SASIxp™ Activities Eligibility Guide

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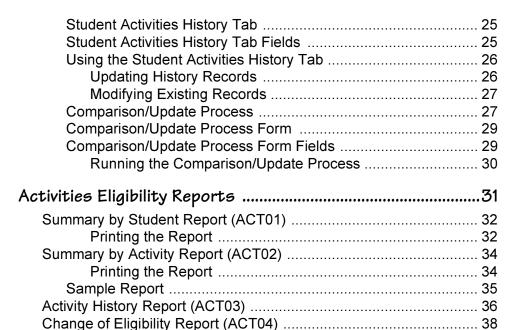


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Teacher Mandate Report (ACT05)40









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)



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

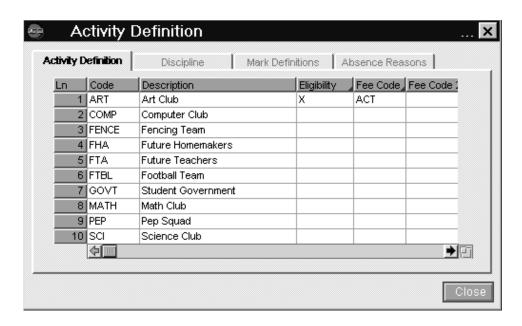
The last three tabs relate to information in other base product atoms, specifically discipline, marks, and absence reason information. You must set up data in these base product atoms before you can use the Activity Setup Atom. The base product atoms, the specific tab (if any), and the related file are:

- 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.



Activity Definition Tab



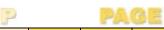
Using the Activity Definition Tab

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.





Activity Definition Tab Fields

Fields	Description
Code	Displays the code for the activity (defaults from the AARQ file after the Update Activity Definitions process is run).
Description	Displays the description of the activity (defaults from the AARQ file after the Update Activity Definitions process is run).
Eligibility	Indicates whether the activity has eligibility requirements. Select either Y (Yes) or Blank (No). The default is Blank.
Fee Code 1	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.
Fee Code 2	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.



- 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.
- 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.
- Click Save, or click Undo to close without deleting.
- 6. Click Close.

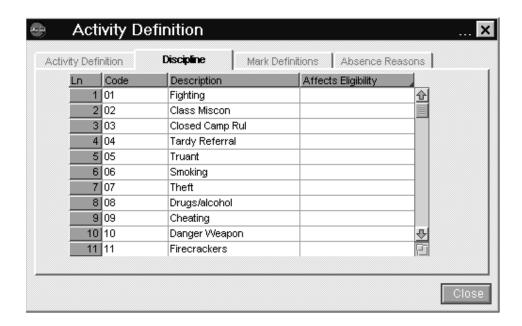
Modifying Records

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



- 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

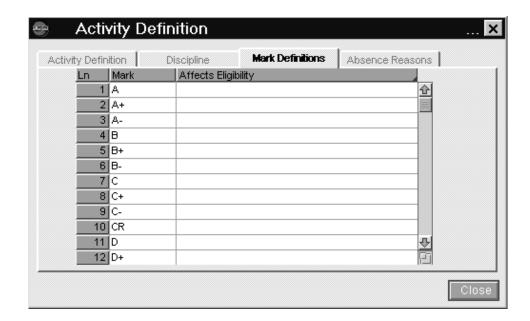


Discipline Tab Fields

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



Mark Definitions Tab



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.

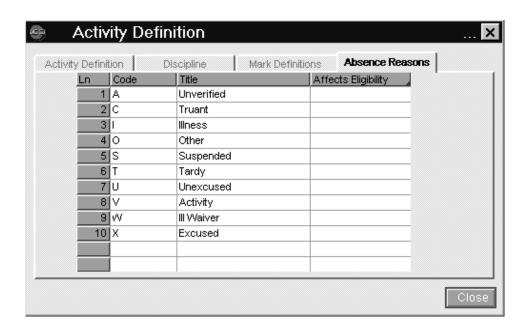


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Activities Eligibility

Absence Reasons Tab



Absence Reasons Tab Fields

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





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.

