

SWIS Data Entry and Reporting Schedule

School: _____ Facilitator: _____

Data Entry		
Who	What	When
	Office Referrals	
	Accuracy Checks	
Report Generated		
Who	What	When



Becoming Swift at SWIS™

User's Manual

September 2008

Version 4.2

SWIS User's Manual 2008

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NOTES:

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Software requirements for SWIS include:

- Internet Explorer 7 or higher for PC (SWIS is not supported on IE for Macs.)
- Safari 1.0 or higher
- Mozilla 1.5 or higher
- Firefox 1.5 or higher
- Netscape 7.0 or higher

Note: Users with slower internet connections may experience difficulties unrelated to the SWIS system.

For full citation use:

May, S., Ard, W., Todd, A., Horner, R., Glasgow, A., Sugai, G. & Sprague, J. (2000). School-wide Information System (SWIS(c)), University of Oregon, Educational and Community Supports.

NOTES:

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Getting to Know SWIS™

WHO SHOULD USE THIS MANUAL

The purpose of this manual is to provide SWIS users with a quick reference and trouble-shooting guide. The manual is for use by SWIS Facilitators and SWIS Users during initial start-up, training, and on-going use.

Individuals new to SWIS should go to the SWIS website at www.swis.org for information about the features of SWIS and how to obtain access to SWIS. The website also provides access to a demonstration of the SWIS structure, functions, and reports.

BRIEF OVERVIEW

The School-Wide Information System (SWIS) is a web-based information system used to improve the behavior support in elementary, middle (junior high), and high schools. The purpose of SWIS is to provide school personnel with accurate, timely, and practical information for making decisions about discipline systems. School personnel collect ongoing information about discipline events in their school, and enter this information through a protected, web-based application. SWIS provides summaries of this information for use in the design of effective behavior support for individual students, groups of students, or the whole student body. With accurate and timely information, school personnel can make decisions that transform schools into safe, orderly, and supportive environments.

SWIS has three elements:

1. Information gathering
2. Web-based computer application for data entry and summary
3. Use of information for decision-making.

SWIS is more than just a computer application. It is a practical process for helping school personnel make decisions about the design and management of school-wide behavior support systems, targeted interventions for problem areas, and/or individual student behavior support systems.

NOTES:

Getting Support

Problems do arise from time to time. The following are ways that you can get support for the problems you may encounter.

1. Check the User's Manual.
2. Contact your SWIS Facilitator. Your facilitator can answer most questions that are beyond the scope of this User's Manual. Locate the name and the number of your SWIS Facilitator on your copy of the School Information Form, inside the front cover of your SWIS User's Manual, on the back of your password card, or under Facilitator Information in the Help menu at the top of any SWIS page in your school's SWIS account.
3. Ask another SWIS User at your school or in your district/region.
4. Click Help, located on the green menu bar in your SWIS account. The Help Menu gives you direct access to:
 - a. The SWIS homepage
 - b. Answers to Frequently Asked Questions
 - c. Your SWIS Facilitator's contact information.
 - d. A link to how to get support if you are unable to reach your facilitator.

SWIS	CICO			
Main Menu	Reports	Tools	Help	Logout
Facilitator Information		Facilitator Information		
		Frequently Asked Questions		
		Support		
		Release Notes		
		SWIS Credits		
		SWIS Homepage		
Your Current Facilitator's Information				
Mary Smith				
Phone: 888-555-1212				
Email: mary_smith@demo.org				

SWIS is a coherent and flexible system for gathering problem behavior information. However, problem behavior categories used within a school must be mutually exclusive (one problem behavior cannot fit more than one category) and exhaustive (a category for all problem behaviors). A list of definitions for all SWIS problem behavior categories is available on the SWIS website.

Problem behavior information is entered by local school personnel daily or weekly. Entering discipline data is simple, fast, and accurate. The information is instantly available in tables or bar graphs. Confidentiality is protected through the use of school-specific passwords, and high quality data protection procedures. The SWIS Confidentiality & Security statement is also available for review at www.swis.org.

FACILITATORS

SWIS Facilitators help schools become SWIS compatible, complete the licensing process and provide on-going technical support as schools learn to use SWIS data for decision-making. Facilitators are individuals employed by the state/district/region and have completed a 3-day training offered through the University of Oregon. To obtain SWIS, a school must collaborate with a certified SWIS Facilitator. Your school's facilitator contact information is available on the facilitator list on the SWIS website.

FACILITATOR LIST

SELECT COUNTRY/STATE	US -> OREGON
	US -> NEW MEXICO
	US -> NEW YORK
	US -> NORTH CAROLINA
	US -> NORTH DAKOTA
	US -> OHIO
	US -> OREGON
	US -> PENNSYLVANIA

THE SWIS STRUCTURE

SWIS is organized around three features:

1. Data Entry
2. Reporting
3. Tools

Each SWIS account can be accessed through two levels. A full-access password provides access to all three SWIS features. A read-only password provides access to all reports including those reports with staff and student name options. A read-only password does not allow data entry. The SWIS main menu gives a picture of the SWIS structure.

Main Menu

Data Entry

- School Information
- Enrollment & School Days Per Month
- ✚ Staff Information Menu
 - Add/Revise Staff
 - Display Staff Status
 - Merge Staff
- ✚ Student Information Menu
 - Add/Revise Student
 - Display Student Status
 - Merge Student
- ✚ Referral Information Menu
 - Add/Revise Referral
 - Find Referral

Reports

- Average Referrals Per Day Per Month
- Referrals By Problem Behavior
- Referrals By Location
- Referrals By Time
- Referrals By Student
- ✚ Other Reports
 - Custom Report
 - Custom Graph
 - Referrals by Staff
 - Suspension/Expulsion Report
 - School Ethnicity Report
 - Individual Student Report
 - Year End Report
 - Student & Staff Lists

Tools

- Data Integrity Report
- Data Download
- Account Preferences
- School Preferences

Annual Account Activities

Some information within your school's SWIS account will need to be updated each year. Below is a list of annual activities to ensure your account contains all current information required for reporting accuracy.

BEGINNING OF THE YEAR

Enrollment and School Days per Month Information:

1. Enter total enrollment for current school year.
2. Enter ethnicity enrollment number for the current school year if your school keeps track of ethnicity information.
3. Enter the number of instructional days (the number of days students are in school) for each calendar month.

Display Student/Staff Status:

1. Uncheck any staff members who no longer work in your school building.
2. Uncheck any students who no longer attend school in your building.

Data Integrity Report

Run the data integrity report for your SWIS account and correct any errors the application identifies.

OCTOBER 1

Enrollment and School Days per Month

1. Update your school's total enrollment figure based on the October 1 census.
2. Update your school's ethnicity enrollment figure based on the October 1 census.

THROUGHOUT THE YEAR

1. Run the data integrity report throughout the year to catch any unexpected errors. This will ensure your data is up to date and accurate.
2. Anytime school is unexpectedly out of session (snow days, outages, etc), update the days per month information to reflect the days missed and made up.

- c. What is the student most likely to do?
 - d. Where is the student most likely to have difficulty?
 - e. When is the student most likely to have difficulty?
7. A family with 3 kids moves in after the census enrollment was entered. Do you change enrollment?
 8. You have entered referrals and generate the average referrals per day per month graph. It shows that there is no data to report. You find the referrals in the other basic reports. What could be happening? What are your next steps?
 9. The Student Services Team is meeting in 5 minutes and needs some information for an individual student. What report(s) do you provide?
 10. Find the number of students with 3 or more majors this year.
 11. Find the number of students with 3 or more minors during the past 2 months.
 12. The school district office calls and asks for the number of out-of-school suspensions that have occurred since the beginning of the year. What is your response?
 13. What do you do when the referral form does not have all completed information?

Reports

- Average Referrals Per Day Per Month
- Referrals By Problem Behavior
- Referrals By Location
- Referrals By Time
- Referrals By Student

Using SWIS Data for Discipline Decisions

SWIS reporting options are structured for decision-making in three areas:

1. Design and management of school-wide behavior support systems
2. Targeted interventions for problem areas and groups of students
3. Individual student behavior support plans and systems

The Big 5 Basic Reports on the main menu provide information for answering general questions on a monthly basis. To monitor school-wide patterns of problem behavior, start with the Big 5 Basic Reports.

