



# ARKANSAS DEPARTMENT OF EDUCATION

## **Arkansas Department of Education** **Statewide Information System (SIS)** **Cycle Instructions (Web Based System)**

### **IMPORTANT NOTICE**

Due to the requirements of state and federal legislation, the ADE and Arkansas public schools have reached a new level in the need for data accuracy to publish public reports. There is also a dramatic increase in reliance on data as required in the No Child Left Behind (NCLB) legislation, such as reporting Adequate Yearly Progress. It is imperative that the district users of the APSCN Pentamation Financial and/or Student Management Systems check and re-check the accuracy of the data that is entered on a daily basis.

Over and above the daily entries, go back and check every field that doesn't require annual re-entry, e.g., the initial set-up screens. Please be acutely aware that every piece of data that is entered into the system is collected into some type of report and could affect the district's status as required in the NCLB and state legislation. The data pulled from the district's database for state and/or federal reports is only as good as the data entered into the system. Make sure your district is supported by providing accurate data in each SIS Cycle.

[Version 2.0 - Dated 09/19/2013 - Updated for SY 2013-2014](#)

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## Introduction

The SIS Cycle Submission process was written to replace an existing SIS process, Legacy SIS by which districts are allowed to review summarized financial and student information before submitting that data to the State as “Certified” or approved data. This process of submitting the data requires the district to perform three distinct steps:

1. Build
2. Validation
3. Submission

Additionally, there is LEA Profile to collect the non SIS items which are not in the source systems.

The **Build** step pulls district’s data from various sources like SMS, eSchoolPlus, and FMS databases and inserts that data into a SQL Server database (SIS). During the Build step, several data points are translated to provide a higher quality of data for review and reporting in later steps. The build errors are the first set of violations which has to be corrected in the source systems. The **Validation** phase is performed by the district on the data that was pulled over during the build step. Validating the data is a programmatic way of enforcing various business and data quality rules on the data being brought over from the Informix and eSchoolPlus systems. Any violations of these validation rules are collected and presented to the district for correction in the source systems. Finally, after the data passes the validation phase, the district is ready to **Submit** their data as a “certified” or official copy of the data to be used for reporting purposes.

## ADE SIS Website

The web interface is used by the districts to start various steps of the process as well as view details about previous processes that have run. The requests from the web interface are handled by the **ADE Service**. The Cycle Submission website is used to perform a variety of functions. It is the single point of contact for the districts to interact with their cycle data. Within this web application the user can perform the following tasks:

- View the status of the last transaction executed by the ADE Service.
- Start a manual build of the district’s cycle data.
- View the detailed errors that occurred during the last build process (if any)
- Initiate the Validation process
- View Validation Errors (if any)
- Initiate the Submission of Certified data.



<http://adesis.arkansas.gov/>

ARKANSAS DEPARTMENT OF EDUCATION  
LEADERSHIP SUPPORT SERVICE

Welcome to Statewide Information System

**Login using your State Active Directory Account**

Username  
6003cycletest

Password  
●●●●●●●●

Remember me on this computer

Login

Version 1.2401.0.16257

Type in your **Active Directory Username** and **Password** and click the **Login** Button or hit Enter.

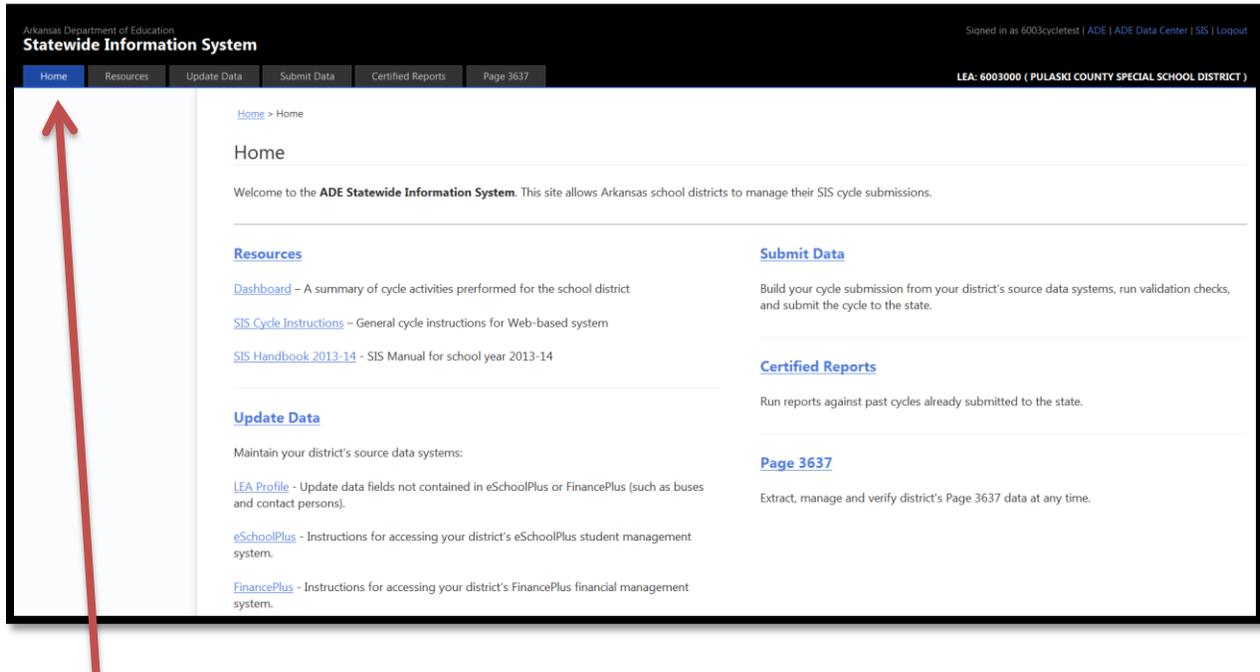
**Note:**

If you are not listed as a Cycle Coordinator at “[www.apscn.org](http://www.apscn.org) > APSCN > District Access Information”, please fill out the **Cycle Coordinator – Web Based** form posted on the APSCN website at [www.apscn.org](http://www.apscn.org) → APSCN → Forms → SIS and fax the completed form to the number at the bottom of the form. If you have any questions with the form please contact Bobby Downum ([Bobby.Downum@Arkansas.Gov](mailto:Bobby.Downum@Arkansas.Gov)).

The log-in page takes the user to the Home page of the ADE Statewide Information System (SIS). The ADE SIS website has **six main tabs** listed as below:

1. Home
2. Resources
3. Update Data
4. Submit Data
5. Certified Reports
6. Page 3637 (Cycle 8 Only)

# Home



The **Home** tab is the one-stop location for all the information pertaining to the SIS cycle certification process. It contains the route to the following tabs:

- Resources
- Update Data
- Submit Data
- Certified Reports
- Page 3637 (Cycle 8 Only)

Each of the above tabs is described in detail in the following section of this document.

