

Table of Contents

Program Dates.....	2
Students Scheduled Into an Extended Learning Class.....	2
Dropping Students From a Class.....	3
Job Share.....	4
Groups Atom.....	5
Student Activities Atom.....	6
Flag Students Requiring Transportation.....	8
Attendance.....	9
Taking Attendance.....	9
Fill Non-Rotating Periods.....	9
Weekly Attendance Report.....	9
Weekly Drop/Add Reports.....	10
Monthly Report.....	11
Attendance Codes.....	11
Attendance Preferences.....	11
Fourth Day Counts.....	13
Initial Checklist.....	14
Ongoing Checklist.....	14
Extended Learning Teachers Directions.....	15
Taking Attendance.....	15
When and How to Mark a Student Absent.....	16

EXTENDED LEARNING PROGRAM

Program Dates

4 Days per Week Option: Wednesday, January 6, 2010 to Tuesday, April 13, 2010

2 Days per Week Option: Monday, September 14, 2009 to Thursday, March 18, 2010

Note: Both options will meet 44 days.

Students Will Be Scheduled Into an Extended Learning Class

A. All students participating in the program must be scheduled into a section of the Extended Learning Class.

- a. Each section is to be set up to meet either 2 or 4 days per week (depending on which option the school has chosen) or the specific days taught for if sharing sections.
Note: Middle schools that are not on a rotating schedule will not have the option to indicate the days the class will actually meet.

- i. Double click on the Sasi Modules Globe



SASI Modules

- ii. Double Click on the Basic Scheduling Folder



Basic Scheduling

- iii. Double click on the Sections Atom



Sections

b. Add each section

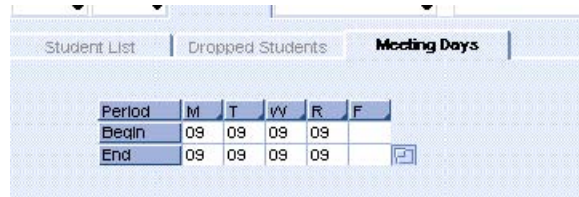
- i. Course number
 1. Elementary Schools use: 00.0001400
 2. Middle Schools use: 00.0001125
- ii. Student teacher ratio is 18:1 – max class size
- iii. The start period should be the next highest period after the last period of your instructional day
 1. In other words, the period used for this program is a period beyond what is used during the instructional day.
 2. For example: if the last period of the day used in the regular schedule is 7, then the extended learning period should be 8.
 3. If you change the number of periods in your school day please notify your Student Information Support Specialist by E-MAIL.
 4. The high period number is used regardless of whether the program is held before school or after school (do NOT use “0” period).
- iv. All sections should be excluded from grading

Extended Day / Per. 09		Sections										
Section ID	Period	Ending	Term	Trk	Lo	Hi	Max	Tot	M	F	Opn	Pre
00.0001400-05	09	09	YR	1	PK	05	18	3	2	1	15	0
Course	Course Title	Room		Credit								
00.0001400	Extended Day	65										
Tch#	Teacher Name	No Ovr	Excl	Att	Excl	Grd	Gen	Op	Trm	House	Team	Owner
347	Saefk				X							
Lng Tght	Inst Type	Gifted Delivery Model		Gifted Content Area								
050	722											

- v. All Elementary Schools and any A/B schedule Middle School, Click on the

Meeting Days Tab

1. Click in the column for each day the class will meet
2. Choose the appropriate period



B. Drop Students from the class if withdrawn from the program

- a. Double click on the Sasi Modules Globe



- b. Double Click on the Basic Scheduling Folder



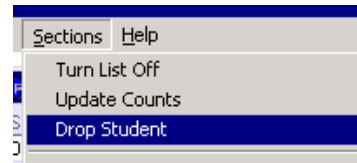
- c. Double click on the Sections Atom



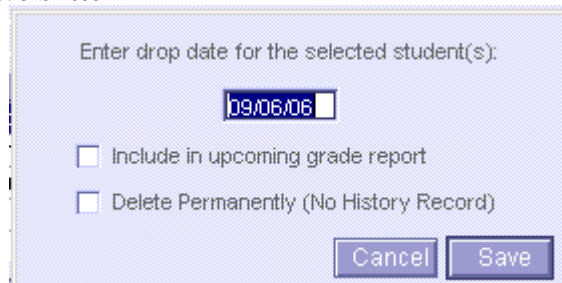
- d. Find the appropriate section
- e. Highlight the student to be dropped from the program

