**FastDirect communications**

**A new way to manage your school!**

# Information Request For Implementation

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FastDirect Communications, LLC

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# General Information

**Payment:** **FastDirect will email an invoice for 25% of Quote (shown on the Basic Data Sheet). The remaining balance will be due 30 days after the data import. The data import date is the same as your annual renewal date. (Annual subscription is pre-paid)**

**Training Schedule:** **If open, please reserve a training date for your school as soon as possible.**

**Data:** **All of the requested information in this packet (student/parent data, grade book/report card, grade scales, etc.) should be sent to FastDirect at least three weeks before your scheduled training date.**

**Where:** **Please E-mail all of the requested information in this packet (student/parent data, grade book/report card, grade scales, etc.) as an attachment(s) to helpdesk@fastdir.com.**

**Questions:** **Please feel free to contact your FastDirect sales representative or anyone at HelpDesk at (866) 805-3116 or helpdesk@fastdir.com.**

# Data Import Checklist

## Quality of Data

Your Data Import is an integral step in the initial setup process, which precedes any other data entry. **It cannot be performed again at a later date** without loss of newly added data, nor can extra data be imported at a later date.

## Acceptable File Formats

- Excel spreadsheet (XLS), CSV (comma separated value) or text file.
- Data exported from other systems is acceptable. Contact your representative for any help.
- Hunter Systems: You will need to export two (2) mail merge files.  One will have the parent data and one will have the student data.  You must dump all demographic data you have stored (names, telephone numbers, etc.).  FastDirect will merge the two files together at import.
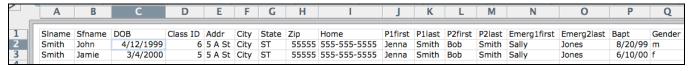
## Student/Family Demographics

ONLY 1 ITEM PER CELL (COLUMN).  For Example: Input first, middle, and last names in separate cells.

### Student Data Fields:

- ☐ First, Middle, Last Name
- ☐ Gender
- ☐ Date of Birth (mm/dd/year)
- ☐ Enrollment Date
- ☐ Confirmation Date
- ☐ Baptism Date
- ☐ Public District
- ☐ Public School
- ☐ Grade Level
  (For more than one teacher per grade level, separate them with appropriate class labeling, such as 1A and 1B).

### Family Data Fields:

- ☐ P1 Title, First, Middle, Last Name, Suffix
  (As a distinction between the two parents, we use the labels of P1 and P2.  If it is a single parent, they should be labeled P1).
- ☐ P2 Title, First, Middle, Last Name, Suffix
- ☐ Address, City, State, Zip Code
- ☐ Home, Work, Cell Phone
- ☐ E-mail
- ☐ Religion/Church
- ☐ Church Member (yes/no)
- ☐ Emergency Contacts:
  Title, First, Last Name, Relationship, Phone #
  (Two emergency contact spots available)
- ☐ Medical Information:
  Doctor's Name, Phone #, Hospital, Insurance
  (One spot available)

CAUTION: Never email data that contains Social Security Numbers (SSN's).
(Email is a public means of communication, not contained within the secure FastDirect servers. If you need SSN's in the student database, please mail a CD to FastDirect or manually add the SSN's at a later date.)

### Spreadsheet Example: Data organized as "One line per student."

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Slname | Sfname | DOB | | Class ID | Addr | City | State | Zip | Home | P1first | P1last | P2first | P2last | Emerg1first | Emerg2last | Bapt | Gender |
| 2 | Smith | John | 4/12/1999 | | 6 | 5 A St | City | ST | 55555 | 555-555-5555 | Jenna | Smith | Bob | Smith | Sally | Jones | 8/20/99 | m |
| 3 | Smith | Jamie | 3/4/2000 | | 5 | 5 A St | City | ST | 55555 | 555-555-5555 | Jenna | Smith | Bob | Smith | Sally | Jones | 6/10/00 | f |

\* This example shows some, but not all of the possible data fields.

# Data Import Checklist

## Staff Information

- ☐ Title, First, Middle Initial, Last Name
- ☐ Staff Position/Title (i.e. First grade homeroom or Spanish teacher)
- ☐ Grade Level
  (When there is more than one teacher per grade level, please separate them with appropriate class labeling (i.e. 1A/1B.)
- ☐ E-mail Address

## Report Cards

- ☐ A Copy of Each Report Card
- ☐ Course Information
  - ☐ Course List for Each Instructor
  - ☐ Student Roster for Each Course
  - ☐ Grade Scale for Each Course
- ☐ Comment Codes (if applicable)
- \* See page 5 for details

## Grade Scales

- ☐ Letter, Minimum %, Click Value, and Description
- ☐ GPA (point value and course credits)
- \* See page 7 for details

