



# **NC WISE Vocabulary**

Last Updated: 11/07/2007

**TABLE OF CONTENTS**

<b>Overview .....</b>	<b>3</b>
<b>Navigation and Query .....</b>	<b>5</b>
<b>Student Demographics .....</b>	<b>7</b>
<b>Register / Withdrawal / Transfer .....</b>	<b>8</b>
<b>Daily &amp; Period Attendance/Interventions.....</b>	<b>10</b>
<b>Teacher Assistant Module (TAM) .....</b>	<b>15</b>
<b>Scheduling.....</b>	<b>17</b>
<b>Reports.....</b>	<b>22</b>
<b>Correspondence.....</b>	<b>23</b>
<b>Incidents and Discipline .....</b>	<b>24</b>
<b>Standardized Testing.....</b>	<b>25</b>
<b>Immunization.....</b>	<b>26</b>
<b>Exceptional Children (EC).....</b>	<b>27</b>

This document is the property of the NC DPI and may not be copied in whole or in part without the express written permission of the NC DPI.

In compliance with federal laws, N C Public Schools administers all state-operated educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed to:

Robert Logan, Associate State Superintendent  
Office of Innovation and School Transformation  
6301 Mail Service Center, Raleigh, NC 27699-6301  
Telephone: (919) 807-3200; Fax: (919) 807-4065

## Overview

Terms	Definitions
<b>NC WISE</b>	The North Carolina Window of Information on Student Education (NC WISE) is an electronic student accounting system that is based on the Electronic Student Information System (eSIS), an Internet-based software package that provides student and school information management capabilities. Data are stored centrally and accessed and reported in a safe, secure manner across the Internet. NC WISE supports the data analysis and reporting requirements of education initiatives such as the North Carolina's ABCs of Public Education accountability program, the Uniform Education Reporting System (UERS), Closing the Achievement Gap and the various programs and requirements of the No Child Left Behind Act. NC WISE offers unprecedented opportunities for local educators to use technology to help them make better instructional and business decisions in their schools.
<b>eSIS</b>	Electronic Student Information System. Internet-based software package created by the vendor AAL, that provides student and school information management capabilities. Data are stored centrally and accessed and reported in a safe, secure manner across the Internet.
<b>DataCenter</b>	Multiple LEAs are housed in a data center. The data center contains all of the students and school data.
<b>WebApps</b>	Web application that managers use for security, test upload, and UERS.
<b>Reporting Hub</b>	Web application that enables you to run customized reports.
<b>UERS</b>	Uniform Education Reporting System.
<b>NDS</b>	Novell Directory Services
<b>Repository</b>	Maintains the unique student ID and helps to keep system codes uniform across data centers.
<b>CECAS</b>	Comprehensive Exceptional Children Accountability System. A secure Web-based student information system for exceptional children that supports online case management, compliance monitoring, data analysis, and federal and state reporting requirements.
<b>LEA</b>	Local Education Agency, also known as a local school system or a local school district.
<b>LEP</b>	Limited English Proficient. Students whose first language is one other than English who need language assistance to participate fully in the regular curriculum and the statewide assessment system.
<b>SCOS or SCS</b>	North Carolina Standard Course of Study. The NC SCOS is the guiding document outlining what should be taught in North Carolina public school classroom.
<b>Button</b>	An object on a screen allowing users to access a screen or perform a function.
<b>Cancel</b>	A feature used to discontinue an activity in a function or exit a screen.
<b>Clear</b>	Used to erase data entered into eSIS.
<b>Error Message</b>	A system message stating the reason a function can not be performed.
<b>Exit</b>	Leaving the screen or the program.
<b>Field</b>	A single piece of data on a screen or in a record, such as last name or city.

## NC WISE Vocabulary

---

Terms	Definitions
<b>Find</b>	Used to search for a specific piece of data or a record, such as students whose names starts with the letter "G"; also referred to as "Query" or "Search."
<b>Form</b>	A screen of information in eSIS; also referred to as "screen."

## Navigation and Query

Terms	Definitions
<b>Hot Key</b>	A key on the keyboard or a combination of keys that perform a function or movement. For example, F7 is used to prepare the screen or field for a query. Using a mouse the user would select Query then Execute on the menu bar in eSIS. F7 performs this function with one keystroke.
<b>F7</b>	Places the system in query mode.
<b>F8</b>	Executes the query.
<b>Wildcard (%)</b>	Used to select a subset of records when only part of the selection criteria are known. For example, retrieve all students whose last name started with a "W" by entering "W%".
<b>Shift+F2</b>	This key combination, when used after F7 but before F8, indicates how many records the query will retrieve.
<b>Ctrl+Q</b>	Cancels a query.
<b>F9</b>	This key brings up a list when the <List> prompt is active at the bottom of the screen.
<b>Value</b>	A choice used in a field, such as a grade level or an ethnicity code.
<b>Icon</b>	A small picture that takes a user directly into a program.
<b>Menu</b>	A list of major programs or functions in eSIS; may contain submenus.
<b>Menu Bar</b>	A list of major functions to access in eSIS; may contain submenus.
<b>Navigate</b>	To move directly from one program or function to another without going through the menus.
<b>Pop-Up Window</b>	A "mini-screen" of information that opens when a field is clicked; usually offers selections or additional query options.
<b>Drop-down List</b>	A list of values from which to choose when accessing a field.
<b>Query</b>	To search for specific information (for example, all students in the 9 <sup>th</sup> grade).
<b>Quick Access</b>	Buttons on the <b>eSIS Main Start</b> screen allowing quick access to a particular portion of a student's record.
<b>Radio Button</b>	The equivalent of a toggle switch allowing the user to choose specific records. For example, currently enrolled students or enrolled and withdrawn students.
<b>Record</b>	A compilation of information, usually related to one student or entity. For example, a student record including name, address, parent information, medical information, courses, etc.
<b>Screen</b>	A computer "page" of information in eSIS; also referred to as "Form."
<b>Search</b>	Used to find a specific piece of data or a record, such as all students who live in a specific city; also referred to as "Find" or "Query."
<b>Security Access</b>	The level of information available to users based on their roles. For example, none, read-only, or write.
<b>Selective Records</b>	Choosing specific records or pieces of information. For example, selecting only students in the 12 <sup>th</sup> grade.
<b>Sub-Menu</b>	A secondary break-out of a menu. The menu holds major categories, while the sub-menu holds functions or forms related to that menu. For example, <b>School &gt; School Information</b> .
<b>System Codes</b>	A pre-defined list of choices or values a user can choose when entering data into eSIS.
<b>System Messages</b>	A message (usually at the bottom left corner of the screen in the status bar), alerting the user of an action that needs to occur or

