

SASIxp™ Activities Eligibility Guide

NCS Pearson Part Number 609 500 168A



First Edition (June 2000)
Revision A (March 2001)

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Activities Eligibility

There are three atoms that you use to indicate a student's eligibility to participate in student activities. They are:

- Activity Setup (new)
- Activity Requirements (new)
- Activities (located in the Student Info module)



Activities Eligibility

Setting Up Activities

Use the Activity Setup atom (in the Activities Eligibility Folder) to indicate how discipline items, marks, and absence reasons affect a student's eligibility to participate in student activities. This atom enables you to create and populate the Activity Requirements (AARQ) file, which replaces the ACT table when you populate the AARQ file. The AARQ file, once populated, enables you to have the following extended functionality:

- Full use of the Activity Setup atom
- Full use of the Activity Requirements atom
- Full use of the Student Activities atom, including the Comparison/Update process

Considerations for School Requirements

Before opening this atom, determine if your school requires the extended functionality provided by the AARQ file. If your school's requirements can be met by using only the Student Activities atom without the extended functionality of the Comparison/Update process, do not create and populate the AARQ file; continue to use the ACT table.

The Activities Setup atom has four tabs:

- Activity Definition
- Discipline
- Mark Definitions
- Absence Reasons

The last three tabs relate to information in other base product atoms, specifically discipline, marks, and absence reason information. You must set up data in these base product atoms before you can use the Activity Setup Atom. The base product atoms, the specific tab (if any), and the related file are:

- Discipline Codes (AADD file)
- Mark Definition (AGMK file)
- Attendance Setup, Abs Reasons Tab (AATR file)

See the SASIxp™ Help for information on using these atoms.



Activities Eligibility

Activity Definition Tab

Ln	Code	Description	Eligibility	Fee Code	Fee Code
1	ART	Art Club	X	ACT	
2	COMP	Computer Club			
3	FENCE	Fencing Team			
4	FHA	Future Homemakers			
5	FTA	Future Teachers			
6	FTBL	Football Team			
7	GOVT	Student Government			
8	MATH	Math Club			
9	PEP	Pep Squad			
10	SCI	Science Club			

Using the Activity Definition Tab

Use the Activity Definition tab to add, delete, or modify summary information on activities offered at your school. From this form, you can also access the activity detail information by double-clicking the line number of any activity to open the Activity Requirements atom.

When you initially open the form, the fields are blank. The system prompts you to create the AARQ file. To populate the file after you create it, run the Update Activity Definitions option. This process converts the records from the Student Activities (ACT) table to the AARQ file.

Do not manually enter new AARQ records before you run the Update Activities Definitions process. This update process is available only when no previous AARQ records exist. Once there is at least one AARQ record and the atom is reopened, the process becomes unavailable. The system dims out the menu option when it becomes inactivated.

If you do not create the AARQ file, the system continues to use the ACT table. However, choosing not to create the AARQ file limits the capability of the Activity Setup, Activity Requirements, and Student Activities atoms.



Activities Eligibility

Activity Definition Tab Fields

<i>Fields</i>	<i>Description</i>
<i>Code</i>	Displays the code for the activity (defaults from the AARQ file after the Update Activity Definitions process is run).
<i>Description</i>	Displays the description of the activity (defaults from the AARQ file after the Update Activity Definitions process is run).
<i>Eligibility</i>	Indicates whether the activity has eligibility requirements. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Fee Code 1</i>	Indicates the first fee associated with the activity. Select either Y (Yes) or Blank (No). The default is Blank. Up to two fees may be associated with a given activity, and any number of activities may be associated with a single fee.
<i>Fee Code 2</i>	Indicates the second fee associated with the activity. Select either Y (Yes) or Blank (No). The default is Blank.

Creating and Populating the AARQ File

1. Open the Activity Setup atom (Activities Eligibility folder). All fields are blank.
2. When the system prompts you to create the AARQ file, click Create.
3. From the Activity menu, select Update Activity Definitions.
4. When the system displays a message about converting the ACT table data to the AARQ file, click Yes to populate the file, or click No to continue to use the ACT table.

If you click Yes, the Activity Setup, Activity Requirements, and Student Activities atoms read and write from the AARQ file, not the ACT table. If you click No, the system does not create the AARQ file, and continues to read from the ACT table. If you click No, further steps are not required.



Activities Eligibility

5. Click Save.
6. Click Close.
7. Reopen the Activity Setup atom. The fields now display the default values from the AARQ file.

Adding Records

You cannot add records from the Activity Setup atom. You must use the Add Activity Code option on the Data menu in the Activity Requirements atom.

1. Open the Activity Requirements atom.
2. From the Data menu, select Add Activity Code.

You can also double-click the *Ln* field of any record from the Activity Setup atom and the Activity Requirements atom will display.

3. Enter all the required information.
4. Click Save, or click Undo to close without saving.

Deleting Records

You cannot delete records directly from the Activity Setup atom. You must use the Delete Activity Code option on the Data menu in the Activity Requirements atom.

1. Open the Activity Requirements atom.
2. Select the record you want to delete.
3. You can also double-click the *Ln* field of the record you want to delete from the Activities Setup atom and the record will display in the Activity Requirement atom.
4. From the Data menu, select Delete Activity Code.
5. Click Save, or click Undo to close without deleting.
6. Click Close.

Modifying Records

There are two options for modifying a record on the Activity Setup atom.