Two of the important links on the **Home** tab to note are listed as follows:

- [SIS Cycle Instructions](#) – General cycle instructions for Web-based system
- [SIS Handbook 2013-14](#) – SIS Manual for school year 2013-14

## Resources

Arkansas Department of Education  
Statewide Information System

Signed in as 6003cycletest | ADE | ADE Data Center | SIS | Logout

Home Resources Update Data Submit Data Certified Reports Page 3637 LEA: 6003000 ( PULASKI COUNTY SPECIAL SCHOOL DISTRICT )

Home > Resources > Cycle 2

### SIS Dashboard

SIS Cycle 2 School Year 2013 - 2014

Statistics	# of Times	Initial	Latest	Errors	Warnings
Builds	0			0	0
Validates	0			0	0
Submission	0			0	0

Cycle Status - N/A Submission Status - N/A

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The **Resources** tab contains the Statewide Information System (SIS) Dashboard. This feature is only for informational purpose and gives the SIS Cycle Coordinator a head-up with his/her progress related to the cycle submission process. There are 9 sub-tabs pertaining to each of the cycle on the left-hand side of the **Resources** tab:

- Cycle 1
- Cycle 2
- Cycle 3
- Cycle 4
- Cycle 5
- Cycle 6
- Cycle 7
- Cycle 8
- Cycle 9

Select the appropriate Cycle that is in-session to review the SIS statistics.

## Update Data

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Statewide Information System

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Home Resources **Update Data** Submit Data Certified Reports Page 3637 LEA: 6003000 ( PULASKI COUNTY SPECIAL SCHOOL DISTRICT )

LEA Profile  
eSchoolPlus  
FinancePlus

Home > Update Data

### Update Data

Prepare your district cycle submission by maintaining your 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.

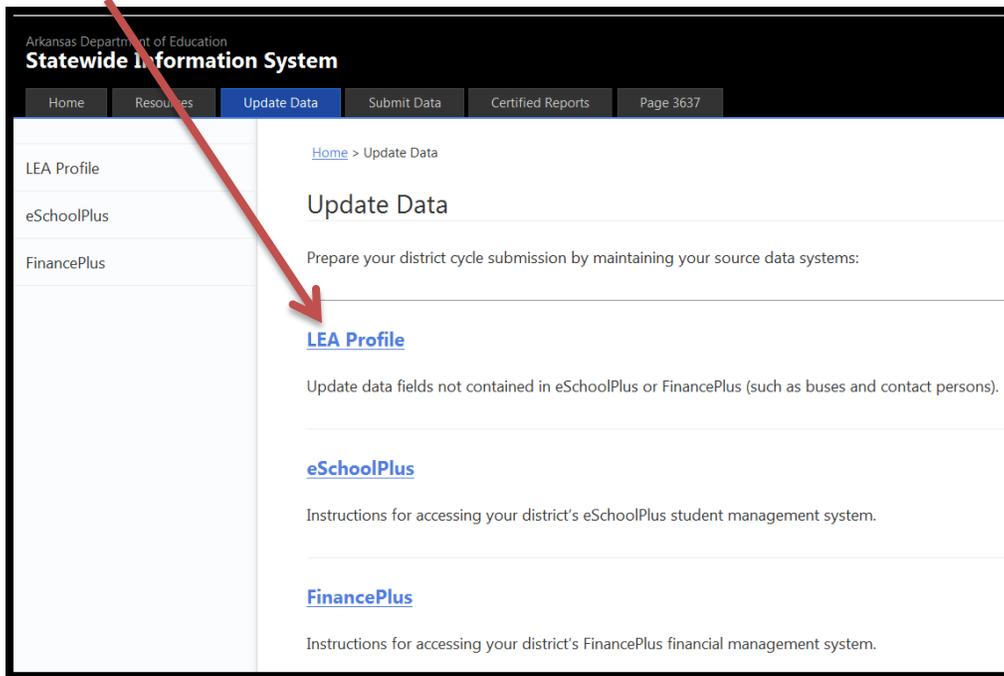
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The **Update Data** tab deals with the preparation of district cycle submissions by maintaining the source data systems (other than eSchoolPlus and FinancePlus). This section has three important sections:

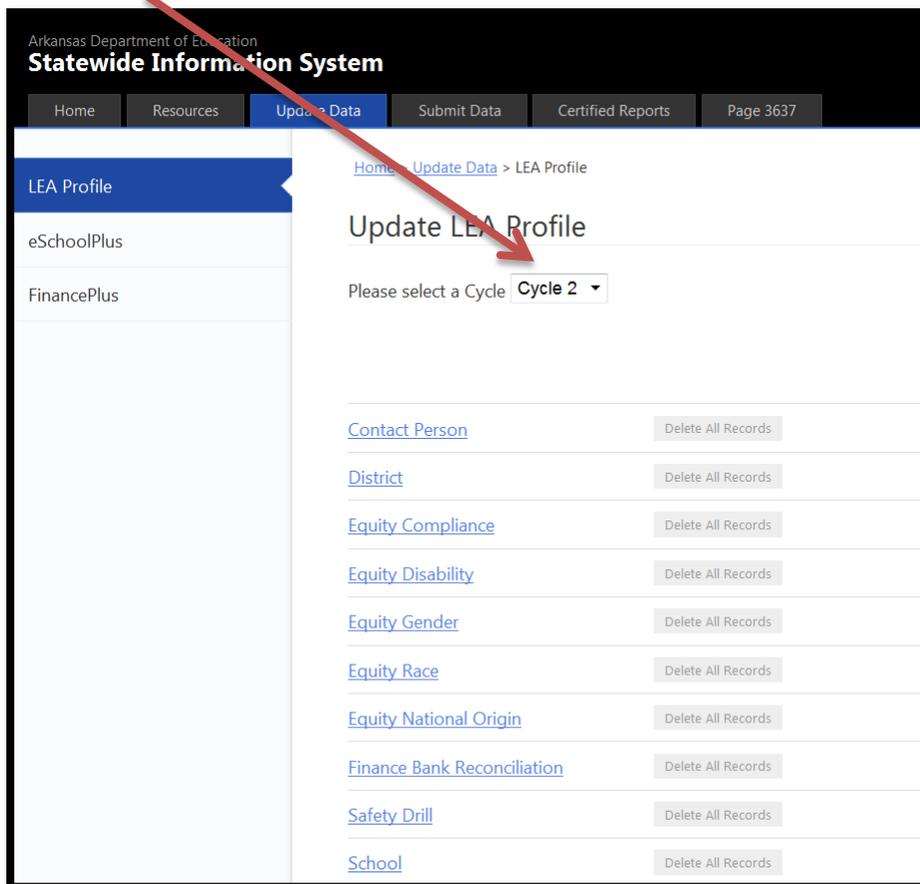
1. **LEA Profile:** Update data fields not contained in eSchoolPlus or FinancePlus (such as buses and contact persons).
2. **eSchoolPlus:** Contains the instructions for accessing your district's eSchoolPlus student management system, and can be found on <http://apscn.org/eschool/eschool.htm>
3. **FinancePlus:** Contains the instructions for accessing your district's FinancePlus financial management system, and can be found at <http://apscn.org/fms/fms.htm>

The **LEA Profile** section is the most important section under the **Update Data** tab, and needs maintenance based upon the Cycle the district is in for certifying the data, and individual SIS tables and items which is not available in source systems pertaining to the cycle.

