



SIS RESOURCES

How to Update Contact Person in LEA Profile

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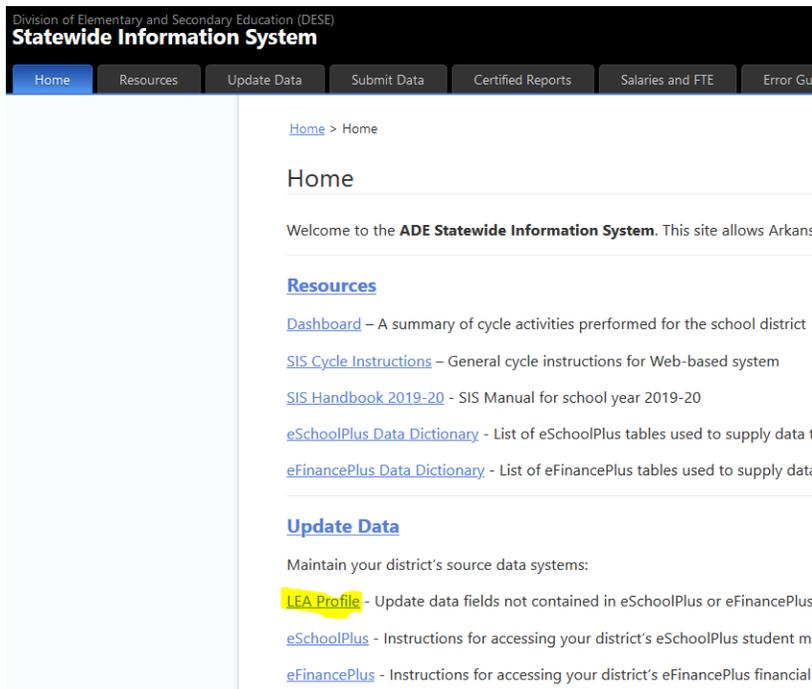
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Instructions on Updating SIS Contact Persons

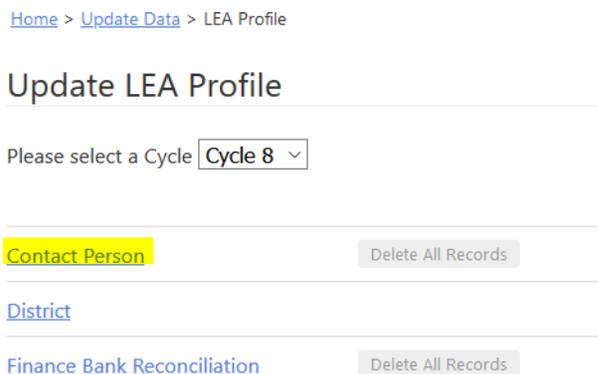
To update or enter contact persons in SIS, first District SIS Cycle coordinator log into SIS at <https://sis.ade.arkansas.gov>

Once logged in, you will find a link to LEA Profile in the Update Data section of the Home page.

Update Data → LEA Profile → Contact Person



Click this link, then click the Contact Person link on the Update LEA Profile page. This link is available in all cycles.



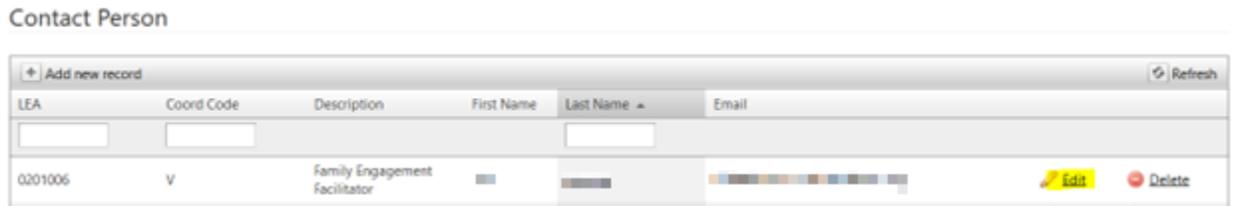
The page displaying the Contact Person records will open.

P.S. Contact Person can be updated throughout the year even when there is not an active cycle is on.

SIS Resources – How to Update Contact Person in LEA Profile

Updating an existing record or Person details

To update the record of a person who is already in the displayed records, find the record and click the Edit link to the right of the record line on the page. Search boxes are provided at the top of the grid to allow you to search for records by LEA, Coordinator Code and Last Name. Enter values you wish to search on and hit the Enter key.



After the Edit link is clicked, the edit form will be displayed with the current information.

The screenshot shows the 'Contact Person' edit form. A red box highlights the 'State Id' field containing '1948898985'. Below this field is an 'OR' label and a 'Prefix' field. Other fields include 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Address' (P.O. BOX 2359), 'City' (ALMA), 'State' (AR), 'Zip' (72921), and 'Zip4'. Below these are 'Job Qualifications', 'Work Number' (479-632), 'Fax Number' (479-632), 'Mobile Number', and 'Email' fields. 'Save' and 'Cancel' buttons are at the bottom.

If a valid State ID is provided, then the other details within the box will be pulled in if the employee already exists. If the person is a contractor, please enter all zeros (10 zeros) for State ID and enter the other details. Make the necessary changes and click the Save button.

The Contact Person record grid will be refreshed to display the updated record with changes.

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Adding a New Contact Person

To add a new contact person, click the Add new record button at the top of the grid.

[Home](#) > [Update Data](#) > [LEA Profile](#) > Contact Person

Contact Person

+ Add new record		
LEA	Coord Code	Descript

The edit form will appear with blank areas in which to enter information.

Contact Person

+ A [X]

LEA *Last updated*

LEA
(For codes '7', '8S', 'AP', 'K', 'P', 'PS', 'SL', 'SN', 'SS' and 'V' enter school level)

17010 LEA. For all others enter District LEA.

17010 'GO' can have either.)

17010

Coordinator Code S - eSchool Coord Cycles 2-7

© 2025

State Id 0000000000

OR

Prefix

First Name Test

Middle Name

Last Name Tester

Suffix

Address 101 E Capital Ave

City Little Rock

State AR

Zip 72201

Zip4

Job Qualifications

Work Number 501 - 111 - 1212 Ext:

Fax Number

Mobile Number

Email test@tester.com

Save Cancel

If a valid State ID is provided, then the other details within the box will be pulled in if the employee already exists. If the person is a contractor, please enter all zeros (10 zeros) for State ID and enter the other details. Make the necessary changes and click the Save button.

SIS Resources – How to Update Contact Person in LEA Profile

The Contact Person record grid will be refreshed to display the updated record with changes.

