Miscellaneous Notes

Run SL629 – Check Schedules vs A/E School from L100.

This report should be run on a regular basis (at least 2 times a week) through the first month of school and then at least 2 times a month after that.

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<td>Program: SL629</td>
<td>Request: 001</td>
<td>Check Schedules vs A/E School</td>
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Title: CHECK SCHEDULES VS A/E SCHOOL - SL629

Destination SUBMITTED FROM L100

Controls: C P H S I/E 01 Y B B I

Select: A Lin Year-T A/E Schl

xxxx x x xxxx

001 2014 R E ????

1-Hlp  3-Exit 4-Prpt 5-Refr 6-Nrcd 7-Bwd 8-Fwd 10-Del 11-Run 12-Esc

No additional records. Use 08/10/2009 13:32:10 PRIESS

Before the first day of school:
For any students who print on the report, verify the course(s) is not being taken at another school and, if it is not, purge (P) it from the schedule on S615.

After the first day of school:
If the student attended another school, enter the dropped date on the detail page of the course (the last day the student attended the previous school).

Changing sections in a package does not change the schedules of students already assigned to that homeroom.

WD date for course is last day student sat in the class.
New Teacher During School Year – Non-Departmentalization

For new teachers coming in after the beginning of the school year, complete the following steps in the order given:

__ 1. **A146** Check to see that the building/room being assigned to the teacher is there

__ 2. **S166** Create new teacher on S166

⚠️ **DO NOT** reuse a teacher number by typing over the old information once school starts. The teacher name will have been used in eSembler and sent during Survey 6.

⚠️ **DO NOT** make old teacher number inactive by putting 'I' under status if the old teacher has had students assigned to him/her during the current school year.

__ 3. **S185** Create new homeroom for the new teacher

__ 4. **L100** SL649 – Create Elementary Subject Class Records

__ 5. **S647**

   a) Enter leaving teacher number under section and press enter. Take a screenprint.
   
   b) Change section number to new teacher and update from to periods to mirror leaving teachers scheduled. Also change teacher number for any classes where teacher is not homeroom teacher. **DO NOT LEAVE MODS WITH “555”**.
   
   c) If additional courses are created due to split mods, they will need to be added to the S185 prior to students being moved into new classroom.

If new teacher is replacing old teacher:

__ a. **S313 or S422** Change homeroom teacher

   ⚠️ Type over old homeroom number and press ENTER

   **NOTE:** When updating the homeroom teacher, the new Edate on the schedule will reflect the current date.

__ b. **L100 – SL705** Run SL705 report for ELL students that may have been affected with new classroom being added.
If new teacher is replacing an itinerant teacher:

_1. A146_  
Check to see that the building/room being assigned to the teacher is there

_2. S166_  
Create new teacher on S166

⚠️ **DO NOT reuse a teacher number by typing over the old information once school starts. The teacher name will have been used in eSembler and sent during Survey 6.**

⚠️ **DO NOT make old teacher number inactive by putting 'I' under status if the old teacher has had students assigned to him/her during the current school year.**

_3. S647_  
  a) Enter leaving teacher number under section and press enter. Take a screenprint.

_4. S602_  
Create departmentalized courses that are not in the new teacher package. Make sure to cut minutes and/or delete days.

_5. Email Valerie Farmer (farmerva@collierschools.com) once the steps above are completed. DO NOT PROCEED._
New Teacher During School Year – Departmentalization

1. **A146**
   Check to see that the building/room being assigned to the teacher is there.

2. **S166**
   Create new teacher on S166.
   - **DO NOT** reuse a teacher number by typing over the old information once school starts. The teacher name will have been used in eSembler and sent during Survey 6.
   - **DO NOT** make old teacher number inactive by putting 'I' under status if the old teacher has had students assigned to him/her during the current school year.

3. **S185**
   Create new homeroom for the new teacher.

4. **L100**
   SL649 – Create Elementary Subject Class Records

5. **S647**
   a) Enter leaving teacher number under tch field and press enter. Take a screenshot.
   b) Change section number to new teacher and update from to periods to mirror leaving teachers scheduled. Also change teacher number for any classes where teacher is not homeroom teacher. **DO NOT LEAVE MODS WITH “5555”**.
   c) If additional courses are created due to split mods, they will need to be added to the S185 prior to students being moved into new classroom.

6. **Email Valerie Farmer** (farmerva@collierschools.com) once the steps above are completed. **DO NOT PROCEED.**