Vermont Student Census Spring Update School Year 2016-2017

Online Instructions

Due | **July 14, 2017**

It Team: Data Management & Analysis

(802) 479-1044

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System Requirements

Adobe Acrobat Reader (Free Download)

Browsers have updated their product, making it a little more difficult to access our application. You need to use Internet Explorer, and you still need Java Version 6 Update 26. You also need to make our site a "Trusted Site", and activate SSL 3.0 by going to Tools-Internet Options, click on the Advanced tab, scroll to the bottom and click on SSL 3.0. If you still have issues connecting, please call the AOE Helpdesk (802)479-1044 and we'll try to set you up on our remote server.

Starting the Application

Windows users open Internet Browser.

Mac users open Internet Browser.

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

Technical Support

Call (802) 479-1044 for assistance with the data entry application.

Due Date

Please submit completed data to the DMAT by July 14, 2017.

Main Menu Options

Application Instructions

Spring Census Reporting and Data Entry Instructions – This button allows you to print the Spring Census Data Reporting Instructions and the Spring Census Online Instructions.

S.E.C.T. Reporting and Upload Instructions – This button allows you to print the SECT Reporting and Upload Instructions.

Data Entry Forms

Spring Student Census/S.E.C.T. Contacts- This button allows you to enter or edit the Student Census contact and the SECT contact information.

Organization (Spring Student Census)- This button allows you to edit the information about your school.

Student (Spring Student Census/S.E.C.T.) - This button lets you add new students or edit existing student records.

Report Menu

Reports Menu – This feature will create a report of all student records in the application.

The reports are as follows:
- Census Signature Page
- Deceased Student List
- Directly Certified Students List
- Dropout Student List
- Graduated Student List
- Home Study Students Taking Academic Courses
- Home Study Students Participating in Extra- or Co-curricular Activities
- Promoted Student List
- Retained Student List
- SECT- Educators and Students by Enrolling Organization Term, Section, Course and Class Setting
- SECT- Courses available at this Enrolling Organization (EXCEL EXTRACT)
- SECT- Educators available to this Enrolling Organization (EXCEL EXTRACT)
- SECT- Signature Page
- SECT- Students at this Enrolling Organization by Course, Term and Setting
- SECT- Students by Courses and Terms available at this Enrolling Organization
- Student Attendance List
- Student Information (EXCEL EXTRACT)
- Students Not Receiving a Classification
- Summer Dropout Student List
- Transfer Student List

Import Data

Import S.E.C.T. from External Data Source- This button is used to import SECT data.
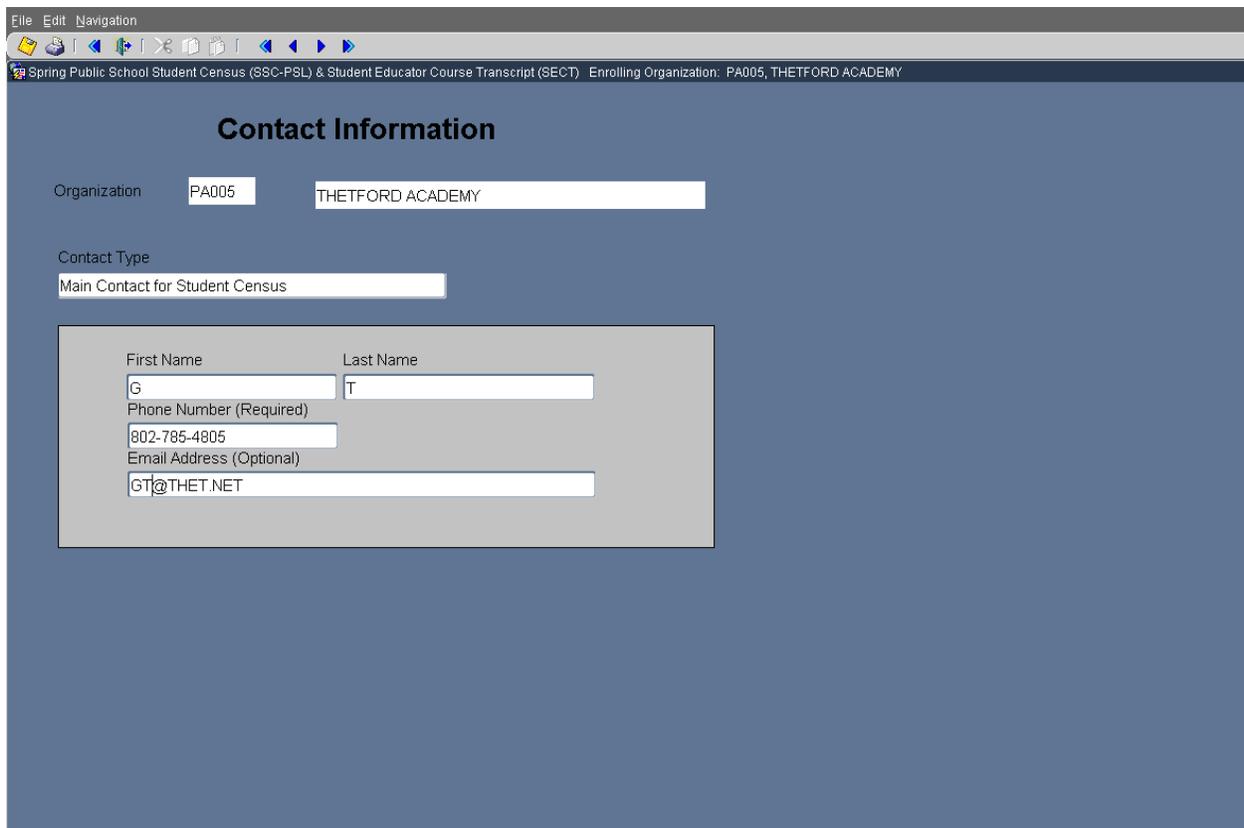
Data Submission

