txt file. Open or print the file using Wordpad.



Possible enrollment errors are:

- A student is recorded as active in multiple schools.
- A student has inconsistent enrollment information.
- A student has a leave date but no enter date.

All errors involving enrollment records display in the matrix on this tab.

Another log file, DISortResults.log, contains the results if selecting any of the **Show Students...** checkboxes.

Field	*Description*
Check Enrollment History	Starts the process of checking the enrollment history.
Add Missing AENR Records	Adds missing records to the AENR file. If inconsistencies are found in the enrollment history for a student across schools, the appropriate updates are made to the AENR files.

Field	Description
Show students with same perm num	Examines mirror files to find two students with the same perm number. The error log displays students' names, perm nums, and whether the students are concurrently enrolled in another school.
Show students with same last name/ birthdate	Examines mirror files to find two students with the same last name and birthdate. The error log displays the students' names, perm nums, birthdates, and whether the students are concurrently enrolled in another school.
Show students with same last name/first name	Examines mirror files to find two students with the same first and last names. The error log displays the students' names, perm nums, and whether the students are concurrently enrolled in another school.

Overnight Test Tab

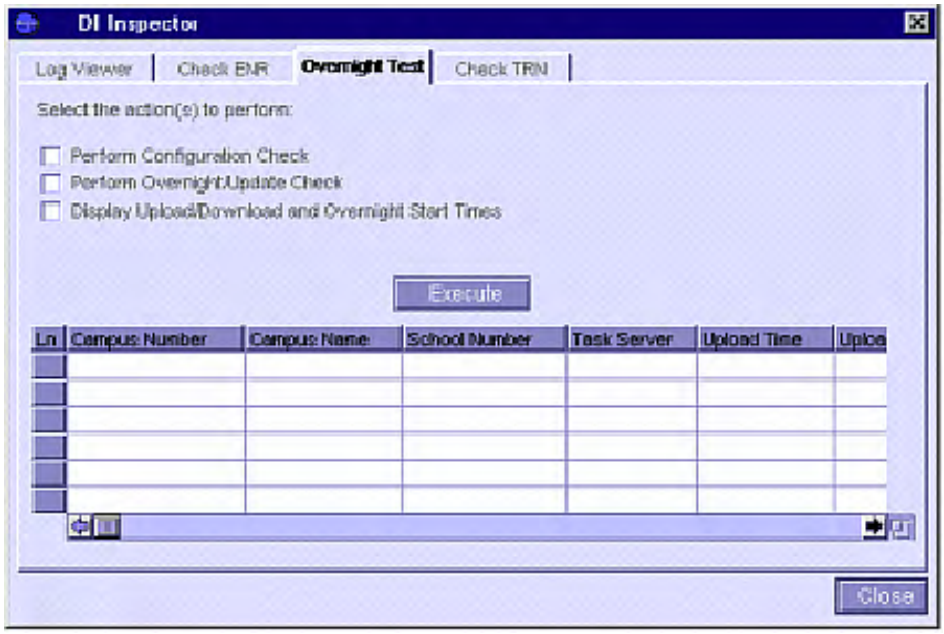
The Overnight Test tab of the DI Inspector atom performs a check of the District settings and reports any possible errors in a text log file, DIITest.log.

After Executing the Overnight Test, the SASIxp software displays the following messages:

```
While the test is running you will be unable to make
enrollment changes at the district. Proceed with test?
```

```
This test may take several minutes for the Task Server
to run. Please wait.
```

Click **OK** to continue the test.



The Overnight Test simulates a nightly upload/download process for each school by completing the following:

- Mounts the school server.
- Downloads a test file to the school.
- Uploads the same test file to the District server.

It examines the start times in the District Control (ADCL) and Campus Setup (ACAM) files, and reports the sequence for the campus uploads.

It also records configuration errors, which include the following:

- File included as sub-files for transfer but not in the nightly upload.
- Data source names in ACAM, which are not enclosed in square brackets, but match one of the bracketed data source parameter groups in the RDBMS.ini file.
- Site and District server using the same SQL data source.
- Schedules the Upload start time in the late morning rather than in late evening.
- Schedules two Task Servers to start at the same time.

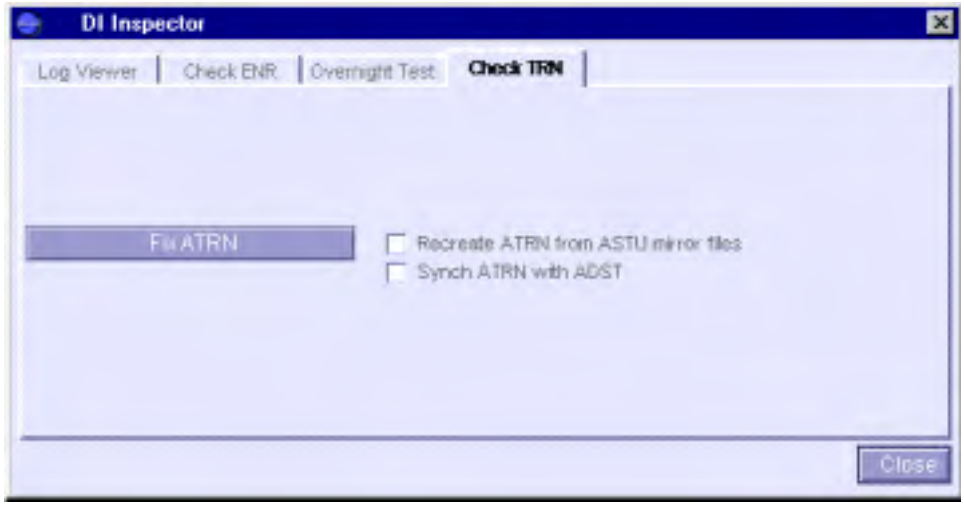
Field	*Description*
Perform Configuration Check	Examines the setup of the Task Server for possible configuration errors.

Perform Overnight/ Update Check	Runs a test while the Task Servers are in Debug Mode by simulating a nightly upload/ download process. Errors are reported to a log file, which you can view in the Log Viewer. After executing the test the SASIxp software displays the following messages:
	`While the test is running you will be unable to make enrollment changes at the district. Proceed with test?`
	`This test may take several minutes for the Task Server to run. Please wait.`

Display Upload/ Download and Overnight Start Times	Displays and sorts contents of the ACAM file by upload start time. Displays how the nightly process runs.
Execute	Starts the processes you select.
Campus Number	Information comes from the ACAM file.
Campus Name	Information comes from the ACAM file.
School Number	Information comes from the ACAM file.
Task Server	Information comes from the ACAM file.
Upload Time	Information comes from the ACAM file.
Upload Year	Information comes from the ACAM file.
Upload All	Information comes from the ACAM file.

Check TRN Tab

Use the Check TRN Tab when the ATRN file is deleted, becomes corrupted, or becomes to large. Fix the ATRN by selecting to recreate the ATRN file from the District ASTU mirror files, or to synchronize the ATRN file with the District ADST files. Click **Fix ATRN**, to begin the correction process.



Check TRN Fields

Field	*Description*
Recreate ATRN from ASTU mirror files	Recreates the ATRN file from the District ASTU mirror files.
Synch ATRN with ADST	Trims the size of the ATRN file by removing students no longer in the District.

7

District Consolidation

District Consolidation enables districts to combine data from one or more schools into a single database. The District uses these combined files to view and produce reports on the consolidated data. For example, this feature enables the district to consolidate all of the SASIxp health records from your school sites into a district-wide health file. The primary goals of district consolidation are:

- Consolidate multiple school data into a single database.
- Consolidate student information into a single database for students concurrently enrolled in multiple schools.

This District file has a special naming convention to designate the file as a district consolidation file.

The District Consolidation process also creates an enrollment trace file (ATRC), which contains the schools each student enrolls in. The SASIxp software also creates an error log (DCERR), which contains the consolidation processing errors.

Setting Up District Consolidation

Define one or more district consolidation file, which specifies the files to included in the consolidation. Consolidate each file using one of these consolidation methods:

Method	*Description*
Home School Data Only	This method applies to student-related files only. The method indicates only those records from the student's home school to include. Examples files are ASTU, APRN, AEMG, and AMED, which would only consolidate Home School Data, because the home school owns the student's most current information for these files.
All Schools Data	This method applies to non-student-related files. The method indicates not to apply logic when consolidating the files with this method. The resulting consolidation simply will be a merge of all schools' files. Configure this method for the following files: • ACRS • AMST • ATCH • ASTF
Home and Concurrent Data	Use this method for student-related files when the data to consolidate is from the home school and all concurrent schools. Use the Schedule viewer atom to view student schedules.
Exclude	Use this non-method to bypass a file setup in the CFD type. This option is a convenient way to temporarily turn off files you select without removing them from the definition.

Define one or more district consolidation definitions to specify the schools' data to include in each consolidation. Include each schools' references as a file definition. Schedule the consolidations to run, or run specific consolidations manually.

Using the Consolidation File Definition Atom

Use the Consolidation File Definition atom to create CFD types. A CFD type identifies the files to aggregate during the SASIxp district data consolidation process.

For each data file in a CFD type, indicate whether to consolidate data from the following options:

- From a student's home school only.
- From home and concurrent schools.
- For all schools attended by the student.
- Exclude a file to ensure the data is not in the consolidation data file.

The following lists of files are only examples of the files you can include.

For an elementary school, you may include the following files:

- ASTU – Student
- AENR – Enrollment
- APRN – Parent/Guardian

For a high school, you may want to include the following files:

- ASTU – Student
- AENR – Enrollment
- APRN – Parent/Guardian
- ACLS – Class Schedule
- ACHS – Course History

Note: You can choose additional files as needed.

Files Supported for Consolidation

Do not include the AATP – Period Attendance or AATD – Daily Attendance files in your CFD Types. Data in these files are stored in a manner that is not compatible with the data in the other files. To view or report on attendance data at multiple schools, use the Attendance Aggregation atom to prepare a consolidated data file.

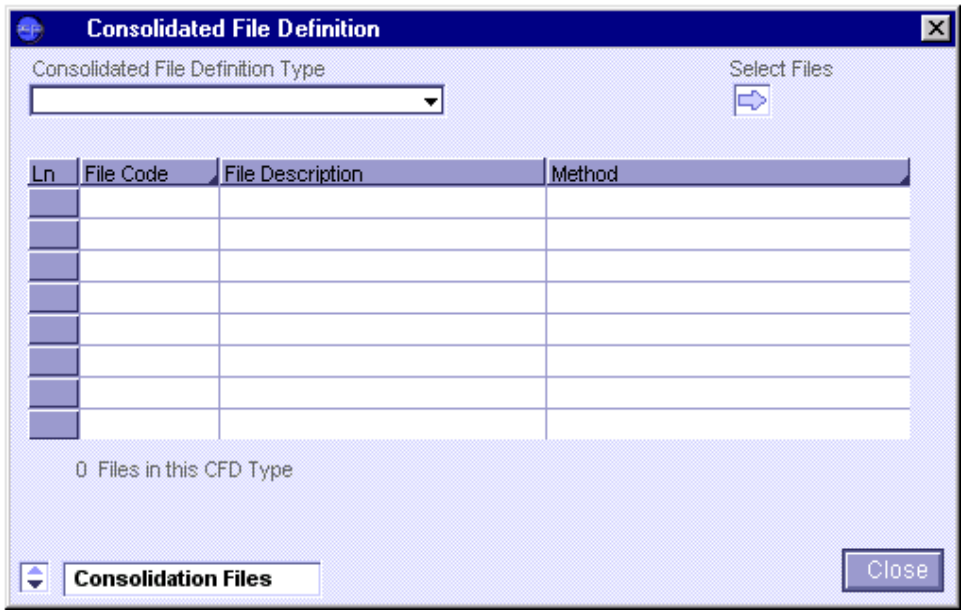
User Files

To get user files for consolidation, you must modify the file through the File Definition Pro atom.

Modifying User Files for Consolidation

1. Select the user file and open the definition.
2. Click **Keys**.
3. After you are looking at the keys, select the **Aggreg1** field in the matrix for the first field in the primary key.
4. Select D - Only in District Aggregate Key, for this field.
5. Click **Save**.
6. Now you can select your user-defined files for consolidation.

Consolidated File Definition Screen

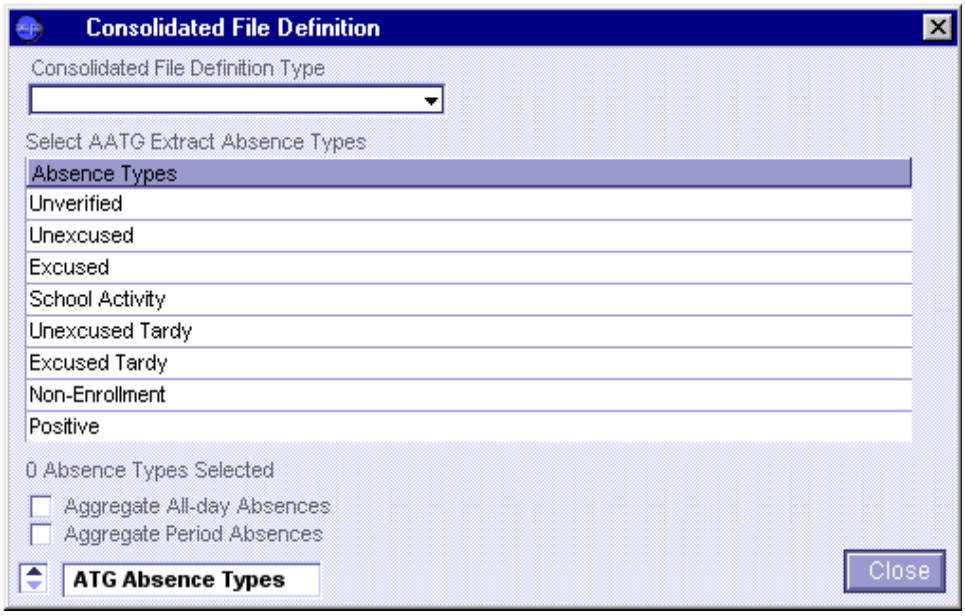


Consolidated File Definition Fields

Field	*Description*
Consolidated File Definition Type	File definition descriptions from the CFD table of the Tables file (ATBL). Select one of the pre-defined values in this field.

Field	*Description*
CFD Data File Matrix	List of files associated with a CFD Type. You can sort the matrix on the file code, file description, or consolidation method by double-clicking on the appropriate column heading.
File Code	Four-character code the SASIxp software uses to identify the data file. Locate the file code in the ACFD **File_Code** field.
File Description	Description of the file code. The data in this column is read-only.
Method	Consolidation methods: • Home School Data Only method consolidates data from a student's home school for the data files you select. This option is the default method when adding new data files. Use this method for most student data files. • All Schools Data method consolidates data from all schools for the data files you select. Use this method for non-student data files such as MST – Master Schedule file, CRS – Course file, or TCH – Teacher file. • Home & Concurrent Data method consolidates data from all schools a student is currently enrolled in for the data file you select. Use this method only for the class schedule file (ACLS). • Exclude method specifically excludes the data file you select from the consolidation process. When temporarily changing the consolidation status, mark a series of files as Exclude, instead of deleting them from a CFD Type.

AATG Extract Absence Types Screen



AATG Extract Absence Types Fields

Field	*Description*
Consolidated File Definition Type	File definition description from the CFD table of the Tables file (ATBL). Select one of the pre-defined values in this field.
Absence Types	Absence types to extract to the AATG file.
Aggregate All-day Absences	Aggregating daily absence codes. Select this option to set the system to aggregate Daily absences, Half Day absences, and All Day Codes from the period attendance files.

Field	Description
Aggregate Period Absences	Aggregating period absence codes. Select this option to set the system to aggregate Period absences from the period attendance files. Select one checkbox to limit the aggregation to Daily absences, Period absences, or select both to aggregate all absences. **Note:** You must select at least one checkbox for the aggregation process to function.

Working With CFD Types

Adding Data Files to a CFD Type

1. Open the Consolidation File Definition atom.
2. In the **Consolidated File Definition Type** field, select the CFD Type to add data files.
3. From the Data pull-down menu, select Add File.
4. In the **File Code** column, select the data file to add to the CFD Type.

   Note: Use the Select Files Fast Access atom to open the Generic Selection atom. Select and add multiple data files. The Generic Selection atom displays all of the data files in the SASIxp software, not just District consolidation files.

5. In the **Method** column, select the consolidation method for each data file.
6. Repeat Steps 3 through 5 to add additional data files to the CFD Type.
7. Click **Save**.

Copying Data Files From One CFD Type to Another

1. Open the Consolidation File Definition atom.
2. In the **Consolidated File Definition Type** field, select the CFD Type to copy data files.
3. From the CFD pull-down menu, select Copy CFD Type.
4. In the Copy CFD Type window, select an existing CFD Type or type a three-character code for a new CFD Type in the **Table Code** field.
5. Click **Copy**.

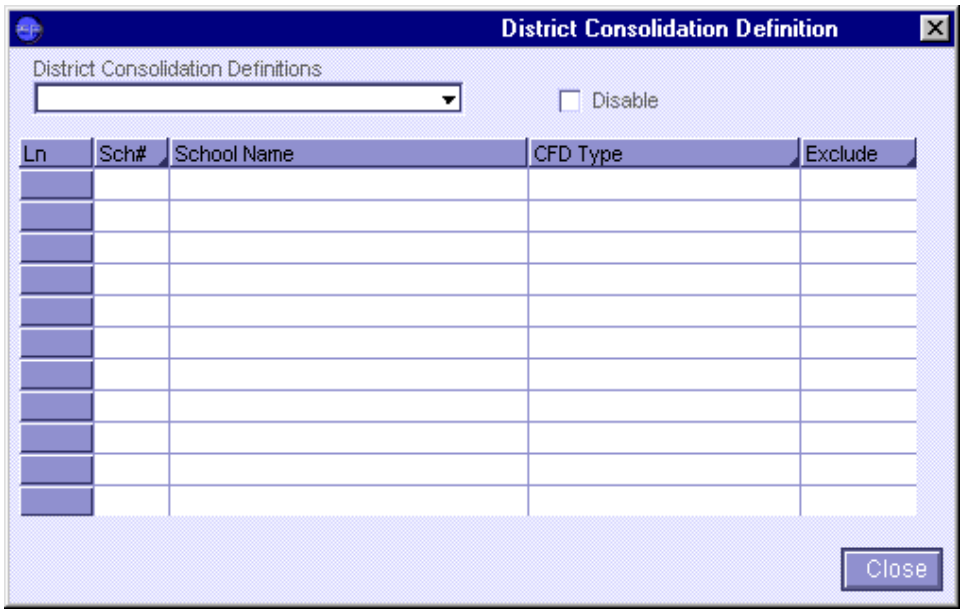
> **Note:** The system copies all data files from the first CFD Type to the second type. If the second CFD Type has data files, the files append to the data file matrix.

Creating District Consolidation Definitions

Use the District Consolidation Definition atom to create consolidation definitions that identify the schools to consolidate. The SASIxp software uses these definitions to identify how to consolidate school information.

> **Note:** Each definition includes a group of schools and enables you to consolidate data for that group at the district. An example is having one definition for the high schools in the district, one for the middle schools, and one consolidation file for all schools in the district.
> Most districts will have only one district consolidation definition, D01. But, if dividing schools into different consolidated data files, it is necessary to have multiple district consolidation definitions.

District Consolidation Definition Screen



District Consolidation Definition Fields

Field	*Description*
District Consolidation Definitions	Description of the district consolidation definition.
Disable	Indicates whether to disable the consolidation definition.
School Matrix	List of schools associated with the consolidation definition. To sort the matrix by school number, school name, or CFD type, double-click the column heading.
Sch#	Three-character code for the school.
School Name	Name of the school. The data in this column is read-only.
CFD Type	CFD type to use when consolidating the school. The CFD type identifies which data file set to use.
Exclude	Temporarily excludes the school from consolidation.

Working with Consolidation Definitions

Creating District Consolidation Definitions

1. Open the District Consolidation Definition atom.
2. From the Consolidation Def. pull-down menu, select Add Consolidation Def.
3. In the Consolidation Definition window, enter the 3-character code for the consolidation definition in the **Cons. Code** field.
4. In the **Cons. Description** field, enter a description for the consolidation definition. Make this description unique and informative, because only the description displays on the District Consolidation Definition screen.
5. Click **Add**.

