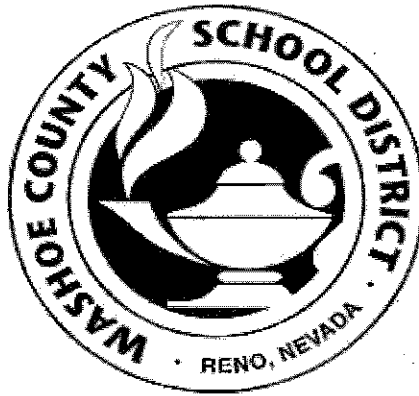




Request For Proposal

RFP TITLE:

STUDENT INFORMATION SYSTEM

SCOPE OF WORK:

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified software firms to provide Washoe County School District with a comprehensive, fully integrated, operational, Student Information System (SIS).

NO BID BOND REQUIRED

RFP NUMBER:

#09-006

RFP Questions:

All questions must be submitted by email to relsner@washoe.k12.nv.us. Questions must be submitted no later than 5:00 p.m. local time on January 28, 2009.

RFP OPENING DATE/PLACE:

March 11, 2009

Washoe County School District
Purchasing Department
14101 Old Virginia Road, Room 10
Reno, NV 89521-8912

RFP RECEIPT TIME:

1:30 p.m., local time

RFP OPENING TIME:

2:00 p.m., local time

Name of person to contact:

Russell Elsner
Buyer II
Email Address: relsner@washoe.k12.nv.us
Washoe County School District
Purchasing Department
14101 Old Virginia Road
Reno, NV 89521-8912
(775) 850-8031

ADVERTISEMENT DATE: January 14, 2009

NUMBER OF PAGES IN THIS RFP: 26 PAGES
NUMBER OF PAGES IN APPENDIX A: 96 PAGES
NUMBER OF PAGES IN APPENDIX 1: 2 PAGES
NUMBER OF PAGES IN APPENDIX 2: 5 PAGES
NUMBER OF PAGES IN APPENDIX 3: 3 PAGES
NUMBER OF PAGES IN APPENDIX 4: 2 PAGES

RFP: STUDENT INFORMATION SYSTEM

RFP #09-006

GENERAL TERMS AND CONDITIONS

1.0 SUBMISSION OF RFP

- 1.1 In response to this RFP, Proposers shall submit one (1) original proposal marked "Master", six (6) identical bound copies and one identical electronic response in Microsoft Word, Microsoft Excel, or Adobe PDF, on CD or flash drive. Clearly label and index binders with appropriate section and sub-section numbers as referred to herein. Number each page individually and provide a table of contents.
- 1.2 Neither the District nor any official or employee thereof shall be responsible for the pre/post-opening of, or failure to open an RFP not properly addressed and identified.
- 1.3 Proposals submitted by telephone, telegraphic notice, email or facsimile will not be accepted.
- 1.4 Information shall be submitted in a sealed envelope or box and labeled using the following format:

RFP TITLE: STUDENT INFORMATION SYSTEM

RFP #: 09-006

Opening Date: MARCH 11, 2009

Receipt Time: 1:30 P.M. Local Time

Mail or deliver RFP To: Washoe County School District
Purchasing Department
14101 Old Virginia Road, Room 10
Reno, NV 89521-8912

- 1.5 In order for an RFP to be considered, it is mandatory that the RFP documents be received and time-stamped in the Purchasing Department of Washoe County School District, Room 10, prior to the receipt time specified in the bid document (see page 1).
- 1.6 Information should be prepared to provide a straightforward, concise delineation of capacities to satisfy requirements of the RFP on Washoe County School District's forms. Expensive bindings, color displays, promotional materials, etc., are not necessary or desired. Emphasis should be placed on conformance to RFP instructions, responsiveness to RFP requirements, completeness and clarity of content.
- 1.7 Any irregularities or lack of clarity in the RFP should be brought to the attention of Washoe County School District Purchasing Department for correction or clarification.
- 1.8 When a bid bond is required, such surety shall be acceptable only in the form of a bid bond, certified check or cashier's check in the amount stated. The surety must accompany the bid. After award of bid by the Board of Trustees, the bid surety of the unsuccessful Proposers shall be returned.

RFP: STUDENT INFORMATION SYSTEM

RFP #09-006

GENERAL TERMS AND CONDITIONS (CONTINUED)

- 1.9 Addenda issued may become an integral part of this RFP. All addenda are posted on the Nevada State Purchasing website at <http://purchasing.state.nv.us/adocs/adoc.htm> (scroll down to "Additional Bidding Opportunities/Tabulations in Nevada" and locate the addenda), and on the WCSD Purchasing website at <http://www.washoe.k12.nv.us/district/departments/purchasing>. Proposer must acknowledge receipt of addenda by signing and returning with original RFP documents. It is the Proposer's responsibility to insure receipt of any addenda.
- 1.10 To insure that Proposer receives any addenda issued on a bid downloaded from the Nevada State Purchasing website or the WCSD website, Proposer must notify Washoe County School District Purchasing at (775) 850-8025 or email purchasing@washoe.k12.nv.us with name, address, phone, and fax numbers. Once this is done, Purchasing will automatically send any addenda documents required by this proposal.
- 1.11 If Proposer is a member of DemandStar and has downloaded a bid document from DemandStar at www.demandstar.com, Proposer will electronically receive from DemandStar any addenda issued.
- 1.12 An authorized representative of Proposer's firm shall sign this RFP document. An unsigned proposal may be disqualified.
- 1.13 Prices quoted shall be F.O.B. destination and exclusive of Federal, State and local taxes. No shipping charges will be allowed.
- 1.14 All costs incurred in the preparation and submission of responses to the RFP shall be the responsibility of the Proposer.
- 1.15 Proposer assumes any and all risks involved with method of dispatch chosen. Washoe County School District assumes no responsibility for Proposer's failure to deliver RFP in accordance with the specified receiving point and time stated herein.
- 1.16 All proposals and accompanying documentation become the property of Washoe County School District and will not be returned.

2.0 LATE PROPOSALS

- 2.1 Proposer should note that receipt time is different from opening time (see page 1).
- 2.2 Late proposals will not be accepted. A proposal may be received any time prior to the receipt time and date. A proposal arriving after the deadline will be returned to its sender unopened.

RFP: STUDENT INFORMATION SYSTEM
RFP #09-006
GENERAL TERMS AND CONDITIONS (CONTINUED)

3.0 WITHDRAWAL OF PROPOSAL

- 3.1 A proposal may be withdrawn by written notification delivered by mail, fax or e-mail provided such notice is received prior to the date and time set for the RFP opening.
- 3.2 A request for withdrawal of a proposal received after the scheduled opening will not be considered.
- 3.3 Proposals are opened publicly. Per NRS 333.335, only the names of the Proposers will be announced at the opening. Remaining proposal information will not become public record until an award recommendation has been made and posted publicly.

4.0 PROPRIETARY INFORMATION

- 4.1 Washoe County School District is a public entity as defined by state law and, as such, it is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). Under said law, all Washoe County School District records are public (unless otherwise declared by law to be confidential), subject to inspection and may be copied by any person.
- 4.2 Proposers are advised that after the Purchasing Supervisor has made a Recommendation of Award, the complete content of all proposals will become public record and nothing contained in the proposal will be deemed to be confidential. Proposers should not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Thus proposals should contain sufficient information to be evaluated without reference to any proprietary information.

5.0 VERBAL PRESENTATION/ORAL INTERVIEWS

- 5.1 Washoe County School District reserves the right to require any or all Proposers to give a presentation or demonstration illustrating their abilities relative to this effort and/or attend an interview session to gauge their suitability to provide services for this project. If so requested, Proposer(s) shall make their personnel available within ten (10) calendar days of request. No cost allowance shall be permitted for this requirement.

6.0 GOVERNING LAW

- 6.1 Should there be a contract, Proposer agrees that it shall be governed by and construed in accordance with the laws of Nevada. No action involving this contract agreement may be brought except in the District and Federal courts located in Washoe County, Nevada, USA.

RFP: STUDENT INFORMATION SYSTEM
RFP #09-006
GENERAL TERMS AND CONDITIONS (CONTINUED)

7.0 DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

- 7.1 As required by Executive Order 12549, Debarment & Suspension, and implemented at 34CFR Part 85, Proposer must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with any Federal department or agency.
- 7.2 Submission of a signed proposal in response to this solicitation is certification that Proposer's firm (or any Sub-Proposer) is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that Washoe County School District will be notified of any change in this status.
- 7.3 Loss of Agreement and/or Inability to Fulfill Requirements
- A. If Proposer has had an agreement terminated, or has a pending termination, or a settlement to avoid litigation or termination for default during the past five (5) years, all such incidents must be described.
- B. Termination for default is defined as notice to stop performance due to Proposer's non-performance or poor performance, and the issue was either: (a) not litigated; or (b) litigated and such litigation determined Proposer to be in default.
- C. Proposer shall submit full details of all terminations for default, settlements, or pending terminations experienced in the past five years including the other party's name, address, and telephone number. Proposer shall also present its position on the matter.
- D. Washoe County School District shall evaluate the facts and at its sole discretion may reject the Proposer's response if the facts discovered indicate that completion of an agreement resulting from this RFP may be jeopardized by selection of Proposer.
- E. If Proposer has experienced no such settlement or terminations for default in the past five years, and has no pending terminations, it must affirmatively declare this to be so.

8.0 FUNDING OUT CLAUSE

- 8.1 Should the funding authority of Washoe County School District fail to appropriate funds to continue payment on a resultant agreement, Washoe County School District shall cancel said agreement without termination charge or penalty. Written notification shall be made should this occur.

9.0 DEFAULT

- 9.1 In case of default by successful Proposer, Washoe County School District may deduct any unpaid balance due the Proposer, procure the product(s) or service(s) from another source, hold the defaulting Proposer responsible for any excess cost occasioned thereby, assess a penalty equal to five percent (5%) of the total contract price, debar the Proposer for a period of not less than one (1) year or more than five (5) years, or pursue other applicable legal remedies.

10.0 TERMINATION

- 10.1 This agreement may be terminated in whole or in part by Washoe County School District for its convenience, but only after the Proposer is given:

10.1.1 Not less than thirty (30) calendar days written notice of intent to terminate.

10.1.2 An opportunity for consultation with the Purchasing Supervisor of Washoe County School District prior to termination.

11.0 JOINDER OF LOCAL GOVERNMENTS

- 11.1 Nevada Revised Statute 332.195 - Joinder or mutual use of contracts by local governments states the following:

11.1.1 A governing body or its authorized representative may join or use the contracts of other local governments located within or outside this state with the authorization of the contracting Proposer. The original contracting local government is not liable for the obligations of the local government which joins or uses the contract.

11.1.2 A governing body or its authorized representative may join or use the contracts of the State of Nevada or another state with the authorization of the contracting Proposer. The State of Nevada or other state is not liable for the obligations of the local government, which joins or uses the contract.

11.1.3 After the award of this RFP, all transactions, such as but not limited to inquiries, orders, warehousing and payment, will be made between participating local government and the successful Proposer.

12.0 AMERICANS WITH DISABILITIES

- 12.1 Washoe County School District acknowledges its responsibilities under the Americans with Disabilities Act (ADA) of 1990. Washoe County School District expects all Proposers to know and comply with the requirements of the ADA.

13.0 INSURANCE COVERAGE

- 13.1 The successful Proposer shall, at the Proposer's sole expense, procure, maintain and keep in force for the duration of the contract insurance conforming to the minimum limits as specified in this document. The required insurance shall be in effect prior to the commencement of work by the successful Proposer and shall continue in force as appropriate until final acceptance by Washoe County School District of the completion of this contract.
- 13.2 Certificate of Insurance: The Accord 25 Certificate of Insurance form or a form substantially similar must be submitted to Washoe County School District to evidence the insurance policies and coverages required of the successful Proposer. The certificate must name Washoe County School District as the certificate holder. The certificate should be signed by a person authorized to bind coverage on its behalf. Upon renewal of the policies listed, successful Proposer shall furnish the District with replacement certificates.

14.0 WORKER'S COMPENSATION COVERAGE

- 14.1 Successful Proposer shall have Worker's Compensation coverage as required by law for the duration of the contract to include Employer's Liability Coverage with minimum limits of One Million Dollars (\$1,000,000).

15.0 GENERAL LIABILITY INSURANCE

- 15.1 During the life of the contract, the successful Proposer providing service to Washoe County School District shall maintain Comprehensive General Liability Insurance (occurrence form) with the following coverages through an insurance carrier(s) licensed to do business in the State of Nevada and having a current A.M. Best rating of A-:XII or better and approved by the Washoe County School District:
- A. Premises-Operations
 - B. Independent Contractor's Protection
 - C. Products and Completed Operations
 - D. Broad Form Property Damage
 - E. Personal Injury (with Employee Exclusion deleted)
 - F. Blanket Contractual Liability
 - G. Property Damage Liability
- 15.2 Limits shall be equal to the amount carried by the successful Proposer, but shall not be less than Two Million Dollars (\$2,000,000) per occurrence combined single limits.

RFP: STUDENT INFORMATION SYSTEM
RFP #09-006
GENERAL TERMS AND CONDITIONS (CONTINUED)

15.0 GENERAL LIABILITY INSURANCE (CONTINUED)

- 15.3 By endorsement to the required general liability policy and automobile liability policy, Washoe County School District must be named as additional insured for all liability arising from this contract. The Additional Insured Document (CG 20 10 11 85 or CG 20 26 11 85) should reference the RFP number.

16.0 COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE

- 16.1 During the life of the contract, Proposer shall maintain Comprehensive Automobile Liability Insurance to include all owned autos, non-owned autos, and hired autos coverage through an insurance carrier(s) licensed to do business in the State of Nevada and having current A.M. Best rating of A-:XII or better and approved by the Washoe County School District.
- 16.2 Limits shall be equal to the amount carried by the successful Proposer but shall not be less than One Million Dollars (\$1,000,000) per occurrence combined single limits.

17.0 PROFESSIONAL LIABILITY INSURANCE

- 17.1 During the life of the contract, Proposer shall maintain Professional Liability (Errors & Omissions) Insurance with minimum limits of at least \$1,000,000 per occurrence. The insurance required above may be proved under primary policies or by a combination of primary and excess policies.

18.0 OTHER INSURANCE PROVISIONS

18.1 VERIFICATION OF COVERAGE

- Successful Proposer shall furnish Washoe County School District with certificates of insurance with original endorsements effecting coverage required by this clause.
- The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.
- All certificates and endorsements are to be received and approved by Washoe County School District before work commences.
- Washoe County School District reserves the right to require complete, certified copies of all required insurance policies at all times.

18.2 DEDUCTIBLES AND SELF-INSURED RETENTIONS

- Any deductibles or self-insured retentions must be declared to and approved by the Washoe County School District before work commences.

GENERAL TERMS AND CONDITIONS (CONTINUED)

18.0 OTHER INSURANCE PROVISIONS (CONTINUED)

18.2 DEDUCTIBLES AND SELF-INSURED RETENTIONS (CONTINUED)

- The Washoe County School District reserves the right to request additional documentation, financial or otherwise, prior to giving its approval of the deductibles and self-insured retentions before work commences.
- The Washoe County School District shall be notified of any changes to the deductibles or self-insured retentions made during the term of this contract or during the term of any policy, prior to the change taking effect.
- It is understood that the successful Proposer is responsible for and shall assume payment of all deductibles and/or self-insured retentions.

18.3 POLICIES TO CONTAIN OR BE ENDORSED TO CONTAIN THE FOLLOWING PROVISIONS:

- The Washoe County School District, its officers, employees and volunteers are to be named as additional insured on the successful Proposer's general liability and auto liability coverages. The coverages shall contain no special limitations on the scope of protection afforded to the Washoe County School District, its officers, employees, agents or volunteers.
- The successful Proposer's insurance coverage shall be primary insurance. Any insurance or self-insurance maintained by the Washoe County School District, its officers, employees, agents or volunteers shall be in excess of the successful Proposer's insurance and shall not contribute with it in any way.
- Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Washoe County School District, its officers, employees, agents or volunteers.
- The insurance companies issuing the policy or policies shall have no recourse against the Washoe County School District for payment of any premiums, costs or assessments under any form of policy.
- Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, cancelled or non-renewed by either the successful Proposer or by the insurer, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Washoe County School District.
- The successful Proposer's insurers shall have no right of recovery or subrogation against the Washoe County School District.

RFP: STUDENT INFORMATION SYSTEM
RFP #09-006
GENERAL TERMS AND CONDITIONS (CONTINUED)

19.0 LICENSE AND CERTIFICATION

- 19.1 Proposer must be licensed or incorporated to do business in the State of Nevada.
- 19.2 Proposer shall possess all applicable licenses and/or certifications to perform this type of service.
- 19.3 If applicable, Proposer shall possess appropriate city and/or county business licenses.

20.0 VESTED INTEREST

- 20.1 Proposer chosen cannot receive any benefits (directly or indirectly) or be party to other agreements that may emanate from recommendations, contracting actions, and or activities related to this effort.
- 20.2 The only benefit Proposer may derive from this project is payment for the identified work and optional tasks contained herein, including identified deliverables in Proposer's initial RFP response and subsequent written additions to the agreement authorized by Washoe County School District.

21.0 WARRANTY

- 21.1 Proposer warrants that the work shall be performed with the degree of skill, care, and judgment customarily accepted as sound, quality. practice and procedure.
- 21.2 Proposer further warrants that the work fulfills the requirements and intent of the entire contractual agreement inclusive of Proposer's RFP response.
 - 21.2.1 If work fails to meet the aforementioned criteria and/or is deemed to be inadequate in the judgment of Washoe County School District, Proposer shall re-perform the work or portion of the work that is unsatisfactory.
 - 21.2.2 Proposer shall be liable for all costs and expenses incurred in the performance of corrective work and services, including travel, per diem, etc.

22.0 ASSIGNMENT

- 22.1 Any attempt by Proposer to assign or otherwise transfer any interest in this agreement without the prior written consent of Washoe County School District shall be void.

23.0 ATTORNEY'S FEES

- 23.1 The parties agree that in the event of a dispute, each party will bear its own costs of litigation and attorney's fees.

24.0 COMPLIANCE WITH LAW

- 24.1 Proposer shall comply with all applicable federal, state and local statutes, regulations, ordinances, or other legal requirements, which apply.

25.0 CONFIDENTIAL TREATMENT OF INFORMATION

- 25.1 Proposer shall preserve any information obtained, assembled or prepared in connection with the performance of this agreement in strict confidence.

26.0 COVENANT

- 26.1 Proposer covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this agreement. Further, Proposer covenants to its knowledge and ability that in performance of said services no person having any such interest shall be employed.

27.0 DISPUTE RESOLUTION

- 27.1 Any controversy or claim arising out of or related to the agreement or the breach thereof shall be settled by arbitration unless Washoe County School District, at its sole option, rejects arbitration by so notifying Proposer.
- 27.2 If Washoe County School District rejects arbitration, Proposer shall have thirty (30) days from the date of receipt of rejection to send notice to commence litigation by the service of a summons and complaint upon Washoe County School District.
- 27.3 Failure to effect service upon Washoe County School District within said time period shall act as a bar to litigation of the claim, which was the subject of the request for arbitration.
- 27.4 If the matter is arbitrated, Washoe County School District shall designate whether the rules of the American Arbitration Association or the rules of the Nevada Arbitration Association shall apply. Nevada courts may enter judgment on such awards.
- 27.5 The parties agree that any arbitrator may not award attorney's fees in any case.

28.0 FORCE MAJEURE

28.1 Neither party shall be liable for failure or delay in performance under any agreement anticipated by this order in whole or in part to an act of God, strike, lockout or other labor dispute, civil commotion, sabotage, fire, flood, explosion, acts of any government, unforeseen shortages or unavailability of fuel, power, transportation, raw materials or supplies, inability to obtain or delay in obtaining governmental approvals, permits, licenses or allocations, and any other causes which are not within such party's reasonable control, whether or not the kind is specifically enumerated above. During any period of Proposer's inability to perform, Washoe County School District may acquire from others said goods or services without incurring liability to Proposer.

29.0 PATENT INDEMNITY

29.1 Proposer agrees to indemnify and hold the District harmless from any claim involving patent infringement or copyrights on goods supplied.

30.0 PENALTIES

30.1 In case of default by Proposer, the District may procure the articles and/or services from other sources and may deduct from any unpaid balance due Proposer or collect against the bond, security, or surety for the amount of excess costs so paid.

31.0 INDEMNITY

31.1 Proposer agrees to indemnify and hold harmless Washoe County School District, its officers, employees, agents, and volunteers from and against all liability, claims, demands, and expenses including court costs and attorney's fees on account of any injury, loss, or damage which arises out of the work performed under this agreement if such injury, loss, or damage is due to the negligence of Proposer, any Sub-Proposer of Proposer, or any officer, employee, or agent of Proposer.

31.2 Washoe County School District agrees to indemnify and hold Proposer, its officers, and its employees harmless from and against any and all liability, claims, demands, and expenses including court costs and attorney's fees on account of any injury, loss, or damage which arises out of the work performed under this agreement, if such injury, loss, or damage is due to the negligence of Washoe County School District or any officer, employee, or agent of Washoe County School District subject to the provisions of NRS Chapter 41, including, but not limited to NRS 41.035.

31.3 The obligation of this section shall not apply to damages for which Washoe County School District is/shall become liable by final judgment to pay to a third party as the result of the negligence of Washoe County School District. Nothing herein shall constitute a waiver by Washoe County School District of any and all rights and privileges under any governmental immunity act or related statute.

GENERAL TERMS AND CONDITIONS (CONTINUED)

32.0 INTELLECTUAL PROPERTY

- 32.1 Any drawings, written reports or other works made by Proposer shall be considered works for hire and become the property of Washoe County School District. Any such works shall not be stamped with the Proposer's proprietary markings.

