User's Manual

Version 3.0

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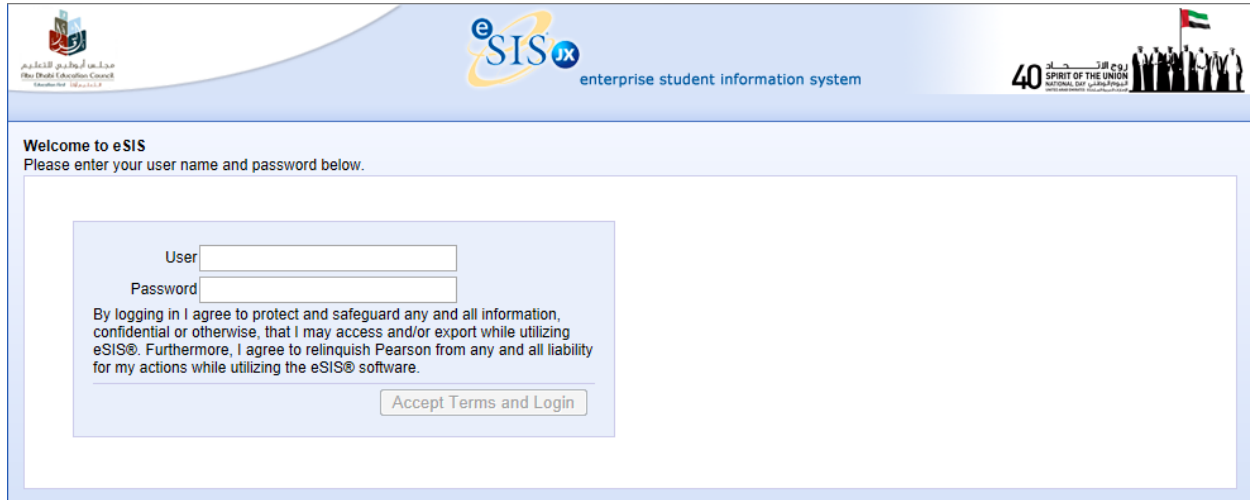
Logging In

In eSIS each User is given a unique Username and Password. The Username is attached to a role which determines what you can see and do within the application.

Based on the Username and Password entered, you will be prompted to select a User Type, District, School and Role. Some Users will have access to more than one District, School and/or Role.

Password Change

To change your password in eSIS:

Click on the **Fast Navigation** link

Click on **Change Password**

Enter old password

New password

Confirm password

Click **Save**
This will log you out of eSIS and prompt you to log in again using new password.

Student Search

In this section we'll look at the different ways to Search for a Student in eSIS. Basic Search and Advanced Search will allow a User to search their School for a particular Student or group of Students.

Wildcard

The wildcard is the % sign. This can be used a number of different ways to help filter a search. The wildcard can be used at the beginning, middle or end of any search field. Using the Last Name Smith as an example, the wildcard can be used as follows:

S% - this will search for all last names beginning with S.
Sm% - this will search for all last names beginning with Sm
Sm%h – this will search for all last names beginning with Sm and ending with the letter h.
%mit% - this will search for any last name that has the letters mit after the first letter and before the last.

This is particularly useful when a last name can have similar spellings.

Basic Search

The Basic Search screen can be found on any Demographic screen next to the Student header. This allows Users to easily switch from one Student record to another.

Basic Search allows 3 options to search for a Student:

- ✓ Pupil Number
- ✓ First Name
- ✓ Last Name

When a name is entered in the basic search field, the system will search First Names, Last Names, First Name (English) and Last Name (English)

Basic Search will also allow you to include Withdrawn Students in your Search, simply check Include Withdrawn before clicking Go.

*Leaving the search field blank and clicking Go will return **ALL** students in your School. This can take quite a while to return as there can be a large number of students and is not advisable.*

Entering search criteria and clicking Go will take you directly to the search results. If your search is very specific (such as pupil number) or only has one return, the demographic screen from which you are searching will populate with that Student.

Example: Search by Pupil Number from Basic screen

Enter pupil number and click Go:

Result: Basic screen is populated with Student search result. User is now in that Student record.

Example: Search by Name using wildcard from Basic screen
Enter part of Name + wildcard and click Go

Result: User is taken to Student Search screen where results are displayed. Search from which results are based will show in the Search field at the top of the screen.

	Pupil Number	Student Name	Passport Name	Gender	State / Ministry #	Birth Date	Grade	Status
☐	266255	ابراهيم مصطفى على أحمد مصطفى	IBRAHIM MOUSTAFA ALI AHMED MUOSTAFA	Male		18-Feb-2003	4	Registered Full Time 05-Oct-2011
☐	108851	العنود مبارك سعد سعيد مبارك المنصورى	Alanood Mubarak Saad Saeed Mubarak Almansoori	Female		24-Jan-2001	6	Registered Full Time 27-Oct-2011
☐	232659	الغلا عبيد سيف محمد بطى المهيرى	AL GHALA OBID SAIF MOHAMED BUTTI AL MUHAIRI	Female	70220304	17-Jun-2005	2	Registered Full Time 11-Sep-2011
☐	232666	اليازيه مبارك جمعه الحلاوى المسكرى	ALYAZIA MUBARAK JUMAA ALHALAWI AL MASKARI	Female	70220327	29-Mar-2000	2	Registered Full Time 11-Sep-2011
☐	79300	بطى محمد سعيد مضحى سعيد مضحي المنصورى	BUTTI MOHAMED SAEED MUDAHHI SAEED MUDAHHI AL MANSOURI	Male		31-Aug-2004	2	Registered Full Time 12-Oct-2011
☐	265808	حور مهند حسن خلفان حسن الطنيجى	HOOR MUHANNAD HASSAN KHALFAN HASSAN ALTUNAIJI	Female		14-Apr-2007	K2	Registered Full Time 04-Oct-2011
☐	264878	سعد معاذ احمد محسن المفلحى الحارثى	SAAD MUAYH AHMED MOHSIN ALMEFLEHI ALHARTHI	Male		14-Jan-2008	K1	Registered Full Time 02-Oct-2011
☐	269058	سيف معيضد سعيد ضاعن مبارك المنصورى	SAIF MAEDHED SAEED DHAEN MUBARAK	Male		27-Dec-2007	K1	Registered Full Time 12-Oct-2011
☐	264857	شمه مبارك سعد سعيد مبارك وحيرى المنصورى	SHAMMA MUBARAK SAAD SAEED M. WAHEERI ALMANSOORI	Female		10-Aug-2007	K1	Registered Full Time 02-Oct-2011
☐	131912	عبدالله مصطفى عبدالله احمد محمد المرزوقى	Abdulla Mustafa Abdulla Ahmed Mohamed Almarzouqi	Male		24-Mar-2006	1	Registered Full Time 27-Oct-2011
☐	232496	عمران مبارك جمعه مبارك صقر المرر	OMRAN MUBARAK JUMAA MUBARAK SAQER ALMURAR	Male	70202341	01-Jun-2000	6	Registered Full Time 11-Sep-2011
☐	232637	فرح ابراهيم مباركى	FARAH IBRAHIM MUBARIKI	Female	70219955	27-Sep-2003	2	Registered Full Time 11-Sep-2011
☐	265553	مبارك عبدالله مبارك سالم خميس المخينى	MUBARAK ABDULLA MUBARAK SALEM KHAMIS ALMUKHANI	Male		21-Jan-2007	K2	Registered Full Time 03-Oct-2011
☐	232495	مبارك حسين محمد حسين على	MUBARAK HUSSAIN MOHAMED HUSSAIN ALI	Male	70202348	17-May-	6	Registered Full Time 11-

User may now either select a Student by clicking on Pupil Number hyperlink or checking box next to Pupil Number and clicking OK. This will return the selected Student to the screen in which the Search originated (in this case the Basic screen).

Advanced Search

The Advanced Search allows a User to search for a Student using additional search fields such as Gender, Birthday or Ministry Number. To access the advanced search screen, click on (**Advanced Search)** found next to the Basic Search field on demographic screens.

Click on **(Advanced Search)**

Student Search

Advanced Search (Basic Search)

☑ Use Wildcard on Search Criteria?

Field	
Pupil Number	
Legal First Name	
Legal Middle Name	
Legal Last Name	
First Name (English)	
Middle Name (English)	
Last Name (English)	
Gender	▼
Birth Date	🔲
Grade	▼
Family Area Id	
Family Book #	
Emirate Id	
Citizen Of	▼
Ethnicity	▼
State / Ministry #	
Include Withdrawn	☐
Home Room	▼
Counselor	?
Program Type	?
Class	?

[Search] [Clear]

Search Results

☑ Pupil Number	Student Name	Passport Name	Gender	Birth Date	Grade	Homeroom
No records to display.						

[OK] [Cancel]

While Advanced Search can be used to perform 'basic' searches such as Last Name, Ministry Number or Pupil Number, it also allows Users to get more creative with their Student search, as well as search groups of Students. For example, all Grade 5 Students, or all Females in the School.

Example: Search for all Male students in Grade 10
Select Gender and Grade, click Search

Result: Search results are displayed on the same screen. User may select a Student by clicking Pupil Number hyperlink or checking box next to Pupil Number and clicking OK. This will return User to Demographic screen from which Search was initiated. To select all Students, check Select All/Deselect All box and click OK.

If all Students from search results are selected, a scroll bar will be present on the Student header on the Demographic screen so a User may move from one Student record to another.

Admitting a Student

When a Student is Admitted into your School, a permanent record is created in *eSIS*®JX. . This record electronically follows the Student throughout his/her career. Admitting a Student means a Student has 'signed up' to go to your School and a record has been created for them. A Student's admit date is the day this record was created. In *eSIS*®JX, the words **Admit** and **Enroll** are used synonymously. The word **Registered** means that a student is verified as attending your school and attendance can be taken.

When a User Admits a Student to their School, a Pending Admission record is created. A Central Office User (Zone Administrator) must either approve or reject each Admission. When an Admission is approved, the Student will become Registered and attendance may be taken on the Student. If a Zone user rejects an Admission, the Student will no longer show in your School.

The initial Admit process requires the completion of a minimum number of fields on the Admit screen. You may enter complete demographic information at any time after the Student is Admitted to your School.

Students being Admitted to your school may have attended another School within your database but have now withdrawn. This means that a record already exists in *eSIS*®JX and the Admit process is simply updating their record.

Process for Admitting a Student

- ✓ Perform Query to Search for Student

- ✓ Click on Admit New Student and populate mandatory fields on Admit screen

- ✓ Save

- ✓ Enter Language options on Enrolment Confirmation screen

- ✓ Save

- ✓ Student is Admitted to your School and Pending Admission record is created for Zone user approval

Admit Student - Query

Students > Enrolment

When Admitting a new Student to your School, care must be taken to ensure that duplicate records are not created for that same Student. The Admit Search function is the only Search in *eSIS®JX* that will search for a Student in all Zones within your database.
The Admit process is initiated by performing queries in the **Admit Student** screen. This will ensure that you do not create multiple records for the same student. A common query is by **Legal Last Name** or Last Name with wildcards and **Birth Date.**

Field Name	Description
Pupil Number	Unique system generated Student ID number, assigned by *eSIS*®JX when a Student is admitted. Cannot be modified.
State/Ministry #	Student's Ministry Number
Legal First Name	The Student's First Name
Middle Name	Student's Middle Name
Legal Last Name	Student's Last Name
First Name (English)	Student's First Name in English.
Middle Name (English)	Student's Middle Name in English
Last Name (English)	Student's Last Name
Student Mobile Phone #	Student Mobile Phone number
Gender	Gender of Student, Male or Female
Birth Date	Birth Date of Student
Family Area ID	Student's Family Area ID
Ethnicity	Ethnicity of Student
Family Book #	Student's Family Book number
School	Student's School at time of Admission
Board/District	Board/District to which Student belongs
Withdraw Date	Enter a Student withdraw date manually or by selecting from the calendar

Admit New Student

Students > Enrolments > Admit > Admit New Student

To successfully create a Student record, all mandatory fields must be populated. Mandatory fields are outlined in red.

