WebPams School Administrator Guide
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JPAMS works best in Firefox, Google Chrome, or Internet Explorer 9.

Logging In

1. At the login screen, enter your username and password.
2. If you are using the live site, click Login.
3. To access the training site, click the dropdown arrow and select Training. Then click Login.

Basic Navigation

Menu Bar
The top of JPAMS has a menu bar that contains several features.

Status
The first feature is the color of the menu bar. If the menu bar is red, you are in training mode and the title will say training. If the background is gold you are in live mode.

*Live mode is the data that actually is used to run the school. Training mode is used for training and testing purposes and does not reflect true data.*

User
The user indicator will have Welcome (username).

Icons
- This is your favorites. From here you can save your 10 favorite programs and launch them.
- This is a link to the help system.
- This is the logout button.

Navigator
The left side of the screen is the program navigator. This is a collapsible panel that is categorized by application area.
Within each application area there are several broad program types:
- Entry
- List
- Loader
- Count
- Interface
- Letter
- Trends
Workspace
The Workspace is a tab separated work area that allows you to manage multiple open programs without overlapping windows. You can have several different programs open at any given time. You can select a tab to switch the active program. When you are finished with a program you can click on the red "X" at the top of the tab to close the individual program.

Notifications
This window will be visible when you login to JPAMS. It will display JPAMS and district notices.

Enrollment and Ethnic Breakdown Graphs
These graphs will be visible once you login to JPAMS. You can enlarge the graph by clicking the Show in Larger Window icon. To print, click the Print icon.

Adding Links to Favorites
1. Click the Favorites icon.
2. Select Configure.
3. The window on the left shows all the different modules that can be added to favorites. Click and drag the desired modules to the column on the right.
4. Click Save.
5. To remove, select the module from the window on the right, then click once on the trash can icon in the middle of the two windows. Click Save.

Accessing Help
1. Click the Help icon.
2. Select the main topic area from the list on the bottom of the page.
3. Choose a topic under the necessary category.
4. Directions will be listed. If a video has been created, it will be listed at the top of the page.
5. Click the red x on the Help Tab to close the window.
**Student Master**

**Find a Student using the Find button**

1. On the upper left navigation pane, click on **Student Master** under **Entry**.
2. In the **Student Master Setup** window, ensure the correct **year**, **district**, and **school** are selected.
   a. The current year will be selected and the district and school should be defaulted based on security.
3. Click **Ok**.
4. Click the **Find** button located at the bottom of the **Student Master** screen. This brings up a list of students in alphabetical order.
5. Use the keyboard or the keypad at the top of the list to type the last name in the search box or scroll down the list and select the appropriate name.
6. The student information will appear on the **Student Master** screen.
7. Flags in the top right corner will be visible if a student has been classified as SPED, 504, LEP, or has a health flag.
   a. Special Ed button colors:
      i. **Blue** = student has not been evaluated yet
      ii. **Gold** = student has an initial evaluation but not an IEP.
      iii. **Gray** = student is speech only
      iv. **Purple** = student is Gifted / Talented
      v. **Red** = student has an active IEP.

**Find a Student using the Search Bar**

1. The search field is the blank field to the right of **Action** at the top of the screen. Search by typing all or part of the student’s last name, first name, social security number, or student ID number and hit **Enter** on the keyboard.
2. A list of possible matches is displayed and can be sorted using any column heading.
3. Select the desired student. The student information will appear in the **Student Master** screen.

**Student Master Screen Features**

There are many areas to store different types of information on the **Student Master** Screen. Some of the commonly referred to fields are described below:

**Save** button: **When entering or editing data in Student Master, it is important to click the Save button**. Any work done is not retained until the **Save** button is clicked.

**Name**: Located in the upper left, click the field box next to **Name** to access, edit, or enter the student’s name, addresses, and phone numbers of the student. Address and phone information can be copied from the student’s information to the Guardian, Father, and Mother by clicking the **Copy Address** button.

**Guardian**: Click in this field to enter/edit a guardian’s name, address, email, and phone information. Information can be copied from the **Mother** or **Father** by clicking the **Copy From** … buttons at the bottom of the Guardian window. If a school uses the Parent Command Center, and wishes to deny a guardian access, a user can select to deny access by clicking the box next to **Guardian cannot access Internet data**.
Father and Mother: Click in these fields to enter/edit names, addresses, email, and phone numbers of the student’s father and mother. There is a check box to indicate if the mother or father is a stepparent. Address information can be copied from Guardian, Student, Mother, or Father by clicking the Copy From button. If a school uses the Parent Command Center, and wishes to deny a parent access, a user can select to deny access by clicking the box next to Mother/Father cannot access Internet data.

Emergency: Click to enter or edit a person to contact in case of an emergency for the student.

Homeroom: Click to enter a homeroom for the student. There are other ways to load many students, or selected students, into a homeroom. These are described in the section labeled HMRM/Advise.

Special Codes: This field allows you to bring up a box that will list any special information for that student. By clicking on the drop down arrow, you will get a list of Special Codes that you can use if you need to enter such information. It also allows you to enter other information such as Lunch Type and Lunch ID. You may enter up to 10 different codes. After you are done, close the screen and the codes will appear in the Special Codes field on the main Student Master screen.

