



POLICIES AND PROCEDURES

Policy: 5S-510 Student Information System (SIS)

Index: Student Services- *Enrollment and Registration*

Monitoring: As Needed

1. PURPOSE

- 1.1. The Board of Directors at Spectrum Academy (Board) has adopted this policy to ensure Spectrum Academy (School) complies with Utah State Board of Education (USBE) mandates for reporting data through an approved SIS.

2. Policy

2.1. Adopting The SIS

- 2.1.1. Spectrum Academy executive directors shall adopt a SIS that has been approved by the USBE Superintendent in order to assure compatibility with USBE data collection systems.

2.2. Use of the SIS

- 2.2.1. All student data shall be entered into the SIS by each department according to pupil accounting and special education policy, and USBE requirements.
- 2.2.2. All student data shall be entered by required departments prior to deadlines set by the USBE.
- 2.2.3. The data manager shall check weekly, and prior to submission deadlines, for any warnings and errors in student data appearing in the Data Gateway and work with each department to make any necessary corrections.

2.3. Parent Access to the SIS

- 2.3.1. Each school principal shall ensure that parents have a login and receive training on how to navigate the SIS in order to access their student's achievement backpack.

DEFINITIONS

Achievement Backpack- A complete learner profile for students in K-12 that is in electronic format, follows the student from grade to grade (and school to school), and is accessible by the student's parent or an authorized LEA user.

REFERENCES

[Utah Code Ann. §53G-4-402\(14\)](#) – Board rules and policies.
[53E-3-511 Student Achievement Backpack -- Utah Student Record Store](#)
[R277-484 Data Standards](#)

RELEVANT LINKS

[USBE Approved SISs](#)

DOCUMENT HISTORY

Adopted: 1/18/23

Revised: