

GENERAL SYSTEM REQUIREMENTS 2.C.1.

* Note: R=Required; d=Desired; O=Optional; Y=Yes; N=No					Additional Cost to RFP?	
SPECIFICATIONS 1	R/D/O 2	Y/N 3	Vendor Comments 4	If becoming available what is the date of availability? 5	Y/N 6	What is the cost? 7
<u>General/Miscellaneous</u>						
Multi-user Capability	R					
The Proposed Solution:						
Is fully integrated	R					
Is based on a relational database model system	R					
Centralized system	R					
Provides real-time data access	R					
Cross platform	R					
Provides ability to implement various configurations of server(s) and database instance(s) for the purpose of segregating transactional processing from reporting, e.g. NCLB or State Reporting	R					
ODBC compliant	R					
JDBC compliant	d					
Includes an integrated SQL database	O					
System is scalable	R					
Supports the use of LDAP	d					
Schools Interoperability Framework	R					
Users can access data stored in district databases via the intranet or Internet using a standard browser	R					
Uses the TCP/IP protocol to access the system via existing networks	R					
Provides the capability for a centralized student management system database to support all students and school sites in the district, while allowing for school-based functionality such as attendance and scheduling	R					
Customizable by:						
Fields	R					
Screens	d					
Reports	R					
On-line help accessible from each page	d					
Product is specifically designed for the web using modern technology (web-based) not a web enabled solution using older technology with plug-ins	R					
The system provides the ability for the user to define additional data elements (user-defined fields) that can be accessed and manipulated the same as the default data elements.	R					

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Point and click operability	R					
Flexible query tools for searching database	R					
Product should adhere to industry standards, such as:						
GUI (Graphical User Interface)	R					
Use of a relational database	R					
Use of standard web browser to access the application	R					
<u>Security</u>						
Full multi-level security	R					
Users can be assigned to user groups	R					
Authorizes teachers to access student records for only the students in their courses or homeroom	R					
Automatically signs a dormant user off the system after a defined period of time	d					
Allows a defined number of failed log-in attempts before an account is temporarily disabled	R					
Utilizes SSL for data encryption	R					
Security should be based on user name and password	R					
Restricts school site users from changing pre-defined tables, but provides view capabilities to school users	R					
<u>Functional</u>						
Utilizes user-defined fields and screens for district-required information and school site needs	R					
Allows mass changes to data within the system, with appropriate authority	R					
The system must contain data elements for tracking and reporting No Child Left Behind	R					
Provide the flexibility to have students "assigned" to multiple schools where they are participating in unique programs, yet ensure that the student is counted only once for membership.	R					
Facilitate the efficient identification and tracking of students within a highly mobile student population	R					
Support for user-defined fields for:						
District Level	R					
School Level	R					
The system should have full back-up capabilities	R					
Product should provide the following components or areas:						
Student Demographics	R					

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SPECIFICATIONS 1	R/D/O 2	Y/N 3	Vendor Comments 4	If becoming available what is the date of availability? 5	Y/N 6	What is the cost? 7
Attendance	R					
Enrollment	R					
Grades	R					
Report Cards	R					
Progress Reports	R					
Transcripts	R					
Graduation Requirements	R					
Integrated Grade Book for MAC/WIN PC's	R					
Master Scheduler Builder	R					
Student/Course Scheduling	R					
Special Education	O					
Assessment Tracking (NCLB)	R					
Curriculum System	d					
Career Technology Education	R					
Library	O					
Transportation	O					
Food Service Nutrition	d					
EDP Career Tracking	d					
Data Warehousing	d					
Medicaid Billings	d					
Health	O					
Student Alerts	d					
Discipline	R					
Activity Tracker	d					
Fees	d					
Test History	R					
Support for District & State Standards	R					
Default Reports	R					
Custom Reports	R					
Object Reports	R					
Import/Export Wizard	R					
Custom fields and screens	R					
Custom forms	R					
Faculty Demographics	d					
Special Programs	d					
Parent Access	R					
Student Access	R					

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SPECIFICATIONS 1	R/D/O 2	Y/N 3	Vendor Comments 4	If becoming available what is the date of availability? 5	Y/N 6	What is the cost? 7
School Bulletin	O					
<u>Reporting</u>						
The reports must be easy to produce and all reports should have the option to print, view or export to a file	R					
Supports the use of third party reporting tools (i.e. Crystal Reports)	d					
Users must have the ability to create ad hoc reports and queries off the database	R					
Daily functions, such as reporting, searching & querying must be handled by the system in a multi-user mode, whereby one workstation running a query does not lock others out of the database or cause system slowdowns during the process	R					
Reports must have the ability to be run immediately or sent to a queue for later processing so system resources are not affected for large report generation	R					
<u>Software Maintenance and Support:</u>						
The vendor shall provide a software update service that furnishes periodic updates if necessary	R					
Program modifications and updates will be:						
Available remotely via the Internet and/or through installer based applications available for download via the Internet	R					
Include documentation related to update features	R					
Provide protection for custom screens	R					
Provides the capability to migrate easily to new software release (updates) and automatically convert the student database	R					
Annual support subscriptions are provided and include all of the following items:						
Software maintenance	R					
Software updates	R					
Product notifications	R					
Unlimited toll-free telephone support	R					
E-mail support	R					
Online support	R					
Help built into the application	R					
The system will be accompanied by user manuals and other system support documentation as needed	R					

DISTRICT MODEL 2.C.2.						
* Note: R=Required; d=Desired; O=Optional; Y=Yes; N=No						Additional cost to RFP
SPECIFICATIONS 1	R/D/O 2	Y/N 3	Vendor Comments 4	If becoming available what is the date of availability? 5	Y/N 6	What is the cost? 7
Aggregates student information into a centralized database	R					
Product allows for Intra-district transfers	R					
View data by individual school or by entire district from central database	R					
Access data for any student in district from central database	R					
Automatically assigns student ID number from district-defined parameters unique to each student.	R					
Enables real time data entry to the central database	R					
Data entry and viewing occurs via the TCP/IP protocol using a standard Web Browser or integrated grade book	R					
User defined reporting of demographic information	R					
The software provides for district control of setup tables to enforce standardized data entry across schools	R					
Print consolidated reports from centralized database	R					
Provide for data recovery with centralized database	R					
Provide capability to track student's mobility within the district	R					
Ability to pre-define the student registration data entry screen to meet the student registration data requirements	R					
Maintain history records for student transcripts indefinitely	R					
Ability to send one mailing to households with multiple siblings in district	R					
Ability to have a test database for training and testing purposes	R					

STUDENT DEMOGRAPHICS 2.C.3.						
* Note: R=Required; d=Desired; O=Optional; Y=Yes; N=No						Additional cost to RFP
SPECIFICATIONS 1	R/D/O 2	Y/N 3	Vendor Comments 4	If becoming available what is the date of availability? 5	Y/N 6	What is the cost? 7
Product provides easy to view/read screens of all student data with simple navigation tools	R					
Students can be found by:						
Unique Identifier Code (UIC)	R					
Last Name	R					
First Name	R					
Student ID Number	R					
Address	R					
Home Phone	R					
Name of Parent	R					
Any other student specific data	R					
Ability to flag a student for guardian restrictions with the Alert appearing on all student screens	R					
Ability to flag a student for discipline issues with the Alert appearing on all student screens	R					
Ability to flag a student for health issues with the Alert appearing on all student screens	R					
Ability to flag a student for fees due with the Alert appearing on all student screens	d					
Provide for transportation information (i.e. buses and route numbers)	R					
Students can be grouped together for ease of mass editing	R					
Provide for student grouping of extracurricular activities	R					
Allow for input of locker numbers	R					
Allow for input of locker combinations	R					
Free/Reduced lunch eligibility tracking	R					
The following fields must be provided:						
Student ID (a unique number up to 10 digits)	R					
First name	R					
Last name	R					
Middle name	R					
Suffix	R					
Legal Name	R					
Alias (AKA) Name	R					
Address	R					

