

	<b>End of Year (EOY) - SASIxp SRSD &amp; Pupil Accounting Procedures Building Level</b>	<b>Date &amp; Initial</b>
<b>Before Count Day</b>		
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 - (optional)	In SRSDxp you will need clear selected sections 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.	
Clear Supplemental Nut. Eligibility (optional)	(If Supplemental Nutrition Eligibility information is stored at the building level) Nutrition Eligibility is not required for EOY submission. CHANGE ASTU freemeals = " " CHANGE USRS nutrEligib = " "	
Clear all Pupil Codes to blank for the Population III students (optional)	Population III information is not required for EOY Pupil Accounting. CHANGE USRS pupilcde1 = " " CHANGE USRS pupilcde2 = " " CHANGE USRS pupilcde3 = " "	
Clear all Share District Information to blank (optional)	Shared District information is not required for EOY Pupil Accounting. CHANGE USRS sharDist1 = " " CHANGE USRS sharDist2 = " " CHANGE USRS sharDist3 = " "	
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)	
Return all FTEs to 0.00	FTE's are not required for EOY submission. CHANGE USRS geFte = 0.00 (general ed) CHANGE USRS seFteSec52 = 0.00 (special ed) CHANGE USRS seFteSec53 = 0.00 (special ed)	
Update USRS data	SRS001x Converts ethnic code if no code exists, converts exit code	
Clear course code information <b>Secondary Only</b>	CHANGE USRS crsEnroll1= " " **Repeat for crsEnroll2, crsEnroll3, crsEnroll4, crsEnroll5, crsEnroll6, crsEnroll7 and crsEnroll8	
Update / Input Required Fields	Refer to the State of Michigan - Cycles of Field Submission document for required fields. Input data into these fields using SRS700x (Import program) or manually into SRSDxp. Areas of concentration: Homeless, LEP, Advance and Accelerated, Immigration, Migrant Student, Title 1, At Risk and Expulsion.	

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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.  To update the ethnic codes for students that fall into more than one category, check all applicable boxes.	
<b>On Count Day</b>		
File maintenance Reorganize files	File management / Reorganize files Select the following files: AATB, AATC, AATD, AATP, AENR, ASTU, UTAF and USRS	
Print ethnic distribution	Student info module / Student atom / Student menu / STU98	
Print gain/loss report	Attendance module / Period attendance atom / Period attendance menu / ATP51 <b>OR</b> Attendance module / Daily attendance atom / Daily attendance menu / ATD01	
Update days enrolled/days present	ATT721x Load days enrolled/days present to the USRS file.	
Print 75% report	ATT718x Run from the beginning of the year thru the count date. (This takes awhile to run)	
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 balance aid report	SRS708x This program will identify students who would be included in the SRSDxp FTE and STUFTE reports.	
Update ROSES with SASI data	ROSES Utility Refresh GE Data. This process will update current SASI-maintained demographic data into ROSES	
Backup data	File management / Backup / select all	
Tagging active students	TAGGING STUDENTS – the following query command will place a “1” on the Student atom in the UserNum field for all active students. CHANGE ASTU UserNum? = “1” (? Represents whatever UserNum field you designate 1-4)	
Freeze ROSES Database	FREEZE 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.	
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.	

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<b>After Count Day</b>		
Print membership report	STUFTEEx – Membership Report – By Grade by Student	
Exclude students	After SRSD submission is complete and all errors have been fixed you can run the following query to exclude students that are now inactive and have been sent to the state: QUERY: CHANGE ASTU USRS srsdExclud = "x" if LeaveDate < ##### and Leavedate <> " " (##### = last count date) Check - Show Inactive Records	
Insert Graduation date for seniors	CHANGE ASTU GRADDATE = DD/MM/YY IF GR = "12" **Manually remove GRADDATE for students attending summer school or being retained.	
Graduate students (SRSD)	SRS707x Update SRSD fields for graduates	
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.	
Export data	SRSDxp - Menu - Export SRSD data The file will be saved at X:\SASIxp\S?###.TXT (X = drive where your SASIxp is installed, ? = year, ### = school number) <b><i>(Most schools will fit on a floppy disk, if your schools data doesn't please contact your SRSD/Pupil Accounting Coordinator to find out how you should send the data to them.)</i></b>	
<b>For Audit</b>		
Print 75% report	ATT718x Run from the beginning of the year thru the count date.	