

MINISTRY OF EDUCATION

Information Management Branch



Ontario School Information System (OnSIS)

Release One – User Guide **For School Boards and School Authorities**

October 2006 (Version 1.2)

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Purpose of the ONSIS Application User Guide

This guide is being developed as a resource to help you use the Ontario School Information System (OnSIS) application. It provides the information that you will need to access and use the application. The guide combines step-by-step instructions, along with a comprehensive look at each of the functions.

The guide is customized for different users. There may be references made to functions, which are not available to you, and therefore are not seen on your screen.

This guide is supplemented by the following document, available at <http://onsisinfo.edu.gov.on.ca>:

- *OnSIS Handbook for School Boards and Region Offices*

These documents have important information about OnSIS policies, procedures and the supporting application. Please look them over.

For inquiries related to the Ontario School Information System, contact:

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Ontario School Information System (OnSIS) Coordination Group
Information Management Branch
Ministry of Education
Suite 422, 777 Bay Street
Toronto ON
M5G 2E5

Telephone: 1-888-275-5934 or 416-212-6366
Email: onsis_sison@ontario.ca
Fax: (416) 212-2763

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Connecting to the OnSIS Application (Through The Ministry's Security System)

- Minimum and recommended technical requirements for using the OnSIS application can be found in Appendix A at the back of this guide.
- Appropriate paper forms will be provided and must be completed before a username and password will be provided.
- Logging on will result in:
 - A secure connection between your computer and the OnSIS application via the Internet through the Ministry's security system.
 - Access to specific OnSIS functions (and menus) based on the role you have been assigned, e.g., board administrator, school user.
- You must change your password after the first log-in but are not required to change it on a regular basis after that.

Instructions – Logging On For The First Time

Action	Result
Enter the URL: Ministry users and Board/authority users: <u>https://www.gsa.gov.on.ca/</u> on your browser's address bar.	Access the bilingual splash page for the Ministry of Education's Security System called GO-ACCESS. Note: <i>Do not use this URL for training or testing purposes.</i>
Note: <i>If you have any difficulties logging in, call 1-888-275-5934 or 416-212-6366 for help during office hours.</i>	

Security splash page



Action	Result
Select English or Français	You will be taken to the Security System's log-in page.

Log-in Screen

Action	Result
Bookmark this page or create a shortcut on your desktop for easier access in the future.	The method for doing this depends on your browser and operating system. This will save you from having to type in the URL each time you want to access OnSIS.
Enter the user name and password provided to you by e-mail. Note: <i>Passwords are case sensitive. They expire during the first log in and must be changed.</i> Click on Login .	You will be prompted to change your password during the first log on.
If you make a mistake, click on Clear .	Information in fields will be erased allowing you to start again.
Click on Français to change working language to French.	Page will be redisplayed in French.
Note: <i>You will be automatically logged off (timed out) after a period of non-activity (about 15 minutes). You will be brought back to the Login screen when you attempt to use OnSIS. Any work that is not saved will be lost.</i>	

Change Password Screen

Ontario
GO-ACCESS

[Main Menu](#) | [Feedback](#) | [Help](#)

Change Password

User Name:

Old password:

New Password:

Verify Password:

Your password must:

1. not be the same as your old password
2. not be made up of your name or user name
3. not contain accented characters like ÈÇÊÀ
4. be 8 characters long
5. contain an upper case letter
6. contain a number
7. contain a special character like ~!#\$%?&*()_+~<>.,;:~{}|~\

You will need to change your password the very first time you log in. You are not required to do so after that, although it is recommended you do so periodically.

Action	Result
Enter the user name and code (password) provided to you.	You will see ***** in the password fields.
Enter your new password twice - once in the New Password field and once in the Verify Password field. Your password must: <ul style="list-style-type: none"> ▪ not be the same as your old password ▪ not be made up of your name or user name ▪ not contain accented characters like è, á, ô, Ç or É ▪ be at least 8 characters long ▪ contain an upper case letter ▪ contain a number ▪ contain a special character like ~!#\$%?&*()_+~<>.,;:~{} ~\ Samples: Duckie4% or \$77School	If unsuccessful, make sure that you have included all the necessary components of the password.
Click on Continue .	You will see the message “ Your password has been successfully changed ”.
If you make a mistake, click on Clear	Erase information in fields and start again.
Click on Cancel .	Return to log-in screen.
Note: Clicking on Feedback will connect you with a central security desk. Instead, call 1-888-275-5934 or 416-212-6366 for help during office hours.	

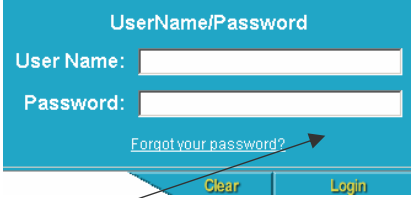
Secret Questions

The screenshot shows the 'Secret Questions and Answers' page for GO-ACCESS. It contains two sections for setting secret questions. The first section is for '1st Secret Question' with a sample question 'What is my son's favourite candy?'. It has fields for 'Answer', 'Verify', and a 'Clear' button. The second section is for '2nd Secret Question' with a sample question 'Where was my father born?'. It also has fields for 'Answer', 'Verify', and buttons for 'OK' and 'Cancel'. Below the form, there is a privacy notice and contact information for the Government of Ontario's Corporate Security Branch. A line from the text below points to the 'OK' button.

You must input two different secret questions and answers the first time you log in. This will enable you to get a new password yourself, if you forget yours. You can access the secret question page anytime to view, change or remove the information. You are the only one who will know these questions and answers.

Action	Result
Enter the first question. Enter the answer. Re-enter the answer for validation. Note: <i>You cannot use accented characters in the secret questions or answers.</i>	The question should not be so general that anyone would know the answer, e.g., <i>Who is the Prime Minister of Canada?</i> However, the question should not be so personal as to have freedom of information implications, e.g., <i>Why is my mother seeing the doctor?</i> Sample Questions: What is my mother's maiden name? What is my child's teacher's name? Where was my father born?
Enter the second question. Enter the answer. Re-enter the answer for validation.	The 2 nd question is also mandatory. If you forget your password, you will be prompted for the answer to each question.
Click on OK Correct any errors that may have occurred.	The questions and answers will be validated. Where errors are made, you will get messages such as: <i>"Answers to question one do not match. Please try again." OR "All input fields must be provided. Please correct and try again!"</i> You will be prompted to log on again.
Enter your user name and password.	You will be taken to the Security System's home page.

Instructions – Logging On After The First Time

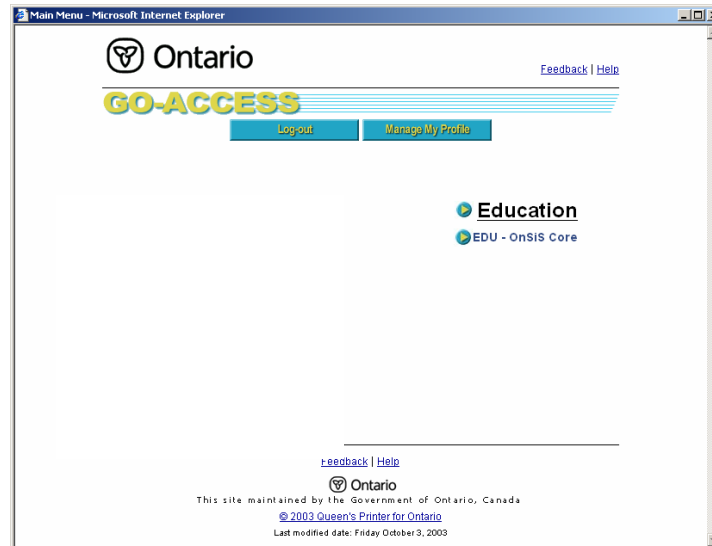
Action	Result
Enter the URL Ministry users and Board users: <u>https://www.gsa.gov.on.ca/</u> into your browser's address bar or access the shortcut or favourite/bookmark that you created.	Access the Log-in screen. 
Enter your User Name and Password. Click on Login .	Go to the Security System's English or French Home page, depending on your profile.
Other Actions	Result
Click on Forgot your password?	You will be prompted to answer the secret questions. See details later in this module.
Click on Clear .	Information in fields will be erased allowing you to start again.

Note: *You will be automatically logged off (timed out) after a period of non-activity (about 15 minutes). You will be brought back to the Login screen when you attempt to use OnSIS. Any work that is not saved will be lost.*

Note: *After three unsuccessful attempts at logging in, you are be required to answer the secret questions in order to obtain a new password.*

Security System's Home Page

After logging in, the next screen that appears is the **Security System** Home page.



- As new Ministry applications become available, they will be accessed from the security system home page with a single user name and password.
- OEN users will see a link to the OEN as well as the OnSIS application.

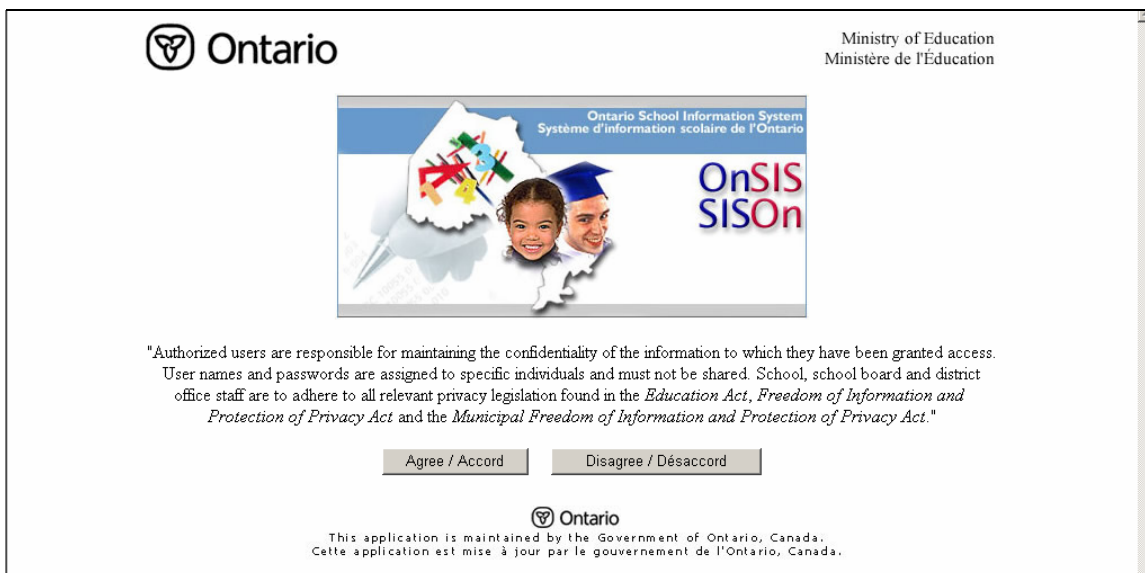
Action	Result
Select EDU – OnSIS .	Go to the <i>OnSIS Splash Page</i> . A new window will open (see next page).
Click on Help .	<p>The Help Site Menu will appear in a new window allowing you access to all Help screens.</p> <div><div>Site Menu <u>Main Categories:</u> Main Menu Manage Profile Change Password Change Language Secret Questions and Answers</div><div><u>System Messages</u> Session Timed Out Password Expired Restricted Access Revocation General Prompt</div></div> <p>Note: <i>This Help is only for the security system and does not provide help for the OnSIS application.</i></p> <p><i>You must be inside the OnSIS application to obtain Help about OnSIS.</i></p>

OnSIS Splash Page



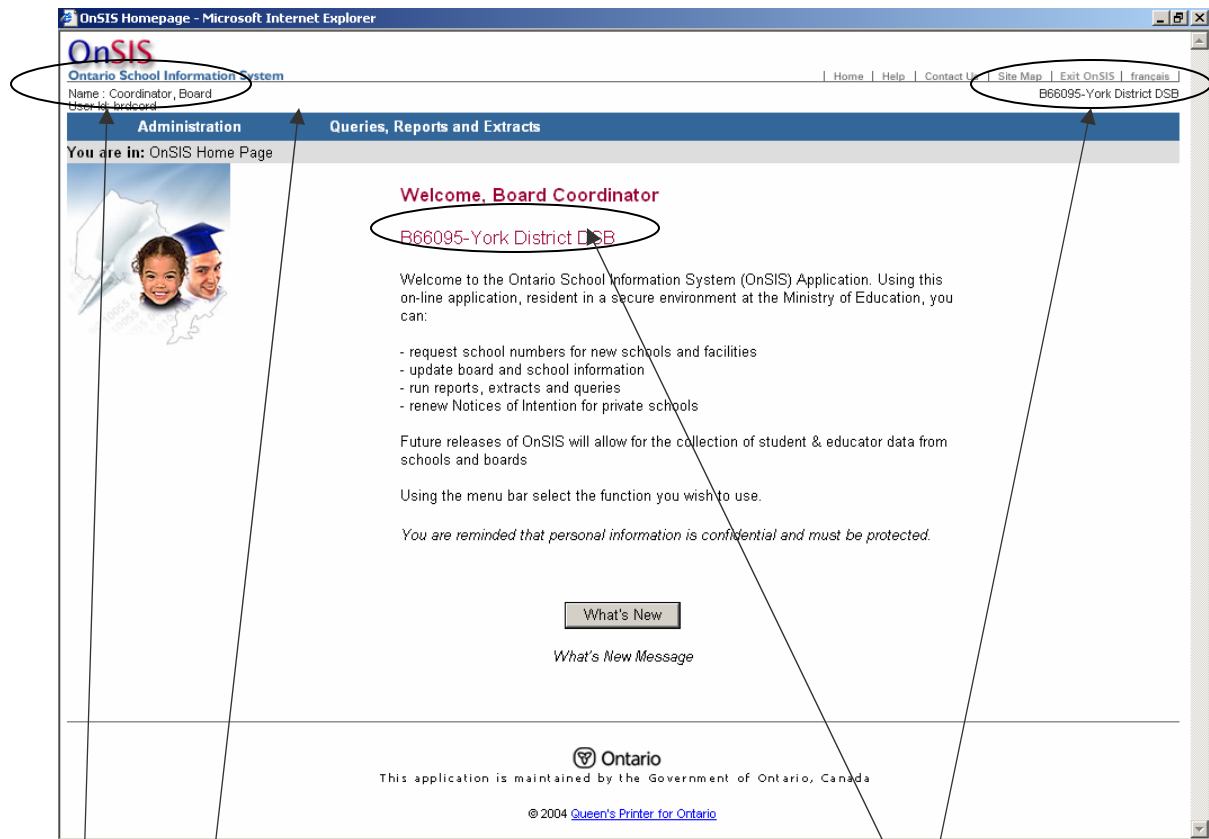
Action	Result
Click on Enter .	You will be taken to the OnSIS Privacy Impact Assessment (PIA) Page.
Click on Exit	You will be taken back to the Security System's home page.

OnSIS Privacy Impact Assessment (PIA) Page



Click on the **Agree** button to go to the OnSIS home page.

OnSIS Home Page



You will see your user name and user ID at the top left. Your organization and organization ID will be shown at the top right and in red below the “Welcome” message.

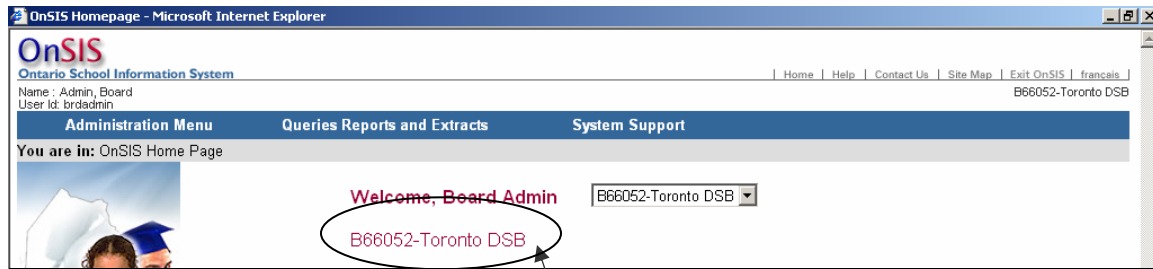
Note: Board users with access to multiple boards should see the next page for instructions.

Functions and options are accessible through the blue, function menu bar, the global options menu bar (top right) and the site map. The menu bar is available on most screens (see “Using the OnSIS Application” in the next module).

You will only see the menus and menu items that are accessible to you based on your specific “role”. The function menu bar in the example above displays menu options available to board co-ordinators.

Note: Always check the top right corner of the screen to ensure that you are representing the right organization. Call your Security System Administrator (Local User Authority) if the information is wrong. All users must be registered and logged in under their own user id. Generic user ids will not be issued. All transactions are logged for auditing purposes.

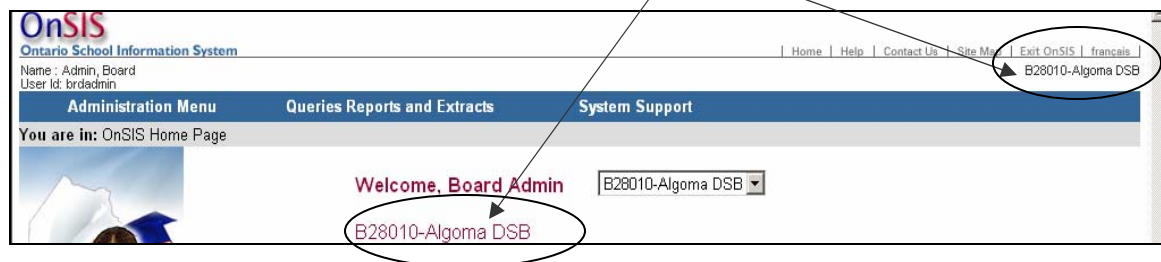
Board Users With Rights To Multiple Boards



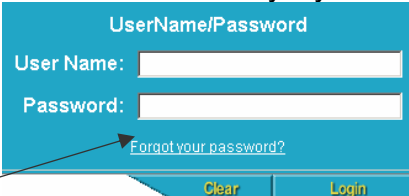

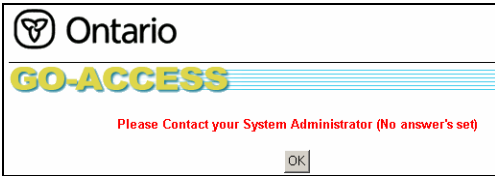
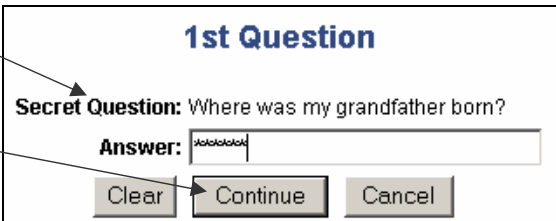
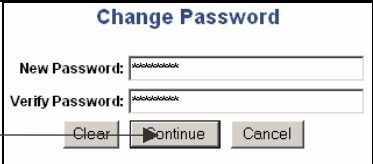

When you log in, you will see the home page for your default board. To change the default board, click on the down arrow to display the list of boards you can access. Select the board.



