

## 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](mailto: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.**

<b>2007-2008</b>		<b>2008-2009</b>	
<b>Grade</b>	<b>Campus</b>	<b>Grade</b>	<b>Campus</b>

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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>
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**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](mailto: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>*