

WINCHESTER PUBLIC SCHOOLS

Student Information System

Request for Proposals

December 20, 2011

201 Pratt Street
Winsted, CT 06098
Thomas.danehy@winchesterschools.org
<http://www.winchesterschools.org>

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I. Invitation to Bid

STUDENT INFORMATION SYSTEM

The Winchester Public Schools ("WPS") is pleased to announce the invitation to bid for a student information system (SIS). Through a competitive process, a contract may be awarded for the above mentioned SIS. The enclosed document describes both the procedures and the priorities for the contract application.

Bids may be mailed or delivered to:

Dr. Thomas Danehy
Superintendent of Schools
Winchester Public Schools
201 Pratt Street
Winchester, CT 06098

Bids, IRRESPECTIVE OF POSTMARK DATE AND MEANS OF TRANSMITTAL, must be received no later than 11:00 am on Wednesday, January 25, 2012. No extensions will be granted. Bid packages must be delivered in hard copy (one original and two copies) as well as electronically (MS Word or PDF format).

Prior to the bidder's conference call (see below), please send questions regarding WPS's requirements to Dr. Danehy via e-mail at Thomas.danehy@winchesterschools.org. WPS will host a bidder's conference call on Tuesday, January 3, 2012 at 11:00 AM. Those firms with questions regarding the RFP should join the call and raise their inquiries during this meeting, after which WPS will not accept questions regarding our system requirements. Attempts to contact WPS after the bidder's conference call will serve as grounds for dismissal of a vendor's final bid package.

It is expected that a decision will be made by March 1, 2012. All vendors submitting bids will be notified of our decision.

We are pleased to make this opportunity available and look forward to receiving your bid.

The Winchester Public Schools is an Equal Opportunity Employer.

II. Bid Submission Requirements

All bids must be submitted on the official bid forms provided by WPS. WPS reserves the right to award by groups of items, to reject any and all bids in whole or in part, to waive technical defects, irregularities, and omissions if, in its judgment, the agency's best interest will be served. All bids must be signed by an authorized official of the company submitting the bid. All bids must be tendered in a sealed envelope, the outside of which must bear the bidder's full name and legal address, and be plainly marked, "WPS SIS Bid." Bid submissions tendered that do not conform to the foregoing requirements may be subject to summary rejection, and at the option of WPS, may be accorded no consideration.

There is no expressed or implied obligation for WPS to reimburse applicants for any expenses incurred in preparing bids in response to this request.

Each bidder is also required to execute and sign a transmittal letter (Appendix A) and a guarantee and warranty (Appendix B), and Appendix C (Signature Form) which will be included in the bidder's response.

III. Right of Bid Award, Rejection, or Award to Other Than Low Bidder

During the evaluation process, WPS reserves the right, where it may serve the agency's best interest, to request additional information or clarifications from bidders, or to allow corrections of errors or omissions. Applicants submitting bids may be requested to make oral presentations as part of the evaluation process.

WPS reserves the right to retain all bids submitted and to use any ideas in a bid regardless of whether that bid is selected. Submission of a bid indicates acceptance by the applicant of the conditions contained in this invitation to bid, unless clearly and specifically noted in the bid submitted and confirmed in the contract between the WPS and the applicant selected.

No person shall be denied or subjected to discrimination for any services or activities made possible by or resulting from this agreement based on race, creed, color, religion, age, gender, national origin, marital status, sexual orientation, genetic information, disability, or any other protected class status under applicable law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by WPS and may result in the bidder's ineligibility for further WPS contracts. The bidder shall at all times in the bid and contract process comply with all applicable local, state, and federal anti-discrimination laws, rules, regulations and requirements thereof. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by WPS and may result in the bidder's ineligibility for further WPS contracts. The bidder shall at all times in the bid and contract process comply with all applicable local, state, and federal anti-discrimination laws, rules, regulations and requirements thereof.

WPS reserves the full unquestioned right to award this bid, or any part thereof, to the bidder or bidders who, in the best judgment of WPS best meets the interests of the agency. It further reserves the right to waive any and all bid conditions, to reject any and all bids received, and to award this bid or any part thereof, to other than the low bidder, should it appear to serve the best interests of the agency.

WPS reserves the right to investigate the financial status and credit rating of any prospective bidder and to disqualify any bidder from participation in this bid based on the results of this investigation.

IV. Tax-Exempt Status

The Winchester Public Schools is exempt from the payment of Federal, State, and Local taxes and enjoys such status under Section 12-412 of the General Statutes of the State of Connecticut. Bid submissions shall not include any tax applications, nor should any subsequent billings for items furnished include any tax application.

V. Familiarity with Specifications, Laws, and Special Conditions

Each bidder shall be required to become familiar with, and must comply with, the terms and conditions of these bid specifications. In addition, the bidders must be familiar with all Federal, State and Local laws, ordinances, or regulations that may, in any manner, relate to their performance if they receive a bid award. Submission of a bid proposal shall be construed to mean that such examination has been made. No claims or billings for compensation over and above the contract sum shall be honored, if due to an oversight on the part of the bidder. Successful bidders must be equal opportunity or affirmative action employers. Where required, MSD sheets must be submitted.

ALL OF THE CONDITIONS AND REQUIREMENTS OF THIS INVITATION TO BID SHALL BE BINDING ON ALL BIDDERS. NO CHANGE OR DEVIATION FROM ANY OF THE CONDITIONS AND REQUIREMENTS AS SET FORTH HEREIN MAY BE MADE UNLESS PERMISSION TO DO SO IS GIVEN SPECIFICALLY IN WRITING.

VI. Inquiries

Inquiries concerning the invitation to bid and the subject of the invitation must be made to the following contact:

Dr. Thomas Danehy,
Superintendent of Schools
Winchester Public Schools
201 Pratt Street
Winchester, CT 06098
860 379-0706 ext. 167
Thomas.danehy@winchesterschools.org

Email is preferred

APPENDIX A

(To be submitted on applicant's letterhead)

Dr. Thomas Danehy,
Superintendent of Schools
Winchester Public Schools
201 Pratt Street
Winchester, CT 06098

Dear Dr. Danehy:

We have read the Invitation to Bid and fully understand its intent and contents. We certify that we have adequate personnel, insurance, equipment, and facilities to fulfill the specified requirements. We understand that our ability to meet the criteria and provide the required goods or services shall be judged solely by the Selection Committee.

It is further understood and agreed that all information included in or attached to our proposal that is required by the Invitation to Bid or otherwise shall be public record upon delivery to WPS. In addition, we are aware that WPS reserves the right to reject any or all bids.

Also, we attest that the employment policies and practices of our Company are to recruit and employ qualified job applicants without discrimination based on race, creed, color, religion, age, sex, national origin or handicap and to treat all employees equally without discrimination because of race, creed, color religion, age, sex, national origin or handicap.