Adding Schools to the District Consolidation Definitions

1. Open the District Consolidation Definition atom.
2. In the District Consolidation Definition window, select the consolidation definition to add schools using the **District Consolidation Definitions** field.
3. From the Data pull-down menu, select Add School.
4. In the **Sch#** column, select the school to add to the consolidation definition. The system displays the school name in the **School Name** field.
5. In the **CFD Type** field, select the CFD type. The CFD type identifies the data file set to use when consolidating this school.
6. In the **Exclude** field, select to temporarily exclude this school from processing by clicking the cell for each school until the cell displays Yes.
7. Repeat Steps 3 through 5 to add additional schools to the consolidation definition.
8. Click **Save**.

Using the District Consolidation Atom

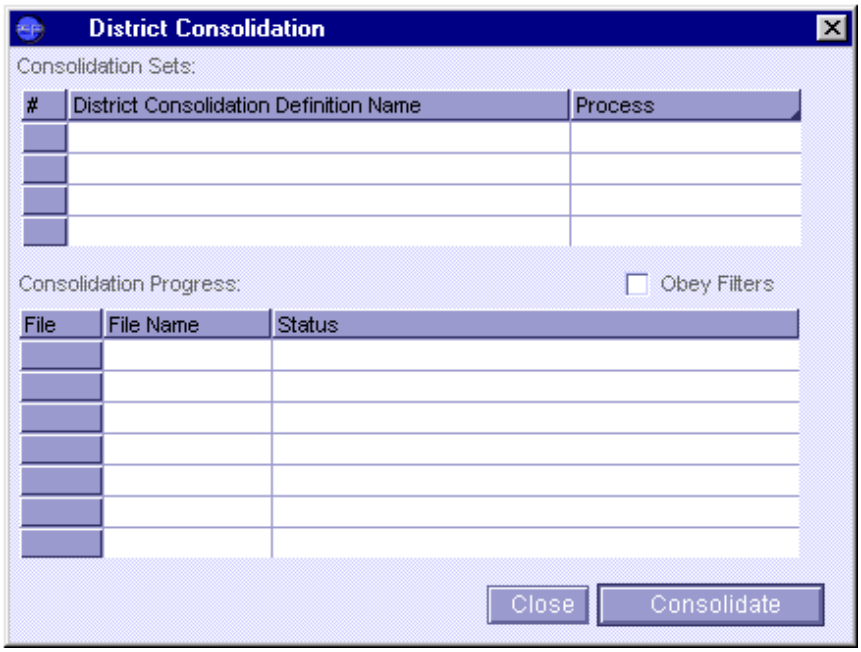
Use the District Consolidation atom to consolidate the data from multiple schools in your District. Use the Query atom to view and report on the combined data. Use the Schedule Viewer atom to view a student's schedule that spans multiple schools in the district.

The consolidation process uses the parameters from the Consolidation File Definition and District Consolidation Definition atoms when combining the data.

During the consolidation process, the SASIxp software reads records from both the district file (ADST) and the concurrent transaction file (ATRN). The resulting data files contain data from all schools in the District Consolidation Definition.

The output from the District Consolidation process is a part of SASIxp data files on the District server, which contains the consolidated data from the SASIxp school sites. The consolidated files have the same file layout as the site files. Use the Query atom or a third-party tool to prepare reports on the consolidated data.

District Consolidation Screen



District Consolidation Sets Fields

Field	*Description*
#	Set identifier.
District Consolidation Definition Name	Name of the set.
Process	Indicates processes of the set.
Obey Filters	Indicates use of filters in the System Filter folder when consolidating the files.

District Consolidation Progress Fields

The status of the consolidation process. The system fills in the columns of the matrix as each file processes.

Field	*Description*
File	Four-character code the SASIxp software uses to identify the file.
File Name	Name of the file.
Status	Indicates if the file was processed.

Creating Consolidated Data Files

1. Open the District Consolidation atom.
2. In the **Process** column of the Consolidation Sets matrix, select the district consolidation schools to process. Select the schools by clicking the cell until the cell displays Yes.
3. Select the Obey Filters checkbox to use the filters in the System Filter folder to limit the resulting data file.

   Note: Selecting this checkbox slows the consolidation process.
4. Click **Consolidate**.
5. Click **Continue** to consolidate the files, or click **Cancel** to stop consolidation.

The system reads District and Concurrent Enrollment Transaction files, and populates the Consolidation Progress matrix with the names of the files from the first school. As each file consolidates, the system displays a Completed message. The number of records processed displays in the **Status** column. When the system finishes processing the first school, it begins the next school in the District Consolidation Definition.

After finishing the consolidation, the system displays a Completed message in the Message Center.

> **Note:** If student is not in the District file, they will not be in the consolidation file.

Automating District Consolidation

Use the Task Server to open a stand-alone application, Autocons.exe, which performs district consolidation as part of the nightly Task Server processes.

After automating consolidation, the system produces a log file, Autocon.log. This file contains details about the Auto-consolidation process. The log file saves to the Datafile folder.

1. Set up District Consolidation using the Consolidation File Definition and District Consolidation Definition atoms.
2. Verify all consolidating schools have valid school calendars.
3. Using the District Consolidation atom, perform a manual consolidation to verify the process works properly and contains necessary data. Modify until everything is accurate.

   > **Note:** Run District Consolidation within the SASIxp software by logging into the first school in the DCD definition. If the consolidation works properly, the auto-consolidation process works.

4. Use the District Consolidation Definition (DCD) atom to disable any consolidation definitions to exclude from the automated consolidation.

   > **Note:** By default all DCDs are processed.

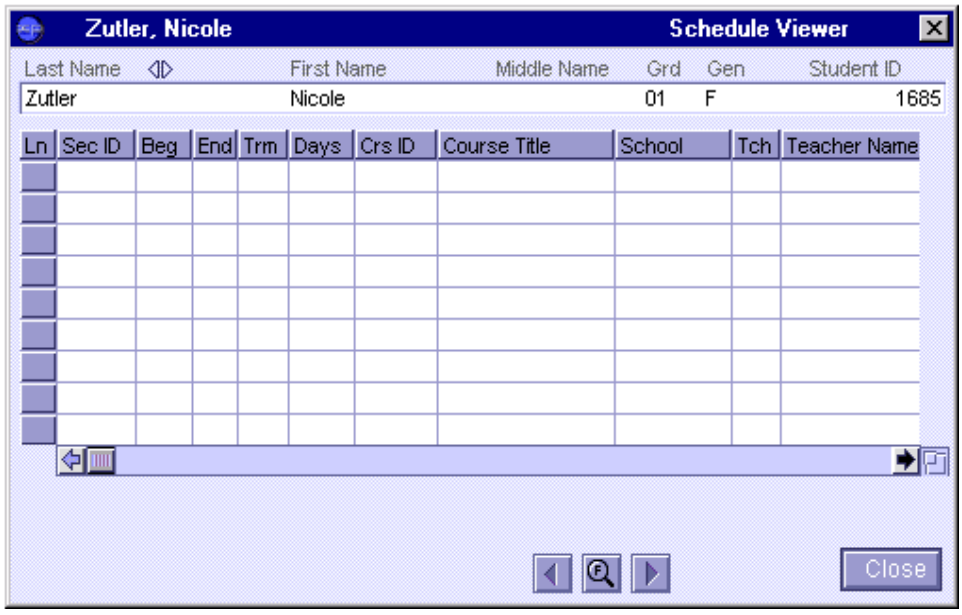
5. Modify the TASKSERV.ini file to open the Autocons.exe application. In the [UpdateSomeFile] section, change the Name parameter to Autocons.exe.

   > **Note:** The Auto-consolidate for Windows has no window. For Macintosh, the Auto-consolidate application displays status information.

Using the Schedule Viewer Atom

Use the Schedule Viewer atom to view a student schedule that spans multiple schools. The schedule includes classes from the home school and any concurrent schools the student is currently enrolled in.

This atom works with the consolidated school data files. The District server stores the data.



Qualified Files

- ASTU
- ADST
- ACLS
- AMST
- AROT
- AATO
- AACT
- ASCH
- ATRC
- AATC

Schedule Viewer Fields

Field	*Description*
Last Name	Student's last name.
First Name	Student's first name.
Middle Name	Student's middle name.
Grd	Student's grade.
Gen	Student's gender.
Student ID	Student's identification number.
Ln	Line number in the matrix.
Sec ID	Section number.
Beg	Beginning period of the course.
End	Ending period of the course.
Trm	Term of the course.
Days	Day the course meets.
Crs ID	Course number.
Course Title	Course title.
School	School short name.
Tch	Teacher number.
Teacher Name	Teacher name

Viewing Student Schedules

> **Note:** Before viewing student schedules from the District server, be sure you update the SASIxp.ini file to point to the consolidated data file from the setup checklist. See SASIxp.ini File Example on page 29 for additional information on setting up the SASIxp.ini file.

1. Select the consolidation school to work with by double-clicking the Status Bar.
2. Select the District school from the Change School/Year window.
3. Click **Save**.
4. Click **Close**.
5. Open the Schedule Viewer atom.
6. Select the student record to use from the Schedule Viewer window. The system displays the schedule for the student you select.
7. When you finish viewing the schedule, click **Close**.

Printing Student Schedules

> **Note:** Before printing student schedules on the District server, update the SASIXP.ini file to point to the consolidated datafile.

1. Display the student schedule to print.
2. From the File pull-down menu, select Print.
3. In the Print Selection window, select **A window** in the **Format As** field, and click **OK**. The system prints the Schedule Viewer window for the student.

Using Enrollment Restriction

Use the Enrollment Restriction atom to restrict students from enrolling in specific schools in the district, or to limit enrollment to one authorized school. Use this atom for District Consolidation.

Restrict student enrollment for reasons such as expulsion, discipline, or lack of tuition payment.

Indicate an Exclusion School, which is the school the student was enrolled in at the time of the exclusion. This data is informational and has no effect on the enrollment process. It is possible to designate the Authorized School as the only school students can enroll in.

If a student has an enrollment restriction and you do not select an Authorized School to enroll them, the student is not able to enroll in any school.

Setting Up Enrollment Restriction

> **Note:** Set up the enrollment restriction reasons using the District Consolidation School on the District server.

1. Use the Tables Definition atom to set up the enrollment restriction reasons for your schools in the REN table. The REN table contains one default entry: TR for Truancy. Create the District REN values in School 000 on the District server.
2. Use the School atom to define the Infraction School list and the Authorized Enrollment School list.
3. Enrollment restrictions take effect only if you select the **Using Enrollment Restrictions** option on the Enrollment Options tab of the District Control atom.

   When selecting the **Using Enrollment Restrictions** checkbox, the title bar of the Enrollment Restriction atom displays Enrollment Restriction. If not using the **Using Enrollment Restrictions** checkbox, the title bar of the Enrollment Restriction atom displays Enrollment Restriction (disabled).

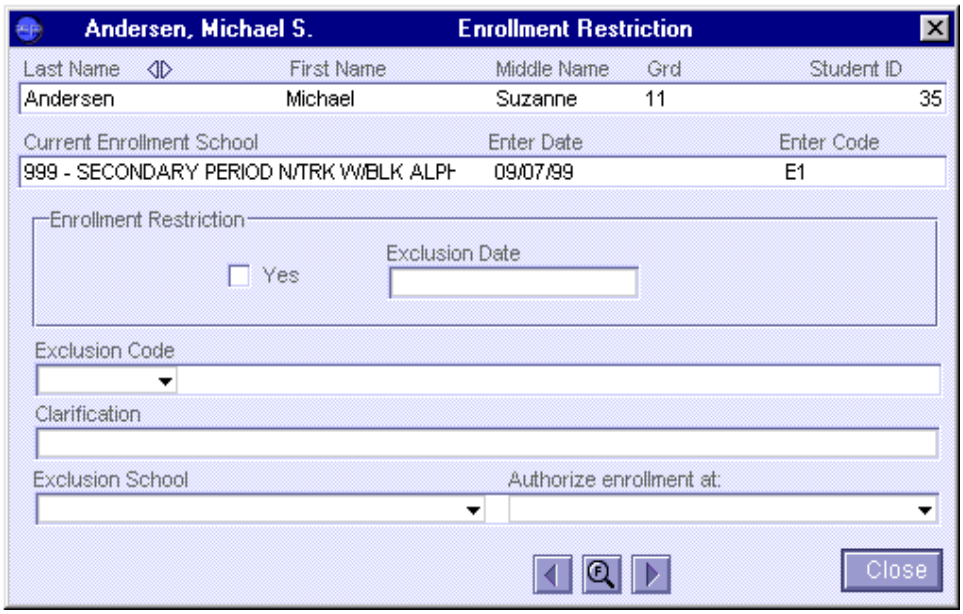
   > **Note:** When making changes to the **Using Enrollment Restrictions** checkbox in the District Control atom, exit and restart the Task Server. This process enables the SASIxp software to recognize the changes and enforces the enrollment restriction when students transfer or are enrolled. When Using Restrictions is on and student does not have restrictions, all sites are eligible.

Enrollment Processing

To support enrollment restriction, the Enrollment atom checks for restrictions on students. The SASIxp software processes enrollments if:

- No restrictions are entered for a student and you disable enrollment restriction in the District Control atom.
- You enter restrictions for a student, but you disable enrollment restriction in the District Control atom.
- You enter restrictions for a student, and you enable enrollment restriction in the District Control atom while you are also enrolling the student in the Authorized School.
- The SASIxp software displays error messages if all of the following are true:
  - Entering restrictions for a student.
  - Enabling enrollment restriction in the District Control atom.
  - The student does not have an Authorized School, or you are attempting to enroll the student in an unauthorized school.

Enrollment Restriction Screen



Enrollment Restriction Fields

If the Student is inactive, a no-show, or if you left out data files in the CFD type of consolidation, these fields may be blank.

Field	*Description*
Current Enrollment School	School the student is currently enrolled in. **Note:** If the student is currently enrolled in a school and you enter an enrollment restriction before inactivating the student, they could be enrolled in an unauthorized school.
Enter Date	Enter date for the school the student is currently enrolled in.
Enter Code	Enter code for the school the student is currently enrolled in.
Enrollment Restriction Yes	Student has an enrollment restriction.
Exclusion Date	Date an enrollment restriction was entered for the student. When selecting the Enrollment Restriction Yes checkbox, the field defaults to the current date. However, the **Exclusion Date** field is not modified from the previously entered date.
Exclusion Code	Code for the reason the student's enrollment is restricted. When selecting the Enrollment Restriction Yes checkbox, the field defaults to a code of TR, Truancy.
Clarification	Additional information about the restriction.
Exclusion School	School where the student was enrolled at the time of the exclusion.
Authorize enrollment at	Only school in which the student can enroll.

Working with Enrollment Restrictions

Adding Enrollment Restriction

1. Open the Enrollment Restriction atom.
2. Select the student record.
3. Click the **Yes** option for **Enrollment Restriction.** The system enters the current date into the **Exclusion Date** field.

   Note: You can manually change this date if necessary.

4. In the **Exclusion Code** field, select an enrollment restriction reason code. The system displays the description.
5. In the **Clarification** field, enter additional information about the enrollment restriction.
6. To indicate the school the student was enrolled in at the time of the exclusion, select the school in the **Exclusion School** field.
7. To limit students from enrolling in a specific school, select the school in the **Authorize enrollment at** field.

   Note: If a student has an enrollment restriction and you do not select an authorized school, the student is not permitted to enroll.

8. Click **Save**.

Removing Enrollment Restrictions

1. Open the Enrollment Restriction atom.
2. In the Enrollment Restriction window, select the student's record.
3. Click the **Enrollment Restriction Yes** checkbox to deselect it.
4. Click **Save**.

Using the Attendance Aggregation Atom

Use the Attendance Aggregation atom to collect student absence data from schools in the district. This atom enables you to select one or more schools, and one or more absence types. Based on these criteria, the atom reads the data files for the schools you select and extracts the student absence data.

This data is in the AATG file, and you can query it for District reporting. The file contains one record for each student per All Day absence. The data differs slightly between period attendance schools and daily attendance schools, and for schools tracking half-day attendance.

The SASIxp software only gathers data from the Home school.

The AATG file contains this information for each record:

- Status
- School Number
- Student District Link Number
- Permanent Student Number
- Absence Date

For period or daily attendance schools, the file also contains the following:

- All Day Absence Code
- All Day Title
- All Day Abbreviation
- Absence Type
- Absence Description

Note: These fields are blank when using class attendance.

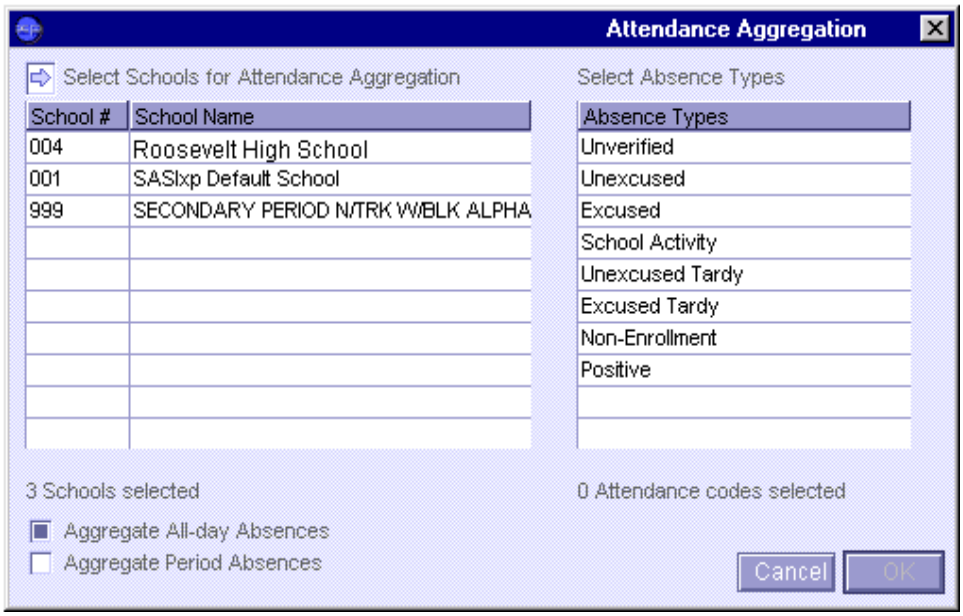
For half-day attendance schools, these fields contain data for a.m. attendance. The SASIxp software creates a second set of fields, ending with a 2, to hold p.m. attendance data.

Note: These fields are blank if using class attendance.

When to Use Attendance Aggregation

Run the attendance aggregation process at the District after completing overnight processing for the end date to use for any reports. An example is when preparing a report on attendance data up to and including the month of January. Run attendance aggregation after overnight processing for all school sites is complete for January 31. The data in the resulting file is for the current year, beginning with the first day of school, ending January 31.

Attendance Aggregation Screen



Attendance Aggregation Fields

Field	*Description*
School #	Number of the school to include in the aggregation.
School Name	Name of the school to include in the aggregation.

Field	Description
Absence Types	Absence types to include in the aggregation. You can select one or more absence types by holding down the shift key and selecting the types you want. **Note:** The **Positive** absence type captures attendance information for all students.
Aggregate All-day Absences	Select this option to enable the system to aggregate Daily, Half Day absences, and the All Day Code from the Period attendance files.
Aggregate Period Attendance	Select this option to enable the system to include the period absences from the period attendance files.

Aggregating Absence Data

1. Open the Attendance Aggregation atom.
2. Click the **Select Schools for Attendance Aggregation** Fast Access atom.
3. In the Select Schools window, select the schools to collect attendance data.
4. Click **Done** to return to the Attendance Aggregation window.
5. In the **Absence Types** matrix, select the absence types to include.
6. Select to aggregate all-day absences, aggregate period absences, or both.
7. Click **OK**.

   The system displays a progress bar in the Message Center. When the progress bar disappears, the aggregation is complete.

8

New Year Rollover

Use this topic to create and set up files for the new school year. See the *SASIxp New Year Rollover User Guide* for additional information on the New Year Rollover (NYR) process.

Process Overview

New Year Rollover is a multi-step process to create database files for the new school year and to move student records to the correct school data files for next year's scheduling.

In a District Integration environment, New Year Rollover creates the new files in the data file of the District server.

On the District server after a nightly DI upload, all data is centralized, and rollover runs on this database. After the rollover process completes, copy the files down to each site.

The New Year Rollover process differs for schools using District Integration and those not using District Integration. Because the process is data-driven, data affecting New Year Rollover includes student grade, grades instructed at a school, District file status information, concurrent enrollment flags, and so on.

Step 1, create non-student files in the new year.

Step 2, student data rolls into the new year's files, at their next year schools.

Step 3, perform subsequent rollovers to update students, demographics, and grades into the correct files for the new year. This step corrects any changes occurring after the previous steps.

Step 4, students receive a graduation code and date in the Student file. These students' records roll into the Archive school at the District.

> **Note:** The Archive school is a holding tank for the records of graduated students and students who are inactive at the end of the year.

