



Intake Guideline

The current AIM Software used by DACE has been in place for 17 years. We now have the opportunity to utilize a more modern approach to register students, take attendance, post grades and run reports. The new program designed by Focus School Software, is called DACE-SIS. Our goal is to improve functionality by reducing paperwork, time spent on registration and simplifying the overall SIS process. Below, you will find comparisons from the current system to familiarize yourself with the new process of registration. A training plan is being developed so that all DACE-SIS Users are properly trained on the new system to maximize its full potential.

Topic	Current Process	Future Process
Student Registration – Main office or Satellite with SIS Clerk	<p>Student fills out and signs five-part registration form.</p> <ol style="list-style-type: none"> 1. Peruse form by school office for completeness and accuracy. School staff signs the form. 2. Return five-part registration form blue copy to student. 3. Retain five-part registration form green copy for Business Office. Registration paid fee number manually entered on the green copy. 4. Retain five-part registration form pink and yellow copies for teacher. 5. Retain five-part registration form white copy for SIS personnel. Manually register, schedule and record registration Paid Fee Number for the student in AIM. 	<p>Student fills out and signs newly designed one-page Registration form.</p> <ol style="list-style-type: none"> 1. Peruse form by school office for completeness and accuracy. School staff signs the form. 2. Scan the registration form to verify and correct data displayed in DACE-SIS. Once the data is accurate, continue to enroll and schedule the student in the system. 3. Retain the original registration form for SIS Office to file. Make a copy of the signed registration form for student. 4. Record registration Paid Fee Number in DACE-SIS by Business Office Staff once the student pays fees. Give register receipt to student for their record.
Student Registration – Satellite without SIS Clerk	<p>Student fills out and signs five-part registration form.</p> <ol style="list-style-type: none"> 1. Peruse form by teacher for completeness and accuracy. Teacher signs the form. Teacher manually enters student walk-in (student name and birth date) 	<p>Student fills out and signs newly designed one-page Registration form.</p> <ol style="list-style-type: none"> 1. Peruse form by teacher for completeness and accuracy. Teacher signs the form. Teacher quickly enrolls the student in DACE-SIS with student

	<p>information in AIM if connectivity to AIM is available.</p> <ol style="list-style-type: none"> 2. Return five-part registration form blue copy to student. 3. Retain five-part registration form green copy for Business Office. Registration paid fee number manually entered on the green copy. 4. Retain five-part registration form pink and yellow copies for teacher. 5. Retain five-part registration form white copy for SIS personnel. Manually register, schedule and record registration Paid Fee Number for the student in AIM. 	<p>name and birth date if internet connectivity is available.</p> <ol style="list-style-type: none"> 2. Scan the registration form to verify and correct data displayed in DACE-SIS once the registration form is returned to Main Office. Once the data is accurate, continue to complete student enrollment and schedule in the system. 3. Retain the original registration form for SIS Office to file. Make a copy of the signed registration form for student. 4. Record registration Paid Fee Number in DACE-SIS by Business Office Staff once the student pays fees. Give register receipt to student for their record.
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Major Highlights:

- 1) Eliminate Dot Matrix printing of five-part registration form.
- 2) Reduce manual entry of student information into SIS.
- 3) Reduce manual filing of green, yellow, and pink registration form parts.
- 4) Added new scanning equipment.
- 5) Added step to make a copy of signed new registration form to the student in lieu of the Blue copy.