

RFP For Student Information System
ADDENDUM #1

III.C.3. Additional Features of the Proposed Student Information System:

Lesson Planner	Indicate Yes/No	Explanation/Description/Comments
a. Flexible Interface – Users can open multiple lesson plans and templates in a layout that closely mimics an Internet browser. Lesson plan columns can be adjusted to suit individual teachers’ needs.		
b. Printing & Exporting – Teachers can print their lesson plans directly from the system, or export them as Microsoft Word or Excel files.		
c. Posting Plans – Plans can be made available to administrators by clicking a check box.		
d. Linking Standards – Teachers can select from a full compliment of state and national standards. Standards linked to lesson plans can be reported upon at any time. Frequently used standards can be bookmarked for quick access.		
e. References & Objectives – Teachers has several sets of items to choose from that can all be linked to lesson plans, from lesson modifications, to differentiated instructions, to Bloom’s Digital Taxonomy.		
f. Search – Lesson plans can be searched through by keyword, allowing teachers to quickly find prior plans.		
g. Sharing – Lesson plans can be shared with any teacher in the district, or any teacher with a system account.		
h. Unit Plans – Teachers can create their own unit plans, or upload pre-existing plans.		
i. Linking Documents – Teachers can upload documents and link them to both lesson plans and homework.		

j. Homework Portal – Students and parents can see their collected homework and websites of their teachers.		
k. Curriculum Portal – Districts have access to shared cloud storage where they can collect and distribute curriculum materials.		
l. Power Standards – Administrators can identify specific standards to be taught at certain times of the school year.		
m. Standards-Linked Documents – Administrators can link specific documents to specific standards. Teachers can link these documents to their lesson plans.		
n. Product Integration – Lesson Planner can be used in conjunction with additional company system Products, including Curriculum Builder.		
o. Staff & School Calendars – Each staff member using the system has a personal calendar to track assignments and special events. These individual calendars will also populate with events from the school calendar, so everyone is aware of school events.		
p. Teacher Websites – All staff members get their own website that can be personalized and used to communicate with students and parents.		
Curriculum Builder		
a. Unit Plans – Curriculum writers can build units that can be linked directly to teacher lesson plans, generating usage statistics.		
b. Inter-District Curriculum Sharing – Curriculum materials can be share between cooperative districts.		
c. Public Curriculum – Curriculum materials can be made public to increase parent/school interactivity.		

d. Curriculum Maps – Administrators can create maps of standards linked to curriculum units, showing which standards will get taught over the course of the year.		
e. Folder Subscriptions – Teachers and administrators can subscribe to folders in the Curriculum Portal and receive email notifications based on actions taken with those folders.		
f. Folder Permissions – Administrators can set permissions so that teachers can only view the curriculum materials pertaining to their grade level or subject area.		
Grade Book		
a. Grade Book – able to fully customize sections and assignments		
b. Grading Symbols – Letters or symbols can be used to grade assignments and can be established by administrators or by teachers.		
c. Seating Charts – Teachers can customize seating charts in their grade books that can be viewed by administrators while taking attendance.		
d. Grading Methods – Teachers can structure their grade books to be points-based or weight-based.		
e. Comments – Teachers can enter comments for students on particular assignments, or on the student’s general profile. These comments can be printed on student report cards and published to parent portal.		
f. Override grades – Teachers can enter a number grade that will override a student’s current calculated grade per marking period.		
g. Grading Exceptions – Exceptions can be entered for students including pass/fail, medical, and incomplete.		
h. Copying Gradebooks – Teachers can copy the basic structure of their		

