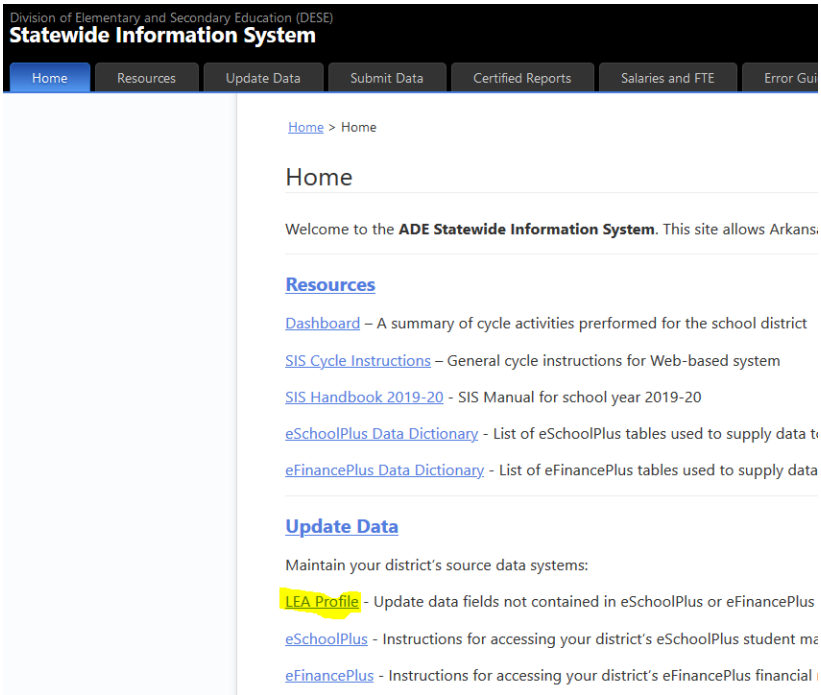
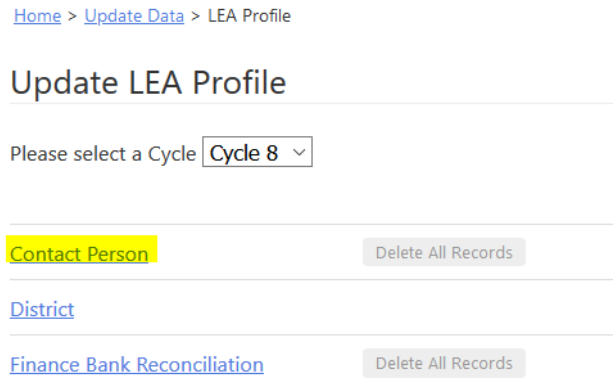
Instructions on Updating SIS Contact Persons

To update or enter contact persons in ADE Statewide Information System (SIS), first **log into SIS** at https://adesis.arkansas.gov/Login.aspx

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



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

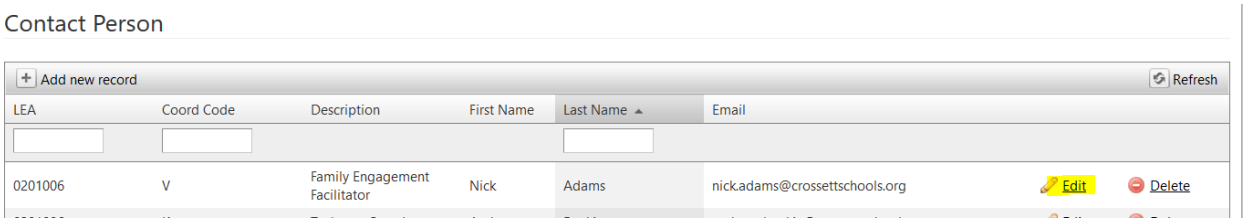


The page displaying the Contact Person records will open.