Submitted by:

(Applicant)

(Date)

(Authorized Signature)

(Title)

(Telephone)

(Fax)

APPENDIX B

BIDDER GUARANTEES AND WARRANTIES

Bidder Guarantees

The bidder certifies it can and will provide and make available, at a minimum, all goods or services set forth in the bid covered by WPS's Invitation to Bid.

Bidder Warranties

Bidder warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.

Bidder warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of WPS.

Bidder warrants that all information provided by it in connection with this Bid is true and accurate.

Submitted by:

(Applicant)

(Date)

(Authorized Signature)

(Title)

(Telephone)

(Fax)

APPENDIX C

IF BIDDER IS AWARDED ALL OR A PORTION OF THIS BID AWARD, THE FOLLOWING IS THE CONTACT INFORMATION TO WHICH BID REQUESTS SHOULD SENT:

Company _____

Contact _____

Address _____

Telephone _____

Fax _____

VII. Agency Background and Objectives

The Winchester Public Schools (WPS) has served the 634 students in our pk-6 grade school located in Litchfield County, Connecticut, for years. WPS runs three schools and one special education department within a semi-private high school located in town.

The vision of our agency is that every student we serve can and shall learn at high levels and, therefore, must have access to exceptional educational resources. To help make this vision a reality for the students we serve directly through our schools and student service centers, WPS seeks an enterprise-level student information system (SIS). This system will provide the following strategic benefits to our organization:

- Provide a central repository of data about our students, including performance, health, attendance, and demographics
- Support and help streamline school processes such as enrollment, attendance taking, communications, reporting, and scheduling
- Support data-driven decision making in the areas of student assessment and advanced reporting
- Serve the various audiences and stakeholders that contribute to our schools, including parents, students, teachers, administrators, and state and federal education agencies

VIII. Response Format

This document outlines the functional and, to some degree, technical requirements that we have defined in support of these objectives. Each section presents, in tabular format, line-item requirements. Headings of all columns contain abbreviations as follows:

S: Standard, requiring no further customization to implement, either in time or fiscal outlays

C: Custom, requiring additional investments of time, money, or both above the standard software offering to deploy

NA: Not available either through the standard software platform or through any level of customization

Bidders should mark one and only one box per requirement with an "X," then provide a sum of all "S," "C," and "NA" subtotals by section.

In addition, each section provides an open-ended response area to define in time or additional costs any levels of customization that bidders will need to support individual requirements. The following table provides a sample of the completed "General" category of requirements:

General (Sample Only)

Item	Description	S	C	NA
IX.A.1	Fully Web-based interface for all users and all functions. Is built as a true Web application without the use of third-party applets such as Citrix or Microsoft Terminal Services.	X		
IX.A.2	Employs a single, SQL-conversant, enterprise-wide database so that all data access across the District, from preschool through adult education, occurs in real time.		X	
IX.A.3	Provides full integration of real-time data between all school sites and the District (i.e. transaction data is entered only once and is instantly available to all authorized users).			
IX.A.4	Manages any amount of historical data for all transactions for all individuals within the community (from preschool through adult education).	X		
IX.A.5	Easily scalable from single and multiple school District-sized implementations to State-wide implementations.	X		
IX.A.6	Is designed in an industry-standard open architecture and adheres to industry standards.	X		
IX.A.7	Meets all Federal and State mandates (including No Child Left Behind data collection and reporting).			X
IX.A.8	Provides full cross-platform browser support with identical functionality on Windows and Macintosh computers.	X		
	<i>General Subtotal</i>	5	1	1
<i>Section Comments:</i>				
Item IX.A.2: Creating a single, SQL-conversant database would require approximately 60 hours of additional programming time and \$15,300 of fixed costs.				

IX. Functional Requirements

A. General Requirements

Item	Description	S	C	NA
IX.A.1	Fully Web-based interface for all users and all functions. Is built as a true Web application without the use of third-party applets such as Citrix or Microsoft Terminal Services.			
IX.A.2	Employs a single, SQL-conversant, enterprise-wide database so that all data access across the District, from preschool through adult education, occurs in real time.			
IX.A.3	Provides full integration of real-time data between all school sites and the District (i.e. transaction data is entered only once and is instantly available to all authorized users).			
IX.A.4	Manages any amount of historical data for all transactions for all individuals within the community (from preschool through adult education).			
IX.A.5	Easily scalable from single and multiple school District-sized implementations to State-wide implementations.			
IX.A.6	Is designed in an industry-standard open architecture and adheres to industry standards.			
IX.A.7	Meets all Federal and State mandates (including No Child Left Behind data collection and reporting).			
IX.A.8	Provides full cross-platform browser support with identical functionality on Windows and Macintosh computers.			
	<i>General Subtotal</i>			
<i>Section Comments:</i>				

B. Data Architecture

Item	Description	S	C	NA
IX.B.1	The database is designed to be quickly and easily scaled from small school district implementations to State-wide implementations. Please describe in detail how this requirement is met.			
X.B.2	Provides ability to implement various configurations of server(s) and database instance(s) for the purpose of segregating transactional processing from longitudinal research (including: data warehousing and data mining) .			
X.B.3	Supports fully Web-based OLAP analytical processing and provides tools to support data extraction, transportation, and transformation.			
X.B.4	Provides database backup and disaster recovery for the District.			
X.B.5	Allows portable devices (e.g. PDAs) to access data in a way that ensures data security, integrity, manages concurrence, and is FERPA-compliant.			
	<i>Data Architecture Subtotal</i>			

Item	Description	S	C	NA
<i>Section Comments:</i>				

C. Data Conversion

Item	Description	S	C	NA
IX.C.1	Provide at no additional cost the conversion of all existing current and historical data from the current WPS student information system.			
IX.C.2	Support conversion from Student Systems from Sunguard Pentamation, the current student information system, or from data files easily extracted from this system.			
	<i>Data Conversion Subtotal</i>			
<i>Section Comments:</i>				

D. Data Warehouse

Item	Description	S	C	NA
IX.D.1	Provides a stand-alone data warehouse separate from by interoperable with the application's central database(s).			
IX.D.2	Allows for the control (scripting) of data migration and archiving from the central application database(s) to the data warehouse.			
IX.D.3	Provides an interactive, online analytical processing (OLAP) reporting toolset using that satisfies all requirements defined in the "Reports" section of this document.			
	<i>Data Warehouse Subtotal</i>			
<i>Section Comments:</i>				