gradebook to multiple classes and marking periods.		
i. Communication from Gradebook – Teachers can contact families and students directly from their grade book via direct email or posted message to parent portal.		
j. Standards-Aligned Assignments – Teachers can link state and national standards to specific assignments to show alignment to curriculum.		
k. Parent Portal Record Publishing – Teachers can choose which assignments to publish to the parent portal.		
l. Grade Book Export – Teachers and administrators can export a particular grade book to Microsoft Excel at any time.		
m. Standards-Based Indicators – Administrators can create contextual grading sets to rate students on behavior and other intangibles.		
n. Daily Attendance – Teachers can take student attendance, viewed in a list or as the custom seating chart.		
o. Staff Attendance – Attendance can PTO can be recorded for staff, with attendance reports available to administrators.		
p. Attendance Administration – Administrators have the ability to edit attendance records as necessary.		
q. Attendance Codes – Attendance and excuse codes can be fully customized for both students and staff.		
r. Attendance Reports – Canned reports produce information based on schools and individual students, available in PDF and Excel formats.		
s. Attendance Letters – Multiple letter templates can be created for each school		

t. Automatic Attendance Letters – Letters are generated according to attendance rules set by each school		
u. Report Cards & Progress Reports – Several variations of reports cards come standard, and can be customized according to school or district wishes.		
v. Grading Reports – Canned reports relate to grades, honor roll, and assignments.		
w. Class Manager – One tab manages your departments, courses, sections, and student and teacher scheduling.		
x. Parent Portal – Fully-formed online portal for students and guardians. Displays attendance, grades, student schedule, and can display report cards for download, IEPs, and student discipline information.		
y. Online Course Requests – Students can request classes for the following school year through the parent portal. Teachers approve requests through the grade book.		
z. Grading Scales – Districts and schools can create as many different grading scales for their classes as needed (e.g. A-F, O/S/U, etc.)		
aa. Grading Period Sets – Schools can set up semesters, trimesters, quarters, or any other grading period set.		
bb. Classrooms – System can track classrooms in use and provide conflict reports.		
cc. Bell Schedules – System can support multiple schedules for schools that have different schedules for different grade levels.		
dd. Report Card Settings – Schools can customize their report card headers and footers, as well as choose to print attendance on the report cards.		
ee. Archiving Report Cards – Report cards can be converted to PDF format and		

made available for download to guardians and students via parent portal.		
Evaluate		
a. Custom Frameworks – Customers can input any evaluation framework they like. System can support multiple frameworks to be use concurrently.		
b. Professional Growth Plans – Administrators can load a PGP template for teachers and staff to complete.		
c. Observation & Evaluation Types – The same framework can be used to observe multiple groups of staff members, or used in both formal and informal observation settings.		
d. Auto-Calculation – Frameworks can be set to calculate teacher observation scores automatically rather than manually.		
e. Observation Score Importing – Teacher observation scores can be imported into summative evaluations to provide a yearly average as a starting point.		
f. Question Bank – Clients can build a database of questions for their pre and post-conference meetings.		
g. Observation Scheduling – Observations and evaluations can be scheduled from the same screen and linked to third-party calendars such as Google and Outlook.		
h. Evidence & Tagging – Observers can enter evidence directly into the observation form and tag evidence to specific components of the framework.		
i. Linking Documents – Documents and other files can be uploaded and attached to observations and evaluations.		
j. Electronic Signatures – Observations, evaluations, and professional growth plans can all be electronically signed by observers and observees. These		

signatures are then printed on any exported item.		
k. Exporting – Observations, evaluations, and professional growth plans can be exported in both PDF and MS Word formats.		
l. Observation Scheduling Matrix – Color-coded grid that clearly identifies which staff members have satisfied their observation requirements.		
m. Reporting – System offers several canned reports that aggregate scoring data across schools and school years.		
Student Growth Objectives		
a. Exemplar Library – Administrators can build a collection of SGO templates for each school in their district.		
b. Linking Documents – Any file can be uploaded and linked to several parts of a single SGO.		
c. Standards – Teachers can choose from state and national standards to link to their SGOs.		
d. Scoring Plans – Teachers can set their own student groups and the learning goals for each of those groups, even for a single student!		
e. SGO Conferences – Meetings between teachers and administration can be scheduled directly from the SGO.		
f. Approval History – Each time an SGO is advanced to another stage, the approval history records who advanced it and the notes they included when they advanced it.		
g. SGO Log – A full activity log that documents every edit made to the SGO.		
h. Exporting – SGOs can be exported to PDF format at any time.		
i. SGO Scoring – Each student group is scored separately, then weighted and averaged to produce a final calculated SGO score. Administrators can choose to		