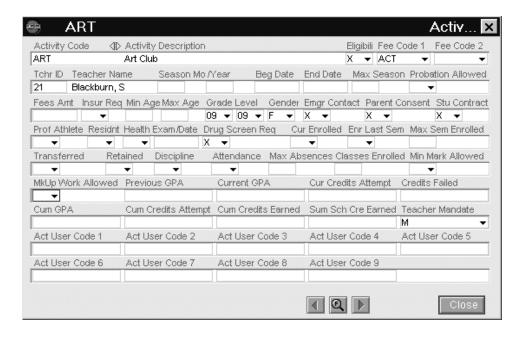


Activity Requirements Atom

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







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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.
- 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.



Activity Requirements Screen Fields

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



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



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



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



Student Activities Atom

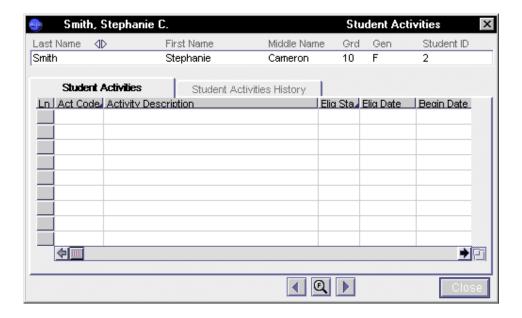
You can use the Student Activities atom to record current and historical information about a selected student's student activities and eligibility status. The system stores this information in the Student Activities file (AACT). The atom has two tabs:

- 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





Student Activities Tab Fields

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

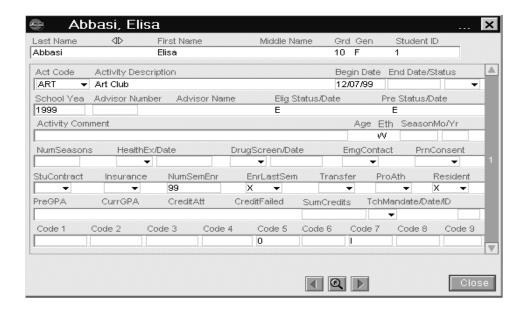


Field	Description
Elig Status	Contains a 1-character code indicating the student's eligibility status. Select one:
	 E (Eligible), which is the default I (Ineligible) P (Probation) W (Waived) N (Not Active – Not Enrolled) R (Eligible with Restrictions) S (Eligible with Special Restrictions)
Elig Date	Indicates the date the displayed eligibility status became effective (MMDDYY). Defaults to the value calculated when the Comparison/Update process was last performed.
Begin Date	Indicates the date on which the student began participating in the activity (MMDDYY). The default is the current date.
End Date	Indicates the date on which the student completed participation in the activity (MMDDYY).
Sch Year	Indicates the school year in which the student participated in the activity (YYYY). The default is the current year.
Advsr#	Indicates the advisor number of the teacher monitoring the activity (3 digits).
Name	Displays the name of the teacher monitoring the activity (defaults from the Teacher atom when the advisor number is entered).
Activity Comment	Contains comments regarding the student's participation in the activity (50 characters).





Student Activities Detail Form



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.



This table describes the additional fields.

Fleld	Description
Pre Status/Date	Contains a 1-character code indicating the student's previous eligibility status. Select one:
	 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) 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.
Age	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.
Eth	Indicates the student's ethnic code, from the pop-up list (ETH table). This information comes from the ASTU file for each student.
End Date	Indicates the end date for an activity.
Status	Contains a 1-character code indicating the student's completion status at the end of the activity season. Enter either:
	C (Completed Activity Season)D (Did Not Complete Activity Season)
SeasonMo	Indicates the season month (MM) for the activity (defaults from the Activity Requirements atom).



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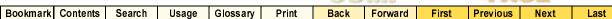


Fleld	Description
Yr	Indicates the season year (CCYY) for the activity (defaults from the Activity Requirements atom).
NumSeasons	Indicates the number of seasons the student has participated in the activity (2 digits).
Health Ex	Indicates if the student received a health exam. Enter either Y (Yes) or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



FleId	Description
Transfer	Indicates if the student transferred from another school. Enter either Y (Yes) or Blank (No). The default is Blank.
ProAth	Indicates if the student is a professional athlete. Enter either Y (Yes) or Blank (No). The default is Blank.
Resident	Indicates if the student resides in this school district. Enter either Y (Yes) or Blank (No). The default is Blank.
PreGPA	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).
CurrGPA	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).
CreditAtt	Indicates the number of credits the student attempted (9 digits).
CreditFailed	Indicates the number of credits the student failed (9 digits).
SumCredits	Indicates the number of summer school credits the student has (9 digits).