BIG 5 BASIC REPORTS:

1. Average Referrals Per Day Per Month
2. Referrals by Problem Behavior
3. Referrals by Location
4. Referrals by Time
5. Referrals by Student

The Big 5 Basic Reports are available for:

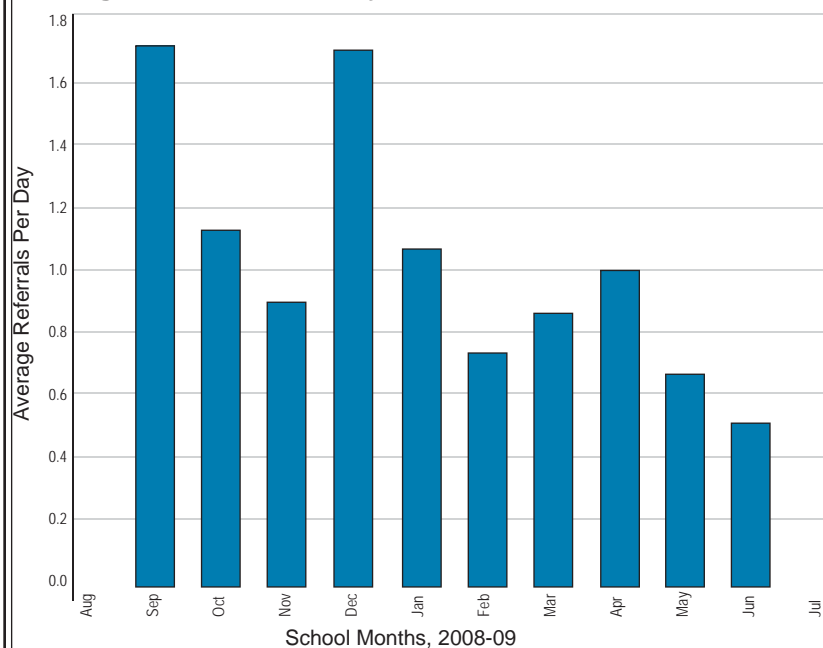
- Minors, majors, or all referrals
- Any period of time for which SWIS data is entered
- Table or graph format
- Fixed order of reporting (Non-Fixed Graphs are ordered from least to most frequent)

BIG 5 BASIC REPORT EXAMPLES

AVERAGE REFERRALS PER DAY PER MONTH

Year	Month	Days Count	Referral Count	Avg Referrals
2008	Aug	0	0	0.00
2008	Sep	17	29	1.71
2008	Oct	20	23	1.15
2008	Nov	15	13	0.87
2008	Dec	9	15	1.67
2009	Jan	19	20	1.05
2009	Feb	18	13	0.72
2009	Mar	20	17	0.85
2009	Apr	19	19	1.00
2009	May	17	11	0.65
2009	Jun	6	3	0.50
2009	Jul	5	0	0.00
Totals		165	163	

Average Referrals Per Day Per Month



8. Undisplay Jason Miller.
9. Merge two student names:
Retain Tyler Starr and delete Jason Miller.
10. Change school days: you had 2 snow days in Jan and they were made up in June.

Use Demo Account:

1. Generate a multi-year graph for Average Referrals per Day per Month.
2. Find the number of students with 3 or more referrals for all behaviors during 05-06
3. Find the number of students with 3 or more referrals for majores only during the 04-05 school year.
4. Generate a report for majors only by type of behavior.
5. Generate a report by time for last week (both majors and minors).

REPORTING ACTIVITIES

Use Demo Account:

1. What basic report(s) do you use to begin a meeting discussing the status of school-wide efforts? Generate these graphs for the current school year.
2. What report(s) do you use to begin a meeting discussing the status of an individual student? Generate this graph for Mark Banks.
3. What report(s) do you use to begin a discussion about problem behavior events in specific locations? Generate the report.
4. The administrator asks you the time of day when the highest frequency of problem behaviors occurs. What report(s)/information do you give? Generate the report.
5. Generate a multi-year graph for Average Referrals per Day per Month.
6. The administrator asks you for the two students with the most referrals.
 - a. Who are those students?
 - b. How many referrals does the student with the most referrals have?

Building Fluency Activities

NAVIGATION ACTIVITIES

Use Demo Account:

1. What is the contact person's name?
2. What is the current years enrollment?
3. What fields are required for referral data entry?
4. Where do you go to change the school address?
5. What is David Anderson-Jones District ID number?
6. Does Willie Loman have an IEP?
7. Logout.

DATA ENTRY ACTIVITIES

Use SWIS Facilitator Account:

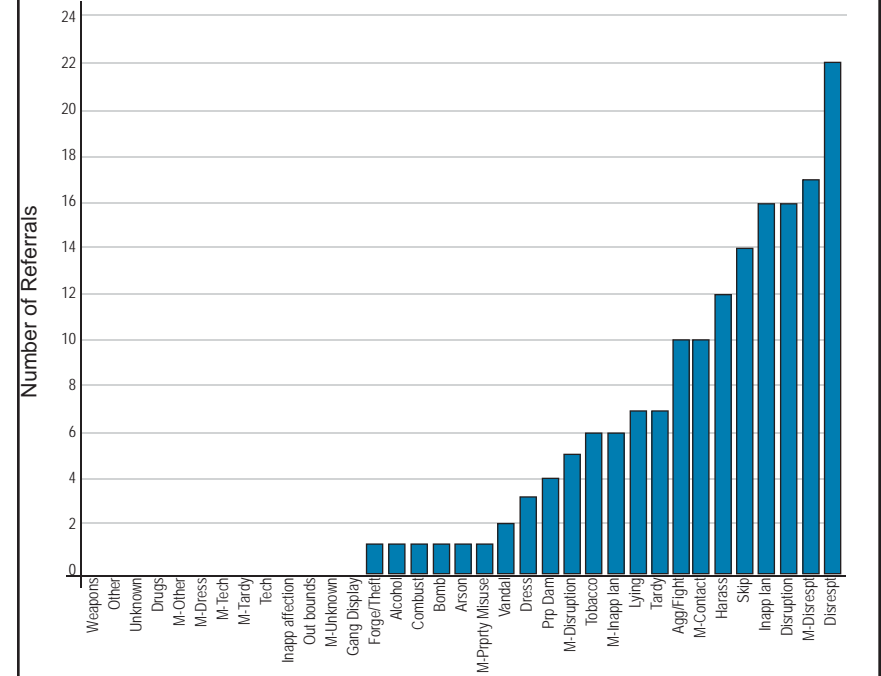
1. Enter 5 referrals.
2. Enter 3 staff names.
3. Enter 5 referrals with 2 students being new.
4. Enter enrollment for this year.
5. Undisplay 3 staff and 3 students in the account.
6. Enter days per month for this year.
7. Copy referral information from one referral to the next.
8. Enter a referral using one of the extra info fields.
9. Enter a referral using the other information field.
10. Enter a referral where the student was suspended for 2.5 days.
11. Find all of Katie Cassidy's referrals.

MODIFICATION ACTIVITIES

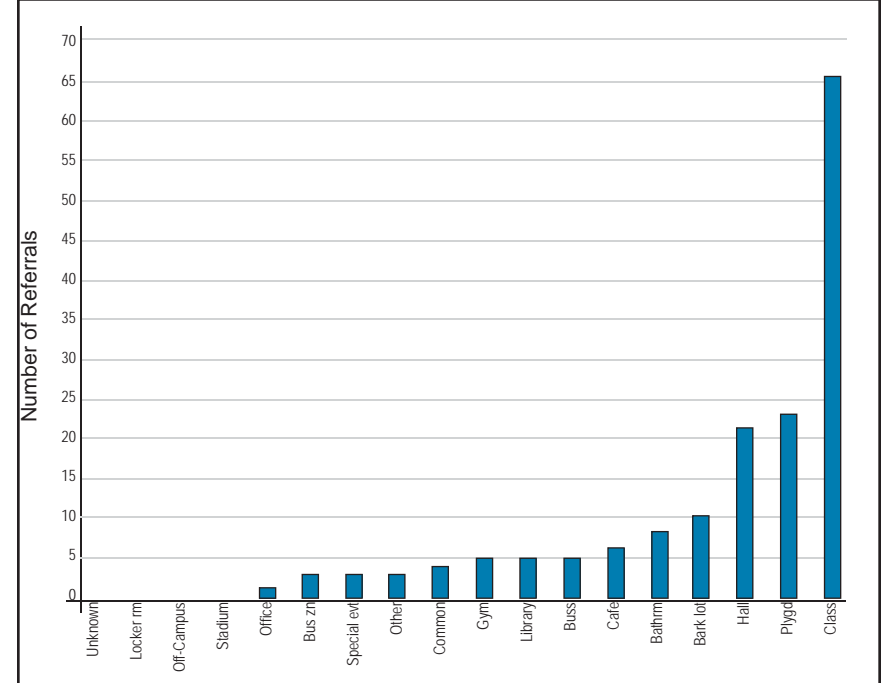
Use SWIS Facilitator Account:

1. Change the school phone #.
2. Add a new staff name.
3. Add one referral for Marie Banks with today's date.
4. Revise Marie's referral from above to three days ago.
5. Change your school's grade levels to 3rd-6th grade.
6. You've lost a day of school this month due to an electrical outage. Make that change.
7. Change Katie Cassidy's name to Katie Kassidy.

