

# School Check IN – ENTERPRISE EDITION

## Import Fields

**Classes Fields**

Required Fields: (in RED)

### Classes

- School ID#
- Class/Grade/HMRM Name
- Class ID#
- Teacher First Name
- Teacher Last Name
- Teacher Employee ID#
- Job Classification

The Class/Grade/HMRM name must be unique for each Class/Grade/HMRM. If you have two Grade 4 classes, then create, or use a unique name for each. For example, name one class "Grade 4 RM101" and the other "Grade 4 RM102" (do not include the quotes)

**NOTE:** The Class/Grade/HMRM is also referred to as the Class Name in the import process.

**Student Fields**

Required Fields: (in RED)

### Students

- School ID#
- Student ID# (Must be a Unique #)
- First Name
- Last Name
- Class/Grade/HMRM Name
- Class ID#
- DOB (Date of Birth - optional)

Each student must have unique student ID # and is required to be assigned to a Class/Grade/HMRM

**School ID#** -- The School ID# is only required when importing multiple schools using the same import source file. The School ID# must be the same School ID# that was assigned to each school when the school was first created (under Manage Schools).

### Other Student Fields (Optional)

- DOB (Date of Birth)

### NOTES:

- Photos can be uploaded and added to the Student information.
- Parent/Guardians that are already entered can be linked to this student.
- Students can also be assigned to multiple schools.

# ADULTS

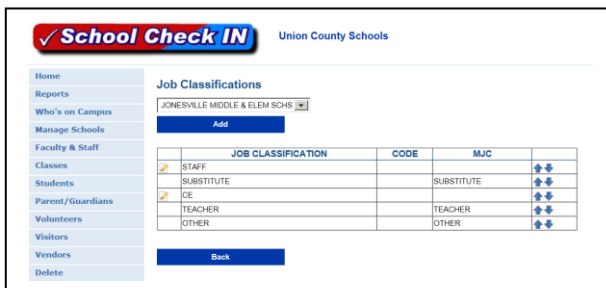
Adults can have multiple roles at a single school or multiple roles at multiple schools.

## The Adult Roles are:

- Faculty/Staff
- Parent/Guardians
- Volunteers
- Vendors

It is recommended that the Driver License # of each adult be included as part of each adult import and/or manual data entry. Including every adult's driver license # will help you identify any duplicate records that may exist in your School Check IN data. It is very important that there be no duplicate adult records.

**OffenderCHECK** – Any school that is using OffenderCHECK can also enroll any adult by scanning their license from the Admin section of the School Check IN client computer.



**Required Fields: (in RED)**

**Job Classifications**

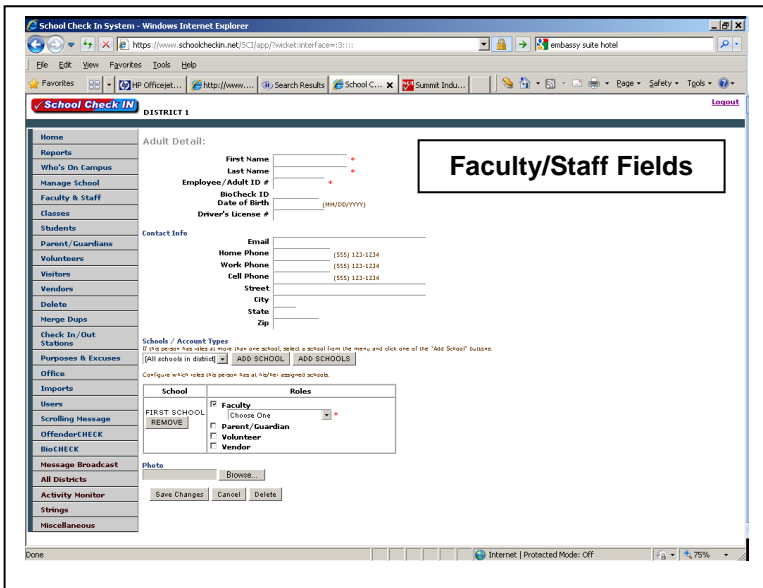
- **Job Classification**
- **Teacher / Substitute / Other**

## Other Job Classification Fields (Optional)

- Code – If the school or district assigns a code to job classifications, then this information should be entered here.