Click on **LEA Profile** within the **Update Data** tab



Select the **appropriate Cycle** from the drop-down box from Cycle 1 thru Cycle 9



Click on individual **SIS table** (like Contact Person) for maintenance (Updating the data)

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**Statewide Information System**

Home Resources **Update Data** Submit Data Certified Reports Page 3637

LEA Profile  
eSchoolPlus  
FinancePlus

Home > Update Data > LEA Profile

### Update LEA Profile

Please select a Cycle **Cycle 2**

- [Contact Person](#) Delete All Records
- [District](#) Delete All Records
- [Equity Compliance](#) Delete All Records
- [Equity Disability](#) Delete All Records
- [Equity Gender](#) Delete All Records
- [Equity Race](#) Delete All Records
- [Equity National Origin](#) Delete All Records
- [Finance Bank Reconciliation](#) Delete All Records
- [Safety Drill](#) Delete All Records
- [School](#) Delete All Records

Update Data could be in the form of **Add a new Record** or **Edit** or **Delete** existing records.

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**Statewide Information System**

Home Resources Update Data Submit Data Certified Reports Page 3637

LEA: 6003000 (PULASKI COUNTY SPECIAL SCHOOL DISTRICT)

Home > Update Data > LEA Profile > Contact Person

### Contact Person

+ Add new record Refresh

School Lea	Coordinator Code	Ssn	State Id	Last Name	Address	City	State	Email	Edit	Delete
6003128	P	429595136	3839855985	ALLEN	484 BEAR PAW RD	SHERWOOD	AR	tallen@pcssd.org	Edit	Delete
6003000	1	431085539	8953394937	ALTSCHUL	925 E. DIXON RD	LITTLE ROCK	AR	saltschul@pcssd.org	Edit	Delete
6003123	P	431292517	8296239639	ANDERSON	2400 LINDA LANE	JACKSONVILLE	AR	handerson@pcssd.org	Edit	Delete
6003127	P	431470519	9735851873	BAILEY	21501 HWY 10	LITTLE ROCK	AR	mbailey@pcssd.org	Edit	Delete
6003137	P	42957586	7684700413	BEACH	4150 ARNOLD DR	JACKSONVILLE	AR	kbeach@pcssd.org	Edit	Delete
6003094	P	432397948	1369260531	BECK	26405 HWY 107	JACKSONVILLE	AR	gbeck@pcssd.org	Edit	Delete
6003102	P	570377646	4574714484	BELL	4424 HIGHWAY 161	NORTH LITTLE ROCK	AR	dbell@pcssd.org	Edit	Delete
6003000	B	429119674	0	BLAKE	2310 REDMOND ROAD	JACKSONVILLE	AR	cblake@pcssd.org	Edit	Delete
6003119	P	430063936	8110533114	BOOTH	1320 SCHOOL DR	JACKSONVILLE	AR	dbooth@pcssd.org	Edit	Delete
6003000	Q	325465856	5290127186	BOWLES	925 EAST DIXON RD	LITTLE ROCK	AR	bbowles@pcssd.org	Edit	Delete

After updating the data, click **Refresh**

## Submit Data

Arkansas Department of Education  
**Statewide Information System**

Signed in as 6003cycletest | [ADF](#) | [ADF Data Center](#) | [APSCN](#) | [Logout](#)

Home Handbook Update Data **Submit Data** Certified Reports LEA: 6003000

Build History  
Validate History  
View Cycle Reports  
View SIS Tables  
Submit History

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

### Submit Data

Current Cycle Info Resubmission Cycle Info

**No current cycle exists.**

**Current Cycle**

Build

Date: Perform On-Demand Build  
Status: View Build Errors  
Error Count:

Validate

Date: Perform On-Demand Validation  
Status: View Validation Errors  
Error Count:  
Warning Count: [Cycle Reports](#) [SIS Tables](#)

Submit

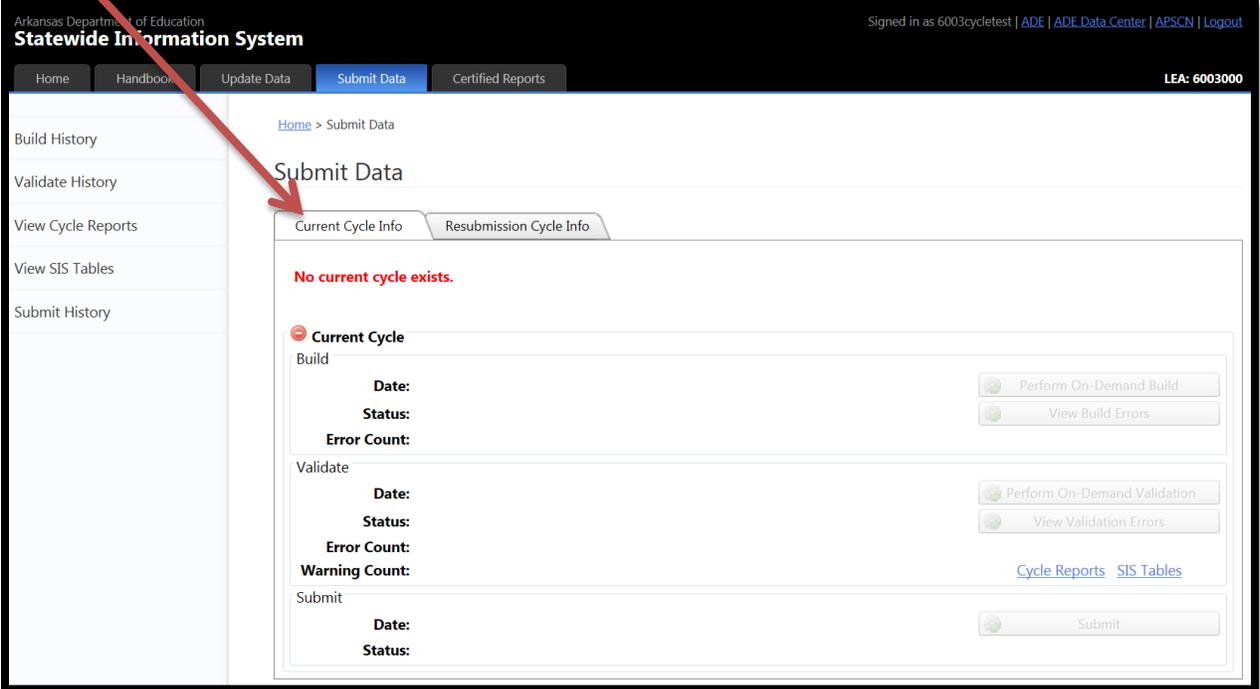
Date: Submit  
Status:

The **Submit Data** tab has two important sections:

- Current Cycle Info
- Resubmission Cycle Info

## Current Cycle Info

**Current Cycle Info** tab deals with the Current Cycle's Build, Validate and Submit process.



The screenshot shows the 'Arkansas Department of Education Statewide Information System' interface. The user is signed in as '6003cycletest'. The navigation menu includes 'Home', 'Handbook', 'Update Data', 'Submit Data', and 'Certified Reports'. The 'Submit Data' tab is active, and the 'Current Cycle Info' sub-tab is selected. A red arrow points to the 'Current Cycle Info' sub-tab. The main content area displays a message: 'No current cycle exists.' Below this, there are three sections: 'Current Cycle', 'Build', 'Validate', and 'Submit'. Each section has a 'Date:' and 'Status:' field. The 'Build' section has a 'Perform On-Demand Build' button and a 'View Build Errors' button. The 'Validate' section has a 'Perform On-Demand Validation' button and a 'View Validation Errors' button. The 'Submit' section has a 'Submit' button. There are also links for 'Cycle Reports' and 'SIS Tables'.

There are 3 sections in the Current Cycle Info tab that one needs to complete before certifying the data:

1. Build
2. Validate
3. Submit

## Build

On the Home → Submit Data → Current Cycle Info → Build tab, click **Perform On-demand Build**



Home > Submit Data

### Submit Data

Current Cycle Info Resubmission Cycle Info

**Current Fiscal Year:** 2011/2012  
**Current Cycle:** 9

**Current Cycle**

Build

**Date:** 8/15/2012 6:00 PM  
**Status:** Completed  
**Error Count:** 0

Perform On-Demand Build  
 View Build Errors

Once the On-Demand Build starts, the **Status** changes to Processing



Home > Submit Data

### Submit Data

Current Cycle Info Resubmission Cycle Info

**Current Fiscal Year:** 2011/2012  
**Current Cycle:** 9

**Current Cycle**

Build

**Date:** 8/16/2012 7:11 AM  
**Status:** Processing  
**Error Count:** 0

Perform On-Demand Build  
 View Build Errors

Once the On-Demand Build gets completed the **Status** changes from Processing to either:

- Aborted
- Completed

If the Build gets completed successfully and if there is no **Error Count**, one may proceed to the Validate step.



If there is an **Error Count**, the errors need to be fixed before doing the Validate step. Click on **View Build Errors**. Once errors are fixed in the source system, perform On-Demand build once again.



The Build Errors can be easily exported to an Excel, PDF, CSV and Word format to view the details after clicking the View Build Errors button.



## Build History

The Build History sections provide an overview of all Builds that have taken place as of date. It accounts for both nightly and On-Demand Builds.

The **Build History** section is available under the Home → Submit Data → Build History tab.

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Statewide Information System

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LEA: 6003000

Home Handbook Update Data **Submit Data** Certified Reports

Home > Submit Data > Build History

### Build History

FY	Cycle	Started	Type	Started By	Duration	Warnings	Errors	Status	
22	9	8/16/2012 8:50 AM	Build	6003cycletest	00:43:52	0	0	Completed	<a href="#">Details</a>
22	9	8/16/2012 7:11 AM	Build	6003cycletest	00:40:17	0	0	Completed	<a href="#">Details</a>
22	9	8/15/2012 6:00 PM	Build	SYSTEM	01:33:30	0	0	Completed	<a href="#">Details</a>
22	9	8/15/2012 3:37 PM	Build	6003cwright	00:39:46	0	0	Completed	<a href="#">Details</a>
22	9	8/15/2012 8:11 AM	Build	6003cycletest	00:39:54	0	1	Completed	<a href="#">Details</a>
22	8	8/14/2012 6:00 PM	Build	SYSTEM	00:38:01	0	191	Aborted	<a href="#">Details</a>
22	9	8/14/2012 3:09 PM	Build	6003cycletest	00:39:58	0	1	Completed	<a href="#">Details</a>
22	8	8/13/2012 6:00 PM	Build	SYSTEM	01:25:25	0	190	Completed	<a href="#">Details</a>
22	8	8/12/2012 6:00 PM	Build	SYSTEM	01:32:10	0	190	Completed	<a href="#">Details</a>
22	8	8/11/2012 6:00 PM	Build	SYSTEM	01:25:06	0	190	Completed	<a href="#">Details</a>

Page size: 10 625 items in 63 pages

One can click on the **numbers** to go back further in history as well increase the **Page size** to 50 records to display.

Home > Submit Data > Build History

### Build History

FY	Cycle	Started	Type	Started By	Duration	Warnings	Errors	Status	
22	9	8/16/2012 8:50 AM	Build	6003cycletest	00:43:52	0	0	Completed	<a href="#">Details</a>
22	9	8/16/2012 7:11 AM	Build	6003cycletest	00:40:17	0	0	Completed	<a href="#">Details</a>
22	9	8/15/2012 6:00 PM	Build	SYSTEM	01:33:30	0	0	Completed	<a href="#">Details</a>
22	9	8/15/2012 3:37 PM	Build	6003cwright	00:39:46	0	0	Completed	<a href="#">Details</a>
22	9	8/15/2012 8:11 AM	Build	6003cycletest	00:39:54	0	1	Completed	<a href="#">Details</a>
22	8	8/14/2012 6:00 PM	Build	SYSTEM	00:38:01	0	191	Aborted	<a href="#">Details</a>
22	9	8/14/2012 3:09 PM	Build	6003cycletest	00:39:58	0	1	Completed	<a href="#">Details</a>
22	8	8/13/2012 6:00 PM	Build	SYSTEM	01:25:25	0	190	Completed	<a href="#">Details</a>
22	8	8/12/2012 6:00 PM	Build	SYSTEM	01:32:10	0	190	Completed	<a href="#">Details</a>
22	8	8/11/2012 6:00 PM	Build	SYSTEM	01:25:06	0	190	Completed	<a href="#">Details</a>

Page size: 10 625 items in 63 pages

10  
20  
50

## Validate

On the Home → Submit Data → Current Cycle Info → Validate tab, click **Perform On-demand Validation**.