Student ID	Student	Grade	Start Date	T/A	Override
244122		02	09/06/06		
286245		02	09/06/06		
266506		01	09/06/06		

- f. Click on Sections in the menu bar
- g. Scroll down and choose Drop Student



- h. Make certain the drop date is the last day the student attended Extended Learning
- i. Do NOT highlight either radio button
- j. Click on the Save button



C. A separate section is to be created for each Extended Learning Teacher

a. Job Share

i. There will be situations in which two teachers will job share; each teacher **must** have a separate section.

ii. This becomes problematic when students are placed in multiple sections since it results in inflated numbers for the enrollment counts. Set up the sections for job sharing teachers as follows to avoid inflating counts.

1. Each teacher is to have a separate section created
2. Add the same students to both sections
3. Indicate the days meets according to which day(s) each teacher will teach (middle schools not on a rotating schedule will not have the option to indicate specific days)
4. Choose one of the two sections and key JS into the Owner field

rk	Lo	Hi	Max	Tot	M	F	Opn	Pre
▼	PK ▼	05 ▼	18 ▼	0	0	0	18	0

Room: Credit:

Excl Grd: Gen Op: Trm House: Team: Owner: JS ▼

Model: Gifted Content Area:

Students Participating Are Identified Within Sasi

A. Groups Atom

- a. All students participating in the program must be entered into the Groups Atom as participants in the Extended Learning Program.
- b. To add students to the Groups Atom
 - i. Double click on the Sasi Modules Globe
 - ii. Double Click on the Student Info Folder
 - iii. Double Click Student Groups Atom
 - iv. Enter the first day of the program in the Default Date Field

The screenshot shows a window titled "Groups". At the top, there is a "Student Group" dropdown menu currently set to "Blank" and a "Default Date" field containing "01/10/05". Below these fields is a table with the following headers: "Student ID", "Student", "Start Date", and "End Date". The table currently has two empty rows.

- v. Click in the Student Group field
- vi. Scroll down to choose EXTENDED LEARNING PROGRAM

The screenshot shows the "Groups" window with the "Student Group" dropdown menu open. The menu lists several options: "GESS CLUB", "CHORUS", "COMPUTER CLUB", "DAISY", "DRAMA CLUB", "EARTH SAVERS", "ENVIRONMENTAL CLUB", "ETIQUETTE CLUB", and "EXTENDED LEARNING PROGRAM". The "EXTENDED LEARNING PROGRAM" option is highlighted in blue at the bottom of the list.

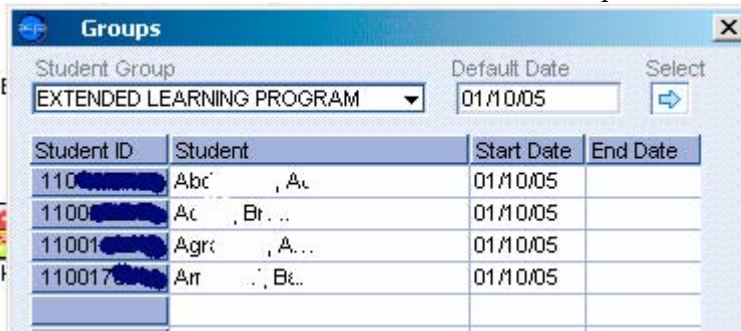
- vii. Click on the blue arrow in the Select field to access the Generic Selection Screen

The screenshot shows the "Groups" window with the "Student Group" dropdown menu now set to "EXTENDED LEARNING PROGRAM". The "Default Date" field remains "01/10/05". The table below is still empty.

- viii. Choose the students that should be added to the Extended Learning Program group

The screenshot shows a dialog box titled "Select Students". It has a search field at the top with the text "Locate: Last Name, First Name Middle Name". Below the search field are two lists: "Available selections (922)" and "Selections (4)". The "Available selections" list contains names like "A , J", "Alb , R", "Alc , Jh", "Ale , Adr", and "Amalfard, N". The "Selections" list contains "Abd , A", "A , Br", "Agr , Al", and "Amal , B". There are arrows between the lists to move items back and forth. At the bottom, there are buttons for "Add All >>", "Done", and "<< Remove All".

ix. Click on the Done button when list is complete



- x. Click on the save button
- xi. As students withdraw from the program, go back into the group and key the End Date (the last day of attendance in the program).