School Clubs: This field will allow you to list any school clubs that the student is a member. When you click on the blank field next to the School Clubs name, a box will appear. Click on the arrow and a drop down list of clubs will appear. You may select up to 10 clubs for this field.

Alarm Codes: This field will allow you to assign codes that indicate a student needs special or immediate attention. This code will display when a student with an alarm code is checked out of school.

Entry Date: Contains the date the student entered the school. A user can cell click to enter/edit the entry code, entry date, and school transferring from.

Leave Date: Contains the date the student left the school. A user can cell click to enter/edit the leave code, leave date, and school transferring to. Note: Proper use of the leave code is crucial. Using a leave code that contains a “D” will result in a dropout assigned to the school.

US Entry: If a student was born in another country, a user would cell click here to enter the country of birth, date of entry to US, a language code, and a language proficiency code. This is an important field as it identifies whether a student is Limited English Proficient. Funding goes to your district to educate students with a Limited English Proficiency code.

SBLC Code: A field to identify a student as retained. When a student is considered for retention, an SBLC is held. The results of the SBLC meeting (promoted or retained) are posted here.

Old SSN: If a student’s SSN was changed, the old one appears here.

Old SSN D: If a student’s SSN was changed, the date of the change appears here.

Using the Gear Box

1. Find the student using the Search box or the Find button.
2. Click on the gear icon at the end of the Student Name field.
3. Make a selection.
   - Attendance by Day
   - Discipline
   - Schedule
   - Grades
   - Print Transcript
   - Student Demographics page
   - Student Test Analysis
   - Exit-closes window
Interpreting the Attendance by Day Screen

The Attendance by Day screen is accessed by the gear box in Student Master or in SBLC, as well as other areas of JPams. The window shows important details about the student’s attendance.

The top half of the window shows each attendance record. Each record shows the check in/check out information on the attendance record, if an excuse note was posted, and if the day was a full day, half day, or other.

**Time / Date / Code items:**

**OTIM** = Check out time

**OCOD** = Check out code. U means “unexcused”, S means “suspension”, E means “excused”, and D means “doctor/medical”.

**DRCD** and **PSTD** = Excuse brought in, and date brought in.

**Amount of Day items:**

F = Full Day absence

H = Half Day absence

O = Less than half day. Usually a check in / check out of less than 25% of the day.

**Classification items:**

U = Unexcused

S = Suspended

E = Excused

ND = Note from Doctor, Medical, or Extenuating Circumstances

OP = Other Present such as field trip or ISS.

**Summary Line:**

Shows a count of Full, Half, and Other absences. The Full day count is then split into categories of Unexcused, Suspended, Excused, and Note from Doctor.

In the example above, of the 7 full days, 0 are unexcused, 4 are due to OSS, 1 is excused, and 2 are doctor/medical/extenuating circumstances.
Tabs at the Bottom of the Student Master Screen:

- **Demographic**: First screen displayed when entering **Student Master**. Basic information on a student is displayed here.
- **Addresses**: This tab will display all name/address/phone information contained in the **Student, Guardian, Father, Mother**, and **Emergency** fields.
- **Misc**: This tab will display information such as **Sports, Fees**, and **Graduation** (if early graduate) data.
- **Programs**: This tab will display program information such as Homeless, Migrant, Homebound, etc... Program start and end dates can be associated with each program.
- **Voc 1**: This tab will allow you to input vocational information about the student.
- **Perms**: Student permissions for the student are stored here.
- **Log**: A file that allows an Administrator or Counselor make journal entries on a student.
- **ENHIST**: A very important tab. This tab indicates the **enrollment history** of the student in the district.
- **504**: This tab will display details about the student if the student has been identified as 504.

Print Entry/Leave Packet

1. After finding the student in **Student Master** and exiting them or after entering a new student, click **Action** at the top of the screen.
2. Choose **Leave/Entry Package**.
3. Check all appropriate boxes to print.
   - By default, social security numbers do not print on reports. It must be selected in order to print.
   - Check **Nurse Notification** to print any information a nurse has entered into the system, such as allergies and medication.
   - Check **Demographic Information Page** to print student demographic information.
   - Check **Current Grades Not Recorded** and select the current semester from the drop down menu to print out a list of the student’s current schedule with a place for teachers to write the average for the class.
   - Check **Current JPAMS Grades** to print a report card for the student.
   - Check **Current Progress Report** and select the current grading period from the drop down menu to print out a detailed progress report for the student that lists all assignments and grades for each class.
   - Check **Historical Grades Detail** to print a transcript for the student.
   - Check **Attendance History** to get a detailed history of the student’s attendance.
   - Check **Discipline History** to get a summary history of the student’s discipline.
   - Check **Discipline Referral Detail** to get a detailed history of the student’s discipline.
   - Check **Test Score Card** to get a list of state tests the student has taken and the scores received.
4. Click **Print**.
5. A print preview open. Click **Print**.
Print Student Demographic Sheet

1. Find the student using the Search box or the Find button.
2. Click on the Action button at the top of the screen.
3. Select Demographics.
4. A print preview will open displaying the student’s demographic information. Choose either Print or Save.

Posting a Log Record from Student Master

The log is a place to store notes about a student created by Administrators and Counselors. The contents can be printed in the SBLC Court Report or Discipline Court Report.

