

Scheduling Secondary Students

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General Information

- At the secondary level, the Counselors schedule students into their classes.
- If the student is part time, their schedule needs to reflect the class they are attending throughout the week. See the "Enrolling a Part-Time Student" Document to see how to enter the student's enrollment. The instructions below walk through how to create a full schedule.

Walk-In Scheduler

This is to be used to schedule individual students if they come in **AFTER** school starts.

1) Select the current Year, School, and Calendar



2) Select the Search tab and choose Student as the search type. Enter the student's name (last name first) in the search box below and click "GO". The student must be enrolled in the calendar selected in step 1 in order for them to appear.

Image: Year 12-13 ▼ School Jeff	erson City High School -	NCC 🔻 Calendar 12-13	3 Jefferson City High	Scho 🔻
Index Search Help Search for a:	Thistoper, Basis	······································	Wedical Team:JCHS Coun	selor:McMillen, Anna
Student 👻	AdHoc Letters	Waiver A Plus OL	D Records Trans	fer GMisc GER 911 GLEP GSe
A Go Advanced Search >>	Summary Enr Person Summary F	ollments 🎒 Schedule Report 合 Person Summary	Report w/ Picture	Flags(formerly Programs) Arguing Cades
Search Results: 2	PersonID 489			
12 Adi 12 Adi	Name	Nickname		
	Gender M	Race Ethnicity State Race/Ethnicity:	W:White	
		Federal Designation:	6:White	_
		Race(s):	White	
		Hispanic/Latino:	N:No	
		Race/Ethnicity Determination:	02:Self Identified	
	Birth Date (Age: 18)			
	Student Number	State ID		a second s
	Person GUID			
	Comments			
			- Modifi	ed by: Pearson, Julie 06/04/2012 16:43
	Mailing Addresses			

3) Select the Schedule Tab.

-	in marrie	Nickname: Blake Gender:M	Medical Team:JCHS Counselor	:McMillen, Anna		
	AdHoc Letters Wai	ver DA Plus OLD	Records Transfer	DMisc DER 911	L DLEP DSen	vices 🗅 A Plus
	Summary Enrollme	nts Schedule	XAttendance Fla	gs(formerly Program	ns) ArGrades 1	Transcript Credit S
Ta	ole - Group by Course (A	All Terms) 🔻 😁 Dis	splay Active Courses O	nly 🕘 Print OR Choos	se a report option 🔻	Walk-in Scheduler
	Term T1 (08/16/12-10/17/12)	Term T2 (10/18/12-12/21/12)	Term T3 (01/03/13-03/08/13)	Term T4 (03/11/13-05/17/13)		
ZH1	EMPTY	EMPTY	EMPTY	EMPTY		1
ZH2	EMPTY	EMPTY	EMPTY	EMPTY		
01	EMPTY	EMPTY	EMPTY	EMPTY		
02	EMPTY	EMPTY	EMPTY	EMPTY		
03	EMPTY	EMPTY	EMPTY	EMPTY		
04	EMPTY	EMPTY	EMPTY	EMPTY		
05	EMPTY	EMPTY	EMPTY	EMPTY		1
06	EMPTY	EMPTY	EMPTY	EMPTY		
07	EMPTY	EMPTY	EMPTY	EMPTY		
08	EMPTY	EMPTY	EMPTY	EMPTY		
-09	EMPTY.	EMPTY	EMPTY	EMPTY		

4) Notice that the schedule is empty. Click on Walk-In Scheduler.

-	ingenien, Bradiss / Br	Nickname: Blake Gender:M	Medical Team:JCHS Counselor	:McMillen, Anna		
	AdHoc Letters Wai	ver 🗅 A Plus OLD	Records Transfer	DMisc DER 911		rvices 🗅 A Plus
- 🛄 :	Summary Enrollme	nts 🚮 Schedule	XAttendance Fla	gs(formerly Program	ns) AtGrades	Turnersigh Condition
Tab	le - Group by Course (A	ull Terms) 💿 🔻 🖄 Dis	splay Active Courses O	nly 🕘 Print OR Choos	se a report option `	• 合 Walk-in Scheduler
	Term T1 (08/16/12-10/17/12)	Term T2 (10/18/12-12/21/12)	Term T3 (01/03/13-03/08/13)	Term T4 (03/11/13-05/17/13)		
ZH1	EMPTY	EMPTY	EMPTY	EMPTY		
ZH2	EMPTY	EMPTY	EMPTY	EMPTY		
01	EMPTY	EMPTY	EMPTY	EMPTY		
02	EMPTY	EMPTY	EMPTY	EMPTY		
03	EMPTY	EMPTY	EMPTY	EMPTY		
04	EMPTY	EMPTY	EMPTY	EMPTY		
05	EMPTY	EMPTY	EMPTY	EMPTY		
06	EMPTY	EMPTY	EMPTY	EMPTY		
07	EMPTY	EMPTY	EMPTY	EMPTY		
08	EMPTY	EMPTY	EMPTY	EMPTY		
-09	EMPTY.	EMPTY	EMPTY	EMPTY		