B. Student Activities Atom

- a. All students participating in the program must also be entered into the Student Activities Atom as participants in the Extended Learning Program.
- b. To add students to the Student Activities Atom



SASI Modules

- c. Double click on the Sasi Modules Globe



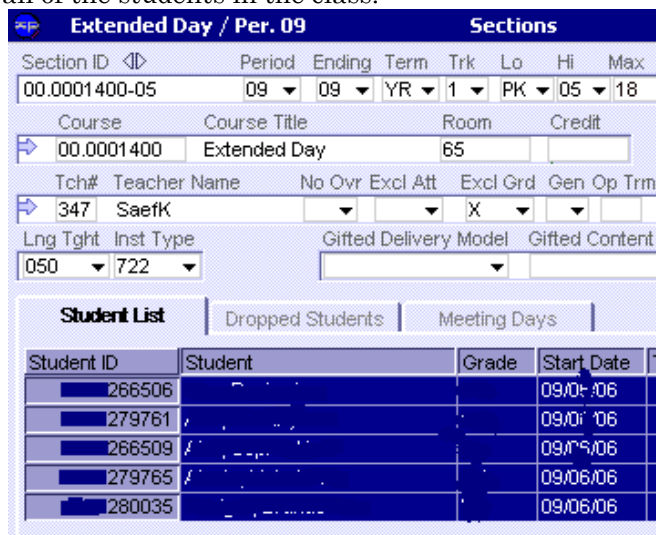
Basic Scheduling

- d. Double Click on the Basic Scheduling Folder



Sections

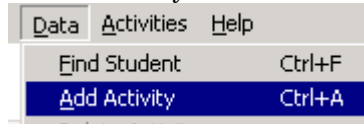
- e. Double click on the Sections Atom
- f. Find the first section of Extended Learning
 - i. Hold the Shift key and click on the column heading: "Student ID" to choose all of the students in the class.



- ii. Click and hold on any individual student's Perm Number (Student ID) until the dotted box appears
- iii. Drag the dotted box and drop it on top of the Student Activities Atom
 - 1. This will produce a matrix of Student Activities Windows for only the



- students in the Extended Learning Section
- iv. Double click on the first student's Perm Number (Student ID) to open his/her Student Activities Window
- v. Click on Data in the Menu Bar
 1. Scroll down to choose Add Activity



- vi. Click in the Act Code Column



1. Scroll down to choose Extended Learning Program
 - a.

ETIQCL	-	ETIQUETTE CLUB
EXTLRN	-	EXTENDED LEARNING PROGRAM
FAP	-	FAMILY ASSISTANCE PROGRAM
FISH	-	FISHING CLUB
- vii. Change the Begin date to the first day of the program
 - viii. Click on Save Button
 - ix. Click on Close Button
 - x. Choose the next student in the list
 - xi. Repeat for each section of Extended Learning

Students Requiring Transportation Must Be Identified Within Sasi

Additionally, all students requiring Fulton County Bus transportation must be flagged within the section.

1. Double click on the Sasi Modules Globe



2. Double Click on the Basic Scheduling Folder



3. Double click on the Sections Atom



4. Find the appropriate section
5. Click once in the T/A column to toggle field to “Yes” for each of those students requiring bus transportation

Student ID	Student	Grade	Start Date	T/A	Override
11001	[REDACTED]	03	10/21/04	Yes	
11002	[REDACTED]	03	10/21/04		
11003	[REDACTED]	03	10/21/04	Yes	
11004	[REDACTED]	03	10/22/04		
11005	[REDACTED]	U3	10/21/04		

NOTE: There is no need to flag students twice; if there are two or more sections with the same students due to teachers’ job sharing, flag the students in the section where the Owner field has been left blank.

Attendance

- A. Each site will ensure attendance is taken on a daily basis Teachers are NOT to take attendance on paper and send to someone else to key into Sasi. **ALL ATTENDANCE MUST BE TAKEN IN SASI EACH TIME THE CLASS MEETS.**
- B. All Elementary and any A/B schedule Middle will need to Fill non-rotating periods before teachers will be able to take attendance.