Activities Eligibility

- You can modify the summary information displayed on the Activities Setup atom, specifically the *Eligibility*, *Fee Code 1*, and *Fee Code 2* fields.
- Use the Activity Setup atom to access the Activity Requirements atom to modify detail information for the AARQ record selected. The Activity Requirements atom can also be opened without using the Activity Setup atom.

Discipline Tab

Ln	Code	Description	Affects Eligibility
1	01	Fighting	
2	02	Class Miscon	
3	03	Closed Camp Rul	
4	04	Tardy Referral	
5	05	Truant	
6	06	Smoking	
7	07	Theft	
8	08	Drugs/alcohol	
9	09	Cheating	
10	10	Danger Weapon	
11	11	Firecrackers	

Discipline Tab Fields

Fields	Description
<i>Code</i>	Displays the discipline code (defaults from the Discipline Codes atom).
<i>Description</i>	Displays a description of the action requiring discipline (defaults from the Discipline Codes atom).
<i>Affects Eligibility</i>	Indicates whether the discipline action affects student activity eligibility. Select Y (Yes) or Blank (No). The default is Blank.



Activities Eligibility

Mark Definitions Tab

Ln	Mark	Affects Eligibility
1	A	
2	A+	
3	A-	
4	B	
5	B+	
6	B-	
7	C	
8	C+	
9	C-	
10	CR	
11	D	
12	D+	

Mark Definitions Tab Fields

Field	Description
Mark	Displays the definition for the mark (defaults from the Mark Definition atom).
Affects Eligibility	Indicates the mark affects student activity eligibility. Select Y (Yes) or Blank (No). The default is Blank.



Activities Eligibility

Absence Reasons Tab

Ln	Code	Title	Affects Eligibility
1	A	Unverified	
2	C	Truant	
3	I	Illness	
4	O	Other	
5	S	Suspended	
6	T	Tardy	
7	U	Unexcused	
8	V	Activity	
9	vW	Ill Waiver	
10	X	Excused	

Close

Absence Reasons Tab Fields

Fields	Description
<i>Code</i>	Displays the code for the absence reason (defaults from the Attendance Setup atom).
<i>Title</i>	Displays the description for the absence reason (defaults from the Attendance Setup atom).
<i>Affects Eligibility</i>	Indicates whether the absence reason affects student activity eligibility. Select Y (Yes) or Blank (No). The default is Blank.



Activities Eligibility

Using the Discipline, Mark Definitions, and Absence Reasons Tabs

Use the Discipline, Mark Definitions, and Absence Reasons tabs to identify the discipline, marks, and absence codes that affect a student's eligibility to participate in student activities. The codes and their descriptions default from the following atoms:

- Discipline tab – Discipline Codes atom (AADD file)
- Mark tab – Mark Definitions atom (AGMK file)
- Absence reasons tab – Attendance Setup atom (AATR file)

You cannot change the codes and their descriptions on these tabs; you must go to the corresponding atoms to make changes. Use these tabs to indicate the codes that affect a student's eligibility status.

Indicating That a Code Affects Eligibility

1. Open the Activity Setup Atom and display the Discipline, Mark Definitions, or Absence Reasons tab.
2. Click the *Affects Eligibility* field to Yes for each code that you want to affect eligibility.
3. Click Save, or click Undo to close without saving.



Activities Eligibility

Activity Requirements Atom

Use the Activity Requirements atom (in the Activities Eligibilities folder) to maintain information on the student activities offered at your school. Before using this atom, you must run the Update Activity Definitions process in the Activity Setup atom to move activity data from the ACT table to the new AARQ file.

Once there is at least one record in the AARQ file, the Update Activity Definitions option is not available. This option is available only if there are no records in the AARQ file and you have not run the Update Activity Definitions. For future modifications, use the Activity Setup or Activity Requirements atom.

Activity Requirements Screen

ART										Activ...	
Activity Code		Activity Description				Eligibili		Fee Code 1		Fee Code 2	
ART		Art Club				X		ACT			
Tchr ID	Teacher Name		Season Mo /Year		Beg Date	End Date	Max Season		Probation Allowed		
21	Blackburn, S										
Fees Amt	Insur Req	Min Age	Max Age	Grade Level	Gender	Emgr Contact	Parent Consent	Stu Contract			
				09	09	F	X	X	X		
Prof Athlete	Residnt	Health Exam/Date		Drug Screen Req	Cur Enrolled	Enr Last Sem	Max Sem Enrolled				
				X							
Transferred	Retained	Discipline		Attendance	Max Absences	Classes Enrolled	Min Mark Allowed				
MkUp V/Work Allowed	Previous GPA		Current GPA		Cur Credits Attempt		Credits Failed				
Cum GPA		Cum Credits Attempt		Cum Credits Earned		Sum Sch Cre Earned		Teacher Mandate			
								M			
Act User Code 1		Act User Code 2		Act User Code 3		Act User Code 4		Act User Code 5			
Act User Code 6		Act User Code 7		Act User Code 8		Act User Code 9					
<div> </div> <div>Close</div>											



Activities Eligibility

Using the Activity Requirements Atom

You use the Activity Requirements atom to add, delete, and modify activity records stored in the AARQ file.

Adding Records

1. Open the Activity Requirements atom (Student Activities folder).
2. From the Data menu, select Add Activity Code.
3. Enter all the required information in the fields.
4. Click Save, or click Undo to close without saving.

Deleting Records

1. Open the Activity Requirements atom.
2. Select the activity record you want to delete.
3. From the Data menu, select Delete Activity Code.
4. Click OK at the *Delete Records* message.
5. Click Close, or click Undo to close without deleting.

