

Basic Elementary School Set Up Checklist


Elementary schools require only a basic school set up but can use some of the more advanced options that middle and high schools use such as courses and periods. This checklist outlines the most basic set up required for a curriculum based elementary school, if you would like more information on the advanced set up options and fields not covered in this checklist please refer to the School Set up checklist. If a field is not mentioned in this checklist it can be left blank for a curriculum based elementary schools.

The Provincial Curriculum has been loaded into the database and requires no additional set up beyond what is covered in this document. See the website (Standards > ...) for more information on Curriculum.

Path's are indicated by the symbol '>' and all eSIS path's originate from the start screen.

The following is a list of fields on screens to be updated before converted data and student information can be tested (Note: Refer to the Conversion Details document for specific conversion pre-requisites). All of the screens referred to can be accessed by the School Menu. Some of these fields will be updated through the conversion process, and some of them will be updated with a default value. It is important to go through the list to ensure that proper values are entered.



Be sure to click  and select the school you will be working with. Pay attention to the YEAR field. It should display the current school year. (School year 2005/2006 will display as 2005)

School > School Information > School Details

This screen is used to set up basic school details. These fields need to be set up correctly in order for basic school functionality to run as desired.

Checklist	Parameter	Description	Value
<input type="checkbox"/> 1.	School #	A four-digit School identifier.	Check for accuracy.
<input type="checkbox"/> 2.	Code	A three letter alpha code to identify the school. Typically the initials of the school.	Check for accuracy.
<input type="checkbox"/> 3.	Min/State No	The Ministry number (4399XXX – where 43 is your current district number, 99 is your old district number XXX is the number of your school)	Check for accuracy.
<input type="checkbox"/> 4.	Name	The full name of the school.	Check for accuracy.
<input type="checkbox"/> 5.	Address	In the first line field, enter the street address. In the second line field, enter the city and state / province	Check for accuracy.
<input type="checkbox"/> 6.	Postal Code	Enter the postal code for the school	Check for accuracy.
<input type="checkbox"/> 7.	Phone/Fax	The phone number for the school and fax number	Check for accuracy.
<input type="checkbox"/> 8.	Mailing Address	Enter the school's mailing address	Check for accuracy.
<input type="checkbox"/> 9.	Email	Enter the school's email address	
<input type="checkbox"/> 10.	Board/District	Using the drop down menu, select the Board or District to which your school belongs	Check for accuracy.
<input type="checkbox"/> 11.	Area	Using the drop down menu, select the Area to which your school belongs.	
<input type="checkbox"/> 12.	Field Office	Using the drop down menu, select the Field Office to which your school belongs (Field Office system codes)	

Checklist	Parameter	Description	Value
		need to be set up prior to using this field, see the District System Codes document on the website under Implementation > Checklists).	
<input type="checkbox"/> 13.	Family of Schools	Using the drop down menu, select the Family of Schools to which your school belongs (Family of Schools system codes need to be set up prior to conversion, see the District System Codes checklist.)	
<input type="checkbox"/> 14.	Superintendent	Using the drop down menu, select from the list of Superintendents available in your District	Check for accuracy.
<input type="checkbox"/> 15.	Superintendent Phone	Enter the Superintendent's telephone number.	Check for accuracy.
<input type="checkbox"/> 16.	French Program Option	Select the French program option for the school from the drop down list. This field is for informational purposes only and is not used in 1701 reporting.	
<input type="checkbox"/> 17.	Principal	Enter Principal's name. The Principals name does not need to be entered in Staff Maintenance prior to entering name in School Details.	Check for accuracy.
<input type="checkbox"/> 18.	E-mail	Enter the Principals email address.	
<input type="checkbox"/> 19.	Vice Principal	Enter the name of the Vice Principal (up to 3 names) (Name of VP does not need to be entered in Staff Maintenance prior to entering name in School Details)	
<input type="checkbox"/> 20.	School Description	Select a school description. List of values populates from School Description Codes screen (SYS813). Displays only if 'Use School Description?' on the School tab of the Company File is set to Yes.	
<input type="checkbox"/> 21.	Type	Select the type of school from the drop down menu. The choices available in this drop down are hard-coded in the system.	
<input type="checkbox"/> 22.	Sub-Type	Select the sub-type for your school from the drop down menu. The choices available are set at the Ministry level and can be viewed in the system codes table.	
<input type="checkbox"/> 23.	Homeroom Assign.	Indicate how your school will assign homerooms. This field works with the mass assign homeroom function. Homerooms are used as classes for elementary schools in eSIS. If schools are electing to hand place all students into classes this options can be left blank. Other choices include: By Class Period - you will have to indicate which period; By Grade and Alpha Grouping - this choice will assign homerooms first by the students' grade and then by student name in alphabetical order; By Grade and Random Grouping - this choice will assign homerooms first by a student's grade and then randomly select students to place in each homeroom	
<input type="checkbox"/> 24.	Attendance Type	Select the appropriate Attendance Type for your school. The type of attendance set up in School Details will ultimately determine the menu choices in the Attendance Module. Attendance Type choices include: Period - attendance will be taken in every period. Daily - attendance is taken on a daily basis. This may include a.m. and p.m. attendance. (most commonly used	