Step 5, Course History files from the current year roll into the new year. This process updates the student's grades in the new school or grade.

Preparation

Before attempting a New Year Rollover, complete the following:

- Identify students attending new schools or non-standard grades in the next year.

  > **Note:** The **NextSchool** and **NextGrade** fields in the Student file enable the SASIxp software to roll the student's data into the destination school and grade.

- Ensure a clean and complete upload on the night before processing the New Year Rollover Option Sets. Query the District SASIxp log files (ADPS, AUFS, and AONL) to verify the upload is clean and complete. ADPS has one record for each school and year of data. The **Upload Status** field displays SUC_AND_MOVED with the last upload date for the current year files in every school. Also, the AUFS and AONL files do not display any failures (Level Code "F") for the current year files for the last upload. Ensure all upload folders are empty, indicating the files successfully moved into the District datafile folder.
- Create a clean District file (ADST) by completing the following procedure:
  - Open the Create/Update District atom.
  - Select Create, update District-owned fields, process all schools and all years.

  > **Note:** Leave out consolidated schools and demo data schools.

  Selecting all schools and years preserves ATRN records for previous years. The ATRN file records data for students concurrently enrolled in multiple schools.
- Verify the creation of the ALIC file option sets. Use this file to determine whether files will be created blank in the new year or carried forward from the current year with their existing data. If multiple option sets have been created, modify the ALIC file between option sets. Some file codes have no records in the ALIC file. These files copy to the next year if selected, as if they had ALIC records with the "Create New" flags not set.
- Verify the School file. New Year Rollover uses School atom information at the District SASIxp installation. This file must be set up properly, The School atom mirrors the school sites exactly, with the exception that each record at the District is set to "Local Processing".

- Make sure the ADF1, ADF2, ADF3, and ADF4 files are up to date. Run Create ADF from the File Definition Pro atom to recreate these SASIxp Data Dictionary files if necessary. If using Oracle or MS SQL, update the files in a standalone DB4 environment and run XPODBC in the Oracle/MS SQL environment to replace the current files.

School Related Rollover (Non-Student Files)

- Run this process once before processing student-related files.
- It does not matter the order to run the schools, but be sure to include them all.
- Process the Archive school once. Only the default files (ATBL and ASCF) need to roll over for the Archive school. The Archive school can be run in its own option set, depending on whether you roll over archived student records.
- In this phase of New Year Rollover, include all of the non-student files you will be using in the next year (for example, Course, Teacher, and scheduling files).
- The Table (ATBL) and Sequence Control (ASCF) files copy to the next year automatically. They do not appear in the list to select or deselect.
- Distribute modified files to each school from the District.

Student Related Rollover (First Iteration)

- Decide whether to graduate students to the Archive school now or later. New Year rollover includes a process to give seniors a graduation date, which the system reads to determine if a student's record should be sent to the Archive school. The graduate process may be run at the beginning of this first student rollover process or later, after the school is more certain whether students will really graduate. If the graduate process is not run before the first student rollover, the graduating students appear as errors in the NewYear.log file. Because the system skipped the students in grade 12. See Graduate Students Process on page 178 for more information.
- Verify that the **NextSchool** field in ASTU file was properly populated during the preparation phase. Use this field to determine which school a student's files will be sent to in the New Year. A blank value indicates the student will stay at the current school.
- Verify the **NextGrade** field in ASTU file. This field specifies which grade the student will attend in the new year. A blank value indicates the student will be promoted according to the pattern in the School atom.

- Leave the **Next School** and **Next Grade** fields blank for students in grade 12.
- Verify the files to process. See Files on page 196 for a list of files to process. Select all student-related files you use in the New Year. If files are not rolled over, the SASIxp software prompts you to create them when opening atoms.
- The Student (ASTU), Enrollment (AENR), and Schools Attended History (ASAH) files automatically process.
- The enter and transfer codes from the ASTU and AENR files populate the **Enter Code** field in next year's files. The enter codes in the New Year Rollover atom are used when a student's files are rolled over to the current school. The **Transfer** codes are used when files are rolled over to a different school. Use different transfer and enter codes for the same school in the option set.
- In the Update Student Files process option, on the selected files tab, there are three options for each file:
  - Promote, the student moves to a new grade
  - Transfer, the student attends a new school
  - Archive, the student is inactive in the new year

  Use these columns to indicate whether specific record types will roll over students.

  > **Note:** An X in the column means corresponding data moves with the student.

- After a student-related New Year Rollover, modified files push down to each school using a DI download or simple copy and paste.

Student Related Rollover (Subsequent Iterations)

- It is necessary to roll student files to the new year again after school is complete. This process copies new student demographics, grades, and other changed data to next year's files.
- Do not attempt to reassign students to different schools using subsequent rollovers. When student-related files process, the program does not read the **NextSchool** and **NextGrade** fields in the Student file. Instead, it reads ADST fields to find where student records are already located in the new year. Use status info buckets to find each student's destination school. These fields display on the Status Info tab of the District file.

  staxxxxxxx[year]: **staGrade**, **staLeavecode**, **staLeavedate**

  > **Note:** Students cannot be reassigned to new schools or grades through rollover during subsequent iterations of the process.

- If ADST is rebuilt after the first student rollover, it includes next year.
- New Year Rollovers for student-related data updates records for each student, not files. Each subsequent rollover will overwrite changes with data from the current year.

Graduate Students Process

- The Graduate Students option set populates **GradDate** and **GradCode** in the Student file (ASTU).
- Select only high schools when graduating students to the archive school.
- A subsequent New Year rollover must run after processing the Graduate Students option set to move graduated students to the Archive school.
- Populate the graduation date and code in the current year's student files. The next nightly upload will overwrite this data with school site data, so the next rollover must be run on the same day as the graduate process.
- The Graduate Students process uses the first grade in which the corresponding **Promote Grade Level to** field is blank in the School atom.

Update Course History Process

- This process is an option on the Update Student Files tab of the New Year Rollover atom. When selecting the Update Course History checkbox, the file matrix disappears and you have the option to include ACHN. This process rolls course history information to the new year files.
- The Update Course History process is nearly identical to the Update Student Files process, except the only files updated are Course History (ACHS) and optionally Course History Narrative (ACHN).
- The only difference is how records match from the target ACHS file to the source ACHS file. The records are considered matching only if all of the following fields match:
  - Course
  - Grade
  - CalMonth
  - CalYear
  - Term
  - SchoolAttn

  If all of these fields match one of the target records for a student, the matched target record updates using the **school-transferable** fields from the matching source record.

  Otherwise, the source record's **school-transferable** fields copy to a new record in the target ACHS file.

District Integration Processing Checklist

Use this checklist to create and set up files for the new school year using the New Year Rollover atom. These steps are for schools using centralized processing. Process these steps using any school year, unless otherwise stated.

> **Note:** Pearson School Systems recommends reading this entire topic before starting the NYR process.

Perform these steps as they appear in this section to successfully roll over files.

System Setup – School Sites

Complete these steps at each School site in the current year, including any new schools.

Step	*School Site Procedure (Current Year)*
1.	Student atom, Page 2 tab If a student will attend another school within the District because they are moving, change the **Next Grade Level** and **Next School of Attendance** fields to reflect the move.
2.	Student atom, Page 2 tab When retaining students, enter the retention grade in the **Next Grade Level** field. **Note:** The Retain checkbox in the Student atom, Page 3 tab does not retain students.
3.	Next ID atom Complete this process of updating Next IDs at each School site before uploading: Before the upload process completes, update the Next IDs at the District site. This step ensures no duplicate IDs exist in your school District's data. From the Next ID pull-down menu, select the Update All Next IDs option. **Note:** Do not do this step if deleting students.

System Setup – District Site

For NYR, process Steps 1–4 once.

Step	*District Procedure (Current Year)*
1.	School atom 1. Verify the **Grade Levels Taught** field has the correct value. 2. Verify the **Promote Grade Level To** field is correct for each school in the School file. **Note:** The highest grade level will not contain a **Promote Grade Level To**. Any grade level falling after the highest grade level is not processed.
2.	School atom, Enrollment tab 1. Verify the **Graduation Code** is correct. 2. At the District you can complete the following query to change schools **Graduation Code** to equal the Table file if it is not defined: Change ASCH GradLvCode = ?? if GradLvCode = ' ' **Note:** ?? = the **Leave code** (LVE) for graduation found in the Tables Definition atom.

Step	District Procedure (Current Year)
3.	License file The license file contains all files necessary to run the SASIxp software. 1. See Files to Process on page 196 to identify the files Pearson School Systems recommends creating new without rolling over last year's data, and the files to copy from last year's data. **Note:** Examples of files to create new, without copying last year's data are AATC and AATP. Create these files and others new because the existing data changes for one year to the next. Examples of files to copy from last year are AIMM and AEMG. Copy these files from last year because the data does not change from one year to the next. 2. Use the following to query the License file: Display, ALIC FileCode Descript CreateNew **Note:** An X in the **CreateNew** field will create a blank file, and the previous year's data will not roll over. 3. To change the file and bring over the previous year's data, run the following query statement: Change, ALIC CreateNew to ' ' if FileCode = XXXX **Note:** XXXX = the file's code to change. 4. The License file is not school or year qualified. When changing the **CreateNew** field, it changes for every school. **Note:** Because the ALIC file is a non-qualified file, there is only one way to process it. **Note:** The files to populate with data for the new school year is a District decision.

NYR Option Set

An Option Set is a selection of schools, and a set of files to create or copy to a new school or year. Add a new Option Set for each set of schools with different files to create or copy by modifying the License file.

NYR Option Set – Non-Student Files

Note: The SASIxp software automatically creates the ATBL and ASCF files when running the Create Non-Student option of the NYR process.

Perform the tasks in this section at the District, and verify you have exclusive use of the District datafiles.

Step	*District Procedure (Current Year)*
1.	New Year Rollover atom, Process Options screen **Note:** Complete this step once before rolling over the first student. 1. Open the New Year Rollover atom. 2. From the Data pull-down menu, select Add Option Set. 3. In the **Option** field, add the process title. For example, Non-Student. 4. In the **Current School Year** field, select the current school year. For example, if the current school year is 1999-00 and the new school year is 2000-01, the year to select is 1999-00. 5. In the School Type section, select **School is Connected to District via WAN**. **Note:** School is connected to the District via WAN = Using District Integration. School is not connected to the District via WAN = Not using District Integration. 6. In the Process Options section, select **Create Non-Student Files**. 7. Click **Save**.

Step	District Procedure (Current Year)
2.	Create Non-Student Files screen 1. Select Create Non-Student Files from the **Screen Selection** field. 2. In the Selected Schools to Process matrix, click the **Select Schools** Fast Access arrow to select schools. 3. Select all schools. 4. In the Selected Non-Student Files matrix, click the **Select Files** Fast Access arrow to select files. 5. Select the file codes to process. 6. Click **Done**. 7. Click **Save**.

NYR Option Set – Graduate Students

When processing this Option Set, place a graduation date in the **Grad Date** field on the Page 2 tab of the Student atom. With these dates in the Student file, the seniors will not appear on the New Year Rollover log when the Student Files Option Set runs. These dates will only be in the mirror files and will not affect the files at the school sites.

Perform the tasks in this section at the District server, logged into the Archive school in any year.

Step	*District Procedure*
1.	New Year Rollover atom, Process Options screen 1. Open the New Year Rollover atom. 2. From the Data pull-down menu, select the Add Option Set. 3. In the **Option** field, add the process title. 4. In the **Current School Year** field, select the current school year. 5. In the School Type section, select **School is Connected to District via WAN**. 6. In the Process Options section, select Graduate Students. 7. Click **Save**.
2.	Graduate Students screen 1. Select Graduate Students from the **Screen Selection** field. 2. In the Selected Schools to Process matrix, click the **Select Schools** Fast Access arrow. 3. Select all of the high schools. 4. Click **Done**. 5. Enter the graduation date for each school in the **Graduation Date** field. 6. Click **Save**. **Note:** Graduate Student only refers to the high school.

NYR Option Set – Student Files

In the District Control atom verify there is a District Inactive School in the District Options.

> **Note:** The SASIxp software automatically creates the AENR and ASTU files when running the Update Student File option of the New Year Rollover process.

Perform the tasks in this section at the District Server, logged into the Archive school in any year.

Perform the tasks in this section at the District Server, logged into the Archive school in any year.

Step	*District Procedure*
1.	New Year Rollover atom, Process Options screen 1. Open the New Year Rollover atom. 2. From the Data pull-down menu, select the Add Option Set. 3. In the **Option** field, add the process title. 4. In the **Current School Year** field, select the current school year. 5. In the School Type section, select **School is Connected to District via WAN.** 6. In the Process Options section, select **Create Student Files**. 7. Click **Save**.

Step	District Procedure
2.	Update Student Files screen 1. Select Update Student Files from the **Screen Selection** field. 2. In the **Selected Schools to Process** matrix, click the **Select Schools** Fast Access arrow. 3. Select the schools to process with the necessary Option Sets. 4. The schools you select will be processed with this Option Set. 5. Complete the following: • Enter the first apportionment date for the new school year in the **Effective Date** field. **Note:** When choosing effective dates first check with the state code for any requirements. If the state does not have start date requirements, Pearson School Systems recommends the effective date be one week before school. • Select the Enter Code. • Select the Transfer Code. 6. In the **Selected Student Related Files** matrix, click the Fast Access arrow to Select Files. 7. Select the file codes to process. 8. Click **Done**. 9. Select the Parent/Guardian file (APRN) and Locker Assignment file (ALKA) to transfer the data to the new year. When opening the Student atom in the new year, if this information did not transfer during the New Year Rollover, the SASIxp software displays this message: `File does not exist, would you like to create it?` **Note:** If it is created at this time, it will not transfer the data over from the previous year. 10. Click **Save**.

Mandatory Steps

Complete these steps:

1. Manually upload all files, excluding the Pictures file:
   - Open the District Apps folder, District Setup folder, and District Control atom.
   - Select the Upload/Download Files tab.

   Note: Before starting the first NYR, insure the **Upload Override Options** are set to Upload All Files and the **Upload Year** is set to Current Year. Perform the upload without errors before starting the NYR.

   Note: When completing subsequent NYR on future dates where school sites already added or modified new students in the next year, insure the **Upload Override Options** are set to Upload All Files and the **Upload Year** is set to All Years.

   - Click **Save**.
2. There cannot be any errors to proceed. If any errors occur, query the AONL file to find the errors and correct them. Re-upload and complete these steps:
   - Open the District Apps folder, District folder, and Create/Update District atom.
   - Select **Create District Option**.
   - Select the **Update District Owned** option.
   - In the **Creating for** field, select Year of.
   - Select the current school year.
   - Click the **Select Schools** Fast Access arrow.
   - Click **Add All**, then remove central enrollment, summer, and consolidated schools from the list.
   - Click **Update**.
3. After the Update Process, review the DSTERR file in the SASIxp Datafile to verify the data updated properly.

Processing the Option Sets

Pearson School Systems recommends a District roll over a file for all schools and create new for schools not moving student data.

For example, six schools are rolling over Master Schedule (AMST), and one school does not. Roll over Master Schedule for all schools and recreate the AMST file for the one.

Perform the tasks in this section at the District Server, logged into the Archive school in any year.

Step	District Procedure
1.	Turn off all Task Servers.
2.	Processing Non-Student files **Note:** You must perform this Option Set prior to running the following Option Sets once for each school. Before processing each Non-Student Option Set, modify the license file to accommodate the schools and files to process. 1. Select each new Option Set for the Non-Student Files, for example, Non-Student. 2. From the New Year Rollover pull-down menu, select Run. This process completes when the message bar in the lower left corner of the SASIxp desktop no longer displays. 3. Review the NYR Log file.
3.	Processing Graduate students Run this Option Set once. 1. Return to the new Option Set for the Graduate Students. 2. From the New Year Rollover pull-down menu, select Run. This process completes when the hourglass disappears.
4.	Processing Student files Before processing each Student Files Option Set, modify the license file to accommodate the schools and files to process. 1. Return to each new Option Set for the Student Files. 2. From the New Year Rollover pull-down menu, select Run. **Note:** The process completion time may vary depending on the number of schools and files to process. 3. Review the NYR Log file.

Note: After completing additional rollovers and before the District moves files down to the school sites, Pearson School Systems recommends all school sites do a backup of the new year data. This step ensures the original data can be replaced, if necessary.

Moving Qualified Files to Individual Schools

Choose one of the following processes to copy or transfer the new year data to the school sites.

Step	*District Procedure – Process 1*
1.	Datafile at the District 1. Shut down the Task Server before copying the qualified files down to the individual schools. 2. Copy all the qualified files from the District datafile to the individual schools. For example, ASTU9991, AENR9991, and so on to the datafile folder of each school. **Note:** This step enables individual schools to view the new year's data on their own servers. 3. Copy all schools' new files down to the individual school sites at the same time. 4. Turn the Task Server back on after copying the qualified files down to the individual schools, or perform Step 2.
2.	District Control atom 1. Open the District Control atom. **Note:** You can also use the download process to transfer the new year data to the school sites. See District Control Download on page 247. 2. In the Upload Override Options section, change the **Upload Year** to the current school year. 3. Click **Save**. 4. After making the modifications in Step 3, quit and restart the Task Server software. The Task Server starts in transfer student mode.

NYR Option Set – Update Course History Only

Run this Option Set after the last marks transfer to Course History in the current school year. It appends to and makes any mark changes to the file that already exists in the new year.

Step	*District or School Site Procedure*
1.	Perform an upload of all sites from both this year and next year before starting Step 2.
2.	New Year Rollover atom, Process Options screen 1. Open the New Year Rollover atom. 2. From the Data pull-down menu, select Add Option Set. 3. In the **Option** field, add the process title. 4. In the **Current School Year** field, select the current school year. 5. In the School Type section, select **School is Connected to District via WAN**. 6. In the Process Options section, select **Create Student Files**. 7. Click **Save**.

Step	District or School Site Procedure
.3.	Update Student Files screen 1. Select Update Student Files from the **Screen Selection** field. 2. Select **Update Course History** checkbox, then select **Update Course History Comments** checkbox. 3. In the **Selected Schools to Process** matrix, click the **Select Schools** Fast Access arrow. 4. Select all necessary schools. 5. Click **Done**. 6. Complete the following: • Enter the first apportionment date for the new school year in the **Effective Date** field. • Select the appropriate **Enter Code.** • Select the appropriate **Transfer Code.** • Leave the **Assign New Numbers** field blank to keep the current Student IDs. **Note:** If your school does not use unique permanent IDs and you select Y in the **Assign New Numbers** field, the **Assign New Numbers** field retains the Y when you run subsquent rollovers. 7. Click **Save**.

Step	District or School Site Procedure
4.	Processing Update Course History 1. In the new school year, open the Backup/Restore atom. 2. Select ACHS to back up and continue with the backup process. This step ensures there is always a good copy of the file. **Note:** Take the Task Server off-line to process the ACHS file. 3. Return to the new Option Set for the Student files. 4. From the New Year Rollover pull-down menu, select Run. 5. Review the NYR Log file. 6. If the process is done at the District, copy the ACHS and ACHN files to the necessary school sites. See Moving Qualified Files to Individual Schools on page 191 for the process to copy the files down to the school sites.

NYR Option Set – Graduate Students

Run this Option Set after the current year has ended and all retained students have their grade level changed at the high schools. The first process enters the graduation date in the **Grad Date** field in the Student atom for all students who are in the highest grade level. This date prints on the transcript as the graduation date. This process does not move a graduating student to the Archive school.

Note: Only select high schools for processing with the Option Set for Graduate Students.

Step	School Site Procedure
1.	New Year Rollover atom, Process Options screen 1. Open the New Year Rollover atom. 2. From the Data pull-down menu, select Add Option Set. 3. In the **Option** field, add the process title. 4. In the **Current School Year** field, select the current school year. 5. In the School Type section, select **School is Connected to District via WAN**. 6. In the Process Options section, select **Graduate Students**. 7. Click **Save**.
2.	Graduate Students screen 1. Select Graduate Students from the **Page Selection** field. 2. Click the **Select Schools** Fast Access arrow. 3. Select all high schools. **Note:** Do not select the Archive school. 4. Enter the graduation date in the **Graduation Date** field. 5. Click **Save**.
3.	Processing Graduate Students From the New Year Rollover pull-down menu, select Run.

Files to Process

The values in the **CreateNew** column are the defaults in the License file (ALIC).

An 'X' in the **Create New Flag** column indicates the file is blank when the file rolls. A blank in the **Create New Flag** column indicates data copies from the previous year, when the file rolls over.

Note: Use the Query atom to modify these files as necessary.

