

## ERASE\_COHI

This procedure is done at the end of **each** nine weeks. It copies the grades from CLIS to the COHI records.

- For a **4 Term 9 Week** school you would run Erase\_Cohi at the end of the following report periods.
  - Report Period = 01 - 1<sup>st</sup> Weeks
  - Report Period = 02 - 2<sup>nd</sup> Weeks
  - Report Period = 05 - 3<sup>rd</sup> Weeks
  - Report Period = 06 - 4<sup>th</sup> Weeks
  
- **NOTE: Erase\_Cohi will NOT erase WP, WF, WD or any manual entries that was input into Cohi.**

- **PROCEDURES to ERASE COHI**

- **4 Term 9 Wks** school would run Erase\_Cohi at the end of EACH nine weeks reporting periods. This will allow the system to copy out the semester grades to COHI when you run the B118.

**Step 1:** Bye out of your school building.

- Command: Type> Bye
- At the \$ prompt: Type> MENU
- Choose the number that correspond to: STUDENT
- Choose the number that correspond to: ERASE\_COHI
  - Enter Y to continue, N to abort: Y

- Enter four letter school code: xxxx (school cohi code) (**see below**)



***Check to see what your school cohi code should be.***

<b><u>SCHOOL NAME</u></b>	<b><u>COHI CODE</u></b>
Granville Inter	GREI
Heath Stevenson	HEES
Licking Heights Jersey	LHEJ
Licking Heights Summit	LHES
North Fork Newton	NFEN
North Fork Utica	NFEU
Tri-Valley Adamsville	TVEA

- Enter current **four digit** school year (ex: 1999): 2003

Wait..... The system will tell you how many records it finds.

- At the Menu prompt: Type> SIS to get back into your school.

**AFTER** clearing your Cohi go to the procedures: Run a B118