## NOTES:

- Job Classifications are grouped as either MJC (Major Job Classifications) or BJC (Basic Job Classification).
- The Major Job Classification can only be Teacher / Substitute / Other (these are not editable).
- A Basic Job Classification can be any type you wish to create. Examples of BJC are Administrator, Maintenance, Cafeteria, Teacher, Substitute, Secretary, Clerical, etc....
- All BJC's **MUST BE** assigned to a MJC.
- A BJC defined as a Teacher **MUST BE** and **CAN ONLY BE** assigned to the MJC of Teacher. A Teacher is defined as an adult who is a classroom teacher.
- A BJC defined as a Substitute **MUST BE** and **CAN ONLY BE** assigned to the MJC of Substitute. A Substitute is defined as an adult who can substitute for a classroom teacher.
- A BJC defined as Administrator, Maintenance, Cafeteria, Secretary, Clerical, Bus Driver, Coach, etc....



## Required Fields: (in RED)

### Faculty/Staff

- **School ID#**
- **First Name**
- **Last Name**
- **Employee / Adult ID#**
- **Role = Job Classification**  
Teacher  
Substitute  
Other

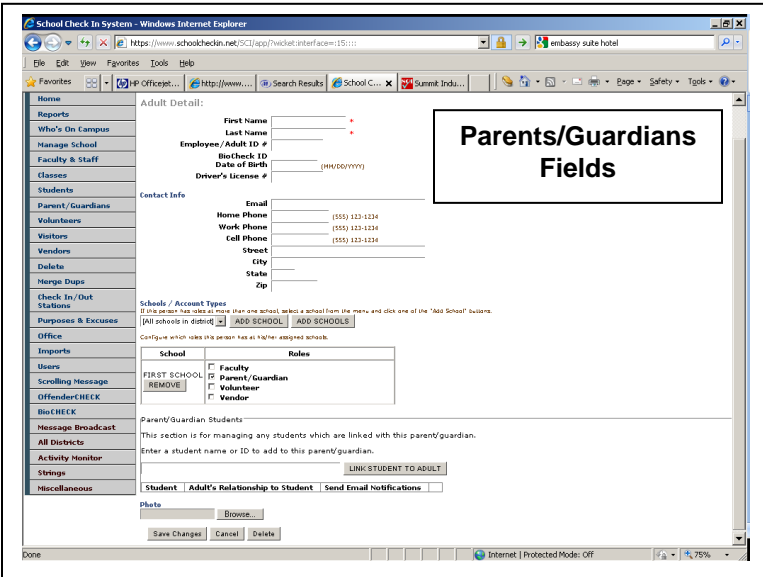
**Driver License ID#** (This is not required, but is recommended, as the driver license # provides a unique adult ID# and helps eliminate duplicates.)

### Other Faculty & Staff Fields (Optional)

- Employee/Adult ID# (may not be optional – see note below)
- Email address
- Home Phone
- Work Phone
- Cell Phone
- Street Address
- City
- State
- Zip Code

### NOTES:

- Employee/Adult ID# - Generally this only applies to school or district employees, but if your school, or district creates and assigns a unique ID# for all adults, including, volunteers, parents/guardians and vendors, then that # should be included. We assume that this Employee/Adult ID# is the same # for an adult, regardless of what role (or roles) they have and at what school (or schools) they are assigned to.
- Faculty & Staff can be linked to multiple students at the same school, or to multiple students at different schools.
- Job Classification
- Photos can be uploaded and added to the Faculty & Staff information.
- **SUBSTITUTES** – Substitutes are treated separately in School Check IN. Substitutes have their own job classification. Substitutes **only** refer to adults that are authorized to sub for a classroom teacher. The Substitute definition does **not** apply to person substituting for a clerical person, cafeteria person, maintenance person, etc...
- Printing Substitute ID Badges is an option that can only be set for all as enabled or disabled.
- **Social Security #** -- It is **NOT** recommended to use any person's social security # as their ID#. Use (or create) Employee ID#s. If your school or district is still using social security #s as an employee's ID#, then in School Check IN, it is recommended that you substitute the first five digits of a social security # with 0s. A person's SS# of 123-45-6789 should be entered as 000006789. The employee would then use the **last four digits** of either their employee ID#, or Social Security # as their password when checking in, or out.



