

# Inputting SPAR Referral Action Codes in Case Management

(A) H3B2.ZWS - PASSPORT February 12, 2004, 17:41:20

ISIS-11-H3BW

MIAMI - DADE COUNTY PUBLIC SCHOOLS  
INTEGRATED STUDENT INFORMATION SYSTEM  
SCHOOL NUMBER .. 9719

THE FOLLOWING FUNCTIONS ARE AVAILABLE -

1. **STUDENT DATA BASE SYSTEM** ◀
2. DAILY ATTENDANCE
3. SCHOOL INFORMATION
4. COURSE INFO/MASTER SCHEDULE
5. ONLINE REPORT REQUEST SYSTEM
6. DECO - D.O.E. CORRECTION SYTEM

ENTER SELECTION NUMBER .. **1** OPERATOR INITIALS .. MZ

SHARED SCHOOL ACTIVITY, KEY 'Y' .. -  
SUMMER SCHOOL ACTIVITY, KEY 'Y' .. -  
FUTURE SCHOOL ACTIVITY, KEY 'Y' .. -  
SECOND SHIFT ACTIVITY, KEY 'Y' .. -  
HELP WITH CODES = PA2 KEY

**STEP 4(a)**

(A) H3B2.ZWS - PASSPORT February 12, 2004, 17:41:20

SI01-11-H3BW

02/12/04 17: 39.41

STUDENT DATA BASE SYSTEM  
APPLICATIONS MENU

SCHOOL NUMBER .. 9719  
DEPARTMENT OF SPECIAL PROGRAMS

1. **STUDENT INFORMATION MENU** ◀
2. ACADEMIC INFORMATION MENU
3. STUDENT TESTING MENU
- A. ATHLETIC INFORMATION MENU

ENTER SELECTION NUMBER **1**

**STEP 4(b)**

SI43-11-H3BW

02/12/04 17: 39.41

S T U D E N T   D A T A   B A S E   S Y S T E M  
S T U D E N T   I N F O R M A T I O N   M E N U

SCHOOL NUMBER .. 9719  
DEPARTMENT OF SPECIAL PROGRAMS

- |     |                                      |                                    |
|-----|--------------------------------------|------------------------------------|
| PF2 | 1. LAST NAME SCAN                    | A. STUDENT SERVICES/EXCEPTIONAL ED |
|     | 2. NEW STUDENT WITHOUT ID            | SPECIAL PROGRAMS INFORMATION       |
|     | 3. STUDENT INFORMATION               | B. SHARED / SUMMER / FUTURE        |
|     | ENTRIES / WITHDRAWALS / CHANGES      | ENTRIES / WITHDRAWALS / CHANGES    |
|     | 4. CATEGORICAL UPDATE MENU           | C. STUDENT PRINT REQUESTS          |
|     | <b>▶ 5. STUDENT CASE MANAGEMENT</b>  | D. ENTRIES AFTER NOSHOW            |
| PF5 | 6. COURSE TRANSFER/CREDIT EVALUATION | E. SCAN-TRON APPLICATIONS          |
| PF6 | 7. STUDENT BUS INFORMATION           | F. FLORIDA ID CHANGE SCREEN        |
|     | 8. TEMPORARY STUDENT ENTRIES         |                                    |
|     | 9. MAGNET RANDOM SELECTIONS MENU     | T. STUDENT TRANSFER MENU           |

ENTER SELECTION NUMBER **5**

**STEP 4(c)**

SM01-11-H3BW

STUDENT CASE MANAGEMENT SYSTEM

02/12/04 17: 39.41

APPLICATIONS MENU

SCHOOL NUMBER 9719  
DEPARTMENT OF SPECIAL PROGRAMS

1. CASE INFORMATION UPDATE
2. CATEGORICAL UPDATE OF CASE INFORMATION
- 3. DISPLAY STUDENT CASE INFORMATION ◀**
4. DISPLAY SPAR INCIDENTS

ENTER SELECTION ... **3**

\* ISIS STUDENT SERVICES = PF14  
\* HELP WITH CODES = PA2

\* RETURN TO MENU = CLEAR KEY

**STEP 4(d)**

A499 - PRESS ENTER FOR NEXT PAGE

SM05-51-H3BW STUDENT CASE MANAGEMENT INFORMATION 02/12/04 17: 39.41  
STUDENT ID 9999999 NAME: DOE, JOHN MICHAEL GRADE 12 HR ROD PAGE  
SEX: M ETHNIC: W SCHOOL 7231

