



## A New Generation Student Information System

**School Pathways SIS** is a web-based Student Information System (SIS) designed with Alternative Education in mind. It supports students in all types of Alternative Education including Independent Study, while also supporting classroom-based programs.

**School Pathways SIS** is fully supported and archived by School Pathways' servers at no extra cost to your school. This protects school servers from heavy data drain, data loss, slow access and retrieval time. There are never any additional server charges. **School Pathways SIS** is constantly evolving to meet the needs of our customers. **School Pathways SIS** interacts with ReportWriter (RW), a specialized program for Independent Study or Alternative Education use. You will see references to RW throughout this document. But you need not operate RW to use **School Pathways SIS**. The following lists some of the many features of **School Pathways SIS**. All features of SP SIS are set to specific securities your school sets.

### Admissions

- Enrollments
  - Pre-enroll feature
  - Teachers can pre-enroll through RW
- Tracks district of residence, first enrolled in U.S., grade first enrolled in school, grade first enrolled in district, and what school student transferred from.
- Ethnicity - primary and secondary.
- Parent Education Level
- Language Survey
- Type of enrollment: General Education, Special Education, Adult Education
- Ability to set graduation type to whatever your school uses. Examples might be College Prep, Middle School, Elementary, Special Ed.
- ASAM criteria.
- Free and Reduced Lunch, Migrant Ed., Indian Ed., GATE Ed.,
- Notes birth certificate on file.
- Immunization record on file and ability to log all entries in CDE format.
- Enrollment Dates - historical.
- Assignment of students to teacher of record for Independent Study (Staff Association).
- Easy editing abilities
- Dis-enrollment of Students with history archived.
- Tracks reason for leaving school using CSIS exit codes and survey questions
- Automatically imports CSIS student numbers through CSIS Gateway.
- Search features (by first name, middle name, last name, local ID number, or SSID number).
- Shows student lists:
  - Currently Enrolled
  - No Enrollment Record (date)

- Inactive Student – enrollment not complete
  - Student not currently enrolled (historical).
- View snapshot of student through "dashboard" feature.
  - Basic student information
    - Name.
    - Address.
    - Phone.
    - Student #.
    - Birth Date.
    - Parent/Guardian/Caregiver Name(s) – list up to four.
    - Migration Status with ReportWriter.
  - Symbols denote if student is enrolled in SPED, ELL, 504, etc. Click on symbol to find what accommodations or interventions are appropriate for the student.
  - Detailed Attendance History.
  - Test Score History.
  - Current Class Placement (if using RW, this reflects the Master Agreement)
  - Class Registrations.
  - Staff Association history.
  - Student Enrollment history.
  - Program Placement History
  - Recent Synchronization history with ReportWriter.
  - Transcript summary. Can view categories of credits by course subject or learning area.
- Ability to query any field for export report using a CSV format or formal report.
- Access to Global Notes feature and Embedded documents feature.

*"I can say without exaggeration that working with you at School Pathways has been one of the brightest parts of moving our school forward. Your pleasant, prompt professionalism makes this a worry-free part of what we do here."*

*-Charles Keortge (Curriculum Director, Desert Sands Charter School)*

### Student Records

#### **Advisors/Clerical/Administration (all tasks are dependent on securities allowed):**

- All enrollments historical
- Email notification of new student enrollment to teacher of record for IS.
- Featuring the Create-a-Report so you can choose the fields you want to sort reports by.
- View and Print student information.
- View and Print student lists.
- View, Modify and Print Transcripts. Transcript information can be imported from RW or Learning Centers with the click of a button.
- View and print RW Learning Records
- View and print RW Progress Reports
- View and print RW Report Cards individually or in groups
- View all master agreements for IS
- Monitor all teacher learning records: assignments, objectives, grades from RW
- List students by family under parent name(s)
- Auto Grade Level Advancement
- Inter-District Transfers
- Process Pre-enrollments
- Mailing labels
- Student and Parent Reports
- Enrollments by county, district of residence, learning center or program
- Track cumulative records
- Track immunizations