## Attendance Calendar

- ☐ First and Last Day of School
- ☐ Preschool or Unique Attendance Schedules
- \* See page 9 for details

## Login Page Design

- ☐ School Colors
- ☐ Parish/School Website URL
- ☐ Logo (image file should be a JPG, GIF or PNG)
- ☐ Personalized Details (mission statement, tagline, and/or images)

# Report Card Information

The goal of FastDirect is to set-up your grade books and report cards perfectly! Therefore, please send as accurate information as possible to avoid numerous updates and edits.  Report card samples that are in an electronic format (i.e.-Word document/Excel file/PDF) are preferred, but samples can be faxed to FastDirect if needed (314-677-2118).  Once built in the system, changes to report cards and grade scales must be approved by the principal.

| | |
|---|---|
| **Course Names** | Check the course names to make sure they are printed exactly the way you would like them to appear on the FastDirect report card. <br> • All caps or caps and lower case type. <br> • Many schools take this opportunity to change course titles to a more grade level appropriate title. (i.e., Reading to Literature, Science to Earth Science, Math 8 to Algebra). <br> • Indicate the order that courses are to be listed on the report card if it differs from the existing layout. |
| **Instructors** | Unless noted otherwise, it will be assumed that all courses are homeroom taught. <br> • Please print the name of the instructor next to the course title <u>if it is not taught by the homeroom teacher </u>(or you can provide a sheet listing who teaches what). <br> • Indicate whether the teacher or instructor names are to appear on the report card next to the course title. <br>     o Always <br>     o Never <br>     o Only when the course is taught by someone other than the homeroom teacher. |
| **Grade Scales** | Please reference page 8 for instructions on how to provide FastDirect with the specifics of the scales used at your school. <br> • Please supply all grade scales or marking symbols used on the report card per grade level. <br> • Please indicate the grade scale or symbol system being used for each course by writing the grade scale number from the Grade Scale Sheet next to the course name.  If all of the courses of a homeroom follow one grade scale or marking symbol system, simply indicate the number of the scale or symbol system just once. |
| **Split Roster Courses** | Unless noted otherwise, it will be assumed that all course rosters will be the same as the homeroom roster.   Place an asterisk (*) next to the course title if the roster differs from the homeroom roster (i.e., Algebra, Choir, and Electives).  If known, please provide the correct roster. |

# Report Card Information

| | |
|---|---|
| **Report Card Layout** | We will use the report cards you provide us as a model for the information to be displayed on the face of the FastDirect report card. The general layout is predetermined, however there is some flexibility in the ordering of information.<br><br>a. Heading – Typically the heading includes the name, address, and telephone number of the school plus the name of the principal. The school logo, mission statement or verse, is often reflected as well. Please provide a digital file of the logo and provide the statement.<br><br>b. Check other items you would like listed on the report card.<br>    Church Attendance<br>    Sunday School Attendance<br>    Attendance<br>    Days Absent<br>    Number of days tardy<br>    Number of times child left school early<br><br>c. Grade Point Average – The student's GPA can be printed below the last course, expressed as a percent or as a point value, and determined by grade level.<br>    Note: the school has local control over how the GPA is calculated<br>    No GPA for Grade levels _____ to _____<br>    GPA for Grade levels _____ to _____ |
| **Comment Codes** | Provide a list of comments for behaviors or attitudes and the corresponding numbers or letters (i.e., 1 = Completes assignments on time). Please note: FastDirect is unable to replicate a check mark as a marking/grading symbol, as we are limited to symbols on a keyboard. If your school is currently using a 'Check Mark' as a grading symbol, you will need to provide a new symbol to be used in its place. |
| **Special Education & Resource Students (Optional)** | If the special education/resource teacher is responsible for the report card grade, please list the special education/resource teacher's name, the names of the students, the courses assigned to each student and grades scale for each course. The special education/resource teacher will then have a grade book for those courses and students. These courses and grades will automatically appear on the student's report card and the special education/resource teacher's name will appear on the report card as the instructor for the course. |

# Grade Scales / Marking Symbols

All the different grade scales used at your school will need to be provided to FastDirect, so that we can properly set up your teacher's grade books.  Please see page 8 for the forms on how to provide this detailed information.  If the report cards you have sent us have the grade scale displayed on face of the report card, we would still ask that you fill out the forms on page 8.  This way we can be sure of all the necessary information, such as +'s and –'s as well as the click percentages.