1. In Student Master, click the Find 1 button to locate the student to post to.
2. At the bottom of the Student Master screen, click the Log tab at the bottom of the screen.
3. Type the password of ____________. (Facilitator will inform at meeting).
4. Click the “New” button. Type in text in the text area below the New button. When finished, enter the user’s initials.
5. When done, click the Save button. The saved record will be shown with a time / date stamp.
6. To edit a log record, highlight the row containing the log record to edit. In the lower portion of the screen, edit the contents, then click the Save button.
7. To delete a log record, highlight the row containing the log record to edit. Click the red delete cell on the far right.

Working with Lists:

A list in JPAMS works very similar to a spreadsheet in Microsoft Excel.

- Sort Ascending- alphabetical order
- Sort Descending- reverse alphabetical order
- Configure Sort- custom sort using multiple columns
- Clear sort- clears the Configure sort option
- Auto Fit All Columns- adjust all columns’ width to fit the text in each field automatically
- Auto Fit- does the same but only in the column you are working in
- Column- uncheck columns to hide
- Group by- when grouping, all items are sorted and then collapsed into drop down items to make the information easier to access in an organized fashion. It is an expanded level of sorting.
o **Ungroup**- clears Group By

- **Freeze**- keeps the chosen column stationary while scrolling from left to right

**Alpha/Recruiter List**

1. Under **Student Master**, expand **Lists**.
2. Select **Alpha/Recruiter List**.
3. In the **Setup** window, ensure the correct **year, district, and school** are selected.
   - The current year will be selected and the district and school should be defaulted based on security.
   - Checking **Skip Opt Out Stus** will eliminate students who have asked not to be placed on public lists. This option can be found in **Student Master** on the **Permissions** tab.
   - By default, social security numbers do not print on reports. **Show SSN on report** must be selected in order to print.
   - **Grade, Gender, and Ethnic** should be left blank if all options are to be included; otherwise, click in the box to select the specific choices.
   - **Order to List** gives sorting options.
     - **Alpha Order**- sort alphabetically by student’s last name
     - **Grade Order**- sort alphabetically by student’s last name within the grade level
     - **Homeroom Order**- sort by homeroom teacher then alphabetically by student’s last name
     - **Counselor Order**- sort by counselor name then alphabetically by student’s last name
   - If **Print Break on Homeroom** is checked, **Order to List** will change to **Homeroom Order** when the list is printed and each homeroom teacher will be printed separately.
   - If **Show Remote Scheduled Only** is checked, only those students who are remotely scheduled will appear on the list.
   - If **Skip NR Students** is checked, students with an entry code of **NR** will not appear on the list.
   - The **As of Date** limits the list to only those students who are active on the date selected.
   - **Special Codes** and **Team Codes** will only display students who have the code selected. Leave blank to list all students regardless of special or team code.
   - For **Show**, select if you would like to include all students, SPED students only, or Regular Ed students only on the report.
   - **Homeroom, Counselor, Club** and **Sport** will only display students who are in the criteria selected. Leave blank to list all students.
   - Enter a **Report Title** to have that name printed at the top of the list.
4. Click **Ok** after all fields have been set as desired.
5. The list of students meeting the settings will be displayed.
6. Clicking on the yellow down arrow on the right side of any column header will display additional options.
   - **Sort Ascending**- alphabetical order
• **Sort Descending**- reverse alphabetical order
• **Configure Sort**- custom sort using multiple columns
• **Clear sort**- clears the Configure sort option
• **Auto Fit All Columns**- adjust all columns’ width to fit the text in each field automatically
• **Auto Fit**- does the same but only in the column you are working in
• **Column**- uncheck columns to hide
• **Group by**- when grouping, all items are sorted and then collapsed into drop down items to make the information easier to access in an organized fashion. It is an expanded level of sorting.
  o **Ungroup**- clears Group By
• **Freeze**- keeps the chosen column stationary while scrolling from left to right

7. Click **Print**. In the **Print Document** window, select the appropriate format to save or print.
   a. Highlighting rows in the list and selecting **Print** will only print those selected rows.

### Printing a List of 504 Students

1. In **Student Master**, click **Lists** in the upper left. Move down the listing and click the link for **504 Student List**.
2. At the setup box, set the desired Year, School, and Grade(s).
   
a. **Disabilities & Accommodations**: Click in the fields and select the desired items to list, or select all to display all disabilities or accommodations.

b. **Show**: Select to show all students, special ed students, or Non special ed students.

c. **As Of Date**: Select date to show students who are enrolled for the given date.

d. **Print Break on School**: If the user is running a report for multiple schools, then select the “Print Break on School” option.

e. **Show Remote Scheduled Only**: Select this option to only list remotely scheduled students.

![Setup Image]

3. Click **OK** to start the listing. Review, sort, or use the column tools to rearrange the listing.

4. **Note**: If the user sees 504 students with empty data in the fields on the right, the student’s 504 information will not transmit to the state SIS system. Work with data entry person(s) to enter all fields to ensure transmission.

5. Click **Print** to print the listing.

**Special Education List**

This listing will provide students who have IEP’s at the school site.

1. In the left hand navigation panel, click **Special Education**, then click **Lists**, then **Students Receiving Special Education Services**.

