

# OSSE eSchoolPLUS LEA Calendars and LEA Points of Contact Webinar



SY 2016-2017



# Agenda

Introduction of System

LEA Data Manager Responsibilities for Calendars

LEA Calendars

LEA Points of Contact



# Introduction

# OSSE eSchoolPLUS Calendar and Contacts

- The Office of the State Superintendent of Education (OSSE) is pleased to provide LEAs with an application designed to make it convenient to enter instructional and non-instructional calendar days for your LEA.
- The calendar is the system of record for instructional and non-instructional days for each LEA. It will be used to calculate values for attendance data and reporting.
- In addition, your LEA will be responsible for adding and updating contacts in eSchoolPLUS.

# LEA Data Manager Responsibilities for Calendars

The LEA Data Manager should be prepared to:

- Create school calendars for the Regular School Year, Extended School Year (ESY) and Summer School, if applicable.
- Update and modify the calendar for the School Year (SY).
- Ensure calendars are always accurate and updated daily, although LEAs have until the 5<sup>th</sup> day of the month to validate the data.

# District Calendar

- For the purpose of eSchoolPLUS calendar pages, reference to the LEA District Calendar is synonymous with what is commonly known as the LEA Enterprise Calendar in Quickbase.
- In eSchoolPLUS, the “Building 9000” calendar is reserved for the creation of your LEA District-wide calendar.

# eSchoolPLUS Login

## Login to the eSchoolPLUS System

1. Go to [eSchoolPLUS](https://esp40.sungardk12saas.com/eSchoolPLUS)
2. Enter your User Name and Password, then click Login.
3. Click OK to launch the eSchoolPLUS Home Page

PLUS 360 eSchoolPLUS  
a PLUS 360 Application

<https://esp40.sungardk12saas.com/eSchoolPLUS>

**SUNGARD** K-12 EDUCATION

**Login**

OSSkathy.ashe

.....

Login

PLUS 360

eSchoolPLUS.

PerformancePLUS.

IEPPLUS.

BusinessPLUS.

eFinancePLUS.

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# eSchoolPLUS Calendar Login

- Once on the home page, navigate to the current year (2016) on the right side of the screen. From the drop down menu, select the LEA database and press ok.

The screenshot displays the eSchoolPLUS application interface. The top navigation bar includes the PLUS 360 logo, the text 'eSchoolPLUS a PLUS 360 Application', the user name 'OS Skathy.ashe', and various utility icons. A secondary navigation bar contains a home icon, a menu dropdown, a search bar, and a 'Tasks (0) / Reports' dropdown. The main content area is divided into several sections: 'Home', 'Calendar' (showing 'Washington High School' with a calendar icon and a progress bar for 'Tuesday' at 90%), 'News' (with two news items), and 'Enrollment' (with a 'Total Enrollment By Building' pie chart). On the right side, an 'Environment' settings panel is open, featuring dropdown menus for 'Server' (V-ESP40-WEB04), 'Database\*' (OSSE DC Train), and 'School Year' (2016-17 (Current Year)), along with a 'Summer School' checkbox and a 'User to Impersonate' dropdown. The 'OK' button at the bottom of this panel is highlighted with a red circle. Another red circle highlights the 'Current Year 2016' dropdown menu in the secondary navigation bar.

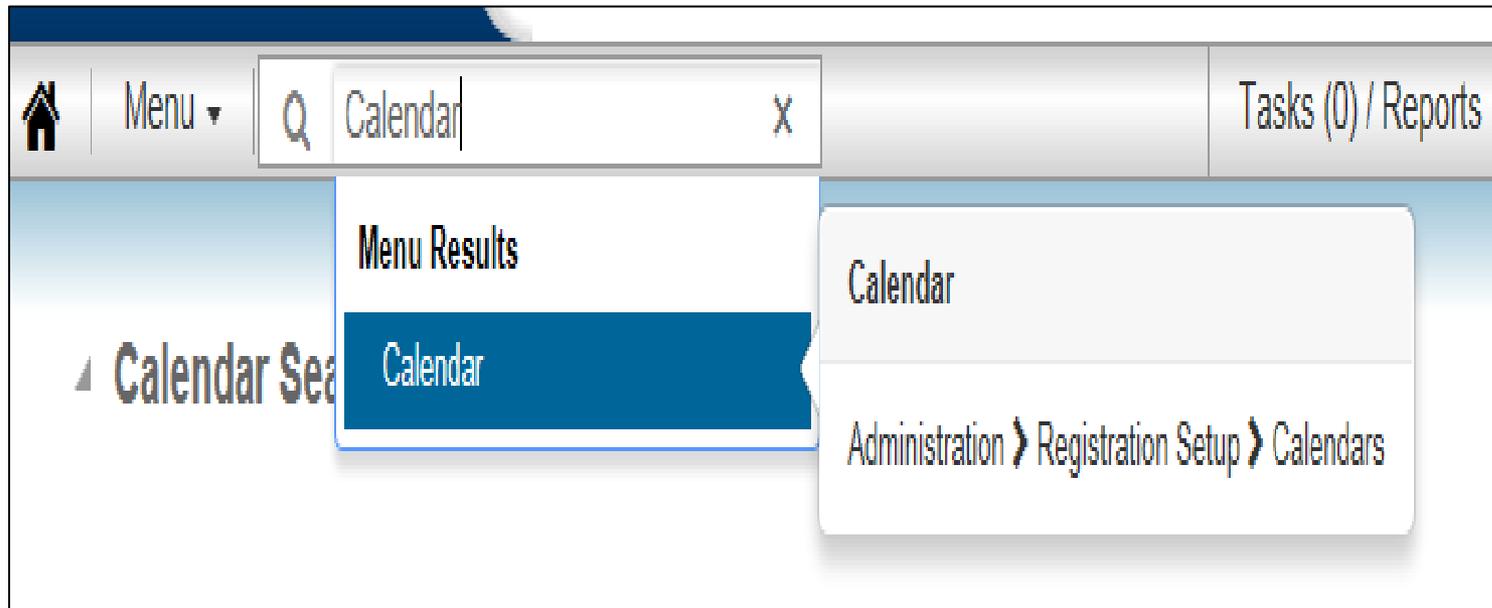
# Adding an LEA District Calendar

- Next, navigate to the Quick Search box and type the word *Calendar*, as shown on the next slide.

The screenshot displays the eSchoolPLUS application interface. The top navigation bar includes the PLUS 360 logo, the text "eSchoolPLUS a PLUS 360 Application", the user name "OSSkathy.ash", and various utility icons. Below the navigation bar is a "Menu" dropdown and a "Quick Search" input field, which is circled in red. To the right of the search bar are "Tasks (0) / Reports" and "Current Year 2016" dropdowns. The main content area is divided into several sections: "Home", "Calendar" (showing "Washington High School" with a calendar icon and a progress bar for "Day 242" and "Remaining 25" at "90%"), "News" (with headlines like "7/15/2016 - Summertime!", "5/4/2016 - Test", and "5/4/2016 - Training on New eSchoolPLUS System!"), and "Enrollment" (featuring a "Total Enrollment By Building" pie chart). On the right side, there is an "Environment" sidebar with fields for "Server" (V-ESP40-WEB04), "Database\*" (OSSE DC Train), "School Year" (2016-17 (Current Year)), and "Summer School" (unchecked). An "OK" button is located at the bottom of the sidebar.

