

# **FES USER GUIDE**





Government of Alberta Education



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Government of Alberta Education

# SYSTEMS USED Systems involved in funding school authorities – current state



# Systems involved in funding school authorities – near future



## ENROLMENT

- September 30th Enrolment students enrolled and physically in attendance on that day. (Refer to Funding Manual Section 8.7 – Enrolment Counts for further explanation)
- School Finance Interfaces with SIS/PASI around November 20 for the initial enrolment numbers
- All changes to a student demographic and enrolment information needs to be done directly in PASI. For funding purposes the changes will need to be made in FES as well.
- The December extract will be the first extract of the current school year that will have actual enrolment data

## CEU's

• First interface from CIDS to FES is in March. The March extract will be the first time actual CEU data is in FES

# WHAT IS THE FUNDING EVENT SYSTEM (FES)

FES is a web-based application that allows authorized users to respond to and approve adjustments to adjust funding data, view Student Profiles and Calculation Sheets and run various reports (Authority Level only)

Through adjustments users can identify Blended Program percentages, resolve Priority School Conflicts, resolve Course Conflicts, enter Junior High Courses taken by Senior High Students and Resolve Duplicate Course Marks.

There is a workflow capability for adjustments that manages the transactions that are entered into the system and provides a more up-to-the-minute capability to adjust funding data.

# HOW TO GET FES ACCESS AND LOG INTO THE EXTRANET

- Each user must have an Alberta Education Extranet ID and be authorized to access FES
  - To receive an Alberta Education Extranet ID an application form located on the Extranet (<u>https://phoenix.edc.gov.ab.ca</u>) must be completed with the appropriate signature
  - Please indicate that access is required for FES.
  - Send the completed form to the Help Desk
    - Fax: 780.427.1179
    - Phone: 780.427.5318
    - Email: <u>cshelpdesk@gov.ab.ca</u>
  - The Help desk can help you with logging into the Extranet.

🚱 🗸 🖉 https://phoenix.ed	c.gov.ab.ca/login/default.asp
File Edit View Favorites Tools	Help
🚖 🔅 🄏 Alberta Education and a	Alberta Advanced Education a
	et Alberta Education Alberta Advanced Education and Technology
Extranet Login	
Alberta Education & Advanced Education and Technology's Extranet Service and the information obtained from the various applications related to this service is for the exclusive use of authorized Extranet users including users in Alberta schools, school authorities, Adult Learning Providers and employees of Alberta Education, Advanced Education and Technology, and Employment, Immigration and Industry. The service or information pertains to or relates to the performance of their duties. Use of the Extranet and its various applications may be evaluated, monitored and audited.	Extranet Login         First Name         Last Name         Password         Login       Clear         Vou can apply for your Login ID and password by completing a School Application Form or Authority Application Form or Authority Please email comments or questions to Client Services

<u>Help Desk</u> or call (780) 427-5318 (toll free using 310-0000). For all other help still call (780) 427-5318. For correct operation of this software, please use at

For correct operation of this software, please use at least 800 x 600 resolution and **Internet Explorer 5.5** or higher. Modify pop-up blocker to allow pop-ups for the Extranet site Once logged into the Extranet, click on Funding Event System from the menu on the left hand side.



PASI Community Site

PUFS

Funding Event System	Main   <u>Adjustments</u>   <u>Inquiry</u>   <u>Reports</u>	Government
Welcome to Alberta Education's Funding Even	t System (FES)	<u></u>
(For ECS to Grade 12 Funding)		
FES is a web-based program for the electronic submission and approval of Funding Forms for use by Sch data and resolve conflicts via a web interface that was previously accessible via the RACERS program. The application. FES Online Forms simplifies and streamlines the application process resulting in quicker submission and submission process resulting in quicker submission.	ool Authorities. School Authorities can now mainta web-based forms collect the same information as on, processing and approval times.	ain student the "paper"
Please read the training guide to familiarize your self with the capabilities of FES. The training guide is in PDF format and you will need Adobe Acrobat to open it up and save or print it.		
ALERTS		
<u>Please be aware of the following:</u>		
<ul> <li>Incremental views of each calculation sheet report (enrolment, CEU and French) are now arview changes between the last two extracts of funding data, or any two that you choose. (Conservation of the structure of the</li></ul>	vailable for your use. The incremental view can urrently all calculation sheet views are for auti at this time only authority level users and abov	be used to nority level e, will have
Deadline for modifications to September 30 Enrolments is April 15, 2011 Deadline for resolution of Priority School Conflicts is April 30, 2011 Back up documentation for Priority School Conflicts is May 15, 2011 Course and Marks Submission or Modification to CRS for Term 1 is June 30, 2011		

## **FES SUPPORT**

- FES Support Team <u>EDC-FESSupportTeam@learning.gov.ab.ca</u>
- Help Desk -- <u>cshelpdesk@gov.ab.ca</u>; 780.427.5318
- Carmen Boyer -- <u>carmen.boyer@gov.ab.ca</u>; 780.422.6918
- Daimen Tan -- <u>daimen.tan@gov.ab.ca</u> ; 780.422.0865

# FES SYSTEM OVERVIEW

FES is a role-based system that recognizes the user role of the signed on user and displays the FES screens accordingly. The user roles are as follows:

- School Administrator (school level submission)
- School Authority Administrator (school authority level submission and/or review)
- Secretary Treasurer (school authority approval)
- School Finance Funding Administrator review

The following forms are available to the above roles;

- Add/Modify/Delete
- Blended Program
- Resolve Priority School Conflicts
- Resolve Course Conflicts
- Junior High Courses Taken By Senior High Students

The basic workflow for FES is where the School Administrator will initiate the transactions. Valid transactions will be sent to their School Authority Administrator for review and submission. These transactions will then be routed to their Secretary Treasurer for the final approval for the School Authority. Once the Secretary Treasurer approves the transaction, the transactions that do not require School Finance Branch intervention will be immediately processed by the system. The transactions that do require School Finance Branch intervention will be sent to the designated Funding Administrator for review and processing. The alternate workflow is that any higher-level user will be able to manipulate the lower level transactions. In other words, a School Authority user or the Secretary Treasurer user will be able to initiate transactions on behalf of their schools. The transactions will always move one level up from whoever is initiating the transaction, i.e. if the School Authority user initiates a transaction, it will go to the Secretary Treasurer, if the Secretary Treasurer initiates the transaction, it will either go to School Finance for resolution or get processed immediately.

A user at any level, other than the School level, will be able to reject a transaction down one level at a time.

## **FES MAINTENANCE**

The FES system will be taken down for maintenance periodically and users will be notified on the alert screen. During this period, if you try to Logon to FES, you will receive a page alerting you to this fact.

# FES MENU OVERVIEW

The main screen of the FES system consists of the Header that shows the various buttons that comprise the system and the main content window for the screen. These buttons are either enabled or disabled based on the user role. There are four main selections:

## MAIN (default when you sign on)

 The main screen displays the Welcome Page, highlights new functionality provides messages/deadlines from School Finance Branch, and contact information.

## ADJUSTMENTS

 Takes the user to the Adjustments screen where they can manage the various adjustment transactions generated by the system for the user (priority school conflicts, blended program, course conflicts, etc.)

#### INQUIRY

 Takes the user to the Inquiry Screen where they can look at a Students Profile, Enrolment and CEU Calculation Sheets, Enhanced Inquiry and Payments Details (Authority and Secretary Treasurer only)

#### REPORTS

 Takes user to the Report tab where they can run various reports (School Authority and Secretary Treasurer only)

# **ADJUSTMENT TAB (ENROLMENT)**

The Adjustment screen is divided into two main sections, a menu section (Workflow Tree) on the left and a related details section on the right. The initial entry into this screen displays the menu related to the user on the left and Adjustments related messages (Adjustment Main Content) on the right.

The Workflow Tree is divided into two parts:

- The **INBOX** folder allows the user to view where their transactions are within the workflow.
- The ADJUSTMENTS folder includes the forms the user can access to Add/Modify/Delete or respond to system-generated requests for Blended Program, Priority School Conflicts and Course Conflicts.

Funding Event Sy	ISTEM Main   Adjustments   Inquiry   Reports Hide Menu
School Year: 2010-2011 💙	Adjustment Main Content
Funding Event System	<ul> <li>Inbox Folder</li> <li>Allows the user to view where their transactions are within the workflow.</li> <li>Processed</li> <li>Shows the transactions that have been reviewed and approved all the way up within the workflow and have been processed by FES.</li> <li>Pending System Processing</li> <li>Shows the transactions that have missed the current payment processing cycle window. These will processed as soon as the current payment processing cycle or more that processing cycle completes. All user levels will still be able to enter transactions while the payment processing is happening however, the transaction will be held over until the payment processing cycle finishes.</li> <li>School Finance</li> <li>Maxiting Other School Authority</li> <li>This subfolder is only applicable for priority School Conflicts. Shows the transactions that are waiting for response from the other School Authority is "No" (not their student) and yours was "Yes" then the transaction will considered resolved and will be processed immediately. If the response from other School Authority is also "Yes" then both transactions will considered resolved and will be processed immediately. If the response from other School Authority is also "Yes" then both transactions will considered resolved and will be processed immediately. If the response from other School Authority is also "Yes" then both transactions will considered there will be a freeze on all updates during the audit. In this case the schools will still be a freeze on all updates during the audit. In this case the schools will still be a freeze on all updates during the audit. In this case the schools will still be a freeze on all updates during the audit. In this case the schools will still be a freeze on all updates during the audit. In this case the schools will still be a freeze on all updates during the audit. In this case the schools will still be a freeze on all updates during the audit. In this case the schools will still be a freeze on</li></ul>
	able to enter transactions however, they will be held over and not sent for processing.  Secretary Treasurer  Shows transactions that are waiting in the Secretary Treasurer's inbox. These transactions need to be approved by the Secretary Treasurer before the system will accept them for processing.

The **INBOX** folder contains the following folders:

- PROCESSED shows the transactions that have been reviewed and approved all the way up within the workflow and have been processed by FES.
- PENDING SYSTEM PROCESSING shows the transactions that have missed the current payment processing cycle window. These will be processed as soon as the current processing cycle completes. All user levels will still be able to enter transactions while the payment processing is happening however, the transaction will be held over until the payment processing cycle finishes.
- SCHOOL FINANCE shows the transactions that are waiting for resolution by School Finance
- AWAITING OTHER SCHOOL AUTHORITY Available for Priority School Conflicts and Course Conflicts. Shows the transactions that are waiting for response from the other School Authority. If a response from the other School Authority is "No" (not their student) and yours was "Yes" then the transaction will be considered resolved and will be processed immediately. If the response from the other

School Authority is also "Yes" then both transactions will be sent to School Finance for resolution.

- HELD OVER FOR SCHOOL AUDIT If a particular School is being audited there will be a freeze on all updates during the audit. In this case the schools will still be able to enter transactions; however, they will be held and not sent for processing.
- SECRETARTY TREASURER Shows transactions that are waiting in the Secretary Treasurer's inbox. These transactions need to be approved by the Secretary Treasurer before the system will accept them for processing.
- SCHOOL AUTHORITY Shows transactions that are waiting in the School Authority's inbox. These transactions need to be approved by the School Authority Administrator before they get passed onto the Secretary Treasurer. (Alternatively the Secretary Treasurer may approve these transactions on behalf of the School Authority Administrator).
- **SCHOOL** shows only the transactions that have been rejected all the way down to the school from other level(s).

The **ADJUSTMENTS** folder consists of all the forms the user can access to initiate new changes or respond to system-generated requests for Blended Program, Priority School Conflicts and Course Conflicts.

The following actions will be available for all screens.

- Click on a menu item to access information related to your selection.
- Click on Hide Menu, in header area, to increase your screen area while completing a transaction.
- For all the detail screens, the data appearing on any screen may be sorted by columns. Click on any heading to sort the data.

## ADD/MODIFY/DELETE

• Enter the Student's Alberta Student Number (ASN) and click on Search.