## NC WISE Vocabulary

---

Terms	Definitions
	has occurred. For example, an error message would explain why the user can not exit the screen. An informational message would state "1 Record has been updated and saved."

## Student Demographics

Terms	Definitions
<b>Basic Student Demographics Screen</b>	The first of the <b>Student Demographic Loop</b> screens. It contains demographic and admission information about a student.
<b>Student Demographic Loop</b>	A series of screens containing student demographic related information that can be accessed sequentially through eSIS. Screen order is customized for North Carolina data needs.
<b>Alerts (displayed in Yellow)</b>	Messages that provide special information pertaining to a student. The alerts may include medical information, student behavior information, family custody information, and whether or not the student is cross-enrolled. The alert information can be accessed on all eSIS information windows with the yellow <b>Alert</b> button. Options are set in the Company File and affect the entire LEA.
<b>Alternate Address</b>	Address specified for bus pickup or drop off if the location is different from a student's home address. Can be used for contacts such as day care center, babysitter, or summer address.
<b>Award Categories</b>	Defines student awards and the monetary value of an award. The award system codes are set by the state.
<b>Custody</b>	Identifies the parent and/or guardian that have legal custody of the student.
<b>Demographic Extract</b>	A technique for defining which student records are retrieved when a report is generated and printed. Can be Full (all students) or Specific (selected students).
<b>Emergency Contacts</b>	Contacts other than the parent or guardian who are contacted in an emergency, if the parent or guardian is not available. Parents can be marked as emergency contact on the <b>Parent Information</b> screen.
<b>Family Alert</b>	Message automatically appears on the <b>Parent Information</b> screen if family information has been entered for the student through the <b>Enter Memo</b> button.
<b>Legal (Last/First) Name</b>	Legal last and first names of a student as verified on proof-of-age document.
<b>Municipality</b>	The city entered into a student's address information.
<b>Preferred First Name</b>	First name that a student prefers if it is different from the legal first name.
<b>Primary Language</b>	Primary language spoken by the student.
<b>Proof of Age</b>	Document used to verify the student's age, such as a birth certificate or baptismal certificate.
<b>Pupil Number</b>	Unique identification number assigned by the eSIS system to a student, (also called Student Number).
<b>Release of Information</b>	A "No" response in this field indicates that the student's legal guardian has requested that information on this student not be given to third parties.
<b>SSN</b>	The student's Social Security Number.
<b>Student Number</b>	Unique identification number assigned by the eSIS system to a student (also called Pupil Number).
<b>Team Categories</b>	Describes the various categories of teams in the school within each team type.
<b>Team Type</b>	Describes the types of teams in the school.
<b>Usual Last Name</b>	Last name that a student uses if it is different from his or her legal last name.

## Register / Withdrawal / Transfer

Terms	Definitions
<b>Admitted/ Enrolled</b>	<p>A student is admitted when the minimum required information for admission has been entered into the database for the student. An admitted status does not indicate that a student has attended classes at the school, nor does it indicate a student is registered at the school.</p> <p>If a student has previously been enrolled in an NC WISE school, then that student's history is available to the new school after the student is admitted.</p> <p>Admission status reports may include students who are pre-enrolled for the next school year.</p>
<b>Registered</b>	<p>The status of a student whose attendance has been verified in the Registration verification process. A registered student is counted in membership.</p>
<b>Registration Function</b>	<p>A function used to verify a student's first day of attendance. The student's status in eSIS becomes "registered" after verification and the student is counted in membership if the admission reason is Member Standard Program or Member Extended Day Program. Student with Visitor Standard Program or Visitor Extended Day Program are not included or counted in membership on the Principal's Monthly Report (PMR).</p> <p>Any student whose attendance has not been verified should be removed from the school records by withdrawing or no-showing the student through the withdrawal function.</p>
<b>Reverse Registration</b>	<p>Process to remove registration records for a registered student who never attended the school.</p>
<b>Catalog (Student)</b>	<p>A list of all students who are currently attending or who have previously attended any NC WISE school.</p>
<b>Administrative School</b>	<p>The school designated in a multi-track setting as the home school. Students enrolled in this school are cross enrolled into separate tracks for scheduling and attendance purposes.</p>
<b>Cross Enrolled</b>	<p>Cross enrolled students have student records associated with more than one school at the same time. The two most common cross enrollment situations are:</p> <p><b>Single Track Schools:</b> Students who take courses in schools other than their home school are cross enrolled from their home school into the other school.</p> <p><b>Multi-Track Schools:</b> Students in multi-track schools are admitted in an administrative school, and then cross enrolled into the track school.</p>
<b>Enrollment</b>	<p>A headcount calculation of all the students who have been admitted into a school, plus any students cross enrolled from another school, less any students who have withdrawn during the school year.</p>
<b>Home School</b>	<p>The school of ownership. The school that receives member funding for students who are crossed enrolled into another school. This school maintains the basic demographics information on these students.</p>
<b>Multi-Track School</b>	<p>A school made up of several tracks. Students enrolled in the Administrative school (for membership and demographic maintenance) of a multi-track school are cross enrolled into tracks for scheduling and attendance purposes. Each track is characterized by a</p>

