
Guide

Universal Access and District Extract

Win School®

Version 4.2

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Contents

OVERVIEW	1
Introducing Universal Access and District Extract	1
Getting Technical Support.....	1
Using Other Documentation.....	2
Providing Feedback.....	2
UNIVERSAL ACCESS CONCEPTS	5
Understanding Universal Access.....	5
Understanding DBF Tables.....	6
Working with Extract Templates.....	7
Reporting With DBF Tables.....	7
Getting Started With Report Programs	9
Joining Tables	9
GETTING STARTED.....	10
Using the Main Window	10
Using Shortcut Buttons	10
Setting Up Data Directories	11
Setting Security Features.....	11
Setting Access Levels.....	11
Locking Your Screen	11
CREATING EXTRACT TEMPLATES	12
Creating New Extract Templates.....	12
Editing Extract Templates	13
Choosing Tables to Extract	13
Selecting School Setup Information.....	13
Selecting Student Conduct Information	13
Selecting Student Date-Based Information	14
Selecting Student Bin Marks Information.....	14
EXTRACTING DATA AND RUNNING REPORT PROGRAMS	15
Running Extract Templates	15
Changing Defaults.....	15
MANAGING TEMPLATES AND FILES	16
Organizing Templates	16
Saving and Installing Templates	17
Deleting Groups, Templates, and DBF Files.....	18
Managing Templates After Next Year Prep.....	18

UNIVERSAL ACCESS INTERNAL REPORTS	19
Overview	19
DBF Formats Report.....	19
DBF Formats for Template.....	20
File Catalog Listing	20
Catalog Comparison to Template	21
Installed Templates List.....	21
Template Settings Report	21
Extract Log	22
UNIVERSAL ACCESS GLOSSARY OF TERMS	23
Finding a Term	23
DISTRICT EXTRACT	27
Generating District Extract Files	27
Overview	27
Standardizing Your School Data	29
What Must Be Standardized.....	29
Establishing a Data Transfer Method	32
Wide Area Network (WAN)	32
Modem.....	32
Portable Storage Media	32
Choosing Your Method.....	33
Planning Data Transfers	33
Setting Up.....	33
Setting Your Localization.....	33
Setting up Passwords and Access Levels	34
Setting Up District Extract Information	34
Setting up Auto Launch.....	35
Generating Your District Extract Files	36
Copying Your District Extract Files to Diskettes	36
Transferring Your Files to the District	37
Modems	37
Diskettes	37
Portable Storage Media	37
DBF TABLE FORMATS.....	41
Using this Section.....	41
Symbols and Abbreviations in this Section.....	41
Student Demographics: studdemo.dbf.....	42
Student Contacts: studtct.dbf.....	48
Student Conduct: studcond.dbf.....	49
Student Status: studstat.dbf.....	50
Student User Definable Codes: studusr?.dbf.....	50
Teacher Demographics: tchdemo.dbf.....	51
Teacher User Defined: tchusr?.dbf.....	55
Course Demographics: crsdemo.dbf.....	55
Course User Defined: crsusr?.dbf.....	57
Student Calendar: studcal.dbf.....	57
Student Transfers: studtran.dbf.....	58
Student Bin Marks: binmarks.dbf.....	59
Introduction to Scheduler/Timetable Tables.....	60
Calendar Timetable Table: calttbl.dbf	61

Class Timetable Table: clsttbl.dbf	62
Student Timetable: studtbl.dbf	62
Teacher Timetable: tchttbl.dbf	63
School Calendar: calendar.dbf	63
School Track Calendar: trackcal.dbf	64
Daily Attendance Codes: sdlyatd.dbf	65
Define Grades Table: sgrades.dbf	66
Period Labels Table: sprdname.dbf	66
School Information: sschinfo.dbf	67
School Names: sschname.dbf	68
Status Codes: sstatus.dbf	68
Timetable Day: sttblday.dbf	68
Attendance Reporting Dates: satdrd.dbf	68
School Setup Scheduler Terms: sschterm.dbf	69
School Setup Lists	69
Introduction to Historical and Archive Tables	71
Historical Year: StudHYR.dbf	71
Historical Class: StudHCLS.dbf	74
Historical Bin: StudHBIN.dbf	75
Archive Demographics: StudADEM.dbf	76
Archive Status Codes: StudASTA.dbf	79
Archive Year: StudAYR.dbf	79
Archive Class: StudACLS.dbf	82
Archive Bin: StudABIN.dbf	83
INDEX	85

Overview

Introducing Universal Access and District Extract

CSL[®] Universal Access is a tool that enables you to extract data from your Win School[®] database and produce custom reports using third-party (non-Chancery) reporting tools or report generators.

CSL District Extract also extracts data from your Win School database and compresses the files for transfer to your district office. District office staff use CSL District Data Integrator (DDI) to bring together data from all schools for district-wide reporting.

Getting Technical Support

Chancery's support programs are available by subscription and include the below services.

Technical Support	solves problems and answers questions when software doesn't produce the expected results. Monday to Friday, 5 am to 5 pm Pacific Time phone: 1-800-688-9939 fax: 1-800-346-0643 email: techsupp@chancery.com website: http://support.chancery.com
Web support	Chancery's website includes a searchable knowledge base with frequently asked questions, tips, and troubleshooting, as well as support forums for users to share experience and knowledge. Web tutorials are available on an annual subscription basis.
Software updates	releases of new versions with improved functions and software fixes. Updates are provided free of charge for 3 months from your date of purchase and are included in the subscription to Chancery Support Programs.

For more information on Technical Support Programs, call Chancery Customer Service at 1-800-999-9931 extension 130.

Using Other Documentation

Only material specific to Universal Access and District Extract is described in this guide. This guide assumes you are familiar with the Windows™ environment.

If you have purchased Universal Access with state- or province-defined functionality, refer to your State/Province documentation for specific details about these features.

For more information on how to link tables, perform calculations, or sort, group, and select records, see the documentation that came with your reporting software.

For more information on Win School concepts and terminology, such as School Setup lists and Report Card bins, please consult your Win School Getting Started Guide, System Administrator Guide, User Guides, or online help. If you would like to order more copies of the guides, call Chancery Customer Service at 1-800-999-9931 extension 130.

Providing Feedback

To improve the quality of your documentation, we would like your comments regarding this guide. Email comments to Chancery's User Education department at user_docs@chancery.com.

UNIVERSAL ACCESS

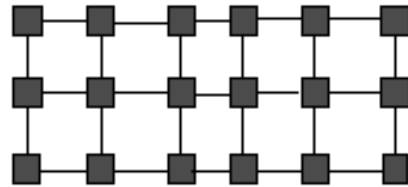
Universal Access Concepts

Understanding Universal Access

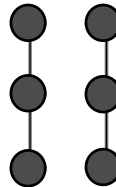
This section describes:

- DBF tables
- Extract templates and how Universal Access extracts data
- How to report with DBF tables

Your Win School database contains a large amount of information, in native Win School format. The data elements are all linked together.

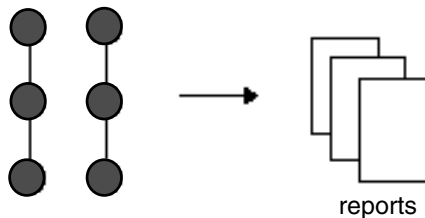


Running an extract template in Universal Access extracts some of the information in your Win School database and converts it to DBF format.



The DBF tables link only certain data elements to each other.

Use a report program to join the data elements together, analyze the data, and report on it.



Understanding DBF Tables

Universal Access extracts data from the Win School database such as marks, comments, attendance, demographic, and Scheduler information. The extracted data is stored in the form of dBase tables, with a file extension of .DBF. Each DBF file contains 1 DBF table.

When you extract data as DBF files:

- The DBF tables are a snapshot of your Win School database at that moment.
- If you update your Win School data after extracting DBF tables, the DBF tables are not automatically updated. To update them, extract your data again.

DBF files:

- Take up a lot of disk space. If you extract your entire Win School database into DBF files without compressing them, the DBF files are about ten times the size of your Win School database.
- Can be opened and analyzed by many applications under various operating systems, including the Mac OS™.

An example of a DBF table is shown below. This example is part of the studdemo.dbf file opened in FileMaker Pro®. Each row shown is a *record*. Each record is made up of *fields*. Depending on your selections when creating an extract template, you can extract all the fields in the table, some of the fields, or not extract the table at all.

SCHOOLID	STDNUMBER	STDFIRSTN	STDLASTN	STDMIDDLEN	STDREFERN
9999	100	Kazutaka	Kiyoto		Kazutaka
9999	1	Peter	Jones	Pseudo	Peter
9999	2	Phillip	Lee	Flipper	Flipper
9999	3	Tim	Rinn		Tim
9999	4	Robert	Wolfe		Robert

Working with Extract Templates

Use Universal Access to create and run *extract templates*. An extract template is a set of instructions that are carried out when you “run” the template. Extract templates have two roles:

- To specify the DBF files to create, and which fields to include in the files. You probably only need some of the data in your Win School database for each report.
- To associate a report program with a template, which will be launched automatically when you run the template.

For example, you can create a template to extract attendance data and associate this template to a report program for attendance. Each time you run the template, the report program creates a report using the latest attendance data. Staff with little training or understanding of DBF tables can run a template as often as needed.

Reporting With DBF Tables

After you use Universal Access to extract Win School data as DBF files, you can use third-party software such as FileMaker Pro, Microsoft FoxPro[®] and Access[®], or Crystal Reports[®] to:

- open the DBF files
- sort, organize, and join tables
- create mailing labels
- perform calculations, do statistical analysis, create graphs, and print reports using the data
- convert DBF files or reports into HTML for World Wide Web publishing

An application created using third-party software to analyze and report on your DBF files is called a *report program*. For instructions on creating report programs, see the documentation that came with your third-party software.

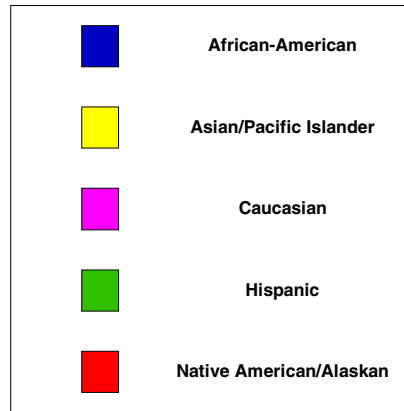
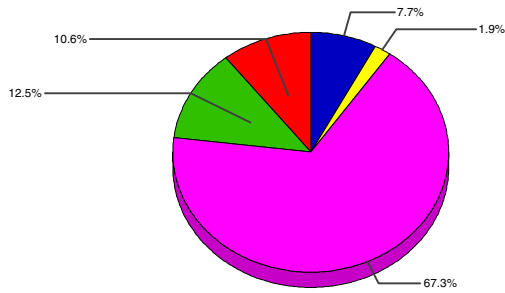
An example of a report created using Crystal Reports is shown on the next page. This report uses information from the studdemo.dbf table



Chancery School District

Ethnic Breakdown Report

	African-American			Asian/Pacific Islander			Caucasian			Hispanic			Native American / Alaskan			Total
	F	M	Total	F	M	Total	F	M	Total	F	M	Total	F	M	Total	
9	21	18	39	4	3	7	109	121	230	30	26	56	23	17	40	372
10	8	10	18	4	2	6	85	84	169	20	23	43	7	16	23	259
11	8	5	13	0	3	3	54	76	30	4	12	16	12	7	19	181
12	0	2	2	2	0	2	46	56	102	2	0	2	6	11	17	125
Total	37	35	72	10	8	18	294	337	631	56	61	117	48	51	99	937



Getting Started With Report Programs

CSL District Data Integrator 2.0 (DDI) comes with several Crystal Reports report programs. If your district uses DDI, use these report programs with the DBF files you create using Universal Access.

Check the support web page at <http://support.chancery.com> for more Crystal Reports report programs you can download.

Joining Tables

DBF tables can be joined using a common field. The result is a database composed of records from the joined tables, related to each other by the common field.

For example, the binmarks.dbf table contains student numbers but not student names. The studdemo.dbf table has fields for both student numbers and student names. To find the names of the students who received marks, join the binmarks.dbf table and the studdemo.dbf table by their student number fields.

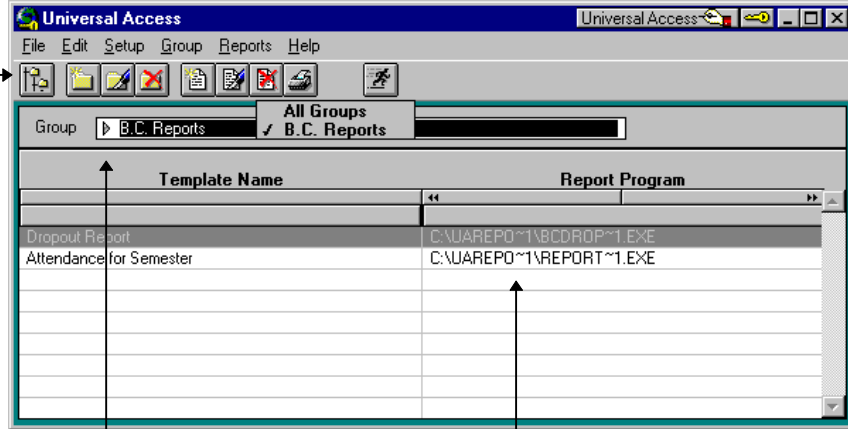
Your third-party reporting software can join the tables you create using Universal Access to produce reports.

Getting Started

Using the Main Window

When you start Universal Access, the Main window appears.

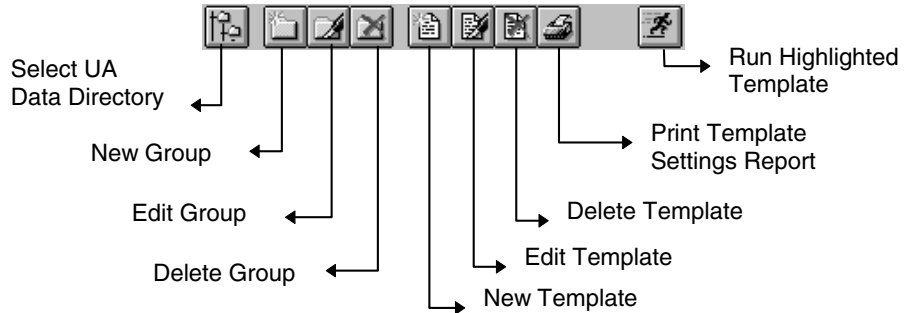
Use these shortcut buttons instead of menu commands.



For convenience, organize extract templates into groups. Click here and hold to view and select groups.

This area shows the names of templates in the currently selected group.

Using Shortcut Buttons



Shortcut buttons, from left to right, are Select UA Data Directory, New Group, Edit Group, Delete Group, New Template, Edit Template, Delete Template, Print Template Settings Report, and Run Highlighted Template.

Setting Up Data Directories

For easy file management, save the DBF files you create with Universal Access in 1 directory used for that purpose only. Unless you specify otherwise, your DBF files are saved in C:\WINSCHL\UADATA. To select a different directory, use the procedure below.

You might want to set up a directory for each user. If a DBF file already exists in a data directory when you create DBF files, the original file is replaced.

To set up a default data directory:

- 1 In Windows, create a new directory.
- 2 In the Universal Access Main window, choose Select UA Data Directory from the Setup menu.
- 3 Select the directory for storing DBF files.

The UA Data Directory selection becomes the default for your workstation only. You can select a different directory for an extract when you run an extract template.

Setting Security Features

Setting Access Levels

In School Setup, give each Universal Access user an access level of View or Edit.

Users with View access can run extract templates and the Universal Access built-in reports, but cannot create, edit, or delete extract templates, or install templates from disk.

Users with Edit access can use all Universal Access features.



Users with Edit access can extract and view all information in the Win School database. Users with View access can extract and view all information for which there is an extract template.

Locking Your Screen

You can lock your screen when an extract is in progress. See “Running Extract Templates” on page 15 for instructions.