Home > Submit Data

### Submit Data

Current Cycle Info | Resubmission Cycle Info

**Current Fiscal Year:** 2011/2012  
**Current Cycle:** 9

**Current Cycle**

Build

**Date:** 8/16/2012 8:50 AM  
**Status:** ✔ Completed  
**Error Count:** 0

Validate

**Date:**  
**Status:**  
**Error Count:**  
**Warning Count:**

Perform On-Demand Build  
View Build Errors  
Perform On-Demand Validation  
View Validation Errors

[Cycle Reports](#) [SIS Tables](#)

There should be no **Error Count** in order to proceed to the Submit step. **Warning Count** will not restrict the Submit process.

In the Validate step in order to view the errors, click on **View Validation Errors**.

Once the build is completed, the **Cycle Reports** and **SIS tables** can viewed at any time to verify the data.

Home > Submit Data

### Submit Data

Current Cycle Info | Resubmission Cycle Info

**Current Fiscal Year:** 2011/2012  
**Current Cycle:** 9

**District Has Submitted Cycle 9**

**Current Cycle**

Build

**Date:** 8/23/2012 9:38 AM  
**Status:** ✔ Completed  
**Error Count:** 0

Validate

**Date:** 8/23/2012 9:50 AM  
**Status:** ✔ Completed  
**Error Count:** ! 1  
**Warning Count:** ⚠ 20

Perform On-Demand Build  
View Build Errors  
Perform On-Demand Validation  
View Validation Errors

[Cycle Reports](#) [SIS Tables](#)

The Submit Errors and Warnings can be easily exported to an Excel, PDF, CSV and Word format to view the details after clicking the View Submit Errors button.

## Validate History

The Validate History sections provide an overview of all Validates that have taken place as of date. It accounts for both nightly and On-Demand Validations.

The **Validate History** section is available under the Home → Submit Data → Validate History tab.

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LEA: 6003000

Home > Submit Data > Validate History

FY	Cycle	Started	Started By	Duration	Warnings	Errors	Status
22	9	8/16/2012 11:59 AM	SYSTEM	00:01:20	3609	1	Completed
22	9	8/15/2012 4:30 PM	SYSTEM	00:01:19	3609	1	Completed
22	8	7/31/2012 3:25 PM	SYSTEM	00:01:18	0	0	Completed
22	8	7/30/2012 9:18 AM	SYSTEM	00:01:21	0	1	Completed
22	7	7/10/2012 7:24 AM	SYSTEM	00:01:43	0	0	Completed
22	7	7/9/2012 4:48 PM	SYSTEM	00:01:51	0	0	Completed
22	7	6/22/2012 9:40 AM	SYSTEM	00:01:25	0	0	Completed
22	7	6/22/2012 8:56 AM	SYSTEM	00:01:46	0	0	Completed
22	7	6/19/2012 2:20 PM	SYSTEM	00:01:27	0	0	Completed
22	7	6/18/2012 6:03 PM	SYSTEM	00:01:38	0	0	Completed

Page size: 10 127 items in 13 pages

One can click on the **numbers** to go back further in history as well increase the **Page size** to 50 records to display.

Home > Submit Data > Build History

### Build History

FY	Cycle	Started	Type	Started By	Duration	Warnings	Errors	Status
22	9	8/16/2012 8:50 AM	Build	6003cycletest	00:43:52	0	0	Completed
22	9	8/16/2012 7:11 AM	Build	6003cycletest	00:40:17	0	0	Completed
22	9	8/15/2012 6:00 PM	Build	SYSTEM	01:33:30	0	0	Completed
22	9	8/15/2012 3:57 PM	Build	6003cwright	00:39:46	0	0	Completed
22	9	8/15/2012 8:11 AM	Build	6003cycletest	00:39:54	0	1	Completed
22	8	8/14/2012 6:00 PM	Build	SYSTEM	00:38:01	0	191	Aborted
22	9	8/14/2012 3:09 PM	Build	6003cycletest	00:39:58	0	1	Completed
22	8	8/13/2012 6:00 PM	Build	SYSTEM	01:25:25	0	190	Completed
22	8	8/12/2012 6:00 PM	Build	SYSTEM	01:32:10	0	190	Completed
22	8	8/11/2012 6:00 PM	Build	SYSTEM	01:25:06	0	190	Completed

Page size: 10 625 items in 63 pages

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## Cycle Reports

This section provides the details of **Cycle Reports** pertaining to the cycle. Select Appropriate **Cycle** and **Report** (Grid as well as Print View available). In print view you can print the report by using CTRL P.

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Signed in as 6003cycletest | [ADE](#) | [ADE Data Center](#) | [APSCN](#) | [Logout](#)  
LEA: 6003000

Home | Handbook | Update Data | **Submit Data** | Certified Reports

Home > [Submit Data](#) > View Cycle Reports

### View Cycle Reports

Cycle 1

Name
<a href="#">rpt000</a> District General Information
<a href="#">rpt044</a> Contact Persons (District)
<a href="#">rpt100</a> School General Information
<a href="#">rpt120</a> School Calendar
<a href="#">rpt205</a> Employee Base Salary (pay in excess of base)
<a href="#">rpt208</a> Employee Fringe Benefits (paid by district on behalf of employee)
<a href="#">rpt212</a> Employee Benefits (Payments/service in addition to salary)
<a href="#">rpt214</a> Employee Additional Duties Detailed Report
<a href="#">rpt250</a> District Federally Funded Employees
<a href="#">rpt390</a> District Corrective Action Report

## SIS Tables

This section will provide the details of **SIS Tables** pertaining to the cycle. Select Appropriate **Cycle** and **SIS Table**, click on the **Details** link to view individual SIS table data.

Arkansas Department of Education  
**Statewide Information System**  
Signed in as 6003cycletest | [ADE](#) | [ADE Data Center](#) | [APSCN](#) | [Logout](#)  
LEA: 6003000

Home | Handbook | Update Data | **Submit Data** | Certified Reports

Home > [Submit Data](#) > View SIS Tables

### View SIS Tables

Cycle 1

Table Name	Details
bank_recon	<a href="#">Details</a>
class	<a href="#">Details</a>
ContactPerson	<a href="#">Details</a>
disab504	<a href="#">Details</a>
district	<a href="#">Details</a>
Employee	<a href="#">Details</a>
equitycomp	<a href="#">Details</a>
genderequity	<a href="#">Details</a>
JobAssgn	<a href="#">Details</a>
natorigin	<a href="#">Details</a>

## Submit

Once Build and Validate steps are completed with no Error Counts, it is time to submit the data.