FleId	Description
TchMandate	Contains a 1-character code indicating a teacher mandate affecting eligibility. Select one:
	E (Eligible), which is the defaultI (Ineligible)
	P (Probation)W (Waived)
	 N (Not Active – Not Enrolled) R (Eligible with Restrictions) S (Eligible with Special Restrictions)
	The Ineligible code may be entered during a scanning process. All other codes require manual input.
	This field overwrites the Elig Status after you run the Compare/Update process.
Date	Indicates the date when the teacher mandate became effective (MMDDYY). The default is the current date.
ID	Indicates the identification number of the teacher responsible for the teacher mandate (3 digits).
Code 1–9	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



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.
- 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.

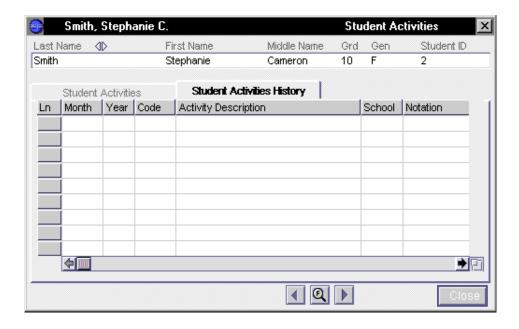
Modifying Existing Records

- 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.





Student Activities History Tab



Student Activities History Tab Fields

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



Notation	Contains comments, if applicable (30 characters).

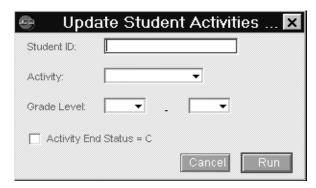
Using the Student Activities History Tab

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.





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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.



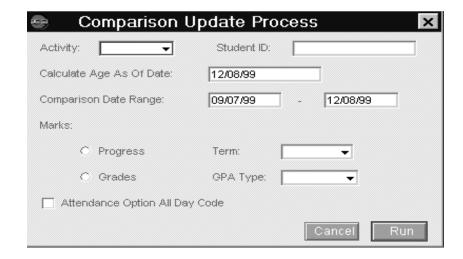
- Calculate Cumulative GPAs for Students (Update Course History atom)
- Update Student Activities History (Student Activities atom)

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.



Comparison/Update Process Form



Comparison/Update Process Form Fields

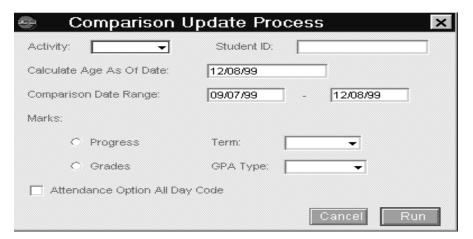
Field	Description
Activity	Indicates the activity, from the pop-up list (AARQ file). Leave blank to process all activities.
Student ID	Enter the student's ID. Leave blank to process all students.
Calculate Age As Of Date	Enter the as of date (MMDDYY). The system uses this date to determine if the student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



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

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.

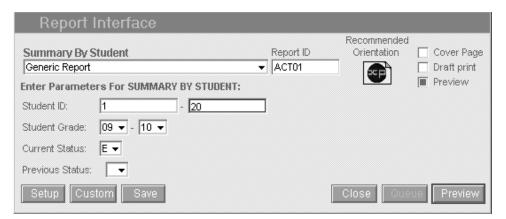


Summary by Student Report (ACTO1)

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

- Open the Student Activities atom.
- 2. From the Activity menu, select ACT01. 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 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)





- 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.