## NC WISE Vocabulary

Terms	Definitions
	unique calendar. (See <b><i>Administrative School, Cross Enrolled Student.</i></b> )
<b>No Show</b>	<p>No Show is a special type of withdrawal most commonly used to remove the records for students who were enrolled at a school, but who never attended class in the current or prior school year.</p> <p>No showing a student removes all associated student records from school (including credit detail and attendance).</p>
<b>Pre-enrollment</b>	<p>A student enrollment that occurs prior to the student's start date of school. The student is not registered for attendance. Pre-enrolled students are enrolled with an enrollment date equal to the first date in next year's school schedule (Day O). The pre-enrolled student's grade is set equal to the grade the students will be in during the next school year. Pre-enrolled students are skipped during Year End Transition (YET) as long as the next grade and next school are left blank, which prevents their grade from advancing (this method is commonly used for entering kindergarten students during spring sign-up).</p>
<b>Withdraw</b>	<p>Process of defining a student as withdrawn from a school. The process prompts the home school to review all sensitive information on the student and complete all reports relating to the student before eSIS designates the student as "withdrawn."</p> <p>In eSIS a student is not counted as present (or in membership) on the day of withdrawal. See the Admission/Withdrawal of Students Guide (available on <a href="http://www.ncwise.org">www.ncwise.org</a>) for more detailed information regarding the Withdrawal and No Show processes.</p>

## Daily & Period Attendance/Interventions

Terms	Definitions
<p><b>Absence / Late Reasons (Attendance Codes)</b></p>	<p>A code used to indicate a type of absence or late entry.</p> <p><b>Absences:</b>  <b>Excused Absence</b> – The student’s unauthorized absence is due to one of seven approved reasons:</p> <ul style="list-style-type: none"> <li>• Illness or injury</li> <li>• Quarantine</li> <li>• Death in the Immediate Family</li> <li>• Medical or dental appointment</li> <li>• Court or administrative procedures</li> <li>• Religious observance</li> <li>• Educational experience</li> <li>• Teacher in Treatment</li> <li>• Local School Board Policy</li> </ul> <p><b>Unexcused Absence</b> – The student’s absence is not due to one of the Excused Absence Reasons listed above.</p> <p><b>Suspensions:</b> Used when the student has been suspended from school.</p> <p><b>Medically Fragile:</b> Used when a student has a life threatening condition and a doctor’s note are on file. Indicates that the student was absent but the absence is counted in the 1H column on the Principal’s Month Report (PMR) and is not included in the calculation of the school’s attendance rate.</p> <p><b>Lates:</b>  <b>Excused Late</b> – The student’s unauthorized late is due to a reason defined by the LEA as excused.</p> <p><b>Unexcused Late</b> – The student’s unauthorized late is due to a reason defined by the LEA as unexcused.</p> <p><b>The ONLY valid reasons for Lates are Excused Late and Unexcused Late.</b> Use of any of the absence reasons on Lates causes errors on the Principal’s Monthly Report (PMR).</p>
<p><b>Assumed Reason</b></p>	<p>An Assumed Reason is an Absence Reason entered from one of the three Reverse Attendance screens, Teams &amp; Groups Entry, Class Trips Entry, and Bus Entry.</p>
<p><b>Attendance Tumble</b></p>	<p>Defines the valid school days in the school year on which attendance should be taken in the school and the periods that meet on each of those days.</p> <p>Or</p> <p>Tumbles are a way to randomize a student’s timetable so that any one course is not always on the same day.</p>
<p><b>Attendance Type</b></p>	<p>The method of taking attendance selected by a school in <b>School Details</b>.</p> <p>The available options are Daily, Period, and Specific Period.</p>

NC WISE Vocabulary

Terms	Definitions
<p><b>Authorized Absence/Late</b></p>	<p>An absence/late category indicating that the student is absent from campus due to his/her participation in an authorized school activity. Such activities may include field trips, athletic contests, student conventions, or other similarly approved activities.</p> <p>The authorized absence/late is not counted in the school's attendance figures. For example, a student who is attending a field trip would have an authorized absence recorded for all classes missed while attending the field trip.</p> <p><b><i>In North Carolina, students participating in school sponsored activities are considered present for the day.</i></b></p>
<p><b>Class Entry Reason</b></p>	
<p><b>Cross Enrolled Student</b></p>	<p>When a student from one school is enrolled into courses in another school (for example, if particular courses are not offered in the student's home school), that student is considered to be a cross enrolled student to the non-home school. Only the home school can cross enroll a student into another school.</p> <p>The school of cross enrollment can:</p> <ul style="list-style-type: none"> <li>• enter grades for courses taken in the cross enrolled school</li> <li>• enter incidents and notes</li> <li>• take attendance</li> <li>• assign a student to a team</li> </ul> <p>The school of cross enrollment cannot"</p> <ul style="list-style-type: none"> <li>• register the student</li> <li>• change student demographic information</li> <li>• withdraw the student</li> </ul> <p>This function is also used in a multi-track school in order to group students into a particular track for scheduling and attendance purpose.</p> <p>Cross enrolled courses are indicated in blue on the <b>Student Course Selections</b> screen. The school's name also appears in blue on the <b>eSIS Main Start</b> screen if the student selected is cross enrolled to the school.</p>
<p><b>Daily Attendance</b></p>	<p>Daily Attendance should be taken in a homeroom and indicates that the student is either absent or present for the entire day. Since eSIS has the capability to record half day absences for AM and PM, the user sees two columns on the absence screens. NC Student Accounting policy does not allow for half day absences and states that a student who is in attendance for at least 51% of the instructional day is counted present; therefore, when a NC user marks a student absent in either the AM or PM, both columns are populated with the absence and absence reason (if one is entered).</p>

