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**Student Hearing Placement**  
Displays summary by the SIS action code.  

**Attendance Trends Graphing**  
Displays and graphs attendance transaction counts posted for any given date range.  

**Attendance, Grades and Discipline Trends Graph**  
Displays and graphs trends based on attendance, grades and discipline data.  

**SWPBS FORM**  
Reports summary data on the School-wide Positive Behavior Support System.  

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**Unsafe Statistics**  
Compares current year to previous year in regards to In-school suspensions, out-of-school suspensions and other “unsafe school” categories.
To print any report in JPAMS, click on the **PRINT** button at the bottom of the report.

If you do not see the **PRINT** button at the bottom of the report, then click on the maximize box at the top right of your screen.

If you see **JSPED installed** on any setup screen, be sure and check it.

If a red box or a FAQ box appears, you may read them and then “x” them off the screen.

If any of the reports has a scroll bar either to the side

or at the bottom,

that means that there is more of the report to be viewed. Slide this bar either up and down or left and right to view more of the report.

To get an explanation of one of the columns, simply place your cursor on one of the cells in the column (do not click) and it should give you a description of what is in the field.
SBLC REPORTS

These reports were designed to assist principals

To run the reports in this manual, click on the SBLC button on the main JPAMS screen, and then click on #2, SBLC System. When the setup screen appears, make sure the School Year is current. If not, click on the “down arrow” and choose the correct one. Then press OK.

Staff Productivity - This program shows teachers’ productivity by showing grade distribution, AVG, percent of F’s and test scores by course.

<table>
<thead>
<tr>
<th>SITE</th>
<th>TEACHER</th>
<th>COURSE</th>
<th>TOR</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
<th>I</th>
<th>O</th>
<th>AVG</th>
<th>F%</th>
</tr>
</thead>
<tbody>
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<td>22</td>
<td></td>
<td>LA STUDIES 8</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td>2.1</td>
<td>7.0</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td>LA STUDIES 8 A</td>
<td>156</td>
<td>87</td>
<td>50</td>
<td>7</td>
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<td></td>
<td></td>
<td>3.4</td>
<td>0.0</td>
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<tr>
<td></td>
<td></td>
<td>Total</td>
<td>329</td>
<td>109</td>
<td>117</td>
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<td>15</td>
<td>13</td>
<td>17</td>
<td></td>
<td>2.7</td>
<td>3.0</td>
</tr>
</tbody>
</table>

To run this report:

Click on Staff

Click Staff Productivity.

A setup box will appear.
Enter correct school code

Answer as many questions as you want.

Click OK to run the report.
Student Statistic Consolidation - This program shows GPA, discipline statistics and attendance statistics for each student.

Click on Stu.

Click Student Statistic Consolidation.

A setup box will appear.

Enter correct school code
Enter grade range
Enter date range
Answer as many questions as you want
Click OK to run the report.

The program should begin executing. When it is finished, your report will appear.
Ethnic/ Gender Breakdown - A report of ethnic/ gender counts by attendance codes, retention/ promotion codes or discipline codes.

Click on Stu.

Click on Ethnic Gender Breakdown.
Make sure the school year is the current school year. If not, change it. If you want to run this report based on a specific attendance codes, student code or discipline code, then choose as many of these codes as you want.

For example, if you want a breakdown by race of students that had a discipline referral because of fighting, you go to the discipline code box, scroll down until you see “fighting” and click on it. Then click OK.

The program should begin executing. When it is finished, your report will appear.

On this example, this school had 2 females that had a referral for fighting, both were white. They had 7 males, 2 were white, 4 were black and 1 was Hispanic.
Discipline Frequency Report - This program allows you to view referral counts, student counts, frequency percentage and student body percentage by incident, action, location, time or month.