2. At the setup box, set the desired year, then click **OK**.

3. Use the sort tools, group, and freeze tools to create a desired report.
MFP Report (Count of Students)

1. On the left, the Student Master panel should be open. Click on "Count"
2. Under "Count", select "MFP/Ethnic-Gender/Lunch"
3. On the setup box
   - Select the desired "Year"
   - "District", and "School" should be defaulted based on security
   - "Grades" should be left blank if all grade levels are to be included into the report. Otherwise click in the box to the right of “Grades” to select the desired grade level to be included
   - The "As of Date" limits the count to only those students who are active on the date selected
   - Enter the age from and to of the students to count
   - Check "Use SIS School" if SIS School numbers are being used
4. Click "OK"
5. A count by grade level for the school will appear. Some of the column headings are explained below:
   - MFP - number of students counted towards State Funding purposes
   - Enroll - number of students enrolled in the school
   - ? - number of students in a grade that cannot determined
   - Adj - number of students adjusted (counted as both pre kind and preschool)
   - 22+ - number of student at age 22 or older
   - NR – number of students identified as not reported in SIS to state
   - Total – number of active students
6. The tabs at the bottom will break down the totals by Regular Ed, Special Ed, gender and race, Special Codes, and Lunch Codes
7. Click "Print" to print or save the report
Create an SBLC Referral in JPams

When working with a student, a user may want to create a record of meetings and interventions performed. The SBLC module allows a user to post referrals and subsequent meetings on students for DEWS reasons, as well as other concerns.

Directions
1. On the left navigation panel, SBLC button. Set the current year, then click OK.
2. At the setup box, set the desired year, district, and school, then click OK.
3. Click the Find button and browse the desired student.
4. Click the Referral tab on the lower left.
5. Enter information related to the reason for the referral, then click Save.
6. Add details on the right such as referral notes and staff members assigned to monitor the student.
7. Click the Save button to save the initial details on the student.
8. Click Print to print the referral.
9. To enter a meeting for the referral, click the Meeting tab and post initial tentative information for the first meeting.
10. Click **Save**. When this is done, an email will be sent to the participant’s email address.

11. Click **Print** to print the referral and the connected meetings.

## Locate a Referral / Meeting for a Student

1. Click **Find** to locate the student.

2. Click the **Referral** tab at the bottom of the screen. A saved referral will be displayed.

   a. If information is added to the referral, be sure to click **Save**.

3. Click the **Meeting History** drop down box, then select the desired meeting.

   a. If information is added to the meeting, be sure to click **Save**.

## Print a Court Report (Summary Report) on a Student

The Court Report will create a packet of details about the student such as demographics, grades, attendance, enrollment, discipline records, transcript (if high school), and log records. It is very useful for meetings about a student.

1. In the left hand navigation panel, select **SBLC**, then **Entry**, then **SBLC Editor** as shown below. After selecting the desired year and school, click **OK**.

2. In the lower right, click the **Find** button and browse to the desired student.
3. In the upper right, click the Action button, then Court Report.

4. Select the desired date range and items to include in the report, then click Print.
Grades

Grades Distribution Report

This report will produce a report of grades per class indicating number/percentage of A’s, B’s, C’s, etc...

1. In the left navigation panel, click Grades, then Count, then Grade Distribution Report.
2. At the setup box, verify / edit the Year, School, Grade, Ethnic, and Gender fields. Select the desired Class Period(s).
3. Select the desired Marking Period. Click OK.

![Grade Distribution Report Setup](image)

4. When the report is computed, results by teacher/class will be displayed. A user can click on counts to see students that comprise various counts.
5. A user can click on a teacher’s name to see the discipline referrals associated with that teacher as well as any staff attendance records (if stored in WebPams).

Access Teacher Gradebooks

1. In the left side navigation panel, select Grades, then WebGradebook.
2. At the setup box, verify the school, then click Ok.
3. On the lower left, select the desired Teacher, then Course, then Marking Period.
4. Review assignments. Click Assignments, then syllabus to see assignments for the class fully listed.
5. Go to Reports to see reports about the class such as Curriculum Monitor and Grade Summary Charts.

Accessing Test Scores for an Entire School or Grade Level

1. In the left navigation panel, click Grades, then Entry, then Test Scores Editor.
   - At the setup box, set the desired student year, grades, and other student filters.
   - Select the desired test. If desired, select the desired year/month of the test results.
• Click the OK button.

2. On screen, the test results, along with subskills results will be displayed.

3. A useful function here is to use the “group” command available on any list report. A user can group results by level.

Attendance:

Click Attendance in the Program Navigator list.

Under Entry, select Post Attendance.

Daily Absentee List:

Click Attendance in the Program Navigator list.

Under Lists, select Daily Absentee List.

Daily Absentee List Setup Box:

1. Select the desired Year.

2. District and School should be defaulted based on security.

3. Select Detail Report to get a detailed list of students and their detailed attendance records. If Detail Report is selected, other options become available at the bottom of the setup screen:
   - By checking Phone #, the student’s phone number will be printed on the report.
   - By checking Legend, an explanation of the attendance headers will be printed out.

4. Select Summary Report to get a list of students and the number of days they have been absent. If Summary Report is selected, other options become available at the bottom of the setup screen:
   - Over Days allows the printing of students with a range of days absent. Set the range as desired.
   - Equal Days allows the printing of students with a specific amount of days absent. Set the number of days that is desired.
   - By checking Policy, a policy letter will print out as well as the attendance letter.
   - By checking History, a detailed attendance history will print out with the attendance letter.

5. Skip Codes allows the program to ignore certain attendance codes when counting the number of days absent. Click in the field and select the codes to skip and OK.