## NC WISE Vocabulary

Terms	Definitions
<b>Day</b>	<p>Defines the cycle (or rotation) over which a school's courses meet. The number of Days in the school schedule is determined by the number of school days required for each course offered to meet at least once. Once the cycle include 1, 2, or 5, Days.</p> <ul style="list-style-type: none"> <li>• Day = 1 represents a schedule in which all classes meet every day.</li> <li>• Day = 2 represents a schedule in which some or all classes meet on alternating days (for example, A/B schedule).</li> <li>• Day = 5 represents a schedule in which 5 days are required for some or all classes to meet at least once (for example, some classes meet only once every 5 days).</li> </ul>
<b>Excused Absence/Late</b>	An absence/late that the school has not authorized. The reason reported by the parent, however, is accepted by the school as excused. <b>(See Absence/Late Reasons.)</b>
<b>Form Letter</b>	Letter in standard form with variables that eSIS uses to substitute information from the database when the letter is printed. For example, '&Name' pulls the student's first and last name into the letter. May be used for Attendance Letters. A Demographic extract must be created to pull the student information from eSIS.
<b>Mass Data Entry</b>	A batch of data that is entered into the system at one time (Class Attendance or Attendance Mass Entry).
<b>Membership Day</b>	Actual days in school calendar. Does not include weekends or holidays.
<b>Office Reason</b>	Reason entered by office when student is absent or late. Determines how an attendance entry will be classified, Authorized, Excused, Unexcused. <b>(Also know as Absence Reason.)</b>
<b>Non-School Days</b>	Removed from Calendar. Days not counted in Membership days. i.e.; weekends, track out, & holidays
<b>Period Attendance</b>	<p>A method of taking attendance that records student absences in each class period.</p> <p>North Carolina daily attendance is calculated from period attendance according to options defined by the DPI in the <b>Company File (eSIS Main Start Screen &gt; Administration menu &gt; Company &gt; Attendance Options)</b>. According to these options, if a student misses 51% or more of his/her scheduled school day, it is summarized as a daily absence. Daily absences are included in the PMR. See the <b>Attendance Module Set Up</b> section of this document for further information on the conversion of Period Attendance to Daily Attendance.</p>
<b>Present Day</b>	Actual days student has attended school for current year.
<b>Sign In / Out Entry</b>	A system function that records a student's absences or tardy status when the student checks into school late or checks out of school early. In NC, the time that a student enters or leaves may be recorded in the Sign In/Out function. If the student missed more than 51% of the instructional day, the student must be recorded as absent for the entire day.

NC WISE Vocabulary

Terms	Definitions
<b>Specific Period Attendance</b>	<p>A method of taking attendance that records daily attendance in a period specified by the school on the <b>School Details</b> screen.</p> <p>With this method, even if the student is present for all but the specified period, the student is considered to be absent for the entire day.</p> <p>Any absences recorded for other periods during the day are not considered by the system in recording daily absences.</p>
<b>Strategies List (Intervention)</b>	<p>Screen used to associate Intervention letters to amount of days absent.</p>
<b>Sub-Allocation Code</b>	<p>A Sub-Allocation Code is tied to each Absence and Late Code. The Sub-Allocation Code indicates how absences/lates are counted for reporting.</p> <p>The following seven approved <b>Excused Absence Reasons</b> are tied to the Excused Absence Sub-Allocation Code and are counted in Excused Absence Totals:</p> <ul style="list-style-type: none"> <li>• Illness or injury</li> <li>• Quarantine</li> <li>• Death in the immediate family</li> <li>• Medical or dental appointment</li> <li>• Court or administrative procedures</li> <li>• Religious observance</li> <li>• Educational experience</li> <li>• Teacher-in-Treatment</li> <li>• Local School Board policy</li> </ul> <p><b>Unexcused absence</b> is tied to the Unexcused Absence Sub-Allocation Code and is counted in Unexcused Absence Total.</p> <p><b>Excused Late</b> is tied to the Excused Late Sub-Allocation Code and is counted in the Excused Late Total.</p> <p><b>Unexcused Late</b> is tied to the Unexcused Late Sub-Allocation Code and is counted in the Unexcused Late Total.</p> <p>If an Excused Absence Reason (for example, doctor appointment) is used for an Excused Late, that late is included in the Excused Absence totals because it is tied to the Excused Absence Sub-Allocation Code. This has a negative impact on the PMR and should be avoided. A default Sub-Allocation code is selected in the <b>Company</b> File for each district. Any absence that does not have an Office Reason recorded defaults to the Sub-Allocation Code indicated in the <b>Company</b> File. All defaults are set to Unexcused Absence.</p>
<b>Teacher Assistant Module (TA)</b>	<p>Teachers enter TAM when logging on. They will enter attendance and gain view access to student demographic information.</p>
<b>Threshold</b>	<p>Number of days allocated within the <b>Company</b> File for a teacher to be able to change student attendance information for past days.</p>

## NC WISE Vocabulary

Terms	Definitions
<b>Timetable Day</b>	<p>Represents the day in the cycle or rotation over which a school's courses meet.</p> <p>Each day is linked to specific dates in the Attendance Tumble and to specific classes in <b>Course Section Maintenance</b>. This link determines which classes are meeting on any given date during the school year.</p>
<b>Tumble Pattern</b>	<p>Defines the periods (time increments that represent class meetings) that occur on a school day, and their order.</p> <p>Tumbles may provide an alternate order of periods, which in turn provide an alternate order of classes to meet during a specified school day. Schools must have at least one tumble pattern (and many schools have only one.) The tumble pattern is defined in <b>School Details</b>. Tumble patterns are assigned to specific calendar dates in Attendance Tumbles.</p> <p>All periods that have any courses scheduled for that period must be assigned to a tumble pattern to support the School Activity Report (SAR).</p>
<b>Unauthorized Absence/Late</b>	<p>An excused or unexcused absence/late entry that the school has not authorized. Note that a student who is absent or late because he/she is hospital homebound and medically fragile does not fall under the unauthorized absence/late category.</p>
<b>Unexcused Absence/Late</b>	<p>An absence/late entry that the school has not authorized, and in which the reason reported is not accepted by the school, as excused. <b>(See Absence/Late Reason.)</b></p>
<b>Verify Registration Functions</b>	<p>Attendance module function. All students will be registered/verified as of the first day of school. The student's status in eSIS becomes "Registered" after verification. Any students whose attendance is not verified within 20 days should be removed from the school records by withdrawing the student through the withdraw function.</p>

