

Get Ready for The 26-27sy Checklist:



Enrollment Roll Forward:

❖ **Online Calendar:** K-11 Enrollments were rolled forward.

- Students returning to Regular Calendars will need a new enrollment record created in the Regular Building Calendar for 26-27
- The Online Calendar Enrollment will need to be removed, since they have previously been rolled into the current year
 - **NOTE:** Create the new enrollment record before deleting the incorrect one.

❖ **Electronic/Out of District Calendar:** K-11 Enrollments were rolled

- Students in grades PS, 12, 13 or 23 were not rolled forward.
 - Manually create an enrollment record for 26-27 for those grade levels if needed
- Students may need an updated **Building IRN Override**
 - **NOTE:** This IRN will be the Building the student would attend if they were in your district.
 - Check for students transitioning from one building grade to the next (*switching buildings*)
 - *The Building IRN Override cannot be ***** Not Applicable*
- Students in this calendar being educated by a non-EMIS reporting Entity at the District Expense need to have a schedule entered.

❖ **Regular Calendars:** K-11 Enrollments were rolled forward

- Students in Grades PS, 12, 13 or 23 were not rolled forward
 - Manually create the 26-27 enrollment records for any of those returning students.
- Check for students that withdrew or enrolled at the end of 25-26sy (*after students were rolled forward to 26-27sy*)
 - Manually add or remove enrollment records for those students
- If students were not reported as withdrawn in FY26 (*end reason*) but are not attending in FY27 and do not have a 26-27 enrollment record, they will likely need to be included in the FC-Student Withdrawal Override Record for FY27
- All students scheduled in the Regular Calendar(s) should have a full 26-27 Schedule

Calendar Items:

❖ **Term Dates** (Scheduling & Courses > Calendar Setup > Term Setup)

- Term Dates should match the District Approved Calendar
- Term Dates do NOT overlap, and they DO NOT have gaps between end dates and the next start date

❖ **Period Schedule** (Scheduling & Courses > Calendar Setup > Period Setup)

- Period Start and end time should not have a gap (include hall pass time)
- The 1st instructional period should start at the beginning of the student day and the last instructional period should end at the end of the students day

PeriodSchedule Info						
*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day		
Day-1	1	☐	370	400		

Period Info						
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X 1 Period	1	08:05 AM	08:53 AM	0	☐	☐
X 2 Period	2	08:53 AM	09:41 AM	0	☐	☐
X 3 Period	3	09:41 AM	10:29 AM	0	☐	☐
X 4 Period	4	10:29 AM	11:16 AM	0	☐	☐
X 5 Period	5	11:16 AM	11:49 AM	0	☐	☐
X 6 Period	6	11:49 AM	01:10 PM	30	☐	☐
X 7 Period	7	01:10 PM	01:57 PM	0	☐	☐
X 8 Period	8	01:57 PM	02:45 PM	0	☐	☐
X Winter Ath	10	02:45 PM	02:45 PM	0	☒	☐
X Spring Ath	11	02:45 PM	02:45 PM	0	☒	☐
X Extra	12	02:45 PM	02:45 PM	0	☒	☐
X HR	13	07:45 AM	08:05 AM	0	☒	☐

Add Period

❖ **Instructional Minutes** (Scheduling & Courses > Calendar Setup > Calendar Information)

- These Minutes are Calculated from the Period Setup Screen, but are reported to EMIS from the Calendar Information Screen. Both areas should match!

PeriodSchedule Info						
*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day		
Daily	1	☐	390	420		

Period Info						
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X AM	1	08:00 AM	11:30 AM	15	☐	☐
X PM	2		03:00 PM	15	☐	☐

Calendar Information ★		
Save Mark for Deletion		
Calendar Info Calendar ID: 270 School: 100 Arthur Elementary (schoolID:47)		
*Name	25-26 Arthur Elementary	
*Start Date	07/01/2025	
*End Date	06/30/2026	
Student Day (instructional minutes)	390	
Whole Day Absence (minutes)	240	
Half Day Absence (minutes)	180	
Type	I: Instructional	

❖ **No School Days** (*Scheduling & Courses > Calendar Setup > Day Setup*)

- Ensure the days before the first day of school and the days after the last day of school have the **No School** Day Codes added via **Multi Day Events**.

