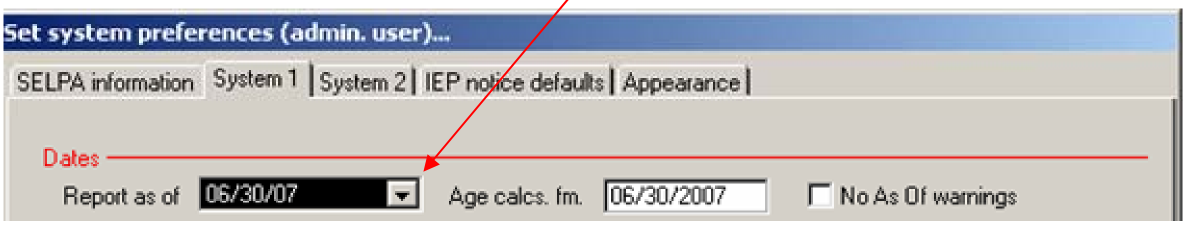
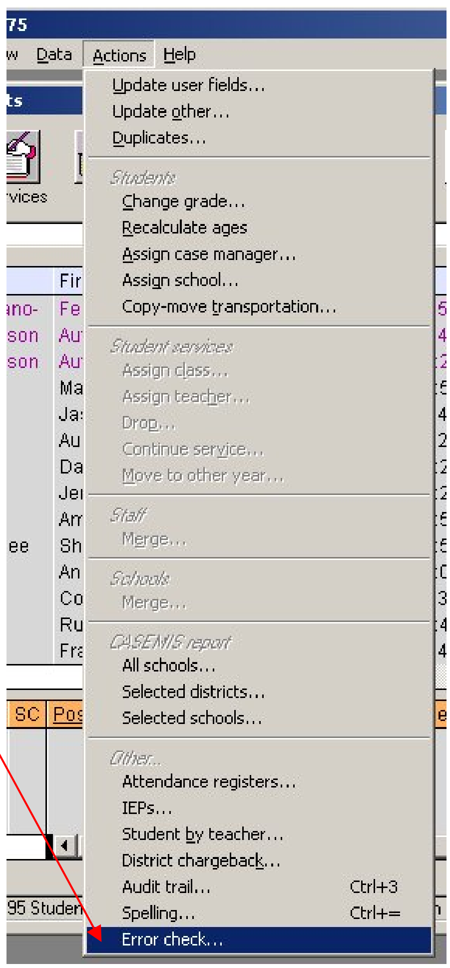
End of Year Procedure Suggestions….

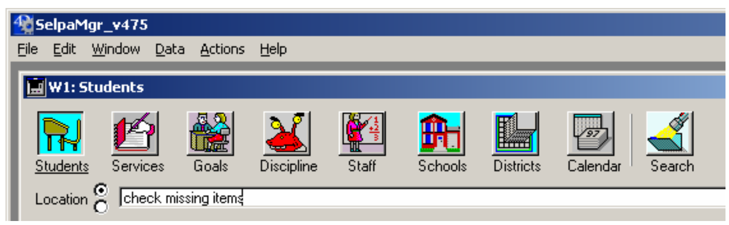
Be sure all drops, IEPs-new and updated, and all required CASEMIS information is up to date in your database. Verify that your Report as of date is set to the current reporting date for the CASEMIS report (File>Preferences>System 1 tab).



To run a problem/error 'pre-check' of your data go to SELPA Manager Student Browse window under the Actions menu and select 'Error check…'.

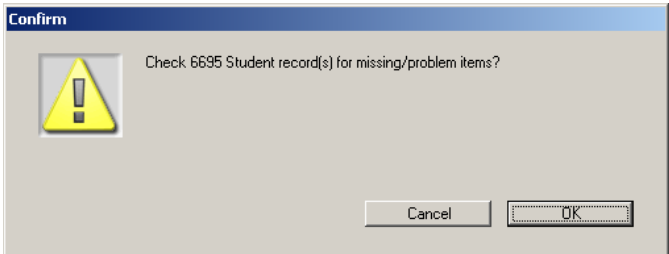


OR in the Location Box type in "check missing items" or "check problem items".



Note: You may want to narrow your selection down by going to 'Data' and selecting 'Show Current' or 'Data>Show current for…' to keep the number of student records being checked to only current/active students.

This will bring up a window asking to verify that you want to check the number of students that were currently in the Student browse window for missing/problem items.



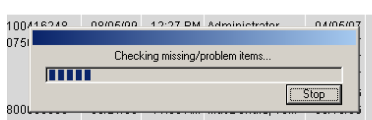
Click Ok to continue.

