# Tuitioned Student Census
# Fall Update for 2017-2018
## Online Instructions

**DUE** | November 7, 2017

**IT: Data Management & Analysis**

**(802) 479-1044**

VERMONT
**AGENCY OF EDUCATION**

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## Minimum System Requirements
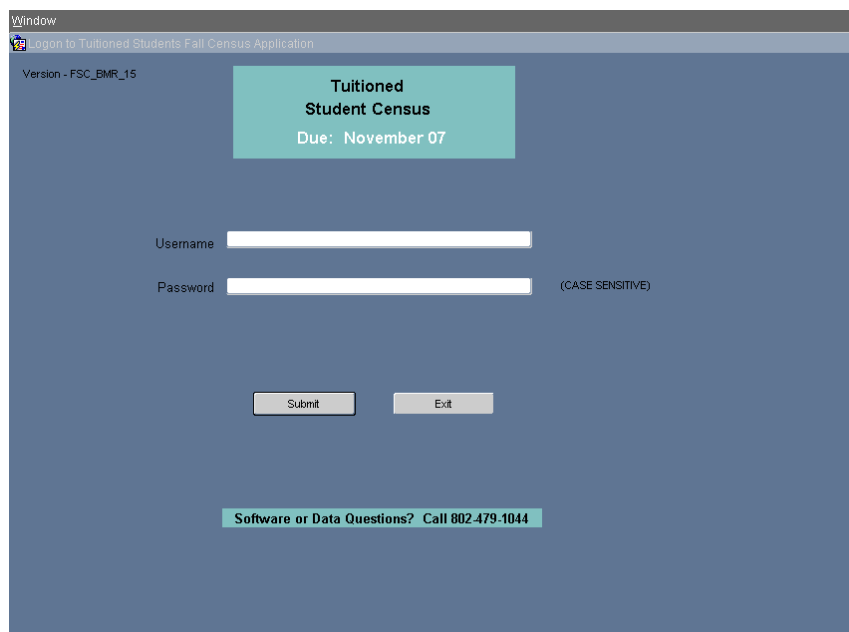
Adobe Acrobat Reader (Free Download)

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 trouble connecting, call the AOE Helpdesk at 479-1044.

Internet Explorer 7.0 or 8.0

## 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.

## Technical Support

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

## Due Date

Please submit completed data to the DMAT by November 7, 2017.

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## Main Menu Options



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

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

**Export Student Data** – This option lets you export data in an Excel format.

### Data Submission
**Show Error Report** – This option allows you to see if you have made any errors before trying to submit your data to AOE by creating a pdf report of your errors.

**Submit Data to AOE** - Click this button to submit data to AOE, your application will cycle through the submission process, if you have any errors, or have previously submitted your data you will not be able to proceed.  If you must revise submitted data please call AOE at (802) 479-1044, and we will unlock your data file.

### Reports
**Reports Menu** – This feature will create a report of all student records in the application, as well as all the resident students reported by your district schools. The reports are as follows:
- ADM of Students by Supervisory Union/Town of Residence
- Average Daily Membership Summary

- Census Signature Page
- List of Students by Grade, Last Name
- Students Receiving Title I Services by School
- Title I Targeted Assistance Services Signature Page

### Application Instructions

**Review Data Submission Checklist** – Clicking this button will give you a few pointers on how the system works.

**Web Data Entry Application Instructions** - This option allows you to view or print the software instructions.

**Data Reporting Instructions** - This option allows you to view or print the reporting instructions. The Reporting Instructions help clarify what information you should be entering.

### Exit Application

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

## Organization Information



## Enter/Edit Profile Data

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

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## Student Information



## Enter/Edit Student Records

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

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

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

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

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

Please reference data reporting instructions for descriptions of data elements.

