HARRIS School Solutions

Drop/Restore Schedules & Withdrawal Enhancements – August 2016

Version 1.0

Overview:

Previously, there was some difficulty in managing student schedules while also maintaining accurate class roster counts. When a student switched into a different class there was not a method to track this change without some negative side effects. If the student was REMOVED from the class (i.e. the class schedule record deleted from the student's schedule) then it was no longer possible to access the student's grade information for the moved class. Also, this caused some issues when reporting student schedules for state reporting purposes. If we had instead kept the student scheduled to the class in iPass, then the student would continue to count in the class seat totals and to appear in the teacher's gradebook which was also undesirable.

Another issue affecting seat counts was the withdrawal process. When a student was withdrawn from school they would continue to count in class rosters unless a counselor would also remove them from all classes through a separate process in the Scheduling System.
In order to better maintain class rosters and manage grades for dropped classes we have introduced some changes to iPass, the most significant of which is the ability to mark a class record as DROPPED as opposed to just REMOVING (deleting) the scheduling record.

Summary of Enhancement Requests

- Drop/Restore functionality added on the Schedule Summary screen
- Drop/Add report now shows all changes to a student's schedule
- Class Rosters now show withdrawn and dropped students
- Withdraw Changes: Automate dropping of classes on withdraw from school
- Changes to Enrollment filter on student search screens
- Withdrawn students now show in red font throughout system

Key Points:

- A student can now be DROPPED from a class. This is different from REMOVING (deleting) a class section from a student's schedule.
    - **DROP:** when a student has spent some time in the class. Grades and other data remain accessible
    - **REMOVE:** when a data entry mistake is made and the student was never actually in the class
- A class can also be RESTORED. This is essentially the reverse of a DROP and can be accomplished quickly instead of searching for the course as was done previously.
- The Drop/ Add Report will capture all changes that occur to a student's schedule. Besides recording when classes are added or removed the Drop/ Add Report will ALSO now record when a class is Dropped or Restored and when terms are manually adjusted.
- The terms associated to a student's class section record will be automatically adjusted based on the date of when a drop, restore or an add occurs.
    - When a class is ***Dropped***, any *future* terms will be removed from the student's schedule record. (Example, if a student drops a full year class during term 2, then terms 3 and 4 will be removed)
    - When a class is ***Added (or Restored),*** the *current term and any future terms* will be associated to the student's class section record. (Example, if a student is added to a class during Term 3 they will be associated to terms 3 and 4 on their schedule)
    - When a class is added, dropped or restored on a date that is AFTER the last day of the last term of the class, the system will act as if the change occurred during the last term. (Example, if a full year class is added after the last day of school the system will associate Term 4 to the student's scheduling record for the class.)
- A student's schedule will be automatically dropped IF:
    - The school is configured to use the "Automatically Drop Schedule on Withdraw" feature **AND**
    - The user did NOT select the "Retain Schedule" option when withdrawing the student.

- Although it is most common that a student's schedule will have a DROPPED status when the student has a WITHDRAWN enrollment status, these are two distinct states and any combination of these is possible:
    - Student is ENROLLED in school but DROPPED from a class:
    - Student is ENROLLED in school and ACTIVE in a class:
    - Student is WITHDRAWN from school and DROPPED from a class:
    - Student is WITHDRAWN from school but ACTIVE in a class:
        - This is an uncommon situation that could be used to "save a seat" for a student, especially if they are expected to return to the school during the school year.

- Withdrawn students will now appear in red font throughout iPass.

- The "Enrollment" filter on student search screens now includes an option for finding Withdrawn students. The selection "All" will now find any student in the school regardless of the enrollment record.

- The checkbox options on the Withdraw/Enrollment screen have been separated out to the following options:
    - Clear Locker Data
    - Clear Homeroom Data
    - Clear Bus Data
    - Retain Student Schedules

- The class roster screen will now have an option to see Dropped Students. The class roster will also show which student are WITHDRAWN from school.
    - WITHDRAWN students will appear in red font.
    - DROPPED students will appear with a red # to the right of their name.