## Teacher Assistant Module (TAM)

Terms	Definitions
<b>Subject</b>	Area of study (math).
<b>Class</b>	A course attached to a subject (algebra).
<b>Assessments</b>	Terms used in TAM for student assignments. Assessments are instructional and attached by the teacher to an assessment type selected from a list created by the LEA.
<b>Assessment Folders</b>	Where the hierarchy is developed. The accumulation of marks.
<b>Assessment Instruments</b>	Items administered to student in order to assess performance.
<b>Assessment Types</b>	Identifies assessment types at the District level. Teachers may describe assessments as they choose, but are also required to attach a district-level type.
<b>Assign Date/Due Date</b>	The date that an assignment was originally assigned by the classroom teacher to the class and the date the assignment is due.
<b>Default Tree</b>	Set up by school. Hierarchy in which Assessment Instruments are ordered. Teacher may create their own in Gradebook.
<b>Shared Access</b>	Allows all teacher teaching students to be able to view the student's performance in the class 'shared access' is enabled. (READ ONLY)
<b>Rounding Marks</b>	Causes the use of standard mathematical round to render all reported marks as whole numbers if enabled.
<b>Count Blanks</b>	Causes the calculation of averages for student or class to include the blank as a zero mark for the child if enabled.
<b>Extra Credit</b>	Additional points available to a student completing any extra teacher assignment identified as extra credit. A check box is available when creating an assessment that allows the assessment to count as extra credit.
<b>My Classes</b>	Gives access to all of the record keeping activities including creating assessments and recording marks for them, taking attendance, issuing and tracking textbooks and producing reports.
<b>Electronic Gradebook</b>	All assessments relevant to the subject, classes and students taught by a teacher can be access through Gradebook.
<b>Assessment Detail</b>	Used to create, edit or delete assessments for a subject area that was set up in My Preferences.
<b>Category</b>	One or more categories set up in a Prep Detail screen used to categorize assessment.
<b>Comment Code</b>	A code in eSIS identifying a predefined comment that will appear on a report card.
<b>Comment List</b>	List of comment codes and comments defined in a school for use on report cards.
<b>Created Date</b>	A tracking date for the creation of an assessment which defaults to the current date but may be changed by the teacher.
<b>Marking End Date</b>	The Marking End Date is the last day teachers can enter marks for students during a specific reporting period. If teachers are using the TA Gradebook, this is the last day a teacher can post marks.
<b>Score Type</b>	Choices made here affect Mark Entry
<b>Score Max</b>	Maximum score that the teacher sets as the highest achievable on an assessment. Any points entered above this score max will be counted as extra credit.
<b>Weight</b>	The number entered can be whole or decimal. This value determines the impact a mark will have on the assessment folder to which it belongs, and ultimately the final mark.

## NC WISE Vocabulary

---

<b>Terms</b>	<b>Definitions</b>
<b>Post to Report Cycle</b>	When enabled, the assessment can be posted to a reporting period that must be selected in the assigned classes tab.
<b>Prep</b>	A list of teacher created titles or names for each of the different subjects/classes that the teacher has in his/her schedule
<b>Narrative</b>	At text box for entering a description of the assessment.
<b>Report Cycle</b>	Column displayed if Post to Reporting period is enabled that connect an assessment, usually a folder, to a reporting period.
<b>Spreadsheet</b>	'Gradebook' screen. Term used to refer to the TAM screen on which teachers see all, or a subset of, assignments and student marks. Using the gradebook functionality, teachers enter assessments and marks which can be posted to eSIS.
<b>System Codes</b>	Codes defined during system setup to establish standardized response tracking for a data element. These defaults appear in the drop-down list and List Of Values (LOV).
<b>Variable Codes/ Replacement Characters</b>	Codes eSIS uses to substitute information from the database when a form letter or a report is run and printed (for example, \$ - Preferred Name, # - His/Her, @ - He/She).
<b>Weight</b>	Relative weight of an assessment as compared to other assessments. Assessments can all be weighted equally or be weighted in terms of difficulty or importance in the final mark calculation.