Checklist	Parameter	Description	Value
		<p>in elementary schools)</p> <p>Specific Period - Attendance is to be taken in a specified period only. A popup will appear into which you will enter that period.</p> <p>Positive Attendance - In this Attendance mode, a student is marked Present if in attendance as opposed to Absent if away from class. Uses for this type of attendance may include remote internet classes.</p> <p>If left blank - your school does not take attendance</p>	
<input type="checkbox"/> 25.	Check the days the school has classes	Select any and all days in which classes are run / courses are offered in your school. If your school is usually closed on Fridays but offers one Friday a year you must have Monday to Friday checked.	

School > School Information > School Details > More Info > Current Year

This screen is used to set up current year information for the school. Only the top section of this screen needs to be set up for elementary schools.

Checklist	Parameter	Description	Value
<input type="checkbox"/> 1.	Year	The current school year auto-populates.	Check for accuracy.
<input type="checkbox"/> 2.	Semestered?	Check this box to indicate that the school uses semesters in its scheduling. (Elementary schools need a minimum of 1 semester to create homerooms)	
<input type="checkbox"/> 3.	Number of Semesters	Enter the number of semesters in the school year.	
<input type="checkbox"/> 4.	Number of Terms	<p>Enter the number of terms, within a semester. If you offer 9-week courses at your school, enter 2.</p> <p>This can be set to zero for elementary schools not offering terms. Reporting periods are set up in a separate screen and are independent of terms.</p>	
<input type="checkbox"/> 5.	Number of Days	Enter the number of days it takes to cover your entire course offering. This option can be set to 1 for elementary schools.	
<input type="checkbox"/> 6.	Max # of Periods	Enter the maximum number of periods that run in a day. This option can be set to 1 for elementary schools.	
<input type="checkbox"/> 7.	Use Lunch	For scheduling purposes, this checkbox should be enabled once the lunch periods have been identified in the Lunch Periods block. Leave this unchecked if you will not be scheduling lunch.	
<input type="checkbox"/> 8.	Number of Tumble Patterns	<p>Enter the number of tumble patterns to be used by the school for the randomization of the schedule. Note: The number entered here will establish the number of Tumble Patterns to be used in the Tumble Patterns block</p> <p>Elementary schools need at least one tumble pattern in order to be able to take attendance.</p>	
<input type="checkbox"/> 9.	Tumble Patterns (D1-D20)	<p>Enter at least one tumble pattern to match the number of periods in the day.</p> <p>Elementary schools can enter 1 period in the first tumble pattern. This will allow attendance to be taken.</p>	

School > School Information > Schedule

This screen is used to set up the beginning and end dates for the school year, as well as semesters and terms if applicable. A typical elementary school will set up with one semester for homeroom assignment purposes.

Checklist	Parameter	Description	Value
<input type="checkbox"/> 1.	Semester	A minimum of 1 semester is required to accommodate homerooms in BCeSIS. To do this two records will need to be created. One with Semester "0" to represent the full year, and one with Semester "1".	
<input type="checkbox"/> 2.	Start Date/End Date	Enter the start and end dates for the full year. The same dates can be used for the semester if the school chooses to run only one semester.	
<input type="checkbox"/> 3.	Term	Elementary schools do not typically use terms and these can be set to zero for both records.	
<input type="checkbox"/> 4.	Start Date/End Date	If the elementary school is not using terms, enter the start and end dates equal to the semester dates entered in the first part of the record.	

