



User's Manual

Version 3.0

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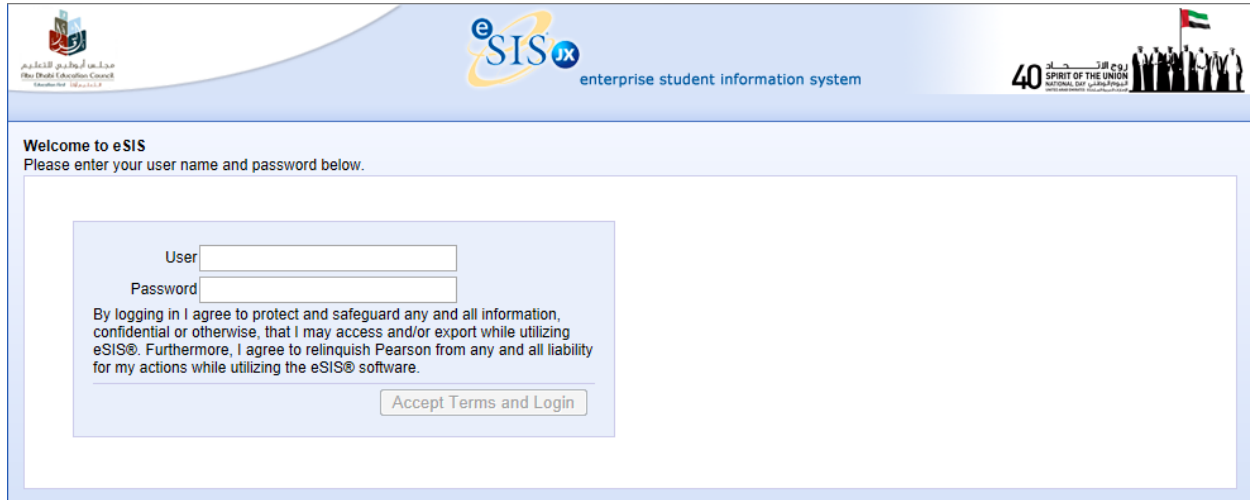
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Logging In

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.



The screenshot shows the eSIS login interface. At the top, there are logos for the Abu Dhabi Education Council, eSIS@JX, and the 40th anniversary of the UAE. The main heading is "Welcome to eSIS" with the instruction "Please enter your user name and password below." Below this is a form with two input fields: "User" and "Password". A paragraph of terms and conditions follows, and at the bottom is a button labeled "Accept Terms and Login".

Abu Dhabi Education Council
eSIS@JX
enterprise student information system

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روح الاتحاد
SPIRIT OF THE UNION
الروح الوطنية، عام 1971-2011
National Day 2011

Welcome to eSIS
Please enter your user name and password below.

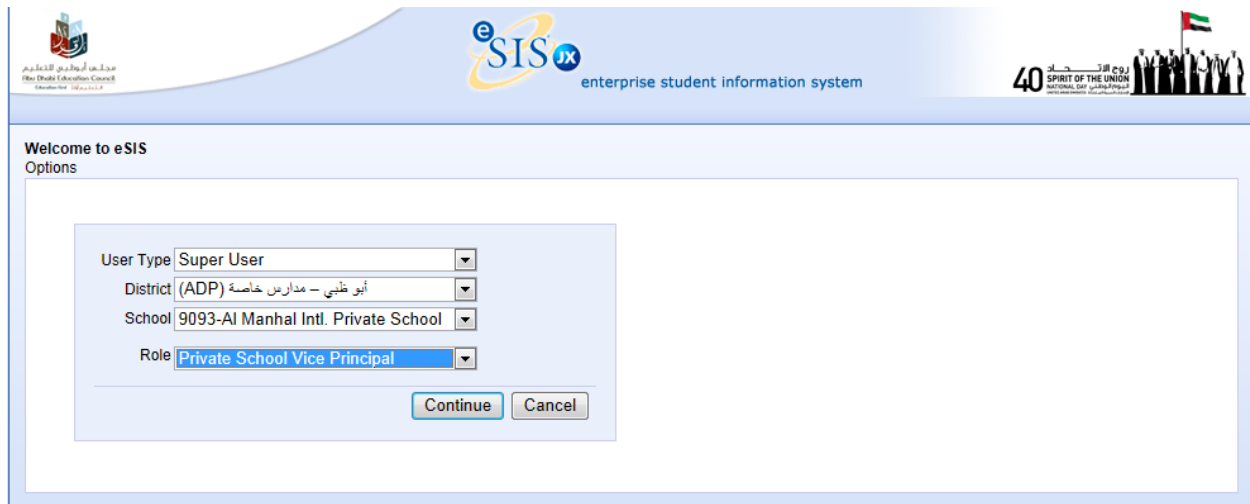
User

Password

By logging in I agree to protect and safeguard any and all information, confidential or otherwise, that I may access and/or export while utilizing eSIS®. Furthermore, I agree to relinquish Pearson from any and all liability for my actions while utilizing the eSIS® software.

Accept Terms and Login

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.



The screenshot shows the eSIS options interface. At the top, there are logos for the Abu Dhabi Education Council, eSIS@JX, and the 40th anniversary of the UAE. The main heading is "Welcome to eSIS" with the instruction "Options". Below this is a form with four dropdown menus: "User Type" (Super User), "District" (أبو ظبي - مدارس خاصة (ADP)), "School" (9093-Al Manhal Intl. Private School), and "Role" (Private School Vice Principal). At the bottom are two buttons: "Continue" and "Cancel".

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National Day 2011

Welcome to eSIS
Options

User Type

District

School

Role

Continue Cancel

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.



Pupil Number	Name
State / Ministry #	Gender
Grade	Birth Date
Homeroom	Status

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:

Search (Advanced Search)
308723
☐ Include Withdrawn

	Pupil Number 308723	Name Rany Ahmad
	State / Ministry #	Gender Male
	Grade K2	Birth Date 11-Jan-2007
	Homeroom	Status Not Registered

Basic | Citizenship | Family/Contacts | FileAttachments

Student
Current School 10230 Al Mushrif
Pupil # 308723
Emirate Id 200-7111-2345678-9
Emirate Id
Expiry Date
Emirate Id
Application #
Gender Male
Ethnicity Emarati
Citizen Of UAE
Legal First Name راني
Legal Middle Name
Legal Last Name احمد

Property Address (Last Modified: 06-Mar-2012)
Street #
Street Name
P.O. Box
Complex
Apt./Unit #
City / Munic Abu Dhabi
County
Province Abu Dhabi
Country UAE
GPS Longitude
GPS Latitude

Admission Information
Reason New
Date 06-Mar-2012
Grade K2
Current Homeroom
Status New
Previous School / District
District
School
Address
Province Abu Dhabi

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

The screenshot shows the eSIS@JX enterprise student information system interface. At the top, there are logos for the Ministry of Education and the system itself. Below the logos are tabs for 'Students', 'School', 'Attendance', and 'Reports'. The 'Students' tab is selected, and the 'Demographics | Enrollment' section is active. In the top right, there is a 'Search (Advanced Search)' box with a text input field containing 'mu%' and a 'Go' button. A blue arrow points from the text 'Enter part of Name + wildcard and click Go' to the 'Name' search field. Below the search bar, there are tabs for 'Basic', 'Citizenship', 'Family/Contacts', and 'FileAttachments'. The 'Basic' tab is selected, showing fields for Student, Property Address, and Admission Information. The 'Student' section includes fields for Current School, Pupil #, Emirate Id, Expiry Date, Application #, Gender, Ethnicity, Citizen Of, Legal First Name, Legal Middle Name, and Legal Last Name. The 'Property Address' section includes fields for Street #, Street Name, P.O. Box, Complex, Apt./Unit #, City / Munic, County, Province, Country, GPS Longitude, and GPS Latitude. The 'Admission Information' section includes fields for Reason, Date, Grade, Current Homeroom, Status, Previous School / District, District, School, Address, and Province. A 'Save' button is at the bottom right.

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.

Student Search								
Basic Search (Advanced Search)								
mu%				Go				
<input type="checkbox"/>	Pupil Number	Student Name	Passport Name	Gender	State / Ministry #	Birth Date	Grade	Status
<input type="checkbox"/>	266255	ابراهيم مصطفى علي أحمد مصطفى	IBRAHIM MOUSTAFA ALI AHMED MUOSTAFA	Male		18-Feb-2003	4	Registered Full Time 05-Oct-2011
<input type="checkbox"/>	108851	الحنود مبارك سعد سعيد مبارك المنصوري	Alanood Mubarak Saad Saeed Mubarak Almansoori	Female		24-Jan-2001	6	Registered Full Time 27-Oct-2011
<input type="checkbox"/>	232659	الغلا عبيد سيف محمد بطي المهيبي	AL GHALA OBID SAIF MOHAMED BUTTI AL MUHAIRI	Female	70220304	17-Jun-2005	2	Registered Full Time 11-Sep-2011
<input type="checkbox"/>	232666	الوازيه مبارك جمعه الحلاوي المنسكري	ALYAZIA MUBARAK JUMAA ALHALAWI AL MASKARI	Female	70220327	29-Mar-2000	2	Registered Full Time 11-Sep-2011
<input type="checkbox"/>	79300	بطي محمد سعيد مصطحي سعيد مصطحي المنصوري	BUTTI MOHAMED SAEED MUDAHHI SAEED MUDAHHI AL MANSOURI	Male		31-Aug-2004	2	Registered Full Time 12-Oct-2011
<input type="checkbox"/>	265808	حور مهدي حسن خلفان حسن الطنيجي	HOOR MUHANNAD HASSAN KHALFAN HASSAN ALTUNAJI	Female		14-Apr-2007	K2	Registered Full Time 04-Oct-2011
<input type="checkbox"/>	264878	سعد معاذ أحمد محسن المفلحي الحارثي	SAAD MUAYH AHMED MOHSIN ALMEFLEHI ALHARTHI	Male		14-Jan-2008	K1	Registered Full Time 02-Oct-2011
<input type="checkbox"/>	269058	سيف محيّد سعيد ضامن مبارك المنصوري	SAIF MAEDHED SAEED DHAEN MUBARAK	Male		27-Dec-2007	K1	Registered Full Time 12-Oct-2011
<input type="checkbox"/>	264857	شمة مبارك سعد سعيد مبارك وحيزي المنصوري	SHAMMA MUBARAK SAAD SAEED M. WAHEERI ALMANSOORI	Female		10-Aug-2007	K1	Registered Full Time 02-Oct-2011
<input type="checkbox"/>	131912	عبدالله مصطفى عبدالله أحمد محمد المرزوقي	Abdulla Mustafa Abdulla Ahmed Mohamed Almarzouqi	Male		24-Mar-2006	1	Registered Full Time 27-Oct-2011
<input type="checkbox"/>	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
<input type="checkbox"/>	232637	فرح ابراهيم مباركي	FARAH IBRAHIM MUBARIKI	Female	70219955	27-Sep-2003	2	Registered Full Time 11-Sep-2011
<input type="checkbox"/>	265553	مبارك عبدالله مبارك سالم خميس المخيني	MUBARAK ABDULLA MUBARAK SALEM KHAMIS ALMUKHANI	Male		21-Jan-2007	K2	Registered Full Time 03-Oct-2011
<input type="checkbox"/>	266466	مبارك حسين محمد حسين علم	MUBARAK HUSSAIN MOHAMED HUSSAIN ALI	Male	70220340	17-May-	6	Registered Full Time 11-Sep-2011

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.

The screenshot displays the eSIS@JX 'enterprise student information system' interface. At the top, there are navigation tabs for 'Students', 'School', 'Attendance', and 'Reports'. Below these, a 'Demographics | Enrollment' section is visible. The main form is divided into several sections: 'Student' (with fields for Current School, Pupil #, Emirate Id, Expiry Date, Application #, Gender, Ethnicity, Citizen Of, Legal First Name, Legal Middle Name, and Legal Last Name), 'Property Address' (with fields for Street #, Street Name, P.O. Box, Complex, Apt./Unit #, City / Munic, County, Province, Country, GPS Longitude, and GPS Latitude), and 'Admission Information' (with fields for Reason, Date, Grade, Current Homeroom, Status, Previous School / District, District, School, Address, and Province). A 'Search (Advanced Search)' button is located in the top right corner of the form, with a blue arrow pointing to it from the text above. A 'Go' button is next to the search input field. A 'Save' button is at the bottom right of the form.

Click on (**Advanced Search**)

Student Search

Advanced Search (Basic Search)

☒ Use Wildcard on Search Criteria?

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 Results

☒ Pupil Number
Student Name
Passport Name
Gender
Birth Date
Grade
Homeroom

No records to display.

Search Clear

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

Student Search

Advanced Search (Basic Search)

☒ Use Wildcard on Search Criteria?

