

# **Tuited Student Census Fall Update for 2009-2010**



## **Online Instructions**

DUE DATE: November 6, 2009



**IT: Data Management & Analysis**  
**(802) 828-3777**

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## System Requirements

Adobe Acrobat Reader (Free Download)

Internet Explorer 5.0 or 6.0

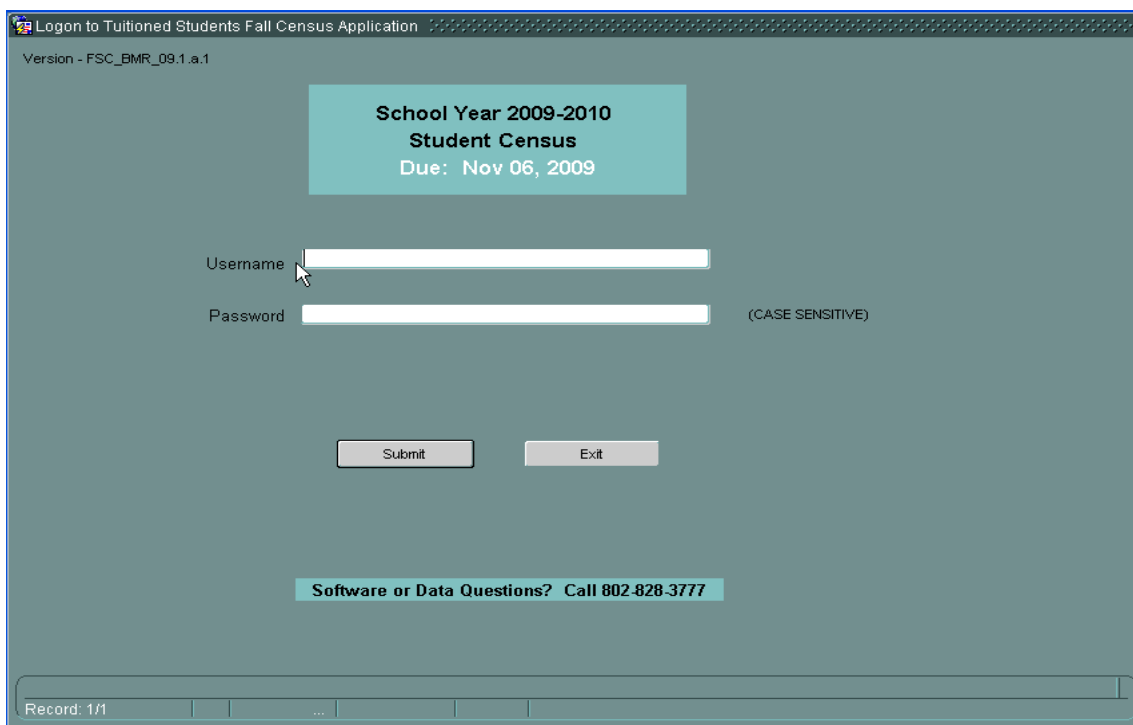
## Starting the Application

Windows open Internet Browser. Please note there are two underscores FSC\_BMR\_CLC

[https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=FSC\\_BMR\\_CLC](https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=FSC_BMR_CLC)

Mac users open Internet Browser. (MUST BE SAFARI). Please note there are three underscores FSC\_BMR\_CLC\_MAC

[https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=FSC\\_BMR\\_CLC\\_MAC](https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=FSC_BMR_CLC_MAC)



The screenshot shows a web browser window titled "Login to Tuitioned Students Fall Census Application". The version is "FSC\_BMR\_09.1.a.1". The main content area has a teal background. At the top center, a white box contains the text: "School Year 2009-2010 Student Census Due: Nov 06, 2009". Below this, there are two input fields: "Username" and "Password". The "Password" field is followed by the text "(CASE SENSITIVE)". At the bottom of the form area, there are two buttons: "Submit" and "Exit". At the very bottom of the page, there is a teal box with the text: "Software or Data Questions? Call 802-828-3777". At the bottom left of the browser window, there is a status bar that says "Record: 1/1".

Login to the program using the User Name and Password sent to you. The Username and Password are case sensitive.

## Technical Support

Call (802) 828-3777 for assistance with the data entry application.