- Teacher will be able to differential between Withdrawn student and those that are just dropped from a class.
    - A DROPPED student will have a red # symbol to the right of their name.
    - A student who is WITHDRAWN from the school will display with their name in red font.

New Features:

Drop/Restore Related

1. The ability to "Drop" a student from class has been added to iPass.
    a. Elements added on the Schedule Summary screen.
        - "Drop/Restore" columns of checkboxes
        - A "Status" column which will indicate which classes are Dropped.
        - "Show Dropped Courses" checkbox

    b. Explanation: Previously when a student withdrew from a class and switched to another class, the main course of action was to REMOVE the class from the student's schedule. However, once a schedule was removed it became difficult to access the student's grades information. Users can now DROP a student instead REMOVING them from the courses. The REMOVE option is still available and should be used in cases where a student was accidentally added to a class. If a student had legitimately spent any time in a class section, then the DROP option should be used instead of the REMOVE option. If a user clicks the "Drop/Restore" checkbox of a DROPPED class then the class will be RESTORED which mean it becomes an active class for the student again.

    c. When to use **Drop** versus **Remove**
        - **DROP:** Used when a student has spent any amount of time in the class. The schedule row for that class will remain in the student's schedule but will have a status of DROPPED and can be viewed/hidden with the "Show Dropped Courses" checkbox
        - **REMOVE:** Used when a student has not spent any time in a class and the schedule was accidentally attached to the student. As before, a class that is REMOVED will not be included in the student's schedule.

Student Schedule.

School Year: 2014-2015

Q1
Q2
Q3
Q4

Period

Print Schedule

Show Dropped Courses

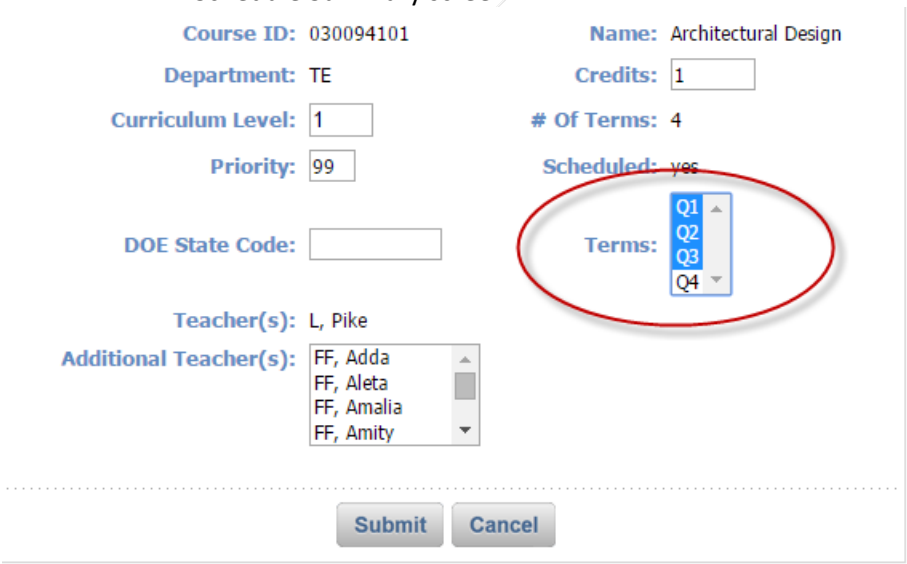
Lock	Remove	Drop/Restore	Course ID	Course Name	Term	Schedule	Curr Lev	Room	Teacher	Credits	Status
Check All Clear All	Check All Clear All	Check All Clear All									
			010051001-001	Government	1234	11111	1	0109	Jenkins	1.00	
			010053001-001	Keystone Algebra	12--	33333	1	A111	Hamburg	1.00	Dropped
			010054001-007	11th Phys Ed	12--	44444	1	GYM4	Williams	0.50	
			010054101-004	Health	-34	44444	1	0110	Casper	0.50	
			0100T3002-019	Tutorial	1234	55555	0	0109	Jenkins	0.00	
			010096001-004	Electronics	1234	66666 77777 88888 99999	1	0VOT	Upchurch	4.00	

d. Both classes that are dropped and classes that are removed will be recorded in the Drop/Add Report tab. See the items below for changes to this report tab.