After clicking OK to continue another window will appear asking which options you want the error check procedure to use.

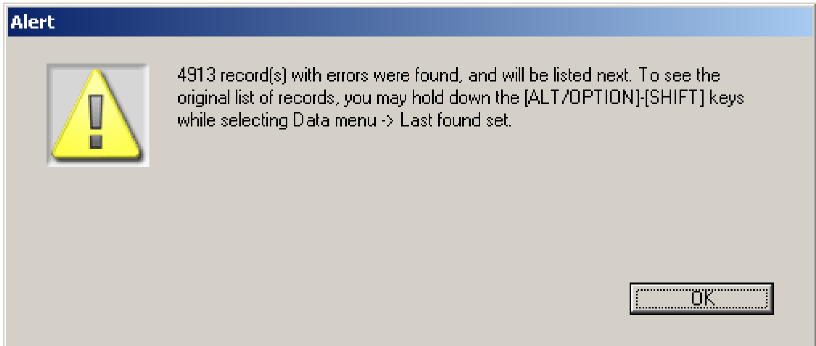
The options are:

1) Include any [students] with error messages.
    a. These are usually the mandatory pieces of information required by CASEMIS that are missing or incorrect in the data file.
2) Include any [students] with warning messages.
    a. These are not mandatory but should be reviewed for accuracy and usually include warnings about overdue IEPs and age related warnings.
3) The third option lets you choose whether or not you want a printed copy of the errors and/or warnings.
    a. This is sometimes handy if you have others who input data and you want to give them a copy so they can correct the problems, or if you won't be able to complete the task at the present time and want to continue working on the problems at another time.

Once you click OK, SELPA Manager will begin searching through the selection of students in your current Students browse window.

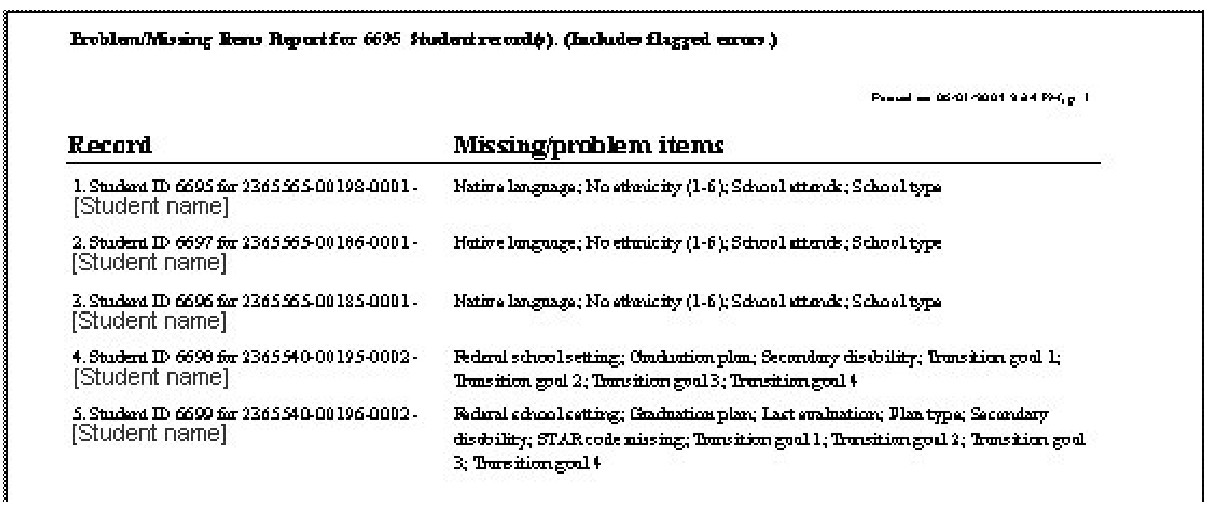


When the program is finished searching an alert window will appear with information as to how many records were found with errors/warnings and directions how to switch back to the original list of records that you had prior to the error check procedure.



When you click OK, the Student browse will show the records that contain the error/warnings. You can verify the number of records from the previous 'Alert' box to the number of records showing after you click OK by looking in the information bar at the bottom of the Student browse window

If you chose option 3 as well, you will also get a printed report similar to the one displayed here.