On the Home → Submit Data → Current Cycle Info → Submit tab, click **Submit** to complete the Submit Data process.

Home > Submit Data

### Submit Data

Current Cycle Info    Resubmission Cycle Info

**Current Fiscal Year:** 2011/2012  
**Current Cycle:** 9

**District Has Submitted Cycle 9**

**Current Cycle**

Build  
**Date:** 8/23/2012 10:13 AM  
**Status:** ✔ Completed  
**Error Count:** 0

Validate  
**Date:** 8/24/2012 3:09 PM  
**Status:** ✔ Completed  
**Error Count:** 0  
**Warning Count:** 0

Submit  
**Date:**  
**Status:**

Perform On-Demand Build  
View Build Errors  
Perform On-Demand Validation  
View Validation Errors  
[Cycle Reports](#) [SIS Tables](#)  
Submit

## Submit History

The Submit History sections provide an overview of all Submits that have taken place as of date. It accounts only for the On-Demand Builds.

The **Submit History** section is available under the Home → Submit Data → Submit History tab

Arkansas Department of Education  
Statewide Information System

Signed in as 6003cycletest | ADE | ADE Data Center | APSCN | Logout

LEA: 6003000

Home > Submit Data > Submit History

### Submit History

FY	Cycle	Started	Started By	Duration	Status	
22	8	7/31/2012 4:24 PM	SYSTEM	00:00:18	Completed	<a href="#">Details</a>
22	7	6/22/2012 1:36 PM	SYSTEM	00:01:14	Completed	<a href="#">Details</a>
22	6	4/16/2012 4:47 PM	SYSTEM	00:00:47	Completed	<a href="#">Details</a>
22	5	4/12/2012 10:27 AM	SYSTEM	00:00:38	Completed	<a href="#">Details</a>
22	3	4/11/2012 11:16 AM	SYSTEM	00:00:52	Completed	<a href="#">Details</a>
22	5	2/22/2012 1:10 PM	SYSTEM	00:00:31	Completed	<a href="#">Details</a>
22	5	2/15/2012 4:41 PM	SYSTEM	00:00:26	Completed	<a href="#">Details</a>
22	3	2/14/2012 11:42 AM	SYSTEM	00:00:44	Completed	<a href="#">Details</a>
22	4	12/14/2011 10:33 AM	SYSTEM	00:00:16	Completed	<a href="#">Details</a>
22	3	12/6/2011 4:00 PM	SYSTEM	00:00:23	Completed	<a href="#">Details</a>

Page size: 10

15 items in 2 pages

One can click on the **numbers** to go back further in history as well increase the **Page size** to 50 records to display.

Home > Submit Data > Submit History

### Submit History

FY	Cycle	Started	Started By	Duration	Status	
22	8	7/31/2012 4:24 PM	SYSTEM	00:00:18	Completed	<a href="#">Details</a>
22	7	6/22/2012 1:36 PM	SYSTEM	00:01:14	Completed	<a href="#">Details</a>
22	6	4/16/2012 4:47 PM	SYSTEM	00:00:47	Completed	<a href="#">Details</a>
22	5	4/12/2012 10:27 AM	SYSTEM	00:00:38	Completed	<a href="#">Details</a>
22	3	4/11/2012 11:16 AM	SYSTEM	00:00:52	Completed	<a href="#">Details</a>
22	5	2/22/2012 1:10 PM	SYSTEM	00:00:31	Completed	<a href="#">Details</a>
22	5	2/15/2012 4:41 PM	SYSTEM	00:00:26	Completed	<a href="#">Details</a>
22	3	2/14/2012 11:42 AM	SYSTEM	00:00:44	Completed	<a href="#">Details</a>
22	4	12/14/2011 10:33 AM	SYSTEM	00:00:16	Completed	<a href="#">Details</a>
22	3	12/6/2011 4:00 PM	SYSTEM	00:00:23	Completed	<a href="#">Details</a>

Page size: 10

15 items in 2 pages

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## Resubmission Cycle Info

**Resubmission Cycle Info** tab deals with resubmitting a Previous Cycle's Build, Validate and Submit process.

The screenshot shows the 'Arkansas Department of Education Statewide Information System' interface. The user is signed in as '3541cyclertest'. The navigation menu includes 'Home', 'Handbook', 'Update Data', 'Submit Data', and 'Certified Reports'. The 'Submit Data' tab is active, and the 'Resubmission Cycle Info' sub-tab is selected. The 'Request Resubmission Cycle' section contains a 'Fiscal Year' dropdown menu (set to 'Select a Year') and a 'Cycle' dropdown menu. A 'Submit Request' button is located to the right of the 'Cycle' dropdown. Below this is the 'Reasons for Resubmission' section, which displays a table with the following data:

Table Name	Reason
Bank Reconciliation test	

Complete the section for **Reasons for Resubmission** under the Home → submit Data → Resubmission Cycle info tab after specifying **Fiscal year** and **Cycle**

This is a close-up view of the 'Request Resubmission Cycle' section. Red arrows point to the 'Fiscal Year' dropdown menu and the 'Cycle' dropdown menu, indicating where the user should enter their selection. The 'Submit Request' button is also visible.

This opens up the detailed **Reasons for Resubmission**. Select appropriate **SIS table** and specify **Reason**.