e. How to….
   - DROP a class section: Click the "Drop/Restore" checkbox for an *Active* class (ie. a class that is currently NOT dropped.)
   - RESTORE a class section: Click the "Drop/Restore" checkbox for a *Dropped* class.
   - View dropped classes: Click the "Show Dropped Courses" checkbox.

2. The Terms associated to a student's class record will be updated automatically based on the date of when a class is DROPPED or RESTORED.

   a. The terms attached to a section represent the time periods (terms) that a student is in a certain class. The terms are mostly used by Teacher Gradebook to determine which term rosters a student will appear in.
   b. When a class is DROPPED the system will automatically remove any <u>future</u> terms using the current system date as the drop date. (Example, if a class is dropped during Q1 then terms Q2,Q3, and Q4 will be removed from the student.)
   c. When a class is ADDED or RESTORED the system will automatically <u>add the current term and future terms</u> using the current system date. (Example, if a class is added during Q3 then terms Q3 and Q4 will be added to the student.)
   d. If a student is added to a class AFTER the last date of the last term, the system will automatically assign the final term of the class.
   e. Just as before, Terms can be manually adjusted if needed. An admin user such as a counselor could add or remove terms as needed by clicking the course ID on the Schedule Summary screen.



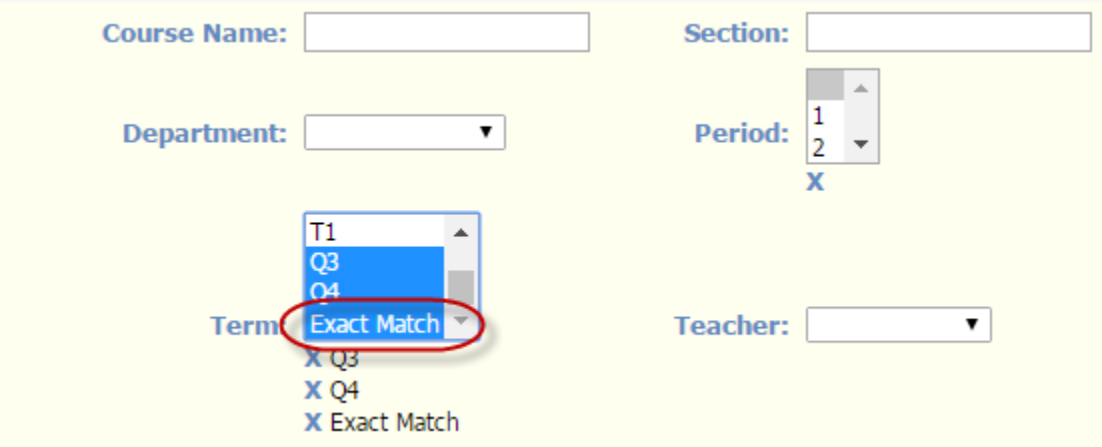
3. The “Drop/Add Report” has been enhanced to capture a wider range of schedule changes.
    a. A “Term” columns has been added and will display the Term Number that was added or removed from a student’s class schedule.
    b. New values will be displayed in the “Action” column to accommodate the new abilities to DROP or RESTORE class schedule records:
        - “Restore” : class has been restored (added back)
        - “Dropped” ; class has been dropped
        - “TRem”: Terms have been removed from a class record
        - “Tadd” Terms have been added to a class record
    c. Previous “Action” values that will continue to be used:
        - ADD: a class has been newly added to the student’s schedule
        - DEL: a class was deleted (REMOVED) from the student’s schedule