 If the student exists, then the system will give back a list screen from where the user will be able to view the details of the student and modify/delete the student or Add the student if the student enrolment did not already exist at that School/School Authority

**Enrolment List** 

Surname	Given Names	Birth Date	Gender	ASN	School	Authority	Status/Type	Workflow Level	Last Updated	Details
Test	Student	2004/11/15	Male	1100-0083-3	FES Test School	FES Test Authority	Existing Enrolment (avail. for update)		2011/09/28	Details
								Add E	inrolment	Back

 If the student does not exist within FES, the student will have to be registered with Alberta Education and an ASN will be assigned.

Enrolment List		
	No records found that match your criteria.	
		Add Enrolment Back

- If the user wants to add an enrolment, click on the Add Enrolment button.
  - An entry form will come up (see next screen shot)
  - Fill in the appropriate information
  - Press Add button at the bottom of the online form
- If the user wants to update or delete the enrolment information, click on the Details link; the details screen will be displayed.
  - Fill in the appropriate information as required.
  - Click Modify or Delete enrolment.
- Repeat the procedure for all the enrolments you want to add/modify/delete for each particular student.

## **ENROLMENT DETAILS (AMD)**

Funding Event Sy	stem			<u>Main</u>   A		ents   <u>Inquiry</u>   <u>Rep</u>	<u>iorts</u>	<u>Hide Menu</u>	Government
School Year: 2010-2011 💌	Enrolment D	etails (Modify/Delet	te)				Print Pa	age   <u>Back</u>	
Funding Event System Inbox Processed School Finance School Finance School Finance School Authority School Authority School Authority School Authority System Canceled System Canceled System Canceled Sustaintis Adjustments Blended Pgm Course Conflict SCCOFFIC	School Authority School Alberta Student No Legal Surname Birth Date (vyvy/mm/dd) Grade Parcentage of Program at School Resident Board Registration Type Exceptional Student Code (Max 2)	FES Test Authority(9956)         FES Test School (7950)         1100-0083-3         Test         2004/11/15         Brade ECS            Select an Item >         Regular Day Student (D)         10 - Developmentally Imm         30 - Mildly or Moderately D         41 - Severe Cognitive Disabili         43 - Severe Emotional/Beh         43 - Severe Physical or Me         44 - Severe Physical or Me         45 - Deafness         46 - Blindness         47 - Severe Communicatio         51 - Mild Cognitive Disabili	nature (ECS) Jisabled (ECS) Jisity Navioral Disability dical Disability (E n Disability (E	School/Authority St DD Legal Given Name Age (as of Sept 1 : Gender French Hours of Instruction [ [ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [	<ul> <li>Z010)</li> <li>Z010)</li> <li>Z010)</li> <li>S2 -</li> <li>S3 -</li> <li>S4 -</li> <li>S5 -</li> <li>S5 -</li> <li>S6 -</li> <li>S7 -</li> <li>S8 -</li> <li>S9 -</li> <li>70 -</li> <li>80 -</li> </ul>	Student Syears 9 month(s) Male Moderate Cognitive D Emotional/Behavioral Learning Disability Visual Disability Visual Disability Communication Disab Physical Medical Disat Multiple Disability Disable Adults Gifted and Talented	isability Disability ility		
	Code (Max 3)	121 - Independent Studen	it the Governme	ent		🛄 501 - British	tchewan S	a Student itudent	

Note: The modify screen (via Details link) is the same as the add screen, except the current data will be shown on the form.

## **PRIORITY SCHOOL CONFLICT**

- For a school user role, the drop down for choosing the school authority and the school will be defaulted and the user will not be able to change the selection.
- For a school authority and secretary treasurer user roles, the drop down for school authority will be defaulted and the user will not be able to change the selection. However, the user will be able to change the school selection within their school authority.
- Identify if the student was enrolled and attending your school as of September 30 (Yes or No)
- If Yes is indicated for a student in Grades 10-12, you must identify the amount of actual instructional minutes provided for the first term (September through January). These minutes should be based on the actual attendance of the student in the first term.
- Instructional minutes are not required for K-9 students.
- The select box will automatically be checked when a user selects YES/NO or enters minutes.

Funding Event S	yste	m					<u>Main</u>   Adjustn	ients	Inquiry	<u>Hide M</u>	enu	Government
School Year: 2008-2009 💌	Priorit	y Sch	ool Confl	ict								Print Page
		Alberta	Schoo a Student Nur	ol Authorit Scho mber (ASI	ty: FES Test ol: FES Test V):	School Authority #2  School #2(0288)	(9907) rch < Select se	arch par	ameters and	d click Sea	v v	
Held over for Audit	Surname	<u>Given</u> Names	<u>Birth</u> Date	<u>Gender</u>	ASN							
School Authority						School Authority	School	Grade	Priority School	Minutes	Select	Last Updated
😂 School	FES6	Test 6	2001/04/28	Female	1061-4834-9	FES Test Authority	FES Test School	02				2009/09/24
🔁 User Canceled						FES Test School Authority #2	FES Test School #2	02	Select 💌			2009/09/24
Adjustments						School Authority	School	Grade	Priority School	Minutes	Select	Last Updated
📔 Add Modify Delete	FES7	Test 7	2000/04/30	Male	1061-9303-0	FES Test Authority	FES Test School	UG				2009/09/24
(1) Blended Pgm						FES Test School Authority #2	FES Test School #2	UG	Select 💙			2009/09/24
Course Conflict  Course Conflict  Course Course  Not Enrolled Sep 30  Dunlicr High Courses  Dunlict Course Mark												Modify

## **BLENDED PROGRAM**

- Please identify the percentage of the student's program taken at school and check the select box of the student(s) you want to modify.
- Note:
  - For students enrolled in Grades 1-9, 50% or more of their education program must be taken at school
  - For students enrolled in Grades 10-12, 20% or more of their education program must be taken at school

Funding Event Sy	ystem Main   Adjustments	Inquiry   Reports Hide Menu Government
School Year: 2010-2011 V	Blended Program	Print Page
Inbox     Processed     Pend System Process     School Finance     School Finance     Awaiting Other SA     Held over for Audit     Sccretary Treasurer	Alberta Student Number (ASN): Grid Page Size: Warning: Switching to Detail Mode or changing the Page Grid Size will erase a	arch parameters and click Search. d Page Size and click Apply all unsaved changes on this screen.
Course Course Mark	Surname         Given Names         Birth Date         Gender         ASN         School         Grade         Perc           Test3         Student3         1999/01/19         Male         1001-6286-6         FES Test School         04	cent of Program at School Select Last Updated     2011/09/28     Select All Deselect All Modify

# HOW TO VERIFY ENROLMENT INFORMATION

# **INQUIRY TAB (ENROLMENT)**

**STUDENT PROFILE** searches the student list by Alberta Student Number (ASN) to find a particular student. The profile will display current, pending and a history summary of enrolment and course mark information.

- Enter the ASN and click Search
- The Student Profile will be displayed with only the demographic information showing at the top of the screen
- The user can click on any of the column headings to go to the particular information needed.
  - CURRENT SUMMARY (Enrolment and Course Mark) opens as default screen, summarized version of the enrolment and course mark details
  - PENDING SUMMARY (Enrolment and Course Mark) shows user enrolment and course mark changes that will be included in the next payment
  - **HISTORY SUMMARY (Enrolment and Course Mark)** shows the user changes to the history of enrolments and course marks
  - **ENROLMENT DETAIL** additional view of the enrolment details
  - COURSE MARK DETAIL additional view of the course mark details
  - ALL COURSES shows user all courses taken by the student for all school years for the login school/authority
  - **ADLC CLAIMS** shows the user claims that were submitted by ADLC and whether or not they are funded
  - **SEARCH** takes the user back to the original Inquiry Learner Search Screen to search for another ASN
  - REFRESH if the user has made a change through the adjustment screen and believes a change should be made to the profile they can click refresh and see if the change has taken effect

Inquiry Learner Search				
	Alberta Student Number (ASN):	Search		

\*\* Notes: In order to search for an enrolment in FES, the student must already have an Alberta Student Number (ASN). Alternatively to perform a Student Id Search, proceed to the <u>Learner Registry ASN Lookup</u>, and identify yourself as "someone who has been authorized by the named individual to act on their behalf". For students that do not already have an ASN, please contact the Information Services Help Desk at 780-427-5318 for instructions on how to apply for an ASN.

Student Profile	:	
ASN:	Surname:	Given Name:
Gender: Male	Birth Date: 2002/12/21	
Current Summary	Pending Summary   History Summa	ry   Enrolment Detail   Course Mark Detail   All Courses   ADLC Claims   Search

	System				Mai	in   <u>Adju</u>	ustments	Inquir	y   <u>Admin</u>	Hide M		
School Year: 2008-2009 🗸	Inquiry Learn	er Search										
■ Eunding Event System Inquiries E Student Profile	** Notes: In orde Student Id Search, act on their behalf on how to apply for	r to search for an enr proceed to the <u>Learns</u> . For students that do an ASM.	Alberta Stud olment in FE r Registry ASI not already	dent Number S, the stude <u>N Lookup</u> , an have an ASM	(ASN): [ nt must : id identify i, please i	already I yourselt contact t	have an A f as "some he Informa	berta S one who tion Set	tudent Nui has been vices Help	mber (ASN). Al authorized by Desk at 780-4	ternatively to per the named indivi 27-5318 for instr	form a dual to uctions
Funding Event S	System				Mai	<u>n   Adju</u>	<u>ustments</u>	Inquir	y   <u>Admir</u>	<u>Show I</u>	Menu A	
Student Profile												Back
ASN: Surnam	ie:	Given Name:										
Gender: Female Birth D	ate: 1995/07/13											
Current Summary   Pending Summa	iry   Enrolment Deta	il   <u>Course Mark Det</u> a	<u>ail   All Cou</u>	rses ADL	c claime	1.0						
					<u>c claims</u>	Sear	<u>ch   Ref</u>	<u>resh</u>				
Enrolment List					<u>L Llaims</u>	<u>Sear</u>	<u>'ch</u>   <u>Ret</u>	<u>resh</u>				
Enrolment List View Pending School Authority Code	Enrolment Count Period Enrolment	Priority/ Resident Relevant Authority Enrolment Code	, Board Re Id	egistration S Type	Student Type	Grade	<u>ch   Ref</u> Calculated Grade	ECS Start Month	Age In Months	Age	Underage/ Overage	P5C Response
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Enrolment List           View         Pending         School Code         School Authority           View         N         Image: Code         School Authority           Enrolment Funding         Recipient Code         Recipient School Code         School Authority           Select         N         Image: Code         School Authority           Course Mark List         Image: Code         Image: Code         Image: Code	Enrolment Count Period 1 Y t Enrolment Period 1 Fundin Type 1 French 1 Enrolme 1 Enrolme	Priority// Resident Relevant Authority Enrolment Code Y Y French Funding - Fr thead Count - Regunt Base Funding - Reg	Roard Ro Id Id Id OC-008 D Funding ench as Seco lar Jular	ngistration t Type (	Student Type 28 1 1 1	Grade C 08 C 1 1	ch   Ref Grade 38 Non-F Rea	ECS Start Month	Age In Months 157 2 Calculated Grade 08 08 08	Age 13 years 1 mo 14 Modified Date 2009/12/25 2008/12/25	Underage/ Overage Modified By EnrolmentIntegr EnrolmentIntegr	PSC Response Extra tion ation
Enrolment List           View         Pending         School         Achority           View         N         Achority         Code           View         N         Achority         Code           Enrolment Funding         Pending         Recipient         School         Achority           Select         N         Select         N         Select         N           Select         N         Select         N         Select         Select         N           Select         N         Select         N         Select         N         Select         Select         Select         N         Select         Select         Select         N         Select         S	Enrolment Count Period 1 Y t Enrolment Period 1 Fundin Type 1 French 1 Enrolme 1 Enrolme	Priority/ Relevant Enrolment Y French Funding - Fr nt Head Count - Regunt Base Funding - Reg	Board Re Id Id Id	sgistration S Type C	Student Type 28 Count 2 1 1 1	Grade C Grade C 08 C .1063 1 1	Ch   Ref Grade 18 Non-F Rea	ECS Start Month	Age In Months 157 2 Calculated Grade 08 08 08	Age 13 years 1 mo 13 years 1 mo 13 years 1 mo 14 years 1 mo 14 years 1 2008/12/25 2008/12/25	Underage/ Overage nths Modified By EnrolmentIntegr EnrolmentIntegr	PSC Response Extra Dat ation stion
Enrolment List           View         Pending         School         Achority           View         N         Achority         Achority           View         N         Achority         Achority           Enrolment Funding         Recipient         School         Achority           Select         N         Achority         Achority           Select         N         Achority <td>Enrolment Count Period 1 Y t Enrolment Period 1 Fundin Type 1 French 1 Enrolme 1 Enrolme</td> <td>Priority/ Relevant Enrolment Y French Funding - Regunt Head Count - Regunt Ease Funding - Reg</td> <td>Funding Inc. at Seco lar</td> <td>sgistration S Type C</td> <td>Student Type 38 1 Studen Count 1 1</td> <td>Grade C 08 C 1 1</td> <td>ich   Ref Grade 38 ng Non-F Rea</td> <td>ECS Start Month</td> <td>Age In Months 157 2 Calculated Grade 08 08 08</td> <td>Age 13 years 1 mo 13 years 1 mo 13 years 1 mo 14 years 1 mo 15 years 1 mo 16 years 1 mo 17 years 1 mo 18 years 1 mo 19 years 1 mo 10 years 1 years 1 mo 10 years 1 years 1 mo 10 years 1 years</td> <td>Underage/ Overage Modified By EnrolmentIntegr EnrolmentIntegr</td> <td>PSC Response Extra Dat ation ation</td>	Enrolment Count Period 1 Y t Enrolment Period 1 Fundin Type 1 French 1 Enrolme 1 Enrolme	Priority/ Relevant Enrolment Y French Funding - Regunt Head Count - Regunt Ease Funding - Reg	Funding Inc. at Seco lar	sgistration S Type C	Student Type 38 1 Studen Count 1 1	Grade C 08 C 1 1	ich   Ref Grade 38 ng Non-F Rea	ECS Start Month	Age In Months 157 2 Calculated Grade 08 08 08	Age 13 years 1 mo 13 years 1 mo 13 years 1 mo 14 years 1 mo 15 years 1 mo 16 years 1 mo 17 years 1 mo 18 years 1 mo 19 years 1 mo 10 years 1 years 1 mo 10 years 1 years 1 mo 10 years 1 years	Underage/ Overage Modified By EnrolmentIntegr EnrolmentIntegr	PSC Response Extra Dat ation ation