33.0 NO THIRD-PARTY RIGHTS

- 33.1 This agreement is made for the benefit of Washoe County School District and Proposer, not for any outside party.

34.0 NON-ENDORSEMENT

- 34.1 As a result of the selection of a Proposer to supply services, Washoe County School District is neither endorsing nor suggesting that the Proposer's service is the best or only solution. Proposer agrees to make no reference to Washoe County School District in any literature, promotional material, brochures, sales presentations, or the like, without the express written consent of Washoe County School District.

35.0 RECORDS

- 35.1 Records shall be maintained as required by successful Proposer in compliance with applicable municipal, federal or state laws, ordinances, codes, and as prescribed by Washoe County School District.
- 35.2 At any time during normal business hours when Washoe County School District deems it necessary, all records shall be made available to Washoe County School District at a location in Washoe County, Nevada for examination with respect to all matters covered by any subsequent agreement.
- 35.3 Washoe County School District may audit, examine and/or take excerpts or transcripts from such records including, but not limited to, invoices, materials, payrolls, records of personnel, conditions of employment or any other data as may be pertinent to this RFP.

36.0 SEVERABILITY

- 36.1 If a competent court or arbitrator holds any of the terms, covenants, provisions and agreements contained herein invalid, illegal or unenforceable, this agreement shall be interpreted as if such invalid terms, covenants, provisions, or agreements were not contained herein and the remaining provisions shall be valid and enforceable.

37.0 EXPENSES

37.1 In the event that Washoe County School District agrees to pay for any of Proposer's expenses directly related to this work, the following parameters shall apply:

37.1.1 No overhead and/or profit shall be permitted.

37.1.2 Proposer shall only receive reimbursement in amounts that are consistent with applicable travel guidelines established by Washoe County School District policy, regulations, and procedures for its own employees.

38.0 REJECTION OF PROPOSALS

38.1 Washoe County School District reserves the right to reject any and all proposals received, or any part thereof. Proposals may be rejected for any of, but not limited to, the following causes:

38.1.1 Proposal lacks signature by an authorized representative of Proposer.

38.1.2 Evidence of collusion among Proposers exists.

38.1.3 Proposer fails to meet terms and conditions as specified in the RFP.

38.1.4 Evidence submitted by Proposer leads Washoe County School District to believe that Proposer will be unable to carry out the obligations of the agreement and complete the work described.

38.1.5 Washoe County School District investigation determines that Proposer is not qualified to meet the obligations of the agreement and complete work described.

38.1.6 Cost of services exceeds budgetary constraints.

39.0 REFERENCES

39.1 Washoe County School District may investigate information supplied by Proposer to determine its accuracy.

39.2 Proposer supplying a reference or customer list gives Washoe County School District permission to contact firms listed and understand that any information gathered may be used in evaluation of the proposal.

RFP: STUDENT INFORMATION SYSTEM

RFP #09-006

GENERAL TERMS AND CONDITIONS (CONTINUED)

40.0 PROPOSAL NEGOTIATIONS

- 40.1 Washoe County School District may open negotiations with responsive Proposers after submission of proposals and prior to award.
- 40.2 At its sole discretion Washoe County School District reserves the right to award an agreement without negotiation based upon written proposals.

41.0 METHOD OF AWARD

- 41.1 Washoe County School District reserves the right to waive any minor informalities or irregularities in proposals and/or agreements in its best interests.
- 41.2 Washoe County School District reserves the right to award an agreement on the basis of individual scope of work elements, groups of elements or all elements to a single Proposer. Taking into consideration the specified evaluation criteria, Washoe County School District will select the Proposer whose proposal is most advantageous to the District.
- 41.3 Contractual commitments are contingent upon the availability of funds as evidenced by the issuance of a purchase order.
- 41.4 All agreements are subject to approval by Washoe County School District's legal counsel and may require approval of the Board of Trustees prior to execution.
- 41.5 Once awarded, this contract will be the final expression of agreement between the parties and may not be altered, changed, or amended except by mutual written approval agreement.
- 41.6 Unless specifically stated herein, if there exists any conflict or inconsistency between terms set forth in this RFP document, the successful Proposer's proposal, and any agreement submitted by the successful Proposer, the language in this RFP document shall take precedence.
- 41.7 Washoe County School District reserves the right to hold proposals for a period of ninety (90) days from date of opening before awarding or rejecting said proposals.

42.0 RECOMMENDATION FOR AWARD POSTING

It is the responsibility of the interested Proposer to obtain the Recommendation for Award.

- 42.1 The Recommendation for Award is posted on the following websites:
<http://www.washoe.k12.nv.us/district/departments/purchasing>,
<http://purchasing.state.nv.us/adocs/adoc.htm> and www.DemandStar.com
(DemandStar requires membership).
- 42.2 Proposer may also obtain the Recommendation for Award by contacting Washoe County School District Purchasing at purchasing@washoe.k12.nv.us or by calling (775) 850-8025.

43.0 APPEAL BY UNSUCCESSFUL PROPOSER

- 43.1 Any unsuccessful Proposer may appeal a pending Recommendation for Award.
- 43.2 Appellant must submit a written protest to the Purchasing Supervisor no later than six (6) calendar days after Recommendation for Award is posted. The notice of protest must include a written statement setting forth with specificity the reasons the person filing the notice believes the applicable provisions of the law were violated.
- 43.3 Appellant will be required to post a bond with a good and solvent surety company authorized to do business in the state of Nevada or submit other security in a form approved by Washoe County School District, which will hold the bond or other security until a determination is made on the appeal. Such bond must be submitted with the written protest to the Purchasing Supervisor.
- 43.4 The bond or other security shall be in the amount of 25% of the total dollar value of appellant's bid, up to a maximum bond or other security amount of \$250,000.
- 43.5 If appellant is not satisfied with Purchasing Supervisor's response, appellant may then appeal to an Appeals Committee designated by the District. If appellant is not satisfied with the Appeals Committee's response, appellant may then appeal to the Board of Trustees, who will render the final decision.
- 43.6 Appellant will not seek any type of judicial intervention until Washoe County School District has rendered its final decision on the protest.
- 43.7 Washoe County School District is not liable for any costs, expenses, attorney's fees, loss of income or other damages sustained by appellant in proposal appeal process.
- 43.8 Washoe County School District will stay any award action until after the Board of Trustees renders a final decision.
- 43.9 If an appeal is granted and a bond was required, the full amount of the posted bond will be returned to the appellant.
- 43.10 If the appeal is denied or not upheld, a claim may be made against the bond for expenses suffered by Washoe County School District because of the unsuccessful appeal.

44.0 BID BOND

- 44.1 When a bid bond is required, every bid shall be accompanied by a surety company certified bid bond or cashier's check made payable to Washoe County School District, 425 East Ninth Street, PO Box 30425, Reno, NV 89520-3425.

44.0 BID BOND (CONTINUED)

- 44.2 Depending on the requirements, the amount of surety shall not be less than ten percent (10%) of the total bid submitted. Said amount to be forfeited to Washoe County School District should the Proposer, to whom the contract is awarded, fail to enter into the contract in accordance with the bid.
- 44.3 Surety of the successful Proposer shall be retained by Washoe County School District until replaced by a Performance Bond.

45.0 PERFORMANCE BOND

- 45.1 When a Performance Bond is required, the successful Proposer shall agree to furnish Washoe County School District with a Performance Bond in the amount equal to one hundred percent (100%) of the total amount of the bid award for the initial period.
- 45.2 The Performance Bond shall be made payable to Washoe County School District, executed by one or more surety companies authorized to do business in the State of Nevada.
- 45.3 The Performance Bond shall be conditioned upon the successful Proposer's full performance of the work, in accordance with the plans, specifications, terms and conditions of the award of bid by the Board of Trustees.
- 45.4 In the event the contract is renewed, a new Performance Bond, if applicable, shall be requested for one hundred percent (100%) of the total amount of the bid for the renewal period.

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SPECIAL TERMS AND CONDITIONS

46.0 TERM OF AGREEMENT

- 46.1 It is the intent of Washoe County School District to award a contract for the term of five (5) years beginning upon award of contract by the Washoe County School District Board of Trustees with additional one (1) year renewals.

47.0 SCOPE OF WORK AND TECHNICAL REQUIREMENTS

- 47.1 The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified software firms to provide Washoe County School District with a comprehensive, fully integrated, operational, Student Information System (SIS) that will meet the information needs over the next seven to ten years. Washoe County School District is seeking an interested company that can provide solutions to address current and future Student Information System needs.

The Washoe County School District includes the Reno/Sparks metropolitan area, as well as remote areas which include Incline Village, Gerlach, Empire and Wadsworth.

There are sixty-four (64) elementary schools, one (1) special education school, sixteen (16) middle schools (one is currently under construction) and twelve (12) comprehensive high schools. High school students may also apply to attend Truckee Meadows Community College High School (a magnet school), Washoe High School (an alternative school), or the Academy for Arts, Careers and Technology which offers a wide range of advanced level occupational classes. Additionally, the District sponsors eight public charter schools which must be included in this project.

Our current district student enrollment is exceeding 63,300 with an additional student enrollment of approximately 2200 attending our eight public charter schools.

Although the majority of the elementary schools operate on a traditional calendar, there are eleven on a multi-track, year-round schedule and 13 on a single-track, year-round schedule.

The SIS must provide functionality to support classroom, school, community, administration and District student records administrative functions appropriate for a complex K-12 school district. The application system is required to be an existing, integrated software system that incorporates the operational functions described in this RFP.

Additionally, the SIS must be compatible and interface with the System for Accountability Information for Nevada (SAIN).

48.0 SUBMITTAL FORMAT REQUIREMENTS

Proposals must contain the documents listed below and be submitted in the following structured manner:

Volume 1 - Response to Requirements

- o Cover Letter
- o Table of Contents
- o Executive Summary
- o Brief History of Company
- o Appendix A - Respondent System Requirements Table (tabbed and labeled for each section)
- o Response Submittal Appendices 1-4
- o RFP Document (must be signed)
- o Vendor required agreements (if any)

Volume 2 - Costs- Must be sealed in separate envelope marked "Cost"

The following heading must be shown on each page of the proposal:

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RFP#
Respondent's Name
Section #, Page #

48.1 Cover Letter

Each proposal shall include a cover letter addressed to Russell Elsner, Buyer II; WCSO Purchasing Department; 14101 Old Virginia Road; Reno, NV 89521. The Cover Letter must:

- Be on Proposer's official business letterhead.
- Be included as the first page of each proposal.
- Include the signature of a person who is authorized to bind the Proposer contractually. The signature on the cover letter must indicate the title or position that the individual holds in the firm.
- Contain a statement that substantiates that the person who signs the letter is authorized to bind the Proposer contractually.
- Provide a contact name, phone number and fax number.
- Provide Proposer's legal status (sole proprietor, partnership, corporation, or other).

Cost information must not be included in the cover letter.

48.2 Table of Contents

- The Table of Contents must be included with each proposal submission.
- The Table of Contents must follow directly behind the cover letter.
- Section and page number must identify all major parts of the proposal, including exhibits. The Table of Contents must identify all figures, charts, graphs, etc.

48.0 SUBMITTAL FORMAT REQUIREMENTS

48.3 Executive Summary

An Executive Summary must be included with each submission. The Executive Summary must follow directly behind the Table of Contents. The Executive Summary will condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal to facilitate evaluation.

Cost information must not be included in the executive summary.

- 48.4 Provide a brief history of the firm, including any supplemental information such as samples of work, etc., which may be of assistance to the evaluation committee in determining the qualifications of the firm and/or individuals responding to RFP.

48.5 Response Requirements

It is the Proposer's responsibility to ensure that the Evaluation Committee can easily locate all responses for each requirement of the RFP. Responses to requirements must be submitted in sequential order in accordance with the RFP reference number and referenced as such in the Proposer's response. The Proposer shall maintain the order as provided in the RFP in order to facilitate the ease of reviewing response.

- **COMPLETE RESPONSE:** Vendors must respond in each and every area as specified in all RFP documents. All requirements **MUST BE** responded to in detail. Indicating that a requirement has been met, but not explaining in detail **HOW** the requirement is met will cause the requirement be deemed non-responsive. If the proposal is not complete and does not address all requirements and questions, the proposal may be deemed non-responsive. Accuracy of the proposal is the responsibility of the vendor. All proposals shall be reviewed to verify that the proposer has met the minimum requirements of the RFP. Proposers shall follow the format of the RFP in order to facilitate the review process for Washoe County School District.

- **Response Tables for Mandatory, Highly Desirable and Desirable Requirements**

Completed response tables for Mandatory, Highly Desirable and Desirable requirements (see Appendix A) must be submitted by opening date and time (see page one (1) of RFP document). The Proposer's response must be included within the tables provided. Each table must be completed with an appropriate response as to compliance and a description of the offering.

- **Proposer Response Table - Exceptions to Requirements**

Proposers desiring to communicate an exception to a requirement within this request for proposal, shall provide an indication of exception and an explanation within the provided response portion of

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the table included in Proposer's Response Table in this RFP. Exceptions to requirements are not permitted on Mandatory Requirements.

Should an exception pertain to a response table having multiple requirements and the Proposer wishes to accept some requirements and except others, the Proposer will indicate acceptance by identification in the 'Meets' column and provide a response. Any excepted requirements will be identified in the 'Exception' column and an explanation will be provided in the response portion of the table. For these situations, exception explanation shall follow acceptance explanation and be clearly marked as exceptions.

All Proposers are required to provide the responses by completing the WCS D Proposer Response Tables provided. Therefore, all of the blank spaces shall be fully filled, numbers shall be stated both in writing and in figures, signatures shall be in longhand, and the completed tables shall be without interlineations, alteration, or erasure.

Proposers will ensure mandatory compliance regarding the preparation and submission of proposals.

It is the Proposer's responsibility to ensure that its proposal is submitted in a manner that enables the evaluation team to easily locate all responses for each requirement of this RFP.

- **Mandatory Requirements**

All Proposers must satisfy each mandatory item. Failure to do so will eliminate Proposer from any further consideration. Additionally, Proposers will be evaluated upon their level of requirement satisfaction. Requirements that include functionality will be considered of greater value to the WCS D if it is 'integrated' into the product as opposed to functionality that is 'compatible' with product.

- **Highly Desirable and Desirable Requirements**

Proposers will be evaluated upon their level of requirement satisfaction. Requirements that include functionality will be considered of greater value to the WCS D if it is 'integrated' into the product as opposed to functionality that is 'compatible' with product. "Highly Desirable" requirements will be considered a greater value than the "Desirable requirements".

48.6 The following questionnaires must be submitted with each proposal with all questions answered:

- Vendor Qualifications Questionnaire (Appendix 1)
- Application Requirements Questionnaire (Appendix 2)
- Technical Requirements Questionnaire (Appendix 3)
- Implementation Services Questionnaire (Appendix 4)

Failure to submit all questionnaires answered completely may result in rejection of your proposal.

48.7 Proposal Negotiations

Proposers are directed to submit its best and final cost offer in the response. The District may, at its sole option, open negotiations with responsive Proposers after submission of proposals and prior to award. The District reserves the right to award without negotiations based upon written proposals only.

48.8 Indicate all costs associated with program implementation and define details on a price schedule. **All costs associated with proposal must be submitted in a separate, sealed envelope.**

48.9 Submit any proposed agreement required to implement this program. Washoe County School District may elect to execute Proposer's agreement provided Washoe County School District's standard terms and conditions in this Proposal are incorporated into the final agreement. Unless otherwise identified as such, Washoe County School District's contract language takes precedence in all cases.

48.10 Submittal Forms at Section 52 and 53 must be submitted with Proposal and **both** forms must be signed by someone authorized to sign on behalf of the company.

49.0 SELECTION PROCESS AND EVALUATION CRITERIA

49.1 Evaluation Information

Washoe County School District, prospective Proposers and the community benefit from an equitable and impartial evaluation process. The identification and weighting of the criteria used to achieve evaluation of proposals is of utmost importance. The weighting of the criteria will be released when proposals are opened (see page 1 for opening date and time). Specifically the goals of this process are to:

- Provide an outcome not subject to divergent opinion.
- Ensure all of the key elements associated with the project are addressed.
- Provide the ability to clearly distinguish among best, average, and weaker proposals.
- Contribute a strong sense of pragmatism and realism.
- Make certain of the existence of measurable standards upon which the outcome can be determined.
- Ensure the process utilized to determine the outcome will not consume an unreasonable amount of time or resources.

49.2 Evaluation Criteria

Stage One

Vendor proposals will be subjected to a two-stage evaluation and selection process. The first stage will begin with a review of the response to the proposal. A proposal must address all modules/functions to be considered.

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1. The proposal will include SIS software and implementation services.
2. Please note that descriptive and explanatory responses must be provided for all questions and system requirements. Proposals found to be incomplete may be rejected as non-responsive.
3. Washoe County School District may choose to ask clarification questions in writing and include the additional information gathered in this process.
4. The system must provide existing capabilities of the modules, functions or services on the system requirements tables.

Proposals that pass the initial screening will be evaluated and scored based on Washoe County School District evaluation criteria. Each submittal will be scored by an evaluation committee comprised of individuals designated by Washoe County School District.

Financial stability will be evaluated on a pass/fail basis. The financial statements submitted will be evaluated by a qualified member of Washoe County School District's Business and Finance Department. Any vendor that does not pass this evaluation may have their proposal rejected.

Software proposals will be rated on the following scale:

Stage 1 RFP Evaluation Criteria
System Requirements Tables
Vendor Qualifications/Experience
Implementation and Project Plans
Technology Requirement Questions
Application Requirement Questions
Financial Stability

The top scoring proposals will move into the second stage of the evaluation.

Stage Two

The top scoring proposals will be subjected to a more detailed second stage evaluation that will include vendor provided demonstrations at Washoe County School District.

During the Stage Two evaluation period, interviews will be conducted with the top scoring vendors to explore in detail the proposed implementation strategy and project plan and to discuss vendor qualifications and experience. Washoe County School District may choose to interview the vendor's training team and ask them to demonstrate portions of sample training sessions.

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References will be checked to address issues raised by the demonstrations and interviews or to answer detail questions not yet resolved. Visits to sites using the proposed software may be conducted during the stage-two evaluation. Vendors may be asked to help arrange these site visits, but not to attend the visits.

Evaluation and scoring during the stage-two evaluations will be based on:

Stage 2 RFP Evaluation Criteria
All information provided and scored in the stage-one evaluation
Costs
Software/Training demonstrations and vendor interviews
References response and existing client interviews

The list above will equate to and agree with the per cent of weighted values prepared for evaluation at the time of proposal opening. The evaluation criteria is not listed in order of importance. The total assigned percentages will equal one hundred percent (100%). The list of assigned percentages will be announced and provided to any interested Proposer after the proposal opening.

50.0 RFP TIME LINE

January 14, 2009	Publish RFP
January 28, 2009	Deadline for submission of vendor questions (5:00 p.m. PST)
March 11, 2009	Deadline for submitting Proposals (1:30 p.m. PST)
April 27-May 10, 2009	Vendor presentations (top-scoring vendors only)
June 9, 2009	Board of Trustees to award RFP

- 50.1 All questions must be submitted in writing to Russell Elsner, Buyer II. The Washoe County School District will accept questions by fax (775-857-3175), by mail (14101 Old Virginia Road, Reno, NV 89521), or by email to relsner@washoe.k12.nv.us. Questions must be submitted by January 28, 2009 at 5:00 P.M. PST. Answers to all questions will be posted as an addendum to the RFP on the Washoe County School District Purchasing Department website, the State of Nevada website and on DemandStar. It is the Proposer's responsibility to insure receipt of any addenda (see section 1.9 through section 1.11 of this document).

50.2 Interviews and Presentations

The District will conduct Proposer interviews and presentations to provide an opportunity for Proposers to present their proposals and conduct testing with the proposed software. These interviews and presentations will be conducted with selected Proposers from April 27, 2009 through May 10, 2009. The presentations and interviews will take place at the District's local site of choosing. The number of participants may be changed at the sole discretion of the District.

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SUBMITTAL FORMS

51.0 PUBLIC DISCLOSURE FORM

Company Name: _____

I hereby certify that I understand:

- 51.1 Washoe County School District employees shall not receive unlawful compensation, commission or personal profit in the course of performing Washoe County School District duties.
- 51.2 Washoe County School District positions may not be used for unlawful purposes or personal gain.
- 51.3 I further certify that I have listed all personal relationships and financial interests between the company, company officers, and key employees with current and former Washoe County School District Board of Trustees members and current and former Washoe County School District authorizing officials. Please complete form below. Additional sheets may be attached if necessary. Write in N/A if non-applicable.

Company/Employee	Position	Date of Hire	District Official/ Trustee	Relationship/ Interest

- 51.4 I hereby acknowledge that failure to disclose all facts relative to a conflict or potential conflict of interest with regard to my contract/agreement with Washoe County School District may result in termination of said contract/agreement.

Signature: _____
Authorized Company Representative

Title: _____ Date: _____

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SUBMITTAL FORMS (CONTINUED)

52.0 PROPOSAL SIGNATURE PAGE

Name: _____ Title: _____

Address: _____ City: _____

State/
Zip Code: _____ Phone: _____

Fax #: _____ E-Mail: _____

If Proposer objects to any term or condition, they must site the clause with which they have issue and suggest alternative language below. Acceptance of alternate terms and conditions is at the sole discretion of Washoe County School District. The absence of statements below indicates that the Proposer agrees to all terms and conditions in the RFP and agreement. **This form must be signed whether or not there are exceptions noted.**

By signing this Proposal Signature Page, I acknowledge the following:

- 52.1 I am an authorized agent for Proposer.
- 52.2 Proposer has read, understands and agrees to the terms and conditions in this RFP and accompanying documents.
- 52.3 Proposer intends to supply the materials and/or services specified herein.
- 52.4 Proposer affirms that they shall provide, execute, and maintain insurance policies as specified herein.
- 53.2 Proposer certifies that they shall comply with all federal, state, city, local, county, district statutes, other regulations and requirements.