<table>
<thead>
<tr>
<th>Code</th>
<th>Action Taken</th>
<th># Ref</th>
<th># Stu</th>
<th>Avg</th>
<th>% Stu</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Held Conference with Student</td>
<td>92</td>
<td>63</td>
<td>1.46</td>
<td>19.8</td>
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<tr>
<td>02</td>
<td>Contacted Parent/Guardian</td>
<td>11</td>
<td>9</td>
<td>1.22</td>
<td>2.33</td>
</tr>
<tr>
<td>03</td>
<td>Assigned to Detention</td>
<td>0</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>04</td>
<td>Assigned Remedial Work</td>
<td>0</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
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<tr>
<td>05</td>
<td>Student Reprimanded</td>
<td>12</td>
<td>11</td>
<td>1.09</td>
<td>3.45</td>
</tr>
<tr>
<td>06</td>
<td>Held Conference w/Parent/s</td>
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<td>1</td>
<td>1.0</td>
<td>0.31</td>
</tr>
<tr>
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<td>0</td>
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<tr>
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<td>Out of school suspension</td>
<td>36</td>
<td>30</td>
<td>1.2</td>
<td>9.43</td>
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<tr>
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<td>ISS On Site</td>
<td>204</td>
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<td>36.1</td>
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<td>ISS Discipline Confinement</td>
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<tr>
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<td>0.0</td>
<td>0.0</td>
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<tr>
<td>15</td>
<td>Out of School Expulsion</td>
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<td>0.0</td>
<td>0.0</td>
</tr>
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<td>In School Expulsion</td>
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<td>0.0</td>
</tr>
<tr>
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<td>0.0</td>
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<td>Alternate Placement</td>
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<td>19</td>
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<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>20</td>
<td>Probation Card Issued</td>
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<td>0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
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<td>21</td>
<td>FAPE</td>
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<td>0</td>
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<td>0.0</td>
</tr>
</tbody>
</table>

Click on Stu.
Click on **Discipline Frequency Report**.

A setup box will appear.

Make sure the school year is the current school year. If not, change it. Indicate the grade range you want to see and also the date range. Don’t worry about choosing any of the items beside the word “SHOW”. You can change those once the report is run. Then click **OK**.

The program should begin executing. When it is finished, your report will appear.

There are several buttons under the graph portion of the report. The best way to learn about these buttons is to click on each one and see how it affects the report.
Here is a breakdown –

**PIE** - changes the bar graph to a PIE chart. The button will change to **BAR**. You can then click **Bar** and it will change back to a **BAR** chart.

**Ref** – Allows you to see the graph broken down by number of referrals, rather than number of students that have committed a referral.  
**Stu** – Allows you to see the graph broken down by the number of students that have committed a referral, rather than the number of referrals.

**Freq** – breaks down graph by **number** of students.  
**%** - breaks down graph by **percentage** of students.

**INC/ACT** – breaks down graph by either number of incidents or number of students. For example, one student can have 5 incidents. The number of incidents will always be equal to or greater than the number of students. This button also changes the report to either be broken down by incidents or by action taken.

**If this button says INC and you click on it, it will show you the number of incidents and the button will change to say ACT. Click on the ACT button and it will show you number of actions and the button will change to say INC.**

**Loc** – shows graph by location of the incident (classroom, restroom, etc.)  
**Mon** - shows graph broken down by month that the incident occurred  
**Time** – shows graph broken down by the time of day that the incident occurred.  
**Day** – shows graph broken down by the day of the week that the incident occurred.  
**Staff** – shows graph broken down by staff member issuing referral.  
**DoW** – shows graph broken down by the day of the week.

These last six work together. There are only five spots to fit six different graphs. For example, if you do not see the Staff button, just click on any of the other five and the staff button will appear. Then you can choose Staff. It’s a little confusing but this report gives you a lot of information on one screen.
**Truancy RS17-233** - This program checks each student's attendance transactions for the excuse types given, by week, for the date span given. If it is found that the student has five or more transactions in any consecutive 4-week time frame, then the student is included in the truancy total. You can click on the total truancy to get the student list. On the student list, you can click on the student to get the attendance detail records.

Click on **Stu**.

Click on **Truancy RS17-233**.
A setup box will appear.

Enter correct school year
Enter the desired grade range
Enter the desired date range
Answer as many questions as you need to

Click OK to run the report.

The program should begin executing. This program takes a while to execute so please be patient. When it is finished, your report will appear.
Click the “number” of truant to obtain the list that is represented by the number. In this example, you would click on the number 188 to see the list of the 188 students that are truant.

Once you click on this number, you will see the following report.

Click the “Abs Total”, then click on “Attendance by day” to see the student’s attendance detail.
To print, click on the PRT 1 button at the bottom of the report.
Non-Academic Failure Review Report - This program creates a list of students with courses who have failed a course based on non-academic violation types such as 1. District(#) 2. Attendance(*) 3. Exam(@).

A setup box will appear.

Enter correct school year
Enter the desired grade range
Enter the “As Of” date
Click OK to run the report.

The program will begin processing. When completed, the following report will appear.
P1N - Grading Period 1 Numeric grade
P1A - Grading Period 1 Alpha grade
P2N - Grading Period 2 Numeric grade
P2A - Grading Period 2 Alpha grade
Etc.