#### **Student Profile**

ASN:

Given Name:

Gender: Female Birth Date: 1991/12/19

Surname:

- Current Summary | Pending Summary | Enrolment Detail | Course Mark Detail | All Courses | ADLC Claims | Search | Refresh

#### Course Mark List

View Detail	Pending	School Code	School Authority Code	Course Code	School Year	Old Term	New Term	Completion Date	Credit	Fund Type	CEUs	CEU Non-Funded Reason
View	N			ELA2105	2009	1	4	2009/01/30	5	Regular	5	
View	N			INF1050	2009	1	4	2009/01/30	1	Career Technology Studies (CTS)	1	
View	N			INF1050	2009	1	4	2009/01/30	1	Non-Funded		Duplicate Course Exis
View	N			INF1080	2009	1	4	2009/01/30	1	Non-Funded		Duplicate Course Exis
View	N			INF2200	2009	1	4	2009/01/30	1	Non-Funded		Duplicate Course Exis
123												

```
Course Mark Detail
```

School Authority:		Course Type:	3
School:		Funding Requested:	
Course:	ELA2105 English Lang Arts 20-1	Funding Schedule Code:	REG
Completion Date:	2009/01/30	Primary Delivery Method:	REG
Completion Method	REG	Completion Status:	COM
School Mark:	080	Old Term:	1
Final Mark:	080	New Term:	4
Credit (Attempted)	: 5	Evaluation Province Code:	
CEUs:	5	Last Modified Date:	2009/03/14
Non-Funded Reason	1:	CIDS Audit Date:	2009/02/04
ADLC Matched:		Course Conflict:	

### **ENROLMENT CALCULATION SHEETS**



**Back** 

# **ENROLMENT COUNTS** - provides total and funded enrolment information by authority or school on the September 30<sup>th</sup> count date.

ment Counts						
	EC	1-3	4-6	7-9	10-12	EC-12
Base Funding						<u>.</u>
Blended Home Education	0.00	0.00	0.00	0.00	0.00	0.00
Blended School Education	0.00	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Board Directed	0.00	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Home Education	0.00	0.00	0.00	0.00	0.00	0.00
Regular	652.00	<u>1,494.00</u>	<u>1,511.00</u>	<u>1,456.00</u>	<u>1,548.00</u>	<u>6,661.00</u>
Total Base Funding	652.00	<u>1,494.00</u>	<u>1,511.00</u>	<u>1,456.00</u>	<u>1,548.00</u>	<u>6,661.00</u>
Non-funded						
Board Directed	0.00	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00
ECS	0.00	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
First Nations	0.00	0.00	<u>1.00</u>	0.00	<u>0.00</u>	<u>1.00</u>
Not Enrolled Sept 30	0.00	0.00	0.00	0.00	<u>16.00</u>	<u>16.00</u>
Other	0.00	0.00	1.00	<u>1.00</u>	421.00	423.00
Priority School Conflict (PSC)	0.00	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Underage/Overage	2.00	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5.00</u>	<u>8.00</u>
Visiting	0.00	<u>0.00</u>	<u>3.00</u>	<u>1.00</u>	<u>17.00</u>	21.00
Total Non-funded	2.00	<u>1.00</u>	<u>5.00</u>	<u>2.00</u>	<u>459.00</u>	469.00
Total Enrolments	<u>654.00</u>	<u>1,495.00</u>	<u>1,516.00</u>	<u>1,458.00</u>	2,007.00	7,130.00
	EC	1-3	4-6	7-9	10-12	EC-12
Other Funding						
ECS Gifted & Talented	<u>89.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>89.00</u>
ECS Mild/Moderate	<u>110.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>110.00</u>
ESL Canadian Born	<u>63.00</u>	<u>51.00</u>	<u>24.00</u>	<u>2.00</u>	<u>1.00</u>	<u>141.00</u>
ESL Foreign Born	25.00	<u>98.00</u>	<u>121.00</u>	<u>131.00</u>	<u>78.00</u>	<u>453.00</u>
FNMI	<u>27.00</u>	<u>83.00</u>	<u>85.00</u>	<u>62.00</u>	<u>65.00</u>	322.00
Francisation Canadian Born	0.00	0.00	<u>0.00</u>	<u>0.00</u>	0.00	0.00

#### HOW TO WORK WITH THE ENROLMENTS COUNTS CALCULATION SHEET

0.00

<u>60.00</u>

<u>374.00</u>

Francisation Foreign Born

Total Other Funding

Severe

 When the calculation sheet is selected for viewing the summary level of the report will be presented

0.00

48.00

280.00

0.00

<u>52.00</u>

<u>282.00</u>

0.00

<u>54.00</u>

<u>249.00</u>

0.00

25.00

169.00

0.00

239.00

1,354.00

- Drilldown is available on all of the values that are underlined to a detailed level
- From the drilldown view, the ASN is underlined and when clicked would take the user to the student profile view for that ASN
- View Report Link on the top right corner is the View Report link for the Summary View and the Detail View. Clicking on the view report link will take the user to a printer friendly version of the information. From this screen the user

can select to print the report, using the printer button. The user can also export the data into a variety of formats for further analysis by selecting the format from the drop down box, and then pressing the export button. Exports can be done to XML, CSV, PDF, MHTML, Excel, TIFF and Word

#### SUMMARY (INITIAL) VIEW

#### Enrolment Counts

ESL Foreign Born

ENIMI

<u>25.00</u>

27.00

	EC	1-3	4-6	7-9	10-12	EC-12
Base Funding						
Blended Home Education	0.00	0.00	0.00	0.00	0.00	0.00
Blended School Education	0.00	<u>0.00</u>	<u>0.00</u>	0.00	0.00	<u>0.00</u>
Board Directed	0.00	0.00	0.00	0.00	0.00	0.00
Home Education	0.00	0.00	0.00	0.00	0.00	0.00
Regular	652.00	1,494.00	<u>1,511.00</u>	<u>1,456.00</u>	<u>1,548.00</u>	<u>6,661.00</u>
Total Base Funding	652.00	<u>1,494.00</u>	<u>1,511.00</u>	<u>1,456.00</u>	<u>1,548.00</u>	<u>6,661.00</u>
Non-funded						
Board Directed	0.00	0.00	0.00	0.00	0.00	0.00
ECS	0.00	0.00	0.00	0.00	0.00	0.00
First Nations	0.00	0.00	<u>1.00</u>	0.00	0.00	<u>1.00</u>
Not Enrolled Sept 30	0.00	0.00	0.00	0.00	<u>16.00</u>	<u>16.00</u>
Other	0.00	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	<u>421.00</u>	<u>423.00</u>
Priority School Conflict (PSC)	0.00	0.00	0.00	0.00	0.00	0.00
Underage/Overage	2.00	<u>1.00</u>	0.00	0.00	<u>5.00</u>	<u>8.00</u>
Visiting	0.00	0.00	3.00	<u>1.00</u>	<u>17.00</u>	21.00
Total Non-funded	2.00	<u>1.00</u>	5.00	2.00	<u>459.00</u>	469.00
Total Enrolments	<u>654.00</u>	<u>1,495.00</u>	<u>1,516.00</u>	<u>1,458.00</u>	<u>2,007.00</u>	7,130.00
	EC	1-3	4-6	7-9	10-12	EC-12
Other Funding						
ECS Gifted & Talented	<u>89.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>89.00</u>
ECS Mild/Moderate	<u>110.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>110.00</u>
ESL Canadian Born	<u>63.00</u>	<u>51.00</u>	24.00	2.00	<u>1.00</u>	<u>141.00</u>

<u>98.00</u>

83.00

121.00

85.00

<u>131.00</u>

62.00

78.00

65.00

453.00

322.00

#### DETAIL (DRILL DOWN) VIEW

Calculation Sheet - Drilldown

School Authority: View: Current Count Type: Base Funding - Regular Grade: EC

Student Count: 652.00 - Funded Count: 652.00 - 652 records

ASN 🔺	Last Name	First Name(s)	Grade	Except. Code 1	Except. Code 2	Student Count	Funded Count	Count Type	Recipient School Code	Recipient School Name	Recipient Authority Code	Recipient Authority Name	Non-funded Reason
	1		EC	80		1.00	1.00	Base Funding - Regular		_			
			EC	47		1.00	1.00	Base Funding - Regular					
			EC			1.00	1.00	Base Funding - Regular					
			EC	47		1.00	1.00	Base Funding - Regular					
			EC			1.00	1.00	Base Funding - Regular					
			EC			1.00	1.00	Base Funding - Regular					
	1		EC	30		1.00	1.00	Base Funding - Regular					
			EC	44		1.00	1.00	Base Funding - Regular					
			EC			1.00	1.00	Base Funding - Regular					
			EC			1.00	1.00	Base Funding - Regular					
			EC	80		1.00	1.00	Base Funding - Regular					
			EC			1.00	1.00	Base Funding - Regular					
	:		EC	30		1.00	1.00	Base Funding - Regular					

#### **VIEW REPORT – FILE DOWNLOAD TYPES**

C Alberta Education Fund	ng Event System - Windows Internet Explorer	provided by Government of Alberta		
14 4 1 of 23 🕨	100% V Find   Nex	t Select a format 💌 Export 😰	3	
Education	Fu Calculation S	ddin XML file with report data CSV (comma delimited) PDF     Export Formats       MHTML (web archive)     VN		
School Year: Authority:	2010-2011	Excel TIFF file Word		
School:	All Schools			
View:	Current			
Count Type:	Base Funding - Regular			
Grade:	EC			
Student Count: 652.00 -	unded Count: 652.00 - 652 records			
Calculation Sheet - Enrolment - Dri	ldown	Page 1 of 23	2011-08-10 09:32:12 AM	

#### CALCULATION SHEET VIEW SELECTIONS

#### SCHOOL AND AUTHORITY SELECTIONS

- School Authority and possibly the School will be defaulted based on the user authorization. Security level gives the user the ability to select the authority or school.
- Select school by dropping down the list, or by typing characters into the selection box. If you enter one or more characters, you will be taken to the part of the list starting with the characters you have entered.