Example of an elementary school schedule with no semesters or terms:

Schedule					
Semester	Start Date	End Date	Term	Start Date	End Date
0	07-SEP-2004	30-JUN-2005	0	07-SEP-2004	30-JUN-2005
1	07-SEP-2004	30-JUN-2005	0	07-SEP-2004	30-JUN-2005

School > School Information > School Details > More Info > Course Lengths and Formats

A typical elementary school will have one record created here for a full year course. This is to allow set up of reporting periods for the curriculum mark entry screen. See example below.

Checklist	Parameter	Description	Value
<input type="checkbox"/> 1.	Number	A free form, unique number, this is an ID that will be used for the specified Course Length and Format you are creating.	
<input type="checkbox"/> 2.	Course Lengths	Selected from the drop down menu choose a Course Length - indicates how long it will take a course to run from beginning to end.	
<input type="checkbox"/> 3.	Course Formats	Selected from the drop down menu choose a Course Format - Full Year, Full Semester, etc.	

Course Lengths and Formats Screen (SYS581):

Course Lengths and Formats		
Number	Course Lengths	Course Formats
1	Full Year Course	Full Year

School > School Information > School Details > More Info > Course Start Dates

A typical elementary school will have one course start date set up for the full year course. This is to allow set up of reporting periods for the curriculum mark entry screen.

Checklist	Parameter	Description	Value
<input type="checkbox"/> 1.	Course Length	Select a Course Length. List populates from Course Lengths and Formats (SYS581).	
<input type="checkbox"/> 2.	Description	Select the Start Dates to populate the Start Date Description. List populates from SCH099 School Schedule (based on course length).	
<input type="checkbox"/> 3.	Ext. Code	N/A	

School > School Information > School Details > Reporting Periods

A typical elementary school will have one set of reporting periods set up and associated to the Full Year course length. These are the dates that are used to set up Curriculum Reporting dates.

Checklist	Parameter	Description	Value
<input type="checkbox"/> 1.	Course Length/Start Date	Select the Course Length and Start Date. List populates from Course Start Dates (SYS585).	
<input type="checkbox"/> 2.	First column (unmarked)	Enter a number for the report cycle	
<input type="checkbox"/> 3.	Long Name	Enter a long name for the reporting period	
<input type="checkbox"/> 4.	Short Name	Enter a short name for the reporting period	
<input type="checkbox"/> 5.	End Date	Enter an end date for the reporting period.	
<input type="checkbox"/> 6.	Mark Calculation	Mark Entry should be entered for schools using the Curriculum model.	
<input type="checkbox"/> 7.	Final Mark?	Identify which reporting period will report a final mark. Only one period can be flagged as a final mark.	

An example of how the reporting period screen can be set up is below:

Course Length Start Dates		Course Length	Start Date			
		Full Year Course	06-SEP-2004			
	Long Name	Short Na...	End Date	Mark Calculation	Final Mark?	Exam
1	1st Reporting Period	RP1	29-NOV-2004	Mark Entry	No	<input type="checkbox"/>
2	2nd Reporting Period	RP2	24-MAR-2005	Mark Entry	No	<input type="checkbox"/>
3	Final Reporting Period	FN	30-JUN-2005	Mark Entry	Yes	<input type="checkbox"/>

School > Mark Information > Elementary > Curriculum Reporting Set up

This screen attaches the reporting periods to the Curriculum Model.

Checklist	Parameter	Description	Value
<input type="checkbox"/> 1.	Reporting Terms (Term 1, 2 etc... and Final)	Select the school's reporting periods from the drop down list. A final reporting period needs to be indicated in the last field labeled final.	

School > School Information > School Details > More Info > Grades and Catchments

This screen is used to set up the grades each school offers. BC is not using catchments.

Checklist	Parameter	Description	Value
<input type="checkbox"/> 1.	Catchment Code	Select a value of "Don't Use" or "N/A". This value is set at the District level system codes.	
<input type="checkbox"/> 2.	Description	N/A	
<input type="checkbox"/> 3.	Catchment Name	N/A	
<input type="checkbox"/> 4.	Grade	Select the grades taught in the school. List populates from the Grade codes screen (SYS260).	
<input type="checkbox"/> 5.	Description	The grade description populates based on the grade selected from the grade codes screen (SYS260).	
<input type="checkbox"/> 7.	Last grade at School	Identify the last grade taught at the school. *This option must be selected in order to have senior students transfer to their next school.	

School > School Information > Non-school days

This screen is used to set up non-school days. The schedule (SCH099) and school days selected on the school details screen (SYS040) indicates the days that should be counted as school days. This screen indicates which days fall within those criteria but are exempt due to holidays, professional development or other school related breaks.

Checklist	Parameter	Description	Value
<input type="checkbox"/> 1.	Non-School Date	The actual calendar date of the non-school day	
<input type="checkbox"/> 2.	Reason	The reason for which this date has been designated non-school. These reasons have been set up in the Systems Codes table called Master Non-School Days - SYS320. To view if the day is set as instructional or not, go to the system codes table <i>Administration > System Codes > School > Non-school day</i> . Instructional days will be counted in the school calendar as a school day.	

School > School Information > Staff Maintenance

This screen is used to enter Teaching and Non Teaching Staff. More information can be entered on staff by selecting the Staff Details button.

Checklist	Parameter	Description	Value
<input type="checkbox"/> 1.	Teaching Staff/Non-Teaching Staff/All Staff	Select to see a list of Teaching Staff, Non-Teaching Staff or All Staff. When adding staff, each will be marked as teaching or non-teaching depending upon the current list displayed. If All Staff are currently shown a pop up will ask you to identify the position of each new staff member	
<input type="checkbox"/> 2.	Initials	The teacher/staff initials. Every teacher/staff member must be entered with initials. Duplicates will produce an error. It is recommended that a number ID or all 3 initials be used.	
<input type="checkbox"/> 3.	Name	The teacher/staff name. Every teacher/staff member must be entered with a unique name. Duplicates will produce an error.	

School > School Information > Rooms

Checklist	Parameter	Description	Value
<input type="checkbox"/> 1.	Code	Enter up to a 6 character room code	
<input type="checkbox"/> 2.	Long Name	Enter the Room Name. Use up to 30 characters.	
<input type="checkbox"/> 3.	Capacity	Enter the maximum number of people in a room for fire and safety. Use up to 4 characters	
<input type="checkbox"/> 4.	Room Type	Select a room type. List populates from Room Types (SYS278).	

School > School Information > Homeroom Maintenance

Checklist	Parameter	Description	Value
<input type="checkbox"/> 1.	HRoom	Enter homeroom code (division or class)	
<input type="checkbox"/> 2.	S	Enter the Semester for the homeroom. If the school has 1 semester set up, 1 homeroom should be set up for each class, if the school has more semesters, one homeroom will need to be set up for each class for each semester.	
<input type="checkbox"/> 3.	Seats	Enter the number of seats available in the homeroom. This field is not mandatory and does not work the mass assign homeroom function. Homerooms can have more students assigned than the number of seats suggests.	
<input type="checkbox"/> 4.	Used	Displays the number of students assigned to the homeroom.	This field will auto-populate.
<input type="checkbox"/> 5.	Teacher	Select the teacher for the homeroom. List populates from the Staff Maintenance screen (SCH040).	
<input type="checkbox"/> 6.	Room	Select the room number. List populates from the Room Maintenance screen (SCH030).	
<input type="checkbox"/> 7.	Class Type	Select the class type. List populates from the Class Types screen (SYS560).	
<input type="checkbox"/> 8.	Full/Half Time	Indicate whether this is a Full Time homeroom or a Half Time homeroom. Note: A selection MUST be made here or it will not be possible to take attendance for the homeroom	
<input type="checkbox"/> 9.	AM/PM	Indicate whether this is only an AM homeroom or only a PM homeroom. If Full Time is selected the fields are unavailable.	