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 Results

<input type="checkbox"/>	Pupil Number	Student Name	Passport Name	Gender	Birth Date	Grade	Homeroom
<input type="checkbox"/>	232653	عبدالعزیز محمد اسحق محمد عبدالقادر ال علی	ABDULAZIZ MOHAMED ISHAQ M. ABDULQADER AL ALI	Male	06-Apr-2004	2	G2-1
<input type="checkbox"/>	232635	عبدالله فیصل عبدالله محمد ابراهیم المرزوقی	ABDULLA FAISAL ABDULLA MOHAMED IBRAHIM ALMARZOUQI	Male	24-Feb-2005	2	G2-2
<input type="checkbox"/>	105903	عبدالله سمیر علی عبدالله علی الدھالعی	ABDULLA SAMEER ALI ABDULL ALI AL DHALEEI	Male	07-Jul-2004	2	G2-2
<input type="checkbox"/>	265314	احمد خالد محمد خالد کتانه	AHMED KHALED MOHAMMAD KHALED KITANA	Male	05-Sep-2004	2	G2-3
<input type="checkbox"/>	232698	علی احمد علی عباس الحوسنی	ALI AHMED ALI ABBAS ALHOSANI	Male	04-Sep-2004	2	G2-3
<input type="checkbox"/>	232674	علی حسن احمد متوق المرزوقی	ALI HASAN AHMED MAATOUQ AL MARZOOQI	Male	19-Mar-2003	2	G2-2
<input type="checkbox"/>	232731	ناصر خلیل ابراهیم جاسم علی الحوسنی	ASER KHALIL IBRAHIM JASEM ALI	Male	10-Feb-2005	2	G2-2
<input type="checkbox"/>	79300	بطی محمد سعید مضحی المنصوری	BUTTI MOHAMED SAEED MUDAHHI SAEED MUDAHHI AL MANSOURI	Male	31-Aug-2004	2	G2-2
<input type="checkbox"/>	232658	ضاحی صقر ضاحی شام سعید الرمئی	DHAHI SAQER DHAHI GHANIM SAEED AL ROMAITHI	Male	28-Oct-2004	2	G2-1
<input type="checkbox"/>	232670	فلاح مبارکی ابراهیم	FALAH MOBARAKI IBRAHIM	Male	05-Apr-2002	2	G2-1
<input type="checkbox"/>	232693	فلاح نجر نهار راشد الکدایه، الفلاح	FALEH NEAIR NAHAR RASHEED AL KADADI	Male	20-Jul-2005	2	G2-3

Search Clear OK Cancel


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.

eSIS enterprise student information system

Students | School | Attendance | Reports

Demographics | Enrollment



Pupil Number	235685	Name	ABDUL HAMEAD
State / Ministry #	70156582	Gender	Male
Grade	10	Birth Date	28-Oct-1996
Homeroom	عشر 2	Status	Registered Full Time 11-Sep-2011

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Search (Advanced Search)

☐ Include Withdrawn

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**.

The screenshot displays the 'Admit Student - Query' interface within the eSIS[®]JX enterprise student information system. The top navigation bar includes 'Students', 'School', 'Attendance', and 'Reports'. The 'Students' tab is active, and the 'Enrollment' sub-tab is selected. The main content area is divided into two sections: 'Search Criteria' and 'Search Results'.

Search Criteria: This section contains various input fields for searching students, including Pupil Number, State / Ministry #, Legal First Name, Legal Middle Name, Legal Last Name, First Name (English), Middle Name (English), Last Name (English), Student Mobile Phone#, Gender (dropdown), Birth Date (calendar), Family Area Id, Family Book #, Ethnicity (dropdown), School (dropdown), Board/District (dropdown), and Withdraw Date (calendar). A 'Search' button is located at the bottom left of this section.

Search Results: This section displays a table with the following columns: Pupil Number, Student Name, Passport Name, Gender, Birth Date, Grade, School, and Withdrawn. Below the table, it states 'No records to display.' At the bottom right of the results section, there are 'Select' and 'Admit New Student' buttons.

<i>Field Name</i>	<i>Description</i>
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.

Admit New Student

Student

Current School102301111-AI Mushrif

Pupil #

Emirate Id

Emirate Id Expiry Date

Emirate Id

Application #

Gender

EthnicityEmarati

Citizen Of

Legal First Name

Legal Middle Name

Legal Last Name

First Name (English)

Middle Name (English)

Last Name (English)

Usual Last Name

Preferred First Name

Birth Date

Age (Current)

Age as of 15-Oct-2011

Proof Of Age

Cell Phone

Home Phone

Phone Unlisted

Religion

Occupation

Marital Status

State / Ministry #

Alerts

Property Address (Last Modified: 06-Mar-2012)

Street #

Street Name

P.O. Box

Complex

Apt./Unit #

City / MunicAbu Dhabi

County

ProvinceAbu Dhabi

CountryUAE

GPS Longitude

GPS Latitude

Mailing Address

☐ Same as Property Address

Street #

Street Name

P.O. Box

Apt./Unit #

City / MunicAbu Dhabi

ProvinceAbu Dhabi

CountryUAE

Mailing Label Address

Admission Information

Reason

Date06-Mar-2012

Grade

Current Homeroom

StatusNew

Previous School / District

District

School

Address

ProvinceAbu Dhabi

CountryUAE

Enter Memo

Address Change Log

Demo Log

Save

<i>Field Name</i>	<i>Description</i>
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

<i>Field Name</i>	<i>Description</i>
	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	<p>Reason Student is being Admitted into your school. Choose from drop down.</p> <p>New – use this code if Student is brand new to eSIS®JX.</p> <p>AD Public School Transfer – use this code if the Student has transferred from a Public School within Abu Dhabi Emirate.</p> <p>Outside UAE Transfer – use this code if Student has transferred from a school outside UAE.</p> <p>Rejoin – use this code if Student once existed in eSIS®JX, withdrew and has now returned.</p> <p>AD Private School Transfer – use this code if Student has transferred from a Private School within Abu Dhabi Emirate.</p> <p>Other Emirate Private Transfer – use this code if Student has transferred from a Private School from another Emirate.</p> <p>Night School Transfer – use this code if Student has transferred from a Night School.</p> <p>Home Education Transfer – use this code if Student has transferred from Home Education.</p> <p>Adult Education Transfer – use this code if Student has transferred from Adult Education.</p> <p>Technical Institute Transfer – use this code if Student has transferred from Technical Institute.</p>
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	<p>Admission Status is the Student's Status at time of admission.</p> <p>New – use this code if the Student is new to the system. If they are being</p> <p>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.</p> <p>Failed – use this code if Student is being retained in a current Grade due to failing.</p> <p>Rejoin – use this code if the Student existed in the system, left and has now returned.</p> <p>Promoted from KG – use this code if the Student has completed kindergarten and is moving on to Grade 1</p>
District	If Student came from another Zone you can select their previous Zone from

<i>Field Name</i>	<i>Description</i>
	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.

Admit New Student *

Student		Property Address (Last Modified: 06-Mar-2012)		Admission Information	
Current School	10230 1111-Al Mushrif	Street #		Reason	New
Pupil #		Street Name		Date	06-Mar-2012
Emirate Id	200-7111-2345678				
Emirate Id					
Expiry Date					
Emirate Id Application #					
Gender	Male				
Ethnicity	Emarati				
Citizen Of	UAE				
Legal First Name	رائي				
Legal Middle Name					
Legal Last Name					
First Name (English)	Rany				
Middle Name (English)					
Last Name (English)	Ahmad				
Usual Last Name	احمد				
Preferred First Name	رائي				
Birth Date	11-Jan-2007				
Age (Current)	5 yrs 1 mons				
Age as of 01-	4 yrs 0 mons				

Enrolment Confirmation

Release Of Information Restrictions

☐ Allow The Release Of Student Information

Language

First Language: Arabic

Language At Home: Arabic

Language Most Used: Arabic

Assign Programs

Select	Year	School	Program	Start Date	Entry Reason
<input type="checkbox"/>	2011	1111-Al Mushrif	Fee Exemption	06-Mar-2012	Emarati Student

Buttons: Enter Memo, Address Change Log, Demo Log, Save

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.

The screenshot displays the eSIS@JX Enterprise Student Information System interface. The top navigation bar includes tabs for Students, School, Attendance, and Reports. The main content area is titled "Search Results (300)" and features a table with columns: Pupil Number, Student Name, Passport Name, Gender, Birth Date, Grade, School, and Withdrawn. The table lists several students, with the second student, Ahmed Habib Rashed Al Mansoori (Pupil Number 7393), highlighted. To the left of the table is a "Search Criteria" panel with various input fields for filtering results. At the bottom right, there are buttons for "Select" and "Admit New Student".

Pupil Number	Student Name	Passport Name	Gender	Birth Date	Grade	School	Withdrawn
67340	عبد الرحمن سلطان	abd alrhan sultan mahmmad saeid goma mohamed almahroki	Male	05-Oct-2000	6	232	
7393	احمد حبيب راشد المنصوري	AHMED HABIB RASHED AL MANSOORI	Male	12-Jan-1995	7	266	12-Sep-2011
10418	عبد الرحمن عوض صالح علي ماتي	ABDULRAHMAN AWAD SALEH ALI MANAI	Male	24-Oct-2000	7	400	
131676	رزق بورس	Rezk Bouras	Male	23-Nov-1994	12	495	
251240	zheny xiang qi	zheny xiang qi	Male	17-Dec-2007	K1	1111	
182899	خالد محمد جابر محمد آل علي	KHALED MOHAMED JABER MOHAMED AL ALI	Male	10-Sep-1986	12	723	
26717	عبدالله محمد عبدالله محمد آل عوين	ABDULLA MOHAMMED ABDULLA MOHAD AL OWAIN	Male	25-Nov-1999	7	269	
212737	مصطفى نزار عبدالقادر أبو القاسم	MUSTAFA NAZAR ABDELKHADIER ABU ELKASSIM	Male	07-Jun-1997	10	9146	
229174	احمد محمد محمد أبو حنك	AHMAD MOHAMMAD MOHAMMAD ABU HANAK	Male	27-Feb-1996	11	9004	
243954	عبد الرحمن يوسف حسن	ABDALRAHMAN Y. H. ARIKHATER Y. H	Male	07-May-	1	9173	

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

<i>Field Name</i>	<i>Description</i>
Reason	<p>Reason Student is being Admitted into your school. Choose from drop down.</p> <p>New – use this code if Student is brand new to eSIS®JX.</p> <p>AD Public School Transfer – use this code if the Student has transferred from a Public School within Abu Dhabi Emirate.</p> <p>Outside UAE Transfer – use this code if Student has transferred from a school outside UAE.</p> <p>Rejoin – use this code if Student once existed in eSIS®JX, withdrew and has now returned.</p> <p>AD Private School Transfer – use this code if Student has transferred from a Private School within Abu Dhabi Emirate.</p> <p>Other Emirate Private Transfer – use this code if Student has transferred from a Private School from another Emirate.</p> <p>Night School Transfer – use this code if Student has transferred from a Night School.</p> <p>Home Education Transfer – use this code if Student has transferred from Home Education.</p> <p>Adult Education Transfer – use this code if Student has transferred from Adult Education.</p> <p>Technical Institute Transfer – use this code if Student has transferred from Technical Institute.</p>
Date	<p>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.</p>
Grade	<p>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.</p>
Current Homeroom	<p>Homeroom to which Student is being admitted, select from dropdown</p>
Status	<p>Admission Status is the Student's Status at time of admission.</p> <p>New – use this code if the Student is new to the system. If they are being</p> <p>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.</p> <p>Failed – use this code if Student is being retained in a current Grade due to failing.</p> <p>Rejoin – use this code if the Student existed in the system, left and has now returned.</p> <p>Promoted from KG – use this code if the Student has completed kindergarten and is moving on to Grade 1</p>

Re-admit existing student *

Student Current School: 10230 1111-Al Mushrif Pupil #: 7393 Emirate Id: Expiry Date: Application #: Gender: Male Ethnicity: Emirati Citizen Of: UAE Legal First Name: احمد Legal Middle Name: حبيب راشد Legal Last Name: المنصوري First Name (English): AHMED Middle Name (English): HABIB RASHED Last Name (English): AL MANSOORI Usual Last Name: المنصوري Preferred First Name: احمد Birth Date: 12-Jan-1995 Age (Current): 17 yrs 1 mons Age as of 01-: 16 yrs 0 mons		Property Address (Last Modified: 24-Mar-2010) Street #: Street Name: P.O. Box: Complex: Apt./Unit #: City / Munic: Al Gharbia County: Province: Abu Dhabi Country: GPS Longitude: GPS Latitude: Map		Admission Information Reason: Date: 06-Mar-2012 Grade: R Current Homeroom: Status: New Previous School / District: District: School: Address: Province: Country:	
Mailing Address <input checked="" type="checkbox"/> Same as Property Address Street #: Street Name: P.O. Box: Apt./Unit #: City / Munic: Al Gharbia		Enter Memo Address Change Log Demo Log Save Admit New Student			

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

Click **Save**

Status	✕
Student Readmitted	

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.

	Pupil Number	308723	Name	Rany Ahmad
	State / Ministry #		Gender	Male
	Grade	K2	Birth Date	11-Jan-2007
	Homeroom		Status	Registered Full Time 06-Mar-2012

Search (Advanced Search)
308723
☐ Include Withdrawn

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**.

The screenshot shows the 'Basic' tab of the 'Demographics | Enrollment' section. The student's name is Rany Ahmad, Pupil Number is 308723, and Grade is K2. The 'Basic' tab is selected, showing fields for Student, Property Address, and Admission Information. Red dashed boxes highlight the 'Gender', 'Ethnicity', 'Citizen Of', 'Legal First Name', 'Legal Middle Name', 'Legal Last Name', 'City / Munic', 'County', 'Province', 'Country', 'Reason', 'Date', 'Grade', 'Current Homeroom', 'Status', 'District', 'School', 'Address', and 'Province' fields. The 'Address Change Log' button is visible at the bottom.