- The No School code should NOT be tied to a state reporting code (*Attribute/Dictionary > Day > Type > Dictionary*)

Type Dictionary Detail							Add Row
	Code	Name	Seq	Value	Standard Code	Active	
X	KS	Kindergarten Start	0	C_STARTKG		X	▲
X	NO	No School	0	C_DNOTPLAN		X	
X	NS	No School	0			X	
X	OH	Holiday - Other	0	C_DELANNED		X	

- Make sure to enter all days starting 7/1/2026 until the day **BEFORE** the first day of school and run again for the day **AFTER** the last day of school until 6/30/2027.

❖ **Calendar Dates** (*Scheduling & Courses > Calendar Setup > Calendar Wizard*)

- Calendar Dates that are the same for multiple calendars within the district can be entered into one calendar and copied to the other calendars within the district.

- *Do this before adding Calendar unique Dates for only certain building*

○ **Steps:**

1. Select the “Copy data into Existing Calendars”
2. Choose the 1st radio button “Override TermDays...”
3. Source Calendar: The calendar where day events are entered
4. Destination Calendar: All the schools you want those days to be copied into
5. Select Days checkbox (*Click proceed on the popup box*)
6. Click Day Event
7. Click Run Wizard

❖ **Attendance Pattern** (*Student Information > General > Enrollments*)

- Students that had an attendance pattern in the 25-26sy, may be incorrect for the 26-27sy.
- To get the old attendance patterns removed by META, send a helpdesk ticket including Calendar Name, Grade Level and Attendance pattern code to be removed.

❖ **Grade Level Verification** (*Scheduling & Courses > Calendar Setup > Grade Level Setup*)

- Calendars should only include grade levels of students enrolled in the calendar
- Any grade level without students: Checkmark the “exclude from State Reporting”

Grade Level Setup ☆

New Save Delete

Name	Seq
23	0
00	7
07	8
06	9
09	10
10	11
11	12
12	13

Grade Level Detail

Name (locked): 00

Sequence Number: 7

State Grade Level Code: 00: Grade 0

Standard Day: [Dropdown]

Maximum Membership Days (<= instructional days): [Text]

Whole Day Absence (minutes): [Text]

Half Day Absence (minutes): [Text]

Maximum Approved School Choice Applications: 0

Kindergarten Schedule: [Dropdown]

Exclude from cumulative GPA/Rank calculations: ☐

Exclude from state reporting: ☒

Exclude from Enrollment: ☐

Exempt from Assignment: ☐

Final Checks and Reports:

❖ **School Setup** (*School & District Settings > Schools > School Information*)

- Changing Principal Name or School Demographic
- Select the Building (*Don't click the + Sign*). The Principal, Email adds, phone number and mailing address are edited in this location

School Information ☆

New School Create School New School

Notes: School Setup is used to create new schools. School Setup and School History records contain information related to a school that can be tracked historically. By creating a new school history, the new information is tracked as of a specific date when the previous values are preserved. To create a new school history record, select an existing school history and click the New School History button. This will create a new school history record based on the current information, which can be modified as needed and saved.

School Catalog - Master List

School Name	School Number	External LMS Exclude
METU Elementary School	00027	☒
METU Middle School	00028	☐
METU High School	00029	☐
METU Junior High School	00030	☐
METU Senior High School	00031	☐
METU Adult Education	00032	☐
METU Career Center	00033	☐
METU Vocational	00034	☐
METU Technical	00035	☐
METU Community College	00036	☐
METU State University	00037	☐
METU State University - Zanesville	00038	☐
METU State University - Columbus	00039	☐
METU State University - Marion	00040	☐
METU State University - Newcomer	00041	☐
METU State University - Newark	00042	☐
METU State University - Zanesville	00043	☐
METU State University - Columbus	00044	☐
METU State University - Marion	00045	☐
METU State University - Newcomer	00046	☐
METU State University - Newark	00047	☐
METU State University - Zanesville	00048	☐
METU State University - Columbus	00049	☐
METU State University - Marion	00050	☐
METU State University - Newcomer	00051	☐
METU State University - Newark	00052	☐
METU State University - Zanesville	00053	☐
METU State University - Columbus	00054	☐
METU State University - Marion	00055	☐
METU State University - Newcomer	00056	☐
METU State University - Newark	00057	☐
METU State University - Zanesville	00058	☐
METU State University - Columbus	00059	☐
METU State University - Marion	00060	☐
METU State University - Newcomer	00061	☐
METU State University - Newark	00062	☐
METU State University - Zanesville	00063	☐
METU State University - Columbus	00064	☐
METU State University - Marion	00065	☐
METU State University - Newcomer	00066	☐
METU State University - Newark	00067	☐
METU State University - Zanesville	00068	☐
METU State University - Columbus	00069	☐
METU State University - Marion	00070	☐
METU State University - Newcomer	00071	☐
METU State University - Newark	00072	☐
METU State University - Zanesville	00073	☐
METU State University - Columbus	00074	☐
METU State University - Marion	00075	☐
METU State University - Newcomer	00076	☐
METU State University - Newark	00077	☐
METU State University - Zanesville	00078	☐
METU State University - Columbus	00079	☐
METU State University - Marion	00080	☐
METU State University - Newcomer	00081	☐
METU State University - Newark	00082	☐
METU State University - Zanesville	00083	☐
METU State University - Columbus	00084	☐
METU State University - Marion	00085	☐
METU State University - Newcomer	00086	☐
METU State University - Newark	00087	☐
METU State University - Zanesville	00088	☐
METU State University - Columbus	00089	☐
METU State University - Marion	00090	☐
METU State University - Newcomer	00091	☐
METU State University - Newark	00092	☐
METU State University - Zanesville	00093	☐
METU State University - Columbus	00094	☐
METU State University - Marion	00095	☐
METU State University - Newcomer	00096	☐
METU State University - Newark	00097	☐
METU State University - Zanesville	00098	☐
METU State University - Columbus	00099	☐
METU State University - Marion	00100	☐