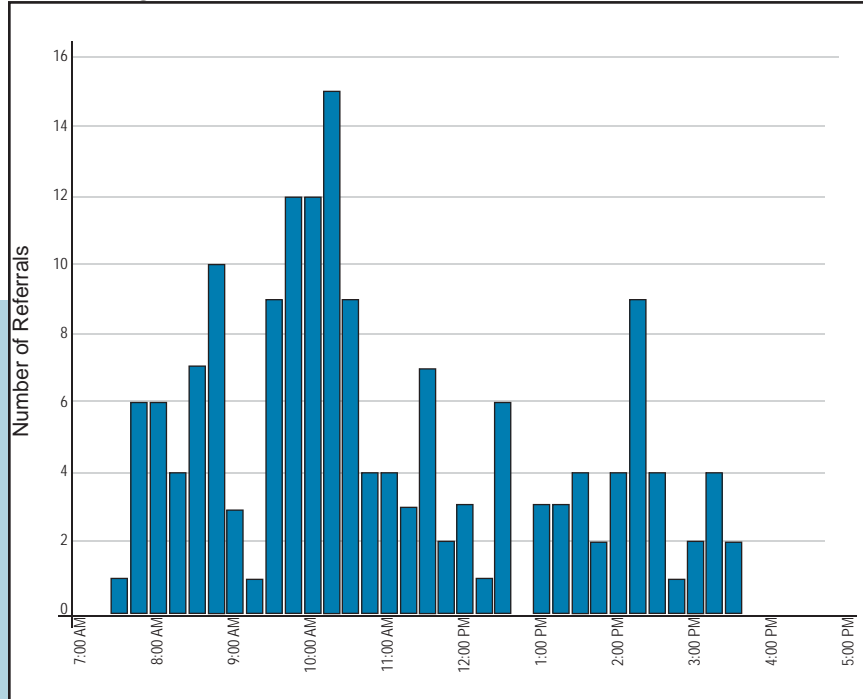
REFERRALS BY PROBLEM BEHAVIOR



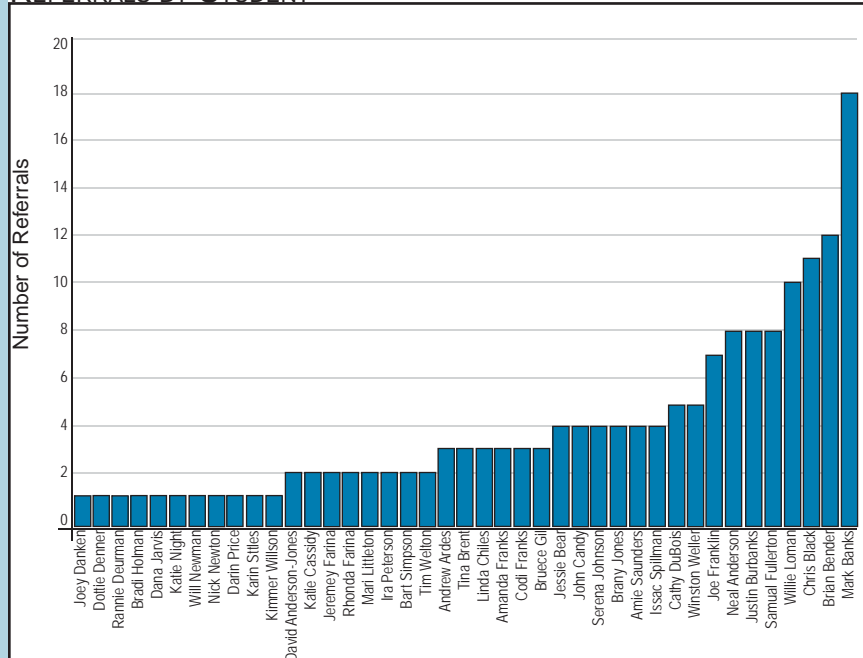
REFERRALS BY LOCATION



REFERRALS BY TIME



REFERRALS BY STUDENT



ACCOUNT PREFERENCES

General Preferences	
Language [English]	English ▼
Locale (English_United States)	English_United States ▼
Pop-up window or pull-down list for Student/Staff selection [Pop-up]	Pop-up Windows ▼
Name Format - this also affects the way names are sorted [Last, First]	Last, First ▼
Always expand the main menu? [Checked (Yes)]	<input checked="" type="checkbox"/>
Data Entry Preferences	
Default to new or first on Add Student/Staff [First]	New ▼
Default Ethnicity [Unknown]	Unknown ▼
Do you want to use save warnings? [Yes]	<input checked="" type="checkbox"/>
Reporting Preferences	
Fixed order selected by default [Unchecked]	<input type="checkbox"/>
Table on by default [Checked]	<input checked="" type="checkbox"/>
Graph on by default [Checked]	<input checked="" type="checkbox"/>
Advanced Options Open by default [Unchecked]	<input type="checkbox"/>
Graph default X-Size [500]	500
Graph default Y-Size [300]	300
Referral Type: majors only, minors only, or all [All]	All Referrals & Minors ▼
Default sort on Custom Reports [Date]	Date ▼
Default graph on Custom Graphs [Problem Behavior]	Problem Behavior ▼

SCHOOL PREFERENCES

General Preferences	
Use Ethnicity Features [Uncheckd (No)]	<input checked="" type="checkbox"/>
Start of School Year [August]	August ▼
Use 24 Hour Time	<input type="checkbox"/>
District Id's and Integration	
Require Student's District Id's to be entered [Checked (Yes)]	<input checked="" type="checkbox"/>
Require Staff District Id's to be entered [Unchecked (No)]	<input checked="" type="checkbox"/>
Use Student District Id's (Instead of SWIS Id's) on Reports [Unchecked (No)]	<input type="checkbox"/>
Use Staff District Id's (Instead of SWIS Id's) on Reports [Unchecked (No)]	<input type="checkbox"/>
Extra Info Field Setup	
Extra Info 1 (Currently being used for 'Harassment')	Modify
Extra Info 2 (Currently being used for 'Hallway')	Modify
Extra Info 3	Setup

staff and referral layouts.

b. Human Readable Data - downloads all student, staff and referral data entered into the SWIS account.

c. Database Import Data - downloads all student, staff and referral data entered into the SWIS account and uses numeric identifiers for specific fields.

d. Database Lookup Tables - defines the numeric identifiers for the specific fields.

3. The file you've selected to download will appear.

PREFERENCES

Users have the ability to change defaults within SWIS to give it a look that is personal to them.

ACCOUNT PREFERENCES

Account Preferences are stored individually for each password accessing SWIS, allowing each user to customize SWIS for their individual usage.

1. On the main menu, click Account Preferences.
2. Change any of the defaults for the following categories:
 - a. General
 - b. Data Entry
 - c. Reporting Preferences
3. Click Save.

SCHOOL PREFERENCES

School Preferences are set for the entire school and will be the same in all the school's SWIS passwords. Only full-access SWIS passwords may change School Preferences.

1. On the main menu, click School Preferences.
2. Change any of the defaults for the following categories:
 - a. General
 - b. District Id's and Integration
 - c. Extra Info Field Setup
3. Click Save.

OTHER REPORTS

Other reports are available for queries of the basic reports. When targeted problem areas and individual student questions arise, other reports and graphs contain current information for more detailed problem solving. (It is recommended that SWIS data be entered on a daily or weekly basis.)

A variety of reports and graphs can be generated to answer specific questions related to office discipline referral information. These include:

- Custom Referral Report
- Custom Graph
- Referrals by Staff
- Suspension/Expulsion Report
- School Ethnicity Report
- Individual Student Report
- Year End Reports
- Staff and Student Lists

OTHER REPORT EXAMPLES

CUSTOM REPORT

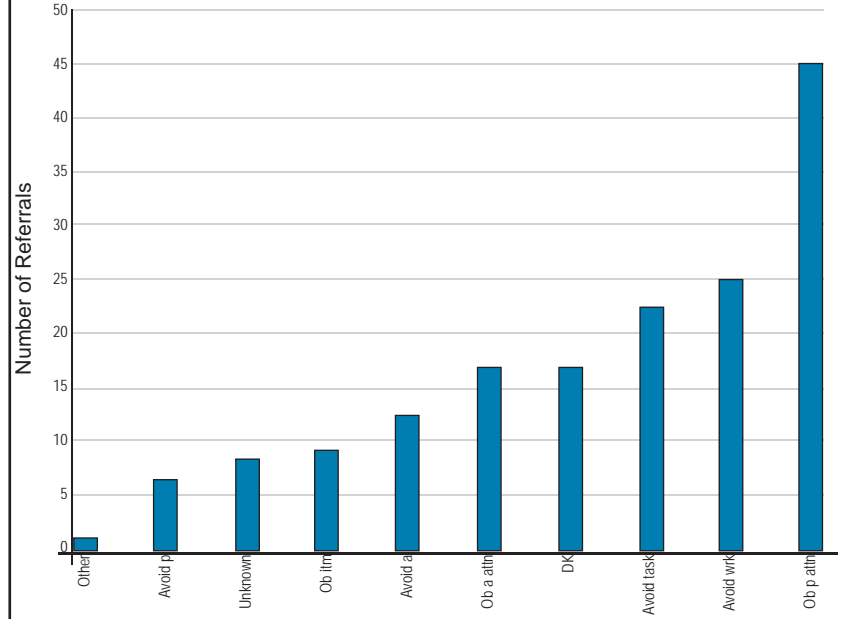
Referrals: 216

Sort By: Date, Time

		Date	Student	Grade	Staff	Ti
1	View	9/10/2008	<u>49</u>	2	<u>22</u>	8:
2	View	9/10/2008	<u>449</u>	5	<u>38</u>	9:
3	View	9/13/2008	<u>19693</u>	5	<u>25</u>	10
4	View	9/13/2008	<u>9</u>	4	<u>325</u>	10
5	View	9/13/2008	<u>283</u>	3	<u>44</u>	12
6	View	9/20/2008	<u>2</u>	3	<u>18</u>	12
7	View	9/21/2008	<u>19693</u>	2	<u>396</u>	1:
8	View	9/24/2008	<u>25</u>	5	<u>18</u>	1:
9	View	9/24/2008	<u>11</u>	4	<u>18</u>	2:

CUSTOM GRAPH

Referrals: 163
Graph Type: Motivation



SUSPENSION/EXPULSION REPORT

	Events	Days	Students Contributing
In School Suspensions	18	15.5	13
Out of School Suspensions	7	9.5	5
Expulsions	1	10.5	1

Student Id	Student Name	Gender	Student Ethnicity	IEP	In School Suspension	
					Events	Days
19696	Neal Anderson	M	Hispanic/Latino	Yes	1	0.5
11	Mark Banks	M	White	Yes	2	1
458	Chris Black	M	African American	--	1	1
2	John Candy	M	White	--	1	1
50	Joe Franklin	M	White	--	2	1
14	Codi Franks	M	White	--	0	0
449	Bruce Gil	M	White	Yes	1	1

Tools

The Tools folder within SWIS provides a variety of files for setting up, managing, revising and downloading the data in your SWIS account. Often discrepancies in your account can be located by using the functions within the Tools folder.