The home page will refresh displaying your active board.

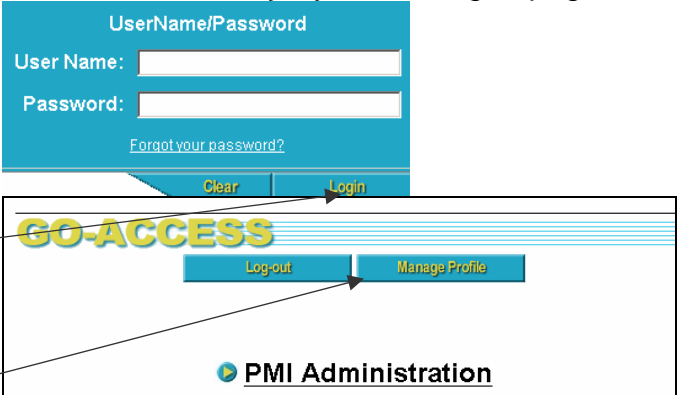
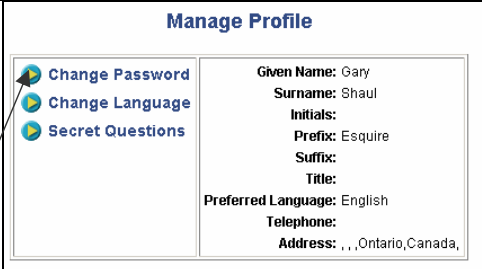
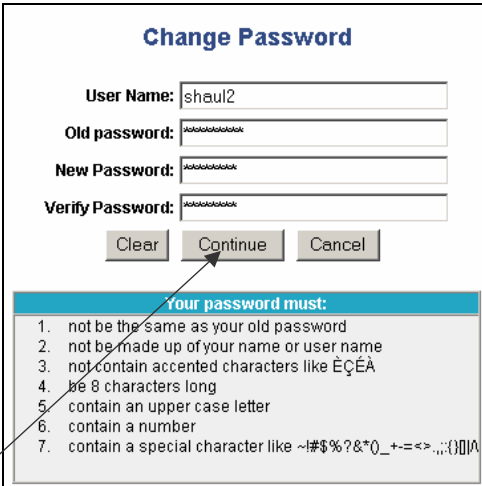
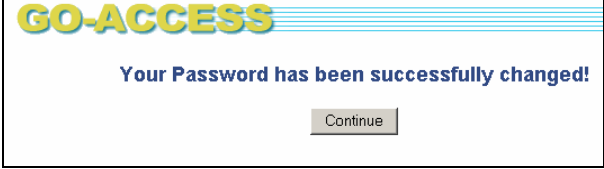


What Do I Do If I Forget My Password?

Action	Result
Enter the URL provided into your browser's address bar or access the shortcut or favourite/bookmark that you created.	Access the Security System's Log-in page. 
Click on Forgot your password?	You will be taken to the password reset page.
Enter your User Name.	
Click on Continue.	
If you did not create your secret questions, you will get the following message. "Note: Create your secret questions after getting your password reset."	 <p>You will need to contact your Security System Administrator (<i>Local User Authority</i>) to have your password reset.</p>
If you created your secret questions, you will be shown the 1 st question. Provide the answer and click on Continue. Note: You cannot use accented characters in the secret questions or answers.	
Repeat steps for the 2 nd question.	
You must now change your password. Enter it twice. Click on Continue.	
Click on OK.	<p>You will see the following message.</p> 

How Do I Change My Password?



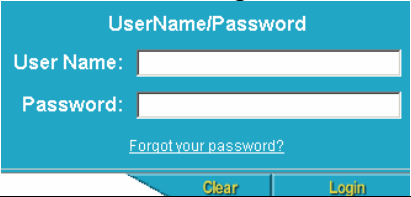
Change your password when logging on or logging off of the security system.

Action	Result
<p>Enter the URL provided into your browser's address bar or access the shortcut or favourite/bookmark that you created.</p> <p>Type in User Name and Password and Click on Login.</p>	<p>Access the Security System's Log-in page.</p> 
<p>Click on Manage Profile.</p>	
<p>Click on Change Password.</p>	
<p>Enter your User Name, Old Password and New Password (twice). Follow the password rules.</p> <p>Click on Continue.</p>	

Logging off of the OnSIS Application and the Ministry's Security System

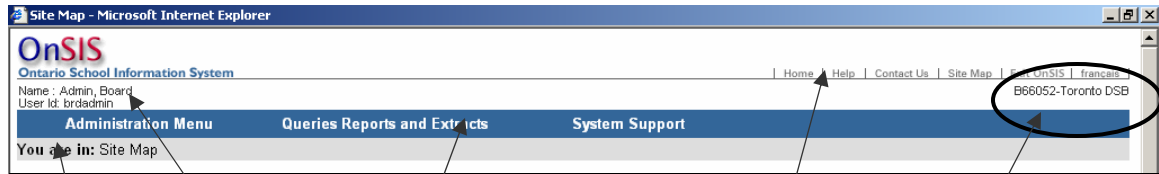
You may log off of the OnSIS application at any time.

Instructions

Action	Result
Click on Exit OnSIS at top right corner of the screen.	 <p>You will be brought back to the Security System's Home Page.</p> 
Click on Log-out .	<p>Return to the Log-in screen.</p> 
Close the browser window.	
	<p>Note: You will be automatically logged off (timed out) after a period of non-activity (about 15 minutes). You will be brought back to the Login screen when you attempt to use OnSIS. Any work that is not saved will be lost.</p>

Using the OnSIS Application

Navigating The OnSIS Application



The OnSIS application uses a well-designed console that's always visible and available. This makes getting around very easy.

The console consists of the:

- Functions Menu Bar
- Global Options Menu Bar (Help, exit and more)
- "You are in" Navigator Bar
- User Identification – Your name, username and organization will be displayed.

The Global Options Menu Bar

Home Help Contact Us Site Map Exit OnSIS français

These links are available from any page except in pop-up windows.

Action	Result
Click on Home .	Return to the OnSIS home page at any time.
Click on Help .	Displays important Help information for the function you are currently using. Help also uses a searchable index of topics.
Click on Contact Us .	Displays the contact information for the Ministry of Education's OnSIS support team.
Click on Site Map .	Displays the site map of the OnSIS application to view and select OnSIS functions.
Click on Exit OnSIS .	Log out from the OnSIS application and return to the security home page.
Click on français/English .	Allows you to switch the working language at any time. All screens are available in both languages.

The Function Menu Bar

Administration	Data Collection	Queries, Reports and Extracts	MetaData Repository	System Support
----------------	-----------------	-------------------------------	---------------------	----------------

The function you have selected will be highlighted in light blue on the menu bar.

The menu bar displays the function categories that you can access. Functions and options are accessed with a single click. Users will see menu options based on their user profile. The example above displays all functions. Board users will not see all of these options.

Administration Menu

- Add and update regions
- Add and update boards
- Add and update schools
- Add and update Care Treatment and Correctional facilities (CTCF)
- Add and update private schools (Notice of Intention – NOI)

Data Collection

- Add and update school and board submissions (available in Releases 2 and 3)
- Available to request Data Correction (available in Release 2)

Queries, Reports and Extracts

- Queries
- Pre-defined reports
- Report administration (Ministry use only)
- Pre-defined extracts (Ministry use only) *
- Extract administration (Ministry use only)

** **Note:** Board and school users will be able to generate extracts in future releases.*

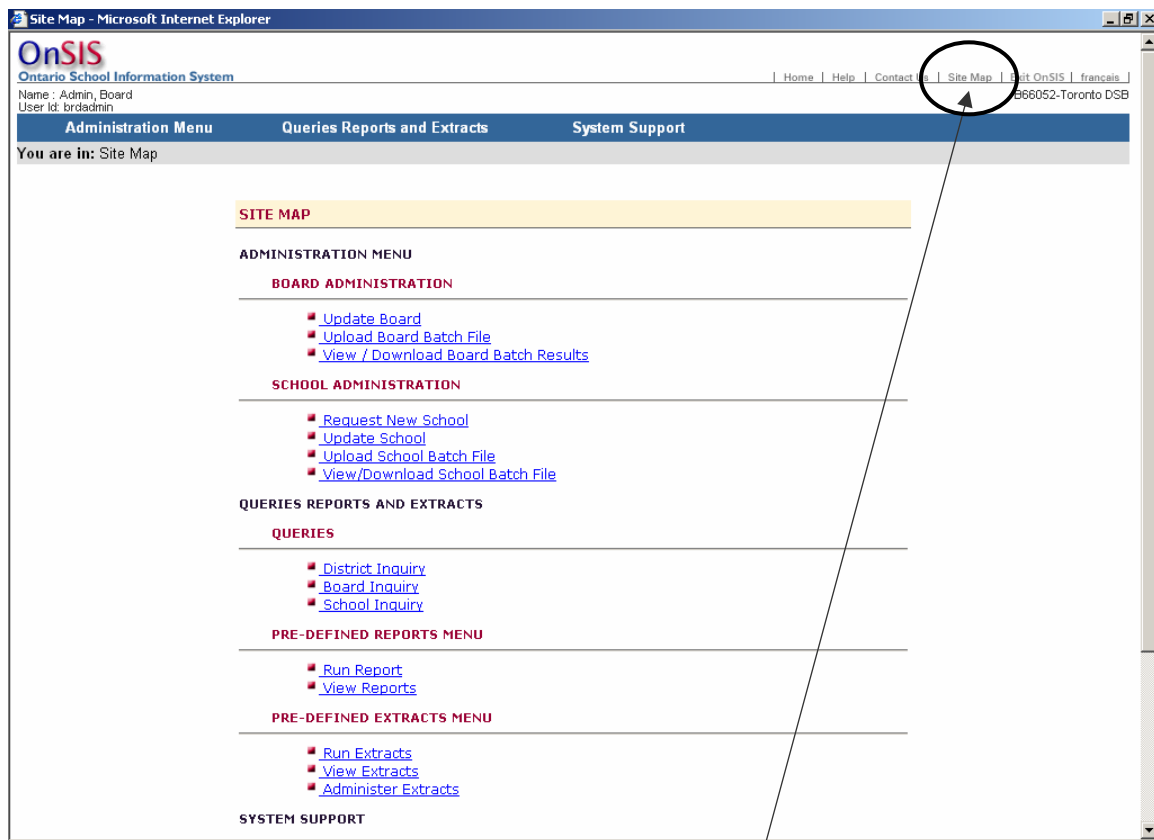
MetaData Repository

- Data Dictionary – Entities (Restricted access for Ministry staff only)

System Support (Restricted access for Ministry staff only)

Action	Result
Point and click on a function on the menu bar.	A page will open for that function displaying all the functions available to you.
Point and click on the application module you would like to work on.	A form will open for that module.

Site Map



The purpose of this screen is to provide access to all the application modules in a list format. Access this screen by clicking on the **Site Map** option on the global options menu bar. From this screen you can access any function to which you have rights by clicking on the function hyperlink name. This screen offers the same choices as the blue function menu bar.

The site map will only display the links that your role allows you to access. The example above shows all OnSIS modules and links. Your screen will not be exactly as shown above.

Note: You will be automatically logged off (timed out) after a period of non-activity (about 15 minutes). You will be brought back to the Login screen when you attempt to use OnSIS. Remember to complete any activities before you are timed out or you will lose the new information.

Getting Around OnSIS Forms

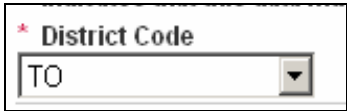

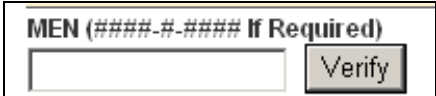
These rules and tips apply to all forms:

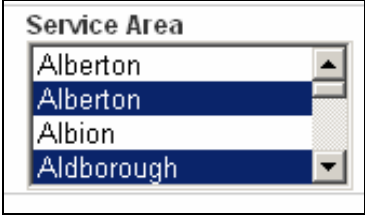
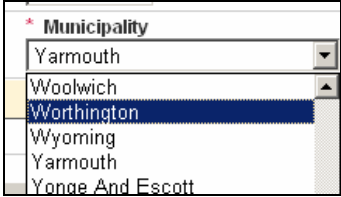

Moving around

- Use your TAB key to go from field to field.
- Use SHIFT-TAB to go from field to field backwards.
- Use your arrow keys to move around items in a list.
- Point and click with mouse.

Entering Data

The following is important to note when entering data.

Field type	Instructions
<p>a) Mandatory fields</p> 	<p>Fill in all mandatory fields identified by an asterisk (*).</p>
<p>b) Date fields</p> 	<p>Enter all date fields in numeric format (YYYY/MM/DD), or, click the picture of a calendar adjacent to the field to select the date.</p> <p>Note: When adding new sites, the Date Opened field cannot be backdated. You will receive an error message if you try to do so. You must save and then use the update function to record a past date.</p>
<p>c) Validating data</p> 	<p>Certain data must be validated before being submitted, e.g., postal codes and MENs. After you have entered the date, click on Verify.</p>

<p>d) Multi-item lists</p> 	<p>Multiple item lists allow for the choice of more than one selection. In a Windows environment, you can select multiple items by holding down the “CTRL” key and clicking on the items.</p>
<p>e) Drop-down lists</p> 	<p>Drop down lists allow you to select one item only.</p> <p>They are pre-populated with the most current information.</p>
<p>f) Phone and Fax Numbers</p> 	<p>Format as ###-###-####</p>

g) Postal Code Lookup

Postal Code Look-up

[Previous](#) [Next](#)

Mailing Address ?

Canada Post provides the populated address information. Please complete additional address fields where necessary.

Street Number <input type="text"/>	Suffix <input type="text"/>	Unit/Suite/Apt <input type="text"/>	Street Type (eg. AVE) <input type="text"/>	Street Direction <input type="text"/>
Street Name <input type="text"/>			<input type="text"/>	<input type="text"/>
Delivery Mode <input type="text"/>	PO Box or Route Number <input type="text"/>			
Delivery Installation Type (eg. STN, RPO) <input type="text"/>	Delivery Installation Qualifier (eg. MAIN, A) <input type="text"/>			
City/Town <input type="text"/>	Province <input type="text"/>	Postal Code <input type="text"/>		
Country <input type="text"/>				

- 1) Enter the postal code. It must be formatted as follows: ANA NAN with a space.
- 2) Click on **Search Address** to save time in typing the address.
- 3) A *Postal Code Look-up* page will pop-up indicating a street name and/or number if the site is located in a building with a single postal code. Enter the street number if it is not displayed.
- 4) Click on **Next**.
- 5) The address fields in the form will be populated with the information from the postal code look-up.

Note: Using your browser's "Back" button is not recommended. You can lose important information. All navigation from page to page should be done using the buttons and links provided.

Error Messages

When a form is submitted with errors, it will be returned with an error message at the top of the page. Here is a sample error message.

The following errors have occurred:

Mandatory fields missing.
School Site Mailing Address - Municipality

Invalid Data
Distance to Nearest School

Most errors occur as a result of:

- Invalid data format (e.g., postal codes, dates, e-mail addresses)
- Missing data (e.g., mandatory fields)

When you encounter an error, make the necessary changes and resubmit the form. To minimize errors, it's important to have all the required information before you begin. Before filling in any online form, scan the form for the red asterisks (*) which indicate the mandatory fields which must be completed.

Data Checklists for Mandatory Fields

Data checklists are provided in each module of this guide to assist you in preparing to use the OnSIS application. This is a sample checklist.

Mandatory Fields Checklist (red asterisk)

School Form	
School name	School semester indicator type
School level type	School grade range type
School type	Act of legislation type
School special condition type	Date opened

Results Pages

The OnSIS application displays a read-only “results page” whenever a process is successfully completed. While the contents of these results pages will differ from function to function, they will display information about the item that has been created or changed. To simplify and reduce the size of this guide, results pages will not be shown for every process and function.

This is a sample results page for updating school information.

OnSIS
Ontario School Information System
Name : Admin, Board
User Id : lordadmin
B66052-Toronto DSB

Administration Menu Queries Reports and Extracts System Support

You are in: Administration Menu > School Administration > Update School

SCHOOL FORM

District Code	Board Number	
TO	B66052 - Toronto DSB	
School Number	Status	Previous Board
928810	School Open	B65332
Language		
English		
School Name	Prefix/Suffix	
Newtonbrook	SS-Secondary School	
School Full Name	School Long Name	
Newtonbrook SS	Newtonbrook Secondary School	
School Level Type	School Type	School Specail Condition Type
2-Secn	0-Publ	0-n/a
Annexed to School Number	Annexed to School Name	
Annexed Open Date	Annexed Close Date	
School Semester Indicator Type	School Grade Range Type	Act of Legislation type
Both	*****9101112*	Not Applicable
Date Opened		
1969/09/01		
Distance to Nearest School		

Comments
rept showed is closed, error on school part, now reopened.

Personnel Sites Close School Delete School View History

Elements of a results page

- 1) “**Submit Successful**” message
- 2) Source form/screen.
- 3) Summary of information.
- 4) Actions that can be now be taken.

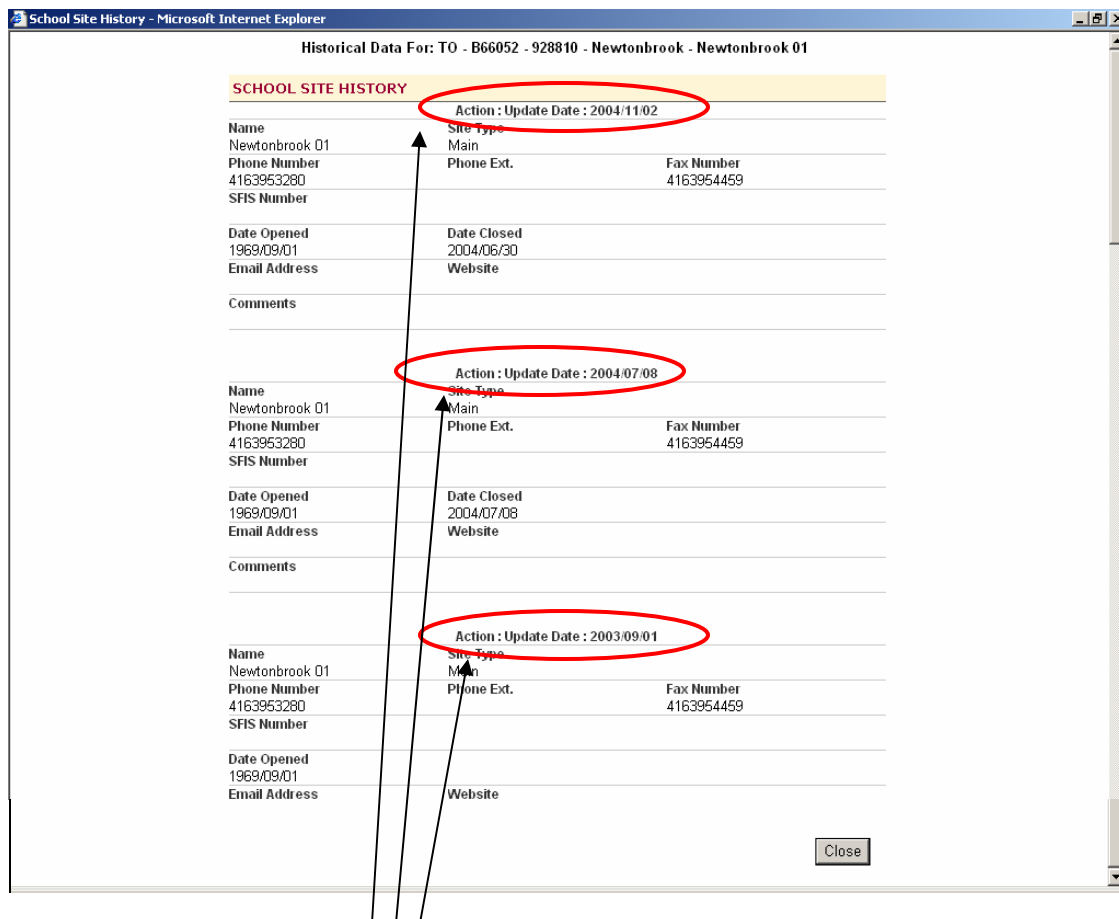
History Pages

Many of the functions in the OnSIS application have a button to “**View History**”. The history displays a chronology of the changes made to a record.