**Required Fields: (in RED)**

**Parents/Guardians**

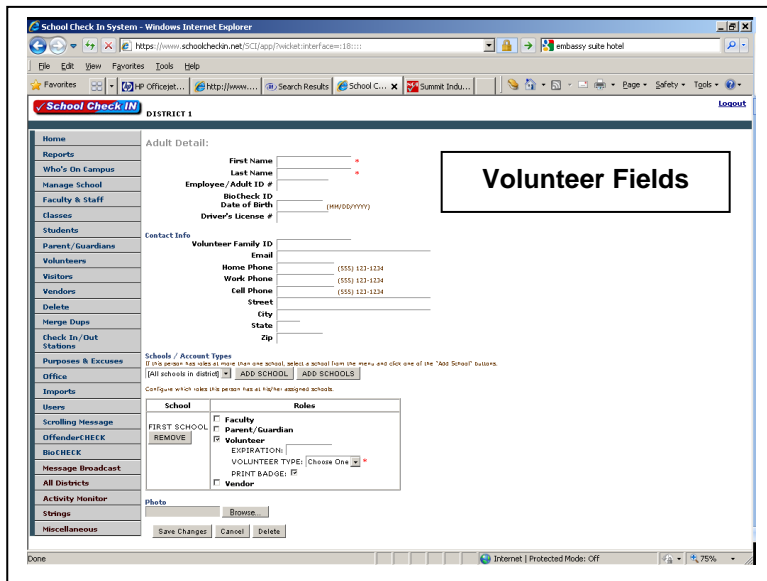
- **School ID#**
- **First Name**
- **Last Name**
- **Role = Parent/Guardian**
- **Student ID#**
- **Employee/Adult ID#** (May be required – see Notes below on Parent/Guardian ID#.)
- **Driver License #** (This is not required, but is recommended, as the driver license # provides a unique adult ID# and helps eliminate duplicates.)

**Other Parent/Guardian Fields (Optional)**

- Employee/Adult ID# (may not be optional – see note below)
- Email address
- Home Phone
- Work Phone
- Cell Phone
- Street Address
- City
- State
- Zip Code

**NOTES:**

- Employee/Adult ID# - Generally this only applies to school or district employees, but if your school, or district creates and assigns a unique ID# for all adults, including, volunteers, parents/guardians and vendors, then that # should be included. We assume that this Employee/Adult ID# is the same # for an adult, regardless of what role (or roles) they have and at what school (or schools) they are assigned to.
- Parent/Guardian ID# - Some school districts create a unique ID# for each parent/guardian in their Student Information System (SIS). If that is done in your district, then this ID# would be imported into the Employee/Adult ID#
- Parent/Guardians can be linked to multiple students at the same school, or to multiple students at different schools.
- Photos can be uploaded and added to the Parent/Guardian information.