5) Each period should be showing a blue "**Empty**" hyperlink.

	Addec Letters Waive	lickname: Blake 🌹 Med Gender:M Tean	lical h:JCHS Counselor:McMi	llen, Anna	D D Services		28	aport Comments	D 504	Withde	lewe	- IRe
	Summary Enrollmont		ttondonco Elogo(for			wint Credit	Cum	accord	nt Carbo		war	- ne
	ble. Group by Course (All	Terme) Terme	Active Courses Only	Print OR Choose a report		w Schedule	4Sch	eduling Messenger			Pinan	sport
Ē	Load 🕜 Unload 🖓 End 🖸	Restore Search	♥3♥4	choose a repor		/	Â	Save Reqs >	🔇 Clear Reqs [Get So	ched Re	eqs Jnits:
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	08/16/2012 - 10/17/2012	12 10/18/2012 - 12/21/2012	13 01/03/2013 - 03/08/2013	14 03/11/2013 - 05/17/2013				@ Course #	Course	Sn# T	Гуре	Lock
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0	EMPTY	EMPTY	EMPTY	EMPTY			Ξ.				R T	

6) Click on the "EMPTY" link for first period that needs to be scheduled. This will bring up the Section Search box. Make sure the Start Date is the first day the student will be in class. Notice, based on the period and term selected, it will populate in the Section Search area and will only display course/sections that fall in that time frame.

		Nickname: Blake 👸 Med Tear	lical n:JCHS Counselor:McMi	llen, Anna		n	
	AdHoc Letters Waive	er 🖸 A Plus OLD Ro	cords Transfer	sc GER 911 GLE	P GServices GA	A Plus A Ro	eport Comments504WithdrawalRest
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2	oad 17 Unload 17 End	7 Restore 7 Student Re	nuests	choose a repo			
							Section Search
ffec	tive Date	Terms 🔽 1 🗹 2	🗹 3 🗹 4				Start Date
	T1	T2	T3	T4			Course Number
	08/16/2012 - 10/17/2012	2 10/18/2012 - 12/21/2012	01/03/2013 - 03/08/2013	03/11/2013 - 05/17/2013			Course Name
ZH1	EMPTY	EMPTY	EMPTY	EMPTY			Course Name
ZH2	EMPTY	EMPTY	EMPTY	EMPTY			Department
01	EMPTY	EMPTY	EMPTY	EMPTY		1	Team
02	EMPTY	EMPTY	EMPTY	EMPTY		//	Teacher
03	EMPTY	EMPTY	EMPTY	EMPTY			Term T1
04	EMPTY	EMPTY	EMPTY	EMPTY			Period 01
)5	EMPTY	EMPTY	EMPTY	EMPTY			Schedule
)6	EMPTY	EMPTY	EMPTY	EMPTY			
)7	EMPTY	EMPTY	EMPTY	EMPTY			Search
) 8	EMPTY	EMPTY	EMPTY	EMPTY		E	100A ESOL I
)9	EMPTY	EMPTY	EMPTY	EMPTY			100A-101 (3/20) Fraga, Melanie T:T1 P:01-05 IEPs: 0
10	EMPTY	EMPTY	EMPTY	EMPTY		//	101 CRAM T1 101-201 (10/22) Gale, Daniel T:T1 P:01-05 IEPs: 0
11	EMPTY	EMPTY	EMPTY	EMPTY			107 MO Academy
12	EMPTY	EMPTY	EMPTY	EMPTY			107-201 (1/5) Runzi, Debra T:T1-T4 P:01-ADV IEPs: 0
13	EMPTY	EMPTY	EMPTY	EMPTY			1111S1-112 (22/23) Cearley, Darcy T:T1-T2 P:01-03 IEF
14	EMPTY	EMPTY	EMPTY	EMPTY			1111S1-115 (22/23) Meador, Brittany T:T1-T2 P:01-03 II
15	EMPTY	EMPTY	EMPTY	EMPTY			111151-118 (21/23) Bert, Bethany 1:11-12 P:01-03 IEPS
16	EMPTY	EMPTY	EMPTY	EMPTY			1201A-203 (24/24) Kramer, Amy T:T1 P:01-05 IEPs: 0
DV	EMPTY	EMPTY	EMPTY	EMPTY			1201A-207 (23/24) Underwood, Brian T:T1 P:01-05 IEP: 12024 Honors English II
17	EMPTY	EMPTY	EMPTY	EMPTY			1202A-201 (22/24) Cooper, Laura T:T1 P:01-05 IEPs: 0
18	EMPTY	EMPTY	EMPTY	EMPTY			1301A English III 1201A 205 (22/24) Spider Tupker T/T1 D/01 05 IEDe: 0
19	EMPTY	EMPTY	EMPTY	EMPTY			1301A-203 (23/24) Sinder, Tucker 1.11 P.01-05 IEPS: 0 1301A-208 (24/24) Laden, Mary Ellen T:T1 P:01-05 IEPs
20	EMPTY	EMPTY	EMPTY	EMPTY			1301A-209 (23/24) Nahlik, Abigail T:T1 P:01-05 IEPs: 0
21	EMPTY	EMPTY	EMPTY	EMPTY			1400 Mystery Suspense Horror 1400-201 (19/25) Schmidt Debbie T·T1 P·01-05 IEPs: 0
\$1	SMOTV	-EMPTX	FMDTV	FMDTV .			