E. Interoperability

Item	Description	S	C	NA
IX.E.1	Designed to fully support XML Web Messaging.			
IX.E.2	Provides ability to electronically link with external agencies for exchanging data such County, State, and National Offices of Education.			
IX.E.3	Provides fully Web-based, user managed capability to export information via XML.			
IX.E.4	Provides fully Web-based, user managed capability to export data in a variety of traditional formats such as ODBC, HTML, and ASCII.			
IX.E.5	Provides integrated mass mailing capabilities for form letters and mailing labels.			
IX.E.6	Provides integration with office automation and support tools (e.g. word processing).			
Schools Interoperability Framework (SIF) Certification				
IX.E.7	Certified by (not merely compliant with) SIF Standard Version 2.0.			
IX.E.8	Costs for agent(s) included in the costs of software.			
IX.E.9	Upgrades covered in standard maintenance agreement.			
IX.E.10	Provide for the installation and configuration of the ZIS as part of the standard data migration and installation process.			
IX.E.11	Provide for training on the use of the ZIS as part of the standard training procedures.			
IX.E.12	Does not require the purchase and installation of additional software or hardware to support the ZIS.			
	<i>Interoperability Subtotal</i>			
<i>Section Comments:</i>				

F. Navigation

Item	Description	S	C	NA
IX.F.1	Provides a common, fully Web-based "look and feel" in command structure and navigation functionality throughout the entire system.			
IX.F.2	Provides comprehensive and easy to understand, fully Web-based error message capability.			
IX.F.3	Provides fully Web-based help facility and a fully Web-based knowledge base of common errors and probable resolutions.			
IX.F.4	Provides District with setup options and user profiles that tailor the functionality of the system without requiring programming changes.			
IX.F.5	Provides fully Web-based ability to search existing student information using multiple data fields and flexible search criteria to locate specific data quickly and to minimize duplication of student information.			
IX.F.6	Provides validation and error checking of data including the use of drop-down/pop-up lists and/or checking against database tables containing valid codes and descriptions.			

Item	Description	S	C	NA
IX.F.7	Automatically handles attempts by two or more users to update the same record at the same time without restricting any number of users from accessing the same record concurrently.			
IX.F.8	Supports ability to "right click on" and/or "hover over" program controls on the screen and see context-sensitive functional descriptions and/or help.			
IX.F.9	Provides ability to import, maintain, and access student photo Ids.			
IX.F.10	Allows extensive comments/notes to be attached to data records.			
IX.F.11	Provides ability to enter data to the system by multiple methods including electronic file importing and fully Web-based data entry.			
	<i>Navigation Subtotal</i>			
<i>Section Comments:</i>				

G. Security and Privacy

Item	Description	S	C	NA
IX.G.1	Security functions are fully integrated with all other student system functions.			
IX.G.2	True n-Tier system architecture with appropriate security at each tier.			
IX.G.3	Supports data encryption, SSL, and certificates.			
IX.G.4	Conforms to security and privacy of student records as required by FERPA.			
IX.G.5	Conforms to security, confidentiality, and portability requirements of HIPPA.			
IX.G.6	Allows a security administrator to define extensive security criteria and unlimited numbers of security levels for individuals and/or groups of users.			
IX.G.7	Provides log-in and access security to the following levels: (1) functions, objects, and reports, and (2) within an object, further security restriction (e.g. RWD)			
IX.G.8	Allows restriction of any end user to specific schools or buildings for all transactions and functions.			
IX.G.9	Limits teachers' classroom access to only their own student data.			
IX.G.10	Allows a defined number of failed log-in attempts before an account is temporarily disabled.			
IX.G.11	Provides an audit trail of all login attempts.			
IX.G.12	Automatically signs a dormant user off the system after a defined time period.			
IX.G.13	The database is able to recover from system failures.			
IX.G.14	Provides secure access to a student's records by parents/guardians.			
IX.G.15	Supports use of wireless handheld PDAs in a secure, FERPA-compliant manner.			
	<i>Security and Privacy Subtotal</i>			

Item	Description	S	C	NA
Section Comments:				

H. Standards

Item	Description	S	C	NA
IX.H.1	State and Accreditation graduation requirement management functions are fully integrated with all other student system functions.			
IX.H.2	Supports State and Federal programs offered at schools (e.g., English Language Learning, Title I-NCLB).			
IX.H.3	Graduation standards tracking and management functions are fully integrated with all other student system functions.			
IX.H.4	Provides ability for individual schools to vary graduation requirements still meeting the minimum requirements set in the District graduation requirements.			
IX.H.5	Maintains real-time student demographic and academic planning information in addition to certification and assignment information about school staff for "No Child Left Behind" (NCLB) reporting.			
IX.H.6	Provides ability to determine which courses address which learning standards for counseling with a student.			
IX.H.7	Provides ability to assign department level graduation requirements with a minimum number of units required to graduate for each department.			
IX.H.8	Provides ability to define the standards addressed by each course.			
IX.H.9	Supports "career pathways" to provide a sequence of training in a specific career or technical field (also known as "graduation track" management).			
IX.H.10	Allows for a course to meet only a portion of a learning standard so that multiple courses are required to meet all of a specific standard.			
IX.H.11	Provides ability to track the standards a student has mastered and the remaining standards to be obtained.			
IX.H.12	Provides ability for teacher management and entry of students mastering and not mastering each learning standard.			
IX.H.13	Provides ability for a student to test out of a standard.			
IX.H.14	Provides ability to display and/or generate graduation requirements and progress toward graduation for an individual student or a group of students based on the year of graduation.			
	<i>Standards Subtotal</i>			
Section Comments:				

I. System Management

Item	Description	S	C	NA
IX.I.1	System configuration and implementation services provided at no additional cost aside from the bundled initial setup fee.			
IX.I.2	System management functions are fully integrated with all other student system functions.			
IX.I.3	Provides ability to "broadcast" messages that could be delivered to users as they log in, including information about system changes and upgrades since the last time the user logged in.			
IX.I.4	Provides internal definitions for the flow of work, business rules, and electronic forms, (e.g. Special education due process compliance).			
IX.I.5	Provides ability for the user and or district to define additional data elements for data tracking and reporting.			
IX.I.6	Provides the ability for the District to define drop lists of allowable values for District-defined custom data fields.			
IX.I.7	Incorporates general capability to spell check text data entered via the data entry functions within the Web-based system.			
IX.I.8	Allows mass changes to data within the system, with appropriate authority, using graphical tools.			
IX.I.9	Allows self service functionality via the Web for student information system users.			
IX.I.10	Provides updates and distributions on a regular basis.			
IX.I.11	Provides updated electronic documentation with each application update release.			
	<i>System Management Subtotal</i>			
<i>Section Comments:</i>				

J. Training

Item	Description	S	C	NA
IX.J.1	Includes one-time training for all application features at no additional cost.			
IX.J.2	Provide one-time training for all core application modules based on client needs, supporting different administrative user levels.			
IX.J.3	Work with WPS to establish training schedule and targeted user groups.			
	<i>Training Subtotal</i>			
<i>Section Comments:</i>				

K. Users and Groups

Item	Description	S	C	NA
IX.K.1	Allows for the creation of multiple groups (e.g., teachers, administrators, parents, students) with associated access privileges.			
IX.K.2	Provides central administrative control over content areas by group type (e.g., parent group sees grade book, attendance, transcripts, and teacher pages) of only their associated students).			
IX.K.3	Provides for teacher home page with syllabus and assignment postings.			
IX.K.4	Group permissions cascade to all associated users.			
	<i>Users and Groups Subtotal</i>			
<i>Section Comments:</i>				

X. Modular Requirements

The following sections define the requirements of each module, or functional area, within the SIS.