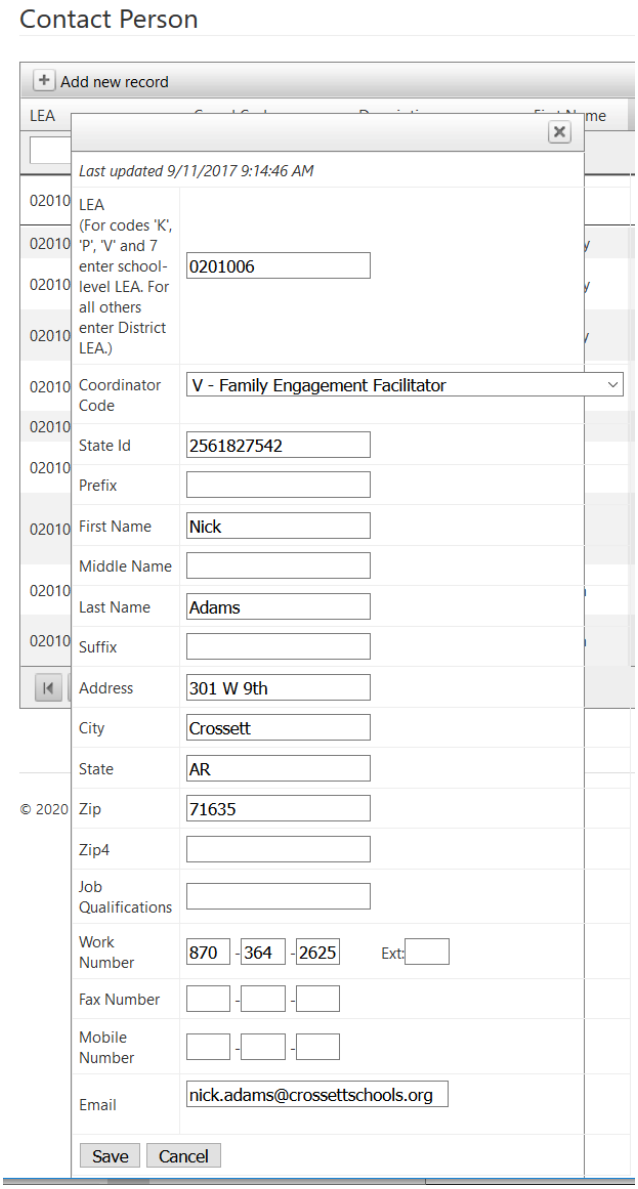
Updating a Person

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.



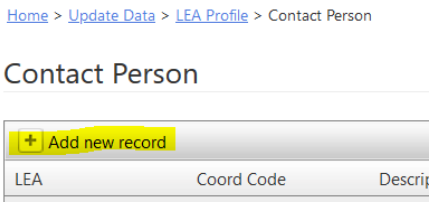
After the Edit link is clicked, the edit form will be displayed with the current information.



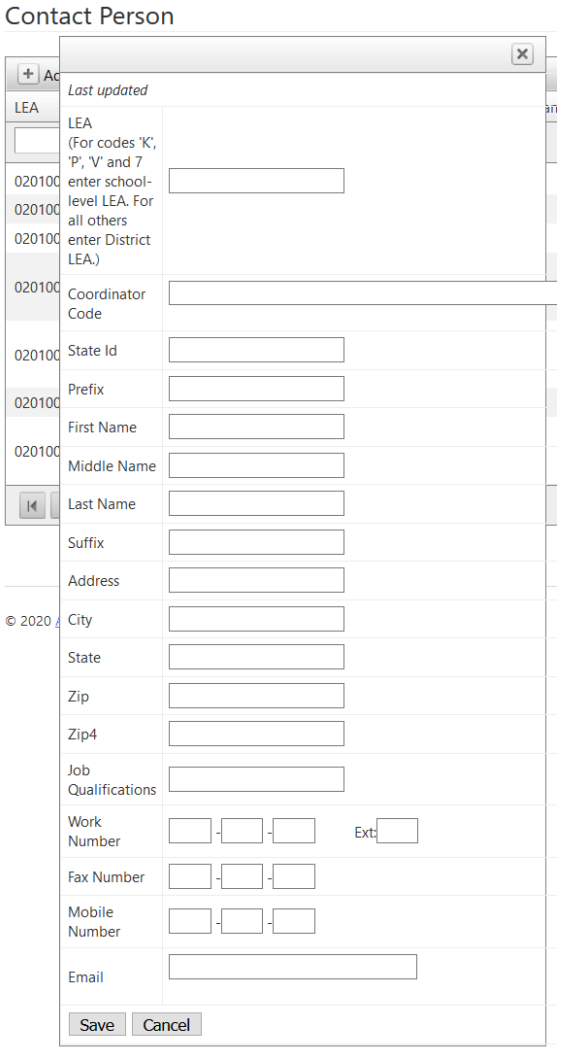
Make the necessary changes, and click the Save button. The Contact Person record grid will be refreshed to display the updated record with changes.