View Report

- VIEW
  - The view dropdown box will allow the user to select from the various views of data applicable to the authority/school combination selected above CURRENT VIEW: this view will display data that has been processed within FES up to the current time

**PENDING VIEW:** this view will display any changes that will be included in the next extract/payment for the application authority/school combination **INCREMENTAL VIEW:** this view will display data between two different extracts/snapshots (payments) of data. When incremental is selected, the user is presented with two more drop down boxes that will allow them to select a "from" extract and a "to" extract. The default will be to select the comparison between the last two extracts. If the user selects other than the default, then any data applicable between the two selected extracts will be shown.

**EXTRACT VIEW:** This view shows data at a particular point in time that normally correlates to a payment, but not always. As such, based on the extract selected, the data as it was at that point in time will be displayed.

- VALUES
  - The options are "student count" and "funded count". A student may have been coded for certain funding, but after assessment in FES, may not meet all the rules for the funding to be applied. The student count versus funded count would show the difference between these two

# GRADE GROUPINGS

# **CHANGING GRADE GROUPINGS**

- The grade grouping display defaults for those Calculation sheets to which it is applicable. The grade groupings can be changed using the "change" button to display a different summarized view. If you press the change grade group button, you will be shown a list of the pre-defined grade groupings set up in the system
- To change the grade groupings, click on the one you wish to select, then use the right mouse button. This will bring up an option to select the grade group as the active grade group. You can then select to "save" or "cancel" the change. You will then be returned to the calculation sheet you were previously viewing and the new grade group display will be applied.
- NOTE: that the grade group display has only been changed for the calculation sheet you are working with and if you navigate away from the page, the change will be lost

# **CUSTOM GRADE GROUPINGS**

- A user can add a custom grade grouping for viewing data beyond the default grade groupings. To do this the user selects a default grade grouping that is closest to the view they desire. Copy this selection to the custom grouping and modify as required.
- For example, if the user wanted to view Enrolment Count data with a grade grouping breakdown of EC- 6, 7- 9, 10- 12, then do the following:

- Select the enrolment count data to be viewed
- Press the grade grouping change button
- Highlight the grade group set EC/1-3/4-6/7-9/10-12/EC-12

Right-click an item to make changes for the second seco	nis session only
🖃 Grade Group Sets	Save
EC/1-3/4-6/7-9/10-12/EC-12	Cancel
EC/1-9/10-12/EC-12	
• By Grade/EC-12	
10/11/12/10-12	
EC-6/7-12/EC-12	
Custom	

- Click the right mouse button and select "Copy All Grade Groupings to Custom". The user should now see the Custom label with sub groups beneath it.
- Highlight the grouping of 1-3 and right click to add in grades EC, 4,5 and 6 to this group.

				k an item to make changes for this	session only
			🖃 Grade Gro	oup Sets	Save 💧
			+ EC/1-	3/4-6/7-9/10-12/EC-12	Cancel
			+ EC/1-	9/10-12/EC-12	
Right-click an item to make changes for this session only		*	🛨 🛛 By Gra	ade/EC-12	
Grade Group Sets	11-06-06 (	Erozen)	± 10/11	/12/10-12	
EC/1-3/4-6/7-9/10-12/EC-12	11 00 00 (		+ EC-6/	7-12/EC-12	
H. EC/1-5 Set as Active Grade Group Set			- Custo	m	
+ By Gra Copy All Grade Groups in "EC/1-3/4-6/7-9/10-	12/EC-12" to	Custom	± EC	2	
± 10/11/12/10-12			<b>1</b>	Add EC	≡
EC-6/7-12/EC-12				Add 01	
Gustom	10-12	EC-12		Add 02	
				Add 03	
- 1-3	0.00	0.00			
01	0.00	0.00		Add 04	
02	0.00	0.00		Add 05	
03	0.00	0.00		Add 06	
04	0.00	0.00	+ 4	Add 07	
05	0.00	0.00	±	Add 08	
06			+ 1	Add 09	
±	0.00	0.00		Add 10	
	0.00	0.00	± E		
10-12	0.00	0.00	± E	Add 11	
EC-12	0.00	0.00	i	Add 12	×
	0.00	0.00	0.00	Rename Grade Group "1-3"	0.00
- I-3	<u>• 0.00</u>	0.00	0.00	Remove Grade Group "1-3"	0.00

- Use the right mouse button again to rename the group to EC-6
- Then highlight the original EC grouping, use the right mouse button and select to remove that group. Do the same for the original grade grouping of 4-6. The result should look like the screen below.
- NOTE: the revised grade grouping is only active for the calculation sheet you have been working with. If you navigate from the page to another calculation sheet or change data sources or end your session, the change is lost.

Right-click an item to make changes for this session only
Grade Group Sets
EC/1-3/4-6/7-9/10-12/EC-12
+ EC/1-9/10-12/EC-12
By Grade/EC-12
10/11/12/10-12
EC-6/7-12/EC-12
Custom
ECS-6
01
02
03
···· 04
05
06
L. EC
±

 Go back to the custom label, right click and set the custom groupings as the active grade grouping. Click save, and you will be taken back to the calculation sheet you were previously viewing with the new grade grouping in use.

#### Enrolment Counts

	ECS-6	7-9	10-12	EC-12
Base Funding				
Blended Home Education	0.00	<u>0.00</u>	0.00	<u>0.00</u>
Blended School Education	0.00	<u>0.00</u>	0.00	<u>0.00</u>
Board Directed	3.00	7.00	<u>5.00</u>	<u>15.00</u>
Home Education	0.00	<u>1.00</u>	<u>1.00</u>	2.00
Regular	<u>17,528.00</u>	7,473.00	<u>8,307.00</u>	33,308.00
Total Base Funding	17,531.00	7,481.00	<u>8,313.00</u>	33,325.00
Non-funded				
Board Directed	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
ECS	<u>15.00</u>	<u>0.00</u>	0.00	<u>15.00</u>
First Nations	70.00	<u>9.00</u>	<u>11.00</u>	<u>90.00</u>
Not Enrolled Sept 30	0.00	<u>0.00</u>	<u>105.00</u>	<u>105.00</u>
Other	22.00	<u>14.00</u>	<u>68.00</u>	<u>104.00</u>
Priority School Conflict (PSC)	<u>1.00</u>	<u>0.00</u>	0.00	<u>1.00</u>
Underage/Overage	<u>21.00</u>	<u>0.00</u>	<u>51.00</u>	<u>72.00</u>
Visiting	<u>9.00</u>	<u>10.00</u>	<u>49.00</u>	<u>68.00</u>
Total Non-funded	<u>138.00</u>	<u>33.00</u>	284.00	<u>455.00</u>
Total Enrolments	17,669.00	7,514.00	8,597.00	33,780.00

	ECS-6	7-9	10-12	EC-12
Other Funding				
ECS Gifted & Talented	0.00	<u>0.00</u>	<u>0.00</u>	0.00
ECS Mild/Moderate	<u>1,047.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,047.00</u>
ESL Canadian Born	1,486.00	<u>64.00</u>	<u>10.00</u>	<u>1,560.00</u>
ESL Foreign Born	1,498.00	<u>546.00</u>	<u>374.00</u>	<u>2,418.00</u>
FNMI	1,362.00	<u>477.00</u>	<u>547.00</u>	2,386.00

#### TO CHECK FOR ALL NON FUNDED ENROLMENTS

 Click on the Total Non-Funded Enrolments row and the EC-12 Column to get all non funded enrolments for the selected School/School Authority selection. The Values selection criteria must be set to Student Count. If the user needs to change the sorting of the report click on View Report on the top right and then download to one of the file formats available to the user.

#### **Calculation Sheet - Drilldown**

#### School Authority:

View:	Current
Count Type:	Non-funded - First Nations, Non-funded - Visiting, Non-funded - Underage/Overage, Non-funded - Priority School Conflict (PSC), Non-funded - ECS , Non-funded - Other, Non-funded - Board Directed, Non-funded - Not Enrolled Sept 30
Grade:	EC, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12

#### Student Count: 469.00 - Funded Count: 0.00 - 469 records

ASN 🔺	Last Name	First Name(s)	Grade	Except. Code 1	Except. Code 2	Student Count	Funded Count	Count Type	Recipient School Code	Recipient School Name	Recipient Authority Code	Recipient Authority Name	Non-funded Reason
			10			1.00	0.00	Non-funded - Other					Priority School Conflict Loser
			10			1.00	0.00	Non-funded - Other					Priority School Conflict Loser
			11			1.00	0.00	Non-funded - Other					Priority School Conflict Loser
			10			1.00	0.00	Non-funded - Other					Priority School Conflict Loser
			10			1.00	0.00	Non-funded - Other			T		Priority School Conflict Loser
			11			1.00	0.00	Non-funded - Other					Priority School Conflict Loser
			10			1.00	0.00	Non-funded - Other					Priority School Conflict Loser
								Non-funded		St. Galarial Cylear			Driority School

HEAD COUNTS – funding allocations that use the funded head count in the formula.

- Selections for the Head Count Inquiry are the same as Enrolments Counts
- When the calculation sheet is selected for viewing the summary level of the report will be presented
- Drilldown is available on all of the values that are underlined to a detailed level
- From the drilldown view, the ASN is underlined and when clicked would take the user to the student profile view for that ASN
- User can view Inquiry in a report that is printer friendly or download it to a choice of file format

	EC	1-3	4-6	7-9	10-12	EC-12
Blended Home	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>0.00</u>
Colony	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Home Education	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>0.00</u>
Institutional	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>0.00</u>
Online	0.00	<u>0.00</u>	<u>0.00</u>	<u>11.00</u>	<u>64.00</u>	<u>75.00</u>
Outreach	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>46.00</u>	<u>46.00</u>
Regular	<u>652.00</u>	<u>1,494.00</u>	<u>1,511.00</u>	<u>1,445.00</u>	<u>1,438.00</u>	<u>6,540.00</u>
Totals	<u>652.00</u>	<u>1,494.00</u>	<u>1,511.00</u>	<u>1,456.00</u>	<u>1,548.00</u>	<u>6,661.00</u>

#### **Head Counts**

**PARAMETERS** – provides enrolment parameters that are used in the calculation of all enrolment based formulas.

- User can select a View (Same as below)
- User can view Inquiry in a report that is printer friendly or download it to a choice of file format

Code	Description	Value	Туре
AORPGMS	Approved Outreach Programs	1.00	Actual
CS1_3	Class Size Gr 1-3 FD Students	1,495.00	Actual
CS4_6	Class Size Gr 4-6 FD Students	1,511.00	Actual
CSECS	Class Size ECS	652.00	Actual
ECSCHLD	ECS Regular Enrolment	652.00	Actual
ECSCHLDM	ECS Base Instruction March Count	0.00	Actual
ESLECSM	Funded ESL Children March 1 Count	85.00	Actual
ESLEIM	ESL Early Intervention - March Count	0.00	Actual
ESLSTUM	Funded ESL Students March 1 Count	453.00	Actual
FAECS	Funded FNMI Children	27.00	Actual
FASTU	Funded FNMI Students Gr 1-12	295.00	Actual
FBESLCM	Foreign Born ESL Child March Count	23.00	Actual
FBESLCS	Foreign-Born ESL Children	25.00	Actual
FBESLEIM	Foreign Born ESL Early Intervention March Count	0.00	Actual
FBESLSM	Foreign-Born ESL Stu March Count	379.00	Actual
FBESLSS	Foreign-Born ESL Students	424.00	Actual
FDECSSD	Funded ECS Severe Disabilities	60.00	Actual
FESLECS	Funded ESL Children	88.00	Actual
FESLSTU	Gr 1-12 ESL Enrolments	502.00	Actual
FG1_9S	Gr 1-9 Regular Enrolment	4,461.00	Actual
FHG1_9S	Gr 1-9 Funded Headcount	4,461.00	Actual
FHG10_12S	Gr 10-12 Funded Headcount	1,548.00	Actual
FTEFESB	FTE Funded Enrolment - SB	6,336.00	Actual
GTECSSB	Gifted & Talented ECS - SB	89.00	Actual
GTMECSSB	Gifted & Talented ECS - SB - March Count	0.00	Actual
HEG1_12S	Gr 1-12 Home Ed. Enrolment	0.00	Actual
UURISDC	Intra-Juris Distance Funding	37,389.50	Actual
MMCHLD	ECS Mild Moderate Enrolments	110.00	Actual
MMMCHLD	Mild Moderate Children - March Count	0.00	Actual
SAG1_12	Funded Gr 1-12 Special Approval	1.00	Actual
SPAPRG1_9	Grades 1-9 Special Approvals	1.00	Actual