Modifying Existing Records

You cannot modify the first three fields directly. You must use the Edit Activity Code Line option on the Activity Requirements menu. You can directly modify all other fields on the form.

1. Open the Activity Requirements atom.
2. To modify the *Activity Code*, *Activity Description*, or the *Eligibility* fields, select Edit Activity Code Line from the Activity Requirements menu.
3. To modify other activity information, click the fields, and make your changes.
4. Click Save, or click Undo to close without saving.



Activities Eligibility

Activity Requirements Screen Fields

<i>Field</i>	<i>Description</i>
<i>Activity Code</i>	Code for the activity.
<i>Activity Description</i>	Description for the activity.
<i>Eligibili</i>	Whether the activity has eligibility requirements. Select Y (Yes) or Blank (No). The default is Blank.
<i>Fee Code1</i>	First fee associated with the activity. Select either Y (Yes) or Blank (No). The default is Blank. Up to two fees may be associated with a given activity, and any number of activities may be associated with a single fee.
<i>Fee Code 2</i>	Second fee associated with the activity. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Tchr ID</i>	Identification number for the teacher (defaults from the Teacher atom).
<i>Teacher Name</i>	Teacher's last name (defaults from the Teacher atom).
<i>Season Mo</i>	Month and season the activity takes place (MM).
<i>Year</i>	Year and season the activity takes place (CCYY).
<i>Beg Date</i>	Date the activity begins (MMDDYY).
<i>End Date</i>	Date the activity ends (MMDDYY).
<i>Max Season</i>	Maximum number of seasons for the activity.
<i>Probation Allowed</i>	Whether a student can be on probation and still participate in the activity. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Fees Amt</i>	Combined total amount of the fees associated with the <i>Fee Code 1</i> and <i>Fee Code 2</i> fields.



Activities Eligibility

Field	Description
<i>Insur Req</i>	Whether insurance is required for the activity. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Min Age</i>	Minimum age for the activity. Leave blank to indicate no minimum age limit.
<i>Max Age</i>	Maximum age for the activity. Leave blank to indicate no maximum age limit.
<i>Grade Level</i>	Lowest grade level for the activity (defaults from the School atom). Blank indicates no grade level limit.
<i>Gender</i>	Gender associated with the activity. Select M (Male) or F (Female). Leave blank to indicate no gender restriction.
<i>Emgr Contact</i>	Whether an emergency contact is required for the activity. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Parent Consent</i>	Whether parental consent is required for the activity. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Stu Contract</i>	Whether a student contract is required for the activity. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Prof Athlete</i>	Whether professional athletes can participate in the activity. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Residnt</i>	Whether a student must be a resident of the district to participate in the activity. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Health</i>	Whether a health exam is required for the activity. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Exam Date</i>	Date of the health exam (MMDDYY).



Activities Eligibility

<i>Field</i>	<i>Description</i>
<i>Drug Screen Req</i>	Whether a drug screening is required for the activity. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Cur Enrolled</i>	Whether a student must be enrolled during the current semester to participate in the activity. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Enr Last Sem</i>	Whether a student had to be enrolled during the last semester to participate in the activity. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Max Sem Enrolled</i>	Whether the maximum number of semesters in which a student can be enrolled in the activity.
<i>Transferred</i>	Whether transferred students can participate in the activity. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Retained</i>	Whether retained students can participate in the activity. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Discipline</i>	Whether discipline requirements exist for the activity. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Attendance</i>	Whether attendance requirements exist for the activity. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Max Absences</i>	Maximum number of absences allowed for the activity.
<i>Classes Enrolled</i>	Maximum number of classes in which a student can be enrolled.
<i>Min Mark Allowed</i>	Whether a minimum mark is required for the activity. Select either Y (Yes) or Blank (No). The default is Blank.



Activities Eligibility

<i>Field</i>	<i>Description</i>
<i>MkUp Work Allowed</i>	Whether student make-up work is allowed for the activity. Select either Y (Yes) or Blank (No). The default is Blank.
<i>Previous GPA</i>	Minimum previous GPA required for the activity.
<i>Current GPA</i>	Current GPA required for the activity.
<i>Cur Credits Attempt</i>	Minimum current credits attempted required for the activity.
<i>Credits Failed</i>	Number of failed credits that a student can have and still be eligible for an activity.
<i>Cum GPA</i>	Displays the student's current GPA.
<i>Cum Credits Attempt</i>	Minimum number of credits a student has to attempt to be eligible for an activity.
<i>Cum Credits Earned</i>	Minimum cumulative credits earned requirement for the activity.
<i>Sum Sch Cre Earned</i>	Minimum summer credits earned requirement for the activity (5 digits, 2 decimal places).
<i>Teacher Mandate</i>	Teacher mandate required for the activity. Select A (Attendance), P (Progress), G (Grading), M (Manual), or X (Multiple Scanning). The default is M.
<i>Act User Code 1–9</i>	User-defined code for the activity (10 characters). You can define up to nine codes.



Activities Eligibility

Student Activities Atom

You can use the Student Activities atom to record current and historical information about a selected student's student activities and eligibility status. The system stores this information in the Student Activities file (AACT). The atom has two tabs:

- Student Activities
- Student Activities History

The Student Activities tab is a form that displays current activity summary records. From the form, you can access another form containing additional current information for the selected activity.

Some fields on the Student Activities atom display information from either the ACT table or the AARQ file. If you chose to create the AARQ file in the Activities Setup atom, this file displays. If you chose not to create this file (if you choose not to use the Activity Setup or Activity Requirements atoms), the ACT table displays.