While the history pages will vary from record to record (i.e., boards and schools), they all share a number of things in common. To simplify and reduce the size of this guide, a history page will not be shown for every process and function.

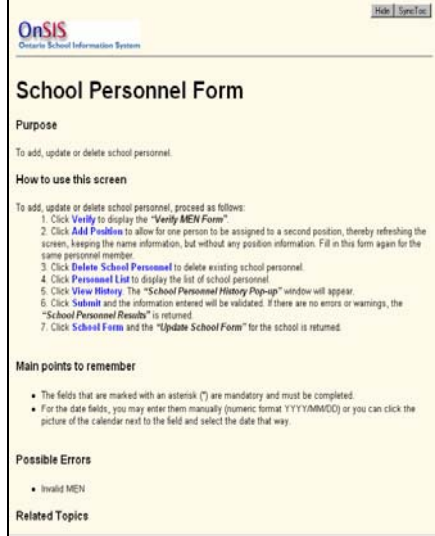
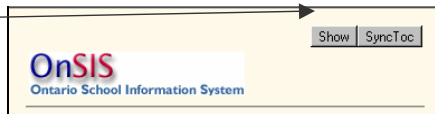
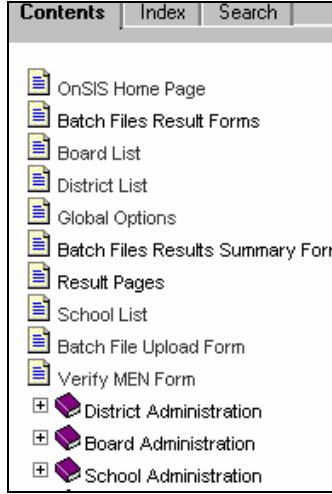
A sample “**View History**” page from a school site record is shown below.

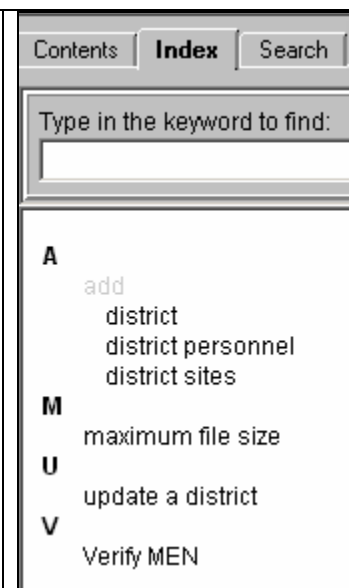
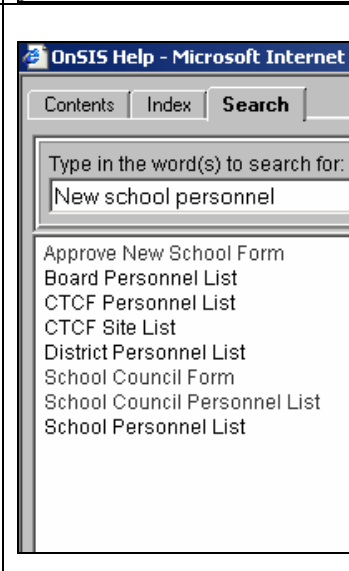
The OnSIS application has been pre-populated with information from the legacy Board/School Information database that includes all currently active boards and schools, as well as closed ones.



In this example, there are three historical records for this school. You may need to scroll to see all the records.

Using Help

Action	Result
<p>Click on Help to get more information about a particular function.</p> <p>Each Help module has the following categories:</p> <ul style="list-style-type: none"> ▪ Purpose ▪ How to Use this Screen ▪ Expected Results ▪ Main Points to Remember ▪ Possible Errors (where applicable) <p>Windows users can print a Help Screen by pressing CTRL-P.</p>	
<p>Help can be accessed in four different ways:</p> <p>1) Context sensitive – obtain help for the form you are working on by clicking on Help.</p>	
<p>To access Help for the other three methods, click on “Show” at the top of the help screen.</p>	
<p>2) Contents – find help from a list of help topics. Each form has its own help page.</p>	

<p>3) Index – find help using an A to Z list.</p>	
<p>4) Search – type in a keyword to find help for each topic containing that word. Use multiple words to narrow down your search.</p>	

Important Things to Remember

This is a recap of some of the main points from this section.

1	You will be automatically logged off (timed out) after a period of non-activity (about 15 minutes). You will be brought back to the Login screen when you attempt to use OnSIS. Remember to complete any activities before you are timed out or you will lose the new information.
2	When adding new sites, the Date Opened cannot be backdated. You will receive an error message if you try to do so. You must save and then use the update function to record a past date.
3	Using your browser's "Back" button is not recommended. You can lose important information. All navigation from page to page should be done using the buttons and links provided.

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The Administration Menu

OnSIS Administration deals primarily with managing (updating) board and school information including site locations and personnel information.* There are varying levels of access to the different functions of the OnSIS application. Secure internet connections are used to ensure privacy as well as data security and integrity.

You can only access information to which you have been authorized. Different user types will see different menus and functions. For example, a school board cannot change information for another school board. Schools cannot change information for school boards.

All users must be registered and logged in under their own user id. Generic user ids will not be issued. All transactions are logged for auditing purposes.

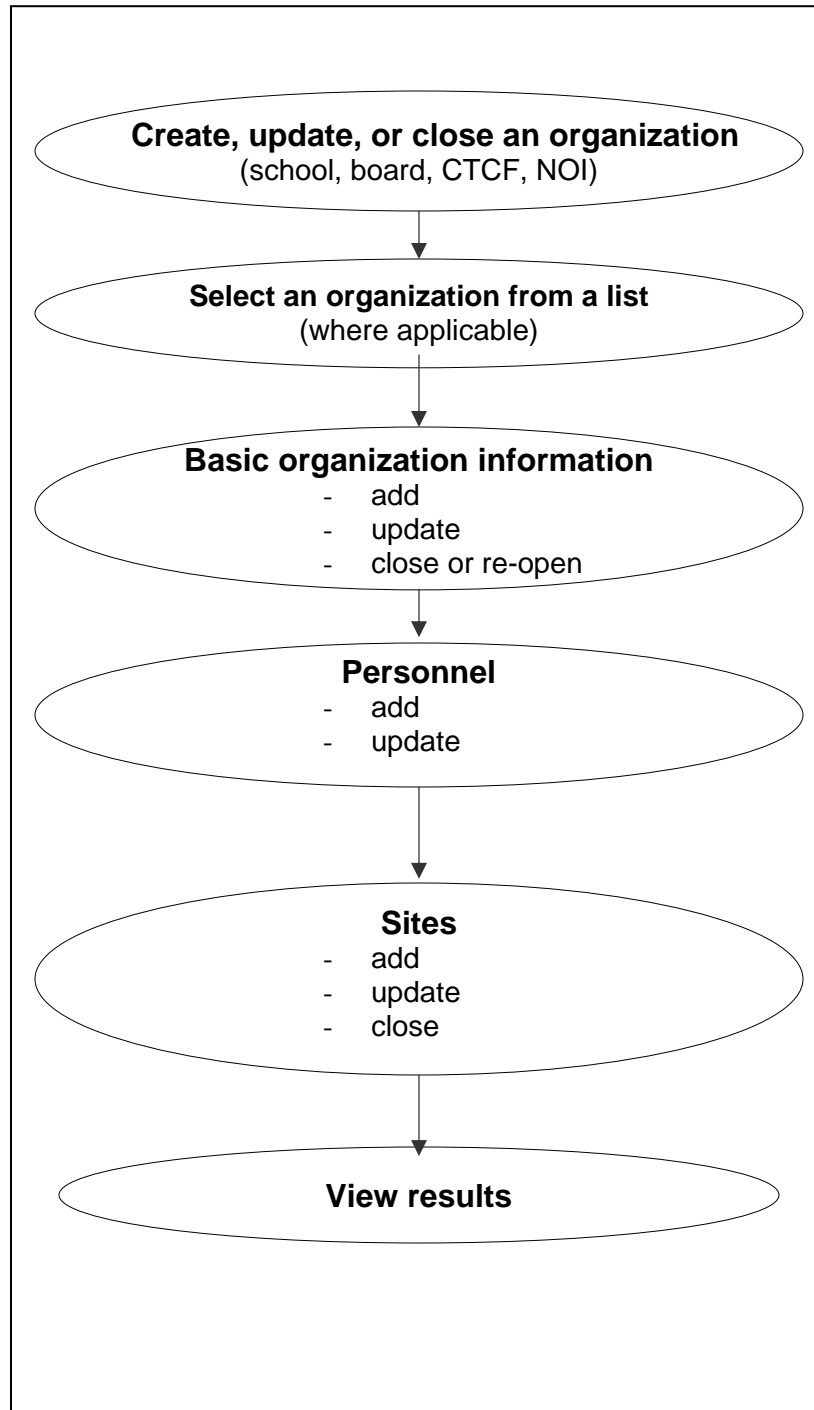
The **Administration** menu is the gateway to adding, updating, and closing boards, schools and other facilities.

Note:

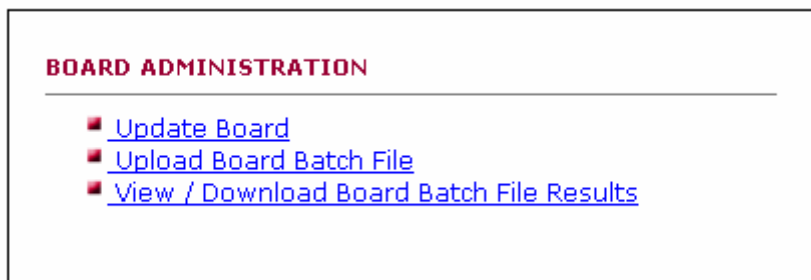
Sites and personnel only need to be added one time. Once they are part of an organization's database, you can use the update function to make these sites or personnel inactive. Do not delete these records. Only records that have been added in error should be deleted.

OnSIS Administration Flowchart

Using the OnSIS application is very straightforward. Forms and processes work the same, no matter what type or organization you have selected. The generic workflow is as follows:



BOARD ADMINISTRATION OPTIONS



The **BOARD ADMINISTRATION** functions allow authorized users to add and maintain information about school boards and authorities. The OnSIS application has been pre-populated with information from the legacy Board/School Information Database (BSID) which includes all currently active boards, as well as closed ones.

Who Can Access These Functions?

	School	Board	Ministry (IMG)
Request a new board			X
Update board		X	X
Close board			X
Re-open board			X
Delete Board			X
Transfer existing schools			X
Upload board batch file*		X	X
View / download board batch results*		X	X

** **Note:** Batch file capabilities for board and school data administration have been developed. However, specifications for creating batch files will not be made available until a later release of OnSIS.*

Note: ***Update Board** is the only BOARD ADMINISTRATION option discussed in this guide.*

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Update Board

Access this function from: **Administration, BOARD ADMINISTRATION, Update Board.**


OnSIS
Ontario School Information System

Name :
User Id:

Home | Help | Contact Us | Site Map

Administration | Data Collection | Queries, Reports and Extracts

You are in: Administration



BOARD ADMINISTRATION

- [Update Board](#)
- [Upload Board Batch File](#)
- [View / Download Board Batch File Results](#)

Update Board allows an authorized user to view, add, and edit the following information:

- Board form (profile information)
- Board personnel
- Board sites
- View board history (See user guide module “**Using the OnSIS Application**” for more details.)

Board users can only see information for the board that they represent.

Update Board Form (Profile Information)

By default the **BOARD FORM** is pre-populated with information from the legacy *Board/School Information Database* (BSID).

BOARD FORM		
* indicates that this data must be provided		
Region Code	Status	
TO	Board Open	
Board Number	DSB Ref Number	Provincial Mapping
B66052	12	NORTH
* Language	* Board Type	
English	Pub Dist Sch Brd (E/F)	
* Board Name	Prefix/Suffix	
Toronto	DSB - District School Board	
Board Full Name	Board Long Name	
Toronto DSB	Toronto District School Board	
* Date Opened	Service Area	
1998/01/01	Toronto	
Toronto		
Coterminous Boards		
B66303 - du Centre Sud-Ouest		
B67059 - Toronto		
B67318 - Centre-Sud		
B74000 - ...		

Scroll to the bottom of the screen to the following three functions which are available on the **BOARD FORM**:



Add/Update Board Personnel

The board personnel function is used to identify key personnel who work at the board's offices. Records for board personnel may be added, and updated. Only records that have been added in error (e.g. duplicate) should be deleted.

Adding A New Person

Board personnel who should be added include:

- Director of Education or Secretary of School Authority
- Trustees (elected and appointed)
- Board contacts – i.e., main contact, student data contact, etc.
- Supervisory Officers

Mandatory Field Checklist – (red asterisk)

Update Board - Board personnel	
Last Name	Position Type
First Name	Assignment Start Date

- 1) Select **Personnel** from the **BOARD FORM** to view **BOARD PERSONNEL LIST**. By default only active personnel are displayed.

The screenshot shows a web interface titled 'BOARD PERSONNEL LIST' with a 'New' button in the top right. Below the title, there are two radio buttons for 'Display: Active Personnel' (which is selected) and 'Inactive Personnel'. A 'Refresh' button is located to the right of the 'Inactive Personnel' radio button. Below this, the text 'Board: NB - B26010 - Algoma' is displayed. Under the heading 'Active Personnel', there is a table with three columns: 'Name', 'Position Type', and 'Position Sub-Type'. The table contains five rows of data, each with a blue hyperlink for the name.

Name	Position Type	Position Sub-Type
Backstrom, Bob	Superintendent of Business	
Boreham, Mavis	Trustee - Elected	
Cooper, Pam	Superintendent of Education	
Hall, Bill	Trustee - Elected	
Johnston, Vaughn	Trustee - Elected	

- 2) To avoid duplication, before adding a new record, check the **Inactive Personnel** to make sure that the person you are adding isn't already listed. To view **Inactive Personnel**, click the check box, then click **Refresh**.

BOARD PERSONNEL LIST		New
Display:	Active Personnel <input checked="" type="checkbox"/>	
	Inactive Personnel <input checked="" type="checkbox"/>	Refresh

- 3) The **BOARD PERSONNEL LIST** will re-display. Check the list of names under the **Inactive Personnel** list. If they are not on the list, click **New**, at the top of the page to add a new person.

If the person is listed, click the **blue hyper-linked name** to access and update his/her information. **Do not create a new personnel record. A BOARD PERSONNEL FORM** will display.

- 4) Complete all the mandatory fields on the **BOARD PERSONNEL FORM**. You may also wish to complete all other fields.

BOARD PERSONNEL FORM		
* indicates that this data must be provided		
Board: AAA - B28233 - Dion District School Board		
MEN (####.#.#### or ##### If Required) <input type="text"/> <input type="button" value="Verify"/>		
The names of an individual who has a Ministry Educator Number cannot be changed by this form; if a name change is desired, the Update Educator/Staff process must be used.		
Salutation <input type="text" value="M"/>	* Last Name <input type="text" value="Nugat"/>	Suffix <input type="text" value="Jr"/>
* First Name <input type="text" value="Spencer"/>	Second Name <input type="text"/>	Middle Initial <input type="text"/>
* Position Type <input type="text" value="-- Select a Position --"/>	Title <input type="text"/>	
* Assignment Start Date <input type="text"/> <input type="button" value="Calendar"/>	Assignment End Date <input type="text"/> <input type="button" value="Calendar"/>	
Phone Number (###-###-####) <input type="text"/>	Ext. <input type="text"/>	Fax Number (###-###-####) <input type="text"/>
Email Address <input type="text"/>		
<input type="button" value="Submit"/>		
<input type="button" value="Personnel List"/> <input type="button" value="Board Form"/>		

- 5) Click on **Submit**.
- 6) If your submission is successful, you will receive a "**Submit Successful**" message at the top of the **BOARD PERSONNEL RESULTS** form.

Submit Successful

BOARD PERSONNEL RESULTS

Board

AAA - B28233 - Dion District School Board

MEN

Salutation
M

Last Name
Nugat

Suffix
Jr

First Name
Spencer

Second Name

Middle Initial

Position Type
Board Contact - Web

Title

Assignment Start Date
2006/07/03

Assignment End Date

Phone Number

Phone Ext.

Fax Number

Email Address

Add Position

View History

Personnel List

Board Form

- 7) If you receive an error message, follow the instructions at the top of the **BOARD PERSONNEL RESULTS** page to correct your submission.

The following errors have occurred:

Mandatory fields missing

First Name

Position Type

Assignment Start Date

BOARD PERSONNEL FORM

* indicates that this data must be provided

- 8) Click on **Submit** again. **Submit** saves the form in the database. To cancel from this operation without submitting, click on **Personnel List** or **BOARD FORM**.

Note: The **Add Position** button at the bottom of the results page is used to assign multiple positions to one person. See the next section on **Updating Existing Personnel** records for more details.

Updating Existing Personnel

Access this function from: **Administration, Board Administration, Update Board, BOARD FORM.**

- 1) Click **Personnel** from the **BOARD FORM** or any **BOARD PERSONNEL RESULTS** page to display the **BOARD PERSONNEL LIST**.

Name	Position Type	Position Sub-Type
Backstrom, Bob	Superintendent of Business	
Boreham, Mavis	Trustee - Elected	

- 2) By default, only “**Active Personnel**” are shown. If you don’t see the person on the list, check the **Inactive Personnel** by clicking the check box, then click on **Refresh**.
- 3) Once you have identified the person whose information you want to update, click on his/her **blue hyperlinked name** to open the **BOARD PERSONNEL FORM**.

BOARD PERSONNEL FORM

* indicates that this data must be provided

Board:
AAA - B28233 - Dion District School Board

MEN (####-#-#### or ##### If Required)

The names of an individual who has a Ministry Educator Number cannot be changed by this form; if a name change is desired, the Update Educator/Staff process must be used.