Authorized Signature

Print Name

Title

Date

UPON WRITTEN REQUEST, REQUIREMENTS TABLE CAN BE PROVIDED ELECTRONICALLY IN WORD FORMAT

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SYSTEM REQUIREMENTS TABLE - APPENDIX A

1.0 GENERAL REQUIREMENTS

1.1 SYSTEM ARCHITECTURE

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.1.1	Mandatory: The system is locally hosted by WCSD and all data is owned by the District.		
1.1.2	Mandatory: The system is 100% web-based allowing the entire system to be accessed via a web browser.		
1.1.3	Highly Desirable: The system is one fully integrated system not separate systems linked together.		EXCEPTION (Y/N)
1.1.4	Highly Desirable: There are no requirements for hardware to be located at campus or school sites, or for specific hardware dedicated to a school or set of schools at a central site. All hardware should support a District-wide implementation.		EXCEPTION (Y/N)
1.1.5	Mandatory: The system must support the use of standard industry browsers (Internet Explorer, Firefox, and Safari) for all transactions and online via District-wide area network, via internet connections, via Microsoft Windows workstations, via Apple MAC workstations.		
1.1.6	Highly Desirable: The system should not require specific plug-ins for browsers to utilize its core functions.		EXCEPTION (Y/N)
1.1.7	Highly Desirable: The system does not rely on imports and exports from separate systems. For example: No importing or exporting has to take place between the teacher grade book and the grade reporting files of the administrative system.		EXCEPTION (Y/N)
1.1.8	Highly Desirable: Data is only entered once in the system and then is available in real time throughout the entire District. For example: Addresses and parent records are not duplicated within the system, rather they are entered once and then linked to the appropriate students.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.1 SYSTEM ARCHITECTURE (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.1.9	Highly Desirable: The system is deployed using a District-wide approach so that all data across the District is stored in a single database with real time update for all online transactions.		EXCEPTION (Y/N)
1.1.10	Highly Desirable: The system maintains a stateless browser status so that users may use the back and forward browser keys to move forward or backward through screens.		EXCEPTION (Y/N)
1.1.11	Highly Desirable: The system supports various methodologies for movement from screen to screen within the application, including but not limited to: Traditional Menu-Based Access, Wizards or work flow based processing, Integrated quick access to most common next screen functions.		EXCEPTION (Y/N)
1.1.12	Mandatory: The system provides the ability to establish new data fields.		
1.1.13	Mandatory: All new user defined data fields must survive new releases.		
1.1.14	Highly Desirable: New data fields may be included on new user defined screens for end users.		EXCEPTION (Y/N)
1.1.15	Mandatory: If the contract is awarded, the vendor will provide a comprehensive data dictionary complete with database schema and data mappings.		
1.1.16	Highly Desirable: If new screens are supported, new screens will survive all new application releases.		EXCEPTION (Y/N)
1.1.17	Highly Desirable: New data fields may be included on existing screens.		EXCEPTION (Y/N)
1.1.18	Desirable: New data fields may be included on multiple screens from a single field definition.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.1 SYSTEM ARCHITECTURE (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.1.19	Mandatory: User has complete control of custom field types such as numeric, date, money, e-mail, phone, SSN, droplets, check box and text fields.		
1.1.20	Mandatory: User has complete control over field definitions including field size.		
1.1.21	Highly Desirable: User has control over presentation sequence on screen.		EXCEPTION (Y/N)
1.1.22	Highly Desirable: User defined fields may be field level controlled via security for access by District, school, campus or school groups of users.		EXCEPTION (Y/N)
1.1.23	Mandatory: User defined fields may be marked as required for data entry purposes.		
1.1.24	Mandatory: Users may enter lists of valid values for pop-up selection during data entry.		
1.1.25	Highly Desirable: Users may enter a range (for example 1-15) to edit entry into numeric user defined fields.		EXCEPTION (Y/N)
1.1.26	Highly Desirable: Users may enter scripted code to edit and validate user entered data into user defined fields.		EXCEPTION (Y/N)
1.1.27	Mandatory: User defined fields are available for reporting purposes.		
1.1.28	Highly Desirable: User defined fields can be displayed on the parent/student portal.		EXCEPTION (Y/N)
1.1.29	Desirable: Interactive help text may be defined with new data fields.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.1 SYSTEM ARCHITECTURE (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.1.30	Highly Desirable: The system provides on screen indications of students with alerts or other notations on file.		EXCEPTION (Y/N)
1.1.31	Highly Desirable: The system has specialized teacher-level access that maintains security specifically to functions that may be performed by teachers.		EXCEPTION (Y/N)
1.1.32	Highly Desirable: The system should allow full school level control of parameters managing operational policies. This includes parameters such as attendance, scheduling and grading. Schools should not have to share processing rules.		EXCEPTION (Y/N)
1.1.33	Highly Desirable: The system is fully normalized, integrated and real time. For example, the updating of any data element is done only once, and is then reflected throughout all applications.		EXCEPTION (Y/N)
1.1.34	Highly Desirable: The application software should be fully normalized for input purposes. All data, including family, contact and address data should be entered only a single time.		EXCEPTION (Y/N)
1.1.35	Mandatory: In the event of a system outage, the applications must employ recovery to the last full logical transaction processed.		
1.1.36	Mandatory: The system supports real-time registration of students at either the school or District level.		
1.1.37	Mandatory: The system allows withdrawn student records to be immediately available for record transfer to other schools.		
1.1.38	Highly Desirable: The system maintains an unlimited number of school years of history for all student activity.		EXCEPTION (Y/N)
1.1.39	Highly Desirable: All modules within an application program should provide a common look and feel in command structure, navigation, functionality, etc.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.1 SYSTEM ARCHITECTURE (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.1.40	Highly Desirable: The system must accurately handle attempts by two or more users to update the same record at the same time, but must not restrict any number of users to access the same record concurrently.		EXCEPTION (Y/N)
1.1.41	Desirable: Error messages are easily comprehensible by the user and are displayed in an online manner.		EXCEPTION (Y/N)
1.1.42	Desirable: The error messages must be able to be changed by District staff to facilitate specific needs of District users.		EXCEPTION (Y/N)
1.1.43	Mandatory: The system has the capability for displaying pictures of students.		
1.1.44	Highly Desirable: The system provides an on-line pull-down list of all valid values for each validated field.		EXCEPTION (Y/N)
1.1.45	Mandatory: The system must include non-proprietary open database connectivity (ODBC or JDBC) to allow for interface access between database systems and different marketplace tools.		
1.1.46	Mandatory: The system meets all applicable Federal, State and Local mandates and compliance rules.		
1.1.47	Highly Desirable: The system should be capable of supporting multiple views of the database for different sets of users.		EXCEPTION (Y/N)
1.1.48	Mandatory: The application provides user managed support to export data to other systems in a variety of formats such as: ODBC, MS RTF, standard text, MS Excel, XML, CSV, etc.		
1.1.49	Highly Desirable: The application should provide a fully integrated query capability which uses a graphical interface employing such functions as point and click, drag and drop, graphical displays, etc.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.1 SYSTEM ARCHITECTURE (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.1.50	Mandatory: The system accommodates electronic reporting to the State of Nevada.		
1.1.51	Mandatory: WCSD and the SAIN (System for Accountability Information in Nevada) must be able to access all data directly and be able to extract District and SAIN defined data elements in a secure method on a nightly automated basis.		
1.1.52	Highly Desirable: The system accommodates "school within a school."		EXCEPTION (Y/N)
1.1.53	Highly Desirable: The system has built in spell check abilities in all free writing areas.		EXCEPTION (Y/N)
1.1.54	Mandatory: The system remembers the last student worked on by user for easy navigation to other areas of the product.		

1.2 SECURITY ARCHITECTURE

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.2.1	Mandatory: The system supports 128bit minimum SSL encryption for all online transitions.		
1.2.2	Mandatory: The application must support a broad set of security policies to manage general security settings. Security policy must be able to be varied for administrative staff, by teacher and for external access by parents/students.		

STUDENT INFORMATION SYSTEM

RFP #09-006

SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.2 SECURITY ARCHITECTURE (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.2.3	Highly Desirable: Security policies must allow for the ability to define either sensitive or insensitive case checking for passwords.		EXCEPTION (Y/N)
1.2.4	Highly Desirable: Security policies must allow the District to determine the length of the passwords.		EXCEPTION (Y/N)
1.2.5	Mandatory: Security policies must allow for the ability to store the user password in an encrypted format.		
1.2.6	Highly Desirable: Security policies support active directory.		EXCEPTION (Y/N)
1.2.7	Highly Desirable: Security policies support system generation of a random password that may be used for a single login by users prior to their setting their own password.		EXCEPTION (Y/N)
1.2.8	Mandatory: Security policies prevent all administrative and support staff from seeing a user's password.		
1.2.9	Mandatory: The system supports role based security which includes the ability to manage the screens or pages that users in a specific role may access.		
1.2.10	Highly Desirable: The system supports role based security which includes the ability to manage fields that users in a specific role may access.		EXCEPTION (Y/N)
1.2.11	Mandatory: The system supports role based security which includes the ability to manage the functions (add, change, delete and inquire) on each screen that a user in a role may perform on each screen that may be accessed.		
1.2.12	Mandatory: The system fully supports the definition of user groups, allowing controlled access to various school data by user group.		

STUDENT INFORMATION SYSTEM

RFP #09-006

SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.2 SECURITY ARCHITECTURE (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.2.13	Mandatory: The system fully supports the definition of user groups, allowing any number of users to be assigned to a user group		
1.2.14	Mandatory: The system allows a user to be assigned to multiple user groups and roles when appropriate.		
1.2.15	Highly Desirable: The security system should have the ability to automatically sign off dormant users from the system after a user defined time period.		EXCEPTION (Y/N)
1.2.16	Highly Desirable: The system should maintain an audit trail of changes and additions to highly secured functions such as attendance and grading. Reporting, online and printed, should show each change made, the before and after data, the user making the change and the time/date that the change was made.		EXCEPTION (Y/N)
1.2.17	Highly Desirable: The system should maintain a record of the last user time that each data record is changed. This record must include at least the user making the change as well as the time and date of the change.		EXCEPTION (Y/N)
1.2.18	Mandatory: Security is based on unique user names and passwords.		
1.2.19	Highly Desirable: System supports field level security.		EXCEPTION (Y/N)
1.2.20	Mandatory: The system provides teachers with access to student records for only the students enrolled in their classes.		
1.2.21	Mandatory: The system security restricts school site users from changing District-defined tables.		
1.2.22	Mandatory: The system provides access to users and the ability to define if that user can add, change, delete, or have no access to specific screens.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.2 SECURITY ARCHITECTURE (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.2.23	Highly Desirable: The system provides the ability to update user security available on-line.		EXCEPTION (Y/N)
1.2.24	Highly Desirable: The system provides an access control log for the system manager.		EXCEPTION (Y/N)
1.2.25	Mandatory: The system provides the ability to allow District control of District identified tables.		
1.2.26	Highly Desirable: The system provides the ability to use an external authentication system such as Active Directory.		EXCEPTION (Y/N)
1.2.27	Mandatory: The system provides the ability to define user/group/school level profiles across schools/District.		
1.2.28	Mandatory: The user session will timeout after a specified period of inactivity.		
1.2.29	Desirable: The system displays a warning message before an automatic log off due to inactivity.		EXCEPTION (Y/N)
1.2.30	Highly Desirable: The system enforces strong passwords.		EXCEPTION (Y/N)
1.2.31	Highly Desirable: The system provides the ability to produce and print auditor reports of specified audited field information.		EXCEPTION (Y/N)
1.2.32	Highly Desirable: The system provides the ability to track user logins.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.3 CAPACITY REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.3.1	Mandatory: The system supports an unlimited number of fields within the system (including user defined fields).		
1.3.2	Mandatory: The system supports an unlimited number of tables.		
1.3.3	Mandatory: The system supports an unlimited number of entries within a table.		
1.3.4	Mandatory: The system supports an unlimited number of screens.		
1.3.5	Mandatory: The system supports an unlimited number of user defined reports.		
1.3.6	Mandatory: The system supports an unlimited number of students.		
1.3.7	Mandatory: The system supports an unlimited number of schools and support departments.		
1.3.8	Mandatory: The system supports an unlimited number of simultaneous users on the system.		
1.3.9	Mandatory: The system supports an unlimited number of registered users.		
1.3.10	Mandatory: The system supports an unlimited number of user groups.		
1.3.11	Mandatory: The SIS provider has current customers using the current version of the system being proposed in this RFP, with a student population larger than 60,000 students.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.4 CALENDAR REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.4.1	Mandatory: The system supports unique calendars for each school.		
1.4.2	Mandatory: The system supports unique calendars for each track within a school.		
1.4.3	Highly Desirable: Calendars must be interactively used by all functions throughout the student system.		EXCEPTION (Y/N)
1.4.4	Mandatory: The system supports the ability to designate special days (snow days for example) for each calendar.		
1.4.5	Mandatory: The system supports year-round calendars.		
1.4.6	Mandatory: The system supports user defined calendar day codes, such as instructional day and non-instructional day.		
1.4.7	Highly Desirable: The system maintains all prior year calendars indefinitely.		EXCEPTION (Y/N)

1.5 END OF YEAR/NEW YEAR PROCESSING REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.5.1	Mandatory: The system supports ending enrollments for students individually and in mass.		
1.5.2	Mandatory: An End Date can be mass assigned.		

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.5 END OF YEAR/NEW YEAR PROCESSING REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.5.3	Mandatory: An End Status can be mass assigned.		
1.5.4	Mandatory: A Diploma Date can be mass assigned.		
1.5.5	Mandatory: A Diploma Type can be mass assigned.		
1.5.6	Mandatory: The system supports the automatic promotion of students to the next grade level.		
1.5.7	Mandatory: The system supports the automatic enrollment of students into the next school based upon student zoning information. Additionally, the system supports the automatic enrollment of students into the same school regardless of zoning information. An example would be students on granted variances or school choice selections if the school knows the student will be returning the following year.		
1.5.8	Highly Desirable: Students can be excluded from being automatically promoted based upon District-defined criteria, for example, if a student has been flagged to be "retained".		EXCEPTION (Y/N)
1.5.9	Mandatory: The system supports the automatic rolling forward of scheduling data, including calendars, term schedules, period schedules, grade levels, courses, sections with section placement, teacher assignments, room assignments, grading credits, scheduling rules, attendance codes, scheduling teams.		

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.6 PDA ACCESS REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.6.1	Highly Desirable: The system supports the use of a PDA, such as a Blackberry, Smart Phones or Palm devices.		EXCEPTION (Y/N)
1.6.2	Highly Desirable: The system enforces system user rights when using a wireless device.		EXCEPTION (Y/N)
1.6.3	Highly Desirable: No data is stored on the wireless device.		EXCEPTION (Y/N)
1.6.4	Highly Desirable: No syncing of data is required when using a wireless device.		EXCEPTION (Y/N)
1.6.5	Highly Desirable: The system supports taking of attendance from the wireless device.		EXCEPTION (Y/N)
1.6.6	Highly Desirable: The system supports adding a discipline referral from the wireless device.		EXCEPTION (Y/N)
1.6.7	Highly Desirable: The system supports the viewing of student information from the wireless device, including student pictures, student contact information, student schedules, student behavior/discipline history, and student grades.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.7 DOCUMENT MANAGEMENT

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.7.1	Highly Desirable: The system provides the ability to upload District forms such as permission slips, court papers, and health forms into the application.		EXCEPTION (Y/N)
1.7.2	Highly Desirable: The forms can be viewed and printed.		EXCEPTION (Y/N)
1.7.3	Highly Desirable: District forms that have been completed by hand can be uploaded into the application and associated directly with a specific student.		EXCEPTION (Y/N)
1.7.4	Highly Desirable: The completed form can be printed.		EXCEPTION (Y/N)
1.7.5	Highly Desirable: The system provides the ability for the forms to be formatted using various format types, such as, PDF, etc.		EXCEPTION (Y/N)
1.7.6	Highly Desirable: The system provides the ability for the forms to be formatted using Forms Document Format (FDF).		EXCEPTION (Y/N)
1.7.7	Highly Desirable: The FDF form will pre-populate user-defined fields from the database with the student and school information.		EXCEPTION (Y/N)
1.7.8	Highly Desirable: The FDF form can be populated interactively within the application.		EXCEPTION (Y/N)
1.7.9	Highly Desirable: The FDF form can be saved directly into the student's record.		EXCEPTION (Y/N)
1.7.10	Highly Desirable: The FDF form can be modified and updated.		EXCEPTION (Y/N)
1.7.11	Highly Desirable: The FDF form can be printed.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.8 MESSAGING AND NOTICES REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.8.1	Highly Desirable: The system supports the ability to send messages to the entire school staff.		EXCEPTION (Y/N)
1.8.2	Highly Desirable: The system supports the ability to send messages to a user defined group.		EXCEPTION (Y/N)
1.8.3	Highly Desirable: The system supports the posting of District-wide notices.		EXCEPTION (Y/N)
1.8.4	Highly Desirable: The system supports the posting of school-wide notices for only those users who have access to the school.		EXCEPTION (Y/N)
1.8.5	Highly Desirable: The system supports the creation and on-line completion of surveys.		EXCEPTION (Y/N)
1.8.6	Highly Desirable: Results from surveys can be recorded anonymously.		EXCEPTION (Y/N)
1.8.7	Highly Desirable: Surveys can be given a start date/start time and an end date/end time.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.9 ON-LINE HELP REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.9.1	Highly Desirable: The system provides an on-line help library for interactive use.		EXCEPTION (Y/N)
1.9.2	Highly Desirable: The system provides an on-line manual for interactive use.		EXCEPTION (Y/N)
1.9.3	Highly Desirable: The system provides printable on-line manuals.		EXCEPTION (Y/N)
1.9.4	Highly Desirable: The system provides the ability to search for specific help topics.		EXCEPTION (Y/N)
1.9.5	Highly Desirable: The system provides the option to print the help.		EXCEPTION (Y/N)
1.9.6	Highly Desirable: The system provides the ability for authorized users to edit the pre-programmed help to match District policy.		EXCEPTION (Y/N)
1.9.7	Highly Desirable: The system provides the ability for authorized users to create new help articles to outline District policies and procedures.		EXCEPTION (Y/N)
1.9.8	Highly Desirable: The system provides the ability for authorized users to link help to outside URLs for further description or District-defined policy documents.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.10 STAFF TRACKING REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.10.1	Highly Desirable: The system supports detailed tracking of all types of staff members, including but not limited to teachers, administrative staff, volunteer staff, maintenance staff and other staff member types.		EXCEPTION (Y/N)
1.10.2	Highly Desirable: The system tracks standard demographic data tracking for staff members such as name (first, middle, and last name), date of birth, address, former names, email address and other miscellaneous fields.		EXCEPTION (Y/N)
1.10.3	Highly Desirable: The system tracks basic HR information on a staff member including but not limited to the employee ID, full time status, hire date, emergency contacts, education level, position, exit date, years of experience, etc.		EXCEPTION (Y/N)
1.10.4	Highly Desirable: The system accommodates uploading staff pictures.		EXCEPTION (Y/N)
1.10.5	Highly Desirable: The system tracks multiple school assignments for a single staff member including the assignment dates, assignment percentages and types of assignments at each school.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.11 DISTRICT AND SCHOOL MANAGEMENT REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.11.1	Desirable: The system supports the setup of standard District information including district name, state number, phone, URL, complete address, county.		EXCEPTION (Y/N)
1.11.2	Mandatory: The system supports specific schools to be excluded from state reporting.		
1.11.3	Mandatory: The system maintains all grade levels supported for each school.		
1.11.4	Mandatory: The system maintains default promotion (i.e. Grade 2 promotes to Grade 3) detail for each grade level offered.		
1.11.5	Mandatory: The system supports the setup of standard school information including school name, state number, phone, fax, email, address.		
1.11.6	Highly Desirable: The system supports the setup of standard school information including principal information, Title 1 indicator.		EXCEPTION (Y/N)
1.11.7	Desirable: The system maintains room information for each school including maximum capacity.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

1.0 GENERAL REQUIREMENTS (CONTINUED)

1.12 SEARCHING REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
1.12.1	Mandatory: The system supports searching for students at the school level and District-wide, based upon permissions.		
1.12.2	Mandatory: The system supports searching for students based upon first name, last name, or a combination of both.		
1.12.3	Mandatory: In addition to searching by name, the system also supports searching for an individual student or group of students based upon user defined criteria, including student ID, grade, birth date, gender, and any other demographic data elements as defined by WCSD.		
1.12.4	Highly Desirable: The system supports "matrix searches" within each screen. For example, on a student demographic screen, the user could enter information into specific fields and generate the results based on the criteria entered (2nd grade males).		EXCEPTION (Y/N)
1.12.5	Highly Desirable: The system supports searches based on starts with text, contains text, exact match with text.		EXCEPTION (Y/N)
1.12.6	Mandatory: In addition to students, searches are also provided for other key data types such as families, caretakers, staff members, etc.		