Spring Student Census Error Report/ Submit Spring Student Census Data to AOE- This button lets you see the errors without submitting data. If there are no critical errors, you can submit data to AOE. If you must revise submitted data please call the AOE at (802) 479-1044, and we will unlock your data file.

Miscellaneous

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

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Contact Information

Edit Main Contact Records allows you to enter the correct information for the person completing the Spring Student Census and SECT. Use the blue arrows on top right to navigate from Spring Student Census Contact to SECT Contact.

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Organization

Click on Edit Organizational Profile to make sure that all of the Organizational Information is correct for your school.

The Actual School Year End Date for your school located in the Calendar Info must be completed before proceeding to the student data.

Select File and return to main menu to return to the main menu page.

Student Information

Use the Add/Edit Student Records to add or change student records. NOTE: Record changes are automatically saved when you move to another record.

Select option from top toolbar.

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

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

Add Record(s) – This button lets you enter a new student.
To return to the main menu you must select File, then Return to Main Menu OR you can use the back arrow on the left side of the toolbar.

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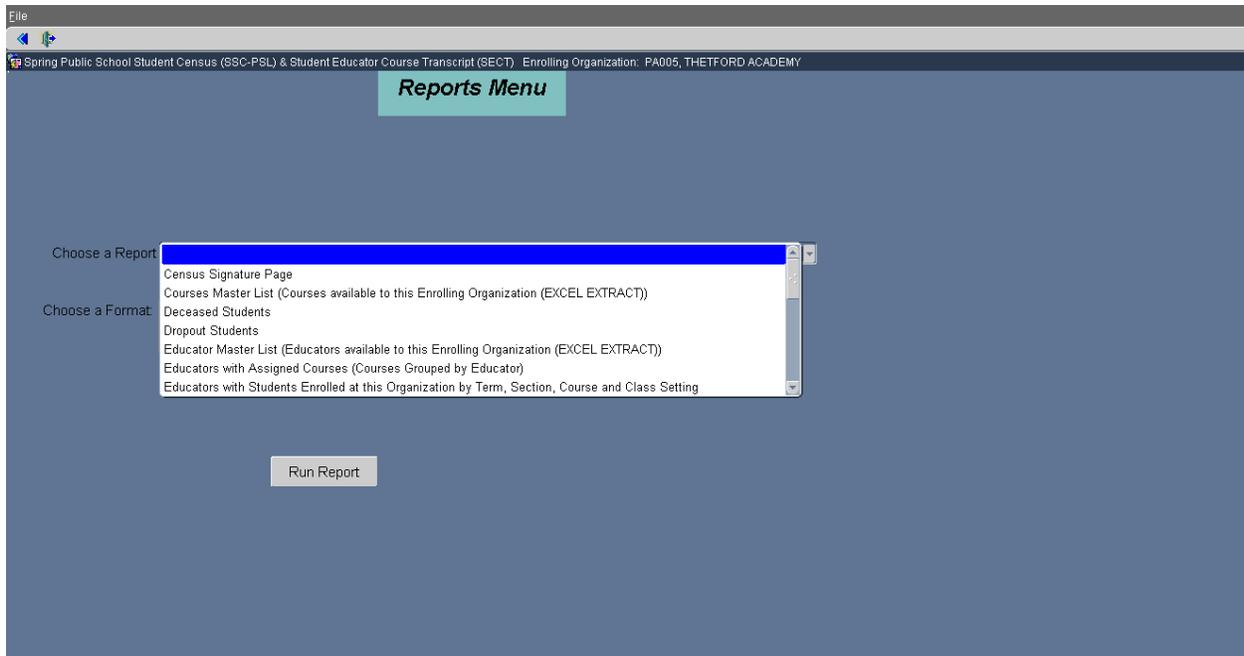
Report Menu