- Track SPED, ELL, 504's or any educational program(s) a student is registered for.
- Track student assessment and test results
- Track student attendance for ADA, informational, and hourly programs
- Track student enrollment in A-g programs
- Track in and out of district students

**Teachers:**

- View student information as per security level given.
- Take attendance electronically (via RW or in Learning Centers).
- View student transcript summaries.
- View global notes created by administration.
- View work summary reports and report cards in LCC.
- View Assignment and Work Records in LCC
- View and Print student rosters.
- View student attendance claimed through RW.
- View student registrations, assignments and attendance for classes students are registered for.
- Set and View Test Registrations (CAHSEE, STAR)
- View Master Agreements.
- View Assignment and Work Records: assignments, objectives, grades
- View Progress Reports.
- View Rosters with student basic information
- View attendance
- View test score history

*"The enrollment process in School Pathways SIS is so much faster and easier than the one in Power School. I can do ten enrollments in School Pathways SIS in the time it would take to do ONE in Power School"*

*-Linda Mann (Registrar, Somis Academy)*

Pre-enroll

- Create pre-enrollment student lists.
- Ability to enroll students in various grad requirement groups.
- Ability to enroll student in educational plan of your making: examples are ROP, tutoring groups, and special academies.
- Track intake assessment scores, and add these to historical test-score tracking archive.
- Creates letters to give notice to parents of missing documents.
- Staff-wide student pre-registration process allows all staff to assist in the enrollment process, allowing for rapid entry of large amounts of enrollment data.
- Parent/Student portal to complete student registration of classes online.

Staff Files

- Record all staff information including information needed by CBEDS PAIF:
- Name, address, phone numbers, email, birth date.
- Type of staff.
- Type of credential.
- Education Level and educational units acquired.
- Years of service in education.
- TB test status and expiration date. \*Auto Alerts
- Ethnicity
- Employment records and hiring terms.
- Credential tracking and expiration date. \*Auto Alerts.
- Track Highly Qualified Areas for NCLB

- \*Shows enrollment in an Individualized Professional Development Plan or Peer Assistance and Review Program for Teachers.

### Assessment and Testing

- Manages all test sites, including student rosters, room numbers, times and proctor requirements.
- Allows teachers to register students or specific test sites and tests students will take.
- Lists all scores students earned for each test by student name and *manages history for any tests including*:
  - STAR (Standardized Testing and Reporting) and separates areas of testing.
  - CAHSEE (California, High School Exit Exam) and separates math from English.
  - CELDT (California English Language Development Test)
  - PFT (Presidential Fitness Test)
  - GATE (Gifted and Talented Education)
  - CAPA (California Alternative Performance Assessment)
- Allows for automatic Pre-ID process for STAR, CAHSEE, CELDT through ETS.
- Test scores tracked - entered by hand, by CSV document load or via State produced CD.
- Ability to manage test type by student.
- Ability to print score history for all students
- \*Ability to print summary report for each student's testing results
- \*Ability to import directly from Ed Performance or NWEA testing systems.
- Ability to print lists of students by demographics, teacher, grade level (Excel).
- Keeps scores historically.

***"My teachers love the way they are able to claim attendance on ReportWriter. But they can't imagine how awesome it is to verify and track attendance at a glance on my end!"***  
***- Dan Salvator (Vice-Principal, Plumas Charter School)***

### Attendance

- Attendance system guarantees supporting documentation for all attendance claims.
- Tracks classroom-based, independent study, adult, hourly.
- Reports P1, P2 and Year End Attendance Accounting.
- Sets P1, P2, and Year End dates so attendance reporting is accurate and can't be changed.
- Online system.
- Accommodates multiple school calendars.
- Attendance reporting on demand.
- Maintains K-12 historical attendance accounting.
- Can view and create Attendance Claim Status Report: instantly find out the status of staff attendance claims via color-coded attendance tracking for one or all school programs.
- Attendance cannot be changed without office approval. Easy to use authorization code system.
- Teacher attendance claims are made using positive attendance, but administrative ADA reporting is done with negative attendance to ensure full compliance.
- No specialized forms required to utilize attendance system.
- Teachers can claim attendance in RW by Learning Period or by the hour.
- Attendance can be kept in Learning Center Classes period by period, by the day, or by the hour.
- Allows for reporting attendance for in-district students and out-of-district students.
- Creates report of all students by district.
- Allows view of attendance claims by teacher.
- Create attendance reports to show
  - Each school in system