#### **Enrolment Parameters**

**SPECIAL APPROVALS** – details special situations where funding is approved on the basis of special circumstances.

- User can select a View
- User can change Grade Groupings
- User can view Inquiry in a report that is printer friendly or download it to a choice of file format

	Grade EC		Grade 1-3		Grade 4-6		Grade 7-9		Grade 10-12		Grade EC-12	
	Students	FTE	Students	FTE	Students	FTE	Students	FTE	Students	FTE	Students	FTE
BASIC FUNDING												
One To Nine Regular	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
HEAD COUNT												
Underage	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00

User can click on View Special Approvals on the top right for a detailed report

0-2011					
rent					
246					
Not sp	ecified				
2011-0	5-12		Total A	Amount	: 1.00
cation: One To	Nine Regular		Head (	Count:	Underage
Allocation: None					
ent Name	Amount	Grade	Term	Tier	Notes
	1.00	01			Special Approval - completed ECS outside Alberta
	246 Not sp 2011-0 cation: One To Allocation: None ent Name	246 Not specified 2011-05-12 cation: One To Nine Regular Allocation: None ent Name Amount 1.00	246 Not specified 2011-05-12 ation: One To Nine Regular Allocation: None ent Name Amount Grade 1.00 01	246       Not specified       2011-05-12     Total A       cation: One To Nine Regular     Head of the term       Allocation: None       ent Name     Amount     Grade     Term       1.00     01	246       Not specified       2011-05-12       Total Amount       cation: One To Nine Regular       Head Count:       Allocation: None       ent Name       Amount       Grade       Term       1.00       01

Special Approvals

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# FRENCH CALCULATION SHEETS

**FRENCH COUNTS** - provides the number of students and the Full-Time Equivalents (FTE's) for funding in Alternate French (211), Francophone (221) and French as Second Language (230).

- User can select a View
- User can change Grade Groupings
- User can view Inquiry in a report that is printer friendly or download it to a choice of file format

#### French Counts

	Grade	e EC-6	Grade	e 7-12	Grade EC-12		
	Students	FTE	Students	FTE	Students	FTE	
Alternate French	<u>616.0000</u>	<u>516.6848</u>	<u>282.0000</u>	<u>212.1156</u>	<u>898.0000</u>	<u>728.8004</u>	
Francophone	<u>0.0000</u>	0.0000	<u>0.0000</u>	<u>0.0000</u>	0.0000	<u>0.0000</u>	
French as Second Language	<u>872.0000</u>	<u>64.4888</u>	<u>264.0000</u>	<u>20.0778</u>	<u>1,136.0000</u>	<u>84.5666</u>	
Totals	<u>1,488.0000</u>	<u>581.1736</u>	546.0000	232.1934	2,034.0000	813.3670	

**FRENCH PARAMETERS** - provides French parameters that are used in the calculation of the Federal French funding.

- User can select a View
- User can view Inquiry in a report that is printer friendly or download it to a choice of file format

French	Parameters	

Code	Description	Value	Туре
FL1_7_12	French As A First Language	0.0000	Actual
FL1_EC_6	ECS-6 French As A First Language	0.0000	Actual
FRIM_7_12	Gr 7-12 French Immersion	212.1156	Actual
FRIM_EC_6	ECS-6 French Immersion	516.6848	Actual
FSL_7_12	Gr 7-12 French As A Second Language	20.0778	Actual
FSL_EC_6	ECS-6 French as a Second Language	64.4888	Actual

# **ENROLMENT ENHANCED INQUIRY**

Allows the user to build a customized list or report on enrolments or CEU's by selecting available fields

School Year: 2010-2011 💙
Funding Event System     Funding Event System     Inquiries     Enhanced Inquiry     Enrolments     Course Marks     Calculation Sheet     Payments     Outstanding Recoveries

#### Enhanced Enrolment Inquiry - Run Selected Query

Specify Query Parameters	Generated Query Results Generated Files	1		
School Year:	All School Years	•	Select All	Deselect All
Enrolment Count Period:	1 •			
Selection Sort Order:	Code 🔻			
School Authority Type:	Public, Private, ECS 🔹			
School Authority:	All School Authorities	•	Select All	Deselect All
School:	All Schools Selected	•		
Grades:	All Grades	•	Select All	Deselect All
Enrolment Type Codes:	All Enrolment Type Codes Selected	•	Select All	Deselect All
Grant Program Codes:	All Grant Program Codes Selected	•	Select All	Deselect All
Exception Codes:	All Exceptional Student Codes Selected	•	Select All	Deselect All
Base Funding:	All			
Count Category:	No Count Categories selected	•	Select All	
Count Type:	No Count Types available for selection	•		
Query Result Layout:	Summary - Totals	•		

NOTES: Selecting counts in the query may result in more than one record for a student enrolment, as an enrolment can have multiple types of counts. When running a query using enrolment information only (no counts), board directed enrolments funded to the selected authority will not be included.

Run Query

## HOW TO WORK WITH ENHANCED INQUIRY – ENROLMENTS

## SPECIFIC QUERY TAB

This tab allows the user to select the parameters for their report

- SCHOOL YEAR allows the user to select one or more school years to be gueried on
- ENROLMENT COUNT PERIOD allows the user to select which enrolment count period they would like to query on. Enrolment Count 1 is equal to the September 30<sup>th</sup> count date, and Enrolment Count 2 is equal to the March 1<sup>st</sup> count date.
- SELECTION SORT ORDER allows the user to select whether or not they would like to sort the query results by name or by code.
- SCHOOL AUTHORITY TYPE -- by default all School Authority Types are selected
- SCHOOL AUTHORITY defaults to users login
- SCHOOL depending on the user login this may be defaulted or the user may be able to select one or multiple schools
- **GRADES** -- allows the user to select which grades they would like to query on
- ENROLMENT TYPE CODES allows the user to select one or more enrolment codes they would like to query on
- GRANT PROGRAM CODES allows the user to select one or more grant program codes they would like to query on
- EXCEPTION CODES -- allows the user to select one or more grant program codes they would like to query on
- BASE FUNDING
  - ALL -- will give user results with both funded and non funded enrolments, should match the Total Enrolments Line and the Total Non-funded line on the Calculation sheet when no other selections are made
  - **BASE FUNDED** will give the user results for only base funded enrolments, should match the Total Base Funding line on the Calculation sheet when no other selections are made
  - NOT BASE FUNDED will give the user results for enrolments non funded for base funding, should match the Total Non-funded line on the Calculation Sheet when no other selections are made
- COUNT CATEGORY helps the user balance to what is on the Calculation Sheet
  - **BASE FUNDING**
  - **BLOCK FUNDING**
  - **EARLY INTERVENTION**
  - FRENCH FUNDING
  - **HEAD COUNT**
  - **NON-FUNDED**
  - OTHER FUNDING
- COUNT TYPE once a count category is selected the user may select one or more Count Types

#### QUERY RESULT LAYOUT

 SUMMARY – TOTALS -- Generated Query Results Tab will open with the summary of the query, the user may export the result to a CSV file by clicking on
 Export to CSV

**Enhanced Enrolment Inquiry - Run Selected Query** 

Specify Que	ery Parameters	Generated Query Results Generated Files	
🕎 Export to CSV			
School Year	Enrolments		
2011	786		

 SUMMARY – BY SCHOOL YEAR AND SCHOOL AUTHORITY -- Generated Query Results Tab will open with the summary of the query by School Authority, the user may export the result to a CSV file by clicking on Export to CSV

Enhanced Enrolment Inquiry - Run Selected Query

Specify Qu	ery Parameters	Gen	erated Query Results	Generated I	Files
			🕎 E	oport to CSV	
School Year	Enrolled Authority	/ Code	Enrolled Authority Name	Enrolments	
2011				786	

 SUMMARY – BY SCHOOL YEAR, SCHOOL AUTHORITY AND SCHOOL-- Generated Query Results Tab will open with the summary of the query by School Authority and then by School, the user may export the result to a CSV file by clicking on
 Export to CSV

#### Enhanced Enrolment Inquiry - Run Selected Query

Specify Qu	ery Parameters Ger	erated Query Results	Generated Files		
				🔛 Ex	port to CSV
School Year	Enrolled Authority Code	Enrolled Authority Name	Enrolled School Code	Enrolled School Name	Enrolments
2011				-	165
2011				I	621

 DETAILS – TO CSV TEXT FILE – Generated Files tab will open with the Generated File, click on the underlined file to open in excel **PAYMENTS** (Only can be viewed at the School Authority or Secretary Treasurer Level)



#### PROCESSED

#### **Payment Details**

School Authorit	y:	< All >		▼
Payment Cycle	< Select >	•		Results will be limited to the selected school year
O Date Range:	2011-08-30	то: 2011-09-30	Apply Dates	Date Range applies to any school year

- SCHOOL AUTHORITY defaults to the user login School Authority
- PAYMENT CYCLE should match your monthly payment but may include other payments as well. It will be payments made from one extract to another.
  - Processed date date to IMAGIS
  - Only for payments processed in the School Year selected
- DATE RANGE user can select any date range to view, defaults to one month

#### View Report | View Payments

#### **Payment Details**

School Authority	:	)	•
Payment Cycle	2011-02-01 To 2011-02-28		Results will be limited to the selected school year
O Date Range:	2011-08-30 🔟 То: 2011-09-30	Apply Dates	Date Range applies to any school year

Fund Description	School Year	Processed Date	Scheduled Due Date	Gross Amount	Deduction	Net Amount	Invoice	Deduction
AISI - PUBLIC SCHOOL AUTHORITIES	10/11	2011-02-04	2011-02-15	73,800.22	0.00	73,800.22	T3390010	
				73,800.22	0.00	73,800.22		
CHILDREN & YOUTH WITH COMPLEX NEEDS FUNDING	10/11	2011-02-04	2011-02-15	0.00	15,000.00	<u>-15,000.00</u>	T3390007	CHILDREN & YOUTH WITH COMPLEX NEEDS FUNDING
				0.00	15,000.00	-15,000.00		
DEBENTURE INTEREST REPAYMENT	10/11	2011-01-12	2011-02-01	0.00	8,071.86	-8,071.86	T3300002	DEBENTURE INTEREST
DEBENTURE INTEREST REPAYMENT	10/11	2011-01-12	2011-02-01	8,071.86	0.00	8,071.86	T3300002	
DEBENTURE INTEREST REPAYMENT	10/11	2011-01-12	2011-02-16	0.00	3,975.33	-3,975.33	T3300004	DEBENTURE INTEREST
DEBENTURE INTEREST REPAYMENT	10/11	2011-01-12	2011-02-16	3,975.33	0.00	3,975.33	T3300004	
				12,047.19	12,047.19	0.00		
DEBENTURE PRINCIPAL REPAYMENT	10/11	2011-01-12	2011-02-01	0.00	28,699.95	-28,699.95	T3300001	DEBENTURE PRINCIPAL
DEBENTURE PRINCIPAL REPAYMENT	10/11	2011-01-12	2011-02-01	28,699.95	0.00	28,699.95	T3300001	
DEBENTURE PRINCIPAL REPAYMENT	10/11	2011-01-12	2011-02-16	0.00	14,325.50	-14,325.50	T3300003	DEBENTURE PRINCIPAL
DEBENTURE PRINCIPAL REPAYMENT	10/11	2011-01-12	2011-02-16	14,325.50	0.00	14,325.50	T3300003	
				43,025.45	43,025.45	0.00		
ENRICHED SCHOOL ENVIRONMENT	10/11	2011-02-11	2011-02-11	20,250.00	0.00	<u>20,250.00</u>	T3410002	
ENRICHED SCHOOL ENVIRONMENT	10/11	2011-02-11	2011-02-11	6,975.00	0.00	<u>6,975.00</u>	T3410003	
				27,225.00	0.00	27,225.00		
FUNDING FRAMEWORK	10/11	2011-02-04	2011-02-15	2,371,308.63	0.00	<u>2,371,308.63</u>	T3390007	
				2,371,308.63	0.00	2,371,308.63		
FUNDING FRAMEWORK/ASFF	10/11	2011-02-04	2011-02-15	2,188,777.72	0.00	<u>2,188,777.72</u>	T3390009	
				2,188,777.72	0.00	2,188,777.72		
PLANT OPERATIONS & MAINTENANCE	10/11	2011-02-04	2011-02-15	443,534.18	0.00	<u>443,534.18</u>	T3390008	
				443,534.18	0.00	443,534.18		
Authority Totals:				5,159,718.39	70,072.64	5,089,645.75		