A. Assessment

Item	Description	S	C	NA
X.A.1	Ability to create on-demand tests and test response values by question, strand, and area (point as well as scale), as needed by class, teacher, grade, and school.			
X.A.2	Support for common and high-stakes data collection, including the following assessments: CMT, CAPT, Common (every 6 weeks, includes Math and Reading Comprehension), DRA, and DRP.			
X.A.3	Ability to score and report on assessments based on multiple factors, generating goal (below goal, mastery, etc.) as well as scale (band) values based on raw score values.			
X.A.4	Ability to import test data in standard delimited files (e.g., .csv or .xls).			
<i>Assessment Subtotal</i>				
<i>Section Comments:</i>				

B. Attendance

Item	Description	S	C	NA
X.B.1	Attendance functions are fully integrated with all other student system functions.			
X.B.2	Supports district-wide recording and reporting of daily and period attendance in real time.			
X.B.3	Meets attendance accounting and reporting requirements of State and Federal programs for all schools in the District.			
X.B.4	Accommodates changing requirement in State attendance reporting.			
X.B.5	Allows online attendance history inquiries that report attendance for the entire district, for a particular school, or for a specific class. This inquiry capability must support multiple school years interactively.			
X.B.6	Allows a student to simultaneously attend multiple schools and track the attendance at each school and for the ADA tracked appropriate school.			
X.B.7	Provides ability to group students participating in extra curricular activities to the attendance module so that activity groups (such as the football team, forensic team, etc.) may be marked for an excused absence as a group.			
X.B.8	Track non-public part-time pupils in order to take credit for the part-time enrollments of home schooled and special needs students.			
X.B.9	Maintains attendance for students that enter and withdraw multiple times within the same school year.			

Item	Description	S	C	NA
X.B.10	Provides user definable reason codes for district-wide use or for a school site.			
X.B.11	Provides status codes to indicate if the absence is excused, unexcused, or exempt.			
X.B.12	Supports attendance entry via the Web from anywhere a secure Internet connection is available.			
X.B.13	Allows mass entry of attendance for a teacher, a homeroom or a grade for a specific date, for a date range, for a period or for a period range.			
X.B.14	Provides a flexible method of recording or updating attendance for user-defined groups of students.			
X.B.15	Provides ability for a school office user to note students leaving school or arriving during mid-day (i.e. "check in" and "check out").			
X.B.16	Provides fully Web-based ability to view/enter attendance, absences and/or tardiness, from the classroom by a teacher for those classes taught by that teacher.			
X.B.17	Provides ability to take attendance from classroom using student photo ids.			
X.B.18	Allows the teacher to see each student with a "pre-approved absence" during attendance taking.			
X.B.19	Allows a teacher to view the entire year's attendance history for those classes taught by that teacher.			
X.B.20	Teachers are restricted from changing current day's attendance entered by the office.			
X.B.21	Teachers are restricted from changing attendance for past days.			
X.B.22	Provides submission tracking system to enable office to determine which teachers have not completed attendance entry.			
X.B.23	Provides real-time reporting and querying of student absences and tardiness at the District level.			
X.B.24	Provides a call list of all students that are absent or tardy on a user specified day. This list must provide contact names and phone numbers to facilitate the calling process.			
X.B.25	Provides ability to display and/or print attendance summary and attendance detail reports by student, group of students, class, grade, school, group of schools, and district-wide for any date range.			
X.B.26	Provides ability to include user-selectable details in the letters to parents/legal guardian including history of absences and/or tardiness.			
X.B.27	Provides ability to determine the threshold for the automatic generation of notification letters.			
X.B.28	Provides ability to email parents, contacts or selected school staff when a student is absent.			
X.B.29	Interfaces with an automated dialing system.			
X.B.30	Provides ability to perform statistical correlation of attendance information to student data such as program participation, health issues, academic progress, and demographic factors.			
X.B.31	Supports multi-dimensional OLAP analysis of attendance data.			
X.B.32	Captures and reports on absences by period, day, and month and allows for different schools in the same district to establish their own			

Item	Description	S	C	NA
	frequency of absence recording and reporting.			
X.B.33	Generates a list of parents or guardians to contact based on period, daily, or monthly absences.			
X.B.34	Reports on automatically generated absence thresholds (e.g., 5, 10, 15 days out)			
X.B.35	Provides parent access to student attendance via a secure parent portal.			
	<i>Attendance Subtotal</i>			
<i>Section Comments:</i>				

C. Calendar

Item	Description	S	C	NA
X.C.1	Maintains current and historical calendar structures and facilitates reporting of attendance information from an archival perspective.			
X.B.2	Provides ability to categorize schools by: geographical areas, district groups, and school type (e.g. elementary school, high school, home school, summer school).			
X.B.3	Provides ability to add a new category of school.			
X.B.4	Supports "school within a school" and organizing the academic curriculum around a career-related themes.			
X.B.5	Supports traditional, single-track, multi-track, and 12-month calendars.			
X.B.6	Provides ability to create and use district and school calendars for upcoming school year(s) in advance.			
X.B.7	Provides ability to make a copy of previous district or school calendars to facilitate calendar creation for upcoming year(s).			
X.B.8	Provides ability for school calendars that indicate minimum days, staff development days, holidays, etc.			
X.B.9	Allows multiple simultaneous calendars for an individual school.			
X.B.10	Provides ability to set up individual students in classes and programs that follow different calendars (e.g. half-day high school, half-day ALC).			
	<i>Calendar Subtotal</i>			
<i>Section Comments:</i>				

D. Conduct

Item	Description	S	C	NA
X.D.1	Behavior management functions are fully integrated with all other student system functions.			

