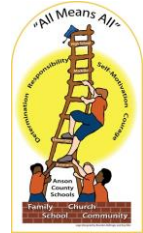# UERS Reporting Procedure SIS-P012
ANSON COUNTY SCHOOLS

1.0 SCOPE:

1.1 This procedure outlines the UERS reporting process for Anson County Schools.

2.0 RESPONSIBILITY

2.1 SIS Data Manager

2.2 Principal

2.3 SIS Administrator

3.0 APPROVAL AUTHORITY

3.1 SIS Administrator

(Signature on file)

_____   _____

Signature   Date

4.0 DEFINITIONS:

4.1 UERS-Uniform Education Reporting System

4.2 SIS – Student Information System

4.3 SAR-The School Activity Report.

4.4 PMR-Principals Monthly Report

4.5 RPG-Retention/Promotion/Graduate

5.0 PROCEDURE:

5.1 Log into SIS.

5.2 Reports are verified for approval by making corrections for all fatal and non fatal errors, using available checklists, state guidelines and manuals and other reports. UERS reports, descriptions and work instructions are:

5.2.1 The SAR-reports a school's full year academic schedule, courses offered, enrollment of classes, length of classes, and staffing of classes. *The School Activity Report and Professional Personal Activity Report Manual* is updated annually by DPI and contains state reporting requirements, definitions. The following documents and guides are to be followed for corrections and submission for approval. http://www.SIS.org/documents/training_group/docs/UERS/WISE_RPT_UERS_SAR_Guide.pdf http://www.SIS.org/documents/training_group/docs/UERS/racf-id-maintenance-form.doc http://www.SIS.org/documents/training_group/docs/UERS/XNet_instructions_2012_Final.pdf http://www.SIS.org/documents/training_group/docs/UERS/SAR_ERRORS_EXPLANATIONS_FY2012.pdf http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sar.pdf

5.2.2 The PMR and Membership by Grade/Race/Sex Report - Months 1-9 are generated every 20 school days (monthly) from the school schedule, extracts data from eSIS and reports student membership (admissions and withdrawals) and attendance. The PMR process in NC WISE is fully automated and has three levels of approval: school, LEA (district), and state. *Reconciling/Submitting*

UERS PMR REPORT Work Instructions **(SIS-W001)** are to be followed for corrections and submission for approval.

5.2.3 The RPG is used to provide the State Board of Education and other interested parties disaggregated information on retention, promotion and graduation data from schools. The data will include a record for every student who completed the school year at a given school and is collected during September based on data from the previous school year. **The SIS Retention/Promotion/Graduation Guide** pdf is to be followed for corrections and submission for approval http://www.SIS.org/documents/training_group/docs/UERS/WISE_RPT_UERS_RPG.pdf.

5.2.4 The Common Follow Up Report provides the state with a list of all 9th - 12th grade students that were in membership during the prior school year. This report includes all students that were admitted and attended school for at least one day (registered). It provides demographic data, and collects information regarding when the student entered and left high school. The report also provides student demographic information, grade level, Diploma Type, and Program entry and exit dates for all students. The Common Follow Up Report also provides admission and withdrawal dates. It is possible for a student to appear on more than one Common Follow Up Report if that student was in membership at more than one school during the previous school year. Common Follow Up. **The UERS Common Follow Up Guide** is to be followed for correctionsandsubmissionforapproval.
http://www.SIS.org/documents/training_group/docs/UERS/WISE_RPT_UERS_CommFollowUp.pdf

5.3 Make necessary corrections in SIS

5.4 Rerun reports if necessary

5.5 Print hard copies and Save electronic copies of reports (include drill downs)

5.6 Approve reports

5.7 Principal's signature required

5.8 File copy and send original to SIS Administrator

6.0 ASSOCIATED DOCUMENTS

6.1.1 SAR-School Activity Report

6.1.2 PMR-Principals Monthly & Membership by Grade/Race/Sex Report - Months 1-9

6.1.3 Retention/Promotion/Graduation Report

6.1.4 Common Follow Up

6.1.5 Student Attendance and Student Accounting Manual

6.1.6 SAR Manual

6.1.7 The UERS Common Follow Up Guide

6.1.8 The SIS Retention/Promotion/Graduation Guide

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
UERS Reports	File cabinet	5 years	Shred	Locked office

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
09/22/2009		First Draft
12/14/2009		Initial Release
10/11/2011	A	2.0 Responsibility- deleted AIG Specialist & CTE Coordinator; added Principal.
		5.0 Deleted UERS reports no longer generated: 5.2.3 Dropout Detail Approved Report; 5.2.5 Workforce Development Report – Month 3 & 7; WDE Concentrator Report; 5.2.8 HOPE Scholarship; 5.2.9 Exceptional Children's Report (AIG) April
		Edited 5.5 to add "save electronic copies"
04/11/2012	B	Added SAR to 4.0; Added descriptions for reports, correction, approval instructions and links to 5.2.1-5.2.4
02/26/2016	C	Changed NCWISE to SIS throughout document; 4.2 changed definition; removed webapps from 5.1 & 5.6

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