

All files uploaded into pupil accounting notebook or Moodle notebook must follow naming convention.

DistrictCode_BuildingInitials_NameOfFile_CountDate

- Example: 83000_WMISD_Membership_10-5-2016

Supporting documentation must also have the name of the report included.

- Example: 83000_WMISD_SOC_Applications_10-5-2016

Here is a list of district code and building initials:

Cadillac Area Public Schools	83010	Marion Public Schools	67050
Forest View Elementary	FV	Elementary	MARE
Franklin Elementary	FRA	Jr/Sr High School	MARHS
Kenwood Elementary	KEN	NMC	NMC
Lincoln Elementary	LIN		
Mackinaw Trail MS	MTMS	McBain Rural Agricultural Schools	57030
Cadillac Jr. High	CJH	Elementary	MCBE
Cadillac Sr. High	CHS	Middle School	MCBMS
Cooley High School	COL	High School	MCBHS
Adult Education	ADU		
		Mesick Consolidated School	83070
Lake City Area Schools	57020	Elementary	MESE
Lake City Elementary	LCE	JR/SR High	MESHS
Lake City Middle School	LCMS		
Lake City High School	LCHS	Pine River Area Schools	67055
		Pine River Elementary	PRE
Manton Consolidated Schools	83060	Pine River Upper Elementary	PRUE
Elementary	MANE	Middle/High School	PRHS
Middle School	MANMS		
High School	MANHS	Wexford-Missaukee ISD	83000
St Ann's	STANN	Special Education	WMISD

If you have any questions please contact me. 231-876-2264 or blane@wmisd.org

Here is the list for the naming convention for each of the reports.

Reports Naming Convention	
Alphabetized Membership	Membership
Enrollment Summary – Use for Gender/Ethnicity	Enroll_summary
Student Locators	locator
Birth Certificate Verification	Birth
Count Day Absence List 10/30 Day Report	10-30
CTC Student Class List	CTC
Drop and Add Report	drop_add
Home-Based Education	home_based
Homebound Education	homebound
Independent Study	Independent
Local District Planning Report	local_plan
Master Schedule of Teachers	teachers
Virtual HS & Distance Learning	virtual
Non Public Shared Time Students & Homeschooled student list	nonpublic
Part Time Pupils	part_time
Post-Secondary (Dual) Enrollment	dual
Proof of 75% Attendance Report	proof_75
Reduced Scheduled Students	reduced
Schools of Choice Student List	SOC
Schools of Choice Cooperative Agreement	COOP
Seat Time Waiver	STW
Special Education - Worksheets A & B	worksheet_A
Special Education - Worksheets A & B	worksheet_B
Split Schedule Student List	split
Suspension & Expulsion Log	suspension
Work-Based Learning (Non CTC)	WB_non_CTC
Work-Based Learning (CTC)	WB_CTC
PowerSchool Attendance Records	PS_Week_1
PowerSchool Attendance Records	PS_Week_2
PowerSchool Attendance Records	PS_Week_3
Early/Middle College	EMC
Electronic Notebook Certification Page	Verification
Electronic Pupil Attendance Certification Page	Teacher_Signature
Expanded Online Learning (21f)	21f
Scheduled Daily Clock Hours of Instruction	clock_hours
Scheduled Days of Instruction	days_instruction