Files

Non-Student Files	*Create New Flag*	*Student Files*	*Create New Flag*
AATC – Calendar	X	AATD – Daily Attendance	X
AATO – Attendance Options	X	AEMG – Emergency	
AATR – Attendance Reasons		AHLN – Home Language	
ADVA – Vaccination Descriptions		AHLT – Health	
AEPD – Enrollment Process Def.		AIMM – Immunization Vaccinations	
ASH3 – User Reports		AMED – Medical	
ATCH – Teacher		APRN – Parent/Guardian	
		ASCR – Medical Screening Info	
		ASGR – Student Groups	
ACRS – Course		ACLH – Class History	X
AMST – Master Schedule		ACLS – Class Schedule	X
ATCD – Teacher Course Def.			
AGCD – Grading Control Definition		AATP – Period Attendance	
AGCL – Grading Control		ACET – College Entrance	
AGCM – Grade Comments		ACHN – Course History Narrative	

Non-Student Files	Create New Flag	Student Files	Create New Flag
AGCR – Credit Definition File		ACHS – Course History	
AGDF – Grade Reporting Definition		AGRD – Grade Reporting	X
AGED – Eligibility Definition		AGRH – Grade Reporting History	X
AGHD – Honor Roll Definition		AGRL – Grade Reporting Detail	X
AGMK – Marks Definition		AHRT – Temporary Honor Roll Def	
AGPA – GPA Definition		ASSS – Student Course Requests	X
AGPL – GPA Definition Detail		ALKA – Locker Assignment	
AGRP – Grade Reporting Periods	X	ASGR – Student Groups	
AGRA – Grade Rpt Additional Attend	X		
ALKR – Locker			
AREQ – Graduation Requirements			
ARTD – Repeat Tag Definition			
ASMA – Scheduling Mass Assign			
ASMS – Scheduling Master Schedule			
ASMT – Seat Totals	X		
ASOP – Scheduling Options			
ASSD – Scheduling Control Definition			
ASSL – Scheduling Control			
ASSO – Course Request Options			
ASST – Seat Totals			
ASSX – Course Request Cross Ref			
ATDF – Transcript Definition			

Non-Student Files	Create New Flag	Student Files	Create New Flag
AADD – Discipline Descriptions		ACNF – Conference	
AADR – Name and Address		ADIS – Discipline	
AATB – Attendance Bell Schedules		AFEE – Fees	
ACNR – Conference Description		AGAD – Gate	X
ACPR – Classroom Preference	X	ANOT – Notes	X
ADMS – Message Description		APMT – Payments	
AFID – Fee Definition		APRF – Proficiency Test Scoring	
ALSE – Student Entry Definition		APRG – Progress Reporting	X
ALSL – Student Entry Def Line		ASPE – Special Education	
APCD – Progress Control Definition		ASRD – Student Recognition Detail	
APCL – Progress Control		ASRM – Student Recognition Master	
APRD – Proficiency Testing Definition		ASTR – Standardized Test Response	
AROT – Period Rotation/Sched Cycle		ASTS – Standardized Test Scoring	X
ASEA – Seating	X	AVOC – Vocation Education	
ASTA – Standardized Test Admin	X		
ASTC – Standardized Test Controls	X		
ACLR – Course Link Relation			
ACRA – Course Room Allocation			
ACTA – Course Teacher Allocation			
ACTR – Course Restriction & Allocation			

Non-Student Files	*Create New Flag*	*Student Files*	*Create New Flag*
ADUR – Duration Starting Term			
AGSS – Global Scheduling Specs			
AGTR – Global Time Restrict/ Allocation			
AMDP – Meeting Day Patterns			
ARLD – Rules List Definition			
ARLL – Rules List Detail			
AROD – Scheduler Report Option			
AROM – Room File			
ARSD – Scheduler Report Set			
ARSL – Scheduler Report Set List			
ARTR – Room Restrictions & Allocation			
ASCS – Student Scheduling Status			
ASIM – Simulation Options			
ASLR – Section Load Restriction			
ATTR – Teacher Restrictions & Allocation			

Tips and Explanations

Undoing a Failed Rollover

1. Delete all files for next year at the school sites and the District mirror datafile. Clear out ANYL, and modify or recreate the option sets (contained in ANYC).
2. Recreate ADST, leaving out next year to empty the status info buckets.

3. Modify **NextSchool** and **NextGrade** fields at the school sites if necessary, and upload the changed ASTU files.

> **Note:** This fix should not be done if students have transferred in the New Year or if New Year files have been modified.

Rollover can double the amount of disk space usage. Available disk storage space also plays a key role in New Year Rollovers.

Use this logic to determine whether to create files in the new year or to copy last year's data.

Is the file in the option set?	*Is it in ALIC?*	*If applicable, read the ALIC CreateNew flag.*	*Will the file be created in next year?*
No	Ignored	N/A	No
Yes	No	N/A	Create empty file.
Yes	Yes	CreateNew is No (" ")	Create and copy last year's data.
Yes	Yes	CreateNew is Yes ("X")	Create empty file.

If a file you select to process in the rollover does not exist in the current year, an error is written to the NewYear.log file and the file is created for the new year. Because there is no data to copy, the SASIxp software creates an empty file.

Non-Student File Rollover Tips

- Non-student files must be processed first. If ASCF or ATBL files are missing from both the source year and target year, rollover will stop.
- After running the non-student option, you can update Next IDs if schools are running out of Stulinks. Stulink is a 5-digit field, so there is an effective limit of 99,999.
- Non-student copies Next ID and does not copy new.
- Set the Next ID and Scan Sheets back to 1 before rolling the first student.

Student-Related File Rollover Tips

- Process students who are concurrently enrolled, or enrolled in Summer schools at their home schools only. For example, if a high school student has a home school number 200 and takes an advanced math class at another high school number 300, the records do not roll forward to the next year at the concurrent school, number 300. The student file rollover process looks at the active school listed on the Status Info tab of the District file. The student rolls over for this school only.
- ANYL is a New Year Rollover log file for recording the results of school processing during the Update Student Process option. It is a DBIV file, even if the system is using Oracle or MS SQL Server. This file is defined as follows:

Field
Status
Option_Name
Schl_Name
Start_Date
Start_Time
Finish_Date
Finish_Time
Finish_Status

- Option sets are controlled by the source school. They represent the files chosen at the originating school, not the files requested by particular destination schools.
- Use the Scho Tfrt option in the File Definition Pro atom, for each field in any file. This option indicates whether fields defined or updated in the current year will be rolled over to a student's new school in the next year. If the **Schl Tfrt** field is set to Y, the specified field will always be updated during New Year Rollover. If the option is set to N, the field will not be updated for students being rolled into a new school for next year. It will still be updated for students moving to a new grade in the same school.
- When performing subsequent rollovers on student files, Stulinks are preserved for each student.

Question:

If a student has transferred around the District, for example attending 3 different schools, and those 3 schools are in 3 different groups set up for NYR being run at 3 different times, how does the program know to wait until it gets to the most recent transaction to put the student in the right place for the new year?

Answer:

NYR only moves records from the school where the student is currently enrolled according to the ADST file. It avoids moving outdated, inactive records.

Transfer Course History Process

During the Update Course History process, the Schools Attended History file (ASAH) is updated with new information.

Post-Rollover Operations

- After performing a New Year Rollover, if a new student is added to a school, the system will prompt you to enroll the student in the new year as well.
- After an initial student rollover, when inactivating a student in the current year, the following message displays:

  ```
  A New Year Rollover has already been generated. Do
  you want to no show this student for the next year?
  ```

  If you select Yes and the student will attend the same school in the new year, the student's enrollment is inactivated in the current year and no showed in the new year. If Yes is selected and the student will be attending another school in the new year, the student's records is inactivate for the current year only. Student records for the new year at the new school will not change.
- Update the **District Year** field in the District Control atom after all work in the current school year is complete. For example, school year is 1999-2000, the final rollover is complete, and students course history carries forward to the new year. District year can now change to 2000, and you will no longer modify data in the 1999 year.

- After the final rollover is complete and you have been instructed to use the next year when working in the SASIxp software, it is possible to identify when users change files for the last year. Configure the SASIxp software to upload all years of data and run the following query:

  Display ADPS all IF Year=1999 AND UploadDate >'06/05/00'

  Where 1999 is the previous year and 06/05/00 is the date of the final rollover. If the query returns records, query AUFS and AONL to discover which previous year files were modified.

Process Changes

Non-Student Rollover Process Changes

When Non-Student files roll over, the Sequence Control file (ASCF) is included automatically. This file stores the displaying data in the Next ID atom.

Stulinks start over in the new year with the next highest value. For example, use Stulinks 1–500 in the current year at a school; after the rollover next year's Stulinks begin at 501. If data is improperly copied to the New Year, the records do not match with any students because Stulinks do not overlap.

Student Rollover Process Changes

Effective Dates and Codes

If a feeder school pushes students to a target school that is not a feeder school, the **Effective Date**, **Enter Code**, and **Transfer Codes** information from the feeder school will be used when adding the student to the target schools. Normally, if a student is transferring schools, the effective date for the target school is used for all incoming students. However, if the target school, as specified in a student **Next School** field, is not a selected school NYR, the system must assume it can use the same values as the feeder school.

All schools with varying values for these fields must be selected in the Update Students Files screen of New Year Rollover atom, and the proper values supplied.

New Year Rollover can now resume from the last school in case of an interruption.

The Update Student process keeps a log of schools processed. The process flags the time it started processing a school, and the time it completes processing a school. If the process is interrupted, and then restarted, use this log to determine if a previous run completed or not. If the log indicates the process was interrupted, you are prompted to continue with the previous run or to start over. You are also prompted to run Checkdata regardless of whether you choose to re-run the entire process or continue with the previous run. If a corrupted file is located, repair it before running Update Student again.

In case of an interruption, you are prompted to run Checkdata, and cancel the process or continue. After you verify the files' integrity with Checkdata and has choose to continue a previous run of the Update Student process, the process skips all schools flagged with a completed time stamp, and processes all schools with no time stamp. It then processes schools in the Update Student selection matrix but not in the log.

You can choose to restart the process or continue.

- If you choose to Continue, the Update Students process looks through the ANYL log and processes only schools not having a finish code of Complete. If a school has a finish code of Processing, it is processed from the beginning as if it had a blank code.
- If you choose to Restart, the Update Students process clears all values from the finish code record for every school, and processes every school for this Update Students.

Caution:

If you choose to Continue with a previously incomplete process run is if data for a school has changed since the last run, and the school completes the process in the last run, modified data for students in the school will not update to the next year.

- The Continue option is primarily intended for immediately re-running a process recently interrupted.

Graduation Process Changes

The Graduate Students process in New Year Rollover in previous versions of the SASIxp software considered the last grade on the **Grade Levels Taught** field to be the graduating grade. Some schools have extra grades

on this field after the true graduating grade, usually 12. The Graduate Students process now considers the first grade in which the corresponding **Promote Grade Level** to field is blank; for example,

Grades Taught: 09 10 11 12 UN

Promote to: 10 11 12

In this example, the Graduate Students process would consider 12 as the graduating grade, and would populate the **Graduation Date** field of the ASTU file for all 12th graders. Because the **promote to** field for UN is not the first blank **promote to** field, it is not processed as a graduating grade. You should ensure there are no blank **promote to** fields other than the grade you intend to graduate.

NEWYEAR.log file Messages

The following list contains messages appearing in the NewYear.log file and possible causes:

- If there is a problem of any kind opening the ANYL Student Update Log, the system will abort the New Year Rollover process. Problems could include another user who has an exclusive lock on the file, or the system does not have enough memory to open the file. The following message is written to the NEWYEAR.log text log:

  ```
  Encountered problem initializing the ANYL log file, aborting Student Transfer process
  ```

- If you restart a NYR Update Student's process that was previously interrupted before completion, the following message is placed in the NEWYEAR.log text log:

  ```
  The previous process was interrupted…

  Run the check data utility and fix any errors before you continue.
  ```

- If you chose to cancel the NYR Update Students process as a result of a dialog about a previously interrupted process, the following message is placed in the NEWYEAR.log text log:

  ```
  User chose to cancel the Transfer Student process.
  ```

- If this is the first time a particular NYR Update Students Option has been run, or schools have been added to the option since the last run of a particular option, the following message is written to the NEWYEAR.log text log:

```
Adding school <500> to the New Year Rollover Schools
Updated Log (ANYL).
```

- If schools have been removed from a particular NYR Update Students Option since the last time the option has been run, the following message is written to the NEWYEAR.log text log:

  ```
  Removed school <500> from Schools Updated Log
  (ANYL), it is no longer processed as part of this
  Update Students option.
  ```

- If you chose to **continue** with a process that was previously interrupted before completion, the following message is put in the NEWYEAR.log text log:

  ```
  User chose to "CONTINUE" with previous Transfer
  Students process, previously processed schools will
  be skipped…
  ```

- If you chose to restart a process that was previously interrupted before completion, all schools will be processed again regardless if completion status when interrupted, the following message is put in the NEWYEAR.log text log:

  ```
  User chose to "RESTART" the entire Transfer Students
  process, all schools will be processed.
  ```

- During the NYR Update Student processing, some schools may be skipped because they completed during a previously interrupted process. If you chose to continue with that previous process, when the process encounters a school that should be skipped, the following message is put in the NEWYEAR.log text log:

  ```
  Skipping School <500>, it completed processing
  during the last run of this NYR option.
  ```

Additional Information

- Error –2035 on one student causes all subsequent students to be skipped with same error. In this case, updating all **Next IDs** at the school returning the error in the next school year clears and processes all students in the next immediate rollover.
- Errors on students where Next School or Next Grade does not exist are reported in the log. If all these errors pertain to seniors, ignore the errors. Seniors did not carry into the Archive school because Graduation Date in the student file is missing.
- If the students are not seniors but are the highest grade level at your District, the same graduation rule applies.
- If the students move to another school, Elementary to Middle school or Middle school to High school and the list is short, use the Enrollment atom at the School site to Cross-Year enroll the students who missed the rollover. Re-run an Option Set, which includes only the school after having made corrections in the **Next School**, **Next Grade** fields of the Student atom for all students who appear in the NewYear.log file list.
- Run the non-student files before student files process once.
- After processing New Year Rollover once for the new school year, the Status Info screen of the District atom populates with next year's information. Changing the **Next School** field or the **Next Grade Level** in the Student atom and running New Year Rollover again will not transfer the student to the new school or change the grade level. The student must be no-showed and transferred to the new school, or the grade change will have to be made manually.
- New Year Rollover, for the student files, can run as many times as necessary after a successful upload and update without any errors at the District server. Each time it runs, it updates the ASTU and AENR files and makes any demographic changes (addresses and telephone numbers). Add a new Option Set to update the demographics for ASTU and AENR. Pearson School Systems recommends the individual schools do a complete backup of the new year school files before copying the qualified files down to the site.
- After starting the course request input in the new year, do not roll over the files associated with scheduling (ASSS, ASMS, ASMT, ASOP, ASSD, ASST, ASSX, ASMA, ASSL, and ASSO).
- Do not roll over files for the new year until the new school year begins (ADIS, AHLT, AIMM).
- When selecting the files to process, Pearson School Systems does not recommend selecting the Add All button. Do not create files your school does not use.

- Add Option Sets to the rollover of single schools for scheduling purposes. For example, high schools can roll over the students enrolled in their school to start the scheduling process.
- When enrolling a new student in the current school year after doing the new year rollover process, there will be an option to enroll the student into the next school year. Enter the appropriate **Enter Date** and **Enter Code** and click **OK**. If the student is in the highest grade level of the school or will be attending a different school in the next school year, go into the next school year and cross-year enrollment of student.
- Only make changes to demographics of existing students to the current school year. The New Year Rollover process transfers the data to the necessary school year.
- For information to copy from the previous year, select the Locker file (ALKR) as a file to process in the Option Set to run for Non-Student Files.
- For information to copy from the previous year, select the Parent/ Guardian (APRN) and Locker Assignment (ALKA) files to process in the Option Set to run for Student Files.
- For the Graduate Option Set to process correctly, there must be a Graduation Code defined on the Enrollment screen in the School atom.
- The **Grad Date** field populates in the mirror files for the current year only when the Graduate Option Set is processed. These dates are not seen at the school sites. With these dates in the Student file, the seniors do not appear on the New Year Rollover log when the Student Option Set runs.
- A District Inactive School is defined in The District Control atom for students to transfer to the Archive school.
- All schools, including new schools for the new year and the Archive school, must have the Table (ATBL) and Sequence Control (ASCF) files for the current school year.
- Update Next IDs in the new year before and after subsequent rollovers.
- Do not update any existing student records in the new school year. Always make the changes in the current school year.
- The Archive school is a qualified school like all other schools. The files are the same as the other schools.
- All schools in the district school file are considered as possible target schools and are automatically considered in all Option Sets.

- Codes display in the **Leave Code** field of the Status Info screen in the District atom after the rollover process:
  - Inactive = +
  - Graduate = –
  - No Show = *
- Process the Archive school prior to processing all of the other schools for both non-student and student files.
- Verify all grade levels are valid in the District file.
- Verify all grade levels and promote to grade levels are correct for each school.
- The Schools Attended History (ASAH) file automatically creates when doing the rollover, provided an ASAH file exists for the current school year. The data in the current file transfers to the new year.

New Year Rollover

9

Setting Up Summer Schools

Use this section for creating and setting up the files for summer school using the Summer School atom. These processes are for schools using District Integration to connect to the district office. Complete all steps in the appropriate school year.

Before You Begin

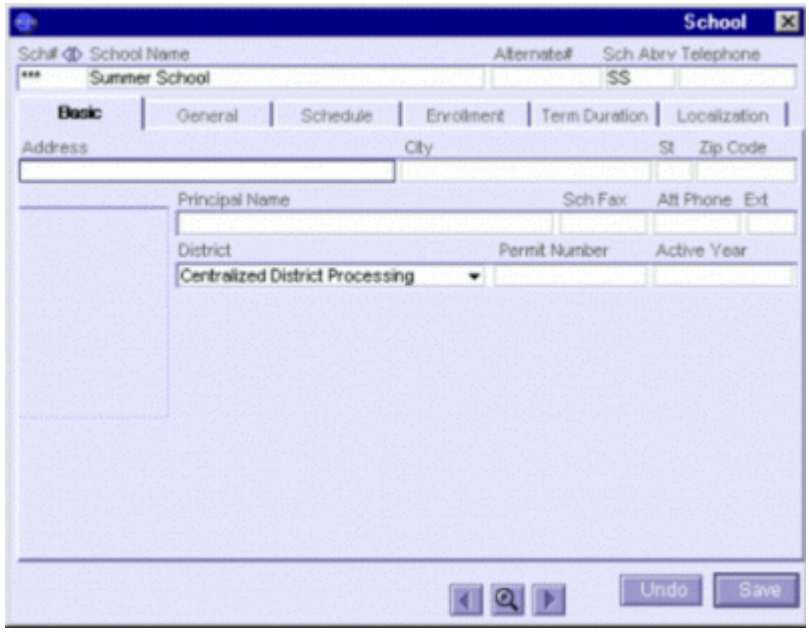
Complete these tasks before setting up a summer school:

- Read the entire chapter before attempting to set up a summer school.
- Verify all of the file definitions in use at the district are the same as the summer school file definitions.
- Verify all schools are using the same version of the SASIxp educational software.
- Verify you log into the correct school year.

Summer School Site Setup

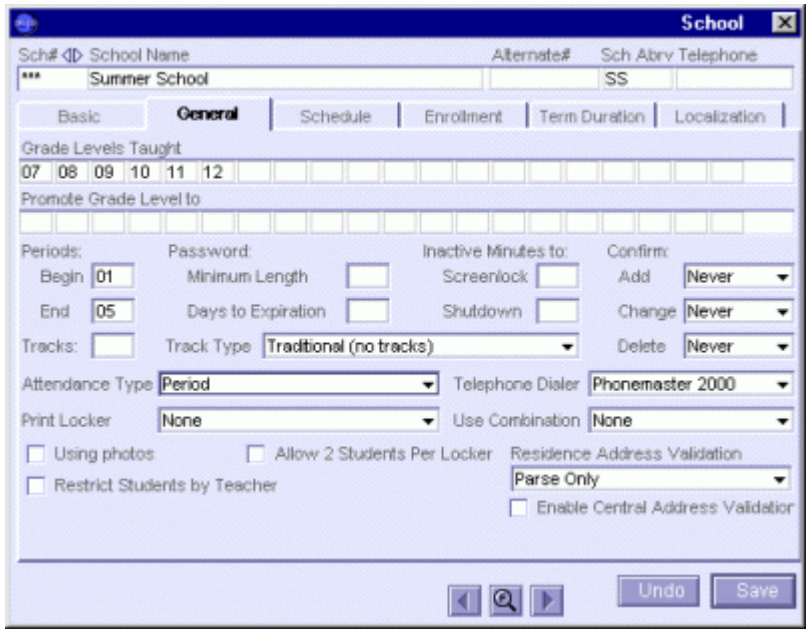
Use this atom to set up the school site summer school in the year the files will roll toward.