6. From Date and To Date should be set so that the desired attendance date range is selected.

7. Grades should be left blank if all grade levels are to be included in the report. Otherwise, click in the box to the right of Grades to select the desired grade level to be included.
8. **Clubs** will only display students who are in the club selected. Leave blank to list all students regardless of club.

9. **Sport** will only display students who are in the sport selected. Leave blank to list all students regardless of sport.

10. **Order** allows for the list to be sorted in the desired way upon clicking **OK**. The options for sorting are:
    - **ALPHA** will sort the list alphabetically by the student’s last name.
    - **GRADE/ALPHA** will sort the list alphabetically by the student’s last name within the student’s grade level
    - **HR/ALPHA** will sort the list first by homeroom teacher name and then alphabetically by the student’s last name

11. If **Check In After** is checked, the results will be limited to show attendance records with doctor’s notes that were posted within the specified date range and attendance records with a check that occurred after the specified time. (To view records without check ins, set the check in time to the end of school and the checkout time to any time you wish within the school hours)

12. If **Check Out After** is checked, the results will be limited to show attendance records with check out times that are after the specified time.

13. For **Show Remote**:
    - If set to **None**, only enrolled students will appear on the list.
    - If set to **Only**, then only students coming to your school from other schools will be listed.
    - If **All**, then both remotely scheduled students and enrolled students will be listed.

14. For **Show Only**:
    - If **Active** is checked, only students who are currently enrolled will be listed.
    - If **Full Day** is checked, only full day absences will be considered for the report.
    - If **Tardies** is checked, only students with tardy to class codes will be listed.
    - If **Skips** is checked, only students with skip codes will be listed.

15. If letters need to be printed, click **Letters** at the bottom of the setup box. A **Letter Options** window will appear.
    - The **Letter Options** window is divided into two areas, **Letters** and **Policy Statement**. In each area, there are three selection boxes labeled with the grade levels each box represents. Grades 1-3, 4-8, and 9-12. Click in the selection box in the area and grade range desired.
    - Click in the selection box, a list of letters or policies will appear. Select the appropriate letter and click **OK**.
    - After all desired letters and/or policies have been selected, click **OK**.

16. To email the report to staff members, click the **Email** button at the bottom of the setup box.
    - The **Email Options** window will appear. You must check the box **Use Email** to send the report out using email.
    - In the **To:** field, type the email address of the employees to send the report to or click the **Teacher Email** button at the bottom to select the teachers to send the report.
    - In the **From:** field, type the email address of the person sending the report.
    - Click **OK**.

17. Click **OK** on the setup box when all options have been set correctly.

18. The report will appear on the screen. Click **Print** to print the report as shown on the screen.

19. Click **Print Letters** to print letters for everyone on the report or only those highlighted on the report.
**Excessive Absences By Factor**

This report will show counts of students absent. The counts can be clicked to produce listings of students.

1. At the main screen, locate the menu buttons on the left side of the screen. Locate, then click on the **Attendance** button, then click the down arrow next to **Count**. A listing of reports is displayed. Click on the link for **Excessive Abs by Factor**.

2. Set the correct **Year**, **District**, and **School(s)**. Set the **From** and **To** date range.

3. Click in the **Grade** cell (1) and select the grade levels for your school. This is a first time only setup item.

4. Click in the **Skip Codes** cell, then place a check next to codes 02, 04, 06, and 09. This is a first time only setup item.

5. For **Ethnicity**, click and select all of the ethnic codes. Do the same for **Gender**.

6. **Todays Abs Only**: Selecting this option will display absence counts only for students absent today.

7. Click the **OK** button. The report will begin to process and display the dialog box below:

8. When done, the screen will show counts of students by days absent.
To review the students in a count, click on a count of students on the screen. A screen like below will appear.

**Student Absentee Statistics**

This report will give a summary of attendance types by student.

1. In the left navigation pane, choose **Attendance**, then **Count**, then **Student Absentee Statistics**.
2. At the setup box, set the **Year**, **District**, **School**, **Grade**, **From Date**, and **To Date**.
3. Set the **Late From** and **Late To** field.
4. Set the **Skip Codes** to the type of attendance to leave out of the report.
5. Select “**All Students**”, then click **OK**.
6. A list of students with counts for Skipped, Tardy, Late to School, ISS/OSS, and other attendance records will be displayed. Sort the listing for desired attendance types.

**Discipline**

**Major vs. Minor Referrals**

- **Major** referrals are:
  - Referrals with action posted on the Admin screen.
  - Referrals with the action of “06 Referred to the office (major)” on the Refpg2 screen.
- **Minor** referrals are:
  - Referrals with no action posted on the Admin screen.
  - Referrals with no action of “06 Referred to the office (major)” on the Refpg2 screen.
Getting Started

1. In the navigation panel on the left, click on the button labeled Discipline, then under Entry, select Discipline Posting.
2. At the setup box, verify / set the desired school year, then click OK.

Creating a Discipline Referral

RefPG1 tab

This is the initial screen where details of the offense are entered.

1. Click in the field next to the word NAME to get a list of students. Click on a student name to begin the referral.

   a. Tip: After selecting the student, a user can click on the gear icon to access a menu showing attendance, schedule, grades, test scores, etc....