## Due Date

Please submit completed data to the DMAT by November 6, 2009.

## **Main Menu Options**

### ***Organization Information***

**Enter/Edit Profile** - This button allows you to edit the information about your school.

### ***Student Information***

**Enter/Edit Data** - This button lets you add new students or edit existing student records.

**Export Student Data** – This option lets you export data in an Excel format. \*\*The export will pop up as a new window. If you are not seeing another window popping up on your screen, try holding the control key down before you click on the export button and keep holding it down until the excel report appears.\*\*

### ***Reports***

**Reports Menu** – This feature will create a report of all student records in the application. The reports are as follows:

- ADM of Students by SU/Town of Residence
- ADM Summary Report
- Census Signature Page

### ***Data Submission***

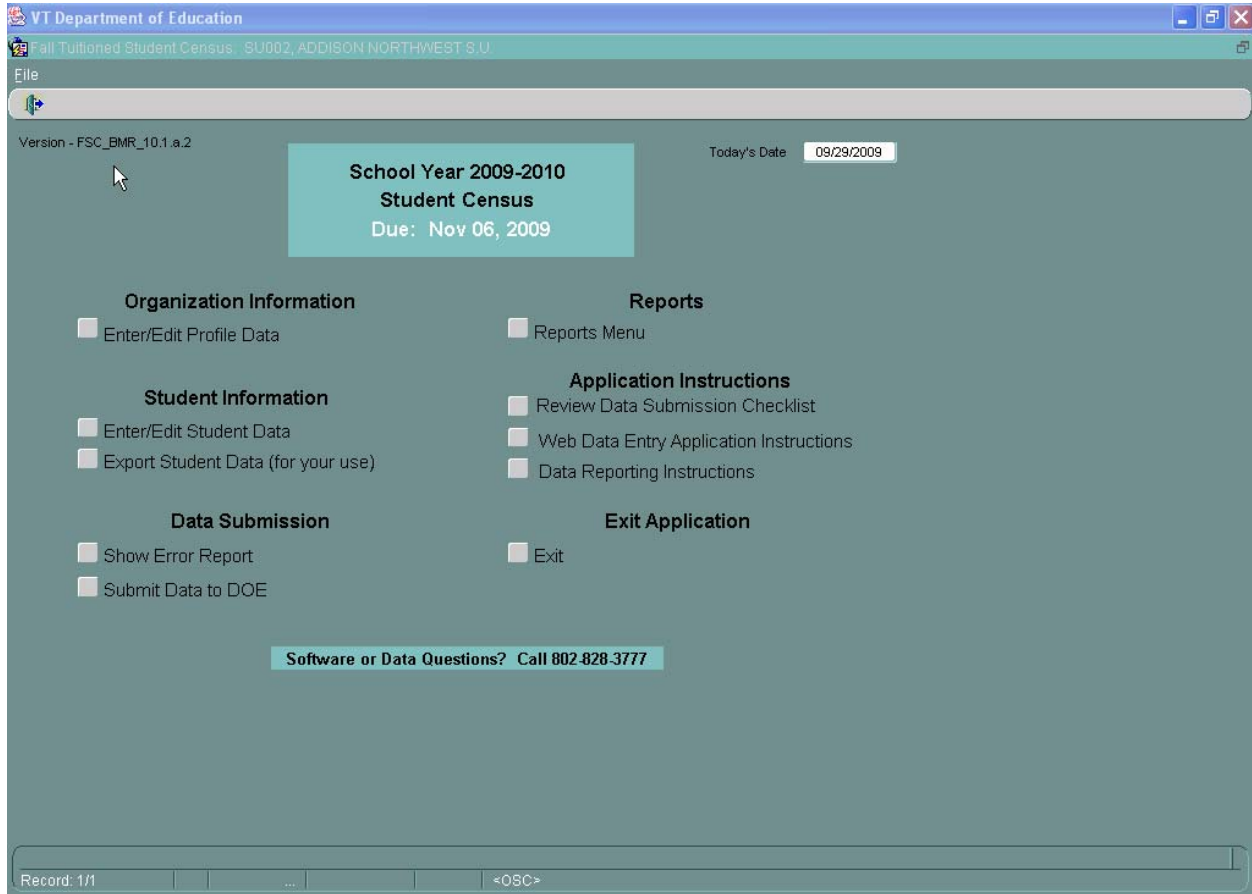
**Submit Data to DOE** - Click this button to submit data to DOE, once this button is pushed and submission message appears your data is locked and unable to accept any additional edits. If you must revise submitted data please call DOE @ 828-3777, and we will unlock your data file.