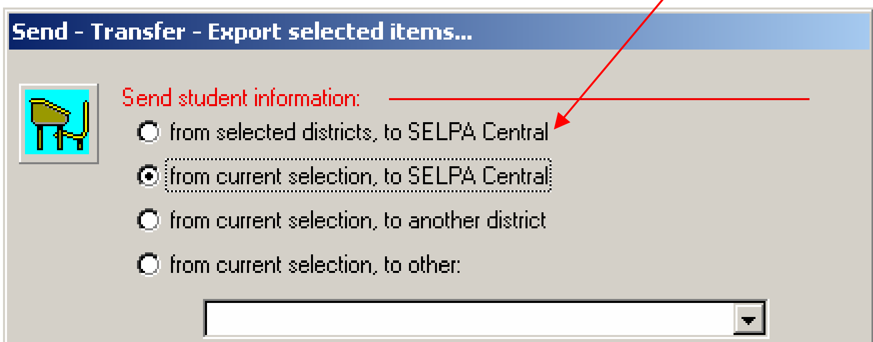


Problem/Missing Items Report for 6695 Student record(s). (Includes flagged errors)

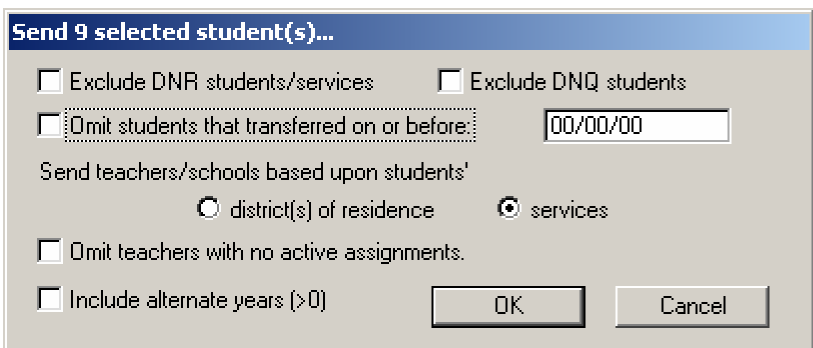
Record	Missing/problem items
1. Student ID 6695 for 2365565-00198-0001 - [Student name]	Native language; No ethnicity (1-6); School attends; School type
2. Student ID 6697 for 2365565-00186-0001 - [Student name]	Native language; No ethnicity (1-6); School attends; School type
3. Student ID 6696 for 2365565-00185-0001 - [Student name]	Native language; No ethnicity (1-6); School attends; School type
4. Student ID 6698 for 2365540-00195-0002 - [Student name]	Federal school setting; Graduation plan; Secondary disability; Transition goal 1; Transition goal 2; Transition goal 3; Transition goal 4
5. Student ID 6699 for 2365540-00196-0002 - [Student name]	Federal school setting; Graduation plan; Last evaluation; Plan type; Secondary disability; STAR code missing; Transition goal 1; Transition goal 2; Transition goal 3; Transition goal 4

Once your data is updated, verified and you are satisfied that it is complete and ready to send to the state you will want to make a copy of the data file for archival purposes. There are a couple ways to do this, but the easiest way also works best for future updates as well.

The easiest method is to go to Data and select Show all. Then go to File and select Transfer. In the options listed choose "From current selection, to SELPA Central."



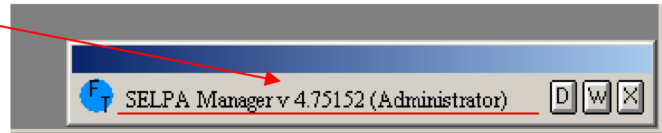
When you select one of the 'send to SELPA Central' options, another window will open with options of what information you want to exclude or include.



These options are:
1) Do you want to exclude those students and/or services that are marked as Do Not Report (DNR)? A check means yes, you want to exclude those students/services from the transfer.
2) Do you want to exclude those students that are marked as Does Not Qualify (DNQ)? A check means yes, you want to exclude those students from the transfer.
3) Do you want to omit students who transferred as of the date you provide? A check means yes, you want those students omitted from the transfer.
4) Do you want the Teachers/schools based on the student's district of residence? Or based on the students services?
5) Do you want to omit teachers that do not have any active assignments? A check means yes, you want to omit those teachers from being included in the transfer.
6) Do you want to include alternate year(s) data in the transfer? A check means yes, include the information held in the alternate year(s) table(s) in the transfer.

You may want to check with your SELPA Manager administrator to verify what information they want excluded, omitted, or included in the file.

When you click on OK, you will be given the option to save the file in a location of your choosing and asked to name the file. You may want to name the file with your district/site name, date and program version. (located in the lower right-hand corner of your program), for example: “FtBrg_063007_475152.”



You can now e-mail this file to your SELPA Administrator or the person responsible for submitting CASEMIS data and then copy the file to a backup disk or file server.