Student Activities Tab

Smith, Stephanie C. Student Activities					
Last Name	First Name	Middle Name	Grd	Gen	Student ID
Smith	Stephanie	Cameron	10	F	2

Student Activities					
Ln	Act Code	Activity Description	Elig Sta	Elig Date	Begin Date

Navigation buttons: Previous, Find, Next, Close



Activities Eligibility

Student Activities Tab Fields

<i>Field</i>	<i>Description</i>
<i>Last Name</i>	Displays the student's last name (defaults from the Student atom).
<i>First Name</i>	Displays the student's first name (defaults from the Student atom).
<i>Middle Name</i>	Displays the student's middle name (defaults from the Student atom).
<i>Grd</i>	Displays the student's grade level (defaults from the Student atom).
<i>Gen</i>	Displays the student's gender (defaults from the Student atom).
<i>Trk</i>	Displays the student's track, if applicable (defaults from the Student atom).
<i>Student ID</i>	Displays the student's identification number (defaults from the Student atom).
<i>Ln</i>	Displays the line number in the matrix.
<i>Act Code</i>	Contains a 6-character code indicating the activity in which the student participates, from the pop-up list (ACT table or AARQ file).
<i>Activity Description</i>	Contains a description of the activity (30 characters). When an activity code is selected, the description defaults from the ACT table or the AARQ file.



Activities Eligibility

<i>Field</i>	<i>Description</i>
<i>Elig Status</i>	Contains a 1-character code indicating the student's eligibility status. Select one: <ul style="list-style-type: none"> • E (Eligible), which is the default • I (Ineligible) • P (Probation) • W (Waived) • N (Not Active – Not Enrolled) • R (Eligible with Restrictions) • S (Eligible with Special Restrictions)
<i>Elig Date</i>	Indicates the date the displayed eligibility status became effective (MMDDYY). Defaults to the value calculated when the Comparison/Update process was last performed.
<i>Begin Date</i>	Indicates the date on which the student began participating in the activity (MMDDYY). The default is the current date.
<i>End Date</i>	Indicates the date on which the student completed participation in the activity (MMDDYY).
<i>Sch Year</i>	Indicates the school year in which the student participated in the activity (YYYY). The default is the current year.
<i>Advsr #</i>	Indicates the advisor number of the teacher monitoring the activity (3 digits).
<i>Name</i>	Displays the name of the teacher monitoring the activity (defaults from the Teacher atom when the advisor number is entered).
<i>Activity Comment</i>	Contains comments regarding the student's participation in the activity (50 characters).



Activities Eligibility

Student Activities Detail Form

Abbasi, Elisa									
Last Name		First Name		Middle Name		Grd	Gen	Student ID	
Abbasi		Elisa				10	F	1	
Act Code	Activity Description					Begin Date	End Date/Status		
ART	Art Club					12/07/99			
School Yea	Advisor Number	Advisor Name		Elig Status/Date		Pre Status/Date			
1999				E		E			
Activity Comment						Age	Eth	SeasonMo/Yr	
NumSeasons	HealthEx/Date		DrugScreen/Date		EmgContact		PrnConsent		
StuContract	Insurance	NumSemEnr	EnrLastSem	Transfer	ProAth	Resident			
		99	X			X			
PreGPA	CurrGPA	CreditAtt	CreditFailed	SumCredits	TchMandate/Date/ID				
Code 1	Code 2	Code 3	Code 4	Code 5	Code 6	Code 7	Code 8	Code 9	
				0		1			

Student Activities Detail Form Fields

The Student Activities detail form contains all the fields of the Student Activities tab, in addition to other information fields.

Data from these fields on the form initially defaults to the Student Activities detail form. Any changes made to these fields displays on both the detail and matrix forms, regardless of the form on which you enter the changes.

You can display this form by double-clicking any *Ln* field on the Student Activities tab. The field you select determines which record displays. For example, if you click COMP (Computer Club), the student record for that activity displays.



Activities Eligibility

This table describes the additional fields.

<i>Fleld</i>	<i>Description</i>
<i>Pre Status/Date</i>	<p>Contains a 1-character code indicating the student's previous eligibility status. Select one:</p> <ul style="list-style-type: none"> • E (Eligible), which is the default • I (Ineligible) • P (Probation) • W (Waived) • N (Not Active – Not Enrolled) • R (Eligible with Restrictions) • S (Eligible with Special Restrictions) <p>Also indicates the date that the previous eligibility status became effective (MMDDYY). Defaults to the value calculated when the Comparison/Update process was last performed.</p>
<i>Age</i>	Indicates the student's age at the time of eligibility (2 digits). Defaults to the value calculated when the Comparison/Update process was last performed.
<i>Eth</i>	Indicates the student's ethnic code, from the pop-up list (ETH table). This information comes from the ASTU file for each student.
<i>End Date</i>	Indicates the end date for an activity.
<i>Status</i>	<p>Contains a 1-character code indicating the student's completion status at the end of the activity season. Enter either:</p> <ul style="list-style-type: none"> • C (Completed Activity Season) • D (Did Not Complete Activity Season)
<i>SeasonMo</i>	Indicates the season month (MM) for the activity (defaults from the Activity Requirements atom).