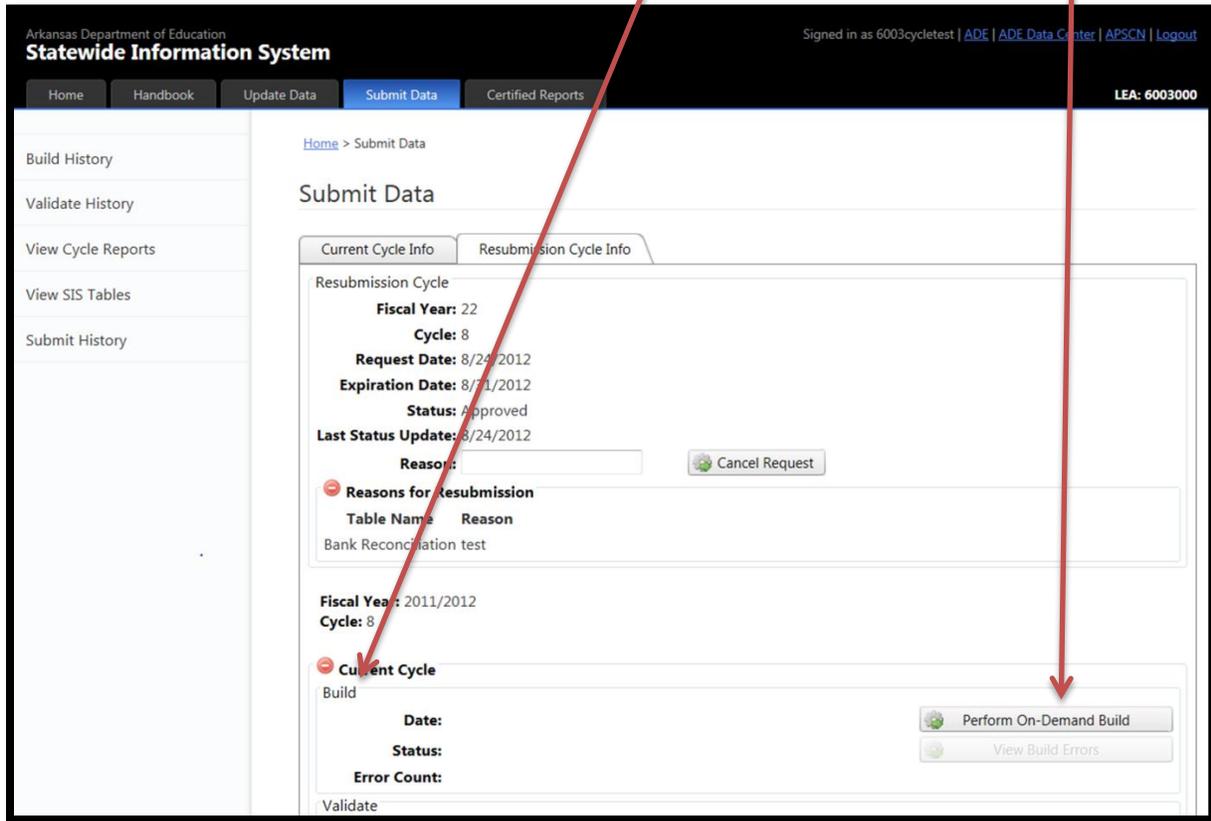
Selected	Table Name	Reason
<input type="checkbox"/>	Act28	
<input type="checkbox"/>	Bank Reconciliation	
<input type="checkbox"/>	Building Losses	
<input type="checkbox"/>	Contact Person	
<input type="checkbox"/>	District	
<input type="checkbox"/>	Employee	
<input type="checkbox"/>	Employee Bonus	
<input type="checkbox"/>	Employee Salary	
<input type="checkbox"/>	Federal Funds Transfer	
<input type="checkbox"/>	Finance Expenditure	
<input type="checkbox"/>	Finance General Ledger	
<input type="checkbox"/>	Finance Revenue	
<input type="checkbox"/>	Finance Special Education	
<input type="checkbox"/>	Graduate	
<input type="checkbox"/>	Finance Journal Entries	
<input type="checkbox"/>	Finance Programs On Behalf Of Other Agencies	
<input type="checkbox"/>	Finance Property Values	
<input type="checkbox"/>	School	
<input type="checkbox"/>	Supplemental Education Services Provider	
<input type="checkbox"/>	Finance Categorical Funds Transfer	
<input type="checkbox"/>	Finance Under Payments	

Once the details are entered for reasons for resubmission, click **Submit Request**

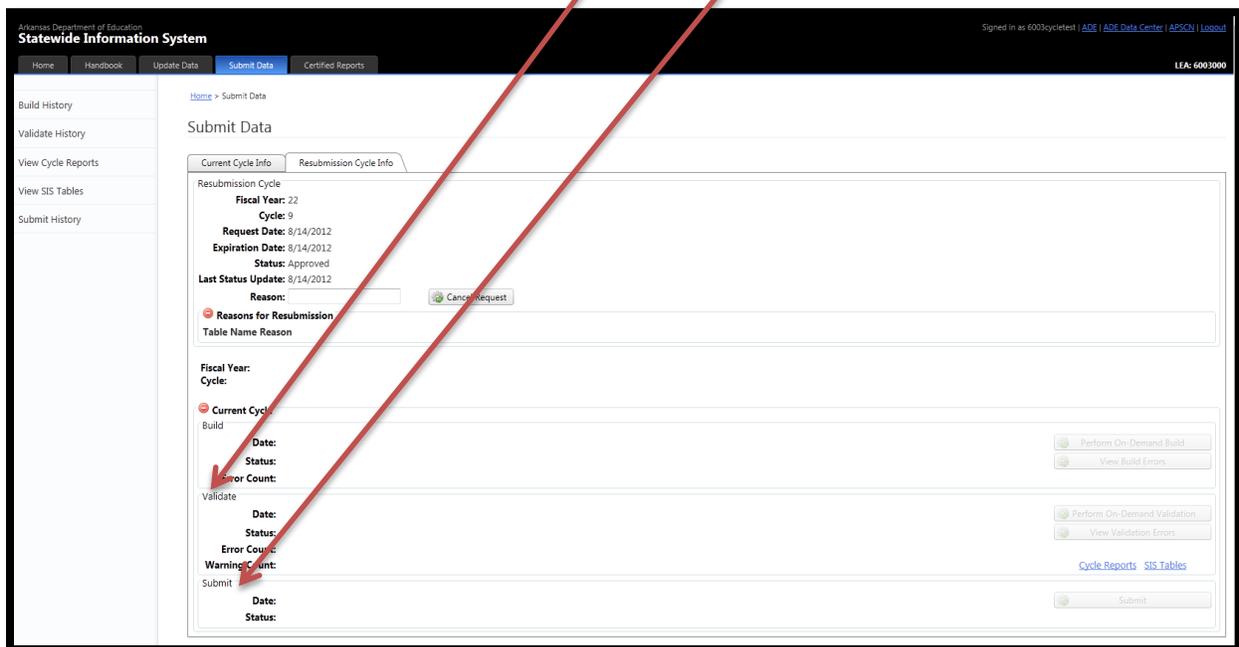
Submit Request

Once approved, the District will be notified via an e-mail from the SIS Programming team with a go-ahead for resubmitting the particular cycle as requested.