#### **Funding Framework Calculation**

School Year: 2010-2011 School Authority: Processed: 2011-02-04 Invoice Number: 73390007

#### Breakdown of Funding

DIFFERENTIAL COST FUNDING	7,951,996.98
SCHOOL JURISDICTION BASE FUNDING	43,390,025.09
STABILIZATION FUNDING	0.00
TRANSPORTATION FUNDING	<u>2,954,379.28</u>
Funding Framework Total:	54,296,401.35
GENERAL REVENUE FUNDING Total:	32,471,166.10
ALBERTA SCHOOL FOUNDATION FUND Total:	21,825,235.25

#### Breakdown of Payment

Total Payment:		\$4,560,086.35
ALBERTA SCHOOL FOUNDATION FUND Payment:		\$2,188,777.72
Less Paid To Date of:	\$8,723,839.90	
50.00% of ALBERTA SCHOOL FOUNDATION FUND:	\$10,912,617.62	
GENERAL REVENUE FUNDING Payment:		\$2,371,308.63
Less Paid To Date of:	\$13,864,274.42	
50.00% of GENERAL REVENUE FUNDING:	\$16,235,583.05	

## **OVERPAYMENTS**

User can click on a line for any overpayment and a screen will pop up showing the details for the overpayment



Funding Event System
Funding Framework Overpayment

School Authority: Invoice Number:

2009 / 2010 Funding Framework Allocation

	2011-02-04 Allocations	2010-12-14 Allocations	Variance
BASE INSTRUCTION 1-9 - SB	\$305,977,329.14	\$305,977,329.14	
BASE INSTRUCTION 10-12 - SB	\$135,814,179.00	\$135,767,426.08	\$46,752.92
BOARDING	\$0.00	\$0.00	
ECS BASE INSTRUCTION - SB	\$19,003,850.84	\$19,003,850.84	
ECS PROGRAM UNIT - SB	\$23,813,825.98	\$23,813,825.98	
ENHANCED ESL & SUPPORT SRV FD - MAR 1 COUNT	\$1,109,182.00	\$1,109,182.00	
ENHANCED ESL & SUPPORT SRV FD - SEP 30 COUNT	\$1,103,122.00	\$1,103,122.00	
ENROLMENT DECLINE	\$411,900.00	\$411,900.00	
ENROLMENT GROWTH	\$596,546.88	\$596,546.88	
ESL FUNDING - MARCH 1 COUNT	\$5,866,533.75	\$5,866,533.75	
ESL FUNDING - SEPTEMBER 30 COUNT	\$5,866,533.75	\$5,866,533.75	
FIRST NATIONS, METIS & INUIT ED FUNDING	\$7,610,872.50	\$7,610,872.50	
GIFTED & TALENTED ECS - SB	\$0.00	\$0.00	
HOME EDUCATION 1-12 - SB	\$926,358.07	\$926,358.07	
HOME EDUCATION 7-12 ADLC - SB	\$0.00	\$0.00	
INSTITUTIONAL PROGRAMS	\$7,296,516.00	\$8,247,267.00	(\$950,751.00)
INTRA-JURISDICTION DISTANCE FUNDING	\$3,934.09	\$3,934.09	
METRO URBAN TRANSPORTATION BLOCK	\$18,871,966.00	\$18,871,966.00	
MILD & MODERATE HANDICAPPED - SB	\$2,113,746.00	\$2,113,746.00	
NORTHERN ALLOWANCE FUNDING	\$0.00	\$0.00	
OUTREACH PROGRAM FUNDING	\$432,166.00	\$432,166.00	
REGIONAL ED CONSULTING SERVICES	\$3,141,915.00	\$3,141,915.00	
RELATIVE COST OF PURCHASING GOODS & SRV ADJ	\$6,213,662.48	\$6,220,171.26	(\$6,508.79)
RURAL TRANSPORTATION	\$0.00	\$0.00	
SEVERE DISABILITIES - SB	\$33,908,021.00	\$33,908,021.00	
SMALL BOARD ADMIN FD - SB	\$0.00	\$0.00	
SMALL SCHOOLS BY NECESSITY FUNDING	\$3,264,590.00	\$3,264,590.00	
SOCIO-ECONOMIC STATUS FUNDING	\$8,987,577.98	\$8,987,577.98	
SPECIAL EDUCATION TRANSP	\$5,714.00	\$5,714.00	
STABILIZATION	\$0.00	\$0.00	
TRANS - CHILD WITH DISABILITY-DELAYS - SB	\$1,356,339.44	\$1,356,339.44	
TRANS - FAMILY-ORIENTED ECS PROG - ECS - SB	\$134,528.72	\$134,528.72	
URBAN TRANSPORTATION	\$0.00	\$0.00	
WEEKEND TRANSPORTATION	\$0.00	\$0.00	
TOTAL 2009 / 2010 Allocation	\$593,830,910.61	\$594,741,417.47	(\$910,506.87)
Total Funding Framework			
Alberta School Foundation Fund	\$259,147,232.90	\$259,147,232.90	\$0.00
General Revenue Fund	\$334,683,677.71	\$335,594,184.58	(\$910,506.87)
Total Funding Framework	\$593,830,910.61	\$594,741,417.47	(\$910,506.87)
Due to rounding, the funding framework allocation could result	in penny differences.		

Funding Framework Overpayment

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#### **BY INVOICE NUMBER**

Payments - By Invoice Number					
School Authority: < All >		•			
Invoice Number: Type here	Hit Enter Key to submit				

- SCHOOL AUTHORITY defaults to the user login School Authority
- INVOICE NUMBER allows user to enter in an invoice number to view (same information as payments processed)

## **OUTSTANDING RECOVERIES**

Shows the user how much money will be recovered on the next payment

Outstanding Recoveries	View Report
School Authority:	•
Description	Outstanding Amount
ACCESS COPYRIGHT 2001 & ON	15,563.85
ACCESS COPYRIGHT GST 2001 & ON	778.19
Totals:	16,342.04

# **ENROLMENT REPORTS (REPORTS TAB)**

User can run or view reports to see what adjustments are outstanding and at what adjustment level they are at.

**BLENDED HOME STUDENTS (Turnaround)** – lists the students who are receiving their educational program at school and at home. Funding is prorated based on the percentage of the program taken at school and at home.

Funding Event System Blended Home Education Students							
School Year: 2010-2011							
Count Date: September 30th			Dereentege of				
A SN Student Name	Grade	Adjustment Level	Program at School				
	0,000	riajaounoni 20101	r rogram at concor				
	10	Adjustment	0.00				
	05	Adjustment	0.00				
	12	Adjustment	0.00				
	10	Adjustment	0.00				
	11	Adjustment	0.00				
	11	Adjustment	0.00				
	11	Adjustment	0.00				
Student Total for Banbury Crossroads School (9935): 7							
Student Total for Banbury Crossroads School (0062): 7							
Percentage of Program at School has been provided as noted.	Secretary - Tre	asurer					
	Date						
Please indicate your percentage of school time using the Fundin	g Event System or fax to School F	inance at 780-427-2147 by 2	2011/04/15.				
Blended Home Education Students	Page 1 of 1		2011/07/12 03:46:31 PM				

Government of Alberta 🗖 🗌

**PRIORITY SCHOOL CONFLICT(Turnaround)** – lists the students who are enrolled in more than one school on the count date. The school needs to complete the field "Priority School" with YES or NO as the priority school. If replying "Yes" for students in grades 10-12 the school needs to complete the "Instructional Minutes" field for the student. The school delivering the most instruction minutes will receive the funding.

Education		P	Funding Event System riority School Conflict Report							
School Yea	r: 2010-2011									
Authority:	Elk Island Pub S	chs Reg Div 1	4 (2195)							
ASN	Student Name	Birthdate	Authority Name	School Name	Authority ID	Gr	Regis Type	Priority School	Instr Minutes	Adjustment Level
		2005/02/28				EC	D	Y		School Finance
						EC	D			
Elk Island Pu	ub Schs Reg Div 14 T	otal: 1 Student	with Priority School	Conflicts						
Priority Scho	ool Conflicts have bee	n resolved as n	oted		Secretary - Trea	asurer				
					Date					
Please indica For grades E	ate the priority schoo CS to 9 do not put in	I using the Fun Istructional min	ding Event System o utes. For grades 10 t	r fill in the report by responding "yes" or "n o 12 instructional minutes are required.	o" and fax to Scho	ol Fina	ance at i	780-427-2	2147 by 2	2011/04/30.
Priority School	Conflict Report			Page 1 of 1					2011/07	7/12 02:58:58 PM

# **ECS OVERAGE MAXIMUM** - lists those children that are not eligible for ECS funding as they are over age.

Education		Funding Event Syste ECS Overage Maxin	m num				
School Year: 2010	-2011						
Count Date: Sept	tember 30						
Prairie Rose School	I Division (0195)						
Foremost School	(6907)						
ASN	Student Name		Grade	Age	Birthdate	Sex	Authority Id
			EC	6/2	2004-06-10	М	
Student Total for	Foremost School (6907): 1						
Oyen Public Sch	ool (5911)						
ASN	Student Name		Grade	Age	Birthdate	Sex	Authority Id
			EC	6/2	2004-06-05	F	
Student Total for	Oyen Public School (5911): 1						
Student Total for Pr	airie Rose School Division (0195): 2						
ECS Overage Maximum		Page 1 of 3					2011-07-12 02:23:52 PM

FRENCH ENROLMENT - lists by school, grade, hours and gender for French Immersion, French as a First Language and French As a Second Language.

#### Funding Event System French Enrolment Report

School	Grade	French Hours	Male	Female	Tota
0 H 11 - A 1 (2070)	01	47	2	4	6
	02	47	10	8	18
	02	90	1	0	1
	03	47	2	4	6
	04	47	4	6	10
	05	47	3	4	7
	06	47	1	3	4
	07	90	5	2	7
	08	90	1	9	10
	09	90	3	4	7
	10	125	1	1	2
	EC	24	4	3	7
Total for		791	37	48	85
otal for French Funding - French as Second Langua	age	791	37	48	85
l for		791	37	48	85
ort Total		791	37	48	85
h Enrolment Report	Page 1 of 1			2011-07-12 0	2:32:47 PM

#### French Funding - French as Second Language

FRENCH FUNDING - provides the number of students and the Full-Time Equivalents (FTE's) for funding in Alternate French (211), Francophone (221) and French as Second Language (230).