Field	Value
Pupil Number	308723
Name	Rany Ahmad
State / Ministry #	
Gender	Male
Grade	K2
Birth Date	11-Jan-2007
Homeroom	
Status	Not Registered

Student	Property Address (Last Modified: 06-Mar-2012)	Admission Information
Current School: 10230 Al Mushrif	Street #:	Reason: New
Pupil #: 308723	Street Name:	Date: 06-Mar-2012
Emirate Id: 200-7111-2345678-9	P.O. Box:	Grade: K2
Emirate Id Expiry Date:	Complex:	Current Homeroom:
Emirate Id Application #:	Apt./Unit #:	Status: New
Gender: Male	City / Munic: Abu Dhabi	Previous School / District
Ethnicity: Emirati	County:	District:
Citizen Of: UAE	Province: Abu Dhabi	School:
Legal First Name: راني	Country: UAE	Address:
Legal Middle Name:	GPS Longitude:	Province: Abu Dhabi
Legal Last Name: احمد	GPS Latitude:	

Buttons: Enter Memo, Address Change Log, Demo Log, Ready for Review, 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	<p>Reason Student is being Admitted into your school. Choose from drop down.</p> <p>New – use this code if Student is brand new to eSIS®JX.</p> <p>AD Public School Transfer – use this code if the Student has transferred from a Public School within Abu Dhabi Emirate.</p> <p>Outside UAE Transfer – use this code if Student has transferred from a school outside UAE.</p> <p>Rejoin – use this code if Student once existed in eSIS®JX, withdrew and has now returned.</p> <p>AD Private School Transfer – use this code if Student has transferred from a Private School within Abu Dhabi Emirate.</p> <p>Other Emirate Private Transfer – use this code if Student has transferred from a Private School from another Emirate.</p> <p>Night School Transfer – use this code if Student has transferred from a Night School.</p> <p>Home Education Transfer – use this code if Student has transferred from Home Education.</p> <p>Adult Education Transfer – use this code if Student has transferred from Adult Education.</p> <p>Technical Institute Transfer – use this code if Student has transferred from Technical Institute.</p>
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	<p>Admission Status is the Student's Status at time of admission.</p> <p>New – use this code if the Student is new to the system. If they are being</p> <p>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.</p> <p>Failed – use this code if Student is being retained in a current Grade due to failing.</p> <p>Rejoin – use this code if the Student existed in the system, left and has now returned.</p> <p>Promoted from KG – use this code if the Student has completed kindergarten and is moving on to Grade 1</p>
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**.

The screenshot displays the eSIS@JX Enterprise Student Information System interface. The top navigation bar includes tabs for Students, School, Attendance, and Reports. The main content area is titled "Demographics | Enrollment". A student profile for "Rany Ahmad" is shown, with fields for Pupil Number (308723), Name, Gender (Male), Grade (K2), Birth Date (11-Jan-2007), and Homeroom (Not Registered). A search bar with the value "308723" and a "Go" button is also present. The "Citizenship" tab is selected, showing fields for Country Of Birth (UAE), City Of Birth (Abu Dhabi), State Of Birth (UAE), Citizen Of (UAE), Entry Date to, School Entry Date, Family Area Id, Family Book #, Emirate Id (200-7111-2345678-9), Emirate Id Expiry Date, and Emirate Id Application. A "Language Information" section includes fields for First Language, Language At Home, and Language Most Used, all set to Arabic. A "Save" button is located at the bottom right of the form.

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**

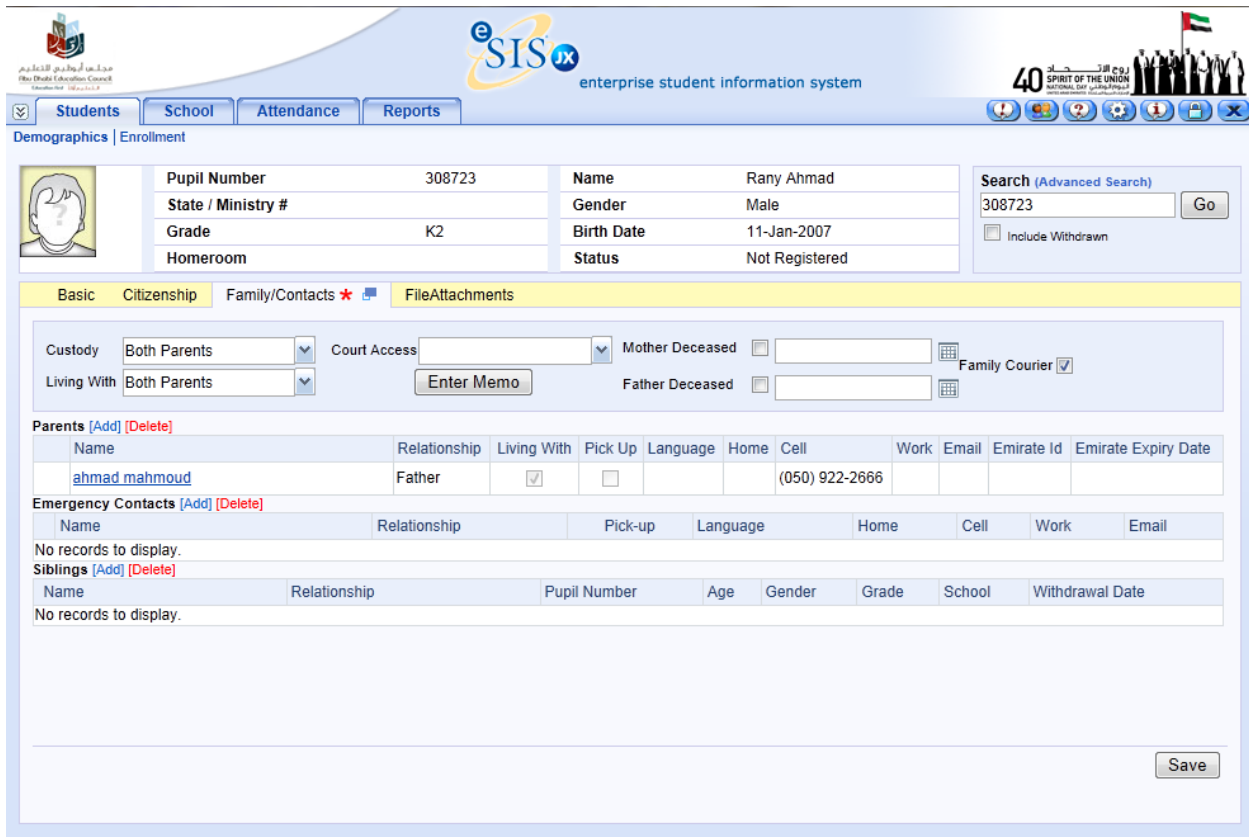
Family/Contacts

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  contact alert button is populated.



The screenshot displays the eSIS (enterprise student information system) interface. At the top, there are navigation tabs: Students, School, Attendance, and Reports. Below these, the 'Demographics | Enrollment' section is active. The main area shows a student profile for 'Rany Ahmad' with details like Pupil Number (308723), Gender (Male), Grade (K2), and Birth Date (11-Jan-2007). To the right is a search bar with the value '308723'. Below the profile, there are tabs for 'Basic', 'Citizenship', 'Family/Contacts' (which is selected and marked with a red star), and 'FileAttachments'. The 'Family/Contacts' tab contains several sections: 'Custody' and 'Living With' both set to 'Both Parents'; 'Court Access' with a dropdown; 'Mother Deceased' and 'Father Deceased' checkboxes; and a 'Family Courier' checkbox. There are also 'Enter Memo' and 'Go' buttons. Below these are three tables: 'Parents' with one entry 'ahmad mahmoud' as the father; 'Emergency Contacts' with no records; and 'Siblings' with no records. A 'Save' button is located at the bottom right of the form area.

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 is 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

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.

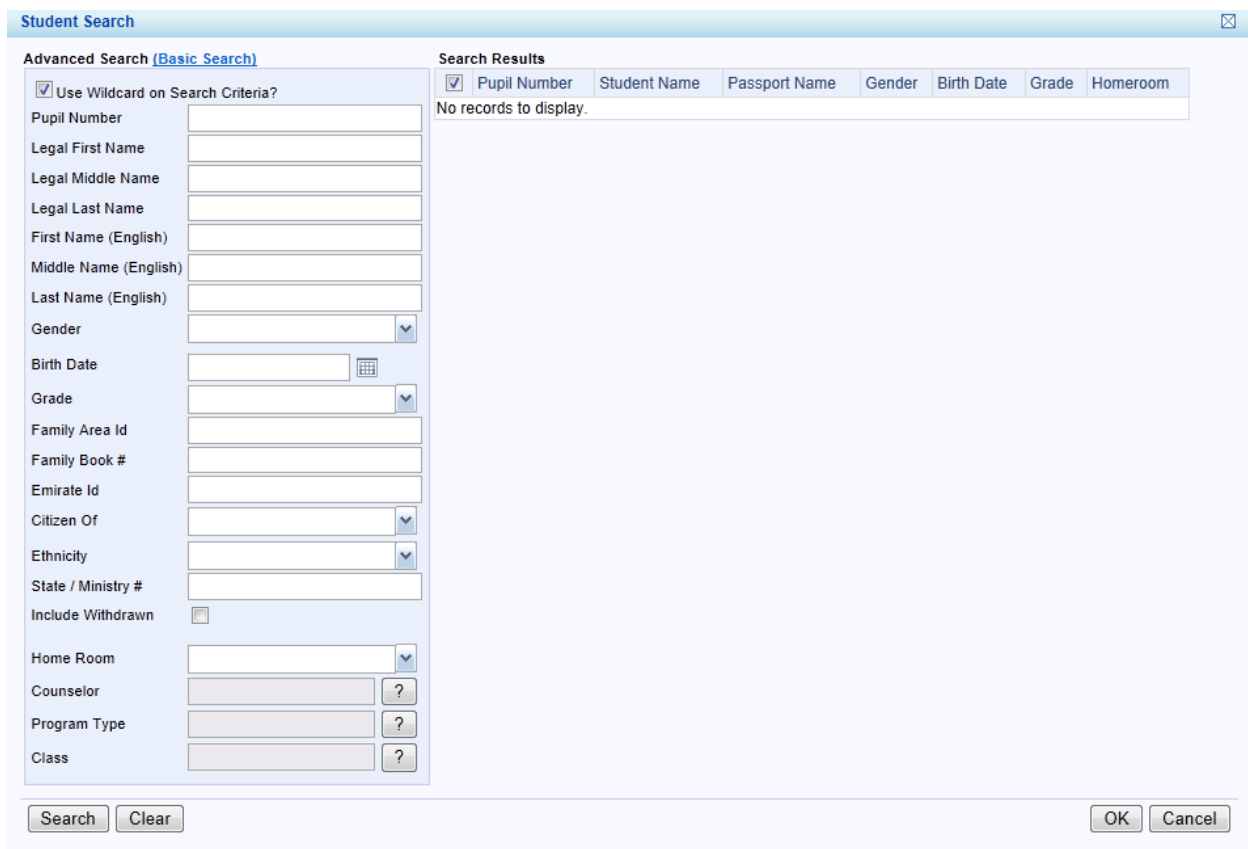
- ✓  will display next to name of emergency contact if a note was entered on Emergency Contact Details. Click on symbol to view the note.
- ✓ To change emergency contact information once entered, click the contact's name on the Family/Contact screen to bring up the Parent Contact Details screen for that 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**

Student Search

Search Criteria

Pupil Number:

Legal First Name:

Legal Last Name:

First Name (English):

Middle Name (English):

Last Name (English):

Grade:

Gender:

Birth Date:

School:

Phone #:

Search Results(6)

Pupil Number	Student Name	Passport Name	Grade	Gender	Birth Date	School	Phone #
153675	Brain, Brock	Brian, Brock	8	M	17/01/1997	10062	
145330	Brent, Barrett	Brent, Barrett	9	M	21/01/1996	10062	25098888
153674	Brian, Brock	Brian, Brock	8	M	17/01/1997	10062	
145335	Jane, Button	Jane, Button	10	F	05/01/1994	10062	
145344	John, Brooks	John, Brooks	10	M	14/11/1994	10062	
153673	Karen, Barrett	Karen, Barrett	10	F	18/01/1995	10062	(55) 632-6569

Click on **Pupil # hyperlink**

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

eSIS@JX enterprise student information system

Students | **School** | **Attendance** | **Reports**

Demographics | Enrollment

Pupil Number 308723 **Name** Rany Ahmad

State / Ministry # **Gender** Male

Grade K2 **Birth Date** 11-Jan-2007

Homeroom **Status** Not Registered

Search (Advanced Search)

☐ Include Withdrawn

Basic | **Citizenship** | **Family/Contacts** | **FileAttachments**

Custody Both Parents **Court Access** **Mother Deceased** ☐

Living With Both Parents **Enter Memo** **Father Deceased** ☐

Family Courier ☒

Parents [Add] [Delete]

Name	Relationship	Living With	Pick Up	Language	Home	Cell	Work	Email	Emirate Id	Emirate Expiry Date
ahmad mahmoud	Father	<input checked="" type="checkbox"/>	<input type="checkbox"/>			(050) 922-2666				

Emergency Contacts [Add] [Delete]

Name	Relationship	Pick-up	Language	Home	Cell	Work	Email
No records to display.							

Siblings [Add] [Delete]

Name	Relationship	Pupil Number	Age	Gender	Grade	School	Withdrawal Date
No records to display.							