Drop/Add Report

Date/Time	Action	Course-Sec	Description	Term	Changed By
07/01/2016:08:46:37	Restore	010050001-020	General English 11	Q4	Aaron Banach
07/01/2016:08:46:37	Restore	010050001-020	General English 11	Q3	Aaron Banach
07/01/2016:08:46:37	Restore	010050001-020	General English 11	Q2	Aaron Banach
07/01/2016:08:46:37	AdD	010050001-020	General English 11		Aaron Banach
07/01/2016:08:46:26	TCNG	010051001-001	Government	Q2	Aaron Banach
07/01/2016:08:46:26	TCNG	010051001-001	Government	Q1	Aaron Banach
07/01/2016:08:46:16	TRem	010051001-001	Government	Q4	Aaron Banach
07/01/2016:08:46:16	TRem	010051001-001	Government	Q2	Aaron Banach
07/01/2016:08:46:16	TRem	010051001-001	Government	Q1	Aaron Banach
07/01/2016:08:46:07	TRem	010096001-004	Electronics	Q4	Aaron Banach
07/01/2016:08:46:07	TRem	010096001-004	Electronics	Q3	Aaron Banach
07/01/2016:08:44:33	Dropped	010053001-001	Keystone Algebra	Q4	Aaron Banach
07/01/2016:08:44:33	Dropped	010053001-001	Keystone Algebra	Q3	Aaron Banach
07/01/2016:08:44:33	Dropped	010053001-001	Keystone Algebra	Q2	Aaron Banach
02/08/2016:15:12:53	DEL	010047001-002	Art 2		Aaron Banach
01/31/2016:13:21:39	DEL	010050001-003	General English 11		Aaron Banach

4. When searching for classes to add to a student's schedule you can now search terms by "Exact Match". This will more easily allow you to search for courses that meet during specific terms such as finding only Spring Semester classes.

   If you search for Q3 and Q4 and do NOT select "Exact Match" it would return any class that includes Q3 OR Q4 in its term such as Full Year classes.



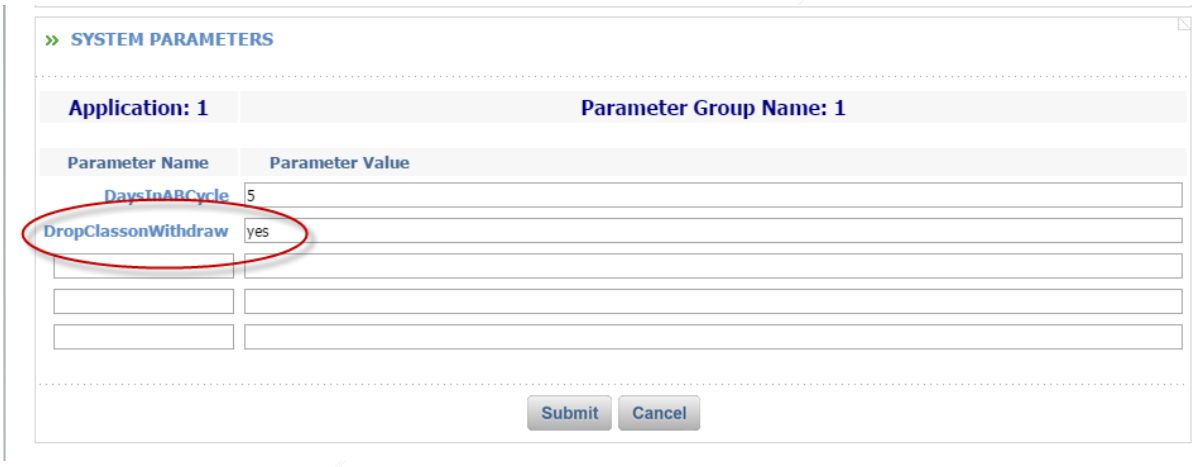
Withdrawn related Items

5. A new configuration parameter has been added in System Parameters to allow a district to decide if classes should be automatically dropped when a student withdraws. This will help to keep class counts accurate when students withdraw from school without requiring counselors or other school staff to manually remove a student's schedule in a separate process.