override the calculated score.		
j. Electronic Signatures – SGOs can be signed electronically by both teachers and administrators.		
Discipline Tracker		
a. Customized Discipline & Disposition Codes – You can completely customize the codes you put into the system, including codes for positive and negative reinforcement as well as consequences.		
b. NCLB Codes – Any code can be labeled as No Child Left Behind reportable.		
c. Auto-Generated Codes – The use of and discipline code can trigger the generation of any disposition automatically.		
d. Customized Context & Location Codes – Codes are created to give additional information to your discipline reports.		
e. Discipline Letters – Letter templates can be fully customized, and letters can be generated at any time based on any incident.		
f. Automation Rules – Discipline letters can be generated automatically based on rules regarding discipline, disposition, and/or demerit counts per student.		
g. Copy to New – Any discipline incident can be copied to other students eliminating repetition.		
h. Multiple Disposition – Each discipline incident can have many dispositions attached to it.		
i. Reporting – System offers reports that aggregate data on incidents, dispositions, and demerits per students, schools, and districts.		
Student Information System		
a. Student Profiles – These contain all of a student’s personal information. The profile expands with additional tabs as the SIS is integrated with other company system modules.		

<p>b. Student State Reporting Tab – Each student has a separate tab specifically for state reporting. The information in this tab will be specific to your reporting needs.</p>		
<p>c. Guardian Profiles – Each guardian is entered separately so as to be linked to multiple students easily, reducing overlap. Additional guardians can be added at any time.</p>		
<p>d. Staff Profiles – Records for each of your staff members for the purposes of record keeping and state reporting.</p>		
<p>e. Enrollment – Full control over your student enrollment, adding and discharging students at any time, staying compliant with your reporting needs.</p>		
<p>f. Student Portfolios – Each student has separate document storage so as to build a portfolio of work over their school career.</p>		
<p>g. Response to Intervention – Student profiles each have a tab to track RTI activity.</p>		
<p>h. Guardian Permissions – Student profiles display in which ways linked guardians are allowed to interact with students and the school.</p>		
<p>i. Health & Medical Records – This app allows for the collection of health alerts, immunization records, office visits, medication distribution, and health screenings.</p>		
<p>j. Reporting - Full state reporting suite out of the box.</p>		
<p>k. Table Data Extracts – Full database extracts of large amounts of system data exported to Excel spreadsheets.</p>		
<p>l. Advanced Search – System also gives you the ability to create custom reports when you need specific information not represented in one of our canned reports.</p>		

<p>m. Scheduler – When also purchasing the Grade Book, the Scheduler is used to create student schedules. This is typically recommended for larger high schools.</p>		
<p>n. Student Memberships – Create a database of student organizations and create qualifications for students to remain part of those groups.</p>		
Special Education		
<p>a. Full IEP Templates – System provides schools and districts with one full IEP template and one Speech IEP template. Provided templates can be modified, and new templates can be created at any time.</p>		
<p>b. Draft and Implemented IEPs – Students can have one draft and one implemented IEP created at a time.</p>		
<p>c. IEP Access Log – Date, time and IP Address records of each time a student’s IEP is opened.</p>		
<p>d. Communications Log – Each student profile has a separate tab for communication between staff members. This tab can hold posts, documents, and direct emails.</p>		
<p>e. Special Education Documents – IEPs and special education forms and letters are stored in a separate documents folder in each student profile.</p>		
<p>f. Event Timeline – Administrators can view a running list of all actions that need to be taken for students to which they are connected.</p>		
<p>g. Dashboard – Administrators have a versatile front page that organizes all of their linked students. This can be printed and exported to MS Excel at any time.</p>		
<p>h. Reports – System provides service reports as well as end-of-year reporting.</p>		
<p>i. IEP Updates tab – This is one central location that shows all changes made to IEPs of linked students.</p>		