Field Name	Description
Current School	Auto populates with School in which user is signed in
Pupil Number	System generated upon saving record
Emirate Id	Student Emirate Id
Emirate Id Expiry Date	Emirate Id Expiry Date
Emirate Id Application #	Emirate Id Application number
Gender	Select Student Gender from dropdown list
Citizen Of	Citizen of a country
Ethnicity	Ethnicity of Student, Defaults to Local and can be updated by selecting from dropdown menu.
Legal First Name	Student's First Name
Legal Middle	Student's Middle or Second and Third for Arabic names
Legal Last	Student's Last Name
First Name (English)	Student's First Name in English
Middle Name (English)	Student's Middle Name or Second and Third names in English
Last Name (English)	Student's Last Name in English
Usual Last Name	Used if a Student has more than one last name or if he/she is known by something other than their Legal Last. This field will auto populate with Legal Last.
Preferred First	Used if a Student is known by a name other than Legal First. An example is Legal First Name is William and Preferred Name is Bill. This field will auto populate with Legal First Name
Birth Date	Enter Student's date of birth by clicking on the calendar icon and selecting or freeform using DD/MM/YYYY format
Age	Age will auto populate based on the date of birth entered
Proof of Age	Which document was shown at time of Admission as proof of Student's age, Select from drop down.
Cell Mobile #	For Adult Student enter mobile number, otherwise, this field can be used to store a Parent's mobile number
Home Phone Number	Student's home phone number
Phone Unlisted	Check box if Student's home phone number is unlisted
Religion	Select Student's Religion from dropdown. Will default to Muslim
Occupation (Adult Ed Schools)	Occupation of Student (used for Adult Education) select from dropdown
Marital Status (Adult Ed Schools)	Marital Status of Student (used for Adult Education) select from dropdown
State/Ministry #	Student's Ministry number
Alerts	These codes can be assigned by School to alert staff of certain situations. Ex. 1 – could mean Student has disciplinary problems.
Current Homeroom	If known at time of Admission, a Homeroom can be selected from the drop down list. Homerooms may be entered here at a later date and can also be assigned on the Homeroom screen.
Street #	Street number where Student resides
Street Name	Street name where Student resides
P.O Box	Post Office Box number
Complex	Number/Name of Complex
Apt/Unit #	Apartment, Condo, Unit number
City	Click on list of Values (?), Click on GO and select City in which Student

Field Name	Description
	resides.
Country	Click on list of Values (?), Click on GO and select geographical Area in which Student resides.
Province	Defaults to Abu Dhabi (AUH) This field can only be 3 characters in length
Country	Country in which Student resides, defaults to UAE
GPS Longitude	Coordinates
GPS Latitude	Coordinates
Same as Property Address	Check this box if Student's Mailing Address and Property Address are the same. If checked, fields will auto populate with information entered in Property Address. If Mailing Address is different than Property Address enter at least City, Emirate and Mailing Label as these are mandatory fields.
Reason	Reason Student is being Admitted into your school. Choose from drop down. **New** – use this code if Student is brand new to *eSIS®JX*. **AD Public School Transfer** – use this code if the Student has transferred from a Public School within Abu Dhabi Emirate. **Outside UAE Transfer** – use this code if Student has transferred from a school outside UAE. **Rejoin** – use this code if Student once existed in *eSIS®JX*, withdrew and has now returned. **AD Private School Transfer** – use this code if Student has transferred from a Private School within Abu Dhabi Emirate. **Other Emirate Private Transfer** – use this code if Student has transferred from a Private School from another Emirate. **Night School Transfer** – use this code if Student has transferred from a Night School. **Home Education Transfer** – use this code if Student has transferred from Home Education. **Adult Education Transfer** – use this code if Student has transferred from Adult Education. **Technical Institute Transfer** – use this code if Student has transferred from Technical Institute.
Date	Admission Date, will default to today's date but can be changed by clicking on the Calendar and selecting date or entering manually in DD/MM/YYYY format. You may choose Admission Date to equal first day of School year. This date will not change yearly, it will remain until Student transfers to another School.
Grade	Grade to which Student is being admitted, select from dropdown *eSIS®JX* will verify the Grade and age of the Student as of Oct 1 of the current School year against a table set up by the Zone. If the Student's age is out of range for the grade being selected a warning message will pop up. This will not stop a User from selecting the grade, it is simply a warning.
Status	Admission Status is the Student's Status at time of admission. **New** – use this code if the Student is new to the system. If they are being **Passed** – use this code if the Student is being promoted to the next Grade due to successful completion of the last, ex. Grade 9 to 10. **Failed** – use this code if Student is being retained in a current Grade due to failing. **Rejoin** – use this code if the Student existed in the system, left and has now returned. **Promoted from KG** – use this code if the Student has completed kindergarten and is moving on to Grade 1
District	If Student came from another Zone you can select their previous Zone from

Field Name	Description
	list of values. Click (?), then click GO and select previous Zone
School	Choose previous school from list of values. Click (?), then click GO and select previous School
Address	Enter address of previous school
Province	Select Emirate for previous school
Country	Country of previous school
Sub Category	Name of Sub Category
Curriculum Type ADP	Type of Curriculum of Private schools
Enter Memo	Click this button to enter freeform information regarding the Student. When a Student is withdrawn, the withdrawing School can enter a Memo on the withdraw screen to the new School. When the new School Admits this Student the Enter Memo button will be blue and say Memo, this way the admitting School knows there is a Memo regarding the Student.

Saving Admit Record

Click Save

1. If any mandatory fields have been left unpopulated, you will be prompted to enter these fields.

2. If a student with matching information exists in the database a Matching Student warning will display. User will have the choice to continue with new admission or to cancel new admission. *Do not continue with new admission unless you are certain this is a different Student, otherwise a duplicate record will be created in your system.*

3. Assuming all mandatory fields have been entered and Student criteria **does not match** an existing student, the **Enrolment Confirmation Screen** will pop up. The information on this screen is stored elsewhere in demographics and can be entered/changed at a later date if necessary.

Release of Information Restrictions
Allow the Release of Student Information – checking this box will indicate that the Student allows the school to release his/her information to third parties. This information is stored on the Permissions tab.

Mass programs
Do you wish to assign fees to this student? If Student Fees applies, you may check this box to be taken to the Assign Fees screen.

Language
First Language – First language of Student. Defaults to Arabic, choose from dropdown
Language at Home – Language Student speaks at home. Defaults to Arabic, choose from dropdown
Language Most Used – Students most used language. Defaults to Arabic, choose from dropdown.
Click Save – Save Successful Message will appear, Student has been successfully Admitted to your school.

Admit New Student – Recap of Steps

Students > **Enrolments**

1. Query database for Student

2. If Student exists in database and has been withdrawn, select Student and re Admit

   If Student does not exist in database:

Students > Enrolments > Admit New Student

1. Populate Mandatory fields on Admit Screen

2. Click Save

3. Populate Enrolment Confirmation

4. Click Save

Remember:

- ✓ Admitted (Enrolled) means a Student record has been created at your School

- ✓ A Student must be Admitted before being Registered

- ✓ Registered means a School can now take attendance on that Student

Now that your Student is Enrolled, you may populate/update Student Demographics at any time. The Admit screen has now become the Student Basic screen.

Re-admitting a Student

If a Student has withdrawn from a School within your database a Student record already exists, to re-admit the Student simply update the Admission information on their record.

Process to re-admit Student:

- ✓ Query database for Student as shown above

- ✓ Check Student to be re-admitted and click on Select (Ensure Student has a withdraw date next to their name)

- ✓ Update information as required and fill in Admission information

- ✓ Click Save

Query and select withdrawn Student, this will place you in **re-admit** mode.

To re-admit Student fill in the **Admission** information

Field Name	Description
Reason	Reason Student is being Admitted into your school. Choose from drop down. **New** – use this code if Student is brand new to *eSIS*®JX. **AD Public School Transfer** – use this code if the Student has transferred from a Public School within Abu Dhabi Emirate. **Outside UAE Transfer** – use this code if Student has transferred from a school outside UAE. **Rejoin** – use this code if Student once existed in *eSIS*®JX, withdrew and has now returned. **AD Private School Transfer** – use this code if Student has transferred from a Private School within Abu Dhabi Emirate. **Other Emirate Private Transfer** – use this code if Student has transferred from a Private School from another Emirate. **Night School Transfer** – use this code if Student has transferred from a Night School. **Home Education Transfer** – use this code if Student has transferred from Home Education. **Adult Education Transfer** – use this code if Student has transferred from Adult Education. **Technical Institute Transfer** – use this code if Student has transferred from Technical Institute.
Date	Admission Date, will default to today's date but can be changed by clicking on the Calendar and selecting date or entering manually in DD/MM/YYYY format. You may choose Admission Date to equal first day of School year. This date will not change yearly, it will remain until Student transfers to another School.
Grade	Grade to which Student is being admitted, select from dropdown *eSIS*®JX will verify the Grade and age of the Student as of Oct 1 of the current School year against a table set up by the Zone. If the Student's age is out of range for the grade being selected a warning message will pop up. This will not stop a User from selecting the grade, it is simply a warning.
Current Homeroom	Homeroom to which Student is being admitted, select from dropdown
Status	Admission Status is the Student's Status at time of admission. **New** – use this code if the Student is new to the system. If they are being **Passed** – use this code if the Student is being promoted to the next Grade due to successful completion of the last, ex. Grade 9 to 10. **Failed** – use this code if Student is being retained in a current Grade due to failing. **Rejoin** – use this code if the Student existed in the system, left and has now returned. **Promoted from KG** – use this code if the Student has completed kindergarten and is moving on to Grade 1

Update information on record if required and add homeroom if known at time of Admission.

Click **Save**

Student has been re-admitted and pending admission record has been created.

Student Demographics

Students > Demographics

Student Demographics are a group of screens, which house personal information for each Student admitted into your School.

Student Demographics can be populated and/or modified anytime after a Student is admitted.

Each screen within Demographics shows a Student header displaying important information regarding a specific Student. This header allows a User to ensure they are viewing the demographic screens for the correct Student.
The header holds the **Student Status** field. This field will show Users, at a quick glance, what the Student's status is within their School.

The different Status lines a Student may have are as follows:

Not Registered – This means the Student has been admitted into your School but has not yet been accepted and registered by Central Office.

Registered Full Time DD/MM/YYYY – This means the Student has been registered full time in your School as of the date shown.