DATA INTEGRITY REPORT

The Data Integrity Report provides a brief snapshot of common errors such as duplicate staff and student names or referrals that may need to be revised due to data entry errors. To access the Data Integrity Report:

1. On the main menu, click Data Integrity Report.
2. Select the reports to run by checking the box next to each report name.
3. Click Generate Report.
4. The report generated will list any potential errors. All potential errors are listed with a link to the appropriate screen where the error can be corrected. For example, referrals out of date range are listed with their referral id as a link. Clicking this link will open the referral in the Add/Revise Referral data entry screen where the error can be corrected immediately.

DATA DOWNLOAD

The Data Download folder provides a way to download your SWIS data into:

- Excel spreadsheets to manually sort and graph the data.
- Comma delimited tables for importing SWIS data into other student information systems.
- XML format for systems integration purposes.

To download your SWIS data:

1. On the main menu, click Data Download.
2. Select the format in which you will download your data for the following categories by clicking the button marked Download.
 - a. Documentation - defines data entry fields for

ADVANCED REPORTING

OPTIONS

Advanced reporting options allow SWIS Users to get more specific information about the data. These options are available in:

- The Big 5 Basic Reports
- Custom Reports
- Custom Graphs
- Referrals by Staff
- Ethnicity Reports

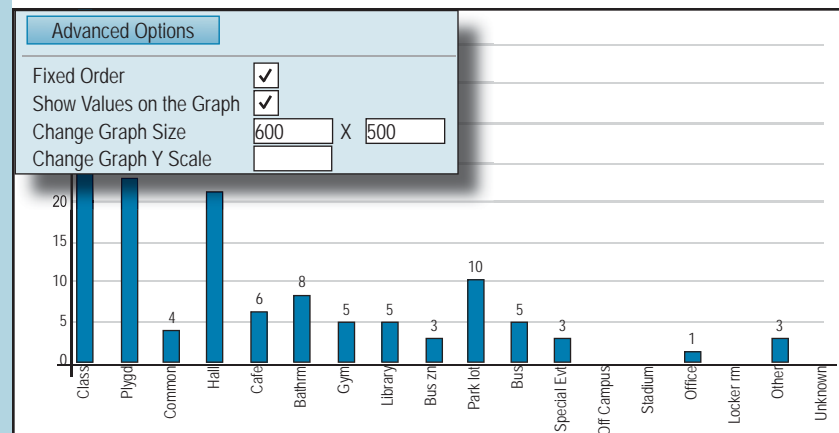
Advanced Options for the Big 5 basic reports include:

- Fixed order (Non-Fixed Graphs are ordered from least to most frequent)
- Show names when applicable
- Values shown on graph
- Graph size
- Scale on Y axis

To utilize Advanced Options:

1. Click the Advanced Options button to activate additional data fields.
2. Select the desired options.
3. Click on Generate Report.

Note: For Custom Reports and Custom Graphs check the show box next to the categories needed for your report or graph.



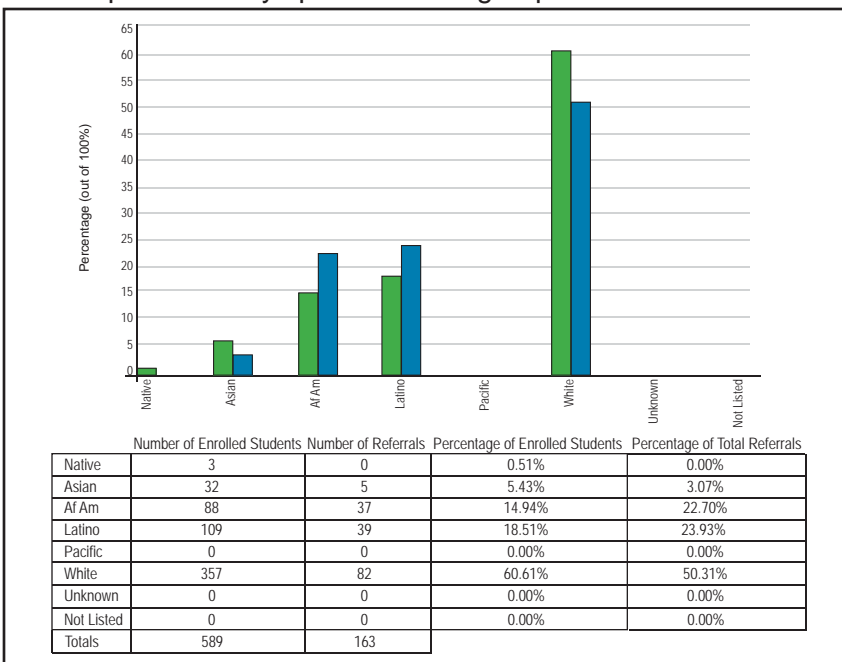
SCHOOL ETHNICITY REPORT

Three graphs are available in the School Ethnicity Report.

1. Percentage of all Enrolled Students by Ethnicity and Percentage of Referrals by Ethnicity
2. Percentage of All Enrolled Students by Ethnicity and Percentage of Students with Referrals by Ethnicity
3. Percentage of Students Within each Ethnic Group Who have Referrals.

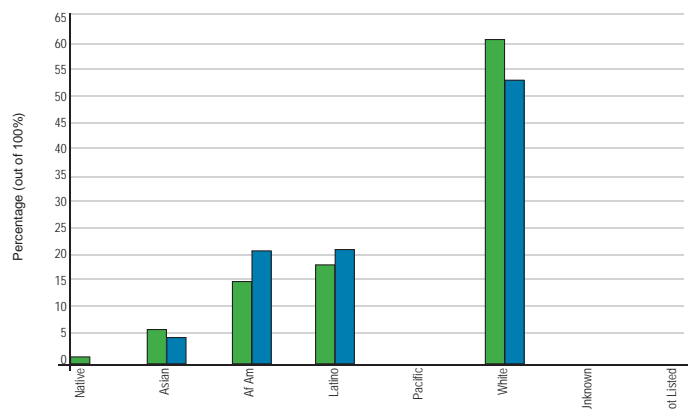
GRAPH #1: PERCENTAGE OF ALL ENROLLED STUDENTS BY ETHNICITY AND PERCENTAGE OF REFERRALS BY ETHNICITY:

This graph allows comparison of the proportion of students within a school by ethnic grouping (number of students within an ethnic group divided by total enrollment) with the proportion of office discipline referrals from each ethnic group (number of office discipline referrals from an ethnic group divided by the total number of office discipline referrals). The graph allows assessment of the extent to which the proportion of referrals over-represents any specific ethnic group.



GRAPH #2: PERCENTAGE OF ALL ENROLLED STUDENTS BY ETHNICITY AND PERCENTAGE OF STUDENTS WITH REFERRALS BY ETHNICITY:

This graph allows comparison of the proportion of students within a school by ethnic grouping (number of students within an ethnic group divided by total enrollment) with the proportion of students with office discipline referrals from each ethnic group (number of students with a discipline referral divided by the total number of students with discipline referrals). The graph allows assessment of the extent to which the proportion of students being referred over-represents the proportion of students in any ethnic group.



	Number of Enrolled Students	Number of Students with Referrals	Percentage of Enrolled Students	Percentage of Students with Referrals
Native	3	0	0.51%	0.00%
Asian	32	2	5.43%	4.65%
Af Am	88	9	14.94%	20.93%
Latino	109	9	18.51%	20.93%
Pacific	0	0	0.00%	0.00%
White	357	23	60.61%	53.49%
Unknown	0	0	0.00%	0.00%
Not Listed	0	0	0.00%	0.00%
Totals	589	43		

4. Click Suspension/Expulsion Report.

- Enter report begin date.
- Enter report end date (if different from current day).
- Select a student name or leave blank to generate a report based on all students.
- Select Show Individual Student Data if needed.
- Select a group of students to report on from the Student IEP drop-down menu.
- Click Generate Report.

5. Click School Ethnicity Report.

- Select referral type.
- Select school year.
- To view the referral information in a table format, click Show Table.
- To view the referral information in a graph format, click Show Graph.
- Click Generate Report.

6. Click Individual Student Report.

- Click on Student Name and select a student on which to report from the pop-up list.
 - Click Show Referrals to generate a list of the referral information.
 - Click Generate Report.

7. Click Year End Report.

- Select school year.
- Click Generate Report.

8. Click Student and Staff Lists.

- Select list type (Student or Staff) from drop-down list.
- Select a category from the sort by drop-down list.
 - Last name
 - SWIS ID - this number is automatically generated when the student/staff name is entered into the application.
 - District ID - this number is generated at the district level and entered by SWIS Users.
- Click Generate Report.

2. Click Custom Graph.

a. Follow same steps for custom report.

b. Select a graph type from the Graph Type drop-down list. The SWIS default Graph Type is Problem Behavior. This default is a preference you may choose to change in Account Preferences.

c. Click Generate Report.

