

JVS Integration Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
3/31/22	Secondary Steps – Task #1 item 11	Update Note under Add Courses
3/25/21	Entire document	Review and update
4/29/20	Introduction	Add note about concentrators
4/20/20	Entire document	Update format
3/19/20	Entire document	Review and update
3/21/19	Entire document	General updates

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Introduction

Terminology used in this document

The following terminology will be used throughout this document to refer to the building at the JVS or the home school building:

JVS Clone – The JVS clone building is the building set up at the JVS to clone the Home School satellite building.

Home School Satellite – The Home School Satellite building refers to the actual location of the satellite course. Satellite courses are housed in regular districts.

The purpose of JVS Integration is to ease the burden on the JVS to report courses and students attending JVS courses which are housed in the student's own home district. These types of courses are called Satellite classes. The JVSD is the employer of the teacher, therefore, they have the responsibility of reporting all information related to these classes even though they are housed in another district. The JVS Integration process will:

- Update limited student demographic information for students in the JVS Satellite classes for reporting by the JVSD
- Maintain course sections assignments for these students in the JVS Clone buildings

The integration process will be set up at the ITC to run at scheduled intervals to look for changes in demographic information or class assignments only in satellite classes at the home school and will update the JVS clone building to mirror the Home School Satellite.

NOTE: The JVS Clone building is the entity that would report the Concentrator status. If the home school owns the course and its vocational (some districts have their own vocational programs), then the home school would report the Concentrator status.

Preliminary Steps for ITC

Task #1 – Submit ticket requesting JVS Clone buildings be created in the database for the future school year

A 1:1 relationship between the Home School Satellite and the JVS Clone is required. For example, if both the middle school and high school within a district offer JVS satellite courses, you need to create a separate JVS Clone building for each.

Once the JVS Clone buildings are created in the database, they can be seen in the School dropdown under the JVSD after you log out and back in.

Task #2 – Create a JAMS job to run the SoftwareAnswers.JVSIntegration console application

Please see the JVS Integration Installation Instructions found on the SA Portal. The document is located under Products – StudentInformation – ITC Documentation.

The job can be setup to run once nightly or at any other time interval you choose.

** You will want to turn off the ethnicity sync portion of the process. If the ethnicity sync is turned on, the ethnicity from the Home School Satellite will be synced to the JVS Clone. Currently, if the home school has a value of “* - Not recollected”, but the JVS has the student with an actual ethnicity value, the actual ethnicity value would be overridden with ‘*’, which would cause an error in reporting the data.

Turn off the ethnicity sync (Hispanic/Latino, Racial Group(s) and Summative Race values) by passing the following command argument:

- a. Open a command prompt.
- b. Enter the following: “C:\JVS\SoftwareAnswers.JVSIntegration.exe – SKIPETHNICITYUPDATE”

NOTE: the “C:\JVS\” portion of the command should indicate wherever you have your application files stored on your server and may not be in a JVS folder.

Secondary Steps for JVS Clone Buildings

Task #1 – Perform the following setups in each new JVS Clone building for the future school year

The purpose of the Clone building is to make it look just like the Home School Satellite building. Each of the following items need to be completed in each JVS Clone building.

1. **Run Calendar Wizard & SYI Tasks** – Run Calendar Wizard at the new JVS Clone building with the same Master Calendar start and stop dates and Reporting Term start and stop dates as the Home School Satellite building.

Note: If you pick STD Standard Day for the Rotation Days, and you want to take period attendance at the JVS Clone building, you will need to edit the Day code in SI and change it to a 2-character value (such as MO for Monday) because GradeBook only allows 2 characters in that field.

Also, create Periods of the Day to tie to the course section meeting times. If a student is taking 3 Satellite classes, you will need 3 periods. If using period attendance, the periods in Periods of the Day Maintenance need to have start/end times.

When running SYI tasks in the future year, select to copy from the current year. You do not need to map the course terms after the 2nd set of tasks.

2. **Create a Default Schedule Result Set.**
3. **Add Building Grade Levels** – Add applicable grade levels for the JVS Clone building on the Building Grade Levels Maintenance page.
4. **Add a Sub-Calendar** – Add a sub-calendar on Sub-Calendar Maintenance. This sub-calendar should mirror the calendar at the Home School Satellite building that Satellite students are assigned to.
5. **Create Course Terms** – Create course terms on Course Terms Maintenance for the corresponding satellite sections.
6. **Create Periods:** Verify at least one period of the day was created during Calendar Wizard – if not, create one period on Master Calendar Periods and link it to each day of the week on Periods of the Day Maintenance. If a student is taking 3 Satellite classes, you will need 3 periods. If using period attendance, the periods in Periods of the Day Maintenance need to have start/end times.
7. **Add Teachers** – Manually enter teachers teaching JVS satellite courses into the new JVS Clone building. Ensure they have a job function of Teacher.

