

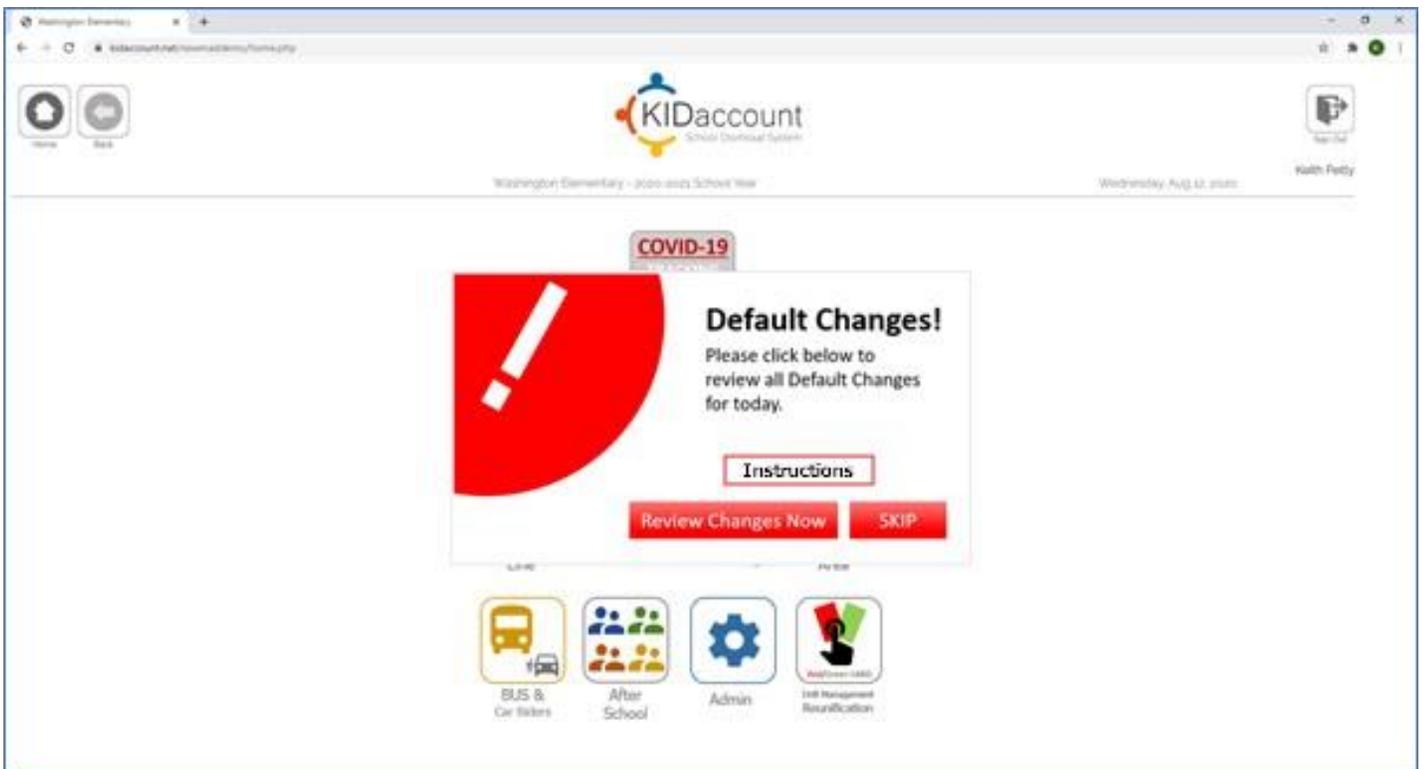
Administration Instructions

Daily SIS-KIDaccount Compare

To ensure KIDaccount has accurate student and staff information, the system will compare your School Information System (SIS) such as Power school, Infinite Campus or Tyler to KIDaccount. This data includes student dismissal information, contacts and Staff data.

Each night, KIDaccount pulls DEFAULT student or staff information from your SIS. If there are any new additions or if any of the DEFAULT data does not match such as the student dismissal method, the following alert will be displayed on your screen.

Choose “Review Changes Now” to compare and approve any changes.



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Choosing Review will open a list of any DEFAULT SIS records that do not match KIDaccount DEFAULT records. The information will be displayed in four areas: Student Changes, New Students, New Student Contacts (PUPS) and New Staff.

Each area displays the “Current” KIDaccount status and the “New” change sent from your SIS. Below you will note the Student Changes area displays the Dismissal Method and the Homeroom Teacher. There are no changes to the Teacher information, however, the Dismissal Method has a mismatch. The Current KIDaccount is “After School”, the “New” SIS is set to Car Line.

Student Changes				
<u>Name</u>	<u>Current Method</u>	<u>New Method</u>	<u>Current Homeroom</u>	<u>New Homeroom</u>
Kayla Turner	After School	Car Line	Ryan Perry	Ryan Perry
Jennifer Turner	After School	Car Line	Miranda Jackson	Miranda Jackson

To resolve these issues, you will need to decide if you want to keep the “Current” KIDaccount status or change KIDaccount to the “New” status listed in your SIS

KIDaccount allows you to update KIDaccount with the click of a button.

- Selecting “Approve” will change “Current” KIDaccount data and accept all “New” data changes.
- Selecting “Decline” will not accept any “New” changes from your SIS and keep the “Current” KIDaccount data.

Student Changes						
<u>Name</u>	<u>Current Method</u>	<u>New Method</u>	<u>Current Homeroom</u>	<u>New Homeroom</u>	<u>Approve</u>	<u>Deny</u>
Kayla Turner	After School	Car Line	Ryan Perry	Ryan Perry	<input type="button" value="Approve"/>	<input type="button" value="Decline"/>
Jennifer Turner	After School	Car Line	Miranda Jackson	Miranda Jackson	<input type="button" value="Approve"/>	<input type="button" value="Decline"/>

- Clicking “Approve” will immediately update KIDaccount to the new status listed in your SIS.
- Clicking “Decline” will not make any changes to KIDaccount.

In many cases, you will need contact your SIS data manager so they can update your SIS with the correct information.

NOTE: The system will continue to create an alert each day until the incongruent data issue is resolved.

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Utilize the same selection process in all 4 areas.

New Students									
<u>Student Name</u>	<u>ID</u>	<u>Grade</u>	<u>Gender</u>	<u>Homeroom</u>	<u>Contact Count</u>	<u>Dismissal</u>	<u>Transfer From</u>	<u>Approve</u>	<u>Deny</u>
Miley Jameson	227469	4	2	Ronald Smith	11	Car Line:	New Student	<input type="button" value="Approve"/>	<input type="button" value="Decline"/>

New Contacts				
<u>Student Name</u>	<u>ID</u>	<u>Contact Name</u>	<u>Approve</u>	<u>Deny</u>
Chris Franklin	227778	Kenneth Franklin - Father	<input type="button" value="Approve"/>	<input type="button" value="Decline"/>
Thomas Roberts	701210	Kelly Roberts - Mother	<input type="button" value="Approve"/>	<input type="button" value="Decline"/>

New Staff			
<u>Staff Name</u>	<u>ID</u>	<u>Approve</u>	<u>Deny</u>
Jennifer Packard	37711	<input type="button" value="Approve"/>	<input type="button" value="Decline"/>

After selecting an option for each record, the alert will disappear, and KIDaccount will be up-to-date.

This concludes the Administration Instruction overview.

Please contact us if you have any questions.

CustomerService@kidaccount.Com

Thank you for choosing KIDaccount.

