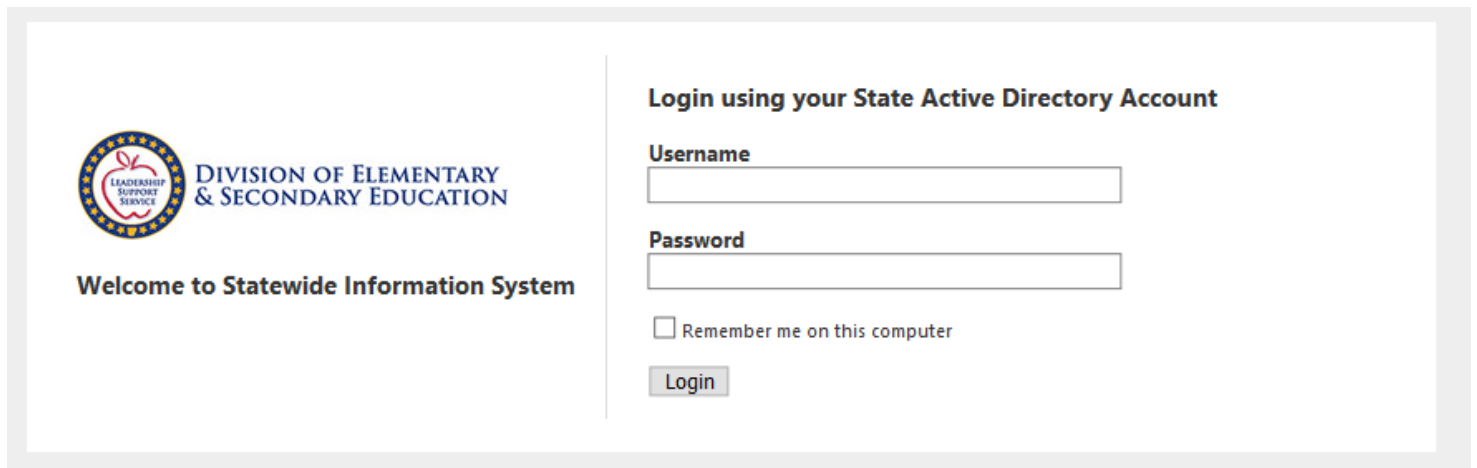


# Web-based SIS Cycle Resubmission Guide

## Steps for making cycle resubmission requests

- Visit <https://sis.ade.arkansas.gov/> to arrive at the ADE SIS Login page.
- On the ADE SIS Login page, enter your 'Username' and 'Password' using your State Active Directory Account information.