Creating Extract Templates

Creating New Extract Templates

To create a template:

- 1 From the File menu, choose New Template.
- 2 Choose your options, and click OK. The options for this dialog are explained below.

Specify the path and file name of the report program to use when running this template. To search for the file, click Browse.

Set up short codes and descriptions in School Setup. Descriptions use more disk space than short codes.

means all options are selected.

means some options are selected.

Click to see more options.

Type additional information for other users.

New/Edit Extract Template

Extract Template Name: Dropout Report

Report Program File: C:\UAREPO~1\BCDROP~1.EXE Browse...

Group: B.C. Reports

Create DBF Table Records Using:

- Descriptions For example, one city could be 'New York'.
- Short Codes For example, one city could be '10'.

Tables to extract:

- Student Demographics
 - Include Extended Demographics
 - Include Mailing Information
 - Include Contact Information
 - Include Conduct Information
 - Include Status and User Code Information
 - Include Medical Information
 - Include User Definable Fields and Flags
- Teacher Demographics
- Course Demographics

Notes:

Note for office - run this template 4x each year. Select "Clear data directory first."

OK Cancel Help

Editing Extract Templates

To edit an existing template:

- 1 In the Main window, select the group containing the template.
- 2 Highlight the template.
- 3 From the File menu, choose Edit Template.
- 4 Change the options.

Choosing Tables to Extract

For a comprehensive list of what DBF files and fields are created with each option, run the DBF Formats report, described on page 19.



To save time and disk space, extract only the data you need. However, if you select more options than required, your report programs will still work.

Certain options are automatically selected when you select other options. For example, when you select “Student Bin Marks Information,” Student Demographic information is automatically selected, because marks information is of little value without student demographic information.

Selecting School Setup Information

Select this option if:

- You need any information set up in School Setup, such as the attendance value associated with an attendance code.
- You selected “Create DBF Table Records Using Short Codes.” To interpret the short codes in the other tables, you need the “School Setup Lists” described on page 30 which give a Description for each Short Code.

Selecting Student Conduct Information

The Conduct Location and Conduct Comment fields are extracted only if you select “Create DBF Tables Records Using Descriptions.”

Selecting Student Date-Based Information

Student Date-Based data is written to four tables: calendar.dbf, studcal.dbf, trackcal.dbf, and studtran.dbf. Date-based information includes:

- Attendance
- The active status, status code, and user-defined codes for a student on a particular day
- Transfer information - the dates students transferred between grades, homerooms, normal programs, or tracks. This information is extracted only if Transfer Recording in School Setup is set to Yes for Grades, Homerooms, Tracks, and Normal Programs.

Student Date-Based data is extracted for each day from the beginning of the school year, up to and including the date you specify in the Student Date Selection dialog when you run the template.

Selecting Student Bin Marks Information

When you run a template, a Confirmation dialog appears where you can select which report card bins to extract.

If you only want to report on specific terms, or if your report requires information about teachers, select “Include Teacher and Class Terms.”

To include records for classes that a student withdrew from, select “Include Inactive Class Marks.”

To include records for classes a student has no marks for, select “Include Empty Mark Records.”


Extracting Data and Running Report Programs

Running Extract Templates

To extract data and/or run a report program:

- 1 In the Main window, highlight the template.
- 2 From the File menu, choose Run Highlighted Template.
- 3 Choose your options.

If you select “Extract data” as a Run Option, DBF files that are already in the selected Data Directory are replaced by new files of the same name. Deselect this option if you have recently extracted all the necessary files.

- 4 Click OK.
- 5 If you want to lock your screen while you run the extract, click  in the menu bar.

Changing Defaults

If you are extracting Student Date-Based Data or Student Bin Marks, you can select the date range and Report Card bins to include when you run the template. To minimize extract time and file size, select only the dates and bins you need.

If you regularly use specific bins or a specific end date, set these defaults so you don't have to enter them every time you run a template.

To set up default Report Card bins:

- 1 From the Setup menu, choose Select Bins.
- 2 Select the bins you extract most often.

To set up a default end date for extracting Student Date-Based data:

- 1 From the Setup menu, choose Select Dates.
- 2 Select an end date for your extracts.

To change the default UA Data Directory, see “Setting Up Data Directories” on page 11.

Managing Templates and Files

Organizing Templates

Use groups to organize your extract templates in the Main window.

When you create or edit a template, specify its group. You can move templates from one group to another.

To create a group:

- In the Main window, choose New Group from the Group menu.

To rename a group:

- 1 In the Main window, select the group you want to rename from the Groups popup list.
- 2 From the Group menu, choose Edit Group.
- 3 Type a new name for the group.

To place a new template in a certain group:

- Select the group in the Main window before choosing New Template from the File menu.

To move a template from one group to another:

- 1 In the Main window, highlight the template.
- 2 From the Edit menu, choose Edit Template.
- 3 In the Group popup list, select a group for the template.

Saving and Installing Templates

Whenever you quit Universal Access, Win School saves your templates automatically as part of the Win School database. You can also save individual templates as files to give to another school.

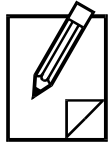
To use a template you acquired on disk, you first need to install it using the Install Template command.

To save a template:

- 1 In the Main window, highlight the template.
- 2 From the File menu, choose Save As.
- 3 Choose your options. The file name can be up to eight characters.

After you install this template, its original name, not the file name, is used as the template name.

- 4 Click OK.



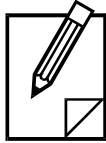
If you associated a report program to the template, it is not saved using the Save As command. Save and install report programs separately.

To install a template:

- 1 In the Main window, select the group you want to put the template in. The template will be installed into this group.
- 2 From the File menu, choose Install Template.
- 3 Locate and open the template file.

Deleting Groups, Templates, and DBF Files

When you delete a group, all extract templates in that group are also deleted. However, report programs in that group are *not* deleted.



Report programs are never deleted by Universal Access; only the link to them is removed.

To delete a group and all the templates within it:

- 1 In the Main window, select the Group you want to delete.
- 2 From the Group menu, choose Delete Group.

To delete an extract template:

- 1 In the Main window, highlight the template.
- 2 From the File menu, choose Delete Template.

To delete DBF files:

- 1 From the File menu, choose Clear UA Data Directory.
- 2 Locate and open a data directory, and click OK.

Managing Templates After Next Year Prep

When you run Next Year Prep, all extract templates are copied from the current year Win School database to the next year database. However, Year End does *not* copy changes to the next year database.

After running Next Year Prep, create or modify templates you use this year in the current year database. Create or modify templates you will use next year in the next year database.

To transfer a template from one database to another, use the Save As and Install Template commands described on page 17.

For more information on Next Year Prep and Year End, see your Win School System Administrator Guide.

Universal Access Internal Reports

Overview

These seven reports, built into Universal Access, give you information to help you manage your templates and files:

- DBF Formats
- DBF Formats for Template
- File Catalog Listing
- Catalog Comparison to Template
- Installed Report List
- Template Settings
- Extract Log

DBF Formats Report

Because DBF files take up a lot of disk space, this report is useful for determining the tables you need to extract. For each field in each DBF table, it displays the following information:

- Field Name
- Type (Char=Character, N=Numeric, D=Date, L=Logical)
- Field width
- Number of decimal places, if a numeric field.
- Description of data in field
- The option on a New/Edit Extract template dialog to select in order to extract this field.

The “DBF Table Formats” section of this guide also contains this information.

To print the DBF Formats Report:

- 1 From the Reports menu, choose DBF Formats.
- 2 Choose whether to print field widths for Descriptions or Short Codes.
- 3 To print the formats for all DBF tables, click OK.

OR

Deselect the tables you don't want to print formats for, then click OK.

- 4 The report is displayed on the screen. To send it to the printer, choose Print from the System menu.

DBF Formats for Template

This report displays, for each field of each DBF table used by a selected extract template, the following information:

- Field name
- Type (Char=Character, N=Numeric, D=Date, L=Logical)
- Field width
- Number of decimal places
- Description of data in field
- The option on a New/Edit Extract template dialog to select in order to extract this field.

To print the DBF Formats for Template Report:

- 1 In the Main Window, select an extract template.
- 2 From the Reports menu, choose DBF Formats for Template.
- 3 The report is displayed on the screen. To send it to the printer, choose Print from the System menu.

File Catalog Listing

This report prints the contents of your UA Data Directory. For each data type you can store in your DBF tables, it shows:

- The name of the file.
- The data the file contains.
- Whether the file contains Descriptions or Short Codes.
- If the data exists, it shows the date and time it was created, and the User Name of the person who extracted it.

To print the File Catalog Listing:

- 1 From the Reports menu, choose File Catalog Listing.
- 2 Locate and open a UA data directory, and click OK.
- 3 The report is displayed on the screen. To send it to the printer, choose Print from the System menu.

Catalog Comparison to Template

This report compares a selected extract template to the tables in your UA Data Directory. Use it to check whether you have the DBF tables needed for a particular report program.

To run the Catalog Comparison to Template:

- 1 In the Main Window, select an extract template.
- 2 From the Reports menu, choose Catalog Comparison to Template.
- 3 Locate and open a UA data directory, then click OK.
- 4 The report is displayed on the screen. To send it to the printer, choose Print from the System menu.

Installed Templates List

This report lists all your extract templates. For each extract template it displays:

- The extract template name
- The name of the report program attached to it
- The date its report program was installed and last modified, and the User Name of the person who installed it.

To run the Installed Templates List:

- 1 From the Reports menu, choose Installed Templates List.
- 2 The report is displayed on the screen. To send it to the printer, choose Print from the System menu.

Template Settings Report

Instead of saving a template to disk and sending it to another user, print the template settings so they can recreate the template. This report lists all the options in the New/Edit Extract Template dialog.

To run the Template Settings Report:

- 1 In the Main window, highlight a template.
- 2 From the Reports menu, choose Template Settings.
- 3 The report is displayed on the screen. To send it to the printer, choose Print from the System menu.

Extract Log

The Extract Log shows the results of a recent extract.

To view an Extract Log:

- 1 From the Reports menu, choose Extract Log.
- 2 Open the data directory you used for the extract.
- 3 Click OK.
- 4 The report is displayed on the screen. To send it to the printer, choose Print from the System menu.

Universal Access Glossary of Terms

Finding a Term

DBF Tables

Files containing Win School data, in dBase format.

Main Window

The window that opens when you start Universal Access.

Extract

To “extract” data is to copy information from the Win School database, and then store this information as DBF files.

Group

A collection of extract templates.

Report Program

A program created using a third-party reporting or database management product.

Extract Template

A set of instructions carried out when you run the template, specifying what data to extract and which report program to launch.

DISTRICT EXTRACT

District Extract

Generating District Extract Files

This chapter outlines all of the things you must do at your school to generate District Extract files and transfer these files to your district.

To describe this process, this chapter is divided into the following sections:

Overview: This section provides an overview of how your district builds the district database from individual school's District Extract files.

Standardizing Your School Data: All the schools in your district must set up specific elements of their Win School data exactly the same way to ensure the district database is consistent.

Establishing a Data Transfer Method: You must determine which data transfer method you are going to use to transfer your District Extract files to the district.

Setting Up: When you have standardized your data and established a data transfer method, you must set up specific District Extract information in School Setup.

Generating Your District Extract Files: When everything is set up, you can start generating your District Extract files.

Transferring Your Files to the District: If you are not using a Wide Area Network to transfer your District Extract files, you will have to manually transfer these files.

Overview

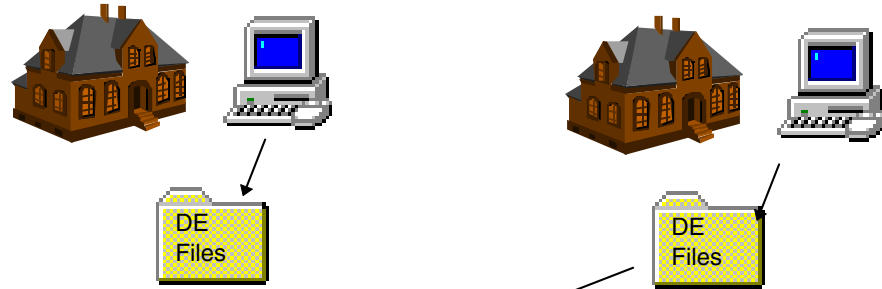
As the figure below illustrates, each school in your district generates its District Extract files using CSL District Extract. District Extract creates data files of your Win School data.

Two files make up your school's District Extract files:

- A compressed file of your school data (this file ends with “.ZIP,” unless you are using diskettes to transfer data, then it ends “.CSL”). This file is compressed (or “stuffed”) when it is generated, so it is smaller and easier to transfer. When decompressed, this file generates a series of DBF (dBase Format) files, each containing a specific set of school data. For example, one DBF file contains Student Demographic information for every student in that school.

- A data file containing information about the District Extract file (this file ends with “.DAT”). District Data Integrator (DDI) reads this file to verify the integrity of your school’s District Extract files and to determine how current your District Extract files are in relation to the district database.

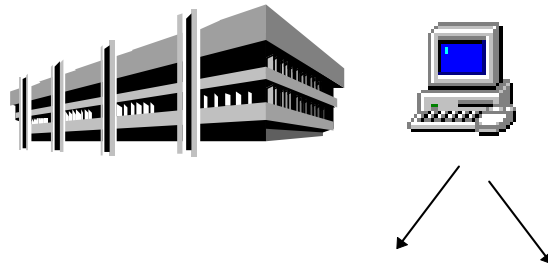
Schools extract district data using District Extract. This data is contained in data files which have a ZIP or CSL extension, depending on your data transfer method.



Each school’s District Extract files are transferred to the district using a modem, a wide area network, or diskettes.



Using District Data Integrator, district office staff can create a district database containing data from all schools in the district.



After generating the district database, district staff perform queries and generate reports.



You transfer your District Extract files to the district using modems, a WAN, or a portable storage medium (such as diskettes, removable drives, or cartridges). Your school must have its own specified directory either on the computer running DDI or on a server accessible to that computer. Your district must tell you the name and location of this directory.

You must also coordinate with district staff the data transfer method you will use. When you decide which data transfer method you will use, make sure you set up the correct information in your Win School School Setup module.

When each school has transferred its District Extract files to the district, district staff use DDI to merge these data files together into 1 directory: the district database. When merging all of these files together, DDI first decompresses each ZIP or CSL file, unstuffing the DBF files contained within them. DDI then combines each school's individual DBF files to make large DBF files which are the district database. The district database is a series of merged DBF files.

When the district database is built, district staff can browse it, perform queries on it, or generate reports from it, using either DDI's built-in reports or third-party reporting tools.

During the school year, district staff update the district database on a regular basis. Before each update, you must generate and transfer new District Extract files.

Standardizing Your School Data

Districts use DDI to compile data from all schools in the district into a district database. Usually, districts encourage schools to adopt a standard in order to maintain clean district data.

Similarly, if a student is enrolled in 2 schools in the district and has a different student number at each school, DDI treats this student as 2 different students. Adopting and enforcing a district-wide data standard prevents this type of error and ensures the integrity of both district and school databases.

What Must Be Standardized

To establish a standard, the district and the schools need to agree on how the following data elements are formatted throughout the district:

- **Student Numbers**

Every student in the district must have a unique student number or there will be an inaccurate student count in the district database.

- **Student's Home School**

Every student must only have 1 school designated as his or her home school or students might be counted twice in the district database.

- **School Setup Lists**

Every school in the district must use the same School Setup Lists or the district might have problems when generating queries or reports.

- **Report Card Bins**

Every school in the district must use the same report card bins or the district will be unable to print district wide report cards or generate reports comparing student marks.

Ideally, you should establish and implement a data standard well in advance of using Win School.

Student Numbers

- Each student in your school and in your district must have a unique student number.
- If one of your students attends another school in your district as well as your school, his or her student number must be the same at each school.

If your district already has a method for maintaining unique student numbers throughout the district, proceed to the next section, “Student’s Home School.”

