To help the configuration process, the following worksheet can document the chosen settings for key views.

**Options Tab**

|  |  |
| --- | --- |
| ***Current System Year*** | |
| Current Year |  |
| Base Year |  |
| ***Year Permissions(None/Update/View)*** | |
| Previous Year(s) Permission |  |
| Current Year Permission |  |
| Next Year(s) Permission |  |
| ***Summer School*** | |
| Summer School Year |  |
| Summer School Type |  |

**System Tab**

|  |  |
| --- | --- |
| ***Enrollment Options*** | |
| New Student Add Type |  |
| Permanent ID Update Type |  |
| Allow “No Show” |  |
| Require Summer Withdrawal Code/Date for “No Show” |  |
| Show SASIXP Enrollment History |  |
| Show Emergency Contact as Lookup |  |
| Show User Code As Lookup |  |
| Show User Num As Lookup |  |
| Show Advanced Options On Inactive Student |  |
| Keep Concurrent Enrollment On Inactive Student |  |
| Require Withdrawal Reason Code |  |
| Withdrawal Reason Text |  |
| Disable New Year Activation |  |
| Show Residence Properties on Student View |  |
| New Year Def used when adding new student |  |
| Enrollment Date Validation |  |
| Exit Programs/Services On Student Inactivation |  |
| Auto-Generate Needs Transactions |  |
| Default Needs Exit Code |  |
| Default ELL Exit Code |  |
| Default SPED Exit Code |  |
| Default GATE Exit Reason |  |
| ***Address Options*** | |
| Allow to prompt user to synchronize address and/or phone number changes for all family members living together when one member’s address and/or phone number is changed. |  |
| Allow user to change a sibling address and/or phone number even though the user may not have organizational access to do so. |  |
| Address Validation Type |  |
| Enforce Validation on a +4 Portion of Zip Code |  |
| Disable clean/parse & address validation for home addresses |  |
| Enforce School Of Residence |  |
| ***Bulk Mailing*** | |
| Postage Text |  |
| ***Data Reporting*** | |
| CBEDS Information Day |  |
| ***Grading Setup*** | |
| Minimum Days Enrolled Grading Threshold |  |
| Include in Grade Option |  |
| ***Other Options*** | |
| Discipline Type |  |
| Incident Violation Display |  |
| Student Notification |  |
| Badge Number Update Type |  |
| Disable Unique State Number |  |
| Fee Total Type |  |
| Validate Student Classes |  |
| Student Profile Report Release Statement |  |

**Grade Setup Tab**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Graduation Grade | | |  | |
| ***Grade*** | ***Next Grade*** | ***Years Until Graduation*** | | ***ADA Group*** |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |

**TeacherVUE Tab**

|  |  |
| --- | --- |
| The number of days the user can take attendance |  |

**Labels Tab**

|  |  |
| --- | --- |
| ***Grading Labels*** | |
| Default Grading Label |  |