



## **Department of Technology Services**

### **MEMORANDUM**

**TO: Communication Department**

**RE: SIS review invitation – please post in “Just the Facts”**

**Date: April 11, 2007**

**Priority: High Visibility – Please distribute to building/district staff**

As directed by discussions with Superintendent Welch, School Board and Cabinet, a committee was formed to further review potential Student Information Systems (SIS) that could replace SASI. The committee has several staff from diverse areas within the organization. A recommendation from this committee was to invite four vendors to provide open presentations to district staff for their feedback. There are milestones, including a presentation to the Board of Directors, that must be met and the timeline below drives those milestones.

In order to meet the milestones, several onsite demonstrations (for district personnel) must occur at Highline Public Schools by the various invitees. During any given day of a demonstration, time slots have been established for different/alike groups to participate; i.e., registrars/counselors, principals, support services, etc. These time slots allow the groups to interface with the invited vendors during an open (area specific) demonstration. Ad hoc or Q&A will be done during open blocks of time in the schedule.

**This is an opportunity for staff to provide valuable feedback on the Student Information System product search. The invited vendors are here prior to a formal selection process which allows staff to ask questions and have their suggestions or comments recorded.**

The North Classroom at ERAC has been reserved for four (4) weeks between 7:00 am – 5:30 pm:

April 17 – 20 (WSIPC, demonstrating the Washington Skyward product)

May 21 – 24 (AAL, demonstrating eSIS)

May 29 – June 1 (C Innovation, demonstrating Zangle)

June 4 – 7 (SunGard, demonstrating eSchoolPlus)

Each week includes a different, invited Student Information System vendor. The schedule (see attached schedule) applies for each vendor/week. Personnel are highly encouraged to stay within their sphere of influence as that provides the district with consistent feedback. A rubric/feedback form will be supplied to all participants who RSVP and attend. If you come for one vendor's presentation you are expected to come for all vendor presentations.

Please RSVP to the following email address: [sis.rsvp@hsd401.org](mailto:sis.rsvp@hsd401.org)

Include the date and time slot that you are attending for each invited vendor and week.

## PLEASE POST and DISTRIBUTE to District/Building Personnel

April 17 – 20 (WSIPC, demonstrating the Washington Skyward product)

May 21 – 24 (AAL, demonstrating eSIS)

May 29 – June 1 (C Innovation, demonstrating Zangle)

June 4 – 7 (SunGard, demonstrating eSchoolPlus)

First Day		Second Day		Third Day		Fourth Day	
7:00 am – 7:30 am setup		-		7:00 am – 8:00 am Q&A		-	
7:30 am – 9:30 am Registrars & Counselors		7:00 am – 9:00 am Teachers		8:00 am – 10:00 am Principals		7:00 am – 9:00 am Office Manager/Assistant	
10:30 am – 12:30 pm Principals		10:00 am – 12:00 pm Registrars & Counselors		11:00 am – 1:00 pm Teachers		10:00 am – 12:00 pm ELL	
2:00 pm – 4:00 pm Teachers		1:30 pm – 3:30 pm Principals		2:30 pm – 4:30 pm Registrars & Counselors		1:30 pm – 3:30 pm Health – OT/PT – Spec Ed	
4:30 pm – 5:30 pm Open		4:00 pm – 5:30 pm Office Manager/Assistants		4:30 pm – 5:30 pm Open		4:00 pm – 5:30 pm HPS Support Services	

Please RSVP to the following email address: [sis.rsvp@hsd401.org](mailto:sis.rsvp@hsd401.org)

Include the date and time slot that you are attending for each invited vendor and week.