

Columbia Public Schools Entering Students and Staff 2006-2007

NEVER, EVER DELETE anyone from SWIS!

If you do you will LOOSE DATE! If for example a name changes due to marriage, divorce or adoption, or a name has been mis-entered, you must you can merge staff or students. Once a staff member or student leaves a building go to "Display Status" page and un-check, then that name will not appear on "jump" menus.

Entering Students

Required information includes: legal first and last names, district Identification numbers, gender, ethnicity, IEP status

Optional Information: use other info to identify free or reduced lunch status for data reporting Y=Yes and N=No

Entering Staff

Required information includes: first and last name

Staff Identification number is NOT required! (You might need to un-check this under school preferences section if your account currently indicates this is required information!)

Entering special staff members:

To enter bus drivers do the following-

Last Name: Bus 54

First Name: (last name of driver and first initial) Johnson N

To enter substitute teachers do the following-

Last Name: Substitute

First Name: (last name of sub and first initial) Johnson N

To enter DARE Officers do the following-

Last Name: DARE

First Name: (last name of officer and first initial) Johnson N