

Chapter 2 - School Year Set-up and Management

2-1 Overview of Annual School Year Set-up Requirements

- a. **The JUMS school year is 1 July – 30 June annually.** The JUMS school year resets on 1 July each year. The school year set-up **MUST** be completed each year, after 1 July for the new school year. On 1 July when JUMS resets for the new school year, the JUMS Home page will display the required School Year Set-up wizard. Users will not have full function of the JUMS menus until the school year set-up items are completed per the instructions below.
- b. The JUMS School Year Set-up steps must be completed in order as listed on the Set-up Wizard.

2-2 Review and Update Information about the School

- a. From the JUMS homepage, in the School Year Set-up Wizard, click the green **School** hyperlink and enter data in all fields with an asterisk (*). You may also reach this page by going to the top menu bar, scroll to **Manage Unit**, and select **School Information**.
- b. Enter the School Address.
- c. Enter a zip code in the Zip Code field, and then click **Find**, and the city and state will display.
- d. Select the school's Title 1 eligibility from the drop-down menu.
- e. If *eligible*, select if your school is 40% or more, or less than 40%.
- f. Select the school's program type from the grades drop-down menu.
- g. Select the school's GPA scale.
- h. Enter the number of credits required for graduation.
- i. Select the school's graduation month.
- j. Enter the dates for the student and Teacher Instructor first and last days.
- k. Select the Class schedule from the drop-down menu, if the school uses a Flexible or Accelerated Block schedule, a Text box for the Second Semester Start Date will appear, make sure that these fields are filled in.
- l. Click **Save** at the bottom of the screen when finished.

- m. Click **Home** at the top left of the screen.
- n. On the JUMS homepage, click the green **Mark Complete** hyperlink on the 'Review and Update information about the School' line.

2-3 Review and Update Information about the Unit

- a. From the JUMS homepage, in the School Year Set-up Wizard, click the green **Unit** hyperlink (You can also reach this page by going to the top menu bar, scroll to **Manage Unit** and select **Unit Information**; enter data in all fields with an asterisk (*).
- b. Enter the unit email.
- c. Enter the date of the unit's last formal inspection; if this is a new program, enter the date the program began.
- d. Select the military property specialist from the drop-down menu.
- e. Select the marksmanship program the program uses.
- f. Select the Senior Affiliation from the pull down list.
- g. Select yes or no for the DAI/SAI budget.
- h. Enter the school budget.
- i. Select yes or no for drill area, indoor and outdoor target range.
- j. Click **Save** at the bottom of the screen when finished.
- k. Click **Home** at the top left of the screen.
- l. On the JUMS homepage, click the green **Mark Complete** hyperlink on the 'Review and Update information about the Unit' line.

2-4 Graduate Last Year's Seniors

Note: In order to graduate a Cadet you must indicate graduation plans in each Cadets record, and all issued items must be returned to inventory or you will not be able to complete this step. To complete the Intentions of Graduate requirement follow these steps:

- a. From the JUMS homepage, click the green **Graduate Last Year's Seniors** hyperlink and enter data in all fields with an asterisk (*).
- b. The Cadet Batch Actions page will open, Adjacent to Selected Cadets click "**Search.**"