Item	Description	S	C	NA
X.D.2	Provide ability for any authorized site or district user to view all students' 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 discipline history should be maintained for an unlimited number of years.			
X.D.3	Provide ability to define and track user defined behavior incident codes and associated descriptions.			
X.D.4	Provide ability to define and track user defined intervention action codes and associated descriptions.			
X.D.5	Provide ability to define an appropriate alert flags for specific behavior intervention actions.			
X.D.6	Provide on-line ability to add, change, and delete any behavior intervention information in the system according to district established user security policies and procedures.			
X.D.7	Supports mandated behavior management reporting to external agencies (e.g. State).			
X.D.8	Allows for the creation of custom fields that support a three-tiered referral system.			
X.D.9	Allows for the capture and reporting of longitudinal bullying data by student, class, grade, school, and district.			
X.D.10	Provides standard reports detailing disciplinary actions by student, class, grade, school, and district by offense type.			
X.D.11	Supports multi-dimensional OLAP analysis of behavior/discipline data.			
X.D.12	Provides parent access to discipline information via a secure parent portal.			
	<i>Conduct Subtotal</i>			
<i>Section Comments:</i>				

E. Enrollment

Item	Description	S	C	NA
X.E.1	Census and enrollment functions are fully integrated with all other student system functions.			
X.E.2	Fully Web-based ability to view, add, change, and delete any student enrollment (entry and exit) and biographic or demographic information in the system according to district-established user security policies and procedures.			
X.E.3	Supports district-wide family tracking via a well-defined census structure with ability to view and analyze data across any amount of space and through any amount of time.			
X.E.4	Data structure designed to automatically update household address, phone, and contact information for all siblings across the district with one action.			
X.E.5	Provides ability to track a unique student ID assigned by the state.			
X.E.6	Supports discrete address fields for street names, numbers, direction, type, apartment or space number to allow for ease of integration to transportation and GIS systems.			
X.E.7	Provides for the capture and reporting on a wide array of student demographics, including free and reduced lunch, gender, ethnicity, and income level.			
X.E.8	Supports extensive communications fields for students and contacts including multiple fields for home, work, pager, fax, e-mail, etc.			
X.E.9	Provides ability to display or print the emergency contact information with flexible sort and selection criteria.			
X.E.10	Allows real-time registration of students at either the school-level or district-level.			
X.E.11	Provides ability to search on names, address, birth date, and other biographical and demographical information to ensure that the new student does exist on a student record at the district.			
X.E.12	Allows a user to find a student when only one of the following data elements is known: student ID, student last name, student first name, student family name, student address, student social security number, or student state ID number.			
X.E.13	Allows a student to have a different last name than that of his or her other family members.			
X.E.14	Allows enrollment of new students with minimum data required.			
X.E.15	Provides ability for a user with appropriate security clearance to end the current enrollment at one school and add a new enrollment record at the requesting school.			
X.E.16	Provides ability to close all programs and service records using the enrollment end date when a student leaves the district.			
X.E.17	Provides student address verification to avoid duplication of data.			
X.E.18	Provides ability to track unlimited number of members of a single family and which family members have legal responsibility for the student.			
X.E.19	Provides ability to track the history of family dwellings as students and families move from location to location.			
X.E.20	Supports the registration of a new student to a neighborhood school by verifying that the residential address is within the school			

Item	Description	S	C	NA
	boundary area.			
X.E.21	Allows a student to be enrolled in multiple schools/programs simultaneously ensuring the ADA attendance is correctly accounted for at the appropriate school.			
X.E.22	Provides ability the District to identify the students in one or more schools (e.g. Elementary) who may be going to another school (e.g. middle school) in the future.			
X.E.23	Provides ability to track students that are in the District boundaries but are being schooled elsewhere such as home schooling or attending private schools.			
X.E.24	Provides ability to track students that are in the District boundaries but are enrolled in other school districts.			
X.E.25	Maintains historical records of the District students enrolled in multiple schools/programs at or outside of the district.			
X.E.26	Provides ability to track students with exclusions such as for those not allowing release of information or not to be released to specific parents or relatives. Each student screen or panel system indicates that exclusions exist for a student.			
X.E.27	Provides a generalized interface that can load geographic information from off-line sources such as county or city database systems.			
X.E.28	Provides ability to interface student information to mapping systems for visual display of student and address information.			
X.E.29	Allows the District to add a data element identifying how a student is to get home (walking, picked up by parent/guardian) at the end of the school day.			
X.E.30	Allows tracking and maintenance of student enrollment in State and Federal programs (e.g. Title I, Title III, etc.).			
X.E.31	Displays enrollment history of a student in chronological order from preschool through adult education.			
X.E.32	Provides ability to flag a student as an expelled student during the registration.			
X.E.33	Provides ability to enroll students in summer school or schools/programs in the next school year while actively enrolled in the current school year.			
X.E.34	Provides ability to verify the student enrollment and biographic/demographic information on the intra district transfer request.			
X.E.35	Allows multiple enrollments (entries and exits) per year in the District and within a school.			
X.E.36	Provides for transportation records (i.e. buses, route numbers, stop times, etc.).			
X.E.37	Provides ability to add/change/delete basic transportation information including mileage to/from school and transportation codes.			
X.E.38	Provides ability to track student's participation in school extra curricular activities and associated dates.			
X.E.39	Supports management of locker numbers and combinations.			
X.E.40	Provides ability for displaying photo IDs for attendance purposes as well as for general student verification.			

Item	Description	S	C	NA
X.E.41	Student photographs automatically re-size to fit the screen independent of the original photo size.			
X.E.42	Provides U.S. federal Civil Rights Data Collection report. (For specific requirements, see http://www.crc2006.org .)			
X.E.43	To support magnet school operations and reporting provides for the reporting of sending district school grades for all student types, including special education.			
X.E.44	Allows withdrawn student records to be available for record transfer to other schools or district systems.			
X.E.45	Supports multi-dimensional OLAP analysis of demographic data.			
X.E.46	Allows parents to view and update demographic information via a secure parent portal.			
<i>Connecticut State Standards</i> Supports the following state enrollment reporting requirements:				
X.E.47	ED 165: Strategic School Profile			
X.E.48	ED 166: Disciplinary Offense			
X.E.49	ED 236: Immigrant Child and Youth Education			
X.E.50	ED 525: Student Mobility			
X.E.51	Language Assessment Scales			
X.E.52	Public School Information System (PSIS) Register and Unregister (Continuous)			
X.E.53	PSIS Tri-Annual Filing			
	<i>Enrollment Subtotal</i>			
<i>Section Comments:</i>				

F. Gradebook

Item	Description	S	C	NA
X.F.1	Teacher grade book functions are fully integrated with all other student system functions.			
X.F.2	Teachers are provided secure, FERPA-compliant access to student contact, attendance, discipline, health, and special education information as required to perform their assigned responsibilities. .			
X.F.3	Provides authorized classroom teachers with read-only access to the current IEPs of students assigned to them.			
X.F.4	Grade book rosters are automatically updated with new enrollments, withdrawals, and transfers based on schedule changes.			
X.F.5	Withdrawn students are automatically flagged in teacher rosters.			
X.F.6	Supports the setup of common options and templates by teachers.			
X.F.7	Supports teacher-defined category names and category weights.			
X.F.8	Supports an unlimited number of assignments.			
X.F.9	Supports letter grades, numeric grades, and special scores.			
X.F.10	Supports total points grading.			
X.F.11	Supports automatic column filling for mass entry of grades.			
X.F.12	Term grades are automatically calculated based on assignment			