# Adding an LEA District Calendar

6. After typing calendar, a drop down menu will appear. Select 'Calendar' from the Menu Results.



# Adding an LEA District Calendar

7. On the Calendar Search screen, click the Add  icon to add a new calendar



# Adding an LEA District Calendar

8. Complete the information on the screen using the field descriptions on the next *slide*, as a guide.
9. LEAs only need to create one calendar, *Building 9000- LEA District Calendar*, if the calendar for all schools are the same.

## Calendar



Unsaved Changes

### Definition

Building\*

9000- LEA District Calendar

Calendar\*

R

Description\*

Regular Full Year Calendar

### Dates

First Day of School\*

08/24/2015



Days Calendar Meets

Sunday

Last Day of School\*

06/10/2016



Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

### Values

Default Membership Value\*

1

Days in Cycle\*

5

First Day of Cycle\*

Monday

State Equivalency Code

Number of Calendar Days

0

Number of Membership Days

0

Set as Default Calendar

# LEA District Calendar Field Descriptions

Calendar	
Field	Description
Building	Select the school
Calendar	Type a one-character calendar code. Examples are: R (Regular Year)                      E (Extended Year) S (Summer School)                      6 (Grade 6 calendar)
Description	Enter a description of the calendar
First Day of School	Enter the First Day of School for this school year
Last Day of School	Enter the Last Day of School
Days Calendar Meets	Choose which days are available for instruction
Default Membership Value	Enter 1 for any calendar.
Days in Cycle	For LEAs that have instruction MTWRF, enter 5 For LEAs that have instruction MTWRFS, enter 6
First Day of Cycle	Choose the first day of school. Example: if 8/23/15 is a Monday, then choose Monday
State Equivalency Code	If your Calendar code needs to be mapped to an OSSE code enter the OSSE code here. Otherwise blank
Set Default Calendar	Check this box if the calendar applies to most students

10. Click the Save icon 



# School (Building) Calendars

# School Calendars

- The school calendar is to ensure that instructional and non-instructional days are included for each school campus.
- If you have schools with various calendar days, you will need to create individual school calendars to ensure the accuracy of attendance data and reporting.

# School Calendars

- Calendars are defined for each school, and track the instructional and non-instructional days.
- Each school will need to have a “Regular School Year” calendar

CODE	DESCRIPTION
R	Regular School Year

# School Calendar

Some schools may also create the following calendars:

CODE	DESCRIPTION
E	Extended School Year
S	Summer School

Some schools vary the instruction days by grade level and will need multiple calendars.

# Adding a School Calendar

- To create a school calendar, follow the same steps used to create a district calendar. However, instead of selecting the district calendar, select the appropriate building that represents the school, as shown below.

Calendar

Definition

Building\* 2 - Washington High School

Calendar\*

Description\*

Dates

First Day of School\* 08/24/2015

Last Day of School\* 08/30/2016

Days Calendar Meets

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Values

Default Membership Value\*

Days in Cycle\*

First Day of Cycle\*

State Equivalency Code

Number of Calendar Days 0

Number of Membership Days 0

Set as Default Calendar

# School Calendar

- LEAs will use the Regular School Year (R) calendar for the majority of grades.
- For each individual grade that differs, add a calendar using the following codes.

CODE	DESCRIPTION
W	12
V	11
T	10
9	Grade 9
8	Grade 8
7	Grade 7
6	Grade 6

# School Calendar (additional codes)

CODE	DESCRIPTION
5	Grade 5
4	Grade 4
3	Grade 3
2	Grade 2
1	Grade 1
H	PK3
P	PK4 (Preschool)
K	KG (Kindergarten)
A	AD (Adult)

# School Calendar

Below is an example of a school that includes grades PK3-6:

- In this school, grades KG-6 have the same instruction days, but grades PK3 and PK4 have different instruction days.
- Therefore, the LEA will need 3 calendars. The example codes are below.

CODE	DESCRIPTION
R	Regular School Year
H	PK3 (Head Start)
P	PK4 (Preschool)

# Adding a School Calendar

Now that the school calendar has been created, select the View Detail  icon to navigate to the Calendar Day page.



Calendar

Definition

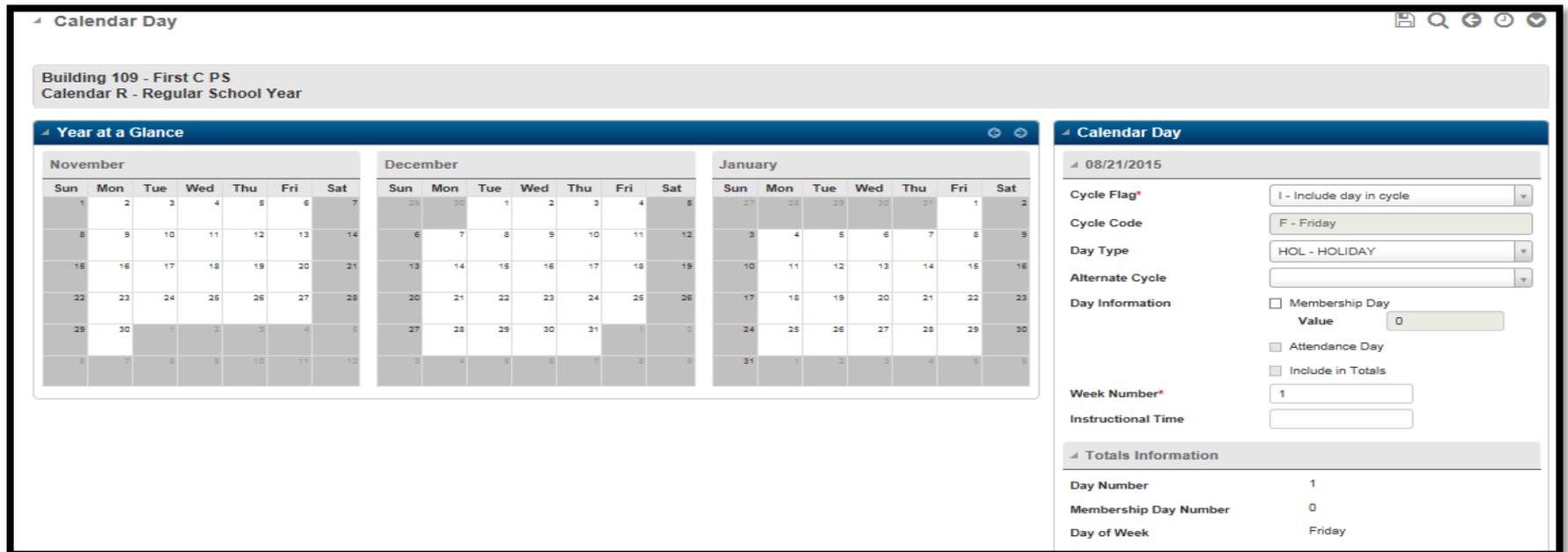
Building\* 267 - Kingsman Academy Middle School

Calendar\* R

Description\* Regular Full Year Calendar X

# Adding a Calendar: Year at a Glance

1. The Calendar Day page is designed to view and update calendar information for specific days.
2. The Calendar Day panel displays and enables you to update details of any selected calendar day.
3. The Year at a Glance panel displays three monthly calendars within the selected calendar's school year.