- 7) The Course/Section list can be narrowed down by several other things:
 - a. Course Number
 - b. Course Name
 - c. Department
 - d. Team

-	a and a second	lickname: Blake 💙 Med Tean	lical 1:JCHS Counselor:McMi	llen, Anna					
	dHoc Letters Waive	r 🗅 A Plus OLD Re	cords Transfer 🛛 🗅 Mi	sc DER 911 DLE	P Services	🗅 A Plus 🛛 🖸	Re	eport Comments 🗅 504 🗅 Withdrawal 🗅 Re	estra
٦	ummary Enrollment	s 🚮 Schedule 💢 A	ttendance Flags(for	merly Programs) 🛛 🐴	Grades Transc	ript Credit S	umn	mary Assessment 🕵 Behavior 💸 Transport	atio
Tabl	e - Group by Course (All	Terms) 🔷 🔻 🖄 Display	Active Courses Only	Print OR Choose a report	t option 🔻 🖄 Vie	ew Schedule 🖂 S	Sche	eduling Messenger	1
۳u	oad 🍸 Unioad 🗳 End 🖥	🕇 Restore 🍟 Student Re	quests				•	Section Search	-
Effec	tive Date	Terms 🔽 1 🔽 2	🗹 3 🗹 4					Start Date exception Tel	-1
	T1 08/16/2012 - 10/17/2012	T2 10/18/2012 - 12/21/2012	T3 01/03/2013 - 03/08/2013	T4 03/11/2013 - 05/17/2013				Course Number	
ZH1	EMPTY	EMPTY	EMPTY	EMPTY				Course Name	- 1
ZH2	EMPTY	EMPTY	EMPTY	EMPTY				Department 👻	- 1
01	EMPTY	EMPTY	EMPTY	EMPTY				Team JCHS 🔻	- 4
02	EMPTY	EMPTY	EMPTY	EMPTY		× 1	6	Teacher	- 1
03	EMPTY	EMPTY	EMPTY	EMPTY				Term T1	- 1
04	EMPTY	EMPTY	EMPTY	EMPTY				Period 01	- 1
05	EMPTY	EMPTY	EMPTY	EMPTY				Schedule	1
06	EMPTY	EMPTY	EMPTY	EMPTY					- N
07	EMPTY	EMPTY	EMPTY	EMPTY	1			Search	
80	EMPTY	EMPTY	EMPTY	EMPTY			=	101 CRAM T1	
09	EMPTY	EMPTY	EMPTY	EMPTY				101-201 (10/22) Gale, Daniel T:T1 P:01-05 IEPs: 0	

8) Click on the course/section the student will be rostered into.

