

Lookup Tables

Click on button 'Lookup Tables' on the left. Starting from the top, complete the following by double-clicking to open:

Student Types: Any "type of student" that you want or need to track. This is different from ADA types, since a student can have any number of student types but only one ADA Type. Student types are normally not related to attendance but rather are to do with the specific student. You might mark a student with Disabled, Low Income, AFDC, Displaced Homemaker, etc.

Type	Sort Order	Display on Attendance Sheet	CDE 20	CDE 101 E1/E2	PBA/ Calworks	Not Editable
▶ ABE/321			999			<input type="checkbox"/>
AFDC			999			<input type="checkbox"/>
Allergy			999			<input type="checkbox"/>
Alt.Educ(K-12)			999			<input type="checkbox"/>
Alt. Ed. (K12)			999			<input type="checkbox"/>
Alt.Educ(K-12)			999			<input type="checkbox"/>
Apprenticeship			999			<input type="checkbox"/>
BasicSkills			999			<input type="checkbox"/>
BR			999			<input type="checkbox"/>
Cal - Safe			999			<input type="checkbox"/>
CalWORKS			13			<input type="checkbox"/>
Carl Perkins			999			<input type="checkbox"/>
Citizenship			999			<input type="checkbox"/>
Community Corrections			999			<input type="checkbox"/>
Concurrent			999			<input type="checkbox"/>
Deaf			999	2		<input type="checkbox"/>
Disabled			999	2		<input type="checkbox"/>
Dislocated Worker			999			<input type="checkbox"/>
Displ.Homemaker			999	4		<input type="checkbox"/>
Dist. Learning			999			<input type="checkbox"/>
Distance Learni			999			<input type="checkbox"/>
EL Civics			999			<input type="checkbox"/>
Enrichment			999			<input type="checkbox"/>

ADA Type: Every student comes in with a “badge” on, such as Regular Adult, Concurrent HS, CalWorks, Fee Student. The ADA Type defaults to Enrollment, which in turn defaults to Attendance. Determine which ADA Types your school needs to track for your attendance reports. Most Adult Schools use Regular Adult, Concurrent HS and Fee Student. You can also set up any others you might need. Do not confuse the Program a student enrolls into as his ADA type – his attendance will always go into the program he enrolled into no matter what his ADA Type may be.

ADATypes

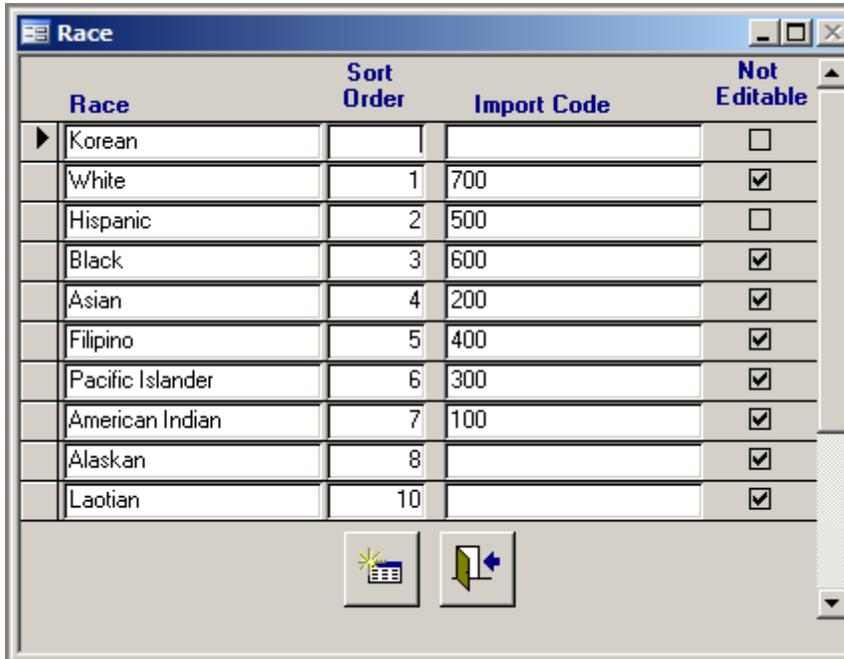
Caution: Do not edit ADA Type descriptions from this screen. First make the change in the Student Types Lookup Table, then use the pull-down menu on this screen to select the edited ADA Type.

