

Quick Guide for eSIS Notes

This note will be accessible by any user with access to this screen. Be sure to use appropriate wording, etc. in the narrative field as this becomes a permanent part of the student's eSIS record.

NOTE: This does NOT replace the eSIS Incident Reporting procedure.

To add **Notes** to a student record in eSIS:

1. With the student on the eSIS Start screen, click **Notes** or **Note/Incident** from the list to the right of the picture.

2. In the **Notes List** screen, click **ADD**



OR In the **Student Notes/Incident** screen, click **Add Note**.



TACOMA SCHOOL DISTRICT NO. 10 Student Information System

Action Edit Record Query Common View Navigate Lock Help Window

Notes Detail

230 Stadium High School Homeroom 213 - GAVRANICH, LORI

Pupil Number	Usual Last Name	Suffix	Preferred First Name	Gender	Birth Date	Grade	Middle Na
2020001	F	03/24/03		

Topic Progressive Discipline School S

Entry 10/02/2006 Note Type DISCIPLINE

Follow Up Reported by PRINCIPAL

Completed Security Level Notes/Follow-up - Personal

Narrative
Free-form text is entered here.

3. Add a **Topic**. This can be generic or specific, such as the example shown.

4. Choose **Note Type** and **Reported by** from the drop down lists.

5. For **Security Level**, always choose **Notes/Follow-up - Personal**.

6. Type in a **Narrative**.
7. **Save** this information; then click the door in the lower right to **Exit** this screen.
8. To edit a Note from the list, highlight the note, then click **Detail** at the bottom of the screen. Be sure to save any changes you make before exiting the screen. The **Note Last Modified By** field will auto-fill when you save.

See reverse side for instructions on generating Notes reports.

Need Help?

Try the **Help** feature located on each eSIS screen **OR** call the eSIS Help Line at **571.eSIS (3747)**

Quick Guide for Printing eSIS Notes Reports

For an individual student:

1. With the student on the eSIS Start screen, click on the **Print** button at the bottom of the list to the right of the picture.
2. Click on **Suspensions/Notes/Disciplines**
3. Choose **All Incidents** or **Incidents at Current School**
4. Type in the desired date range.
5. Click on the **Printer** in the lower right of the screen.

This report generates all Notes and Incidents for this student with the criteria you set in steps 3 & 4. The report includes notes related to Special Education, Discipline and Attendance.

For a group of students, or an entire school:

1. From the eSIS Start screen, click on the **Reports** icon near the top of the screen.
2. Double-Click on **Incident Reporting**.
3. Double-Click on **Notes and Incidents**.
4. Click on **Run Extract for All Students**.

- Entire school report: click on **Run Report**.
- Specific group of students, i.e.: Grade 8 Females: click on **Specify Extract Criteria**. Fill in the fields you wish to specify; click **Run Extract** (Not Go Back or See Extract); close the door to **Exit** this screen and return to the Reports menu. Click **Run Report**.

5. Choose **All Incidents** or **Incidents at Current School**
6. Type in the desired date range.
7. Click on the **Printer** in the lower right of the screen.

This report generates all Notes and Incidents for these students with the criteria you set in steps 5 & 6. The report includes notes related to Special Education, Discipline and Attendance.

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