STUDENT DEMOGRAPHICS 2.C.3.						
* Note: R=Required; d=Desired; O=Optional; Y=Yes; N=No						Additional cost to RFP
SPECIFICATIONS 1	R/D/O 2	Y/N 3	Vendor Comments 4	If becoming available what is the date of availability? 5	Y/N 6	What is the cost? 7
Emergency Contact information	R					
Guardian information	R					
Birth date	R					
Gender	R					
Social security number	R					
Enrollment status	R					
Place of Birth	R					
UIC number	R					
Phone Number	R					
Ethnicity	R					
Product must track all entries withdrawals and reactivation of a student within the district	R					
Address fields and city fields must be long enough to accommodate all possible entries	R					
Automatically assigns a unique student ID number from:						
District-defined parameters	R					
School defined parameters	R					
Allows assignment of students to user-defined student groups	R					
Allows multiple mailing addresses for student mailings	R					
Product provides the ability to require certain data items at entry	R					
Allows for enrolling a student without assigning to a school	d					
Ability to link scanned documents with student demographic record (i.e. birth certificates)	d					
<u>Reporting</u>						
Labels for mailing, file covers, class lists and transcripts	R					
User-defined reports	R					
Standard (default) reports	R					
Object reports	R					
User defined report cards	R					
User defined progress reports	R					
User defined transcripts	R					
Ability to include graphics on reports	R					
Ability to include watermarks on reports	R					
Ability to modify fields	R					
Ability to edit/delete fields	R					
Ability to create Form Letters	R					

ATTENDANCE 2.C.4.						
* Note: R=Required; d=Desired; O=Optional; Y=Yes; N=No						Additional Cost to RFP
SPECIFICATIONS 1	R/D/O 2	Y/N 3	Vendor Comments 4	If becoming available what is the date of availability? 5	Y/N 6	What is the cost? 7
Allows the entry of multiple absence codes within the system	R					
Tracks absences and tardies by:						
Day/Half Day	R					
Period	R					
Course	R					
Interval, e.g., every 60 minutes	R					
Time	R					
Posting of attendance, for individual students, can be done by student ID and last name	R					
Allows a teacher to take attendance	R					
Take attendance using a seating chart that displays student photos	R					
Adds and deletes absences in mass for all students:						
Scheduled into a selected course and section	R					
Assigned to a selected student group	R					
Based on a query of students	R					
Attendance component allows:						
Attendance entered online from the classroom	R					
Attendance entered from the office	R					
Automatically available to the teacher when absences are entered in the office	R					
Attendance codes may be controlled at the school level	R					
Assigns a single absence to mark a student absence in all periods or courses for a specified date	O					
Accumulated absence totals for each student including:						
Days in attendance	R					
Excused absences	R					
Unexcused absences	R					
Days not enrolled	R					
Number of tardies	R					
Number of unexcused tardies	R					
Number of home based days	R					
Membership	R					
Total Days Absent	R					
Total Days Present	R					

ATTENDANCE 2.C.4.						
* Note: R=Required; d=Desired; O=Optional; Y=Yes; N=No						Additional Cost to RFP
SPECIFICATIONS 1	R/D/O 2	Y/N 3	Vendor Comments 4	If becoming available what is the date of availability? 5	Y/N 6	What is the cost? 7
Attendance Percent	R					
A.D.A.	R					
A.D.M.	R					
Provide for absence letters to parents	R					
Allow for multiple absence letters to same student	R					
School calendars must include:						
Legal holidays	R					
In-Service days	R					
Staff development days	R					
Marking periods (start and end dates)	R					
Half days	R					
Provides easy navigation from one student's absences to another	R					
Teacher screens displays the attendance of each student that has a pre-recorded absence in his or her course/section	O					
System allows a substitute teacher the ability to enter attendance in the course/section subbing in or homeroom	R					
School office can determine which teachers have or have not submitted their attendance for a given period	R					
Provide parents access to their child's attendance/grades/assignments record via the Internet as soon as it is entered	R					
Interfaces attendance information with grade reporting module	R					
<u>Reporting</u>						
Ability to develop custom reports on any information related to attendance such as:						
Individual student absence and tardy information	R					
List of students with specific absence count	R					
Enrollment counts	R					
Absences related to grades	R					
Absences related to ethnicity	R					
Period by period absences	R					