**Division of Elementary & Secondary Education**

LEADERSHIP SUPPORT SERVICE

Welcome to Statewide Information System

**Login using your State Active Directory Account**

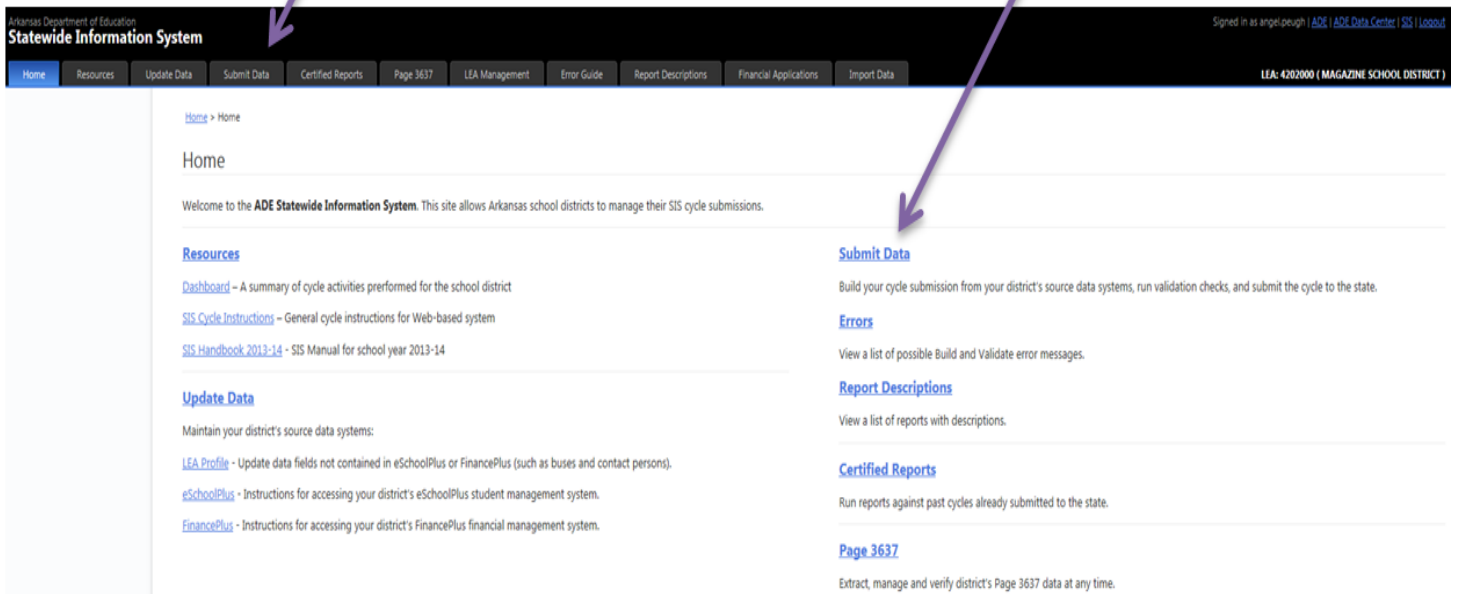
Username

Password

Remember me on this computer

Login

- You are now on the home page of the Division of Elementary and Secondary Education Statewide Information System.
- To access your cycle information you must click on the 'Submit Data' tab or the 'Submit Data' link.



Arkansas Department of Education  
Statewide Information System

Signed in as angel-peugh | ADE | ADE Data Center | SIS | Logout

Home Resources Update Data **Submit Data** Certified Reports Page 3637 LEA Management Error Guide Report Descriptions Financial Applications Import Data

LEA: 4202000 (MAGAZINE SCHOOL DISTRICT)

Home > Home

Home

Welcome to the **ADE Statewide Information System**. This site allows Arkansas school districts to manage their SIS cycle submissions.

**Resources**

[Dashboard](#) - A summary of cycle activities performed for the school district

[SIS Cycle Instructions](#) - General cycle instructions for Web-based system

[SIS Handbook 2013-14](#) - SIS Manual for school year 2013-14

**Update Data**

Maintain your district's source data systems:

[LEA Profile](#) - Update data fields not contained in eSchoolPlus or FinancePlus (such as buses and contact persons).

[eSchoolPlus](#) - Instructions for accessing your district's eSchoolPlus student management system.

[FinancePlus](#) - Instructions for accessing your district's FinancePlus financial management system.

**Submit Data**

Build your cycle submission from your district's source data systems, run validation checks, and submit the cycle to the state.

**Errors**

View a list of possible Build and Validate error messages.

**Report Descriptions**

View a list of reports with descriptions.