    a. This system parameter is found at : **System Configuration > Parameter Maintenance**
        - Application = SchoolSeqNum
        - Parameter Group Name = Scheduling
        - The parameter name is: **DropClassOnWithdraw**

If "DropClassonWithdraw" = Yes then when an Enrollment Withdraw record is created it will now trigger a DROP status for all class schedule records for the withdrawn student.

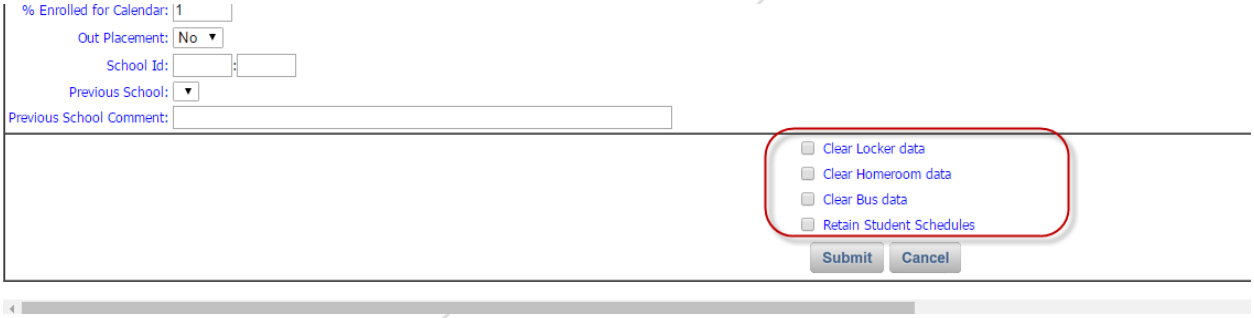
This permission is school specific and can be set differently for each school if necessary.



6. Options have been added to the Withdraw screen to allow a user more choices in how a withdrawal is processed. Previously, only one checkbox existed which was labeled "Clear course seats, locker, homeroom and bus information." It was impossible to clear data for one option (locker) while keeping it for another option (homeroom and bus).

The following options have been added in lieu of the previous checkbox option:

- **Clear Locker Data:** clear the student's locker assignment
- **Clear Homeroom Data:** clear the student's homeroom assignment
- **Clear Bus Data:** clear the student's bus assignment
- **Retain Student Schedules:** click this only if you want to keep the student's spot in the class and NOT clear seat counts. If you wish to release the seat you would leave this deselected.
    - **Remember-** seats counts are determined by the active schedule record. (If the "Drop on Withdraw" option is set (see #5 above), the active schedules will be automatically DROPPED unless the user select "Retain Schedule" in which case the schedules would NOT be dropped.



Class Roster Screen Changes

7. A “Show Dropped Students” checkbox has been added to the class roster screens that are accessed through the “Notebook” icon .

8. The Roster screen will clearly display with student are DROPPED from the class and which students are WITHDRAWN from the school.

    a. A red # symbol will display to the right of any student who has DROPPED status for the class.

    b. Student who have WITHDRAWN from school will have their names display in red font.

    c. Students who have been REMOVED from a class (as opposed to DROPPED) will NOT display on the roster since their record in this class was completely deleted.

    d. **Note:** If a student has been withdrawn from the school but for some reason has NOT been dropped from a class, they will still ‘take up a seat’ as far as the class roster count is concerned. In this situation the student would appear in red font but would NOT have the # symbol. (See the “Retain Student Schedules” checkbox in #6 above)

