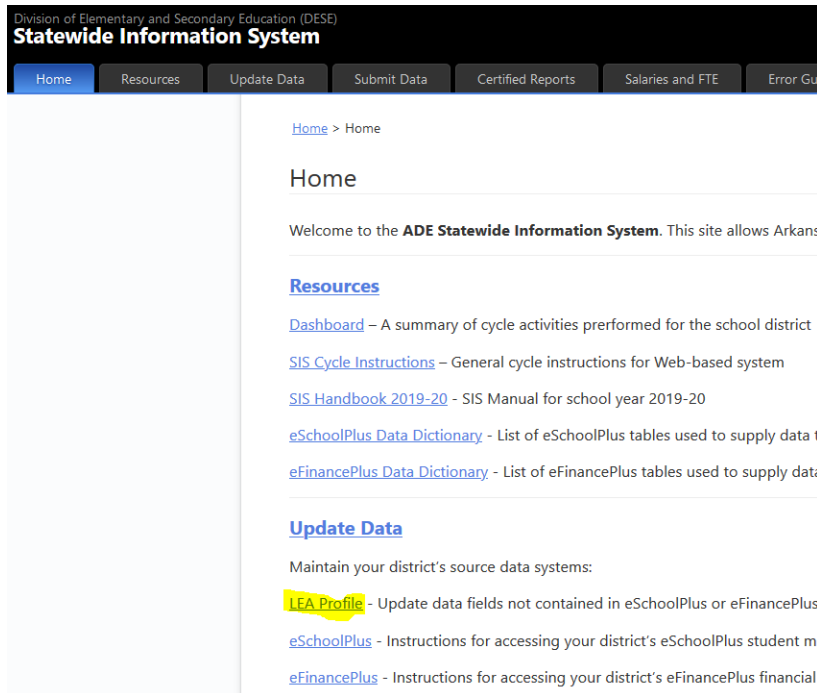


Instructions on Updating SIS Contact Persons

To update or enter contact persons in SIS, first log into SIS at <https://sis.ade.arkansas.gov>

Once logged in, you will find a link to LEA Profile in the Update Data section of the Home page.



The screenshot shows the ADE Statewide Information System Home page. The header includes the text "Division of Elementary and Secondary Education (DESE) Statewide Information System" and a navigation menu with buttons for Home, Resources, Update Data, Submit Data, Certified Reports, Salaries and FTE, and Error Gui. The main content area has a breadcrumb trail "Home > Home" and a heading "Home". Below this is a welcome message: "Welcome to the ADE Statewide Information System. This site allows Arkansas...". There are two main sections: "Resources" and "Update Data". The "Resources" section lists links for Dashboard, SIS Cycle Instructions, SIS Handbook 2019-20, eSchoolPlus Data Dictionary, and eFinancePlus Data Dictionary. The "Update Data" section lists links for LEA Profile, eSchoolPlus, and eFinancePlus. The "LEA Profile" link is highlighted in yellow.

Click this link, then click the Contact Person link on the Update LEA Profile page. This link is available in all cycles.

[Home](#) > [Update Data](#) > LEA Profile

Update LEA Profile

Please select a Cycle

[Contact Person](#)

Delete All Records

[District](#)

[Finance Bank Reconciliation](#)

Delete All Records

The page displaying the Contact Person records will open.

Updating a Person

To update the record of a person who is already in the displayed records, find the record and click the Edit link to the right of the record line on the page. Search boxes are provided at the

top of the grid to allow you to search for records by LEA, Coordinator Code and Last Name. Enter values you wish to search on and hit the Enter key.

Contact Person

+ Add new record						Refresh
LEA	Coord Code	Description	First Name	Last Name ▲	Email	
<input type="text"/>	<input type="text"/>			<input type="text"/>		
0201006	V	Family Engagement Facilitator	Nick	Adams	nick.adams@crossettschools.org	Edit Delete

After the Edit link is clicked, the edit form will be displayed with the current information.