If your district doesn’t have a method for maintaining unique student numbers in the district database, different schools might have assigned the same number to different students. Your district will let you know about any students whose student numbers need to be changed.

Student’s Home School

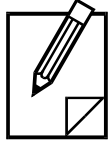
- Students who only attend your school must have your school as their home school.
- Students who attend your school and one or more other schools in your district must have one school, and only one, designated as their home school.
- No student’s home school can be “N/A.”

Make a list of the students who transferred to and from your school during the current year and a list of students who attend both your school and another school in the district. Submit this list to the district so district staff can ensure the same student number is used for each of those students at all schools they attend or have attended, and that they have only one school designated as their home school.

After receiving this list, district staff can review it and compare it to other schools across the district, then inform you of any changes you need to make.

School Setup Lists

Some School Setup data must be identical at every school in your district. Spelling, including capitalization, must be the same. The table below lists the information that must be standardized and its School Setup menu.



School Names are a special case. You must enter a School Name in exactly the same way it is displayed in the title bar of your Win School Shell window.

Standard School Setup Lists

School Setup Menu	Information
School	School Names
Details' Lists	Cities States Counties Countries Areas Titles for Contacts and Principal Employer Types (for Contacts) Departments
Courses	Course Subject Areas
Student - General	Ethnic Categories Home Languages Lunch Status Relation of Contact to Student
Student - Codes/Actions	Conduct Codes Conduct Action
Health	Condition Types Conditions Condition Comments

We recommend your district create a “Master List” of all the codes and descriptions used in School Setup lists. This way, every school will have the same School Setup lists.

Report Card Bins

Another area where we recommend your district create and enforce a standard is the naming of report card bins.

There are two reasons for establishing a standard:

- to keep the size of the district database as small as possible
- to generate accurate district-wide report cards or reports regarding report card marks

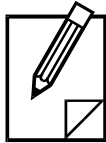
If your district prints report cards for the district or prints reports about student marks, all schools must have the same report card bin names.



Make sure you only change Report Card bin names at the start of a new term, after all the marks from the previous term have bin uploaded to Report Cards, and before teachers start entering term marks for the new term. When bin names are changed, the Report Cards module can not upload any term marks teachers have entered in that bin. It is important bin names are not changed in the middle of a term.

Establishing a Data Transfer Method

There are three methods you can use to transfer a your District Extract files to the district: Wide Area Network (WAN), modem, or portable storage media, such as diskettes, removable drives, or cartridges.



The district must set up a separate directory on the district server or district computer for you to place your District Extract files.

Wide Area Network (WAN)

If the computer you use to run District Extract can access a directory also accessible to the district computer running DDI, you can use a Wide Area Network to transfer your District Extract files.

The district must let you know the path to your designated directory and give you write-access to this directory.

Modem

Using modems and a communications terminal program (such as ProComm Plus or Terminal), connect the computer running District Extract to a computer at the district, then transfer your District Extract files into the directory designated for your school.

Portable Storage Media

You can copy your school's District Extract files onto any portable storage medium (diskettes, removable hard drives, or tape cartridges), and deliver, mail, or courier the files to the district office.

Choosing Your Method

Which method you use to transfer your school's District Extract files to the district is based on what resources and hardware you have available:

- Ideally, the Wide Area Network is the best choice, for it is the fastest option available. You can transfer District Extract files faster using a WAN, and therefore, the district will be up-to-date faster.
- If you are using modems, have the fastest modems you can at both your school and at the district. District Extract files range in size; however, most will be large and will therefore take a long time to transfer.

Fast modems at the school and district reduce transfer time. District staff will have to coordinate a transfer time with you, since there may be other schools using the same method. As well, both the school and the district computers must have communications terminal programs installed.

- Using portable storage media is the most time-consuming method, because depending on how you transport the media containing District Extract files to the district, transfer time can vary. For example, delivering this information or using a courier should only take a day. If you mail it, you cannot be certain how long it will take.

Planning Data Transfers

When you have selected which data transfer method you are going to use, work with the district to set up a schedule for your data transfers.

Setting Up

When you've standardized your data and established your transfer method for District Extract files, set up the following information in School Setup:

- Localization
- Passwords and access levels for District Extract
- District Extract information

To make District Extract launch automatically at night, set up Auto Launch in the Shell.

Setting Your Localization

For your school's data to be merged into the district database, you must have the same localization as the district.

To set your Localization:

- 1 In School Setup, click School.
- 2 Double-click Localize.
- 3 From the popup menu, choose your school's Localization.

Setting up Passwords and Access Levels

To set up passwords and access levels, see your School Setup User Guide.

Users with View access to District Extract cannot run extracts, but can view the log for the most recent extract.

Users with Edit access can use all District Extract features.

Setting Up District Extract Information

In School Setup, set up the following information:

- The directory at your school where you want to put a copy of the District Extract files. No matter which data transfer option you use, District Extract will always generate a copy of the District Files to a local directory, so you always have a copy available.
- Where, other than the local school directory, you want a copy of District Extract files placed. You also specify which data transfer method you are using.
- Your school's seven character School Identifier. This is the name assigned to your District Extract files. Because the district office receives District Extract files from each school, every school must have a unique School Identifier. Consult the district regarding your School Identifier.

To set up your District Extract information:

- 1 In School Setup, click District Extract.
- 2 Double-click District Extract Setup.
- 3 Click the Browse button in the top section, then locate and open a directory for District Extract files, then click OK.
- 4 In the "Destination Folder after Compression" section, select the appropriate radio button
 - If you are using diskettes, select "In the school folder and segmented onto diskette."
 - If you are using a modem or any portable media other than diskettes, select "In the school folder only."

- If you are using a WAN, select “In the school folder and copied to this district folder, via wide area network.” Click Browse, and open the district directory for your files.
- 5 Enter a “School Identifier for Extract” up to seven characters long.
The School Identifier is used as a file name for your District Extract files. Consult the district office before you enter a School Identifier.
 - 6 Click OK.
 - 7 Double-click “Bin Selection for District Extract.”
 - 8 Choose the bins you want included in the District Extract, then click OK.

Setting up Auto Launch

Use the Auto Launch feature to run District Extract overnight, unattended.

If your system is busy at the Auto Launch time, District Extract will try to launch again every ten minutes.

After the Auto Launch process is finished, launch District Extract to view the results of the extract or to write the files to diskette.

To make District Extract launch automatically:

- 1 Choose the workstation to leave on overnight with the Win School Shell running. You will set up Auto Launch at this workstation.



Set up Auto Launch at one workstation only.

- 2 In the Win School Shell, choose Auto Launch from the Shell menu.
- 3 Select “Enable Auto Launch.”

- 4 Set an Auto Launch Time, using a 24-hour clock.

This time must be early enough for the extract to complete before the server Shutdown Time, and cannot be 00:00. For more information about setting up a Shutdown Time, see your Win School System Administrator Guide.

- 5 Leave your Shell running for the Auto Launch. The screen can be locked.

Generating Your District Extract Files

If you are copying your District Extract files to diskette, either copy them right after you generate them as described in the last few steps of this procedure or copy them at a later time by following the procedures in the “Copying Your District Extract Files to Diskettes” section. Either way, first generate your files using these procedures.

If you are using portable storage media or modem, the next section, “Transferring Your Files to the District,” describes how you get your files to the district office.

To generate your District Extract files:

- 1 Ensure you have enough hard disk space for the District Extract files.
- 2 Launch District Extract.

If you have run an extract before, the results of the most recent extract are displayed in the District Extract Main window.

- 3 Click Create District Extract.

The status bar in the main window is updated as the extract proceeds. To stop the extract, click the red hand button at the bottom of the window.

- 4 If there were any problems with the extract, they will be listed along with how to fix them.
- 5 If you are not using diskettes to transfer your District Extract files, or if you want to copy your files to diskette at a later time, quit District Extract.

OR

If you are using diskettes to transfer your District Extract files, proceed to Step 6.

- 6 Click “Write Extract to Diskette” and follow the on-screen instructions.

Copying Your District Extract Files to Diskettes

You can copy your most recent District Extract files to diskette at any time; you don't have to copy the files at the same time you generate them, as described in the “Generating Your District Extract Files” section.

To copy your District Extract files to diskette:

- 1 From the Win School Shell, launch the District Extract module.
- 2 Click Write Extract to Diskette, and follow the on-screen instructions.

Transferring Your Files to the District

If you are using a WAN to transfer your District Extract files, your files are transferred automatically when you generate them.

However, if you are using modems, diskettes, or portable storage media, you must still transfer the files after you generate them.

Modems

Arrange with the district office the best time to perform the transfer. To transfer, use a communications terminal program to connect to a computer at the district, then transfer your District Extract files from the directory you set up for them to your school's designated directory at the district.

Diskettes

Once you've copied your District Extract files to diskettes, find a method of getting the diskettes to the district. Use a courier, deliver them yourself, or mail them.

Portable Storage Media

Using portable storage media, copy your District Extract files from the directory you set up for them to the tape, cartridge, or removable hard drive you are using. Then, find a method of getting your storage media to the district. You also have to work out with the district how you are going to get your storage media back for the next time you need to transfer your files.

DBF TABLE FORMATS

DBF Table Formats

Using this Section

This section contains a listing of the DBF tables you can create using Universal Access or District Extract.

Universal Access for Mac School or Win School extract the same DBF files. This data can be analyzed by the same report programs, or integrated using District Data Integrator.

Symbols and Abbreviations in this Section

If a data element exists in Mac School but not in Win School, Win School Universal Access extracts blank fields for that file. These fields are marked with an * in the tables below.

Fields most frequently used to join DBF tables are displayed in **bold**.

For each field in each of the DBF files, this section describes:

- Field Name
- Type
 - Char: Text character string
 - Num: Numeric
 - Date: Date, in the format yyymmdd
 - Logic: Logical, T = TRUE, F = FALSE)
- Width for Long Code (Mac School) or Description (Win School) or number, including decimals
- Width for Short Code
- Number of decimal places
- Description of data in field
- The Universal Access option to select in order to extract the field.

Student Demographics: studdemo.dbf

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
SCHOOLID	Char	9		-	School Record Belongs To	Student Demographics
STDACTIVE	Logic	1		-	Active Status	Student Demographics
STDALTNUM	Char	15		-	Alternate Student Number	Student Demographics
STDENROLL	Date	8		-	Enrollment Date	Student Demographics
STDETHNIC	Char	29	4	-	Ethnic Category	Student Demographics
STDFIRSTN	Char	31		-	First Name	Student Demographics
STDGENDER	Char	1		-	Gender	Student Demographics
STDGRADE	Char	17	3	-	Grade	Student Demographics
STDHROOM	Char	7		-	Homeroom - Student	Student Demographics
STDINACTDT	Date	8		-	Inactive Date	Student Demographics
STDLASTN	Char	31		-	Last Name	Student Demographics
STDLINEAGE	Char	29		-	Student Lineage	Student Demographics
STDMIDDLEN	Char	31		-	Middle Name	Student Demographics
STDNPROG	Char	29		-	Normal Program	Student Demographics
STDNUMBER	Char	15		-	Student Number	Student Demographics
STDORGENRL	Date	8		-	First Entry Date	Student Demographics
STDPREFERN	Char	31		-	Preferred Name	Student Demographics
STDSPROG	Char	29		-	Special Program	Student Demographics
STDTRACK	Char	29		-	Student Track	Student Demographics
STDAUTODOK	Logic	1		-	Phone Number uses Autodialer	Extended Demographics
STDBIRTH	Date	8		-	Birthdate	Extended Demographics
STDBIRTHCT	Char	5		-	Birth Certificate Verified	Extended Demographics
STDBIRTHPL	Char	29		-	Birthplace	Extended Demographics
STDELEMSCH	Char	51	9	-	Elementary School	Extended Demographics
STDFAMNUM	Num	9		0	Family Number	Extended Demographics
STDFAMUNIT	Char	3		-	Family Unit Letter	Extended Demographics
STDFLDTRIP	Char	5		-	Field Trip Permission	Extended Demographics
STDGRADSCH	Char	51	9	-	Graduation School	Extended Demographics
STDGRADUAT	Logic	1		-	Student has graduated	Extended Demographics
STDGRADYR	Num	4		0	Graduation Year	Extended Demographics
STDHMLANG	Char	29	4	-	Home Language	Extended Demographics
STDHOMESCH	Char	51	9	-	Home School	Extended Demographics
STDHONROLL	Logic	1		-	Student is on Honor Roll	Extended Demographics
STDHPHONE	Char	21		-	Home Phone Number	Extended Demographics

Field Name	Type	Long Code	Short Code	Deci- mals	Description	UA Option
STDHPHONE2	Char	21		-	If phone number is Unlisted according to Details, the previous field contains "UNLISTED," and this field contains the phone number.	Extended Demographics
STDJRHGSC	Char	51	9	-	Junior High	Extended Demographics
STDGLNAME	Char	53		-	Student Original Name	Extended Demographics
STDLOCKERC	Char	11		-	Locker Combination	Extended Demographics
STDLOCKERN	Char	7		-	Locker Number	Extended Demographics
STDLUNCH	Char	29	4	-	Lunch Status	Extended Demographics
STDMEDINUM	Char	13		-	Medicare Number	Extended Demographics
STDNEXTSCH	Char	51	9	-	Next School	Extended Demographics
STDPASSED	Logic	1		-	Student passed School Year	Extended Demographics
STDPRIIRSCH	Char	51	9	-	Prior School	Extended Demographics
STDSSN	Char	13		-	Social Security Number - Student	Extended Demographics
STDAGDATE	Date	8		-	TAG Date	Extended Demographics
STDAGSCH	Char	51	9	0	TAG School	Extended Demographics
STDLIVEWTH	Char	21		-	Lives With	Mailing Information
STDMADDAPT	Char	5			Mailing Address Apartment	Mailing Information
STDMADDDIR	Char	3			Mailing Address Direction	Mailing Information
STDMADDNUM	Char	6			Mailing Address Number	Mailing Information
STDMADDR1	Char	35		-	Mailing Address 1	Mailing Information
STDMADDR2	Char	35		-	Mailing Address 2	Mailing Information
STDMADDST	Char	20			Mailing Address Street	Mailing Information
STDMADDTYP	Char	29	4		Mailing Address Type	Mailing Information
STDMAREA	Char	15	4	-	Mailing Address Area	Mailing Information
STDMCITY	Char	35	4	-	Mailing Address City	Mailing Information
STDMCOUNTY	Char	15	4	-	Mailing Address County	Mailing Information
STDMSTATE	Char	29	4	-	Mailing Address State	Mailing Information
STDMZIP	Char	13		-	Mailing Address Zip Code	Mailing Information
STDPADDAPT	Char	5			Physical Address Apartment	Mailing Information
STDPADDDIR	Char	29	4		Physical Address Direction	Mailing Information
STDPADDNUM	Char	6			Physical Address Number	Mailing Information
STDPADDR1	Char	35		-	Physical Address 1	Mailing Information
STDPADDR2	Char	35		-	Physical Address 2	Mailing Information
STDPADDST	Char	20			Physical Address Street	Mailing Information

