What happened to the SSN in JPAMS?

As you have noticed, the SSN field no longer displays automatically in JPAMS. This feature was added for obvious security reasons. In order for the SSN to appear, you need to check the box that says “Show SSN” on the setup screen. This has to be done each time you get into Student Master if you want the SSN to appear.

If you forget to check this field and you need to see the SSN, you can always click on the student’s name field. The SSN will be at the bottom of the screen.

Also, if you are in the middle of adding a new student in JPAMS and you realize that you forgot to check the “Show SSN” box, you can simply enter the number on the above screen by clicking on the student’s name. The SSN will be stored here as well as in the main SSN field.

Up and Coming Features

Report Cards
JPAMS is working on a new report card layout that will allow you to add your own school logo. It will also allow you to view your report cards on the screen before actually printing them. This should save you time and paper.

ACT Scores
We are purchasing monthly updates of the ACT scores for our students. JPAMS is in the process of writing the update program for us. More info on how to access the scores will be in a later newsletter.

Any Ideas?
If you have an idea of how JPAMS could improve their software, please email me at victoria.allen@tangischools.org and I will pass it on to JPAMS. If your idea gets implemented into the software, we will recognize you in this newsletter.
Pre-School Roundup

When entering pre-school roundup students into JPAMS, don’t forget to change the year. They should be placed in the 0910 school year. Also, when entering the students, you must enter a phone number under student name, in the Miscellaneous section.

This phone number is used for School Messenger which is used to make emergency phone calls, attendance calls and general announcements. Failure to put these numbers in can result in parents not receiving these notifications.

All pre-school roundup students must be placed in JPAMS no later than June 1, 2009.

More Attendance Stuff

If you need to know the total count of student absences, by student and by homeroom teacher, try running number 20, AYTD List Home-room/Grade on the Attendance Dashboard. Don’t forget to put the skip code of “P” if you want to exclude students on field trips, ISSP, etc.

It’s that time of year again. Time to start thinking about mailing out the final report cards. The school system will once again be reimbursing you for postage spent on the mailing of the report cards. Your principal should receive an email on May 1st with the reimbursement form attached. Please fill that form out and send it to the accounts payable office at central office.

You should have already verified your student addresses at least twice now. You need to verify them one last time before the final mail-out takes place. If you need directions on how to run the Student Information Short Form, please give one of our staff a call.

When running the final report card, please remember to choose “final report card” if you want the SBLC code to print.

For elementary schools (Pk-8), you need to go to Post Grades Master. On the setup screen, check “all marking period grades within semester” and “report card mode”. Then choose the Admin button and will go over how to run reports from JPAMS that will assist you with your job as principal.

High School Scheduling Training - Call us if you need assistance. Either one of us will help you or we will ask one of the JPAMS staff to help with your scheduling needs.

June 18th or July 14th Principal’s Training - Repeat of last summer’s training. If you are a new principal, you will want to come or if you just want a review from last year. We will go over how to run reports from JPAMS that will assist you with your job as principal.

“Registration, Attendance and Discipline training to be held in August and September.

If I set for myself a task, be it ever so trifling, I shall see it through. How else shall I have confidence in myself to do more important things?”
George Clason

Training—Mark your Calendar!!

May 7th—9:00—Central Office Board room—High Stakes Placement Meeting – designed to help schools determine the correct courses to place student in when creating their master schedule. Current policy will be reviewed and placement charts will be distributed.

June 2 or June 3 – Elementary School Scheduling Training - to assist elementary school personnel with setting up their master schedule correctly and scheduling their students.

High School Scheduling Training - Call us if you need assistance. Either one of us will help you or we will ask one of the JPAMS staff to help with your scheduling needs.

“Registration, Attendance and Discipline training to be held in August and September.”
High School Counselors & TOPS

Please do not forget to run your senior DOE TOPS reports and verify for completeness and accuracy. Please have this completed **no later than June 1st**.

