



Student Record Exchange (SRE) Contact in Directory Updates



Directory Updates:

The Directory Updates system contains an SRE Contact for each building in each district. This information is displayed in SRE as a point of contact for a district requesting students' records. The email for the SRE Contact is where the alert is sent indicating that activity has occurred in SRE for that building.

The Student Record Exchange Contact is located on the Building Data screen. Unless these fields have been edited, the default data is the principal for the building. We recommend that the staff responsible for sending and/or receiving students' records for each building replace the building principal's contact information in the Student Record Exchange Contact in the Directory Updates system.

On-Line Software - User Logon

Report Section Schools User

Building Data

User: Org.#: Bldg#: Status: Active

Go to Building: [dropdown]

Street Address City State Zip Code

Building Address: [text input]

Mailing Address: [text input]

Email Address: [text input]

Homepage Address: [text input]

Phone Number: () - Fax Number: () -

Year Built: [text input]

KIDS Student Transfer Email Contacts:

Email Contact # 1: [text input]

Email Contact # 2: [text input]

Student Record Exchange Contact: [text input] First Name Last Name Email Address

Please select all grades that this school offers:

<input checked="" type="checkbox"/> K	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 7	<input checked="" type="checkbox"/> 8	<input checked="" type="checkbox"/> 9	<input checked="" type="checkbox"/> 10	<input checked="" type="checkbox"/> 11	<input checked="" type="checkbox"/> 12	<input checked="" type="checkbox"/> Sp. Ed. 3 & 4-Yr Olds	<input type="checkbox"/> Non-Graded	<input type="checkbox"/> 4 Yr Old At Risk	<input type="checkbox"/> Pre-Kind	<input type="checkbox"/> Day Care
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Note: Because there may be multiple people responsible for students' records, it is our best practice recommendation that a group email or distribution email be used rather than one individual email in the Email Address field.

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