<p align="center">GRADES 2.C.5. (Grade Book, Report Cards and Transcripts)</p>						
<p>* Note: R=Required; d=Desired; O=Optional; Y=Yes; N=No</p>						<p>Additional Cost to RFP</p>
<p align="center">SPECIFICATIONS 1</p>	<p align="center">R/D/O 2</p>	<p align="center">Y/N 3</p>	<p align="center">Vendor Comments 4</p>	<p align="center">If becoming available what is the date of availability? 5</p>	<p align="center">Y/N 6</p>	<p align="center">What is the cost? 7</p>
Integrated teacher grade book program in Real Time	R					
Teacher grade book program is compatible for Mac and Windows PC's	R					
Product must provide unlimited licenses for teacher grade book	R					
Teachers can access grade book via the Internet	R					
Queries alphabetic and numeric grades, credits and comment codes utilizing a class list for:						
Progress reports	R					
Report cards	R					
Final grades can be computed by the system w/option for teacher override	R					
The system provides for teacher customized comments	R					
Grades are automatically posted to transcript records	R					
Provides ability to identify students in danger of retention	R					
Supports on-line display of class lists	O					
Supports on-line display of individual student schedules	d					
Integrates summarized attendance information for grade reporting including:	R					
Total absences	R					
Total unexcused absences	R					
Total excused absences	R					
Stores student GPA's for a single school year	R					
Stores student GPA's for multiple years	R					
Automatically recalculates GPA's after grade changes	R					
Allows user defined parameters for calculating multiple GPAs	R					
Maintains historical grading information for grades K-12	R					
Provide parents access to their child's attendance, grades, and assignments via the Internet as soon as they are entered	R					
Maintains transcript records including grades and credits for courses taken in and out of the district	R					
Calculates a cumulative class rank based on weighted and/or non-weighted GPA's	R					
Calculates semester/trimester and cumulative GPA's based on weighted and non-weighted grades	R					

<p align="center">GRADES 2.C.5. (Grade Book, Report Cards and Transcripts)</p>						
<p>* Note: R=Required; d=Desired; O=Optional; Y=Yes; N=No</p>						Additional Cost to RFP
<p align="center">SPECIFICATIONS 1</p>	<p align="center">R/D/O 2</p>	<p align="center">Y/N 3</p>	<p align="center">Vendor Comments 4</p>	<p align="center">If becoming available what is the date of availability? 5</p>	<p align="center">Y/N 6</p>	<p align="center">What is the cost? 7</p>
Standards view of grade book	R					
Link attendance to grade book	R					
Link Standards to grade book	R					
Student academic alerts based on teacher defined criteria	d					
Ability to view only one student's related information or all in grade book	d					
<u>Reporting</u>						
Reports must include, but not be limited to, the following:						
Elementary school report cards/progress reports including:						
Grades	R					
Narrative comments	R					
Citizenship	R					
Effort	R					
Standards	R					
Honor roll based on user-selected criteria including:	R					
Weighted GPA	R					
Non-weighted GPA	R					
Variable honor roll criteria for different schools, schedules, activities and programs	R					
Minimum number of credits completed during a term	R					
Athletic eligibility reports on demand based on:						
Weekly grades	R					
Attendance	R					
Previous school year credit	R					
Semester/Trimester GPA	R					
Grade verification lists	R					
Ranking reports listing students in:						
Rank order	R					
Alphabetic order	R					
Ability to create student transcript labels including, but not limited to:						
Student name	R					
Grade	R					
School	R					
Course title	R					

GRADES 2.C.5. (Grade Book, Report Cards and Transcripts)						
* Note: R=Required; d=Desired; O=Optional; Y=Yes; N=No						Additional Cost to RFP
SPECIFICATIONS 1	R/D/O 2	Y/N 3	Vendor Comments 4	If becoming available what is the date of availability? 5	Y/N 6	What is the cost? 7
Grades	R					
Credits earned	R					
Total credits earned	R					
Allows user to configure format of report cards	R					
Allows multiple formats for report cards – elementary, junior high and high school	R					
Mailing labels	R					
Ability to create progress report cards that include, but are not limited to:						
Grades	R					
Course names	R					
Comments	R					
Credits earned	R					
Total absences	R					
Total tardies	R					
Ability to generate a multi-year transcript report	R					

STANDARDS/BENCHMARKS 2.C.6.