Salutation <input type="text" value="M"/>	* Last Name <input type="text" value="Nugat"/>	Suffix <input type="text" value="Jr"/>
* First Name <input type="text" value="Spencer"/>	Second Name <input type="text"/>	Middle Initial <input type="text"/>
* Position Type <input type="text" value="Board Contact - Web"/>	Title <input type="text"/>	
* Assignment Start Date <input type="text" value="2006/07/03"/>	Assignment End Date <input type="text"/>	
Phone Number (###-###-####) <input type="text"/>	Ext. <input type="text"/>	Fax Number (###-###-####) <input type="text"/>
Email Address <input type="text"/>		

- 4) Make the necessary changes.
- 5) Click on **Submit**.
- 6) If your submission is successful, you will receive a “**Submit Successful**” message at the top of a results page.
- 7) If you receive an error message, follow the instructions at the top of the results page to correct your submission. Then click **Submit** again.

Adding A Second Position To A Single Person

- 8) In cases where one person may be holding two positions within an office, you should add the second position using the **Add Position** button at the bottom of the **BOARD PERSONNEL FORM**. This will duplicate the original record except for the **Assignment Start** and **End Dates** and the name of the position, which you must provide. As a result, the person will have two listings on the **BOARD PERSONNEL FORM**.

Changing a personnel record from inactive to active.

Where a person who once worked in an office has returned to that office or a person has had their assignment extended:

- a) Delete the “**Assignment End Date**”, or
- b) Change the “**Assignment End Date**” to a date in the future.

The **View History** button will show each person’s different assignments, while the **BOARD PERSONNEL FORM** will show the current assignment.

Changing a personnel record from active to inactive.

Where a person no longer works in a Board Office,

- a) Add the “**Assignment End Date**”, or
- b) Change the existing “**Assignment End Date**” to a date in the past.

Do not use the delete personnel function in this situation.

If this is a person changing positions within the same office or taking on multiple roles, his/her record only needs to be created once.

Do not create duplicate personnel records.

Deleting Board Personnel Records

BOARD PERSONNEL FORM

* indicates that this data must be provided

Board:

AAA - B28233 - Dion District School Board

MEN (####-#-#### or ##### If Required)

Verify

The names of an individual who has a Ministry Educator Number cannot be changed by this form; if a name change is desired, the Update Educator/Staff process must be used.

Salutation

M

* Last Name

Nugat

Suffix

Jr

* First Name

Spencer

Second Name

Middle Initial

* Position Type

Board Contact - Web

Title

* Assignment Start Date

2006/07/03

Assignment End Date

Phone Number (###-###-####)

Ext.

Fax Number (###-###-####)

Email Address

Submit

Add Position

Delete Board Personnel

View History

Personnel List

Board Form

In cases where personnel may have been created in error:

- 1) Select the person from the **BOARD PERSONNEL LIST**.
- 2) Click the **Delete Board Personnel** button to delete the record.
- 3) You will be prompted with a warning asking if you are sure. Click on **OK**.
- 4) You will receive the following message:

Board personnel assignment has been deleted
NB - B28010 - AlgomaJack Smith - Superintendent 2002/10/07

c) Board Sites

Access this function from: **Administration, BOARD ADMINISTRATION, Update Board, BOARD FORM.**

The Board **Sites** function is used to identify and manage information about all locations used by school boards. All sites must be listed. Each site can have both a mailing address and a physical location.

One of these sites must be identified as the main site.

Board sites include the head office and any other facilities operated by boards other than schools.

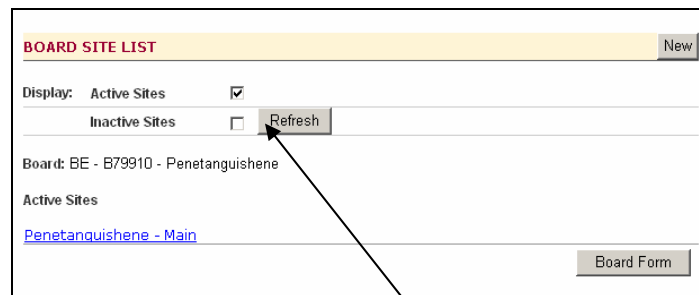
Site records for boards may be added or updated.

BOARD SITE LIST

- 1) From the bottom of the **BOARD FORM**, click on **Sites**.



- 2) The **BOARD SITE LIST** will be displayed.



By default, only the “**Active Sites**” are displayed. To view the “**Inactive Sites**”, click its checkbox, then click on **Refresh**. All board sites will be displayed.

From the **BOARD SITE LIST**, you can:

- Add a new site.
- Update an existing site.
- Delete a record that was made in error.
- Return to the **Board Form**.

Add A New Site

Access this function from: **Administration, BOARD ADMINISTRATION, Update Board, BOARD FORM, Sites, New**

Selecting **New** will display the **BOARD SITE FORM**. Scroll down the page to view all three sections:

- a) Board site form (profile information)
- b) Board site mailing address
- c) Board site physical location

In order to avoid duplication, before adding any new sites, always check thoroughly (including inactive sites) to ensure that a site record does not already exist. If it exists, update the information rather than create a new site.

Note: *Boards can only have one main site. All other sites are considered secondary. Secondary sites can be added using the **Update Board** function.*

a) Board Site Form (Profile Information)



Mandatory Fields Checklist (red asterisk)

Add site - Add Board Site
Name
Site Type
Date Opened

BOARD SITE FORM

* indicates that this data must be provided

Board:

* Name <input type="text"/>	* Site Type <input type="radio"/> Main <input checked="" type="radio"/> Secondary
Phone Number (###-###-####) <input type="text"/>	Ext <input type="text"/> Fax Number (###-###-####) <input type="text"/>
* Date Opened <input type="text"/> 	Date Closed <input type="text"/> 
Email Address <input type="text"/>	Website <input type="text"/>

- 1) Complete the mandatory fields:
 - a. Site name – e.g., Main office, warehouse, etc.
 - b. Site type – there can only be one “Main” site per board. All other sites are secondary.
 - c. Date opened.

Note: You cannot backdate a new site. If you need to do this, use today's date to create the record, save and then go back in to perform an update.

- 2) Fill in the optional information.
- 3) Scroll down to the next section of the form, **BOARD SITE MAILING ADDRESS**.

b) BOARD SITE MAILING ADDRESS

Mandatory Fields Checklist (red asterisk)

Add site - Board Site Mailing Address
Postal Code
City/Town
Municipality

BOARD SITE MAILING ADDRESS

* Postal Code			
<input type="text"/>	<input type="button" value="Search Address"/>		
Street Number	Suffix	Street Name	Street Type Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Number	P.O.Box Number	RR Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
* City/Town		* Municipality	
<input type="text"/>		<input type="text" value="-- Select a Municipality Type --"/>	

- 1) Complete the mandatory fields. See the user guide module “***Using the OnSIS Application***” for details on using the postal code lookup.
- 2) Fill in the optional fields.
- 3) Move to the last section, **Board Site Physical Location**.

c) Board Site Physical Location**Mandatory Fields Checklist (red asterisk)****Add Site - Board Site Physical Location**

Postal Code

City/Town

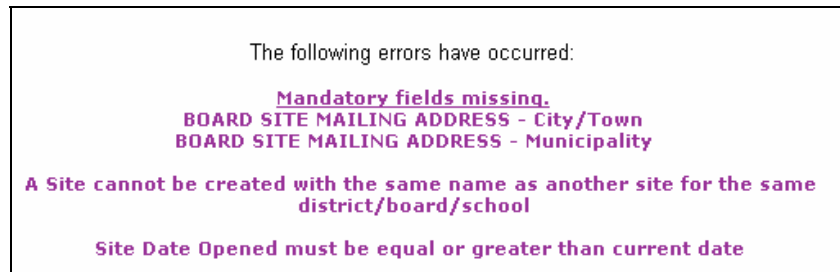
Municipality

BOARD SITE PHYSICAL LOCATIONSame as Above ☐

* Postal Code			
<input type="text"/>	<input type="button" value="Search Address"/>		
Street Number	Suffix	Street Name	Street Type Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Number	P.O.Box Number	RR Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
* City/Town		* Municipality	
<input type="text"/>		<input type="text" value="-- Select a Municipality Type --"/>	

- 1) If the physical location is the same as the mailing location, click the **Same As Above** checkbox.

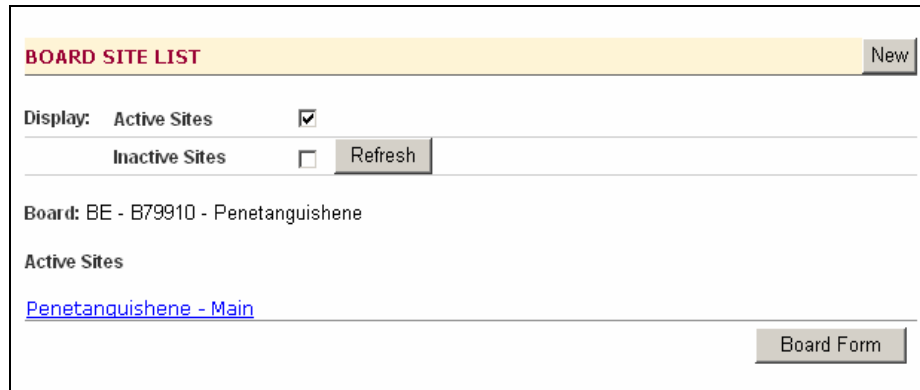
- 2) If it is different, follow the steps on the previous page for the **Board Site Mailing Address**.
- 3) When all information has been entered, click on **Submit**.
- 4) If you receive an error message, follow the instructions as shown in the example below to correct your submission. **Submit** again.



- 5) If successful, the **Board Site** results *page* will be displayed with the updated information and the message “**Submit Successful**”.
- 6) From the **Board Site Results** page, you can **View History** or return to either the **Site List** or the **Board Form**.

Update Existing Board Site

Access this function from: **Administration, Board Administration, Update Board, BOARD FORM, Sites.**



- 1) Click on the **blue hyperlink** for the site you want to update.
- 2) The form opens displaying the information on file. The information is divided into three sections. Scroll down to see each of the sections:
 - Board Site Form (profile information)
 - Board Site Mailing Address
 - Board Site Physical Location
- 3) Make changes as required (see the previous section – **Add New Site** – for a detailed description).
- 4) Click on **Submit**.
- 5) If you receive an error message correct your submission.

The following errors have occurred:

Mandatory fields missing
BOARD SITE MAILING ADDRESS - City/Town

BOARD SITE FORM

* indicates that this data must be provided

- 6) Click on **Submit** again.
- 7) If successful, the message “**Submit Successful**” above the **BOARD SITE RESULTS** form will appear.
- 8) From the **Board Site Results** page, you can **View History** or return to either the **Site List** or the **Board Form**.

Changing the status of a site from inactive to active

If a site office that was once used is going to be reopened or its use is going to be extended, the status for that site can be changed back to active.

- a) Delete the information in the **Date Closed** field, or
- b) Change the **Date Closed** field to a date in the future.

Changing the status of a site from active to inactive

Where a site is no longer in use:

- a) Add a date to the **Date Closed** field, or
- b) Change the existing date to a date in the past.

Note: *Do not use the **Delete Site** function in this situation. It is used only when a site has been created in error.*

Note: *Do not create duplicate records for one site.*

Delete A Board Site

In cases where a record for a site may have been created in error (e.g., duplicate record):

- 1) Use the **Delete Board Site** button at the bottom of the form to delete the record.
- 2) You will be prompted with a warning asking if you are sure.
- 3) Click **OK**.
- 4) You will receive the following message:



- 5) You can now return to either the **Site List** or the **Board Form**.

School Administration

- [Request New School](#)
- [Update School](#)
- [Upload School Batch File](#)
- [View/Download School Batch File](#)

School Administration allows authorized users to:

- Add records for publicly-funded schools.
- Update profile, personnel, and site information for
 - Publicly-funded schools,
 - Care, treatment and correctional facilities (CTCFs),
 - Private school (Notice of Intention (NOI) requests.

The OnSIS application has been pre-populated with information from the legacy Board/School Information Database (BSID) that includes all currently active and closed schools.

Who can access these functions?

			Ministry	
	School	Board	Region Offices	Private Schools Unit
Request new school *		X		
Update publicly-funded school	X**	X		
Update CTCF			X	
Update private school				X
Upload school batch file	X ***	X ***		
View / download school batch results	X***	X***		

* Note: *CTCF and private school records cannot be added with this function. To add these types of records, use the Enter New NOI or Request new CTCF function from the **Administration** menu.*

** Note: *School users will not have access to this function until a later release of OnSIS.*

This page is left intentionally blank.

Request New School

Access this function from: **Administration, School Administration, Request New School**

Request New School allows an authorized user to add a new school record under his/her Board's domain. Only publicly funded (including separate) schools may be added.

Use the **Notice of Intention** function to add private school records and the **CTCF Approval** function to add new care, treatment and correctional facility records.

This form has five sections:

- a) School profile information
- b) School personnel form
- c) Main school site
- d) School site mailing address
- e) School site physical address

Note: School users cannot request a new school site.

Before adding a new school, use this checklist to ensure you have all the necessary information. Partially completed forms cannot be submitted.

Mandatory Field Checklist (red asterisk)

a) School Profile Information	c) Main School Site
Region Code	Name
Board Number	Date Opened
School Name	d) School Site Mailing Address
School Level Type	Postal Code
School Type	City/Town
School Special Condition Type	Municipality
School Semester Indicator Type	e) School Site Physical Location
School Grade Range Type	Postal Code
Act of Legislation Type	City/Town
Date Opened	Municipality
b) School Personnel Form	
Last Name/ First Name	
Position Type	
Assignment Start Date	

Note: School Council information is added using the **Update School** function after the school record has been created. See the next user guide module.

From the main blue bar select, **Administration, Request a New School**.

A five-part **SCHOOL FORM** will be displayed:


**SCHOOL FORM, SCHOOL PERSONNEL FORM, MAIN SCHOOL SITE,
SCHOOL SITE MAILING ADDRESS, AND SCHOOL SITE PHYSICAL
LOCATION**

1) SCHOOL FORM

This section provides profile information about the type of school being requested.

The following fields cannot be changed:

- region code
- board name
- board number
- language

SCHOOL FORM		
<small>* indicates that this data must be provided</small>		
* Region Code	* Board Number	
TO	B66052- Toronto DSB	
School Number		
N/A		
Language		
English		
* School Name	Prefix/Suffix	
<input type="text"/>	<input type="text" value="-- Select a Prefix/Suffi"/>	
* School Level Type	* School Type	* School Special Condition Type
<input type="text" value="-- Select a School Level --"/>	<input type="text" value="-- Select a School Type --"/>	<input type="text" value="-- Select a Special Condi"/>
* School Semester Indicator Type	* School Grade Range Type	* Act of Legislation Type
<input type="text" value="-- Select a Semester Indi"/>	<input type="text" value="-- Select a Grade Range --"/>	<input type="text" value="Not Applicable"/>
* Date Opened		
<input type="text"/>		
Distance to Nearest School		
<input type="text"/>		

- Complete the mandatory fields and fill in the optional fields.
- To enter **School Level Type**, **School Type**, and **School Special Condition Type**, see "**Valid Combination of School Types**" in Appendix B at the back of this guide.
- Distance to nearest school – Enter a number only (in kilometres)
- Scroll down to the next section of the form, **School Personnel**.

2) SCHOOL PERSONNEL FORM

The school personnel section is used to identify the school principal. Other school staff do not need to be added at this time.

SCHOOL PERSONNEL FORM

MEN (####-#-#### or ##### If Required)

Verify

The names of an individual who has a Ministry Educator Number cannot be changed by this form; if a name change is desired, the Update Educator/Staff process must be used.

Salutation

-- Select a salutation --

* Last Name

Suffix

* First Name

Second Name

Middle Initial

* Position Type

-- Select a Position Type --

Title

* Assignment Start Date



Assignment End Date



Phone Number (###-###-####)

Ext

Fax Number (###-###-####)


Email Address

Note: The Ministry Educator Number (MEN) will be implemented in a future release and is not active at this time.

- 1) Complete the mandatory fields.
- 2) Fill in the optional fields.
- 3) Move to the next section of the form, **Main School Site**.

3) MAIN SCHOOL SITE

This section provides information about the main site of the school.

MAIN SCHOOL SITE		
* Name <input type="text"/>		
Phone Number (###-###-####) <input type="text"/>	Ext <input type="text"/>	Fax Number (###-###-####) <input type="text"/>
SFIS Number <input type="text"/>		
* Date Opened <input type="text"/> 		
Email Address <input type="text"/>	Website <input type="text"/>	

a) Fill in the mandatory fields.

Note: The **Main School Site** name should be the same as the school name unless there is more than one site.


Note: When adding new sites, the **Date Opened** field cannot be backdated. Complete the form and submit it with the current date and then use the update function to record a past date if required.

b) Fill in the optional fields.

c) Move to the next section of the form, **School Site Mailing Address**.

4) SCHOOL SITE MAILING ADDRESS

This section provides mailing address information about the main site of the school.

SCHOOL SITE MAILING ADDRESS			
* Postal Code	Search Address		
<input type="text"/>			
Street Number	Suffix	Street Name	Street Type Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Number	P.O.Box Number	RR Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
* City/Town	* Municipality		
<input type="text"/>	-- Select a Municipality -- 		

- Complete the mandatory fields. For details on using the *Postal Code Lookup*, see the user guide module “***Using the OnSIS Application***”.
- Select the municipality from the drop-down list.
- Fill in the optional fields.
- Move to the next section of the form, **School Site Physical Location**.

5) SCHOOL SITE PHYSICAL LOCATION

This section provides address information about the physical site of the school if different than the mailing address.

SCHOOL SITE PHYSICAL LOCATION			
Same as Above <input type="checkbox"/>			
* Postal Code		Search Address	
<input type="text"/>			
Street Number	Suffix	Street Name	Street Type Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Number	P.O.Box Number	RR Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
* City/Town		* Municipality	
<input type="text"/>		-- Select a Municipality --	
<input type="button" value="Submit and Request School Number"/>			

a) If the physical location of the school is the same as the mailing location, click the “**Same As Above**” checkbox.

b) If it is different, follow the steps from the previous page for the **School Site Mailing Address**.

Once all information has been entered:

a) Click on **Submit and Request School Number**.

b) If you receive an error message, follow the instructions as shown in the example below to correct your submission.

<p>The following errors have occurred:</p> <p>Mandatory fields missing. School Site Mailing Address - Municipality</p> <p>Invalid Data Distance to Nearest School</p> <p>School Grouping Code must be a valid grouping for the Board Type</p>
--

c) Click on **Submit** again.

d) If successful, the **Request New School Results** page will be displayed with the updated information and the message “**Submit Successful**”. *

e) From the **Request New School Results** page, you can **View History** or return to the **School Form**.

***Note:** Once submitted, the Ministry will validate all the information, process the request and issue a new school number.