**Calendar Day**

Building 109 - First C PS  
Calendar R - Regular School Year

**Year at a Glance**

November							December							January							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	28	29	30	1	2	3	4	5	27	28	29	30	31	1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	10
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	17
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	24
29	30	1	2	3	4	5	27	28	29	30	31	1	2	24	25	26	27	28	29	30	31
6	7	8	9	10	11	12	3	4	5	6	7	8	9	31	1	2	3	4	5	6	7

**Calendar Day**

08/21/2015

**Cycle Flag\*** I - Include day in cycle

**Cycle Code** F - Friday

**Day Type** HOL - HOLIDAY

**Alternate Cycle**

**Day Information**

Membership Day  
Value 0

Attendance Day

Include in Totals

**Week Number\*** 1

**Instructional Time**

**Totals Information**

**Day Number** 1

**Membership Day Number** 0

**Day of Week** Friday

# Adding a Calendar: Year at a Glance

Should you choose to continue updating the days in the calendar or want to remove days, select the arrow located on the Year at a Glance grid.

The screenshot displays a software interface with two main sections: 'Year at a Glance' and 'Calendar Day'.

**Year at a Glance:** This section shows a grid of three months: August, September, and October. Each month is represented by a 6x7 grid with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates are visible, and there are small arrows on the right side of each month's grid, likely for navigation.

**Calendar Day:** This section is for configuring a specific day, dated 09/07/2015. It includes the following fields and options:

- Cycle Flag\*:** A dropdown menu set to 'I - Include day in cycle'.
- Cycle Code:** A text field containing 'M - Monday'.
- Day Type:** A dropdown menu set to 'HOL - HOLIDAY'.
- Alternate Cycle:** An empty dropdown menu.
- Day Information:** A section with three checkboxes:
  - Membership Day: A text field with the value '0'.
  - Attendance Day
  - Include in Totals
- Week Number\*:** A text field containing '1'.
- Instructional Time:** An empty text field.

**Totals Information:** A summary section showing the following data:

Day Number	12
Membership Day Number	8
Day of Week	Monday

# Calendar Field Descriptions

4. Below are field descriptions to apply when adding a calendar event for Instructional and Non-Instructional Days

## Calendar Day

Field	Description
<b>Cycle Flag</b>	Use the default value of I-Include in Cycle. The other choices S-Skip and E-Exclude apply only to LEAs using the statewide SIS for all applications.
<b>Cycle Code</b>	This should match the day of the week for the date selected
<b>Day Type</b>	Select the appropriate type from the dropdown
<b>Alternate Cycle</b>	Not used
<b>Day Information</b>	Uncheck the box so that this day is excluded from instruction
<b>Value, Attendance Day, Include in Totals</b>	Unchecking the Day Information box will set these values correctly and they will not be editable
<b>Week Number</b>	Not used, accept the default number
<b>Instructional Time</b>	Not used, leave blank

# Adding a Calendar Event: Non-Instructional Day

- From the available days in your calendar, click the day(s) that need to be marked as Non-Instructional. Below is an example that shows September 7 marked as a Holiday.

The screenshot displays a software interface for managing a calendar. On the left, the 'Year at a Glance' section shows three calendar grids for August, September, and October. In the September grid, the 7th is highlighted in grey, indicating it is selected. On the right, the 'Calendar Day' configuration panel is open for the date 09/07/2015. The panel includes the following fields and options:

- Cycle Flag\***: I - Include day in cycle (dropdown)
- Cycle Code**: M - Monday (text input)
- Day Type**: HOL - HOLIDAY (dropdown)
- Alternate Cycle**: (empty dropdown)
- Day Information**:
  - Membership Day
  - Value: 0 (text input)
  - Attendance Day
  - Include in Totals
- Week Number\***: 1 (text input)
- Instructional Time**: (empty text input)

Below these fields is a 'Totals Information' section with the following data:

Day Number	12
Membership Day Number	8
Day of Week	Monday

- Once you complete the calendar update, click the Save  icon

# Adding a Calendar Event: Instructional Day

1. Below is an example that marks October 8 as a records collection day or day when attendance will be taken and reported.

### Year at a Glance

August							September							October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7

### Calendar Day

#### 10/08/2015

**Cycle Flag\*** I - Include day in cycle

**Cycle Code** R - Thursday

**Day Type**

**Alternate Cycle**

**Day Information**

- Membership Day  
Value: 1
- Attendance Day
- Include in Totals

**Week Number\*** 1

**Instructional Time**

---

#### Totals Information

**Day Number** 49

**Membership Day Number** 28

**Day of Week** Thursday

2. Once you complete the calendar update, click the Save  icon

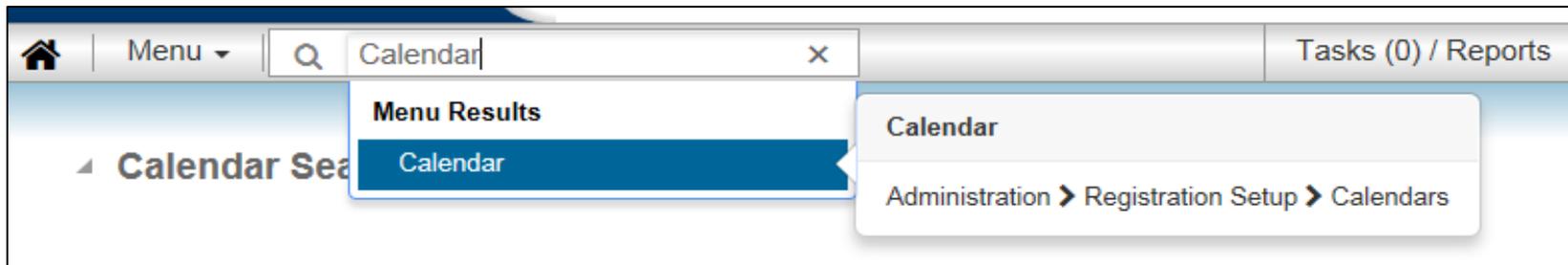


# How to Copy a Calendar

# How to Copy a Calendar

The purpose of copying a calendar is to save the LEA time from entering each individual school calendar.