-	A CONTRACTOR OF A	Mec Tean	dical n: ICHS_Counselor:McMil	llen Anna			
	AdHoc Letters Waive	r DA Plus OLD Re	cords Transfer	isc DER 911 DLE	P Services DA Plus	17R	eport Comments 0504 DWithdrawal DRestra
	Summary Enrollment	s 😹 Schedule 💥 A	ttendance Flags(for	merly Programs)	Grades Transcript Credit	Sum	mary Assessment Behavior STransportatio
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3	oad 🍸 Unload 🍸 End 🚺	Restore 🛛 Student Re	quests				Section Sector
							Section Search
Effe	tive Date	Terms 🔽 1 🗹 2	🗹 3 🗹 4				Start Date 08/20/2012
	T1	T2	T3	T4			Course Number
	08/16/2012 - 10/17/2012	10/18/2012 - 12/21/2012	01/03/2013 - 03/08/2013	03/11/2013 - 05/17/2013			Course Name
ZH1	EMPTY	EMPTY	EMPTY	EMPTY			Department
ZH2	EMPTY	EMPTY	EMPTY	EMPTY			Team
01	EMPTY	EMPTY	EMPTY	EMPTY			Teacher
02	EMPTY	EMPTY	EMPTY	EMPTY			Torm
03	EMPTY	EMPTY	EMPTY	EMPTY			Period
04	EMPTY	EMPTY	EMPTY	EMPTY			Period 01
05	EMPTY	EMPTY	EMPTY	EMPTY			Schedule
06	EMPTY	EMPTY	EMPTY	EMPTY			Search
07	EMPTY	EMPTY	EMPTY	EMPTY			
08	EMPTY	EMPTY	EMPTY	EMPTY		E	101 CRAM T1
09	EMPTY	EMPTY	EMPTY	EMPTY			107 MO Academy
10	EMPTY	EMPTY	EMPTY	EMPTY			107-201 (1/5) Runzi, Debra T:T1-T4 P:01-ADV IEPs: 0
11	EMPTY	EMPTY	EMPTY	EMPTY			1201A-203 (24/24) Kramer, Amy T:T1 P:01-05 IEPs: 0
12	EMPTY	EMPTY	EMPTY	EMPTY EMPTY			1201A-207 (23/24) Underwood, Brian T:T1 P:01-05 IEP:
13	EMPTT	EMPTT	EMPTT	EMPT 1			1202A Honors English II 1202A-201 (22/24) Cooper, Laura T:T1 P:01-05 IEPs: 0
14	EMDTV	EMDTV		EMPTY			1301A English III
16	EMPTY	EMPTY	EMPTY	EMPTY			1301A-205 (23/24) Snider, Tucker T:11 P:01-05 EPs: 0 1301A-208 (24/24) Laden, Mary Ellen T:T1 P:01-05 EPs
	EMPTY	FMPTY	FMDTV	EMPTY			1301A-209 (23/24) Nahlik, Abigail T:T1 P:01-05 IEPs: 0
17	EMPTY	EMPTY	EMPTY	EMPTY			1400 Mystery Suspense Horror 1400-201 (19/25) Schmidt Debbie T-T1 P:01-05 IEPs: 0
18	EMPTY	EMPTY	EMPTY	EMPTY			1411A English IVB
19	EMPTY	EMPTY	EMPTY	EMPTY			14110 201 (12/16) Phillipe, Brett T-T1 P-01 05 IEPe 0
20	EMPTY	EMPTY	EMPTY	EMPTY			1412A-201 (12/16) Corwin, Joy T:T1 P:01-05 IEPs: 0
21	EMPTY	EMPTY	EMPTY	EMPTY			1412A-203 (17/25) Holtmeier, Kerry T:T1 P:01-05 IEPs:
AS1	EMPTY	EMPTY	EMPTY	EMPTY			THE REPORT OF THE STREET OF TH
-				and a second	and a second	. T.	

9) This will schedule the student into the class selected.