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:

Pupil Number	Name	Relationship	School
145330	Brent, Barrett	Brother	ADEC Administration School

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

The screenshot shows the eSIS@JX Enterprise Student Information System interface. The top navigation bar includes tabs for Students, School, Attendance, and Reports. Below this, there are links for Mark Entry, Staff, Basic, Enrollment, and Homerooms. The main content area is titled "Pending Admissions" and "Pending Transfers". It features a dropdown menu for "School" set to "1111-AI Mushrif" and a "Year" dropdown set to "2011". There are radio buttons for "Current" (selected) and "Next". Below this, there are radio buttons for "Ready For Review" (selected), "Declined", and "All". A table displays a list of pending admissions with columns for Pupil #, Student Name, Review, Declined, Grade, Previous School, Pending School, Admit Date, and Reason. The table contains seven rows of data. At the bottom left, there is a "Log History" button.

Pupil #	Student Name	Review	Declined	Grade	Previous School	Pending School	Admit Date	Reason
153650	Denise, Almas							
153669	Ahmad, mohammad Ali, Al kaabi							
153680	Janet, Wong							
153657	bashaier, mohammed hasasn, alzaabi							
153653	Bradley, Scott, Mullins							
153658	mansoor, ahmad, almansoori							
153672	Steve, Quon							

Click on Pupil # hyperlink – Admission Detail screen displays

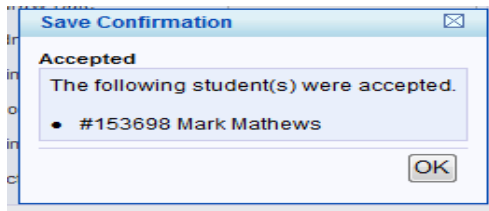
Under **Student Summary**, links are displayed to the most common Student screens so that the user can review the Student data prior to accepting or declining the admission. The screen data will be displayed in a popup as read only.

<i>Field Name</i>	<i>Description</i>
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.

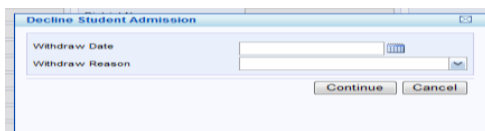


- ✓ Click OK

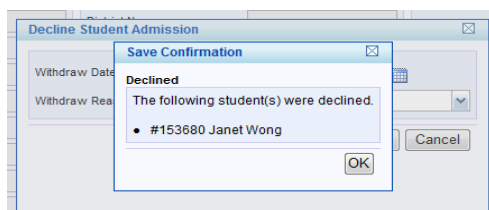
Student is now Registered in School and admission record has moved from Pending Admission to Log History.

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: <ul style="list-style-type: none"> ➤ 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

The screenshot shows the eSIS@JX Enterprise Student Information System interface. The main window displays student demographics for Rany Ahmad, a male student enrolled in Grade K2 at school 308723. The 'Withdraw' button is highlighted in the top navigation bar. A 'Withdrawal - Final Check' dialog box is open, showing options for 'Withdraw From School' (selected) and 'School of record transfer'. Below these options is a 'Cross Enrolment Withdrawal Reason' dropdown menu. The dialog box has 'Save' and 'Cancel' buttons. In the background, the 'Withdrawal Parameters' section is visible, with fields for 'Withdraw Date', 'Withdraw Reason', 'Expulsion', 'Remove Home School Lockers', 'Remove Other School Lockers', 'Destination Country', 'Destination Province', 'Destination Plans', 'Next School', and 'Memo For New School'. The 'Withdraw' button is also visible at the bottom right of the main window.

Check **Withdraw From School**

Click **Save**

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

The screenshot shows the eSIS@JX Enterprise Student Information System interface. The main window displays student details for Rany Ahmad (Pupil Number 308723, Grade K2, Status Registered Full Time). A 'Withdrawal - Final Check' dialog box is open, showing options for 'Withdraw From School' and 'School of record transfer'. The 'School of record transfer' option is selected. Fields for 'Transfer to Zone', 'Transfer to School', 'Admission Reason', 'End Date', and 'End Reason' are visible. The 'Save' button is highlighted.

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

The screenshot displays the eSIS®JX Enterprise Student Information System interface. The top navigation bar includes tabs for Students, School, Attendance, and Reports. The main content area is titled 'Demographics | Enrollment' and shows a student profile for Rany Ahmad (Pupil Number 308723). The profile includes fields for State/Ministry #, Gender (Male), Birth Date (11-Jan-2007), and Status (Registered Full Time 06-Mar-2012). A search bar on the right allows for a search by Pupil Number (308723) with a 'Go' button and an option to 'Include Withdrawn'.

Below the profile, there are tabs for 'Admit', 'Withdraw', 'Enrolments', 'Registration', and 'Homeroom History'. The 'Withdraw' tab is selected, showing 'Withdrawal Parameters' and 'Review Items'.

Withdrawal Parameters:

- Withdraw Date: [Text Field]
- Withdraw Reason: [Dropdown Menu]
- Expulsion: ☐
- Remove Home School Lockers: ☐
- Remove Other School Lockers: ☐
- Destination Country: [Text Field]
- Destination Province: [Text Field]
- Destination Plans: [Text Field]
- Next School: [Text Field]
- Memo For New School: [Text Field]

Review Items:

- Notes
- Incidents
- Fees/Assistance
- Teams/Groups
- [Cross Enrolment](#)
- [EnrolmentHistory.tbl](#)
- [Registration](#)
- File Attachments

At the bottom right, there are buttons for 'Withdraw' and 'No Show'.

Click **Delete Student**

The screenshot shows the eSIS@JX Student Management System interface. The top navigation bar includes 'Students' and 'School' tabs. The 'Students' tab is active, and the 'Enrolment' sub-tab is selected. The main content area displays student details for Pupil Number 153676, Name B, Hairston, Gender Male, Birth Date 01/10/1996, and Status Not Registered. A 'Search (Advanced Search)' box is visible on the right. Below the student details, there are tabs for 'Admit', 'Withdraw', 'Enrolments', 'Registration', 'Homeroom History', and 'Transfer Request'. The 'Withdraw' tab is active, and a 'Withdrawal Parameters' section is visible. A yellow dialog box with a question mark icon is displayed in the center, containing the text: 'There is no previous school on record for this student. If you would like to Transfer this student please no show through the board office, or you may continue and Delete the Student.' Below this text is a 'Delete Student' button. The dialog box also has 'Withdraw' and 'No Show' buttons at the bottom right. The footer of the page reads '© 2009 The Administrative Assistants Ltd. All Rights Reserved.'

Student has been successfully deleted

The screenshot shows a yellow message box titled 'Delete Successful'. It contains a green checkmark icon and the text: 'Student # 145332 was successfully deleted.' Below the text is an 'Ok' button.

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

The screenshot shows the eSIS@JX Enterprise Student Information System interface. The main window displays student information for Rany Ahmad, Pupil Number 308723, Grade K2, and Status Registered Full Time. A 'Withdrawal - Final Check' dialog box is open, showing options for 'Withdraw From School' and 'School of record transfer'. The 'School of record transfer' option is selected. The dialog box includes fields for 'Transfer to Zone' (ADEC), 'Transfer to School' (233-GHANTOUT), 'Admission Reason', 'Team/Group Delete', 'End Date', and 'End Reason'. A list of reasons is displayed, including 'New', 'AD Public School Transfer', 'Other Emirate Public Transfer', 'Outside UAE transfer', 'Rejoin', 'AD Private School Transfer', 'Other Emirate Private Trans', 'Night School Transfer', 'Home Education Transfer', 'Adult Education Transfer', 'Technical Institute Transfe', 'Cancel Withdraw', and 'Data Correction - DO NOT USE'. The 'Save' and 'Cancel' buttons are visible at the bottom of the dialog box. The background interface shows tabs for 'Students', 'School', 'Attendance', and 'Reports', and a search bar with the value 308723.

Check **School of Record Transfer**

Select **Zone** to which Student is being transferred

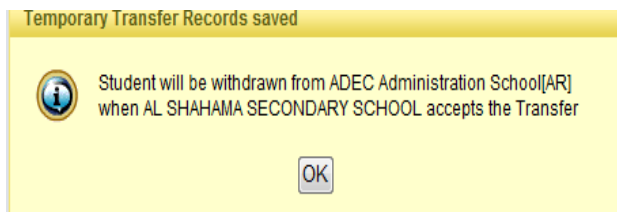
Select **School** to which Student is being transferred

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**



*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 is 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.

The screenshot shows the eSIS@JX web application interface. The top navigation bar includes 'Students', 'School', 'Attendance', and 'Reports'. The 'Enrolment' section is active, showing 'Pending Transfers' and 'Pending Admissions' tabs. A dropdown menu for 'School' is set to 'UAT School Two'. Below, the 'Transfers (1)' section has 'Incoming' and 'Outgoing [Delete]' radio buttons. The 'Outgoing' tab is selected, displaying a table with the following data:

Pupil No.	Student Name	Grade	Previous School	Pending School	Admit Date	Reason
153670	Jennifer, Smith	2	UAT School Two	UAT School One		

A 'Log History' button is located at the bottom left of the screen. The footer text reads: '© 2009 The Administrative Assistants Ltd. All Rights Reserved.'

Click on record to be deleted, record will be highlighted.

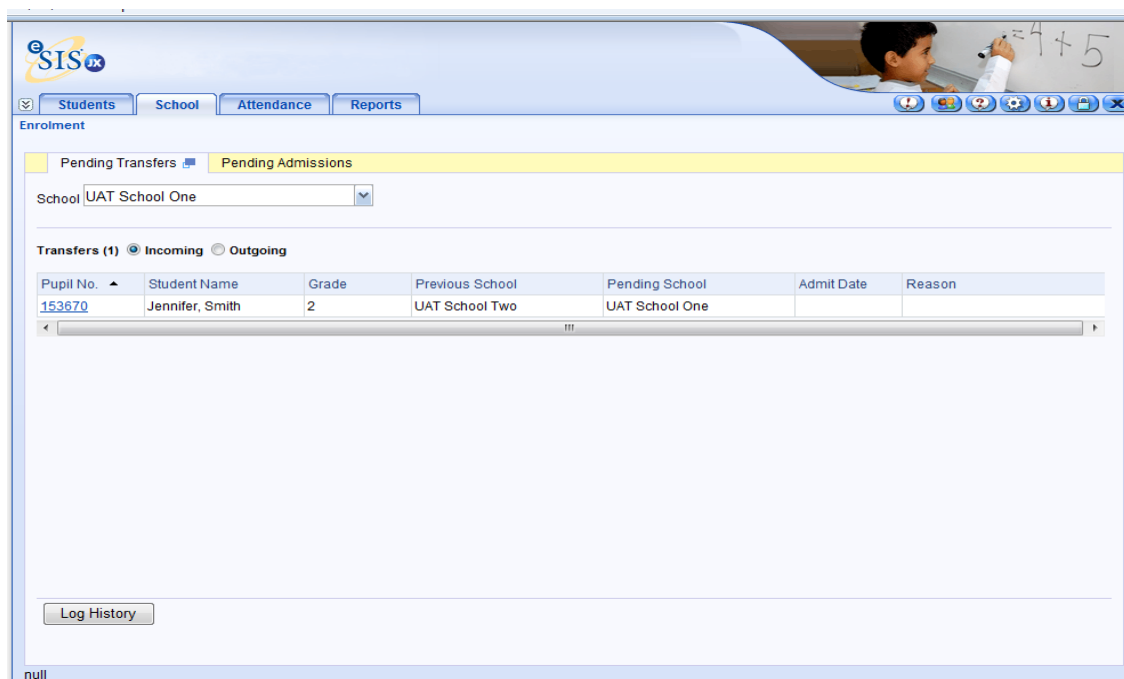
Click **Delete** - pop up will display asking 'are you sure you want to delete'

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)



The screenshot shows the eSIS@JX web application interface. At the top, there is a navigation bar with tabs for 'Students', 'School', 'Attendance', and 'Reports'. Below this, the 'Enrolment' section is active, showing 'Pending Transfers' and 'Pending Admissions' tabs. A dropdown menu for 'School' is set to 'UAT School One'. Under the 'Transfers (1)' section, the 'Incoming' radio button is selected. A table displays the transfer details for Jennifer Smith, a student in Grade 2, transferring from UAT School Two to UAT School One. The table has columns for Pupil No., Student Name, Grade, Previous School, Pending School, Admit Date, and Reason. A 'Log History' button is located at the bottom left of the table area.

Pupil No.	Student Name	Grade	Previous School	Pending School	Admit Date	Reason
153670	Jennifer, Smith	2	UAT School Two	UAT School One		

Click on Pupil # hyperlink – Transfer Detail screen displays

Transfer Detail			
Create Date	28/01/2010	Previous School	308
Create User	wnsouli	School Name	AL FARAZDAQ
Pupil No.	2982	Previous District	4
First Name	IBRAHIM	District Name	(WREZ) المنطقة الغربية
Middle Name	YOUSEF ABDULLA	Withdraw Date	05/01/2010
Last Name	ALHAMMADI	Withdraw Reason	Absence Limit Exceeded
Grade	11	Pending School	507
Gender	M	School Name	AL ABBAS BIN ABDUL MU
Birth Date	04/11/1992	Pending District	4
Age	17 yrs 3 mons	District Name	(WREZ) المنطقة الغربية
Nationality	UAE		

Accept	<input checked="" type="checkbox"/>
Admit Date	18/02/2010
Admit Reason	AD Public School Tra
Registration Date	
Copy Marks	<input type="checkbox"/>
Decline	<input type="checkbox"/>
Declined Reason	

Student Summary

- Basic Demographics
- Citizenship
- Family/Contacts
- Memo
- Incidents
- Marks
- Attendance
- File Attachments

Save Cancel

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

eSIS@JX

Students | School | Attendance | Reports

Demographics | Enrolment

Pupil Information:

	Pupil Number	145319	Name	Adam, Mullins
	Ministry #	151788954	Gender	Male
	Grade	10	Birth Date	03/10/1995
	Homeroom	HR1	Status	Registered Full Time 05/10/2009

Search (Advanced Search)

☐ Include Withdrawn

Admission Status:

Enrolment History [\[Add\]](#) [\[Delete\]](#)

Effective Date	A/W	Description	School	Grade	Hrm	Prev School	Next School
07/09/2009	A	New	ADEC Administration School	9			
14/09/2009	W	Leaving School	ADEC Administration School	10			
01/10/2009	A	AD Public School Transfer	ADEC Administration School	10		ADEC Administration School	

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.

