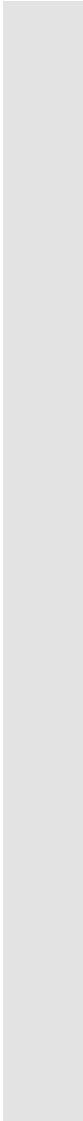



# Beginning School Counts

Charles W. Smith – Position Control Coordinator

321.633.1000 ext. 204



# Contact Information & Important Dates

Beginning School Counts

# Contact Information & Important Dates

## Contacts

**Charles W. Smith II, Ext. 204**

POSITION CONTROL COORDINATOR

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## 2019-20 Count Days

**August 12, 2019**

FIRST DAY COUNT

**August 15, 2019**

SECOND DAY COUNT

**AUGUST 19, 2019**

FINAL DAY COUNT



# Overview

Beginning School Counts



# Overview

## OVERVIEW

- The **Beginning School Count** system is located on the District AS400 Computer (CrossPointe Student System) on panel L361.
- Every year, during the first few days of school, a count is taken of student membership on designated days. This count is used for various management functions throughout the school system. It will provide basic and ESE student head counts and student membership totals for each school.
- The system also contains summaries of students within each geographical area, as well as by Elementary and Secondary counts within the area.
- Finally, the summary screens also display District totals of students in membership at special schools.



# Important Reminders

Beginning School Counts

# Important Reminders

## IMPORTANT REMINDERS

- Beginning School Count entry panels (L361) will be open from **7:30am – 11:30am** for entry. Any school not meeting the 11:30am deadline will be required to email a [screenshot](#) of the entry panel to Charles Smith at [smith.charles@brevardschools.org](mailto:smith.charles@brevardschools.org).
- If a student has been present one day of school, and is absent on a count day, the student should be counted for that count day provided they **have not** been withdrawn from your school.
- If a student is still enrolled at one school, they **cannot** be counted at another.
- **DO NOT** double count students. If a student is counted in ExEd, they **should not** be counted in Basic.

# AS400 Panel L361

The Beginning School Count entry panel is accessible from the L300 menu or by typing L361 into the panel.

```
Panel: _____ L300. Enrollment S: 1041 Y: 2018 R

-----
File Transfers                               Reports
 301. WinSNAP Loads                          306. Counts
 302. Enrollment Uploads                     308. Enrollment / Withdrawal
 303. Enrollment Downloads                   309. Rosters

                                           Beginning School Count
                                           → 361. Begin Schl Count-Entry
                                           362. Begin Schl Count-Projections

1=Hlp      3=Exit 4=Prpt                               12=Esc
Please request a menu or panel.                        Sys 06/28/2018 16:41:32 ALVAREZS
MA + B                                             MW                                             01/009
```



# AS400 Panel L361

The Beginning School Count entry panel is accessible from the L300 menu or by typing L361 into the panel.

```
Panel: _____ L361. Begin School Count S: XXXX Y: 2019 R
Day: _

-----
Brevard Public Schools

GRADE      COUNT      GRADE      COUNT
PK          _____  KK         _____
01          _____  02         _____
03          _____  04         _____
05          _____  06         _____
07          _____  08         _____
09          _____  10         _____
11          _____  12         _____

LEVELS
111: _____ 112: _____ 113: _____ 254: _____
255: _____  PK EELP: _____  PK HEADSTART: _____

DRIVE IN: _____ GRAND TOTAL:
1=Hlp      3=Exit 4=Prpt
Not on file. Type data to add. Upd
MA + B MW 01/075
```

# AS400 Panel L361

The count screen has separate line items to differentiate between Basic and ExEd students.

```
Panel: _____ L361. Begin School Count S: XXXX Y: 2019 R
Day: _

Count Basic students here. Brevard Public Schools

GRADE  COUNT  GRADE  COUNT
PK      _____  KK      _____
01      _____  02      _____
03      _____  04      _____
05      _____  06      _____
07      _____  08      _____
09      _____  10      _____
11      _____  12      _____

LEVELS
111: _____ 112: _____ 113: _____ 254: _____
255: _____ PK EELP: _____ PK HEADSTART: _____

DRIVE IN: _____ GRAND TOTAL:
1=Hlp 3=Exit 4=Prpt 12=Esc
Not on file. Type data to add. Upd
MA + B MW 01/075
```

# AS400 Panel L361

The count screen has separate line items to differentiate between Basic and ExEd students.