Contact Person

+ Add new record

LEA	Coord Code	Description	First Name	Last Name	Email
Last updated 9/11/2017 9:14:46 AM					
02010	LEA (For codes 'K', 'P', 'V' and 7 enter school-level LEA. For all others enter District LEA.)	<input type="text" value="0201006"/>			
02010	Coordinator Code	V - Family Engagement Facilitator			
02010	State Id	<input type="text" value="2561827542"/>			
02010	Prefix	<input type="text"/>			
02010	First Name	<input type="text" value="Nick"/>			
02010	Middle Name	<input type="text"/>			
02010	Last Name	<input type="text" value="Adams"/>			
02010	Suffix	<input type="text"/>			
02010	Address	<input type="text" value="301 W 9th"/>			
02010	City	<input type="text" value="Crossett"/>			
02010	State	<input type="text" value="AR"/>			
02010	Zip	<input type="text" value="71635"/>			
02010	Zip4	<input type="text"/>			
02010	Job Qualifications	<input type="text"/>			
02010	Work Number	<input type="text" value="870"/> - <input type="text" value="364"/> - <input type="text" value="2625"/>	Ext:	<input type="text"/>	
02010	Fax Number	<input type="text"/>			
02010	Mobile Number	<input type="text"/>			
02010	Email	<input type="text" value="nick.adams@crossettschools.org"/>			

Make the necessary changes, and click the Save button. The Contact Person record grid will be refreshed to display the updated record with changes.

Adding a New Contact Person

To add a new contact person, click the Add new record button at the top of the grid.

[Home](#) > [Update Data](#) > [LEA Profile](#) > Contact Person

Contact Person

+ Add new record		
LEA	Coord Code	Descrip

The edit form will appear with blank areas in which to enter information.

Contact Person

Last updated

LEA	LEA (For codes 'K', 'P', 'V' and 7 enter school- level LEA. For all others enter District LEA.)
020100	<input type="text"/>
020100	Coordinator Code
020100	<input type="text"/>
020100	State Id
020100	<input type="text"/>
020100	Prefix
020100	<input type="text"/>
020100	First Name
020100	<input type="text"/>
020100	Middle Name
020100	<input type="text"/>
020100	Last Name
020100	<input type="text"/>
020100	Suffix
020100	<input type="text"/>
020100	Address
020100	<input type="text"/>
020100	City
020100	<input type="text"/>
020100	State
020100	<input type="text"/>
020100	Zip
020100	<input type="text"/>
020100	Zip4
020100	<input type="text"/>
020100	Job Qualifications
020100	<input type="text"/>
020100	Work Number
020100	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext: <input type="text"/>
020100	Fax Number
020100	<input type="text"/> - <input type="text"/> - <input type="text"/>
020100	Mobile Number
020100	<input type="text"/> - <input type="text"/> - <input type="text"/>
020100	Email
020100	<input type="text"/>

© 2020

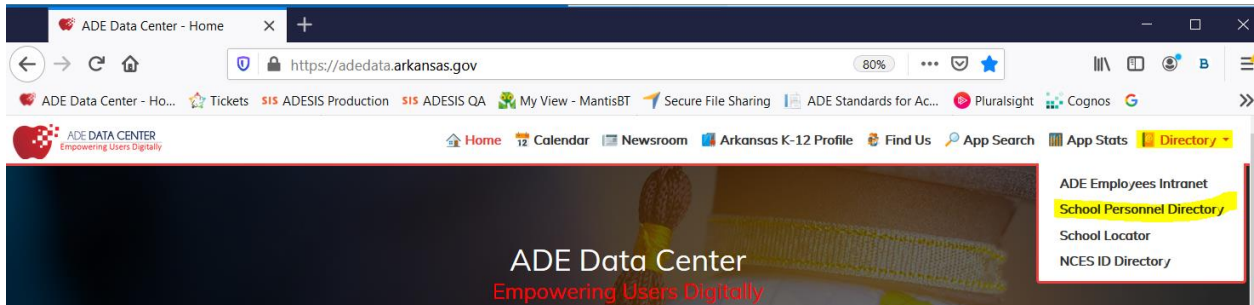
Fill in the blanks with necessary information and click the Save button. The Contact Person record grid will be refreshed to display the new contact record.

