

## Current Year School Set-Up: School Information

### Introduction

This guide demonstrates how to view and modify school details.

### Accessing the School Details Screen

1. From the **eSIS Main Start** screen, click **School** on the menu bar.
2. Click **School Information** on the drop-down list.
3. Click **School Details**.  
Review the school information: school number, code, state/ministry number, name, address, telephone number, and fax number. You can change the name, address, and phone numbers as needed by highlighting the incorrect data and re-entering the correct information.
4. Click the drop-down button to the right of the **Area** field to choose an area. (Note: Area is not used in NC but the system requires that this field has an entry.)  
Review the Superintendent's name and telephone number. The name is entered in a system code table maintained by the LEA and selected from a drop-down list in the **Superintendent** field. The Superintendent's telephone number is auto-populated when the superintendent is selected.
5. To change the Vice Principal name, click the **Vice Principal** field to highlight the existing name.
6. Press the **Backspace** button on your keyboard to delete the Vice Principal name.
7. Enter a new name in the **Vice Principal** field.
8. Click the drop-down arrow to the right of the (school) **Type** field to display the choices.  
This will not change the existing entry.
9. Click the drop-down arrow a second time to the right of the **Type** field to close without making a change.
10. Click the drop-down arrow to the right of the **Sub-Type** field to view the available options.  
This will not change the existing entry.
11. Click the drop-down arrow a second time to the right of the **Sub-Type** field to close without making a change.
12. Click the drop-down arrow to the right of the **Home Room Assign.** field to view the available options. You must have a selection in the **Home Room Assign.** field.
13. Click the drop-down arrow to the right of the **Attendance Type** field to view the available options.
14. Review the **Alternate Period Attendance**, **Days that the School has Classes**, **Enrollment**, and if **Courses in Use** and **Using Course Alternatives** is used.
15. Once the desired criteria have been selected, click the **Save** button.
16. Click the **Right Arrow** button to access the **More School Details** screen.
17. Click the **College Board ID** field and enter an ID number.
18. Click the drop-down arrow in the first line item in the **School Accreditation** column to select your school's accreditation status.
19. Click the **Date Granted** field to enter a date.
20. Click the **Expiration Date** field to enter the date the school's accreditation expires.  
Note: The above information must be entered for the transcript reports to print correctly.
21. Click **Save**.
22. Click the **Right Arrow** button to access the **Current Year** screen.

## ***Adding an Additional Period and Tumble Pattern***

The following is an example of how you might add an additional period and tumble pattern. Your specific addition may differ from the example below.

1. Click the first available field in the **Length** column.
2. Enter the number of minutes of the additional period.
3. Click the first available line item in the **D1** column.
4. Enter the desired period number in the **D1** column.
5. Click **Save**.
6. Click the **Re-Calc** button to recalculate the total minutes in the average period length.
7. Click the **Override** field to enter an actual number in the **Override** field.
8. Click **Save**.
9. Click the **Number of Tumble Patterns** field to enter a number.  
This must be completed before creating a new tumble pattern.
10. Click the first line item in the **D2** column and enter **5**.
11. Click the second line item in the **D2** column and enter **4**.
12. Click the third line item in the **D2** column and enter **3**.
13. Click the fourth line item in the **D2** column and enter **2**.
14. Click the fifth line item in the **D2** column and enter **1**.
15. Click the **Save** button.
16. Click the **Right Arrow** button to access the **Next Year** screen.
17. Click the **Exit** button on the **Next Year** screen.