School: Year: ☒ Current ☐ Next

Homerooms [\[Add\]](#) [\[Delete\]](#) Semester:

Homeroom	Semester	Seats	Used	Teacher	Room	Class Type	F/H Time	A.M.	P.M.	Course Type	Learning Hrs	External Code
BNR	1	10	1	Sakhr Masaabi	Room 106	Regular	F	<input type="checkbox"/>	<input type="checkbox"/>		0	
HMRM1	1	30	1	Fred Mackie	Room 102	Special Education	F	<input type="checkbox"/>	<input type="checkbox"/>		0	
HMRM2	1	30	0	Sameera Faraj	Room 100	Regular	F	<input type="checkbox"/>	<input type="checkbox"/>		0	
HMRM3	1	30	10	Ebtisam Hosani	Room 104	Regular	F	<input type="checkbox"/>	<input type="checkbox"/>		0	
HMRM4	1	0	31	Adel Mohsen	Room 106	Regular	F	<input type="checkbox"/>	<input type="checkbox"/>		0	
HMRM5	1	30	39	Sameera Faraj	Room 102	Regular	F	<input type="checkbox"/>	<input type="checkbox"/>		0	
HMRM50	1	35	29	Ebtisam Hosani	50	Regular	F	<input type="checkbox"/>	<input type="checkbox"/>		0	

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

The screenshot shows the eSIS@JX Student Basic screen for a student named Adam, Mullins. The 'Current Homeroom' dropdown menu is open, displaying three options: 'GR.1 S [S1T0] Mary, Wills (M)', 'HMRM 2 [S1T0] Mullins, Brad (Max:0/Used:0)', and 'HR1 [S1T0] Alphonso, Geoff (Max:30/Used:13)'. The 'Current Homeroom' field is currently set to 'GR.1 S [S1T0] Mary, Wills (M)'. The 'Save' button is visible at the bottom right of the form.

Field	Value
Pupil Number	145319
Ministry #	151788954
Grade	10
Homeroom	HR1
Name	Adam, Mullins
Gender	Male
Birth Date	03/10/1995
Status	Registered Full Time 05/10/2009

Age: 14 yrs 0 mons
Proof Of Age: Birth Certificate
Student Mobile #:
Home Phone:
Phone Unlisted: ☐
Religion:
Occupation:
Marital Status:
Ministry #: 151788954
Alerts:
Current Homeroom: GR.1 S [S1T0] Mary, Wills (M)
Enter Memo:
Log:
Save:

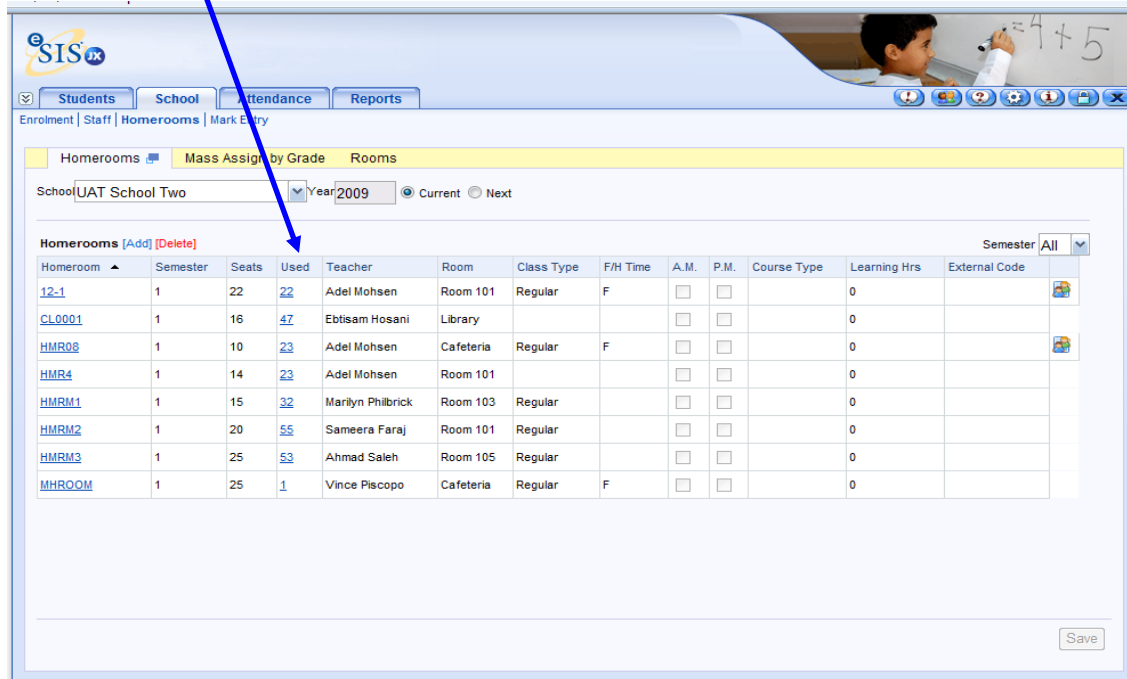
Click **Save**

Student is now assigned to homeroom.

To assign a homeroom from Homeroom screen

School > Homerooms > Homerooms

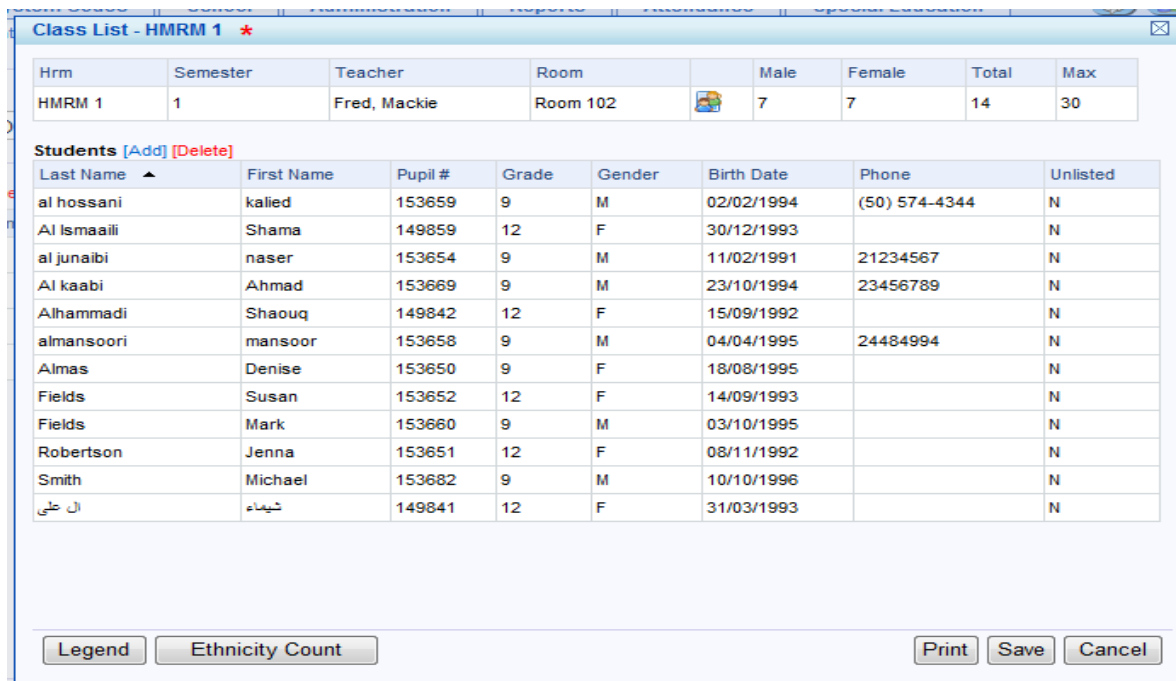
Click on **hyperlink** under Used column (this number represents the number of Students assigned to the homeroom)



The screenshot shows the eSIS Homerooms screen. At the top, there are tabs for Students, School, Attendance, and Reports. Below these, there are links for Enrolment, Staff, Homerooms, and Mark Entry. The main section is titled 'Homerooms' and includes a 'Mass Assign by Grade' button. Below this, there are dropdown menus for 'School' (UAT School Two) and 'Year' (2009), along with radio buttons for 'Current' and 'Next'. The main table lists homerooms with columns: Homeroom, Semester, Seats, Used, Teacher, Room, Class Type, F/H Time, A.M., P.M., Course Type, Learning Hrs, and External Code. The 'Used' column contains hyperlinks for each row. A blue arrow points to the 'Used' column header.

Homeroom	Semester	Seats	Used	Teacher	Room	Class Type	F/H Time	A.M.	P.M.	Course Type	Learning Hrs	External Code
12-1	1	22	22	Adel Mohsen	Room 101	Regular	F	<input type="checkbox"/>	<input type="checkbox"/>		0	
CL0001	1	16	47	Ebtisam Hosani	Library			<input type="checkbox"/>	<input type="checkbox"/>		0	
HMR08	1	10	23	Adel Mohsen	Cafeteria	Regular	F	<input type="checkbox"/>	<input type="checkbox"/>		0	
HMR4	1	14	23	Adel Mohsen	Room 101			<input type="checkbox"/>	<input type="checkbox"/>		0	
HMRM1	1	15	32	Marilyn Philbrick	Room 103	Regular		<input type="checkbox"/>	<input type="checkbox"/>		0	
HMRM2	1	20	55	Sameera Faraj	Room 101	Regular		<input type="checkbox"/>	<input type="checkbox"/>		0	
HMRM3	1	25	53	Ahmad Saleh	Room 105	Regular		<input type="checkbox"/>	<input type="checkbox"/>		0	
MHROOM	1	25	1	Vince Piscopo	Cafeteria	Regular	F	<input type="checkbox"/>	<input type="checkbox"/>		0	

Class List will display



The screenshot shows the eSIS Class List - HMRM 1 screen. At the top, there are tabs for Enrolment, Staff, Homerooms, Mark Entry, Reports, Attendance, and Special Education. The main section is titled 'Class List - HMRM 1'. Below this, there is a table with columns: Hrm, Semester, Teacher, Room, Male, Female, Total, and Max. Below this table, there is a 'Students' section with a table containing columns: Last Name, First Name, Pupil #, Grade, Gender, Birth Date, Phone, and Unlisted. At the bottom, there are buttons for Legend, Ethnicity Count, Print, Save, and Cancel.

Hrm	Semester	Teacher	Room	Male	Female	Total	Max
HMRM 1	1	Fred, Mackie	Room 102	7	7	14	30

Last Name	First Name	Pupil #	Grade	Gender	Birth Date	Phone	Unlisted
al hossani	kalied	153659	9	M	02/02/1994	(50) 574-4344	N
Al Ismaaili	Shama	149859	12	F	30/12/1993		N
al junaibi	naser	153654	9	M	11/02/1991	21234567	N
Al kaabi	Ahmad	153669	9	M	23/10/1994	23456789	N
Alhammadi	Shaouq	149842	12	F	15/09/1992		N
almansoori	mansoor	153658	9	M	04/04/1995	24484994	N
Almas	Denise	153650	9	F	18/08/1995		N
Fields	Susan	153652	12	F	14/09/1993		N
Fields	Mark	153660	9	M	03/10/1995		N
Robertson	Jenna	153651	12	F	08/11/1992		N
Smith	Michael	153682	9	M	10/10/1996		N
ال على	شيماء	149841	12	F	31/03/1993		N

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

Click **Go**

Search results are displayed

Select Student

Search 153678

Last Name	First Name	Pupil #	Grade	Gender	Birth Date	Phone	Unlisted
Lakatos	Genieve	153678	6	Male	02/02/2006	(999) 999-1234	N

Click on Last Name **Hyperlink**

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

Class List - GR.1 S

Hrm	Semester	Teacher	Room	Male	Female	Total	Max
GR.1 S	1	Mary, Wills	SPED Room 1	2	0	2	0

Students

Last Name	First Name	Pupil #	Grade	Gender	Birth Date	Phone	Unlisted
Lakatos	Genieve	153678	6	M	02/02/2006	(999) 999-1234	N
Brock	jim	153674	8	M	17/01/1997		N

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)

The screenshot shows the eSIS@JX Homerooms interface. At the top, there are tabs for Students, School, Attendance, and Reports. Below these, there are links for Enrolment, Staff, Homerooms, and Mark Entry. The main section is titled 'Homerooms' and includes a 'Mass Assign by Grade' button and a 'Rooms' button. A dropdown menu shows 'School: UAT School Two' and 'Year: 2009'. There are radio buttons for 'Current' and 'Next'. Below this is a table of Homerooms with columns: Homeroom, Semester, Seats, Used, Teacher, Room, Class Type, F/H Time, A.M., P.M., Course Type, Learning Hrs, and External Code. A blue arrow points from the text 'hyperlink' to the 'Used' column in the table. The table contains several rows of homeroom data.