Cell-click student's name that you wish to review for student statistics such as Daily Attendance and Attendance by Day.
MFP/ Ethnic-Gender/ Lunch/ Special Codes Report – provides selective counts of active students by grade.

By Grade

<table>
<thead>
<tr>
<th>Site</th>
<th>INF</th>
<th>Fre3</th>
<th>K</th>
<th>01</th>
<th>02</th>
<th>03</th>
<th>04</th>
<th>05</th>
<th>06</th>
<th>07</th>
<th>08</th>
<th>10</th>
<th>11</th>
<th>12</th>
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<td>Ch</td>
<td>140</td>
<td>143</td>
<td>124</td>
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<td></td>
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<tr>
<td>? Other</td>
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<td></td>
</tr>
<tr>
<td>Total</td>
<td>140</td>
<td>143</td>
<td>124</td>
<td></td>
<td></td>
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By Sex and Race

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<th>BLACK</th>
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<th>HISPANIC</th>
<th></th>
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<tbody>
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<td></td>
<td>M</td>
<td>F</td>
<td>SUM</td>
<td>M</td>
<td>F</td>
<td>SUM</td>
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<tr>
<td>053</td>
<td>65</td>
<td>43</td>
<td>108</td>
<td>148</td>
<td>146</td>
<td>294</td>
</tr>
<tr>
<td>? Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>65</td>
<td>43</td>
<td>108</td>
<td>148</td>
<td>146</td>
<td>294</td>
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</tbody>
</table>

By Special Code (Gifted/Talented, Homebound, etc.)

<table>
<thead>
<tr>
<th>LEA</th>
<th>EX</th>
<th>SE</th>
<th>AS</th>
<th>GT</th>
<th>HB</th>
<th>HR</th>
<th>HS</th>
<th>RA</th>
<th>RC</th>
<th>RE</th>
<th>RI</th>
<th>RS</th>
<th>AD1</th>
<th>AD2</th>
<th>AD3</th>
<th>AD4</th>
<th>AD5</th>
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<tr>
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<td>3</td>
<td>1</td>
<td>2</td>
<td>42</td>
<td>1</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>? Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
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<td>42</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on Stu.

Click on MFP/Ethnic-Gender/Lunch/Special Codes.

A setup box will appear.
Make sure the school year is the current school year. If not, change it. Indicate the grades you want to see or choose “Select All”. Choose the correct As-Of date.

Then click **CONTINUE**.

The program should begin executing. When it is finished, your report will appear.
The report that appears is the MFP report. To look at one of the other available reports, just click on the button that describes the report you want to see.

Any of these four reports can be broken down by type of student (All students, regular ed students, special ed students) by choosing the appropriate tab at the top of the report.

To look at a list of students that one of the numbers represent, simply click on that number and the list of students will appear.
<table>
<thead>
<tr>
<th>site</th>
<th>name</th>
<th>grade</th>
<th>teacher</th>
<th>ethnic</th>
<th>gender</th>
<th>ecode</th>
<th>edate</th>
<th>lunch</th>
<th>brlcat</th>
<th>code</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAT</td>
<td></td>
<td>01</td>
<td></td>
<td>1</td>
<td>M</td>
<td>E1</td>
<td>03/02/2004</td>
<td>LU1</td>
<td>RS</td>
<td></td>
</tr>
<tr>
<td>ROE</td>
<td></td>
<td>01</td>
<td></td>
<td>0</td>
<td>M</td>
<td>E1</td>
<td>06/16/2004</td>
<td>LU1</td>
<td>RS</td>
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<td></td>
<td>1</td>
<td>M</td>
<td>E1</td>
<td>06/15/2004</td>
<td>LU1</td>
<td>RS</td>
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<td>1</td>
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<td>E4</td>
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<td>RS   UA</td>
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<td>F</td>
<td>E1</td>
<td>08/17/2006</td>
<td>LU2</td>
<td>RS</td>
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<td>F</td>
<td>E1</td>
<td>08/17/2005</td>
<td>LU1</td>
<td>RS</td>
<td></td>
</tr>
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<td>LU1</td>
<td>RS   RS</td>
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<td>RS</td>
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<td>F</td>
<td>E0</td>
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<td>LU1</td>
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<td>E4</td>
<td>08/15/2007</td>
<td>LU1</td>
<td>RS</td>
<td></td>
</tr>
</tbody>
</table>
**Monthly Attendance Report** - This program is used to report student attendance percentages. It will compute the student attendance present and absent.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<td>1080</td>
<td>1065</td>
<td>24.55</td>
<td>24.21</td>
<td>36.83</td>
<td>1.37</td>
<td>177</td>
</tr>
</tbody>
</table>

Click on **Accountability**

Click on Monthly Attendance

A setup box will appear.

