

Sample SWIS Account Guidelines

School Settings

School Profile Information

District Name: Demo District

Name: SWIS Demo School

Mailing Address: 1235 Smith Rd., Sutton, Washington 90228

Physical Address: 1235 Smith Rd., Sutton, Washington 90228

Grade Range: Pre K through 8

Phone Number: 6205802112

Fax Number: 6205991043

School Profile Information

PBISApps staff will set up new accounts using information provided by the SWIS Facilitator during licensing. The School Profile and Contact Information links should be reviewed for accuracy at least annually to ensure up-to-date information is recorded about the school.

School Settings

School Days Settings

2013-14

Sep	18	Mar	20
Oct	19	Apr	19
Nov	15	May	17
Dec	9	Jun	8
Jan	19	Jul	0
Feb	18	Aug	0

Total School Days: 162

2012-13 Total Days: 160

2011-12 Total Days: 162

2010-11 Total Days: 162

2009-10 Total Days: 162

Core Data: School Days

The number of school days in each month should be entered at the beginning of the school year and kept up to date as needed (e.g., inclement weather, closures). This data allows you to generate the *Average Referrals Per Day Per Month* report so that referrals can be equated across the months and throughout the year.

2013-2014	Days per Month
Aug.	12
Sept.	18
Oct.	23
Nov.	17
Dec.	15
Jan.	20
Feb.	18
Mar.	15
Apr.	22
May	14
June	2
Total	176

School Settings

School Enrollment

2014-15

Hispanic / Latino: 123

American Indian/Alaskan Native: 5

Asian: 21

Black: 70

Pacific Islander/Native Hawaiian: 5

White: 255

Multi-racial: 21

Total School Enrollment: 500

2013-14 Total Enrollment: 500

2012-13 Total Enrollment: 612

2011-12 Total Enrollment: 500

Core Data: School Enrollment

By default, the School Enrollment is entered by ethnic categories. The total is automatically calculated. This data should be entered at the same time as the annual census count is reported (typically by October 1st). This data is changed during a school year if a large (10-20%) change in enrollment occurs (e.g., total enrollment, enrollment within a specific ethnic group).

Remember when working in Person Management with students records:

- *District ID* and *Ethnicity* are required fields for new students entered
- Never delete a student or staff record. Doing so deletes all data associated with the person record. To remove a student or staff name from drop-down menus, change the person record status to inactive or archived.

SWIS	CICOWSIS	ISIS SWIS
Dashboard SWIS Dashboard Add Referral	Dashboard CICO Dashboard Data Entry	ISIS Main ISIS Main SchoolWide Reports
Add Referral	Data Entry	School-Wide Reports
Referral Entry	View Reports	
Find Referral	CICO Reports	
View Reports	School-wide	
Core Reports	Average Daily Points	
School Summary	Student Count	
Average Referrals Per Day Per Month	Student Period	
Referrals By Location	Student Single Period	
Referrals By Time		
Referrals By Student		
Referrals By Day of Week		
Referrals By Grade		
Additional Reports		
Average Referrals Per Day Per Month (Multi-Year)		
Referrals By Location (Multi-Year)		
Referrals By Problem Behavior (Multi-Year)		
Referrals By Staff		
Suspension/ Expulsion		
School Ethnicity		
Drill Down		


View Reports	Student Dashboard	Person Management
SWIS Reports		
CICO Reports		

SWIS 5 represents a redesign of the application and all of its features. It is designed to be more efficient, cohesive, and intuitive.


As part of the redesign, there are new features, new names, and new homes for familiar functions. The outline depicted here highlights the majority of functions existing within the redesign of the SWIS Suite of applications.

Here are some useful tips to assist in building fluency with the new design of SWIS & CICO:

- SWIS
 - School Information and Enrolment & School Days Per Month are now housed in School Settings located in Tools
 - Person Management is the new home to Add/Revise/Display/Merge Staff and Student Records
 - Drill Down is the new interactive feature which replaces the former Custom Report and Custom Graph options
 - Student Dashboard is the new home for the Individual Student Report
- CICO
 - CICO Preferences are now housed in School Settings
 - Student Management can now be done from the CICO Dashboard



Tools



Settings

Account Settings

School Settings

Person Management

Student List

Staff List

Non-Staff List

Find Referral

Student Dashboard

Support

About