Item	Description	S	C	NA
	grades, categories and weights.			
X.F.13	Supports composite grading (e.g. "First Term Final Grade & Second Term Final Grade & Course Final Exam equals Course Final Grade").			
X.F.14	Supports teacher override and posting of alternate term grades.			
X.F.15	Allows authorized staff member to lock out grade changes by teachers after posting.			
X.F.16	Supports progress reporting by teachers.			
X.F.17	Supports statistical analysis of class performance by teachers.			
X.F.18	Grades and assignments may be viewed by parents and students via a secure Web portal.			
	<i>Gradebook Subtotal</i>			
<i>Section Comments:</i>				

G. Health

Item	Description	S	C	NA
X.G.1	Health services functions are fully integrated with all other student system functions.			
X.G.2	Maintains an individual log of each health event for each student that includes the date the student visited the health office, the nurse's actions, and the result of the actions.			
X.G.3	Supports the ICD9 Medicare health codes.			
X.G.4	Includes business rules so that the compliance for each immunization is defined and the system can automatically determine and report if a student has complied with immunization requirements.			
X.G.5	Provides ability to print and/or transmit State immunization record forms with all required demographic information.			
X.G.6	Provides archival access to student health logs in perpetuity (for an unlimited number of years).			
X.G.7	Track an unlimited number of health concerns on each student and allows for a user maintained table of health codes and types.			
X.G.8	Provides ability to track daily medication administration.			
X.G.9	Provides ability to track physical assessment information (e.g. sports participation).			
X.G.10	Maintains extensive health notes on each student with ability to access the health notes by date, by key word or by the staff entering the note.			
X.G.11	Supports mandated health reporting to external agencies (e.g. State).			
X.G.12	Supports multi-dimensional OLAP analysis of health data.			
X.G.13	Provides parent access to immunization and non-confidential health information via a secure parent portal.			
	<i>Health Subtotal</i>			
<i>Section Comments:</i>				

Item	Description	S	C	NA

H. Notifications

Item	Description	S	C	NA
X.H.1	Provides central notification engine using standard or custom message alerts.			
X.H.2	Notification engine comes standard at no additional cost, either in setup or recurring charges.			
X.H.3	Integrates with and leverages central database of parents, students, teachers, and administrators.			
X.H.4	Provides confirmation engine from all recipients through all methods of notification (e-mail, phone, fax, and pager).			
X.H.5	Allows for administration of messaging through Web and voice interfaces.			
X.H.6	Provides multiple administration user levels, including broadcaster, list administrator, and system administrator.			
X.H.7	Ability to notify one or more groups of individuals, as defined in the central users and groups module.			
X.H.8	Supports the automation of daily or monthly absentee notifications.			
X.H.9	Ability to create, store, retrieve, and broadcast standard messages.			
X.H.10	Provides text-to-voice conversion for multi-device support.			
X.H.11	Provides real-time reporting on notification responses.			
X.H.12	Allows for the creation and tracking of user surveys.			
	<i>Notifications Subtotal</i>			
<i>Section Comments:</i>				

I. Report Cards and Transcripts

Item	Description	S	C	NA
X.I.1	Grading and progress reporting functions are fully integrated with all other student system functions.			
X.I.2	Supports an unlimited number of user-defined grading periods.			
X.I.3	Supports multiple user-defined grading scales and evaluation codes.			
X.I.4	Supports weighted and unweighted grading calculations.			
X.I.5	Supports skills and standards-based grading and assessment			
X.I.6	Supports mastery, proficiency and observational-based assessment			
X.I.7	Supports special grades for conduct, effort, citizenship, participation or other user-defined measures			
X.I.8	Supports both "canned" a personalized "free text" comments.			
X.I.9	Allows office on-line entry of grades by student, class or teacher			
X.I.10	Graduation tracking functions are fully integrated with all other student system functions.			
X.I.11	Allows access to all student graduation tracking data, regardless of school boundaries, by authorized school and district staff.			

Item	Description	S	C	NA
X.I.12	Supports user-defined definition of unlimited graduation paths and course requirements.			
X.I.13	Provides ability to display and print any student graduation tracking information and other student information to support the district's graduation tracking business processes.			
X.I.14	Provides ability to generate summary and detailed reports which identifies students needing interventions and types of intervention to support scheduling and placement of students.			
X.I.15	Supports graduation status/deficiency reporting based on currently scheduled classes and course histories.			
X.I.16	Provides ability to produce easy-to-understand graduation tracking reports for review by students and parents/legal guardians.			
X.I.17	Graduation tracking information may be viewed by parents and students via a secure Web portal.			
X.I.18	Ability to design original transcript reports.			
X.I.19	Ability to modify and save existing transcript reports.			
X.I.20	Supports statistical analysis of grading data by authorized individuals at any possible level of aggregation.			
X.I.21	Supports multi-dimensional OLAP analysis of grading data.			
X.I.22	Automatic generation of report cards based on Gradebook field values.			
X.I.23	Ability to modify standard reports.			
X.I.24	Supports the creation of free-style, prose fields for narrative assessment of student performance.			
X.I.25	Ability to generate and export honor roll based on pre-defined standards and relative performance of each student against their cohorts.			
X.I.26	Option to develop standards-based reports to support a rubric approach, with separate grades on a scale of 1 - 5 for Achievement, Conduct, Preparedness, and Academic Performance. See Sample Standards Report Card for reference.			
X.I.27	Transcript maintenance and reporting functions are fully integrated with all other student system functions.			
X.I.28	Maintains a complete academic and activity history for each student for an unlimited number of years.			
X.I.29	Transcript summary provides counselors and administrators with an interactive view of an individual student transcript and is automatically cross-referenced to active courses in the curriculum associated with specific credits and standards.			
X.I.30	Grades are automatically posted to transcripts.			
X.I.31	Cumulative calculations are automatically updated based on changes to grading history			
X.I.32	Maintains transcript records including grades and credits for courses taken outside the District (e.g. ALC or home school).			
X.I.33	Calculates Semester and Cumulative GPA's based on weighted and non-weighted grades.			
X.I.34	Provides class rank reports.			
X.I.35	Provides grade verification lists.			
X.I.36	Missing grades report to determine unsubmitted grades by teacher or student.			