15445	Pagnotto, Ortensio	12	Male	A111	717-818-6363 (Home)	Trunchbull
15457	Pirozzi, Ippolito	12	Male	A111	717-818-6363 (Home)	Trunchbull
15226	Pye, Jamaal #	12	Male	A111	717-818-6363 (Home)	Trunchbull
15430	Rexroad, Clifton	12	Male	A111	717-818-6363 (Home)	Trunchbull
15409	Romano, Fioretta	12	Male	A111	717-818-6363 (Home)	Trunchbull
15470	Sagese, Marzia	12	Male	A111	717-818-6363 (Home)	Trunchbull
15159	Sal, Edda	12	Male	A111	717-818-6363 (Home)	Trunchbull
15279	Santos, Gwendolyn	12	Female	A111	717-818-6363 (Home)	Trunchbull
15033	Siciliano, Antonia #	12	Male	A111	717-818-6363 (Home)	Trunchbull
15022	Trevisani, Luca	12	Female	A111	717-818-6363 (Home)	Trunchbull
15465	Trevisano, Luciana #	12	Male	A111	717-818-6363 (Home)	Trunchbull
15441	Udinesi, Umberto	12	Female	A111	717-818-6363 (Cell)	Trunchbull
15024	Vieira, Wilbur	12	Male	A111	717-818-6363 (Home)	Trunchbull
15271	Villasedor, Luvencio #	12	Male	A111	717-818-6363 (Home)	Trunchbull
15425	Williams, Alice	12	Male	A111	717-818-6363 (Home)	Trunchbull

☑ Show Dropped Students

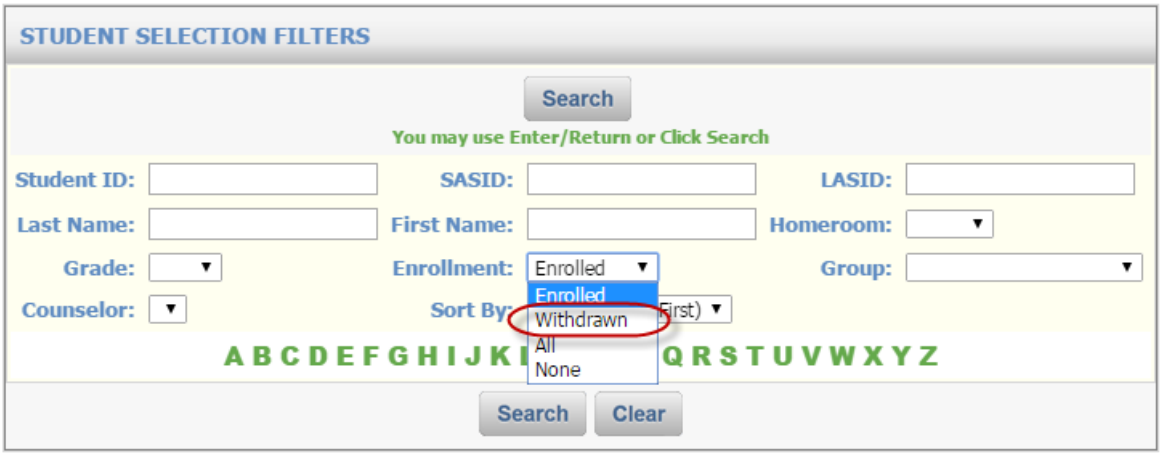
Male: 21

Female: 7

Total: 28

Student Search Page

9. The "Enrollment" filter on the student search pages has been modified to allow easier searching. The option "Withdrawn" has been added and will return students that have withdrawn for the school year. The option "All" has been changed slightly and will return all students in the school (Primary School) no matter what the status of their enrollment record (enrolled, withdrawn, none). Also, the names of withdrawn students will appear in red font in the search result list.