**Show Error Report** – This button will show a pdf error report for your census. The pdf will pop up as a new window popping up on your screen, try holding the control key down before you click on the show report button.

### ***Exit Application***

**Exit Application** - This button lets you exit the application and the data will be saved before exiting.

## Using The Main Menu Options



## Organization Information

Fall Tuitioned Student Census: SU006, BENNINGTON - RUTLAND S.U.

File Edit Navigation

### Organizational Information

ORCID: SU006 Organization Name: BENNINGTON - RUTLAND S.U.

**Mailing Address**

Street/PO Box: 6378 VT ROUTE 7A  
 City/Town: SUNDERLAND  
 State: VT Zip Code: 05250

Phone Number: 802-362-2452 Fax Number: 802-362-2455

**Physical Address**  Same As Mailing Address

Street: 6378 VT ROUTE 7A  
 City/Town: SUNDERLAND  
 State: VT Zip Code: 05250

Business Manager Info ELL INFORMATION

**Number of Students Assessed / Reported as "English Language Learners" ELL**

District	Box 1, # of Students Reported LAST YEAR	Box 2, # of Students Assessed as having "ELL" THIS YEAR	Box 3, # of Students Shown in Box 2 who Reside w/Families Receiving Food Stamps
T056 DANBY	2		
T059 DORSET	1		
T119 MANCHESTER	17		
T134 MT. TABOR	0		
T150 PAWLET	1		

### Using The Enter/Edit Profile Data

Make sure that all of the Organizational Information is correct and ELL (LEP) information is entered for your supervisory union.

## Student Information

### *Using The Enter/Edit Student Records*

Use this screen to add/edit student records. Select option from top toolbar.

NOTE: Record changes are automatically saved when you move to another record.

**Search --** This button lets you enter a student ID number or student name to search for students.

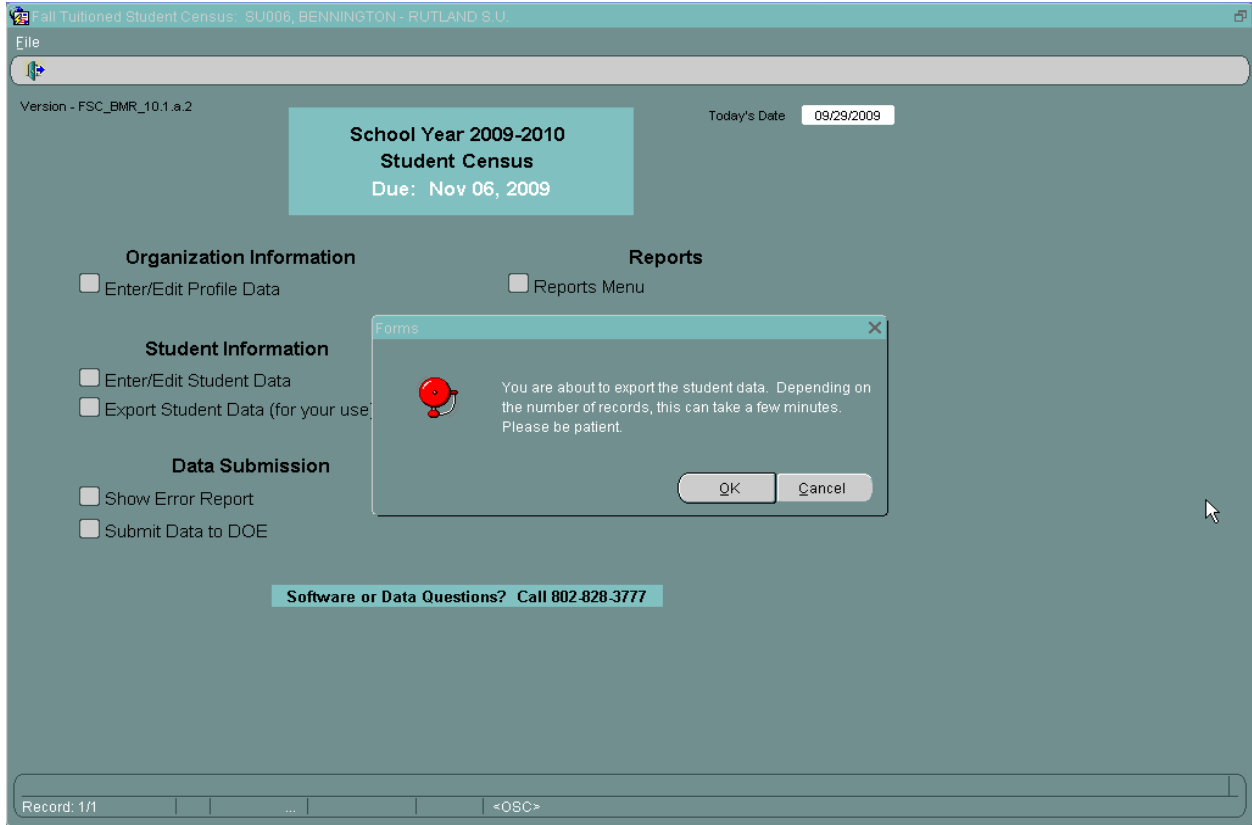
**Sort** – This button lets you sort by last name, grade or student ID.