WD DD/MM/YYYY – This means the Student has been withdrawn from your School as of the date shown.

TP DD/MM/YYYY – TP stands for Transfer Pending. This means a Student has requested to transfer to a new school and the transfer request is still pending approval.

Also found on the Student header, the following symbols are alerts used for quick access to important Student information.

this symbol is a Medical alert. This alert is populated by entering a medical condition as Life Threatening on the Medical screen. This alert will always appear first.

is used for contact information. This alert is populated by Parent and Emergency Contact information.

clicking on this symbol will enlarge the Student's photo.

this symbol is used to hold general alerts, such as Custody information. This alert is populated by entering a Family Memo on the Family/Contact screen, as well as custody or living with exceptions.

Demographic screens include:

- ➢ Basic
- ➢ Citizenship
- ➢ Family/Contacts
- ➢ File Attachment

Basic Screen

Students > Demographics > Basic

The Student Basic screen and the Admit screen are essentially the same. Once saved, the Admit screen becomes the Student Basic screen for a particular Student.

The mandatory fields on the Basic screen will have previously been populated when the Student was admitted.

To make a change or update:

Populate an empty field, type over an existing field or choose a new item from a dropdown list

Click **Save**.

If a change is made to the Student's address, after re-querying, the **Address Change Log** button will appear at the bottom of the screen. This will keep a log of what changes have been made to the Student's address and by which User. To view the log, click on the button. To return to the Basic screen, click Cancel.

If a change is made on the Basic screen or one of the other Demographic screens, the **Demo Log** button will display on the bottom of the Basic screen. This log keeps track of

all changes made to a Student's demographic and by which User. To view the log, click the button. To return to the Basic screen, click Cancel.

Field Name	Description
Current School	Auto populates with School in which user is signed in
Pupil Number	System generated upon saving record
Emirate Id	Type in the Emirate Id number
Emirate Id Expiry Date	Type in the Emirate Id Expiry Date
Emirate Id Application #	Type in the Emirate Id Application Number if the Emirate Id is not issued yet
Gender	Select Student Gender from dropdown list
Ethnicity	Ethnicity of Student, Defaults to Arabs and can be updated by selecting from dropdown menu.
Legal First Name	Student's First Name
Legal Middle	Student's Middle or Second Name
Legal Last	Student's Last Name
First Name (English)	Student's First Name in English
Middle Name (English)	Student's Middle Name in English
Last Name (English)	Student's Last Name in English
Usual Last Name	Used if a Student has more than one last name or if he/she is known by something other than their Legal Last. This field will auto populate with Legal Last.
Preferred First	Used if a Student is known by a name other than Legal First. An example is Legal First Name is Richard and Preferred Name is Dick. This field will auto populate with Legal First Name
Birth Date	Enter Student's date of birth by clicking on the calendar icon and selecting or freeform using DD/MM/YYYY format
Age	Age will auto populate based on the students age as of Oct 1 or the current school year.
Proof of Age	Which document was shown at time of Admission as proof of Student's age, Select from drop down.
Student Mobile #	Student's mobile phone number
Home Phone Number	Student's home phone number
Unlisted	Check box if Student's home phone number is unlisted
Occupation	Occupation of Student, select from dropdown
Marital Status	Marital Status of Student, select from dropdown
Religion	Select Student's Religion from dropdown
Ministry #	Student's Ministry number
Alerts	These codes can be assigned by School to alert staff of certain situations. Ex. 1 – could mean Student has disciplinary problems.
Current Homeroom	If known at time of Admission, a Homeroom can be selected from the drop down list. Homerooms can also be assigned in Homeroom screen.
Street #	Street number where Student resides
Street Name	Street name where Student resides
P.O. Box	Post Office box number

Apt/House #	Apartment, Condo, Unit number
City	Click on list of Values (?), Click on GO and select City in which Student resides.
Area	Click on list of Values (?), Click on GO and select geographical Area in which Student resides.
Emirate	Defaults to Abu Dhabi (AUH) This field can only be 3 characters in length
Country	Country in which Student resides, defaults to UAE
Same as Property Address	Check this box if Student's Mailing Address and Property Address are the same. If checked, fields will auto populate with information entered in Property Address. If Mailing Address is different than Property Address enter at least City, Emirate and Mailing Label as these are mandatory fields.
Reason	Reason Student is being Admitted into your school. Choose from drop down. **New** – use this code if Student is brand new to *eSIS®JX*. **AD Public School Transfer** – use this code if the Student has transferred from a Public School within Abu Dhabi Emirate. **Outside UAE Transfer** – use this code if Student has transferred from a school outside UAE. **Rejoin** – use this code if Student once existed in *eSIS®JX*, withdrew and has now returned. **AD Private School Transfer** – use this code if Student has transferred from a Private School within Abu Dhabi Emirate. **Other Emirate Private Transfer** – use this code if Student has transferred from a Private School from another Emirate. **Night School Transfer** – use this code if Student has transferred from a Night School. **Home Education Transfer** – use this code if Student has transferred from Home Education. **Adult Education Transfer** – use this code if Student has transferred from Adult Education. **Technical Institute Transfer** – use this code if Student has transferred from Technical Institute.
Date	Admission Date, will default to today's date but can be changed by clicking on the Calendar and selecting date or entering manually in DD/MM/YYYY format. You may choose Admission Date to equal first day of School year. This date will not change yearly, it will remain until Student transfers to another School.
Grade	Grade in which Student in being admitted, select from dropdown
Status	Admission Status is the Student's Status at time of admission. **New** – use this code if the Student is new to the system. If they are being **Passed** – use this code if the Student is being promoted to the next Grade due to successful completion of the last, ex. Grade 9 to 10. **Failed** – use this code if Student is being retained in a current Grade due to failing. **Rejoin** – use this code if the Student existed in the system, left and has now returned. **Promoted from KG** – use this code if the Student has completed kindergarten and is moving on to Grade 1
Education Zone	If Student came from another Zone you can select their previous Zone from list of values. Click (?), then click GO and select previous Zone
School	Choose previous school from list of values
Address	Enter address of previous school

Emirate	Select Emirate for previous school
Country	Country of previous school
Enter Memo	Click this button to enter freeform information regarding the Student. When a Student is withdrawn, the withdrawing School can enter a Memo on the withdraw screen to the new School. When the new School Admits this Student the Enter Memo button will be blue and say Memo, this way the admitting School knows there is a Memo regarding the Student.
Address Change Log	This button will display if changes have been made to the Student's address
Demo Log	This button will display if changes have been made to any of the following areas: First Name, Last Name, Middle Name, Birth date, Gender, Ethnicity, This is a read only log that will track new and old values, date of change and User who made change.

Citizenship

Students > Demographics > Citizenship

The Citizenship screen is used to store Student Nationality and Citizenship information.

To populate or make a change:

Populate an empty field, type over an existing field or choose a new item from a dropdown list

Click **Save**.

Field Name	Description
Country of Birth	Choose Student's country of birth from dropdown list. Will default to UAE
City of Birth	Enter Student's City of Birth
City of Birth (English)	Enter Student's City of Birth in English
State of Birth	Choose the state of birth of the student
Citizen Of	Choose the country of which the Student is a citizen from the dropdown list.
Entry Date to	Date the student first entered the country
School Entry Date	Enter the date a Student not born in UAE entered a school in Abu Dhabi
Family Area Id	Select Family Book area from dropdown list
Family #	Enter Family Book number
Emirate Id	Emirate Id #
Emirate ID expiry	Emirate ID expiry
Emirate Id Application #	Enter the Id Application number
Passport Number	Enter Student passport number
Passport Expiry	Passport expiry
Residence Permit #	Enter Residence permit number if applicable
Residence Expiry	Residence permit number expiry
Work Permit Expiry Date	Visa/Work permit expiry date
First Language	First language spoken by Student, choose from dropdown list. This field will default to Arabic
Language at Home	Language spoken at Home by Student, choose from dropdown list. This field will default to Arabic
Language Most Used	Language most used by Student, choose from dropdown list. This field will default to Arabic.

Note: The Language Information will default to Arabic but may have been populated with another language during the admission process on the Enrolment Confirmation screen.

File Attachment

Students > Demographics > File Attachment

The File Attachments screen is used to attach supporting documentation to a Student record. Users will upload this supporting documentation when the Student is admitted. The File Attachment screen allows Users to view, add and delete documents.

Note: eSIS will not store two versions of the same document type. For example, if a passport document already exists and a User tries to upload a new document with document type set to 'passport', they will be prompted to overwrite the original file.

Users can upload photos and documents.

File Attachments to be uploaded should have the following specifications:

Photo type should be: DOC or JIF or JPEG

Photo size should not exceed 512000 bytes

Document type should be: DOC or PDF or JIF or JPEG

Document size should not exceed 1048576 bytes

Process to upload File Attachment

- ✓ Click Add

- ✓ Select a document type

- ✓ Browse desktop/network for file

- ✓ Add comment

- ✓ Click OK

Click **Add**
File Attachment upload screen pops up

Select **Document Type** from dropdown list

Click **Browse** to search desktop/network for file

Add **Comments**

Click **OK** - pop up will advise file has been uploaded
successfully

Note: a comment, if needed in the Comments field, should not exceed 250 characters or it will be
reduced to 250.

After being uploaded, all documents associated to the Student will be listed detailing document type,
comments, create User and create date.

To **Add** more than one document repeat process

To **View** the document, click the **Preview** hyperlink

To **Delete** the document, click on the line to be deleted, click on **Delete**
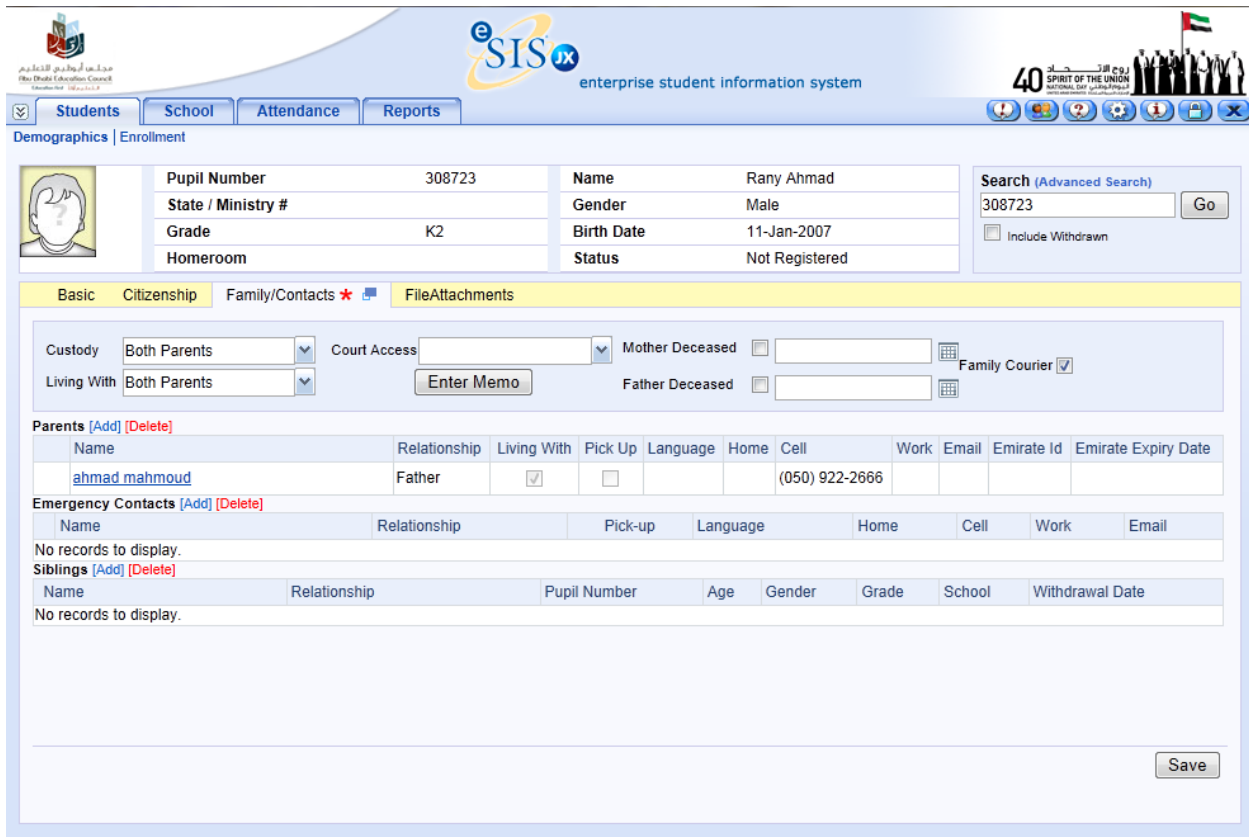
Family/Contacts

Students > Demographics > Family/Contacts

The Family/Contacts screen is used to record Parent and Guardian information, Emergency Contact information and Sibling information.