Once Resubmission is **approved**, start the **Build** process by performing **On-Demand Build**, in the Home → Submit Data → Resubmission Cycle Info tab (similar to Submit Data → Current Cycle Info tab)



After Build is completed proceed with **Validate** and **Submit** steps



## Certified Reports

Arkansas Department of Education  
Statewide Information System

Signed in as 6003cycletest | ADE | ADE Data Center | APSCN | Logout

Home Handbook Update Data Submit Data **Certified Reports** LEA: 6003000

View Certified Reports

Certificates

Home > Certified Reports > View Certified Reports

### Certified Reports

Cycle 1

Name
<a href="#">rpt000</a> District General Information
<a href="#">rpt044</a> Contact Persons (District)
<a href="#">rpt100</a> School General Information
<a href="#">rpt120</a> School Calendar
<a href="#">rpt205</a> Employee Base Salary (pay in excess of base)
<a href="#">rpt208</a> Employee Fringe Benefits (paid by district on behalf of employee)
<a href="#">rpt212</a> Employee Benefits (Payments/service in addition to salary)
<a href="#">rpt214</a> Employee Additional Duties Detailed Report
<a href="#">rpt250</a> District Federally Funded Employees
<a href="#">rpt390</a> District Corrective Action Report
<a href="#">rpt465</a> Student ID Change
<a href="#">rpt488</a> Contact Persons (School)
<a href="#">rpt490</a> CSPR Restructuring Report
<a href="#">rpt491</a> CSPR School Correcti
<a href="#">rpt492</a> CSPR 1003a Strategy Report
<a href="#">rpt493</a> CSPR 1003g Strategy Report

The **Certified Reports** tab lists all the Cycle Reports based off the certified (submitted) data.

Select the appropriate **Cycle** and click on the **individual report** in order to open them

Arkansas Department of Education  
Statewide Information System

Signed in as 6003cycletest | ADE | ADE Data Center | APSCN | Logout

Home Handbook Update Data Submit Data **Certified Reports** LEA: 6003000

View Certified Reports

Certificates

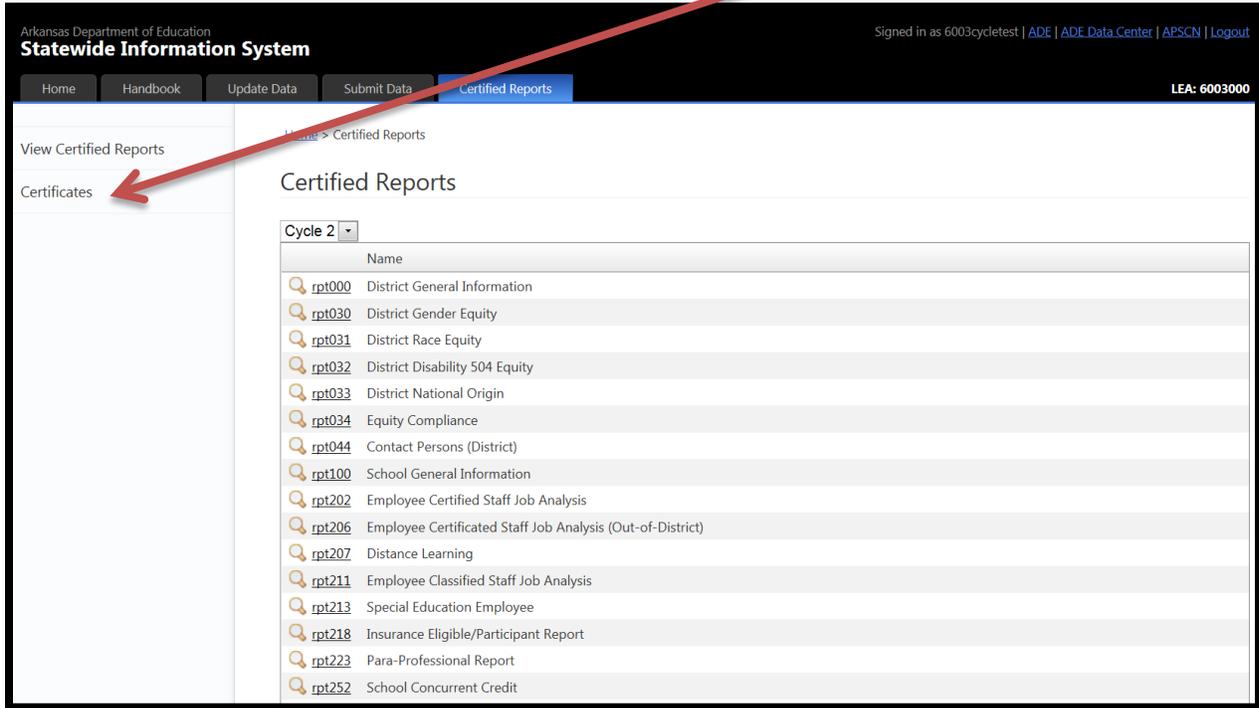
Home > Certified Reports > View Certified Reports

### Certified Reports

Cycle 1

Name
<a href="#">rpt000</a> District General Information
<a href="#">rpt044</a> Contact Persons (District)
<a href="#">rpt100</a> School General Information
<a href="#">rpt120</a> School Calendar
<a href="#">rpt205</a> Employee Base Salary (pay in excess of base)
<a href="#">rpt208</a> Employee Fringe Benefits (paid by district on behalf of employee)
<a href="#">rpt212</a> Employee Benefits (Payments/service in addition to salary)
<a href="#">rpt214</a> Employee Additional Duties Detailed Report
<a href="#">rpt250</a> District Federally Funded Employees
<a href="#">rpt390</a> District Corrective Action Report
<a href="#">rpt465</a> Student ID Change
<a href="#">rpt488</a> Contact Persons (School)
<a href="#">rpt490</a> CSPR Restructuring Report
<a href="#">rpt491</a> CSPR School Correcti
<a href="#">rpt492</a> CSPR 1003a Strategy Report
<a href="#">rpt493</a> CSPR 1003g Strategy Report

For Printing Certification of Data Accuracy form, click on **Certificates** tab.



This leads to the APSCN Website link: <http://apscn.org/sis/sis.htm>

**Note:**

Print the CERTIFICATION OF DATA ACCURACY FORM pertaining to the Cycle from the APSCN website and have it signed by the Superintendent and mailed to the address on the form.

## Page 3637

The screenshot displays the 'Page 3637' interface within the Statewide Information System. The navigation menu on the left includes 'Page 3637', 'Page 3637 Pull Errors', 'Pages 36 & 37 (Classified/Certified)', 'Page 36 & 37 FTE by Name', 'DetDist Report', 'Salary Details Report', 'Salary SubTotal Report', 'Summary Report', and 'Page 3637 Instructions'. The main content area shows the 'Page 3637' tab selected, with a red arrow pointing to it. The interface includes a 'Build Page 3637' button, a 'View Build Errors' button, and a table with columns for Fiscal Year, Code, LEA, Type, and Line. Below the table is an 'Update Page 3637 data' section with an 'Update' button and a form for entering FTE and Salary data for Male and Female.

The **Page 3637** tab is Extract, manage and verify the district Page 3637 data. This tab is only valid and used for Cycle 8 SIS Submission.

For details related to Page 3637 use the following document posted on the SIS Landing page.

URL: [Page 3637 Instructions for Web-Based System](#)