[Home](#) > [Update Data](#) > [LEA Profile](#) > Contact Person

Contact Person

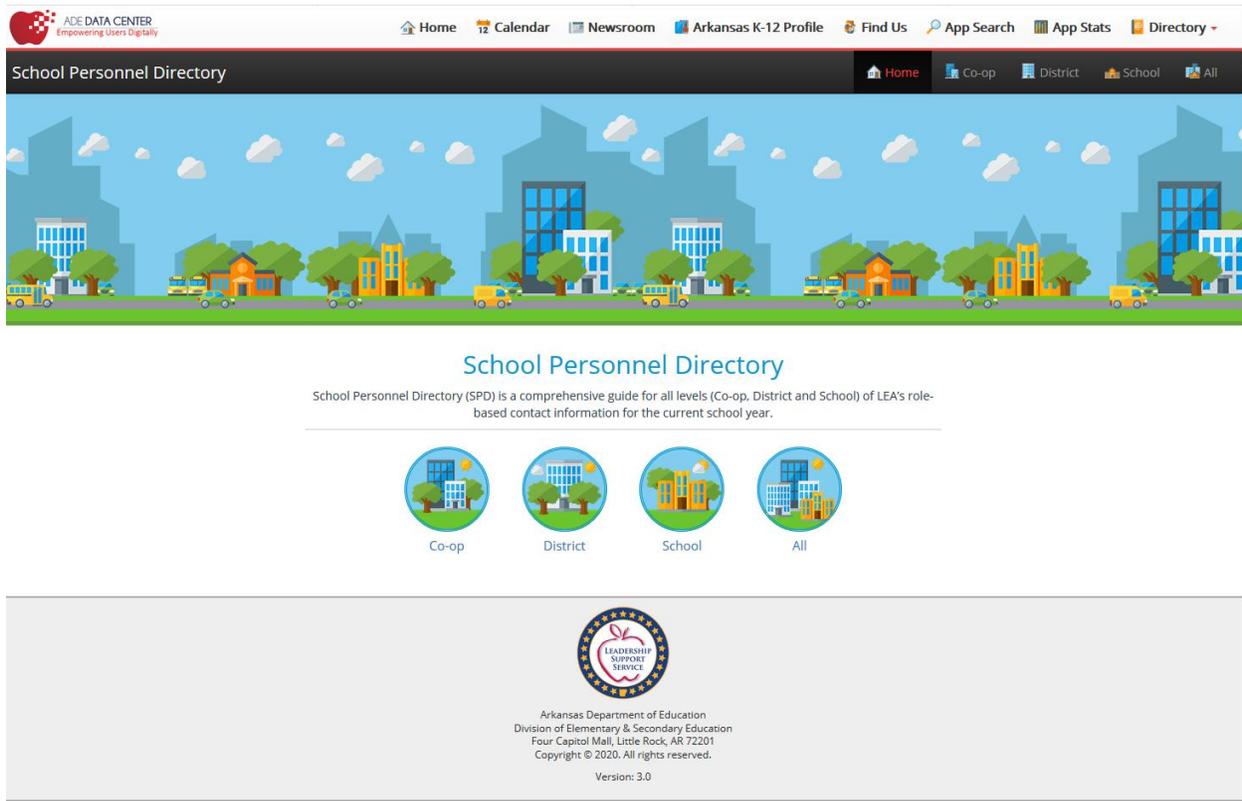
+ Add new record						Refresh	
LEA	Coord Code	Description	First Name	Last Name ▲	Email		
<input type="text"/>	<input type="text"/>			<input type="text"/>			
1701000	S	eSchool Coord Cycles 2-7	Test	Tester	test@tester.com	Edit	Delete

School Personnel Directory

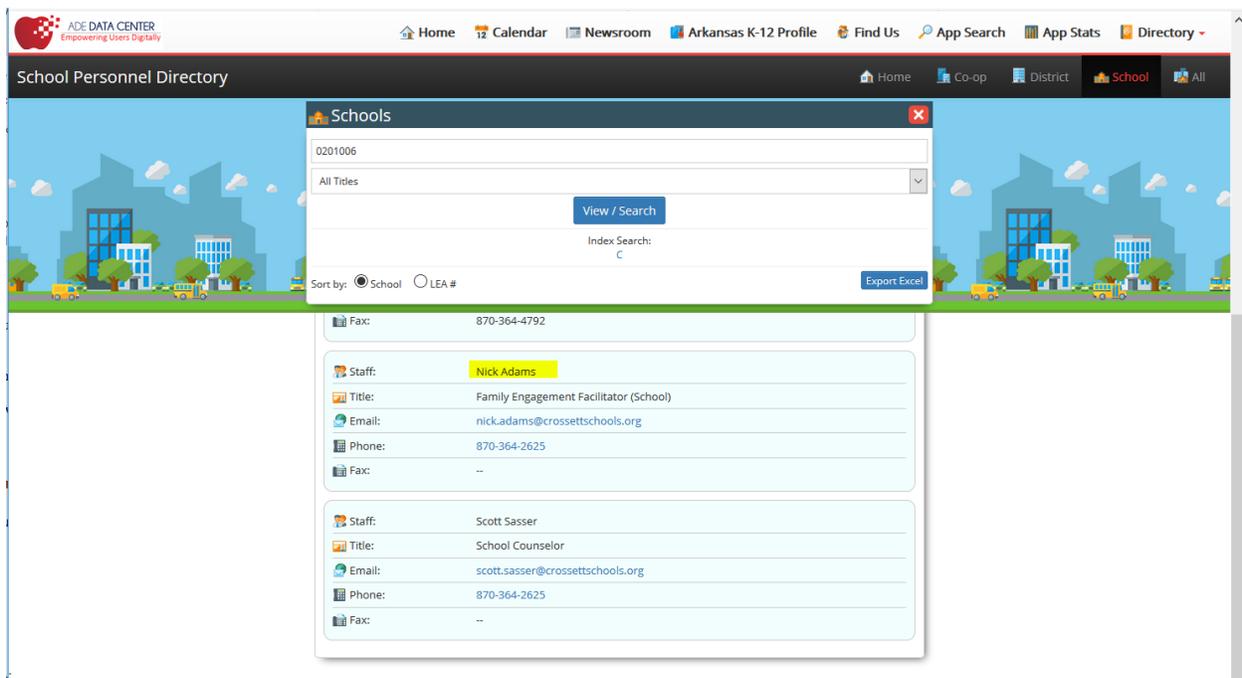
On the home page for the ADE Data Center <https://adedata.arkansas.gov> is a link to Directory in the upper right corner. Clicking it opens a drop down list on which appears a link to the School Personnel Directory.