Custody Information is entered and updated right on this screen. Parents, Emergency Contacts and Sibling have an Add button to enter information. Once this information has been entered, it can be viewed on the Family/Contact screen.

When parent and emergency contact information is entered, the [icon] contact alert button is populated.

Custody Information

Field Name	Description
Custody	Select the custody arrangement in place for the Student. Will default to Both Parents
Living With	Select with whom the Student in living from the dropdown list. If anything other than Both Parents is selected a yellow alert will display on the Student record. User will be prompted to Add information for both parents if Both Parents is selected.
Court Access	This field shows that a legal court document is on file identifying permission for another person or agency to acquire information on the Student. This person may not appear anywhere else in eSIS. You may want to enter detailed information in the Memo section to explain this situation.

Mother Deceased	Check the box to indicate the Mother of the Student is deceased. You may also enter a date, either manually or selecting from calendar
Father Deceased	Check the box to indicate the Father of the Student is deceased. You may also enter a date, either manually or selecting from calendar
Family Courier	Checkbox is automatically checked to indicate this Student is responsible for home mailing. Uncheck if a sibling is responsible.
Enter Memo	Click on this button to enter important information concerning parents or guardians. Ex. Custody issues. When information is entered here, the name of the button will change to Family Alert indicating a special alert is on file. If a Family Alert is on file, the alert will display as soon as a User clicks on the Family/Contacts tab. The yellow alert will also be updated to inform Users this Student has a Family Alert.

Process to Add Parent

- ✓ Click **Add**

- ✓ Enter a minimum of the **Mandatory Fields**

- ✓ Click **OK**

- ✓ Click **Save** on Family/Contact screen

Required Fields:

- ➢ Legal First Name
- ➢ Legal Last Name
- ➢ First Name (English)
- ➢ Last Name (English)
- ➢ Type
- ➢ Property Address
- ➢ Mailing Address

Click **Add**

Field Name	Description
Legal First Name	Enter parents legal first name
Legal Middle	Parents middle name
Legal Last Name	Enter parents legal last name
First Name (English)	Enter parents first name in English
Middle Name (English)	Parents middle name in English
Last Name (English)	Enter parents last name in English
Prefix	Select prefix from dropdown list if applicable
Type	Select relationship of parent to student from dropdown list
Emergency Contact	Check box if this parent is also an emergency contact for the Student. If checked, a box will display asking for Call Sequence. Enter the call sequence in which this parent should be called if more than one emergency contact is on file. Will default to 1.
Living With Student	Check this box if parent lives with Student. Defaults to checked
Copy of Correspondence	If parent does NOT live with Student and should receive a copy of School correspondence check this box. If checked, ensure that 'Same as Student' is not checked for Property Address so parents proper address can be entered.
Willing to Volunteer	Check this box if the parent is willing to volunteer for School activities
Home Phone	Parent home phone number. If 'Same as Student' is checked and Student has phone number on Basic screen, number will auto populate.
Phone Unlisted	Check if phone number is unlisted. If 'Same as Student' is checked and Student has 'unlisted' checked on Basic screen, check box will auto check.
Cellular Phone	Enter parent mobile number
Fax #	Enter parent fax number
Email Address	Enter parent's email address
Emirate Id	Enter parent Emirate Id
Emirate Expiry Date	Enter expiry date
Same as Student	Check this box if property address is the same as Student. Fields will be auto populated from Student Basic screen. If parent does not live with Student do not check box and manually enter parent address.
Street #	Street number where Student resides
Street Name	Street name where Student resides
P.O. Box	Post Office box number
Apt/House #	Apartment, Condo, Unit number
City	Click on list of Values (?), Click on GO and select City in which Student resides.
Country	Click on list of Values (?), Click on GO and select geographical Area in which Student resides.
Province	Defaults to Abu Dhabi (AUH) This field can only be 3 characters in length
Country	Country in which Student resides, defaults to UAE
Nationality	Select nationality of parent from dropdown list
Spoken Language	Select language spoken by parent from dropdown list
Correspondence Language	Select the language which correspondence should be prepared by School. Default is Arabic

Speaks English	Check if parent speaks English
Education Level	Select parents highest education level from dropdown list
Occupation	Occupation of parent
Place of Employment	Enter the parent's place of employment
Business Phone	Enter parent's work phone number
Ext.	Work phone extension
Notes	Enter any additional notes the parent would like added. If notes are added a little paper and pencil symbol will appear next the parents name on the Family/Contact screen to indicate a note is on file.
Guardianship Placement Date	If Student is in the care of a Guardian, enter the date on which the student was placed in their care.
Guardianship Journal Entry Number	Enter the legal guardianship number assigned by the courts
Guardianship Journal Entry Date	Enter date on which legal guardianship number was assigned
Make C/O	Check to make this parent the C/O (in care of) person on the Student's mailing address

Remember:

✓ If 'Both Parents' is selected under 'Living With', add parent details for both parents.

✓ 　 will display next to Parent Name if a note was entered in Parent Contact Details. Click on symbol to view the note.

✓ If parent is checked as an emergency contact on Parent Contact Details screen, the 'Pick Up' box will be checked on Family/Contact screen and Parent record will be highlighted in Yellow

✓ To change parent information once entered, click the Parent's Name on the Family/Contact screen to bring up the Parent Contact Details screen for that parent.

Process to Add Emergency Contact

✓ Click **Add**

✓ Enter a minimum of the **Mandatory Fields**

✓ Click **OK**

✓ Click **Save** on Family/Contact screen

✓ To add more than one Sibling, simply repeat process.

Required Fields:

➢ Legal First Name
➢ Legal Last Name
➢ First Name (English)
➢ Last Name (English)
➢ Relationship
➢ City

> ➢ Emirate

Click **Add**

Field Name	Description
Legal First Name	Enter legal first name of emergency contact
Legal Middle	Middle name of emergency contact
Legal Last Name	Enter legal last name of emergency contact
First Name (English)	Enter first name of emergency contact in English
Middle Name (English)	Middle name in of emergency contact in English
Last Name (English)	Enter last name of emergency contact in English
Relationship	Select relationship of emergency contact to student from dropdown list
Call Sequence	If Student has more than one emergency contact, enter the call sequence in which this contact should be called. Defaults to 1
Can pick up Student	Check this box if emergency contact has permission to pick up Student from School
Spoken Language	Language spoken by emergency contact
Copy of Correspondence	Check if this emergency contact should receive a copy of School correspondence.
Home Phone	Enter emergency contact's home phone number
Phone Unlisted	Check if home phone number is unlisted
Cellular phone	Enter emergency contact's mobile number
Fax #	Enter emergency fax number
Email address	Enter email address of emergency contact
Street #	Enter the street number in emergency contact's address
Street Name	Enter street name
P.O. Box	Enter Post Office Box # if applicable to address
Apt./House #	Enter Apartment or Unit number
City	Choose city in which emergency contact resides from list of values
Country	Choose area in which emergency contact resides from list of values
Province	Will auto populate with Abu Dhabi (AUH)
Country	Select country in which emergency contact resides from dropdown list. Will default to UAE
Same as Property Address	Check this box if mailing address is the same as property address
Place of Employment	Enter emergency contact's place of employment
Business Phone	Enter work phone number
Ext.	Enter work phone extension
Notes	Enter any additional notes for emergency contact. If notes are added a little paper and pencil symbol will appear next the emergency contact name on the Family/Contact screen to indicate a note is on file.

Remember:

> ✓ If more than one emergency contact is entered for a Student, a call sequence must be entered on Emergency Contact Details. The emergency contacts will display on Family/Contact screen and the contact alert in order of call sequence.
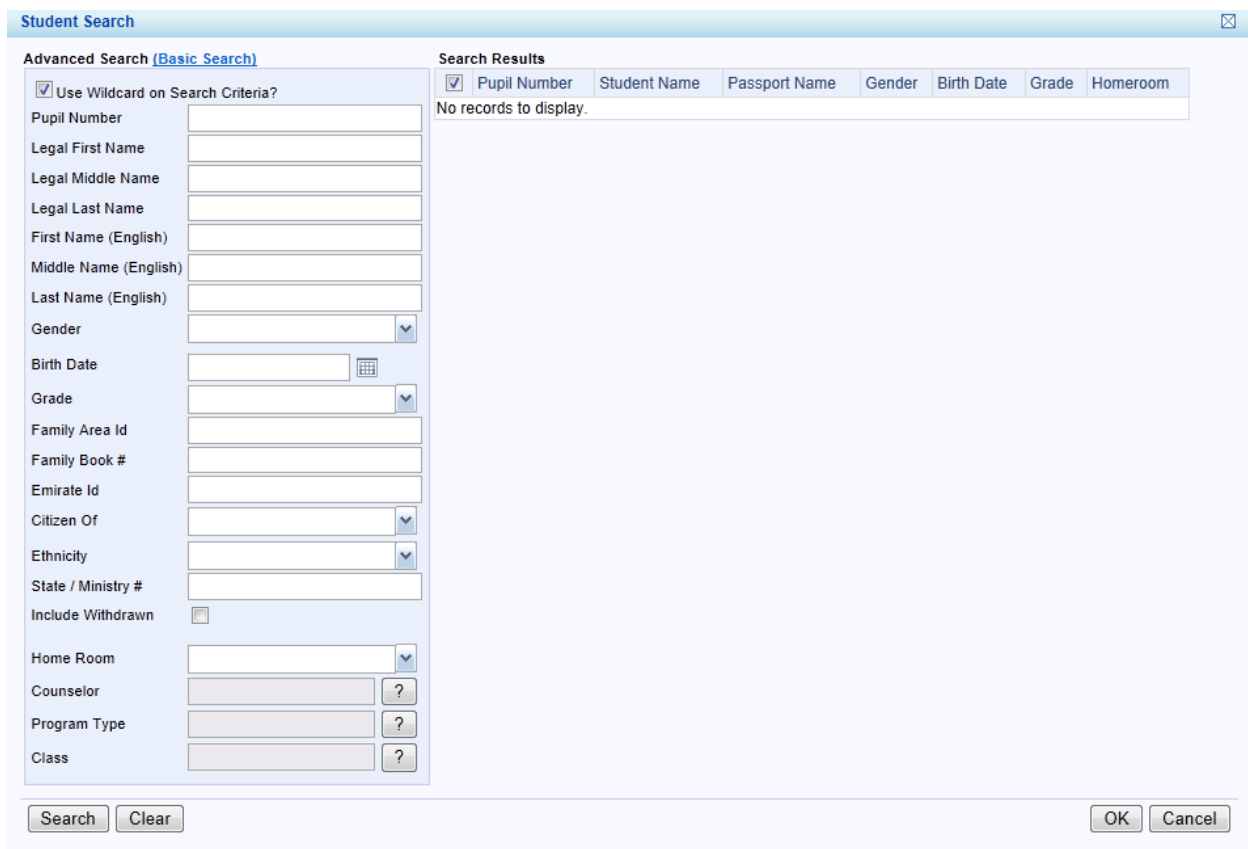
✓ ⬜🖊️ will display next to name of emergency contact if a note was entered on Emergency Contact Details. Click on symbol to view the note.