1. Open the School atom.



2. From the Data pull-down menu, select Add School.
3. Complete the **School Name** and **School Abrv** fields.
4. In the **District** field, select District Processing.

5. Select the General tab.

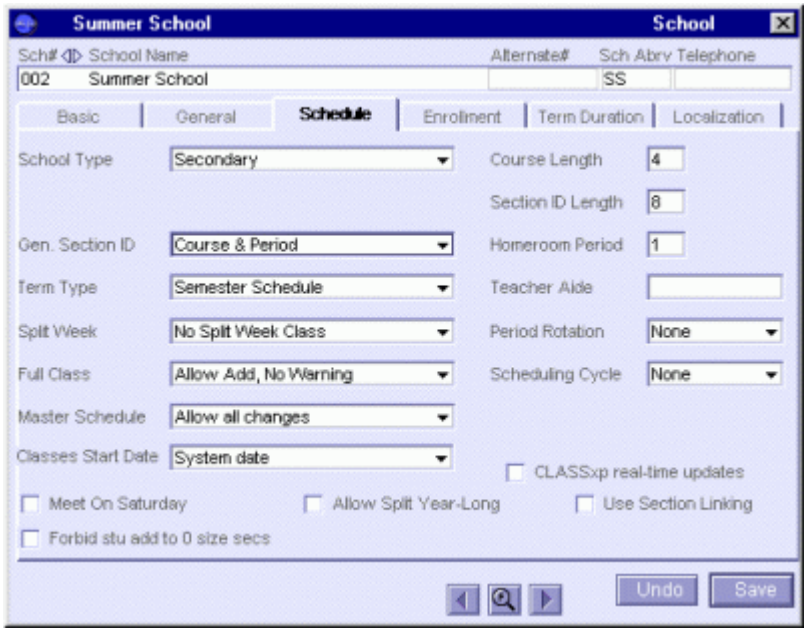


6. Complete these fields:

   - **Grade Levels Taught**
   - **Periods Begin**
   - **Periods End**
   - **Attendance Type**

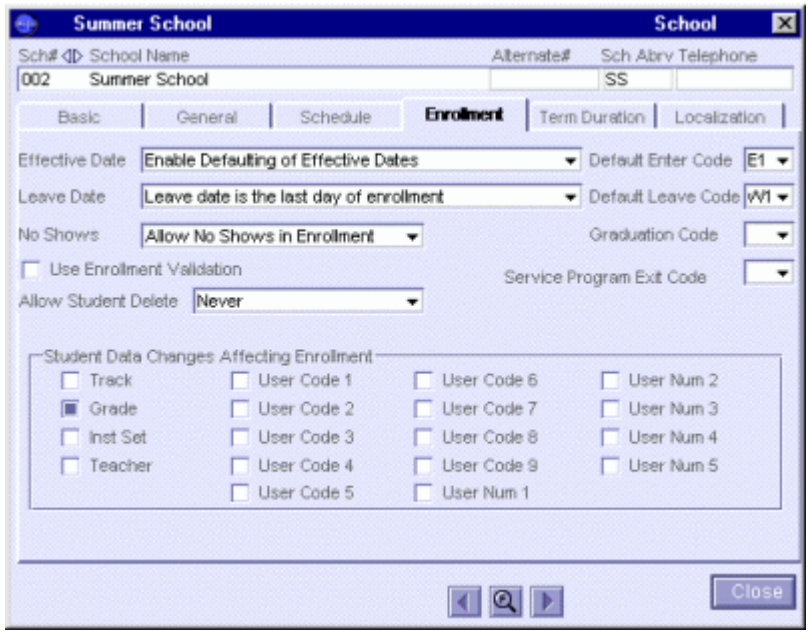
> **Note:** To use the Summer School Attendance report, set the **Attendance Type** field to Period.

7. Select the Schedule tab.



8. Complete these fields:
   - **School Type**
   - **Gen. Section ID**
   - **Term Type**
   - **Section ID Length**

9. Select the Enrollment tab.



10. Complete these fields:
    - **Effective Date**
    - **Leave Date**
    - **No Shows**
    - **Default Enter Code**
    - **Default Leave Code**

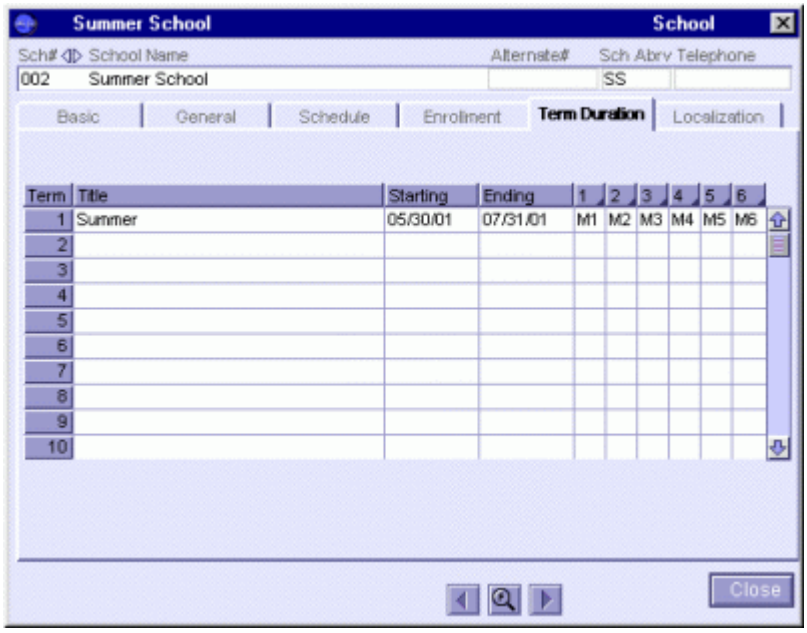
    Note: You can add an enter code for summer school after creating the Table File.

11. Click **Save**.
12. From the School pull-down menu, select Change School # and Name, and enter the school number for the summer school.

    Note: Do not use the summer school number for any other school in the district.

13. Click **Save**.

14. Select the Term Duration tab.

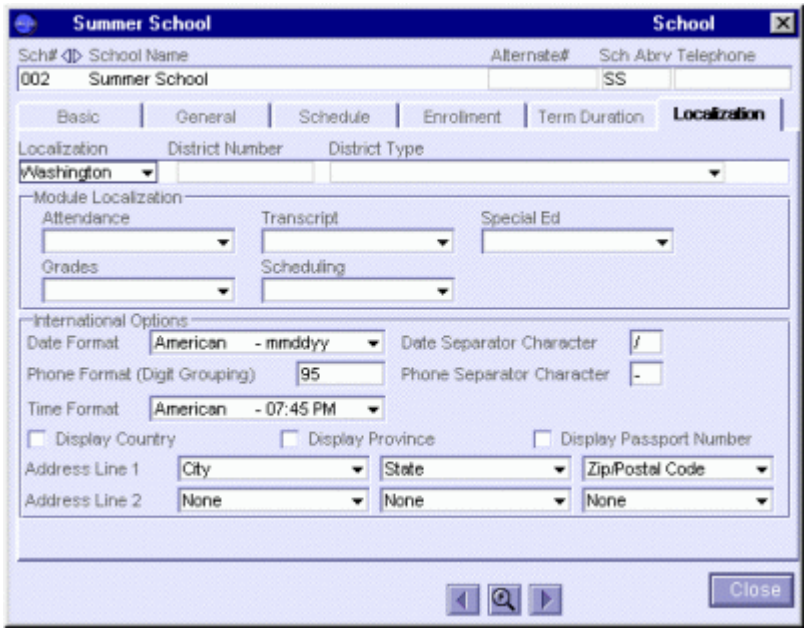


15. Enter the Term Title in the **Title** field.

> **Note:** The number of terms is defined in the **Term Type** field on the Schedule tab.
>
> - Year Schedule—1 Term (YR)
> - Semester Schedule—2 Terms (YR, S1, S2)
> - Quarter Schedule—4 Terms (YR, S1, S2, Q1-Q4)

16. Complete these fields:
    - **Starting**
    - **Ending**
    - **1**, **2**, **3**, **4**, **5**, and **6 (Term Code)**
17. Click **Save**.

18. Select the Localization tab.



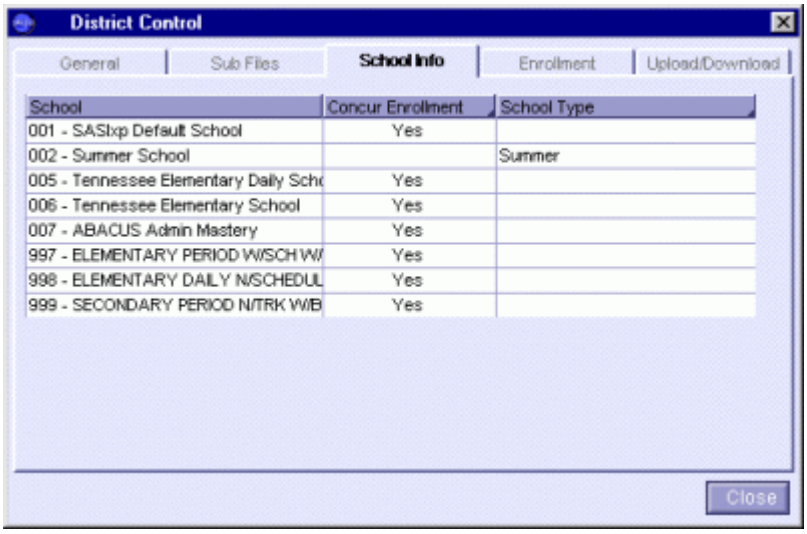
19. Select State, Province, or Country in the **Localization** field.
20. Click **Save**.

> **Note:** For the School atom field definition information, see the *SASIxp™ Basic Applications Guide*.

District Site Setup

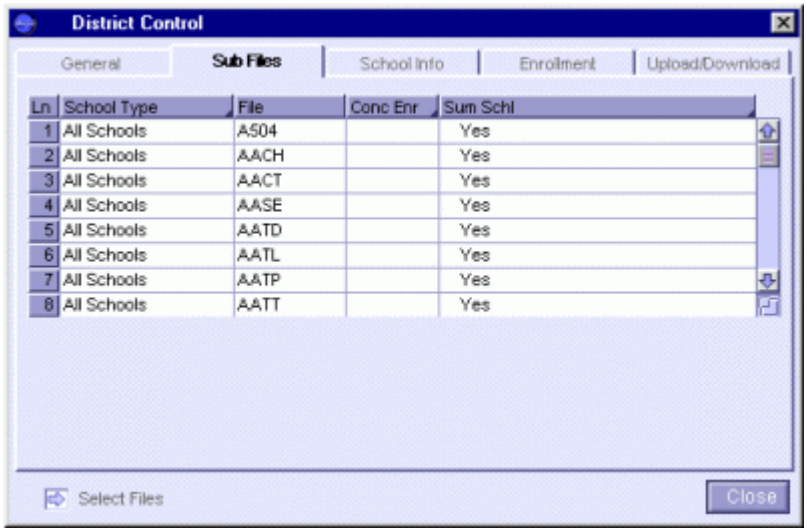
Add each summer school to the School file at the district site.

1. Open the School atom.
2. From the Data pull-down menu, select Add School.
3. Set up the summer school the same way you set it up at the school site. The only difference is that both the school site and the district site share the same School atom information for a summer school.
4. Set the **District** field to Local Processing.
5. Click **Save**.
6. From the School menu, select Change School # and Name and enter the school number for the summer school.
7. Click **Save**.
8. Open the District Control atom and select the School Info Tab.



9. In the **School Type** column, select Summer for all schools holding summer school.
10. Click **Save**.

11. Select the Sub Files tab.



12. In the **Sum Schl** column, select Yes for each subfile.

> **Note:** If you select Yes, the files transfer during future enrollment transactions.

13. Click **Save**.

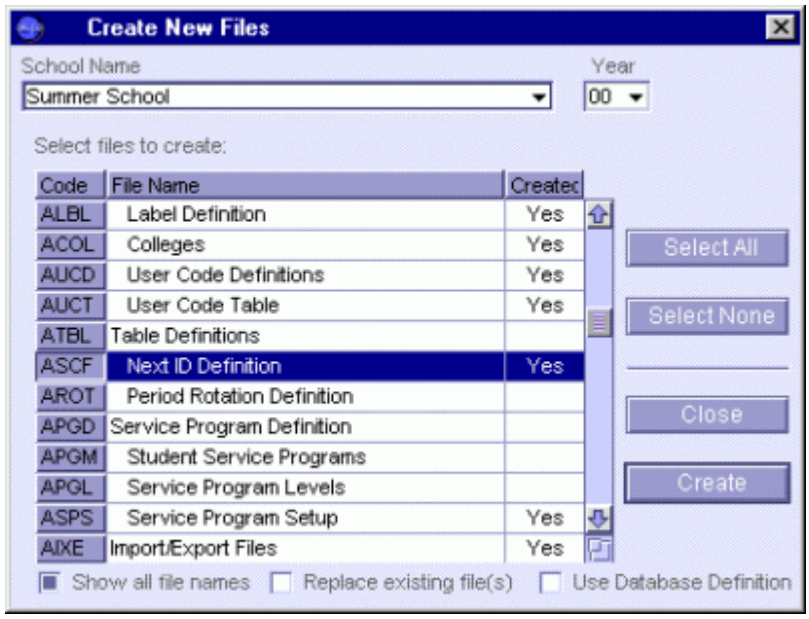
> **Note:** For additional information on the District Control atom, see Setting Up the District Control File on page 81.

Creating Non-Student Files

Create non-student files after logging into the summer schools for the appropriate school year at the district site.

> **Note:** If the summer school is created using Next Year Summer School option, the school year is relative to the current school year.

1. Open the Create New Files atom.



2. In the **School Name** field, select the summer school.
3. Select the **Show all file names** checkbox.
4. Before rolling the students into the summer school, create these files:
   - ASCF – Next ID Definition (Sequence Control File–subfile of Table Definition)
   - ATBL – Table Definitions
   - AEPD – Enrollment Definition (sub file of Student)

> **Note:** Create these files at this time or after enrolling students into the summer school.

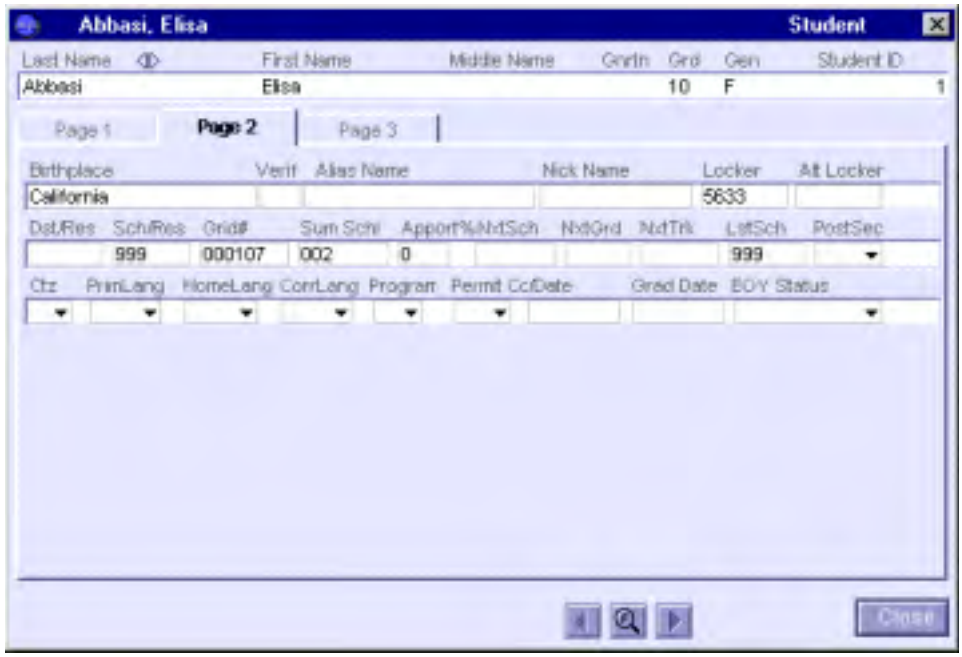
5. Create the following non-student files:
   - AMST – Sections (if using Basic Scheduling) or ASMS – Scheduling Sections (if using Mass Scheduling)
   - ACRS – Course
   - ATCH – Teacher
   - AATO – Attendance Options
   - AATC – Attendance Calendar
   - AATR – Attendance Reasons

- AATB – Bell Schedule
- ALKA – Locker Assignments

6. Click **Create**.

Preparing Feeder School Files

1. Open the Student atom at the school site, and select the Page 2 tab.



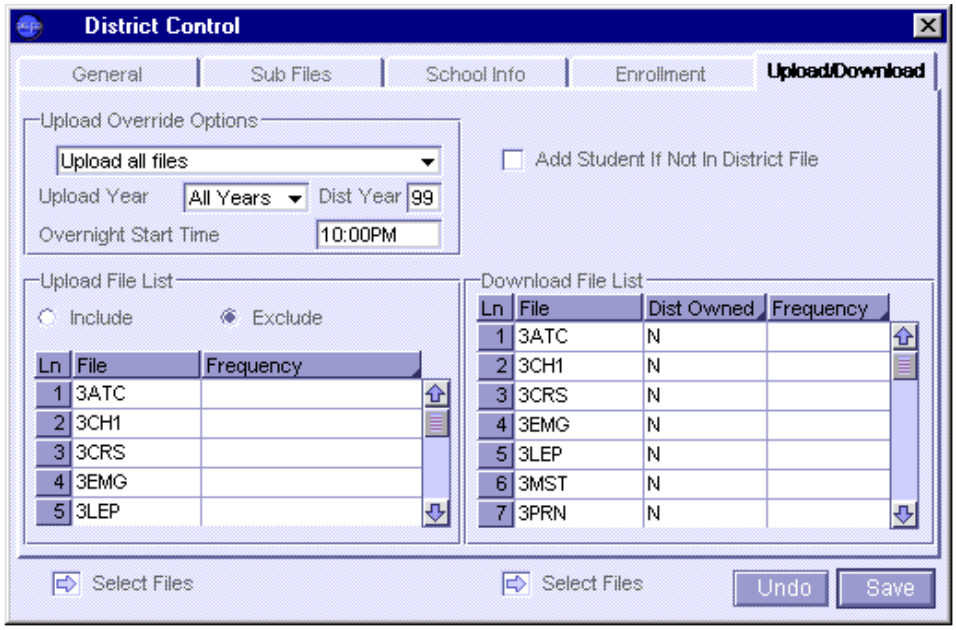
2. For all students attending summer school, enter the summer school's number in the **Summer School** field.
3. Click **Save**.

Note: For the School atom field definition information, see the *SASIxp™ Basic Applications Guide*.

Manual Upload of Files

Perform a manual upload of all files, excluding the pictures file. It is crucial to ensure a clean, complete upload before processing the summer school.

1. Open the District Control atom from the District Setup folder, which is in the District Apps module.



2. Select the Upload/Download Files tab.
3. In the Upload File List section, select the **Exclude** option button.
4. Select the fast access arrow below the Upload File List section to add a matrix line in the Upload File List section.
5. Click in the new line and select PICT-Pictures.
6. Insure the **Upload Override Options** field is set to Upload All Files and the **Upload Year** field is set to the current year.
7. Click **Save**.

8. If there is an error, query the ADPS file to detect the error and correct it.

> **Note:** Query the district SASIxp log files (ADPS, AUFS, AONL) to verify the upload. The ADPS file should have one record per school and year of data. The **Upload Status** field should display SUC_AND_MOVED with the appropriate upload date for the current year files in every school. In addition, AUFS and AONL should not display any failures (Level Code F) associated with current year files for the last upload. All upload folders should be empty, indicating the files successfully moved into the district SASIxp datafile folder.