Update School

Access this function from: **Administration, Board Administration, Update School.**

Board users will only see the schools belonging to the board that they represent. These schools will be presented on a **School List.**

School users can only access the record for their own school.

Private school and **care, treatment and correctional facility** records are also updated using this function.

Update School allows an authorized user to view, add, and update the following information:

- a) School profile
- b) School council
- c) School personnel list
- d) School sites
- e) Close or re-open a school
- f) Delete records created in error (duplicates)
- g) View school history (see user guide module **“Using the OnSIS Application”** for more details)

Note: *School users with access to multiple schools should double-check to ensure that they’ve selected the right school before beginning to update a record.*

School List

The **School List** is used by Board users to locate and open school records. The list contains **hyperlinks** to each school within a board's jurisdiction.

There are two parts to this screen:

- Display - school status category checkboxes
- A list of hyperlinks for those school records

There are five status categories. Checkboxes are used to select one or more categories that will group the schools by their status. By default, the following schools are displayed:

- Open schools
- Schools pending opening
- School requests awaiting approval

SCHOOL LIST	
Display	Open Schools <input checked="" type="checkbox"/>
	Schools Pending Opening <input checked="" type="checkbox"/>
	School Requests Awaiting Approval <input checked="" type="checkbox"/>
	Closed Schools <input type="checkbox"/>
	School Request Rejections <input type="checkbox"/> <input type="button" value="Refresh"/>

Open Schools

- [TO - B66052 - 646927 - A](#)
- [TO - B66052 - 890850 - A Y Jackson NS](#)
- [TO - B66052 - 890227 - A Y Jackson SS](#)
- [TO - B66052 - 890540 - Adult Learning C Appox](#)

Hyperlinks display the region, board number, school number and school name. To see a list of ***Closed Schools*** and ***School Request Rejections*** (or any combination of schools) select the checkbox(es) and click on **Refresh**.

a) SCHOOL FORM (School Profile Information)

This form displays general information of the school selected.

Access this function from: **Administration, Update School, School List**

- 1) Select a school from the **School List**. The **SCHOOL FORM** will display.

SCHOOL FORM		
* indicates that this data must be provided		
Region Code	Board Number	
TO	B66052 - Toronto DSB	
School Number	Status	Previous Board
329177	School Open	B85308
Language		
English		
* School Name	Prefix/Suffix	
Alexander Stirling	PS-Public School	
School Full Name	School Long Name	
Alexander Stirling PS	Alexander Stirling Public School	
* School Level Type	* School Type	* School Special Condition Type
1-Elementary	0-Public	0-Not applicable
School Council		
Annexed to School Number		Annexed to School Name
<input type="text"/> Verify		
Annexed Open Date		Annexed Close Date
<input type="text"/>		<input type="text"/>
* School Semester Indicator Type	* School Grade Range Type	* Act of Legislation Type
Non-Semestered	JK-8	Not Applicable
* Date Opened		
1984/09/01		
Distance to Nearest School		
<input type="text"/>		
Submit		
Personnel	Sites	Close School View History



- 2) By default the follow fields will be displayed and cannot be changed:
Region Code, Board Number, School Number, Status, Language, and Previous Board.
- 3) Make the necessary changes to those fields that can be modified.
- 4) Click on the **Submit** button.
- 5) The **SCHOOL FORM** will be displayed with the updated information and the message "**Submit Successful**".
- 6) If you receive an error message, follow the instructions at the top of the results page to correct your submission. Click on **Submit** again.

Annexed Schools

A school that has been annexed to another school (known as a parent school) comes under the administration of that school and shares the same principal. When this has occurred, provide the following information on the **SCHOOL FORM** for the school that has been annexed.

Note: If you provide a school number, you must provide an **Annexed Open Date**.

Note: A school that is annexed can move from one parent school to another. When this happens, the **Annexed Close Date** for the first parent school needs to be indicated.

Annexed to School Number <input type="text"/>	Verify	Annexed to School Name <input type="text"/>
Annexed Open Date <input type="text"/>		Annexed Close Date <input type="text"/>
		

- 1) Enter the school number and click on **Verify**.
- 2) Add the **Annexed Open Date** and **Annexed Close Date** (where applicable).
- 3) Click on **Submit**. If you forget this step, the information will not be saved.
- 4) A new section will be added to the **SCHOOL FORM**.

ANNEXED TO SCHOOL PHYSICAL ADDRESS			
Postal Code			
Street Number	Suffix	Street Name	Street Type Code
Unit Number	P.O. Box Number	RR Number	
City/Town	Municipality		

- 5) The **School Form** page will be displayed with the updated information and the message “**Submit Successful**”. If you receive an error message, follow the instructions at the top of the page and click on **Submit** again.

b) SCHOOL COUNCIL FORM

This form is used to collect information about the School Council. An authorized user can view, add, and edit the following information:

- School council profile
- School council members
- Delete records made in error (i.e. duplicate)

Access this function from: Administration, Update School, School List, SCHOOL FORM, School Council

SCHOOL FORM		
<i>* indicates that this data must be provided</i>		
Region Code TO	Board Number B66052 - Toronto DSB	
School Number 329177	Status School Open	Previous Board B85308
Language English		
* School Name <input type="text" value="Alexander Stirling"/>	Prefix/Suffix <input type="text" value="PS-Public School"/>	
School Full Name Alexander Stirling PS	School Long Name Alexander Stirling Public School	
* School Level Type 1-Elementary	* School Type 0-Public	* School Special Condition Type 0-Not applicable
School Council		

Mandatory Field Checklist (red asterisk)

SCHOOL COUNCIL FORM
School Council Name
(School) Year
SCHOOL COUNCIL MEMBER FORM
Last Name
First Name
Position Type
Assignment Start Date

Add a School Council

SCHOOL COUNCIL FORM

* indicates that this data must be provided

School:
TO - 666052 - 928810 - Newtonbrook SS

* School Council Name * Year

Phone Number (###.###.####) Ext Fax Number (###.###.####)

Email Address

Submit

School Form

- 1) Complete the mandatory information.

Note: School Council Name *can be the same name as the school.*

Note: Year *(must be in format YYYY-YYYY e.g., 2005-2006) to represent the school year.*

- 2) Fill in the optional information.
- 3) Click on **Submit**.
- 4) The **School Council Form** page will be displayed with the updated information and the message "**Submit Successful**". If you receive an error message, make sure the year is formatted properly. Click on **Submit** again.

Note: You must add the School Council before adding members.

Add School Council Members

There are two methods of adding school council members:

- when the council is first created, or
- by adding additional council members after the council has been created.

a) Add School Council Members at Council Creation

- 1) Click on the **Council Members List** button on the **SCHOOL COUNCIL FORM** results page after you have added the council.

Submit Successful

SCHOOL COUNCIL FORM

School:
NB - B28010 - 262437 - Holly Road

School Council Name: **Holly Road Council** Year: **2004-2005**

Phone Number: _____ Ext: _____ Fax Number: _____

Email Address: _____

Comments: _____

[Council Member List](#) [School Form](#)

This will display the **School Council Members List** which will have no records.

- 2) Click **New** to add a new school council member.

SCHOOL COUNCIL MEMBERS LIST [New](#)

Display: ☒ Active Council Members ☐ Inactive Council Members [Refresh](#)

NB - B28010 - 262437 - Holly Road

Active Council Members

No record(s) found.

[School Council Form](#) [School Form](#)

- 3) Complete the **School Council Member** form (as shown after the next page).

Note: Only add the School Council Chair (or Co-chair if applicable).

b) Add Additional School Council Members

Access this function from: **Administration, Update School, School List, SCHOOL FORM, School Council**

- 1) Once a school council member record has been created, clicking on **School Council** from the **SCHOOL FORM** will display the **SCHOOL COUNCIL FORM** with a **Council Member List** button.

The screenshot shows the 'SCHOOL COUNCIL FORM' with a yellow header. Below the header, there is a note: '* indicates that this data must be provided'. The form contains several fields: 'School:' with the value 'NB - B28010 - 262437 - Holly Road', 'School Council Name' with 'Holly Road Council', 'Year' with '2004-2005', 'Phone Number (###-###-####)', 'Ext', 'Fax Number (###-###-####)', and 'Email Address'. At the bottom right is a 'Submit' button. Below the form are two buttons: 'Council Member List' and 'School Form'. An arrow points from the 'School Council' text in the previous step to the 'Council Member List' button.

- 2) Click on this button to display the **SCHOOL COUNCIL MEMBERS LIST**. By default, the list displays only active members.
- 3) To avoid duplication before adding a new record, check the **Inactive Council Members** to make sure that the person you are adding isn't already listed. To view **Inactive Council Members**, click the check box then click on **Refresh**.

The screenshot shows the 'SCHOOL COUNCIL MEMBERS LIST' with a yellow header. Below the header, there is a 'New' button. The form contains a 'Display:' section with two radio buttons: 'Active Council Members' (selected) and 'Inactive Council Members'. A red circle highlights the 'Inactive Council Members' radio button. To the right of the radio buttons is a 'Refresh' button. At the bottom, there is a text field with the value 'TO - B66052 - 928810 - Newtonbrook SS'.

- 4) Check the names of inactive council members. If the person you are adding is not on the list, click **New** to add a record on the **School Council Members List**.
- 5) If the person is listed, do not create a new school council record. Click his/her **blue hyper-linked name** to access and update the information. See next page for details on **Updating School Council Members**.

c) School Council Member Form

Mandatory Fields Checklist (red asterisk)

SCHOOL COUNCIL MEMBER FORM
Last Name
First Name
Position Type
Assignment Start Date

Note: Only add the School Council Chair (or Co-chair if applicable).

The screenshot shows the 'SCHOOL COUNCIL MEMBER FORM' interface. At the top, there is a yellow header bar with the title. Below it, a red asterisk indicates mandatory fields. The form includes a 'school:' section with the address 'NB - B28010 - 262437 - Holly Road' and the 'School Council Name: Holly Road Council'. The form fields are organized into rows: 'Salutation' (dropdown), 'Last Name' (text), 'Suffix' (text); 'First Name' (text), 'Second Name' (text), 'Middle Initial' (text); 'Position Type' (dropdown), 'Title' (text); 'Assignment Start Date' (calendar), 'Assignment End Date' (calendar); 'Phone Number (###.###.####)' (text), 'Ext' (text), 'Fax Number (###.###.####)' (text); and 'Email Address' (text). There is a 'Comments' section with a text area and a 'Submit' button. At the bottom, there are two buttons: 'Council Member List' and 'School Form'.

- 1) Complete the **School Council Member** form:
 - a. Mandatory fields
 - b. Optional information
- 2) Click on **Submit**.
- 3) If your submission is successful, you will receive a “**Submit Successful**” message at the top of the **School Council Member** results page. If you receive an error message, follow the instructions at the top of the results page to correct your submission. Click on **Submit** again.

Update School Council

- 1) Click on School Council from the **SCHOOL FORM** .
- 2) Make the necessary changes.
- 3) Click on **Submit**.
- 4) The **School Council Results Form** will be displayed with the updated information and the message “**Submit Successful**”. If you receive an error message, follow the instructions at the top of the results page to correct your submission. Click on **Submit** again.

Update School Council Members

Access this function from: **Administration, Update School, School List, SCHOOL FORM , School Council**

- 1) Click on Council Member List to update information about council members. The list displays active members by default. To view **inactive members**, click the check box, and then click on **Refresh**.

SCHOOL COUNCIL MEMBERS LIST		
New		
Display:	Active Council Members	<input checked="" type="checkbox"/>
	Inactive Council Members	<input type="checkbox"/>
<input type="button" value="Refresh"/>		
TO - B66052 - 928810 - Newtonbrook SS		
Active Council Members		
Name	Position	Sub-Category
Shaw, Gary	ETest	
<input type="button" value="School Council Form"/>		<input type="button" value="School Form"/>

- 2) Once you have identified the personnel whose information you want to update, click on their **blue hyperlinked name** to open the **School Council Member Form**.

SCHOOL COUNCIL MEMBER FORM

* indicates that this data must be provided

school:
TO - B66052 - 928810 - Newtonbrook SS

School Council Name:
Newtonbrook SC

Salutation: * Last Name: Suffix:

* First Name: Second Name: Middle Initial:

* Position Type: Title:

* Assignment Start Date: Assignment End Date:

Phone Number (ext., optional): Ext: Fax Number (ext., optional):

Email Address:

- 3) Make the necessary changes.
- 4) Click on the **Submit** button.
- 5) If your submission is successful, you will receive a "**Submit Successful**" message at the top of the **SCHOOL COUNCIL FORM** page. If you receive an error message, follow the instructions at the top of the results page to correct your submission. Click on **Submit** again.

Changing a School Council Member's record from inactive to active.

Where a person who served on School Council has returned for another term change the **Assignment Start Date** to a date within the current academic year and delete the **Assignment End Date**.

Do not create a duplicate record for School Council members.

Changing a School Council Member's record from active to inactive.

Where a person no longer serves on the School Council, update the **Assignment End Date**.

Do not use the delete school council member function in this situation. Use this function only when a record has been created by mistake.

Delete School Council Member Record

In cases where records have been created in error:

- 1) Select the member from the **School Council List**.
- 2) Click the **Delete School Council Member** button to delete the record.
- 3) You will be prompted with a warning asking if you are sure.
- 4) Click **OK**.
- 5) You will receive the following message:

Council Member assignment has been deleted.
TO - B66052 - 928810 - Newtonbrook SS-Newtonbrook SC, Gary Shaw - ETest 2004/09/01

School Council Member List

School Form

- 6) Return to the **SCHOOL COUNCIL MEMBER LIST** or the **SCHOOL FORM**.

c) School Personnel

The school personnel function is used to identify the school principal and other administrators.

Access this function from: **Administration, Update School, SCHOOL FORM, Personnel**

SCHOOL FORM		
* indicates that this data must be provided		
Region Code TO	Board Number B66052 - Toronto DSB	
School Number 329177	Status School Open	Previous Board B85308
Language English		
* School Name Alexander Stirling	Prefix/Suffix PS-Public School	
School Full Name Alexander Stirling PS	School Long Name Alexander Stirling Public School	
* School Level Type 1-Elementary	* School Type 0-Public	* School Special Condition Type 0-Not applicable
School Council		
Annexed to School Number <input type="text"/>	Annexed to School Name	
Verify		
Annexed Open Date <input type="text"/>	Annexed Close Date <input type="text"/>	
* School Semester Indicator Type Non-Semestered	* School Grade Range Type JK-8	* Act of Legislation Type Not Applicable
* Date Opened 1984/09/01		
Distance to Nearest School <input type="text"/>		
Submit		
Personnel	Sites	Close School
View History		

Records for school personnel may be added and updated.

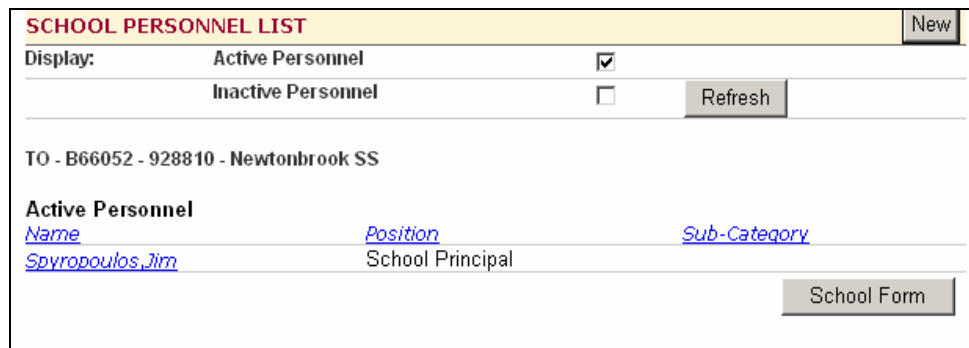
Mandatory Field Checklist (red asterisk)

Last Name
First Name
Position Type
Assignment Start Date

Add New Personnel

Before adding a new school principal, check thoroughly to ensure that she/he is not already listed.

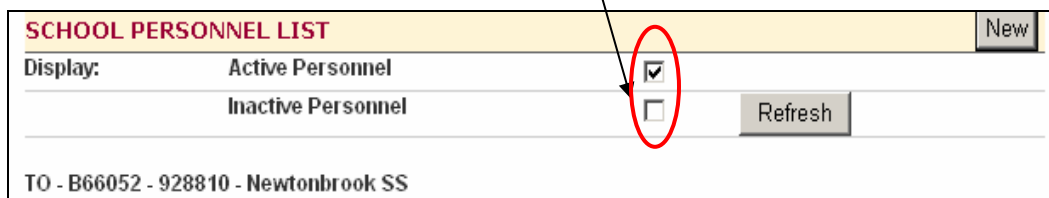
- 1) Click **Personnel** from the **SCHOOL FORM** or **SCHOOL FORM RESULTS** page.



The screenshot shows the 'SCHOOL PERSONNEL LIST' interface. At the top right is a 'New' button. Below the title bar, there are two tabs: 'Active Personnel' (selected, with a checked checkbox) and 'Inactive Personnel' (with an unchecked checkbox). A 'Refresh' button is located to the right of the 'Inactive Personnel' tab. Below the tabs, the text 'TO - B66052 - 928810 - Newtonbrook SS' is displayed. Under the 'Active Personnel' section, there is a table with three columns: 'Name', 'Position', and 'Sub-Category'. The first row shows 'Spyropoulos, Jim' as the Name, 'School Principal' as the Position, and a blank space for the Sub-Category. A 'School Form' button is located at the bottom right of the table.

The **School Personnel List** will display active personnel.

- 2) To avoid duplication before adding a new record, check the **Inactive Personnel** box to make sure that the person you are adding isn't already listed. To view **Inactive Personnel**, click the check box and then click **Refresh**.



This screenshot is similar to the previous one, but the 'Inactive Personnel' tab is selected, and its checkbox is circled in red. An arrow points from the text 'check the Inactive Personnel box' in the previous block to this circled checkbox. The 'Active Personnel' tab now has an unchecked checkbox. The 'Refresh' button remains to the right. The table below is empty.

- 3) Check the list of names of inactive personnel. If the person you are adding is not on the list, click **New** to add a record.

If the person is listed, click his/her **blue hyper-linked name** to access and update the information. See the next section for details. **Do not create a new personnel record for someone already listed.**

- 4) Complete the **SCHOOL PERSONNEL FORM**.
 - a. Complete the mandatory fields.
 - b. Fill in the optional information.

SCHOOL PERSONNEL FORM

* indicates that this data must be provided

School:
928810-TO - B66052 - 928810 - Newtonbrook SS

MEN (AAAAA.AAAA If Required):

The names of an individual who has a Ministry Educator Number cannot be changed by this form; if a name change is desired, the Update Educator/Staff process must be used.