2. Click in the field next to Staff ID and Name. A listing of staff members will appear. Click on the name of the staff member who is associated with the referral.

3. Fill in the Referral date, Time, Code (state time code), and Location.
4. Select the incident that occurred by clicking in the first cell under the **Code** column. When clicked, a box will appear with a list of incident codes. Select the desired code, then click OK. Additional incident codes can be selected by clicking in the cells beneath. Up to five incident codes can be selected by clicking in each respective code cell.

5. If there were any witnesses, click in first row of the Witnesses area to add Witnesses for the incident.

6. If any Evidence code is to be noted, click in the Evidence field to select a desired Evidence code.

7. In the Remarks field, enter exactly what happened in the incident.

8. This is one of three screens to create a referral. To move onto the next screen, notice the blue green tabs at bottom of the screen. Click the **RefPG2** tab to continue.

**RefPG2 tab**

This tab contains action taken or comments by the teacher or other staff making the referral. Victims (required for bullying / cyber bullying) and Perpetrators can also be identified.

1. The first option on the page is Action Taken by Teacher, Bus Driver, or Other Employee. To enter actions, click in the first cell under the **Code** column. When this cell is clicked, a selection box appears. Choose the desired code, then click OK. Up to four actions can be selected.
   a. **Note:** If the action of “06 Referred to office (major)” is selected....
      i. The referral will be classified as a “major”.
ii. If created by a teacher from the gradebook system, an automatic email will be sent to school administrators indicating a referral has been created requesting administrative action.

2. Next, fill in any parent/guardian contact details. Click in the field next to the text “Parental Contact:” to bring up a list of contact methods. Choose the appropriate contact method. Then, fill in the date of when the parent/guardian was contacted by clicking in the field next to the text Date. This will bring up a calendar to select the correct date in which the parent was contacted.

3. If there are Teacher/Employee Recommendations, type them in the area provided. Click to enter the date the Employee signed the behavior form.

4. Click in the Motivations cell and select the possible motivations for the incident.

5. If the referral is for bullying or for cyberbullying, Victim information is required. Click in the Victims area to add Victims of the incident. A second screen will appear in which the user enters Victim remarks, services received, and any injury information.
6. If there are any other Perpetrators, click in the first blank row of the Perpetrators box to add additional Perpetrators. The referral details for Refpg1 and Refpg2 will be copied to these Perpetrators (a copy of the referral is created for these additional perpetrators, with the exception of the Admin details). The administrator can then go and add actions taken for the additional Perpetrators.

7. Click on the blue-green tab at the bottom labeled Admin to enter the actions taken by the Administrator.
Admin tab

This is the tab where action taken by the School Administrator is entered.

Conference (CO)

1. To assign a conference, click the cell in the upper left below the letters CO. Fill out the details in the next window, then click OK.

![Conference Arrangements](image)

Detention

A detention is a punitive time that occurs on a regularly scheduled basis (Ex: every Wednesday afternoon from 3:00 to 4:00).

1. To assign a detention, click the cell below the letters DET.

![Detention Arrangements](image)

2. First, set the days and times of the regularly scheduled detentions by clicking Set Times. This only needs to be done once to set default days and times of detention.

3. For the desired day(s) on which detention will be held, set the detention times. Be sure to use Military Time as shown below! Click OK when done to return to the detention screen.
4. Pick the day(s) of detention. Enter the number of days and the start date. Click the Calc button to let the system figure the end of detention (return) date. Click to enter the Location of detention. When done, click OK.

In School Suspension

An In-School Suspension (ISS) can be at the school site or at another site. It involves removing a student from his/her normal class setting for at least a day. Class services are continued, but the student is not in his/her normal classroom. It should not be used for situations where a student is sent out of class for a class period or two.

1. Click in the cell below ISS.

2. If the student is being recommended for expulsion, click to select the check box for “Recommend Expulsion”. Click in the Days cell and enter the number of days the student will have an ISS. Next, click in the field next to the text Start to bring up a calendar and select the date the student starts his/her ISS. Click the Calc button to have the system figure the Return date.

3. In the pink area, select the SIS incident code to be reported to the state.
   a. If a weapon was involved, pick the weapon check box, then identify the type of weapon from the drop down selection (Required for state reporting).
4. If this is resulting in a recommendation for expulsion, and if the user knows the date, time, and location of the hearing, enter in the information in the fields provided.

5. Click OK to close the ISS details window. The user will now see a count of days under the ISS label, and an action of “ISS On Site” will be displayed on the right under “Action Taken By School Administration”.

6. If a student is sent to ISS at an alternative location for a short duration of time (not an expulsion situation, but a temporary removal), the correct code to use is 11 ISS Discipline Center/Alternative Site.
   a. To change code 10 ISS on Site to code 11 ISS Discipline Center/Alternative Site because the student is doing the ISS at another school site, click the original code 10 ISS on Site. A listing of actions will appear. Select the code 11 006 ISS Discipline Center to complete the change.

**Out of School Suspension (OSS)**

An Out of School Suspension is given when a student is sent away from school for one or more days. No class instruction is done. The student is not physically present on any campus.

1. To assign an Out of School Suspension (OSS), click in the cell below OSS.

   ![OSS Cell Clicked](image)

2. The flow and details for posting an OSS are the same as posting an ISS.

3. If the student is being recommended for expulsion, click to select the check box for “Recommend Expulsion”. Click in the Days cell and enter the number of days the student will have an OSS. Next, click in the field next to the text...
Start to bring up a calendar and select the date the student starts his/her OSS. Click the Calc button to have the system figure the Return date.

