

Getting Ready for the 2011-2012 School Year

Sending your data to JMC

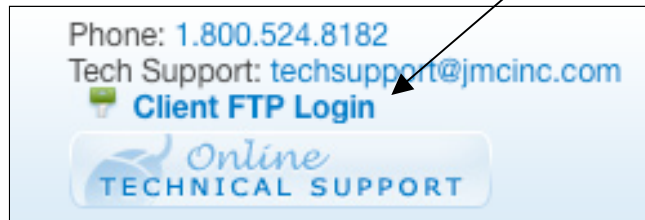
Your schools 2010-2011 data must be sent to JMC to be “moved up.” Once we receive this data we advance all of your students a grade level, among other things. Please note that once you receive your data back and start working with your 2011-2012 data you must do dual entry in both years’ data for any new students who enroll in your school after you have been moved up. More information on the move up process can be found at <http://jmcinc.com/office> under the “End of the Year” tab.

Steps to send files to JMC

Important notes: After sending your files to JMC you must **send in page 2** of this document or your data will not be moved up. Also, if you have used the File: Send Files to JMC option successfully in the past you can continue to use this process this year and choose the “Move up my building” option. If not, please use the directions below.

Copy your JMC Data and JMC Transcript folders to your desktop. Compress your JMC Data 10-11 Folder. Compress your JMC Transcripts Folder.

- A. Go to www.jmcinc.com. In the upper right corner click on “Client FTP Login”.



- B. Enter your username and password. Please note: the username will always be a #. If you do not know your username and password, call JMC at 1.800.524.8182 to receive your account information. Please be ready with your JMC #, found in the middle of the bottom part of the Office Application.
- C. Click the “Upload Files” button on the upper left side of the window. Choose “Upload 2 Files “ from the menu.
- D. Click the “Browse” button(s) on the right side of the window and locate your compressed JMC Transcript Folder and JMC Data 10-11 Folder. Click the “Begin Upload” button.
- E. Sign out of your account.
- F. Send in Page 2 of this document.

To: JMC Computer Services
Fax number: 651.345.2215

Step 1. Send your files to JMC. This is explained on the previous page of this document.

Your FTP username: _____ The date your files were uploaded: _____

Step 2. Tell us who you are:

Building Name _____ JMC # _____ (found on JMC Main Screen)

Building Principal _____
Name Email Address

Building Tech Professional _____
Name Email Address

Lead Office Professional _____
Name Email Address

Step 3. Tell us which Modules you would like to purchase for the 2011 – 2012 school year. All modules are explained on page 3 of this document. You can also call us at JMC and go to the “Sales” option for more information.

Place an X in this box if you want the same options as 2010-2011.

OR

Place an X in front of the modules you want for the above building.

Attendance Module (required) – The maintenance fee for the Attendance Module is \$230. There is no fee per student.

<u>Modules</u>	<u>Fee per Student</u>	<u>Modules</u>	<u>Fee per Student</u>
<input type="checkbox"/> Period Attendance	\$0.50	<input type="checkbox"/> State Reporting	\$0.85
<input type="checkbox"/> Health	\$0.22	<input type="checkbox"/> Online Parent Access	\$0.60
<input type="checkbox"/> Discipline	\$0.11	<input type="checkbox"/> Standards & Benchmarks	\$0.45
<input type="checkbox"/> Schedules/Grades	\$1.71	⇒ See Page 3 for an explanation of Modules	

Lunch – The maintenance fee for the Lunch Module is \$145 plus \$0.70 per student. The lunch software will be invoiced separately.

Tell us who the contact person is for this move up.

Name Email Address Phone #

Step 4. Fax or mail your form to us.

Fax number: 651.345.2215

Mailing Address: JMC Computer Services PO Box 328, Lake City MN 55041

Explanation of Modules

Attendance Module (required) - The Attendance Module is used to maintain general student data, attendance, parent and contact information, and student activities. Data mining and attendance reports are also available in this Module.

Period Attendance - The Period Attendance Module allows teachers to report absences, tardies, and reasons on a by-period basis from any computer with internet access. This also includes:

- Online Classroom Period Attendance Entry software
- Network Classroom Period Attendance (CAE) Entry software
- Online Server Software (CGI or DLL)

Health - The Health Module allows you to maintain immunization records, track student health data in a variety of areas, and log office visits.

Discipline - The Discipline Module allows you to maintain and report discipline violations and consequences.

Schedules/Grades - The Schedules & Grade Modules are purchased together. They are used to schedule students, maintain and report grades and transcripts, and generate scheduling and grading lists and reports for K-12 students. This also includes:

- Online Course Registration
- Teacher Gradebook Software
- Online Teacher Gradebook Software
- Online Server Software (CGI or DLL)

State Reporting - **MARSS** for Minnesota, **EASIER** for Iowa, **NSSRS** for Nebraska, or **ISES** for Wisconsin will be activated.

Online Parent Access - (Teachers must be using the IP Teacher Gradebook software for parents to be able to view any grading information or report cards.) This module is used by parents via a web browser in order to access their student's:

- Parent contact information and be able to submit data updates to the office
- Teacher's progress reports and lesson plans
- Report cards
- Period Attendance reports
- Lunch account

Standards & Benchmarks - This Module maintains Standards & Benchmarks, interacts with the JMC Teacher Gradebook, and is required for Custom Elementary Report Cards.

Lunch - This Module is used to maintain student and family lunch accounts, prepare monthly reports, and handle free and reduced accounting in the office. If your school is not currently using the Lunch Module, please call Sales to see if this program is a good fit for your food service needs. This also includes:

- Point-of-Sale software for use in the cafeteria