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
STDPADDTYP	Char	29	4		Physical Address Type	Mailing Information
STDPAREA	Char	15	4	-	Physical Address Area	Mailing Information
STDPCITY	Char	35	4	-	Physical Address City	Mailing Information
STDPCOUNTY	Char	15	4	-	Physical Address County	Mailing Information
STDPSTATE	Char	29	4	-	Physical Address State	Mailing Information
STDPZIP	Char	13		-	Physical Address Zip Code	Mailing Information
STDCALLAMB	Logic	1		-	Call Ambulance	Medical Information
STDCALLDR	Logic	1		-	Call Doctor	Medical Information
STDDISCODE	Char	17		-	Disability	Medical Information
STDDOCTOR	Char	53		-	Doctor Name	Medical Information
STDDRADDR1	Char	35		-	Doctor Address 1	Medical Information
STDDRADDR2	Char	35		-	Doctor Address 2	Medical Information
STDDRCITY	Char	35	4	-	Doctor Address City	Medical Information
STDDRHPHN	Char	21		-	Doctor Phone – Home	Medical Information
STDDRHPHN2	Char	21		-	If phone number is Unlisted according to Details, the previous field contains “UNLISTED,” and this field contains the phone number.	Medical Information
STDDRSTATE	Char	29	4	-	Doctor Address State	Medical Information
STDDRWPHN	Char	21		-	Doctor Phone – Office	Medical Information
STDDRWPHN2	Char	21		-	If phone number is Unlisted according to Details, the previous field contains “UNLISTED,” and this field contains the phone number.	Medical Information
STDDRZIP	Char	13		-	Doctor Address Zip Code	Medical Information
STDIMMUNE	Char	29		-	Immunized Flag	Medical Information
STDISTREAT	Logic	1		-	Can Treat	Medical Information
STDLGLALRT	Char	121		-	Legal Alert	Medical Information
STDMEDALRT	Char	254		-	Medical Alert	Medical Information
STDTRANS 1	Char	53		-	Transportation Field 1	User Definable Fields & Flags
STDTRANS 2	Char	53		-	Transportation Field 2	User Definable Fields & Flags
STDTRANS 3	Char	53		-	Transportation Field 3	User Definable Fields & Flags
STDTRANS 4	Char	53		-	Transportation Field 4	User Definable Fields & Flags

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
STDTRANS 5	Char	53		-	Transportation Field 5	User Definable Fields & Flags
STDTRANS 6	Char	53		-	Transportation Field 6	User Definable Fields & Flags
STDUFLD 1	Char	23		-	User Definable Field 1	User Definable Fields & Flags
STDUFLD 10	Char	23		-	User Definable Field 10	User Definable Fields & Flags
STDUFLD 11	Char	23		-	User Definable Field 11	User Definable Fields & Flags
STDUFLD 12	Char	23		-	User Definable Field 12	User Definable Fields & Flags
STDUFLD 13	Char	23		-	User Definable Field 13	User Definable Fields & Flags
STDUFLD 14	Char	23		-	User Definable Field 14	User Definable Fields & Flags
STDUFLD 15	Char	23		-	User Definable Field 15	User Definable Fields & Flags
STDUFLD 16	Char	23		-	User Definable Field 16	User Definable Fields & Flags
STDUFLD 17	Char	23		-	User Definable Field 17	User Definable Fields & Flags
STDUFLD 18	Char	23		-	User Definable Field 18	User Definable Fields & Flags
STDUFLD 19	Char	23		-	User Definable Field 19	User Definable Fields & Flags
STDUFLD 2	Char	23		-	User Definable Field 2	User Definable Fields & Flags
STDUFLD 20	Char	23		-	User Definable Field 20	User Definable Fields & Flags
STDUFLD 21	Char	23		-	User Definable Field 21	User Definable Fields & Flags
STDUFLD 22	Char	23		-	User Definable Field 22	User Definable Fields & Flags
STDUFLD 23	Char	23		-	User Definable Field 23	User Definable Fields & Flags
STDUFLD 24	Char	23		-	User Definable Field 24	User Definable Fields & Flags
STDUFLD 25	Char	23		-	User Definable Field 25	User Definable Fields & Flags
STDUFLD 26	Char	23		-	User Definable Field 26	User Definable Fields & Flags
STDUFLD 27	Char	49		-	User Definable Field (Large) 27	User Definable Fields & Flags

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
STDUFLD 28	Char	49		-	User Definable Field (Large) 28	User Definable Fields & Flags
STDUFLD 29	Char	49		-	User Definable Field (Large) 29*	User Definable Fields & Flags
STDUFLD 3	Char	23		-	User Definable Field 3	User Definable Fields & Flags
STDUFLD 30	Char	49		-	User Definable Field (Large) 30*	User Definable Fields & Flags
STDUFLD 31	Char	49		-	User Definable Field (Large) 31*	User Definable Fields & Flags
STDUFLD 32	Char	49		-	User Definable Field (Large) 32*	User Definable Fields & Flags
STDUFLD 4	Char	23		-	User Definable Field 4	User Definable Fields & Flags
STDUFLD 5	Char	23		-	User Definable Field 5	User Definable Fields & Flags
STDUFLD 6	Char	23		-	User Definable Field 6	User Definable Fields & Flags
STDUFLD 7	Char	23		-	User Definable Field 7	User Definable Fields & Flags
STDUFLD 8	Char	23		-	User Definable Field 8	User Definable Fields & Flags
STDUFLD 9	Char	23		-	User Definable Field 9	User Definable Fields & Flags
STDUFLG 1	Logic	1		-	User Definable Flag 1	User Definable Fields & Flags
STDUFLG 10	Logic	1		-	User Definable Flag 10	User Definable Fields & Flags
STDUFLG 11	Logic	1		-	User Definable Flag 11	User Definable Fields & Flags
STDUFLG 12	Logic	1		-	User Definable Flag 12	User Definable Fields & Flags
STDUFLG 13	Logic	1		-	User Definable Flag 13*	User Definable Fields & Flags
STDUFLG 14	Logic	1		-	User Definable Flag 14*	User Definable Fields & Flags
STDUFLG 15	Logic	1		-	User Definable Flag 15*	User Definable Fields & Flags
STDUFLG 16	Logic	1		-	User Definable Flag 16*	User Definable Fields & Flags
STDUFLG 2	Logic	1		-	User Definable Flag 2	User Definable Fields & Flags
STDUFLG 3	Logic	1		-	User Definable Flag 3	User Definable Fields & Flags

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
STDUFLG 4	Logic	1		-	User Definable Flag 4	User Definable Fields & Flags
STDUFLG 5	Logic	1		-	User Definable Flag 5	User Definable Fields & Flags
STDUFLG 6	Logic	1		-	User Definable Flag 6	User Definable Fields & Flags
STDUFLG 7	Logic	1		-	User Definable Flag 7	User Definable Fields & Flags
STDUFLG 8	Logic	1		-	User Definable Flag 8	User Definable Fields & Flags
STDUFLG 9	Logic	1		-	User Definable Flag 9	User Definable Fields & Flags
STDULIST1	Char	29		-	User Definable List 1	User Definable Fields & Flags
STDULIST2	Char	29		-	User Definable List 2	User Definable Fields & Flags
STDULIST3	Char	29		-	User Definable List 3	User Definable Fields & Flags
STDULIST4	Char	29		-	User Definable List 4	User Definable Fields & Flags
STDULIST5	Char	29		-	User Definable List 5	User Definable Fields & Flags
STDULIST6	Char	29		-	User Definable List 6*	User Definable Fields & Flags
STDULIST7	Char	29		-	User Definable List 7*	User Definable Fields & Flags
STDULIST8	Char	29		-	User Definable List 8*	User Definable Fields & Flags
STDULIST9	Char	29		-	User Definable List 9*	User Definable Fields & Flags

Student Contacts: studctct.dbf

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
CNTADDR1	Char	35		-	Contact Address 1	Contact Information
CNTADDR2	Char	35		-	Contact Address 2	Contact Information
CNTCITY	Char	35	4	-	Contact Address City	Contact Information
CNTCUSTODY	Char	5		-	Contact Has Custody	Contact Information
CNTEDUCTN	Char	19		-	Contact Education	Contact Information
CNTEMPLOYR	Char	39		-	Contact Employer Name	Contact Information
CNEMPTYYPE	Char	15	4	-	Contact Employer's Type	Contact Information
CNTFAMNUM	Num	9		0	Contact Family Number	Contact Information
CNTFAMUNIT	Char	3		-	Contact Family Unit Letter	Contact Information
CNTFIRSTN	Char	31		-	Contact First Name	Contact Information
CNTHMLANG	Char	29	4	-	Contact Home Language	Contact Information
CNTHPHONE	Char	21		-	Contact Phone - Home	Contact Information
CNTHPHONE2	Char	21		-	If phone number is Unlisted according to Details, the previous field contains "UNLISTED," and this field contains the phone number.	Contact Information
CNTLASTN	Char	31		-	Contact Last Name	Contact Information
CNTMAILING	Logic	1		-	Contact Gets Mailings	Contact Information
CNTMIDDLEN	Char	31		-	Contact Middle Name	Contact Information
CNTNAME	Char	39		-	Contact Name	Contact Information
CNTNUMBER	Char	2		-	Contact Number	Contact Information
CNTPOSTN	Char	25		-	Contact Position in Company	Contact Information
CNTRELATN	Char	15	4	-	Contact Relation to Student	Contact Information
CNTSSN	Char	13		-	Contact Social Security Number	Contact Information
CNTSTATE	Char	29	4	-	Contact Address State - Student	Contact Information
CNTTITLE	Char	15	4	-	Contact Title	Contact Information
CNTTRNSLTR	Logic	1		-	Contact Needs Translation	Contact Information
CNTWADDR1	Char	35		-	Contact Work Address 1	Contact Information
CNTWADDR2	Char	35		-	Contact Work Address 2	Contact Information
CNTWCITY	Char	35	4	-	Contact Work City	Contact Information
CNTWFAXNUM	Char	21		-	Contact FAX Number	Contact Information

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
CNTWFAXNM2	Char	21		-	If fax number is Unlisted according to Details, the previous field contains "UNLISTED," and this field contains the fax number.	Contact Information
CNTWPHONE	Char	21		-	Contact Phone - Work	Contact Information
CNTWPHONE2	Char	21		-	If phone number is Unlisted according to Details, the previous field contains "UNLISTED," and this field contains the phone number.	Contact Information
CNTWSTATE	Char	29	4	-	Contact Work State	Contact Information
CNTWZIPCODE	Char	13		-	Contact Work Zip Code	Contact Information
CNTZIPCODE	Char	13		-	Contact Address Zip Code	Contact Information
SCHOOLID	Char	9		0	School Record Belongs To	Contact Information
STDNUMBER	Char	15		0	Student Number	Contact Information

Student Conduct: studcond.dbf

CNDCOMMENT and CNDLOCATE are extracted only if you selected "Create Long Versions of DBF Table Records."

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
CNDACTION	Char	29	4	-	Conduct Action	Conduct Information
CNDADMINNM	Char	9		-	Conduct Administrator	Conduct Information
CNDPCODE	Char	29	4	-	Conduct Code	Conduct Information
CNDCOMMENT	Char	201		-	Conduct Comment	Conduct Information
CNDFRMDATE	Date	8		-	Conduct Action Start Date	Conduct Information
CNDLOCATE	Char	71		-	Conduct Location	Conduct Information
CNDONDATE	Date	8		-	Conduct Date	Conduct Information
CNDTCHRNM	Char	9		-	Conduct Teacher	Conduct Information
CNDTODATE	Date	8		-	Conduct Action End Date	Conduct Information
SCHOOLID	Char	9		0	School Record Belongs To	Conduct Information
STDNUMBER	Char	15		0	Student Number	Conduct Information

Student Status: studstat.dbf

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
SCHOOLID	Char	9		0	School Record Belongs To	Status & User Code Information
STDNUMBER	Char	15		0	Student Number	Status & User Code Information
STSCODE	Char	29	5	-	Status Code	Status & User Code Information
STSCOMMENT	Char	101		-	Status Comment	Status & User Code Information
STSDATE	Date	8		-	Status Date	Status & User Code Information

Student User Definable Codes: studusr?.dbf

Student User Codes information is stored in tables named 'studusr?.dbf' where ? = 1, 2, 3, 4, 5, 6 in file and field names for Mac School, and ? = 1 and 2 for Win School.

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
SCHOOLID	Char	9		0	School Record Belongs To	Status & User Code Information
STDNUMBER	Char	15		0	Student Number	Status & User Code Information
US?CODE	Char	29	4	-	User Definable Code ?	Status & User Code Information
US?COMMENT	Char	101		-	User Definable Code ? Comment	Status & User Code Information
US?DATE	Date	8		-	User Definable Code ? Date	Status & User Code Information

Teacher Demographics: tchdemo.dbf

This table includes all information entered in Teacher Details, except the information used by Scheduler to determine the school timetable. It is normally keyed by using the TCHNUMBER field.

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
SCHOOLID	Char	9		0	School Record Belongs To	Teacher Demographics
TCHACTIVE	Logic	1		-	Active Status	Teacher Demographics
TCHBIRTHD	Date	8		-	Birthdate	Teacher Demographics
TCHDEPT	Char	29	4	-	Department	Teacher Demographics
TCHEMPNUM	Char	9		-	Employee Number	Teacher Demographics
TCHETHNIC	Char	29	4	-	Ethnic Category	Teacher Demographics
TCHFIRSTN	Char	31		-	Teacher First Name	Teacher Demographics
TCHGENDER	Char	1		-	Gender	Teacher Demographics
TCHHIREDT	Date	8		-	Date Hired	Teacher Demographics
TCHHMROOM	Char	7		-	Homeroom	Teacher Demographics
TCHINACTDT	Date	8		-	Inactive Date	Teacher Demographics
TCHISADMIN	Logic	1		-	Administrator	Teacher Demographics
TCHISCNSLR	Logic	1		-	Counsellor Flag (Teacher)	Teacher Demographics
TCHISDPTH	Logic	1		-	Department Head	Teacher Demographics
TCHISSUB	Logic	1		-	Substitute	Teacher Demographics
TCHLANG	Char	29	4	-	Home Language	Teacher Demographics
TCHLASTN	Char	31		-	Teacher Last Name	Teacher Demographics
TCHMIDDLEN	Char	31		-	Teacher Middle Name	Teacher Demographics
TCHNUMBER	Char	9		-	Teacher Number	Teacher Demographics
TCHPOSN	Char	29	0	-	Teacher Position	Teacher Demographics
TCHSSN	Char	13		-	Social Security Number	Teacher Demographics
TCHTITLE	Char	15	4	-	Teacher Title	Teacher Demographics
TCHTRACK	Char	29		-	Teacher Track	Teacher Demographics
TCHADDR1	Char	35		-	Teacher Address 1	Mailing & Contact Information
TCHADDR2	Char	35		-	Teacher Address 2	Mailing & Contact Information
TCHCITY	Char	35	4	-	Teacher Address City	Mailing & Contact Information
TCHCNADDR1	Char	35		-	Contact Address 1	Mailing & Contact Information

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
TCHCNADDR2	Char	35		-	Contact Address 2	Mailing & Contact Information
TCHCNCITY	Char	35	4	-	Contact Address City	Mailing & Contact Information
TCHCNEMPLY	Char	39		-	Contact Employer	Mailing & Contact Information
TCHCNHMPH2	Char	21		-	If phone number is Unlisted according to Details, the previous field contains "UNLISTED," and this field contains the phone number.	Mailing & Contact Information
TCHCNHMPHN	Char	21		-	Contact Phone - Work	Mailing & Contact Information
TCHCNNAME	Char	39		-	Contact Name	Mailing & Contact Information
TCHCNRELTN	Char	15	4	-	Contact Relation to Teacher	Mailing & Contact Information
TCHCNSTATE	Char	29	4	-	Contact Address State	Mailing & Contact Information
TCHCNWKPH2	Char	21	0	0	If phone number is Unlisted according to Details, the previous field contains "UNLISTED," and this field contains the phone number.	Mailing & Contact Information
TCHCNWKPHN	Char	21		-	Contact Phone - Home	Mailing & Contact Information
TCHCNZIP	Char	13		-	Contact Address Zip Code	Mailing & Contact Information
TCHHPHONE	Char	21		-	Teacher Phone Number - Home	Mailing & Contact Information
TCHHPHONE2	Char	21	0	0	If phone number is Unlisted according to Details, the previous field contains "UNLISTED," and this field contains the phone number.	Mailing & Contact Information
TCHSTATE	Char	29	4	-	Teacher Address State	Mailing & Contact Information
TCHZIP	Char	13		-	Address Zip Code	Mailing & Contact Information
TCHUFLD 1	Char	15		-	User Definable Field 1	User Definable Fields & Flags