4. In the pink area, select the SIS incident code to be reported to the state.
   a. If a weapon was involved, pick the Weapon check box, then identify the type of weapon from the drop down selection (Required for state reporting).

5. If this is resulting in a recommendation for expulsion, and if the user knows the date, time, and location of the hearing, enter in the information in the fields provided.

6. Click OK to close the OSS details window. The user will now see a count of days under the OSS label, and an action of “OSS Out of School Suspension” will be displayed on the right under “Action Taken By School Administration”.

Bus Suspension

1. To post a Bus Suspension, click the cell below the label BUS.
2. When the cell below BUS is clicked, the Bus Suspension box appears.
   a. If applicable, check the Recommend Expulsion check box.
   b. Enter the number of days the student will be suspended from the bus. Next, set the start date of the bus suspension. Click the Calc button to have the system figure the return date.
   c. If Weapons were involved, place a check next to Weapon, then identify the Weapon Type (required for state reporting if a weapon was involved).
   d. Click Ok when done entering the details.

![Bus Suspension Box](image)

**SAC / Clinic Detention / TOR**

The title above stands for Student Adjustment Center / Clinic Detention / Time Out Room. This action code is used for situations in which the student is going to be removed from the normal class setting for a short duration such as recess time(s) or one/two class periods.

1. On the right upper side of the screen, click in the Code field. A pick list will appear. Click to choose 14 999 SAC / Clinic Detention / TOR from the list of actions.
**Other Administrative Actions:**

Frequently, additional actions are taken by the Administrator which show he/she is working with the student or taking proper steps. An administrator can click in the blank **Code** cells in the upper right to add other actions taken such as contacted parent or held conference with student.

1. To add additional actions, click in the next empty cell under **Code**, then select other appropriate actions as shown below. Four actions per referral can be selected.

![Code cells](image)

**Administrative Comments / Dates / Other Data**

1. This portion of the Admin screen is where the Administrator identifies any special memos or conditions related to the referral.
2. Click to enter the Date of the Administrator handled the referral, then click in the “**Disciplinarian Signed Form**” cell to identify which administrator handled the referral.
3. If details such as **Other Agencies**, **Perpetrator Injury**, and any **Hate/Bias** information needs to be entered, click in the appropriate cell to enter the data.

![Admin screen](image)

**Important! Click the Save button at the bottom of the screen to save the referral.**
Expulsion Hearing Results

After a hearing is held on a recommendation for expulsion, the results of the hearing should be added to the referral. The steps below describe the steps to be done for this process.

1. Locate the referral that needs the expulsion posting.
   a. On the discipline posting screen, click the Find Ref button in the lower right. This will bring up a listing of students with referrals. Browse to the desired referral to add the expulsion hearing results.

2. After locating the referral, click the blue – green Hearings tab located on the lower right.

3. If applicable, enter any Manifest Hearing Information.

4. Click the Post Expulsion button, then select the appropriate decision.
5. Enter the number of **Days** the student will be expelled. Set the **Start** date of the expulsion.
   a. If the start date of the expulsion is within the dates of the OSS (a normal occurrence), a Suspension/Expulsion Date Conflict box will appear. Click the **Adjust** button to let the system automatically end the OSS to match the start of the expulsion.

6. Click the **Calc** button to let the system figure the return date. Enter any comments in the **Hearing and Interview Comments** field.
   a. If the return date is to be for a date going into the next school year, click in the **Return Date** field to manually enter the return date.

7. **Be sure to click the Save button when done.**
Printing Discipline Forms and Letters

1. In the upper right of the discipline posting screen, click on the **Action** button. Next, select **Letters**.

2. A selection of forms will appear. Select the appropriate form to print. A guide on which to use appears in the following steps.

3. To print state behavior form, click Department of Education School Behavior Report.

4. To print a Suspension letter for an In School or Out of School Suspension, select Suspension Form.

5. To print an Expulsion Recommendation letter, select either Recommend Expulsion format 1 or Recommend Expulsion format 2.

6. To print a form to let teachers know a student has been sent to ISS or OSS, select Student Assignment Sheet.

7. To print a letter notifying the parent/guardian of a regularly scheduled detention, select Detention Notification.
8. To print a summary report containing the student’s demographics, attendance, grades, enrollment history, transcript, and detailed discipline information suitable for a hearing or a conference, select Court Report.

**List Students with “06 Referred to Office” Action on Refpg 2**
If Teachers are allowed to post discipline, one of the actions on Refpg2 is “06 Referred to Office”. Normally, an email is sent to the administrator when this occurs. If the administrator needs a printed list of students who have the Refpg2 action of “06 Referred to Office” (often posted by Teachers), follow the steps below:

1. Enter the discipline posting module as discussed at the start of the discipline section.
2. Click the **Action** button on the upper right, then choose **Audit**.
3. In the Audits Menu, choose **Referral History Analysis**.

4. Set the **From** and **To** date range.
5. Uncheck “**Complete History**”, then click “**ADMIN ACTIONS**” as shown below.
6. Click OK.