**Add Record(s)** – This button lets you enter a new student.

Please reference data reporting instructions for descriptions of data elements.

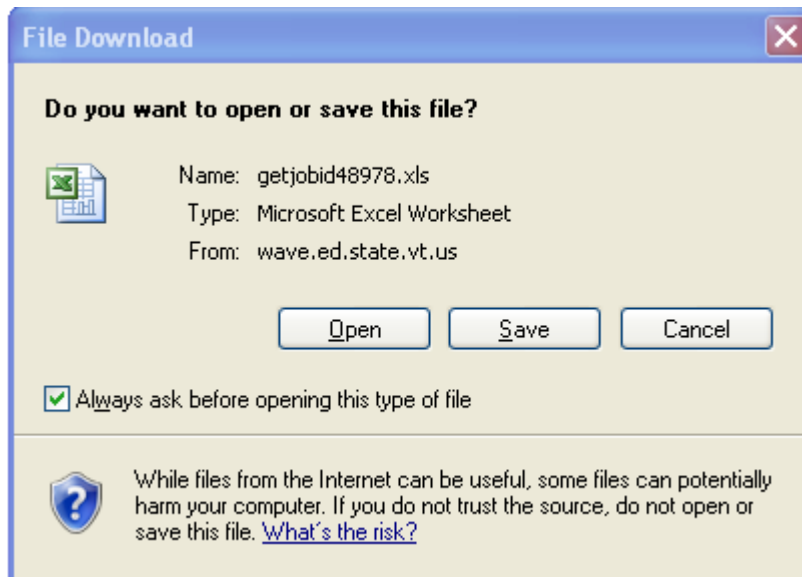
To return to the main menu you must select File then Return to Main Menu.

## Student Information



### *Export Student Data (for your use)*

You will get a message stating this may take a few moments, click ok.



You may open or save your file to a specified location. Your data will remain in the program.