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

2.0 STUDENT DEMOGRAPHICS

2.1 STUDENT DEMOGRAPHICS REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
2.1.1	Mandatory: Student demographic information can be tracked in separate data fields, including first name, last name, middle name, nickname, gender, race/ethnicity, birth date, student unique ID, phone number, social security number, birthplace and other data as required by WCSD and State of Nevada.		
2.1.2	Mandatory: Indicators are provided for special programs or language data, including English proficiency, home language, homeless, immigrant, gifted and talented, migrant.		
2.1.3	Mandatory: Student pictures can be uploaded. List all format types and explain process.		
2.1.4	Highly Desirable: The system provides the ability to mark student data as private allowing the private data to be left out of reports or letters that are generated.		EXCEPTION (Y/N)
2.1.5	Mandatory: The system provides the ability to automatically assign a unique student ID Number.		
2.1.6	Highly Desirable: The system provides the ability to automatically assign a student ID Number based upon District defined parameters.		EXCEPTION (Y/N)
2.1.7	Highly Desirable: All student data, including enrollment history, schedule, attendance, programs, grades, transcripts, credit summary, assessments, behavior, transcript, fees, lockers, and athletic eligibility are easily viewable by searching for the student only one time and not having to search for each data area of the application.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

2.0 STUDENT DEMOGRAPHICS (CONTINUED)

2.1 STUDENT DEMOGRAPHICS REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
2.1.8	Mandatory: The student's enrollment history displays a complete history of the student's enrollment in chronological order.		
2.1.9	Mandatory: The student's enrollment history displays the start date/end date, start status/end status for each entry and for each school.		
2.1.10	Mandatory: The student's schedule can be viewed, including any drop/add dates.		
2.1.11	Mandatory: The student's schedule can be printed.		
2.1.12	Highly Desirable: The student's schedule can be sent via e-mail from within the application.		EXCEPTION (Y/N)
2.1.13	Mandatory: The student's attendance history can be viewed, indicating total absences and tardies for the school year.		
2.1.14	Desirable: Special programs applicable to a student can be flagged, such as IEP or graduation plan.		EXCEPTION (Y/N)
2.1.15	Highly Desirable: Alerts can be flagged, such as medical alerts or court order issues.		EXCEPTION (Y/N)
2.1.16	Highly Desirable: The interim, progress, and final grades are displayed showing the student's progress over the entire school year.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

2.0 STUDENT DEMOGRAPHICS (CONTINUED)

2.1 STUDENT DEMOGRAPHICS REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
2.1.17	Mandatory: The student's transcript has the ability to display multiple years' data of the courses the student completed and the corresponding grade/mark from Kindergarten through graduation.		
2.1.18	Mandatory: The student's credit summary displays the total amount of credits the student has earned.		
2.1.19	Highly Desirable: Student assessment scores and results (District, State, and National) are available on-line.		EXCEPTION (Y/N)
2.1.20	Mandatory: Student assessment scores and results cross years so a student's progress on a specific test can be tracked over multiple years.		
2.1.21	Mandatory: The student behavior summary displays each incident, the date of the incident, other participants involved, and any resolutions.		
2.1.22	Highly Desirable: Student behavior records cross years so a student's behavior can be tracked over multiple years.		EXCEPTION (Y/N)
2.1.23	Mandatory: Student transportation information can be tracked, including bus numbers.		
2.1.24	Mandatory: The system provides a method to assign lockers to students individually or in mass.		
2.1.25	Desirable: A student can have more than one locker assigned to them.		EXCEPTION (Y/N)
2.1.26	Mandatory: The system provides a method to indicate and view student athletic eligibility.		
2.1.27	Highly Desirable: The system provides the ability to track students with military opt outs so they can be excluded from military contact lists.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

2.0 STUDENT DEMOGRAPHICS (CONTINUED)

2.2 PERSONALIZED LEARNING PLAN (PLP) REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
2.2.1	Desirable: The system provides a method to create a Personalized Learning Plan (PLP) for each student.		EXCEPTION (Y/N)
2.2.2	Desirable: The PLP can be created for multiple situations, including: 504, Modified IEP, Graduation Plan, Alternative Education.		EXCEPTION (Y/N)
2.2.3	Desirable: The system provides a PLP template for minimum data entry.		EXCEPTION (Y/N)
2.2.4	Desirable: The system utilizes banks, such a goal banks, for the user to select from when populating the PLP.		EXCEPTION (Y/N)
2.2.5	Desirable: The system provides a method for forms (such as evaluation forms) to be stored and utilized when documenting the progress of a student.		EXCEPTION (Y/N)
2.2.6	Desirable: The PLP can be viewed on-line by the teachers assigned to the student.		EXCEPTION (Y/N)
2.2.7	Desirable: The PLP can be viewed on-line by the parents and students.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

3.0 ENROLLMENT AND CENSUS

3.1 CENSUS/SIBLING AND HOUSEHOLD MANAGEMENT REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
3.1.1	Highly Desirable: Caretakers (parents/guardians) are entered into the system as their own record and not on the student record.		EXCEPTION (Y/N)
3.1.2	Highly Desirable: Caretakers (parents/guardians) only need to be entered into the system once, even if there are multiple students in the District tied to that caretaker.		EXCEPTION (Y/N)
3.1.3	Highly Desirable: The system tracks caretakers (parents/guardians) email addresses.		EXCEPTION (Y/N)
3.1.4	Highly Desirable: Each caretaker (parent/guardian) associated to a student can be given different access to the student's data.		EXCEPTION (Y/N)
3.1.5	Highly Desirable: Other people (such as doctors, case managers, and probation officers) are entered into the system as their own record and not on the student record.		EXCEPTION (Y/N)
3.1.6	Highly Desirable: Other people (such as doctors, case managers, and probation officers) only need to be entered into the system once, even if there are multiple students in the District tied to that contact.		EXCEPTION (Y/N)
3.1.7	Mandatory: Caretaker and other contact associations are made by selecting the relationship from a user defined drop down list box.		
3.1.8	Highly Desirable: When changes need to be made to a caretaker or other contact's information (such as a phone number), the change is made only once and reflected across the District for all students who are associated with that caretaker or contact.		EXCEPTION (Y/N)
3.1.9	Highly Desirable: The system easily accommodates split families, where a student lives with two parents residing at different locations.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

3.0 ENROLLMENT AND CENSUS

3.1 CENSUS/SIBLING AND HOUSEHOLD MANAGEMENT REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
3.1.10	Mandatory: The system allows the student to have a different last name than one or both parents.		
3.1.11	Highly Desirable: The system can maintain non school age children information.		EXCEPTION (Y/N)
3.1.12	Highly Desirable: The system provides an "at a glance" look at all the household relationships for a student across the District.		EXCEPTION (Y/N)

3.2 ADDRESS REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
3.2.1	Mandatory: The system maintains the address information for all families.		
3.2.2	Desirable: A family can have more than one active address.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

3.0 ENROLLMENT AND CENSUS (CONTINUED)

3.2 ADDRESS REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
3.2.3	Mandatory: The system supports designating an address as primary.		
3.2.4	Mandatory: The system supports flagging addresses or contacts for additional mailings.		
3.2.5	Mandatory: The system supports Post Office addresses.		
3.2.6	Highly Desirable: The system supports multiple data fields for capturing an address, including number, prefix, street name, direction, apartment, state, zip code, county, and latitude/longitude coordinate.		EXCEPTION (Y/N)
3.2.7	Highly Desirable: When associating a student or other person to an address, the address can be selected from a list (such as a county street file) of available addresses and not need to be typed.		EXCEPTION (Y/N)
3.2.8	Mandatory: The system provides the ability for new addresses to be manually entered.		
3.2.9	Highly Desirable: An address can be marked as private.		EXCEPTION (Y/N)
3.2.10	Mandatory: Addresses can be searched by various criteria, including house number or P.O. Box, street name, apartment, city, state, zip code.		
3.2.11	Mandatory: An address can be associated to specific schools within the District.		
3.2.12	Mandatory: The system validates that the school the student is enrolling is associated to their home address and provides a warning if outside the boundary.		
3.2.13	Mandatory: If the student enrolling is outside the boundary, the system supports variance codes as designated by the District.		
3.2.14	Mandatory: The system accommodates those students who are designated as homeless.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

3.0 ENROLLMENT AND CENSUS (CONTINUED)

3.3 STANDARD CENSUS/HOUSEHOLD MANAGEMENT REPORTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
3.3.1	Desirable: The system provides an address change report listing all students who have an address change recorded during a specified date range.		EXCEPTION (Y/N)
3.3.2	Desirable: The system provides a birthday report displaying student birthdays by date, date range, or month.		EXCEPTION (Y/N)
3.3.3	Desirable: The system provides a census by school boundary report listing the students living in the school boundaries grouped by address or student name.		EXCEPTION (Y/N)
3.3.4	Highly Desirable: The system provides a census verification report that can be printed per student so information can be validated by parents/guardians.		EXCEPTION (Y/N)
3.3.5	Highly Desirable: The system provides a Federal Impact Aid Report displaying people employed at a federal institution who have at least one child who is a student enrolled in a school.		EXCEPTION (Y/N)
3.3.6	Mandatory: The system provides the ability to print mailing labels that can also be limited to one per household.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

3.0 ENROLLMENT AND CENSUS (CONTINUED)

3.4 ENROLLMENT REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
3.4.1	Highly Desirable: The system provides the ability to view a student's complete enrollment history from one screen.		EXCEPTION (Y/N)
3.4.2	Mandatory: The system allows the student to be enrolled in two schools simultaneously.		
3.4.3	Mandatory: The system provides a simple method to view the start dates/end dates, start status/end status for each enrollment record.		
3.4.4	Mandatory: The system allows for pre-enrollment into the next school year.		
3.4.5	Mandatory: The system accommodates transfers, withdrawals, and new enrollments.		
3.4.6	Mandatory: The system captures all data pertaining to student enrollment, including grade level, start date, end date, start status code, end status code, track.		
3.4.7	Mandatory: The system captures all data pertaining to graduating students, including projected graduation date, diploma type, diploma date, and graduation status.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

3.0 ENROLLMENT AND CENSUS (CONTINUED)

3.5 STANDARD ENROLLMENT REPORTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
3.5.1	Desirable: The system provides an enrollment loss report listing those students who are currently enrolled in the selected school and do not have a primary enrollment in the same school for next year.		EXCEPTION (Y/N)
3.5.2	Highly Desirable: The system provides an enrollment summary report listing a District-wide breakdown of enrollments summary grouped by school, grade, gender and ethnicity.		EXCEPTION (Y/N)

4.0 REPORTS AND QUERIES

4.1 STANDARD PRINT SCREEN REPORTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
4.1.1	Highly Desirable: The system supports printing any page of the interface and corresponding data in report format.		EXCEPTION (Y/N)
4.1.2	Highly Desirable: Print screen reports can include a report header. The header can include the District information, school information, report title, and when the report was run.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

4.0 REPORTS AND QUERIES (CONTINUED)

4.2 STANDARD SYSTEM REPORTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
4.2.1	Mandatory: The system provides numerous pre-built reports for end users to utilize. Please attach a list of your pre-built reports.		
4.2.2	Highly Desirable: All standard reports can be viewed in PDF format.		EXCEPTION (Y/N)
4.2.3	Highly Desirable: All standard reports can be saved in PDF format.		EXCEPTION (Y/N)
4.2.4	Highly Desirable: All standard reports have multiple selection parameters to choose from.		EXCEPTION (Y/N)
4.2.5	Highly Desirable: Standard reports can be filtered by saved system queries/filters.		EXCEPTION (Y/N)

4.3 QUERY DESIGNER

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
4.3.1	Mandatory: The system supports accessing saved queries for editing.		
4.3.2	Mandatory: The system provides the option to create new queries.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

4.0 REPORTS AND QUERIES (CONTINUED)

4.3 QUERY DESIGNER (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
4.3.3	Highly Desirable: Queries can be created by user-defined SQL statements.		EXCEPTION (Y/N)
4.3.4	Mandatory: Queries utilize a highly user friendly interface such as a query wizard or other GUI interface to select fields within the system to be used in the query.		
4.3.5	Mandatory: The system allows an unlimited number of queries to be created and saved.		
4.3.6	Mandatory: The system supports querying results from the system's live production database.		
4.3.7	Mandatory: The system supports testing a query to preview results.		
4.3.8	Mandatory: The system supports selecting data from both custom fields and standard fields.		
4.3.9	Highly Desirable: Data tables and data fields are named with straight forward designations. For example: the student table is called student table, the first name field is titled the "first name" field. No numeric or alpha codes are used to list the fields and tables within the database.		EXCEPTION (Y/N)
4.3.10	Mandatory: Query results can be exported out of the system in various formats including Tab Delimited and CSV.		
4.3.11	Highly Desirable: Query results can be exported out of the system in the following formats PDF, HTML and XML.		EXCEPTION (Y/N)
4.3.12	Highly Desirable: Queries can be saved to different user types and individuals throughout the District in real time.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

4.0 REPORTS AND QUERIES (CONTINUED)

4.4 REPORT DESIGNER

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
4.4.1	Mandatory: The system provides an integrated report designer to create custom reports.		
4.4.2	Highly Desirable: The application should have a report generator which uses a graphical interface employing such functions as point and click, drag and drop, graphical displays, etc. SQL entry alone is not an acceptable query method.		EXCEPTION (Y/N)
4.4.3	Highly Desirable: The report designer allows a user to "grab" custom fields in the database so they can be embedded into the new report.		EXCEPTION (Y/N)
4.4.4	Highly Desirable: All custom designed reports can be merged with existing queries to seek limited results.		EXCEPTION (Y/N)
4.4.5	Mandatory: The application must allow users to generate reports and export to MS Excel.		
4.4.6	Highly Desirable: The application should allow users to generate reports in multiple formats, including but not limited to WYSIWYG for onscreen viewing, output to text for viewing in MS Word or other word processors, output to MS Excel, output to XML format, output to PDF format, output to HTML format.		EXCEPTION (Y/N)
4.4.7	Highly Desirable: The integrated report writer must support the generation of data into charts and graphs.		EXCEPTION (Y/N)
4.4.8	Highly Desirable: The system provides the ability for custom reports to be shared among users.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

4.0 REPORTS AND QUERIES (CONTINUED)

4.5 DATA ANALYSIS (DATA CUBES)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
4.5.1	Highly Desirable: The system supports the creation of an unlimited number of data cubes. Data cubes provide the ability for three dimensional data visualization. This means that the District can create their own data cubes by selecting the measures and dimensions they want to use directly from the database itself.		EXCEPTION (Y/N)
4.5.2	Highly Desirable: Standard data fields and custom fields can be used in creating data cubes.		EXCEPTION (Y/N)
4.5.3	Highly Desirable: Data cubes can contain multiple different data tables. For example, a user can analyze test scores, attendance records and classroom grades all in one data cube.		EXCEPTION (Y/N)
4.5.4	Highly Desirable: Data cubes can be saved to different user types and individuals throughout the District in real time.		EXCEPTION (Y/N)
4.5.5	Highly Desirable: Data cube results can be exported out of the system in the following formats PDF, Word, Excel, CSV, and TSV.		EXCEPTION (Y/N)
4.5.6	Highly Desirable: Data cube results can be graphed in the following formats: pie charts, line charts, vertical bar charts, horizontal bar charts, table charts.		EXCEPTION (Y/N)
4.5.7	Highly Desirable: Data cubes allow for drill down capabilities so that a user can look at the underlying data. For example, when looking at assessment results, an end user can drill down to see what students make up the results.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

5.0 SCHEDULING REQUIREMENTS

5.1 COURSE SET-UP REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
5.1.1	Mandatory: The system supports a District course catalog		EXCEPTION (Y/N)
5.1.2	Mandatory: The system supports an unlimited number of courses.		
5.1.3	Highly Desirable: Course IDs can be alpha-numeric.		EXCEPTION (Y/N)
5.1.4	Mandatory: Course names can be alpha-numeric.		
5.1.5	Mandatory: Courses can be designated as standards-based.		
5.1.6	Mandatory: Standards can be associated to a course.		
5.1.7	Highly Desirable: Associating standards to a course pre-populates the teacher grade book with the standards.		EXCEPTION (Y/N)
5.1.8	Mandatory: Courses can be marked active and inactive.		
5.1.9	Highly Desirable: Courses can be made available to specific schools or groups of schools.		EXCEPTION (Y/N)
5.1.10	Mandatory: Marking a course inactive prevents a student from requesting that course.		
5.1.11	Highly Desirable: Courses can be associated to state codes.		EXCEPTION (Y/N)
5.1.12	Mandatory: Courses can be associated to subject areas for graduation requirements.		
5.1.13	Mandatory: Sections can span more than one term.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

5.0 SCHEDULING REQUIREMENTS (CONTINUED)

5.1 COURSE SET-UP REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
5.1.14	Mandatory: Sections can span more than one period.		
5.1.15	Mandatory: A maximum number of students can be designated per section.		
5.1.16	Mandatory: A GPA weight can be given per course.		
5.1.17	Mandatory: A course can be flagged to have no impact on GPA.		
5.1.18	Mandatory: Bonus points can be associated to a course.		
5.1.19	Mandatory: Courses can be excluded from grading.		
5.1.20	Highly Desirable: Courses can be excluded from appearing on the transcript.		EXCEPTION (Y/N)
5.1.21	Mandatory: Courses can be flagged as vocational courses.		
5.1.22	Highly Desirable: Courses can be flagged as homeroom.		EXCEPTION (Y/N)
5.1.23	Highly Desirable: Courses can be flagged as being available for course requests.		EXCEPTION (Y/N)
5.1.24	Mandatory: Courses can be flagged as non-attendance courses.		
5.1.25	Mandatory: Descriptions can be written for each course.		
5.1.26	Highly Desirable: Descriptions are available on-line for the parents/students for on-line course requests.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

5.0 SCHEDULING REQUIREMENTS (CONTINUED)

5.1 COURSE SET-UP REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
5.1.27	Highly Desirable: Course rules can be provided and enforced by the system, such as Course A needs to be taken before Course B, Course A needs to be taken after Course B, Course A follows Course B, Course A must be taught by the same teacher, Course A and Course B must be scheduled into different periods during the same term, Course A and Course B must be scheduled into different terms, the student must be scheduled into sections of both Course A and Course B or neither course, Course A and Course B must be scheduled into sections that meet during the same period number during different terms.		EXCEPTION (Y/N)
5.1.28	Highly Desirable: Fees can be associated to a course.		EXCEPTION (Y/N)
5.1.29	Highly Desirable: All students enrolled into a course with a fee will automatically be assigned that fee.		EXCEPTION (Y/N)
5.1.30	Highly Desirable: Course constraints can be provided and enforced by the system, such as Course A can only be taught by a specific teacher, Course A can only be taught in a specific room, Course A can only be taught by a specific teacher and in a specific room, Course A can only be taught during specific terms, Course A can only be taught during specific time periods of the day, a teacher can only teach during specific terms, a teacher can only teach during specific time periods of the day, a specific room can only be used during specific terms, a specific room can only be used during specific time periods of the day.		EXCEPTION (Y/N)
5.1.31	Mandatory: Course set-up requirements can be carried over automatically from year to year, including course sections with schedule placement, teacher assignments, room assignments, scheduling rules, scheduling teams, scheduling teams assignments.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

5.0 SCHEDULING REQUIREMENTS (CONTINUED)

5.2 COURSE REQUESTS REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
5.2.1	Mandatory: Counselors and other designated staff members can manually add course requests for a student.		
5.2.2	Highly Desirable: Parents/students can interactively enter course requests from a parent/student portal.		EXCEPTION (Y/N)
5.2.3	Highly Desirable: The system supports the automatic loading of student course requests.		EXCEPTION (Y/N)
5.2.4	Mandatory: Course requests can be designated as required or alternates.		
5.2.5	Mandatory: Course requests can be assigned to students in mass.		
5.2.6	Mandatory: Course requests can be made for an entire grade level.		
5.2.7	Highly Desirable: Course requests may be made for a specific group of students or scheduling team.		EXCEPTION (Y/N)
5.2.8	Highly Desirable: Course requests may be made based upon a student's current request (i.e. if the student has Biology, they must also have Lab).		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

5.0 SCHEDULING REQUIREMENTS (CONTINUED)

5.3 SCHEDULING STUDENTS REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
5.3.1	Mandatory: The system provides the ability to manually add students to a class.		
5.3.2	Desirable: Rosters can be copied from one class to another.		EXCEPTION (Y/N)
5.3.3	Desirable: A homeroom roster can be created once and copied over to the core classes.		EXCEPTION (Y/N)
5.3.4	Mandatory: The system provides a walk-in scheduler for individual student scheduling.		
5.3.5	Mandatory: The walk-in scheduler allows a complete look at the student's current schedule, any empty periods, and course requests.		
5.3.6	Mandatory: The walk-in scheduler supports real time interactive schedule additions and changes.		
5.3.7	Mandatory: The walk-in scheduler provides the ability to search for all courses available that fit the student's schedule.		
5.3.8	Mandatory: The walk-in scheduler allows for searching for specific courses that meet user defined criteria to fill a student's schedule.		
5.3.9	Mandatory: The system provides for students to be scheduled for classes at another school in addition to home school.		
5.3.10	Mandatory: The system provides for students to be scheduled into the next school year without affecting the current schedule.		
5.3.11	Mandatory: The system provides for courses to be dropped from the student's schedule while retaining the course history.		
5.3.12	Mandatory: The system provides a method for flagging repeat courses.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

5.0 SCHEDULING REQUIREMENTS (CONTINUED)

5.4 MASTER SCHEDULING REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
5.4.1	Mandatory: The system supports various scheduling scenarios including block scheduling, period rotation, school within a school, team scheduling, and house or mini-campus schedule.		
5.4.2	Mandatory: The system provides user friendly tools to facilitate the building of the master schedule.		
5.4.3	Mandatory: The master schedule enforces scheduling rules that have been set for a course.		
5.4.4	Mandatory: The master schedule enforces scheduling constraints that have been set for a course.		
5.4.5	Highly Desirable: The master schedule supports multiple versions of the master schedule.		EXCEPTION (Y/N)
5.4.6	Desirable: The interface utilizes an easy to use "whiteboard" format to create the master schedule.		EXCEPTION (Y/N)
5.4.7	Mandatory: The master schedule interface allows for additions and changes to be made to courses.		
5.4.8	Mandatory: The master schedule interface allows viewing of conflicts.		
5.4.9	Highly Desirable: The master schedule interface allows for viewing of courses without enough seats, full sections, empty sections, singleton courses, sections with locked rosters.		EXCEPTION (Y/N)
5.4.10	Mandatory: The master schedule interface allows for loading of students into classes.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