LINE # -----7791-005 SCM# 123456B CONTINUED... -----  
0012 > 05/28/03 SUSPENSION - INDOOR > DAYS: 3

-----7791-004-----  
0013 SCM# 5555555 PAR/ADULT CONT. BY INITIATOR-THIS/OTHER BEHAV.  
0014 02/12/03 13:30 EXCESSIVE ABSENCES - UNEXCUSED LOC: 1 CNTX: 1  
0015 02/12/03 13:30 CONFERENCE - STUDENT BY: A ROBERTS  
0016 02/12/03 13:30 CONFERENCE - PARENT BY: A ROBERTS  
0017 02/12/03 13:30 REFERRED TO STUDENT SERVICES BY: A ROBERTS  
0018 02/12/03 13:30 ACADEMIC ADVISEMENT BY: A ROBERTS

-----LOC OF INC: 7791-003 -----CUR SCHOOL 7791 AT TIME OF INC  
0019 > SPAR# G22222 STUDENT  
0020 >08/09/02 11:20 TRESPASSING LOC: 1 CNTX: 1

\* STUDENT HAS ISIS STUDENT SERVICES \* INFORMATION HAS BEEN ARCHIVED  
> SOURCE: SPAR/ISIS SYSTEMS  
\* RETURN TO MENU = CLEAR KEY  
PA2 = PRINT SCMS INFO % EMP/STU FROM DIFF LOCS P/N

**STEP 4(e)**

SM01-11-H3BW STUDENT CASE MANAGEMENT SYSTEM 02/12/04 17: 39.41

APPLICATIONS MENU

SCHOOL NUMBER 9719  
DEPARTMENT OF SPECIAL PROGRAMS

- 1. **CASE INFORMATION UPDATE** ◀
- 2. CATEGORICAL UPDATE OF CASE INFORMATION
- 3. DISPLAY STUDENT CASE INFORMATION
- 4. DISPLAY SPAR INCIDENTS

ENTER SELECTION ... **1**

\* ISIS STUDENT SERVICES = PF14 \* RETURN TO MENU = CLEAR KEY  
\* HELP WITH CODES = PA2

**STEP 5(a)**

SM01-11-H3BW

CASE INFORMATION UPDATE MENU

02/12/04 17: 39.41

SCHOOL NUMBER 9719  
DEPARTMENT OF SPECIAL PROGRAMS

BY SELECTING ONE OF THE FOLLOWING OPTIONS, YOU WILL BE ABLE TO ADD, CHANGE OR  
DELECTE CASE INFORMATION.

**A = ADD INFORMATION** ◀  
B = CHANGE INFORMATION  
D = DELETE INFORMATION

OPTION REQUESTED .... **A**

\* HELP WITH CODES = PA2

\* RETURN TO MENU = CLEAR KEY

**STEP 5(b)**

SM02-21-H3BW

ADD CASE INFORMATION

02/12/04 17: 39.41

SCHOOL NUMBER 9719  
DEPARTMENT OF SPECIAL PROGRAMS

BY SELECTING ONE OF THE FOLLOWING OPTIONS, YOU WILL BE ABLE TO ADD STUDENT  
REFERRAL OR STUDENT SERVICE INFORMATION.

1. STUDENT REFERRAL INFORMATION  
**2. STUDENT SERVICE INFORMATION** ◀

ENTER SELECTION ... **2**

ACTIVITY SCHOOL ... \_\_\_\_\_

\* HELP WITH CODES = PA2

\* RETURN TO MENU = CLEAR KEY

**STEP 5(c)**

SM04-41-H3BW

STUDENT SERVICES FORM INFORMATION

02/12/04 17: 39.41

EMPLOYEE NO: \_\_\_\_\_

NAME:

STUDENT ID: \_\_\_\_\_

NAME:

SCM# OR SPAR#	DATE	TIME	SERVICE CODES
_____	__ / __ / __	__ : __	__
_____	__ / __ / __	__ : __	__
_____	__ / __ / __	__ : __	__
_____	__ / __ / __	__ : __	__
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_____	__ / __ / __	__ : __	__
_____	__ / __ / __	__ : __	__

\* HELP WITH CODES = PA2

DUP CHARACTER = \*

\* HELP WITH SCM#/SPAR# (SCMS DISPLAY) = PF14

\* RETURN TO MENU = CLEAR KEY

**STEP 5(d)**