- a. Double click on the Sasi Modules Globe



- b. Double Click on the System Setup Folder



- c. Double click on the Rotation Definition Atom



- d. Go to Rotation Periods Tab

- i. Click fill non-rotating

- ii. The latest period added should now be reflected on this tab

Period Definitions					
Bell Per	Bell Per	Bell Per	Bell Per	Bell Per	Bell Per
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
10	10	10	10	10	10

- C. Weekly attendance reports will be generated for the site's Food Services Manager.

Run the Class Summary Attendance Report (ATP17 or ATD17), a query to show which students entered the program during the current week and a query to show which students left the program during the current week. Two copies of each should be run each Friday morning; give one copy to the Food Services Manager and file the other one for reference.

1. Print ATD17 – Elementary or ATP17 – Middle

- Double Click on Sasi Modules Globe



- Double Click on the Attendance Folder



- Double click on the Class Attendance Atom



Click on Class-Attendance in the menu bar
 Scroll down to choose either:
 Class-Att Summary (ATD17) Elementary
 OR
 Class-Att Summary (ATP17) Middle

Elementary schools:

Complete screen as follows
 Date should reflect Monday to Friday of current week
 YTD Totals is B (Both tardies and absences)

Middle schools:

Complete screen as follows
 Date should reflect Monday to Friday of current week
 YTD Totals is A (absences only)

2. Print query listing students new to the program

Elementary:

PRINT ASTU ACLS AMST LN FN GR SectionID StartDate
IF SectionID | - "00.0001400" and StartDate IN [01/08/07..01/12/07]
 Darken Include Inactive Records
 Change dates to reflect Monday – Friday of current week.

Middle:

PRINT ASTU ACLS AMST LN FN GR SectionID StartDate
IF SectionID | - "00.0001125" and StartDate IN [01/08/07..01/12/07]
 Darken Include Inactive Records

Change dates to reflect Monday – Friday of current week.

3. Print query listing students leaving the program

Elementary:

PRINT ASTU ACLH AMST LN FN GR SectionID EndDate
IF SectionID |- "00.0001400" and EndDate IN [01/08/07..01/12/07]
Darken Include Inactive Records
Change dates to reflect Monday – Friday of current week.

Middle:

PRINT ASTU ACLH AMST LN FN GR SectionID EndDate
IF SectionID |- "00.0001125" and EndDate IN [01/08/07..01/12/07]
Darken Include Inactive Records
Change dates to reflect Monday – Friday of current week.

4. Dr. Duvall's office will manually verify that attendance is taken; schools will be chosen randomly each week.

5. Each school contact will be required to turn a monthly report in to Dr. Duvall that includes the following:

- a. Number of absences
 - i. Use any attendance report to get the total number of absences for the month.
- b. Number of students in program
 - ii. Count number of students in each section (do NOT include JS sections)
- c. Number of students who left the program
 - iii. Use the #3 query above (Students Leaving the Program) use dates reflecting a month, rather than a week
- d. Number of students new to the program
 - iii. Use the #2 query above (Students New to the Program) use dates reflecting a month, rather than a week

D. Two Extended Learning Program attendance codes will be used by the Extended Learning teachers to mark attendance

- a. V -- EXD
 - i. Student present for the regular day, but absent from Extended Learning
- b. W -- TED (elementary ONLY)
 - i. Student has been marked tardy to school during the regular day, but is absent from Extended Learning.
- c. Both codes indicate a student's absence from Extended Learning while not adversely affecting how the actual attendance is calculated for the student's regular school day attendance.

E. Data Clerks will ensure that the two Extended Learning Program attendance codes are available as choices for the teachers

a. Double Click on Sasi Modules Globe

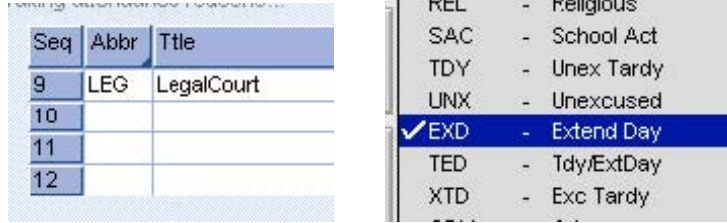


b. Double Click on the Classroom Folder





- c. Double click on the Attendance Preferences Atom
- d. Click in the Abbr column and scroll down to choose EXD–Extend day



- e. Repeat process to add TED-Tdy/ExtDay (elementary schools only)
- f. Specific directions for the Extended Learning teachers to take attendance each day are found at the end of this document. Please copy the appropriate pages and distribute to those teachers.