Education

Funding Event System French Funding Report

School Year: 2010-2011 French Funding - French as Second Language

ECS - 06 ECS - 06 07 - 12 07 - 12 Students FTEs Students FTEs 59 3 26 3 Total f 59 3 26 3 Total for French Funding - French as Second Language 59 3 26 3 3 Report Total 59 3 26 French Funding Report 2011-07-12 02:41:38 PM Page 1 of 2

**FUNDED HEAD COUNT** – funding allocations that use the funded head count in the formula.

Education	Funding Event System Funded Head Count			
School Year: 2010-2011 View: #23 - 2011-07-08	Grade EC	Grades 1-9	Grades 10-12	Total Grades 1-12
Public Authorities	652	4,462	1,548	6,010
Report Total	652	4,462	1,548	6,010
Funded Head Count	Page 1 of 2		20	011-07-12 02:47:55 PM

# **FUNDED HOME EDUCATION** – provides the number of funded home education students.

		Funding Event System Funded Home Education			
School Year: View:	2010-2011 #23 - 2011-07-08	Grade EC	Grades 1-9	Grades 10-12	Total Grades 1-12
Public Authori	ties	0	585	103	688
Report Total		0	585	103	688
Funded Home E	ducation	Page 1 of 2			2011-07-12 02:53:54 PM

Government of Alberta 🗖

# HOW TO VERIFY CEU INFORMATION

Term	Calendar Dates	FES (Actuals)	Course Mark Submission Deadline
1	September to January	March	June 30
2	February to June	August	November 15
3	September to June	August	November 15
4	July to August	September	November 15

## **ADJUSTMENTS TAB (COURSE MARKS)**

## **COURSE CONFLICTS**

- For a school user role, the drop down for choosing the school authority and the school will be defaulted and the user will not be able to change the selection.
- For a school authority and secretary treasurer user roles, the drop down for school authority will be defaulted and the user will not be able to change the selection. However, the user will be able to change the school selection within their school authority.
- Identify the amount of actual instructional minutes delivered to the student. These minutes should be based on total class time offered minus any class time absent. Do not default to total class time offered. Check the select box of the student(s) you want to modify.

Funding Event Sy	stem					<u>Main</u>	Adjustme	nts   ]	nquiry	<u>Repo</u>	rts H	lide Menu		Government
School Year: 2010-2011 💌	Course Co	nflict												Print Page
Funding Event System     Inbox     Inbox     Processed     School Finance     Awaiting Other SA     Secretary Treasurer     Secretary Treasurer     School Authority     School Authority	Alb	Sch berta Student N G Warning: :	ool Authority: School umber (ASN): rid Page Size: Switching to D	<ul> <li>All &gt;</li> <li>I</li> <li>10</li> </ul>	r changing th	Search Apply e Page G	< Se < Ent	lect sea ter Grid erase a	Page :	rameters Size and aved char	and click S click Apply nges on this	earch.		
🔁 User Canceled 🔁 System Canceled	Surname Na	i <u>mes Date</u>	<u>Gender</u>	<u>ASN</u>	School Authority	School	Course	New Term	Old Term	Credits	Course Type	Minutes	Select	Last Updated
Add Modify Delete		.993/02	/11 Male				Science 24 (SCN2288)	4	1	5	Course Withdrawal	1		2011/04/29
						301001	Science 24 (SCN2288)	4	1	5	Regular Course	0		2011/02/28
🔤 (13) Duplicate Course Ma					School Authority	School	Course	New Term	Old Term	Credits	Course Type	Minutes	Select	Last Updated
		.993/02	/11 Male				Social Studies 20-2 (SST2772)	4	1	5	Course Withdrawal	0		2011/02/28
							Social Studies 120-2 (SST2772)	4	1	5	Regular Course	1		2011/04/29
										Select A		eselect A		Modify

## JUNIOR HIGH COURSES

- Enter individual courses by clicking on the Add Course button.
- FES will give an entry screen for the user to enter the junior high course information.

Funding Event Sy	<b>/stem</b>		Main   Adjustments   Inquiry   Reports	Hide Menu Government
School Year: 2010-2011 💌	Junior High Courses			<u>Print Page</u>
Funding Event System     Dibox     Processed     Processed     School Finance     School Finance	Surname: Given Names: ASN:	Test3 Student3 1001-0140-1	Birth Date: Gender:	1995/07/15 Female
Availing Other's A	Course Info	Completion Info	Flag Info	Additional Info Back Add Course

In the Entry screen

- Pick the Course and Term from the drop down.
- Enter the marks and the Completion Date information
- Press Add Course to save the course information

NOTE : Course deletion is not permitted at this time. Please contact your Funding Administrator if you inadvertently entered a course and want it deleted.

Funding Event Sy	stem		<u>Main</u>	Adjustments   <u>Inquiry</u>	<u>Reports</u>	Hide Menu	Government
School Year: 2010-2011 💌	Junior High Courses	5					Print Page
Funding Event System     Thbox     Processed     Processed     School Finance     Awaiting Other SA	Surname: Given Names: ASN:	Test3 Student3 1001-0140-1		Birth Date Gender:	:	1995/07/1 Female	5
Held over for Audit	Add New Course			T	1T		
School Authority School User Canceled	Mark:	85	•	Completion Date: (yyyy/mm/dd)		······································	
System Canceled     Adjustments     Add Modify Delete	Completion Status: Funding Schedule:	Complete Full year course for credit	~	Completion Method: Funding Flag:	Regular Yes		~
(1) Blended Pgm Course Conflict (1) PSC Junior High Courses	Primary Delivery Method: Comments:	On Campus	V	Language:	English		~
L 📴 Duplicate Course Mark				C	Back	Add Course Ca	ncel Add

The following confirmation screen will be shown after each entry of the course you do.

Funding Event Sy	stem	Main	<u>a</u>   Adjustments   <u>Inquiry</u>   <u>Report</u>	s Hide Menu Gover
School Year: 2010-2011 💌	Junior High Courses			Print Pa
<ul> <li>☐ Funding Event System</li> <li>☐ Inbox</li> <li>☐ Processed</li> <li>☐ Pend System Process</li> <li>☐ School Finance</li> </ul>	Surname: Given Names: ASN:	Test3 Student3 1001-0140-1	Birth Date: Gender:	1995/07/15 Female
- Awaiting Other SA -  - Held over for Audit  -  -  -  -  -  -  -  -  -  -  -  -  -	Course Info Code: PAT9110 Name: (PAT9110)Mathematics 9 Marki: 085 Term: January Term Comments:	Completion Info Date: 2011/01/09 Method: On Campus Status: Complete	Flag Info Funding Flag: Yes Funding Schedule: Full year course for credit	Additional Info Primary Delivery Method: On Campus Language: English
System Canceled Adjustments Add Modify Delete (1) Blended Pgm Course Conflict (1) PSC Junior High Courses Duplicate Course Mark				Back Add Course

## **DUPLICATE COURSE MARKS**

- Respond to Duplicate Course Marks as soon as they are determined
- Include Details/Comments as to why a Yes or No Funding Response is selected
- If YES is selected documentation must be sent to School Finance for approval/processing

Funding	I Even	t Sy	stem					<u>Main</u>	Adjustr	<u>Main</u>   Adjustments   <u>Inquiry</u>   <u>Admin</u>				w Menu	Gor	vernment .
Duplicate Cot	лге магк															
<u>Print Page</u>   <u>Sele</u>	<u>ect All</u>   <u>Modi</u>	fy														
		School	Authority:	< All >					~							
			School:	< All >					~							
	Alberta Stud	lent Numl	ber (ASN):		Search	< Select	search para	meters a	nd click	Search.						
Surname Given Names	Birth Date	Gender	ASN	School Authority	School	Course	Course Code	se Course Marks								
				E	Ecole	Week.		School Year	New Term	Old Term	School Mark	Funding Response	Select	Last Updated	Detail	
	1990/07/04	Male		School Div	Secondaire Highwood	Experience	ОТНЗ998	2008	7	2	087			2009/09/24	<u>Detail</u>	
				No. 30	High	55		2009	7	2	087	~		2009/09/24	<u>Detail</u>	
								School	New	Old	School	Funding	Select	Last	Detail	B
	1992/10/13	Female		St. Thomas Aquinas	St. Augustine	Food Basics	FOD1010	Year 2009	Term 4	Term 1	Mark 059	Response	Delecc	Updated	Detail	
				RĊSRD No 38	School			2009	7	2	059	~		2009/09/24	Detail	
								c 1 - 1			0.11	T and the				
				St. Thomas	St. Augustine	Baking		Year	New Term	Old Term	Mark	Funding Response	Select	Last Updated	Detail	
	1992/10/13	Female		Aquinas RCSRD No 38	School	Basics	FOD1020	2009	4	1	063		-	2009/09/24	<u>Detail</u>	
								2009	7	2	063	~		2009/09/24	<u>Detail</u>	
								School	New	Old	School Mark	Funding Response	Select	Last Undated	Detail	
	1991/09/02	Male		Lethbridge School Dist	Winston Churchill High	Work Experience	OTH2998	2007	7	2	095			2009/09/24	<u>Detail</u>	
				NO. 51	School	25		2009	7	2	095	~		2009/09/24	Detail	
								School	New	Old	School	Funding		Last		
	1991/09/02	Male		Lethbridge School Dist	Winston Churchill High	Work	0741999	Year	Term	Term	Mark	Response	Select	Updated	Detail	
	1001,00,02			No. 51	School	15	0	2007	7	2	095			2009/09/24	Detail	
1 2 2 4 5 6 7 6	P 0 10									_						
	<u> </u>															
Course Mark Det	tail										Print	Page	Selec	t All	Modify	-
School Authority							School Yea		2009							
School:							New Schoo	Term	7							
Course:	OTH39	98 Wor	k Experies	re 35			Old School	Term:	2							
Credits (Attempt	ed): 10		a sopenen				CElls		-							
School Mark:	087						CIDS Audi	Date	2009/0	6/25						
Comments:	Edit						Completion	Date:	2009/0	6/26						
	Lun							- Jucci	2000/0							

To substantiate that the duplicate course submissions are eligible for funding please submit to School Finance the following documentation for all instances of the course:

Attendance records.
Record of marks obtained on each assignment, test, etc. and the weighting associated with each item.

Fund	ing	Even	t Sy	stem					<u>Main</u>   A	djustm	ents   ]	Inquiry	Admin	Show M	<u>1enu</u>	Govern	ment
Duplicat	e Cou	rse Mark															
Print Page	Print Page   Select All   Reverse Approval																
School Authority: < All >																	
		Alberta Stu	dent Nun	School: nber (ASN):	< All >	Search	< Select	search parai	meters an	⊻ d click S	earch.						
Surname	Given Names	Birth Date	Gender	ASN	School Authority	School		Course Code					Course Marks				
Surname	Given Names	Birth Date	Gender	ASN	School Authority	School	Course	Course Code	School Year	New Term	Old Term	School Mark	Course Marks Funding Response	s Select	Last Updated	Detail	
Surname	Given Names	Birth Date	Gender Male	ASN	School Authority	School	Course Work Experience 35	Course Code	School Year 2008	New Term 7	Old Term 2	School Mark 087	Course Marks Funding Response	Select	Last Updated 2009/09/24	Detail <u>Detail</u>	
Surname	Given Names	Birth Date	Gender Male	ASN	School Authority	School	Course Work Experience 35	Course Code	School Year 2008 2009	New Term 7 7	Old Term 2 2	School Mark 087 087	Course Marks Funding Response	Select	Last Updated 2009/09/24 2009/09/24	Detail <u>Detail</u> <u>Detail</u>	
Surname	Given Names	Birth Date	Gender Male	ASN	School Authority	School	Course Work Experience 35	Course Code OTH3998	School Year 2008 2009	New Term 7 7	Old Term 2 2	School Mark 087 087	Course Marks Funding Response No V There was funding to	Select	Last Updated 2009/09/24 2009/09/24 gh documentati ed twice.	Detail <u>Detail</u> <u>Detail</u> on to subs	
Surname	Given Names	Birth Date	Gender	ASN	School Authority	School	Course Work Experience 35	Course Code	School Year 2008 2009	New Term 7 7	Old Term 2 2	School Mark 087 087 Prin	Course Marks Funding Response No Y There was funding to t Page	Select	Last Updated 2009/09/24 2009/09/24 gh documentati ed twice.	Detail Detail Detail on to subs	

# **INQUIRY TAB**

# **CEU CALCULATION SHEETS**

**CEU COUNTS** - provides funded CEUs and non-funded course marks by authority or school and by term. Click on any number to display the list of students in that category.