1. Click in the Quick Search box as shown on slide #8. Then, type the word Calendar.

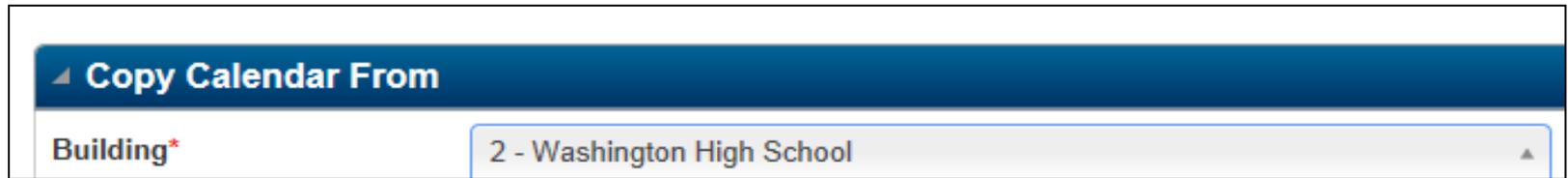


2. Click the copy records icon  in the upper left hand corner of the screen



# How to Copy a Calendar

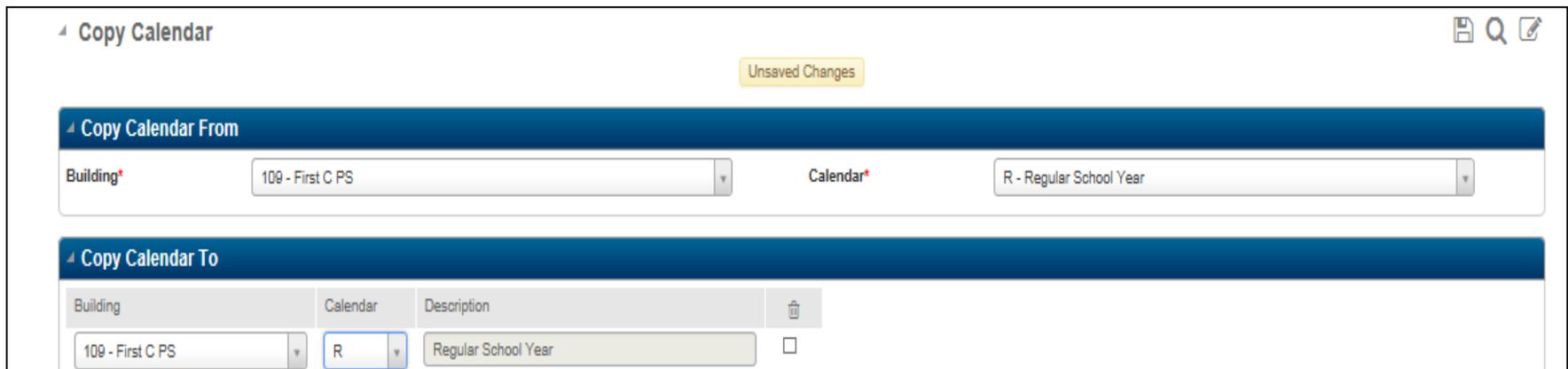
3. Select the calendar that you are going to copy from.



▲ Copy Calendar From

Building\* 2 - Washington High School

4. Go to 'Copy Calendar To' section on the page and fill in the information. Refer to slide 13 for the field descriptions guidance.



▲ Copy Calendar Unsaved Changes   

▲ Copy Calendar From

Building\* 109 - First C PS Calendar\* R - Regular School Year

▲ Copy Calendar To

Building	Calendar	Description	
109 - First C PS	R	Regular School Year	<input type="checkbox"/>

5. Once you complete the calendar update, remember to click the Save icon 

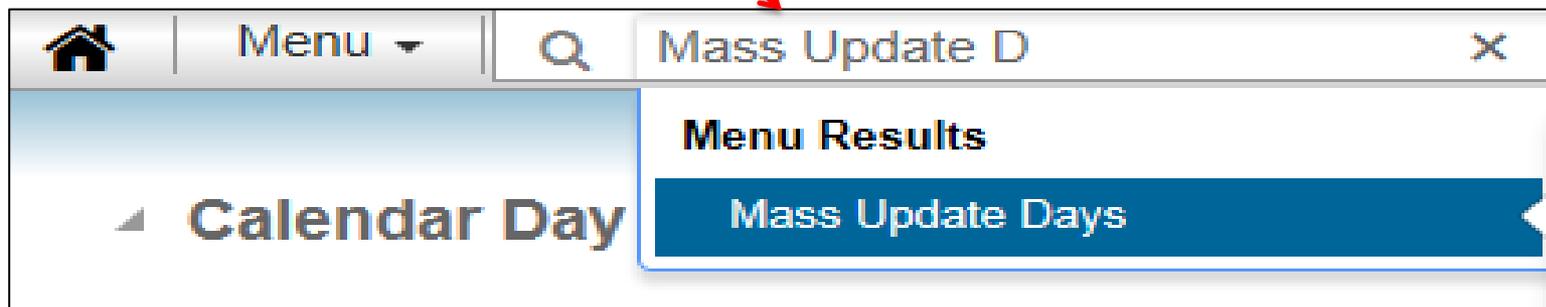


# Mass Updating Calendar Days

# Mass Update a Range of Days

This option is used to update a range of days in the school calendar. For example, an LEA may want to update all days in Winter break to non-instruction. They would use the “mass update” function to do this.

1. Navigate to the Quick Search box and type in Mass Update Days



# Mass Update Days

- Be sure to fill in the required information in the table below. Refer to the fields and descriptions on the next slide.

### Mass Update Days

#### Prompts

Dates\*

Buildings\*

Calendars\*

#### Update Calendar Day Information

Day Type	<input type="checkbox"/> Update	<input type="text"/>
Alternate Cycle	<input type="checkbox"/> Update	<input type="text"/>
Include In Cycle	<input type="checkbox"/> Update	<input type="text" value="I - Include day in cycle"/> Cycle <input type="text"/>
Membership	<input type="checkbox"/> Update	Day in Membership <input type="radio"/> Yes <input type="radio"/> No
		<input type="checkbox"/> Membership Value <input type="text"/>
		<input type="checkbox"/> Is Attendance Day <input type="radio"/> Yes <input type="radio"/> No
		<input type="checkbox"/> Include in Totals <input type="radio"/> Yes <input type="radio"/> No
Week Number	<input type="checkbox"/> Update	<input type="text"/>

# Mass Update Days

Listed below are the fields to adjust for Mass Update Days:

Mass Update Days	
<b>Dates</b>	Use the calendar icon and click the dates to update
<b>Buildings</b>	Use the dropdown to pick the schools to update
<b>Calendars</b>	Use the dropdown to pick the calendars to update
<b>Day Type</b>	Check the Update box, then select the appropriate day type from the dropdown
<b>Alternate Cycle</b>	Not Used
<b>Include in Cycle</b>	Not Used
<b>Membership</b>	NOTE: only select this box if you are updating non-instructional days as shown above Check the box labeled Update Check the button for No, next to Day in Membership Membership Value, In Attendance Day, Include in Totals all default appropriately.
<b>Week Number</b>	Note Used

# Mass Updates

- Below is an example of changing school days to snow days

### Prompts

Dates\*

Buildings\*

Calendars\*

### Update Calendar Day Information

Day Type	<input checked="" type="checkbox"/> Update	<input type="text" value="SNO - SNOW DAY"/>
Alternate Cycle	<input type="checkbox"/> Update	<input type="text"/>
Include In Cycle	<input type="checkbox"/> Update	<input type="text" value="I - Include day in cycle"/> <span>Cycle</span> <input type="text"/>
Membership	<input checked="" type="checkbox"/> Update	Day in Membership <input type="radio"/> Yes <input checked="" type="radio"/> No
		<input checked="" type="checkbox"/> Membership Value <input type="text" value="0"/>
		<input checked="" type="checkbox"/> Is Attendance Day <input type="radio"/> Yes <input checked="" type="radio"/> No
		<input checked="" type="checkbox"/> Include in Totals <input type="radio"/> Yes <input checked="" type="radio"/> No
Week Number	<input type="checkbox"/> Update	<input type="text"/>

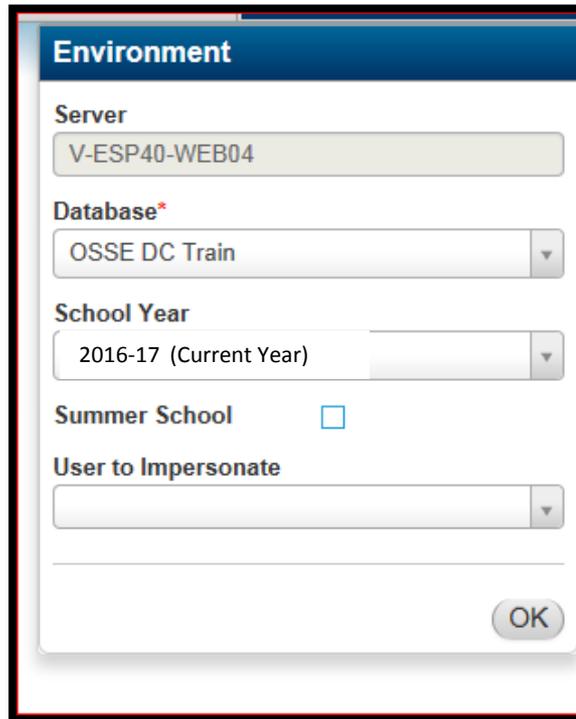


# LEA Points of Contact (POC)

# Adding LEA Points of Contact

To begin the process to add a POC:

Select your LEA's database from the drop-down menu and ensure that the appropriate school year is selected.



The screenshot shows a dialog box titled "Environment" with the following fields and controls:

- Server:** A text field containing "V-ESP40-WEB04".
- Database\*:** A drop-down menu with "OSSE DC Train" selected.
- School Year:** A drop-down menu with "2016-17 (Current Year)" selected.
- Summer School:** A checkbox that is currently unchecked.
- User to Impersonate:** A drop-down menu that is currently empty.
- OK:** A button located at the bottom right of the dialog box.

# Adding LEA Points of Contact

1. Go to the Quick Search box and type the word Staff.



The screenshot shows a web application header with a search bar. The search bar contains the text 'staff' and a magnifying glass icon. To the right of the search bar is a 'Tasks (0) / Reports' dropdown menu. Below the search bar, a 'Menu Results' dropdown is visible, showing 'Staff' as the selected item. To the left of the search bar, there is a 'Student Search' dropdown menu. The 'Staff' item in the 'Menu Results' dropdown is highlighted with a blue background.

# Adding Contact Type

2. On the Staff Search screen under Search Results, click on the building link to update contacts. Make sure staff are associated with the correct building. For example, click on building 2 for Rachel Ross.

The screenshot shows the 'Staff Search' interface. At the top, there are tabs for 'Simple' and 'Advanced'. Below that is a 'Search Criteria' section. The 'Search Results' section displays a table with the following data:

Staff Name	Staff ID	Building	Impersonate (TAC)	
Ross, Rachel	123	2	TEACHER3	

A blue arrow points to the 'Building' column value '2' in the first row of the table. The table also includes pagination controls at the top and bottom, showing 'Page 1 of 1' and 'View 1 - 1 of 1'.