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SPECIFICATIONS 1	R/D/O 2	Y/N 3	Vendor Comments 4	If becoming available what is the date of availability? 5	Y/N 6	What is the cost? 7	
Teacher tests, quizzes, assignments link to standards	R						
Ability to view tests, quizzes, assignments by standards	R						
Ability to compare common assessment data to state standardized data	R						
Allow import/export of student assessment data	R						
Standards can be pushed out to a district level	R						
<u>Reporting</u>							
Ability to sort assessment data by defined criteria	R						
Allows districts to display "strand" data on a single student across grade levels	R						
Ability to generate custom user defined reports	R						
Ability to import state standards	R						
Ability to import electronic assessment data results (i.e. national, state, local)	R						
Ability to track and compare data across multiple years.	R						

SCHEDULING 2.C.7.							
* Note: R=Required; d=Desired; O=Optional; Y=Yes; N=No						Additional Cost to RFP	
SPECIFICATIONS 1	R/D/O 2	Y/N 3	Vendor Comments 4	If becoming available what is the date of availability? 5	Y/N 6	What is the cost? 7	
Individual schools must have the flexibility of have semester, quarter, trimester and/or full year courses at all the same time	R						
Provide separate schedules for "next" year (scheduling year)	R						
Each course will have a course code, description and department	R						
Schedule new students "on the fly" without having to use a scheduling engine	R						
New and current students can be scheduled using a walk-in scheduler that utilizes the scheduling engine	R						
Multiple scheduling attempts can be made and stored for retrieval	R						
Allow for teacher planning period	R						
Each course must be able to have multiple sections	R						
Course requests can be:							
Entered from the keyboard	R						
Entered on-line	R						
Linked alternate course requests are supported	R						
Global alternate course requests are supported	R						
The system must include an automatic resource allocation designed to assign periods to course sections in order to create a master schedule	R						
The scheduling system must provide reports that enable an administrator to assess the status of the scheduling process	R						
The system should be able to link a group of students together across semesters/trimesters	R						
The system automatically processes student course requests against the master schedule to produce student schedules	R						
The system provides for interactive drop/add of students from classes after initial schedules are established	R						
Enables a teacher to teach multiple courses during any given period with separate rosters and on-line attendance	R						
Print student schedule for semester/trimester or two/three as needed	R						
Allows sections to be assigned to specific periods	R						
The software must have an easy drop/add process that can be used by administrators, counselors and clerical staff	R						

SCHEDULING 2.C.7.						
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SPECIFICATIONS 1	R/D/O 2	Y/N 3	Vendor Comments 4	If becoming available what is the date of availability? 5	Y/N 6	What is the cost? 7
Provides for block course and block scheduling	R					
Sections can be matched during scheduling to enable students to be scheduled for a group of courses in a predetermined pattern i.e., teams	R					
The system allows the ability to schedule course offered less than five days per week	R					
The system allows linking of related courses	R					
Course sections must allow for grade restrictions	R					
Maintain multiple schedules to accommodate trial runs	R					
The system includes an automatic scheduler with the capabilities to:						
Automatically schedule individual students	R					
Automatically schedule teachers	R					
Reschedule previously scheduled sections	R					
Optionally overfill sections	R					
Scheduling should be able to produce a conflict matrix	R					
Schedules must be on-line and printable	R					
District defined course directory includes:						
District course code	R					
District course title	R					
District assigned maximum credits	R					