-	No. Contractor The N	ickname: Blake 😵 Mer	dical m: ICHS_Counselor: McN	Villen Anna							
	AdHoc Letters Waive	r 🗅 A Plus OLD R	ecords Transfer 📄	Misc DER 911 DL	EP DServices	🗅 A Plus	Re	port Comments	504	Withdrawal	BRe
۵.	Summary Enrollment	s 🚮 Schedule 💥	Attendance Flags(fo	ormerly Programs)	Grades Trans	cript Credit	Sumi	mary Assessm	ent 🕵 Beha	vior 🔅 Tran	nsporta
Tab	le - Group by Course (All 1	Terms) 🔹 🔁 Display	y Active Courses Only 省	Print OR Choose a repo	ort option 🔻 🖄V	iewSchedule 🗠	Sch	eduling Messenger			
2	Load 🕜 Unioad 🗳 End 🖄	7 Restore 🔍 Search	/				•	Save Reqs	X Clear Reqs	Get Sched R	eqs
Effe	ctive Date	Terms 🔽 1 🔽 2	☑ 3 ☑ 4		_			Team: JCHS	•	Requested ((0/256)	Units:
	T1 08/16/2012 - 10/17/2012	T2 10/18/2012 - 12/21/2012	T3 01/03/2013 - 03/08/201	T4 13 03/11/2013 - 05/17/2013	3			@ Course #	Course Name	Sn# Type	Lock
ZH1	EMPTY	EMPTY	EMPTY	EMPTY						R 🔻	
	14120.201		EMPTY	EMPTY						R 🔻	
01	English IV Start:08/20/2012		CHIPTT	LINEIT						R 🔻	
02	1412A-201 English IV Start:08/20/2012	EM TY	EMPTY	EMPTY						R 🔻	
03	1412A-201 English IV Start:08/20/2012	EMTY	EMPTY	EMPTY			Е			R 🔻	
04	1412A-201 English IV Start:08/20/2012	EM TY	EMPTY	EMPTY						R V	
05	1412A-201 English IV Start:08/20/2012	EM TY	EMPTY	EMPTY						R V	
	ENDTY.	TY TY	EMPTY	EMPTY						R 🔻	
07	EMPTY	EMPTY	EMPTY	EMPTY						R 🔻	
08	EMPTY	EMPTY	EMPTY	EMPTY							

10) Repeat steps 6 and 7 for every empty period and every term until the schedule is filled. Notice there is not a **start date** listed for Terms 2, 3, and 4 because the student is not starting that class in the middle of the term.

***NOTE:** A **Start Date** <u>MUST</u> be listed if a student is starting a class <u>after</u> the first day of the term.

-	Nic	ckname: Blake 🏾 🎖 Medica	l	
	a amerika sosan	Team:JO	CHS Counselor:McMillen,	Anna
	AdHoc Letters Waiver	A Plus OLD Reco	rds Transfer Misc	GER 911 GLEP GServ
ويب	Summary Enrollments	Schedule Atte	endance Flags(former	ly Programs) AtGrades T
Tab	le - Group by Course (All Te	erms) 🔹 🔤 Display Ad	tive courses Only 🗁 Print	OR Choose a report option
9		Restore Search		
ffec	tive Date	Terms 🔽 1 🔽 2 📿	2 🗸 🗸	
	T1 08/16/2012 - 10/17/2012	T2 10/18/2012 - 12/21/2012	T3 01/03/2013 - 03/08/2013	T4 03/11/2013 - 05/17/2013
7H1	EMPTY	EMPTY	EMPTY	EMPTY
7H2	EMPTY	EMPTY	EMPTY	EMPTY
	1412A-201	14128-201	5425A-201	5425B-201
01	English IV	English IV	AP Spanish	AP Spanish
	Start:08/20/2012			
	1412A-201	1412B-201	5425A-201	5425B-201
02	English IV Start:08/20/2012	English IV	AP Spanish	AP Spanish
	14124-201	14128-201	54254-201	5425B-201
03	English IV	English IV	AP Spanish	AP Spanish
	Start:08/20/2012			
	1412A-201	1412B-201	5425A-201	5425B-201
04	English IV Start:08/20/2012	English IV	AP Spanish	AP Spanish
	1412A-201	14128-201	5425A-201	5425B-201
05	English IV	English IV	AP Spanish	AP Spanish
	Start:08/20/2012			
~~	2200A-204	2200B-204	7210A-204	7210B-204
06	Start:08/20/2012	World History	Accounting I	Accounting I
	2200A-204	2200B-204	7210A-204	7210B-204
07	World History	World History	Accounting I	Accounting I
	Start:08/20/2012			
00	2200A-204	2200B-204	7210A-204	7210B-204
08	Start:08/20/2012	WORD HISTORY	Accounting I	Accounting I
	2200A-204	2200B-204	7210A-204	7210B-204
09	World History	World History	Accounting I	Accounting I
	Start:08/20/2012			
40	2200A-204	2200B-204	7210A-204	7210B-204
10	World History	World History	Accounting	Accounting

Scheduling Report

Student Gap Scheduler Report

After scheduling students into a class, it is a good practice to run the **Student Gap Scheduler** report. This report will show any students who have <u>not been scheduled</u> into a class. Run the report before the first day of school to ensure all students have been scheduled to a class.