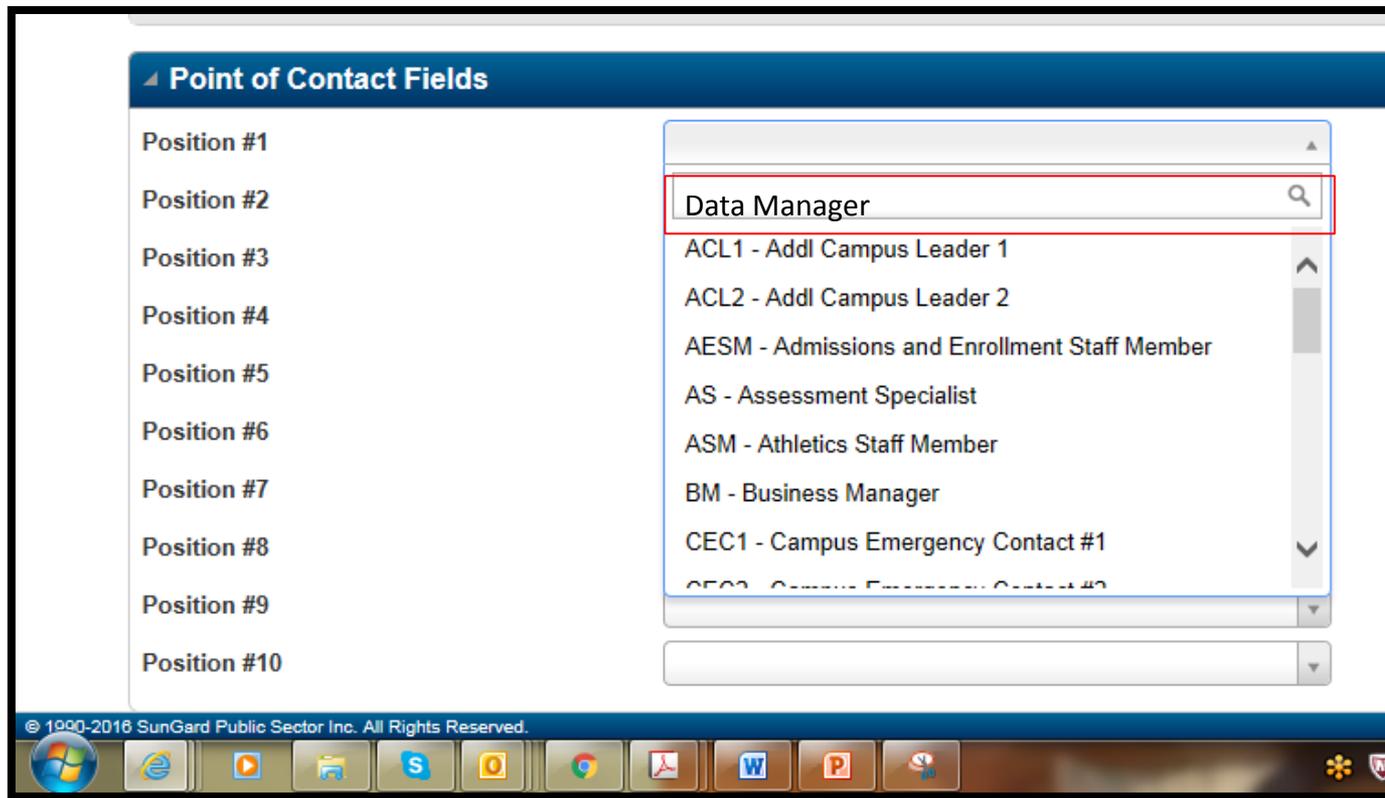
# Adding Contact Type

3. Once on the Staff Building Information screen, navigate to the “District Defined” section of the page and click on the hyperlink for “Points of Contact”

The screenshot shows the 'Staff Building Information' form. The 'Staff Identification' section includes fields for Staff ID (123), Staff Name (Rachel Ross), Building (1 - Lincoln High School), and Display Name\* (Ross, Rachel). The 'General Information' section includes fields for Initials (RR), Phone Number, House/Team, Department, Primary Homeroom, Secondary Homeroom, Room, and Group Code. It also has checkboxes for Active, Staff Type (Teacher, Counselor, Advisor), Staff Availability (Regular Year, Summer School), Primary Building, Takes Lunch Counts, Allow Overrides, Maximum Contiguous\* (0), and Maximum Per Day\* (0). The 'Class Lists' section at the bottom left states 'Staff member has not been assigned to any courses in the Master Schedule yet.' The 'District-Defined' section at the bottom right is highlighted with a red circle and contains a blue hyperlink for 'Point of Contact'.

# Adding Contact Type

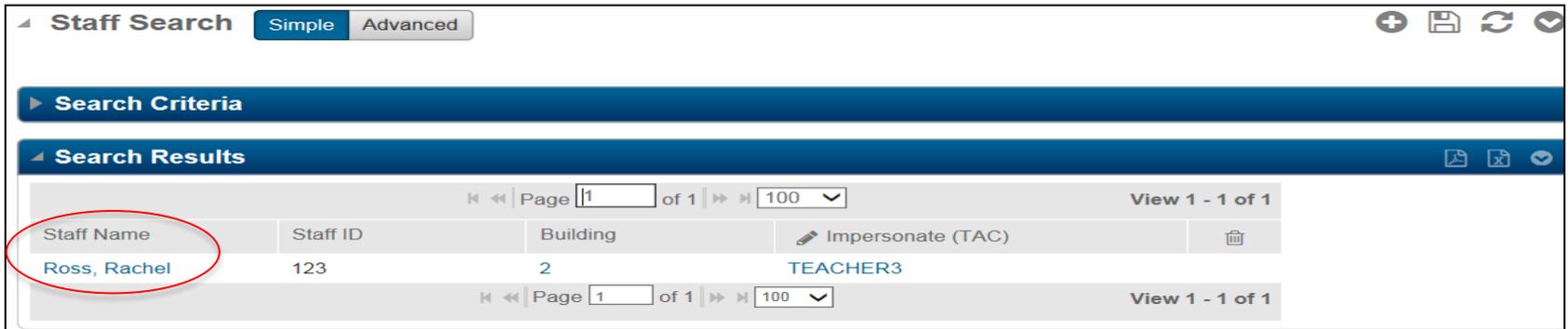
4. Choose the appropriate contact type for the staff member and click Save.



# Adding a Building for LEA Staff Member

Below are the steps to add a school building for a staff member.

1. Navigate to the Quick Search box and type the word Staff.
2. Go to Search Results on the Staff Search screen and click the staff member's Staff Name link.



The screenshot shows the 'Staff Search' interface. At the top, there are tabs for 'Simple' and 'Advanced'. Below that is a 'Search Criteria' section. The 'Search Results' section displays a table with the following data:

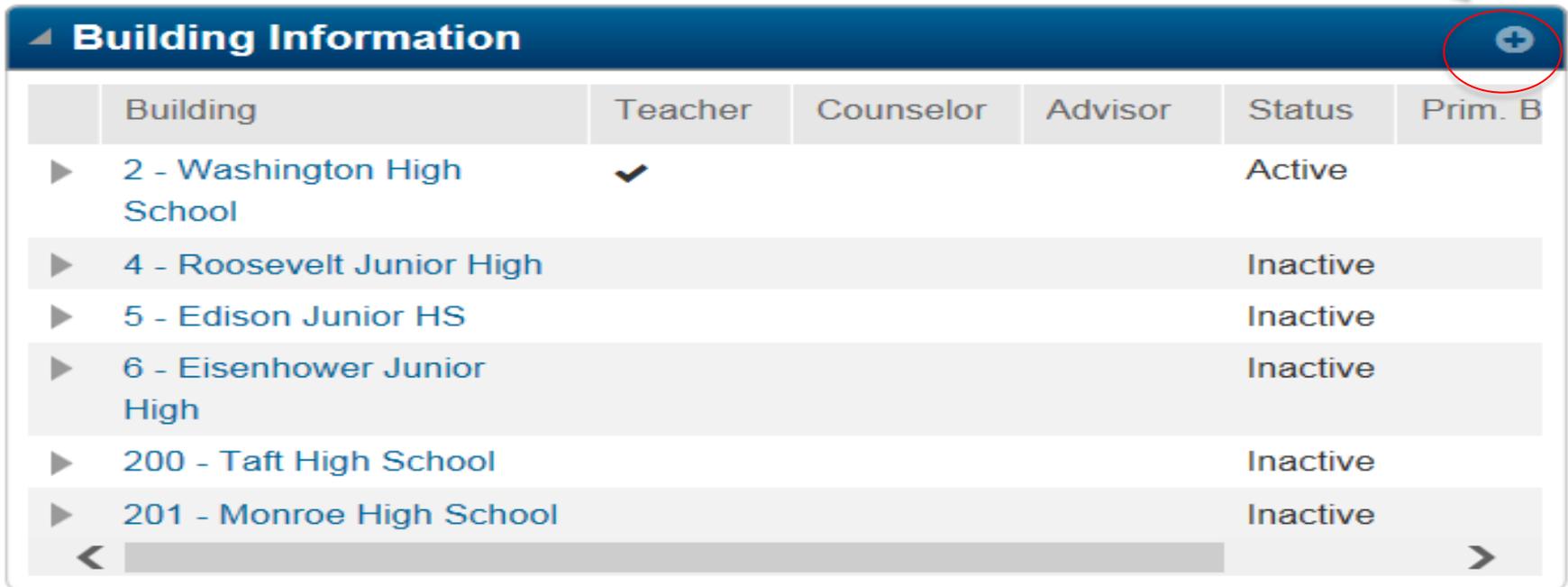
Staff Name	Staff ID	Building	Impersonate (TAC)	
Ross, Rachel	123	2	TEACHER3	

The 'Staff Name' column is circled in red. Below the table, there are pagination controls showing 'Page 1 of 1' and 'View 1 - 1 of 1'.

