

Systems Design

2008-2009 School Year Questionnaire

Return by May 30, 2008

If faxing, a cover sheet is not needed. You may fax to 361-851-2048.

DO NOT USE THIS FORM TO ORDER SUPPLIES OR EQUIPMENT.

This questionnaire will assist us when we perform your New Year rollover process. Please answer the questions in the dark gray spaces provided. Press the **TAB** key to advance to the next field.

Please complete the form as soon as possible and **SAVE THE FILE**. Simply e-mail the completed document to notice@systemsdesignusa.com **OR** print and fax it to 361-851-2048.

PLEASE MAKE ANY ADDITIONAL NOTES CONCERNING THE ROLLOVER OF YOUR DATABASE FOR SYSTEMS DESIGN PERSONNEL:

- 1. Enter your School District name – do not abbreviate:**
- 2. Enter the name of the primary Food Service administration contact for your district:**
- 3. Enter the telephone number of the primary Food Service contact:**
Fax Number:
E-mail Address:
Summer Contact Number:
(In the event we have questions or need your assistance)
- 4. Enter the physical address for shipping equipment (Do not use a PO Box):**
Address:
City: State: Zip Code:
- 5. Enter the name of the primary Technology contact person for your district:**
- 6. Enter the telephone number of the primary Technology contact:**
Fax Number:
E-mail Address:
Summer Contact Number:
(in the event we need hardware or network assistance)
- 7. When is/ was your 2007-2008 last day of school?**
- 8. When is your 2008-2009 first day of school?**
- 9. Are you using Systems Design's Lunch Application processing system? (Yes or No)**

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(If you use another application system, skip to #9.)

- A. On what date will you begin entering new applications into the system?**
- B. What date will the grace period for free/reduced students end?**
How many school days? How many actual days?
- C. Will there be any changes to your acceptance/denial letters? If so, enter the information below, or even better, fax a single letter showing the changes:**
NOTE: If faxing a letter with changes DO NOT mark through the old information, please circle it instead

Old Name, Title, Addresses, Etc.

New Name, Title, Addresses, Etc.

10. Do you have a tape to make a year-end backup? (Yes or No)

If you have an automatic full system backup you do not need to complete a year-end backup. You do, however, need to remove your last end of month tape out of rotation and label as 2007-2008 End of Year Backup.

11. Do you have an automated nightly demographic update? (Yes or No)

If yes, skip to #11.

If the answer is no, provide the following advancement information for the grades that will be moving to a new campus.

PLEASE USE NUMERIC CAMPUS CODES.

| 2007-2008 | | 2008-2009 | |
|------------------|---------------|------------------|---------------|
| Grade | Campus | Grade | Campus |

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12. Will any student, employee or temporary cash account balances be set to zero?

| | |
|---|--------------------|
| <i>Negative Student Balances</i> | <i>(Yes or No)</i> |
| <i>Positive Student Balances</i> | <i>(Yes or No)</i> |
| <i>Negative Employee Balances</i> | <i>(Yes or No)</i> |
| <i>Positive Employee Balances</i> | <i>(Yes or No)</i> |
| <i>Negative Temporary Accounts Balances</i> | <i>(Yes or No)</i> |
| <i>Positive Temporary Accounts Balances</i> | <i>(Yes or No)</i> |

Please make note of any additional information Systems Design personnel need to know regarding clearing balances:

13. Clear the Student Master Field 34, alert field? (Yes or No)

14. Do you use Direct Certification? (Yes or No)

If yes, call us when you have the diskette and are ready for it to be processed.

NOTE: You will need to pull the text version from the state web page and save it to diskette.

15. Was the 2007-2008 school year your first time using Systems Design's POS (Point of Sale) System? (Yes or No)

16. Are you adding any new campuses? (Yes or No)

If yes, please list below (include the state number assigned).

| <i>Campus #</i> | <i>Campus Name</i> |
|-----------------|--------------------|
|-----------------|--------------------|

17. Do you want any or all user codes to be cleared? (Yes or No)

If yes, please write ALL or list the user codes to be cleared here:

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18. How do you want to be notified concerning software issues that arise during the year such as updates or options for handling reporting requirement changes?

E-mail:

E-mail notices will be sent from notice@systemsdesignusa.com. It is your responsibility to ensure that your anti-spam filter does not trap these messages and dispose of them.

Fax:

NOTE: All other e-mails from Systems Design personnel will be from the systemsdesignusa.com domain. Improved delivery of mail from Systems Design may be achieved by providing the systemsdesignusa.com domain to your local e-mail administrator for 'white-listing' or exclusion from filters.

You may find individual e-mail addresses for all Systems Design personnel at <http://www.systemsdesignusa.com/SDsite/email.html>