3. Click Referrals by Staff.

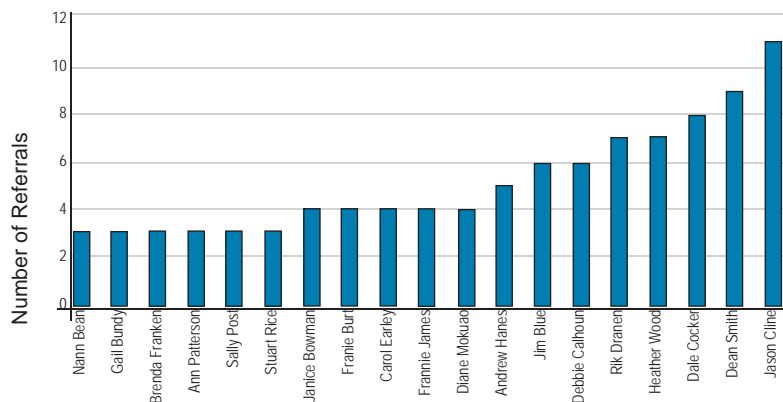
- Enter report begin date.
- Enter report end date (if different from current day).
- Select referral type.
- Enter the number of referrals per staff you wish to see.
- To view the number of referrals per staff in a table format, click Show Table.
- To view the number of referrals per staff in a graph format, click Show Graph.
- Click Generate Report.

REFERRALS BY STAFF

Staff	Freq	Staff	Freq
Nanna Bean	3	Diane Mokuao	4
Gail Bundy	3	Andrew Hanes	5
Brenda Franken	3	Jim Blue	6
Ann Patterson	3	Debbie Calhoun	6
Sally Post	3	Rik Dranen	7
Stuart Rice	3	Heather Wood	7
Janice Bowman	4	Dale Cocker	8
Franie Burt	4	Dean Smith	9
Carol Earley	4	Jason Cline	11
Frannie James	4	Totals	97

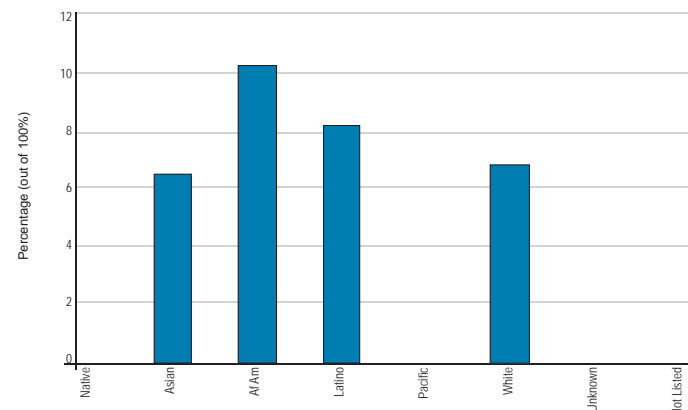
Confidential!

Generated: 05/16/2009
All Referrals & Minors
08/01/2008-05/16/2009
With 3+ Referrals



GRAPH #3: PERCENTAGE OF STUDENTS WITHIN EACH ETHNIC GROUP WHO HAVE REFERRALS

The number of students with office discipline referrals from each ethnic group is divided by the number of enrolled students in that ethnic group. This allows comparison of rates of referrals across ethnic groups in the school, and provides identification of any ethnic group that is experiencing a proportionally higher rate of referrals.



	Number of Enrolled Students	Number of Students with Referrals	Percentage of Students within Ethnicity with Referrals
Native	3	0	0.00%
Asian	32	2	6.25%
Af Am	88	9	10.23%
Latino	109	9	8.26%
Pacific	0	0	0.00%
White	357	23	6.44%
Unknown	0	0	0.00%
Not Listed	0	0	0.00%
Totals	589	43	

INDIVIDUAL STUDENT REPORT

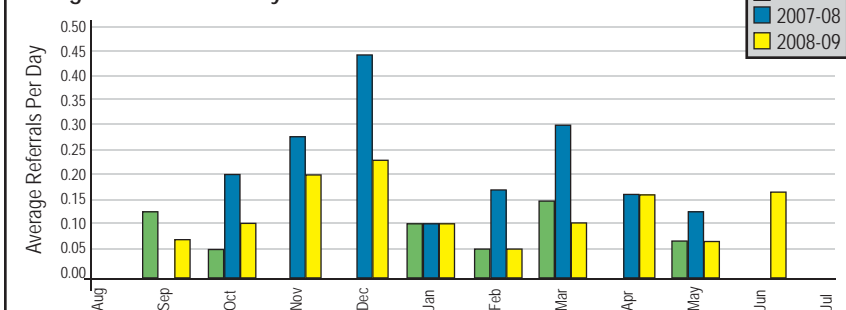
The individual student report provides a discipline summary for any student in the SWIS database. The individual student report includes:

- Summary of Referrals Per Year
- Average Referrals Per Day Per Month
- Referrals by Problem Behavior
- Referrals by Location
- Referrals by Possible Motivation
- Referrals by Time
- Suspension/Expulsion Summary
- Individual Referral Information

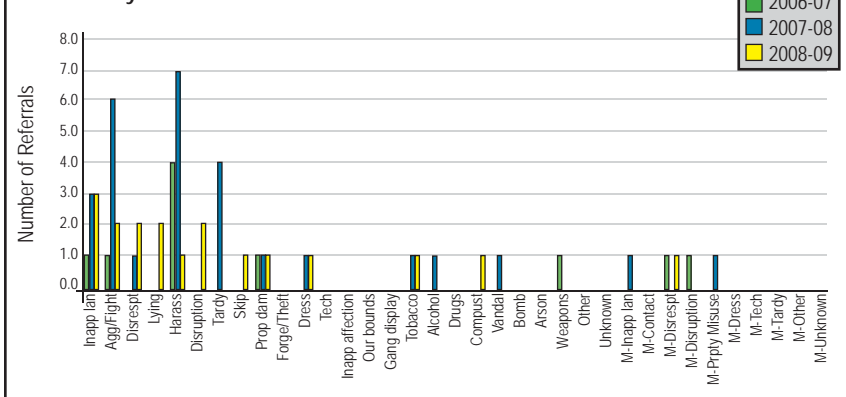
Referrals Per Year

	2006-07	2007-08	2008-09	Total
Referrals	10	28	18	56

Average Referrals Per Day Per Month



Referrals By Problem Behavior



OTHER REPORTS

Other reports provide more detailed information to answer questions the Big 5 reports may not fully describe. Some reports can also provide much of the information districts and states require schools to submit. Other Reports are found under Reports on the main menu. To access:

1. Click Custom Report.
 - a. Select referral type.
 - b. Select a student name from pop-up window or leave blank to generate a report based on all students.
 - c. Select specific staff name if needed, or leave blank to generate a report based on all staff.
 - d. Enter report begin date.
 - e. Enter report end date (if different from current day).
 - f. Select a begin time and end time.
 - g. Select specific grade or grade range. Leave blank to generate a report based on all grades.
 - h. Select a category from the Sort By drop-down list. The SWIS default Sort By category is Date. This default is a preference you may choose to change in Account Preferences.
 - i. Click Generate Report.

CUSTOM REPORT

Referrals: 216

Sort By: Date, Time

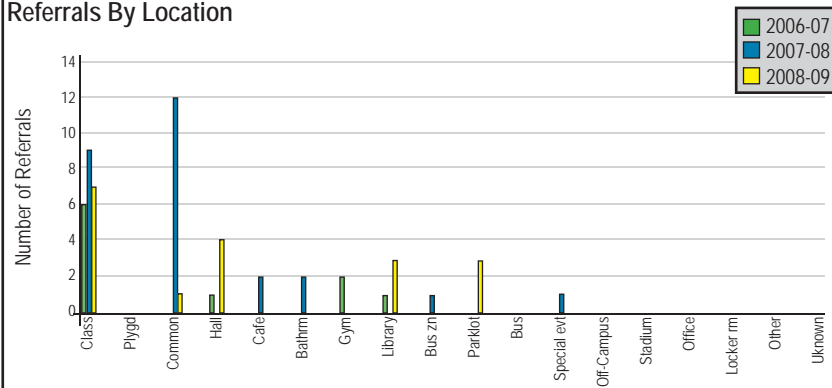
		Date	Student	Grade	Staff	Ti
1	View	9/10/2008	<u>49</u>	2	<u>22</u>	8:
2	View	9/10/2008	<u>449</u>	5	<u>38</u>	9:
3	View	9/13/2008	<u>19693</u>	5	<u>25</u>	10
4	View	9/13/2008	<u>9</u>	4	<u>325</u>	10
5	View	9/13/2008	<u>283</u>	3	<u>44</u>	12
6	View	9/20/2008	<u>2</u>	3	<u>18</u>	12
7	View	9/21/2008	<u>19693</u>	2	<u>396</u>	1:
8	View	9/24/2008	<u>25</u>	5	<u>18</u>	1:
9	View	9/24/2008	<u>11</u>	4	<u>18</u>	2:

BIG 5 BASIC REPORTS

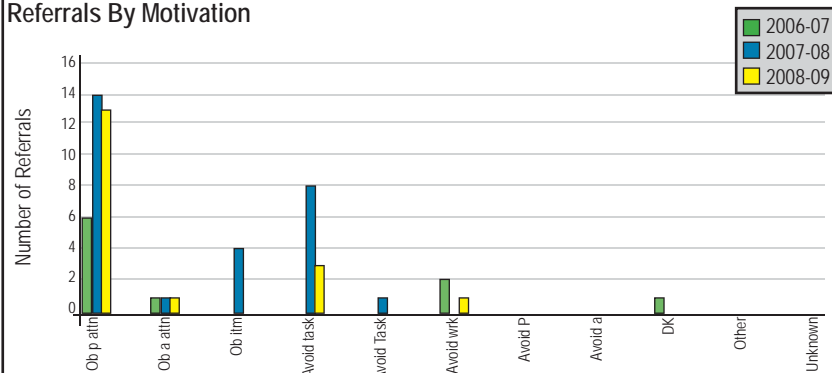
The first 5 reports on the main menu are used for making decisions about problem behaviors at a school-wide level. At the main menu, click on each reporting option as needed.

