

Transitioning from Fiscal Year to Fiscal Year

There are several LEAMIS functions to perform when going from one Fiscal Year to the next Fiscal Year. Below are tables containing the Function Name, Use, Time Frame and Users Guide Title from the web site.

Function	Use	Timeframe	Users Guide
Backing up LEAMIS	Making a backup of your LEAMIS files. It is a good idea to make a backup just in case something goes wrong in the process of updating the data.	Before making the following changes.	Backing up your LEAMIS folder to a CD
Edit School Calendars	Enter the School Calendars for the Fiscal Year following the Current Fiscal Year. For example, if this were July 2007, the current Fiscal Year would be 2008. The 2008 calendars are already in LEAMIS. You need to enter the School Calendars for Fiscal Year 2009.	June/July. Before entering IEPs for Fiscal Year that is starting.	Calendars- Adding New and Entering
Edit Providers	Update your list of providers. Archive providers to have left your agency. Do NOT delete providers from the list.	June/July. Before entering IEPs for Fiscal Year that is starting.	Yr to Yr Functions
Help Screens	The help buttons need to be updated each year. New Help screen information will be sent out each year with a version of LEAMIS.	The first version of LEAMIS released during a Fiscal Year will have new Help screens. The New in This Version screen on the LEAMIS download page will tell you when the Help screens have been updated. Usually in July.	Updating Help Files
Exit Log	There will be times when you learn about students who were reported as Active in the End Of Year Data Submission but should have been reported as InActive. You must report them as InActive. To report them as InActive, enter the Exit Status and Exit Date and then use the Exit Log Export in LEAMIS to send the student to KSDE.	The first day of the new School Year until September 15 th .	Exit Log

Function	Use	Timeframe	Users Guide
Archiving Students	<p>1. The purpose of archiving is to keep the list of InActive Students from growing too large. The most important reason to archive is to keep only the current year's InActive students in the InActive student list. .</p> <p>2. You can Archive a group of students all at one time by using the Archive Students function on the Process menu.</p> <p>3. For students who were marked as InActive after you submitted you EOY count, there is a field called "Exit Date Entered" at the bottom of the screen. Just Find all the InActive students whose Exit Date Entered is greater than the date you submitted your EOY data and Archive them.</p>	<p>1. June/July. Before entering IEPs for Fiscal Year that is starting.</p> <p>2. After you have sent in all of your electronic Exit Log students in August.</p>	Archiving Students
Fiscal Year & Collection Period	<p>1. Fiscal Year is essential part of the program. Determines which year the program is functioning within when performing verifications, exporting students and setting up options for reports. A Fiscal Year is identified by the calendar year in which it ends. Fiscal Year 2007 ends in June 2007.</p> <p>2. Collection Period is used in conjunction with Fiscal Year. It determines which verifications and export parameters will be set.</p>	<p>1. The current Fiscal Year is generally changed in the Preferences and Settings to the upcoming Fiscal Year after the End of Year Data Submission. It can be changed on the Export State MIS dialog and the Reports dialog at time.</p> <p>2. The Collection Period is generally changed in the Preferences and Settings to the upcoming Collection Period after a Data Submission. It can be changed on the Export State MIS dialog at time.</p>	Duplicate Checks, Verification Checks, Exporting and Uploading Data

Yr2Yr Functions which do NOT require a Key:

Promote Grades, Replace Provider, Replace Psych...., Replace Attendance Bldg will be available from the student list screen and do not require a key. They will always be available. However, these functions will only work after the Current Fiscal Year has been set in the Preferences to the current Fiscal Year. Clear Generic Fields is available from the splash screen. It does not require a key, nor does it require the Current Fiscal Year to be set to the current Fiscal Year.

Timeframe: After you have made all the corrections to your data from the initial list of data verifications sent to you by KSDE.

Users Guide: Yr to Yr Functions

Function	Use
Promote Grades	Promotes Active students numeric Grades of 01-11 by 1 and changes KG to 01 in the most recent MIS. All others unchanged.
Replace Provider	User replaces the Provider in the current Fiscal Year in most recent MIS records for a selection of students.
Replace School Psych, SLPs, Case Managers	User replaces the School Psych in the current Fiscal Year in most recent MIS records for a selection of students. User replaces the SLP in the current Fiscal Year in most recent MIS records for a selection of students. User replaces the Case Manger in the current Fiscal Year in most recent MIS records for a selection of students.
Replace Attendance Bldg	User replaces the Attendance Building in the most recent MIS records for a selection of students.
Clear Generic Fields	Clears the Generic Fields one at a time for Active students in the most recent MIS.

Yr2Yr Functions with Keys:

Promote Statuses, Replace Neigh, Resp Building and to Reset the ESY field.

Timeframe: Mason Vosburgh, KSDE Student Support Services Data Manager will provide a Key, upon request, after the June Data is submitted and the verifications have been cleared.

Users Guide: Yr to Yr Functions

Function	Use
Promote Statuses	Replaces Active students Status of N, E or R to C in the most recent MIS. All others are unchanged. If you entered a student with a Status of N in the previous Fiscal Year and the student had no services in the previous Fiscal Year, you will find that student's N status has been set to C by the Promote Status function. You can change this student's Status from C to N by using the "Change Annual Status: C to N" function on the Process menu when you have the student's MIS record open.
Replace Neighborhood and Replace Responsible Buildings	User replaces the Neighborhood Building in the most recent MIS records for a selection of students. User replaces the Responsible Building in the most recent MIS records for a selection of students.
Reset ESY	Resets Active students ESY to blank in the most recent MIS.