Salutation -- Select a salutation --	* Last Name <input type="text"/>	Suffix <input type="text"/>
* First Name <input type="text"/>	Second Name <input type="text"/>	Middle Initial <input type="text"/>
* Position Type -- Select a Position Type --	Title <input type="text"/>	
* Assignment Start Date <input type="text"/>	Assignment End Date <input type="text"/>	
Phone Number (xxx-xxx-xxxx) <input type="text"/>	Ext. <input type="text"/>	Fax Number (xxx-xxx-xxxx) <input type="text"/>
Email Address <input type="text"/>		

- 5) Click on **Submit**.
- 6) If your submission is successful, you will receive a “**Submit Successful**” message at the top of the **School Personnel Form** results page.
- 7) If you receive an error message, follow the instructions at the top of the results page to correct your submission. Click on **Submit** again.

Note: To cancel from this operation without submitting, click on **Personnel List** or **SCHOOL FORM**.

Note: The **Add Position** button at the bottom of the results page is used to assign multiple positions to one person. See the next section on **Updating Existing Personnel** for more details.

Update Existing Personnel

Access this function from: **Administration, Update School, School List, SCHOOL FORM , Personnel**

- 1) Click **Personnel** from the **SCHOOL FORM** or school results page to display the **SCHOOL PERSONNEL LIST**.

SCHOOL PERSONNEL LIST New

Display: ☒ Active Personnel ☐ Inactive Personnel Refresh

TO - B66052 - 928810 - Newtonbrook SS

<u>Name</u>	<u>Position</u>	<u>Sub-Category</u>
Soyropoulos, Jim	School Principal	

School Form

- 2) By default, only **Active Personnel** are shown. If you don't see the person on the list, check the **Inactive Personnel** by clicking the check box, then click on the **Refresh** button.
- 3) Once you have identified the person whose information you want to update, click on their [blue hyperlinked name](#) to open the **SCHOOL PERSONNEL FORM**.

SCHOOL PERSONNEL FORM

* Indicates that this data must be provided

School:
928810-TO - B66052 - 928810 - Newtonbrook SS

MEN (***.***.*** If Required)
 Verify

The names of an individual who has a Ministry Educator Number cannot be changed by this form; if a name change is desired, the Update Educator/Staff process must be used.

Salutation: -- Select a salutation -- * Last Name: Rogers Suffix:

* First Name: Joan Second Name: Middle Initial:

* Position Type: School Principal Title:

* Assignment Start Date: 2004/09/01 Assignment End Date:

Phone Number (***.***.***): 416-555-1212 Ext: Fax Number (***.***.***):

Email Address: jrogers@tdsb.on.ca

Submit

Add Position Delete School Personnel View History
Personnel List School Form

- 4) Make the necessary changes.
- 5) Click on the **Submit** button.
- 6) If your submission is successful, you will receive a **"Submit Successful"** message at the top of the **SCHOOL PERSONNEL FORM**.

- 7) If you receive an error message, follow the instructions at the top of the page to correct your submission. Click on **Submit** again.

Changing a personnel record from inactive to active.

Where a person who once worked in a school has returned to that school or has had his/her assignment extended:

- a. Delete the **Assignment End Date**, or
- b. Change the **Assignment End Date** to a date in the future.

His/her **History** will show each of the different assignments while THE **SCHOOL PERSONNEL FORM** will show the current assignment.

Changing a personnel record from active to inactive.

Where a person no longer works in a school:

- a. Add an **Assignment End Date**, or
- b. Change the existing **Assignment End Date** to a date in the past.

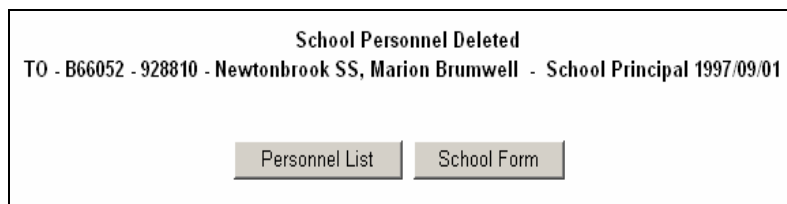
Do not use the Delete School Personnel function in this situation.

If this person is changing positions within the same school e.g., the Vice-principal becomes principal or is taking on multiple roles, his/her record only needs to be created once. **Do not create duplicate record.**

Delete a School Personnel Record

In cases where a person may have been created in error:

- 1) Select the person from the **School Personnel List**.
- 2) Click the **Delete School Personnel** button to delete the record.
- 3) You will be prompted with a warning asking if you are sure.
- 4) Click **OK**.
- 5) You will receive the following message:



d) School Sites

Access this function from: **Administration, Update School, School List, SCHOOL FORM**

The **School Site** function is used to identify and manage information about all locations where instruction is being delivered. All sites must be listed. Each site can have both a mailing address and a physical location.

One of these sites must be identified as the main site.

Site records for schools may be added and updated. In order to avoid duplication, before adding any new sites, always check thoroughly (including inactive sites) to ensure that a record for the site does not already exist.

School Site List

- 1) From the **SCHOOL FORM**, click on **Sites**.
- 2) The **SCHOOL SITE LIST** will be displayed.

The screenshot shows the 'SCHOOL SITE LIST' form. At the top right is a 'New' button. Below it, the 'Display:' section has two rows: 'Active Sites' with a checked checkbox and 'Inactive Sites' with an unchecked checkbox. A 'Refresh' button is to the right of these checkboxes. Below this, the school information is listed: 'School: TO - B66052 - 928810 - Newtonbrook SS'. Under 'Active Sites', there is a link 'Main school site'. At the bottom right is a 'School Form' button. A red circle highlights the 'Inactive Sites' checkbox, and an arrow points from the text below to it.

By default, only the **Active Sites** are displayed. To view the **Inactive Sites**, click the checkbox followed by **Refresh**. All school sites will be displayed.

This screenshot shows the same 'SCHOOL SITE LIST' form after the 'Refresh' button was clicked. The 'Inactive Sites' checkbox is now checked. The 'Refresh' button is still present. Under 'Active Sites', the link 'Main school site' is shown. Under 'Inactive Sites', a new link 'Newtonbrook 01 - Main Pool' is displayed. A red circle highlights the 'Inactive Sites' section, and an arrow points from the text above to it.

From the **School Site List** you can:

- Add a new site
- Update an existing site
- Delete a record that was created by mistake
- Return to the **SCHOOL FORM**

Add A New School Site

Access this function from: **Administration, Update School, School List, SCHOOL FORM, Sites, New**

The **Add A New Site** form has three sections:

- a) School Site Form
- b) School Site Mailing Address
- c) School Site Physical Location

a) School Site Form

Mandatory Field Checklist (red asterisk)

Name	Note
School Site Form	
Site Type	There can only be one <i>main site</i> . All others are secondary sites.
Date Opened	When adding new sites, the Date Opened field cannot be backdated. You must submit and then use the update function and select a date in the past.
School Site Mailing Address	
Postal Code	
City/Town	
Municipality	
School Site Physical Location	
Postal Code	
City/Town	
Municipality	

Note: *In order to avoid duplication, before adding any new sites, always check thoroughly (including inactive sites) to ensure that a site record does not already exist. If it does, you can update the information rather than creating a new record for the site.*

SCHOOL SITE FORM

SCHOOL SITE FORM

* indicates that this data must be provided

School:

TO - B66052 - 928810 - Newtonbrook SS

* Name

* Site Type

☐ Main ☒ Secondary

Phone Number (###-###-####)

Ext

Fax Number (###-###-####)

SFIS Number

* Date Opened



Date Closed



Email Address

Website

- 1) Complete the mandatory fields.
- 2) Fill in the optional information.
- 3) Move to the next part of the form - school site **MAILING ADDRESS**

b) School Site MAILING ADDRESS

MAILING ADDRESS			
* Postal Code	Search Address		
<input type="text"/>			
Street Number	Suffix	Street Name	Street Type Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Number	P.O.Box Number	RR Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
* City/Town	* Municipality		
<input type="text"/>	-- Select a Municipality --		

- 1) Complete the mandatory fields. For details on using the *Postal Code Lookup*, see the user guide module “***Using the OnSIS Application***”.
- 2) Move to the last part of the form – school site **PHYSICAL LOCATION**.

c) School Site PHYSICAL LOCATION

PHYSICAL LOCATION

Same as Above ☐

* Postal Code Search Address Political Riding

Street Number Suffix Street Name Street Type Code

Unit Number P.O.Box Number RR Number

* City/Town * Municipality

- 1) If the physical location is the same as the mailing location, click the “**Same as Above**” checkbox.
- 2) If it is different, follow the steps from the previous page for the school site **Mailing Address**.
- 3) When all information has been entered, click on **Submit**.
- 4) If you receive an error message, follow the instructions as shown in the example below to correct your submission. Click on **Submit** again.

The following errors have occurred:

Mandatory fields missing.
Mailing Address - Municipality
Physical Location - Municipality

- 5) If successful, the **SCHOOL SITE** page will be displayed with the updated information and the message “**Submit Successful**”.
- 6) From the **SCHOOL SITE** page, you can **View History** or return to either the **School Site List** or the **SCHOOL FORM**.

Update Existing School Site

Access this function from: **Administration, School Administration, Update School, School List**

- 1) Click on the **blue hyperlink** for the site you want to update.
- 2) The **SCHOOL FORM** opens displaying the information on file. The information is broken into three sections:
 - a. School site form
 - b. School site mailing address
 - c. School site physical location
- 3) Make changes as required (see the previous section – **Add New Site** – for a detailed description).
- 4) Click on **Submit**.
- 5) If you receive an error message, follow the instructions as shown in the example on the next page to correct your submission. **Submit** again.
- 6) If successful, the **School Site** results page will be displayed with the updated information and the message “**Submit Successful**”.
- 7) From the **School Site** result page, you can **View History** or return to either the **Site List** or the **SCHOOL FORM**.

Changing the status of a site from inactive to active.

If a school site that was once used is going to be reopened or its use is going to be extended, the status for that site can be changed back to active.

- a. Delete the information in the **Date Closed** field, or
- b. Change the **Date Closed** field to a date in the future.

Changing the status of a site from active to inactive.

Where a site is no longer in use:

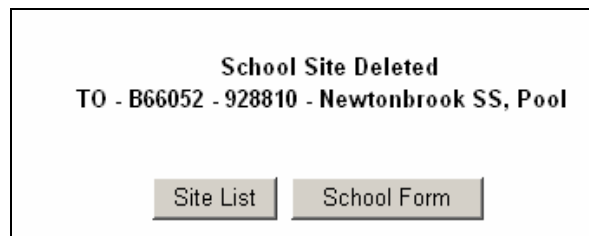
- a. Add a date to the **Date Closed** field, or
- b. Change the existing **Date Closed** to a date in the past

Do not use the delete site function in this situation.

Using the Delete Function

In cases where a site may have been created in error e.g., duplicate record:

- 1) Use the **Delete School Site** button to delete the record.
- 2) You will be prompted with a warning asking if you are sure.
- 3) Click **OK**.
- 4) You will receive the following message:



- 5) You can now return either the **Site List** or the **SCHOOL FORM**.

e) Close or Re-open a School

Close A School

Use this function to change a school's status from active to inactive.

Access this function from: **Administration, School Administration, Update School, School List, SCHOOL FORM**

Mandatory Fields Checklist (red asterisk)

Close School Form
Reason for Closure
Date Closed

- 1) Click on **CLOSE SCHOOL FORM** from the bottom of the **SCHOOL FORM**.

CLOSE SCHOOL FORM

* indicates that this data must be provided

* Reason for Closure

* Date Closed

Submit Cancel

- 2) Provide a reason for the closure in the **Reason for Closure** comment box.
- 3) Provide the **Date Closed**.
- 4) Click on **Submit**.
- 5) If successful, you'll see the message "**Submit Successful**" at the top of the **SCHOOL RESULTS FORM** and the **Status** field will display the message "**School Closed**". Otherwise, make sure you've provided the mandatory information and click on **Submit** again.

Re-Open A School

Use this function to make an inactive school active again.

Access this function from: **Administration, School Administration, Update School, School List**

Mandatory Field Checklist (red asterisk)

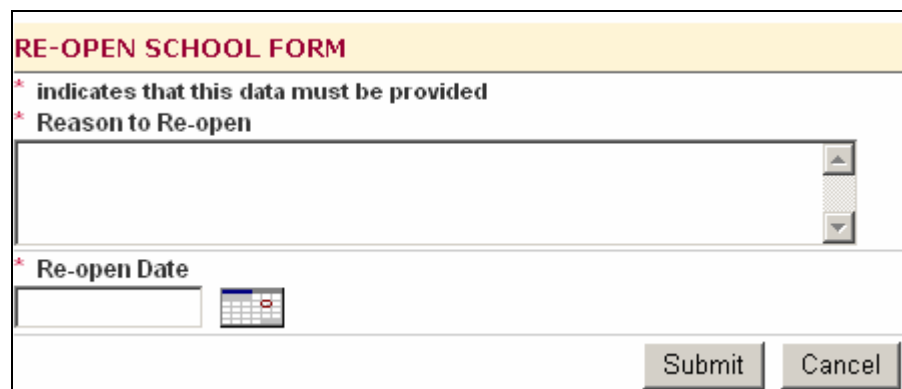
Re-Open School Form
Reason for Re-open
Re-open Date

- 1) If closed schools are not displayed, check Closed Schools and refresh the screen. A list of all closed school will be displayed.
- 2) Select the school you want to re-open. The **SCHOOL FORM** will open. Select Reopen School.



A horizontal navigation bar with five buttons: "Personnel", "Sites", "Reopen School", "View History", and "Submit". The "Submit" button is positioned above the "View History" button.

- 3) The **RE-OPEN SCHOOL FORM** pop-up will appear.



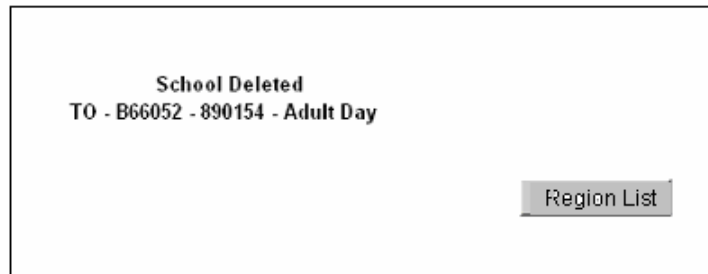
A pop-up window titled "RE-OPEN SCHOOL FORM" with a yellow header. Below the header, there is a legend: "* indicates that this data must be provided". The form contains two mandatory fields: "Reason to Re-open" with a text area and a scroll bar, and "Re-open Date" with a text box and a calendar icon. At the bottom right, there are "Submit" and "Cancel" buttons.

- 4) Provide a reason for re-opening the school.
- 5) Provide a **Re-Open Date**.
- 6) Click on **Submit**.
- 7) If successful, you'll see the message "**Submit Successful**" at the top of the **School Results Form** and the **Status** field will display the message "**School Open**". Otherwise, make sure you've provided the mandatory information and click on **Submit** again.

Delete A School Record

In cases where a school may have been created in error e.g., duplicate record:

- 1) Use the **Delete School** button on the **SCHOOL FORM** to delete the record.
- 2) You will be prompted with a warning asking if you are sure.
- 3) Click **OK**.
- 4) You will receive the following message:

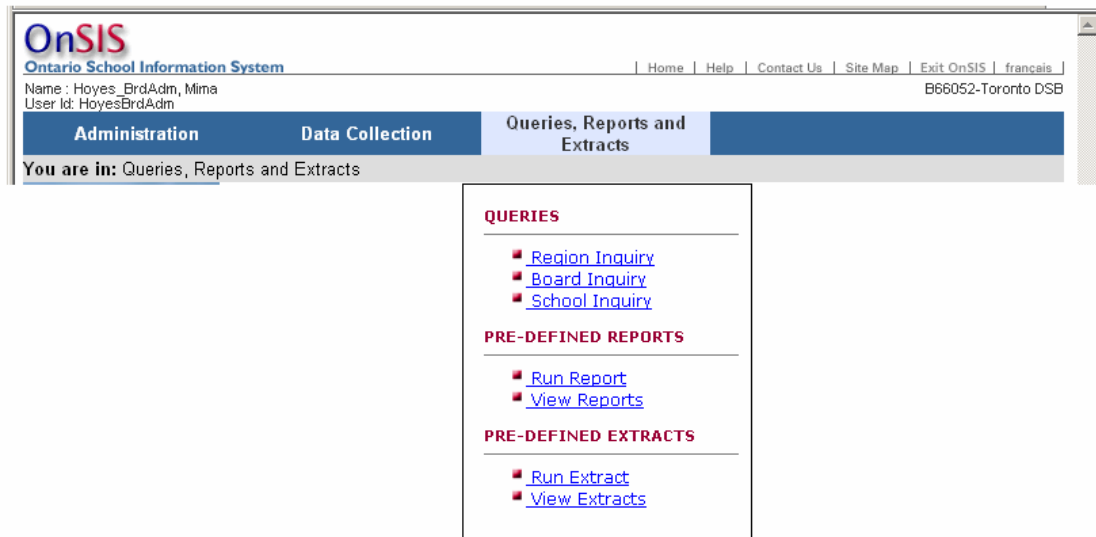


- 5) You can now return to the **Region List**.

Note: *Once a school record has been deleted, you cannot view or re-open the record.*

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The Queries, Reports and Extracts Menu



Queries, reports and extracts provide a versatile set of tools that allow users to create:

- Queries
- Reports
- Extracts

Queries provides users with quick and easy access to the information they want to view.

Reports provides the ability to generate a variety of pre-defined reports to support the administration of the various OnSIS functions.

Extracts* allows users to create and download information from the OnSIS application that can be used in databases or spreadsheets.

Who Can Access These Functions?

	Board	Ministry	
		Region Offices	Private Schools Unit
Region Inquiry	X	X	X
Board Inquiry	X	X	X
School Inquiry	X	X	X
Run Report	X	X	X
View Report	X	X	X
Run Extract *			
View Extract *			

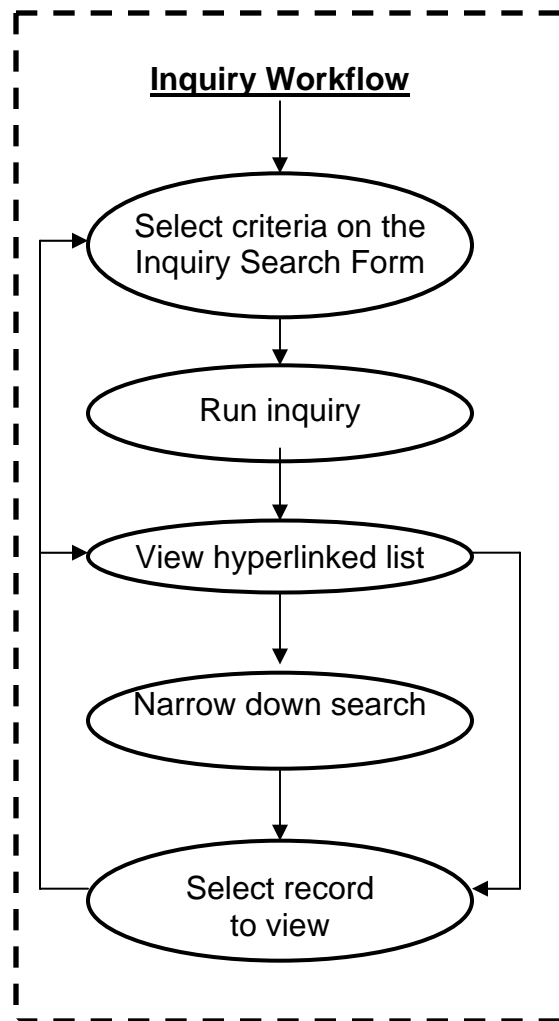
This page is left intentionally blank.