<p>j. Form & Letters – Company will upload 20 of a school or district’s special education letters so they can be created and stored electronically. System also provides a bank of pre-existing letters, all of which can be modified. New letters can be created at any time.</p>		
<p>k. Form Elements – Dynamic items are included in form and IEP templates so case managers can add information such as dates, notes, names, times, and checkboxes.</p>		
<p>l. Workflows – System provides templates for common special education workflows to help administrators and case managers manage their processes. These templates are interactive and can generate events and store documents and separate communications, and can be modified at any time.</p>		
<p>m. Department Members – Individual staff members can be identified by their role, so they can be linked individually to student profiles.</p>		
<p>n. IEP Checkout Log – A dynamic list of any IEP sections that are currently open.</p>		
<p>o. District & State Assessments – Schools and districts can enter any assessment their special education students participate in so as to document all applicable modifications.</p>		
<p>p. Goals and Objectives – System provides NASET goals by default, but new goal banks can be created by schools or districts or uploaded at their request.</p>		
<p>q. Modifications, Aids & Services – System provides stock academic subjects, modifications and aids to populate student profiles. School and districts can modify these at any time.</p>		
<p>r. PLAAFP – Schools and districts can create PLAAFP templates for their teachers to complete. The templates can</p>		

be completely customized.		
s. IEP Listing Tab – Tab for teachers to interact only with IEPs of their own students.		
t. Notifications – Case managers can invite teachers to edit specific sections on student IEPs. Teachers will only be able to edit sections once they are invited.		
u. Grade Book Icons – Symbols to indicate students with active IEPs directly in teacher grade books. The IEPs can be viewed at any time to ensure compliance.		
v. Auto-Updating Enrollment Records – When implementing a student’s IEP and a change is made to their classification, their enrolment records will be updated automatically to reflect the change in classification.		
w. IEP Notifications – Case managers must invite teachers to edit certain sections of an IEP.		
x. IEP Exporting – IEPs can be exported in PDF and MS Word formats.		
y. Global Lists – If your school or district has lists of items or locations that are often used in IEPs, you can create lists and access them at any time.		
Student Data		
a. Report Templates – System offers templates for major national exams, as well as stat-specific templates for New Jersey and Louisiana clients.		
b. Report Navigation Tree – Reports display students arranged by school, academic year, and further organized by teacher, department, and class.		
c. Student Reports – Reports display each student and any demographic and testing information. Reports will show all uploaded snapshots per student. Reports can then be filtered to show only certain snapshots.		

d. Hard Copies of Reports – Reports can be printed or exported to MS Excel at any time.		
e. Student Profiles – These are accessed through reports and put up individual information. The student’s picture and demographic information are displayed, as well as any connected assessment data. Scores are displayed as bar graph. Student profiles can be exported as a PDF file at any time.		
f. Longitudinal Data Display – Student test data is shown over year to year making it easy to see a student’s progress over time.		
g. Data Charts – Student scores are presented visually as bar charts with achievement level represented by colorful nodes.		
h. Report Distribution – Administrators can determine which users get access to which reports.		
i. Designing Reports – Administrators can create new reports at any time to accommodate new exam data. Reports can be copied from existing templates, or created from scratch.		
j. Entering Scores – Teachers and administrators can enter student information directly to existing reports, perfect for maintaining records over the course of a year.		
k. Spreadsheet Data Entry – Using stock or user-created templates, administrators can upload Microsoft Excel worksheets to enter student data in batches.		
l. Search Students – Users can search for individual student profiles at any time.		