- New entries, exits, or re-entries
- Students by grade level

### Calendar

- School calendar days are directly linked to ADA records to prevent attendance inaccuracies.
- Use multiple calendars and multiple school tracks.
- Integrates with School Web Sites.
- Teachers can readily view the School Calendar while in the RW Program.
- School days throughout the system are determined by school calendar days only, prohibiting the claiming of work products or attendance days on non-school days. (Learning Records, Logs, and Attendance Sheets CANNOT reference non-school days.)

### Transcripts

- Create transcript records using credits summaries you create.
- Allows use of CSIS transcript code numbering system.
- Import report cards records from RW and Learning Centers to limit registrar's key strokes.
- Ability to add new entries from prior schools.
- Allows for AP, Honors, Pass/Fail, non-academic, repeat courses and you can set your own modifiers, grades, and grading scales.
- Calculates Total GPA, Weighted GPA, and Academic GPA.
- Imports CAHSEE scores and/or Pass/Fail notification
- Allows for comments
- Allows for extra credits in core areas to rollover to electives.
- Provides graduation data including graduation date, and endorsement.
- Allows for requirement waivers
- Calculates Class Rank

### Cumulative Record

- Student cumulative records can be tracked. Your school can design its own cumulative file requirements which are totally editable. Cume items you might add are:
  - Immunization record in file
  - Birth certificate in file
  - Missing materials request from prior School Pathways
  - Report Cards requested
  - Official Transcript in file.
  - If Un-official transcript in file, tracks correspondence sent to prior school to acquire official transcript.
  - CAHSEE tests passed.
  - CELDT Status
  - Teacher request
  - 504 plan
  - Program Enrollments and reasons for placement
  - When and to whom CUME records were sent.

### Curriculum

- Teachers have the ability to create Learning Center Classes to set up group classes. They can then make assignments, use the grade book, print work summaries, and create report cards.
- Teachers can create their own curriculum for the above classes or choose from over 5000 text-based courses and State Standards courses in lesson-plan and/or objective-plan format with matching objectives. In a majority of classes, state standards are noted for all assignments given.

- All assignment records, grades, and reports are stored from year to year providing a continuous archive of student record information that can be referenced at any time from School Pathways SIS.

### Guidance

- Guidance Department can view and amend transcripts as per securities given.
- Can create a credit summary report.
- View and enter test scores.
- Can create lists of any field entered using Excel spreadsheets.
- Records and enforces graduation requirements via transcript graduation requirements specified for the specific type of student.
- 4-year student plan automatically fills from transcript records.
- Can set CSIS Transcript Codes for all classes students take for later use in CBEDS/CALPADS.

### Special Programs

- Tracks student by name, gender, date of birth, age by year and month, state, country of birth, grade, and CSIS #.
- Tracks programs and services for all types of special program enrollments including SPED, 504s, and EL students.
- Tracks parent name, address, phone number and email address.
- Tracks enrollment date, drop date, graduation credits.
- Tracks teacher name, email, address, and phone number.
- Tracks primary placement, school type, home language, residence status, ethnic background, second ethnic background, primary disability.
- Track student support information: student learning records, textbooks using, credits earned, attendance, any LCC enrolled in.
- Tracks STAR, CAHSEE, CAPA.
- Transcripts with graduation requirements specific to Special Education.
- Tracks if declined Special Ed Services.
- Student data export includes Special Ed information.
- Can create a bridge between your SELPA's SPED program and SP SIS.

### Discipline

- Tracks discipline type.
- Types dates of infraction.
- Tracks CSIS codes.
- Tracks weapon type.
- Allows for removing attendance during the infraction period.
- Tracks educational referrals.
- Tracks eligibility and type of return.