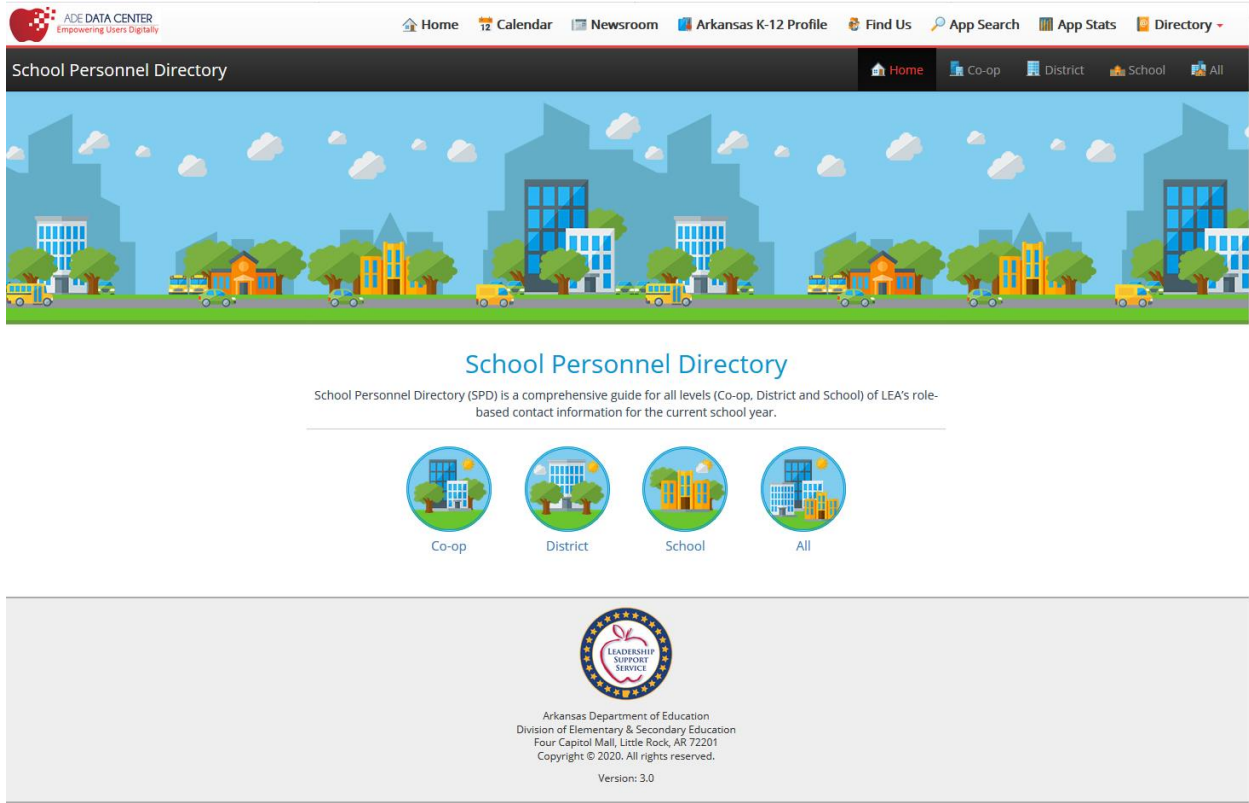
Contact Person

+ Add new record					
LEA	Coord Code	Description	First Name	Last Name ▲	Email
<input type="text"/>	<input type="text"/>			<input type="text"/>	
0201006	V	Family Engagement Facilitator	Nick	Adams	nick.adams@crossettschools.org
0201006	K	Techstart Coord	Anthony	Boykin	anthony.boykin@crossettschools.org
0201006	P	Principal or School Admin	Anthony	Boykin	anthony.boykin@crossettschools.org
0201000	C	Test Coord Triand Primary	New	Contact	email@emailserver.com

School Personnel Directory

On the home page for the ADE Data Center <https://adedata.arkansas.gov> is a link to Directory in the upper right corner. Clicking it opens a drop down list on which appears a link to the School Personnel Directory.





Contact persons who are entered into the LEA Profile section of the SIS web site will appear in the lists of people displayed on this page.