Queries

Access this function from: **Queries, Reports & Extracts Menu**

Queries is a versatile search tool that provides quick and easy access to the record(s) you want to view.

You can choose from up to twenty criteria to generate a hyperlinked list that will display all current data for the school, board or region that you select. You can also view the history for each of the record's different forms.



School Query

Access this function from: **Queries, Reports & Extracts Menu, School Inquiry**

The **SCHOOL INQUIRY SEARCH FORM** has over twenty criteria that can be combined to form your query. Choose from:

- 5 input text fields with radio buttons
- 15 drop-down list fields
- 4 date fields

Using The Input Text Fields To Make A Query:

- 1) Choose one or more text fields – e.g., City/Town.
- 2) Choose a radio button – e.g., Begins with.
- 3) Enter information – e.g., Barr.

Note : Do not use * (asterisk) or ? (question mark) as wild cards.

- 4) Click on **Run Inquiry** at the bottom of the form.

SCHOOL INQUIRY SEARCH FORM

School Name
☐ Equals ☐ Begins With ☐ Ends With ☐ Contains

School Number
☐ Equals ☐ Begins With ☐ Ends With ☐ Contains

City/Town
☒ Equals ☐ Begins With ☐ Ends With ☐ Contains

Postal Code
☐ Equals ☐ Begins With ☐ Ends With ☐ Contains

Telephone Number
☐ Equals ☐ Begins With ☐ Ends With ☐ Contains

District
-- Select a District --

Board
-- Select a Board --

Language Type
-- Select a Language --

School Level Type
-- Select a Level --

School Type
-- Select a Type --

School Special Condition Type
-- Select a Condition --

Status
-- Select a Status --

School Semester Indicator Type
-- Select an Indicator --

School Grade Range Type
-- Select a Range --

Annexed Schools
☒ Include ☐ Exclude ☐ Only

CTC Program Type
-- Select a Type --

CTC Facility Type
-- Select a Type --

Private School Type
-- Select a Type --

Private School Affiliation Type
-- Select a Type --

Country
-- Select a Country --

Date Opened
From: To:

Date Closed
From: To:

Run Inquiry

- 5) The search results will display on the **SCHOOL Inquiry Result List**. Note that all the schools in a city/town beginning with "Barr" are listed. The

SCHOOL INQUIRY SEARCH FORM is displayed beneath the **results** (not shown) so that the results can be narrowed down.

SCHOOL INQUIRY RESULT LIST		
2004/12/19 10:02:39 PM		
School	City/Town	Codes
BE - B67091 - 676721 - Pope John Paul II TR School	Barrie	121
BE - B67091 - 828335 - St Marvs Sep S	Barrie	120
BE - B74500 - 885088 - St Joseph's Private School	Barrie	680
BE - B74527 - 885169 - Browndale Barrie - Now 640034 S	Barrie	670
BE - B77658 - 884570 - Roblyn Centre The	Barrie	170
BE - B78476 - 877034 - Golden Christian Academy	Barrie	170
LD - B66109 - 114472 - Codrington PS	Barrie	100
LD - B66109 - 130893 - Cundles Heights PS	Barrie	100
LD - B66109 - 195812 - Ferndale Woods E S	Barrie	100
LD - B66109 - 992461 - Eastview NS	Barrie	204
NB - B28029 - 032573 - Barrie Island 1	Barrie Island	100
OW - B66214 - 675572 - Madawaska Developmental	Barry's Bay	101
OW - B67199 - 813516 - St Josephs Sep S	Barry's Bay	120
TO - B66303 - 032247 - É La Source	Barrie	100
TO - B73946 - 878588 - Kempenfelt Bay S	Barrie	170
TO - B74918 - 660760 - Georgian-Main Campus	Barrie	400
TO - B74918 - 660779 - Georgian-Wellington Campus	Barrie	400
TO - B76686 - 004154 - Adult Occupational Centre S	Barrie	150
TO - B78425 - 876984 - Barrie Montessori Learning Centre	Barrie	170

6) Click on the **blue hyperlink** to view the record for that school.

Microsoft Internet Explorer

Current Data For: LD - B66109 - 276324 - Crawford P S

2004/12/19 10:14:01 PM

SCHOOL [View History](#)

District Code	Board Number	
LD	B66109 - Simcoe County	
School Number	Status	Previous Board
276324	School Closed	B74012
Language		
English		
School Name	Prefix/Suffix	
Crawford P S		
School Full Name	School Long Name	
Crawford P S	Crawford P S	
School Level Type	School Type	School Special Condition Type
1-Elementary school	0-Public	0-Not applicable
School Semester Indicator Type	School Grade Range Type	Act of Legislation Type
Non-Semestered	*****	
Date Opened	Original School Open Date	Date Closed
1969/09/01	1969/09/01	1972/06/30
Distance to Nearest School		

Comments

SCHOOL SITE [View History](#)

Name	Site Type
Crawford P S 01	Main
Phone Number	Phone Ext. Fax Number

SCHOOL SITE MAILING ADDRESS [View History](#)

Postal Code

Street Number	Suffix	Street Name	Street Type Code
		Patterson	Rd
Unit Number	P.O. Box Number	RR Number	
City/Town	Municipality		
Barrie	Innisfil		
Comments			
Patterson Rd Barrie Ontario			

SCHOOL SITE PHYSICAL LOCATION [View History](#)

Postal Code

Political Riding

Street Number	Suffix	Street Name	Street Type Code
		Patterson	Rd
Unit Number	P.O. Box Number	RR Number	
City/Town	Municipality		
Barrie	Innisfil		
Comments			
Patterson Rd Barrie Ontario			

[New Inquiry](#) [Results List](#)

- 7) All current school, personnel and site information is displayed. You can also view the history for each part of the record.
- 8) At the bottom of the page you can select **Results List** or **New Inquiry**. **Results List** returns you to your original inquiry. You can select another school or narrow down the results by adding new search criteria. **New Inquiry** lets you start over again with a new inquiry.

Note: You can combine search criteria from any of the items on the **School Inquiry Search Form**. See next page for more criteria.

Using The Drop-Down List Fields To Make A Query:

The screenshot shows a search form with the following fields:

- District: -- Select a District --
- Board: -- Select a Board --
- Language Type: -- Select a Language --
- School Level Type: 1 - Elementary** (circled)
- School Type: -- Select a Type --
- School Special Condition Type: -- Select a Condition --
- Status: -- Select a Status --
- School Semester Indicator Type: -- Select an Indicator --
- School Grade Range Type: -- Select a Range --
- Annexed Schools: ☒ Include ☐ Exclude ☐ Only
- CTC Program Type: -- Select a Type --
- CTC Facility Type: -- Select a Type --
- Private School Type: -- Select a Type --
- Private School Affiliation Type: -- Select a Type --
- Country: -- Select a Country --
- Date Opened** (circled): From 2000/09/01 To []
- Date Closed: From [] To []
- Run Inquiry button

- 1) Select one or more criteria from the drop down lists, radio buttons or date fields as circled above, for example:
 - a. School level type = Elementary
 - b. Date Opened is after September 1, 2000.
- 2) Click on **Run Inquiry**.
- 3) View the **SCHOOL Inquiry Results List**. Note that all elementary schools created after the selected date are listed. The **Search Form** reappears beneath the **SCHOOL INQUIRY RESULT LIST** on the same page (not shown) to allow you to narrow your search or,

SCHOOL INQUIRY RESULT LIST		
2004/11/05 11:55:40 AM		
School	City/Town	Codes
BE - B74837 - 878901 - Little House Montessori S	Collingwood	170
BE - B74888 - 666688 - Thaler's Amish Parochial S		170
BE - B74942 - 666874 - Central Grey Alternative S		170

- 4) Click on the **blue hyperlink** to view the record for that school as shown in the previous example.

Board Query

Access this function from: **Queries, Reports and Extracts Menu, Board Inquiry**

The **BOARD INQUIRY SEARCH FORM** has over fifteen criteria to choose from:

- 6 input text fields with radio buttons
- 7 drop-down list fields
- 4 date fields

These criteria can be combined to form your query.

Using The Input Text Fields To Make A Query:

- 1) Choose a field – e.g., Board Name.
- 2) Choose a radio button – e.g., contains.
- 3) Enter information – e.g., Lake Region.

Note : *Do not use * (asterisk) or ? (question mark) as wild cards.*

- 4) Click on **Run Inquiry**.

The screenshot shows the 'BOARD INQUIRY SEARCH FORM' with several fields and options. Annotations include circles around 'Board Name', 'Contains', 'Lake District', and the 'Run Inquiry' button.

BOARD INQUIRY SEARCH FORM

Board Name
☐ Equals ☐ Begins With ☐ Ends With ☒ Contains

Board Number
☐ Equals ☐ Begins With ☐ Ends With ☐ Contains

DSB Ref Number
☐ Equals ☐ Begins With ☐ Ends With ☐ Contains

City/Town
☐ Equals ☐ Begins With ☐ Ends With ☐ Contains

Postal Code
☐ Equals ☐ Begins With ☐ Ends With ☐ Contains

Telephone Number
☐ Equals ☐ Begins With ☐ Ends With ☐ Contains

District
Toronto and Area

Provincial Mapping
-- Select a Mapping --

Language Type
French

Status
Board Open

Board Type
-- Select a Type --

Service Area
-- Select an Area --

Include Coterminous Boards ☐

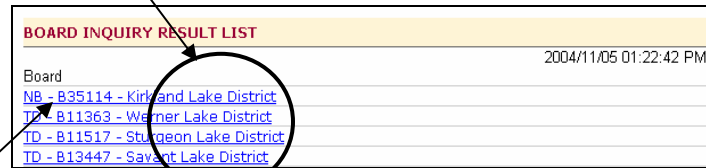
Funding Type
-- Select a Type --

Date Opened
From To

Date Closed
From To

Run Inquiry

- 5) View the **BOARD INQUIRY RESULTS LIST**. Note that all the boards containing the words “**Lake District**” are listed. The **BOARD INQUIRY SEARCH FORM** reappears beneath the **BOARD INQUIRY RESULTS LIST** on the same page (not shown) to allow you to narrow your search.

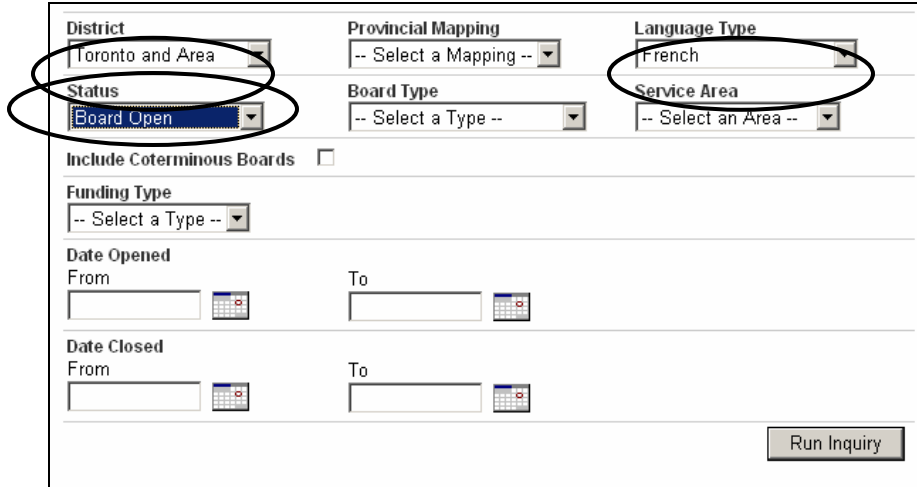


BOARD INQUIRY RESULT LIST	
Board	2004/11/05 01:22:42 PM
NB - 835114 - Kirkland Lake District	
TD - 811363 - Werner Lake District	
TD - 811517 - Sturgeon Lake District	
TD - 813447 - Savant Lake District	

- 6) Click on the **blue hyperlink** to view the record for that board.
- 7) View the record. All current board, personnel and site information is displayed. You can also view the history for each item.
- 8) At the bottom of the page you can select **Results List** or **New Inquiry**. **Results List** returns you to your original inquiry. Select another board or narrow down the results by adding new search criteria. **New Inquiry** lets you start over again with a new inquiry.

Note: *You can combine search criteria from any of the items on the **BOARD INQUIRY SEARCH FORM**. See next page for more criteria.*

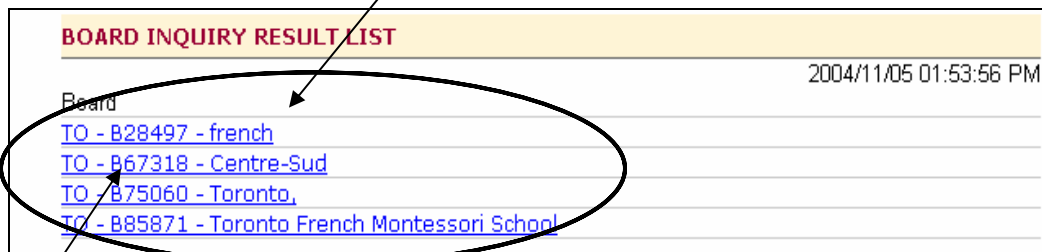
Using The Drop-Down List Fields To Make A Query:



The screenshot shows a web form titled "Board Inquiry Search Form". It contains several fields for filtering results:

- District:** A drop-down menu with "Toronto and Area" selected. This field is circled.
- Provincial Mapping:** A drop-down menu with "-- Select a Mapping --" selected.
- Language Type:** A drop-down menu with "French" selected. This field is circled.
- Status:** A drop-down menu with "Board Open" selected. This field is circled.
- Board Type:** A drop-down menu with "-- Select a Type --" selected.
- Service Area:** A drop-down menu with "-- Select an Area --" selected.
- Include Coterminous Boards:** A checkbox that is currently unchecked.
- Funding Type:** A drop-down menu with "-- Select a Type --" selected.
- Date Opened:** Two date pickers labeled "From" and "To".
- Date Closed:** Two date pickers labeled "From" and "To".
- Run Inquiry:** A button located at the bottom right of the form.

- 1) Select one or more criteria from the drop down lists, radio buttons or date fields as circled above, for example:
 - a. Region = Toronto Area
 - b. Language type = French
 - c. Status = Board open
- 2) Click on **Run Inquiry**.
- 3) View the **BOARD INQUIRY RESULT LIST**. Note that all boards meeting the selected criteria are listed. The **BOARD INQUIRY SEARCH FORM** reappears beneath the **BOARD INQUIRY RESULT LIST** on the same page (not shown) to allow you to narrow your search or,



The screenshot shows the "BOARD INQUIRY RESULT LIST" page. At the top right, the timestamp "2004/11/05 01:53:56 PM" is displayed. Below the title, there is a table with the following data:

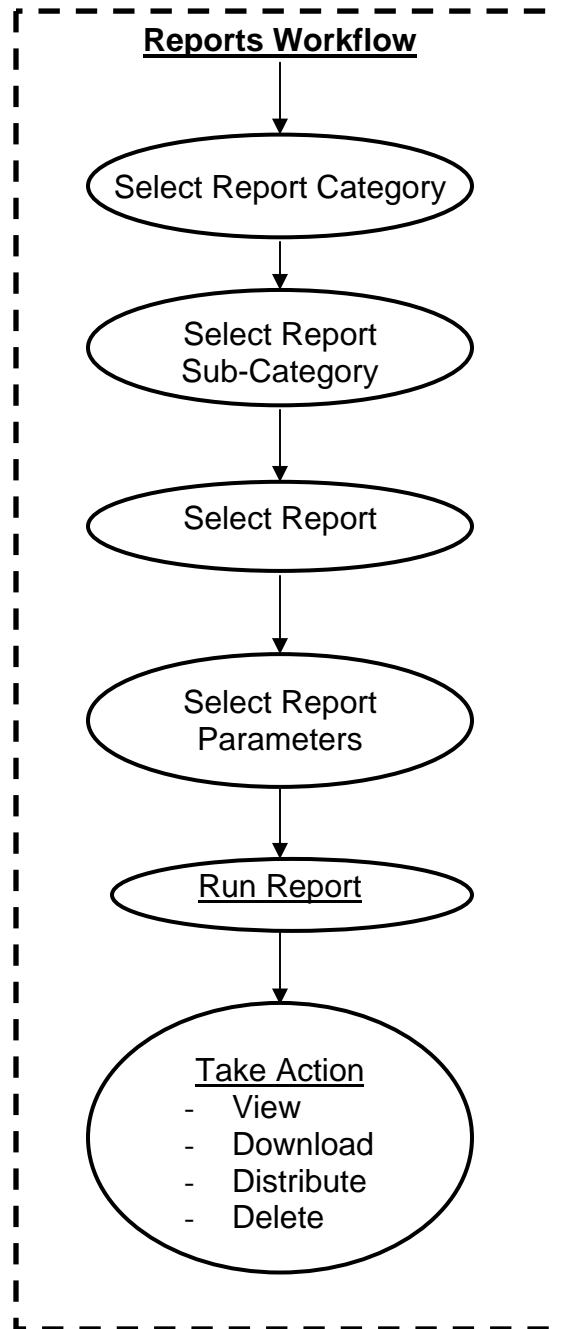
Board
TO - B28497 - french
TO - B67318 - Centre-Sud
TO - B75060 - Toronto,
TO - B85871 - Toronto French Montessori School

- 4) Click on the hyperlink to view the record for that board.
- 5) View the record. All current board, personnel and site information is displayed. You can also view the history for each part of the record.
- 6) At the bottom of the page you can select **Results List** or **New Inquiry**. **Results List** returns you to your original inquiry. Select another board or narrow down the results by adding new search criteria. **New Inquiry** lets you start over again with a new inquiry.

Reports

Access this function from: **Queries, Reports & Extracts Menu, Run Reports**

Reports is a function that allows school, board and Ministry personnel to generate and view a variety of pre-defined reports to assist in the administration of these organizational records. Reports can be viewed, saved, printed and shared.



Report Guidelines

- 1) You can only access reports that are part of the role associated with your user id.
- 2) You can access a report in two ways:
 - a) Enter the report name or number from the category and sub-category lists.
 - b) Select the report from the report list.

VIEW REPORT LIST

Report Code : Search

Report Name : Search

Category : Operational
Sub-Category : Attribute

[OPAN-0001.00 - Annex School Listing](#)
[OPBRD-0001.00 - Board Listing](#)

- 3) Running a report without changing any parameters will display the report's default parameters.
- 4) The **Effective Date & Time** default is set to **Now**. The date and time can be changed.

