

# MEETING AGENDA

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Location: Hope Highlands School, 300 Hope Rd, Cranston, RI 02921

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Date: August 6, 2024

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Time: 9:00AM

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## AGENDA DETAILS

### I. INTRODUCTIONS

- a. Coffee & morning snacks/meet and greet
- b. New data managers

### II. BEGINNING OF THE YEAR CHECKLIST

- a. Calendar in eRIDE - let's take a look! <
  - i. State calendar is loaded with state holidays, etc.
  - ii. Add your district dates for PD and school breaks.
  - iii. If your district starts with a few PD days upfront set the beginning of the year as the first PD day. Add those labels and check off no school day for students.
- b. Grade Configuration – requires a signoff before submitting data for the current school year.
- c. School Profile – review this for each school.
  - i. Deactivate any leavers and add new staff or changes with roles.
- d. [LINK to BOY check list.](#)
  - i. What else would you like to add to a BOY checklist?  
SIS items?

### III. BEST PRACTICES (SUGGESTIONS)

- a. Calendars – using the [calendar view](#) create calendar reminders for yourself to block time to prepare and submit to meet due dates. Give yourself a few days.
- b. Set a reminder in your own calendar to look at the “enrollment census” calendar quarterly.

- i. Any changes? School closures?
- c. Do you have a checklist for school closures?
  - i. State calendar, SIS calendars, etc
  - ii. SIS housekeeping?
  - iii. Does anyone have one they would like to share with the group?
- d. Enrollment – set up for BOY if done prior to the start of your school year.
  - i. Set a reminder to change any report parameter if setting BOY.
  - ii. Set up ADT for enrollment, attendance and discipline OR set reminders in your calendar to set up the jobs.
- e. Provide reference tables of [attendance codes](#), [exit codes](#) and [discipline codes](#) with your school clerks, principals and deans.
- f. Let the school clerks know the dates you need them to use for no-show summer w/ds.
- g. Run the outside enrollment and share. Set a calendar reminder for this so the staff responsible for approving tuition invoices can compare.
- h. Does anyone have any work habits or best practices they would like to share?

#### **IV. COLLECTIONS**

- a. Set up ADT
  - i. Order of operations: [Enrollment](#), [Attendance](#), [Discipline](#)
  - ii. [TCS: Course, Section, Staff, Student](#)
    - Every student attending in your buildings should have a schedule.
    - Exceptions: running start, alt placement where the student is in alternative placement outside of your building.
    - Make a filter to quickly find the exception students for the “discrepancy” messages.
  - iii. CTE: Programs, Courses, Students in Program, Credentials, PS
  - iv. WBL: set it up to run monthly for now
    - \*This is for all students; not just CTE students.
- b. New “collection” coming - [EAA](#)

#### **V. WEEKLY, MONTHLY, QUARTERLY EMAIL FROM DATS TEAM**

- a. Friday email messages from Andres – reads the data calendar for Upcoming Due Dates.
- b. Perfect Attendance or no attendance email messages – check your enrollment census calendar to ensure you have the date recorded correctly. Is it a school day or should it be changed to PD or no-school?

c. Quarterly message about Master Directory and roles.

## **VI. CONCLUSION**

- a. Weekly webinars for data managers will resume. Would you like them to commence August 27<sup>th</sup> or September 3<sup>rd</sup>?
- b. The CTE session after a lunch break for HS with CTE only.
- c. Let me know of any topics you would like a session on.