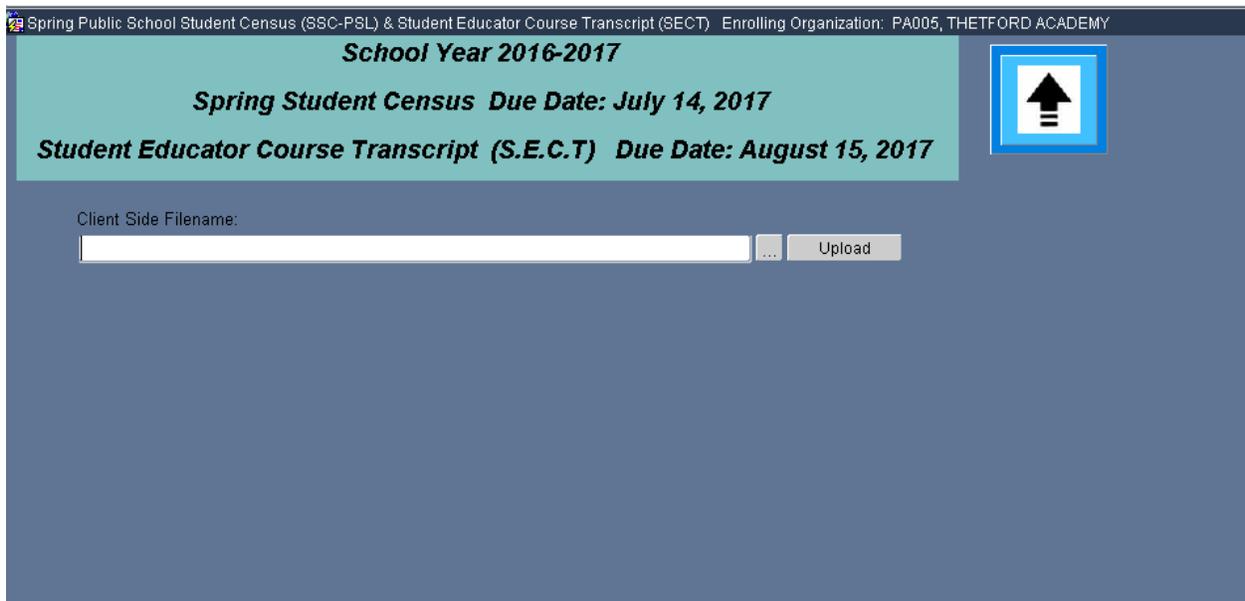Click on the down arrow next to Choose a Report to view or print in the Report Menu.

These reports are as follows:

- Census Signature Page
- Deceased Student List
- Directly Certified Students List
- Dropout Student List
- Graduated Student List
- Home Study Students Taking Academic Courses
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You have the option to open most of these reports in Excel or PDF formats.

Note: If your report screen does not appear, hold down the CTRL or CTRL and ALT keys while clicking on the Submit Request button.

Import S.E.C.T. from External Data Source

This is used to import the SECT data from an external source.

Data Submission

Click on Spring Student Census Error Report/Submit Spring Student Census to AOE.
Your application will now cycle through the submission process, If you have errors, an error report will appear in a new browser window. If you have any questions about this process, call DMAT at (802) 479-1044.

NOTE: If the error report does not appear, you must have a popup blocker enabled. Please disable and try submitting again. If you need further assistance regarding popup blockers, please contact your network support person or AOE helpdesk at (802) 479-1044.

Miscellaneous

Click on Exit to close out of the application and the data will be saved before exiting. This ensures that the application has been properly shut down.

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