Activities Eligibility

<i>Fleld</i>	<i>Description</i>
<i>Yr</i>	Indicates the season year (CCYY) for the activity (defaults from the Activity Requirements atom).
<i>NumSeasons</i>	Indicates the number of seasons the student has participated in the activity (2 digits).
<i>Health Ex</i>	Indicates if the student received a health exam. Enter either Y (Yes) or Blank (No). The default is Blank.
<i>Date</i>	Indicates the date that the student received the health exam (MMDDYY). This date must be after the health date listed in the Activity Requirements atom.
<i>Drug Screen</i>	Indicates that a student has failed a drug test.
<i>Date</i>	Indicates the date that the drug screen was administered (MMDDYY).
<i>EmgContact</i>	Indicates if the student has an emergency contact. Enter either Y (Yes) or Blank (for No). The default is Blank.
<i>PrnConsent</i>	Indicates if the student has parental consent to participate in the activity. Enter either Y (Yes) or Blank (for No). The default is Blank.
<i>StuContract</i>	Indicates if the student has signed a contract regarding participation in the activity. Enter Y (Yes) or Blank (No). The default is Blank.
<i>Insurance</i>	Indicates if the student has health insurance. Enter either Y (Yes) or Blank (No). The default is Blank.
<i>NumSemEnr</i>	Indicates the number of semesters that the student has been enrolled in this school (2 digits).
<i>EnrLastSem</i>	Indicates if the student was enrolled in this school last semester. Enter either Y (Yes) or Blank (No). The default is Blank.



Activities Eligibility

<i>Fleld</i>	<i>Description</i>
<i>Transfer</i>	Indicates if the student transferred from another school. Enter either Y (Yes) or Blank (No). The default is Blank.
<i>ProAth</i>	Indicates if the student is a professional athlete. Enter either Y (Yes) or Blank (No). The default is Blank.
<i>Resident</i>	Indicates if the student resides in this school district. Enter either Y (Yes) or Blank (No). The default is Blank.
<i>PreGPA</i>	Displays the student's previous Grade Point Average (GPA). Defaults to the value calculated when the Comparison/Update process was last performed (5 digits with a 4-place floating decimal point).
<i>CurrGPA</i>	Displays the student's current GPA. Defaults to the value calculated when the Comparison/Update process was last performed (5 digits with a 4-place floating decimal point).
<i>CreditAtt</i>	Indicates the number of credits the student attempted (9 digits).
<i>CreditFailed</i>	Indicates the number of credits the student failed (9 digits).
<i>SumCredits</i>	Indicates the number of summer school credits the student has (9 digits).



Activities Eligibility

<i>Field</i>	<i>Description</i>
<i>TchMandate</i>	<p>Contains a 1-character code indicating a teacher mandate affecting eligibility. Select one:</p> <ul style="list-style-type: none"> • E (Eligible), which is the default • I (Ineligible) • P (Probation) • W (Waived) • N (Not Active – Not Enrolled) • R (Eligible with Restrictions) • S (Eligible with Special Restrictions) <p>The Ineligible code may be entered during a scanning process. All other codes require manual input.</p> <p>This field overwrites the Elig Status after you run the Compare/Update process.</p>
<i>Date</i>	Indicates the date when the teacher mandate became effective (MMDDYY). The default is the current date.
<i>ID</i>	Indicates the identification number of the teacher responsible for the teacher mandate (3 digits).
<i>Code 1–9</i>	Contains user-defined information (2 characters). You can define up to nine codes.

Using the Student Activities Atom

You can use the Student Activities tab of the Student Activities atom to add, delete, or modify records regarding the current activities in which a student participates. Each line in this form represents one activity summary record for the selected student. Each of the selected student's activity summary records contains current information on the specified activity.

After you add a record using the table form, you can access the detail form. You can use the this form to add, delete, or modify records using the same process you do for the summary form. The detail form contains all of



Activities Eligibility

the fields on the matrix form and other information fields as well. Data from the fields on the matrix form initially defaults to the detail form. Any changes made to these fields display on both forms, regardless of the form on which the changes were entered.

You can use the selection bar on the detail form to go to another activity record for the selected student without returning to the Student Activities tab.

Adding Records

1. Open the Student Activities atom (Student Activities folder) and display the Student Activities tab.
2. Find the student's record.
3. From the Data menu, select Add Activity.
4. Enter all the required information.
5. To enter information on the detail form for a specific activity record, use the Student Activities Detail form.
6. Click Save to save the record, or click Undo to close without saving.

Deleting Records

1. Open the Student Activities atom and display the Student Activities tab.
2. Find the student's record.
3. Click the *Ln* field of the record you want to delete.
4. From the Data menu, select the Delete Activities option. The selected activity record no longer displays.
5. Click Save to delete the record, or click Undo to close without deleting.

Modifying Existing Records

1. Open the Student Activities atom and display the Student Activities tab.
2. Find the student's record.
3. Double-click the *Ln* field of the record you want to modify. The Student Activities form displays.
4. Click the fields and make your changes.
5. Click Save to save the record, or click Undo to close without saving.



Activities Eligibility

Student Activities History Tab

The screenshot shows a window titled "Student Activities" for "Smith, Stephanie C.". It contains a form with fields for Last Name, First Name, Middle Name, Grd, Gen, and Student ID. Below this is a tabbed interface with "Student Activities" and "Student Activities History". The "Student Activities History" tab is active, showing a table with columns: Ln, Month, Year, Code, Activity Description, School, and Notation. The table is currently empty. At the bottom right is a "Close" button.

Student Activities History Tab Fields

<i>Month</i>	Displays the season month (MM) for the activity (defaults from the Student Activities tab).
<i>Year</i>	Displays the season year (YYYY) for the activity (defaults from the Student Activities tab).
<i>Code</i>	Displays a 6-character code indicating the activity in which the student participates (defaults from the Student Activities tab).
<i>Activity Description</i>	Displays a description (30 characters) of the activity (defaults from the Student Activities tab).
<i>School</i>	Displays the identification number of the student's school of residence (defaults from the Student atom)



Activities Eligibility

<i>Notation</i>	Contains comments, if applicable (30 characters).

