

# ELEMENTARY CAMPUS BALANCING INSTRUCTIONS

- The main purpose of classload balancing is to identify any discrepancies in scheduling and/or enrollment that could have occurred during the enrollment or withdrawal process.
- **\*\*\*TEA requires student membership to be reconciled to the attendance accounting records at the end of every six/nine weeks\*\*\***
- It is required to run the following reports on due dates designated by PEIMS to ensure accuracy in campus enrollment and scheduling data:

*Run the following utilities prior to running reports:*

## **Recount Students**

**PATH: WS/AF/EC/PS/UT/RS**

Edit this utility to reflect current academic school year and run.

## **Mass Assign Homeroom**

**PATH: WS/ST/PS/UT/SH**

Edit this utility's ranges for current grade levels to ensure all students have a homeroom.

*Run the following reports and print front and back of page:*

## **Balance Reports- ADA Grade Counts**

- **PATH: WS/ST/DM – DO NOT CLONE REPORT**
- Data Mining- Filter: Balance Reports
- This report is ready to be printed, there is no need to edit.
- **\*\*\*This report will provide you with current ADA counts by grade level and campus\*\*\***

## **Attendance Enrollment Report**

- **PATH: WS/OF/AT/RE/ER**
- Add/Edit template (see the following image for template setup)
- **\*\*\*This report provides the number of students currently assigned to your campus, including breakdown by gender, grade and ethnicity. \*\*\***

### Enrollment Report

**Template Settings**

\* Template Description:

Share with other users in entity 101

Print Greenbar

**Report Ranges**

	Low	High
Entity:	<input type="text" value="101"/>	<input type="text" value="101"/>
Student Key:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Grade/Grad Yr:	<input type="text" value="9999"/>	<input type="text" value="0000"/>
Enrollment As Of:	<input type="text" value="07/31/2019"/>	<input type="text" value="Wednesday"/>

Include All Calendars

Include All Schools

**Printing Options**

Total Special Ed Students Separate from Mainstream Students

Total Eval Code Groups by Gender

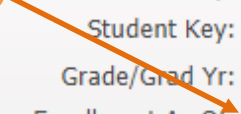
Print Student Detail

Print Totals by County

Page Break by School

Asterisk (\*) denotes a required field

CURRENT DATE



Only select and run [Print Student Detail](#) if your counts do not match. This will help find discrepancies. **\*DO NOT PRINT OR INCLUDE REPORT\***



### Entity Counts Report

**PATH: WS/AF/EC/RE/EC**

- Select current school year and current year grade levels
- \*\*\*Current Count, Unduplicated, Available counts all need to match, along with your campus totals\*\*\*

### Course/Class Count Report

**PATH: WS/OF/CS/BC/RE/CC**

- Add/Edit template (please see image below for template set up)
- Elementary run only for 2<sup>nd</sup> period
- \*\*\*This report will provide your homeroom/section totals by grade level based off of the course master.\*\*\*

## Edit Course/Class Count Report Template

**Template Settings**

\* Template Description:

Share with other users in entity 103

Print Greenbar

**Course/Class Printing Options**

School Year:  Terms To Print:  Schedule Terms=

Low High

Entity:

Department:

Subject:

Course:

Type:

Section:

Grade:

Include Partial Grade Overlappings

Teacher:

Display Period:

**Report Options**

Print Section Counts

Print Only Sections with Max Enrollment

Print Sections Total Line

Print School Counts

Print Grade Counts

Include CY Historical Records

Include Requests in Course Counts

Include Dropped Student Class Records

Include Only Students in Current Entity

**Student Status**

Both  Active  Inactive

**Course Status**

Both  Active  Inactive

**Class Status**

Both  Active  Inactive

Show your notes when totaling class counts:

HR01B	HOMEROOM 1 B	YR	0	120	44	44	17	27	
510	NORMA Q. TRUJILLO	Max:30 Y	02		22	7	15		
		GRADE: 01			22	7	15		
512	GRISELDA M. AVILA	Max:30 Y	02		22	10	12		
		GRADE: 01			22	10	12		
AS1	VANESSA Q. CARDIEL	Max:30 Y	02		0	0	0		
AS2	AMANDA P. SAWYER	Max:30 Y	02		0	0	0		
HR01M	HOMEROOM 1 M	YR	0	180	81	81	42	39	
503	CHRISTELLE A. GONZALE	Max:30 Y	02		19	10	9		
		GRADE: 01			19	10	9		
508	YAVONNE A. HAMILTON	Max:30 Y	02		20	9	11		
		GRADE: 01			20	9	11		
509	IRIS M. HERNANDEZ	Max:30 Y	02		21	12	9		

44

+ 81

125

+ 2 DSC

127

## Balance Reports- Homeroom Counts

**PATH: WS/ST/DM – DO NOT CLONE REPORT**

- Data Mining- Filter: Balance Reports
- \*\*\*Total count of Homeroom listed by teacher, this report should not have any blanks\*\*\*

## Balance Reports- Early Ed ADA Verification

**PATH: WS/ST/DM – DO NOT CLONE REPORT**

- Data Mining- Filter: Balance Reports
- \*\*\*Needs to be signed by campus Diagnostician \*\*\*

# BALANCING TIPS

⇒ Run the following in Data Mining, Balance Reports Filter:

- Balance Reports ADA Student List Detail
- Enrollment Report with 'Print Student Detail'
- Balance Reports Grade Level Match Test (Correct grade levels that are off)
- Balance Report Default Ent =N – Active S (Active students w/ wrong Entity)

⇒ Run 'Free Period Report' in Current Scheduling to find students missing a scheduled period:

**PATH: WS/OF/CS/SS/FP**

**Free Period Report**

⇒ Run Student Schedules to find **active** students **without a schedule** or **inactive** students who **have an active schedule**, as well as students with more or less than 8 periods. See below for printing options:

**PATH: WS/OF/CS/RE/SS**

**Student Schedules**

### Student Printing Options

Print ID Number:

Family:

Teacher Name:

Print Unassigned Courses

Print Blank Schedules

Print Only Blank Schedules

Print Only Auto-Scheduled Conflicts

Print Students with   Scheduled Course(s)