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
TCHUFLD 10	Char	15		-	User Definable Field 10*	User Definable Fields & Flags
TCHUFLD 11	Char	15		-	User Definable Field 11*	User Definable Fields & Flags
TCHUFLD 12	Char	15		-	User Definable Field 12*	User Definable Fields & Flags
TCHUFLD 13	Char	15		-	User Definable Field 13*	User Definable Fields & Flags
TCHUFLD 14	Char	15		-	User Definable Field 14*	User Definable Fields & Flags
TCHUFLD 15	Char	15		-	User Definable Field 15*	User Definable Fields & Flags
TCHUFLD 16	Char	15		-	User Definable Field 16*	User Definable Fields & Flags
TCHUFLD 2	Char	15		-	User Definable Field 2	User Definable Fields & Flags
TCHUFLD 3	Char	15		-	User Definable Field 3	User Definable Fields & Flags
TCHUFLD 4	Char	15		-	User Definable Field 4	User Definable Fields & Flags
TCHUFLD 5	Char	15		-	User Definable Field 5	User Definable Fields & Flags
TCHUFLD 6	Char	15		-	User Definable Field 6	User Definable Fields & Flags
TCHUFLD 7	Char	15		-	User Definable Field 7	User Definable Fields & Flags
TCHUFLD 8	Char	15		-	User Definable Field 8	User Definable Fields & Flags
TCHUFLD 9	Char	15		-	User Definable Field 9	User Definable Fields & Flags
TCHUFLG 1	Logic	1		-	User Definable Flag 1	User Definable Fields & Flags
TCHUFLG 10	Logic	1		-	User Definable Flag 10	User Definable Fields & Flags
TCHUFLG 11	Logic	1		-	User Definable Flag 11*	User Definable Fields & Flags
TCHUFLG 12	Logic	1		-	User Definable Flag 12*	User Definable Fields & Flags
TCHUFLG 13	Logic	1		-	User Definable Flag 13*	User Definable Fields & Flags
TCHUFLG 14	Logic	1		-	User Definable Flag 14*	User Definable Fields & Flags
TCHUFLG 15	Logic	1		-	User Definable Flag 15*	User Definable Fields & Flags

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
TCHUFLG 16	Logic	1		-	User Definable Flag 16*	User Definable Fields & Flags
TCHUFLG 2	Logic	1		-	User Definable Flag 2	User Definable Fields & Flags
TCHUFLG 3	Logic	1		-	User Definable Flag 3	User Definable Fields & Flags
TCHUFLG 4	Logic	1		-	User Definable Flag 4	User Definable Fields & Flags
TCHUFLG 5	Logic	1		-	User Definable Flag 5	User Definable Fields & Flags
TCHUFLG 6	Logic	1		-	User Definable Flag 6	User Definable Fields & Flags
TCHUFLG 7	Logic	1		-	User Definable Flag 7	User Definable Fields & Flags
TCHUFLG 8	Logic	1		-	User Definable Flag 8	User Definable Fields & Flags
TCHUFLG 9	Logic	1		-	User Definable Flag 9	User Definable Fields & Flags
TCHULIST1	Char	29		-	User Definable List 1*	User Definable Fields & Flags
TCHULIST2	Char	29		-	User Definable List 2*	User Definable Fields & Flags
TCHULIST3	Char	29		-	User Definable List 3*	User Definable Fields & Flags
TCHULIST4	Char	29		-	User Definable List 4*	User Definable Fields & Flags
TCHULIST5	Char	29		-	User Definable List 5*	User Definable Fields & Flags
TCHULIST6	Char	29		-	User Definable List 6*	User Definable Fields & Flags
TCHULIST7	Char	29		-	User Definable List 7*	User Definable Fields & Flags
TCHULIST8	Char	29		-	User Definable List 8*	User Definable Fields & Flags

Teacher User Defined: tchusr?.dbf

For Mac School, ? = 1 or 2. Win School writes empty tables.

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
SCHOOLID	Char		9		School Record Belongs To	User Definable Codes
TCHNUMBER	Char		15		Teacher Number	User Definable Codes
US?CODE	Char		5		User Definable Code ?	User Definable Codes
US?COMMENT	Char		101		User Definable Code ? Comment	User Definable Codes
US?DATE	Date		8		User Definable Code ? Date	User Definable Codes

Course Demographics: crsdemo.dbf

This table includes all information entered in Course Details, except the information used by Scheduler to determine the school timetable. It is normally keyed by using the CRSNUMBER field.

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
CRSACTIVE	Logic	1		-	Course is Active	Course Demographics
CRSAIDTYPE	Char	29	4	-	Aide Type	Course Demographics
CRSALTNAME	Char	20		-	Class Alternate Name	Course Demographics
CRSDEPT	Char	29	4	-	Department	Course Demographics
CRSDISTUSE	Logic	1		-	District Use Only	Course Demographics
CRSGRADE	Char	17	3	-	Class Grade	Course Demographics
CRSISLOCAL	Logic	1		-	Local Course	Course Demographics
CRSNAME	Char	20		-	Course Name	Course Demographics
CRSNUMBER	Char	9		-	Class Number	Course Demographics
CRSSEQNUM	Num	6		0	Sequence Number	Course Demographics
CRSSUBAREA	Char	29	4	-	Subject Area	Course Demographics
CRSTRACK	Char	29		-	Track	Course Demographics
CRSTRMNTND	Date	8		-	Termination Date	Course Demographics
CRSTYPE	Char	29		-	Course Type	Course Demographics
SCHOOLID	Char	9		0	School Record Belongs To	Course Demographics
CRSUFLD 1	Char	15		-	User Definable Field 1	User Definable Fields & Flags
CRSUFLD 10	Char	15		-	User Definable Field 10	User Definable Fields & Flags
CRSUFLD 11	Char	15		-	User Definable Field 11*	User Definable Fields & Flags

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
CRSUFLD 12	Char	15		-	User Definable Field 12*	User Definable Fields & Flags
CRSUFLD 13	Char	15		-	User Definable Field 13*	User Definable Fields & Flags
CRSUFLD 14	Char	15		-	User Definable Field 14*	User Definable Fields & Flags
CRSUFLD 15	Char	15		-	User Definable Field 15*	User Definable Fields & Flags
CRSUFLD 16	Char	15		-	User Definable Field 16*	User Definable Fields & Flags
CRSUFLD 2	Char	15		-	User Definable Field 2	User Definable Fields & Flags
CRSUFLD 3	Char	15		-	User Definable Field 3	User Definable Fields & Flags
CRSUFLD 4	Char	15		-	User Definable Field 4	User Definable Fields & Flags
CRSUFLD 5	Char	15		-	User Definable Field 5	User Definable Fields & Flags
CRSUFLD 6	Char	15		-	User Definable Field 6	User Definable Fields & Flags
CRSUFLD 7	Char	15		-	User Definable Field 7	User Definable Fields & Flags
CRSUFLD 8	Char	15		-	User Definable Field 8	User Definable Fields & Flags
CRSUFLD 9	Char	15		-	User Definable Field 9	User Definable Fields & Flags
CRSUFLG 1	Logic	1		-	User Definable Flag 1	User Definable Fields & Flags
CRSUFLG 10	Logic	1		-	User Definable Flag 10	User Definable Fields & Flags
CRSUFLG 11	Logic	1		-	User Definable Flag 11*	User Definable Fields & Flags
CRSUFLG 12	Logic	1		-	User Definable Flag 12*	User Definable Fields & Flags
CRSUFLG 13	Logic	1		-	User Definable Flag 13*	User Definable Fields & Flags
CRSUFLG 14	Logic	1		-	User Definable Flag 14*	User Definable Fields & Flags
CRSUFLG 15	Logic	1		-	User Definable Flag 15*	User Definable Fields & Flags
CRSUFLG 16	Logic	1		-	User Definable Flag 16*	User Definable Fields & Flags
CRSUFLG 2	Logic	1		-	User Definable Flag 2	User Definable Fields & Flags

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
CRSUFLG 3	Logic	1		-	User Definable Flag 3	User Definable Fields & Flags
CRSUFLG 4	Logic	1		-	User Definable Flag 4	User Definable Fields & Flags
CRSUFLG 5	Logic	1		-	User Definable Flag 5	User Definable Fields & Flags
CRSUFLG 6	Logic	1		-	User Definable Flag 6	User Definable Fields & Flags
CRSUFLG 7	Logic	1		-	User Definable Flag 7	User Definable Fields & Flags
CRSUFLG 8	Logic	1		-	User Definable Flag 8	User Definable Fields & Flags
CRSUFLG 9	Logic	1		-	User Definable Flag 9	User Definable Fields & Flags

Course User Defined: crsusr?.dbf

For Mac School, ? = 1 to 2. Win School writes empty tables.

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
CRSNUMBER	Char		15		Class Number	User Definable Codes
SCHOOLID	Char		9		School Record Belongs To	User Definable Codes
US?CODE	Char		5		User Definable Code ?	User Definable Codes
US?COMMENT	Char		101		User Definable Code ? Comment	User Definable Codes
US?DATE	Date		8		User Definable Code ? Date	User Definable Codes

Student Calendar: studcal.dbf

This table contains all of the date-based information for a student in a structure that allows easy access to a number of different data sets: attendance, status codes, and active status.

If a student was suspended or withdrawn from school, an attendance code of Suspended or Withdrawn is included automatically.

To report attendance by student, key this table by STDNUMBER, DAYDATE. To report attendance by date, key this table by DAYDATE, STDNUMBER.

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
DAYDATE	Date	8		-	Calendar Date	Student Date-Based Information
SCHOOLID	Char	9		0	School Record Belongs To	Student Date-Based Information
SDAYACTIVE	Logic	1		-	Student is Active	Student Date-Based Information
SDAYCODES1	Char	-	4	-	User Defined Code 1	Student Date-Based Information
SDAYCODES2	Char	-	4	-	User Defined Code 2	Student Date-Based Information
SDAYCODES3	Char	-	4	-	User Defined Code 3*	Student Date-Based Information
SDAYCODES4	Char	-	4	-	User Defined Code 4*	Student Date-Based Information
SDAYCODES5	Char	-	4	-	User Defined Code 5*	Student Date-Based Information
SDAYCODES6	Char	-	4	-	User Defined Code 6*	Student Date-Based Information
SDAYDLYATD	Char	-	11	-	Daily Attendance Code	Student Date-Based Information
SDAYSTATUS	Char	29	5	-	Status Code	Student Date-Based Information
STDNUMBER	Char	15		0	Student Number	Student Date-Based Information

Student Transfers: studtran.dbf

This table records, for each date, which grade, homeroom, track and program the student was in. It contains 1 record for each record in the studcal.dbf file.

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
DAYDATE	Date	8		-	Calendar Date	Transfer Information
SCHOOLID	Char	9		0	School Record Belongs To	Transfer Information
SDAYGRADE (Mac School extracts only the short code)	Char	17	2	-	Grade	Transfer Information
SDAYHROOM	Char	7		-	Homeroom - Student	Transfer Information
SDAYNPROG	Char	29		-	Normal Program	Transfer Information
SDAYTRACK	Char	29		-	Student Track	Transfer Information
STDNUMBER	Char	15		0	Student Number	Transfer Information

Student Bin Marks: binmarks.dbf

This table holds all of the bin mark records entered in Report Cards for each student-class. You must access each record by three or four key fields: BINNAME, STDNUMBER, CRSNUMBER, and possibly MKCLSSCTN.

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
BINNAME	Char	29		0	Bin Name	Student Bin Marks
CRSNUMBER	Char	9		-	Class Number	Student Bin Marks
MKCLSSCTN	Num	5		0	Class Section	Student Bin Marks
MKCTZNSHIP	Char	4		-	Bin Citizenship	Student Bin Marks
MKERNCREDT	Num	8		3	Bin Earned Credits	Student Bin Marks
MKFINALMRK	Logic	1		-	Bin Is Final Mark	Student Bin Marks
MKGDPOINTS	Num	8		3	Bin Grade Points	Student Bin Marks
MKHONORCRS	Logic	1		-	Bin Is Honours	Student Bin Marks
MKINACTIVE	Logic	1		-	Bin Class is Inactive	Student Bin Marks
MKINCPRINT	Logic	1		-	Bin Print Flag	Student Bin Marks
MKISWGHTED	Logic	1		-	Bin Is Weighted	Student Bin Marks
MKLTRGRADE	Char	3		-	Bin Letter Grade	Student Bin Marks
MKPASSFAIL	Char	17		-	Bin Fail/Pass	Student Bin Marks
MKPERCENT	Num	8		3	Bin Percent	Student Bin Marks
MKPOTCREDT	Num	8		3	Bin Potential Credits	Student Bin Marks
MKUSEDGPA	Logic	1		-	Bin Is Used in GPA	Student Bin Marks
MKUSEDINEC	Logic	1		-	Bin Is Used in Earned Credits	Student Bin Marks
MKWRKHABIT	Char	4		-	Bin Work Habit	Student Bin Marks
SCHOOLID	Char	9		0	School Record Belongs To	Student Bin Marks
STDNUMBER	Char	15		0	Student Number	Student Bin Marks
MKOCCPRES	Num	7		1	Bin Present Occurrences	Class Attendance Info
MKOCCUXABS	Num	7		1	Bin Unexcused Absent Occurrences	Class Attendance Info
MKOCCXLTE	Num	7		1	Bin Unexcused Late Occurrences	Class Attendance Info
MKOCCXABS	Num	7		1	Bin Excused Absent Occurrences	Class Attendance Info
MKOCCXLTE	Num	7		1	Bin Excused Late Occurrences	Class Attendance Info
MKVALPRES	Num	7		1	Bin Present	Class Attendance Info
MKVALUXABS	Num	7		1	Bin Unexcused Absent	Class Attendance Info
MKVALUXLTE	Num	7		1	Bin Unexcused Late	Class Attendance Info

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
MKVALXABS	Num	7		1	Bin Absent	Class Attendance Info
MKVALXLTE	Num	7		1	Bin Late	Class Attendance Info
MKCOMMENT1	Char	4		-	Bin Comment 1	Mark Comments
MKCOMMENT2	Char	4		-	Bin Comment 2	Mark Comments
MKCOMMENT3	Char	4		-	Bin Comment 3	Mark Comments
MKCOMMENT4	Char	4		-	Bin Comment 4	Mark Comments
MKCOMMENT5	Char	4		-	Bin Comment 5	Mark Comments
MKCLSTRM1	Logic	1		-	Bin Class In Term 1	Teacher & Class Terms
MKCLSTRM10	Logic	1		-	Bin Class In Term 10	Teacher & Class Terms
MKCLSTRM11	Logic	1		-	Bin Class In Term 11	Teacher & Class Terms
MKCLSTRM12	Logic	1		-	Bin Class In Term 12	Teacher & Class Terms
MKCLSTRM2	Logic	1		-	Bin Class In Term 2	Teacher & Class Terms
MKCLSTRM3	Logic	1		-	Bin Class In Term 3	Teacher & Class Terms
MKCLSTRM4	Logic	1		-	Bin Class In Term 4	Teacher & Class Terms
MKCLSTRM5	Logic	1		-	Bin Class In Term 5	Teacher & Class Terms
MKCLSTRM6	Logic	1		-	Bin Class In Term 6	Teacher & Class Terms
MKCLSTRM7	Logic	1		-	Bin Class In Term 7	Teacher & Class Terms
MKCLSTRM8	Logic	1		-	Bin Class In Term 8	Teacher & Class Terms
MKCLSTRM9	Logic	1		-	Bin Class In Term 9	Teacher & Class Terms
TCHNUMBER	Char	9		-	Teacher Number	Teacher & Class Terms

Introduction to Scheduler/Timetable Tables

Scheduler information is divided into 4 files: calttbl.dbf, clsttbl.dbf, studttbl.dbf, and tchttbl.dbf. Depending on how you want to use Scheduler information, use 1, 2, or 3 of these files at a time.