5.0 SCHEDULING REQUIREMENTS (CONTINUED)

5.4 MASTER SCHEDULING REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
5.4.11	Mandatory: The master schedule balances by number of students.		
5.4.12	Desirable: The master schedule balances by gender.		EXCEPTION (Y/N)
5.4.13	Desirable: The master schedule balances by minority.		EXCEPTION (Y/N)
5.4.14	Desirable: The master schedule balances by number of discipline incidents.		EXCEPTION (Y/N)
5.4.15	Desirable: The master schedule balances by number of students classified as special education.		EXCEPTION (Y/N)
5.4.16	Highly Desirable: The master schedule loads students in user-defined order, such as random order, grade level.		EXCEPTION (Y/N)
5.4.17	Highly Desirable: The master schedule loader can re-load all students with one run.		EXCEPTION (Y/N)
5.4.18	Highly Desirable: The master schedule loader will enforce locked rosters when completing future runs.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

5.0 SCHEDULING REQUIREMENTS (CONTINUED)

5.5 STANDARD SCHEDULING REPORTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
5.5.1	Highly Desirable: The system provides an open rooms report displaying the rooms that are not being used per term and period.		EXCEPTION (Y/N)
5.5.2	Highly Desirable: The system provides a request batch report listing all of the student course requests that can be filtered and generated in multiple ways, such as any saved filter/query, grade level.		EXCEPTION (Y/N)
5.5.3	Highly Desirable: The system provides a request conflict report displaying potential scheduling conflicts based on user defined criteria, filters or queries.		EXCEPTION (Y/N)
5.5.4	Highly Desirable: The system provides an under requested student report displaying a list of students that have not requested enough courses to fill a schedule.		EXCEPTION (Y/N)
5.5.5	Highly Desirable: The system provides a request detail report listing the students that have requested a specific department or course.		EXCEPTION (Y/N)
5.5.6	Desirable: The system provides a request satisfied summary showing the count of requests and requests satisfied per grade, per course.		EXCEPTION (Y/N)
5.5.7	Desirable: The system provides a room usage report displaying what sections meet in each term and period for each room.		EXCEPTION (Y/N)
5.5.8	Highly Desirable: The system provides a seat count report showing the count of the number of seats versus the number of seats requested.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

5.0 SCHEDULING REQUIREMENTS (CONTINUED)

5.5 STANDARD SCHEDULING REPORTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
5.5.9	Desirable: The system provides a teacher load report displaying teacher utilization, such as the number of courses, sections, periods, student, and special education students.		EXCEPTION (Y/N)
5.5.10	Desirable: The system provides section rosters that can be filtered and generated based upon multiple criteria including terms, periods, effective dates, and teachers.		EXCEPTION (Y/N)
5.5.11	Desirable: The system provides student schedules that can be filtered and generated based upon multiple criteria such as alphabetical, grade level, zip code, user groups, periods, terms, and teachers.		EXCEPTION (Y/N)
5.5.12	Highly Desirable: The system provides a report of students with less than a specified number of classes.		EXCEPTION (Y/N)

6.0 ATTENDANCE REPORTING

6.1 ATTENDANCE SETUP AND BUSINESS RULES

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
6.1.1	Mandatory: The attendance system must provide extensive business rules to manage the unique requirements of each school. All setup tables and business rules must be managed at the District or school level.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

6.0 ATTENDANCE REPORTING (CONTINUED)

6.1 ATTENDANCE SETUP AND BUSINESS RULES (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
6.1.2	Mandatory: The system must support District-defined attendance reason codes to record the reason that students are absent or tardy.		
6.1.3	Mandatory: District-definable attendance codes are associated with District-definable attendance types.		
6.1.4	Highly Desirable: The system can track parental contact (calling) reason codes so that each parental contact, and the reason for that contact, may be tracked.		EXCEPTION (Y/N)
6.1.5	Mandatory: The system must support multiple attendance calendars and be able to account for holidays, snow days, in-service days, and unlimited number of user-defined day types.		
6.1.6	Mandatory: The system allows users to define multiple calendars for each school.		

6.2 CLASSROOM ATTENDANCE MONITORING REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
6.2.1	Mandatory: School site office staff is able to view which teachers have taken attendance and which teachers have not on a daily basis.		
6.2.2	Mandatory: School site office staff with appropriate security assignments is able to take attendance for the teachers on a daily basis.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

6.0 ATTENDANCE REPORTING (CONTINUED)

6.3 ATTENDANCE LETTER REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
6.3.1	Mandatory: The system supports multiple attendance letters that can be printed in batch and sent out by mail when certain attendance criterion is reached.		
6.3.2	Mandatory: Attendance letter criteria can be set in multiple ways, such as when a student reaches a specific number of absences or tardies or type of absences or tardies as defined by the user, the system generates a letter. This system should accommodate both period and daily attendance.		
6.3.3	Highly Desirable: The system provides a user-friendly attendance letter tool to create attendance letters.		EXCEPTION (Y/N)
6.3.4	Desirable: The system should consider tardies when initiating parental notification letters. Users may denote the number of tardies that equal a single absence for notification purposes.		EXCEPTION (Y/N)
6.3.5	Highly Desirable: Up to four notification letters may be generated for each notification area defined.		EXCEPTION (Y/N)
6.3.6	Mandatory: The system must track each time that a notification letter is generated.		
6.3.7	Mandatory: The system does not send the same letter twice for a student within the same semester.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

6.0 ATTENDANCE REPORTING (CONTINUED)

6.4 OFFICE ATTENDANCE REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
6.4.1	Mandatory: Attendance can be taken in the school or District office by student or batch, by day, by period.		
6.4.2	Mandatory: Ability to query or search attendance for specific students, days, periods, types, reasons, terms and other user defined criteria and display in an easy to view/read user-friendly format.		
6.4.3	Mandatory: User-definable attendance codes are associated with user-definable attendance types.		
6.4.4	Mandatory: Supports both period and daily attendance by entering attendance codes and comments.		
6.4.5	Mandatory: Ability to override and overwrite existing attendance status.		
6.4.6	Mandatory: Ability to overwrite existing teacher comments, append teacher comments, or leave existing comments unchanged.		
6.4.7	Mandatory: Batch attendance taking provides the ability to select a date range, enter attendance codes for the absence, and enter associated comments.		
6.4.8	Highly Desirable: Ability to batch edit for a user-defined group of students.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

6.0 ATTENDANCE REPORTING (CONTINUED)

6.5 STUDENT ATTENDANCE RECORDS REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
6.5.1	Desirable: Student attendance records are kept with the student year over year. For example, if a 12th grader had been in the District his entire academic life, a user with the correct permissions could see that student's 2nd grade attendance records within the system.		EXCEPTION (Y/N)
6.5.2	Highly Desirable: The system should allow absence tracking by day, term, year, class and course. If a student is transferred between multiple sections of the same course, the student absences should be reported for each section and for all sections of a single course concurrently.		EXCEPTION (Y/N)
6.5.3	Mandatory: The system provides for tracking and reporting of total days absent and/or tardy for each student during the present school year or within a given date range.		
6.5.4	Mandatory: The system provides for tracking and reporting of total days present for each student during the present school year, utilizing multiple District-defined codes.		
6.5.5	Mandatory: The system provides for tracking and reporting of total days absent for each student during the present school year, utilizing multiple District-defined codes.		
6.5.6	Highly Desirable: The system provides for tracking and reporting of consecutive absences for each student.		EXCEPTION (Y/N)
6.5.7	Mandatory: The system must maintain attendance for students that enter and withdraw multiple times within the same school year.		
6.5.8	Highly Desirable: The system should allow for a student to simultaneously attend multiple schools and track the attendance at each school and for the District as a whole.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

6.0 ATTENDANCE REPORTING (CONTINUED)

6.5 STUDENT ATTENDANCE RECORDS REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
6.5.9	Mandatory: The system must allow for the transfer or retrieval of absences, tardies and dismissals to the grade reporting module.		
6.5.10	Highly Desirable: The system must be able to display absences in real time to parents and/or contacts when a student is marked absent.		EXCEPTION (Y/N)

6.6 TEACHER ATTENDANCE

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
6.6.1	Mandatory: The system provides a user-friendly interface that allows a teacher to access and take attendance for only those classes taught by that teacher from a teacher workstation.		
6.6.2	Highly Desirable: Teachers should be interactively notified during absence entry when students are dropped or enrolled in their classes.		EXCEPTION (Y/N)
6.6.3	Highly Desirable: Teachers should have access to prior dates as defined by the school in order to maintain absence data from the classroom.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

6.0 ATTENDANCE REPORTING (CONTINUED)

6.6 TEACHER ATTENDANCE (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
6.6.4	Highly Desirable: Teachers should have access to student contact data such as parent's phone numbers, addresses and email addresses, secondary family contact data and emergency contact data.		EXCEPTION (Y/N)
6.6.5	Desirable: The system allows the teacher to access student attendance history for the specific class for which roll is being taken on an interactive basis for review. The history should include the reason codes for the absences.		EXCEPTION (Y/N)
6.6.6	Desirable: The system allows the teacher to access their student attendance history for the entire school year on an interactive basis while attendance is being taken.		EXCEPTION (Y/N)
6.6.7	Mandatory: During attendance taking, the system reports to the teacher or the office each student that has a recorded absence.		
6.6.8	Desirable: Teachers are notified of student special concerns, such as special ed, health concerns, etc.		EXCEPTION (Y/N)

6.7 STANDARD ATTENDANCE REPORTS REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
6.7.1	Mandatory: The system provides an average daily attendance (ADA) detail report which calculates ADA based off either whole day or half day attendance defined in the calendar, summarizing the data by student, grade and calendar.		

STUDENT INFORMATION SYSTEM
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SYSTEM REQUIREMENTS TABLE- APPENDIX A

6.0 ATTENDANCE REPORTING (CONTINUED)

6.7 STANDARD ATTENDANCE REPORTS REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
6.7.2	Highly Desirable: The system provides an attendance reason report which counts the attendance period and attendance days grouped by attendance reason.		EXCEPTION (Y/N)
6.7.3	Highly Desirable: The system supports both summary and detailed attendance reports based on date ranges, number of absences, excused and unexcused absences, reason codes, etc.		EXCEPTION (Y/N)
6.7.4	Highly Desirable: The system provides a student attendance report. This shows the attendance record for each student for daily or period attendance with absence types for the specified date range; each student's record prints on a separate page. The custom sort fields are student ID, last name, first name, grade, and gender.		EXCEPTION (Y/N)
6.7.5	Highly Desirable: The system provides an absence list by student report. This is an alphabetical list by student name and shows the absence reasons, totals and types for each period. The report can report on tardies by student. The fields include last name, first name, middle name, date, student ID, grade, gender, and telephone. The report includes date range absent types and absent reasons.		EXCEPTION (Y/N)
6.7.6	Highly Desirable: The system provides an attendance period count report displaying attendance marks that meet user-defined criteria by period.		EXCEPTION (Y/N)
6.7.7	Highly Desirable: The system provides a student daily or period detail report listing student attendance by day or period detail for a user-defined number of times and/or a specified date range.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

6.0 ATTENDANCE REPORTING (CONTINUED)

6.7 STANDARD ATTENDANCE REPORTS REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
6.7.8	Highly Desirable: The system provides an attendance register report calculating whole day and half day attendance based off the number of minutes defined in the grade and calendar, and displays the result for each day, for each student for a grade level along with a summary of ADA during that time frame.		EXCEPTION (Y/N)
6.7.9	Highly Desirable: The system provides a substitute attendance roster report for substitutes to record classroom attendance.		EXCEPTION (Y/N)
6.7.10	Highly Desirable: The system provides multiple methods for the calculation of perfect attendance. These methods should include no absences and no tardies, no absences or tardies allowed, absent less than one day and no tardies, absent less than one day and tardies allowed ability to allow or disallow specific attendance types.		EXCEPTION (Y/N)
6.7.11	Highly Desirable: The system provides a daily absence listing. The system provides a daily absence report. This report shows which students were absent on the specified date. The sort fields are last name, first name, middle name, gender, grade, parent/guardian name, telephone, absence date, perm number, absence code for period or daily (AM/PM) attendance.		EXCEPTION (Y/N)
6.7.12	Highly Desirable: The system provides a comprehensive attendance list.		EXCEPTION (Y/N)
6.7.13	Highly Desirable: The system provides an attendance frequency and distribution report.		EXCEPTION (Y/N)
6.7.14	Highly Desirable: The system provides a teacher daily report.		EXCEPTION (Y/N)
6.7.15	Highly Desirable: The system provides an attendance statistics report.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

6.0 ATTENDANCE REPORTING (CONTINUED)

6.7 STANDARD ATTENDANCE REPORTS REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
6.7.16	Highly Desirable: The system provides a Gain and Loss report. This report displays enrollment gains and losses by date and student. This report is sorted by the effective date of the add or drop, then by the student's last and first name. The custom sort fields are effective date, enter code, last name, first name, middle name, gender, grade, track, leave code, perm number.		EXCEPTION (Y/N)

6.8 AUTO-DIALING REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
6.8.1	Mandatory: The system supports auto-dialing functionality.		
6.8.2	Mandatory: Washoe County School District utilizes Connect-ED auto-dialing functionality. The system must support Connect-ED auto-dialing functionality for attendance notifications and other parent communications. https://www.blackboardconnect.com .		
6.8.3	Mandatory: The system provides for a real time call list of all students that are absent or tardy on a user specified day. This list must provide student IDs, names, and phone numbers and facilitate the calling process.		
6.8.4	Mandatory: The system provides an attendance caller printable report listing all students who are absent or tardy with parent/guardian contact information.		

STUDENT INFORMATION SYSTEM
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SYSTEM REQUIREMENTS TABLE- APPENDIX A

7.0 SCHEDULING REQUIREMENTS

7.1 GRADE REPORTING REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
7.1.1	Mandatory: The system supports multiple grade types (such as progress grade, academic grade, citizenship grade).		
7.1.2	Mandatory: The system allows users to define all grades that may be used. Grades must be user definable in multiple formats including alpha, numeric or other scales.		
7.1.3	Mandatory: Rubric grading scales are supported for standards-based grading.		
7.1.4	Mandatory: For each grade defined, multiple criteria can be associated to the grade for calculation purposes including minimum percent, GPA value, un-weighted- GPA value, bonus points, and passing score.		
7.1.5	Mandatory: For each grade defined, the inclusion of that grade in GPA calculations must also be defined. For example, a grade of "P" for "passing" results in a credit, but is not included in GPA calculations.		
7.1.6	Highly Desirable: The system allows multiple grading definitions to be defined. Multiple definitions may be used for classroom term and final grades. For example, one definition may be numeric grades (0-100), one alpha grades (A,B,C,D,F), one for alpha grades with "+" and "-" and one for pass/fail grades.		EXCEPTION (Y/N)
7.1.7	Highly Desirable: The system should allow for different grade definitions to be used in different school years.		EXCEPTION (Y/N)
7.1.8	Mandatory: Multiple grade reporting periods can be supported per school year.		
7.1.9	Mandatory: Grading windows can be defined for teachers to publish/post grades.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

7.0 SCHEDULING REQUIREMENTS (CONTINUED)

7.1 GRADE REPORTING REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
7.1.10	Highly Desirable: The system allows for the definition of standardized comments that may be used by teachers during grade entry.		EXCEPTION (Y/N)
7.1.11	Desirable: The system supports the grouping of comments into comment sets for use by specific teachers, classes, schools or departments.		EXCEPTION (Y/N)
7.1.12	Mandatory: The system provides a method for both the teacher and office staff to enter grades for students.		
7.1.13	Mandatory: The system provides an easy method for the office staff to view missing grades.		
7.1.14	Mandatory: The system must be able to support multiple calculated final grades for a class. For example, provide support for a first semester final grade in a full year class.		
7.1.15	Mandatory: The system must be able to define the credits for each individual course.		
7.1.16	Mandatory: Final grades may be user entered or calculated by the system.		
7.1.17	Highly Desirable: Teacher entered grades may be overridden by administrative staff.		EXCEPTION (Y/N)
7.1.18	Highly Desirable: GPAs are automatically calculated from grade entry.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

7.0 SCHEDULING REQUIREMENTS (CONTINUED)

7.2 GPA REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
7.2.1	Mandatory: Both standard and user defined (custom) GPAs are supported.		
7.2.2	Highly Desirable: GPAs are automatically updated as coursework is completed.		EXCEPTION (Y/N)
7.2.3	Mandatory: GPAs may exclude or include failed courses.		
7.2.4	Mandatory: Courses can be excluded from GPA calculations.		
7.2.5	Mandatory: Both weighted and un-weighted GPAs are supported.		
7.2.6	Highly Desirable: Any number of custom GPA calculations can be created.		EXCEPTION (Y/N)
7.2.7	Mandatory: GPAs (both standard and custom) can be included on the transcript.		
7.2.8	Desirable: GPAs may include specific university approved courses only.		EXCEPTION (Y/N)
7.2.9	Mandatory: GPAs may allow or disallow user updated credit adjustments on students. For example, students awarded partial credit in a class.		
7.2.10	Mandatory: GPAs may include or exclude honor points.		
7.2.11	Desirable: Each GPA may be marked to be included or excluded on student transcripts.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

7.0 SCHEDULING REQUIREMENTS (CONTINUED)

7.2 GPA REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
7.2.12	Desirable: Each GPA may be marked to be included or excluded on student report cards and progress reports.		EXCEPTION (Y/N)
7.2.13	Desirable: GPAs may be for a specific school or include all schools in the school District.		EXCEPTION (Y/N)
7.2.14	Desirable: GPAs may be modified via business rules, based on the number of honors level courses taken by the student. For example, students taking a higher number of honors classes may be given an added advantage.		EXCEPTION (Y/N)
7.2.15	Desirable: Specific courses may be marked as included or excluded from each defined GPA. In other words, each GPA may include a different combination of courses. This allows support for GPAs for core classes only, weighted classes only, university approved classes only or for all classes.		EXCEPTION (Y/N)
7.2.16	Mandatory: Courses may be weighted for GPA calculation.		
7.2.17	Desirable: Course weights may vary by GPA type.		EXCEPTION (Y/N)
7.2.18	Desirable: Course weights may be based on traditional weights, additive weights, multiplied weights or a combination of these weight types.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

7.0 SCHEDULING REQUIREMENTS (CONTINUED)

7.3 GRADUATION PLANNER REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
7.3.1	Mandatory: The system provides a graduation planner to define the requirements a student must meet for graduation.		
7.3.2	Highly Desirable: The graduation planner accommodates multiple diploma types and requirements (i.e. honors, advanced).		EXCEPTION (Y/N)
7.3.3	Mandatory: The graduation planner is automatically updated based upon the completion of courses by the student.		
7.3.4	Mandatory: The graduation planner can accommodate a combination of criteria the student must meet, including minimum GPA, specific course requirements, test requirements, credit requirements by department or subject categories, and mastery of core competencies or standards.		
7.3.5	Mandatory: The system supports the association of specific courses that may be taken by a student to meet the required credits for each graduation group.		
7.3.6	Desirable: The system supports the association of standards/competencies to courses.		EXCEPTION (Y/N)
7.3.7	Desirable: The system supports the definition of standards tests that must be passed to graduate.		EXCEPTION (Y/N)
7.3.8	Desirable: The system supports the definition of competencies or standards that must be mastered to graduate.		EXCEPTION (Y/N)
7.3.9	Highly Desirable: The system supports the definition of multiple graduation planner requirements per school.		EXCEPTION (Y/N)
7.3.10	Mandatory: Graduation planner requirements may be associated with graduation years (2007 standards vary from 2008) or by graduation track (college prep vs. standard degree) or by other user defined groups.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

7.0 SCHEDULING REQUIREMENTS (CONTINUED)

7.3 GRADUATION PLANNER REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
7.3.11	Highly Desirable: The system provides a method to mass assign a specific graduation plan to a group of students.		EXCEPTION (Y/N)
7.3.12	Mandatory: The system provides an overall analysis of the student's status of credit attainment, test results and standards/competencies attainment to review each student's graduation requirements.		