DISCIPLINE 2.C.8.						
* Note: R=Required; d=Desired; O=Optional; Y=Yes; N=No						Additional Cost to RFP
SPECIFICATIONS 1	R/D/O 2	Y/N 3	Vendor Comments 4	If becoming available what is the date of availability? 5	Y/N 6	What is the cost? 7
Provides the following data elements:						
Incident dates	R					
User-defined infraction codes to indicate type of offense	R					
Number of days suspended	R					
Date student was suspended	R					
Date student may return to school	R					
Number of days of detention	R					
Date detention was assigned	R					
Date detention was completed	R					
Referral source	R					
Names of other(s) involved	R					
Narrative information to describe student participation	R					
Date(s) of parent conferences	R					
Recommendation of expulsion	R					
Date of expulsion	R					
Include gang related information	R					
Maintains individual student discipline logs	R					
Provides the ability to indicate a student as perpetrator, victim or witness for each incident	d					
Provides secure confidential discipline information	R					
Provides the ability to flag a student for discipline – Alert will appear on all student screens	d					
Parent access on-line of discipline notifications	R					
<u>Reporting</u>						
Allows an unlimited number of discipline letters to be defined and used	R					
Prints notification letters to parents regarding a student's discipline and attendance problems	R					

HEALTH 2.C.9.						
* Note: R=Required; d=Desired; O=Optional; Y=Yes; N=No						Additional Cost to RFP
SPECIFICATIONS 1	R/D/O 2	Y/N 3	Vendor Comments 4	If becoming available what is the date of availability? 5	Y/N 6	What is the cost? 7
The product must track and maintain the following information:	O					
Physician/HMO's name, address and phone numbers	O					
Health history	O					
Immunizations & vaccinations	O					
Visits to the health room	O					
Tracks and maintains the following screenings with their dates and results						
Vision	O					
Hearing	O					
Height and weight	O					
Scoliosis	O					
Other data that must be maintained:						
Student medications	O					
Narrative health-related comments	O					
Insurance coverage information	O					
Provides fields or flags for:						
Diabetes	R					
Asthma	R					
Seizures	R					
Bee sting sensitivity	R					
Allergies – Narrative field for description	R					
Other conditions	R					
Maintains a log of health events:						
Injury or sickness incidents	O					
Communicable issues	O					
Medications administered	O					
Health room visits	O					
Must include narrative field	O					

TESTING 2.C.10.						
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SPECIFICATIONS 1	R/D/O 2	Y/N 3	Vendor Comments 4	If becoming available what is the date of availability? 5	Y/N 6	What is the cost? 7
Provides the capability to track program participation and maintain individual student score data for district, state, publisher-developed tests and assessments, and local assessments.	R					
Allows the user to view/maintain test and assessment results by student, by group, by school and by test	R					
Entry of test data may be hand-keyed or imported from data files	R					
Provides the ability to track multiple attempts at tests	R					
Tracks test data across multiple years	R					
The system provides a method to identify students who:						
Did not take a specified test	R					
Did not take a specified test within a given time period	R					
The system makes test result data available for printing on report cards and transcripts	R					
Ability to generate custom user defined reports that include imported test data as well as database data.	R					
Allows users to export data to statistical software	R					

PARENT ACCESS TO INFORMATION 2.C.11.						
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SPECIFICATIONS 1	R/D/O 2	Y/N 3	Vendor Comments 4	If becoming available what is the date of availability? 5	Y/N 6	What is the cost? 7
Provide web-based access via the Internet for parents and students to view student information in real time such as:	R					
Attendance	R					
Grades	R					
Progress Reports	R					
Assignments	R					
Teacher comments	R					
Discipline	R					
Schedules	R					
Fees	R					
School Bulletin	R					
Bus Routes	R					
Flexibility for system administrator to provide additional information	R					
Ability for parents to view and change student emergency information	R					

MICHIGAN STATE REPORTING 2.C.12.

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SPECIFICATIONS 1	R/D/O 2	Y/N 3	Vendor Comments 4	If becoming available what is the date of availability? 5	Y/N 6	What is the cost? 7	
Support Michigan required reporting including but not limited to:							
SRSD/SDS	R						
MiCIS	R						
CTEIS	R						
Ability to have more than one local code mapped to a single state code	R						
Users will have full functionality of database information while state file is being electronically generated	R						
Ability to add or drop students, or change student information while preparing the state file	R						
All state required updates/enhancements are included in annual support	R						
<u>Reporting</u>							
Ability to generate custom reports that include state required fields	R						