7. A listing of students who have referrals with a **Refpg 2** action of “**06 Referred to Office**” will be displayed.
8. Print the listing. In Discipline Posting, use the **Find Ref** button to browse to the listed referral.
9. Review the referral, then post any needed administrative action, then save.
List Students with “Recommend Expulsion” Selection

When an administrator creates a discipline referral, in some instances, the option to “Recommend Expulsion” is provided on the ISS, OSS, and Bus Suspension boxes as shown below:

If the administrator would like a listing of the students that have “Recommend Expulsion”, but have no expulsion information in the Hearings tab, follow the steps below:

1. Enter the discipline posting module as discussed at the start of the discipline section.
2. Click the Action button on the upper right, then choose Audit.
3. In the Audits Menu, choose Referral History Analysis.
4. At the setup box, set the From and To date range.
5. Uncheck “Complete History”, then click “Hearings”.
6. Click the OK button.
7. A listing of students with “Recommend Expulsion” selections will appear.
8. Print the listing. In the Discipline Posting module, click the Find Ref button to locate the referral.
9. Edit the referral with the Expulsion information on the Hearings tab, then click the Save button.
Discipline Frequency Report

This report will give the user counts, lists, and graphs of discipline data for the school or district.

1. On the left hand navigation panel of WebPams, select Discipline, then Trends, then Discipline Frequency Report.

2. At the setup box, set the Year, School(s), Grade Range, and Date Range.

3. In the lower part of the setup box, set the following options:
   a. Sped: Select to show for “All” Students, special ed only, or non special ed only students.
   b. PBIS: Select to show data for all referrals, major referrals only, or minor referrals only.
   c. Referral Type: Select to show data for regular referrals or only bus referrals.
   d. Primary Inc/Act Only: Select to show data for only the first Incident code or Action code on a referral. Not selecting will show data for all Incidents/Actions on a referral.
   e. Run for: Select All to show data for referrals at any time of the day. Select Only During Instruction Time to show data associated with codes reflective of during class time. Select Out of Instruction Time to show data associated with codes reflective of outside of class time.
4. Click **OK** to begin the report.
5. On the left will be a table showing counts by Actions. Click on the counts to reveal students who comprise the counts. On the right will be a chart of the actions for the given time period and grade range.
6. On the lower right, click on any of the following buttons to get different data and charts: **Ref** (Referrals), **Inc** (Incidents), **Loc** (Location), **Mon** (Month), **Time**, **Staff**, **Day** (Number of Referrals per day), **DoW** (Day of Week), and **Hear** (Hearing Results).
7. To print the table on the left, click the **Print** button at the bottom of the screen.
8. To print the chart on the right, click the tiny printer icon on the lower left of the chart.
Appendix

State Reporting of Discipline: What gets sent to the state?

- For school year 0910 and earlier, only suspensions and expulsions were sent to the state.
- Starting in the Spring of 1011, incidents involving bullying and corporal punishment were added to be sent to the state.
- Starting in school year 1112, all incidents with an administrative action will be sent to the state.

Teacher Generated Referrals: How does the Administrator Know When to Act?

1. Teacher creates a referral with an action of “Referred to the Office”. When such a referral is saved by the teacher, an email will be sent to the school administrators. It will look like the example below:

   Office Referral Notification for ISABELLA ANNE ACOSTA.

   This message is to inform you that a discipline record with a "Referred to Office" action was posted or modified for ISABELLA ANNE ACOSTA, SID# 6099990 by ELIZABETH PARTON. The details of this record is listed below.

   Incidents

   Code    Incident Description
   20      is guilty of stealing

   Incident Description:
   Stealing - referring to office.

   Teacher Comments:
2. Student accumulates 4 or more minor referrals with no administrative action. An email will be sent to the school administrators. It will look like the example below:

```
This Email was generated by the JPuma Communications System by Edgaur.

Multiple Referrals Without Action Notification for WILL EARL ACOSTA.

This message is to inform you that four or more discipline records, classified as minor, have been posted for WILL EARL ACOSTA, SID# 0085060, with no administrative actions. You may wish to review these referrals for further action.

This email warning is reset by posting an administrative action on the latest referral.

<table>
<thead>
<tr>
<th>Dist</th>
<th>Sch</th>
<th>Ref #</th>
<th>Ref Date</th>
<th>Loc</th>
<th>Type</th>
<th>Comments</th>
</tr>
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<tbody>
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<td>027</td>
<td>006</td>
<td>003</td>
<td>2009-01-24</td>
<td>AUDITORIUM</td>
<td>MINOR</td>
<td>Comments for referral #5</td>
</tr>
<tr>
<td>027</td>
<td>006</td>
<td>004</td>
<td>2009-01-24</td>
<td>BATHROOM</td>
<td>MINOR</td>
<td>Comments for referral #4</td>
</tr>
<tr>
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<td>006</td>
<td>005</td>
<td>2009-01-24</td>
<td>CAFETERIA</td>
<td>MINOR</td>
<td>Comments for referral #3</td>
</tr>
<tr>
<td>027</td>
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<td>2009-01-24</td>
<td>BATHROOM</td>
<td>MAJOR</td>
<td>Comments for referral #2</td>
</tr>
</tbody>
</table>
```

3. A school administrator can run a report of teacher created referrals that have “Referred to the Office”, but no administrative action has been taken. Directions are below:

   a. In the discipline posting program, click Action, then Audit, then Referral History Analysis.
   b. Set the date range, then check Admin Actions. Click OK.