

Columbia Public School SWIS Account Guidelines 2002-2009

1. **School Information**- 1st choice on the data entry tab...make sure your school information and contact personnel are up to date, this is how the SWIS folks connect with schools!

2. **Enrollment and Days Per Month** -2nd choice on the data entry tab... this allows you to generate your per day per month information so you can equate referrals across the months of the year.

- **Enrollment**- Put in your total number of students on the first day, then on official count day you will change based on the "official" count (September 30th...October 1st?) but after that YOU DO NOT CHANGE THIS NUMBER!
- **Days Per Month**- For CPS the stats for number of days are as follows:

2008-2009 Month	Elementary	Middle	Jr. / High School
August	7	7	7
September	20	20	20
October	23	22	23
November	15	16	16
December	15	15	15
January	19	19	19
February	16	18	18
March	17	16	17
April	22	22	22
May	20	19	19
June	4	4	4
	178	178	180

(YOU ONLY CHANGE THE NUMBER OF DAYS IF THERE IS A SNOW DAY, OR YOU GET THE EXTRA DAY IN MAY DUE TO LOW NUMBER OF SNOW DAYS)

DISTRICTWIDE Required use of Extra Info Categories:

Extra info 1 Parent Contact- You MUST use the following Number codes so that SIS can recognize this data!

- 1=email
- 2=mail
- 3=phone
- 4=face to face
- 5=parent request no contact
- 6= unable to contact
- 7= parent requests no further contact
- 8= daily points sheet

Extra info 2 use at building discretion

Extra Info 3 Safe Schools Violations Codes - You MUST use the following ALPAHBETIC codes so that SIS can recognize this data!

For ANY Assault (whether level 1, 2 or 3) = AS

For Weapons

- a) Gun =WG
- b) Knife = WK
- c) Other = WO

For Drugs

- d) Possession =DP
- e) Drug Use = DU
- f) Drug Sale = DS

REMEMBER when working in Student Info Sections:

- **DISTRICT STUDENT ID and Student Ethnicity are REQUIRED FIELDS for new students entered!**
- **NEVER DELETE a student**, just uncheck so that they do not display on jump menus, but you maintain the student in your system "forever"

Those are the items that need attention within these first few weeks so that your glitches with SWIS will be few. Remember to keep your data entry as timely as possible, and be ready to generate a monthly report by the 2nd or 3rd day of the preceding month so that your staff stays up to data on your buildings status/progress!