### Emergency Card

- Tracks current emergency card information including emergency pickup, siblings, insurance and physician information, and authorized persons. This can be printed and viewed from the student dashboard.

*Your SIS system is so much more fluid than what we have used before. I start at the beginning, and go to the end, and I'm done. There's no room for mistakes!*

**-Chrystal Popielarz (Registrar, Camptonville Academy)**

### Immunizations

- Records if Immunization Record is on file.
- Tracks actual immunizations and dates received and source of record.
- Tracks if more immunizations are needed.
- Provide the Immunization record online to print out.
- Track vision, hearing, scoliosis, TB skin tests, chest X-rays, and dental

### Contact Manager

- Allows you to keep track of parent calls made by all staff.

### Learning Center Classes - Classroom based tracking

Learning Centers was created to house your school and student matriculation. Within a district there are many schools. Within a charter school there may be many learning centers. Think of it as the organizational structure that makes up your school. You name the area - call it learning centers, schools, programs, classes - whatever fits your needs.

- Functions: create classes, enroll students, and organize curriculum in Learning Centers (LC). If students are enrolled in classes, class information, including assignments, grades, comments, and informational attendance is automatically sent to supervising teacher's RW program (IS) or various reports in Learning Centers.
  - All Learning Center Class calendar dates are completely customizable on a per-class and day basis. Classes can be set to a specific registration window.
  - Manages classes including room assignment, times, and calendars.
  - Can choose to create own teacher-directed lesson plans or use one of the lesson plans SP has created for ReportWriter. Can also use a combination of each.
  - Classes can be set to integrate with CBEDS using CSIS transcript codes including if class meets A-g requirements.
  - Classes can be set to integrate with transcript graduation requirements.
  - Credits be set so class information can be used on report cards, transcripts, and master agreements.
  - Can choose to track attendance in a class for ADA purposes or information purposes.
  - Registration of students for classes can be done on a student-by-student basis or in a batch registration for multiple classes.
  - Maximum/minimum class sizes
  - Can be set by quarter, semester, year-long or variable.
  - \*class scheduling module (Winter 2009)
- Public Registration allows parents or students to register students for classes through the Web but requires administration final approval.
  - Classes are set to allow registration during a specific time frame.
  - Allow parents to update and/or verify student address information and emergency card.
  - Allows for manual student registration by administration or teachers.
  - Gives all pertinent information about the class including if there is a cost involved.
- Integration with ReportWriter.
  - Learning Center curricula and lesson plan materials integrate seamlessly into RW learning records.
  - Supervising teachers are able to view Learning Center Instructor grades and assignments automatically without having to "chase down" instructors.
  - Information on student attendance and tardies can be viewed.
  - Classes can be set as CORE if ReportWriter teacher should be locked out as far as changing grades or assignments.
  - Grades/Credits/Teacher Comments automatically sent to learning records and report cards in RW.
- Allow both site-based and independent study students to enroll in the same classes.
- Instructors can develop a course syllabus and class outline that can be utilized historically from year to year. Other instructors can "borrow" but not change.

- Unlimited classes/curricula can be developed.
- Classes can be set to be taught by Instructors or Vendors (must have SP SIS Internet capability).
- IS Documents Supported
  - Master Agreements
  - Assignment and Work Records
  - Report Cards
  - Transcripts
- Report Cards
  - Grades are automatically averaged from learning period to learning period.
  - Supports custom comments.
  - Supports credits/weeks
  - Are importable into SP SIS transcripts.
  - Can be printed in bulk by administration
- Attendance
  - Can be tracked for
    - ADA purposes
    - Hourly
    - Informational purposes.
- Grade book allows you to
  - Set due dates
  - Weight assignments
  - Add comments per learning period
- Can track cost of class to public/students:
- Curricula supports
  - State Standards
  - Assignments/lesson plan
  - Learning Objectives
- Parent/Student Portal
  - Review assignment, grades, and attendance
- Link School/Center to the public for the following features:
  - News and Activities Link (Blog)
  - Contact and hours of operation
  - Click to see registration status of a student
- Basic Settings for presentation to the public
  - You can show pictures, running banners and titles for your school/center that are visible to the public.
- Embed Documents that are frequently used such as enrollment forms.