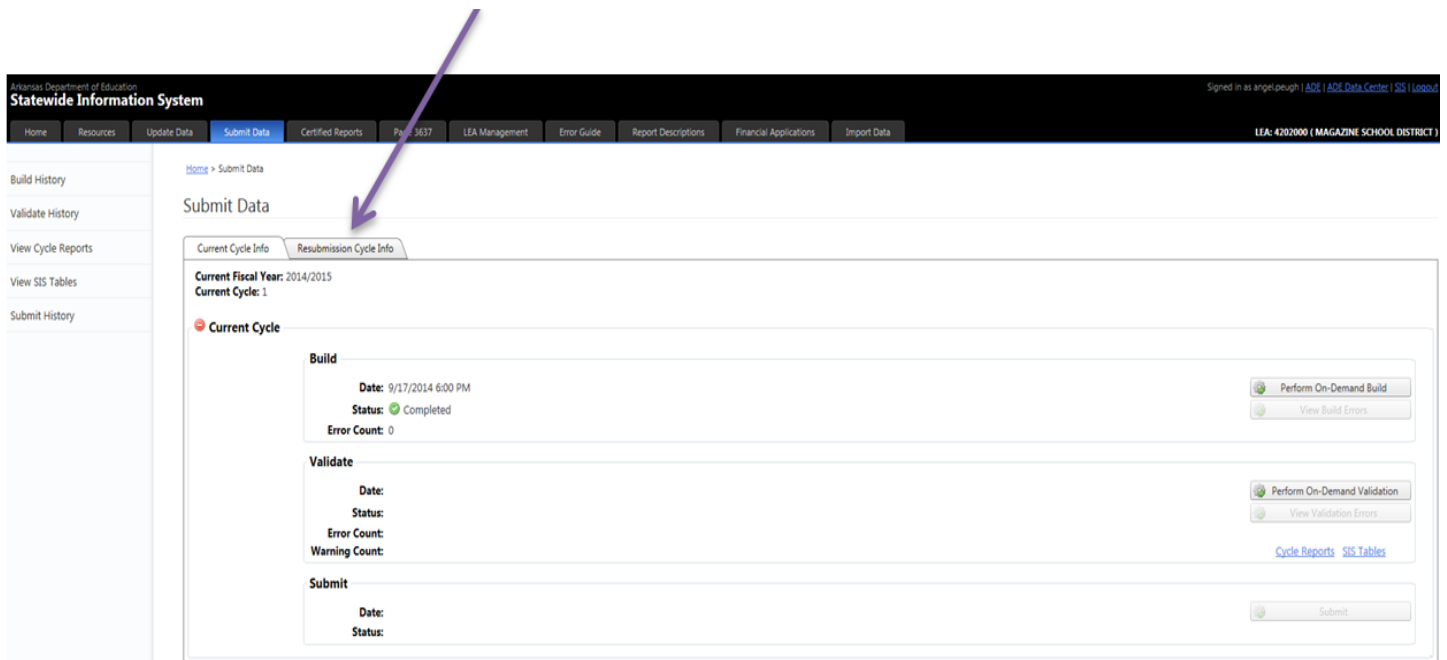
**Certified Reports**

Run reports against past cycles already submitted to the state.