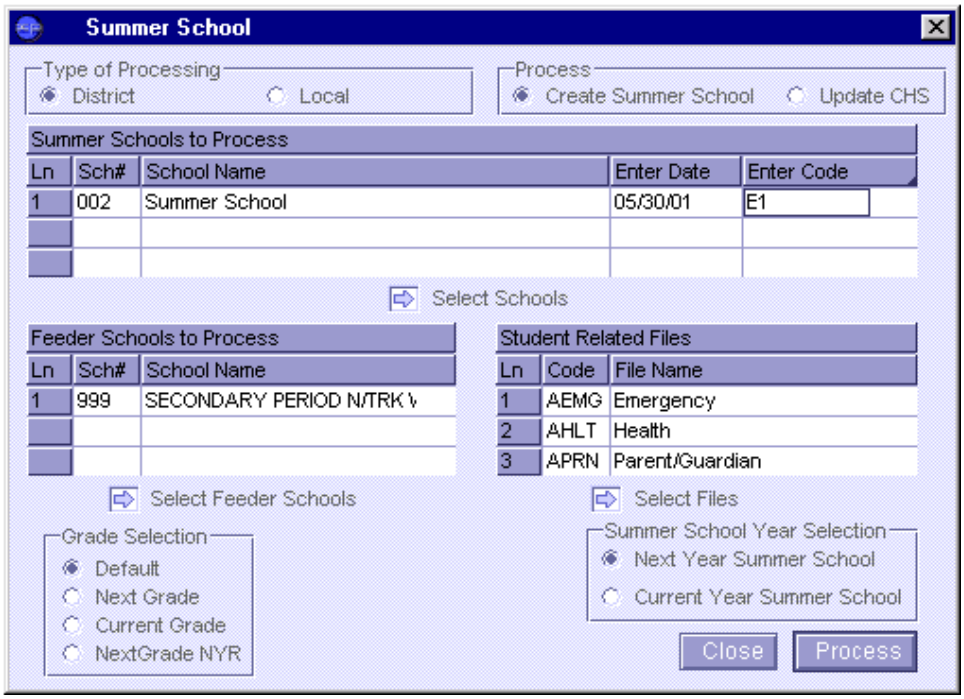
9. Repeat Steps 1–8 until all errors are corrected.
10. Shut down the Task Server before processing the Summer School option.

Processing Feeder Schools Into the Summer School

1. At the district office, log into the summer school.

> **Note:** When creating a summer school as a current year school, select **Update Current Year School** when updating the feeder school. When creating a summer school as a next year school, select **Update Next Year School** when updating the feeder school or the school the student will be attending in the next year.

2. Open the Summer School atom, which is located in the File Management module.



3. In the Type of Processing section, select the **District** option button.
4. In the Process section, select the **Create Summer School** option button.
5. Below the Summer Schools to Process matrix, click the **Select Schools** fast access arrows to select the summer schools.
6. In the **Enter Date** column, enter the start date for summer school.
7. In the **Enter Code** column, select the enter code to use for summer school.
8. Below the Feeder Schools to Process matrix, click the **Select Feeder Schools** fast access arrow to select schools to process for the summer school.
9. Below the Student Related Files matrix, click the **Select Files** fast access arrow to select files relating to the students to use for summer school.

10. Click **Process**.

> **Note:** When this process runs, students with one of the specified summer school numbers in the **Sum Schl** field in the student atom are transferred to that summer school.

11. After running the process, check the SUMMER.LOG to review any errors that occurred during the process. Locate the log in the Datafile.

Summer School Options

Type of Processing

Option	*Description*
District	Summer school processing at the district level.
Local	Summer school processing at the individual school site.

Process

Option	*Description*
Create Summer School	Rolling students into summer school, along with any additional optional files.
Update CHS	Updating student course history at feeder schools at the end of summer school.

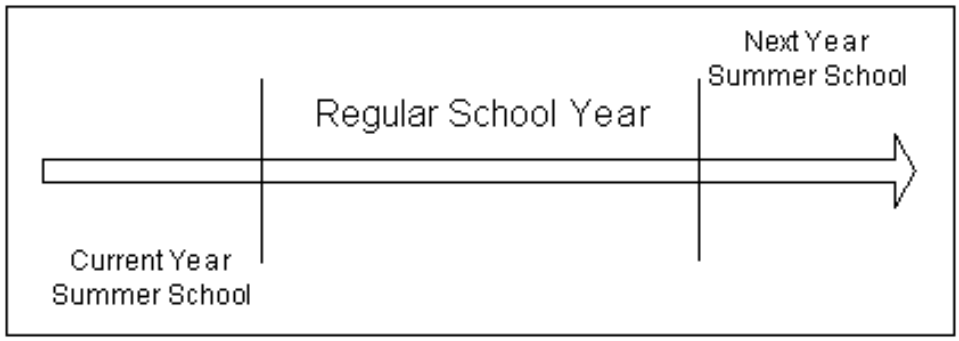
Grade Selection

Option	*Description*
Default	Checks the **NxtGrd** field from the Student atom, Page 2 tab. • If the **NxtGrd** field is populated, the new grade level is the value in the **NxtGrd** field. • If the **NxtGrd** field is blank, the new grade level is the value in the **Grd** field from the Student atom, Page 1 tab.
Next Grade	• Only students with a value in the **NxtGrd** field will be processed, and the new grade level is the **NxtGrd** field value. • When the **NxtGrd** field is blank, an error log entry with the student's ID, name, current grade level, and a message indicating the student does not have a next grade value is created.
Current Grade	New grade level is the value in the **Grd** field from the Student atom, Page 1 tab.
NextGrade NYR	• New grade level is the value in the **NxtGrd** field from the Student atom, Page 2 tab. • When the **NxtGrd** field is blank, the new grade level is the value defined in the **Promote Grade Level to** field from the School atom, General tab.

Summer School Year Selection

Option	*Description*
Next Year Summer School	Summer school records update to the new year.
Current Year Summer School	Summer school records move to the school year just completed.

School Time Line



Moving Qualified Files

Choose one of the following processes to copy or transfer the summer school data down to school sites.

Note: When rolling files back to the feeder schools, all records in the file are appended to the feeder school file. Duplication of records can occur if the file was originally rolled into the summer school.

Process 1

1. Open the datafile at the District.
2. Shut down the Task Server before copying the qualified files down to the individual schools over the WAN.

3. Copy all the qualified files from the district datafile to the individual schools.

   Note: Individual schools can then view the summer school data on their server.

4. Copy all schools new files down to the individual school sites at the same time.
5. After coping all qualified files to the individual schools, log into the Task Server.
6. Set the Task Server to transfer student mode.

Process 2

Note: Before using this process, add campus records to the Campus atom for the summer school sites. If the summer school data is not uploaded to the district, remove the campus records for the summer schools from the campus atom.

1. Open the District Control atom.
2. Use Process 1 to move the qualified files down to the school sites.
3. In the Upload Override Options section, modify the **Upload Year** field to the next school year.
4. Select the Upload/Download tab.
5. Select the fast access arrow below the Download File List section to add a new matrix line to the Download File matrix, enabling you to include a file in the download process. Repeat this step until you define all the download files.
6. Click **Save**.

Task Server Procedure

1. Open the Task Server application.
2. From the Tasks pull-down menu, select Download to Remote Sites.

   Note: This option temporarily disables real-time operations of the Task Server.

District Procedure

1. Open the District Control atom.
2. Change the Upload Year to the appropriate school year in the Upload Override Options section.

   Note: The Upload Year is related to the Creation Year selection.

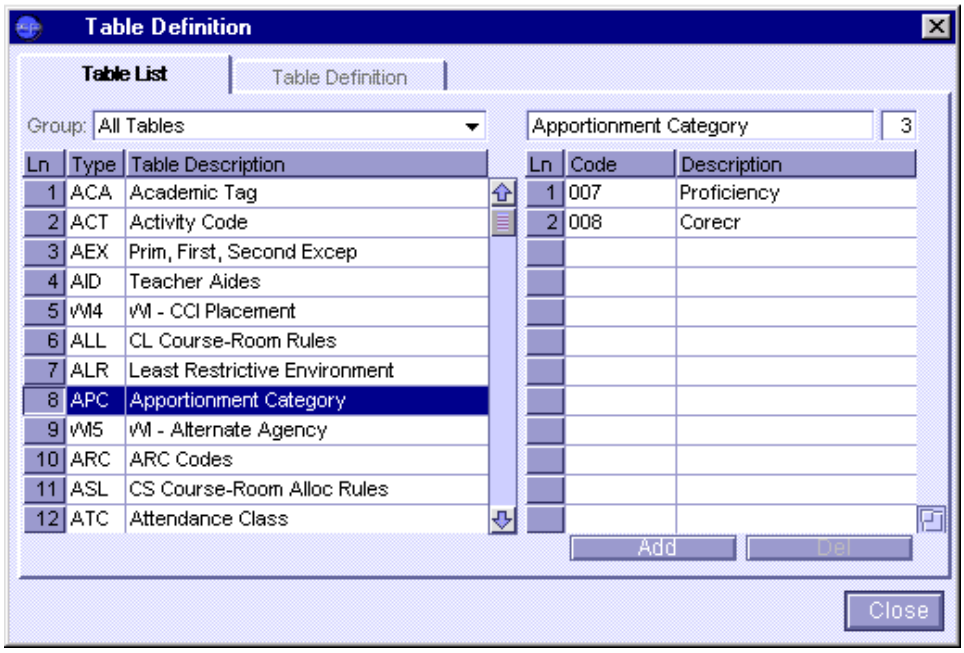
3. Select the Upload/Download tab and remove the files from the Download Files List.
4. Click **Save**.
5. Quit and restart the Task Server application and set it in transfer student mode.

   Note: This option enables real-time operations of the Task Server.

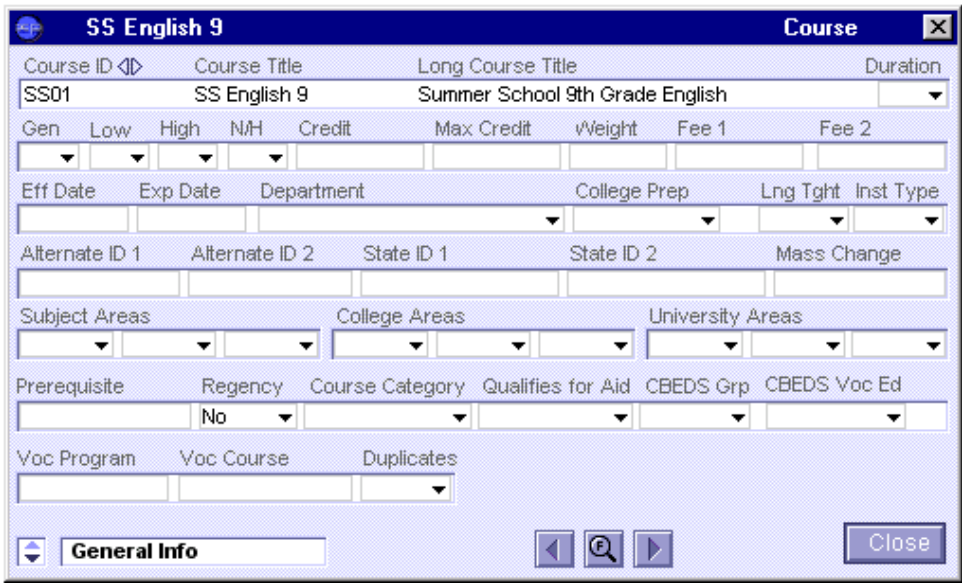
Preparing Course Files

If you use the Summer School Attendance Summary report (ATP60), setup courses and tables to use the course file to correctly calculate apportionment minutes. Perform these procedures at the School site:

1. Open the Table Definition atom, which is in the System Setup module.



2. Select the APC (Apportionment Category) table type.
3. Click **Add**.
4. Add one code and description for Proficiency and one code and description for Core.
5. Select the CRT (Course Type) table type.
6. Click **Add**.
7. Add the types of courses the summer school will be offering.
8. Click **Save**.
9. Open the Course atom, which is in the Basic Scheduling module.

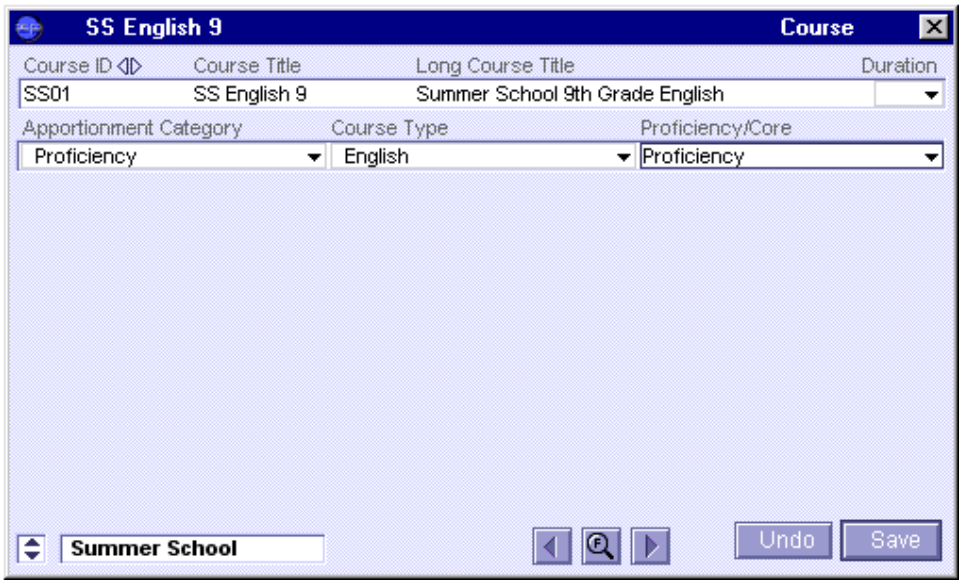


10. From the Data pull-down menu, select Add Course.
11. Complete the **Course ID**, **Course Title**, and any other fields you require for each course offered in the summer school.
    - If course numbers are unique at each school in the district, course numbers must also be unique for the summer school.
    - Add these course numbers to each school for course history to transfer back to the feeder school.
    - If course numbers are the same at all schools in the district, use the same numbers for the summer school.

Adding Summer School Courses

Complete this process for each course added to the Summer School file.

1. Open the Course atom.



2. In the **Page Selection** field, select Summer School.
3. In the **Apportionment Category** field, select Proficiency or Core.
4. In the **Course Type** field, select the type for the course.
5. In the **Proficiency/Core** field, select the area the course minutes should count toward.

> **Note:** For most schools the **Proficiency/Core** field value is the same as the **Apportionment Category** field.

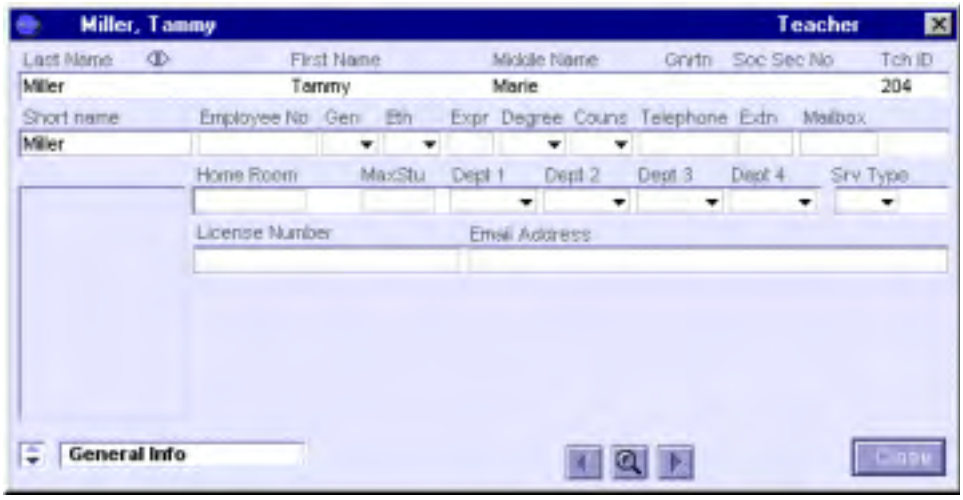
6. Click **Save**.

> **Note:** For the Course atom field definition information, see the *SASIxp™ Basic Scheduling Training Guide*.

Preparing Files to Schedule Students

Adding Teachers – Site Procedure

1. Open the Teacher atom at the school site.



2. From the Data pull-down menu, select Add Teacher.
3. Complete the **Last Name**, **First Name**, and any other fields you require for all teachers teaching in summer school.
4. Click **Save**.
5. Click **Close**.

> **Note:** For the Course atom field definition information, see the *SASIxp™ Basic Scheduling Training Guide*.

Adding Sections or Scheduling Sections

1. Depending on your process, open the Sections or Scheduling Sections atom.
2. From the Data pull-down menu, select Add Section.
3. Add sections for all courses being taught in summer school.

Scheduling the Students

1. Add student course requests in one of these processes:
   - If scheduling all students at a time, open the Scheduling atom, which is in the Mass Scheduling module, and enter the students' course requests.
   - If scheduling one student at a time, open the Walk-in Scheduling atom, which is in the Basic Scheduling module, and enter the course requests.
2. From the Scheduling pull-down menu, select one of these processes to schedule the students:
   - To schedule all students with course requests, select Schedule All Students.
   - To schedule one student at a time, select Schedule Student.

Attendance Setup

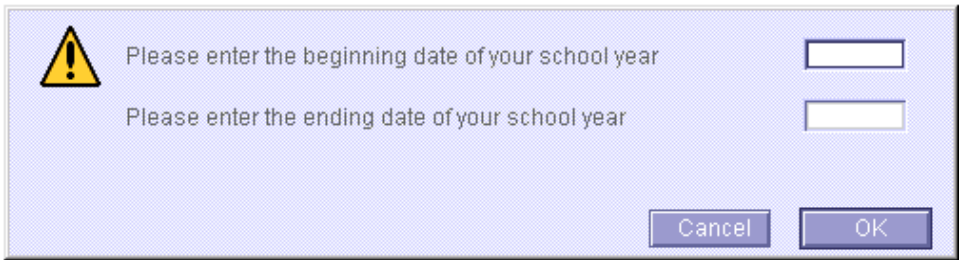
To print the Summer School Attendance report (ATP60), use positive attendance to show apportionment minutes.

Site Procedure – Calendar

1. Open the Attendance Setup atom.

   Note: If you are opening the Attendance Setup atom for the first time, the SASIxp software prompts you to create files. Click **OK** to create all files.

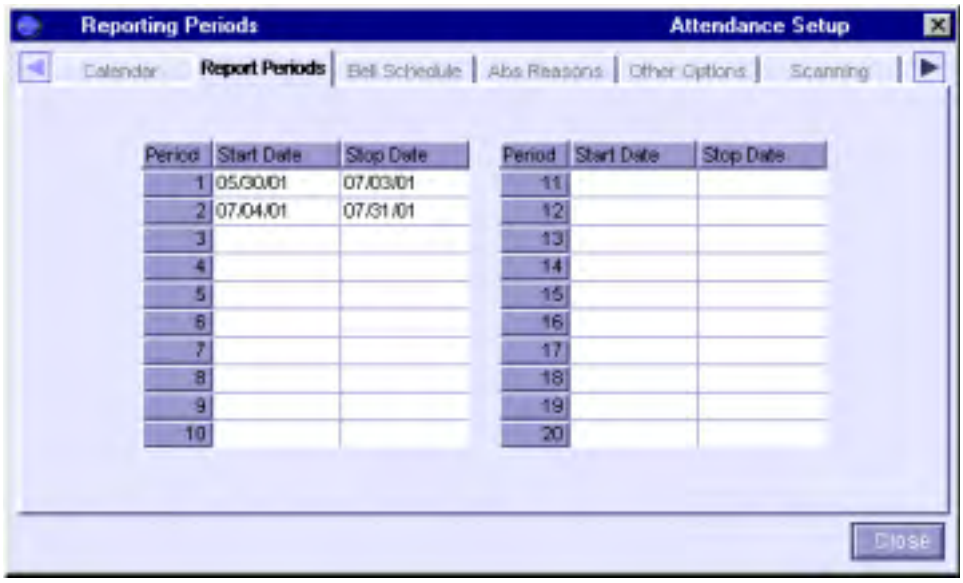
2. Complete the **Beginning Date** and **Ending Date** fields for the summer school session.