Enter correct school code

Enter the grade range

Enter the date range

Answer as many other questions as you need to

The program should begin executing. When it is finished, your report will appear.
Drop Out Rates - Calculates drop rates for the year chosen. This is not the same as the drop rate that is calculated by the State Department of Education for your accountability score. However, the students on this report, unless changed, will contribute to the State dropout rate.

This report shows only the counts of students that were exited with one of the “dropout” codes. For instance, in the example above, there was 1 student that has been dropped with code 19 (Exit Reason Unknown).

Here is a list of the drop codes:

01 – 21 D Illness Health Problems
02 – 21 D Physical Disability
03 - 21 D Emotional
04 - 21 D Mental
05 – 02 D Behavioral
06 – 01 D Academic Difficulty
07 – 08 D Lack of appropriate curriculum
08 – 17 D Poor Student-Staff Relations
09 – 16 D Poor Peer relations
10 – 03 D Dislike of school experience
11 – 15 D Parent/Guardian influence
12 – 14 D Needed at home
13 – 04 D Economic Problems
14 – 05 D Employment
15 – 12 D Marriage
16 – 18 D Pregnancy
17 – 19 D Religion
18 – 99 D Environmental
19 – 97 D Exit Reason Unknown
28 – 06 D Entered Criminal Justice System
29 – 07 D Failed Required Test
30 – 08 D Lack of Appropriate Curriculum
31 – 09 D Lack of childcare
32 – 10 D Lack of transportation
33 – 11 D Language difficulty
34 – 13 D Military
35 – 20 D Substance Abuse

Click on Accountability
Click on **Drop Out Rates**

A setup box will appear.

- Enter correct school year
- Enter the grade range
- Enter the “As Of” date
- Click OK to run the report.

The program should begin executing. When it is finished, your report will appear.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>0.44%</td>
</tr>
</tbody>
</table>

To see which students are represented by a particular number, just click on that number and a list of the students will appear.
Court Report - Produces a detailed report that can be used when sending a student to truancy court.

On the main SBLC menu screen, click on the Find1 button at the bottom right of the screen.
A student list will appear. Find the student that you want to run the court report on and click on the student’s name.

The student’s information will appear on the screen.
<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td></td>
</tr>
<tr>
<td>SSN</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>F Female</td>
</tr>
<tr>
<td>Race</td>
<td>O White</td>
</tr>
<tr>
<td>Birthdate</td>
<td>2001</td>
</tr>
<tr>
<td>Grade</td>
<td>O0 Kindergarten</td>
</tr>
<tr>
<td>H.R. Teacher</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td></td>
</tr>
<tr>
<td>District</td>
<td>O53</td>
</tr>
<tr>
<td>Sped Codes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entry Code</th>
<th>E1 E1 Original enrollment within same district</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Date</td>
<td>08/01/2001</td>
</tr>
<tr>
<td>Previous School</td>
<td></td>
</tr>
<tr>
<td>Home Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Guardian</td>
<td></td>
</tr>
</tbody>
</table>

[Print 1]
[Print 2]
Click on **Court**, then **Court Report**

A setup box will appear

- Enter correct school year
- Enter the date range
- Check as many components as you need to appear on the report.

Click on the Print button to run the report.

The report will appear on the screen. You may either view it, save it or print it.
Enrollment Trends - This program allows you to track student enrollment bi-monthly.

Each period is broken down from the first of the month to the fourteenth and from the fifteenth to the first of the following month. Within each period, the number of drop-outs, absentees and referrals are also calculated.

Discipline records are by student, not by incident.

The enrollment graph displays the difference between each period's count based on the lowest period value for the date span.

Click on Trends, then Enrollment to view the setup box.
Make sure the school year is correct.

Enter the grade range.

Enter the date range.

You may choose an ethnic code.

You can choose a gender code.

You may choose to all students, just sped or just non-sped.

You can choose as many attendance codes as you would like or you can choose none.

Click OK to run the report.
**Student Hearing Placement** - This program displays summary by the SIS action code.

The O column - codes that cannot be identified.

The HP column – Hearing Pending – referral containing a recommended expulsion flag with no SIS action posted.

SUM - represents all referrals with a recommended expulsion flag

MIN / MAJ – Referrals without a SIS action or recommended expulsion flag. These are broken down by minor or major referrals. The major referrals are those with a “referred to office” flag

TOT - Total referrals

The graph is set for monthly totals on either Tot or SUM columns.