To Report this Type of Information	Use these Tables
List of classes	clsttbl.dbf. If you are using an SQL query, set the Select Modifier to Distinct.
Class Roster	clsttbl.dbf and studttbl.dbf (opt. and calttbl.dbf)
Terms a class is taught in	clsttbl.dbf
Dates/Periods a class is taught on	clsttbl.dbf and calttbl.dbf
List of classes for a teacher	clsttbl.dbf or tchttbl.dbf
Dates/Periods a teacher teaches a class on	(clsttbl.dbf or tchttbl.dbf) and calttbl.dbf
Teacher Weekly Schedule (timetable)	tchttbl.dbf and calttbl.dbf
List of classes for a student	studttbl.dbf
Dates/Periods a student attends a class	studttbl.dbf and calttbl.dbf
Student Weekly Schedule (timetable)	studttbl.dbf and calttbl.dbf

To Report this Type of Information	Use these Tables
School Timetable of classes	clsttbl.dbf and calttbl.dbf
School Timetable of rooms used	clsttbl.dbf and calttbl.dbf

All the Scheduler tables have a common join field of TIMESLOT. This field represents the term and block in which a class is taught. This value has little meaning by itself, but it uniquely identifies a time across terms a class is taught in, and is the main key which joins the tables together. Use the TIMESLOT field in conjunction with the CRSNUMBER and MKCLSSCTN fields for joining when you determine full timetables for students or teachers.

The timeslot is a value calculated as:

$$\left[\left(\begin{array}{l} \text{Term Class is Taught} \\ \text{or Taken in} - 1 \end{array} \right) \times \left(\begin{array}{l} \text{Number or Blocks} \\ \text{in School} - 1 \end{array} \right) \right] + (\text{Block Class is Taught or Taken in})$$

The term information is also provided in every table so you do not need to determine it based on the TIMESLOT field.

Calendar Timetable Table: calttbl.dbf

Use this table to determine which terms, dates, and periods a block is taught. This table has little use by itself but is provided as a support table for determining class, student, and teacher timetable tables on a date basis.

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
CALPERIOD	Num	2		0	Scheduler Period	Schedule Information
DAYDATE	Date	8		-	Calendar Date	Schedule Information
DAYSCHED	Num	2		0	Scheduler Timetable Day	Schedule Information
DAYSCHTERM	Num	2		0	Scheduler Term	Schedule Information
SCHOOLID	Char	9		-	School Record Belongs To	Schedule Information
TIMESLOT	Num	5		0	Schedule Timeslot (Join ID)	Schedule Information

Class Timetable Table: clsttbl.dbf

Use this table to provide a list of classes and the times they are scheduled for in the school timetable.

Do not use this table for attendance reporting, because students do not necessarily attend every period in which a class is taught. For attendance reports, use the studttbl.dbf.

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
CRSNUMBER	Char	9		-	Class Number	Schedule Information
DAYSCHTERM	Num	2		0	Scheduler Term	Schedule Information
MKCLSSCTN	Num	5		0	Class Section	Schedule Information
RMNUMBER	Char	7		-	Room Number	Schedule Information
SCHOOLID	Char	9		-	School Record Belongs To	Schedule Information
TCHNUMAIDE	Char	15		-	Teacher Aide Number	Schedule Information
TCHNUMBER	Char	15		-	Teacher Number	Schedule Information
TCHNUMTEAM	Char	15		-	Teacher 2 Number	Schedule Information
TIMESLOT	Num	5		0	Schedule Timeslot (Join ID)	Schedule Information

Student Timetable: studttbl.dbf

Use this table to determine which classes a student is taking, and when those classes are taken.

You can also use this table to create a class roster, or use it in conjunction with the calttbl.dbf file to determine a date-based class roster.

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
CRSNUMBER	Char	9		-	Class Number	Student Timetables
DAYSCHTERM	Num	2		0	Scheduler Term	Student Timetables
MKCLSSCTN	Num	5		0	Class Section	Student Timetables
SCHOOLID	Char	9	0	-	School Record Belongs To	Student Timetables
STDNUMBER	Char	15		-	Student Number	Student Timetables
TIMESLOT	Num	5		0	Schedule Timeslot (Join ID)	Student Timetables

Teacher Timetable: tchttbl.dbf

Use this file to determine a teacher's classes, and when those classes are taught. There is a corresponding record in the clsttbl.dbf for every record in this table.

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
CRSNUMBER	Char	9		-	Class Number	Teacher Timetables
DAYSCHTERM	Num	2		0	Scheduler Term	Teacher Timetables
MKCLSSCTN	Num	5		0	Class Section	Teacher Timetables
SCHOOLID	Char	9		0	School Record Belongs To	Teacher Timetables
TCHNUMBER	Char	15		-	Teacher Number	Teacher Timetables
TIMESLOT	Num	5		0	Schedule Timeslot (Join ID)	Teacher Timetables

School Calendar: calendar.dbf

Use this file in conjunction with studcal.dbf to determine day type (such as Normal, Holiday, or Professional Day), or what term a day is in.

This information is useful for attendance reporting, so students are not counted as being present on days the school was closed, even if they have Present attendance codes.

Use this file by itself as a base for a school calendar report. This table is usually keyed by DAYDATE.

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
DAYATDTERM	Num	2		0	Report Card Period (Mac School) or Reporting Term for Attendance (Win School)	Student Date-Based Information or School Setup Information
DAYDATE	Date	8		-	Calendar Date	Student Date-Based Information or School Setup Information
DAYHASATD	Logic	1		-	Day Has Attendance Allocated	Student Date-Based Information or School Setup Information
DAYINATDTM	Num	3		0	Number of school days since beginning of Attendance term	Student Date-Based Information or School Setup Information
DAYINSCHTM	Num	3		0	Number of school days since beginning of Scheduler term	Student Date-Based Information or School Setup Information

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
DAYINYEAR	Num	3		0	Number of school days since beginning of school year	Student Date-Based Information or School Setup Information
DAYSCHED	Num	2		0	Day in Scheduler Cycle	Student Date-Based Information or School Setup Information
DAYSCHTERM	Num	2		0	Scheduler Term	Student Date-Based Information or School Setup Information
DAYTYPE (Mac School exports only the long code)	Char	21	2	-	Day Type	Student Date-Based Information or School Setup Information
DAYVALUE	Num	3		1	Day Value	Student Date-Based Information or School Setup Information
SCHOOLID	Char	9		-	School Record Belongs To	Student Date-Based Information or School Setup Information

School Track Calendar: trackcal.dbf

Use this file in conjunction with the studcal.dbf to determine whether a student was on or off track. Use this file by itself as a base for a school calendar report. This table is usually keyed by DAYDATE.

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
DAYATDTERM	Num	2		0	Report Card Period (Mac School) or Reporting Term for Attendance (Win School)	Student Date-Based Information or School Setup Information
DAYDATE	Date	8		-	Calendar Date	Student Date-Based Information or School Setup Information
DAYHASATD	Logic	1		-	Day Has Attendance Allocated	Student Date-Based Information or School Setup Information
DAYINATDTM	Num	3		0	Number of school days since beginning of Attendance term	Student Date-Based Information or School Setup Information
DAYINSCHTM	Num	3		0	Number of school days since beginning of Scheduler term	Student Date-Based Information or School Setup Information

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
DAYINYEAR	Num	3		0	Number of school days since beginning of school year	Student Date-Based Information or School Setup Information
DAYSCHED	Num	2		0	Day in Scheduler Cycle	Student Date-Based Information or School Setup Information
DAYSCHTERM	Num	2		0	Scheduler Term	Student Date-Based Information or School Setup Information
DAYTRACK	Char	29		-	Track	Student Date-Based Information or School Setup Information
DAYTYPE (Mac School exports only the long code)	Char	21	2	-	Day Type	Student Date-Based Information or School Setup Information
DAYVALUE	Num	3		1	Day Value	Student Date-Based Information or School Setup Information
SCHOOLID	Char	9		0	School Record Belongs To	Student Date-Based Information or School Setup Information

Daily Attendance Codes: sdlyatd.dbf

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
DATDABSV	Num	5		3	Absent Attendance Value	School Setup Information
DATDLATEV	Num	5		3	Late Attendance Value	School Setup Information
DATDLONG	Char	21		-	Daily Attendance Description	School Setup Information
DATDPRESV	Num	5		3	Present Attendance Value	School Setup Information
DATDSHORT	Char	11		-	Daily Attendance Short Code	School Setup Information
DATDUNEXC	Logic	1		0	Is Unexcused	School Setup Information
SCHOOLID	Char	9		0	School Record Belongs To	School Setup Information

Define Grades Table: sgrades.dbf

The GRDDAYVALU field is be 0.0 for holidays, 0.5 for half days and 1.0 for full days.

In attendance reports, this field is useful for determining the attendance value of a given day in a specific grade.

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
GRDDAYVALU	Num	3		1	Day Value (0.0, 0.5 or 1.0)	School Setup Information
GRDHALFDAY	Logic	1		0	Is Half Day (otherwise Full Day)	School Setup Information
GRDLONG	Char	29		-	Grade Long Description	School Setup Information
GRDMSVALUE	Char	2		0	Internal Grade Code	School Setup Information
GRDSHORT	Char	3		-	Grade Short Code	School Setup Information
GRDUSED	Logic	1		0	Used/Not Used	School Setup Information
SCHOOLID	Char	9		0	School Record Belongs To	School Setup Information

Period Labels Table: sprdname.dbf

A number of fields in this table are helpful in reports. The number of minutes in a period (PRDNUMMINS) for example, is useful to calculate lengths of time.

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
PRDENDHR	Num	2		0	Period End Hour	School Setup Information
PRDENDMN	Num	2		0	Period End Minute	School Setup Information
PRDENDTM	Char	5		-	Period End Time (String HH:MM)	School Setup Information
PRDNMCODE	Num	2		0	Period Name Short Code	School Setup Information
PRDNMDESC	Char	11		-	Period Name Description	School Setup Information
PRDNUMMINS	Num	4		0	Minutes in Period (i.e. End - Start)	School Setup Information
PRDSTRTHR	Num	2		0	Period Start Hour	School Setup Information
PRDSTRTMN	Num	2		0	Period Start Minute	School Setup Information
PRDSTRTTM	Char	5		-	Period Start Time (String HH:MM)	School Setup Information
SCHOOLID	Char	9		-	School Record Belongs To	School Setup Information

School Information: sschinfo.dbf

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
SCH2LINEAD	Logic	1		-	2-Line Address Flag	All options
SCHADDR1	Char	35		-	School Address 1	All options
SCHADDR2	Char	35		-	School Address 2	All options
SCHCITY	Char	35	4	-	City	All options
SCHCOUNTRY	Char	29	4	-	Country	All options
SCHCOUNTY	Char	29	4	-	County	All options
SCHDISNUM	Char	5		-	District Number	All options
SCHDISTYPE	Char	15		-	District Type	All options
SCHEDMDCLS	Logic	1		0	Scheduler Made Classes	All options
SCHEMAILID	Char	39		-	E-mail Address	All options
SCHFAX	Char	21		-	Fax Number	All options
SCHFAX2	Char	21	0	-	If fax number is Unlisted according to Details, the previous field contains "UNLISTED," and this field contains the fax number.	All options
SCHFLUNCH	Logic	1		-	Free Lunch Eligible	All options
SCHINSTDAY	Num	5		0	Number of Instructional Days	All options
SCHNAME	Char	51		-	School Name	All options
SCHNONINST	Num	5		0	Number of Non-Instructional Days	All options
SCHOOLID	Char	9		0	School Record Belongs To	All options
SCHORGNUM	Char	5		-	Organization Number	All options
SCHPHONE	Char	21		-	Phone Number	All options
SCHPHONE2	Char	21	0	-	If phone number is Unlisted according to Details, the previous field contains "UNLISTED," and this field contains the phone number.	All options
SCHPRINCPL	Char	83		-	Principal's Name	All options
SCHPRTITLE	Char	29	4	-	Principal's Title	All options
SCHRLUNCH	Logic	1		0	Reduced Lunch Eligible	All options
SCHSTATE	Char	29	4	-	State	All options
SCHWDAFTER	Logic	1		-	School Setup Count Inactive After Date	All options
SCHYEAREND	Date	8		-	School Year End Date	All options
SCHYEARSTA	Date	8		-	School Year Start Date	All options
SCHZIPCODE	Char	13		-	Zip Code	All options

School Names: sschname.dbf

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
SCHNMCODE	Num	9		0	School Number	School Setup Information
SCHNMDESC	Char	51		-	School Name	School Setup Information
SCHNMDIST	Char	29	9	-	District	School Setup Information
SCHOOLID	Char	9		-	School Record Belongs To	School Setup Information

Status Codes: sstatus.dbf

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
SCHOOLID	Char	9		0	School Record Belongs To	School Setup Information
STATDESC	Char	29		-	Status Code Description	School Setup Information
STATSHORT	Char	5		-	Status Code Short Code	School Setup Information
STATTYPE	Char	10		-	Status Code Type	School Setup Information

Timetable Day: sttblday.dbf

Join this table to the Scheduler tables using the DAYSCHED field. The TTBLDAY field contains day titles, such as M, T, W, R, F, or Day1, Day2, etc. The TTBLWEEK field contains a 0 or 1 for a relative day schedule or a 1 or 2 for a fixed day schedule.

Field Name	Type	Des	Short Code	Decimals	Description	UA Option
DAYSCHED	Num	2		0	Day in School's Schedule	School Setup Information
SCHOOLID	Char	9		-	School Record Belongs To	School Setup Information
TTBLDAY	Char	15		-	Timetable Day	School Setup Information
TTBLWEEK	Num	1		0	Timetable Week	School Setup Information

Attendance Reporting Dates: satdrd.dbf

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
ATDENDDATE	Date	8		-	End Date of Attendance Term	School Setup Information
ATDSTADATE	Date	8		-	Start Date of Attendance Term	School Setup Information
ATDTERM	Num	2		0	Attendance Term Number	School Setup Information
SCHOOLID	Char	9		-	School Record Belongs To	School Setup Information

School Setup Scheduler Terms: sschterm.dbf

Field Name	Type	Long Code	Short Code	Decimals	Description	UA Option
SCHENDDATE	Date	8		-	End Date of Scheduler Term	School Setup Information
SCHTERM	Char	9		-	Start Date of Scheduler Term	School Setup Information
SCHSTADATE	Date	8		-	Scheduler Term Number	School Setup Information
SCHOOLID	Num	2			School Record Belongs To	School Setup Information

School Setup Lists

The School Setup files described in this table each contain a nine-character school ID, and either short codes for School Setup lists and their descriptions, or only descriptions.

For example, sarea.dbf has three fields: SCHOOLID (9 char), AREACODE (4 char) and AREADESC (15 char).

These files can be joined to other files via the short code, and used to determine the associated description (long code) in a demographic file.

For example, the field STDMAREA in the studdemo.dbf file can be joined to the AREACODE field in the sarea.dbf table to find the area description for a student. If you extract descriptions (long codes), you do not need to use the files in this table.