Using the Student Activities History Tab

Use this tab to update a student's activity record in the AACT file.

Updating History Records

This process changes the status of current records to history records, where applicable.

1. Open the Student Activities atom.
2. Select the Update Student Activities History option from the Activities menu.
3. This form displays.

4. Enter the appropriate parameters. Select from:
 - Student ID – Enter one student ID, or leave blank to process all.
 - Activity – Select one activity code, or leave blank to process all.
 - Grade Level – Select a range of grade levels, or leave blank to process all.
 - Activity End Status – Select the checkbox to process completed activities only, or leave blank to process all activities.
5. Click Run to run the process, or click Cancel to return to the Student Activities form without updating.



Activities Eligibility

If you click Run, the system checks the activity records according to the parameters you select and moves data to the Student Activities History tab as appropriate.

Modifying Existing Records

1. Open the Student Activities atom and display the Student Activities History tab.
2. Find the student's record you want to modify.
3. From the Data menu, select one of the following options:
 - Add Activity
 - Delete Activity
4. Click Save to save your changes, or click Undo to not save changes.

Comparison/Update Process

This process compares and updates student data to determine if a student is eligible to participate in the student activities displayed on his or her record. The comparison takes place between data entered in the Activity Requirements atom and data entered in the Student Activities atom. The system uses the results of this process to update the *Elig Status* field with the appropriate status code and records the date of the process in the *Elig Date* field.

This process provides a snapshot of data at the time the process is run. The system maintains this data until you run the process again. If you plan to run reports that depend on data from the Comparison/Update process, run this process immediately before running the reports.

Before you run the Comparison/Update process, you must set up and maintain data in the following atoms:

- Grades
- Student
- Update Course History
- Activity Setup
- Activity Requirements
- Student Activities

You must also run the following processes before you run the Comparison/Update process.



Activities Eligibility

- Calculate Cumulative GPAs for Students (Update Course History atom)
- Update Student Activities History (Student Activities atom)

The system performs these functions during the Comparison/Update process:

1. Moves the following data from current to previous status:
 - *Elig Status* to *Prev Status*
 - *Elig Date* to *Prev Date*
 - *Curr GPA* to *Prev GPA*
2. Updates the following calculated fields:
 - Curr GPA
 - Age
3. These fields are updated during the Update Eligibility Process:
 - Current GPA
 - Prev GPA
 - Age
 - Curr Credits Att
 - Curr Credits Failed
 - Minimum Mark Failed
 - Num Absences
 - Num Classes
 - Discipline Failed
4. These fields are updated by Update Course History and are used in the Update Eligibility Process:
 - Cumm GPA
 - Cumm Credits ATT
 - Cumm Credits Earned
5. Compares all eligibility data in each student's activity records (Student Activities atom) to the activity requirement data in the AARQ file (Activity Requirements atom) for each activity code listed for that student.
6. Updates the student's *Elig Status* and *Elig Date* fields in the Student Activities atom, based on the results of this process.



Activities Eligibility

Comparison/Update Process Form

Comparison/Update Process Form Fields

Field	Description
<i>Activity</i>	Indicates the activity, from the pop-up list (AARQ file). Leave blank to process all activities.
<i>Student ID</i>	Enter the student's ID. Leave blank to process all students.
<i>Calculate Age As Of Date</i>	Enter the as of date (MMDDYY). The system uses this date to determine if the student is of the appropriate age to participate.
<i>Comparison Date Range</i>	Enter the date range (MMDDYY). Leave blank to process the entire school year.
<i>Marks (Progress)</i>	Indicates the type of marks to process. Select the checkbox to deselect this field and have the system process grade marks.
<i>Term</i>	Indicates the term duration, from the pop-up list.
<i>Marks (Grade)</i>	Indicates the type of marks to process. Select the checkbox to deselect this field and have the system process progress marks.



Activities Eligibility

Field	Description
GPA Type	Indicates the GPA type for both the cumulative and current GPA, from the pop-up list.
Attendance Option All Day Code	Indicates the attendance type to process. Select the checkbox to process using all-day attendance.

Running the Comparison/Update Process

1. Open the Student Activities atom.
2. From the Activities menu, select Comparison Update Process.
3. The Comparison\Update Process screen displays.

4. Enter the parameters for the process.
5. Click Run to run the process, or click Cancel to return to the Student Activities atom.



Activities Eligibility Reports

2

Activities Eligibility Reports

The five Activities Eligibility reports are:

- Summary Report by Student (ACT01)
- Summary Report by Activity (ACT02)
- Activity History Report (ACT03)
- Change of Eligibility (ACT04)
- Teacher Mandate Report (ACT05)

This section includes a description, sample, and instructions for printing each report.



Activities Eligibility Reports

Summary by Student Report (ACT01)

This report lists activities in which students are participating for the current school year. It may be useful for school administrators and coaches. The report is sorted by student and provides a list of all the activities in which each student participates.