Click on Trends, then Student Hearing Placement to view the setup box.
Make sure the school year is correct.

Enter the date range.

You can choose a gender code.

You may choose an ethnic code.

Click OK to run the report.
Attendance Trends Graphing - This program displays and graphs attendance transaction counts posted for any given date range.

A table consisting of attendance transactions sorted vertically by attendance codes and horizontally by excused, unexcused and other will display on the screen. The graph will display these counts broken down by each week.

The graph can be further manipulated by selecting gender, ethnic and special ed breakdowns on the chart screen. The week breakdown can be changed to monthly breakdowns and the chart can also display pie and line graphs in addition to the default bar graph. Individual cell totals from the main count table can be selected from the screen and the graph will rebuild to reflect those counts only.

Click on Trends, then Attendance Trends Graphing to view the setup box.
Make sure the school year is correct.

Enter the date range.

Click OK to run the report.
**Attendance, Grades and Discipline Trends Graph** - This program displays and graphs trends based on attendance, grades and discipline data.

Enter correct school code

Skip Code – If you do not want to count a certain attendance code, select it here, as many as you need.

Select an English Course
Select a Math Course
Select a Science Course
Select a Social Studies Course.

Click OK to run the report.
**SWPBS FORM** - Reports summary data on the School-wide Positive Behavior Support System.

<table>
<thead>
<tr>
<th>JCampus - School-Wide Positive Behavior Support Outcome Data Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of school days</td>
</tr>
<tr>
<td>Average daily attendance(%)</td>
</tr>
<tr>
<td>School SPS</td>
</tr>
<tr>
<td>Percent Points gained(+) or lost(-)</td>
</tr>
<tr>
<td>Total number of office discipline referrals</td>
</tr>
<tr>
<td>Average office discipline referrals per day</td>
</tr>
<tr>
<td>Total number of days of in-school suspensions</td>
</tr>
<tr>
<td>Total number of days of out-of-school suspensions</td>
</tr>
</tbody>
</table>

Click on SWPBS, then SWPBS Form to view the setup box.

Make sure the school year is correct.

Click OK to run the report.
SIS Incident Frequency Report w/ Graph - This program allows you to view referral counts, student counts, frequency percentage and student body percentage by incident, action, location, time or month.

Click Unsafe and then SIS Incident Frequency Report w/Graph to view the Setup screen.
Make sure the school year is the current school year. If not, change it. Indicate the grade range you want to see and also the date range. Don’t worry about choosing any of the items beside the word “SHOW”. You can change those once the report is run. Then click OK.

The program should begin executing. When it is finished, your report will appear.

There are several buttons under the graph portion of the report. The best way to learn about these buttons is to click on each one and see how it affects the report.

Here is a breakdown –

**PIE** - changes the bar graph to a PIE chart. The button will change to **BAR**. You can then click **Bar** and it will change back to a BAR chart.

**Ref** – Allows you to see the graph broken down by number of referrals, rather than number of students that have committed a referral.

**Stu** – Allows you to see the graph broken down by the number of students that have committed a referral, rather than the number of referrals.

**Freq** – breaks down graph by number of students.

**%** - breaks down graph by percentage of students.

**INC/ACTION** – breaks down graph by either number of incidents or number of students. For example, one student can have 5 instances. The number of instances will always be equal to or greater than the number of students. This button also changes the report to either be broken down by incidents or by action taken.
**If this button says INC and you click on it, it will show you the number of instances and the button will change to say ACT. Click on the ACT button and it will show you number of actions and the button will change to say INC.**

**Loc** – shows graph by location of the incident (classroom, restroom, etc.)

**Mon** – shows graph broken down by month that the incident occurred

**Time** – shows graph broken down by the time of day that the incident occurred.

**Day** – shows graph broken down by the day of the week that the incident occurred.

**Staff** – shows graph broken down by staff member issuing referral.

**DoW** – shows graph broken down by the day of the week.

*These last six work together. There are only five spots to fit six different graphs. For example, if you do not see the Staff button, just click on any of the other five and the staff button will appear. Then you can choose Staff. It’s a little confusing but this report gives you a lot of information.*
Unsafe Statistics - Compares current year to previous year in regards to In-school suspensions, out-of-school suspensions and other “unsafe school” categories.

You may place your cursor over any cell to find out the meaning of that number.

Click on Unsafe then Unsafe Statistics to see the setup screen.
Make sure the school year is correct.

Choose Total Enrollment or Oct. 1 Enrollment

Choose either All Students or Only Sped Students

Click OK to run the report.