✓ To change emergency contact information once entered, click the contact's name on the Family/Contact screen to bring up the Parent Contact Details screen for that parent.

Process to Add Sibling

✓ Click **Add**

✓ Enter Student **Search Criteria**, click **Search**

✓ Click on **Pupil # hyperlink**

✓ **Select Relationship** from dropdown

✓ Click **Save**

✓ To add more than one Sibling, simply repeat process.

Click **Add**

Search screen is displayed

Search by Pupil Number, Last Name or Last Name and wildcard

Click **Search**

Click on **Pupil # hyperlink**

User is returned back to Family/Contact screen and Student is entered as Sibling

Select sibling **Relationship** to Student from dropdown list

Click **Save**

Hint: *When a Student record has Siblings added, parent information only needs to be changed on one Student record. If parent changes are made, click Save and the following message will display:*

Click Save and the Sibling Student record will be updated with the changes.

Pending Admissions

School > Enrolment > Pending Admissions

The Pending Admissions screen is used by Central Office Users (Zone Administrators) to Register Students who have previously been admitted. The Pending Admissions screen displays all Admit records created by School Users through the admission process. A Central Office User (Zone Administrator) must accept or decline each admission.
When a Student admit record is accepted, the Student is registered and the admit record is moved from Pending Admissions to Log History.
If the Student admit record is declined, the Student is No-Showed and the admit record is moved from Pending Admission to Log History.

Process to Accept a Pending Admission

- ✓ Sign in as Central Office User
- ✓ Select School from dropdown list
- ✓ Select current year
- ✓ Click on Pupil # hyperlink – Admission Detail screen displays
- ✓ Check Accept
- ✓ Enter Admission Date
- ✓ Select Admission Reason
- ✓ Enter Registration Date
- ✓ Save

Process to Decline a Pending Admission

- ✓ Sign in as Central Office User
- ✓ Select School from dropdown list
- ✓ Select current year
- ✓ Click on Pupil # hyperlink – Admission Detail screen displays
- ✓ Check Decline

- ✓ Select Decline Reason
- ✓ Save
- ✓ Enter Withdraw Date and Reason
- ✓ Click Continue
- ✓ Click Delete Student
- ✓ Click OK

Select School from dropdown list in which to view Pending Admissions (will default to School in which User is signed in)

List of Students will display, displaying Grade, Previous School (if entered by User on Admission), Pending School (School which has Admitted Student), Admit Date and Reason

Click on Pupil # hyperlink – Admission Detail screen displays

Under **Student Summary,** links are displayed to the most common Student screens so that the user can review the Student data prior to accepting or declining the admission. The screen data will be displayed in a popup as read only.

Field Name	Description
Accept	Check this box if Admission is Accepted. Accept box is defaulted to checked
Admit Date	Will default to the date entered by School, this should be the first day of School. Date can be changed by clicking on calendar or entering a new date manually.
Admit Reason	Select reason Student is being Admitted in to School. Field will default to the reason selected by the School User at time of Admission.
Registration Date	Enter registration date for Student, this is the day they actually show up in School and attendance may be taken. Must be greater than or equal to Admit Date. This date is updated yearly to reflect the first day of each School year.
Decline	Check this box if Admission is Rejected
Declined Reason	Select reason for which Admission was declined
Next School	User may select the next School the Student will be attending from the dropdown list.

To Accept:

✓ Check Accept

- ✓ Enter Admit Date, Admit Reason and Registration Date

- ✓ Click Save, message will pop up indicating Student has been accepted.
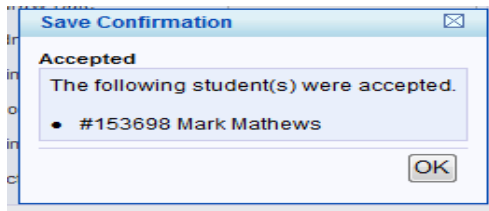
- ✓ Click OK

Student is now Registered in School and admission record has moved from Pending Admission to Log History.

To Decline:

- ✓ Check Decline

- ✓ Select Decline Reason

- ✓ Click Save, Decline Student Admission pop up displays
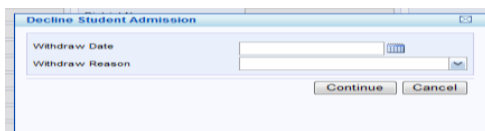
- ✓ Enter Withdraw Date and Withdraw Reason

- ✓ Click Continue

- ✓ Click Delete Student, pop up will ask Are you sure you want to Delete Student?

- ✓ Click Yes

- ✓ Save Confirmation displays showing Student Admission has been declined.
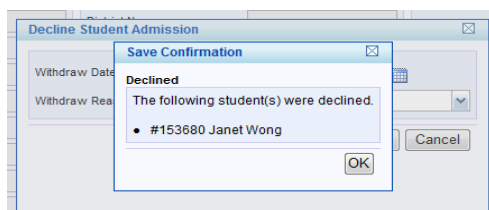
- ✓ Click OK

Student admission record has been declined and moved from Pending Admissions to Log History. Student has been No Showed, therefore, record has been deleted from the

system if new to Zone, or deleted from pending School and reverted back to previous School.

Note: Pending Admissions for Next Year is done at a school level. The authorized user in the school can admit /Register students for the coming year (Next Year). User will have to follow the same steps mentioned before in the Pending Admissions part except clicking Next Year instead of Current Year on the screen.

Withdrawing a Student

Students > Enrolment > Withdraw

You may need to Withdraw a student for a variety of reasons including dropout, moving, transferring to another School or No Show. No Show is unique and will be discussed separately.

Withdraw Process

✓ Enter Withdraw Date, Withdraw Reason and any desired optional fields

✓ Click **Withdraw** button (Withdrawal Final Check will pop up)

✓ Check **Withdraw From School**

✓ Click Save

Required Fields:

➢ Withdraw Date
➢ Withdraw Reason

Field Name	Description
Withdraw Date	Enter the date the Student withdrew or is withdrawing from your school. This date may current day, a past date or a future date but must be greater than the Registration date. The Student's registration date is displayed on the Status line in the Student header.
Withdraw Reason	Select the reason the Student is withdrawing from your School from the dropdown list.
Expelled	Check this box if the Student has been expelled from you School. If Expelled is checked on a Student withdraw and a User tries to re-admit this student, the following would occur: ➢ If School-user, a message will pop up saying, "Student has been expelled from previous School. Admission must be done at Central Office." This is a hard stop. ➢ If you are a Central Office User or higher, a message will pop up saying: "Student has been expelled from previous School". However, this is a soft warning and you may continue the admit process.
Destination Country	User may select the Country to which a Student is moving from the dropdown list.
Destination Emirate	User may select the Emirate to which a Student is moving from the dropdown list

Field Name	Description
Destination Plans	User may select what the Student's plans are after withdrawal from the dropdown list
Next School	User may select the next School the Student will be attending from the dropdown list.
Memo for New School	The withdrawing School may enter pertinent information that the receiving School should know regarding the Student. This will activate the Memo button on the Basic screen. The Memo button will turn blue when information is entered in this field.
Withdraw	Click this button to continue with Student withdrawal. Once clicked, the Withdrawal Final Check screen will pop up.
No Show	Click this button to 'No Show' a Student. No Show indicates that a student was enrolled but did not show up at your school so was not registered. This cancels the registration and reverts the Student's record back to the previous school. If the student was newly enrolled to the Zone, the record will be deleted from the database.

After **Withdraw Date** and **Withdraw Reason** are selected:

Click on **Withdraw** – Final Check screen will pop up

Check **Withdraw From School**

Click **Save**

Student is now withdrawn from your School and Status will change to WD+Withdraw date

Check **School of record transfer**
Select **Transfer to Zone**
Select **Transfer to School**
Select **Admission Reason**
Click **Save**

Student is now withdrawn from your School and Status will change to WD+Withdraw date

No Show

Students > Enrolment > Withdraw

No Show is used when a Student enrolled in your school, but never showed up for class. This process is usually done at the beginning of the School year to clear Student records from School when they did not show up.
By selecting No Show, the system will search to see if the Student was previously registered at another School within *eSIS*^{®JX}. If No; you will be prompted to Delete the Student from the database. If Yes; the enrolment record will be deleted from your School and reverted back to his/her previous School.

No Show works as follows:

- ✓ Cancels the enrolment and reverts the Student's record back to the previous school.

- ✓ If the student was new to *eSIS*®*JX* the record will be deleted from the database.

- ✓ If a Student has homeroom records at a School and is No Showed, the homeroom history records are deleted.

No Show Process

This process will delete the enrolment record from your School, if the Student is new *eSIS*®*JX*, the Student will be deleted all together. If the Student once belonged to another School within the database, the enrolment record will be deleted from your School and transferred back to his/her old School.

- ✓ Enter Withdraw Date and Withdraw Reason

- ✓ Click on No Show

- ✓ Click Delete Student on pop up

- ✓ Click OK

Click **Delete Student**

Student has been successfully deleted

Transfer Student

Students > Enrolment > Withdraw

The Transfer process is used when a Student transfers from one School to another, this process is used to Transfer a Student to a School within or outside of your Zone.
Student Transfers are initiated by the Student's home School through the Withdraw screen. Once the student withdrawal/transfer is complete, a temporary record is created. The record can be viewed by a School Administrator as follows:

   a. by the Home School via Pending Transfers screen, under Outgoing Transfers view.
       (School > Enrolment > Pending Transfers > Outgoing Transfers)

   b. by the Pending School via Pending Transfers screen, under Incoming Transfers view.
       (School > Enrolment > Pending Transfers > Incoming Transfers) The Pending School
       may accept or reject the transfer request. (Please refer to Pending Transfers section)

Transfer Process:

   ✓ The Home School withdraws the Student and selects 'Transfer' on withdraw confirmation screen.
      A transfer request is sent to the pending School.