7.4 STUDENT TRANSCRIPT REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
7.4.1	Mandatory: The system provides a user-customizable transcript that includes standardized testing, class rank, GPA, schools attended, attendance summary, work in progress, weighting advanced courses, immunizations, demographic information, and type of diploma achieved.		
7.4.2	Highly Desirable: The system provides a user-customizable transcript that includes student pictures.		EXCEPTION (Y/N)
7.4.3	Highly Desirable: Multiple transcripts definitions can be created for a single school.		EXCEPTION (Y/N)
7.4.4	Mandatory: Transcripts can be created for all grade levels and all students.		
7.4.5	Mandatory: Transcript definitions can be created once and copied from year to year.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

7.0 SCHEDULING REQUIREMENTS (CONTINUED)

7.4 STUDENT TRANSCRIPT REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
7.4.6	Highly Desirable: Transcripts can be viewed on the parent/student portal.		EXCEPTION (Y/N)
7.4.7	Mandatory: Grades can be posted to transcripts for all students at once.		
7.4.8	Highly Desirable: Transcripts must be able to be produced with courses grouped by year and term or by department.		EXCEPTION (Y/N)
7.4.9	Mandatory: Transcripts must provide an option to print student immunizations.		
7.4.10	Mandatory: Transcripts must provide an option to print standardized test scores. Users must be able to select the specific test scores to be included on the transcript.		
7.4.11	Mandatory: Transcripts must provide an option to print high school proficiency test scores.		
7.4.12	Highly Desirable: State and national test scores (SAT, ACT, PSAT, HSPE, IB and AP) can be printed on the transcript.		EXCEPTION (Y/N)
7.4.13	Mandatory: Transcripts must support the printing of a student's status toward graduation, including but not limited to, credits required, credits in progress and total accumulated credits for each departmental area.		
7.4.14	Highly Desirable: Transcripts must support the printing of a student's diploma type based on user-defined criteria for evaluation of a transcript with a minimum of four diploma types.		EXCEPTION (Y/N)
7.4.15	Mandatory: Informal transcripts must be able to be printed on standard 8 ½ by 11 inch plain stock paper.		
7.4.16	Mandatory: The system allows the user to maintain all graduated student data, including selected demographics and transcript data, for an unlimited period of time.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

7.0 SCHEDULING REQUIREMENTS (CONTINUED)

7.4 STUDENT TRANSCRIPT REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
7.4.17	Highly Desirable: The system must support user maintenance of a record of each request and each generation and mailing of transcripts to colleges, universities and other entities.		EXCEPTION (Y/N)
7.4.18	Highly Desirable: The system must support user maintenance of a record of parental or student permissions for the release of transcripts.		EXCEPTION (Y/N)
7.4.19	Mandatory: The transcript record must maintain the term for each course to which a grade is awarded.		
7.4.20	Mandatory: The transcript must allow the inclusion of grades awarded in other school Districts as well as the name of the school District in which the grade was awarded.		
7.4.21	Mandatory: The transcript must allow for specific grades managed in the transcript system to be excluded from GPA calculations. This is the case for grades awarded in other school districts and for grades in the current school district.		
7.4.22	Mandatory: The transcript must allow for specific grades managed in the transcript system to be excluded from printing on transcripts. This is the case for grades awarded in other school districts and for grades in the current school district.		
7.4.23	Mandatory: The transcript must allow for inclusion of all students' grades, such as, grades K - 12 as well as ungraded and grade 13.		
7.4.24	Mandatory: Transcripts may be generated for a single student, or for user defined groupings of students.		
7.4.25	Highly Desirable: The system should allow transcripts to be saved in PDF format.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

7.0 SCHEDULING REQUIREMENTS (CONTINUED)

7.4 STUDENT TRANSCRIPT REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
7.4.26	Highly Desirable: The system should provide the ability for transcripts to be saved in PDF format both individually or based on user defined criteria, such as select student groups, the entire school, or the entire District. The purpose would be to save and archive the transcripts in an electronic format, outside the system, in a non-proprietary format. Additionally, the retrieval process for finding archived transcripts should facilitate a naming convention that allows District users to easily locate and access the archived transcript.		EXCEPTION (Y/N)
7.4.27	Highly Desirable: The system should allow for tracking student records requests from schools, parents, and others for a minimum of three years. The requesting date, school, District or entity, city, and state should be included in the records history.		EXCEPTION (Y/N)

7.5 STUDENT REPORT CARD REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
7.5.1	Mandatory: The system provides the ability to create both traditional and standard based report cards.		
7.5.2	Mandatory: The system provides a report card template with the option to display school or District-defined criteria, including academic and citizenship marks, demographic information, GPA, specific and/or multiple grading terms, standards, attendance summary, student ID, comments, grading scale.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

7.0 SCHEDULING REQUIREMENTS (CONTINUED)

7.5 STUDENT REPORT CARD REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
7.5.3	Mandatory: The system must allow for user definition of grades to be included on a report card.		
7.5.4	Mandatory: Report cards must print grades for a user-specified term range. For example, semester 1 and semester 2 on the same report card.		
7.5.5	Mandatory: Report cards must support the ordering of courses by alphabetic sorting or by period.		
7.5.6	Highly Desirable: The user should be able to define multiple report card formats and allow the selection of the desired format at the time of printing.		EXCEPTION (Y/N)
7.5.7	Mandatory: The user must be able to define the grades types to be included on each report card. For example, term grades, final grades, test grades, etc.		
7.5.8	Mandatory: The system must have the ability to print report cards for each family of which the student is a member. As an example this would include the primary family and also a father or mother that lives at another location.		
7.5.9	Highly Desirable: Report cards must provide options for the addressing of the card. Address options should include addressing to the student, to the parents, or to the "parents of" the student.		EXCEPTION (Y/N)
7.5.10	Highly Desirable: Report cards can be created once and copied from year to year.		EXCEPTION (Y/N)
7.5.11	Highly Desirable: Report cards can be viewed on the parent/student portal.		EXCEPTION (Y/N)
7.5.12	Mandatory: The system maintains grade history for any number of years.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

7.0 SCHEDULING REQUIREMENTS (CONTINUED)

7.5 STUDENT REPORT CARD REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
7.5.13	Mandatory: Report cards can be sorted and printed based upon multiple criteria, including alphabetical, grade, period, teacher, zip code, term.		
7.5.14	Mandatory: The system provides for printing of grade reports and progress reports at a school or at a central facility.		
7.5.15	Highly Desirable: Report cards can be exported in PDF format either individually or in mass.		EXCEPTION (Y/N)
7.5.16	Mandatory: The system provides the ability to create academic progress/warning notices.		

7.6 STANDARD GRADE REPORTS REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
7.6.1	Highly Desirable: The system provides a class rank report that can be filtered and generated based upon multiple criteria, including grade level, weighted or un-weighted GPA, or other GPAs as defined by the District.		EXCEPTION (Y/N)
7.6.2	Highly Desirable: The system provides a credit earned report listing the credits a student has earned that can be filtered and generated based upon multiple criteria, including grade level, filters or queries, year earned.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

7.0 SCHEDULING REQUIREMENTS (CONTINUED)

7.6 STANDARD GRADE REPORTS REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
7.6.3	Highly Desirable: The system provides a GPA report displaying term and cumulative GPAs that can be filtered and generated based upon multiple criteria, including grade level, filters or queries, terms, minimum GPA, maximum GPA.		EXCEPTION (Y/N)
7.6.4	Desirable: The system provides a transcript audit report showing differences between the score on the transcript and the source (such as the Grade Book).		EXCEPTION (Y/N)
7.6.5	Highly Desirable: The system provides a mark distribution analysis report. This report prints a mark distribution analysis organized by either the teacher, course and beginning period. This analysis shows totals, percentages, and GPAs for all academic marks awarded during the selected marking period. Totals are tallied for each teacher, course, and at the end of the report, for the entire school or District.		EXCEPTION (Y/N)

7.7 HONOR ROLL REPORTS REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
7.7.1	Highly Desirable: The system must be able to support multiple honor rolls that are calculated on all possible grade point averages.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

7.0 SCHEDULING REQUIREMENTS (CONTINUED)

7.7 HONOR ROLL REPORTS REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
7.7.2	Highly Desirable: Honor rolls may be defined based on the attainment of a specific GPA or the level of improvement of a student. For example, an "Improved" honor roll may include all students improving their GPA by a user entered value (for example 1.0) between terms.		EXCEPTION (Y/N)
7.7.3	Highly Desirable: Honor roll participation may be qualified based on no grades being below a user specified grade, in addition to attainment of minimum GPAs.		EXCEPTION (Y/N)
7.7.4	Highly Desirable: Honor rolls may be based on term or cumulative GPAs.		EXCEPTION (Y/N)

8.0 COUNSELORS REQUIREMENTS

8.1 COUNSELORS REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
8.1.1	Mandatory: The system provides support to track counseling activity on students.		
8.1.2	Mandatory: Students may be assigned individually to counselors or assigned in mass.		
8.1.3	Highly Desirable: The system can automatically assign counselors, based upon multiple criteria including alphabetically, randomly, by grade level, queries or student groups.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

8.0 COUNSELORS REQUIREMENTS

8.1 COUNSELORS REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
8.1.4	Mandatory: Counselors have access to all students assigned to them for student data, including grades, transcripts, schedules, behavior, and any other data based upon permissions.		
8.1.5	Highly Desirable: Staff members may enter referrals to counselors for action.		EXCEPTION (Y/N)
8.1.6	Highly Desirable: Referrals are tracked by student, by date and by the individual entering the referral.		EXCEPTION (Y/N)
8.1.7	Mandatory: Counselors can record student meetings including the date, purpose, outcome, and other notes.		
8.1.8	Highly Desirable: Counselors can create and maintain plans for students, such as graduation plans, and 504 Plans.		EXCEPTION (Y/N)
8.1.9	Highly Desirable: Counselors can upload forms and documents used when meeting with the student.		EXCEPTION (Y/N)
8.1.10	Mandatory: Counselors have a method to track all contacts made to parents, case managers, and any other person working with the student.		
8.1.11	Highly Desirable: Contact records maintain a contact type and purpose, the person contacted, the actual time and date performed, any comments, and if follow-up is required.		EXCEPTION (Y/N)
8.1.12	Highly Desirable: Counselors can record student visits to the counselor including the date, purpose, outcome, and other notes.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

8.0 COUNSELORS REQUIREMENTS (CONTINUED)

8.1 COUNSELORS REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
8.1.13	Highly Desirable: Counselors have access to the student schedule, attendance, discipline, and other information from all schools the student attended, for current and previous years.		EXCEPTION (Y/N)
8.1.14	Highly Desirable: Counselors can view/print summary contact information (i.e. contacts, phone numbers, and emergency contact information).		EXCEPTION (Y/N)
8.1.15	Highly Desirable: The system supports an unlimited number of visits and meetings between the counselor and student.		EXCEPTION (Y/N)
8.1.16	Highly Desirable: Counselors can print a summary report on individual students summarizing detailed contact and comments information.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

9.0 BEHAVIOR AND DISCIPLINE REQUIREMENTS

9.1 BEHAVIOR AND DISCIPLINE INCIDENT REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
9.1.1	Mandatory: The system must include the tracking of behavior/discipline incidents, participants (students), actions (responses), and detailed comments.		
9.1.2	Desirable: The system includes the tracking of both positive and negative behavior/discipline events.		EXCEPTION (Y/N)
9.1.3	Highly Desirable: The system supports an unlimited number of students participating in each behavior/discipline event.		EXCEPTION (Y/N)
9.1.4	Highly Desirable: The system will support third parties, parents, campus walk-ons, un-enrolled children, etc. as participants in an event.		EXCEPTION (Y/N)
9.1.5	Highly Desirable: The system supports an unlimited number of actions for each student participating in each event.		EXCEPTION (Y/N)
9.1.6	Mandatory: The system must support user-defined behavior/discipline event tables defining each type of behavior/discipline event that is tracked. All behavior/discipline event types are provided to users as pull-down tables during data entry.		
9.1.7	Mandatory: The system includes the tracking of behavior/discipline incidents, participants (students), actions (responses), and detailed comments, including event name, date, time, location, person referring the incident, weapons used, referral name, student role in the incident, resolution, resolution date, resolution end date, comments.		
9.1.8	Desirable: The system includes tracking and reporting that allows the District to distinguish whether incidents occurred during school hours or after school hours.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

9.0 BEHAVIOR AND DISCIPLINE REQUIREMENTS (CONTINUED)

9.1 BEHAVIOR AND DISCIPLINE INCIDENT REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
9.1.9	Desirable: The system includes tracking of any contributing factors to the incident such as drugs and alcohol.		EXCEPTION (Y/N)
9.1.10	Desirable: The system includes tracking of any injuries associated with the event including the type, injured body part and costs.		EXCEPTION (Y/N)
9.1.11	Desirable: The system includes tracking of any property damage related to the event including the type of damage, costs to victim and school and if restitution is mandated.		EXCEPTION (Y/N)
9.1.12	Desirable: The system includes tracking for any weapons used in an incident. Additionally, the incidents should be queryable and filterable based on the weapons used.		EXCEPTION (Y/N)
9.1.13	Desirable: The system tracks if a police report was filed and the police report number and whether arrests were made by police.		EXCEPTION (Y/N)
9.1.14	Highly Desirable: The system should be able to provide relationships between multiple behavior/discipline events that are related. For example, multiple fights at a ballgame.		EXCEPTION (Y/N)
9.1.15	Mandatory: The system must support user defined discipline action tables associated with each event defining each type of behavior/discipline action that is tracked. Associated actions can be created for all participants in each event. All behavior/discipline action types are provided to users as pull-down tables during data entry.		
9.1.16	Highly Desirable: For each response or action the system should track the date the action was initiated, the action type, staff name responsible, whether student was suspended and type of suspension, an indication of whether the student admitted their responsibility for offense.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

9.0 BEHAVIOR AND DISCIPLINE REQUIREMENTS (CONTINUED)

9.1 BEHAVIOR AND DISCIPLINE INCIDENT REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
9.1.17	Highly Desirable: If the student was suspended or expelled, the system should track the date range of the suspension or expulsion, the type of suspension, the number of days of suspension, the current status of suspension, an indication of the student's eligibility to return to school and the date of eligibility.		EXCEPTION (Y/N)
9.1.18	Highly Desirable: If concurrent schools enter discipline incident for a student, the system must update discipline record at home school.		EXCEPTION (Y/N)
9.1.19	Highly Desirable: If concurrent school enters a discipline incident for a student, the system must update discipline record at home school.		EXCEPTION (Y/N)

9.2 BEHAVIOR/DISCIPLINE LETTER REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
9.2.1	Highly Desirable: The system generates multiple behavior/discipline letters that can be sent out by mail, through the parent portal, or email when certain triggers are reached. Additionally, the letters can be saved in PDF format.		EXCEPTION (Y/N)
9.2.2	Highly Desirable: The system allows triggers to be based on behavior/discipline events and/or resolutions.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

9.0 BEHAVIOR AND DISCIPLINE REQUIREMENTS (CONTINUED)

9.3 STANDARD BEHAVIOR/DISCIPLINE REPORTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
9.3.1	Mandatory: The system provides standard reports for analysis of behavior/discipline events and resolutions.		
9.3.2	Mandatory: The reports can be filtered and generated based upon multiple user-defined criteria and ad hoc filters.		
9.3.3	Mandatory: The system allows a user to lookup behavior/discipline events associated with a student including, but not limited to, the incident number, date, time, staff member and all responses to the event.		
9.3.4	Mandatory: The system will print reports of all behavior/discipline incidents for each student during the current school year.		
9.3.5	Highly Desirable: The system will report the total number of students involved for each type of behavior/discipline incident for each grade or all grade levels. Example includes the total number of students involved in alcohol-related incidents in grade 6.		EXCEPTION (Y/N)
9.3.6	Highly Desirable: The system will report the total number of students who received a type of disciplinary action for each grade or all grade levels. Example includes the total number of out-of-school suspensions this school year.		EXCEPTION (Y/N)
9.3.7	Highly Desirable: The system provides the capability to create user-defined ad-hoc reports using selected or all behavior/discipline data.		EXCEPTION (Y/N)
9.3.8	Highly Desirable: The system provides the capability to sort total incidents and total actions taken by grade, ethnic code and gender.		EXCEPTION (Y/N)
9.3.9	Highly Desirable: The system provides the capability to include multiple category totals for selected incidents and actions taken when printing reports.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

9.0 BEHAVIOR AND DISCIPLINE REQUIREMENTS (CONTINUED)

9.3 STANDARD BEHAVIOR/DISCIPLINE REPORTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
9.3.10	Desirable: The system will report the number of incidents that occurred on the grounds of the District-operated facilities.		EXCEPTION (Y/N)
9.3.11	Desirable: The system will report the number of incidents that occurred during any type of school-sponsored activity that is held away from the home school, such as a football game, field trip, class trip, etc.		EXCEPTION (Y/N)
9.3.12	Highly Desirable: The system will report the number of incidents that occurred on any school sponsored transportation, including bus transportation to and from school-sponsored events.		EXCEPTION (Y/N)
9.3.13	Highly Desirable: The system allows the user to download selected or all behavior/discipline records associated with a student record for a given date range.		EXCEPTION (Y/N)
9.3.14	Highly Desirable: The system allows the user to export selected or all behavior/discipline records associated with a student record for a given date.		EXCEPTION (Y/N)
9.3.15	Highly Desirable: The system allows the user to export behavior/discipline incident and/or action taken totals based on specific categories or selected criteria.		EXCEPTION (Y/N)
9.3.16	Highly Desirable: The system allows the user to export selected or all behavior/discipline summary data for a given date range.		EXCEPTION (Y/N)
9.3.17	Highly Desirable: The system must provide for the ability to view all of a student's behavior/discipline history for a single school, across all schools for a single school year, for a single school for multiple years or across all schools for multiple years. All behavior/discipline history should be maintained for an unlimited number of years.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

9.0 BEHAVIOR AND DISCIPLINE REQUIREMENTS (CONTINUED)

9.3 STANDARD BEHAVIOR/DISCIPLINE REPORTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
9.3.18	Desirable: The system provides for the ability for a quick entry process for mundane behavior/discipline events and expanded entry for more complex events.		EXCEPTION (Y/N)

10.0 HEALTH REQUIREMENTS

10.1 GENERAL HEALTH REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
10.1.1	Mandatory: The system must have the ability to track detailed health information on all students in the system.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

10.0 HEALTH REQUIREMENTS (CONTINUED)

10.2 IMMUNIZATION REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
10.2.1	Mandatory: The system tracks an unlimited number of immunization types for students.		
10.2.2	Mandatory: The system allows a student to be marked as exempt from an immunization.		
10.2.3	Mandatory: The system tracks multiple shots for each immunization type and reports each date that an immunization was administered.		
10.2.4	Highly Desirable: The system should maintain business rules for each immunization type and automatically determine if a student has complied with immunization requirements.		EXCEPTION (Y/N)
10.2.5	Highly Desirable: The immunization compliance for each student is clearly visible on the screen, without having to generate a report.		EXCEPTION (Y/N)
10.2.6	Highly Desirable: Date of next shot in immunization series is tracked and printable in a report.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

10.0 HEALTH REQUIREMENTS (CONTINUED)

10.3 HEALTH CONDITIONS AND INTERVENTION REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
10.3.1	Mandatory: The system must track an unlimited number of health concerns on each student and allow for a user maintained table of health concerned codes and types.		
10.3.2	Highly Desirable: The system should maintain a description of each health concern for each student.		EXCEPTION (Y/N)
10.3.3	Desirable: The system should maintain a history of all past health concerns that are no longer active.		EXCEPTION (Y/N)
10.3.4	Mandatory: The system must be able to track medications administered. An unlimited number of medications must be supported for each health visit.		
10.3.5	Mandatory: system must be able to maintain extensive health notes on each student.		
10.3.6	Highly Desirable: The system provides the option to set an alert flag for health concerns. These alerts can be viewed by all staff depending on user-defined access requirements.		EXCEPTION (Y/N)

10.4 SCREENING REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
10.4.1	Mandatory: The system tracks an unlimited number of student screenings such as vision, hearing, scoliosis, height and weight, or any other user-defined screening.		

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

10.0 HEALTH REQUIREMENTS (CONTINUED)

10.5 HEALTH VISIT REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
10.5.1	Mandatory: The system tracks each health visit for each student and the details of the visit including visit type, visit date, visit time, resolution, resolution date, medications administered, and comments.		
10.5.2	Highly Desirable: The system should provide access to the student health log for an unlimited historical period of years.		EXCEPTION (Y/N)

10.6 CONTACT LOG REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
10.6.1	Highly Desirable: The system tracks communication between the health staff and parent/guardians. The system tracks persons contacted, contact date, and comments.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

10.0 HEALTH REQUIREMENTS (CONTINUED)

10.7 STANDARD HEALTH REPORTS REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
10.7.1	Highly Desirable: This system provides a daily health report listing the health events and resolutions that occurred on a specific date or date range.		EXCEPTION (Y/N)
10.7.2	Highly Desirable: This system provides an immunization summary report that can be filtered and generated based upon user defined criteria, such as grade, effective date, user generated filters.		EXCEPTION (Y/N)
10.7.3	Mandatory: This system provides an immunization compliance report that can be filtered and generated based upon user-defined criteria, such as grade, immunization type, compliance status, etc.		
10.7.4	Highly Desirable: This system provides a screening compliance report that can be filtered and generated based upon user-defined criteria.		EXCEPTION (Y/N)
10.7.5	Highly Desirable: This system provides a health alerts summary report that can be filtered and generated based upon specific criteria.		EXCEPTION (Y/N)
10.7.6	Highly Desirable: This system provides a health condition summary report that can be filtered and generated based upon specific criteria.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

11.0 TESTING/ASSESSMENT REQUIREMENTS

11.1 ASSESSMENT REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
11.1.1	Mandatory: The system tracks an unlimited number of assessments including state assessments, national assessments, District-defined tests.		
11.1.2	Highly Desirable: The system tracks assessments, including English Language Proficiency Assessment (ELPA), Nevada Criterion Referenced Tests (CRTs), Nevada High School Proficiency Exam, Nevada Norm Referenced Tests (NRTs), Nevada Alternate Scales of Scholastic Achievement (NASSA), Nevada Writing Assessments, and any other state mandated assessments.		EXCEPTION (Y/N)
11.1.3	Highly Desirable: The system tracks if there is an alternate assessment on the test.		EXCEPTION (Y/N)
11.1.4	Mandatory: The system allows test scores to be tracked at multiple levels, including test level, sub-test level, strand level, and sub-strand level. For example, vocabulary, spelling and reading as components of the language arts sub-test.		
11.1.5	Mandatory: The system allows multiple test score types, including scale scores, raw scores, percentile rank, percentage correct, normal curve equivalent, pass/fail scores, proficient/non-proficient scores.		
11.1.6	Highly Desirable: Each test score type tracks the passing score as well as the range of scores that are supported for that score type.		EXCEPTION (Y/N)
11.1.7	Highly Desirable: The system tracks achievement levels, including emergent/developing, approaches standard, meets standard, and exceeds standard.		EXCEPTION (Y/N)

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11.0 TESTING/ASSESSMENT REQUIREMENTS

11.1 ASSESSMENT REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
11.1.8	Highly Desirable: Achievement levels are customizable for different tests. For example, the ELPA has five achievement levels as opposed to the four for most other state tests: entry, emerging, intermediate, advanced intermediate and proficient.		EXCEPTION (Y/N)
11.1.9	Mandatory: The system tracks specific information regarding the assessment, including test name, test date, test year, grade level, number of items, test type (district, state, national).		
11.1.10	Highly Desirable: The system tracks whether assessments are No Child Left Behind tests.		EXCEPTION (Y/N)
11.1.11	Mandatory: The system tracks multiple scores for a student repeating a test.		
11.1.12	Highly Desirable: The system displays all tests a student has taken across an unlimited number of school years.		EXCEPTION (Y/N)
11.1.13	Highly Desirable: The system provides the option to print assessment results on the transcript.		EXCEPTION (Y/N)
11.1.14	Mandatory: The system provides the option to have teachers view assessment scores for the students assigned to them.		
11.1.15	Highly Desirable: The system provides an assessment import utility to easily import results.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

11.0 TESTING/ASSESSMENT REQUIREMENTS

11.2 STANDARD ASSESSMENT REPORTS REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
11.2.1	Highly Desirable: The system provides the ability to track assessment accommodations and report them for easy viewing of students requiring accommodations.		EXCEPTION (Y/N)
11.2.2	Highly Desirable: This system provides a test results report that can be filtered and generated based upon user defined criteria, including grade level, effective date, test type, test result, test score, student ethnicity, program participation.		EXCEPTION (Y/N)

12.0 SPECIAL EDUCATION REQUIREMENTS

12.1 SPECIAL EDUCATION REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
12.1.1	Mandatory: The special education module is fully integrated with the student information system.		
12.1.2	Mandatory: The special education module shares the same database as the application.		
12.1.3	Mandatory: The system indicates to users throughout the application that a student is a special education student.		
12.1.4	Highly Desirable: The system provides user-managed tables to support pull-down lists for all multiple selection data fields.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

12.0 SPECIAL EDUCATION REQUIREMENTS (CONTINUED)

12.1 SPECIAL EDUCATION REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
12.1.5	Mandatory: The system provides the tracking of the initial special education meeting date.		
12.1.6	Mandatory: The system tracks the IEP start date.		
12.1.7	Mandatory: The system tracks the IEP end date.		
12.1.8	Mandatory: The system tracks the IEP evaluation date.		
12.1.9	Mandatory: The system tracks the eligibility date.		
12.1.10	Mandatory: The system tracks whether the student is Medicaid eligible.		
12.1.11	Mandatory: The system allows a student to have multiple primary disabilities.		
12.1.12	Mandatory: The system supports the tracking of up to three secondary disabilities associated with each primary disability.		
12.1.13	Highly Desirable: The system tracks the staff member managing each disability on file for a student.		EXCEPTION (Y/N)
12.1.14	Highly Desirable: The system tracks the exit reason and the date that evaluation/disabilities ends.		EXCEPTION (Y/N)
12.1.15	Highly Desirable: The system individually tracks all special education services being provided to a student.		EXCEPTION (Y/N)
12.1.16	Highly Desirable: For each service being provided, the system tracks, at a minimum, the start date, end date, service location, service provider, and frequency.		EXCEPTION (Y/N)
12.1.17	Highly Desirable: The system provides the ability to track an unlimited number of special education evaluations in each school year.		EXCEPTION (Y/N)
12.1.18	Highly Desirable: For each evaluation performed, the system reports the date, the evaluation results and the associated instructional setting.		EXCEPTION (Y/N)

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13.0 FEE REQUIREMENTS

13.1 FEE REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
13.1.1	Highly Desirable: The system provides a fees management system to track fees owed by a student to the District and the collection of such fees.		EXCEPTION (Y/N)
13.1.2	Highly Desirable: The system supports the definition of an unlimited number of student fee types.		EXCEPTION (Y/N)
13.1.3	Highly Desirable: The system supports specific fees by grade level.		EXCEPTION (Y/N)
13.1.4	Highly Desirable: The system supports the definition of optional fees such as damage to property, yearbooks, etc.		EXCEPTION (Y/N)
13.1.5	Highly Desirable: The system provides for the definition of course fees so that the student is automatically charged a fee for a course when the course is taken by that student.		EXCEPTION (Y/N)
13.1.6	Highly Desirable: The system supports the ability to define the fee amount for each course.		EXCEPTION (Y/N)
13.1.7	Highly Desirable: The system supports the ability to refund fees if a course is dropped before a user defined number of days into a course.		EXCEPTION (Y/N)
13.1.8	Highly Desirable: The system supports the definition of general fees that will be charged to all students, including picture fees, locker fees, etc.		EXCEPTION (Y/N)
13.1.9	Highly Desirable: The system supports printing student fee statements.		EXCEPTION (Y/N)
13.1.10	Highly Desirable: The system supports interactively entering fee payments from students.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

13.0 FEE REQUIREMENTS (CONTINUED)

13.1 FEE REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
13.1.11	Highly Desirable: The system supports tracking the date and a description for each payment.		EXCEPTION (Y/N)
13.1.12	Highly Desirable: The system allows for partial payments.		EXCEPTION (Y/N)
13.1.13	Highly Desirable: The system provides the ability to process refunds.		EXCEPTION (Y/N)
13.1.14	Highly Desirable: The system supports the inquiry on the overall fee statement/status of a student.		EXCEPTION (Y/N)
13.1.15	Highly Desirable: The system maintains a complete history of all transactions for a student account for an unlimited number of years.		EXCEPTION (Y/N)
13.1.16	Highly Desirable: The system supports designating whether a payment was made by check, cash, or credit card.		EXCEPTION (Y/N)
13.1.17	Highly Desirable: The system lists total debits, credits, last payment, and running balance for a student.		EXCEPTION (Y/N)
13.1.18	Desirable: The system enforces user defined fee maximums per student.		EXCEPTION (Y/N)
13.1.19	Desirable: The system allows for a fee to be designated as a "one time" only fee.		EXCEPTION (Y/N)
13.1.20	Highly Desirable: The system provides the ability for users to assign fees in mass to specific grade levels or saved query.		EXCEPTION (Y/N)
13.1.21	Highly Desirable: The system provides a simple method to view any outstanding charges.		EXCEPTION (Y/N)
13.1.22	Highly Desirable: The system provides a simple method to view all payments made for charges.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

13.0 FEE REQUIREMENTS (CONTINUED)

13.2 STANDARD FEE REPORTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
13.2.1	Desirable: The system provides a fees audit report displaying all overpaid payments, both at the school level and District-wide.		EXCEPTION (Y/N)
13.2.2	Highly Desirable: The system provides a fee payment report listing all payments made by a student that can be filtered and generated based upon user-defined criteria.		EXCEPTION (Y/N)
13.2.3	Highly Desirable: The system provides a fees summary report listing all outstanding fees and paid fees for the entire school that can be filtered and generated based upon user defined criteria.		EXCEPTION (Y/N)
13.2.4	Highly Desirable: The system provides a student billing statement report listing balances for a student that can be filtered and generated based upon user defined criteria.		EXCEPTION (Y/N)

14.0 TEACHER ACCESS REQUIREMENTS

14.1 TEACHER GENERAL REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
14.1.1	Mandatory: The ability to limit teachers so they can only view the records of students who are assigned to them		
14.1.2	Highly Desirable: The teacher can be provided view-only access to student data for those students assigned to them		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

14.0 TEACHER ACCESS REQUIREMENTS (CONTINUED)

14.1 TEACHER GENERAL REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
14.1.3	Highly Desirable: The teacher has real-time access to the system, both at school as well as off campus.		EXCEPTION (Y/N)
14.1.4	Mandatory: The teacher has access to any special concern alerts, such as health problems or court orders.		

14.2 TEACHER ATTENDANCE REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
14.2.1	Mandatory: Teachers can take attendance on-line for both period and daily attendance.		
14.2.2	Mandatory: Teachers can take attendance from an on-line roster or on-line seating chart.		
14.2.3	Highly Desirable: The seating chart includes pictures of the students that can be printed.		EXCEPTION (Y/N)
14.2.4	Desirable: Teachers have the option to include comments when marking a student absent or tardy.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

14.0 TEACHER ACCESS REQUIREMENTS (CONTINUED)

14.2 TEACHER ATTENDANCE REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
14.2.5	Highly Desirable: Once a teacher takes attendance, the attendance is immediately available for the District, school administrative staff, and parents to have access.		EXCEPTION (Y/N)
14.2.6	Mandatory: The system provides the teacher a history of the student's attendance.		
14.2.7	Highly Desirable: The teacher's attendance roster automatically shows any student who has been pre-excused for an absence, such as a sports activity or doctor appointment.		EXCEPTION (Y/N)
14.2.8	Highly Desirable: Once a student is registered into a class, the teacher attendance roster is automatically updated.		EXCEPTION (Y/N)

14.3 TEACHER ELECTRONIC GRADE BOOK REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
14.3.1	Mandatory: The system includes a teacher grade book.		
14.3.2	Highly Desirable: The grade book is completely integrated and shares the same database with all other areas of the product.		EXCEPTION (Y/N)
14.3.3	Highly Desirable: Once a student is registered into a class, the teacher grade book is automatically updated.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

14.0 TEACHER ACCESS REQUIREMENTS (CONTINUED)

14.3 TEACHER ELECTRONIC GRADE BOOK REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
14.3.4	Highly Desirable: The grade book supports traditional grading as well as standards-based grading set-up.		EXCEPTION (Y/N)
14.3.5	Mandatory: The grade book supports the creation of categories, such as homework, quizzes, and tests.		
14.3.6	Desirable: The grade book allows for a category of assignments to be automatically excluded from the grade calculation.		EXCEPTION (Y/N)
14.3.7	Highly Desirable: Assignment categories can be assigned a weight.		EXCEPTION (Y/N)
14.3.8	Desirable: Assignments within a category can be excluded from showing on the parent/student portal.		EXCEPTION (Y/N)
14.3.9	Desirable: The grade book can automatically drop the student's lowest grade in each assignment category.		EXCEPTION (Y/N)
14.3.10	Desirable: The grade book supports an unlimited number of assignments to be created for an assignment category.		EXCEPTION (Y/N)
14.3.11	Highly Desirable: An assignment can be given a weight.		EXCEPTION (Y/N)
14.3.12	Highly Desirable: The grade book supports both alpha scales (for instance A-F) as well as Rubrics (for instance 1-4).		EXCEPTION (Y/N)
14.3.13	Desirable: The teacher can grade assignments individually or for all students in mass.		EXCEPTION (Y/N)
14.3.14	Highly Desirable: The grade book displays a running total of the student's points earned, allowing the teacher to always be aware of the progress of each student.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

14.0 TEACHER ACCESS REQUIREMENTS (CONTINUED)

14.3 TEACHER ELECTRONIC GRADE BOOK REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
14.3.15	Mandatory: The system enforces a grading window during which time the teachers can publish/post grades for report cards.		
14.3.16	Highly Desirable: The ability for teachers to publish/post grades does not require any syncing of data or uploading of information by disc.		EXCEPTION (Y/N)
14.3.17	Highly Desirable: There is the option for the teacher to utilize a comment bank when adding comments for a student's report card.		EXCEPTION (Y/N)
14.3.18	Highly Desirable: There is the option for the teacher to enter free text comments for the student's report card, based upon permissions.		EXCEPTION (Y/N)
14.3.19	Highly Desirable: The system provides a spell check for teachers entering their own comments.		EXCEPTION (Y/N)
14.3.20	Highly Desirable: The entire grade book (assignment categories and assignments) can be copied across terms and years.		EXCEPTION (Y/N)
14.3.21	Desirable: Specific assignments can be copied across terms and years.		EXCEPTION (Y/N)
14.3.22	Highly Desirable: A grade book template can be created and utilized by multiple teachers.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

14.0 TEACHER ACCESS REQUIREMENTS (CONTINUED)

14.4 TEACHER COMMUNICATION REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
14.4.1	Highly Desirable: The teachers can create messages and publish them to the parent/student portal.		EXCEPTION (Y/N)
14.4.2	Highly Desirable: The teacher can send e-mail messages to parents/guardians.		EXCEPTION (Y/N)
14.4.3	Desirable: The teachers can send an electronic notice to parents/guardians regarding missing assignments.		EXCEPTION (Y/N)
14.4.4	Desirable: The teachers can send an electronic notice to parents/guardians regarding failing grades.		EXCEPTION (Y/N)

14.5 STANDARD TEACHER REPORTS REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
14.5.1	Mandatory: The system provides an attendance summary displaying the total absences and tardies for each student.		
14.5.2	Highly Desirable: The system provides a missing assignment report which can be filtered and generated by multiple criteria, including student, term, and assignment.		EXCEPTION (Y/N)
14.5.3	Highly Desirable: The system provides a portal usage roster report which tracks the login activity by parents and students.		EXCEPTION (Y/N)
14.5.4	Highly Desirable: The system provides a student summary report listing the student's assignments and scores that can be printed and used for mailings.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

15.0 PARENT/STUDENT ACCESS REQUIREMENTS

15.1 PARENT/STUDENT ACCESS REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
15.1.1	Mandatory: The system provides an integrated parent/student portal.		
15.1.2	Mandatory: The parent/student portal provides interactive and real-time access to all student data directly from the student information database to parents/students accessing the portal.		
15.1.3	Highly Desirable: The parent/student portal provides real-time access to grade book summary reports.		EXCEPTION (Y/N)
15.1.4	Mandatory: The parent/student portal provides each parent with a single login to access all students that are part of their family or household.		
15.1.5	Mandatory: The system generates passwords for access to the parent/student portal.		
15.1.6	Highly Desirable: The system supports automatic generation of passwords for distribution to parents/students.		EXCEPTION (Y/N)
15.1.7	Highly Desirable: The system supports allowing/requiring parents to update their password upon initial access of the portal.		EXCEPTION (Y/N)
15.1.8	Highly Desirable: The parent/student portal supports multiple languages. For example, with the click of one button the parent portal is translated to another language such as Spanish or Chinese.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

15.0 PARENT/STUDENT ACCESS REQUIREMENTS (CONTINUED)

15.1 PARENT/STUDENT ACCESS REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
15.1.9	Highly Desirable: The parent/student portal provides access to student demographic and census information.		EXCEPTION (Y/N)
15.1.10	Highly Desirable: The parent/student portal provides access to student attendance data.		EXCEPTION (Y/N)
15.1.11	Highly Desirable: The parent/student portal provides access to student grades.		EXCEPTION (Y/N)
15.1.12	Highly Desirable: The parent/student portal provides access to class work assignments.		EXCEPTION (Y/N)
15.1.13	Desirable: The parent/student portal provides a description of each assignment.		EXCEPTION (Y/N)
15.1.14	Desirable: The parent/student portal provides an assigned date for each assignment.		EXCEPTION (Y/N)
15.1.15	Desirable: The parent/student portal provides a due date for each assignment.		EXCEPTION (Y/N)
15.1.16	Mandatory: The system provides the ability for the District to determine which data to make available on the parent/student portal.		
15.1.17	Highly Desirable: The parent/student portal provides access to a student's status toward graduation.		EXCEPTION (Y/N)
15.1.18	Desirable: The parent/student portal provides access to a student's status toward post secondary entrance requirements.		EXCEPTION (Y/N)

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

15.0 PARENT/STUDENT ACCESS REQUIREMENTS (CONTINUED)

15.1 PARENT/STUDENT ACCESS REQUIREMENTS (CONTINUED)

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
15.1.19	Desirable: The parent/student portal displays the status of all student fees, including charges, amounts paid and balance due.		EXCEPTION (Y/N)
15.1.20	Desirable: The parent/student portal provides the ability for parents/students to print transcripts and report cards.		EXCEPTION (Y/N)
15.1.21	Desirable: The parent/student portal displays all student immunization records.		EXCEPTION (Y/N)
15.1.22	Highly Desirable: The parent/student portal provides student calendars with upcoming assignments and events.		EXCEPTION (Y/N)
15.1.23	Highly Desirable: The parent/student portal displays District and school notices.		EXCEPTION (Y/N)
15.1.24	Desirable: The parent/student portal supports surveys to be completed by parents or students.		EXCEPTION (Y/N)
15.1.25	Desirable: The system supports tracking the number of times and the date/time parents, students, users log in or access information.		EXCEPTION (Y/N)
15.1.26	Highly Desirable: The parent/student portal supports the ability for parents to access and update registration information.		EXCEPTION (Y/N)
15.1.27	Desirable: The parent/student portal supports the ability for parents to access electronic course descriptions.		EXCEPTION (Y/N)

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

16.0 FULL DATA WAREHOUSE REQUIREMENTS

16.1 DATA WAREHOUSE REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

16.1.1	Highly Desirable: The system provides an integrated data warehouse.		EXCEPTION (Y/N)	
16.1.2	Highly Desirable: Access to the data warehouse can be set by user.		EXCEPTION (Y/N)	
16.1.3	Highly Desirable: Access to the data warehouse can be set by role.		EXCEPTION (Y/N)	
16.1.4	Highly Desirable: When generating reports, the system provides the option to query against live data or the data warehouse.		EXCEPTION (Y/N)	
16.1.5	Highly Desirable: The snapshot of the data warehouse can be scheduled to be refreshed daily.		EXCEPTION (Y/N)	
16.1.6	Highly Desirable: The snapshot of the data warehouse can be scheduled to be refreshed weekly.		EXCEPTION (Y/N)	
16.1.7	Highly Desirable: The data can be displayed in multiple formats, such as bar graphs, line graphs, pie charts, and line charts.		EXCEPTION (Y/N)	
16.1.8	Highly Desirable: The data from the warehouse can be exported in multiple formats, such as CSV, standard text, PDF, HTML, Excel, Rich Text, etc.		EXCEPTION (Y/N)	
16.1.9	Highly Desirable: The system provides for other District data, such as HR and Transportation, to be integrated into the data warehouse.		EXCEPTION (Y/N)	

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

17.0 SYSTEM SUPPORT REQUIREMENTS

17.1 HARDWARE REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
17.1.1	Mandatory: As part of this proposal, the vendor provides all hardware needed to operate the system successfully within the District. If the vendor does not provide all ongoing maintenance on hardware related to the system, the vendor must meet all District hardware standards. However, if the District can purchase the hardware at a better price, the District has the option of purchasing the hardware.		
17.1.2	Mandatory: The equipment and/or supplies, if so called for, shall be new and unused, of current production, first quality, with the latest design features. If/they shall be delivered fully operational and ready for Washoe County School District usage with all necessary equipment and accessories.		
17.1.3	Highly Desirable: As part of the proposal, the vendor provides all maintenance on the hardware related to system.		EXCEPTION (Y/N)
17.1.4	Desirable: The vendor replaces the hardware when necessary.		EXCEPTION (Y/N)

17.2 SOFTWARE REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
17.2.1	Mandatory: As part of this proposal, the vendor provides all software licenses necessary to operate the system successfully within the District.		
17.2.2	Mandatory: The software upgrades and updates are included in the proposed annual maintenance fees.		

STUDENT INFORMATION SYSTEM

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SYSTEM REQUIREMENTS TABLE- APPENDIX A

17.0 SYSTEM SUPPORT REQUIREMENTS

17.3 SERVICES REQUIREMENTS

Please indicate if your system provides the following requirements. Add any comments or discussion regarding the functionality or usability features of your solution. You may add additional sheets if necessary.

	Functionality	Meets: Yes/No	Respondent Response:
17.3.1	Highly Desirable: The vendor performs all system upgrades and schedules them within a District agreed timeframe.		EXCEPTION (Y/N)
17.3.2	Highly Desirable: The vendor performs all supporting software upgrades and schedules them within a District agreed timeframe.		EXCEPTION (Y/N)
17.3.3	Highly Desirable: The vendor performs nightly offsite backups		EXCEPTION (Y/N)
17.3.4	Highly Desirable: . The vendor performs all system upgrades and schedules them within a District agreed timeframe.		EXCEPTION (Y/N)
17.3.5	Highly Desirable: . The vendor will provide a no cost, fully functional test database that can be used, updated, and changed by the District.		EXCEPTION (Y/N)

WASHOE COUNTY SCHOOL DISTRICT
Student Information System – Appendix 1
Vendor Qualifications Questionnaire

VENDOR QUALIFICATIONS QUESTIONNAIRE

Each question should be answered fully and concisely below the question. If your company or division is owned by a larger company, please provide information specific to your division that supports student information systems. Upon written request, this document can be supplied electronically as a Word document so that answers can be more easily provided directly below the question.

The software vendor should complete this attachment.

Organizational Experience and Stability

1. State the nature and scope of your firm's business endeavors.
2. State your firm's business philosophy and mission statement.
3. State whether your firm is national, regional or local.
4. State the location of the office from which your work will be performed.
5. How long has your company been licensed to do business?
6. Over the last 10 years, how many different student systems has your company supported? Please list all such systems.
7. Of the systems listed in the previous question, how many of those systems are you supporting today?
8. Over the last 10 years, how many different company names has your company operated under? Please list all such company names.
9. How long has your current leadership team been in place? This would include your division/company president, chief developer, head of services, head of support, CFO, head of sales, etc. If you have a large company, include this information for the division specific to this proposal.
10. How many employees are there in your company? Briefly describe the organization structure of your company and identify the groups and number of employees dedicated to existing and future SIS products. Specify the number of employees staffing the help desk support versus the number of employees dedicated to system programming and other technical roles. If your company supports multiple student systems, also describe each system and the support staff dedicated to those systems.
11. If your organization owns more than one student information system program, please list the number and qualifications of personnel that will be assigned to the proposed program.
12. In the event of a major change in your company (merger, acquisition, closing) would your company be willing to escrow the source code for the SIS product to ensure future viability?
13. Is there any pending litigation against the company? If yes, explain fully.
14. Provide the following excerpts from your last two (2) annual audited financial statements. If your company or division is owned by a larger company, please provide information specific to your division that supports student information systems:
 - Balance sheet
 - Operating statement
 - Notes to financial statements
 - Audit report
 - Years of profitability or unprofitability over the last 10 years

This information should be placed at the back of this section.

