

Setting up Students in Out of District Placements.

In order for BP to report these kids correctly you must add a Building, District and teacher code for EACH out of District building

The best way to explain this is to use an example

Suppose Richard Coren is going to attend the Scotch Plains Academy. To set up this program follow these steps.

I. Set up the program/District Code

- 1) Click the “where class is located” button and create the new status code as follows
Enter status code: SPA
Description of Status: Scotch Plains Academy
Penndata code: ALWAYS LEAVE BLANK
Click the “new district” button & go to step 2
- 2) Go to the bottom of the form & Enter the school as its own district
Districtcode District AUN#
SPA Scotch Plains Academy **you must enter***
*If you Don’t know the number go to edna.ed.state.pa.us (in version 12..33 or later there is a button on this form to take you directly there)
- 3) close the District Form
- 4) Enter the new district code in the status form (from #1)
- 5) Close the status form
- 6) Enter the new status code in the student’s record.

II. Set up the Building Code

- 1) Click the Home School button
- 2) Create the new school
Building code: SPA
Building Name: Scotch Plains Academy
Penn Data Code: **Enter the building code***
***check edna.ed.state.pa.us to see if there is a building code, if not leave blank.**
- 3) **DO NOT CHANGE THE STUDENT’S HOME SCHOOL (THIS WILL EFFECT THE NEIGHBORHOOD SCHOOL CALCULATION)**

III Set up the teacher code

- 1) go to the teacher page
 - 2) Create a teachercode for this program – most users would use SPASTAFF and enter First name: Staff, Last name: Scotch Plains Academy
 - 3) **Be sure none of the checkmarks in the blue box other than one building & the level are checked.**
 - 4) Enter the Building code you created it part II – in this case SPA
 - 5) Return to the student directory form & enter the new teacher you created.
-

One more note

If the program codes have already been created you are going to need to fix the district codes by hand. To do this.

- 1) go to windows → bullpenn v12
- 2) Click on Tables
- 3) Double click to open the table “statusprogram”
- 4) For each out of district program that your kids are in, be sure that the “serviceprovider code” is not the code for your district. If it isn’t
 - a) minimize this table and open the table called “district code”
 - b) create a new Districtcode for the program – as you did in part I above. – make sure you locate the AUN number
 - c) Go back to the “statusprogramtable” and change the “serviceprovider” code to the new one you created.
- 5) close out of bullpen and re-open then create your buildings and teacher codes as necessary

Feel free to call me and I can talk you through the first one or two.