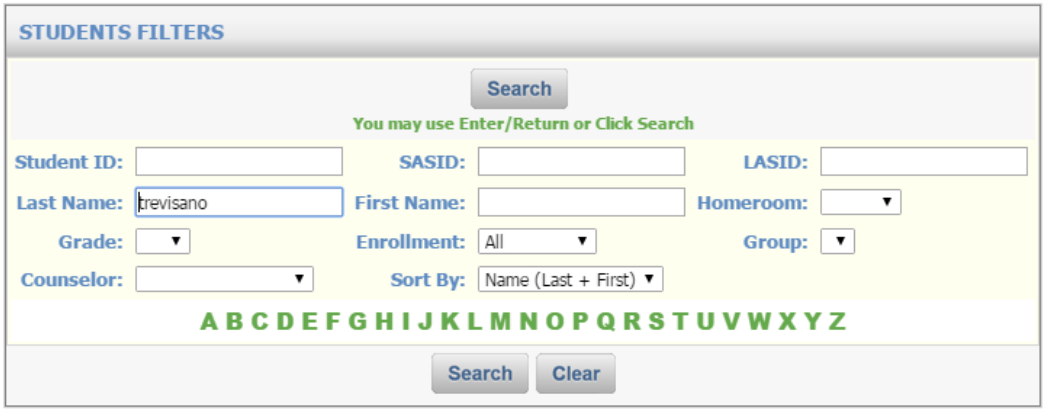
The Enrollment filter options are as follows:

- **Enrolled:** only students with a current enrollment record in the school
- **Withdrawn**: only students who have a WITHDRAWN enrollment record for the current school
- **None:** only students who have no enrollment record for the current school in the current year
- **All:** all students who are have the Primary School set to the school being searched, regardless of enrollment record status for the student.

For future years a student will display if the Next Year School is populated

- **Enrolled:** only students that have an enrollment record for the new year
- **Withdrawn:** only students have been withdrawn with a withdraw date in the new year
- **None:** students that have the Next Year School populated with the current school but no enrollment records
- **All:** any student with a Next Year School populated for the current school regardless of enrollment record status

10. Withdrawn students will now appear in red font throughout the system. Besides the screens that were already mentioned, a withdrawn student should now appear in red font on all search screens.



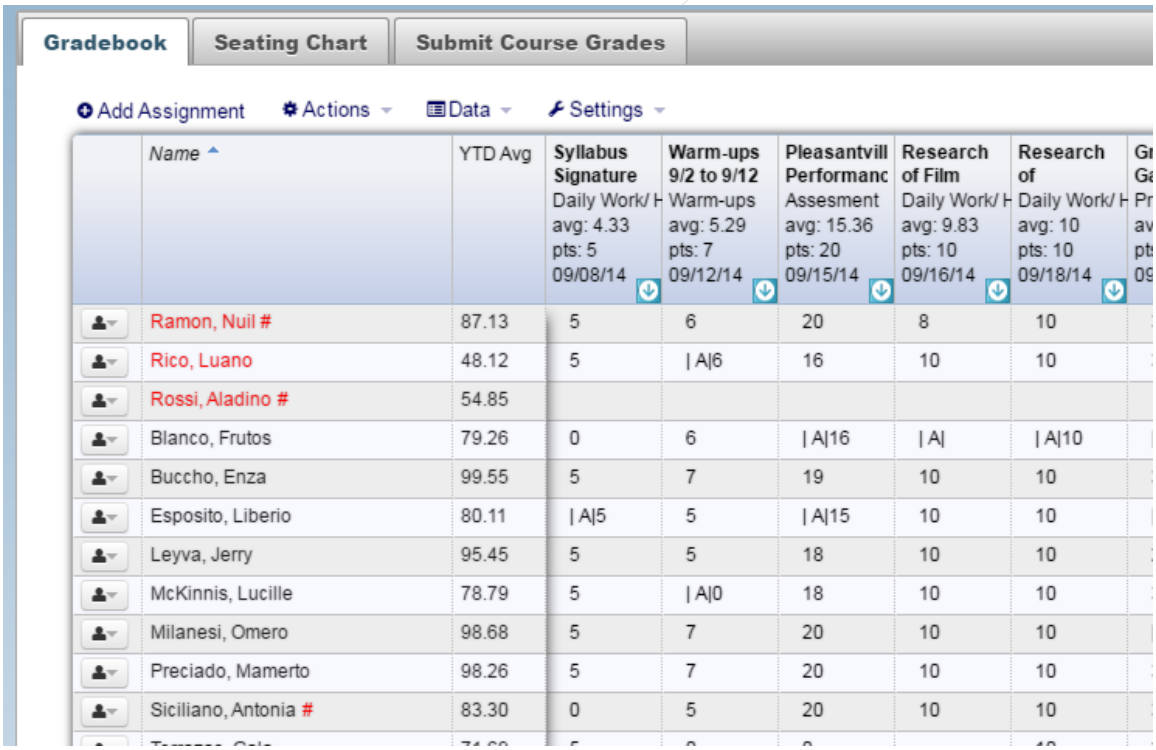
11. The screens within the Teacher Portal will now clearly identify which students are Dropped and which students are Withdrawn. The Teacher Portal will also only show students in the terms that they were active in the class. It will now be easier to maintain an up-to-date gradebook since inactive student will now be clearly marked or will not be visible at all within a certain term roster.