1. Click Average Referrals Per Day Per Month.
 - a. Select school year from the drop-down list.
 - b. Select referral type from the drop-down list.
 - c. Select other report features.
 - d. Click Generate Report.
2. Click Referrals by Problem Behavior.
 - a. Enter report begin date.
 - b. Enter report end date (if different from current day).
 - c. Select other report features.
 - d. Click Generate Report.
3. Click Referrals by Location.
 - a. Enter report begin date.
 - b. Enter report end date (if different from current day).
 - c. Select other report features.
 - d. Click Generate Report.
4. Click Referrals by Time.
 - a. Enter report begin date.
 - b. Enter report end date (if different from current day).
 - c. Select referral type from the drop-down list.
 - d. Select other report features.
 - e. Click Generate Report.
5. Click Referrals by Student.
 - a. Enter report begin date.
 - b. Enter report end date (if different from current day).
 - c. Enter the number of referrals per student you wish to see.
 - d. Select referral type from the drop-down menu.
 - e. Select other report features.

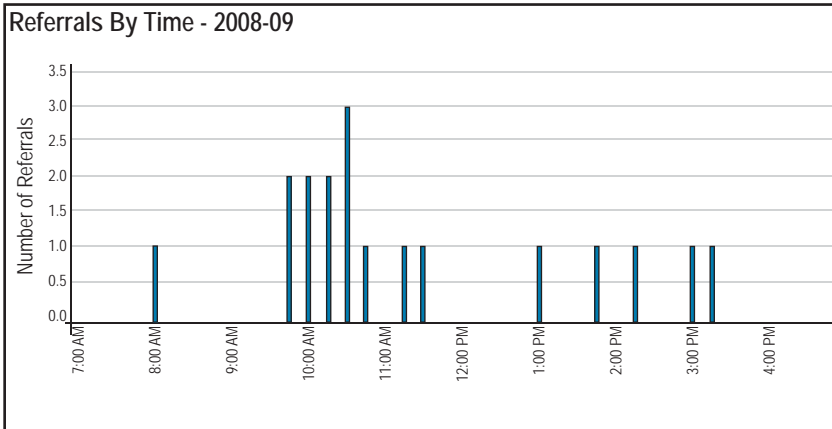
Referrals By Location



Referrals By Motivation



Referrals By Time - 2008-09



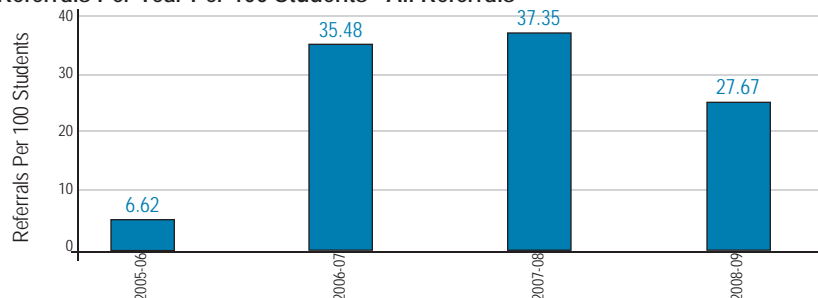
YEAR END REPORT

The Year End Report is designed to summarize referral rates per 100 students in a school by:

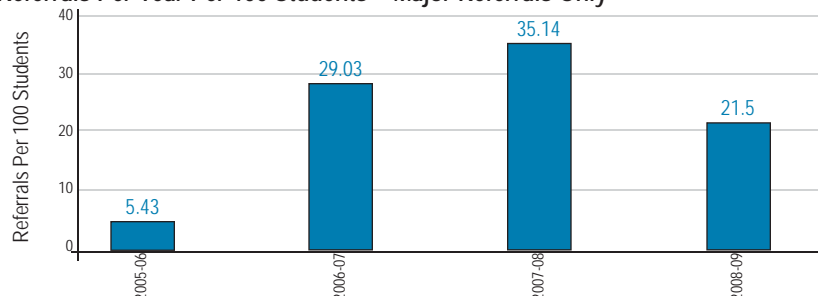
- Year
- Problem Behavior
- Grade Level
- Location

In addition, a suspension/expulsion report and triangle data report are provided. Summaries are organized for use at the district-level. Some of the available reports are provided below:

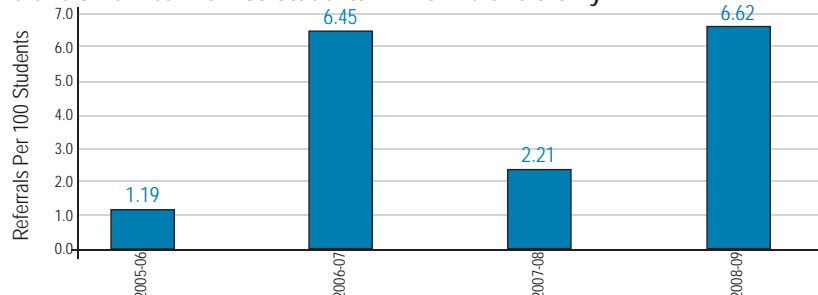
Referrals Per Year Per 100 Students - All Referrals



Referrals Per Year Per 100 Students - Major Referrals Only



Referrals Per Year Per 100 Students - Minor Referrals Only



Generating Reports

SWIS reporting is organized to provide the Big 5 basic reports for quick access as well as a variety of other reports to give more detailed information about your school. SWIS data is available in table and graph formats.

The Big 5 Basic Reports and Graphs Include:

1. Average Referrals Per Day Per Month
2. Referrals by Problem Behavior
3. Referrals by Location
4. Referrals by Time
5. Referrals by Student

Other Reports Include:

- Custom Report
- Custom Graph
- Referrals by Staff
- Suspension/Expulsion Report
- Ethnicity Reports
- Individual Student Report
- Year End Report
- Student and Staff Lists

Select the report options

Referral Type	All Referrals & Minors	
Student	<input type="checkbox"/>	
Staff	<input type="checkbox"/>	
Report Date Range	08/01/2008 through 08/31/2009	MM/DD/YYYY
Time Range	7:00 AM through 5:00 PM	
Grade	<input type="text"/> to <input type="text"/>	
Sort By	Date	
<input type="button" value="Advanced Options"/>		
Student Gender	Both Male & Female	
Student IEP's	All Students	
Show Student Names	<input type="checkbox"/>	Show: <input type="checkbox"/>
Show Staff Names	<input type="checkbox"/>	Show: <input checked="" type="checkbox"/>
Show Days Susp/Exp	<input type="checkbox"/>	Show: <input checked="" type="checkbox"/>
Student Ethnicity	<input type="text"/>	Show: <input checked="" type="checkbox"/>
Location	<input type="text"/>	Show: <input checked="" type="checkbox"/>
Problem Behavior	<input type="text"/>	Show: <input checked="" type="checkbox"/>
Motivation	<input type="text"/>	Show: <input checked="" type="checkbox"/>
Others Involved	<input type="text"/>	Show: <input checked="" type="checkbox"/>

FIND REFERRAL

Referral Id

MM/DD/YYYY

Date
Problem Behavior

FIND AND REVISE REFERRAL

The Find Referral function within SWIS provides an easy way to locate a specific referral or group of referrals to open for revisions.

1. At main menu, click Find Referral. This will open the find referral screen.
2. Without entering any information in the given fields, click Find.
3. All referrals in the SWIS account will appear as a report sorted by date.
4. Click on the blue date of a referral to revise. This will open the chosen referral in the Add/Revise Referral data entry screen.
5. Revise referral information as necessary.
6. Click Save.

To find a group of referrals based of specific information:

1. In the Find Referral screen, select search criteria from the available fields. (*Advanced Options will refine your search further.*)
2. Click Find.
3. All referrals matching the search criteria will appear as a report.
4. Click on the blue date of a referral to revise. This will open the chosen referral in the Add/Revise Referral data entry screen.
5. Revise referral information as necessary.
6. Click Save.