Homeroom	Semester	Seats	Used	Teacher	Room	Class Type	F/H Time	A.M.	P.M.	Course Type	Learning Hrs	External Code
12-1	1	22	22	Adel Mohsen	Room 101	Regular	F				0	
CL0001	1	16	47	Ebtisam Hosani	Library						0	
HMR08	1	10	23	Adel Mohsen	Cafeteria	Regular	F				0	
HMR4	1	14	23	Adel Mohsen	Room 101						0	
HMRM1	1	15	32	Marilyn Philbrick	Room 103	Regular					0	
HMRM2	1	20	55	Sameera Faraj	Room 101	Regular					0	
HMRM3	1	25	53	Ahmad Saleh	Room 105	Regular					0	
MHROOM	1	25	1	Vince Piscopo	Cafeteria	Regular	F				0	

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

The screenshot shows the eSIS@JX Class List - HMRM 1 interface. At the top, there is a title bar 'Class List - HMRM 1'. Below this is a table with columns: Hrm, Semester, Teacher, Room, Male, Female, Total, and Max. A blue arrow points from the text 'Additional Teachers icon' to the icon in the header row of the table. Below the table is a section titled 'Students' with a table of student information. At the bottom, there are buttons for Legend, Ethnicity Count, Print, Save, and Cancel.

Hrm	Semester	Teacher	Room	Male	Female	Total	Max
HMRM 1	1	Fred, Mackie	Room 102	7	7	14	30

Last Name	First Name	Pupil #	Grade	Gender	Birth Date	Phone	Unlisted
al hassani	kalled	153659	9	M	02/02/1994	(50) 574-4344	N
Al Ismaaili	Shama	149859	12	F	30/12/1993		N
al junaibi	naser	153654	9	M	11/02/1991	21234567	N
Al kaabi	Ahmad	153669	9	M	23/10/1994	23456789	N
Alhammadi	Shaouq	149842	12	F	15/09/1992		N
almansoori	mansoor	153658	9	M	04/04/1995	24484994	N
Almas	Denise	153650	9	F	18/08/1995		N
Fields	Susan	153652	12	F	14/09/1993		N
Fields	Mark	153660	9	M	03/10/1995		N
Robertson	Jenna	153651	12	F	08/11/1992		N
Smith	Michael	153682	9	M	10/10/1996		N
ال حلى	شيماء	149841	12	F	31/03/1993		N

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:

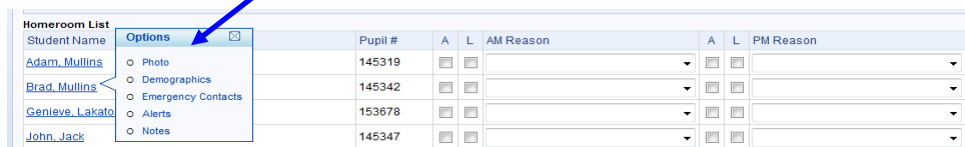
- ✓ Homeroom, on the same screen taken (Attendance > Daily Attendance > Homeroom Entry)
- ✓ For a particular Student on the Student Absences screen (Students > Demographics > Student Absences)
- ✓ Attendance reports: Homeroom Absence Report and Students with Attendance Problems Report

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.



Student Name	Pupil #	A	L	AM Reason	A	L	PM Reason
Adam Mullins	145319	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Brad Mullins	145342	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Genevieve Lakato	153678	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
John Jack	145347	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

Homeroom Entry

School: ADEC Administration School Date: 20/10/2009 Tumble: 1 Sem: 1 Term: 0 Day: 1 Instructional Day: 54/234

Homeroom: HR1 Alphonso, Geoff Room: Library

Student Name	Pupil #	A	L	AM Reason	A	L	PM Reason
Adam Mullins	145319	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Brad Mullins	145342	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sickness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sickness
Brent Barrett	145330	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Genieve Lakatos	153678	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personal-Excused	<input type="checkbox"/>	<input type="checkbox"/>	
Heather Rove	153684	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
John Jack	145347	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

☐ Attendance Entry Complete **Save**

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.

Student Name	Pupil Number	SP1	Exempt Subject	Comments
ABDULLAH AL-HAJRI	3468	69	<input type="checkbox"/>	
ABDULLAH AL-HAJRI	3626	89	<input type="checkbox"/>	
ABDULLAH AL-HAJRI	3312	90	<input type="checkbox"/>	
ABDULLAH AL-HAJRI	3361	85	<input type="checkbox"/>	
FATMA SALEM AL-HAJRI	3470	91	<input type="checkbox"/>	

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**.

Class: 3 ثالث - S1T0

Teacher: [Name]

Cohort: Grade 3

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

Reporting Period: Multiple... Multi

- Semester 1 Progress
- School Based Assessment 1
- Semester 1 Progress Average
- Semester 1 Exam
- Semester 1 Mark
- Semester 2 Progress
- School Based Assessment 2
- Semester 2 Progress Average
- Semester 2 Exam
- Semester 2 Mark
- Final Mark
- Multiple...

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.

Reporting Period: Semester 1 Progress Multi

Class List

Student Name

Semester 1 Progress

School Based Assessment 1

Semester 1 Mark

Semester 2 Progress

School Based Assessment 2

Semester 2 Mark

Final Mark

Multiple...

Select Multiple Reporting Periods

Description	Short Name
<input type="checkbox"/> Semester 1 Progress	SP1
<input type="checkbox"/> School Based Assessment 1	SA1
<input type="checkbox"/> Semester 1 Mark	S1
<input type="checkbox"/> Semester 2 Progress	SP2
<input type="checkbox"/> School Based Assessment 2	SA2
<input type="checkbox"/> Semester 2 Mark	S2
<input type="checkbox"/> Final Mark	FIN

Ok Cancel

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

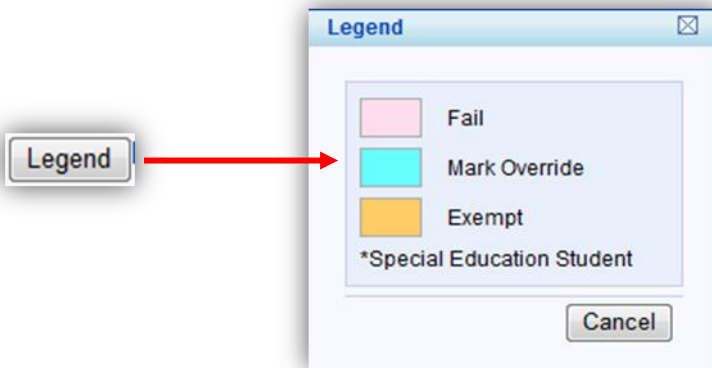
Subject (Mark Scale)

- [Islamic Studies](#)
- [Arabic Language](#)
- [English Language](#)
- [Social Studies](#)

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.

Reporting Periods

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50			<input type="checkbox"/>
20	School Based Assessment 1	SA1	7/7/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50			<input type="checkbox"/>
30	Semester 1 Mark	S1	7/7/2010	<input checked="" type="checkbox"/> ?	<input type="checkbox"/>	<input type="checkbox"/>	50			<input type="checkbox"/>
40	Semester 2 Progress	SP2	7/7/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50			<input type="checkbox"/>
50	School Based Assessment 2	SA2	7/7/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50			<input type="checkbox"/>
60	Semester 2 Mark	S2	7/7/2010	<input checked="" type="checkbox"/> ?	<input type="checkbox"/>	<input type="checkbox"/>	50			<input type="checkbox"/>
70	Final Mark	FIN	7/7/2010	<input checked="" type="checkbox"/> ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0			<input type="checkbox"/>

Cancel

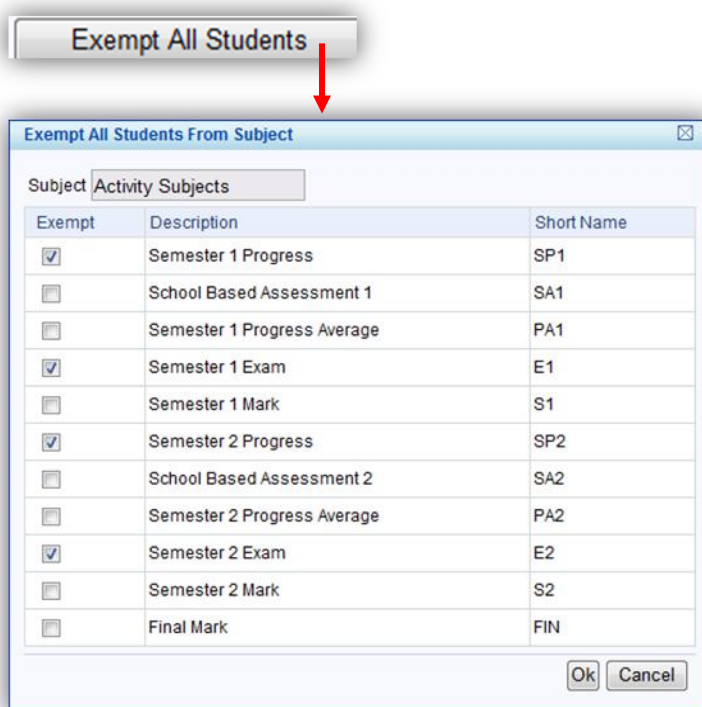
Exempt:

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:

Class List																
Student Name	Pupil Number	SP1	SA1	PA1	E1	S1	SP2	SA2	PA2	E2	S2	FIN	Exempt Subject	Attendance	Comments	
ABDUL YOUSUF AL HINDI	2544	42		42	40	41						21	<input checked="" type="checkbox"/>			

After Exempt:

Class List																
Student Name	Pupil Number	SP1	SA1	PA1	E1	S1	SP2	SA2	PA2	E2	S2	FIN	Exempt Subject	Attendance	Comments	
ABDUL YOUSUF AL HININI	2544	42		42	40	41						21	<input checked="" type="checkbox"/>			

Third type:

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



Before Exempt:

Class List											
Student Name	Pupil Number	SP1	SA1	S1	SP2	SA2	S2	FIN	Exempt Subject	Comments	
ABDUL YOUSUF AL HININI	3468	69	75	72				36	<input type="checkbox"/>		

After Exempt:


Class List											
Student Name	Pupil Number	SP1	SA1	S1	SP2	SA2	S2	FIN	Exempt Subject	Comments	
ABDUL YOUSUF AL HININI	3468	69	75	72				36	<input type="checkbox"/>		

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.

Class List										
Student Name	Pupil Number	SP1	SA1	S1	SP2	SA2	S2	FIN	Exempt Subject	Comments
ALBERT HENRI ALBERT	3468	69	75	72				36	<input type="checkbox"/>	

Reporting Period Comments

Reporting Period: Semester 1 Progress

- Semester 1 Progress
- School Based Assessment 1
- Semester 1 Mark
- Semester 2 Progress
- School Based Assessment 2
- Semester 2 Mark
- Final Mark

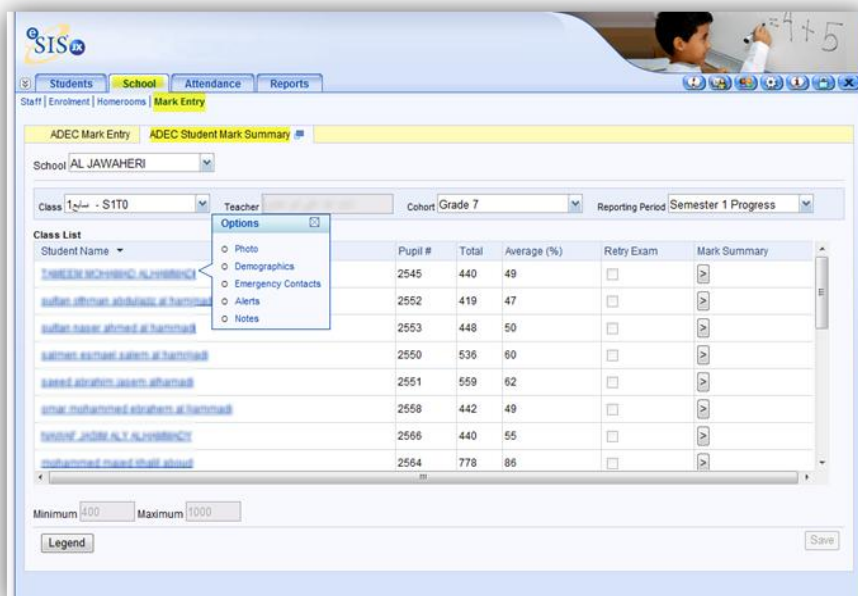
Ok Cancel

Enter the reporting period to enter comments for

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.