3. Once you click the link, the Staff District (LEA) Information page will appear.
4. Go to the Building information panel.

# Adding a Building for Staff Member

5. On the Building Information panel, click the Add  icon.



The screenshot shows a 'Building Information' panel with a table of buildings. A red circle highlights a plus icon in the top right corner of the panel, with a red arrow pointing to it from the text above.

	Building	Teacher	Counselor	Advisor	Status	Prim. B
▶	2 - Washington High School	✓			Active	
▶	4 - Roosevelt Junior High				Inactive	
▶	5 - Edison Junior HS				Inactive	
▶	6 - Eisenhower Junior High				Inactive	
▶	200 - Taft High School				Inactive	
▶	201 - Monroe High School				Inactive	

# Adding a Building for LEA Staff Member

6. On the Staff Building (School) Information page, select the appropriate building from the dropdown menu in the Building field, and complete the other fields on the page.

**Staff Building Information**

**Staff Identification**

Staff ID: 123      Staff Name: Rachel Ross

Building: 1 - Lincoln High School      Display Name\*: Ross, Rachel

**General Information**

Initials: RR      Active:

Phone Number:      Extension:      Staff Type:  Teacher       Counselor       Advisor

House/Team:      Staff Availability:  Regular Year       Summer School

Department:      Primary Building:

Primary Homeroom:      Takes Lunch Counts:

Secondary Homeroom:      Allow Overrides:

Room:      Maximum Contiguous\*: 0

Group Code:      Maximum Per Day\*: 0

**Class Lists**  
Staff member has not been assigned to any courses in the Master Schedule yet.

**District-Defined**  
Staff member has not been assigned to any district-defined screens yet.

7. Click the Save  icon.
8. To add another building, click the Add , then repeat Steps 6-7.

# Adding an LEA Staff Member

Below are the steps to add a new staff member.

1. Navigate to the Quick Search box and type the word Staff.
2. Go to Search Results on the Staff Search screen and click  to add a new staff member.



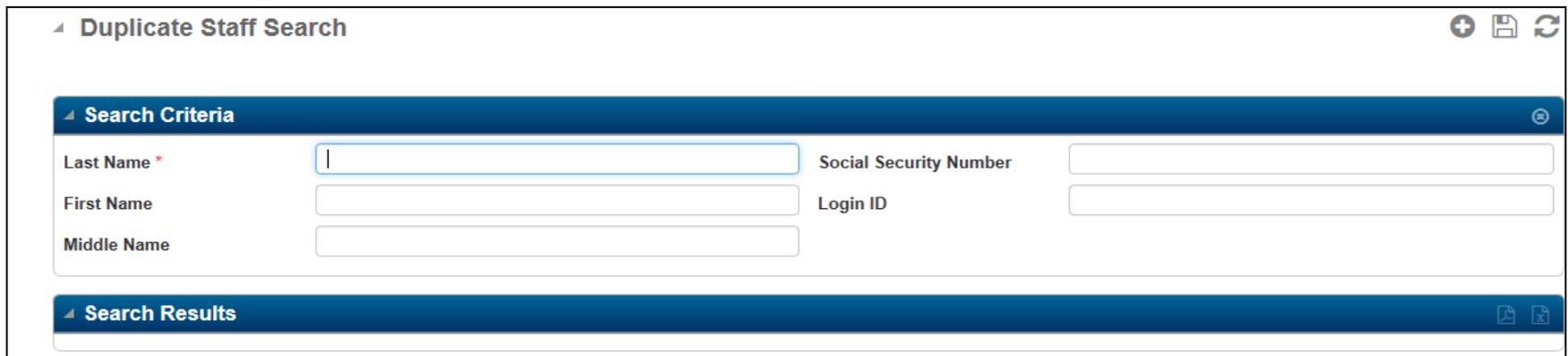
The screenshot shows the 'Staff Search' interface. At the top, there are tabs for 'Simple' and 'Advanced'. A red circle highlights a plus icon in the top right corner. Below the tabs is a 'Search Criteria' section. The 'Search Results' section shows a table with one row of results for Rachel Ross. The table has columns for Staff Name, Staff ID, Building, and Impersonate (TAC). The results show Rachel Ross with Staff ID 123, Building 2, and Impersonate (TAC) TEACHER3. There are also pagination controls and a 'View 1 - 1 of 1' indicator.

Staff Name	Staff ID	Building	Impersonate (TAC)	
Ross, Rachel	123	2	TEACHER3	

3. Once you click , the Duplicate Staff search page will appear.

# Adding an LEA Staff Member

4. On the Duplicate Staff Search page, enter criteria to determine whether or not a record already exists for the staff member you are adding. (The last name is required)

