

SIS RESOURCES

How to Update Contact Person in LEA Profile

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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 <u>https://sis.ade.arkansas.gov</u>

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

Update Data \rightarrow LEA Profile \rightarrow Contact Person

Division of Elementary and Secondary Education (DESE) Statewide Information System							
Home	Resources	Update Data	Submit Data	Certified Reports	Salaries and FTE	Error Gui	
		Home	> Home				
		Hor	ne				
		Welco	ome to the ADE St	atewide Information	System. This site all	ows Arkans	
		Reso	ources				
		Dashb	ooard – A summar	y of cycle activities pre	rformed for the scho	ool district	
		<u>SIS C</u> y	<u>cle Instructions</u> –	General cycle instructi	ons for Web-based s	system	
		<u>SIS Ha</u>	andbook 2019-20	- SIS Manual for schoo	ol year 2019-20		
		<u>eScho</u>	olPlus Data Dictio	nary - List of eSchoolF	Plus tables used to su	upply data t	
		<u>eFinar</u>	ncePlus Data Dicti	onary - List of eFinance	ePlus tables used to	supply data	
		Upd	ate Data				
		Maint	ain your district's	source data systems:			
		LEA P	rofile - Update da	ta fields not contained	in eSchoolPlus or ef	FinancePlus	
		eScho	olPlus - Instructio	ns for accessing your o	district's eSchoolPlus	student ma	
		eFinar	ncePlus - Instructio	ons for accessing your	district's eFinancePlu	us financial	

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

Home > Update Data > LEA Profile		
Update LEA Profile		
Please select a Cycle Cycle 8 ∨		
Contact Person	Delete All Records	
District		
Finance Bank Reconciliation	Delete All Records	

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.

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.

Contact Per	son						
+ Add new reco	rd						Ø Refresh
LEA	Coord Code	Description	First Name	Last Name 🔺	Email		
0201006	v	Family Engagement Facilitator	-			🥒 Edit	O Delete
						0.0.0	

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

+ A				×
LEA	Last updated	1 6/10/20.	24 8:08:47 AM	
17010 17010 17010	LEA (For codes ', ,'AP','K','P', ,'SN','SS' an enter school LEA. For all c enter Distric 'GO' can hav either.)	7' ,'8S' 'PS' ,'SL' d 'V' l level others t LEA. /e	1701000	
17010	Coordinator	Code	C - Test Coord v	
17010	State Id	19488	98985	
17010		OR		
	Prefix			
17010	First Name			
17010	Middle Name	мы		
17010	Last Name	64 0	*	
17010	Suffix			
	Address	P.O. B	OX 2359	
	City	ALMA		
	State	AR		
	Zip	72921		
© 2025	Zip4			
	Job Qualifica	ations		
	Work Numb	er	479 -632 - Ext:	
	Fax Number		479 -632 -	
	Mobile Num	nber		
	Email		belan - Salarsh A	
	Save Ca	ncel		

Contact Person

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.

Adding a New Contact Person

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



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

- A				
.EA	Last updated	d		
17010	LEA (For codes " ,'AP' ,'K' ,'P' ,'SN' ,'SS' an	7' ,'8S' ,'PS' ,'SL' id 'V'		
7010	enter schoo LEA. For all	l level others	1701000	
7010	enter Distric	t LEA.		
/010	either.)	ve		
7010	Coordinator	Code	S - eSchool Coord Cycles 2-7	~
M	State Id	0000	000000	
		OR		
025	Prefix			
	First Name	Test		
	Middle Name			
	Last Name	Teste	r	
	Suffix			
	Address	101 E	Capital Ave	
	City	Little	Rock	
	State	AR		
	Zip	7220	1	
	Zip4			
	Job Qualific	ations		
	Work Numb	er	501 -111 -1212 Ext	
	Fax Number	r		
	Mobile Nun	nber		
	Email		test@tester.com	

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.

Home > Update Data > LEA Profile > Contact Person

Contact Person

+ Add new record	d						S Refresh
LEA	Coord Code	Description	First Name	Last Name 🔺	Email		
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 <u>https://adedata.arkansas.gov</u> 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.

ADE DATA CENTER Empowering Users Digitally	🔒 Home	12 Calendar 🛛 🖾 Newsroom	📕 Arkansas K-12 Profile 🛛 🚷 Find Us	🗧 🔎 App Search 📲 App Stats 🛛 📔 Directory 🗸
School Personnel Directory			🛕 Нол	ne 📲 Co-op 📕 District 🏤 School 遵 All
	🏤 Schools			×
	0201006			
	All Titles			
		View / Search		
		Index Search:		
	Sort hur @School OLEA #	C.	Export	Excel
	Fax:	870-364-4792		
	Staff:	Nick Adams		
	Title:	Family Engagement Facilitator (School)		
	🦪 Email:	nick.adams@crossettschools.org		
	Phone:	870-364-2625		
	Fax:	-		
	Staff-	Scott Saccar		
	Title:	School Counselor		
	Email:	scott.sasser@crossettschools.org		
	Phone:	870-364-2625		
	Eax:	-		-
				_

Co	ordinator 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. 0-17-1902)
	D = English for Speakers of Other Languages Coor.
	P = Principal or School Administrator DA = Visual and Deforming Arts Coordinator
	$PA = Visual and Performing Arts Coordinator PD = Dra A D^{0} District Coordinator$
	$PD = Pre AP^{\circ}$ School Coordinator
	PS - Fie-AP ^o School Cooldinator
	R = Mentoring Program Specialists (COOPs only)
	S = SIS = SchoolPhys Coordinator for Cycles 2 thru 7
	SI = 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)