WASHOE COUNTY SCHOOL DISTRICT
Student Information System – Appendix 1
Vendor Qualifications Questionnaire

15. Do you currently provide development, support, or any other functions related to delivering this product/service from a foreign or offshore team? If so, how are they related to your organization (i.e. staff, consultants, etc.)? Where are they located? What percentage of your staff does the offshore or foreign faction represent?

References

16. Provide contact information (organization, name, address, phone number, e-mail address, number of schools, and approximate student enrollment) for four (4) references representing current customers using the product you are proposing and that are of comparable size to the Washoe County School District.

Ability to Meet Delivery Schedule

17. Describe your company's plan for delivering all proposed software by the go live date given the schedule described in the "Scope of Work" section of the RFP.
18. If customizations have been identified as part of the proposal, what is the expected delivery timeframe for these customizations?

Differentiators

19. What are the three strongest features of the proposed SIS that differentiate you from your competitors?
20. What are the three areas needing the most improvement?
21. What differentiates your organization from your competitors?

WASHOE COUNTY SCHOOL DISTRICT
Student Information System – Appendix 2
Application Requirements Questionnaire

APPLICATION REQUIREMENTS QUESTIONNAIRE

The following series of questions must be completed as part of the proposal response. Upon written request, this document can be supplied electronically as a Word document so that answers can be more easily provided directly below the question.

General Requirements

1. When a student transfers between schools, explain how data is transferred with that student? What data is transferred, what steps need to be taken to transfer the data, and how long does the transfer of data take? If the student is enrolled in another school within the system, does the prior school need to "release" the student first? Explain your procedures for enrolling a new student and how the software assigns a unique student identifier system-wide.
2. Explain how simultaneous updates of multiple student records can be done in the system. Explain what types of updates can be done 'en masse' by specified criteria. Describe the mass update and mass maintenance features that are available in the system. Include features for both student data and staff data. Include which fields can be mass-assigned and/or mass-updated. Describe the process for moving one field of data to another within the system.
3. The System for Accountability Information (SAIN) requires direct connectivity to all data elements within the student information system. Explain how your system accommodates these connections to ensure all Nevada data requirements are met.
4. Explain the process by which the State reporting extract files are created in the system. Who creates these extracts? What verification reports are produced with the extracts? How far in advance of the deadline are the extracts available? Does the vendor update the software when the file layouts change? Are there costs associated with state mandated reporting changes or does the vendor include this with regular maintenance and upgrade cycles?
5. Are all functions and features of the system browser-based? If not, describe the functions and features that are not browser-based. If any features of the system are client-server based, describe those functions in detail, noting that they are client-server based and the platform(s) that they run on.
6. Describe the options available in the system to print labels, envelopes, letters, and folded/sealed mailers.
7. Explain the data that can be printed and/or merged onto letters. Can student schedules be included easily in mailers? Can attendance data and dates be printed as part of 'form' letters? Describe the process to create and generate letters for unexcused tardies, including the number of unexcused tardies, the dates of the tardies and the student's schedule in the letter.
8. Can attendance data be easily queried? Can you identify specific data criteria such as absence types, dates or date ranges, individual or group absences, or any other user specified criteria?
9. Describe any 'undo' processes that are available in the system.
10. Describe how the system would handle system-wide course titles and numbers. How quickly would an update at the District be available for use by all clients?
11. Describe the query reporting features of the system. Include in your description information on the robustness of the query reporting tool. Is the query reporting tool a part of the system or separate software? How many years of student history, attendance and demographics are available online and for queries?
12. Describe the system's database philosophy and architecture. Would all data for District schools be stored in a single database with multi-year capacity? If not, please explain the benefits of the system's architecture. Is prior year data stored in a separate database? If so, is there one database per year? Describe the process for viewing and updating prior year data (e.g., does a client logout of the current year and logon to the prior year).

WASHOE COUNTY SCHOOL DISTRICT
Student Information System – Appendix 2
Application Requirements Questionnaire

13. How many years of historical data are retained within the system? What impact does the retention of several years of data have on system response time? Is all system functionality available for historical data such as, reporting and query tools?
14. Describe the development tools included in this proposal for use by programmers or IT technical staff to configure and extend the system. If applicable, describe how the software development tools can be used to create new functionality that may not directly relate to the new student information system.
15. Describe what type of access the District will have directly to the database outside of the vendor application. For example, will the District be able to access all data tables, etc. via ODBC or JDBC connections with non-proprietary development tools? Are there any restrictions?
16. Describe how support personnel at the District would login to the system to assist clients. Would personnel have a single "power user" logon with access to District and school data? Or would support personnel need separate logons for each school?
17. Explain the process of creating a downloadable file in the system. Does the building of the query for a download use drag and drop? Are the table names and field names clearly identifiable to the end-client (e.g., YearlyAttendanceData)? Give a specific example (include pictures) of the creation of a download file. Once the query is created, explain the steps needed to perform the download of the file.
18. Describe the year end/year begin processes that a District and school must perform each year.
19. Describe online help features.

Enrollment

20. Describe the steps in the system to enroll a student into a school. Include the step(s) used to determine if the student is currently or has previously been enrolled in another school within the District.
21. Explain how a unique system-wide Student Identifier is assigned. What criteria are used to ensure that a student does not receive a different Student Identifier if s/he has already has one within the District.

Demographics

22. Describe the process for loading digital student photographs into the system. For photo vendors that do not supply student ID, how are the photographs matched to the correct students? Can photos be loaded individually as well as 'en masse'?
23. When reports and mailers are printed, what is the process for automatically printing a copy for "additional mail-to addresses" as well?
24. Describe how 'alert' messages (e.g., severe medical condition, severe discipline record, custody, etc.) are entered and displayed in the system. Is the alert displayed on all pages related to a student?
25. Describe how guardian records and addresses are not duplicated in the SIS.

Attendance

26. What methods are available for entering attendance? Does the SIS have the ability to input attendance by student, course, period, teacher, day, week, month and homerooms? Please describe.
27. Does the SIS have a process for attendance letters (attendance notifications) generated with specific parameters in a user designed letter and that merge in demographic and attendance data from the SIS? Describe the process that generates attendance letters. Do the letters allow for the inclusion of specific student-related data (e.g., number of unexcused absences/tardies, absence dates, etc.)?

WASHOE COUNTY SCHOOL DISTRICT
Student Information System – Appendix 2
Application Requirements Questionnaire

Discipline

28. Describe under what conditions discipline history “follows” a student from school to school. What options are available within the system to restrict the transfer of discipline history?
29. Describe the process for creating, requesting and printing discipline letters.

Grade Reporting

30. When making mark or credit changes in the course history file, are a student’s various GPAs and Ranks in Class recalculated automatically? If not, what is the process?
31. Describe the process for moving individual students or a group of students from one course section to another. Describe the process for moving individual students or a group of students from one course section to another after marks have already been recorded. Describe how this process allows transcript history to be corrected in case of error.
32. Is there a facility by which to perform statistical analysis on a group of students (e.g., athletes, truant students, Special Education or bilingual students) based on both current year and historical performance report data? Are these query tools available to teachers as well as school and District administrators?
33. Does the SIS have the ability to report on GPAs comparatively from selected grade marking cycles from term to term or from year to year? If so, can this include all defined GPAs?
34. Explain the types of report cards that your system offers. What options are available for each type of report card? Are the report cards printed on specific stock or fold and seal, what options are available?
35. Describe each of the reports that are available in the system at the end of a grading cycle. Include sort options available.
36. Describe the elementary report cards options within the system. Describe how narrative comments are recorded and stored? Is there a word processing facility associated with these narrative comments?
37. Describe the process for scheduling and printing grade reporting reports at the District. Does this system provide the ability to have them printed on the centralized high speed printer located at the District? Please explain this process.
38. Describe the system’s ability to support standards based grade reporting. Describe the process and to what level the system supports standards based grading. Is it available at both the elementary and secondary levels? How are transcripts affected?

Transcripts/Graduation

39. What capabilities does the system have for direct entry (additions, deletions, changes) of course, credit, and marks information into the course history: by student? by class? What capabilities does the system have for modification of course history: by student? by class? What limitations are there for what can be done, and when it can be done?
40. How does the system determine whether course history records are included or excluded from cumulative GPA calculation and core cumulative GPA calculation for both high school and middle school?
41. Does the system have the ability to print a complete academic history of a student? What information can be included in the academic history besides the information available on the transcript (e.g., attendance, test scores, required competencies for graduation, service learning, last performance report, student memberships, immunization history, comments, athletics, etc.)? What IDs are available on the academic history? Can the academic history be saved in an electronic format such as PDF?

WASHOE COUNTY SCHOOL DISTRICT
Student Information System – Appendix 2
Application Requirements Questionnaire

42. Describe how the following sample situation is recorded, handled and reported in the system: to meet the school's science requirement for graduation, a student is required to take 'Physical Science 1' and must complete a total of 10 credits from a specific group of courses in biology and must complete a total of 5 credits from a specific group of courses in chemistry.
43. Describe how the system sequences a group of courses within a subject area to complete graduation requirements.
44. Explain the types of GPAs that your system provides and the calculation for each. Explain the options available for including marks and credits on a high school transcript.
45. Describe the process used to identify any students' still needing classes or credits to graduate.
46. Describe the process for printing the transcript for a student who graduated (or left) several years ago. Is that data retained in the same database as current enrollees? Is a separate logon required to view data from previous years?

Assessment

47. Describe the data structures and reporting features for the storage of test data (i.e., the ability of the SIS to store test information, sub-test information, and grouping of sub-tests).
48. Describe how student test data is entered into the SIS.
49. Describe any system graphing abilities using assessment data.

Scheduling

50. Describe the steps involved in building the high school master schedule in the order that they are performed. What are the factors that affect the timeline for building a high school master schedule?
51. Explain the process by which your system handles a seamless matriculation of students in a district moving from elementary schools to middle schools and from middle schools to secondary schools.
52. What is the process for entering and updating course requests and alternates?
53. What is the average run time for the Master Schedule Builder portion of the SIS for a school of 2,000 students with a six period day and four terms in the school year? How will this be accomplished for multiple schools running the Master Schedule Builder at the same time? When running the Master Schedule Builder is school access to the system limited in any way? List any limitations on the number of simulations that can be run in one day.
54. Describe how the SIS builds student schedules including parameters and processing priorities that can be set. In other words describe the scheduling algorithm, including priority settings, balancing options and factors, etc. Describe how your system handles team scheduling and locking in certain students with special programs during the scheduling process.
55. Describe the system's ability to build a master schedule. If the system builds the master schedule, include details that distinguish this system. Please describe how the system handles various scheduling scenarios including block scheduling, period rotations, team scheduling, house and mini-campus.
56. Describe how a newly enrolled student is scheduled into classes after a school term has started. How is a class/course change made for a currently enrolled student? Describe the process.
57. What is the process in the SIS to allow schools to see their next year student population for scheduling and planning purposes prior to the end of the current school year? What is the process in the system for graduating 12th graders?

WASHOE COUNTY SCHOOL DISTRICT
Student Information System – Appendix 2
Application Requirements Questionnaire

58. How do summer school and year-round school processing (which may run concurrently with the year end/year begin process for the regular schools) affect any year end/year begin processes?

Staff/Teacher Classroom

59. Describe the capabilities of the system to compute and display classroom averages, school averages, and district averages for testing information. Is it possible to view both summary information and detail information if desired? What summary information is displayed graphically or in charts?
60. What capabilities are there in the SIS for comparing the progress of students from year to year with test data? Can the SIS calculate a predicted test score and compare to the actual score? Is this capability available by school, classroom, and student?
61. Describe features and information available to teachers in the classroom (e.g., attendance history, student schedule, etc.)
62. Describe the grade book capabilities of the SIS.
63. How does a teacher enter grades on students if they are working at multiple schools? How does a teacher enter grades if they are working with both grades and standards simultaneously?
64. Describe the method of assigning a unique system-wide staff identifier that is retained across all schools.

Parent Portal

65. Describe what information is available to parents to view and/or update in the system's parent portal.
66. Describe how parent passwords are assigned. If a parent has multiple students in a single school, would that parent have a single logon or separate logons for each student? If a parent has multiple students in different schools within the system (e.g., one student is enrolled at ABC School and one student is enrolled at XYZ school), would that parent have a single logon or separate logons for each student? What is the process for maintaining and supporting passwords if, for example, a parent forgets a password. Who do they call?
67. Describe any student demographic update capabilities that parents can do from home. This information could include student address updates and student guardian/contact information. Additionally, does the system support sharing and District forms via the parent portal or other forms of communication?

Student Portal

68. Describe what information is available to students to view and/or update in the system's student portal. Can a student make course requests from the student portal? Can a student make an appointment with his/her counselor?
69. Describe how passwords are assigned to students. What verification is done to ensure that only currently enrolled students have access to the student portal? When a student graduates or leaves a school, how is that student's access "turned off"? What is the process for maintaining and supporting passwords if, for example, a student forgets their password. Who do they call?

Reporting

70. Do you offer the ability for schools to request reports and have them printed on the centralized high speed printer located at the District?

**WASHOE COUNTY SCHOOL DISTRICT
Student Information System – Appendix 3
Technical Requirements Questionnaire**

TECHNICAL REQUIREMENTS QUESTIONNAIRE

Please answer the following questions by placing the answer directly below the question. Upon written request, this document can be supplied electronically as a Word document so that answers can be more easily provided directly below the question.

Application Architecture

Provide a brief history of the proposed application software.

1. Identify each component of your system and whether it is browser based, web-enabled, or client-server.
2. Describe the hardware, equipment and operating system software recommended for deployment:
 - Specify the quantities of each type of equipment required.
 - For servers, identify the number of processors, the amount of memory, and the hard disk space required.
 - Describe the recommended disk configuration for the database server(s) (RAID 1, RAID 0+1, RAID 5, etc.).
 - Describe what software will run on each piece of equipment.
 - Does your software run on a "virtual machine" environment? If yes, is this a recommended method of deployment and do you guarantee the stability of the database and software in this environment?
3. Will source code be provided? If not, under what conditions will source code be provided? If source code is provided, what format (VB, C, C#, Java, VBScript, etc.) will it be in?
4. Describe how the application manages user authentication. Does it support a secure external system such as Active Directory, LDAP, etc.? If using secure external systems for authentication, what systems do you support?

Database

5. Describe the proposed database solution(s) for the District implementation including the database product(s) and version(s), the database server operating system(s), and the number and purpose of each database instance used. Specify whether a separate database is required for each school and also include information on whether a separate database is required for each school year.
6. How often is the SIS product updated to use a more recent version of the database? How soon after the update has been released does the support of old versions expire?
7. Is all stored data used by the application stored in the relational database management system? If not, explain how the data storage is structured.
8. Are reports run against the production database or a copy of the production database? If a copy, is the copy kept in sync real-time with the production system? Explain.
9. How is data encrypted in the database?

Web Browser Access

10. Which browsers and associated versions are currently supported?
11. Does the web product require a java run time environment? If yes, what is the approximate size of the java applet which must be downloaded to the client? What version of Java and/or Java Virtual Machine is supported? How are upgrades and new releases controlled?

WASHOE COUNTY SCHOOL DISTRICT
Student Information System – Appendix 3
Technical Requirements Questionnaire

Network Usage

12. Does the application system use TCP/IP for network communication between all required components?
13. Does any part of the application require a protocol other than TCP/IP? If yes, what protocol?
14. What mechanisms does the application use for printing over the network?
15. Describe the data encryption used so that the student information is not passed as clear text in network packets.
16. Describe how reports are encrypted when printed over the wide area network.

Workstation Requirements

17. What is the minimum workstation configuration needed for the application for a traditional client, and what is it for a web-browser client?
18. What is the recommended workstation configuration to efficiently and effectively operate the SIS and multiple other general office applications simultaneously?

School Interoperability Framework (SIF)

The Schools Interoperability Framework is an industry initiative to develop a specification for ensuring that K-12 instructional and administrative software applications can share information seamlessly. Please refer to <http://www.sifinfo.org> for more details about SIF.

19. Is your firm registered as a SIF endorser or participant? If yes, please indicate the SIF working groups you are participating in and how long you have been involved in each working group.
20. What Zone Integration Server (ZIS) are you proposing the District use with this SIS system? Have these costs been included in this proposal? If not, please explain the reason(s) for not including these costs.

Backup and Recovery

For each of the following questions, differentiate between backup and recovery features of the database management system and other system components.

21. What is the recommended method of backing up the database?
 - Are users typically locked out of the application during backup?
 - Describe how internal system backups can be automated.
 - What are the recovery procedures?

Technical Support

22. Describe the "hotline" or "help desk" provided to assist users with system problems including the days and hours (Pacific Time please) available.
23. How many District people will have direct access to vendor technical support?
24. Does the vendor provide remote programming and operations support to diagnose and correct system problems? If so, what method is used (e.g., dial, internet, etc.)?
25. Describe the vendor process to address "bugs" found within the software? How are they prioritized and what is the process to get them fixed in the production software?

WASHOE COUNTY SCHOOL DISTRICT
Student Information System – Appendix 3
Technical Requirements Questionnaire

26. Describe the process for “enhancement requests”.

Technical Documentation

27. Describe the technical documentation (including systems and operations manuals) available for the exact hardware/software that is being initially proposed. Will the vendor provide a comprehensive data dictionary complete with database schema and data mapping?
28. Describe how updates of data dictionaries and entity-relationship diagrams will be provided with system upgrades. Are they easily available on-line within the system?
29. Describe the complete end user documentation for the exact vanilla system that is being initially proposed.

Upgrade Releases and Patches

30. What is your current release number and the date of the release? When is your next product release or update scheduled?
31. What is the current development cycle (time between upgrades)?
32. How long does it typically take to upgrade the product to a new major release of the software, assuming a small amount of customizations have been put in place? For a minor upgrade?
33. When and how are fixes and/or patches released? Describe how they are installed. Can patches and/or fixes be consolidated so a single update can be performed to install all patches and/or fixes if the system needs to be reinstalled? Describe the process end users use to accept or reject fixes and/or patches.
34. Describe how upgrades and patches are distributed.
35. Describe the testing process used to ensure new releases and patches do not introduce new bugs or problems. Do you use an automated testing tool? If yes, which one?

WASHOE COUNTY SCHOOL DISTRICT
Student Information System – Appendix 4
Implementation Services Questionnaire

IMPLEMENTATION SERVICES QUESTIONNAIRE

Please answer the following questions by placing the answer directly below the question. Upon written request, this document can be supplied electronically as a Word document so that answers can be more easily provided directly below the question.

1. Describe your proposed deployment strategy for implementation of the SIS in all of our schools. Elaborate on the proposed phase-in strategy, if any, and the recommended timeframes for implementation. Would any functionality wait until a subsequent phase? Do you recommend that all users in a district be implemented at once, teachers and school office staff at the same time? Do you propose to run both the old and new systems in parallel for a period of time? How would the information be kept in sync and how would issues relating to student transfers be handled in a mixed system environment?
2. Describe your high level project plan, with major milestones, timelines and deliverables. This plan should include more detail than the phasing description from the prior question. Please indicate the tasks which will be District responsibility and those which will be the implementation services vendor responsibility.
3. What is the average time it takes school districts to implement the SIS system in all of their schools? Does that average include deployment of the system in all classrooms?
4. Many districts find it extremely difficult to implement a new student information system. What approaches have you found cause delays or implementation failures for districts implementing the proposed SIS?
5. Describe one (1) problematic SIS implementation/installation project that your firm was involved with.
6. Describe the implementation methodology you would use to implement this SIS application.
7. Describe the support that will be provided to the District to help with configuration and design decisions to ensure new business process, the data conversions and system tables are properly aligned with the SIS system and suitable to the District.
8. Describe your approach to problem identification and resolution. Explain how your firm will mitigate the risk of not meeting project schedules and implementation dates.

Training Plan

9. Discuss in detail your firm's training plan for this project. In cases where you recommend a "train the trainer" model, please describe the experience and skill set of the person(s) who should be trainers, and explain why you think this approach will work. Your approach should address the training needs of:
 - Project team
 - Principals and administrators
 - School office staff
 - Teachers and classroom staff
 - Central staff in support departments
 - Technical staff
 - Help desk staff
 - Staff to support ad hoc reporting and queries.

Different strategies may be appropriate for the different types of training which will be needed:

- Project team training
- Technical training for staff who will support the system
- End user training – for school office staff
- End user training – for teachers

**WASHOE COUNTY SCHOOL DISTRICT
Student Information System – Appendix 4
Implementation Services Questionnaire**

- End user training – for central administrators and central staff
 - Vendor site training
 - Online tutorials, interactive help, knowledge-based systems
10. If a 'train the trainer' approach is recommended, what follow-up support will be provided to the trainers to ensure the training program is successful and well received?
11. Describe your approach to ongoing training and support after the initial project is completed.

Support Plan

12. Describe your proposal for supporting users after they have received their initial training and begin using the new system.
13. Describe how you work with state user's groups.
14. Describe your proposal for supporting our internal technical staff with system configuration, day to day maintenance, and extending the capabilities of the SIS application through utilities and software tools. Describe the resources provided to our technical staff to enable them to perform database administration, system operational functions and programming.

Working with Internal Staff

15. Describe the internal District staff that will be needed for each phase of the project, their role on the project, the skills and experience needed, and the estimated amount of time required for each phase of the project.