Students may be on this list for several reasons:

- A student was missed and needs to be scheduled into a class.
- A student moved and their enrollment has not been "End Dated".
- A student moved and was "End Dated" but the "No Show" check box in their Enrollment has not been marked.
- 1) Select the current Year, School, and Calendar



2) Click on Scheduling > Student Gap Scheduler

	Year 12-13 🔻 School Jeff	erson City High School - N	ICC 🔻 Cale	ndar 12-13 Je	efferson	City High Scho	•							
Ind	lex Search Help	Student Gap Schedu	ler											
	Kailey Leesman Student Information Instruction Census	This tool searches periods are listed	s for students v in the order of	vith an empty i period sequen	instructio ce, plea	onal hole in their se make sure th	schedule, and period sequ	d then ei ence sta	ither builds a rep arts from 1 and i	oort, or allows ncrease by 1	s them to for the	o click on the st following perio	udent and fix f ds. Summary r	he gap using t eport lists stu
	e Behavior	Which students u	ould you like to	include in the	ranart?									
÷. ₽₫	Attendance Scheduling Courses	 Grade 	All Student 07 08		report?									
	- Add Course		09	-										
	Fill Counselor	O Ad Hoc Filte	r						-					
	Request Wizard	* Enrollment Eff	ective Date	8/16/2012 📑										
	Roster Copy Schedule Gap Filler Scheduling Build Constraints Student Gap Scheduler	Which report type v Summary report i Detail report lists	vould you like? ists students' g students's sch O Detail	ap periods. edule in the se	elected s	chedule grid.								
	🌱 Scheduling Group	Which periods wor	ıld you like to in	clude in the re	port?		Schedul	le 🔳						
: _ E	E Reports						Torm	Sahadu	le Terme					
· 🖽 🤇	Fees Crading & Standarde						Term	scheuu		_		_		
E (Medicaid		Te	rm T1 🛄		Ter	m T2 🛄	2	Ter	m T3 🛄	12	Tel	rm T4 🛄	2
🗉 🤅	Programs		00/10/20			10/10/20	2 - 12/21/201		01/03/20	3 - 03/06/20	,	03/11/20	13 - 05/17/20	<u> </u>
÷.	Ad Hoc Reporting		A (M/W/F) 🛄	B (T/Th) 🛄		A (M/W/F)	B (T/Th) 🛄		A (M/W/F)	B (T/Th) 🛄		A (M/W/F)	B (T/Th) 🔲	
•	Transcripts	Period ZH1 📃												
E C	User Communication													
	Svetem Administration	Period ZH2											1	
, 🖭 🧰	System Administration	Period 2H2												
: € (System Administration FRAM Surveys	Period ZH2												
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· • (System Administration FRAM Surveys Mo State Reporting Custom Reports Account Settings Accoust Settings Campus Community Campus Community	Period 2H2 Period 01 Period 02 Period 03 Period 04 Period 05 Period 05 Period 06												

There are two ways to run this report. <u>Summary</u> will only list students with gaps in their schedules. If a student has not been scheduled, the report will show gaps for **ALL** periods. <u>Detail</u> will show a breakdown **by period** of a student's schedule. If a student isn't scheduled into a period, the period will display in **grey**. If they are scheduled into a period, the period will display an "**X**".

Summary Report

- 1) Grade: All Students
- 2) Enrollment Effective Date: First day of school
- 3) Select Summary
- 4) Select Schedule and all Periods. Then uncheck LS (Late Start) and ER (Early Release).
- 5) Select Generate Report.

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12-13 Jefferson City High School - NCC 609 Union Street, Jefferson City MO 65101 Generated on 07/23/2012 10:57:00 AM Page 1 of 384					Student Gap Scheduling Report Enrollment Effective Date: 08/16/2012 All Grades Selected periods: 96 Total Students: 0								
			Gap per	riods						Gap per	riods		
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Detail Report

- 1) Grade: All Students
- 2) Enrollment Effective Date: First day of school
- 3) Select Detail
- 4) Select Schedule and all Periods. Then uncheck LS (Late Start) and ER (Early Release).
- 5) Select Generate Report.

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