

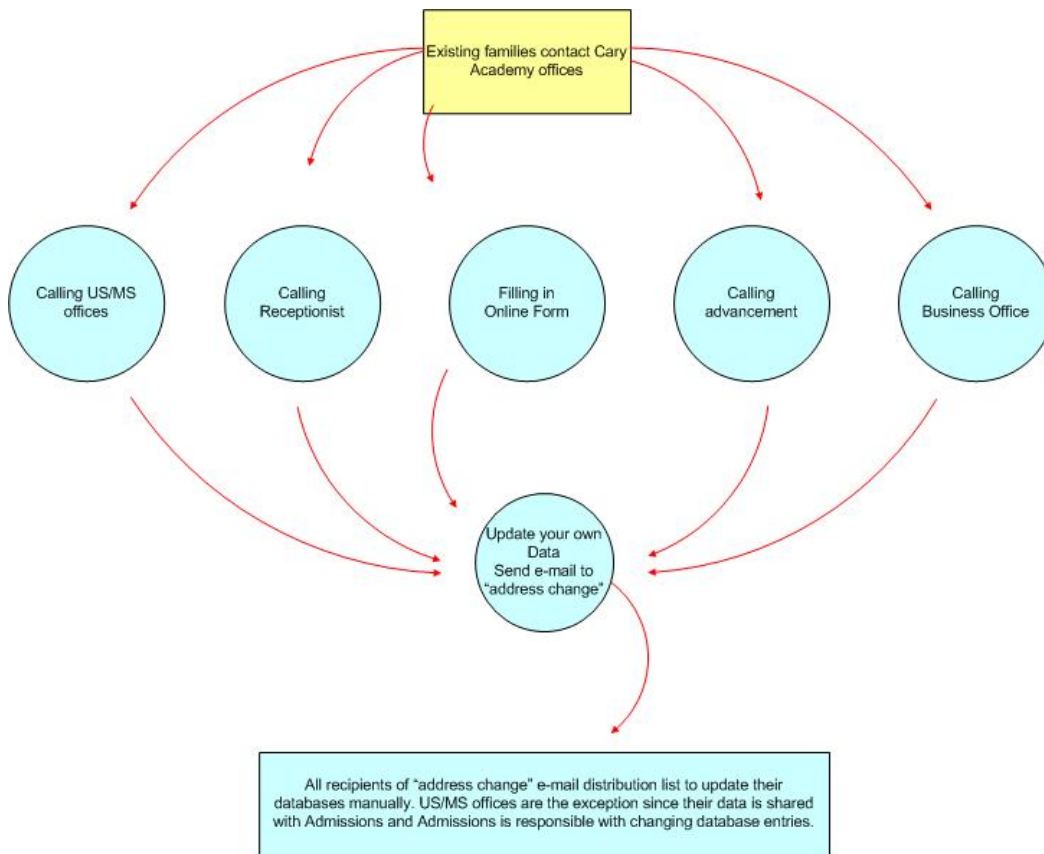
General Information for 2007-2008

The purpose of this document is to provide Cary Academy employees with a general timeline for all data that enters and moves across many divisional databases. The dates provided in this document only to define the flow and sequence of event and could fluctuate slightly from year to year. Major software upgrades can also cause changes in this document.

Data Entry Process in Blackbaud & other databases.

Existing Families

Picture 1 below outlines data entry process when information update is required for existing families.



Picture 1

When families contact any departments regarding a change in the following: Home Address, Telephone Number (Home/Work/Cell), E-mail Address, Work Address, Separation/Divorce