To delete a referral from your SWIS account, use Find Referral to locate it; click the blue date. Click Delete in the upper right-hand corner of the screen. A deleted referral cannot be recovered

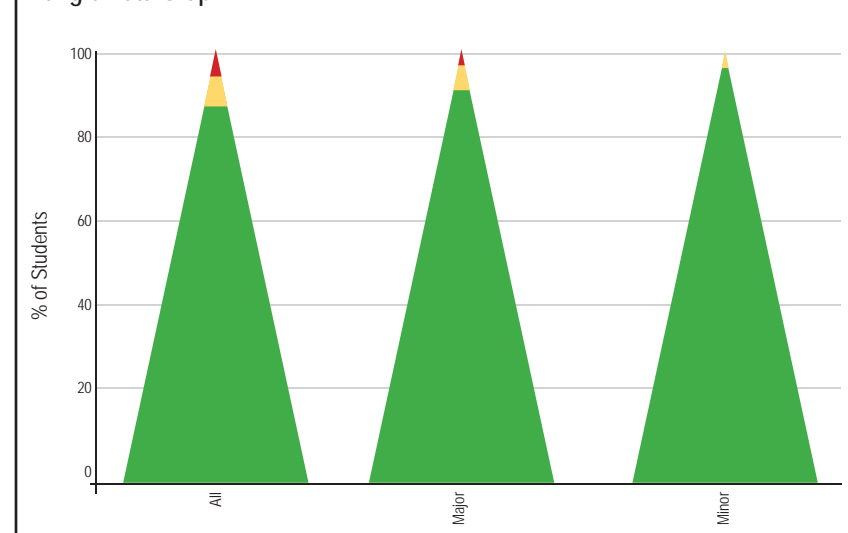
Suspension/Expulsion Report

	Events	Days	Students Contributing	Events Per 100 Students	Days Per 100 Students
In School Suspensions	18	15.5	13	3.06	2.63
Out of School Suspensions	7	9.5	5	1.19	1.61
Expulsions	1	10.5	1	0.17	1.78

Triangle Data Report

	# All	% All	# Major	% Major	# Minor	% Minor
Students with 0 Referrals	546	92.70%	555	94.23%	562	95.42%
Students with 1 Referrals	13	2.21%	11	1.87%	18	3.06%
Students with 0 or 1 Referrals	559	94.91%	566	96.10%	580	98.47%
Students with 2-5 Referrals	22	3.74%	17	2.89%	9	1.53%
Students with 6+ Referrals	8	1.36%	6	1.02%	0	0.00%
Students with 9+ Referrals	4	0.68%	4	0.68%	0	0.00%

Triangle Data Graph



SWIS Data Entry and Reporting Schedule

A schedule for data entry and report generation is helpful in getting organized for and sustaining the use of SWIS data. The SWIS schedule below is an example of how to organize data entry and reporting needs around discipline decision timelines and meeting schedules. A blank SWIS Data Entry and Reporting Schedule is located at the back of your manual.

Data Entry		
Who	What	When
Tanya	Office Referrals	End of each day
Tanya and Jose	Accuracy Checks	10 minutes monthly before Climate Committee Meeting
Report Generated		
Who	What	When
Climate Committee	Office Referrals the Big 5 Reports	Every two week meetings 3:00
BEP Team	Referrals by student, individual student reports for students 5+ referrals	Thursdays 3:15
IEP Teams	Individual Student Report	Scheduled IEP meetings
Administrators	All options	Student meeting Parent meeting Staff meeting School Board meeting

To Delete a Label:

Click Delete next to the label you wish to delete. This will delete the label from the SWIS account. A label can only be deleted if there are no referrals associated with it.

To Modify Extra Information Categories:

1. In Tools on the Main Menu, click School Preferences.
2. Scroll Down to the section labeled Extra Info Category Setup.
3. Click the Modify button next to the extra info category you wish to modify.
4. Undisplay, add new labels, merge or delete existing labels as necessary.
5. Click Save.

To Discontinue the display of an Extra Information Category:

1. In Tools on the Main Menu, click School Preferences.
2. Scroll Down to the section labeled Extra Info Category Setup.
3. Click the Modify button next to the extra information category you wish to discontinue displaying.
4. Click the Discontinue button at the top right of the screen.
5. All data will be retained. The extra information category you discontinue will simply no longer appear as a pull-down list in the Add/Revise Referral screen or in Custom Report/Graph Advanced Reporting Options.
6. **To reactivate the Category:** Click the Setup button next to the Extra Info you wish to reactivate. Click Save.

To Activate Labels:

Check the display box next to each label you wish to appear in the extra information category pull-down list. To deactivate a label from the pull-down list, uncheck the display box.

To Merge Labels:

Use the merge feature in extra information category setup the same way you would merge student or staff names in SWIS. It is important to be especially careful when merging extra information labels. Once merged, a label cannot be recovered.

1. Click Merge next to the label you wish to retain.
2. Select the label you wish to delete from the Label to Delete pull-down list.
3. Click Merge.
4. A warning will appear alerting you to the # of referrals this merge will affect.
5. If you wish to proceed, click OK.
6. A green bar at the top of the screen will appear indicating the merge was successful.

Display	Order	Label (required)	Identifier	Description	Merge	Delete
<input checked="" type="checkbox"/>	101	ability			Merge	Delete
<input checked="" type="checkbox"/>	102	religious			Merge	Delete
<input checked="" type="checkbox"/>	103	gender			Merge	Delete
<input checked="" type="checkbox"/>	104	sexual			Merge	Delete
<input checked="" type="checkbox"/>	105	other			Merge	Delete

Common Navigation

A small number of features are standard across SWIS.

- **Tab Activated Movement** - Move from one field to the next within a data entry screen by using the Tab button on the computer keyboard.
- **Navigation Menu** – A gray navigation bar at the top of each data entry screen allows users to scroll through records one at a time, add a new record or delete the current record.
- **Main Menu** – The main menu button on every screen will take users back to the SWIS main menu.
- **Display Check Boxes** – When the display button is checked, the information appears in pop-up and pull-down menus.
- **Pop-Up Windows** – For PC users, blue boxes activate pop-up windows for student and staff names. For MAC users, white ovals activate pop-up windows.
- **Pull-Down Lists** – Arrows activate pull-down lists within the SWIS application. Users can also click anywhere within the pull-down window to activate the list.
- **Required Information** – All required fields are noted with a red “(required)”
- **Dates** – Calendar pop-ups allow users to quickly enter dates. For schools in the United States, all dates are entered as: DD/MM/YYYY. For schools outside of the US, dates are formatted based on the locale set up within Account Preferences.
- **Report Date** – When generating reports and entering referrals, the date will default to the current day. Users can manually enter a previous date for older referrals.
- **Auto Logout** – SWIS will automatically time out after 15 minutes of inactivity. This is to ensure confidentiality is maintained.
- **Space and Case Sensitivity** – All usernames and passwords are space and case sensitive. Be sure to log into the account using the login information provided on your school's School Information Form.
- **Hotlinks** – All underlined, blue text can be clicked to take the user to the relevant screen.

Logging Into and Out of SWIS

For computer set-up:

1. Check accuracy of date and time.
2. Click on the Control Panel, click on Date/ Time option and revise as needed.
3. Open your preferred internet browser (Internet Explorer, Mozilla, Safari, etc).
4. Type in website address www.swis.org. (You might want add this site to your favorites or bookmarks.)

To Log Into SWIS:

1. At far right, click on Login/Demo.
 - a. **For specific school**
Username: login name
Password: 7 character password
 - b. **For demo**
Username: ebs
Password: ebs
2. Click on Continue to go to SWIS main menu.

To Logout:

1. Click on Logout button at top right of any SWIS page.

To maintain confidentiality, always logout when leaving work station

Enter Username and Password

Username:

Password

Login

ADD EXTRA INFO DEFINITION

Label

Identifier

other

Order

Description

105

Display



Display	Order	Label	Identifier	Description
<input checked="" type="checkbox"/>	101	ability		
<input checked="" type="checkbox"/>	102	religious		
<input checked="" type="checkbox"/>	103	gender		
<input checked="" type="checkbox"/>	104	sexual		

To define an Extra Information Category:

1. In Tools on the Main Menu, click School Preferences.
2. Scroll down to the section labeled Extra Info Category Setup.
3. Click on the Setup button next to the Extra Information you wish to define.
4. Enter a Title for the Extra Information Category.
5. Click Save.
6. Click Add.
7. Enter a label you wish to use.
8. (Optional) Enter an Identifier for the label. (The identifier is used for data download purposes. It is matched to the number used for that label in another database. If the school is not downloading data or importing the data into another database, the identifier does not need to be specified.
9. The Order for the Label will fill in automatically, but can be changed if necessary. The numerical order of the labels is the order in which they will appear in the pull-down list.
10. (Optional) Enter a Definition for the label.
11. Click Save.

USING EXTRA INFO. FIELDS

Schools use the extra information categories when they want to examine problem behavior patterns with more precision. Data entered into Extra Info categories is summarized and displayed in the Custom Report and Custom Graph only.

Each school account allows for three categories of extra information. Each category can have many labels to more specifically define the behavior, location, decision, etc the school wants to examine. Examples of possible extra information categories and labels include:

1. Category: Harassment Type

Labels: Racial
Gender
Religious
Sexual
Ability

2. Category: Hallway

Labels: East Wing
West Wing
South Wing
North Wing

3. Category: Additional Admin. Decision

Labels: Parent Contact
Individualized Instruction
Loss of privilege
Letter Home

Days Suspended/Expelled	<input checked="" type="checkbox"/>
Other Information	<input type="text"/>
Extra Info: Harassment	Religious <input type="text"/>
Extra Info: Hallway	<input type="text"/>
Extra Info 3	<input type="text"/>
Student's IEP Status	<input type="text"/>
Copy data to next new referral?	<input type="text"/>

Data Entry

SCHOOL INFORMATION

This information is initially entered when the school account is set up. To revise this information:

1. At main menu, click School Information.
2. Click in the corresponding fields to enter:
 - a. School mailing address
 - b. Physical address IF different from mailing address
 - c. Grade range
 - Click lowest grade level served
 - Click highest grade level served
 - a. School phone number
 - b. School fax number
 - c. School's contact person
 - To revise the school's contact person name, click on the Select button. If the name is not on the list, enter name in Staff Information.
 - Click on the new contact person's name from pop-up window.
 - Type in contact person's email address.
3. Click Save.