   ✓ Student Status is changed to TP+Withdraw Date

   ✓ The pending School accepts or rejects the Transfer request

   ✓ If accepted, the Student and Student records are transferred to the pending School and Student
      status will change to WD+Withdraw Date in old School.

   ✓ If rejected, the Student will remain in original School

After **Withdraw Date** and **Withdraw Reason** are selected:

Click on **Withdraw** – Final Check screen will pop up

Check **School of Record Transfer**

Select **Zone** to which Student is being transferred
Select **School** to which Student is being transferred
Select an **Admission Reason** (this is the reason the Student is being admitted to the new School)
Click **Save**

Message will pop up confirming temporary record and indicating Pending School will need to accept Transfer

Click **OK**

Temporary Transfer Records saved

Student will be withdrawn from ADEC Administration School[AR]
when AL SHAHAMA SECONDARY SCHOOL accepts the Transfer

OK
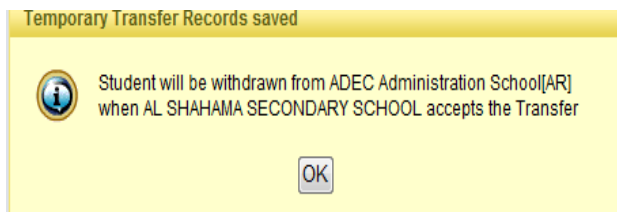
*Student is now withdrawn from your School **pending acceptance** from Pending School.
Student Status is changed to TP+Withdraw Date.*

Transfer Student – Recap

Students > Enrolment > Withdraw

1. Enter Withdraw Date and Withdraw Reason

2. Click **Withdraw** button (Withdrawal Final Check will pop up)

3. Check **School of Record Transfer**

4. Select the **Zone** and **School** to which the Student is transferring

5. Select **Admission Reason** to new School

6. Click Save

When the Transfer process is complete:

✓ Student will be Withdrawn from your School

✓ Student will be Admitted to their next School

✓ Student records will be transferred to the Student's next School

Remember:

✓ The Transfer process is not complete until the Pending School accepts or rejects the Transfer

✓ Based on User security, the Home School and Pending School can view Incoming and Outgoing Transfer requests on the Pending Transfers screen.

✓ A Student in not fully Withdrawn from the Home School until the Pending School accepts the Transfer

Pending Transfers

School > Enrolment > Pending Transfers

When a School User transfers a Student, a transfer request is created in Pending Transfers. Transfer records will be displayed on this screen until the student has been accepted, declined, or until the home school deletes the transfer request. The pending school can accept or decline Student individually or in mass.

The Pending Transfers screen displays all incoming and outgoing Student transfer requests. An incoming transfer is a Student who is transferring into the User's school. An outgoing transfer is a Student who is transferring out of the User's school.

Schools are able to view and delete all of their own Outgoing transfers.

Authorized users will be able to accept or decline incoming and outgoing Student transfers. If accepted, a Student is withdrawn from previous School, accepted and registered into pending School and the transfer record is moved from Pending Transfers screen to Log History.

If declined, the Student will remain in previous School and transfer record is moved from Pending Transfers to Log History.

Process to Delete Outgoing Transfers (done by Home School):

- ✓ Click on 'Outgoing' to view 'Outgoing' Transfers

- ✓ Click on a record to highlight it

- ✓ Click delete button

Process to Accept Single Incoming Transfer:

- ✓ Click on 'Incoming' to view Incoming Transfers

- ✓ Click on Pupil # hyperlink – Transfer Detail screen displays

- ✓ Check Accept

- ✓ Enter Admission Date

- ✓ Select Admission Reason

- ✓ Enter Registration Date

- ✓ Check Copy Marks if applicable

- ✓ Click Save

Process to Decline Single Incoming Transfer

✓ Click on 'Incoming' to view Incoming Transfers

✓ Click on Pupil # hyperlink – Transfer Detail screen displays

✓ Check Decline

✓ Select Decline Reason

Delete Outgoing Transfer

School > Enrolment > Pending Transfers > Outgoing

A School User will only have access to their own outgoing transfer list. A Central Office User can select a School in which to view outgoing transfers.

Click on record to be deleted, record will highlighted.
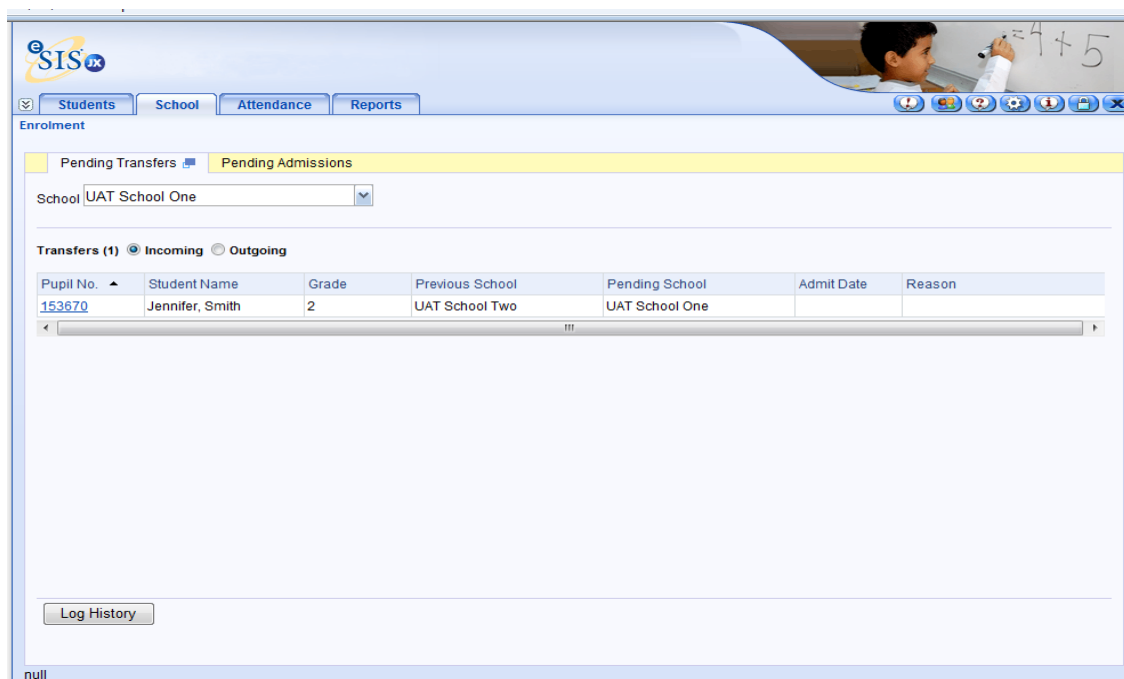
Click **Delete** - pop up will display asking 'are you sure you want to delete'

Click Yes

Student transfer request is deleted and record is moved from Outgoing Pending Transfers to Log History. Record will also be removed from pending school's Incoming Transfers screen.

Incoming Transfer

Select School from dropdown list in which to view Outgoing Transfers (will default to School in which User is signed in)

Click on Pupil # hyperlink – Transfer Detail screen displays

Enrolment History

Students > Enrolment > Enrolments

The Enrolments screen is used to log and view a history of the Student's Admission and Withdraw records within your Zone. Every admission and withdrawal record within the Student's career is recorded, including transitions through grades and Schools. The information on this screen populates from other areas such as Students > Demographics > Basic and information entered on Students > Enrolments > Withdraw

Each time a Student is admitted or withdrawn in a School an entry is written to this screen.

For example; if a Student is admitted to a School, then withdraws and is admitted to another School, 3 records would display, an **A** (admit), **W** (withdraw) and **A** (admit).

Records can be modified and/or entered manually by a User with the appropriate security attached to their sign on. This is usually done at the Zone level.

Care should be taken when modifying or adding records as this is a permanent history of a Student's enrolment within your Zone.

Some reasons for manual entry are as follows:

- ✓ An error on the effective date when a student was either admitted or withdrawn. This could impact the Student's attendance, and the number or membership days (# or days the Student attended School.)

- ✓ An error on the Admission or Withdraw Reason

Admission Status – this is the Status of the last admission record for the Student as displayed on Student Basic screen (Student > Demographics > Basic)

Rooms

Rooms must be added to your School before homerooms can be assigned. Adding Rooms to a School is assigning actual room numbers to the rooms within the School.

School > Basic > Rooms

Process to Add Rooms

- ✓ Click Add
- ✓ Enter Code
- ✓ Enter Description
- ✓ Click Save

Required Fields

- ➢ Code
- ➢ Description

Field Name	Description
Code	Enter a name for the homeroom, when a Student is assigned to a homeroom the Staff will see this name.
Description	Select the semester for which homeroom is being created
Capacity	Enter maximum number of Students for this room
Room Type	Select room type from dropdown list. Ex. Classroom, or Laboratory

Click **Add**

School Room Detail screen pops up

Enter Mandatory fields

Click **OK**

User will be returned to Rooms screen, where new room will display on School Room list

Click **Save**

To Change Room Details

Click on hyperlink under Description

Room Detail screen will display

Make Change

Click **OK**

Click **Save**

To Delete a Room

Click on line to be deleted

Line will highlight

Click **Delete**

Click **Save**

Homerooms

School > Homerooms > Homerooms

In this section we will look at how to create a homeroom, add Students to homerooms using mass assignment, assigning homerooms to individual Students and view homeroom lists.

The homerooms screen lists all homerooms within a School.

Add Homeroom Process:

This process will create a homeroom and assign a Staff member

- ✓ Click Add

- ✓ Populate Mandatory fields: Homeroom, Semester, Teacher and Room

- ✓ Click Save

Adding a Homeroom

Click Add – Homeroom Details screen pops up

Required Fields:

- ➢ Homerooms
- ➢ Semester
- ➢ Teacher
- ➢ Room
- ➢ Class Type
- ➢ Full/Half Time

Field Name	Description
Homerooms	Enter a name for the homeroom, when a Student is assigned to a homeroom the Staff will see this name.
Semester	Select the semester for which homeroom is being created
Seats	Enter maximum number of
Teacher	Select Teacher to be assigned to homeroom from dropdown list
Room	Select the room to which this homeroom is attached
Class Type	Select weather the class type for this homeroom is regular or special education
Full/Half Time	Select Full time from dropdown list
Additional Teachers	You may assign more than one teacher to a homeroom. To add an additional teacher, click on the teachers name to highlight it and click Add. To remove a teacher once selected, click on teachers name to highlight and click Remove

Once fields are populated click **Save**

Homeroom will now display on Homerooms Screen and Students may be assigned.

To Delete a Homeroom:

Click on homeroom to be deleted, line will highlight

Click **Delete**

Click **Save**

Assigning Homerooms for one Student at a time

If a Student registers after mass assign has been processed, a Student may have a homeroom assigned to them on one of two screens, Basic and Homerooms

To assign a homeroom on Basic screen

Students > Demographics > Basic

On Student Basic screen select a homeroom from the **Current Homeroom** dropdown

Click **Save**

Student is now assigned to homeroom.

To assign a homeroom from Homeroom screen

School > Homerooms > Homerooms

Click on **hyperlink** under Used column (this number represents the number of Students assigned to the homeroom)

Class List will display

Search for Student using Pupil Number or Name, wildcard may be used.