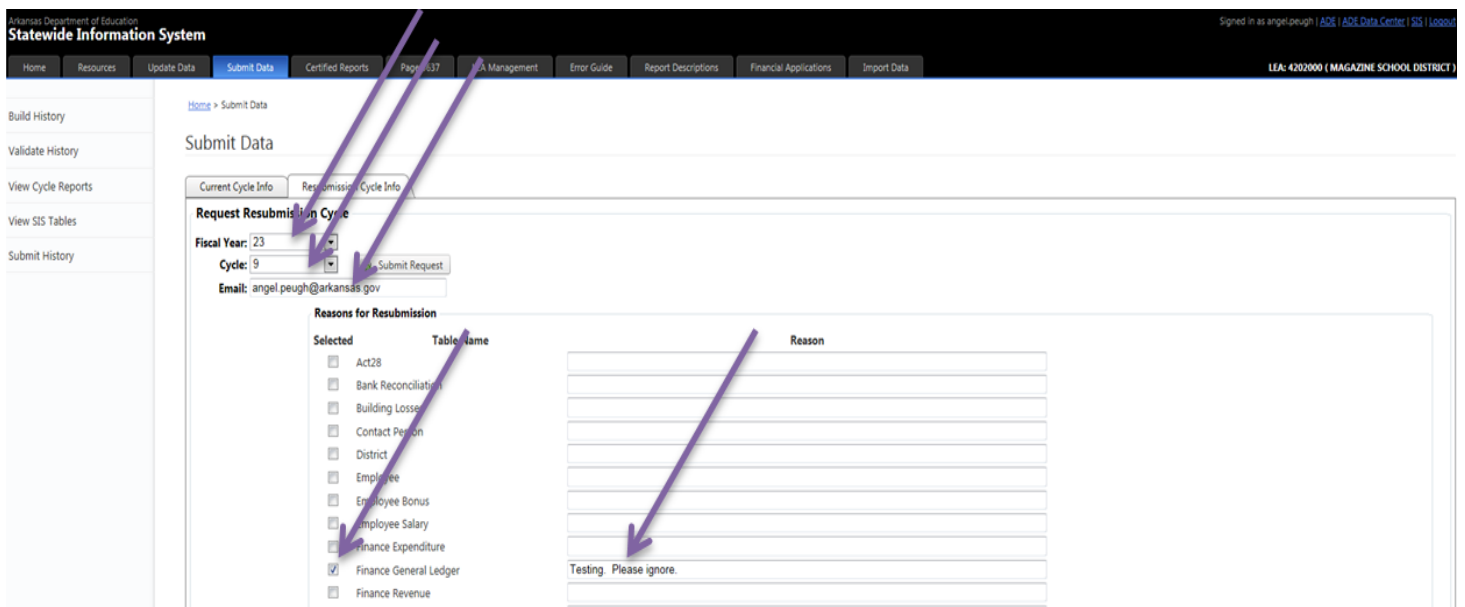
**Page 3637**

Extract, manage and verify district's Page 3637 data at any time.

- To access your resubmission request, click on the 'Resubmission Cycle Info' tab.



- To send in a request for a cycle resubmission you must provide the following information:
  - Fiscal Year of the requested resubmission
  - Cycle of the requested resubmission
  - Email address of the person who is requesting the resubmission
  - Select the table that is involved
  - Provide a reason for the resubmission



- After you have completed all of the required information simply click on the ‘Submit Request’ button.

Arkansas Department of Education  
Statewide Information System

Signed in as angel.peugh | ADE | ADR Data Center | SIS | Logout

Home Resources Update Data **Submit Data** Certified Reports Page 3637 LEA Management Error Guide Report Descriptions Financial Applications Import Data

LEA: 4202000 (MAGAZINE SCHOOL DISTRICT)

Home > Submit Data

### Submit Data

Current Cycle Info Resubmission Cycle Info

#### Request Resubmission Cycle

Fiscal Year: 23  
Cycle: 9  
Submit Request  
Email: angel.peugh@arkansas.gov

#### Reasons for Resubmission

Selected	Table Name	Reason
<input type="checkbox"/>	Act28	
<input type="checkbox"/>	Bank Reconciliation	
<input type="checkbox"/>	Building Losses	
<input type="checkbox"/>	Contact Person	
<input type="checkbox"/>	District	
<input type="checkbox"/>	Employee	
<input type="checkbox"/>	Employee Bonus	
<input type="checkbox"/>	Employee Salary	
<input type="checkbox"/>	Finance Expenditure	
<input checked="" type="checkbox"/>	Finance General Ledger	Testing. Please ignore.
<input type="checkbox"/>	Finance Revenue	

- You will now see the information that you submitted, and that the status of your Cycle Resubmission Request is ‘Requested’. Remember this is only a request and no actual processing has begun yet.

Arkansas Department of Education  
Statewide Information System

Signed in as angel.peugh | ADE | ADR Data Center | SIS | Logout

Home Resources Update Data **Submit Data** Certified Reports Page 3637 LEA Management Error Guide Report Descriptions Financial Applications Import Data

LEA: 4202000 (MAGAZINE SCHOOL DISTRICT)

Home > Submit Data

### Submit Data

Current Cycle Info Resubmission Cycle Info

#### Resubmission Cycle

Fiscal Year: 23  
Cycle: 9  
Request Date: 9/18/2014  
Expiration Date: 9/25/2014  
Status: Requested  
Last Status Update: 9/18/2014  
Reason:  Close Request

#### Reasons for Resubmission

Table Name	Reason
Finance General Ledger	Testing. Please ignore.

- After your resubmission request has been approved by the programming staff you will receive an email informing you of the approval to the email address that you entered when you submitted your request. If the request has been denied you will receive notification regarding that as well.