SIS Resources – How to Update Contact Person in LEA Profile



Contact persons who are entered into the LEA Profile section of the SIS web site will appear in the lists of people displayed on this page.



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Coordinator Code:

1 = Federal Program Coordinator
2 = Gifted & Talented Coordinator
3 = Title III Federal Grant Coordinator
4 = Curriculum Coordinator
5 = Section 504 Coord (Rehabilitation Act of 1973)
6 = Bookkeeper
7 = School Counselor
8 = Advanced Placement® District Coordinators
8S = Advanced Placement® School Coordinators
9 = Triand Primary Contact in SIS
0 - Facilities / Maintenance Director
A = Alternative Education (ALE) Director
AP = Assistant Principal
B = Bus Inspector
C = Test Coordinator
D = Safe and Drug-Free Schools (SDFS) Coordinator
DS = Data Steward for Duplicate Enrollment, ACGRS, ACE,
Notice Of Intent to Homeschool
E = Treasurer
CO = Communications Manager / Director (District)
ES = Effectiveness System Coordinator (District)
GO = General Observer (For EES) (Optional)
F = SIS eFinancePlus Coordinator for Cycles 1, 8, 9
G = General Business Manager (Act 1591 of 2007)
H = Liaison for Homeless Coordinator
I = Title VI Coordinator (Civil Rights Act of 1964)
J = Child Nutrition Director
JW = Journey Worker
K = Techstart Coordinator/Contact Name
L = Foster Care Liaison Coordinator
M = Title IX Coordinator (Educ. Amendments of 1972)
MC = Mentoring Point of Contact (Districts)
MD = District Military Family Education Coordinator
MS = School Military Family Education Facilitator
N = Equity Assistance Coordinator (A.C.A. 6-17-1902)
O = English for Speakers of Other Languages Coord.
P = Principal or School Administrator
PA = Visual and Performing Arts Coordinator
PD = Pre-AP® District Coordinator
PS = Pre-AP® School Coordinator
R = Child Nutrition Manager
RR = Mentoring Program Specialists (COOPs only)
S = SIS eSchoolPlus Coordinator for Cycles 2 thru 7
SL = School Library Media Specialist
SN = School Nurse – (School)
SO = School Safety Coordinator (District)
T = Technology Coordinator
TC = Teacher Center Coordinator (COOPs only)
U = Superintendent
V = Family Engagement Facilitator (School)
W = SPED Supervisor/Early Childhood Coordinator
WC - Wellness Committee Chairperson
X = Assistant Superintendent
Y = Family Engagement Coordinator (District)
Z = CTE Coordinator for COOPs and regular school districts. (Not for Open Enrollment Charters)