School Setup Table Name	Description	Short Code	Short Code Type	Decimals in Short Code	Long Code	Long Code Type
sarea.dbf	Area	4	Char	-	15	Char
sblkname.dbf	Block Label	4	Char	-	11	Char
scity.dbf	City	4	Char	-	35	Char
sclstype.dbf	Class Type	None	-	-	29	Char
scndactn.dbf	Conduct Action	4	Char	-	29	Char
sconduct.dbf	Conduct Code	4	Char	-	29	Char
scontact.dbf	Contact Title	4	Char	-	15	Char
scountry.dbf	Country	4	Char	-	15	Char
scounty.dbf	County	4	Char	-	15	Char
scrstype.dbf	Course Type	None	-	-	29	Char
sdept.dbf	Department	4	Char	-	29	Char
sdistnm.dbf	District Name	9	Char	-	29	Char
semployr.dbf	Employer Type	4	Char	-	15	Char
sethnic.dbf	Ethnic Category	4	Char	-	29	Char

School Setup Table Name	Description	Short Code	Short Code Type	Decimals in Short Code	Long Code	Long Code Type
slang.dbf	Home Language	4	Char	-	29	Char
slunch.dbf	Lunch Status	4	Char	-	29	Char
srcbins.dbf	Bin Number, Bin Name	2	Num	0	29	Char
srelatn.dbf	Relation of Contact to Student	4	Char	-	15	Char
sschaide.dbf	Scheduling Aide	None	-	-	29	Char
sstate.dbf	State	4	Char	-	29	Char
sstdgrp.dbf	Group	None	-	-	29	Char
ssubarea.dbf	Subject Area	4	Char	-	29	Char
stpostn.dbf	Teacher Position	None	-	-	29	Char
strack.dbf	Track	None	-	-	29	Char
studcod?.dbf*	Teacher User Defined Code ?, where ? = 1 to 2	4	Char	-	29	Char
stulist?.dbf*	Teacher User Defined List ?, where ? = 1 to 5	None	-	-	29	Char
saddir.dbf	Address Direction	4	Char	-	29	Char
saddtype.dbf	Address Type	4	Char	-	29	Char
sculist?.dbf*	Course User Defined List ?, where ? = 1 to 8	9	Char	-	29	Char
scudcod?.dbf*	Course User Defined Code ?, where ? = 1 to 2	4	Char	-	29	Char
sudefcd?.dbf	Student User Definable Code ?, where ? = 1 to 6. Win School writes empty tables for 3 to 6.	4	Char	-	29	Char
susrlst?.dbf	Student User Definable List ?, where ? = 1 to 9. Win School writes empty tables for 6 to 9.	None	-	-	29	Char

Introduction to Historical and Archive Tables

Use Historical and Archive exports to create transcripts and historical reports. You can export only 1 archive file in a single run. You cannot concatenate more than 1 archive file into a single set of dbf files.

Some field sizes is larger than is allowed in Win School to accommodate Mac School and different languages.

There are 3 Historical files and 5 Archive files.

Table Name	Description
StudHYR	The historical year records entered in Report Cards for each student
StudHCLS	The historical class records entered in Report Cards for each student-year
StudHBIN	The historical bin mark records entered in Report Cards for each student-year-class
StudADEM	The archive student demographic records entered in Report Cards for each student
StudASTA	The archive student status code records entered in Report Cards for each student
StudAYR	The archive year records entered in Report Cards for each student
StudACLS	The archive class records entered in Report Cards for each student-year
StudABIN	The archive bin mark records entered in Report Cards for each student-year-class

Historical Year: StudHYR.dbf

Field Name	Field Description	Type	Size	Comment
IDSCHLICNS	School license	N	6	
SCHOOLID	School ID (School name short code)	C	9	ID of sending school
IDSTUDENT	Student ID	N	11	Student's internal id. Formed by concatenating District ID, school ID, and Win School student internal ID.
STDNUMBER	Student number	C	15	
YEAR	Year	N	4	For example, 1995
SCHLNAME	Historical School name	C	51	School that student attended during the year
GRADELVL	Student Grade level	C	4	
SCHLCITY	School city	C	35	
SCHLSTATE	School state	C	29	
TMSSUSP	Times suspended	N	5	
CLSRANK	Class rank (sequence)	N	10	
CLSRANKWT	Class rank sequence, weighted	N	10	
CLSRNKLK	Class rank letter grade	C	3	
CLSRNKLKWT	Class rank letter grade, weighted	C	3	

Field Name	Field Description	Type	Size	Comment
CLSRNKMK	Class rank mark	N	10	6.3 format
CLSRNKMKWT	Class rank mark, weighted	N	10	6.3 format
COMMENT	Comment	C	39	
HOMEROOM	Homeroom	C	7	
HONMARK	Honor mark	N	12	8.3 format
HONMARKWT	Honor mark, weighted	N	12	8.3 format
HONLG	Honor letter grade	C	3	
HONLGWT	Honor letter grade, weighted	C	3	
HONSTAT	Honor roll status	L	1	
HONSTATWT	Honor roll status, weighted	L	1	
PASSFAIL	Pass/fail status	L	1	
PASSFAILWT	Pass/fail status, weighted	L	1	
PROGRAM	Normal program	C	29	
SPECPROG	Special program	C	29	
PRESENT01	Present term 1	N	9	5.3 format
PRESENT02	Present term 2	N	9	5.3 format
PRESENT03	Present term 3	N	9	5.3 format
PRESENT04	Present term 4	N	9	5.3 format
PRESENT05	Present term 5	N	9	5.3 format
PRESENT06	Present term 6	N	9	5.3 format
PRESENT07	Present term 7	N	9	5.3 format
PRESENT08	Present term 8	N	9	5.3 format
PRESENT09	Present term 9	N	9	5.3 format
PRESENT10	Present term 10	N	9	5.3 format
PRESENT11	Present term 11	N	9	5.3 format
PRESENT12	Present term 12	N	9	5.3 format
EXABS01	Excused absent, term 1	N	9	5.3 format
EXABS02	Excused absent, term 2	N	9	5.3 format
EXABS03	Excused absent, term 3	N	9	5.3 format
EXABS04	Excused absent, term 4	N	9	5.3 format
EXABS05	Excused absent, term 5	N	9	5.3 format
EXABS06	Excused absent, term 6	N	9	5.3 format
EXABS07	Excused absent, term 7	N	9	5.3 format
EXABS08	Excused absent, term 8	N	9	5.3 format
EXABS09	Excused absent, term 9	N	9	5.3 format
EXABS10	Excused absent, term 10	N	9	5.3 format
EXABS11	Excused absent, term 11	N	9	5.3 format
EXABS12	Excused absent, term 12	N	9	5.3 format
UNEXABS01	Unexcused absent, term 1	N	9	5.3 format

Field Name	Field Description	Type	Size	Comment
UNEXABS02	Unexcused absent, term 2	N	9	5.3 format
UNEXABS03	Unexcused absent, term 3	N	9	5.3 format
UNEXABS04	Unexcused absent, term 4	N	9	5.3 format
UNEXABS05	Unexcused absent, term 5	N	9	5.3 format
UNEXABS06	Unexcused absent, term 6	N	9	5.3 format
UNEXABS07	Unexcused absent, term 7	N	9	5.3 format
UNEXABS08	Unexcused absent, term 8	N	9	5.3 format
UNEXABS09	Unexcused absent, term 9	N	9	5.3 format
UNEXABS10	Unexcused absent, term 10	N	9	5.3 format
UNEXABS11	Unexcused absent, term 11	N	9	5.3 format
UNEXABS12	Unexcused absent, term 12	N	9	5.3 format
EXTDY01	Excused tardy, term 1	N	9	5.3 format
EXTDY02	Excused tardy, term 2	N	9	5.3 format
EXTDY03	Excused tardy, term 3	N	9	5.3 format
EXTDY04	Excused tardy, term 4	N	9	5.3 format
EXTDY05	Excused tardy, term 5	N	9	5.3 format
EXTDY06	Excused tardy, term 6	N	9	5.3 format
EXTDY07	Excused tardy, term 7	N	9	5.3 format
EXTDY08	Excused tardy, term 8	N	9	5.3 format
EXTDY09	Excused tardy, term 9	N	9	5.3 format
EXTDY10	Excused tardy, term 10	N	9	5.3 format
EXTDY11	Excused tardy, term 11	N	9	5.3 format
EXTDY12	Excused tardy, term 12	N	9	5.3 format
UNEXTDY01	Unexcused tardy, term 1	N	9	5.3 format
UNEXTDY02	Unexcused tardy, term 2	N	9	5.3 format
UNEXTDY03	Unexcused tardy, term 3	N	9	5.3 format
UNEXTDY04	Unexcused tardy, term 4	N	9	5.3 format
UNEXTDY05	Unexcused tardy, term 5	N	9	5.3 format
UNEXTDY06	Unexcused tardy, term 6	N	9	5.3 format
UNEXTDY07	Unexcused tardy, term 7	N	9	5.3 format
UNEXTDY08	Unexcused tardy, term 8	N	9	5.3 format
UNEXTDY09	Unexcused tardy, term 9	N	9	5.3 format
UNEXTDY10	Unexcused tardy, term 10	N	9	5.3 format
UNEXTDY11	Unexcused tardy, term 11	N	9	5.3 format
UNEXTDY12	Unexcused tardy, term 12	N	9	5.3 format

Historical Class: StudHCLS.dbf

Field Name	Field Description	Type	Size	Comment
CLSEQNO	Class Sequence Number	N	9	Unique key column for this table. This field does not exist in Win School and is created at export time. Each class is assigned a unique sequence number, to be used as a foreign key in StudHBIN. The course key columns are not duplicated in StudHBIN.
IDSCHLICNS	School license	N	6	
SCHOOLID	School ID (School name short code)	C	9	ID of sending school
IDSTUDENT	Student ID	N	11	Student's internal id. Formed by concatenating District ID, school ID, and Win School student internal ID.
STDNUMBER	Student number	C	15	
YEAR	Year	N	4	For example, 1995
SCHLNAME	Historical School name	C	51	School that student attended during the year
STGRADELVL	Student Grade level	C	4	
CLSNAME	Class name	C	20	Actually, course name.
CLSNUMBER	Class number	C	9	Course number
CLSSECTION	Section number	N	5	
CLSGRADE	Class grade level	C	4	Course grade level
CLSALTNAME	Class alternate name	C	20	Course alternate name
DEPARTMENT	Department	C	29	
SEQUENCE	Sequence	N	5	
EQUIVALENT	Equivalent	C	9	
TEACHER	Teacher name	C	47	
INTERM01	Taught in term 1	L	1	
INTERM02	Taught in term 2	L	1	
INTERM03	Taught in term 3	L	1	
INTERM04	Taught in term 4	L	1	
INTERM05	Taught in term 5	L	1	
INTERM06	Taught in term 6	L	1	
INTERM07	Taught in term 7	L	1	
INTERM08	Taught in term 8	L	1	
INTERM09	Taught in term 9	L	1	
INTERM10	Taught in term 10	L	1	
INTERM11	Taught in term 11	L	1	

Field Name	Field Description	Type	Size	Comment
INTERM12	Taught in term 12	L	1	
GRADREQ	Required for graduation	L	1	
SUBJCODE	Subject area code	C	9	
SUBJDESC	Subject area description	C	29	
UDEFFLG01	User definable flag 1	L	1	User defined flags for the class
UDEFFLG02	User definable flag 2	L	1	User defined flags for the class
UDEFFLG03	User definable flag 3	L	1	User defined flags for the class
UDEFFLG04	User definable flag 4	L	1	User defined flags for the class
UDEFFLG05	User definable flag 5	L	1	User defined flags for the class
UDEFFLG06	User definable flag 6	L	1	User defined flags for the class
UDEFFLG07	User definable flag 7	L	1	User defined flags for the class
UDEFFLG08	User definable flag 8	L	1	User defined flags for the class
UDEFFLG09	User definable flag 9	L	1	User defined flags for the class
UDEFFLG10	User definable flag 10	L	1	User defined flags for the class
UDEFFLG11	User definable flag 11	L	1	User defined flags for the class
UDEFFLG12	User definable flag 12	L	1	User defined flags for the class
UDEFFLG13	User definable flag 13	L	1	User defined flags for the class
UDEFFLG14	User definable flag 14	L	1	User defined flags for the class
UDEFFLG15	User definable flag 15	L	1	User defined flags for the class
UDEFFLG16	User definable flag 16	L	1	User defined flags for the class

Historical Bin: StudHBIN.dbf

Field Name	Field Description	Type	Size	Comment
CLSSEQNO	Class Sequence Number	N	9	Foreign key linking to StudHCLS.
IDSCHLICNS	School license	N	6	
SCHOOLID	School ID (School name short code)	C	9	ID of sending school
IDSTUDENT	Student ID	N	11	Student's internal id. Formed by concatenating District ID, school ID, and Win School student internal ID.
BINNUMBER	Bin number	N	2	
ISHONORS	Is honors	L	1	
ISFINALMRK	Is final mark	L	1	
ISWEIGHTED	Is weighted mark	L	1	
USEDINGPA	Used in GPA	L	1	
USEDINEC	Used in EC	L	1	
ISPRINTED	Include in print	L	1	
USERFLG1	User definable flag 1	L	1	

Field Name	Field Description	Type	Size	Comment
USERFLG2	User definable flag 2	L	1	
USERFLG3	User definable flag 3	L	1	
USERFLG4	User definable flag 4	L	1	
USERFLG5	User definable flag 5	L	1	
PASSFAIL	Pass / fail	C	8	"N/A", "Passed", or "Failed"
POTCRED	Potential credits	N	9	3 decimal places
GRADEPTS	Grade points	N	9	3 decimal places
CREDEARN	Earned credits	N	9	3 decimal places
LETRGRADE	Letter grade	C	3	
PERCENT	Percent	N	8	2 decimal places
PRESENT	Present (value)	N	6	1 decimal place
PRESENTOCC	Present (occurrence)	N	6	1 decimal place
ABSEX	Excused absences (value)	N	6	1 decimal place
ABSEXOCC	Excused absences (occurrence)	N	6	1 decimal place
ABSUNEX	Unexcused absences (value)	N	6	1 decimal place
ABSUNEXOCC	Unexcused absences (occurrence)	N	6	1 decimal place
LATEEX	Excused lates (value)	N	6	1 decimal place
LATEEXOCC	Excused lates (occurrence)	N	6	1 decimal place
LATUNEX	Unexcused lates (value)	N	6	1 decimal place
LATUNEXOCC	Unexcused lates (occurrence)	N	6	1 decimal place

Archive Demographics: StudADEM.dbf

Field Name	Field Description	Type	Size	Comment
IDSCHLICNS	School license	N	6	
SCHOOLID	School ID (School name short code)	C	9	ID of sending school
STDNUMBER	Student number	C	15	
BIRTHDATE	Birth date	D	8	
DISABILITY	Disability code	C	17	
ENTRYDATE	Date of entry to school	D	8	Enrollment Date
FIRSTNAME	First name	C	50	
FULLNAME	Full name	C	50	Format: "last, first middle". Note the format is different from the contact full names.
GENDER	Gender	C	1	M or F.
GRADSCHOOL	Graduation school (diploma from school)	C	51	"Diploma from" in Mac School.
GRADSTAT	Graduation status	L	1	

Win School Universal Access and District Extract

Field Name	Field Description	Type	Size	Comment
GRADSTDESC	Graduation status description	C	36	E.g., "Graduated", "GED", etc. For Win School, is always "Graduated" or "Not Graduated".
GRADYEAR	Graduation date (year)	N	4	
HOMEROOM	Homeroom	C	7	Always blank in Win School
HRMTEACHER	Homeroom teacher	C	47	Always blank in Win School
LASTNAME	Last name	C	50	
LGLALERT	Legal alert	C	121	
MIDDLENAME	Middle name	C	50	
PHONE	Phone	C	16	Home Phone
SSN	SSN	C	13	
TAGDATE	Tag date	D	8	Date on which student was identified as "Talented and Gifted".
TAGSCHOOL	Tag school name	C	51	School which first identified student as "Talented and Gifted".
PHYSADDR1	Physical address, line 1	C	35	For Mac School, only the mailing address is exported. The physical address is left blank.
PHYSADDR2	Physical address, line 2	C	35	
PHYSADRNUM	Physical address number	C	6	
PHYSADRST	Physical address street	C	21	
PHYSADRSTYP	Physical address type	C	29	
PHYSADRDIR	Physical address direction	C	29	For Win School, this field is a Byte ID converted to string using the current Address Directions popup: "N/A" if the Byte ID is invalid.
PHYSADRSTE	Physical address suite	C	5	Apartment #
PHYSCITY	Physical address city	C	35	
PHYSSTATE	Physical address state	C	29	
PHYSZIP	Physical address zip	C	23	
MAILADDR1	Mailing address, line 1	C	35	For Mac School, only the mailing address is exported. The physical address is left blank.
MAILADDR2	Mailing address, line 2	C	35	
MAILADRNUM	Mailing address number	C	6	
MAILADRST	Mailing address street	C	21	
MAILADRSTYP	Mailing address type	C	29	
MAILADRDIR	Mailing address direction	C	29	See PHYSADRDIR
MAILADRSTE	Mailing address suite	C	5	Apartment #
MAILCITY	Mailing address city	C	35	
MAILSTATE	Mailing address state	C	29	

