

Instructions on Updating SIS Contact Persons

To update or enter contact persons in ADE Statewide Information System (SIS), first **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.

Division of Elementary and Secondary Education (DESE)
Statewide Information System

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Home

Welcome to the **ADE Statewide Information System**. This site allows Arkans.

Resources

[Dashboard](#) – A summary of cycle activities performed for the school district
[SIS Cycle Instructions](#) – General cycle instructions for Web-based system
[SIS Handbook 2019-20](#) - SIS Manual for school year 2019-20
[eSchoolPlus Data Dictionary](#) - List of eSchoolPlus tables used to supply data to
[eFinancePlus Data Dictionary](#) - List of eFinancePlus tables used to supply data

Update Data

Maintain your district's source data systems:

LEA Profile - Update data fields not contained in eSchoolPlus or eFinancePlus
[eSchoolPlus](#) - Instructions for accessing your district's eSchoolPlus student ma
[eFinancePlus](#) - Instructions for accessing your district's eFinancePlus financial i

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

Contact Person

Delete All Records

[District](#)

[Finance Bank Reconciliation](#)

Delete All Records

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.

Contact Person

+ Add new record						Refresh
LEA	Coord Code	Description	First Name	Last Name	Email	
<input type="text"/>	<input type="text"/>			<input type="text"/>		
0201006	V	Family Engagement Facilitator	Nick	Adams	nick.adams@crossettschools.org	Edit Delete

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

Contact Person

+ Add new record Refresh

LEA	Coord Code	Description	First Name	Last Name	Email
<input type="text"/>	<input type="text"/>			<input type="text"/>	
Last updated 9/11/2017 9:14:46 AM					
02010	LEA (For codes 'K', 'P', 'V' and 7 enter school-level LEA. For all others enter District LEA.)	<input type="text" value="0201006"/>			
02010	Coordinator Code	<input type="text" value="V - Family Engagement Facilitator"/>			
02010	State Id	<input type="text" value="2561827542"/>			
02010	Prefix	<input type="text"/>			
02010	First Name	<input type="text" value="Nick"/>			
02010	Middle Name	<input type="text"/>			
02010	Last Name	<input type="text" value="Adams"/>			
02010	Suffix	<input type="text"/>			
02010	Address	<input type="text" value="301 W 9th"/>			
02010	City	<input type="text" value="Crossett"/>			
02010	State	<input type="text" value="AR"/>			
02010	Zip	<input type="text" value="71635"/>			
02010	Zip4	<input type="text"/>			
02010	Job Qualifications	<input type="text"/>			
02010	Work Number	<input type="text" value="870"/> - <input type="text" value="364"/> - <input type="text" value="2625"/> Ext: <input type="text"/>			
02010	Fax Number	<input type="text"/> - <input type="text"/> - <input type="text"/>			
02010	Mobile Number	<input type="text"/> - <input type="text"/> - <input type="text"/>			
02010	Email	<input type="text" value="nick.adams@crossettschools.org"/>			

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.

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

Contact Person

+ Add new record		
LEA	Coord Code	Descri

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

Contact Person

[+ Add new record](#)

Last updated

LEA	LEA (For codes 'K', 'P', 'V' and 7 enter school- level LEA. For all others enter District LEA.)
020100	Coordinator Code
020100	State Id
020100	Prefix
020100	First Name
020100	Middle Name
020100	Last Name
	Suffix
	Address
© 2020	City
	State
	Zip
	Zip4
	Job Qualifications
	Work Number <input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
	Fax Number <input type="text"/> - <input type="text"/> - <input type="text"/>
	Mobile Number <input type="text"/> - <input type="text"/> - <input type="text"/>
	Email <input type="text"/>

[Save](#) [Cancel](#)