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.



Fill in the blanks with necessary information and click the Save button. The Contact Person record grid will be refreshed to display the new contact record.

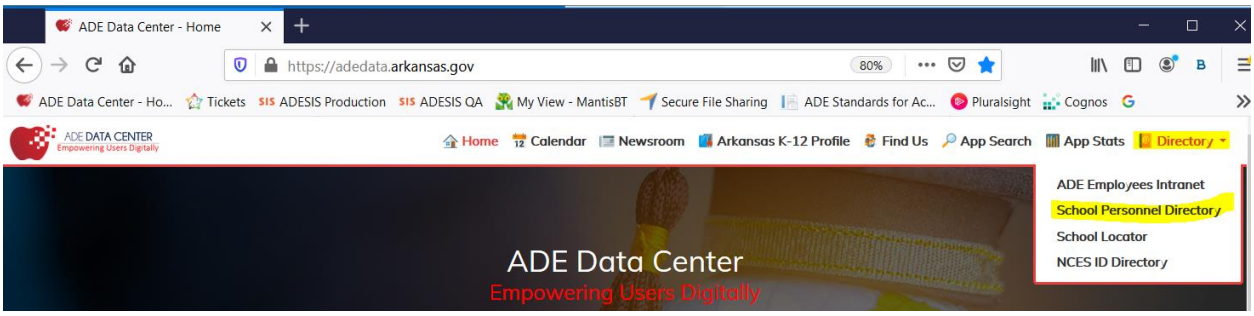
Contact Person

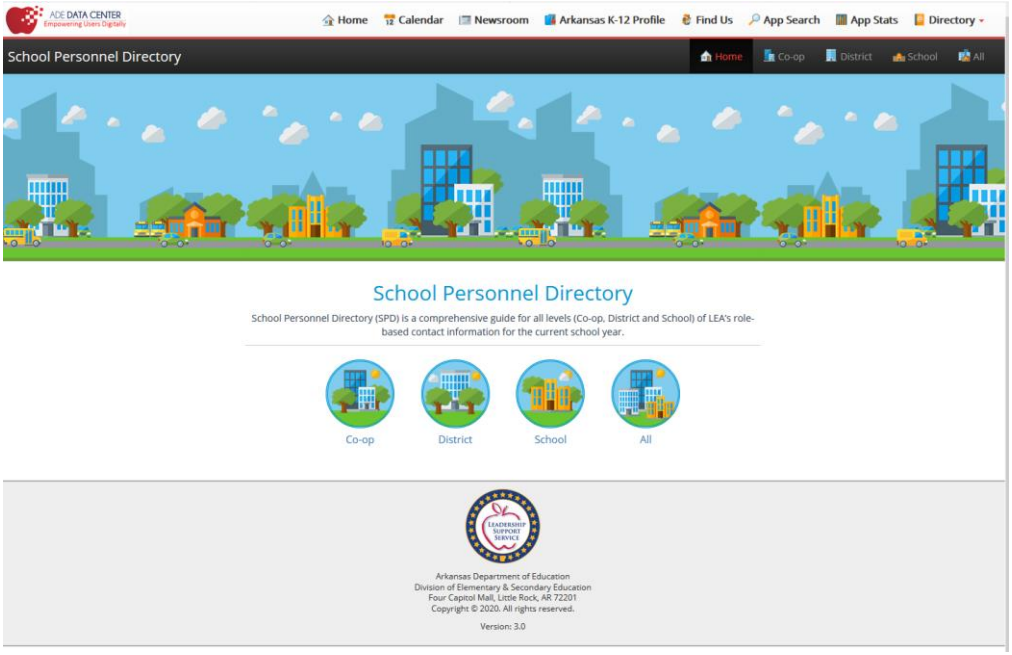
Add new record

LEA	Coord Code	Description	First Name	Last Name	Email
0201006	V	Family Engagement Facilitator	Nick	Adams	nick.adams@crossettschools.org
0201006	K	Techstart Coord	Anthony	Boykin	anthony.boykin@crossettschools.org
0201006	P	Principal or School Admin	Anthony	Boykin	anthony.boykin@crossettschools.org
0201000	C	Test Coord	New	Contact	emai@emailserver.com
		Triand Primary			

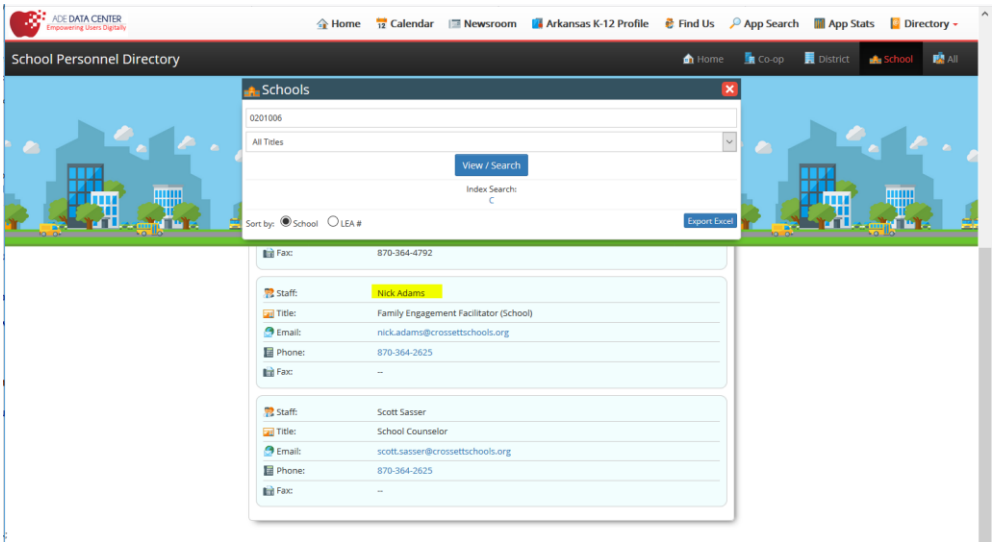
School Personnel Directory

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.





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.



School Personnel Coordinators:

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 = AP Coordinators
9 = Triand Primary Contact in SIS
0 - Facilities / Maintenance Director
A = ALE Contact Person
B = Bus Inspector
C = Test Coordinator
D = Safe and Drug-Free Schools (SDFS) Coordinator
E = Treasurer
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
K = Techstart Coordinator/Contact Name
L = Foster Care Liaison Coordinator
M = Title IX Coordinator (Educ. Amendments of 1972)
N = Equity Assistance Coordinator (A.C.A. 6-17-1902)
O = English for Speakers of Other Languages Coor.
P = Principal or School Administrator
R = Child Nutrition Manager
S = SIS eSchoolPlus Coordinator for Cycles 2 thru 7
T = Technology Coordinator
U = Superintendent
V = Family Engagaement Facilitator (School)
W = SPED Supervisor/Early Childhood Coordinator
X = Assistant Superintendent
Y = Family Engagaement Coordinator (District)
Z = CTE Coordinator for COOPs and regular school districts. (Not for Open Enrollment Charters)
SN – School Nurse – (School)

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