3. Click **OK**.
4. When the Attendance Setup screen displays, click **Save**.

Setting Reporting Periods

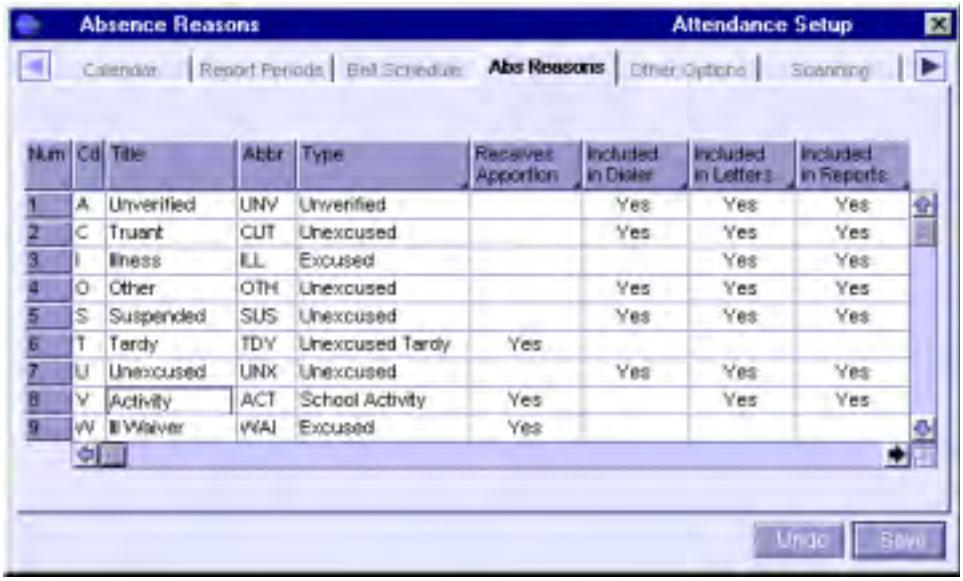
1. Select the Report Periods tab.



2. Complete the **Start Date** and **Stop Date** fields for the reporting periods.
   - The default for any attendance summary reports is 20 days.
   - As long as the report dates do not overlap, you can set them up to run for any duration.
3. Click **Save**.

Setting Absence Reasons

1. Select the Abs Reasons tab.

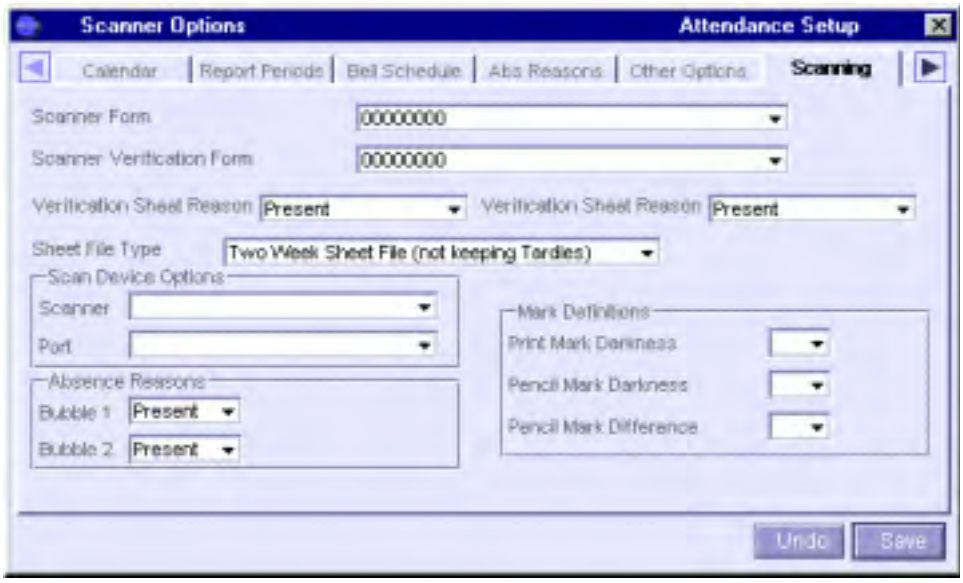


2. From the Data menu, select Add Reason for any additional absence reasons for summer school.
3. Complete these fields:
   - **Cd** (Code)
   - **Title**
   - **Abbr** (Abbreviation)
   - **Type** (must be positive)
   - **Receives Apportionment** (Yes)
   - **Included in Reports** (Yes)
4. Click **Save**.

Entering Scanner Options

If the summer school is using a scanner to scan in the attendance, complete these steps:

1. Select the Scanning tab.



2. Complete the field information to identify the type of the scanner in use by the summer school.
3. In the Absence Reasons section, define one bubble for the Positive absence reason.
4. Click **Save**.

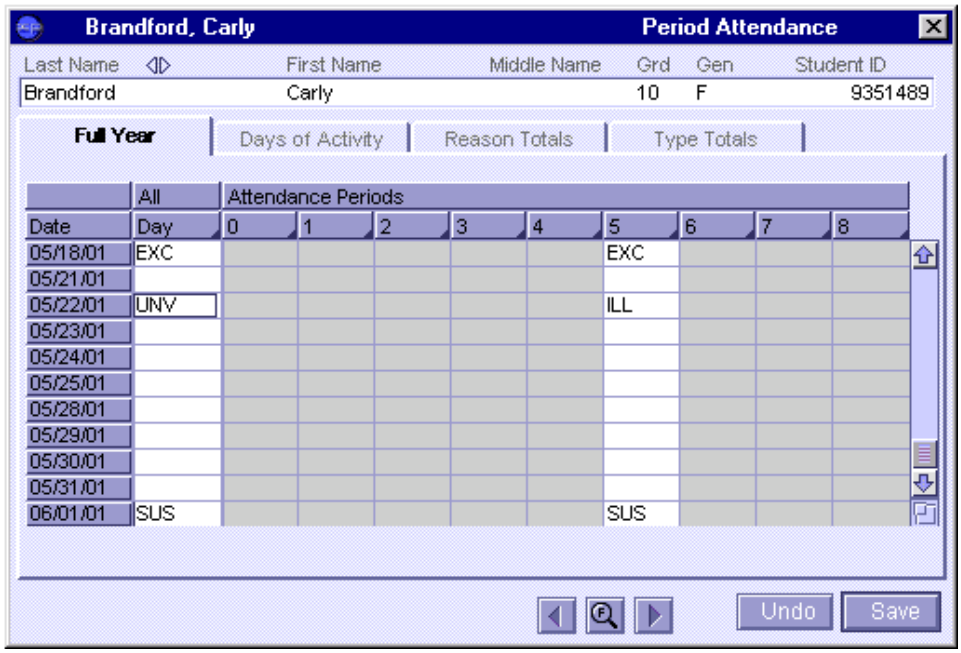
> **Note:** For Attendance Setup field definition information, see the *SASIxp™ Attendance Training Guide.*

Taking Attendance

To print the Summer School Attendance report (ATP60), the summer school must use positive attendance to show apportionment minutes.

1. Open the Period Attendance atom, which is in the Attendance module.

> **Note:** If you are opening the Period Attendance atom for the first time, the SASIxp software prompts you to create files. Click **OK** to create all files.



2. Enter the Positive reason for each period the student is present.
   - You can post attendance manually for each period a student is present.
   - You can scan attendance in for each class.
3. Click **Save** when posting attendance manually.
4. Open the Period Attendance atom.
5. From the Period Attendance pull-down menu, select the Summer School Attendance report (ATP60).

6. Fill in the report parameters taking into consideration the following information:

Fields	*Description*
Report Period	If report periods are defined in the Attendance Setup atom, enter which one is to print in this field.
Minutes Per Period	Number of minutes are the same for each period. **Note:** If all periods are 60 minutes long, enter 60 in this field.
Proficiency category	Maximum number of apportionment minutes per day a student can enroll in. **Note:** If the summer school day consists of 4 periods at 60 minutes per period, the proficiency is 240. Length X Minutes = Proficiency
Core category	Maximum number of apportionment minutes per summer school session. **Note:** If the length of summer school is 30 days and the proficiency is 240, the core is 7200. Length X Proficiency = Core

Processing Grades and Updating Course History

School Site Grading Setup

Process Grade reporting is the same as it is in the regular school year.

1. Open the Grading Setup atom from the Grading Setup folder, which is in the Grade Reporting module.

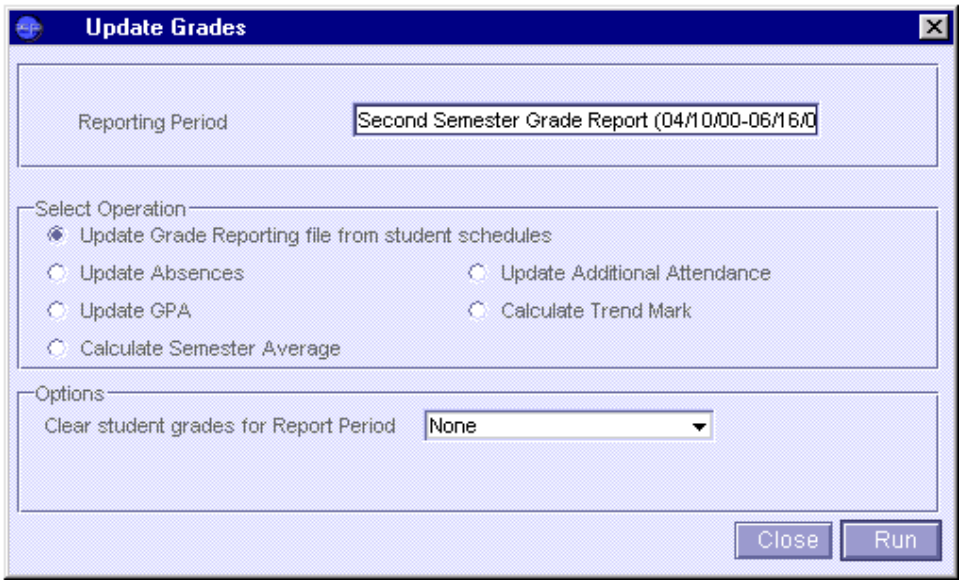
   Note: If you are opening the Period Attendance atom for the first time, the SASIxp software prompts you to create files. Click **OK** to create all files.

2. Complete the field information for this atom to process grades, and to print report cards for students.

Updating Grades

1. Open the Update Grades atom from the Grading folder, which is in the Grade Reporting module.

   Note: If you are opening the Period Attendance atom for the first time, the SASIxp software prompts you to create files. Click **OK** to create all files.



2. Verify the Reporting Period is correct.

3. In the **Select Operation** field, select Update Grade Reporting File from the Student Schedules.
4. Click **Run**.

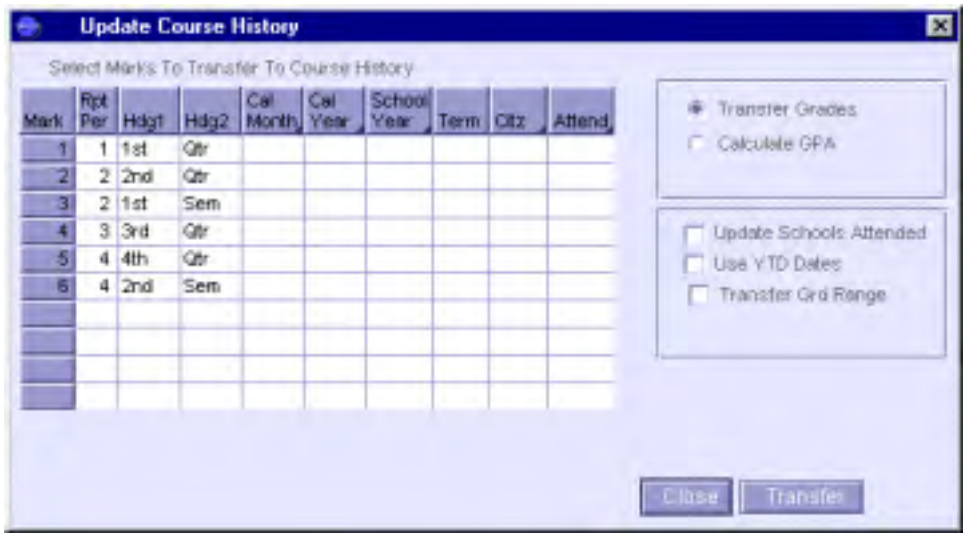
Processing Students Marks and Printing Report Cards

1. Enter marks for students in one or all of the following ways:
   - Enter marks into Class Grades.
   - Enter marks into the Grade file for each student.
   - Create and print scan sheets and to enter the marks for each student.
2. Open the Grades atom.
3. From the Grade pull-down menu, select the Report Card report (GRD04) to print the student's report cards.

Updating Course History

1. Open the Update Course History atom from the Course history folder, which is in the Grade Reporting module.

> **Note:** If you are opening the Period Attendance atom for the first time, the SASIxp software prompts you to create files. Click **OK** to create all files.



2. Select the mark or marks to transfer to the Course History.
3. Click **Transfer**.

Updating Course History to Feeder Schools

For information on updating Course History files, see Manual Upload of Files on page 222.

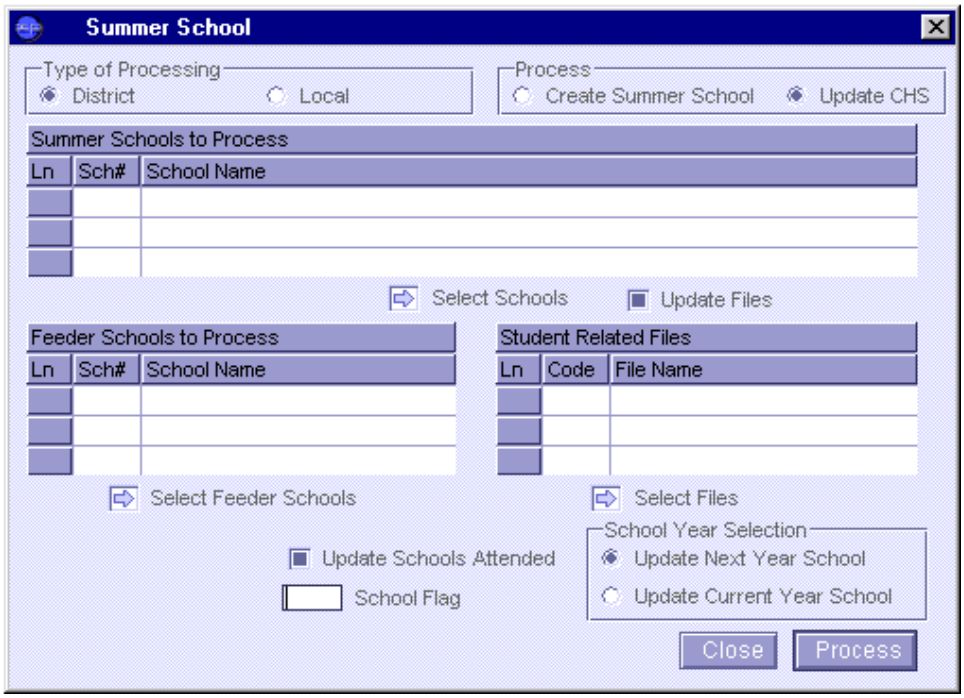
Moving Marks to the Current School Year

Update Course History

Use this process at the district site to update the Course History from the summer school to the feeder school.

1. Open the Summer School atom.

> **Note:** Only do this step one time, or multiple marks will transfer into the Course History file for the feeder school.



2. In the Type of Processing section, select **District**.

3. In the Process section, select **Update CHS**.
4. Under the Summer Schools to Process matrix, click the **Select Schools** fast access arrow, and select all summer schools.
5. Under the Feeder Schools to Process matrix, click the **Select Feeder Schools** fast access arrow, and select all feeder schools.
6. Click **Process**.
7. Review the Summer.log for error messages.
8. Open the Course History atom to ensure the courses and marks were transferred correctly.

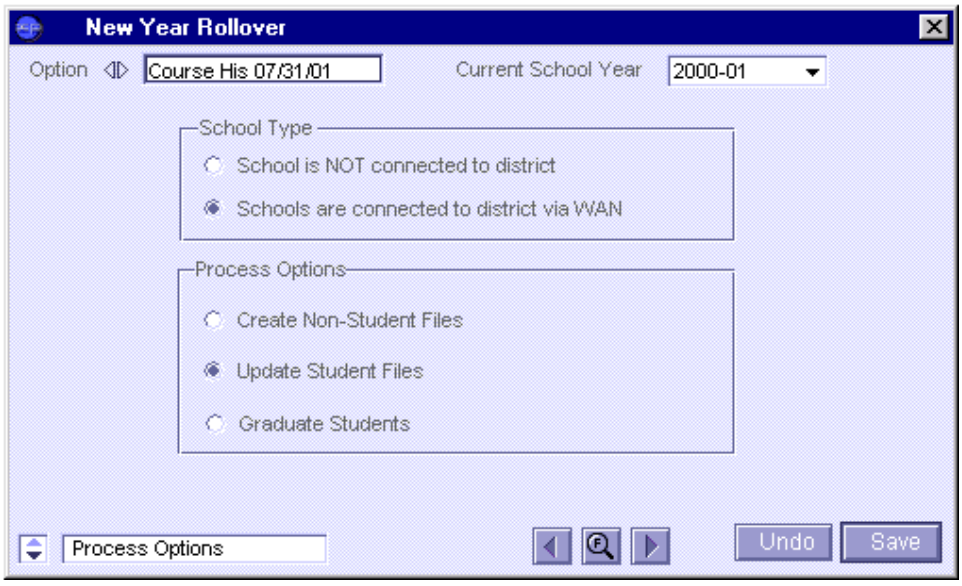
Summer School Options

Option	*Description*
Update Files	Moves selected files from the summer school to the feeder school.
Update Schools Attended	Updates the schools attended information from the summer school. **Note:** Requires a 4 digit **School flag** code.

Updating Course History for New Year Rollover

Run this option set after transferring the last marks to Course History in the current school year. The resulting process adds marks and makes any mark changes to the file already in existence in the new year. Perform these procedures at the district site.

1. Open the New Year Rollover atom.



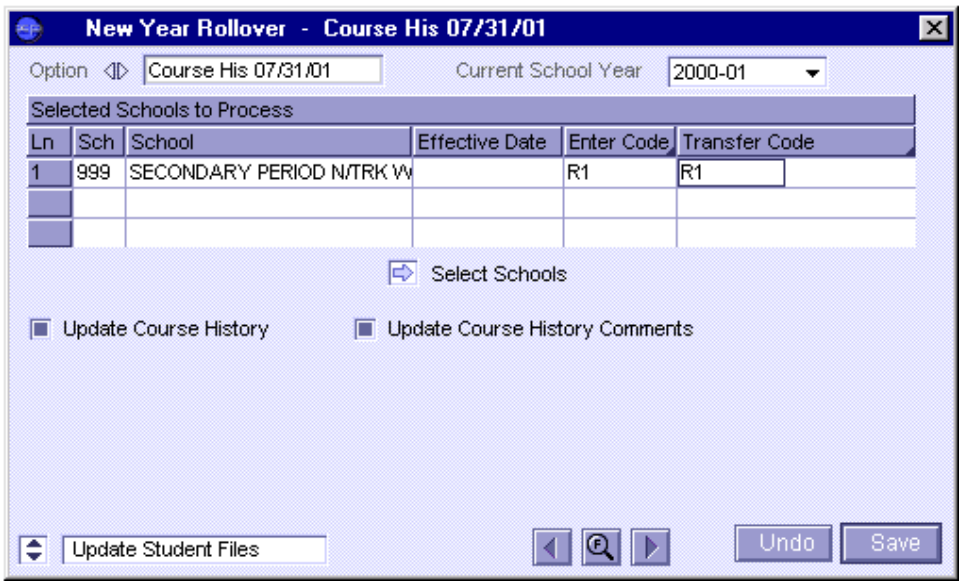
2. From the Data pull-down menu, select Add Option Set.
3. In the **Option** field, add the process title.

   Note: Example: Course His xx/xx/xx (xx/xx/xx = the date the process is run).

4. In the **Current School Year** field, select the current school year.
5. In the School Type section, select **School is Connected to District via WAN**.
6. In the Process Options section, select **Update Student Files**.
7. Click **Save**.