Effective Date & Time: ☒ Now Time:

- 5) For most reports, you can search current information or history.
- 6) Reports can be generated in the following formats:

- Commas-separated values
- Excel
- HTML
- PDF
- Rich Text
- Tab-delimited

PDF is the default format. Tab-delimited files cannot be viewed online but must be saved to a local drive.

- 7) Reports may be run immediately or later.
- 8) All report forms include an estimated run time and number of days the report is kept on file.
- 9) Once a report is viewed, it is moved to the ***Previously Viewed Reports*** category.

Run A Report

Access this function from: **Queries, Reports & Extracts Menu, Run Reports**

- 1) The **REPORT CATEGORY LIST** displays the available report categories.

The screenshot shows the 'REPORT CATEGORY LIST' interface. It has a yellow header bar with the title. Below the header, there are two search fields: 'Report Code : [text box] Search' and 'Report Name : [text box] Search'. Below these fields is a list of categories: 'Activity Log', 'Forms', 'Operational', and 'Security'. The 'Operational' category is circled in blue. An arrow points from the 'Operational' category to the 'Report Name' search field in the second screenshot.

- 2) Select a category. You can also enter the **Report Code** or **Report Name** in the fields provided.

The screenshot shows the 'REPORT SUB-CATEGORY LIST' interface. It has a yellow header bar with the title. Below the header, there are two search fields: 'Report Code : [text box] Search' and 'Report Name : [text box] Search'. Below these fields, it says 'Category : Operational'. Below that is a list of sub-categories: 'Attribute'. The 'Attribute' sub-category is circled in blue. An arrow points from the 'Attribute' sub-category to the 'Report Name' search field in the first screenshot. At the bottom right, there is a button labeled 'Report Category List' with an arrow pointing back to the first screenshot.

- 3) Select a sub-category or return to the **REPORT CATEGORY LIST**.

- 4) Select a report from the **VIEW REPORT LIST**. You can also return to the **Report Category** or **Report Sub-Category List**. In the example that follows, the **School Personnel** report will be run.

VIEW REPORT LIST

Report Code: Search

Report Name: Search

Category: Operational
Sub-Category: Attribute

[OPANX-0001.00 - Annex School Listing](#)

[OPBRD-0001.00 - Board Listing](#)

[OPCNU-0001.00 - School Council Member Not Updated Report](#)

[OPCTF-0001.00 - CTCF Listing](#)

[OPDST-0001.00 - District Listing](#)

[OPIND-0001.00 - School Personnel](#)

[OPIND-0003.00 - District Personnel](#)

[OPIND-0004.00 - Board Personnel](#)

[OPIND-0005.00 - Active School Personnel](#)

[OPIND-0006.00 - Active Board Personnel](#)

[OPSCH-0001.00 - School Listing](#)

Report Category List Report Sub-Category List

The report form opens. See next page.

OPIND-0001.00 - School Personnel

Effective Date & Time: ☒ Now Time:

Funding Type: ☒ Public ☐ Private

District:

Board:

School Language:

School Grouping:

or

Special Condition:

School:

Annex Schools: ☒ Exclude ☐ Include ☐ Annex Schools Only

Position:

Assignment Status:

Report Language:

Report Format:

Reason:

Days Kept On File: When Viewed: 15 When Not Viewed: 25

Estimated Run Time: 1 Minute(s)

or

- 5) If required, change the parameters to narrow down the search, for example:
- Select a school from the drop-down list to see personnel from one school.
 - Select a position from the drop-down list to see only principals.
 - Change the **Assignment Status** from active, to inactive.
- 6) Select **Run Immediately** or **Run Later**.

Run Later will queue the report for overnight processing.

While processing, the report will be listed in the “**Reports Not Yet Generated**” category.

There are three categories of reports on the **Report List**:

- Reports Not Yet Generated
- Generated Reports
- Previously Viewed Reports

Note: *There is sometimes a delay after running the report. **Do not click twice** as this will generate another report.*

VIEW REPORT LIST

By default, only the “**Reports Not Yet Generated**” and “**Generated Reports**” categories are displayed.

VIEW REPORT LIST

Display : Generated Reports ☒

Previously Viewed Reports ☐ Refresh

Reports Not Yet Generated

Report	Status	Date	Format	Language
OPIND-0004.00 - Board Personnel	Queue(L)	2004/11/10 03:00:13 PM	PDF	English

Generated Reports

Report	Date	Format	Language
OPIND-0004.00 - Board Personnel	2004/11/10 08:55:32 AM	Excel	English
OPIND-0004.00 - Board Personnel	2004/11/10 08:52:35 AM	PDF	English
OPIND-0001.00 - School Personnel	2004/11/10 08:27:56 AM	PDF	English
OPCNU-0001.00 - School Council Member Not Updated Report	2004/11/09 04:44:43 PM	PDF	English

To view the “**Previously Viewed Reports**” category, select the check box and click on **Refresh**.

VIEW REPORT LIST

Display : Generated Reports ☒

Previously Viewed Reports ☒ Refresh

Reports Not Yet Generated

Report	Status	Date	Format	Language
OPIND-0004.00 - Board Personnel	Queue(L)	2004/11/10 03:00:13 PM	PDF	English

Generated Reports

Report	Date	Format	Language
OPIND-0004.00 - Board Personnel	2004/11/10 08:55:32 AM	Excel	English
OPIND-0004.00 - Board Personnel	2004/11/10 08:52:35 AM	PDF	English
OPIND-0001.00 - School Personnel	2004/11/10 08:27:56 AM	PDF	English
OPCNU-0001.00 - School Council Member Not Updated Report	2004/11/09 04:44:43 PM	PDF	English

Previously Viewed Reports

Report	Date	Format	Language
OPIND-0001.00 - School Personnel	2004/11/09 04:41:16 PM	PDF	English
OPIND-0001.00 - School Personnel	2004/11/09 04:00:08 PM	PDF	English
OPBRD-0001.00 - Board Listing	2004/11/03 01:40:57 PM	PDF	English
OPBRD-0001.00 - Board Listing	2004/10/27 10:14:31 AM	PDF	English
OPBRD-0001.00 - Board Listing	2004/10/27 08:28:43 AM	PDF	English
OPIND-0003.00 - District Personnel	2004/10/26 03:12:33 PM	Excel	English
OPBRD-0001.00 - Board Listing	2004/10/26 02:35:16 PM	PDF	English

Report Status

There are four status conditions on the report list in the “**Reports Not Yet Generated**” category.

- a) Queue
- b) Queue(L)
- c) Cancelled
- d) Processing

VIEW REPORT LIST

Display : ☒ Generated Reports ☐ Previously Viewed Reports

Reports Not Yet Generated

Report	Status	Date	Format	Language
OPIND-0001.00 - School Personnel	Queue	2004/11/09 04:45:38 PM	PDF	English

a) Queue

This report is waiting to be processed.

VIEW REPORT LIST

Display : ☒ Generated Reports ☐ Previously Viewed Reports

Reports Not Yet Generated

Report	Status	Date	Format	Language
OPIND-0001.00 - School Personnel	Queue	2004/11/09 04:45:38 PM	PDF	English

b) Queue(L) (for overnight processing)

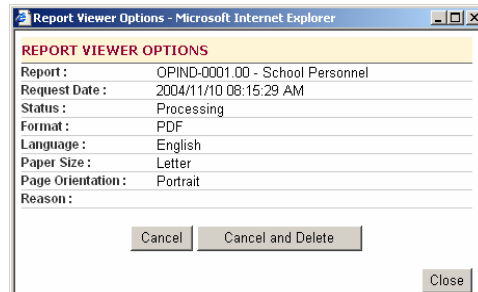
In case you selected the wrong report or failed to change a parameter, you can cancel the report. Click on its hyperlink before it is generated.

Reports Not Yet Generated

Report	Status	Date	Format	Language
OPIND-0001.00 - School Personnel	Queue(L)	2004/11/10 08:20:09 AM	PDF	English

The following screen will be displayed, and you can cancel processing and remove the report request from the queue. The **Report List** will automatically refresh.

Cancel can be used when you've submitted a report for overnight processing but decide you'd like to run it immediately. After cancelling, click on the hyperlink and then select **Run Immediately**.



c) Cancelled

A cancelled report will stay in the “*Reports Not Yet Generated*” category until it is deleted or run again. When a report is deleted from the queue, the *Report* list will automatically refresh.

Reports Not Yet Generated				
Report	Status	Date	Format	Language
OPIND-0004.00 - Board Personnel	Cancelled	2004/11/10 03:00:13 PM	PDF	English

d) Processing

Report processing is in progress. Processing time varies according to the size of the report and other factors.

Reports Not Yet Generated				
Report	Status	Date	Format	Language
OPIND-0004.00 - Board Personnel	Processing	2004/11/10 08:55:29 AM	Excel	English

e) Notification that a report has been generated will be sent to the user via email.

Access the Report

Access this function from: **Queries, Reports & Extracts Menu, View Reports**

Note: You will also see the **VIEW REPORT LIST** after you generate a report.

Report	Status	Date	Format	Language
OPIND-0004.00 - Board Personnel	Queue(L)	2004/11/10 03:00:13 PM	PDF	English

Report	Date	Format	Language
OPIND-0001.00 - School Personnel	2004/11/10 03:40:48 PM	PDF	English
OPIND-0004.00 - Board Personnel	2004/11/10 08:55:32 AM	Excel	English
OPIND-0004.00 - Board Personnel	2004/11/10 08:52:35 AM	PDF	English
OPIND-0001.00 - School Personnel	2004/11/10 08:27:56 AM	PDF	English
OPCNU-0001.00 - School Council Member Not Updated Report	2004/11/09 04:44:43 PM	PDF	English

To view the report, click on its hyperlink. The **REPORT VIEWER OPTIONS** will display.

REPORT VIEWER OPTIONS

Report :	OPIND-0005.00 - Active School Personnel
Completed Date :	2004/11/09 02:39:55 PM
Status :	Generated
Format :	PDF
Language :	English
Paper Size :	Letter
Page Orientation :	Portrait
Reason :	

[View](#) [Download](#) [Distribute](#) [Delete](#)

[Close](#)

There are four actions you can take with the report:

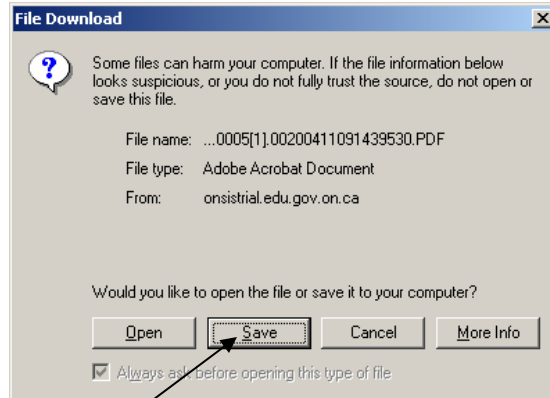
- View
- Download
- Delete
- Distribute (**Note:** For EDU Information Management Group use only)

a) View Report

OPIND-0005.00 Active School Personnel					
Funding Type: Public District: LD Board: B66010 - Avon Maitland DSB School Language: All School Grouping: All School: All Annex Schools: Exclude Position: All Report Language: English District - Board - School Grouping - School					
Individual's Name	Position	Position Subtype	Phone Number	Fax Number	E-mail
LD					
* B66010 Avon Maitland DSB					
Elementary					
* Non-annexed					
* 025682 North Ashfield PS					
M MacCharles NULL	School Principal				
025682 North Ashfield PS Total: 1					
* 039306 Bedford PS					
asdfasdf dsafasd	ETest				
Milton Gordon Ralph	School Principal				
039306 Bedford PS Total: 2					

Note: You can only view PDF and HTML reports. Other formats must be downloaded. In this example, the report is displayed in PDF format. You will need to scroll to view all the details.

b) Download Report



- 1) Click on **Save**.
- 2) Select a location to store the file. You can open the file later in the saved format.

c) Delete Report

- 1) Click on **Delete** from the **REPORT VIEWER OPTIONS**.
- 2) The report will be removed from the list.

Appendix A – Technical Requirements

Users can access the Internet through various access methods such as public dial-up access or high-speed connections.

Users accessing the OnSIS application through the public Internet must meet the following requirements:

- Browser with Secure Socket Layer 2.0 using 128 bit encryption such as Internet Explorer 4.0 and above or Netscape 4.0 and above.
- User must be registered with the Ministry in order access the application. The Ministry will provide a process and forms for user registration.

Acrobat 6.0 reader for reading and printing PDF files (this plug-in can be downloaded for free from the Adobe web site (<http://www.adobe.com/>)).

Minimum and Recommended Requirements

The following table depicts the minimum requirements as well as the recommended configuration to access the OnSIS web application for Internet Web Client.

	Minimum Requirements	Recommended
Browser	Internet Explorer Version 5.5 or Netscape Version 7.0 with 128-bit encryption. JavaScript and Per-session Cookies must be enabled to login.	Internet Explorer Version 5.5 or Netscape Version 7.0 with 128-bit encryption.
RAM	64 MB	128 MB
OS	Windows 98	Windows 2000
CPU	Pentium 2	Pentium 3
Connectivity	A dependable connection to the Internet (56 k modem connection)	The faster the connection the better, especially if large files will be transferred. We recommend having at least an ADSL connection.
Skills	Familiarity with browsers and web forms.	
Monitor	Screen resolution setting of 800x600 pixels.	Screen resolution setting of 1024x768 pixels.

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Appendix B – Valid Combinations When Requesting a New School

Public Region School Boards/Public School Authorities

For Elementary Schools:

School Level Type	School Type	Special Condition Type	
1 – Elementary	0 – Public	0 – Not applicable	
1 – Elementary	0 – Public	H – Junior High School	Note: For Toronto District School Board only

For Secondary Schools:

School Level Type	School Type	Special Condition Type	
2 – Secondary	0 – Public	0 – Not applicable	
2 – Secondary	0 – Public	5 – Adult	
2 – Secondary	0 – Public	A – Vocational/ Occupational	
2 – Secondary	0 – Public	C – Alternative	
2 – Secondary	0 – Public	H – Junior High School	Note: For Toronto District School Board only

For Continuing Education Schools:

School Level Type	School Type	Special Condition Type	
2 – Secondary	0 – Public	4 – Night	
2 – Secondary	0 – Public	8 – Summer	

For Care, Treatment and Correction Facilities:

School Level Type	School Type	Special Condition Type	
1 – Elementary	0 – Public	T – Care and Treatment	
2 – Secondary	0 – Public	T – Care and Treatment	
3 – Elementary/ Secondary	0 – Public	T – Care and Treatment	
1 – Elementary	0 – Public	J – Correctional	
2 – Secondary	0 – Public	J – Correctional	
3 – Elementary/ Secondary	0 – Public	J – Correctional	

Catholic District School Boards/Separate School Authorities

For Elementary Schools:

School Level Type	School Type	Special Condition Type	
1 – Elementary	2 – Separate	0 – Not applicable	
1 – Elementary	3 – Protestant Separate	0 – Not applicable	Note: For Penetanguishene PSSB only

For Secondary Schools:

School Level Type	School Type	Special Condition Type	
2 – Secondary	2 – Separate	0 – Not applicable	
2 – Secondary	2 – Separate	5 – Adult	
2 – Secondary	2 – Separate	C– Alternative	

For Continuing Education Schools:

School Level Type	School Type	Special Condition Type	
2 – Secondary	2 – Separate	4 – Night	
2 – Secondary	2 – Separate	8 – Summer	

For Care, Treatment and Correction Facilities:

School Level Type	School Type	Special Condition Type	
1 – Elementary	2 – Separate	T – Care and Treatment	
2 – Secondary	2 – Separate	T – Care and Treatment	
3 – Elementary/ Secondary	2 – Separate	T – Care and Treatment	
1 – Elementary	2 – Separate	J – Correctional	
2 – Secondary	2 – Separate	J – Correctional	
3 – Elementary/ Secondary	2 – Separate	J – Correctional	

Inspected Private Schools/Inspected First Nations Schools

For Private Inspected Schools:

School Level Type	School Type	Special Condition Type	
2 – Secondary	8 – Inspected	0 – Not applicable	
3 – Elementary/ Secondary	8 – Inspected	0 – Not applicable	

For Private Inspected Overseas Schools:

School Level Type	School Type	Special Condition Type	
2 – Secondary	8 – Inspected	V – Overseas	

For Private Inspected Schools – Other Programs:

School Level Type	School Type	Special Condition Type	
2 – Secondary	8 – Inspected	8 – Summer	
2 – Secondary	8 – Inspected	F – Full Year Program	
3 – Elementary/ Secondary	8 – Inspected	8 – Summer	
3 – Elementary/ Secondary	8 – Inspected	F – Full Year Program	

For First Nations Inspected Schools:

School Level Type	School Type	Special Condition Type	
2 – Secondary	8 – Inspected	6 – First Nations	
3 – Elementary/ Secondary	8 – Inspected	6 – First Nations	

Non-inspected Private Schools

For Private Non-inspected Schools:

School Level Type	School Type	Special Condition Type	
1 – Elementary	7 – Non-inspected	0 – Not applicable	
2 – Secondary	7 – Non-inspected	0 – Not applicable	
3 – Elementary/ Secondary	7 – Non-inspected	0 – Not applicable	

Appendix C – Glossary of Terms

Board Main Site	The building where the main business functions of the board are carried out.
Board Site Physical Location	The address of the Board Main Site.
Extracts	The ability to extract data from the OnSIS application and use it into another application such as Excel.
Go Access	The Government of Ontario security system used to create and manage users of the OnSIS and OEN applications.
Hyperlink	A link from a file to another location or file; typically activated by clicking on a highlighted word or icon.
History Pages	History pages display a chronology of the changes made to a record.
Legacy System	Current system used by the Ministry of Education to collect and administer school data.
Metadata Repository	Refers to a type of database that holds information about the object definitions that you create. In the case of OnSIS, examples of objects include Entities, Entity Attributes, Programs, Reports, Extracts and Validation Rules.
Multi-Item List	This is an on-screen scrolling list from which you may choose one or more items.
Notice of Intention (NOI)	Refers to the form that must be completed as part of the process to operate a private school.
Privacy Impact Assessment (PIA) Screen	The OnSIS screen where a registered user must agree to maintain the confidentiality of the information to which they have been given access.
Provincial Mapping	North/south line drawn by the Ministry of Education to distinguish northern and southern school boards and authorities.
Results Page	The OnSIS application displays a read-only “results page” whenever a process is successfully completed.

Radio Button	A small circle a user can click on to select options on a web-based form. Once you click on a radio button, a dark circle appears inside it, indicating that it has been selected. Radio buttons only allow a user to select a single item in a list.
School	<p>A school is defined in the Education Act as follows:</p> <p>“the body of elementary school pupils or secondary school pupils that is organized as a unit for educational purposes under the jurisdiction of the appropriate board, or the body of pupils enrolled in any of the elementary or secondary school courses of study in an educational institution operated by the Government of Ontario, and includes the teachers and other staff members associated with the unit or institution and the lands and premises used in connection with the unit or institution”.</p>