What to do When a Student Leaves Mid Term

1) Make sure your teachers have entered all their grades for this student
2) Print Report Cards OR Store Historical Grades for this student
    a. Depending on the type of report card you print you MAY need to store grades before printing a report card and not necessarily for the Grades, possibly the GPA calculation you've chosen
    b. Print Report Cards
        i. Select the students you want to print report cards for
        ii. From the Functions List Chose Print A Report
        iii. Select the Report Card You Want to Print from the List of Many
            1. If you haven't printed report cards before make sure you know today the type you are printing
                a. Middle/High School Style
                b. Standards Grades Report Card
                c. Reportworks Report Cards
            2. Reportworks are the newest style and will be supported going forward
    c. Store Historical Grades
        i. If you've never done this before call the helpdesk and we'll talk you through it the first time
        ii. Depending on the type of grades you store you may have to do this more than once (Q2 and S1 would be stored back to back)
        iii. From the Start Page, Click System on the left hand menu
        iv. Choose Permanently Store Grades from the new screen
            1. Which Grades
                a. Current Term or Partial Term
            2. Exclude/Include
                a. Probable use when a student leaves mid term
                b. Probable use when excluding a student arrived late in a term
            3. Additional Filter Options

a. Store Grades for Selected Students

b. Probably use when a student leaves mid term

4. Classes by Term Length

    a. This one trips people up the most

        i. It's NOT the code for the term you are currently in

        ii. It IS the code for how long your class goes from (most often the full year or a Semester)

5. Options for Classes Enrolled At Other Schools

    a. Normally has no effect

6. Options for Withholding Credit

    a. Normally Ignored

7. Advanced Potential and Earned Credit Option

    a. HIGH SCHOOLS WILL PROBABLY USE THIS

8. Variable Credit Storing Preferences

    a. Normally not used

9. Repeated Course Grade Suppression

    a. Normally not used

10. Click Submit

3) Print Attendance Reports

    a. It's TOO LATE to print attendance reports AFTER TRANSFER

    b. In General, there are two or three reports you should print

    c. Select the Student (by Hand)

        i. Select a group of students that includes the student that is transferring

        ii. Choose the function Select Students by Hand

        iii. Click on just your Student and Click on Functions

    d. Report 1: ADA/ADM by Date

        i. Attendance Modes and Conversions (Default)

        ii. Students to Include (the selected students only)

        iii. Choose a beginning and end date (Extra Dates will produce poor results)

        1. Begin date should be students first day of school

        2. End date should be their last day of school

    iv. Processing Options – choose ASAP and click Submit

    v. Hit Refresh as necessary

    vi. Right Click on Run – Choose Open in New Tab

    vii. Copy data in a document file and save

e. Report 2: Universal Attendance Report

    i. Select Student and click Print A Report (top left of left hand menu)

    ii. Choose one of the Universal Attendance Reports

        1. Attendance periods must match your school

        2. Dates (A-E) or (M-F) must match your school

        3. Trimesters or Quarters must match your school

        4. Year must match the year you want data for

f. Report 3: Universal Diocesan Attendance Record

    i. Select Student and click Print A Report (top left of left hand menu)

    ii. Choose one of the Universal Diocesan Attendance Record

        1. Trimesters or Quarters much match your school

        2. Year must match the year you want data for

4) Transfer Student Out of School

a. This documented at www.gbdioc.org/psresources

b. If you've never done this before please call or e-mail the helpdesk and we'll walk you through the process depending on your specific situation