Updating Student Files Page

1. In the **Page Selection** field, select Update Student Files.

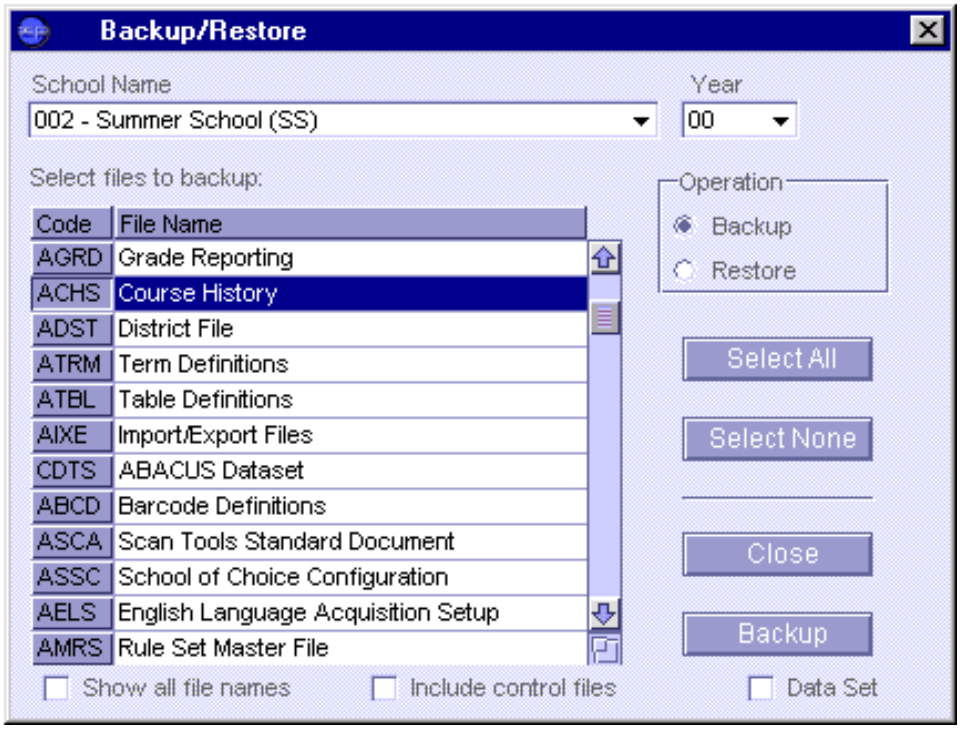


2. Select the **Update Course History** checkbox.
3. Select the **Update Course History Comments** checkbox.
4. Below the Selected Schools to Process matrix, click the **Select Schools** fast access arrow.
5. Select schools by double-clicking the school name.
6. Click **Done**.
7. Enter the first apportionment date for the new school year in the **Effective Date** field.
8. Complete the **Enter Code** field.
9. Complete the **Transfer Code** field with the same code as the enter code.
10. Click **Save**.

For more information on the New Year Rollover atom, see New Year Rollover on page 173.

Updating Course History Only

1. In the new school year, open the Backup/Restore atom.



2. Select ACHS to back up the file and continue with the backup process.

> **Note:** Selecting the backup option ensures there is always a good copy of the file.

Task Server

Log off of the Task Server to process the ACHS file.

1. Return to the option set created for the Student Files.

> **Note:** Example: Course His xx/xx/xx".

2. From the New Year Rollover pull-down menu, select Run.
3. After running the process, check the SUMMER.LOG for any errors.

4. If performing the process at the district server, copy the ACHS and ACHN files to the appropriate school sites.

   Note: Before the district moves files down to the school sites, all school sites must do a backup of the new year data.

Moving Qualified Files to Individual Schools

Choose one of these district processes to copy or transfer the summer school data down to school sites.

Datafile at the District

1. Open the Task Server screen, and from the Tasks pull-down menu, select Abort Current Task.

   Note: This step is necessary before copying qualified files to the schools over the WAN.

2. Copy all the qualified files from the district datafile to the individual school's datafile.
3. Copy all new school files down to the individual school sites at the same time.
4. Open the Task Server screen, and from the Tasks pull-down menu, select Transfer Students.

District Control Download

Use the District Control atom's download process to move qualified files to the school sites.

> **Note:** Before using this process, add campus records to the Campus atom for the summer school sites. If the summer school data is not uploaded to the district, remove campus records from the summer schools using the campus atom.

1. Open the District Control atom.
2. In the Upload Override Options section, modify the **Upload Year** field to the school year in which the summer school was created.
3. Select the Upload/Download tab.
4. From the District pull-down menu, select Add Download File. A new matrix line is added to the Download File matrix, permitting you to select a file to include in the download process. Repeat this step to define all of the download files.
5. Click **Save**.

Task Server Download

1. Open the Task Server application.
2. From the Tasks pull-down menu, select Download to Remote Sites. This option temporarily disables real-time operations of the Task Server.

District Control Atom

1. Open the District Control atom.
2. In the Upload Override Options section, change the **Upload Year** field to the current school year.
3. Select the Upload/Download tab, and remove the files from the **Download Files List**.
4. Click **Save**.
5. Quit and restart the Task Server application.
6. From the Tasks pull-down menu, select Transfer Student.

Note: Hold the summer school in the school year for which you want to update the transcripts.

If summer school is held in the current year, the Update CHS in Summer School atom does not update next year's course history.

Uploading Summer School Files

Do not upload summer school files to the district. Any changes made to the files in the summer school will not be moved back to the files at the feeder schools.

- After you run the Summer School process, the system tags each student's file internally with specific data in the **School_Attend** and **SchoolStuLink** fields. This insures the transfer of the course history to the correct students. Populate the **School_Attend** with the feeder school number, and populate the **SchoolStuLink** with the StuLink the student has in the feeder school.
- Students keep the courses they are enrolled in for the entire summer school session if using the Summer School Attendance Summary report (ATP60). Use one of the following processes for this purpose:

1. Inactivate a student who is not enrolled in any classes after summer school has started:
   - Inactivate the student, but do not drop the classes. The period attendance for this student will show N/E for all the days after the leave date.

     Note: For the days the student was present, the attendance should show the positive attendance reason.
   - The student will not show on attendance scan sheets.
   - The student will be on the ATP60 report with the correct number of hours of attendance.

2. A student is dropping one or more classes, but still attending one or more classes:
   - In the School atom, add an extra period to the end of the day for the summer school. Do not use this additional period in the calculations of the ATP60 report. Only use it to accommodate the dropped class.
   - Add a section for each course with the new period and exclude it from attendance scan sheets.

     Note: If the summer school is offering 10 courses, add 10 new sections.
   - Drop the student from the original class.
   - Add the section to the student with the extra period. Change the start date of this section to the original start date of the class the student dropped.

     Note: The ATP60 report looks at the positive attendance and the course this attendance was taken. It does not look at the specific period the student attended the class. Therefore, by adding the extra period to the student's schedule, with the original start date. The student will get credit on the report for the number of hours they attended the class.

A

Sample Configuration Worksheets

This appendix provides samples of these configuration worksheets for your District Integration implementation:

- Task Server Workstation Configuration
- Campus Setup Atom Configuration
- District Site User Information
- School Configuration Information Worksheet
- District Next Student ID

Task Server Workstation Configuration Worksheet

Task Server Name	*TCP/IP Address*	*Server Port*	*Poll ID*	*Account Name on District Server*	*UNC Resource For District SASIxp Apps*	*Drive Map to UNC Resource*	*Path District SASIxp Apps*
							/SASIxp

Campus Setup Atom Configuration Worksheet

Task Server Name	*TCP/IP Address*	*Task Server # (Poll ID)*	*District Upload Path*
\\TSKSVR1	*192.168.0.25*	*1*	*M:\SASIXP\UPLOAD*

Campus Name	*Upload Time*		*Remote Site Data Path*	*Network User Name*	*Network Password*	*Upload Year*	*Upload Options (A/C)*	*School #*	*Upload Year*
HighSchool	*2200*		*\\SASIHS\NCS\SASIXP\DATAFILE*	*hstsksvr*	*test*	*97-98*	*C*	*901*	*97-98*

District Site User Information Worksheet

		Network Access						District Integration Atoms Accessibility								
Name	SASI User Name	Network Account (Directory Services)	Server Account	Server	SASIxp Resource	SASIxp Drive Map	SASIxp Directory	District Control Atom	Campus Setup Atom	District Atom	Create/ Update District Atom	New Year Roll-over Atom	School Atom	File Defin-ition Pro Atom	Security Atom	SASI Modules Setup Atom
Smith, Joe	joes	jsmith		dstsvr	ncs	m:	SASIxp				X	X	X			

School Configuration Information Worksheet

School Number	School Name	Sch Abrv	Grades Taught	Promote to	Beg Per	End Per	Section ID Length	Leave Date
								Last Day of Enrollment
								Last Day of Enrollment
								Last Day of Enrollment
								Last Day of Enrollment
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								Last Day of Enrollment

District Next Student ID Worksheet

School Number	PermNum Query Low Value	PermNum Query High Value

PEARSON School Systems

B

Troubleshooting

This section provides additional information to assist in the troubleshooting of Task Server program operational errors.

The SASIxp™ software maintains Task Server operational status information in three log files at the District Site. These three files are AUFS, AONL, and ATEL.

School Site client workstations update a local school site log data file for District Integration enrollment operations (ATLL).

Using the Query atom, you can interrogate these log files.

These log files are cumulative and can grow to be extremely large. Periodically you must manually delete some of these files to improve performance. Deleting these files ensures they do not consume a large amount of disk space on the school and district site file servers.

Troubleshooting the Upload Process

During the upload process, the DI Task Servers maintain a log of upload transaction status messages in the Upload File Status file (AUFS). The following table provides information on the messages in the AUFS file.

The Level Type key equivalents are:

- F=Failure
- W=Warning
- S=Success

Level Type	***Code***	***Message Description***	***Possible Reasons***
F	11	Error copying the file	• Not enough space on the District file server • Not enough privileges to see directories or copy files from the site file server • Hard disk corruption • Network connection problems
F	21	Volume cannot be mounted Cannot map drive to the volume	• Invalid user ID or password • User ID does not have connect authority • School network does not permit connections after a specific time • Password encryption at school server
F	31	Wrong server type	Windows Task Server tried to upload from an AppleShare site file server
F	51	Internal error	Unknown; note the **IntCode** field and call Pearson School Systems Support
F	52	Internal error	Unknown; note the **IntCode** field and call Pearson School Systems Support

Level Type	Code	Message Description	Possible Reasons
F	58	User abort	User aborted the Upload process from the Task Server
F	59	Error Detected	One of the above errors was detected
W	61	Cannot set time stamp for successfully uploaded file	Internal error; call Pearson School Systems Support
W	62	Cannot un-mount volume Cannot disconnect volume	• The current drive is in use for another process • The system is not connected to the current drive
W	63	Warnings during upload	One of the above warnings was issued
S	71	File copied successfully	Status message
S	81	Begin uploading one school	Status message
S	89	End uploading one school	Status message
S	91	Begin upload process	Status message
S	99	End upload process	Status message

Troubleshooting the Download Process

During the download process, the DI Task Servers maintain a log of download transaction status messages in the Download File Status file (ADFS). The following table provides information on the messages in the ADFS file.

The Level Type key equivalents are:

- F=Failure
- W=Warning
- S=Success

Level Type	*Code*	*Message Description*	*Possible Reasons*
F	11	Error copying the file	• Not enough space on the district file server • Not enough privileges to see directories or copy files from the site file server • Hard disk corruption • Network connection problems
F	21	Volume cannot be mounted Cannot map drive to the volume	• Invalid user ID or password • User ID does not have connect authority • School network does not permit connections after a specific time • Password encryption at school server
F	51	Internal error	Unknown; note the IntCode field and call Pearson School Systems Support
F	52	Internal error	Unknown; note the IntCode field and call Pearson School Systems Support
F	58	User abort	User aborted the Download process from the Task Server

Level Type	Code	Message Description	Possible Reasons
F	59	Error Detected	One of the above errors was detected
W	61	Cannot set time stamp for successfully downloaded file	Internal error; call Pearson School Systems Support
W	62	Cannot un-mount volume Cannot disconnect volume	• The current drive is in use for another process • The system is not connected to the current drive
W	63	Warnings during download	One of the above warnings was issued
S	71	File copied successfully	Status message
S	81	Begin downloading one school	Status message
S	89	End downloading one school	Status message
S	91	Begin download process	Status message
S	99	End download process	Status message

Troubleshooting the Overnight Process

The Task Server uses the Overnight Log file (AONL) to record Overnight transaction status messages. Some of the errors in the AONL file may also indicate problems with the Upload process. Query the AUFS and AONL files to identify all errors.

The Level Type key equivalents are:

- F=Failure
- W=Warning
- S=Success

Level Type	*Code*	*Message Description*	*Possible Reasons*
F	21	Cannot create TEMP directory in the SASIXP/ DATAFILE directory	• Not enough space on the District file server • Problems with the hard drive
F	31	Cannot move file from dump directory to the SASIXP/ DATAFILE directory	• SASIxp software is running on the District file server • Problems with the hard drive
F	32	Error during uploading this school. Data will not be moved from dump directories to the SASIXP/ DATAFILE directory	Error during the Upload process - query the AUFS file to determine the upload error
F	58	User abort	User aborted the process from the Task Server
F	59	Error detected during overnight process	One of the above errors occurred during the Overnight process

Level Type	Code	Message Description	Possible Reasons
S	71	Moved one file successfully from the dump directories to the SASIXP/ DATAFILE directory	
S	81	Begin moving files for one school	
S	89	End moving files for one school	
S	91	Begin overnight process	
S	99	End overnight process	

Analyzing the ATEL File

When generating the real-time transactions add, inactivate, transfer, delete, or no-show, the SASIxp software performs several mini-transactions. The SASIxp software records these mini-transactions in the ATEL file.

The fields in the ATEL file and their possible contents are:

Field	Description
School Number	School number the student is enrolled in or dropped from.
User ID	User ID of the enrollment clerk at the school site where the enrollment transaction takes place.

Field	Description
Log Number	Consecutive number assigned to each record in the log file. When the Task Server is re-started, this number resets to zero.
Task Server	Number the Task Server creates for the record. Each Task Server assigns a number in the [PollPC] section of the SASIXP.ini file.
Trans Date	Date of the transaction.
Trans Time	Time of the transaction.
Command	A number identifying the transaction. See Command Transaction Messages on page 264.
Level	Error identified by the Task Server. See Level Error Messages on page 266.
Error	Error identified by the database or operating system.
Permanent Number	Student's permanent ID number.

Command Transaction Messages

Number	Displayed Message	Description
1	TSK_GET_TASK_SERVER_INFO	School atom confirms Centralized District Processing.
2	TSK_GET_N_STUDENTS_GIVEN_NAME	Enrollment atom gets list of student names to find.
3	TSK_GET_N_STUDENTS_GIVEN_ID	Enrollment atom gets list of students.
4	TSK_GET_STUDENT_RECORD_GIVEN_ID	Enrollment Atom gets student record to show prior to save.

Number	Displayed Message	Description
5	TSK_ADD_STU_DST_RECORD_GIVEN_NAME	Enrollment Atom adds student to District and site, and gets perm ID.
6	TSK_ACTIVATE_STU_DST_RECORD_GIVEN_ID	Enrollment Atom transfers or re-activates a student.
7	TSK_INACTIVATE_STU_DST_RECORD_GIVEN_ID	Enrollment Atom inactivates a student.
8	TSK_DELETE_STU_DST_RECORD_GIVEN_ID	Enrollment Atom deletes a student.
9	TSK_GET_LIST_OF_SUB_FILES	Enrollment Atom needs list when transferring or dropping a student.
10	TSK_GET_SUB_RECORDS_GIVEN_ID_AND_SUB	Enrollment Atom gets one sub-file at a time, when transferring.
11	TSK_GET_STU_PICTURE_GIVEN_ID	Enrollment Atom retrieves the photo to show prior to saving.
12	TSK_WRITE_STU_PICTURE_GIVEN_ID	Enrollment Atom sends the photo to the archive file when inactivating a student.
13	TSK_WRITE_SUB_RECORDS_GIVEN_ID_AND_SUB	Enrollment Atom sends one sub-file at a time, when inactivating.
14	TSK_NOSHOW_STU_DST_RECORD_GIVEN_ID	Enrollment atom No-Shows a student.

Level Error Messages

Number	Displayed Message	Description
1	TSK_NO_ MEMORY	The Task Server does not have enough memory. On a Macintosh, use Get Info to increase the Task Server's memory. On Windows, acquire more memory.
2	TSK_CANT_GET_DST_RECS	Error retrieving a list of students.
3	TSK_CANT_FIND_ONE_DST_REC	Cannot open a sub-file, or cannot get the student's district record using the Perm ID.
4	TSK_INVALID_MIRROR_SCHOOL	Due to an error in the ADST file, cannot determine the student's mirror school.
5	TSK_INVALID_MIRROR_STU_LINK	Due to an error in the ADST file, cannot determine the student's mirror StuLink.
6	TSK_CANT_FIND_ONE_STU_RE	Cannot find the student in the mirror ASTU file using the Perm ID.
7	TSK_CANT_OPEN_STU_MIRROR	Cannot open the mirror ASTU file.
8	TSK_CANT_UPDATE_STU_REC	Cannot update the student record in the mirror ASTU file.
9	TSK_CANT_DELETE_STU_REC	Cannot delete the student record in the mirror ASTU file.
10	TSK_CANT_DELETE_DST_REC	Cannot update the student record in the ADST file.
11	TSK_CANT_OPEN_STU_PICT	Cannot create the photo file when inactivating the student.
12	TSK_CANT_READ_STU_PICT	Error reading the photo file when transferring a student.

Number	Displayed Message	Description
13	Invalid subfile (lacks **StuLink** or **SchNum** field) in list.	No **StuLink** or **SchNum** found during the transfer of subfiles in the enrollment process.
14	TSK_XMIT_CPY_ERROR	Not used.
15	TSK_CANT_CREATE_FILE	Not used.
16	TSK_CANT_WRITE_TO_FILE	Not used.
17	TSK_CANT_READ_FROM_FILE	Not used.
18	TSK_CANT_WRITE_STU_PICT	Not used.
19	TSK_TASK_SERVER_ERROR	Not used.
20	TSK_CANT_GET_SUB_LIST	Not used.
21	TSK_CANT_FIND_SCHOOL_REC	Cannot get the school record in the ASCH file.
22	TSK_NO_SUB_FILES	No sub-files were entered in the District Control atom.
23	TSK_CANT_ADD_STU_REC	Not used.
24	TSK_TRN_SCH_SAME_AS_MIRROR_SCH	Attempting to transfer or reactivate a student in a school, and the student record in the ASDT file shows the student is already active in that school.
25	TSK_FILE_INFO_ERROR	Not used.
26	TSK_KEY_INFO_ERROR	Not used.
27	TSK_CANT_UPDATE_SUB_FILE	When inactivating or no-showing a student, cannot update records in the mirror sub-file.
28	TSK_CANT_DELETE_SUB	When inactivating or no-showing a student, cannot delete records in the mirror sub-file.

Number	Displayed Message	Description
29	TSK_CANT_OPEN_SUB	Cannot open a mirror sub-file, or the data sent from the site is invalid.
30	TSK_CANT_LOCK_DCL_FOR_NEXT_ID	Not used.
31	TSK_CANT_UPDATE_DCL_FOR_NEXT_ID	Error trying to get the next Perm ID from the ADCL file when adding a new student to the District.
32	TSK_CANT_READ_DCL_FOR_NEXT_ID	Error trying to get the next Perm ID when adding a new student to the District.
33	TSK_CANT_ADD_STUDENT_TO_MIRROR	Cannot add the student to the mirror ASTU file.
34	TSK_CANT_ADD_STUDENT_TO_DST	Cannot add the student to the ASDT file. Reorganize the ADST file if this error persists.
35	TSK_CANT_GET_NEXT_STU_LINK	Not used.
36	Unable to get student (ASTU) record from mirror file	The Task Server is not communicating with the District office.
37	Unable to activate student at the district office	The Task Server is not communicating with the District office.
38	Unable to inactivate student at the district office	The Task Server is not communicating with the District office.
39	Unable to delete student at the district office	The Task Server is not communicating with the District office.
40	Unable to add student at the district office	The Task Server is not communicating with the District office.

Number	Displayed Message	Description
41	TSK_CANT_GET_NEXT_DST_LINK	The next District Link cannot be retrieved from the ASCU file. Make sure the Next ID Atom has an entry greater than zero for ASDT, DST_LINK.
42	TSK_UNABLE_TO_UPDATE_TRN	Cannot update the ATRN file. The SASIxp software only uses the ATRN file when students are concurrently enrolled in two or more schools.
43	TSK_UNABLE_TO_ADD_TRN	Cannot add to the ATRN file. The SASIxp software only uses the ATRN file when students are concurrently enrolled in two or more schools.
44	TSK_NO_ACTIVE_TRN_RECORD_FOUND	Attempting to delete, inactivate, or no-show a student from one of the concurrently enrolled schools, and there is no record of the student in the ATRN file.
45	TSK_CANT_OPEN_ENR_MIRROR	Cannot open the AENR file.
46	TSK_UNABLE_TO_NOSHOW_ONE_STU_TS	Not used.
47	TSK_CANT_OPEN_LAST_STU_MIRROR	When undoing a transfer, the ASTU file for the student's previous school cannot be opened.
48	TSK_CANT_UPDATE_DST_REC	Cannot update the student's record in the ADST file with the Enrollment code and date or the leave code and date.

New Year Rollover Error

Number	Displayed Message	Description
1	'Cannot get valid enter codes for school XXX and year ??'	Verify the current school year is selected. Verify the Table (ATBL) and Sequence Control (ASCF) files are created for the Archive school, for the current school year.