**Cycle 9 Resubmission Request Approved**

ADESIS.programmers

Sent: Thu 9/18/2014 3:03 PM

To: Angel Peugh (ADE)

This message is to inform you that the resubmission request for cycle 9 has been approved until 9/25/2014.

- LEA #: 4202000
- LEA Name: Magazine School District

Please proceed with your resubmission at your convenience.

**Angel Peugh**  
*on behalf of*  
**ADESIS.Programmers**  
*Division of Research & Technology*  
*Arkansas Department of Education*  
*Little Rock, AR 72201*

- You will now see that the requested district is available to ‘Perform On-Demand Build’, ‘Perform On-Demand Validation’, and ‘Submit’ like a normal cycle submission.
- **Please note that the data submission controls will not appear until your request is approved. If you do not see the data submission controls your request is either still pending approval or was denied.**

[Home](#) > [Submit Data](#)

Submit Data

The screenshot shows the 'Submit Data' interface with the following details:

- Current Cycle Info / Resubmission Cycle Info:**
  - Resubmission Cycle:**
    - Fiscal Year: 23
    - Cycle: 9
    - Request Date: 9/18/2014
    - Expiration Date: 9/25/2014
    - Status: Approved
    - Last Status Update: 9/18/2014
    - Reason: [Text Field]
    - Reasons for Resubmission:**

Table Name	Reason
Finance-General Ledger Testing	Please ignore.
- Fiscal Year: 2012/2013, Cycle: 9**
- District Has Submitted Cycle 9**
- Current Cycle:**
  - Build:** Date, Status, Error Count. Buttons:
  - Validate:** Date, Status, Error Count, Warning Count. Buttons:   [Cycle Reports](#) [SIS Tables](#)
  - Submit:** Date, Status. Button:

- After completing the cycle submission process, i.e. the “Perform On-Demand Build”, “Perform On-Demand Validation” and “Submit” processes completed without error, if a resubmission is needed for another cycle the current request will need to be closed before requesting a resubmission for the other cycle. If no other cycle needs to be resubmitted, the request will expire and be closed automatically.
- **Closing the request before you submit the data will result in being unable to process the resubmission. Do not close the request unless you are finished with the cycle for which the resubmission was requested.**

Arkansas Department of Education  
Statewide Information System

Home Resources Update Data **Submit Data** Certified Reports Page 3637 LEA Management Error Guide Report Descriptions Financial Applications Import Data

LEA: 4202000 (MAGAZINE SCHOOL DISTRICT)

Home > Submit Data

### Submit Data

Current Cycle Info Resubmission Cycle Info

#### Resubmission Cycle

Fiscal Year: 23  
Cycle: 9  
Request Date: 9/18/2014  
Expiration Date: 9/25/2014  
Status: Approved  
Last Status Update: 9/18/2014

Reason: Resubmission complete.

#### Reasons for Resubmission

Table Name	Reason
Finance General Ledger Testing, Please ignore.	

Fiscal Year: 2012/2013  
Cycle: 9  
District Has Submitted Cycle 9

Current Cycle

- The Resubmission Request is now available again if needed. You will also see that the status of your resubmitted cycle is now set to ‘Closed’.

Arkansas Department of Education  
Statewide Information System

Home Resources Update Data **Submit Data** Certified Reports Page 3637 LEA Management Error Guide Report Descriptions Financial Applications Import Data

LEA: 4202000 (MAGAZINE SCHOOL DISTRICT)

Home > Submit Data

### Submit Data

Current Cycle Info Resubmission Cycle Info

#### Request Resubmission Cycle

Fiscal Year:   
Cycle:

Email:

Reasons for Resubmission:

#### Resubmission Cycle

Fiscal Year: 23  
Cycle: 9  
Request Date: 9/18/2014  
Expiration Date: 9/18/2014  
Status: Closed  
Last Status Update: 9/18/2014

#### Reasons for Resubmission

Table Name	Reason
Finance General Ledger Testing, Please ignore.	