

MEG

Frequency Monitors					
Live	Module	Schedule		Frequency	Email to... (Obj/Func)
Yes	• Master Schedule Staff Contract List	5 th day of School, Sept 10th			Principals (111-2410, 111-2420)
Yes	• New Student Enrolled List	Everyday	Morning	Daily (M-F)	SPED & LUNCH
Yes	• New Student Leavers List	Everyday	Morning	Daily (M-F)	SPED & LUNCH
Yes	• System Check	Everyday	Morning	Daily (M-F)	Edgegear, Tech Dir
Yes	• Active Students Without Schedules	Extended	Evening	Daily (M-F)	Principals (111-2410, 111-2420)
Yes	• Email address check in HR for Obj/Function codes used.	Extended	Evening	Daily (M-F)	HR Manager (111-2830)
Yes	• SIS Enrollment Audit	School Day	Evening	Daily (M-F)	Principals (111-2410, 111-2420)
Yes	• SIS Discipline Audit	School Day	Evening	Daily (M-F)	Principals (111-2410, 111-2420)
Yes	• Scheduled Teachers Without Valid HR Record	School Day	Evening	Daily (M-F)	Principals (111-2410, 111-2420)
Yes	• Leave Code in StuMaster, still has active services in Jsped	School Day	Evening	Daily (M-F)	SPED (111-2123, 111-2212, 114-2123, 114-2212)
Yes	• Courses with a blank or null State Course code	School Day	Evening	Daily (M-F)	Tech Dir Only
Yes	• 10 Or More Attendance In The Past 90 Calendar Days	School Day	Evening	Daily (M-F)	Principals (111-2410, 111-2420)
Yes	• Master Schedule Staff ID vs HR Audit	School Day	Evening	Daily (M-F)	Tech Dir, HR
Yes	• Highly Qualified Teacher Audit	School Day	Evening	Weekly (Fri)	Super, Principals, Tech Dir, HR
Yes	• School Number mismatch between StuMaster & Jsped	School Day	Morning	Daily (M-F)	SPED (111-2123, 111-2212, 114-2123, 114-2212)
Yes	• SSN mismatch between StuMaster & Jsped	School Day	Morning	Daily (M-F)	SPED (111-2123, 111-2212, 114-2123, 114-2212)
Yes	• Grading Period Date Overlap Check	School Day	Evening	Daily (M-F)	Tech Dir
Yes	• Attendance Comparison vs Prior Year Summary	School Year	Evening	Monthly	Tech Dir
Yes	• Lunch Code (LU1 & LU2) Comparison – This Year vs Last Year	School Year	Evening	Monthly	Lunch (111-3111, 111-3112, 111-3121, 111-3122)
Yes	• Incomplete Grade Record Notification	School Year	Evening	Weekly (Wed)	Super, Principals
Yes	• Homeless With No Free Lunch Code (LU1)	School Year	Morning	Daily (M-F)	Tech Dir Only
Yes	• JPams Version (1 month or older)	School Day	Morning	Daily (M-F)	Tech Dir Only
Yes	• Java Version (not 1.6)	School Day	Morning	Daily (M-F)	Tech Dir Only
Yes	• Parent/Guardian Contact Information Missing.	School Day	Evening	Weekly	Principals (111-2410, 111-2420)
Yes	• Students with no emergency contact information	School Year	Evening	Quarterly	Principals (111-2410, 111-2420)
Yes	• Schools not Posting Attendance in Prior Day	School Day	Morning	Daily (M-F)	Tech Dir
Yes	• Homeless Code 5 Posted in Student Master	School Day	Morning	Daily (M-F)	Tech Dir, Principals (111-2410, 111-2420)
Yes	• Student Graduation Index Audit	School Day	Morning	Weekly	Tech Dir, Principals, Counselors
Yes	• Student Suffix Audit	School Day	Morning	Daily (M-F)	Tech Dir, Principals
Yes	• Student Health Check Out	School Day	Morning	Daily (M-F)	Tech Dir, Principals, Nurses
Yes	• Student Exit with out Transfer Information	School Day	Morning	Daily (M-F)	Tech Dir, Principals
	• Duplicate Course File Courses			Monthly	
	• Early at Risk Detection			Weekly	Super, Principals
	• Graduation Date Audit			Monthly	Tech Dir Only
	• Leave Code of L4 in StuMaster without Activity Code of 04 in Jsped			Daily (M-F)	SPED (111-2123, 111-2212, 114-2123, 114-2212)
	• Lunch Code (LU1 & LU2) Comparison vs Prior Year By School			Monthly	Principals (111-2410, 111-2420)
	• Scheduling Seat Counts			Monthly	
	• Transcript Retake Audit			Monthly	
	• Truancy Analysis			Weekly	Super, Principals

Scheduling Key

Everyday – Every Real Calendar Day
School Day – Every School Day
School Year – During The School Year
Extended – From August 1 st through May 15 th

Key Code Obj/Function

Lunch	111-3111, 111-3112, 111-3121, 111-3122
Sped	111-2123, 111-2212, 114-2123, 114-2212
Tech Dir	700 Sponsor Site – Principals Email
HR	114-2830
Principals	111-2410, 111-2420
Super	111-2321
CWA	111-2110, 111-2111
Counselor	113-2122
Nurses	118-2134

MEG

“As it Happens” Monitors			
Live	Module	Frequency	Email to... (Obj/Func)
Yes	• Attendance Records Deleted	As Occurs	Principals (111-2410, 111-2420)
Yes	• New Tardy Notification (4 in 35 Calendar Days)	As Occurs	Principals (111-2410, 111-2420)
Yes	• SPED Compliance Work Register	As Occurs	SPED Teachers
Yes	• SPED Student Entry/Leave Code/Date Modified	As Occurs	SPED (111-2123, 111-2212, 114-2123, 114-2212)
Yes	• Grades Record Modified/Deleted	As Occurs	Principals (111-2410, 111-2420)
Yes	• Discipline Suspension/Expulsion Notification	As Occurs	Principals, CWA, SPED (111-2123, 111-2212 ONLY)
Yes	• 10 Consecutive Days of Attendance Transactions Notice	As Occurs	Principals (111-2410, 111-2420)
Yes	• Master Schedule Modification Notice	As Occurs	Principals (111-2410, 111-2420), HR
Yes	• Discipline Referred by Teacher to Office Notice	As Occurs	Principals (111-2410, 111-2420)
Yes	• 4+ Minor Discipline Referrals With No Action	As Occurs	Principals (111-2410, 111-2420)
Yes	• Student Skip Posted Notification	As Occurs	Principals (111-2410, 111-2420)
Yes	• Student Late to School Notification (4 or more)	As Occurs	Principals (111-2410, 111-2420)
Yes	• StudentHealth Exit Notification	As Occurs	Principals, Nurses
	• Student Entry/Leave Code/Date Modified	As Occurs	Principals (111-2410, 111-2420)

Key Code	Obj/Function
Lunch	111-3111, 111-3112, 111-3121, 111-3122
Sped	111-2123, 111-2212, 114-2123, 114-2212
HR	114-2830
Nurses	118-2134
Counselor	113-2122
Principals	111-2410, 111-2420
CWA	111-2110, 111-2111