Fourth Day Counts

Counts are to be done on the fourth day of the program each semester.

1. On the third day, print and distribute to the teachers, extended learning rosters.
2. Teachers are to verify that the rosters are accurate, (strike through any name of a student not in the class and add the name of any student who is in the class) sign and return to the data clerk.
3. Drop any student who should not be in the section.
4. Add any student who should be in the section.
5. Complete all changes before running the count query.
6. Verify that for any job-sharing teachers, one of the sections has JS in the owner field.
7. Once the changes have been made and the owner fields have been verified, print each roster and give to the school extended learning contact. The school contact is responsible for compiling and sending required information to Dr. Duvall.

NOTE: Which day is the third day and which day is the fourth day will depend on the option and days to meet chosen by each school. The third day is the literal third day the program meets and the fourth day is the literal fourth day the program meets.

INITIAL CHECK LIST

- 1 Have all students been scheduled into a class?
- 2 Does each Extended Learning teacher (even those job sharing) have his/her own section?
- 3 Have all students been added to the Groups atom?
- 4 Have all students been added to Student Activities?
- 5 Have all transportation students been flagged?
- 6 Has non-rotating periods been filled?
- 7 Have the attendance codes been added to attendance preferences?

ONGOING CHECK LIST

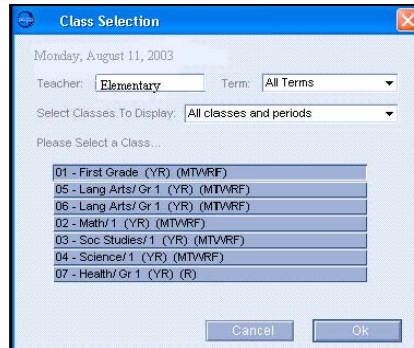
- 1 Drop from the class any student withdrawn from the program
- 2 Weekly attendance reports due to the cafeteria manager
- 3 Monthly reports due to Dr. Duvall
- 4 Fourth day counts (each semester)
- 5 Keep Groups and Activities Atoms up-to-date

EXTENDED LEARNING TEACHERS

TAKING ATTENDANCE --- ATTENDANCE IS TO BE TAKEN EVERY DAY

Log into CLASSxp with the appropriate user ID and password

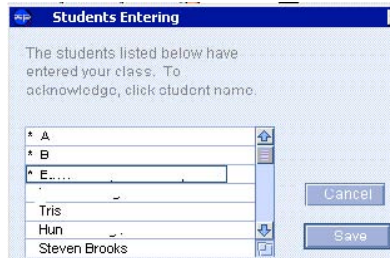
Choose the Extended Learning class period by double clicking on the class name.



NOTE: Always pay close attention to notification boxes of students entering or leaving your class.

DO NOT SKIP THIS STEP

For students entering a class, make certain to click on each name (*) before clicking on the save button



For students leaving a class, make certain to click on each name (*) before clicking on the save button.



On the horizontal gray menu bar at the top of the screen

Click and hold on "Class"

Drag to "Take Attendance"

The menu bar (top of screen) will be replaced by a line that reads

"Taking Attendance – Click here when finished (the current date)"

Important! Check to be certain that "Today's date" is the current date

WHEN AND HOW TO MARK A STUDENT ABSENT FROM PROGRAM

This process will differ from elementary school to middle school since elementary operates on daily attendance while the middle school operates on period attendance.

Elementary Schools:

If the student has an absence code for the regular school day

Do nothing

The assumption is if absent from school, also absent from Extended Learning

If the student has no mark (blank)

Choose *EXD*

Indicates student was present for the regular school day but absent from Extended Learning

If the student has a tardy code for the regular school

Choose *TED*

Indicates student was tardy for the regular school day but absent from Extended Learning

Middle Schools:

Mark any student absent from Extended Learning with EXD

To choose appropriate absence code, point and continue to click until the desired code is chosen.

REMEMBER: EXD and TED (elementary schools) and EXD (middle schools) are the only absence codes to be used by Extended Learning.

When finished taking attendance, point and click along the top of the screen where it reads:

“Click here when finished”