## Scheduling

Terms	Definitions
<b>Academic Level</b>	Categories of levels at which courses are taught, such as Honors, Advanced Placemen, International Baccalaureate, Remedial, Special Education, or Standard.
<b>Academic Teams</b>	Groupings of students who commonly follow he same curriculum and may, or may not, move form class to class as a group. Frequently used in MS scheduling or for setting up 9 <sup>th</sup> grade academy teams.
<b>Alpha/Omega Class</b>	Classes that are scheduled outside the regular school day, typically before or after school.
<b>Alternating Days</b>	Course that do NOT meet every day. Although Alternating Days is often referred to as A/B days, in eSIS Alternating Days is used for any pattern other than every day (e.g. 5-day rotation/wheel courses at the ES).
<b>Anti-Requisite Course</b>	Course identified as equivalent to another specified course. Students are not allowed to take both courses and receive credit for both courses. A hard-stop conflict will occur during the Mass Simulation process when the student has received credit for the specified Anti-Requisite. A soft-stop conflict will occur when scheduling individual student course requests using Student Course Selections screen functionality. ( <b>See <i>co-Requisite Course, Hard-Stop Conflict, Soft-Stop Conflict.</i></b> )
<b>Class</b>	One section of a course. ( <b>See <i>Course Section.</i></b> )
<b>Class Capacity</b>	The maximum number of students permitted in the class/course section. Maximum capacity of a class as defined in Course Maintenance. The capacity should match the class size limits defined by the NC DPI. ( <b>See <i>Max Class Size.</i></b> )
<b>Class List</b>	List (report) of all students in a class.
<b>Class Minutes</b>	Minutes of class time per day. Usually varies according to LEA policy and/or school type.
<b>Co-Requisite Course</b>	Course a student is required to take at the same time as a specified course. A conflict will occur ONLY when the Co-Requisite course is also being scheduled in the same semester and/or term. ( <b>See <i>Anti-Requisite Course, Hard-Stop Conflict, Soft-Stop Conflict.</i></b> )
<b>Course</b>	Subject area taught in a school. A course has a unique course code (e.g., 0000S1 = Self-Contained, 400121 = US History) and is made up of one or more sections. Courses at the school level are usually associated with a potential credit value greater than 0.
<b>Course Maintenance</b>	eSIS screen where course properties are displayed (e.g. course number, course name, number of credits, academic level) or are defined when adding a course from the LEA Standard Courses list (e.g. grade level, course length and format, maximum class size).
<b>Course Section</b>	A subdivision of a course (class) that is scheduled into a period with an indicator of the maximum number of students to be enrolled. A teacher and a room are assigned to a course section.
<b>Course Selection Spreadsheet (CSS)</b>	A spreadsheet used primarily at the ES level to facilitate the assignment of students to Self-Contained classes and record other student course selections (e.g. specials, leveled courses).
<b>Course/Sec</b>	Course code plus section code (e.g., 0000S1-01 for Self-Contained class Section 1 or 400121-01 for US History, Section 1).
<b>Create Schedule</b>	The Create Schedule and Sem/Term fields may be used when courses are set to explode horizontally; e.g. Wheel courses. If Create Schedule = Yes, a process may be run within the Master Timetable Builder to

## NC WISE Vocabulary

Terms	Definitions
	create the subordinate course section records automatically. If Create Schedule = Yes, the Sem/Term field must be populated. ( <b><i>See Horizontal Explode, Host Course, Sem/Term, Subordinate Courses.</i></b> )
<b>Current</b>	The Current radio button designates the use is working in current school year.
<b>Day</b>	Scheduling term used to describe a pattern of classes. Usually corresponds to a day or days in the school week on which a class meets.
<b>Day Type</b>	Term used to define a scheduling day in the scheduling cycle (e.g., "A" day or "B" day or "Blue day" or "Red day").
<b>Doubles</b>	This is a course with only two sections being offered. Often referred to as a doubleton.
<b>End Date</b>	The End Date is the last day teachers should collect work and marks for students for a particular reporting period. Usually the End Date will coincide with the end date for the appropriate year/semester/term on the School Schedule screen. If special reporting periods are created for progress reports, the dates will not be on the School Schedule screen.
<b>Explode After</b>	A scheduling feature where students are initially enrolled in a host course with links to subordinate courses. The explode function, when executed AFTER mass simulation is completed enrolls the same students together into the same sections of the subordinate courses with the same teachers in the same rooms. Students remain together in each of the exploding course sections (classes).
<b>Explode Before</b>	A scheduling feature where students are initially enrolled in a host course with links to subordinate courses. The explode function, when executed BEFORE mass simulation is executed, enrolls students randomly into the open sections of the subordinate courses. Students are enrolled in all the subordinate courses and are scattered among different course sections with different teachers in different rooms. Students are randomly assigned into each of the exploding course sections (classes).
<b>Final Mark?</b>	The Final Mark? field indicates which reporting period will contain the final mark for the course. The Final Mark? drop-down list allows the user to select Yes if the reporting period is the final mark. Only one reporting period per Course Length/Start Date may be designated the Final Mark. If it is not the final mark for this course length start date the field should be set to NO.
<b>Hard-Stop Conflict</b>	This conflict occurs ONLY during Mass Simulation of student course requests. The course in conflict will NOT be scheduled for the student.
<b>Horizontal Explode</b>	Indicates the host course explodes into subordinate course sections (classes) that are offered sequentially across semesters or terms (e.g. Wheel courses).
<b>Host Course</b>	Course used in the scheduling course explode function which allows for links to subordinate courses within one course. Scheduling this one course results in the scheduling of all courses contained in the host. For example, a host course titled "Vocational Wheel I" contains actual (subordinate) courses to be taught (e.g. Woodworking, Electronics, Home Economics, and Drafting). Each of these courses, including the host course, must exist in the school's course list and must have sections built with the same course sections numbers. The host course, Vocational Wheel I, can be used in diploma evaluations, class ranks and honor rolls if it is a non-zero credit course. ( <b><i>See Explode After, Explode Before, Subordinate Courses.</i></b> )
<b>How Taken or</b>	Indicates the delivery method of a course. Selecting "Other" as the