| | |
|---|---|
| **Letter / Symbol** | Write the letter grade or grade symbol in this row (i.e., A+, C-, or for lower grades: +, S, -).  **Please note:** FastDirect is unable to replicate a check mark (✓) as a marking/grading symbol, as we are limited to symbols on a keyboard. If your school is currently using a check mark as a grading symbol, you will need to provide a new symbol to be used in its place. |
| **Minimum %** | This is the lowest percentage that can qualify for this letter grade or symbol, thus creating the range behind the letter grade/symbol. |
| **Click Value** | The Click Value is the numerical value behind the letter grade/symbol that the system uses to calculate the grade if a letter grade or symbol is entered in grade book rather than a percentage.  For example, in the A/B/C grade scale sample on the first page, if a B is entered into a grade book, the system will Click (or calculate) at 85%.  If percentages are used, the numerical range for a B is 83-86.9%.  In the OSNU grade scale sample on the first page, if an S is entered into a grade book, it will Click (or calculate) at 85%.  If percentages are used the numerical range for an S is 80-89.9%. |
| **Description (Optional)** | These are usually one or two word descriptions of the symbol or letter grade (i.e., Excellent, Needs Improvement, or Unsatisfactory). |
| **GPA Points (Optional)** | FastDirect can list the GPA as a percentage or it can be expressed as a point value on a 4.0 scale or a 12.0 scale (i.e., 3.8 or 10.3).  Please indicate the point value for each letter/symbol, as these values change from school to school.  **Please note:** By default, the system sets each course's weight equally at 1.  Course multipliers can be adjusted by an administrator as some courses may contribute more than others to the calculation. |
| **Additional Notes** | To most Kindergarten teachers, grade scales are frequently not applied to their grade books because these grades are typically not averaged.  Kindergarten teachers often use marking symbols to indicate mastery of skills.  These symbols/letter grades can be typed directly on the report card at the end of the quarter.  Therefore, if your Kindergarten does not require the function of calculating or averaging of grades, then a grade scale will only be added to the face of the report card. Teachers always have the opportunity to override grade book averages when entering grades on report cards. |

# Grade Scales / Marking Symbols

Please fill in the grade scale form – one for each scale used at your school.  The first two are examples to be used as a reference. This form can be printed and faxed to us, or used as a reference in your E-mail.

| Letter/Symbol | A | A– | B+ | B | B– | C+ | C | C– | D+ | D | D– | F |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Minimum % | 93 | 90 | 87 | 83 | 80 | 77 | 73 | 70 | 67 | 63 | 60 | 0 |
| Click % | 100 | 91.5 | 88.5 | 85 | 81.5 | 78.5 | 75 | 71.5 | 68.5 | 65 | 61.5 | 30 |
| Description | | | | | | | | | | | | |
| GPA Points | 4.0 | 3.7 | 3.3 | 3.0 | 2.7 | 2.3 | 2.0 | 1.7 | 1.3 | 1.0 | 0.7 | 0.0 |

| Letter/Symbol | O | S | N | U |
|---|---|---|---|---|
| Minimum % | 90 | 80 | 70 | 0 |
| Click % | 100 | 85 | 75 | 35 |
| Description | Outstanding | Satisfactory | Needs Improvement | Unsatisfactory |
| GPA Points | | | | |

## Grade Scale #1

| Letter/Symbol | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Minimum % | | | | | | | | | | | | |
| Click % | | | | | | | | | | | | |
| Description | | | | | | | | | | | | |
| GPA Points | | | | | | | | | | | | |

## Grade Scale #2

| Letter/Symbol | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Minimum % | | | | | | | | | | | | |
| Click % | | | | | | | | | | | | |
| Description | | | | | | | | | | | | |
| GPA Points | | | | | | | | | | | | |

## Grade Scale #3

| Letter/Symbol | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Minimum % | | | | | | | | | | | | |
| Click % | | | | | | | | | | | | |
| Description | | | | | | | | | | | | |
| GPA Points | | | | | | | | | | | | |

## Grade Scale #4

| Letter/Symbol | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Minimum % | | | | | | | | | | | | |
| Click % | | | | | | | | | | | | |
| Description | | | | | | | | | | | | |
| GPA Points | | | | | | | | | | | | |

# Attendance Calendar

Your school's FastDirect site will have a calendar where you can determine attendance and non-attendance days, as well as special announcements and events.  FastDirect will set up the first and last days of school however, all other holidays, holy days etc. will be entered by the school administrators.

## First Day of School / Last Day of School

Please provide to FastDirect the first attendance day and the last attendance day of the current school year.

## Preschool Calendars*

Often times, preschool classes will have a different attendance calendar than the one used by the rest of the school simply because they may not meet 5 days a week (i.e., Monday/Wednesday/Friday).  These separate attendance calendars can be accommodated in FastDirect.  After the master school calendar has been edited and completed by the administrators at your school, then you can contact HelpDesk for instructions on setting up these separate attendance calendars.

*NOTE: does not apply to schools not utilizing the preschool processes in FastDirect beyond the simple database listing.