Item	Description	S	C	NA
X.I.37	Supports user-defined progress and report card formats.			
X.I.38	Reports can display narrative comments.			
X.I.39	Report cards can show cumulative grading terms throughout a year.			
X.I.40	Supports integrated OLAP reporting, analysis and data mining of transcript and grading data in the context of health, attendance, and discipline data.			
X.I.41	Report cards and unofficial transcripts may be viewed by parents and students via a secure Web portal.			
X.I.42	Ability to generate mid-term progress reports, similar to report cards but with actual individual assignment data, teacher remarks, etc.			
X.I.43	Grades and comments are available to parents via a secure parent Web portal.			
	<i>Report Cards and Transcripts Subtotal</i>			
<i>Section Comments:</i>				

J. Reporting

Item	Description	S	C	NA
X.J.1	Report functions fully integrated with all other student system functions.			
X.J.2	Ability to access student information from the system via ODBC-compliant tools and generate formatted output files for transfer to other systems.			
X.J.3	Allows creation of custom reports via third-party reporting products (e.g., Crystal Reports).			
X.J.4	Supports both ad hoc and pre-defined ("canned") reports.			
X.J.5	Allows for sorting of data by student and family demographics, teacher, grade, class, and assessment results.			
X.J.6	Allows for presentation and correlation of the results of one student assessment (e.g., Spring Math Common Assessment) with the results of one or more other assessments or performance criteria (e.g., CMT score, class rank, grade point average, DRA, etc.) as well as other student attributes such as demographics.			
X.J.7	Creation and execution of reports controlled by user security profiles.			
X.J.8	Supports longitudinal analysis of data (e.g., students, grade levels, and cohorts over time).			
X.J.9	Alignment with state standards, providing the ability to track and categorize assessment question responses as parts of broader strands and areas, as defined by the Connecticut Frameworks.			
X.J.10	Montessori school support, providing for multiple grades in one physical class.			
X.J.11	Provides a "Class Roster" report showing a single- or multiple-year view of class performance data.			
X.J.12	Allows reports to draw upon any data within the system.			
X.J.13	Allows a user to customize pre-defined ("canned") reports with different selection and sort options.			
X.J.14	Provides ability to utilize existing report definitions as the starting points for the creation of a new report.			
X.J.15	Option to output reports in electronic format (e.g., CSV, Excel, XML, or PDF).			
X.J.16	Ability to design and print letters in the primary language of the receiving parents.			
X.J.17	Allows mailing labels to be produced with various sort options.			
X.J.18	Allows file folder labels to be printed.			
X.J.19	Users can select pre-defined ("canned") reports and previously saved reports from Web-based menus.			
X.J.20	Provides reporting based on district, school, teacher, grade, and student levels.			
X.J.21	Provides an API to support direct interface with external applications (e.g., custom district-developed applications).			
	<i>Reporting Subtotal</i>			
Section Comments:				

K. Scheduling

Item	Description	S	C	NA
X.K.1	Master schedule and autoloading functions are fully integrated with all other student system functions.			
X.K.2	Provides fully integrated, Web-based master schedule building and autoloading tools that facilitate the rapid creation of multiple scheduling scenarios to ensure optimum use of scarce resources.			
X.K.3	Master schedule builder facilitates creation and evolution of multiple schedule scenarios to ensure optimum use of resources.			
X.K.4	Master schedule builder features an interactive, WYSIWYG interface.			
X.K.5	Master schedule builder features a dynamic real-time loader to facilitate fine tuning of schedule scenarios.			
X.K.6	Allows the autoloader to run at any time without negatively affecting other users who are logged onto the system.			
X.K.7	Tracks course description data to support Web-based viewing of course descriptions for registration.			
X.K.8	Enforces rules governing required courses.			
X.K.9	Allows for period and block options within the same school.			
X.K.10	Supports a six-day rotation schedule.			
X.K.11	Allows students to interactively enter course selection information during an on line registration process.			
X.K.12	Allows students and/or parents to interactively enter course selection information from home via the Internet.			
X.K.13	Allows staff to interactively enter course selection information for any defined school year.			
X.K.14	Allows the mass entry of predefined /mandated course requests for groups of students.			
X.K.15	Provides ability to specify alternate choices for classes.			
X.K.16	Course requests are aggregated in real-time as students register for classes.			
X.K.17	Real-time conflict matrix report tracks student course registration.			
X.K.18	Supports scheduling for semesters, quarters, trimesters, multi-terms, and full year classes and allows any combination of these classes in a single school year or period.			
X.K.19	Supports complex meeting patterns including cohorts, singletons, pairs, etc.			
X.K.20	Allows scheduling of summer schools, regular schools for the coming year (or multiple years), or rescheduling of another class term, to occur at any time without affecting the current year's class schedules.			
X.K.21	Provides ability to define the basic set of district/school selectable parameters for building a master schedule for each school year.			
X.K.22	Provides ability for a user to easily switch from one year to another or from one scheduling scenario to another within the same year.			
X.K.23	Provides ability to track and maintain course information (course catalog) for regular schools and summer schools.			
X.K.24	Supports a variety of meeting patterns in scheduling classes (e.g. a			

Item	Description	S	C	NA
	class meets every day, a class meeting M, W, F, etc.).			
X.K.25	Accommodates the scheduling of irregular periods during the day.			
X.K.26	Allows unlimited number of class sections per course in the master schedule.			
X.K.27	Provides ability to create a school catalog from the District course catalog.			
X.K.28	Provides ability to copy a school course catalog from previous year.			
X.K.29	Provides reporting of class roster by teacher, grade level, sending district, and address			
X.K.30	Tracks course description data to support the publication of a printed course description book or catalog.			
X.K.31	Provides ability to create a placeholder for an approved but unfilled teaching position for use in scheduling of classes.			
X.K.32	Provides ability to relate courses to a department and/or to another user defined group.			
X.K.33	Facilitates the creation and scheduling of teams and small learning communities.			
X.K.34	Allows grouping (linking) of courses that must be taken together such as a chemistry lab with a chemistry course.			
X.K.35	Provides the ability to establish class priority levels so the autoloader will take this into consideration during a loading run.			
X.K.36	Allows two or more teachers to team teach the same section of a class.			
X.K.37	Allows class size limits of different sections of the same course to vary.			
X.K.38	Provides the ability to determine the optimal meeting pattern for classes based on student requests.			
X.K.39	Allows the autoloading of all students in a school, a range of grade levels, a specific grade level, a specific house or team, or a single student.			
X.K.40	The autoloader handles prerequisite courses, co-requisite courses, and course-section linking.			
X.K.41	The autoloader tools provide priority scheduling for students which include at a minimum scheduling upper-class students first and ability to assign priorities to students for scheduling.			
X.K.42	The autoloader tools order students for scheduling using the least number of schedule possibilities (e.g. most singletons).			
X.K.43	The autoloader tools balance the number of students across all sections of a course.			
X.K.44	The autoloader balances the number of students in each course section by gender.			
X.K.45	The autoloader accommodates homerooms and lunch periods.			
X.K.46	The autoloader balances the distribution of students over multiple terms.			
X.K.47	Autoloader schedules holes or empty slots in master schedule.			
X.K.48	The autoloader adheres to predefined maximum class sizes (unless override parameters have been specified for one or more individual sections within a course).			
X.K.49	The autoloader honors "locked schedules" during a loading run.			