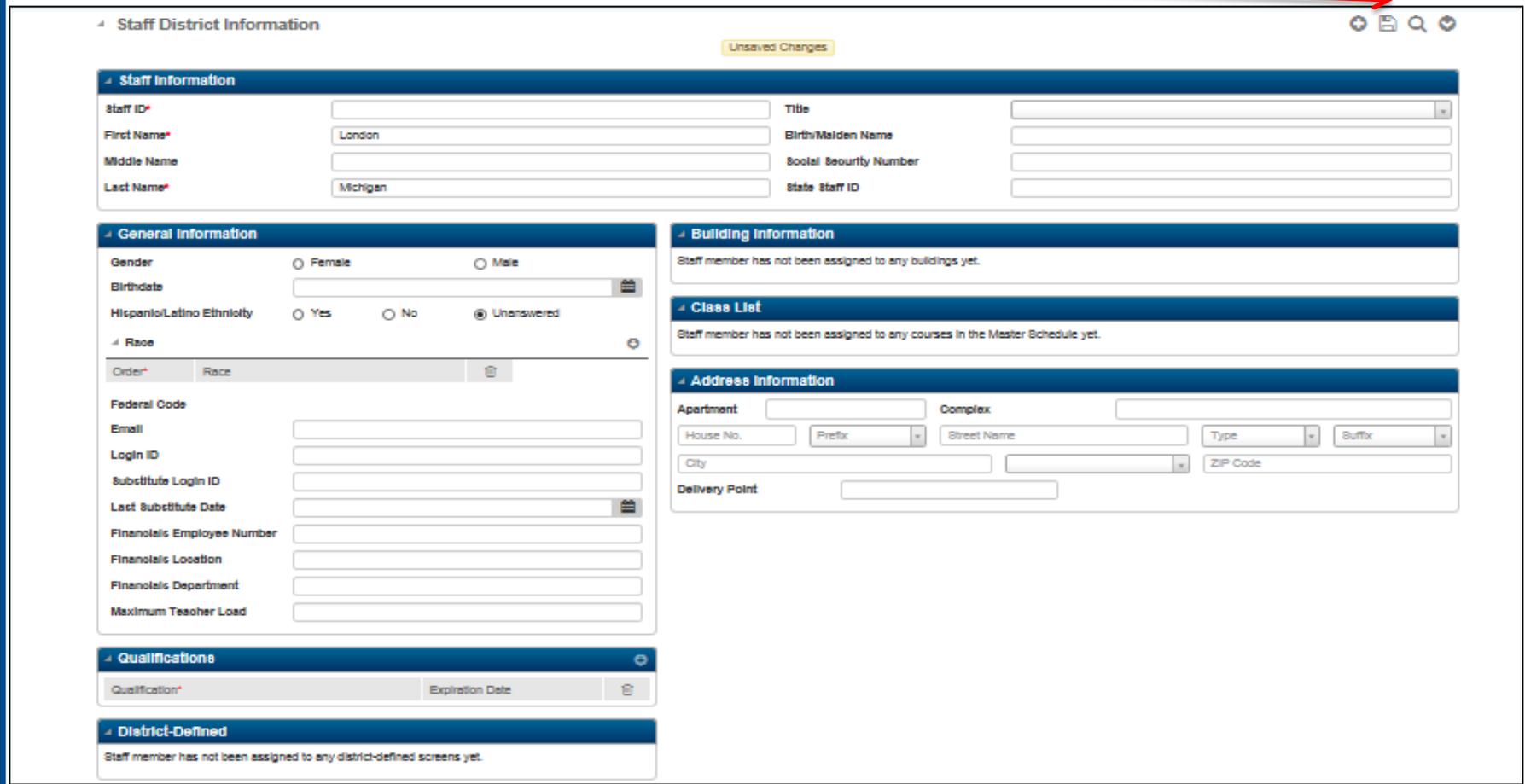


The screenshot shows a web interface titled "Duplicate Staff Search". At the top right, there are three icons: a plus sign, a document, and a refresh icon. Below the title is a section labeled "Search Criteria" with a close icon. This section contains six input fields: "Last Name \*" (with a red asterisk), "Social Security Number", "First Name", "Login ID", "Middle Name", and an empty field. Below the search criteria is a section labeled "Search Results" with a close icon and two document icons.

5. Click the Load  icon to display matches.
6. If there are no matches, click Add  again to display the Staff District (LEA) information page.

# Adding an LEA Staff Member

7. Complete the required information on the page.
8. Click the Save  icon



The screenshot shows a web form for adding a staff member. At the top right, there is a toolbar with a plus sign, a save icon, a search icon, and a refresh icon. A red arrow points from the 'Save' icon in the toolbar to the 'Save' icon in the form's header. The form is titled 'Staff District Information' and contains several sections:

- Staff Information:** Fields for Staff ID\*, First Name\* (London), Middle Name, Last Name\* (Michigan), Title, Birth/Maiden Name, Social Security Number, and State Staff ID.
- General Information:** Gender (Female, Male), Birthdate, Hispanic/Latino Ethnicity (Yes, No, Unanswered), Race (table with Order\* and Race columns), Federal Code, Email, Login ID, Substitute Login ID, Last Substitute Date, Financials Employee Number, Financials Location, Financials Department, and Maximum Teacher Load.
- Building Information:** Message: 'Staff member has not been assigned to any buildings yet.'
- Class List:** Message: 'Staff member has not been assigned to any courses in the Master Schedule yet.'
- Address Information:** Fields for Apartment, Complex, House No., Prefix, Street Name, Type, Buffer, City, ZIP Code, and Delivery Point.
- Qualifications:** Table with columns for Qualification\* and Expiration Date.
- District-Defined:** Message: 'Staff member has not been assigned to any district-defined screens yet.'

# More on Adding a New Staff Member

- To add a building to the new staff member's record, follow the steps outlined on slides 42-44.
- To add a point of contact type to the new staff member's record, follow the steps outlined on slides 38-41.

# Closing

- Calendar information has direct correlation to attendance data and reporting.
- LEAs should ensure the accuracy of their District and school-based calendars and that they are always reflecting the correct instructional and non-instructional days.
- Updates to LEA Points of Contact are also critical to make certain LEAs receive timely information from OSSE.

# LEA Calendar

- Below is an example of a calendar that has been completed.

## Calendar



### Definition

Building\* 9000 - District Admin Building      Calendar\* R      Description\* Regular School Year x

### Dates

First Day of School\* 08/15/2018   
Last Day of School\* 05/28/2017 

Days Calendar Meets

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

### Values

Default Membership Value\* 1.000  
Days in Cycle\* 5  
First Day of Cycle\* Monday   
State Equivalency Code   
Number of Calendar Days 285  
Number of Membership Days 205  
Set as Default Calendar

# LEA Points of Contact

- Below is a screenshot that shows the point of contact has been added.
- You can verify the update by clicking on the search  icon.

## Staff District Information



### Staff Information

Staff ID*	1234LT	Title	
First Name*	London	Birth/Maiden Name	
Middle Name		Social Security Number	
Last Name*	Today	State Staff ID	

### General Information

Gender	<input checked="" type="radio"/> Female <input type="radio"/> Male
Birthdate	07/04/2000
Hispanic/Latino Ethnicity	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unanswered
Race	
Order*	Race
Federal Code	
Email	London.Taylor@yourschool.org
Login ID	
Substitute Login ID	
Last Substitute Date	
Financials Employee Number	

### Building Information

Staff member has not been assigned to any buildings yet.

### Class List

Staff member has not been assigned to any courses in the Master Schedule yet.

### Address Information

Apartment		Complex		
House No.	Prefix	Street Name	Type	Suffix
City		ZIP Code		
Delivery Point				

# LEA Points of Contact

- Below is an example of each of the points of contact that were added in the system.

Search Results				
Staff Name	Staff ID	Building	Impersonate (TAC)	
Cain, Herman	h.cain	267	 Impersonate (TAC)	
Obama, Shelia	12345	9999		<input type="checkbox"/>
Staff, Staff	0	1, 100, 200, 267, 9000, 9999		<input type="checkbox"/>
test, person	1234	9000		<input type="checkbox"/>
Todsy, London	1234LT	9000		<input type="checkbox"/>

# Thank you

**We encourage you to submit all questions through the OSSE Support Tool.**