## Required Fields: (in RED)

### Volunteers

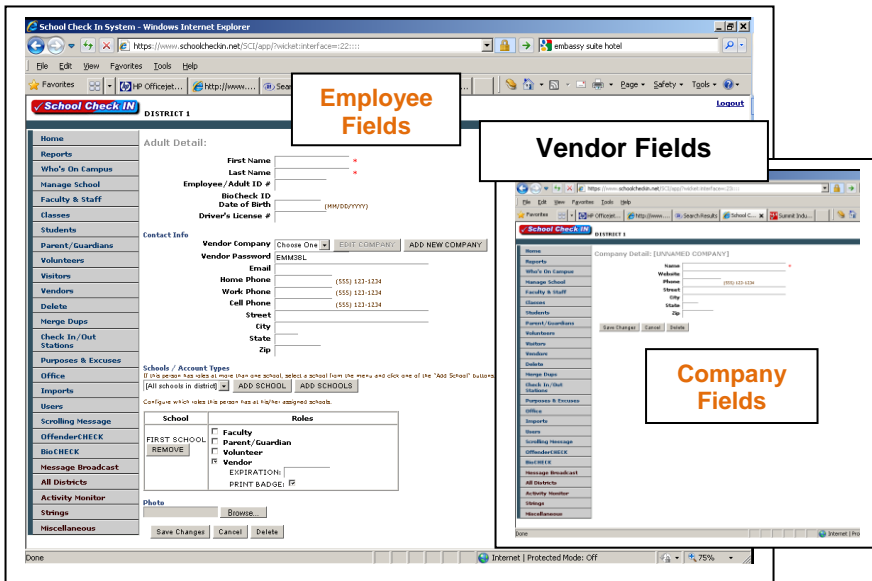
- **School ID#**
- **First Name**
- **Last Name**
- **Role = Volunteer**
- **Volunteer Type**  
 Volunteer (\*\* default value)  
 PTA  
 PTSA  
 PTO  
 HM & SCH
- **Driver License #** (This is not required, but is recommended, as the driver license # provides a unique adult ID# and helps eliminate duplicates.)

### Other Volunteer Fields (Optional)

- Employee/Adult ID# (may not be optional – see note below)
- Volunteer Family ID#
- Email address
- Home Phone
- Work Phone
- Cell Phone
- Street Address
- City
- State
- Zip Code
- Expiration Date
- Print Badge (By default this field is checked and a volunteer ID Badge will print.)

### NOTES:

- Employee/Adult ID# - Generally this only applies to school or district employees, but if your school, or district creates and assigns a unique ID# for all adults, including, volunteers, parents/guardians and vendors, then that # should be included. We assume that this Employee/Adult ID# is the same # for an adult, regardless of what role (or roles) they have and at what school (or schools) they are assigned to.
- Volunteer Family ID# is used to track volunteer hours for members of the same family.
- Individual printing of a Volunteer ID Badges can also be enabled or disabled.
- The volunteer record includes an Expiration Date field that can be used to deny access to a volunteer when a new background check is required.
- Photos can be uploaded and added to the volunteer information.



**Required Fields: (in RED)**

**Vendor Employee**

- School ID#
- First Name
- Last Name
- Role = Vendor
- Driver License ID# (This is not required, but is recommended, as the driver license # provides a unique adult ID# and helps eliminate duplicates.)

Each vendor employee will be assigned a unique password to be used when checking in/out.

**Company**

- Company Name

**Other Vendor Employee Fields (Optional)**

- Employee/Adult ID# (may not be optional – see note below)
- DOB (Date of Birth)
- Vendor Password
- Email address
- Home Phone
- Work Phone
- Cell Phone
- Street Address
- City
- State
- Zip Code
- Expiration Date
- Print Badge (By default this field is checked and a volunteer ID Badge will print.)

**Other Vendor Company Fields (Optional)**

- Website
- Phone
- Street
- City
- State
- Zip Code

**NOTES:**

- Employee/Adult ID# - Generally this only applies to school or district employees, but if your school, or district creates and assigns a unique ID# for all adults, including, volunteers, parents/guardians and vendors, then that # should be included. We assume that this Employee/Adult ID# is the same # for an adult, regardless of what role (or roles) they have and at what school (or schools) they are assigned to.
- The Vendor Employee can be restricted to access a single school, or limited to a group of schools, or given access to all schools in the district.
- Individual printing of a Vendor ID Badges can also be enabled or disabled.
- The vendor record includes an Expiration Date field that can be used to deny access to a vendor when a new background check is required.
- Photos can be uploaded and added to the vendor information.
- Vendor Password – Each vendor employee will be assigned a password and that password will be emailed to email address entered for that employee. All vendors are required to enter their password when checkin in, or out.