SCHOOL INFORMATION

School Name: Demo School

State/Province: Oregon

District: Demo District

School's Mailing Address

Address (required)

1235 Smith Road

City (required)

Eugene

State/Province (required)

Oregon

Zip/Postal Code (required)

07425

ENROLLMENT AND DAYS PER MONTH

To graph and report Average Referrals Per Day Per Month, Individual Student Reports and all Ethnicity Reports, there must be data entered in the Enrollment and Days

Per Month section of your account. If these reports show up blank when you run them, it is likely your account has no enrollment figures entered.

Ethnicity enrollment data is optional. To activate Ethnicity as a required field in your school's account, see School Preferences in this manual. To generate Ethnicity Reports, student ethnicity data must be entered in two different ways. Enter the number of students in each ethnic group in Enrollment and Days Per Month and enter each student's ethnic background in Student Information.

To enter your Enrollment and Days Per Month:

1. At main menu, click Enrollment/Days Per Month.
2. Select school year from the pull-down list located in the upper right corner.
3. Enter enrollment number based on annual census count (typically generated by October 1st).
4. Enter ethnicity enrollment and number of students in each group. The total ethnicity enrollment should equal the total school enrollment number.
5. Enter number of school days for each month. (If your school starts during a different month, go to Preferences in the Tools folder.)
6. Click Save.

School Year: 2008-09			
Enrollment:			
Total Enrollment:	589		
Ethnicity Enrollment:			
American Indian/Alaskan			
Native:	589		
Asian:	589		
African American:	589		
Hispanic/Latino:	589		
Pacific Islander/Native			
Hawaiian:	589		
School Days Per Month:			
Aug:	0	Feb:	18
Sep:	17	Mar:	20
Oct:	20	Apr:	19
Nov:	15	May:	17
Dec:	9	Jun:	6
Jan:	19	Jul:	5

Student	(required)	<input type="text"/>
Grade	(required)	<input type="text"/>
Staff	(required)	<input type="text"/>
Date	(required)	<input type="text"/> MM/DD/YYYY
Time	(required)	<input type="text"/>
Location	(required)	<input type="text"/>
Minor		<input type="checkbox"/>
Problem Behavior	(required)	<input type="text"/>
Motivation	(required)	<input type="text"/>
Others Involved	(required)	<input type="text"/>
Admin Decision	(required)	<input type="text"/>
Days Suspended/Expelled		<input type="checkbox"/> half day increments (0.5; 3; 6.5 etc)
Other Information		<input type="text"/>
Extra Info: Harrassment		<input type="text"/>
Extra Info: Hallway		<input type="text"/>
Extra Info 3		<input type="text"/>
Student's IEP Status		<input type="checkbox"/> (read only)
Copy data to next new referral?		<input type="checkbox"/>

COPYING REFERRAL INFORMATION TO NEXT REFERRAL

When more than one student is involved in the same incident, some of the referral information can be carried over from one referral to the next one entered. To copy information from one referral to the next referral:

1. Complete referral data entry for the first student.
2. Click in the Copy Data to Next New Referral box at the bottom of the referral data entry screen.
3. Click Save.
4. This will save the first student's referral and open a new referral data entry screen.
5. Enter the missing information into the second student's referral.

REFERRALS

ADDING A REFERRAL

1. At main menu, click Add/Revise Referral. This opens the add/revise referral data entry screen.
2. Click Student Name.
 - a. If the student's name does not appear on the list, click Add Student.
 - b. Follow the steps outlined in Add/Revise Staff/Student Information found in this manual to add the student to the SWIS account.
3. Enter all required information. All required fields are noted with a red (required).
 - a. SWIS allows users to select one problem behavior per referral.
 - b. If the problem behavior event is minor, click in the box to the right of the word Minor. This activates the minor problem behavior categories in the required Problem Behavior drop-down list.
 - c. When the administrative decision results in In-School/Out-of-School Suspension or Expulsion, enter the number of days the student was suspended or expelled. Half or Full-day increments for the suspension/expulsion may be entered.
4. Enter other necessary information.
 - a. Other Information can hold up to 255 characters if anecdotal information about the problem behavior event is needed.
 - b. Extra Info. is a field for defining problem behavior events at a more specific level. Examples of how to use Extra Info can be found in this manual.
5. Click Save.

The screenshot shows a form titled "Student" with the following fields and options:

- Last Name (required):** A text box containing "Banks".
- First Name (required):** A text box containing "Mark".
- IEP:** A checkbox with a checkmark.
- District Student Id (required):** A text box containing "46814".
- Gender (required):** A dropdown menu with "Male" selected.
- Other Information:** A text box.
- Ethnicity (required):** A dropdown menu with "White" selected.
- Display:** A checkbox with a checkmark.

STAFF/STUDENT INFORMATION

ADD/REVISE STUDENT/STAFF INFORMATION

To add new staff/students:

1. At main menu, click Add/Revise Staff/Student.
2. Click Jump to Staff/Student button to preview existing staff/student lists.
3. **If staff/student name you're looking for is not on the list:**
 - a. Click Close Window.
 - b. Click New.
 - c. Type last and first names and district staff/student ID number.
4. Click Save.

To revise staff/student information:

1. At main menu, click Add/Revise Staff/Student.
2. Click Jump to Staff/Student button to preview existing staff/student lists.
3. Click staff/student name to change and make necessary revisions.
4. Click Save.

When adding or revising student information follow these additional steps:

1. Select student gender.
2. Check the IEP box if student has one or gets one.
3. Enter district's ID number for student (optional, but necessary for merging SWIS data with district database).
4. Enter Other Information (optional).
5. Select student Ethnicity (optional if preference is unselected).
6. Click Save.

DISPLAY STAFF/STUDENT STATUS

By unchecking the display box next to student or staff names, they are no longer be available to select from staff or student name pull-down lists or pop-up windows.

(All referral data attached to this person's name will remain in the SWIS account.) Use this feature when students or staff transfer or no longer attend the SWIS school.

1. At the main menu, click Display Staff/Student Status.
2. Click in the box to un-check the staff/student who is no longer an active school member.
3. Click Save.

MERGE STAFF/STUDENT

Merging two names of staff or students will combine all referrals from the "Staff/Student to Delete" to the "Staff/Student to Retain".

To merge staff/student information:

1. At the main menu, click Merge Staff/Student.
2. Click the Select Staff/Student button in the Staff/Student to Retain field and choose the staff/student name to keep in the SWIS account. (Those with pull-down lists selected as a preference will click the pull-down list in the Staff/Student to Retain field.)
3. Click the Select Staff/Student button in the Staff/Student to Delete field and choose the staff/student name to delete from the SWIS account.
4. Click Merge.

To delete students or staff from your SWIS account, go to Add/Revise Student/Staff; select the name of the person to delete and click Delete in the upper right-hand corner of the screen. SWIS will not allow you to delete a student or staff name if there is referral data attached to his or her name.

DISPLAY STUDENT STATUS

A B C D E F G H I J K L M N O P Q R S T U V W X			
Student Name		District Id	Only students that are checked will be displayed on selection lists. Use this page to deactivate students who have moved or are no longer in your school from your selection lists. By deactivating the student, his/her name is removed from all active windows
<input checked="" type="checkbox"/>	Neal Anderson	38459	
<input checked="" type="checkbox"/>	David Anderson-Jones	88551	
<input checked="" type="checkbox"/>	Andrew Ardes	34978	
<input checked="" type="checkbox"/>	Bill Ardes	93456	
<input checked="" type="checkbox"/>	Lou Armack	45892	
<input checked="" type="checkbox"/>	Mark Banks	46814	
<input checked="" type="checkbox"/>	Jessie Bear	98318	
<input checked="" type="checkbox"/>	Brian Bender	75262	
<input type="checkbox"/>	Michelle Bier	86150	
<input checked="" type="checkbox"/>	Chris Black	239964	
<input type="checkbox"/>	Renee Black	12945	
<input checked="" type="checkbox"/>	Jim Bob	72470	

MERGE STUDENT

Merging the two students names will move all referrals from the 'Student to Delete' to the 'Student to Retain.' The 'Student to Delete' will then be deleted and cannot be recovered.

Student to Retain	Student to Delete																								
Select Student	Select Student																								
	<table border="1"> <thead> <tr> <th colspan="2">A B C D E F G H I J K L M N O P Q R</th></tr> <tr> <th>Student Name</th><th>District Id</th></tr> </thead> <tbody> <tr><td>Neal Anderson</td><td>38459</td></tr> <tr><td>David Anderson-Jones</td><td>88551</td></tr> <tr><td>Andrew Ardes</td><td>34978</td></tr> <tr><td>Bill Ardes</td><td>93456</td></tr> <tr><td>Lou Armack</td><td>45892</td></tr> <tr><td>Mark Banks</td><td>46814</td></tr> <tr><td>Jessie Bear</td><td>98318</td></tr> <tr><td>Brian Bender</td><td>75262</td></tr> <tr><td>Michelle Bier</td><td>86150</td></tr> <tr><td>Chris Black</td><td>239964</td></tr> </tbody> </table>	A B C D E F G H I J K L M N O P Q R		Student Name	District Id	Neal Anderson	38459	David Anderson-Jones	88551	Andrew Ardes	34978	Bill Ardes	93456	Lou Armack	45892	Mark Banks	46814	Jessie Bear	98318	Brian Bender	75262	Michelle Bier	86150	Chris Black	239964
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