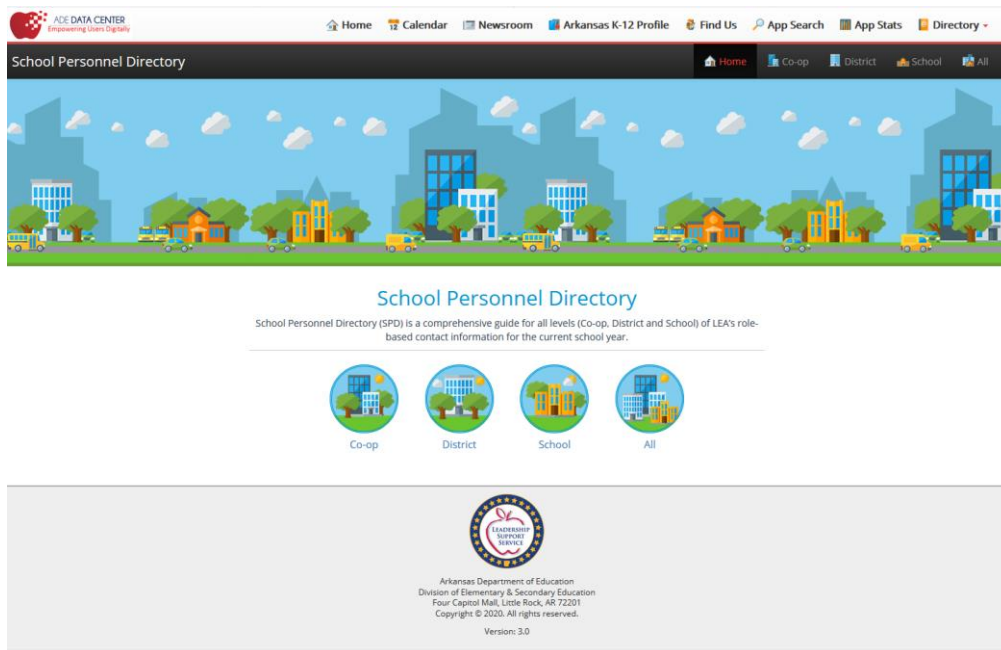
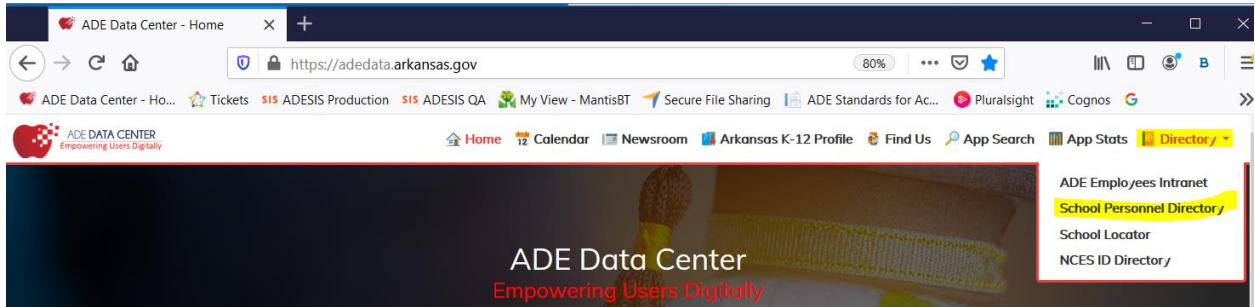
Fill in the blanks with necessary information and click the Save button. The Contact Person record grid will be refreshed to display the new contact record.

Contact Person

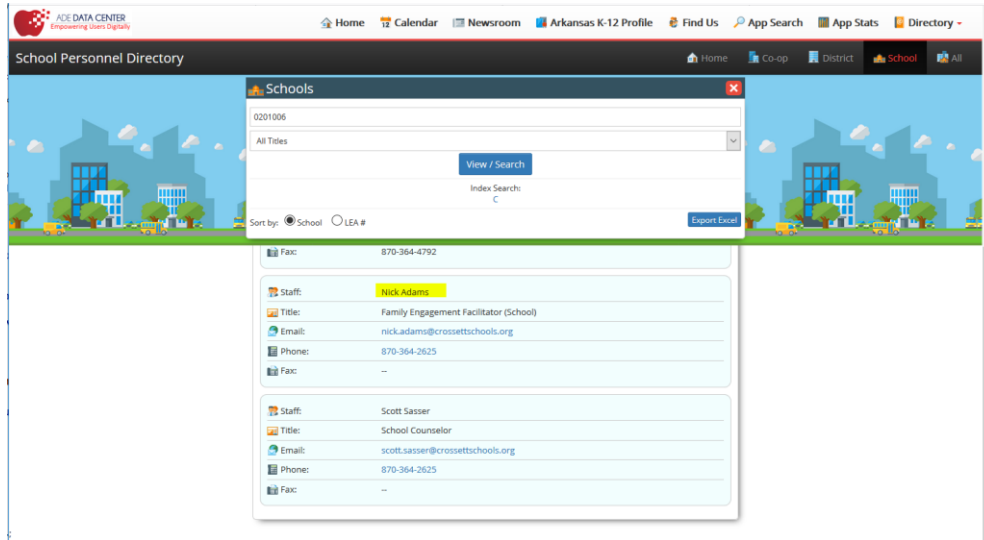
+ Add new record					
LEA	Coord Code	Description	First Name	Last Name ▲	Email
<input type="text"/>	<input type="text"/>			<input type="text"/>	
0201006	V	Family Engagement Facilitator	Nick	Adams	nick.adams@crossettschools.org
0201006	K	Techstart Coord	Anthony	Boykin	anthony.boykin@crossettschools.org
0201006	P	Principal or School Admin	Anthony	Boykin	anthony.boykin@crossettschools.org
0201000	C	Test Coord	New	Contact	email@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 Coord.
- 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 Engagemant Facilitator (School)
- W = SPED Supervisor/Early Childhood Coordinator
- X = Assistant Superintendent
- Y = Family Engagemant Coordinator (District)
- Z = CTE Coordinator for COOPs and regular school districts. (Not for Open Enrollment Charters)
- SN – School Nurse – (School)**

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