Edited ADA Types affect all student tables and are retroactive.

ADA Description	Hours	Amount	Sort Order	Not Editable
▶ CalWORKS	525	\$2,500.00	1	<input type="checkbox"/>
Concurrent HS	525	\$2,500.00	2	<input type="checkbox"/>
WIA	525	\$2,500.00	3	<input type="checkbox"/>
Apprenticeship	525	\$2,500.00	5	<input type="checkbox"/>
Regular Adult	525	\$2,500.00	10	<input type="checkbox"/>
Senior	525	\$2,500.00	999	<input type="checkbox"/>
CBET	525	\$2,500.00	999	<input type="checkbox"/>
Fee	525	\$0.00	999	<input type="checkbox"/>
* [Empty]				<input checked="" type="checkbox"/>

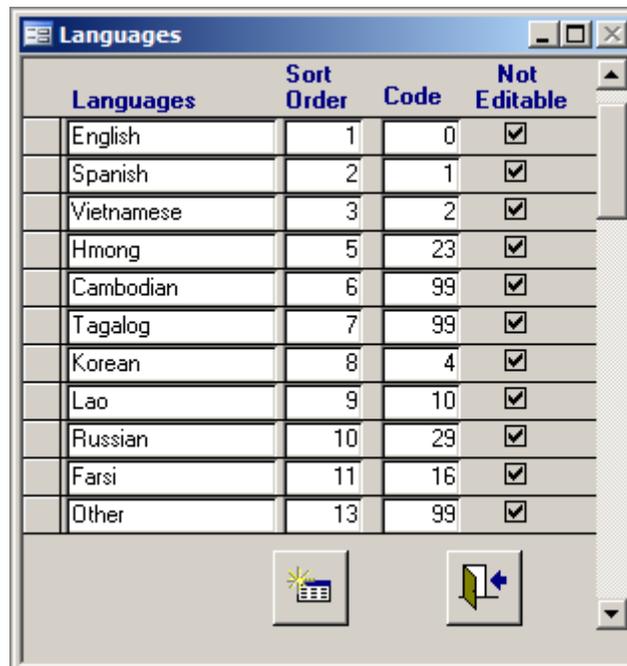
Navigation icons: [Sun/Calendar] [Back Arrow]

Race/Ethnicity: Leave the list as is. Add extras if you need to track more. We track the Ethnicity according to what TOPSPRO asks for on their forms.



Race	Sort Order	Import Code	Not Editable
Korean			<input type="checkbox"/>
White	1	700	<input checked="" type="checkbox"/>
Hispanic	2	500	<input type="checkbox"/>
Black	3	600	<input checked="" type="checkbox"/>
Asian	4	200	<input checked="" type="checkbox"/>
Filipino	5	400	<input checked="" type="checkbox"/>
Pacific Islander	6	300	<input checked="" type="checkbox"/>
American Indian	7	100	<input checked="" type="checkbox"/>
Alaskan	8		<input checked="" type="checkbox"/>
Laotian	10		<input checked="" type="checkbox"/>

Languages: If using TOPSPRO, copy the languages from the Intake Form. Otherwise, use your own list.



Languages	Sort Order	Code	Not Editable
English	1	0	<input checked="" type="checkbox"/>
Spanish	2	1	<input checked="" type="checkbox"/>
Vietnamese	3	2	<input checked="" type="checkbox"/>
Hmong	5	23	<input checked="" type="checkbox"/>
Cambodian	6	99	<input checked="" type="checkbox"/>
Tagalog	7	99	<input checked="" type="checkbox"/>
Korean	8	4	<input checked="" type="checkbox"/>
Lao	9	10	<input checked="" type="checkbox"/>
Russian	10	29	<input checked="" type="checkbox"/>
Farsi	11	16	<input checked="" type="checkbox"/>
Other	13	99	<input checked="" type="checkbox"/>

Enrollment Status: Newly Enrolled, Active, Waitlisted, Completed. The “core” statuses are hard-coded and cannot be changed. Add any that you may want to use, such as Transferred, Graduated.