**Graduation Schedule**

<table>
<thead>
<tr>
<th>School</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amite High</td>
<td>Sat., May 23, 2009</td>
<td>10:00 a.m.</td>
<td>SLU University Center</td>
</tr>
<tr>
<td>Hammond High</td>
<td>Friday, May 22, 2009</td>
<td>7:00 p.m.</td>
<td>SLU University Center</td>
</tr>
<tr>
<td>Independence High</td>
<td>Wed., May 20, 2009</td>
<td>7:00 p.m.</td>
<td>SLU University Center</td>
</tr>
<tr>
<td>Kentwood High</td>
<td>Friday, May 15, 2009</td>
<td>7:00 p.m.</td>
<td>Kentwood High Gym</td>
</tr>
<tr>
<td>Loranger High</td>
<td>Thurs., May 21, 2009</td>
<td>7:00 p.m.</td>
<td>SLU University Center</td>
</tr>
<tr>
<td>TPSS PM High</td>
<td>Thurs., May 14, 2009</td>
<td>7:00 p.m.</td>
<td>SLU KIVA Center - SLU</td>
</tr>
<tr>
<td>Ponchatoula High</td>
<td>Monday, May 18, 2009</td>
<td>7:00 p.m.</td>
<td>SLU University Center</td>
</tr>
<tr>
<td>Sumner High</td>
<td>Tuesday, May 19, 2009</td>
<td>7:00 p.m.</td>
<td>SLU University Center</td>
</tr>
</tbody>
</table>

**GRADUATION**

- Do not forget to put Diploma Endorsements for your seniors before the students graduate.
- To enter these, click on the “Voc1” tab in Student Master.
- You also need to exit your students receiving their Industry-based Certificates and Certificates of Achievement. Use the graduation date as their exit date.
- **Please keep a copy of all graduating seniors’ SSN in the office for at least two years for M.F.P, auditing purposes.**

**Don’t Forget to mark your retentions**

Please do not forget to mark you students that were retained. You do this by pulling up the student in Student Master. Click on the SBLC code field and choose the appropriate code. This includes all seniors not graduating.

All retentions need to be marked no later than June 5th and prior to “rolling your students over”. For high schools, this should be prior to your final rollover.

- **“A little learning is a dangerous thing.”**
  - Alexander Pope -

**Parent Command Center**

- Each time a parent logs in, JPAMS checks the first and last name, social security number, mailing address city and zip code of the parent against the JPAMS database.
- Once a parent registers for Parent Command Center and they change their address (city), they will need to register again. If not, they will not be able to log in.

**School Messenger**

- Don’t forget to use School Messenger to inform your parents of open house, PTA meetings, school fairs or any other activity you may be having. It is also a good idea to use it to notify parents that their child has been absent.
- **Remember, do not use it to notify parents of school closings. Emergency messages will be sent from the Central Office.**

**Discipline**

*Very Important*

Please do not forget, all students that attend a Step-6 hearing and are sent to either “Homebound” or the Northwood “Boot Camp” must be placed in JPAMS discipline with an expulsion code of “5—Expulsion—alternate site”. 
Would you like to see how your students/teachers did for the year? If so, run the Grade Distribution List which is found on the SBLC component of JPAMS. Choose “Staff” at the top of the page and then choose “Grade Distribution Report. The following report will be run and will list all teachers at your school, based on the criteria you chose.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Teacher</th>
<th>Course</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>1 Reading Basal 4</td>
<td>28</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>1 Reading Basal 4</td>
<td>32</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>1 Reading Basal 4</td>
<td>39</td>
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<tr>
<td>D</td>
<td></td>
<td>1 Reading Basal 4</td>
<td>59</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>1 Reading Basal 4</td>
<td>78</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>1 Reading Basal 4</td>
<td>98</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>1 Reading Basal 4</td>
<td>116</td>
</tr>
</tbody>
</table>

If you need help running this report, please call one of the M.I.S. staff.

Parent’s Email

There is a feature in JGradebook that will allow teachers to click on the parent’s email address and send them an email. School Messenger also has an option that will allow you to email parents as well as call them.

If your school wants to use this feature, then you will need to begin entering the email addresses under the Guardian screen in Student Master. One way of doing this is to begin entering this as part of the registration process.

Contact Info

If you have questions, please call:
Vicki Allen—52518
Ricky Saragusa—52533
Levar James — 52529

Or email us at:
victoria.allen@tangischools.org
ricky.saragusa@tangischools.org
levar.james@tangischools.org

FAX — (985)345-4439

Homebound

You do not need to mark students as homebound in attendance any longer. You should be marking them with one of the two homebound codes listed under “Special Codes” on the Student Master (HB or HS). You may also mark them under program codes which will allow you to enter a beginning and end date.

Once the student is marked and you pull up the attendance posting screen, the student will be highlighted in red. He will not show an attendance code next to his/her name.

If you choose to mark your students under “program codes”, the student’s red highlight will automatically disappear on the date they are to return to school and the program will allow you to start marking them attendance for them.

Principal’s Corner

If you choose to mark your students under “program codes”, the student’s red highlight will automatically disappear on the date they are to return to school and the program will allow you to start marking them attendance for them.