## NC WISE Vocabulary

Terms	Definitions
<b>How Taken After</b>	How Taken value allows a host course and its subordinate courses to be scheduled at the same time with the same teacher without causing a conflict in the timetabling routine. When choosing to "Keep the Host" in an Explode Course scenario, selecting "Other" ensures the Host course is not simulated. While the Host course will show on the student's schedule it will not be assigned a time slot because it is not really a course.
<b>Master Scheduling Plan (MSP)</b>	A document (usually in a spreadsheet or table) that visually depicts for the full school year (a) the course sections (classes) taught, (b) the teacher (s) assigned to each course section (class), and (c) the general order in the school day when classes are taught. Often referred to as a school master schedule.
<b>Mark</b>	Level of a student's achievement within a course, usually following a predefined scale.
<b>Mark Reporting Cycle</b>	Process of collecting and recording student marks and running reports on that information (including report cards). Schools usually perform the reporting several times throughout the year typically on a 6 weeks or 9 weeks cycle.
<b>Mass Simulation (Simulator)</b>	eSIS utility used to assign student course requests (options) to the course sections established in the Master Timetable. ( <i>See also Master Timetable and Option Sheet Process.</i> )
<b>Master Timetable</b>	Allocation of course sections to time periods for a school year based on the courses to be offered and the period structure in a school. The allocation may be based on the availability of teachers and rooms for certain courses. When the master Timetable is complete, the student course requests (options) are assigned to the course sections in the Master Timetable. ( <i>See also Mass Simulation.</i> )
<b>Master Timetable Builder (MTB)</b>	eSIS utility used to allocate course sections to create a school's Master Timetable. The Mass Simulation utility can be executed from within the MTB to simulate student course requests (options) into the course sections of the Master Timetable.
<b>Max Class Size</b>	The maximum number of students permitted in the class/course section. Maximum capacity of a class as defined in Course Maintenance. The capacity should match the class size limits defined by the NC DPI. ( <i>See Class Capacity.</i> )
<b>Max # Periods</b>	<p>A class period generally relates to a school's bell schedule. The maximum number of periods needed to support the schedule for all students for next year is indicated here.</p> <p>Since periods do not have to be of equal length some days may have more periods than others. And, in some school settings (e.g. MS) there are both varying lengths and varying start and end times for different grade levels class periods. eSIS will support a maximum of 99 periods.</p>
<b>Next</b>	The Next radio button designate the user is working in the next school year.
<b>Option Sheet</b>	Printed document listing courses for the next school year which students can use to indicate their course selections prior to scheduling. This sheet is generated through eSIS Reports. Only Courses with the Option Sheet checkbox marked on the Course Maintenance screen will be included on the printed Option Sheets.
<b>Option Sheet Process</b>	Process in which student course requests (options) are identified collected and keyed into eSIS. The course requests are used during the Master Timetable building process.
<b>Period</b>	A block of class time during a schedule day. Often referred to as a

## NC WISE Vocabulary

Terms	Definitions
	"bucket of time" when setting up school details to support the school's scheduling requirements. In eSIS, on "bucket of time" can be assigned to multiple periods in a schedule day.
<b>Pre-Requisite Course</b>	Course a student must have completed before taking a specified course. The course requiring a Pre-Requisite should not be scheduled unless the Pre-Requisite course requirement has been fulfilled. A hard-stop conflict will occur during the Mass Simulation process when a Pre-Requisite is missing. A soft-stop conflict will occur when scheduling individual student course requests using Student Course Selections screen functionality. ( <i>See Anti-Requisite Course, Hard-Stop Conflict, Soft-Stop Conflict.</i> )
<b>Pull Outs</b>	Special course/services in which some students may attend, but in which an entire class may not attend.
<b>S/T/D/P</b>	Abbreviation for Semester/Term/Day/Period. This combination of terms defines how the instructional days are structured (how/when/how long classes meet throughout the school year and on which school day(s)). ( <i>See Scheduling Models Guide for detailed information and examples.</i> )
<b>Schedule Before</b>	The title course on the Course Details screen is the course the scheduler must timetable before the courses entered in the "Schedule Before" field (e.g. the title course Algebra 1A (Sem 1) is to be scheduled before Algebra 1B (Sem 2)). This condition may be enforced or not.
<b>Schedule Opposite</b>	These are the courses which are not to be scheduled in the same semester as the title (current) course reflected on the Course Details screen.
<b>Sem/Term</b>	Is used in conjunction with the Create Schedule Function to have process run within the Master Timetable Builder. This process creates the subordinate course section records automatically of a Host course set to explode horizontally (e.g. Wheel course). Sem/Term field MUST be populated when Create Schedule is selected. Field values (e.g. 1, 2) are entered to indicate the Semester or Term in which each subordinate course is to be scheduled and are interpreted relative to the course length. ( <i>See Create Schedule, Horizontal Explode, Host Course, Subordinate Courses.</i> )
<b>Semester</b>	Division of a school year generally used to indicate course length within the school. All schools must have at least one semester defined. In eSIS, semester does NOT necessarily equate to what schools refer to as a semester. (e.g. schools with 12-week courses and no 18-week courses may elect to use 3 semesters in school setup.)
<b>Singles</b>	This is a course with only one section being offered. Often referred to as a singleton.
<b>Soft-Stop Conflict (Warning)</b>	This conflict occurs ONLY when scheduling individual student course requests using the Student Course Selections screen functionality. A warning message is displayed and the conflict is overridden. The end-user manually corrects the schedule as appropriate.
<b>Specials</b>	Courses that an entire class of student class of students attends (e.g. Music or Art). Typically used at the ES level.
<b>Standard Courses</b>	System code maintained by the LEA that includes all state standardized courses and any variations to those courses created by the LEA to meet the schools' scheduling needs.
<b>Student Course Requests</b>	Courses requested by students during the Option Sheet process. Often referred to as "options." ( <i>See Class Capacity.</i> )
<b>Subordinate</b>	Subordinate courses are the component courses of a Host course. Each