## Reports

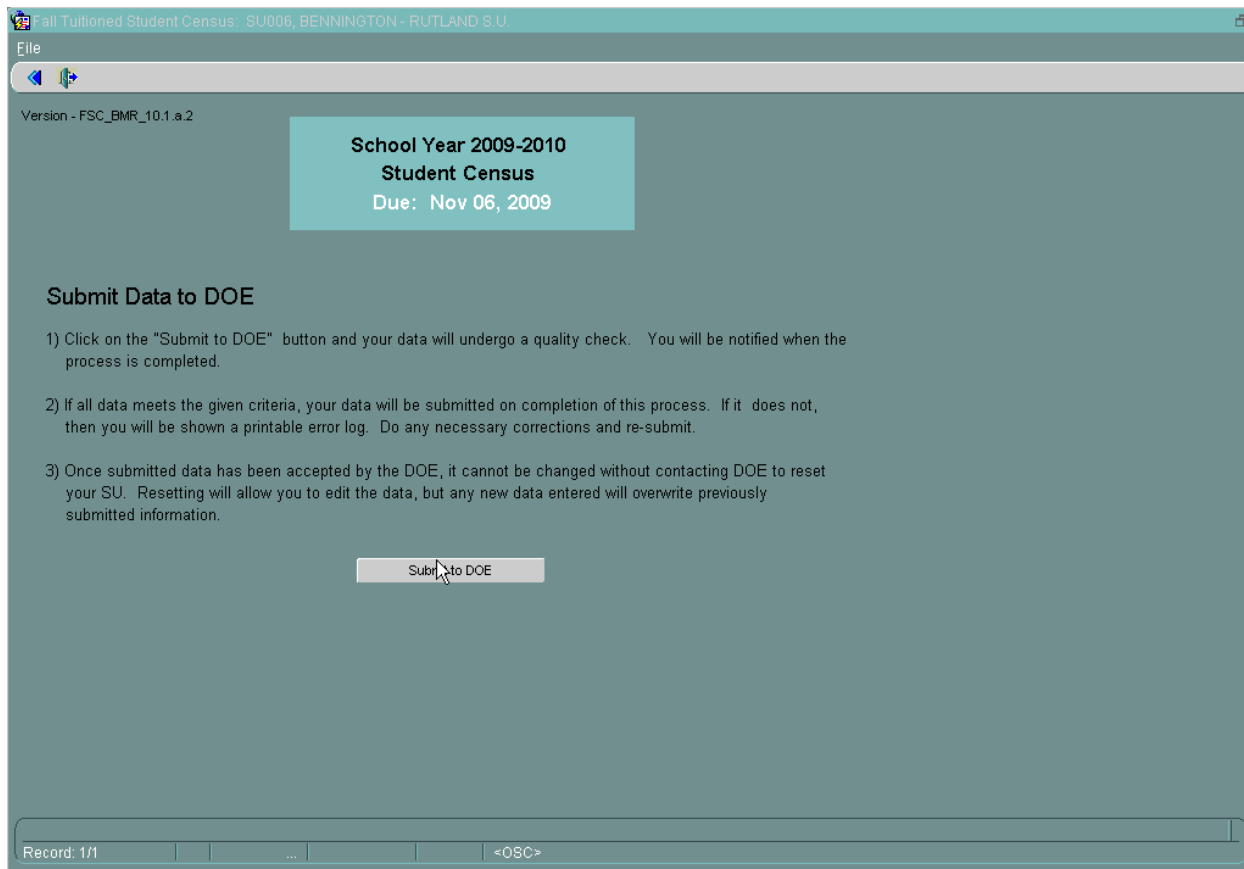
The screenshot shows a web browser window titled "Fall Tuitioned Student Census: SU006, BENNINGTON - RUTLAND S.U.". The browser's address bar is empty. The page content includes a "File" menu, a version number "Version - FSC\_BMR\_10.1.a.2", and "Today's Date" set to "09/29/2009". The main heading is "Report Menu". Below this, there are three selection options: "Choose a Fiscal Year" with a dropdown menu showing "FY 10 Fall Student Census"; "Choose a Report" with an empty dropdown menu; and "Choose a Format" with radio buttons for "Excel" and "PDF". A "Submit Request" button is located at the bottom center. The footer of the browser window shows "Record: 1/1" and "<OSC>".

### *Reports Menu*

Click on the Report button next to the description that you would like to view or print. These reports are as follows:

- ADM Summary Report
- ADM of Students by SU/Town of Residence
- Census Signature Page

## Data Submission



### ***Submit Data To Doe***

Click on Submit Data to DOE.

Your application will now cycle through the submission process, if you have any errors, or have previously submitted your data you will not be able to proceed. If you have any questions on this process, call DMAT at 828-3777.

### ***Show Error Report***

This button will show a pdf error report for your census. The pdf will pop up as a new window popping up on your screen, try holding the control key down before you click on the show report button.

### **Exit Application**

#### ***Exit***

Click, "Exit" to exit the online application.