

# eSD March 2025 NEWSLETTER

## Reminders

- Please make sure you are uploading your data on a regular basis. We recommend once a week.
- SBRC Changes: now is the time to meet with your Standard Based Report Card Committees to determine any changes for the 25-26 school year. These must be turned in by June 1st
- March 14: FRPL, UPK, and BEDS Day Enrollment Data Deadline – Please make sure your data is uploaded by Noon on March 13th
- May DDC Meetings: May 13th (Virtual) and 14th (In Person) – If you are a DDC, please make sure you sign up for a quarterly meeting
- Please make sure when emailing the team that you are providing as much information as possible so we can quickly and thoroughly troubleshoot the issue
- Turn on the Renaissance Educator Academy icon in the toolbar under District > Schools – this will provide access to the catalog of courses that Renaissance has created for self directed training in eSchoolData 
- Make sure that all Households in your system have someone checked off as the “Head of Household.”
- UPK Students who have a Program Service code of 990, only need that code. If a UPK student has a 902 code, they also need a Program Service Code with a UPK Setting added onto their Status Summary tab.

## Level O

Level O Users: Please make sure to check your Reports > Dashboard to check for errors that need to be corrected

## P-TECH Students

- Districts with P-TECH students, do not put an end date on their PTECH program record unless the student has dropped or completed the program, in order for their program duration to calculate correctly.

## Upcoming Events

-  March Monthly Call  
March 12, 2025 10 am  
[Registration Link](#)  
[Meeting Link](#)
-  GURU Boards Overview  
March 13, 2025 1 pm  
[Registration Link](#)  
[Meeting Link](#)
-  WNYRIC Spring User Conference  
May 2025

## \* Very Important \*

DO NOT use the Undo Transfer button to reenroll a student. This should only be used if the student was transferred out by mistake. If you are unsure, please contact us and we will assist you.



## Scheduling

- Now that Feeder Patterns have been run for all districts, you can manually edit any students being retained. Also, check for any students with missing Scheduling School and Scheduling Grade by going to System > Scheduling > View Scheduler Option by Grade button to open in Excel – you may run the feeder pattern again if needed, or request for us to run them again for you.

Check your course formulas – go to System > Grade Reporting > Average Formulas – Change the Grading Period to “Final Average” – this is the default for all courses in your school building. There is a report under Reports > Custom Reports > MS Reporting Services – GradeReportingFormulas that will tell you if any courses have their own formulas built into the course. If these need to be edited, you will go to Scheduling > Courses > Courses – find the course, click the View icon, and choose the “Average Formulas” button at the top. Then change the Grading Period to “Final Average” and edit it there. Reach out to the eSchool team if you need assistance with this.

- Check your courses that end with a Regents assessment, to make sure that the assessment is added onto the course. Go to Scheduling > Courses > Courses – find the course and click the View icon. Choose the “Assessment” button at the top and add the assessment on. Make sure you have the correct date so when the assessment scores are loaded in June, they will populate in the teacher’s gradebooks in the final assessment column under their “Report Card Entry” screen in Teacher Connect.

- School Setups have begun – discuss any changes with your semesters or daycode patterns – then fill out the [School Setup Form](#) so we can get your buildings ready for your scheduling season.

- Scheduling Distribution List Test Email: If you are a scheduler, you should have received a test email on the day this newsletter was sent out. Please verify that any schedulers in your building/district received this email by submitting this form: <https://forms.office.com/r/4VTQ4CefRB>

- You may have already noticed that your preschedule edit report is now found under Scheduling > Requests! In addition to this report, be sure to take advantage of the “Student Requests” Reports to see full details about course requests added, “Student Request Report” if you would like to generate automatic letters to be mailed home, and consider using the Parent and Student Portals to have families view student course requests electronically!

## New Regents Assessments

- Earth Science and Living Environment should have different courses and course codes than the new Earth and Space Science and Life Science / Biology Assessments – check what curriculum your Science teachers are using with their courses, and make sure that the correct state course codes and assessments are attached to the courses (Test date is June 10th)
- Geometry – you should have the state course code of O2O72 and NCES code of 705 on all your Geometry courses for June 2025 (Test date is June 11th)