- Basic Students are counted by grade level.
- **NOTE:** Only students in a regular Pre-K classroom are to be counted on the **PK** line.

```
Panel: _____ L361. Begin School Count S: XXXX Y: 2019 R
Day: _

-----
Brevard Public Schools

      GRADE      COUNT      GRADE      COUNT
      → PK       _____      KK       _____
      01         _____      02         _____
      03         _____      04         _____
      05         _____      06         _____
      07         _____      08         _____
      09         _____      10         _____
      11         _____      12         _____

                                LEVELS
111: _____ 112: _____ 113: _____ 254: _____
255: _____ PK EELP: _____ PK HEADSTART: _____

DRIVE IN: _____ GRAND TOTAL:
1=Hlp 3=Exit 4=Prpt 12=Esc
Not on file. Type data to add. Upd
MA + B MW 01/075
```

# AS400 Panel L361

The count screen has separate line items to differentiate between Basic and ExEd students.

```
Panel: _____ L361. Begin School Count S: XXXX Y: 2019 R
Day: _

-----
Brevard Public Schools

GRADE      COUNT      GRADE      COUNT
PK          _____  KK         _____
01          _____  02         _____
03          _____  04         _____
05          _____  06         _____
07          _____  08         _____
09          _____  10         _____
11          _____  12         _____
Count ExEd students here.

LEVELS
111: _____ 112: _____ 113: _____ 254: _____
255: _____ PK EELP: _____ PK HEADSTART: _____

DRIVE IN: _____ GRAND TOTAL:
1=Hlp      3=Exit 4=Prpt
Not on file. Type data to add. Upd
MA + B MW 01/075
```

# AS400 Panel L361

The count screen has separate line items to differentiate between Basic and ExEd students.

- ExEd students are counted by their matrix.

111	Kindergarten – 3 <sup>rd</sup> Grade
112	4 <sup>th</sup> – 8 <sup>th</sup> Grade
113	9 <sup>th</sup> – 12 <sup>th</sup> Grade
254	Kindergarten – 12 <sup>th</sup> Grade
255	Kindergarten – 12 <sup>th</sup> Grade

- All Drive In, PK EELP and PK Head Start students should be counted on their named lines regardless of their matrix.



# Adding a Record

Beginning School Counts



# Count Day 1

Step 1: Type "1" in the DAY field and press <ENTER>.

Step 2: Fill in student counts in the appropriate fields based on the information previously mentioned.

```
Panel: _____ L361. Begin School Count S: XXXX Y: 2019 R
Day: 1
-----
Brevard Public Schools
-----
GRADE      COUNT      GRADE      COUNT
PK          _____  KK          _____
01          74          02          83
03          102         04          109
05          115         06          145
07          _____  08          _____
09          _____  10          _____
11          _____  12          _____

LEVELS
111: 35      112: 25      113: _____  254: _____
255: _____  PK EELP: _____  PK HEADSTART: _____

DRIVE IN: 5      GRAND TOTAL:
1=Hlp      3=Exit 4=Prpt      12=Esc
Not on file. Type data to add.      Upd
MA + B      MW      22/017
```

# Count Day 1

Step 3: Once all counts have been added, press <ENTER> to submit the record.

A **GRAND TOTAL** will appear at the bottom of the screen when the record is submitted.

```
Panel: _____ L361. Begin School Count S: XXXX Y: 2019 R
Day: 1

-----
Brevard Public Schools

GRADE      COUNT      GRADE      COUNT
PK
01          74
03          102
05          115
07          _____
09          _____
11          _____

KK
02          83
04          109
06          145
08          _____
10          _____
12          _____

LEVELS
111: 35      112: 25      113: _____ 254: _____
255: _____ PK EELP: _____ PK HEADSTART: _____

DRIVE IN: 5      GRAND TOTAL: 
1=Hlp      3=Exit 4=Prpt      12=Esc
Not on file. Type data to add.      Upd
MA + B      MW      22/017
```



# Other Count Days

## OTHER COUNT DAYS

- Count Days 2 and 3 will operate exactly like Count Day 1.
- Change the number in the **DAY** field to correspond with the appropriate count day.
- Update counts.
- Press <ENTER> to submit.

# Count Day Reminders

## IMPORTANT REMINDERS

Count Day	Grade Level	Student to Count
1	1 <sup>st</sup> – 12 <sup>th</sup>	Basic, ExEd, Drive-In
2	K – 12 <sup>th</sup>	Basic, ExEd, Drive-In
3	PK – 12 <sup>th</sup>	All Students

- A record **may not** be added with all zeroes in the counts.
- If a count record needs to be changed, you may do so **only** within the designated window.
  - To change a count, simply type over the number you wish to change and press <ENTER>.
  - To remove a count all together, simply space the number out and press <ENTER>.