

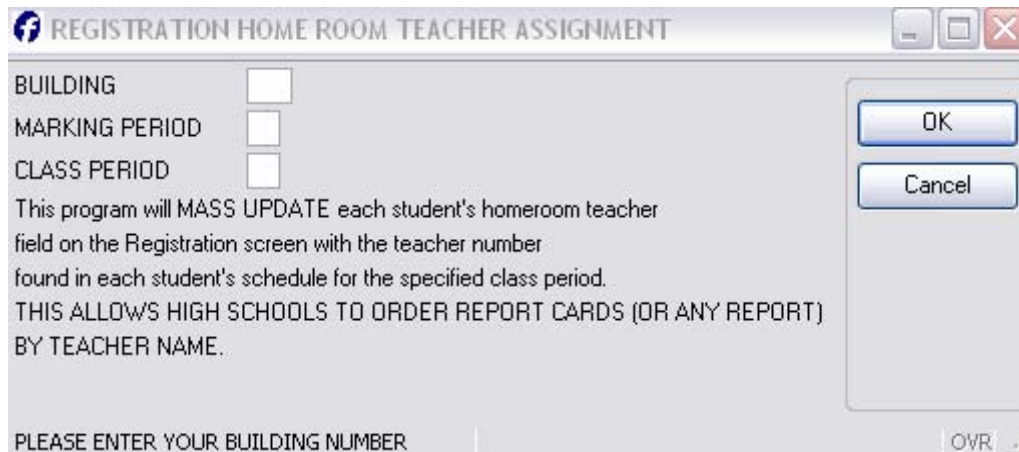
HOMEROOM TEACHER ASSIGNMENT

*(pre-requisite for sorting report cards, and other high school reports,
by homeroom teacher name)*

You will want to run this program before sorting any report by homeroom teacher, including Report Cards and IQ Reports. This program will fetch the designated class period teacher from each student's schedule and place the teacher number in the Home Room Teacher field on each student's Registration screen. It's this field in Registration, called hrmteach, which reports use to sort by.

Menu Path:

Fort Smith Applications > Homeroom Teacher Assignment



- BUILDING = Enter your school building number
- MARKING PERIOD = Enter the Nine Week Period needed (1, 2, 3, 4)
- CLASS PERIOD = Enter which Class Period is needed to retrieve teachers for (1-7)
- Click OK
- Click RUN

When the program has finished updating Registration, it will return to the Main Menu.

After you have ran this program to assign homeroom teachers to Registration, you may run any Pentamation report (including IQ Reports) in order by homeroom teacher.