



## Instructions for District 75 Students Taking Courses in Elementary, Middle or High School

These students should be admitted into the Elementary, Middle or High School where they are taking their courses as Shared Instruction Students. They will remain on the register of their District 75 School, but they will be available for scheduling at their Shared Instruction High School.

Elementary, Middle School or High School pupil accounting secretary:

1. Verify that code **999** is on Table 110

Before the school can admit a student as a Shared Instruction, school should verify that they have the Shared Instruction grade code by using the function ATS function **TBLD** and looking at Table 110.

- At the Automate the Schools Primary Menu at the cursor à type in **7** or **MNTN** and press the **enter** button
- Maintenance Menu, type in **3** or **TBLM** and press the **enter** button
- Table Maintenance Menu, type in **2** or **TBLD** and press the **enter** button
- Table Display, cursor should be at TABLE CODE, type in **110** and press the **enter** button
- There will be a list of grade codes for your school

If you do not see grade code 999 Shared Instruction, you must request that this code be added to your school table. To request: go to ATS

- 1) RQSA (Enter Action Request)
- 2) GRA (Add Current / Future Grade code)

2. Once the grade has been created, you must create a class or classes for Shared Instruction students.

**Note:** If there is no Shared Instruction class or classes set up, you must go use the ATS function **CMOD** to add that class using grade code **999**

- At the Automate the Schools Primary Menu at the cursor à type in **7** or **MNTN** and press the **enter** button
  - Maintenance Menu, type in **1** or **CRSE** and press the **enter** button
  - Current Class Menu, type in **1** or **CMOD** and press the **enter** button
  - Current Class Data Add / Change Screen (CMOD), create the class as normal
- CLASS NAME:** Should be the same as the class code  
**CLASS DESC:** SHARED INSTRUCTION D75  
**GRADES:** 999
- Press the **F2** button to save this information

3. Once the Shared Instruction class or classes are set up, the District 75 students can be admitted using ATS function **SHIN**

- At the Automate the Schools Primary Menu at the cursor à type in **3** or **BIOG** and press the **enter** button

- Biographical Information Menu, type in **1** or **BIOS** and press the **enter** button

- Biographical by Individual Student

At the cursor à type in **15**, press the tab button

Student ID: type in the ID number and press the **enter** button

- Shared Instruction Functions at the cursor à type in **1** and press the **enter** button

- Shared Instruction Admit (SIAD) enter the Shared Instruction Admission date and the official class. Press the **F2** button to save this information

4. Report RSHI – Shared Instruction Report can be run to see the Shared Instruction students.

- At the Automate the Schools Primary Menu at the cursor à type in **6** or **REPT** and press the **enter** button

- ATS Reports Menu, type in **3** or **RPBI** and press the **enter** button

- Biographical Reports, type in **20** or **RSHI** and press the **enter** button

- Shared Instruction Report, select only one of the following by entering a “Y”

5. Discharging a student from Shared Instruction (If the student is no longer on your register)

- At the Automate the Schools Primary Menu at the cursor à type in **3** or **BIOG** and press the **enter** button

- Biographical Information Menu, type in **1** or **BIOS** and press the **enter** button

- Biographical by Individual Student

At the cursor à type in **15**, press the tab button

Student ID: type in the ID number and press the **enter** button

- Shared Instruction Functions at the cursor à type in **2** and press the **enter** button

- Shared Instruction Discharge (SIDI) enter the Shared Instruction Discharge date and press the **F2** button to save this information

6. Once a student is enrolled in a shared instruction class, the **STARS** program must be accessed to complete scheduling of the students using the respective application:

- Elementary School uses Individual Student Programming

- Middle and High School use STAR Admin