

	Spring - SASIxp SRSD & Pupil Accounting Procedures Building Level Spring 2009	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.	
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 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 ROSES with SASI data	ROSES Utility Refresh GE Data will update ROSES with current SASI demographic data	
Verify 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 or in field #31 in SRSDxp. *Check with your districts SASI liaison for direction on which field to use.	
Update USRS data	SRS001x Convert ethnic code if no code exists, convert exit code	
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.	

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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.	
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	Select the Special Ed button in the SRS700x and use the diskette/cd file you received from your Special Education Department as the input file to update SASIxp from the ROSES program	

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Print pupil and share district code report	<p>SRS701x This program will produce a report that lists pupil and share district codes for students active on count day.</p> <p>While the MBR screen will hold up to 3 pupil codes per student, only the first one will print on the membership report. Please use the following priority list when assigning pupil codes.</p> <ol style="list-style-type: none"> 1. IA - International Academy of Macomb 2. UI - Utica Academy for International Studies (Utica, Armada and Mount Clemens Only) 3. CE - Cooperative Education 4. HH - Homebound/Hospitalized 5. HB - Home-Based 6. SC - School of Choice 7. TU - Tuition Pupils 8. NP - Non-Public 9. HS - Home School 10. NR - Non-Resident 11. PT - Part Time 12. DE - Dual Enrollment (College) 13. RS - Reduced Schedule 14. WS - Worksite Based 15. ST - Special Ed Transition 16. SP - Special Ed Preschool Program 17. VD - Virtual Classes 18. MO - Moved Out 19. SS - Split Schedule (only if membership is claimed in more than one building in same district) 20. PW - Pathways 21. HL - Homeless 22. CH - Charter School 23. DP - Divorced Parents 24. YH - Youth Home 	
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.	

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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 STUFTE _x	
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	
Obtain New UICs/ Validate Student UICs	Using SRSDxp or SRSD02 to export the file to validate and obtain new UICs through the MSDS. <i>Please contact your SRSD/Pupil Accounting Coordinator to find if you should run this procedure or if they will run the procedure at the district level.</i>	
Import New UICs/ Validated UICs your Student Accounting System	Using SRS700x for SRSDxp or the merge data function for SRSD02 import the new and validated UICs into the student accounting system. <i>Please contact your SRSD/Pupil Accounting Coordinator to find if you should run this procedure or if they will run the procedure at the district level.</i>	

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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)	