Printing the Report

1. Open the Student Activities atom.
2. From the Activity menu, select ACT01. The Report Interface window displays.

The screenshot shows the 'Report Interface' window. At the top, it says 'Summary By Student'. Below this, there is a dropdown menu for 'Generic Report' and a text field for 'Report ID' containing 'ACT01'. To the right, there is a 'Recommended Orientation' section with a 'CCP' icon and checkboxes for 'Cover Page', 'Draft print', and 'Preview'. Below this, there is a section titled 'Enter Parameters For SUMMARY BY STUDENT:'. It contains four rows of input fields: 'Student ID:' with a range '1 - 20', 'Student Grade:' with a range '09 - 10', 'Current Status:' with a dropdown 'E', and 'Previous Status:' with a dropdown. At the bottom, there are buttons for 'Setup', 'Custom', 'Save', 'Close', 'Queue', and 'Preview'.

3. In the *Student ID* field, select the students you want to include on the report.
 - To print a range of students, enter a beginning and ending Student Permanent Number.
 - To print the report for all students, leave this field blank.
 - To print the report for a single student, enter only a beginning Student Permanent Number.
4. In the *Student Grade* fields, select the range of grade levels to include on the report.
5. Complete the *Current Status* field. Select one of the following values:
 - E (Eligible), which is the default
 - I (Ineligible)
 - P (Probation)
 - W (Waived)
 - N (Not Active – Not Enrolled)



Activities Eligibility Reports

- R (Eligible with Restrictions)
 - S (Eligible with Special Restrictions)
6. In the *Previous Status* field, select an eligibility status code.
 7. Click Print.

Sample Report

The following is a sample of the Summary by Student Report.

SECONDARY PERIOD N/TRK W/BLK ALPHA									
Summary By Student									
05/26/00 13:57									ACT01 Page 1
Student Name	Student ID	Grade	Birthdate	Code	Description	Current Eligibility		Previous Eligibility	
						Status	Date	Status	Date
Alistun, Melissa K.	25	12	12/04/82	ART	Art Club	E		E	
Ameling, Joshua H.	32	12	07/25/82	FENCE	Fencing Team	E		E	
Anavim, Kendra C.	34	12	08/30/82	FENCE	Fencing Team	E		E	
				FTBL	Football Team	E		E	
Aredondo, Erik A.	65	11	11/19/83	COMP	Computer Club	E		E	
				ART	Art Club	E		E	
				SCI	Science Club	E		E	
				MATH	Math Club	E		E	
				FTBL	Football Team	E		E	
Ariola, Lauren A.	66	10	06/23/84	ART	Art Club	E		E	
				COMP	Computer Club	E		E	
				FHA	Future Homemakers	E		E	
				FTBL	Football Team	E		E	
Bailes, Tiffanie	84	10	01/22/84	FENCE	Fencing Team	E		E	
				ART	Art Club	E		E	
				COMP	Computer Club	E		E	
				FHA	Future Homemakers	E		E	
				FTBL	Football Team	E		E	
				FTBL	Football Team	E		E	
				GOVT	Student Government	E		E	
				MATH	Math Club	E		E	



Activities Eligibility Reports

Summary by Activity Report (ACT02)

This report lists activities in which students are participating for the current school year. It may be useful for school administrators and coaches. The report is sorted by activity and shows you a list of all the students participating in each activity.

Printing the Report

1. Open the Student Activities atom.
2. From the Activity menu, select ACT02. The Report Interface window displays.

The screenshot shows the 'Report Interface' window. At the top, it says 'Summary By Activity'. Below this, there's a dropdown menu for 'Generic Report' and a text field for 'Report ID' containing 'ACT02'. To the right, there's a 'Recommended Orientation' section with a 'CCP' icon and checkboxes for 'Cover Page', 'Draft print', and 'Preview'. Below these, there's a section titled 'Enter Parameters For SUMMARY BY ACTIVITY:' with several dropdown menus: 'Activity Code' (set to 'All Codes'), 'Student Grade' (with two adjacent dropdowns), 'Current Status' (set to 'E'), and 'Previous Status' (empty). At the bottom, there are buttons for 'Setup', 'Custom', 'Save', 'Close', 'Queue', and 'Preview'.

3. In the *Activity Code* field, select the activity you want to include on the report.
4. In the *Student Grade* fields, select the range of grade levels to include on the report.
5. Complete the *Current Status* field. Select one of these values:
 - E (Eligible), which is the default
 - I (Ineligible)
 - P (Probation)
 - W (Waived)
 - N (Not Active – Not Enrolled)
 - R (Eligible with Restrictions)
 - S (Eligible with Special Restrictions)
6. In the *Previous Status* field, select an eligibility status code.
7. Click Print.



Activities Eligibility Reports

Sample Report

The following is a sample of the Summary by Activity Report.

SECONDARY PERIOD N/TRK W/BLK ALPHA							
05/26/00 14:06		Summary By Activity					ACT02 Page 1
<u>Student Name</u>	<u>Student ID</u>	<u>Grade</u>	<u>Birthdate</u>	<u>Current Eligibility</u>		<u>Previous Eligibility</u>	
				<u>Status</u>	<u>Date</u>	<u>Status</u>	<u>Date</u>
Anaya, Brandi C.	357252	09	03/14/85	E		E	
Bailes, Tiffanie	84	10	01/22/84	E		E	
Bailes, Tiffanie	84	10	01/22/84	E		E	
Beals, Aaron C.	357289	09	03/24/85	E		E	
Description for Eligibility Status Codes							
E-Eligible I-Ineligible P-Probation W-Waived N-Not Active							
R-Eligible w Restrictions S-Eligible w Special Restrictions							



Activities Eligibility Reports

Activity History Report (ACT03)

This report lists all current and past activities for each student. It may be given to students, and can be attached to student transcripts.