- User can select a View
- User can view Inquiry in a report that is printer friendly or download it to a choice of file format

#### Funded CEUs

	Term 1	Term 2	Term 3	Term 4	Totals
Alberta Distance Learning (ADLC)					
Tier 1	<u>41.00</u>	<u>93.50</u>	<u>0.00</u>	<u>0.00</u>	<u>134.50</u>
Tier 2	<u>1.00</u>	2.00	<u>0.00</u>	<u>0.00</u>	<u>3.00</u>
	<u>42.00</u>	<u>95.50</u>	<u>0.00</u>	<u>0.00</u>	<u>137.50</u>
Career Technology Studies (CTS)					
Tier 1	<u>732.00</u>	<u>106.00</u>	<u>0.00</u>	<u>0.00</u>	<u>838.00</u>
Tier 2	<u>479.00</u>	<u>54.00</u>	<u>0.00</u>	<u>0.00</u>	<u>533.00</u>
Tier 3	<u>2,973.00</u>	259.00	<u>0.00</u>	<u>0.00</u>	<u>3,232.00</u>
	<u>4,184.00</u>	<u>419.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,603.00</u>
Challenged					
Tier 1	<u>70.00</u>	<u>11.00</u>	<u>0.00</u>	<u>0.00</u>	<u>81.00</u>
Knowledge and Employability (K&E	)				
Tier 1	<u>896.00</u>	<u>32.00</u>	<u>0.00</u>	<u>0.00</u>	<u>928.00</u>
Regular					
Tier 1	<u>22,842.50</u>	<u>1,916.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,758.50</u>
Totals					
Tier 1	<u>24,581.50</u>	<u>2,158.50</u>	<u>0.00</u>	<u>0.00</u>	<u>26,740.00</u>
Tier 2	<u>480.00</u>	<u>56.00</u>	<u>0.00</u>	<u>0.00</u>	<u>536.00</u>
Tier 3	<u>2,973.00</u>	<u>259.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,232.00</u>
	28,034.50	2,473.50	0.00	0.00	30,508.00

Non-Funded Course Marks

		Term 1	Term 2	Term 3	Term 4	Totals
Tota	Course Marks					
Tier 1		<u>470.00</u>	<u>38.00</u>	0.00	<u>0.00</u>	<u>508.00</u>
Tier 2		<u>10.00</u>	<u>4.00</u>	0.00	<u>0.00</u>	<u>14.00</u>
Tier 3		<u>183.00</u>	<u>5.00</u>	0.00	<u>0.00</u>	<u>188.00</u>
		<u>663.00</u>	<u>47.00</u>	0.00	0.00	710.00

**BLOCK FUNDING COUNTS** – provides list of students that are block funded in grades 10-12 at the authority or school level.

#### **CEU Block Funding**

	Grad	le 10	Grad	le 11	Grad	le 12	Grade	s 10-12
	Students	Funded CEUs	Students	Funded CEUs	Students	Funded CEUs	Students	Funded CEUs
Blended Home	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
ESL	<u>13.00</u>	<u>227.50</u>	<u>7.00</u>	<u>122.50</u>	<u>9.00</u>	<u>157.50</u>	<u>29.00</u>	<u>507.50</u>
Exchange	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>0.00</u>
Home Education	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>0.00</u>
Institutional	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>0.00</u>
Other	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	0.00
Outreach (SPED)	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>0.00</u>
Refugee	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>0.00</u>
Special Education (SPED)	<u>3.00</u>	<u>105.00</u>	7.00	245.00	<u>28.00</u>	<u>980.00</u>	<u>38.00</u>	<u>1,330.00</u>
Totals	<u>16.00</u>	332.50	<u>14.00</u>	367.50	<u>37.00</u>	<u>1,137.50</u>	<u>67.00</u>	<u>1,837.50</u>

**PARAMETERS** - provides CEU parameters that are used in the calculation of all CEU based formulas. Estimates are values used from the previous school year.

#### **CEU Parameters**

Code	Description	Value	Туре
E1CEU10_12	Enrolment 1 CEUs	1,837.50	Actual
SACEU10_12	Gr 10-12 Special Approval CEUs	0.00	Actual
T1CEU10_12	Term 1 CEUs	28,034.50	Actual
T1T1	Tier 1 Term 1 CEU	24,581.50	Actual
T1T2	Tier 1 Term 2 CEU	26,467.50	Estimate
T1T3	Tier 1 Term 3 CEU	0.00	Estimate
T1T4	Tier 1 Term 4 CEU	1,168.00	Estimate
T2CEU10_12	Term 2 CEUs	0.00	Estimate
T2T1	Tier 2 Term 1 CEU	480.00	Actual
T2T2	Tier 2 Term 2 CEU	269.00	Estimate
T2T3	Tier 2 Term 3 CEU	0.00	Estimate
T2T4	Tier 2 Term 4 CEU	0.00	Estimate
T3CEU10_12	Term 3 CEUs	0.00	Estimate
T3T1	Tier 3 Term 1 CEU	2,973.00	Actual
T3T2	Tier 3 Term 2 CEU	2,452.00	Estimate
T3T3	Tier 3 Term 3 CEU	0.00	Estimate
T3T4	Tier 3 Term 4 CEU	0.00	Estimate
T4CEU10_12	Term 4 CEUs	0.00	Estimate

**SPECIAL APPROVALS** - details special situations where CEU funding is approved on the basis of special circumstances.

#### **CEU Special Approvals**

	Block Funded	Term 1	Term 2	Term 3	Term 4	Totals
CEU						
n/a	875.00	0.00	0.00	0.00	0.00	875.00
	875.00	0.00	0.00	0.00	0.00	875.00

User can click on **View Special Approvals** on the top right for a detailed report of the special approval entered

	cation		Funding Event System Special Approvals								
School Year: Authority: View:	2010-2011 Current										
Approval Nur	nber:	192									
School: Processed Da Base Funding Additional Fu	ate: g Allocation: inding Allocation	Not specified 2011-03-08 CEU : None			Total / Head (	Amount Count:	: 665.00 First Nations				
ASN	Student Name		Amount	Grade	Term	Tier	Notes				
	ļ		35.00	10							
			35.00	11							
			35.00	10							
			35.00	10							
			35.00	10							
			35.00	12							
			35.00	10							
			35.00	11							
			35.00	12							
			35.00	11							
			35.00	11							
			35.00	11							
			35.00	10							
			35.00	11							
			35.00	11							
			35.00	11							
			35.00	11							
			35.00	11							
			35.00	10							

# **COURSE MARKS ENHANCED INQUIRY**

### HOW TO WORK WITH ENHANCED INQUIRY - COURSE MARKS

Allows the user to build a customized list or report on enrolments or CEU's by selecting available fields



#### SPECIFIC QUERY TAB

This tab allows the user to select the parameters for their report

- SCHOOL YEAR allows the user to select one or more school years to be queried on
- OLD TERM
- TIER For School Year 2009/2010 user will have to make sure "No Tier" is selected and for School Year 2010/2011 and on a Tier must be selected. Best option keep all selected.
- SELECTION ORDER allows the user to select whether or not they would like to sort the query results by name or by code.
- SCHOOL AUTHORITY TYPE by default all School Authority Types are selected
- SCHOOL AUTHORITY defaults to users login
- SCHOOL depending on the user login this may be defaulted or the user may be able to select one or multiple schools
- FUNDING ELIGIBLE user can select Funded or Non Funded Course Marks
- COUNT TYPES
- CHALLENGE
- ADLC
- IOP
- CTS
- REGULAR
- NON-FUNDED
- QUERY RESULT LAYOUT same as enrolment enhanced inquiry

Specify Query Parameters	Generated Query Results Generated Files
School Year:	All School Years    Select All  Deselect All
Old Term:	All Terms Selected 🔹
Tier:	All Tiers Selected 🔹
Selection Sort Order:	Code 💌
School Authority Type:	Public, Private, ECS 🔹
School Authority:	All School Authorities    Select All  Deselect All
School:	Adl Schools Selected
Funding Eligible:	All
Count Type:	All CEU Types 💌
Query Result Layout:	Summary - Totals
NOTES: When choosing the school or a	authority above, the selections refer to the recipient of the funding for the CEU value, not where the course was delivered.

#### Enhanced Course Mark Inquiry - Run Selected Query

Run Query

# **COURSE MARKS REPORTS (REPORTS TAB)**

**COURSE CONFLICTS (Turnaround)** – lists the courses that have been reported by two or more schools for the same student in the same or overlapping term. The school delivering the most instruction minutes will receive the funding.

						Funding Cours	Event System e Conflicts			
School Year:	2010-2011									
Authority:	Buffalo Trail Po	ublic No. 28 (1155	)							
ASN Stu	udent Name	Course	Term	Credit	Completion Date	Course Type	School Authority Name	School Name	Instr Minutes	Adjustment Level
		OTH2998 Wrk Exp 25	1	10	2011/01/28	Regular Course	Buffalo Trail Public No. 28 (1155)	J. R. Robson School (3815)		Adjustment
			3	10	2011/06/28	Regular Course	Buffalo Trail Public No. 28 (1155)	J. R. Robson School (3815)		Adjustment
		OTH3998 Wrk Exp 35	1	5	2011/01/28	Regular Course	Buffalo Trail Public No. 28 (1155)	Mannville School (3604)		Adjustment
			3	5	2011/06/28	Regular Course	Buffalo Trail Public No. 28 (1155)	Mannville School (3604)		Adjustment
Buffalo Trail	Public No. 28 (115	5) Total: 2 Students	s with	Course	e Conflicts					
Course Conf	licts have been res	olved as noted					Secretary - Treasurer			
							Date			
Please indic	ate your instruction	time in minutes u	sing th	ne Fun	ding Event \$	System or fax to	School Finance at 780-427-214	47 by 2011/12/31.		
Course Conflic	ts					Page 1 o	f 34		2011/07	/12 03:03:41 PM

# HOW TO SUBTOTAL IN EXCEL

## Open the file from where it was saved in Excel

P	Course_Mark_Counts_(2011-10-04_12.31.38_PM)[1].csv - Microsoft Excel																
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On the left hand side the **Subtotal Toggle Buttons** appear.

- 1 = Grand Total
- 2 = Subtotal
- 3 = All Details

Use the **Subtotal Toggle Buttons** to view the results

# **FES CHECKLIST**

#### DECEMBER EXTRACT

- □ Verify September 30 Enrolment
- □ Review Non-Funded Enrolments
- □ Review Priority School Conflicts (especially within School Authority)
- □ Complete Blended Home Education
- □ Review Underage/Overage
- □ Review ECS 2<sup>nd</sup> Year
- □ Review Other Non-Funded
- □ Add Modify or Delete Enrolments

#### MARCH EXTRACT

- □ Verify CEU Enrolments
- □ Review CEU Non-Funded Courses
- □ Add Modify or Delete
- □ Review Course Conflicts
- □ Review Priority School Conflicts
- □ Complete Junior High Course Information
- □ Complete Blended Home Education

#### JUNE EXTRACT

□ Complete Course Conflicts for Term 1

#### OCTOBER EXTRACT

□ Complete Course Conflicts for Terms 2, 3 or 4

### DEADLINES

- □ April 15 Modification to enrolment and transportation information
- □ April 30 Priority School Conflict (automatic process)
- □ Course and marks submission to Student Enrolment and Marks
  - □ First Term June 30
  - □ Remaining Terms of the School Year November 15
- □ December 31 last day to complete course conflicts
- □ December 31 last day for Duplicate Mark response
- □ January 31 last day for submission of Duplicate Marks backup documentation

## **TROUBLE SHOOTING**

FES Support Team - EDC-FESSupportTeam@learning.gov.ab.ca