Item	Description	S	C	NA
X.K.50	Provides ability to either retain the schedules of fully scheduled students in future scheduling runs or allows rescheduling of those students.			
X.K.51	Provides walk-in scheduler that allows a user to interactively search for courses that meet in a specific term, in a specific period, that are in a specific department (i.e. Math) or searches may be for a specific course or course title to facilitate scheduling a student.			
X.K.52	Allows an individual student schedule to be built during and interactive scheduling conference with the student.			
X.K.53	Provides walk-in scheduler that adheres to scheduler rules and honors team membership.			
X.K.54	Allows a user to interactively process a mass transfer of students from one course to another, from one section to another, from one course and section to another course and section or to delete a group of students from a course or section request.			
X.K.55	Provides ability to manually overload courses when appropriate.			
X.K.56	Provides ability to go back and reschedule an already-scheduled student to another section of a course to accommodate a student that can only get into the section that the previous student was moved from.			
X.K.57	Maintains a history of schedule changes for each student throughout a school year.			
X.K.58	Provides reports of students with partial schedules.			
X.K.59	Provides ability to display and/or print a student's complete schedule for all periods including the participation in before and after school activities, lunch, study hall, etc.			
X.K.60	Provides standard scheduling reports to aid in the development of a master schedule.			
X.K.61	Allows for the creation and storage of multiple drafts of the master schedule.			
X.K.62	Student schedules may be viewed by parents and students via a secure Web portal.			
	<i>Scheduling Subtotal</i>			
<i>Section Comments:</i>				

L. Special Education

Item	Description	S	C	NA
X.L.1	Special education due process management functions are fully integrated with all other student system functions.			
X.L.2	Supports definition of special programs to which students are associated. These programs must maintain active date ranges, settings, exit reason and outcome and other key data. Both Special Ed and non-Special Ed students can be associated with special programs.			
X.L.3	Supports secure transmission of mandated compliance information to external agencies (e.g. State).			
X.L.4	Tracks eligibility criteria for key disabilities. The status of the student			

Item	Description	S	C	NA
	on this criterion may be entered and tracked as a part of the IEP Process.			
X.L.5	Tracks each special education event, such as an assessment, appeal, hearing, etc.			
X.L.6	Provides ability to interactively construct a notice of evaluation.			
X.L.7	Allows tracking of an unlimited number of evaluations per student and provide access to all evaluations.			
X.L.8	Provides ability to report evaluations by school year.			
X.L.9	Provides ability to assign any number of case managers or team members, including staff not employed by the district, to the student IEP.			
X.L.10	Provides ability to define team meeting announcements and to notify all team members of the meeting, time and location of the meeting.			
X.L.11	Supports development and management of student IEPs in an interactive manner.			
X.L.12	Tracks and maintains all changes to the IEP with time and date stamps by secure users.			
X.L.13	Provides ability to maintain historical IEPs for use and inquiry.			
X.L.14	Provides ability to copy and use historical IEPs as templates for new IEPs.			
X.L.15	Provides ability to define, track, and report standards for learning.			
X.L.16	Provides ability for authorized individuals to save manually entered goals and objectives into the goal bank maintained by the system.			
X.L.17	Provides ability to group goals and objectives by user assigned category.			
X.L.18	Provides option to manually enter or select from a defined list of goals and objectives.			
X.L.19	Tracks an unlimited number of goals and objectives for each student.			
X.L.20	Provides ability to develop progress reports for each goal tracked on a student.			
X.L.21	Provides online ability to maintain all adaptations and associated assessments.			
X.L.22	Tracks locations where special education services are provided that are outside of the District.			
X.L.23	Tracks programs that are provided outside of the District with ability to track program staff members that may not be District employees.			
X.L.24	Provides ability for the District to compute billing amounts for services or programs that are billable to other districts or to third parties.			
X.L.25	Provides ability for the District to charge rates for students that are not enrolled in the District that are higher than those charged for district students.			
X.L.26	Allows specification that special transportation is required.			
X.L.27	Tracks an unlimited number of services being provided to a student.			
X.L.28	Provides ability to view all services provided or only active services being provided at any point in time.			
X.L.29	Tracks parental requests for hearings.			

Item	Description	S	C	NA
X.L.30	Provides ability to prepare and distribute a Notice of Action or Denial. Include ability to log if the parents agreed or disagreed with the results.			
X.L.31	Tracks each discipline event and manifestation determination.			
X.L.32	Supports the generation of due process forms by printing, by emailing or in .PDF format.			
X.L.33	Provides ability to flag presence of Special Education information on screens associated with a student.			
X.L.34	Provides ability for authorized classroom teachers to access a read-only view of the current IEPs for each special education student in their classrooms.			
X.L.35	Provides for inquiries showing all students associated with a program and all programs associated with a student.			
X.L.36	Provides reports and screen views that show the case load and students assigned to a staff member.			
X.L.37	Supports secure interdistrict transmission of special education due process folders when students move in or out of the District.			
X.L.38	Supports multi-dimensional OLAP analysis of special education data.			
	<i>Special Education Subtotal</i>			
<i>Section Comments:</i>				

M. Transportation

Item	Description	S	C	NA
X.M.1	Allows for the input and tracking of basic transportation and activity information for each student. For example, information about bus stops, bus routes, day care providers, and parking permits can be entered and maintained. The system can also share information with external transportation programs (e.g. VersaTrans) in a number of ways, including S.I.F.			
X.M.2	Ability to create master bus lists associated with specific street routes.			
X.M.3	Integration of transportation modules with student records to allow for the mapping of students to specific bus routes.			
X.M.4	Provides for tracking of transportation-related information by student, including day care providers, parking permits, etc.			
X.M.5	Ability to share data with external transportation programs through SIF or ODBC agents.			
	<i>Transportation Subtotal</i>			
<i>Section Comments:</i>				

XI. Implementation

Briefly describe your implementation of the SIS if you were to receive the bid award. In your description, address project management methodologies; implementation team

composition and skill sets (both from your company and those individuals you would need involved from our organization); projected schedule; and general rollout approach (e.g., all modules simultaneously, all modules in one pilot school, certain modules across all schools, etc.).

XII. References

Provide at least three references from districts or educational service agencies (ESAs) for which your firm has deployed the SIS solution that you propose for WPS, rather than a legacy version of your product. Note that we will favor vendors who provide references for districts and ESAs in Connecticut. For each, list the district or ESA name as well as the name, title, telephone number, and e-mail address of the contact. Provide also a brief description of the implementation, including its time to deploy, approximate date of deployment, and any particular challenges that highlight the success of the project.

XIII. Other Considerations

List any other unique qualifications that separate your company and its SIS offering from those of your competition. Based on your technology platform and experience, why should WPS work with you rather than another company?

XIV. Pricing

Itemize all costs required to implement the SIS according to the requirements described above. Use a formatted, tabular approach to list all one-time implementation and conversion costs (including training) required to deploy your company's solution as well as recurring monthly or annual fees such as hosting, maintenance, backups, leased lines, or training. Indicate optional modules or services as such and separate these as line items.