

	Fall - SASIxp SRSD & Pupil Accounting Procedures Building Level	Date & Initial
Before Count Day		
Verify setup / Print bell schedule	ATB701x – prints all bell schedules	
Verify setup / Print calendar	ATC01 – prints school calendar	
Verify Forgiven Hours	FGH100x - verify that all the forgiven hours have been input. (i.e., snow days, electrical outages, etc)	
Verify all students have an SRS record	Must re-org USRS file prior to running this program MISD001x – Creates new blank USRS records where needed. This program will also set the GenFTE to 1.00 and the residency field to 14.	
Clear selected sections	In SRSDxp you will need clear selected section of data that will be refreshed each count. Click on Menu and select Clear Selected Sections. If you do not have this option please contact your district liaison for directions on how to access this feature.	
Change all General Ed FTEs to 1.00	CHANGE USRS geFte = 1.00 (general ed)	
Pupil Codes for Population III students	If you prefer to input all Pupil Codes instead of modifying existing ones from the previous count – use the following queries: CHANGE USRS pupilcde1 = " " CHANGE USRS pupilcde2 = " " CHANGEUSRS pupilcde3 = " "	
Shared District Codes	If you prefer to input all Shared District Codes instead of modifying existing ones from the previous count - use the following queries: CHANGE USRS sharDist1 = " " CHANGE USRS sharDist2 = " " CHANGE USRS sharDist3 = " "	
Update ROSES with SASI data	ROSES Utility Refresh GE Data will update ROSES with current SASI demographic data	
Verify Residency Status	Verify that the field #30 (Residency) is correct for each student. Run a STUFTEEx report to assist with this.	
Enter & verify pupil codes for Pop III students	Enter Pupil Codes for Population III students. Reference Pop III Priority Listing. Put in the TEN-DIGIT district code for appropriate pupil codes. Print SRS701x to verify.	
Clear Supplemental Nutrition Eligibility to blank	ONLY if this information is stored in SASIxp at the building level. CHANGE ASTU freemeals = " " CHANGE USRS nutrEligib = " "	
Clear tagged students UserNum field to blank	Change ASTU UserNum? = " " (? = Number of the UserNum field you are using this count to tag students that are active on count day)	
Update USRS data	SRS001x Convert ethnic code if no code exists, convert exit code	

	Fall - SASIxp SRSD & Pupil Accounting Procedures Building Level	Date & Initial
Update course code information Secondary Only	STU765x Loads SRSD course codes to USRS file. Must have courses coded in the ACRS file under State ID1 and State ID 2. Codes can be found in the SRSD manual.	
Verify / Update Ethnic Codes	Verify / Update the ethnic codes in SRSDxp for students that fall into more than one ethnicity. To locate these student perform the following query: DISPLAY ASTU ID LN FN IF EthnicCode = 6 *show inactive students	
Input Supplemental Nutrition Eligibility Information	ONLY if this information is stored in SASIxp at the building level. Input the data in the "Meals" field on the 3rd page of the student screen.	
SRSD/Pupil Accounting Input and Update of Required Fields	Refer to the State of Michigan - Cycles of Field Submission document for required fields. Input data for the required fields into SRSDxp using SRS700x (SRSDxp Import Program) or manually. NOTE... Some of the required fields will be input at the District Level. Check with your District Representative for what fields need to be completed.	
SRSD/Pupil Accounting Maintenance	Use SRSDxp to maintain SRSD and Pupil Accounting fields Verify that count date is correct (lower right side of the screen). If not correct, double click on count date and change, or click on the Menu button and select Change Count Date.	
On Count Day		
Update seat counts	Basic scheduling module / Sections atom / Sections menu / Update counts	
Print teacher schedules	Basic scheduling module / Sections atom / Sections menu / MST25 Elem level not using MST file: Student info module / student atom / student menu / STU12 <i>Hold this information for audit</i>	
Print student schedules	Student info module / Student atom / Student menu / STU07 Elem level: can print class list if they are only in one class per day <i>Hold this information for audit</i>	
Print ethnic distribution	Student info module / Student atom / Student menu / STU98	
Print gain/loss report	Attendance module / Period attendance atom / Period attendance menu / ATP51 OR Attendance module / Daily attendance atom / Daily attendance menu / ATD01	
Verify all student absences	For period attendance - run ATP09 For daily attendance - run ATD09	
Update the 10/30 day rule flag in the USRS file	ATT704x This program will update the 10/30 day rule flag in the USRS file and prepare the audit report for the selected count date.	
Update days enrolled/days present	ATT721x Update days enrolled/days present to the USRS file.	
Print 75% report	ATT718x Run from the beginning of the year thru the count date.	

	Fall - SASIxp SRSD & Pupil Accounting Procedures Building Level	Date & Initial
Freeze ROSES Database	FREEZE ROSES DATABASE – Verify that the ROSES operator has frozen the ROSES database after data in ROSES is complete and clean	
Import special education data	SRS700x – electronically update from the ROSES program using the diskette/cd file you received from your Special Education Department.	
Print pupil and share district code report	SRS701x This program will produce a report that lists pupil and share district codes for students active on count day.	
Verify SRSD/Pupil Accounting data	SRSDxp Verify errors by scrolling through records using the Find Error arrows. Run the various reports to verify data is accurate. Correct all errors.	
Print membership report	STUFTEEx – Membership Report	
Print balance aid report	SRS708x This program will identify students who would be included in the SRSDxp FTE and STUFTEEx reports.	
Update Discipline Data	If you are using MISDBTS to track Special Ed Discipline, it will update directly to the USRS file. If you are using the SASIxp Discipline Module to track Special Ed Discipline: Use SRS713x to update the Special Education Discipline data(Fields 126 – 137) on the Special Education tab of SRSDxp.	
File maintenance Reorganize files	File management / Reorganize files Select the following files: AATB, AATC, AATD, AATP, AENR, ASTU, UTAF and USRS	
Tagging active students	TAGGING STUDENTS – the following query command will place a “1” on the Student atom in a UserNum field for all active students. CHANGE ASTU UserNum? = “1” (? Represents whatever UserNum field you designate 1-4)	
Backup data and/or Freezing Database	File management / Backup / select all AND/OR FREEZING DATABASE – may also make a copy of your database	
After Count Day		
Track return dates of students absent on Count Day	ATT704x This program will determine if and when a student returned to class.	
Print membership report	After all FTE adjustments have been made run STUFTEEx	
Exclude students	After SRSD submission is error free, you can run the following query to exclude students that have already been submitted to the state and were inactive before the last count date: QUERY: CHANGE ASTU USRS srsdExclud = “x” if LeaveDate < MM/DD/YY and Leavedate <> “ “ (MM/DD/YY = last count date) Check - Show Inactive Records	

	Fall - SASIxp SRSD & Pupil Accounting Procedures Building Level	Date & Initial
Export data	SRSDxp - Menu - Export File for CEPI The file will be saved to D:\SASIxp\S?###.TXT D:\ is the location where your SASIxp is installed ? = school year ### = school number <i>Please contact your SRSD/Pupil Accounting Coordinator to find out how you should send the data to them.</i>	
For Audit		
Print attendance reports	Print official attendance documentation for each teacher. May use SASI generated reports or signed teacher attendance books. Attendance module / Class attendance atom / Class-Attendance menu ATD17 (daily attendance) ATP17 (period attendance—two week increments—select extended report to print for 2 weeks)	
Print 75% report	ATT718x Run from the beginning of the year thru the count date.	
Population III documentation	Documentation for Population III students. (Please refer to the MDE Pupil Accounting Manual for appropriate documentation)	