Click **Go**

Search results are displayed

Click on Last Name **Hyperlink**

Student is added to Homeroom and User is returned to Class List

Click **Save**

View Homeroom Lists

To View a list of all Students assigned to a homeroom:

Click on **hyperlink** under Used column (this number represents the number of Students assigned to the homeroom)

Class List will display with a breakdown in the header, including Homeroom name, Semester, Teacher Assigned, Room, Number of Males and Females in the homeroom and Total seats used out of Maximum.

Clicking the Additional Teachers icon will display any addition Teachers assigned to homeroom

Homeroom Lists may be printed by clicking the Print icon.

Attendance

Attendance > Daily Attendance > Homeroom Entry

Student Attendance is tracked Daily and taken by Homeroom. If attendance is being taken manually in the homeroom, entry forms can be accumulated by an Attendance Administrator and entered into the system.
Each attendance reason has been set up as an authorized, excused or unexcused absence. By selecting the attendance reason, the User will inform the system how to proceed with the absence, i.e. consider it authorized, excused or unexcused.

Process for taking Attendance

- ✓ Select **School** (School Users will only have access to their School)

- ✓ Select **Date**

- ✓ Select **Homeroom**

- ✓ Check **A** or **L**

- ✓ Select **AM** and/or **PM Reason**

- ✓ Click **Save**

Once taken, Attendance may be viewed by:
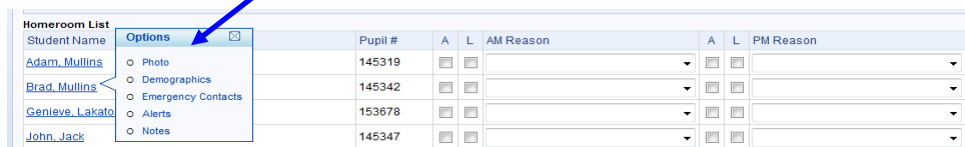
- ✓ Homeroom, on the same screen taken (Attendance > Daily Attendance > Homeroom Entry)

- ✓ For a particular Student on the Student Absences screen (Students > Demographics > Student Absences)

- ✓ Attendance reports: Homeroom Absence Report and Students with Attendance Problems Report

Select **School**, (School Users will only have access to their School)

Select **Date** for which you are taking attendance. Date will default to 'today's date but can be changed to add/change entries from a prior date

Select **Homeroom** from dropdown list. Homeroom List will display

Clicking on the Student hyperlink will display view only access to various demographic screens for a particular Student.

To mark Student as Absent, check the box under **A**, placing a check in the AM column will automatically place a check in the PM column, therefore marking the Student absent for a full day. If the Student is only absent for a half day, click the checkbox under the PM column to remove it.

Select attendance **Reason**, again selecting an AM attendance reason will automatically populate the same reason under PM. To remove the reason, click the box to uncheck it and the reason will disappear.

To mark Student as Late, check the box under **L** for either AM or PM to indicate whether Student was late in the morning or afternoon.

Select attendance **Reason** for AM or PM late.

Click **Save**

If attendance is complete for this homeroom, check the **Attendance Entry Complete** box. This will notify office staff that attendance is complete.

Remember:

✓ A Student must be registered before attendance can be taken.

Mark Entry

School > Mark Entry

In **eSIS®JX** , The user can enter student grades in all subjects, and modify it. In addition, user "teacher" can add comments for students in the same class, the absence of a student exam, entrance retry exam and then print the report card or student transcripts.

Process to enter marks

- ✓ Select Class, Teacher will populate based on class chosen.

- ✓ Select Cohort

- ✓ Select Reporting Period, Class List will display

- ✓ Click on Subject

- ✓ Enter Marks

- ✓ Click Save

- ✓ Check Mark Entry Complete when Marks for all subjects have been entered.

In the **ADEC Mark Entry** window, the user can **select the class** by scrolling the arrow down. The **Teacher** and **Cohort** lists will be **selected automatically**.

The Multiple period is selected automatically by system. To change the reporting period scroll the arrow down then select the reporting period required.

In **Reporting Period**, the user can select one period or more. To select more than one reporting period click on the **Multi button** then select the period by click the check box. If you want to select all reporting period click on the Description check box then click Ok.

In the **ADEC Mark Entry** window, the user can select any subject with its mark for students in the same class.

Note:
- Make sure that the subject selected before you enter marks "blue color".

- To move from one student to the next press the Enter key.

The **Legend** button shows the meaning of each color that is used in the Mark Entry Screen
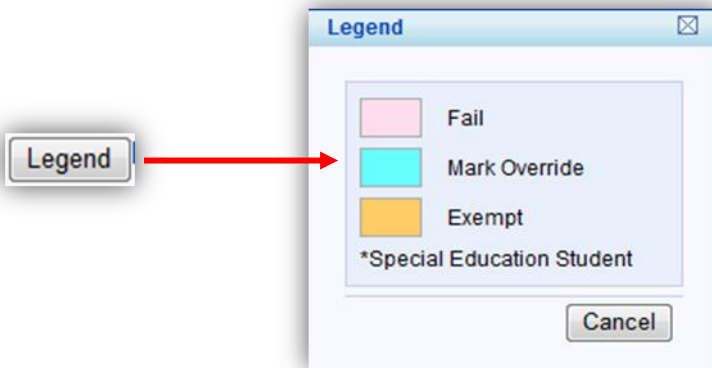
The **Reporting Periods** button shows how the system calculates the marks for each period.

Code	Description	Short Name	End Date	Calculated	Final Exam	Final Mark	Weight (%)	Marking Start Date	Marking End Date	Retry/Attendance
10	Semester 1 Progress	SP1	7/7/2010	☐	☐	☐	50			☐
20	School Based Assessment 1	SA1	7/7/2010	☐	☐	☐	50			☐
30	Semester 1 Mark	S1	7/7/2010	☑ [?]	☐	☐	50			☐
40	Semester 2 Progress	SP2	7/7/2010	☐	☐	☐	50			☐
50	School Based Assessment 2	SA2	7/7/2010	☐	☐	☐	50			☐
60	Semester 2 Mark	S2	7/7/2010	☑ [?]	☐	☐	50			☐
70	Final Mark	FIN	7/7/2010	☑ [?]	☐	☑	0			☐

Exempt:

Exemption means that the reporting period is exempt ed from the calculation

There are **three type** of Exemptions in the system:

First type:
The user can Exempt all students from the subject that is selected before any period by clicking on the Exempt All Student Button.
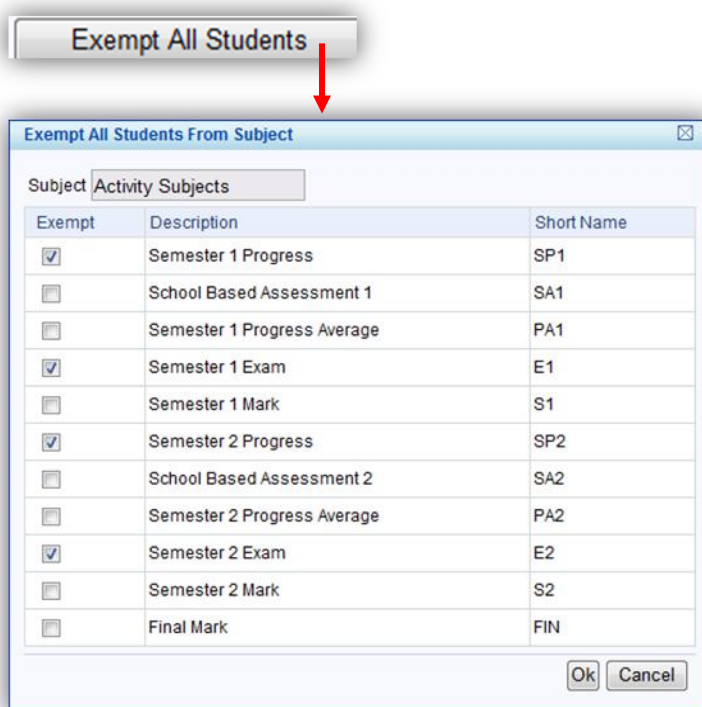
Second type:
The user can exempt the student from **all reporting periods** by clicking on the Exempt subject check box.
This type is used in the following cases:
- Non-Muslim students of Islamic education.

- Autistic student of the English language.

- Tenth grade students from a mathematics academic or applied.

Before Exempt:

After Exempt:

Third type:
The user can Exempt one student from **any period** by clicking on the **Exempt Reporting Period** check box.

Before Exempt:

After Exempt:

This type is used for:

- If a student is absent at the beginning of the semester and attended only the exam. So that the student will be exempt from all periods before the exam even calculated the mark of semester is equal to the mark of the exam.

- If a student is absent for whole first semester and we want to calculate the final grade (first and second semester), this student will be exempt from all periods for the first semester. The Final Mark is equal to the mark of the all periods for the second semester.

Comment:

The user **can add comment** which will show in the **student's report card in the period that selected**.
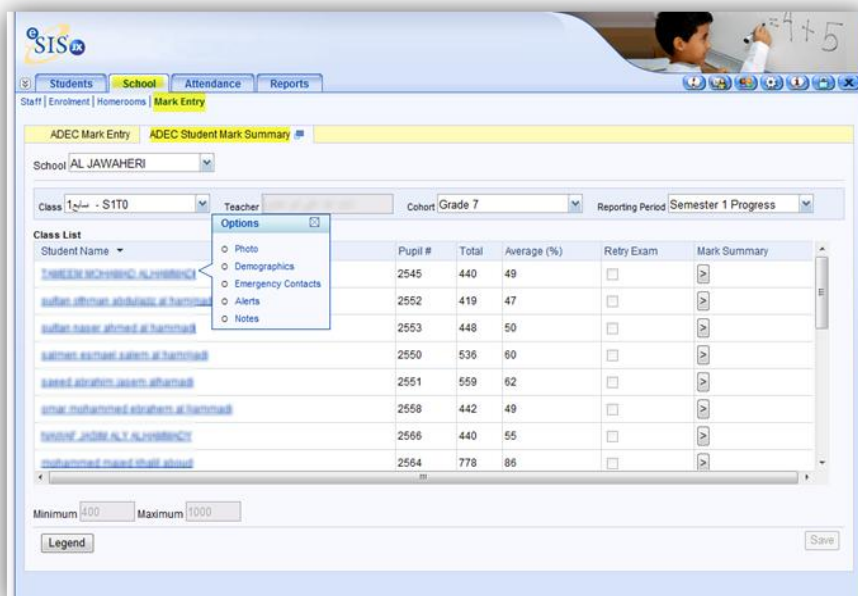
ADEC Student Mark Summary:

In the **ADEC Student Mark Summary** window, the user can select the class by scrolling the arrow down. The Teacher and Cohort lists will be selected automatically. In **Reporting Period**, the user can select any period with its marks.
At any moment you could refer to any of the student data by clicking on name.
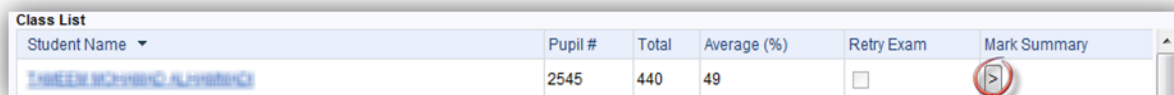
Mark Summary:

When the **user clicks on the Mark Summary** they can:

- **Modify** the grades of subjects on any periods.