    The following rules apply to nearly all screens within the Teacher portal (Gradebook screen has 2 additional rules):

    - Students who have been DROPPED from a class will show with a red # symbol to the right of their name.
    - Students who have been WITHDRAWN from school will show with their names in red font.
        - (Please Note: In almost all cases, if a student is withdrawn from school they will also be dropped from the class, so it should be rare to see a student's name in red font without the # symbol, but it is possible.)
    - If the screen has a "Term" dropdown then the student will ONLY display if they were assigned to the specific term that is selected.

- Example: If a student drops a class during Quarter 2, then they will not display at all in Quarters 3 & 4 since they were never assigned to those quarters. The student would display in Quarter 1 & 2 with a red # symbol since there were in the class during those quarters but are currently dropped for the class.
- The terms in which a student will display are determined by the Term Records attached to a student's specific class schedule record on the Schedule Summary page under the Scheduling System folder (Admin Portal). (See #2 above.)

- The one Teacher Portal screen that operates somewhat differently is the Gradebook tab.
  - As before, Withdrawn students and dropped students will only display if the Teacher Preference setting for "Show Withdrawn Students" is selected.
  - If a student has assignment grades for a certain term then they will display in the gradebook even if the term record is removed from the student. The student would only display if "Show Withdrawn Student" is selected.



Name	YTD Avg	Syllabus Signature Daily Work/ H avg: 4.33 pts: 5 09/08/14	Warm-ups 9/2 to 9/12 Warm-ups avg: 5.29 pts: 7 09/12/14	Pleasantvill Performanc Assesment avg: 15.36 pts: 20 09/15/14	Research of Film Daily Work/ H avg: 9.83 pts: 10 09/16/14	Research of Daily Work/ H avg: 10 pts: 10 09/18/14
Ramon, Nuil #	87.13	5	6	20	8	10
Rico, Luano	48.12	5	| A|6	16	10	10
Rossi, Aladino #	54.85					
Blanco, Frutos	79.26	0	6	| A|16	| A|	| A|10
Buccho, Enza	99.55	5	7	19	10	10
Esposito, Liberio	80.11	| A|5	5	| A|15	10	10
Leyva, Jerry	95.45	5	5	18	10	10
McKinnis, Lucille	78.79	5	| A|0	18	10	10
Milanesi, Omero	98.68	5	7	20	10	10
Preciado, Mamerto	98.26	5	7	20	10	10
Siciliano, Antonia #	83.30	0	5	20	10	10