05/26/00 13:57	13:57								ACT01 Page 1
						<u>Curre</u>	nt Bigibility	Previou	is Bigibility
Student Name	Student ID	<u>Grade</u>	<u>Birthdate</u>	<u>Code</u>	<u>Description</u>	<u>Status</u>	<u>Date</u>	<u>Status</u>	<u>Date</u>
Allstun, Melissa K.	25	12	12/04/82	ART	Art Club	Е		E	
Amling, 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	
Arredondo, Erik A.	65	11	11/19/83	COMP	Computer Club	. Е		E	
				ART	Art Club	E		E	
				SCI	Science Club	E		E	
				MATH	Math Club	E		E	
				FTBL	Football Team	E		E	
Arriola, 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	
1				GOVT	Student Government	E		E	
				MATH	Math Club	E		Е	

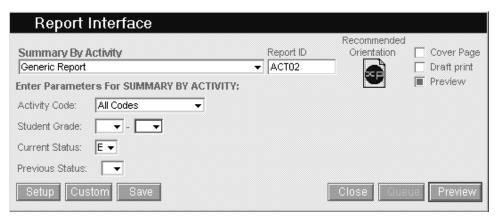


Summary by Activity Report (ACTO2)

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

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



- 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.





Sample Report

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

05/26/00 14:06	Summary By Activity						
				Current	Bigibility	<u>Previous</u>	: Bigibility
Student Name	Student ID	<u>Grade</u>	<u>Birthdate</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 Bigibility S	tatus Codes						
-Bigible I-Ineligible P-F	robation W-Waive	d N-Not Ac	tive				

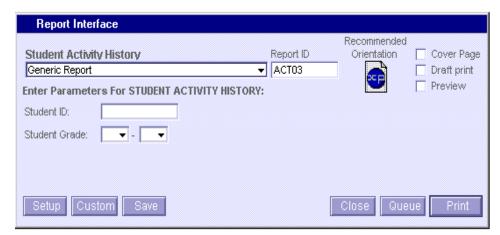


Activity History Report (ACTO3)

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.
- 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.





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 Histo	ACT03 Page 1	
Ackerman, Brian	ID: 6	Grade: 12 Birthdate:	11/15/82
Activity Code / Description	Dates of Participation	School Notation/Comments	
COMP Computer Club FENCE Fencing Team BBASK Boys Basketball	11/21/99 - Present 11/21/99 - Present 12/13/99 - Present	999 Bigibility Status: Bigi 999 Bigibility Status: Bigi 999 Bigibility Status: Bigi	ble



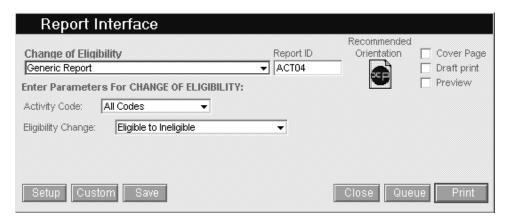
Change of Eligibility Report (ACTO4)

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.





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.

	S	ECONDARI	(PERIOD N/TRK)	M/BLK ALPHA			
05/26/00 14:16		Change of Eligibility					
BBASK Boys Bask	setball						
			<u>Bigibility</u>	/ Status			
Student Name	Student ID	<u>Grade</u>	<u>Previous</u>	Current	Requirement Deficiencies		
Ackerman, Brian	5	12	E	1	Has no emergency contact		
Young, Dale A.	360000	09	E	I	Has no emergency contact Fails health exam requirement		
Description for Bigibility Status	Codes						
E-Bigible I-Ineligible P-Probatio	on W-Waived N-Not A	ctive					
R-Bigible w Restrictions S-Bigi	bla u Spacial Pactrictic	ns					

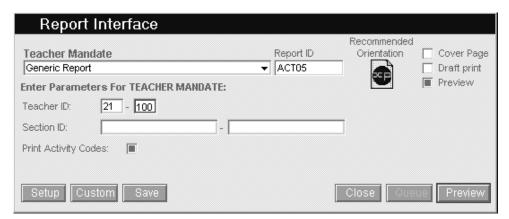


Teacher Mandate Report (ACTO5)

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

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



- 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
 - To print the report for all teachers, leave blank.
 - To print the report for a single teacher, enter only a beginning Teacher ID.





- 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.

		SECON	IDARY PER	IOD N/TRK	W/BLK ALPHA				
05/26/00 14:22	Teacher Mandate							ACT05 Page	
TeacherID:	5	Teacher Name:	ļ	Inton					
Section ID:	01000000000	0000001		Course:	Adv Dance		Period:	01	01
Student Name			Student ID	<u>Grade</u>	Act Codes	Tch Mandate	Teacher Comments		
Acosta, Bill			8	10					
Anavim, Kendra C.			34	12					