Field Name	Field Description	Type	Size	Comment
MAILZIP	Mailing address zip	C	23	
CT1FULLNAM	Contact 1, Full Name	C	39	Concatenation of first, middle, and last names. For Win School, the format is "first middle last". This format is different from the student's full name.
CT1FNAME	Contact 1, First Name	C	37	Total name field is 39 chars, but we must allow for 2 extra null terminators.
CT1MNAME	Contact 1, Middle Name	C	37	
CT1LNAME	Contact 1, Last Name	C	37	
CT1ADDR1	Contact 1, Address line 1	C	35	
CT1ADDR2	Contact 1, Address line 2	C	35	
CT1CITY	Contact 1, City	C	35	
CT1STATE	Contact 1, State	C	29	
CT1ZIP	Contact 1, Zip	C	23	
CT1RELN	Contact 1, Relation	C	15	Always blank in Win School
CT1HPHONE	Contact 1, Home phone	C	16	
CT1WPHONE	Contact 1, Work phone	C	16	
CT1POSN	Contact 1, Position	C	25	Occupation
CT2FULLNAM	Contact 1, Full Name	C	39	See CT1FULLNAM
CT2FNAME	Contact 2, First Name	C	37	
CT2MNAME	Contact 2, Middle Name	C	37	
CT2LNAME	Contact 2, Last Name	C	37	
CT2ADDR1	Contact 2, Address line 1	C	35	
CT2ADDR2	Contact 2, Address line 2	C	35	
CT2CITY	Contact 2, City	C	35	
CT2STATE	Contact 2, State	C	29	
CT2ZIP	Contact 2, Zip	C	23	
CT2RELN	Contact 2, Relation	C	15	Always blank in Win School
CT2HPHONE	Contact 2, Home phone	C	16	
CT2WPHONE	Contact 2, Work phone	C	16	
CT2POSN	Contact 2, Position	C	25	Occupation

Archive Status Codes: StudASTA.dbf

Field Name	Field Description	Type	Size	Comment
IDSCHLICNS	School license	N	6	
SCHOOLID	School ID (School name short code)	C	9	ID of sending school
STDNUMBER	Student number	C	15	
STATDATE	Date	D	8	
STATCODE	Status short code	C	5	
STATDESC	Status long code	C	29	
COMMENT	Comment	C	101	

Archive Year: StudAYR.dbf

Field Name	Field Description	Type	Size	Comment
IDSCHLICNS	School license	N	6	
SCHOOLID	School ID (School name short code)	C	9	ID of sending school
STDNUMBER	Student number	C	15	
YEAR	Year	N	4	For example, 1995
SCHLNAME	Historical School name	C	51	School that student attended during the year
GRADELVL	Student Grade level	C	4	
SCHLCITY	School city	C	35	
SCHLSTATE	School state	C	29	
TMSSUSP	Times suspended	N	5	
CLSRANK	Class rank sequence	N	10	
CLSRANKWT	Class rank sequence, weighted	N	10	
CLSRNKLK	Class rank letter grade	C	3	
CLSRNKLKWT	Class rank letter grade, weighted	C	3	
CLSRNKMK	Class rank mark	N	10	6.3 format
CLSRNKMKWT	Class rank mark, weighted	N	10	6.3 format
COMMENT	Comment	C	39	
HOMEROOM	Homeroom	C	7	
HONMARK	Honor mark	N	12	8.3 format
HONMARKWT	Honor mark, weighted	N	12	8.3 format
HONLG	Honor letter grade	C	3	
HONLGWT	Honor letter grade, weighted	C	3	
HONSTAT	Honor roll status	L	1	
HONSTATWT	Honor roll status, weighted	L	1	

Field Name	Field Description	Type	Size	Comment
PASSFAIL	Pass/fail status	L	1	Promotion status: TRUE=Promoted FALSE=Retained
PASSFAILWT	Pass/fail status, weighted	L	1	
PROGRAM	Normal program	C	29	
SPECPROG	Special program	C	29	
PRESENT01	Present term 1	N	9	5.3 format
PRESENT02	Present term 2	N	9	5.3 format
PRESENT03	Present term 3	N	9	5.3 format
PRESENT04	Present term 4	N	9	5.3 format
PRESENT05	Present term 5	N	9	5.3 format
PRESENT06	Present term 6	N	9	5.3 format
PRESENT07	Present term 7	N	9	5.3 format
PRESENT08	Present term 8	N	9	5.3 format
PRESENT09	Present term 9	N	9	5.3 format
PRESENT10	Present term 10	N	9	5.3 format
PRESENT11	Present term 11	N	9	5.3 format
PRESENT12	Present term 12	N	9	5.3 format
EXAB01	Excused absent, term 1	N	9	5.3 format
EXAB02	Excused absent, term 2	N	9	5.3 format
EXAB03	Excused absent, term 3	N	9	5.3 format
EXAB04	Excused absent, term 4	N	9	5.3 format
EXAB05	Excused absent, term 5	N	9	5.3 format
EXAB06	Excused absent, term 6	N	9	5.3 format
EXAB07	Excused absent, term 7	N	9	5.3 format
EXAB08	Excused absent, term 8	N	9	5.3 format
EXAB09	Excused absent, term 9	N	9	5.3 format
EXAB10	Excused absent, term 10	N	9	5.3 format
EXAB11	Excused absent, term 11	N	9	5.3 format
EXAB12	Excused absent, term 12	N	9	5.3 format
UNEXAB01	Unexcused absent, term 1	N	9	5.3 format
UNEXAB02	Unexcused absent, term 2	N	9	5.3 format
UNEXAB03	Unexcused absent, term 3	N	9	5.3 format
UNEXAB04	Unexcused absent, term 4	N	9	5.3 format
UNEXAB05	Unexcused absent, term 5	N	9	5.3 format
UNEXAB06	Unexcused absent, term 6	N	9	5.3 format
UNEXAB07	Unexcused absent, term 7	N	9	5.3 format
UNEXAB08	Unexcused absent, term 8	N	9	5.3 format
UNEXAB09	Unexcused absent, term 9	N	9	5.3 format

Field Name	Field Description	Type	Size	Comment
UNEXAB10	Unexcused absent, term 10	N	9	5.3 format
UNEXAB11	Unexcused absent, term 11	N	9	5.3 format
UNEXAB12	Unexcused absent, term 12	N	9	5.3 format
EXTDY01	Excused tardy, term 1	N	9	5.3 format
EXTDY02	Excused tardy, term 2	N	9	5.3 format
EXTDY03	Excused tardy, term 3	N	9	5.3 format
EXTDY04	Excused tardy, term 4	N	9	5.3 format
EXTDY05	Excused tardy, term 5	N	9	5.3 format
EXTDY06	Excused tardy, term 6	N	9	5.3 format
EXTDY07	Excused tardy, term 7	N	9	5.3 format
EXTDY08	Excused tardy, term 8	N	9	5.3 format
EXTDY09	Excused tardy, term 9	N	9	5.3 format
EXTDY10	Excused tardy, term 10	N	9	5.3 format
EXTDY11	Excused tardy, term 11	N	9	5.3 format
EXTDY12	Excused tardy, term 12	N	9	5.3 format
UNEXTDY01	Unexcused tardy, term 1	N	9	5.3 format
UNEXTDY02	Unexcused tardy, term 2	N	9	5.3 format
UNEXTDY03	Unexcused tardy, term 3	N	9	5.3 format
UNEXTDY04	Unexcused tardy, term 4	N	9	5.3 format
UNEXTDY05	Unexcused tardy, term 5	N	9	5.3 format
UNEXTDY06	Unexcused tardy, term 6	N	9	5.3 format
UNEXTDY07	Unexcused tardy, term 7	N	9	5.3 format
UNEXTDY08	Unexcused tardy, term 8	N	9	5.3 format
UNEXTDY09	Unexcused tardy, term 9	N	9	5.3 format
UNEXTDY10	Unexcused tardy, term 10	N	9	5.3 format
UNEXTDY11	Unexcused tardy, term 11	N	9	5.3 format
UNEXTDY12	Unexcused tardy, term 12	N	9	5.3 format

Archive Class: StudACLS.dbf

Field Name	Field Description	Type	Size	Comment
CLSSEQNO	Class Sequence Number	N	9	Unique key column for this table
IDSCHLICNS	School licence	N	6	
SCHOOLID	School ID (School name short code)	C	9	ID of sending school
STDNUMBER	Student number	C	15	
YEAR	Year	N	4	For example, 1995
SCHLNAME	Historical School name	C	51	School that student attended during the year
STGRADELVL	Student Grade level	C	4	
CLSNAME	Class name	C	20	Course name
CLSNUMBER	Class number	C	9	Course number
CLSGRADE	Class grade level	C	4	Course grade level
CLSSECTION	Class section number	N	5	
CLSALTNAME	Class alternate name	C	20	
DEPARTMENT	Department	C	29	
SEQUENCE	Sequence	N	5	
EQUIVALENT	Equivalent	C	9	"Course equivalent" in Win School "Class equivalent" in Mac School
TEACHER	Teacher name	C	47	
INTERM01	Taught in term 1	L	1	
INTERM02	Taught in term 2	L	1	
INTERM03	Taught in term 3	L	1	
INTERM04	Taught in term 4	L	1	
INTERM05	Taught in term 5	L	1	
INTERM06	Taught in term 6	L	1	
INTERM07	Taught in term 7	L	1	
INTERM08	Taught in term 8	L	1	
INTERM09	Taught in term 9	L	1	
INTERM10	Taught in term 10	L	1	
INTERM11	Taught in term 11	L	1	
INTERM12	Taught in term 12	L	1	
GRADREQ	Required for graduation	L	1	
SUBJCODE	Subject area code	C	9	
SUBJDESC	Subject area description	C	29	
UDEFFLG01	User definable flag 1	L	1	User defined flags for the class
UDEFFLG02	User definable flag 2	L	1	User defined flags for the class

Field Name	Field Description	Type	Size	Comment
UDEFFLG03	User definable flag 3	L	1	User defined flags for the class
UDEFFLG04	User definable flag 4	L	1	User defined flags for the class
UDEFFLG05	User definable flag 5	L	1	User defined flags for the class
UDEFFLG06	User definable flag 6	L	1	User defined flags for the class
UDEFFLG07	User definable flag 7	L	1	User defined flags for the class
UDEFFLG08	User definable flag 8	L	1	User defined flags for the class
UDEFFLG09	User definable flag 9	L	1	User defined flags for the class
UDEFFLG10	User definable flag 10	L	1	User defined flags for the class
UDEFFLG11	User definable flag 11	L	1	User defined flags for the class
UDEFFLG12	User definable flag 12	L	1	User defined flags for the class
UDEFFLG13	User definable flag 13	L	1	User defined flags for the class
UDEFFLG14	User definable flag 14	L	1	User defined flags for the class
UDEFFLG15	User definable flag 15	L	1	User defined flags for the class
UDEFFLG16	User definable flag 16	L	1	User defined flags for the class

Archive Bin: StudABIN.dbf

Field Name	Field Description	Type	Size	Comment
CLSEQNO	Class Sequence Number	N	9	Foreign key linking to StudACLS
IDSCHLICNS	School licence	N	6	
SCHOOLID	School ID (School name short code)	C	9	ID of sending school
STDNUMBER	Student number	C	15	
BINNUMBER	Bin number	N	2	1 based
ISHONORS	Is honors	L	1	
ISFINALMRK	Is final mark	L	1	
ISWEIGHTED	Is weighted mark	L	1	
USEDINGPA	Used in GPA	L	1	
USEDINEC	Used in E Credits	L	1	
ISPRINTED	Include in print	L	1	
USERFLG1	User definable flag 1	L	1	
USERFLG2	User definable flag 2	L	1	
USERFLG3	User definable flag 3	L	1	
USERFLG4	User definable flag 4	L	1	
USERFLG5	User definable flag 5	L	1	
PASSFAIL	Pass / fail	C	8	"N/A", "Passed", or "Failed"
POTCRED	Potential credits	N	9	3 decimal places
GRADEPTS	Grade points	N	9	3 decimal places
CREDEARN	Earned credits	N	9	3 decimal places

Field Name	Field Description	Type	Size	Comment
LETTRGRADE	Letter grade	C	3	
PERCENT	Percent	N	8	2 decimal places
PRESENT	Present (value)	N	6	1 decimal place
PRESENTOCC	Present (occurrence)	N	6	1 decimal place
ABSEX	Excused absences (value)	N	6	1 decimal place
ABSEXOCC	Excused absences (occurrence)	N	6	1 decimal place
ABSUNEX	Unexcused absences (value)	N	6	1 decimal place
ABSUNEXOCC	Unexcused absences (occurrence)	N	6	1 decimal place
LATEEX	Excused lates (value)	N	6	1 decimal place
LATEEXOCC	Excused lates (occurrence)	N	6	1 decimal place
LATUNEX	Unexcused lates (value)	N	6	1 decimal place
LATUNEXOCC	Unexcused lates (occurrence)	N	6	1 decimal place

Index

A

access levels 11

B

Bins, Report Card 31

C

Catalog Comparison to Template 21

Contacting Technical Support 1

creating extract templates 12

creating groups 16

Crystal report programs 9

CSL files 27

D

DAT files 28

data directories
 setting up 11

DBF directories *See* data directories

DBF files 27
 definition 6
 deleting 18

DBF Formats report 13

DBF tables
 definition 6
 joining 9
 linking 9

DDI 9

deleting groups, templates, and DBF files 18

deleting report programs 18

District Data Integrator 9

E

Edit access 11

Edit Group 16

Edit menu

 Edit Template 16

Edit Template 13, 16

editing extract templates 13

Electronic mail

 for comments to Chancery 2

Email

 for Technical Support 1

Establishing a data standard:Home school 30

Establishing a data standard:Report Card bins
 31

Establishing a data standard:School Setup lists
 30

Establishing a data standard:Student numbers 30

extract

 definition 23

Extract Log 22

extract templates

 creating 12

 definition 7

 deleting 18

 editing 13

 in Main window 10

 installing 17

 running 7, 15

 saving 17

extracting data 15

F

Fax for Technical Support 1

Feedback for documentation 2

File menu

 Edit Template 13

 Install Template 17

 New Template 12

 Save As 17

G

Group menu 16

groups 16
 deleting 18
 pop-up list, illustration 10
 renaming 16

H

Home school 30

I

Install Template 17
 installing extract templates 17

J

joining tables 9

L

linking tables 9
 locking screen 11

M

Main window
 illustration 10

N

New Group 16
 New Template 12
 Next Year Prep 18

P

Passwords 11
 Phone number, Technical Support 1

R

records 6
 renaming groups 16
 Report Cards:Report Card bins 31
 report programs
 Crystal Reports 9

definition 7
 deleting 18
 running 15

DBF Formats for Template report
 DBF Formats for Template 20

Installed Reports List
 Installed Reports List 21

reports
 DBF Formats 13
 DBF Formats 19
 Extract Log 22
 File Catalog Listing 20
 Template Settings 21

Run Template 15
 running extract templates 15

S

Save As 17
 saving extract templates 17
 Schedule Information 14
 School Setup 11, 14
 School Setup Information 13
 School Setup lists 30
 School, home 30
 screen
 locking 11
 Security and Passwords 11
 Select UA Data Directory 11
 shortcut buttons 10
 Standard for data:Home school 30
 Standard for data:Report Card bins 31
 Standard for data:School Setup lists 30
 Standard for data:Student numbers 30
 State/Province documentation 2
 Student Date Selection dialog 14
 Student Date-Based Information 14

T

table records 6

Technical Support, contacting 1

Template Settings Report 21

tool bar 10

toolbar 10

Transfer Recording 14

V

View access 11

W

web support 9

Website for Chancery 1

Y

Year End 18

Z

ZIP files 27