- **Exempt** student in any of the types of exemption mentioned earlier.

- **Cancel the exemption** that has been registered by mistake.

- **Register the absence** of a student exam the first or second semester with an indication of the cause.

- **Qualify the student** for retry exams

If the user enters the violation mark for the periods calculated only "that show in the blue color", they can re-calculate according to weight class defined by clicking on the "**Under Override**."

Subject	SP1	SA1	PA1	E1	Retry S1	SP2	SA2	PA2	E2	Retry S2	FIN	Exempt	Attendance	Retry	Comments
Islamic Studies	57		57	49	53						27	☐	📝	📝	💬
Arabic Language	50		50	32	41						21	☐	📝	📝	💬
English Language	47		47	42	45						23	☐	📝	📝	💬
Social Studies	42		42	33	38						19	☐	📝	📝	💬
National Education	52		52	66	59						30	☐	📝	📝	💬
Mathematics	47		47	35	41						21	☐	📝	📝	💬
General Science	45		45	31	38						19	☐	📝	📝	💬
Social Behaviour	100	100	100	100	100						50	☐	📝	📝	💬
Activity Subjects		81		81	81						41	☐	📝	📝	💬
ICT		66	0	66	66						33	☐	📝	📝	💬
TOTAL	440	100	440	535	562						284				
AVERAGE (%)	49	100	55	54	56						28				

Legend | Reporting Periods | Undo Override | ☐ Exempt Reporting Period   Save | Cancel

If a student is absent from the exam for either of the two semesters, they can be registered from the **absence check box. You can** then select the semester and the reason for absence from the exam.

Subject	SP1	SA1	PA1	E1	Retry S1	SP2	SA2	PA2	E2	Retry S2	FIN	Exempt	Attendance	Retry	Comments
Islamic Studies	57		57	49	53						27	☐	📝	📝	💬

Reporting Period Attendance

Reporting Period	Short Name	Absent	Reason
Semester 1 Exam	E1	☐	
Semester 2 Exam	E2	☐	

Ok | Cancel

In case the school wants to allow students to enter exam this semester, the check box of "**Retry**" is used and re-registration of the semester in which the student will return, it could he can choose the two semester together.

When you select to retry the exam, the box will show **under the Retry column**.

If the user selects the **Final Mark** period, the Calculate Pass/Fail Button will show in the bottom of window, when the button clicked, the student will clicked as fail or pass.
So that the student is considered "Pass" if the total is over then minimum average and if it is lower than minimum average the student is considered "Fail".
Please note that this situation can be modified for the student by the Principal or vice Principal of the school.
Make sure of situation of the student (pass or fail) before printing the Report Card end of the year.

Do not forget to save your work.

Remember:

- ✓ A failed mark (based on the associated performance scale) will display in pink.

- ✓ A mark override will display in blue.

- ✓ An exemption will be display in orange.

- ✓ A mark override will take precedence over a failing mark (will display in blue).

- ✓ An exemption will take precedence over a failing mark or a mark override (will display in orange).

Reports

Within **eSIS®JX**, there are a number of reports which can be generated. Each report has a parameter form which will help filter and sort the information to be printed on the report. Reports will display in a separate window so Users can view before printing.

Student Level Reports

Reports > Students

- ✓ To Whom It May Concern (Pursuing of Study)
- ✓ Certificate of Good Conduct
- ✓ Information Verification Form

A report can be printed for Students by homeroom or for selected Students (based on parameter form selection).

To Whom it May Concern (Pursuing of Study)

Reports > Students > To Whom it May Concern (Pursuing of Study)

This report is used to verify a Student is registered and pursuing study.

Fill in parameter form

When parameters have been set, Click **Print**

Certificate of Good Conduct

Reports > Students > Certificate of Good Conduct

This report is used to verify a Student demonstrated good conduct and behavior during their School stay.

Fill in parameter form

Select Report Type	Select the print format for report. Default is pdf.
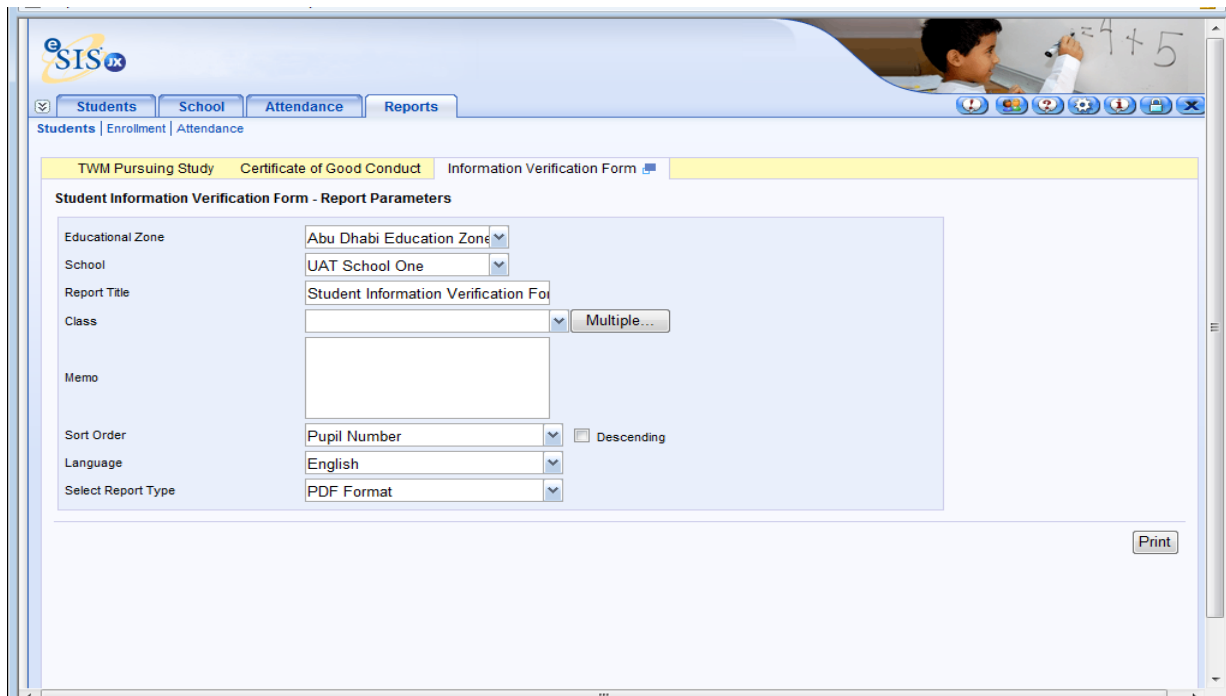
When parameters have been set, Click **Print**

Information Verification Form

Reports > Students > Information Verification Form

This report is used to print and verify a Student's demographic information

Fill in parameter form

When parameters have been set, Click **Print**

Enrolment Reports

Reports > Enrolment
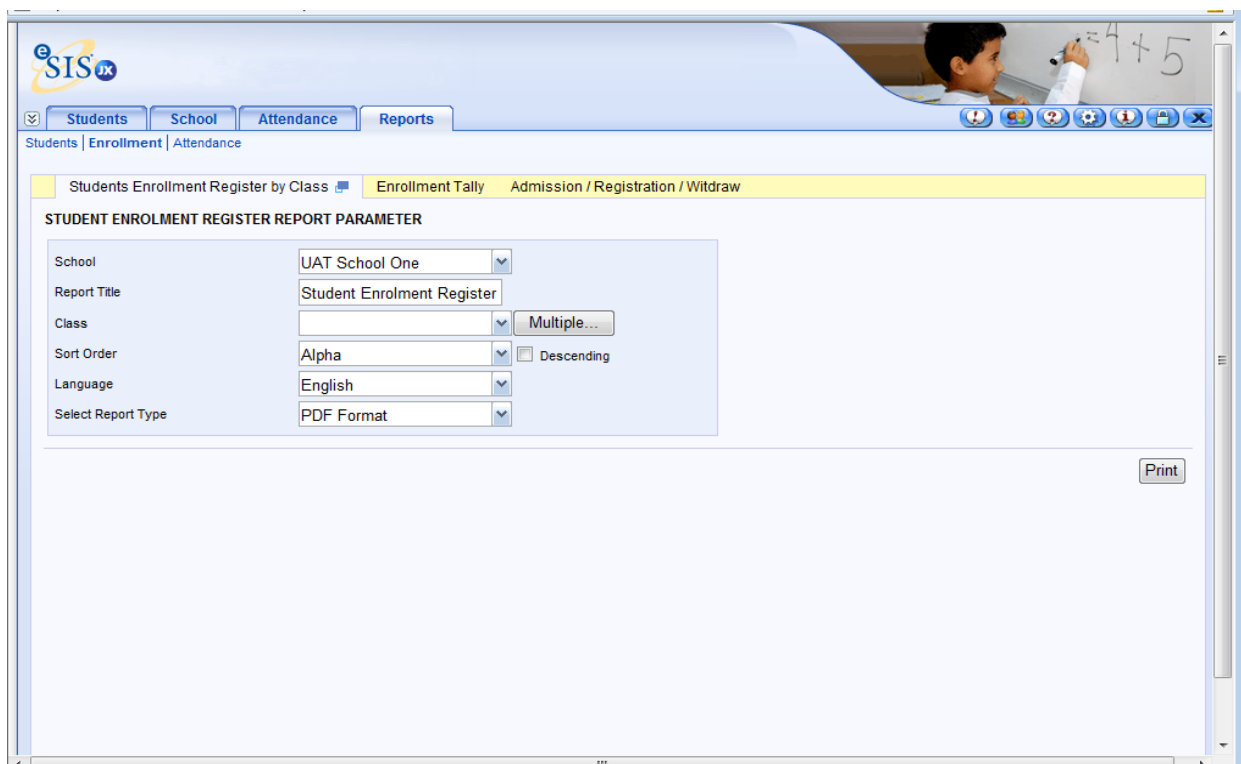
- ✓ Enrolment Register by Class
- ✓ Enrolment Tally
- ✓ Admission/Registration/Withdraw

Enrolment Register by Class

Reports > Students > Enrolment Register by Class

This report is used to print a class list with limited demographic information by homeroom.

Fill in parameter form

When parameters have been set, Click **Print**

Enrolment Tally

Reports > Students > Enrolment Tally

This report is used to print enrolment tally's for the entire School, by Homeroom, or by Grade and Gender.

Fill in parameter form

When parameters have been set, Click **Print**

Admission/Registration/Withdraw

Reports > Students > Admission/Registration/Withdraw

This report is used to print Student's Admission, Registration and Withdraw Records by School.

Fill in parameter form

Attendance Reports

Reports > Attendance

- ✓ Students with Attendance Problems
- ✓ Homeroom Absence Report

Students with Attendance Problems

Reports > Attendance > Students with Attendance Problems

This report is used to print a list of Students with attendance issues as specified on the parameter form.

Fill in parameter form

When parameters have been set, Click **Print**

Homeroom Absence Report - Daily

Reports > Students > Homeroom Absence Report

This report is used to print a total of absences for a particular day.

Fill in parameter form

When parameters have been set, Click **Print**