School Details

School Name: METU Elementary School

School Number: 00027

External LMS Exclude: ☒

Exclude: ☐

Principal Name: [Text]

Principal Title: [Text]

Principal Email: [Text]

Agency: [Text]

Address: [Text]

City: [Text]

State: [Text]

Zip: [Text]

❖ **Enrollment Loss Report** (*Student Information > Reports > Enrollment Loss Report*)

- This report lists situations where the student who is currently enrolled in the selected school does not have a primary enrollment in the same school for next year.
 - Run this report in the 25-26 Calendar

❖ **Duplicate Student Report** (*Scheduling & Courses > Reports > Duplicate Student Report*)

- Suggested to run for All Schools
- Select the options to consider, but change the defaults to Soundex Match

The screenshot shows the 'Duplicate Students Search' form. At the top, it says 'Duplicate Students Search ☆'. Below that is a blue header bar with 'Duplicate Students Search Report'. A paragraph explains the report's purpose: 'This report is used to search a student who has been duplicated in the system. There are options for considering duplication: If a field is null, it should not exclude the record from the results. For each pair of possible duplicated students, student demographics data, the most recent student enrollment data and student contact information will be printed.'

The form has two main sections. The first section, 'Which schools would you like to include in the report?', contains a list box with the following schools: All Schools, Arthur Elementary, Carter Middle, Cleveland Elementary, Filmore Middle School, Harrison High, Taylor K-8, and Van Buren High School. Below the list box is the instruction 'CTRL-click or SHIFT-click to select multiple'. The second section, 'Which criteria would you like to use to consider the duplication?', contains two columns of checkboxes. The left column has checkboxes for Last Name, First Name, Middle Name, Middle Name (first initial), Gender, Birthday, Social Security Number, and Race Ethnicity, all of which are checked. The right column has radio buttons for Exact Match and Soundex Match, with Soundex Match selected for all criteria. At the bottom, there is a 'Report Options' section with a dropdown menu set to 'PDF'. Finally, there are two buttons: 'Generate Report' and 'Submit to Batch'.

❖ **Staff History Report** (*Scheduling & Courses > Staff History Report*)

- ✓ All course sections **MUST** have a Primary Teacher for Reporting.
 - Steps: Select All Courses, Select Only includes sections without staff, Select-Primary Teacher

❖ **Reminders:**

- ✓ Check Report Card Settings
- ✓ Verify Grade Calc Options
- ✓ Push All Courses to Sections
 - *Must be done prior to teachers entering assignments*
- ✓ Run Student Gap Scheduler to find students that do not have a full schedule
 - *The effective enrollment date **MUST** be after the first day of classes*
- ✓ Add 26-27 Calendar Access to Users by updating the dates on the 0Calendar Name Calendar Groups
- ✓ Open Portal Access to Parents
- ✓ Create Grading Windows

Questions:

Contact Us:

- **META IC Support:** infinitecampushelp@metasolutions.net
- **META IC Training Videos & Docs:** metasolutions.net/campustraining
- **META IC Website:** metasolutions.net/infinitecampus