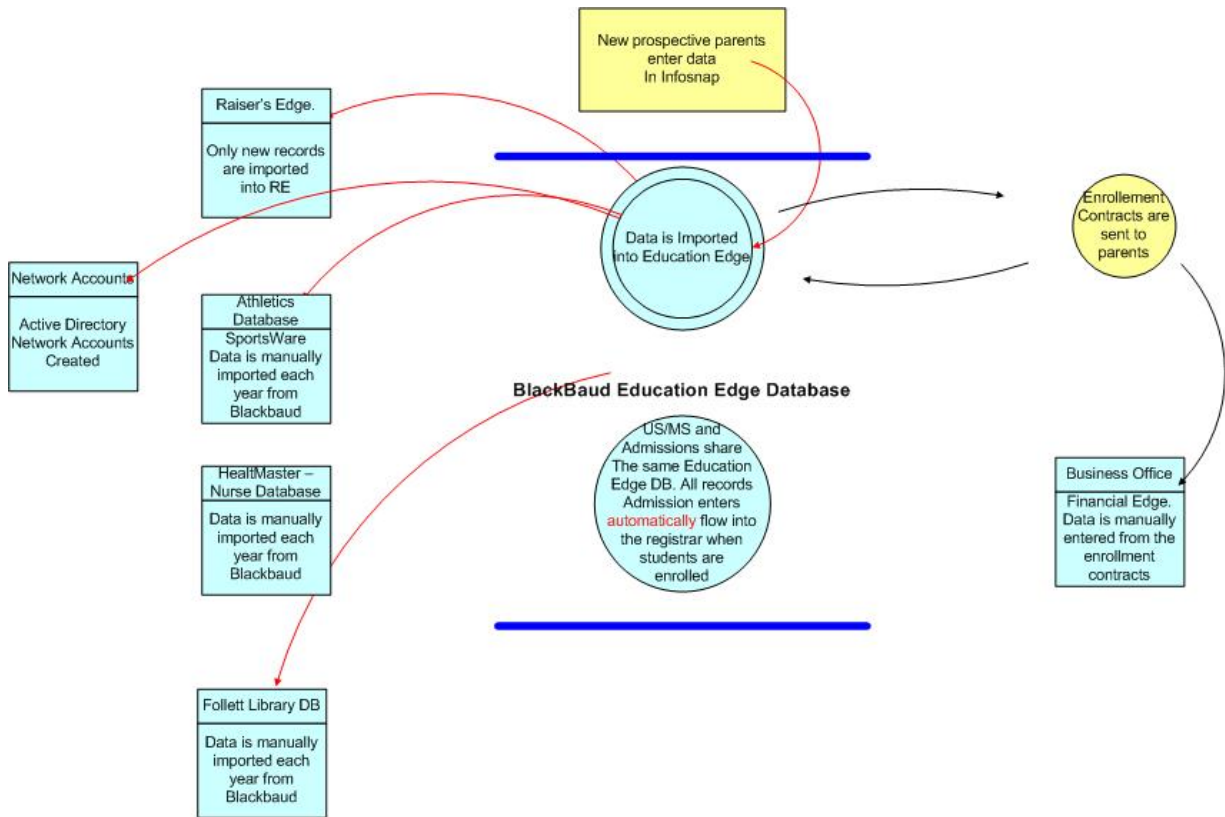
- You must update your database. Exceptions MS and US staff just complete the **Address Change form**. Admissions will update the information in the database
- Send out the **Address Change form**.

Families leaving Cary Academy for reasons ranging from relocation to expulsion.

- Send out the **Status Change form**
- MS and US staff will withdraw the student from classes, remove progression entries, and update all attendance/report card records up until the day of departure. They will then contact Admissions to change the student's final status.
- Users of RE, FE, Student Billing and other non Blackbaud student-centric databases will be responsible for updating their records.

New prospective Families

The data flow process for the new families is outlined in picture #2.



- Information from Info Snap is entered into the Admissions system. Once application process is completed, **Admissions** will enroll applicants as students.
- The **Business Office** will update their database with data from the enrollment application.
- Prior to the start of the school year, new student data and parent data to RE. Advancement will enter parent business information from the family information form.
- Non-BB database users will "clean up" their databases (delete or archive old student records). One import will be done for each of these databases prior to the start of the new school year.

Annual Data Flow Timeline.

The time line below should provide you with general flow of events. It should be reviewed and updated on annual basis.

Timeline for 2007-2008

Date	Task	Department
August	Enrollment for the 08-09 school year begins via Infosnap	Admissions
August-Sept	Compilation & distribution of school directory	IS/Advancement
Nov-Dec	Student pictures imported into EE and Follett	IS
Jan-Feb	Change enrolled students to CRE in Admissions Office	IS/Admissions
Feb	Re-enrollment forms go out to current students	Admissions
March-Apr	Set up student progression in Registrar's Office	IS
March-Apr	Copy US course information to the 08-09 school year in Registrar's Office	IS
April	NEW applicants are enrolled in Registrar's Office	Admissions
April	E-mail sent to new & existing families re completion of Med forms	Nurse/Trainer
May	Import of US student course requests to Registrar's Office	IS/US
April-June	E-mail communication to NEW families. Proposal for a web application to do this.	IS/US/MS
June 13th	EOY rollover in HealthMaster and SportsWare	IS/Nurse/Trainer
June 25th	Report cards and transcripts are published	IS
June 25th	Non-returning students changed to NRE. E-mail sent to Status Change Distribution List.	Admissions
June 26th	End of year processing in EE/Network information	IS
June 27th	End of year rollover in Raiser's Edge	Advancement
June 27th	New student status is changed from NEW to ENR.	IS/Admissions
July 1st	Network accounts from non-returning families is deleted	IS
July 1st	Accounts created for new families.	
July 7th	E-mail sent to new families to complete online FIF	IS?
July 1st-15th	New families to complete online FIF.	
July 18th	NEW family data imported into RE and Follett	IS
July 18th	Data imported/updated in HealthMaster/Sportsware	IS