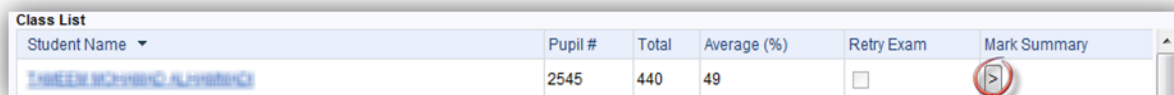
Student Name	Pupil #	Total	Average (%)	Retry Exam	Mark Summary
THABEEN MOHAMMED AL-HAMMADI	2545	440	49	<input type="checkbox"/>	>
sultan affham abdullah al hammadi	2552	419	47	<input type="checkbox"/>	>
sultan nasser ahmed al hammadi	2553	448	50	<input type="checkbox"/>	>
sahmed ahmed salem al hammadi	2550	536	60	<input type="checkbox"/>	>
saeed abraham jassim alhamdi	2551	559	62	<input type="checkbox"/>	>
umar muhammad alhamdi al hammadi	2558	442	49	<input type="checkbox"/>	>
hassan jassim al hammadi	2566	440	55	<input type="checkbox"/>	>
muhammad muneer shahid alhamdi	2564	778	86	<input type="checkbox"/>	>

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."**



Student Name	Pupil #	Total	Average (%)	Retry Exam	Mark Summary
THABEEN MOHAMMED AL-HAMMADI	2545	440	49	<input type="checkbox"/>	>

TABLETTE MOHAMMAD AL KHAYYAT - Mark Summary Detail

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	<input type="checkbox"/>			
Arabic Language	50		50	32		41							21	<input type="checkbox"/>			
English Language	47		47	42		45							23	<input type="checkbox"/>			
Social Studies	42		42	33		38							19	<input type="checkbox"/>			
National Education	52		52	66		59							30	<input type="checkbox"/>			
Mathematics	47		47	35		41							21	<input type="checkbox"/>			
General Science	45		45	31		38							19	<input type="checkbox"/>			
Social Behaviour	100	100	100	100		100							50	<input type="checkbox"/>			
Activity Subjects		81		81		81							41	<input type="checkbox"/>			
ICT		66	0	66		66							33	<input type="checkbox"/>			
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	<input type="checkbox"/>			

Reporting Period Attendance

Reporting Period	Short Name	Absent	Reason
Semester 1 Exam	E1	<input type="checkbox"/>	
Semester 2 Exam	E2	<input type="checkbox"/>	

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.

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				

Islamic Studies

Reporting Period	Short Name	Eligible for retry exam
Semester 1 Exam	E1	<input type="checkbox"/>
Semester 2 Exam	E2	<input type="checkbox"/>

Ok

Cancel

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

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				

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 be marked 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.

eSIS

Students

School

Attendance

Reports

Staff

Enrolment

Homerooms

Mark Entry

ADEC Mark Entry

ADEC Student Mark Summary

School

AL JAWAHERI

Class

7 - S1T0

Teacher

م. عبد الله بن عبد الله

Cohort

Grade 7

Reporting Period

Final Mark

Class List

Student Name	Pupil #	Total	Average (%)	Pass	Fail	Retry Exam	Mark Summary
NAWAF JASIM ALY ALHAMMADY	2566	273	30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	>
mohammed majed khali aboud	2564	480	48	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>
mohammed ahmed abdelmenem abdelaziz	2559	467	47	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>
mohammad jassem mohammad al hamadi	2562	307	31	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	>
mohamed jasim abdelrahman al hammadi	2561	380	38	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	>
mohamed abdelwahed abdelrahman al hamadi	2563	375	38	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	>
masaud ALY AHMED ALHAMMADY	2565	409	41	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>
khali ebrahim abdulla al hosani	2548	430	43	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>

Minimum

400

Maximum

1000

Legend

Calculate Pass/Fail

Save

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

The screenshot shows the eSIS[®]JX web application interface. At the top, there's a navigation bar with tabs for 'Students', 'School', 'Attendance', and 'Reports'. Below this, a sub-navigation bar shows 'Students | Enrollment | Attendance'. The main content area has a yellow header with three options: 'TWM Pursuing Study' (selected), 'Certificate of Good Conduct', and 'Information Verification Form'. Below this, the title 'To Whom It May Concern (Pursuing of Study) - Report Parameters' is displayed. The form contains several fields: 'School' (dropdown menu showing 'UAT School One'), 'Report Title(Arabic)' (text field with 'نحن نهمه الامر - الاستمرار في الدراسة'), 'Report Title(English)' (text field with 'To Whom It May Concern - F'), 'Class' (dropdown menu with a 'Multiple...' button), 'Student Name' (text field with a '?' button), 'Zone Approval' (checkbox), 'Sort Order' (dropdown menu showing 'Alpha' and a 'Descending' checkbox), and 'Select Report Type' (dropdown menu showing 'PDF Format'). A 'Print' button is located at the bottom right of the form area.

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

The screenshot shows the eSIS@JX software interface. At the top, there is a navigation bar with tabs for 'Students', 'School', 'Attendance', and 'Reports'. Below this, there is a sub-navigation bar with 'Students', 'Enrollment', and 'Attendance'. The main content area is titled 'Certificate of Good Conduct - Report Parameters'. It contains several input fields and dropdown menus: 'School' (set to 'UAT School One'), 'Report Title(Arabic)' (set to 'شهادة حسن سير وسلوك'), 'Report Title(English)' (set to 'Certificate of Good Conduct'), 'Class' (with a 'Multiple...' button), 'Student Name' (with a question mark icon), 'Zone Approval' (checkbox), 'Sort Order' (set to 'Alpha'), and 'Select Report Type' (set to 'PDF Format'). A 'Print' button is located at the bottom right of the form area.

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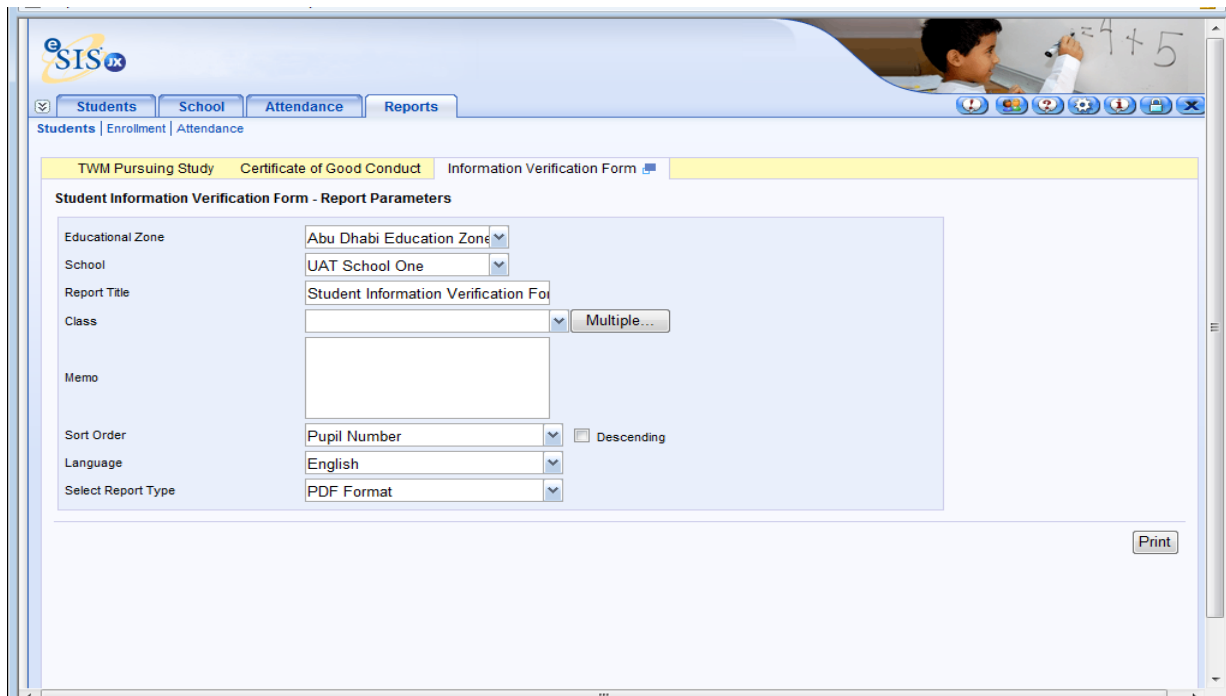
When parameters have been set, Click **Print**

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



The screenshot shows the eSIS@JX web application interface. At the top, there is a navigation bar with tabs for 'Students', 'School', 'Attendance', and 'Reports'. Below this, a sub-navigation bar shows 'Students | Enrollment | Attendance'. The main content area is titled 'Student Information Verification Form - Report Parameters'. It contains several form fields: 'Educational Zone' (dropdown menu set to 'Abu Dhabi Education Zone'), 'School' (dropdown menu set to 'UAT School One'), 'Report Title' (text field set to 'Student Information Verification Fo'), 'Class' (dropdown menu with a 'Multiple...' button), 'Memo' (text area), 'Sort Order' (dropdown menu set to 'Pupil Number' with a 'Descending' checkbox), 'Language' (dropdown menu set to 'English'), and 'Select Report Type' (dropdown menu set to 'PDF Format'). A 'Print' button is located at the bottom right of the form area.

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

Enrolment Reports

Reports > Enrolment

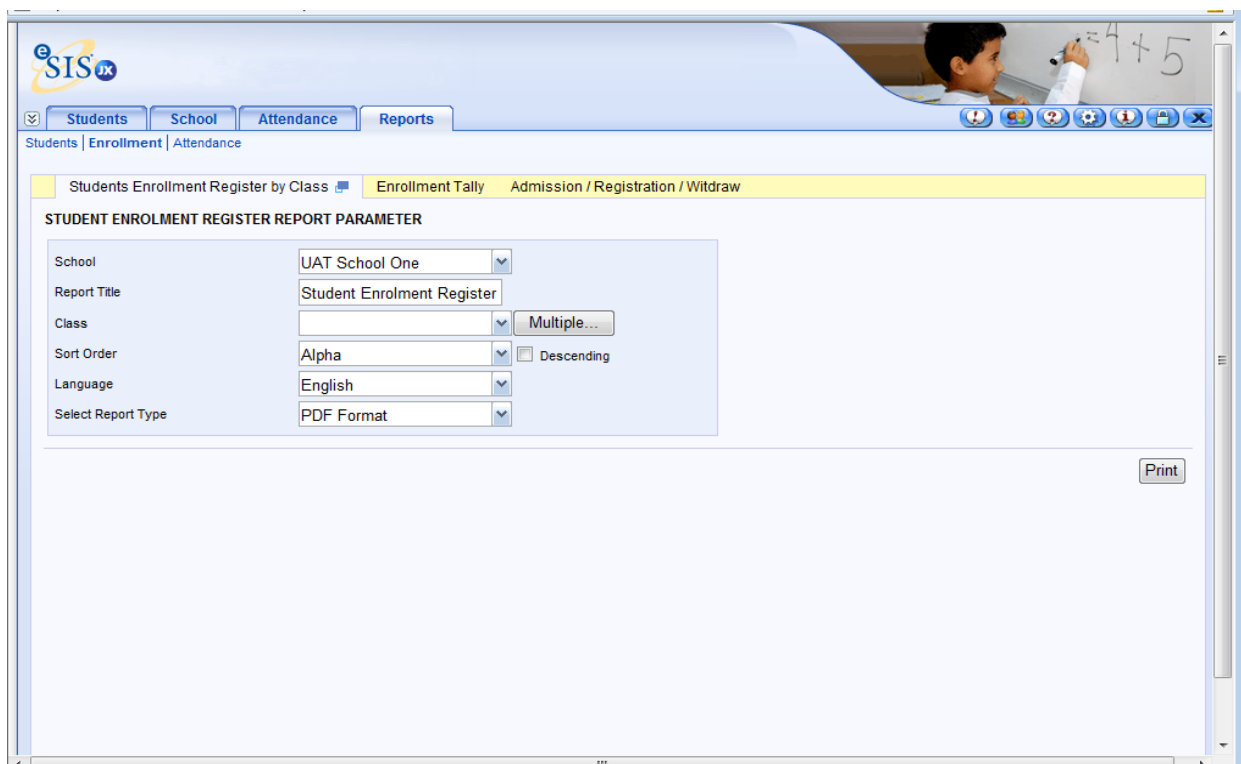
- ✓ Enrolment Register by Class
- ✓ Enrolment Tally
- ✓ Admission/Registration/Withdraw

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



The screenshot displays the eSIS@JX web application interface. At the top, there is a navigation bar with tabs for 'Students', 'School', 'Attendance', and 'Reports'. Below this, a sub-navigation bar shows 'Students | Enrollment | Attendance'. The main content area features a yellow header with three tabs: 'Students Enrollment Register by Class', 'Enrollment Tally', and 'Admission / Registration / Withdraw'. The 'Students Enrollment Register by Class' tab is active, showing a form titled 'STUDENT ENROLMENT REGISTER REPORT PARAMETER'. The form contains the following fields and options:

- School: UAT School One (dropdown)
- Report Title: Student Enrolment Register (text)
- Class: (empty dropdown) with a 'Multiple...' button
- Sort Order: Alpha (dropdown) with a 'Descending' checkbox
- Language: English (dropdown)
- Select Report Type: PDF Format (dropdown)

A 'Print' button is located at the bottom right of the form area.