## NC WISE Vocabulary

Terms	Definitions
<b>Courses</b>	of these courses must exist in the school's course list and must have sections built with the same course section numbers. Subordinate courses can be used in diploma evaluations, class ranks and honor rolls if each subordinate course is a non-zero-credit course. ( <i>See Host Course.</i> )
<b>Team and Course Selection Spreadsheet (TCSS)</b>	A spreadsheet created using student data extracted from eSIS. Data is sorted and filtered based on school-designated parameters to identify groups of students to be assigned to specific course sections/classes (e.g. ES self-contained classes/homerooms, MS core classes, HS 9 <sup>th</sup> grade academy teams).
<b>Term</b>	A period of time within a SEMESTER during which a class can be offered and both a final grade and credit may be awarded. Another division of a school year generally used to indicate course length within the school. The number of terms per semester can NOT exceed nine (9).
<b>Wheel Courses</b>	Usually an exploratory course made up of multiple subjects taught in equal amounts of time over the period of the academic year. Students usually rotate through the individual courses in groups. Often, in eSIS a wheel course is set up as a Horizontal Explode Course (e.g., courses scheduled in a chronological sequence across semesters/terms).
<b>Vertical Explode</b>	Indicates the host course explodes into subordinate course sections that are offered during a school day in the same semester and/or term. Often in eSIS a Vertical Explode is used for ES Self-Contained classes to schedule each element of the core curriculum (e.g. reading, writing, language arts, science, social studies, etc.).
<b>Wheel Courses</b>	Usually an exploratory course made up of multiple subjects taught in equal amounts of time over the period of the academic year. Students usually rotate through the individual courses in groups. In eSIS a wheel course is set up as a Horizontal Explode Course (e.g., courses scheduled in a chronological sequence across semesters/terms).
<b>Year</b>	School year for which schedules are to be created for the upcoming school year (next school year).  In eSIS, the school year is the year in which the school year begins. For example, for the 2006-2007 school year the Year field should be 2006.

## Reports

Terms	Definitions
<b>Bold</b>	Not bold

## Correspondence

Terms	Definitions
<b>School (Letter Level)</b>	When selected, displays school level letters available to the user.
<b>District (Letter Level)</b>	When selected, displays the district level letter available to the user.
<b>Enterprise (Letter Level)</b>	Not currently used by North Carolina.
<b>Letter Description</b>	User defined title of the letter.
<b>Category Code</b>	Category of the letter. Populates from system codes.
<b>Program</b>	Not currently used by North Carolina.
<b>No.</b>	Unique letter number. No duplicate letter numbers are allowed. District level numbers 50 through 57 are reserved for Advance Farm Letters.
<b>Log?</b>	If selected, designates that a record is written to the student's correspondence log when the letter is generated.
<b>Select Button</b>	Allows the user to select a specific letter to run/edit.
<b>ADD Button</b>	Allows the user to add a new letter.
<b>DEL Button</b>	Allows the user to delete an existing letter.

## Incidents and Discipline

Terms	Definitions
<b>Action</b>	A disciplinary measure taken in response to an incident involving a student that occurred on school grounds.
<b>Disposition</b>	A measure taken after a suspended student returns to school to assist in his/her re-entry.
<b>Incident</b>	An occurrence, such as a fighting, truancy, or theft, requiring disciplinary action; incidents may involve students not attending the school.
<b>Offense</b>	The specific violation that occurs during the incident. There may be more than one offense per incident.
<b>School Safety and Climate Section</b>	Provides LEAs and Charters with technical support, resources and training necessary to establish and maintain safe, orderly, and caring school environments for students and school personnel.
<b>USDDC</b>	Uniform System of Disciplinary Data Collection.
<b>Perpetrator</b>	The individual who instigated an incident.
<b>Witness</b>	Person recorded as witnessing the incident.
<b>Victim</b>	Person to which the incident happened.

## Standardized Testing

Terms	Definitions
<b>Test Name</b>	Name of the standardized test.
<b>Sub Test</b>	Individual tests comprising a standardized test.
<b>Scr Typ 1 *</b>	Type of score collected for a sub test (for example, achievement, raw).
<b>Exemption</b>	Reason a test score is not included for a student (for example, exempt, absent).
<b>Sub Test Detail</b>	Additional details for Sub Test (for example, exemption, number of attempts, and include in transcript).
<b>Accommodations/ Modifications</b>	List of special arrangements made for a student. Multiple accommodations/modifications may be added or deleted using the <b>Add/Delete</b> buttons.

# Immunization

Terms	Definitions
<b>Administered By</b>	The person who gave the shot (e.g., nurse, doctor, any health professional, etc.)
<b>Dosage Date Column</b>	Data entry fields to record the date of each dosage listed for the Series. The system will prompt the user to 'Enter the Dose 1 Year', 'Enter the Dose 2 Year', etc. The exact date may be entered or, if only the Month and Year are known, those two values can be entered. Upon pressing the SAVE button; the system will default automatically to the last day of the month.
<b>Location</b>	The place where the shot was administered (e.g., hospital, doctor's office, health clinic, etc.)
<b>Overall Status</b>	This information automatically updates as data is entered into the Immunization Fast Entry Screen. This functionality is not used in North Carolina.
<b>Status</b>	The Codes are set up in Status Codes (SYS685). As dates are entered against a Series, this field will automatically determine the student's status for the Series (e.g., INC = incomplete, COM = complete. This functionality is not used in North Carolina.
<b>Series</b>	The descriptions seen in this column have been set up in the Series Code (SYS684). The Series column automatically populates from the Series Codes and cannot be changed. Beneath each Series description is a field that indicates the current status of the Series for that student. This description will default to "NA", because the current status of the Series is NOT used in North Carolina.
<b>Waivers</b>	An Exemption from receiving vaccinations (shots) and the related reason(s).

## Exceptional Children (EC)

Terms	Definitions
<b>Eligibility</b>	The student's exceptionality.
<b>Eligibility Start Date</b>	First date the student was placed in the exceptionality.
<b>Eligibility End Date</b>	The date the student is no longer receiving EC services for that exceptionality and/or is withdrawn from the EC program.
<b>Exceptionality Level</b>	The student's primary exceptionality that receives funding.
<b>Withdrawal Code</b>	The reason the student is no longer receiving EC services for that exceptionality and/or is withdrawn from the EC program.
<b>Least Restrictive Environment (LRE)</b>	The setting for the student's primary exceptionality.
<b>LRE Start Date</b>	The date the student first received services in this setting in your school.
<b>LRE End Date</b>	The date the student was no longer receiving services in this setting in your school.