



**CONNECTIONS Training Project  
SUNY Training Strategies Group**

**Revisions to the Education System Build 18.9 Job Aid  
March 2007**

This Job Aid was updated to reflect changes to CONNECTIONS as a result of the implementation of Build 18.9.

<b>Page Number</b>	<b>Revision</b>
TOC	Location of Job Aid on the OCFS intranet site.
4	Added OCFS policy information (first paragraph) on recording information for children in receipt of preventive or protective services.
4, 10	Revised OCFS policy information (second paragraph) on recording information for children moving between school districts.
4	Added Tip Box on conducting a Case Name search.
5	Added OCFS policy information on recording Student ID when a child(ren) move to a different school district.
6	Revised steps #6-7 and Added step #8 in Accessing Education Tab (Case Search – Case/Stage ID) topic.
6	Changed field name “ <b>Age</b> ” to “ <b>Child Age</b> ” on Child List grid.
6	Changed field name “ <b>F/C</b> ” to “ <b>FC</b> ” on Child List grid.
6	Added sentence on OCFS policy for calculating child’s age to the <b>Child Age</b> field description.
6	Revised paragraph on functionality of the <b>All</b> and <b>All Active</b> buttons.
7	Revised field <b>School Name</b> description on History grid.
7	Added the <b>School District/Region</b> field with a description to the History grid field list.
8	Added statement in the Recording Education Information topic on the exception, when the child’s most current record is displayed in the <i>Education Detail</i> window.
10	Added a step-by-step on Recording and End-Dating Student ID.
13	Added paragraph explaining when School District and School District of Origin sections are in enabled.
13	Inserted OCFS policy in Tip Box on recording education information for children in non-public schools.
14	Added the <b>County of Origin</b> field as a parameter (to the sentence) that prompts a message when the School District/Region of Origin changes.
25	Added Tip Box on modifying a record with minor or major changes.
Appendix A	Added new Grade Levels to the Grade Levels list: Equivalency Diploma, Post High Voc/Tech Program, Graduated College and Unknown.

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