Printing the Report

1. Open the Student Activities atom.
2. From the Activity menu, select ACT03. The Report Interface window displays.

3. In the *Student ID* field, select the students you want to include on the report.
 - To print a range of students, enter a beginning and ending Student Permanent Number.
 - To print the report for all students, leave blank.
 - To print the report for a single student, enter only a beginning Student Permanent Number.
4. In the *Student Grade* fields, select the range of grade levels to include on the report.
5. Click Print.



Activities Eligibility Reports

Sample Report

For activity history records, this report displays the month and year when the student stopped participating in the activity. The report also displays the school number of the school where the student participated in the activity. The records are listed in reverse chronological order. Historical records are listed before current activity records. Each student is printed on a separate page.

The following is a sample of the Student Activity History Report.

SECONDARY PERIOD N/TRK W/BLK ALPHA				
05/30/00 10:10		Student Activity History		ACT03 Page 1
Ackerman, Brian		ID: 5	Grade: 12	Birthdate: 11/15/82
<u>Activity Code / Description</u>		<u>Dates of Participation</u>	<u>School</u>	<u>Notation/Comments</u>
COMP	Computer Club	11/21/99 - Present	999	Eligibility Status: Eligible
FENCE	Fencing Team	11/21/99 - Present	999	Eligibility Status: Eligible
BBASK	Boys Basketball	12/13/99 - Present	999	Eligibility Status: Eligible



Activities Eligibility Reports

Change of Eligibility Report (ACT04)

This report lists all students whose eligibility status has changed for an activity. For students whose status has changed from eligible to ineligible, the report lists all requirement deficiencies that caused the student to become ineligible.

Print this report immediately after you complete the student comparison/ update process to see the updated changes in eligibility status.

Printing the Report

1. Open the Student Activities atom.
2. From the Activity menu, select ACT04. The Report Interface window displays.

3. In the *Activity Code* field, select the activity you want to include on the report.
4. Complete the *Eligibility Change* field.
5. Click Print.



Activities Eligibility Reports

Sample Report

You can print this report for a single activity or for all activities. If you include all activities, the list sorts alphabetically by activity code. You can select one of the following student options to print:

- Students whose eligibility status has changed from ineligible to eligible.
- Students whose eligibility status has changed from eligible to ineligible.
- All changes.

The following is a sample of the Change of Eligibility Report.

SECONDARY PERIOD N/TRK W/BLK ALPHA						
05/26/00 14:16		Change of Eligibility				ACT04 Page 1
BBASK		Boys Basketball				
<u>Eligibility Status</u>						
<u>Student Name</u>	<u>Student ID</u>	<u>Grade</u>	<u>Previous</u>	<u>Current</u>	<u>Requirement Deficiencies</u>	
Ackerman, Brian	5	12	E	I	Has no emergency contact	
Young, Dale A.	360000	09	E	I	Has no emergency contact	
					Fails health exam requirement	
Description for Eligibility Status Codes						
E-Eligible I-Ineligible P-Probation W-Waived N-Not Active						
R-Eligible w Restrictions S-Eligible w Special Restrictions						



Activities Eligibility Reports

Teacher Mandate Report (ACT05)

Print the Teacher Mandate Report if you need to mandate that a student be ineligible for all activities because of unacceptable classroom behavior. The report sorts by teacher, with a page break between each teacher. Within each teacher, the report sorts by sections. Each section is labeled with a subheading. The report includes only students who are eligible for at least one activity. You have the option to print all activities in which each student currently participates.

Printing the Report

1. Open the Student Activities atom.
2. From the Activity menu, select ACT05. The Report Interface window displays.

The screenshot shows the 'Report Interface' window. At the top, it says 'Teacher Mandate'. Below that, there's a dropdown menu for 'Generic Report' and a 'Report ID' field containing 'ACT05'. To the right, there's a 'Recommended Orientation' section with a PDF icon and three checkboxes: 'Cover Page' (unchecked), 'Draft print' (unchecked), and 'Preview' (checked). Below this, it says 'Enter Parameters For TEACHER MANDATE:'. There are two input fields: 'Teacher ID:' with '21 - 100' and 'Section ID:' with empty boxes. Below these is a 'Print Activity Codes:' checkbox which is checked. At the bottom, there are buttons for 'Setup', 'Custom', 'Save', 'Close', 'Queue', and 'Preview'.

3. In the *Teacher ID* field, enter the ID number(s) of the teachers you want to include on the report.
 - To print a range of teachers, enter a beginning and ending Teacher ID.
 - To print the report for all teachers, leave blank.
 - To print the report for a single teacher, enter only a beginning Teacher ID.



Activities Eligibility Reports

4. In the *Section ID* field, enter the ID numbers of the sections you want to include on the report.
 - To print a range of sections, enter a beginning and ending Section ID.
 - To print the report for all sections, leave blank.
 - To print the report for a single teacher, enter only a beginning Section ID.
5. To include the activities in which each student participates, select the *Print Activity Codes* field.
6. Click Print.

Sample Report

The following is a sample of the Teacher Mandate Report.

SECONDARY PERIOD N/TRK W/BLK ALPHA						
05/26/00 14:22	Teacher Mandate					ACT05 Page 1
TeacherID: 5	Teacher Name: Anton					
Section ID: 010000000000000001	Course: Adv Dance		Period: 01 - 01			
<u>Student Name</u>	<u>Student ID</u>	<u>Grade</u>	<u>Act Codes</u>	<u>Tch Mandate</u>	<u>Teacher Comments</u>	
Acosta, Bill	8	10				
Anavim, Kendra C.	34	12				

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
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Activities Eligibility Reports