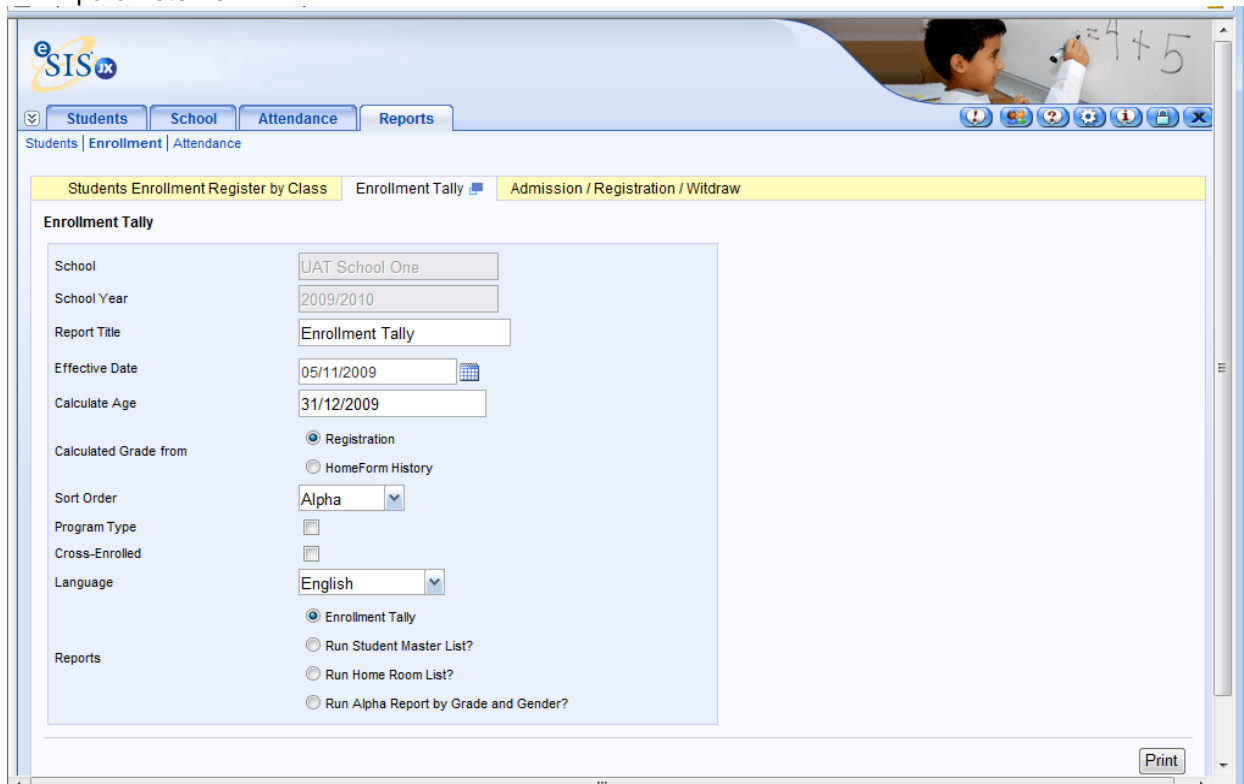
When parameters have been set, Click **Print**

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



The screenshot shows the eSIS@JX web application interface. At the top, there is a navigation bar with tabs for Students, School, Attendance, and Reports. Below this, a breadcrumb trail reads 'Students | Enrollment | Attendance'. The main content area has a yellow header bar with three options: 'Students Enrollment Register by Class', 'Enrollment Tally' (which is selected), and 'Admission / Registration / Withdraw'. Below the header, the 'Enrollment Tally' form is displayed. It contains several input fields and radio buttons. The 'School' field is set to 'UAT School One', 'School Year' to '2009/2010', 'Report Title' to 'Enrollment Tally', 'Effective Date' to '05/11/2009', and 'Calculate Age' to '31/12/2009'. The 'Calculated Grade from' section has two radio buttons: 'Registration' (selected) and 'HomeForm History'. The 'Sort Order' is set to 'Alpha' in a dropdown menu. There are checkboxes for 'Program Type' and 'Cross-Enrolled', both of which are currently unchecked. The 'Language' is set to 'English' in a dropdown menu. At the bottom of the form, there are three radio buttons for 'Reports': 'Enrollment Tally' (selected), 'Run Student Master List?', 'Run Home Room List?', and 'Run Alpha Report by Grade and Gender?'. A 'Print' button is located at the bottom right of the form area.

School	UAT School One
School Year	2009/2010
Report Title	Enrollment Tally
Effective Date	05/11/2009
Calculate Age	31/12/2009
Calculated Grade from	<input checked="" type="radio"/> Registration <input type="radio"/> HomeForm History
Sort Order	Alpha
Program Type	<input type="checkbox"/>
Cross-Enrolled	<input type="checkbox"/>
Language	English
Reports	<input checked="" type="radio"/> Enrollment Tally <input type="radio"/> Run Student Master List? <input type="radio"/> Run Home Room List? <input type="radio"/> Run Alpha Report by Grade and Gender?

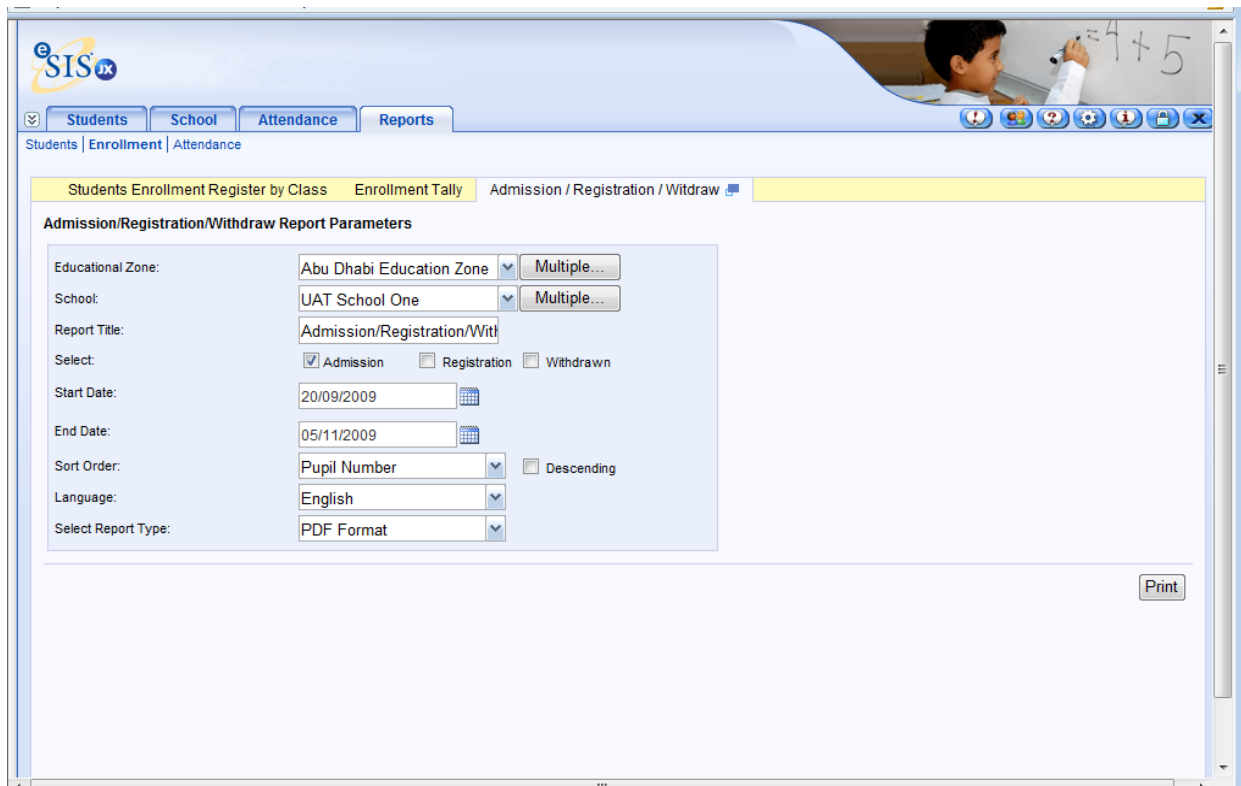
When parameters have been set, Click **Print**

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



The screenshot shows the eSIS@JX software interface. At the top, there's a navigation bar with tabs for Students, School, Attendance, and Reports. Below this, a sub-menu shows Students | Enrollment | Attendance. The main content area has a yellow header with three options: Students Enrollment Register by Class, Enrollment Tally, and Admission / Registration / Withdraw. The 'Admission / Registration / Withdraw' option is selected. Below this, the 'Admission/Registration/Withdraw Report Parameters' form is displayed. The form includes the following fields and options:

- Educational Zone: Abu Dhabi Education Zone (dropdown menu) with a 'Multiple...' button.
- School: UAT School One (dropdown menu) with a 'Multiple...' button.
- Report Title: Admission/Registration/Withdraw (text field).
- Select: ☒ Admission, ☐ Registration, ☐ Withdrawn.
- Start Date: 20/09/2009 (calendar icon).
- End Date: 05/11/2009 (calendar icon).
- Sort Order: Pupil Number (dropdown menu) with a ☐ Descending checkbox.
- Language: English (dropdown menu).
- Select Report Type: PDF Format (dropdown menu).

A 'Print' button is located at the bottom right of the form area.

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

The screenshot displays the eSIS@JX web application interface. At the top, there is a navigation bar with tabs for 'Students', 'School', 'Attendance', and 'Reports'. Below this, a sub-navigation bar shows 'Students | Enrollment | Attendance'. The main content area is titled 'Students With Attendance Problems-Daily' and contains a form for generating a 'Homeroom Absence Report - Daily'. The form includes the following fields and options:

- School:** UAT School One
- School Year:** 2009/2010
- Home Room Semester:** 1
- Report Title:** Students With Attendance Problems-Daily
- Include students with:** = 3 All Excused Absences
- From Date:** 20/09/2009
- To Date:** 05/11/2009
- Attendance Reason:** Reasons with codes
- Include absences from previously attended schools?:** ☐
- Report Format:** ☒ Loss of Credit, ☐ List, ☐ Letter
- Report Only Active Students?:** ☐
- Include Cross Enrolled Students?:** ☐
- Sort Order:** Grade, Student Name
- Language:** English
- Message to Parent / Guardian:** (Empty text box)

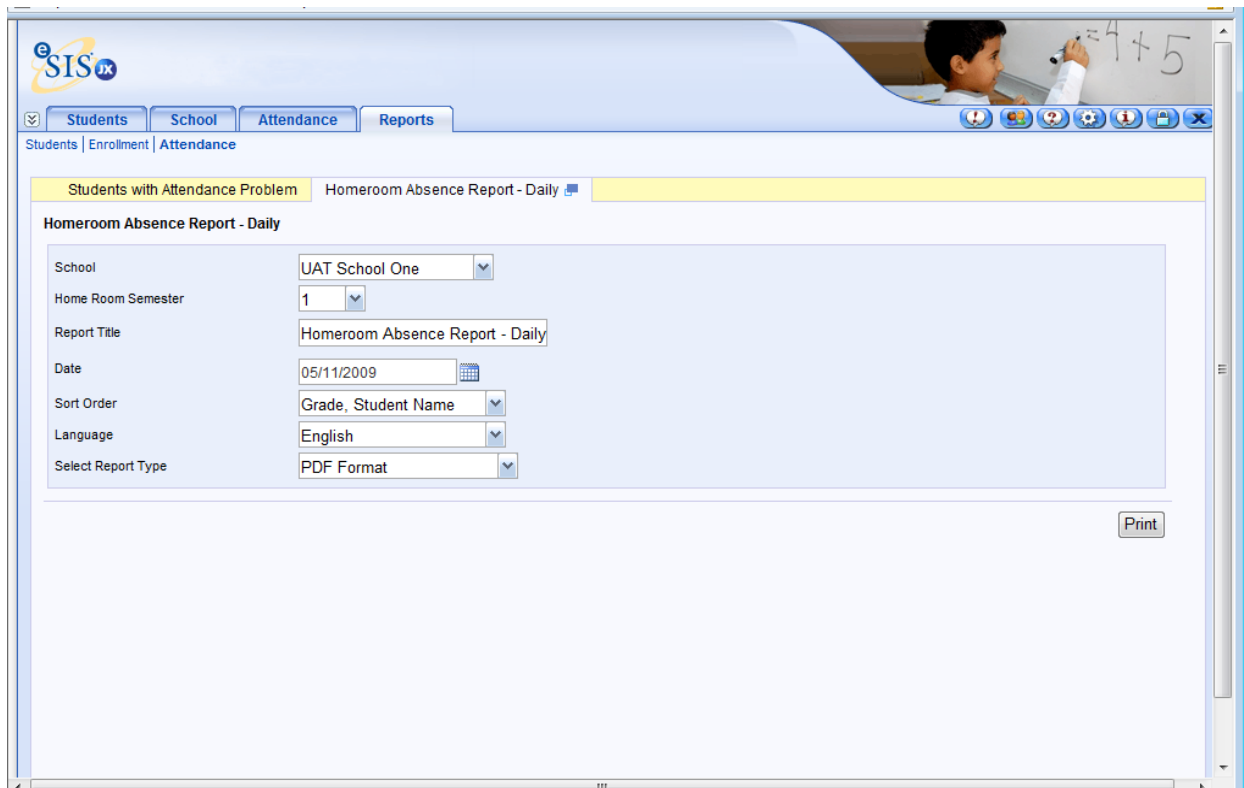
When parameters have been set, Click **Print**

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



The screenshot shows the eSIS@JX web application interface. At the top, there is a navigation bar with tabs for Students, School, Attendance, and Reports. Below this, a breadcrumb trail reads "Students | Enrollment | Attendance". The main content area is titled "Homeroom Absence Report - Daily" and contains a form with the following fields:

School	UAT School One
Home Room Semester	1
Report Title	Homeroom Absence Report - Daily
Date	05/11/2009
Sort Order	Grade, Student Name
Language	English
Select Report Type	PDF Format

A "Print" button is located at the bottom right of the form area.

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