### Student/Parent Portal

- Two views of student class schedules in learning centers/classroom programs.
- Shows current assignments made in classes.
- Show upcoming assignments made in classes.
- Shows class attendance (present/tardies/absences)
- Shows teacher comments, grades, class notes, any assignments uploaded for student use.
- Allows students/parents to send messages to teacher and upload assignments.
- Allows students to take teacher-made tests/quizzes through Hot Potato
- Allows for public registration for classes.

### TestTracker Module

- Ability to import scores from State provided CD for STAR and CAHSEE
- Allows school to load other test scores such as Ed Performance, NWEA, etc.
- Allows for staff registration of students required to take specific tests (STAR, CAHSEE)
- Creates reports of students and tests to be taken by site or room.
- Features what tests need to be ordered and how tests should be distributed at site.

## **CBEDS**

School Pathways SIS has the only push-button CBEDS on the market today and is totally CALPADS compliant! All information is tracked in SP SIS and printed directly on the State required documents. All records can also be sent directly to the state through SP SIS. The drill-down technique to show where data is missing for students, classes, or staff members makes finding anomalies easy. It's truly the easiest format to get your CBEDS ready before the due date!

## **Reports available in School Pathways SIS**

### **Create-A-Report**

- Query any field in the system through the create-a-report system.

### **Attendance**

- Attendance Claim Status Report
- Attendance Count Report
- Attendance Summary Report
- In and Out of District Attendance Report
- Attendance by Teacher Report
- Grade Level Reports
  - Student Enrollment Status Change per Attendance Period
  - Student Attendance Detail Report
  - Student Attendance Summary Report
  - In and Out of District Report
- P1, P2, YE ADA Report

### **Compliance**

- SNOR
- Master Agreement Details for Independent Study

### **Enrollment**

- Enrollment Details Report
- Upcoming Graduation Report
- Student Attrition Report
- Program Summary Report
- Teacher Case Load Report
- Historical Enrollment by County/Grade Level
- First Enrollment Dates
- Same-Day Enrollments
- Submissions Report - tracking

### **Export**

- Student Data
- Attendance
- Pre-ID

### **Students**

- Student Summary
- Comprehensive Student List
- Enrollments in AP classes
- Enrollments in Advanced Math and Science classes
- HS Graduates
- HS Graduates in Special Programs
- Dropouts
- Completion of A-g Requirements
- SNOR

### **CBEDS**

- CDIF Compliance

- CDIF Report
- SIF Compliance
- SIF Report
- PAIF Compliance
- PAIF Report

#### **STAFF**

- Organization Structure Chart
- Teacher Case Load Report
- Area Assignments
- Staff Summary
- Part-Time Staff

#### **Specific School Needs:**

- Custom extensions to hosted product can be written by School Pathways technical staff.
- Based on centralized database.
- We archive all student records utilizing award-winning hosting infrastructure which is FEMA approved for “critical infrastructure” with a high degree of redundancy for maximum availability.
- System is comprehensive, integrated system with all components using common GUI interface and menu system designed by a single vendor.
- Exports data to Excel, utilizing the CSV file format.
- Runs on any network that uses the TCP/IP protocol with access to the Internet.
- SSL-encrypted to protect sensitive information.
- Operates in Real Time.
- Security settings and access permissions can be individually set for different users by grouping.
- CSIS compliant for the production of CSIS student numbers, SNOR, Student Identifiers and CBEDS.
- Accommodates fast data entry response time.
- User Interface conforms to established industry standards.
- Validates code entries with drop-down lists where applicable.
- Prevents entry of invalid information through extensive validations and error checking.
- Maintains “Point in Time” archival records of student records.
- FEMA approved for critical infrastructure. Triple redundancy backup.

*Thanks so much. You guys are great. The success of your business is reflected not only in the quality of your product but in the superior service you provide your clients. Thanks for making our job easier.*  
**Kathy Mann (Teacher - Long Valley Charter School)**