Enrollment Status	Sort Order	Not Editable	Tops Enrollment Status
Active		<input checked="" type="checkbox"/>	Active
Work		<input type="checkbox"/>	Inactive
WaitListed		<input checked="" type="checkbox"/>	
Left		<input type="checkbox"/>	Inactive
Transferred		<input type="checkbox"/>	Inactive
Education		<input type="checkbox"/>	Inactive
Graduated		<input type="checkbox"/>	Inactive
Completed		<input checked="" type="checkbox"/>	Completed
Dropped		<input type="checkbox"/>	Inactive
Inactive		<input type="checkbox"/>	Inactive
Newly Enrolled		<input checked="" type="checkbox"/>	

States: Add as needed.

State	Abr
California	CA
Nevada	NV
Oregon	OR
*	

County: Add as needed.

State	County	Sort Order
CA	Riverside	1
CA	San Diego	2
CA	San Bernardino	3
CA	Orange	4
CA	Los Angeles	5



Rooms (*mandatory*). List all the physical locations where classes are taught. Keep the room name and short description similar. Room name prints on reports, short description prints on attendance sheets, long description prints on receipts. For TopsPro, be sure to add Site Code in the column marked 'Site'. The Online Site is filled in only if you are using the ASAP Online Registration module.

Room Code	Short Description	Long Description	Site	Online Site
ADC	ADC	Adult Day Care - take a left at the stop ligl	1	1
AE28	Main Office	Adult Education	1	1
AE30	AE30	Adult Education	1	1
AE32	AE32	Adult Education	1	1
AE33	AE33	Adult Education	1	1

Schools: List all feeder (home) schools for Concurrent students.

Code	School Name	Address:	City:	State	Zip	Phone:	District
5	Baden H S	825 Southwood Drive	South San Franc	CA	94080	(650) 877-8769	Testing Di:
5	Baden H S/ SAMP	825 Southwood Drive	Where	CA	94000	(650) 877-8769	Testing Di:
3	Capuccino H S	1501 Magnolia Drive	San Bruno	CA	94066-5499	(650) 877-7320	ASAP Distr
15	CREDIT SUMMARY	From High School Transc	See file for trans				ASAP Distr
2	El Camino H S	1320 Mission Road	Palo Alto	CA	94043	(650) 877-8806	ASAP Distr
0	Hillsdale High School						ASAP Distr
7	Jefferson H S	6996 Mission Street	Mountain View	CA	94014-2064	(650) 550-7700	ASAP Distr
10	Mercy H S	Who what	Sunnyvale	CA			ASAP Distr

Teacher Status: Active, Retired, Inactive, etc. (Teachers not marked Active will not appear on the "Active List" on the Overview screen but they will show on the 'All List').

Teacher Status	Sort Order	Not Editable
Active		<input checked="" type="checkbox"/>
Bereavement		<input type="checkbox"/>
Family Illness		<input type="checkbox"/>
Inactive		<input type="checkbox"/>



Teachers' Credentials: Optional. If you enter credentials for teachers, you can run a report to find out the teachers that have certain credentials. You can also run a renewal date list.

Cert Code	Description	Sort Order	Not Editable
TESOL	TESOL Certification		<input checked="" type="checkbox"/>
SE	Special Education Certification		<input checked="" type="checkbox"/>
K12	K-12 Certification		<input checked="" type="checkbox"/>
AE	Adult Education Certificate		<input checked="" type="checkbox"/>

Teachers' Degrees: Optional. List any degrees as needed to enter on the teacher records.

Description	Sort Order
Masters	
Bachelors	

Teacher Excuses: If you want to take accurate attendance on the teacher, put in all excuse codes – in this way you can run a report for hours the teacher taught, as well as hours he was absent by excuse code. These would include sick leave, bereavement, jury duty, maternity leave, etc.

Description	Code	Sort Order
Sick Leave	1	1
Excused Absence	2	2
Other	3	3
Unexcused Ab.	4	4
Vacation	5	5

Employee Type: Enter as many employee types as you plan to put into ASAP: Teacher, Substitute, Clerk, Administrator, etc.

Employee Type	Sort Order	Not Editable
Teacher	1	<input checked="" type="checkbox"/>
Teacher-Aid	2	<input type="checkbox"/>
Other	3	<input type="checkbox"/>
Substitute	4	<input type="checkbox"/>



Department: Complete if you are issuing transcripts. The credits required are broken down by “Department” such as Math, English, Foreign Lang/Art, etc. If all your HS Diploma students are working towards the same requirements, tag every department with an “A” as the group. If two or more groups are working towards different sets of requirements, tag all the overlapping requirements for all the groups, e.g. a,b,c.