8. **Add Rooms** – Create a room to be used on all of the satellite course section meeting times on Rooms/Locations Maintenance page.
9. **Add Local Ethnicity Codes** – Manually enter Local Ethnicity Codes that mirror the Home School Satellite building, or ask the SSST DBA to copy the Home School Satellite building Local Ethnicity Codes to the JVS Clone building. If the JVSD’s Local Ethnicity Codes are configured at the district level, they will appear at the new JVS Clone building. The Local Ethnicity Code used at the Home School Satellite building must match the Local Ethnicity Code used at the new JVS Clone building.
10. **Add Student Status Codes**– Add at least one Student Status Code.
11. **Add Courses** – Manually enter courses with a Course Type = *Class* (they do not have to match the course code at the Home School Satellite), or ask the SSST DBA to copy the Course Catalog from the Home School Satellite building to the JVS Clone building. **Please note:** You do not need the entire Course Catalog from the corresponding Home School Satellite building, you only need the JVS Satellite courses.
NOTE: Courses at Home School Satellite building must be Type = *Satellite* and should NOT be marked as Report to EMIS. JVS Clone building courses must be Type = *Class*.
12. **Add Course Sections** – Create course sections at the new JVS Clone building that correspond to the course sections in which the students are enrolled at the Home School Satellite building.
13. **Configure Student Information Options (Scheduling tab)**– Select a Default Calendar and Final Schedule Result.
14. **Configure Registration Defaults.**

Task #2 – Turn on JVS Integration at each JVS Clone building

1. Navigate to: [Student Information](#) » [Management](#) » [School Administration](#) » [School Building Administration](#) » [School Demographics](#).
2. Select the **JVS Integration On** checkbox.
3. Select the school from the **Select JVS Satellite School** dropdown list where students will be taking JVS Satellite classes.
4. Clear the SI Cache.

Progress Book On:	<input type="checkbox"/>	
JVS Integration On:	<input checked="" type="checkbox"/>	Select JVS Satellite School: * - MT. HEALTHY HIGH SCHOOL ▼

Task #3 – Turn on JVS Integration at each Home School Satellite building

1. Navigate to: [StudentInformation](#) » [Management](#) » [School Administration](#) » [School Building Administration](#) » [School Demographics](#).
2. Select the **JVS Integration On** checkbox.
3. Select the Clone building from the **Select JVS Satellite School** dropdown list where Home School Satellite students and classes will be cloned.
4. Clear the SI Cache.

JVS Integration On:	<input checked="" type="checkbox"/>	Select JVS Satellite School:*	Z-MT. HEALTHY SATELLITE
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Task #4 – Use the Student Transfer process to register Satellite students into JVS Clone building

Each student attending satellite classes must be enrolled in the JVS Clone building before any information may be synced from the Home School Satellite building.

Task #5 – Map Home School Satellite courses to courses at the JVS Clone building

1. Navigate to: [StudentInformation](#) » [Management](#) » [School Administration](#) » [JVS CourseSection Map](#).
2. The courses on the right side are the JVS Clone building courses that are marked as Type = Class. Courses in the dropdowns on the left are the Home School Satellite courses with a Type = Satellite.
3. Choose a corresponding Teacher, Course, and Section on the left for each Satellite course.

After the JVS Integration job runs, the following items will be updated:

Course Section Assignments

1. After the JVS Integration job completes for the first time, any Satellite courses the student is taking at the Home School Satellite building will appear on the student's Course Section Assignment's page at the JVS Clone building.
2. On subsequent runs of the JVS Integration job, if the following scheduling transactions are performed at the Home School Satellite building, the student's schedule at the JVS Clone building will reflect that change after the JVS Integration job completes:
 - a. Adds
 - b. Drops
 - c. Removes**For Transfers, at the Home School Satellite building, you must manually drop the old course and add the new one.



Rerun CTRMEMIS in update mode to pick up any roster changes.

Student Demographic Data

If a change is made to any of the following demographic fields at the Home School Satellite building, the same field will be updated on the Student's Profile at the JVS Clone building after JVS Integration job completes:

- First Name
- Middle Name
- Last Name
- Gender
- Birthdate
- Local Ethnic Category
- Hispanic/Latino* (currently unavailable)
- Racial Group(s) * (currently unavailable)
- Summative Race* (currently unavailable)
- Native Language
- Home Language
- Address of Residence
- Mailing Address

Reminders:

- Students must be enrolled in both the Home School Satellite building and the JVS Clone building.
- Student's SSID must be the same in both schools.
- The Student's Home School IRN at the JVS Clone building must match the Attending Building IRN field on the Profile – FS-Standing tab at the Home School Satellite building.



Periodically run the Student Verification to check for any new errors.