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

## Export Student Data (for your use)
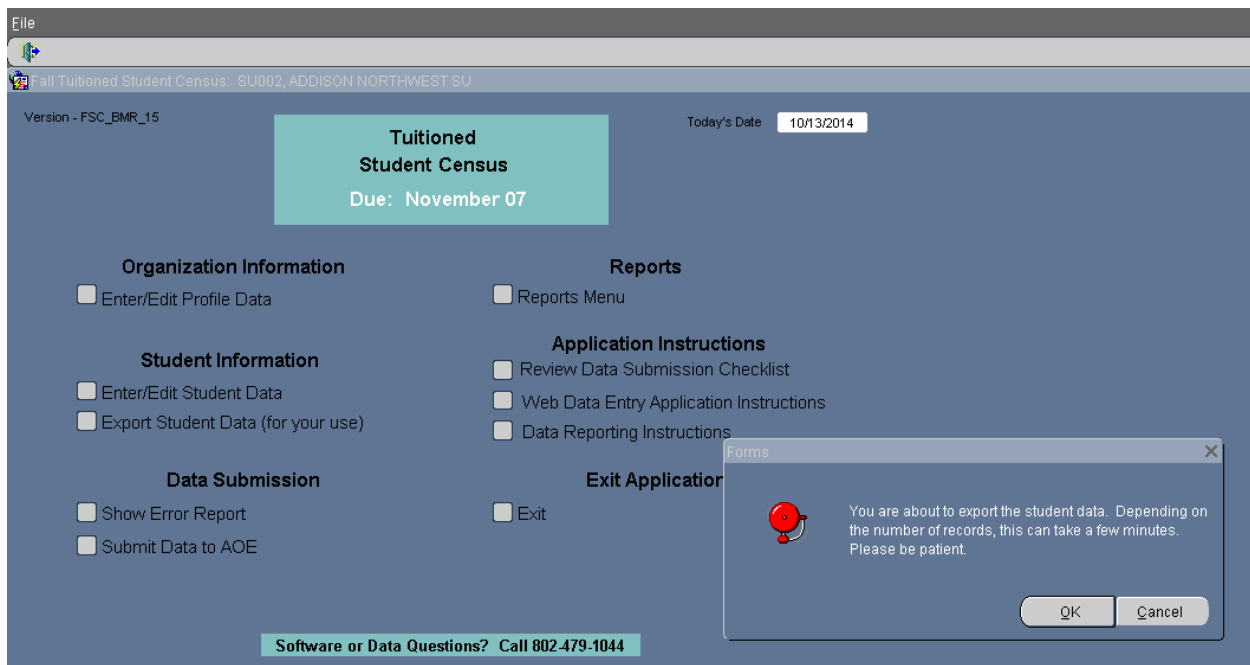


The export will pop up as a new window. NOTE: If you are not seeing another window popping up on your screen, try holding the control key down before you click on the export button and keep holding it down until the excel report appears. You will get a message stating this may take a few moments, click ok.
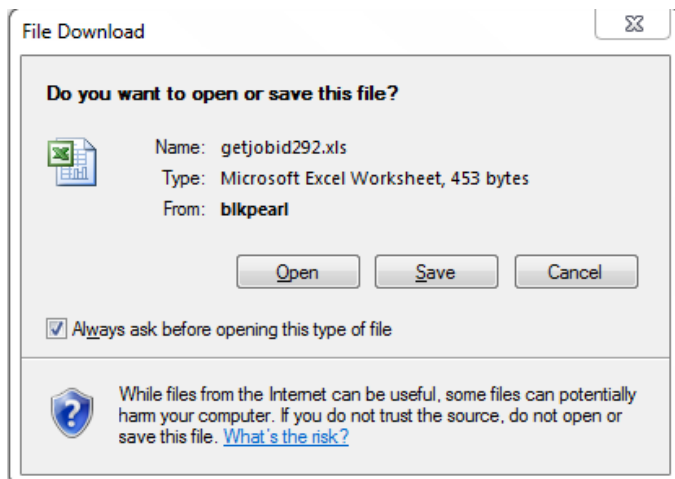


You may open or save your file to a specified location. Your data will remain in the program.

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## Data Submission



### Show Error Report

Click on Show Error Report to see if you have made any errors before trying to submit your data to AOE. A pdf error report will pop up as a new window showing you the errors. If nothing happens, try holding the control key down before you click the Show Error Report button until your report appears.

### Submit Data to AOE

Click on Submit Data to AOE. If you have any errors you will not be able to proceed. If you have no errors, your application will cycle through the submission process, once this button is pushed and submission message appears your data is locked and unable to accept any additional edits. If you have any questions on this process, call DMAT at (802) 479-1044.

## Reports



## Reports Menu

Choose the fiscal year you want the report for.

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

- ADM of Students by Supervisory Union/Town of Residence
- Average Daily Membership Summary
- Census Signature Page
- List of Students by Grade, Last Name
- Students Receiving Title I Services by School
- Title I Targeted Assistance Services Signature Page

Choose the format you want the report in, your choices are Excel or PDF and click on Submit Request.

NOTE: If you are not seeing another window popping up on your screen, try holding the control key down before you click on the export button and keep holding it down until the excel report appears.

ADM of Students by Supervisory Union/Town of Residence and Average Daily Membership Summary is not available until after you have submitted.

## Application Instructions

## Review Data Submission Checklist

Clicking this button will give you a few pointers on how the system works.

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## Web Data Entry Application Instructions

This option allows you to view or print the software instructions.

## Data Reporting Instructions

This option allows you to view or print the reporting instructions. The Reporting Instructions help clarify what information you should be entering.

## Exit Application

## Exit

Click "Exit" to close out of the online application.