Dept.Code	Dept. Name	Group	Requirements	Excess	UC/CSU Code
English	English	A	40		
Math	Math	A	15		C
Wrld Hist	World History	A	10		A
U S Hist	US History	A,B	10		A
Electives	Electives	A,B	10		GD
Economics	Social Studies	A,B	5		A
Phys Sci	Phys. Science	A,B	10		GD
Life Sci	Life Science	A,B	10		GA

Grades Ranking: Only used for GPA on the transcripts: A=4, B=3, C=2, D=1, F=0, NM, P, I, W. (+ and – if needed).

Grade	Rating	Include in GPA	Sort Order	Not Editable	
		0	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>
A		4	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>
A-		3.7	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>
B+		3	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>
B		3	<input checked="" type="checkbox"/>	4	<input type="checkbox"/>

Attendance Types: If your agency is an ROP with more than one type of attendance (e.g. CC, CVE, Lab), or if you want to distinguish make-up hours from regular hours, then fill in the different attendance type codes and descriptions. The sort order will determine how the list appears on various attendance screens.

Attendance Code	Attendance Type	Not Editable
CC	Community Classroom	<input checked="" type="checkbox"/>
CVE	Community Vocational Education	<input checked="" type="checkbox"/>
LAB	Laboratory	<input checked="" type="checkbox"/>
Make-up	Makeup Hours	<input checked="" type="checkbox"/>



Skill Levels: You can rate each student in each class with a skill level. Type the skill level (e.g., A, B, C or 1, 2, 3). Type a description (e.g. Excellent, Good, Fair, etc.) Put in the sort order in which you want the descriptions to display.

Skill Level	Description	Sort Order	Not Editable
1	Excellent	1	<input type="checkbox"/>
2	Good	2	<input type="checkbox"/>
3	Fair	3	<input type="checkbox"/>
4	Poor	4	<input type="checkbox"/>
5	Fail	5	<input type="checkbox"/>
6	Yes		<input type="checkbox"/>

Fee Items: Create as many fee items as needed, e.g. registration, book and lab fees. In order to issue credit memos and refunds we have already entered the credit item. Indicate in the "Account" column where the item should be posted to, e.g., most fees are section incomes. Only enter an item cost if you want the cost to default to all the sections, otherwise leave the Item Cost column blank.

Item Type	Account	Item Title	Item Description	Qty	Default Item Cost	Taxable
Section Fee	Section Income	Reg Fee		1	\$25.00	<input type="checkbox"/>
Section Fee	Section Income	Annual Registratio		1	\$65.00	<input type="checkbox"/>
Section Fee	Section Income	Book Fee	Harry Potter	1	\$19.00	<input type="checkbox"/>
Section Fee	Section Income	Book Fee		1	\$0.00	<input checked="" type="checkbox"/>
Section Fee	Section Income	Course Fee	Fee for enrollment - student	1	\$0.00	<input type="checkbox"/>
System Credit	Account for System	Credit		1	\$0.00	<input type="checkbox"/>
Section Fee	Section Income	Drop in fee	Student dropped in	1	\$5.00	<input type="checkbox"/>

Student Fee Types: Create as many fee items as needed, e.g. registration, book and lab fees. In order to issue credit memos and refunds we have already entered the credit item. Indicate in the "Account"

Country of Origin: Add as needed.

Country	Sort Order	Not Editable
▶ United States	1	<input checked="" type="checkbox"/>
Mexico	2	<input checked="" type="checkbox"/>
Canada	3	<input checked="" type="checkbox"/>
Ukraine	4	<input type="checkbox"/>

Payment Types: Add as needed.

Payment Type	Sort Order	Not Editable
▶ Cash	1	<input checked="" type="checkbox"/>
Check	2	<input checked="" type="checkbox"/>
MO	3	<input checked="" type="checkbox"/>
Visa	4	<input checked="" type="checkbox"/>
MasterCard	5	<input checked="" type="checkbox"/>
AmExpress	6	<input checked="" type="checkbox"/>
Discover	7	<input checked="" type="checkbox"/>
Other	8	<input checked="" type="checkbox"/>
Voucher	9	<input checked="" type="checkbox"/>
SystemCredits	10	<input checked="" type="checkbox"/>
On-line	11	<input checked="" type="checkbox"/>
Discount	12	<input checked="" type="checkbox"/>
NSF(non sufficient funds)	13	<input checked="" type="checkbox"/>