

Procedures and Policies Meeting

November 18, 2021

Agenda

Topics of Discussion:

1. Family Information Center: Ilka Marino
 - Enrollment
 - Student Record/Transfer Request Form
2. Purchasing: Toni Russo
 - Purchasing Reminders & Updates
 - Guest Speaker – Gerard Livelli, Educational Data, Inc.
 - Questions???

Family Information Center: Ilka Marino

- Enrollment
- Student Record/Transfer Request Form

Purchasing: Toni Russo

Purchase Order Reminders:

- All purchase orders for the 21-22 school year should be encumbered sooner than later.
- Make sure that you include the contract numbers on the requisition along with any backup needed to process your requisition (example: quotes or soles source letters).
- Vendor contract information "Preferred Purchasing Vendor List" can be found on Purchasing's webpage under Vendor Bids and Contracts. Some vendors have multiple contracts so please only reference the contract you are using. Place only the one contract number on your requisition. Contract number should be referenced on quote.
- Make sure that you use the correct approval path for all requisitions. Anything over \$5,000.00 should be placed in the above \$5,000.00 path.

Supply Chain Issues:

Due to supply shortages, items such as office supplies, paper and toner are experiencing significant delays in availability and deliveries. The W.B. Mason bid from SW Boces ends on NOV 30, 2021, and the price of paper will be increasing as of December 1, 2021. Paper and other commodities that are in high demand are becoming difficult to get in a short period of time. We strongly encourage each building and department to forecast its supply needs for the remainder of the school year and place those orders as soon as possible. Please allow the extra time to receive the deliveries and if needed, adjust your budget accordingly.

Xerox Copiers

Drums, Fusers and Cleaning Cartridges for our Xerox Copiers

Please reorder all your parts through the CBS Service Department. The parts to be replaced by the service tech will no longer be supplied by the service tech. The parts must be pre-ordered and available at the location of the copier in order for them to be replaced. The tech cannot fix the copier if they do not have the parts available. Please plan accordingly.

Toner and Service Issues

Any questions regarding toners, not delivered or not on automatic renewal or any service-related issues, please contact Angela Carontino, CBS Client Relations Manager, at Office: 860-667-2900, Cell: 860-335-6921 or via email: angela.carontino@xerox.com

*** IMPORTANT- Whether the toner is on contract, and you order it to overnight ship you will be charged the \$30.00 expedite charge.

Fixed Assets:

All asset purchases or disposal forms must be submitted to the Facility and Operations Department, Attn: Paula. She will coordinate the tagging and disposal of the District's assets. Please note, once the disposals have been approved, it is your responsibility to place a work order in the system to remove the asset for disposal.

EDUCATIONAL DATA, INC. – GERARD LIVELLI

What is Educational Data?

Ed Data is an online supply ordering platform like Staples, School Specialty, and Lakeshore. The online platform is a co-operative bid let through the Clarkstown Central School District. The bid consists of 20+ school-based supply categories and gives the district access to over 100 major supply vendors. There are over 600 schools currently using Ed Data.

Utilizing this service will simplify teacher orders and reduce your workload. We will be starting this process this year so that come May teachers can place their carts/orders (wish lists) in the Ed Data system for the 22-23 school year. Teachers will be asked to place these orders prior to the end of the year. Ed Data will hold them in their system until we are ready for them to be approved.

It is my honor to introduce Gerard Livelli to our meeting. Gerard is our representative from Ed Data, and he is here today to speak about the online process and the setup of accounts.

WELCOME Gerard!

REMINDER:

Next Meeting Date: January 20, 2022

Section 3202.1(a) – Chapter 16, Title IV, Article 65, Part I

Sec. 3202.1(a)

No pupil over the compulsory attendance age in his or her school district shall be dropped from enrollment unless he or she has been absent twenty consecutive school days and the following procedure is complied with: The principal or superintendent shall schedule and notify, in writing and at the last known address, both the student and the person in parental relation to the student of an informal conference. At the conference the principal or superintendent shall determine both the reasons for the pupil's absence and whether reasonable changes in the pupil's educational program would encourage and facilitate his or her re-entry or continuance of study. The pupil and the person in parental relation shall be informed orally and in writing of the pupil's right to re-enroll at any time in the public school maintained in the district where he or she resides, if otherwise qualified under this section. If the pupil and the person in parental relationship fail, after reasonable notice, to attend the informal conference, the pupil may be dropped from enrollment provided that he or she and the person in parental relation are notified in writing of the right to re-enter at any time, if otherwise qualified under this section.

Thousands of students reported 'missing' from school systems nationwide amid COVID-19 pandemic

A notable number of students are unaccounted for in schools across the country.

By **Arielle Mitropoulos**

March 2, 2021, 6:12 AM

States around the country are reporting a significant decline in the number of students enrolled in public school because of the coronavirus pandemic, leaving experts and educators concerned about the trend, and its potential long-term consequences.

A notable number of students seem to have simply fallen off the grid, not showing up for online or in-person instruction, their whereabouts unknown by school officials.

Given the chaos caused by the pandemic, and the lack of data, it is difficult to truly determine the exact magnitude of the problem, which seems to be disproportionately affecting already vulnerable student populations – among them homeless students, children with disabilities, children of immigrants, children in foster care and children of color.

A recent study by Bellwether Education Partners, a non-profit that focuses on underserved communities, estimates that approximately 3 million of the “most educationally marginalized students in the country” may have been missing from school since March 2020, when the pandemic forced school closures. The group said it arrived at the number by calculating a “likely percentage of at-risk groups not in school, based on media reports and available data.”

ABC News contacted officials from the departments of education in all 50 states and found that the problem appears to be nationwide.

Although some states reported that they do not track such information, many others said that they have seen a significant decline in their enrollment numbers, and still others have reported they have thousands of missing students.

Thousands 'missing'

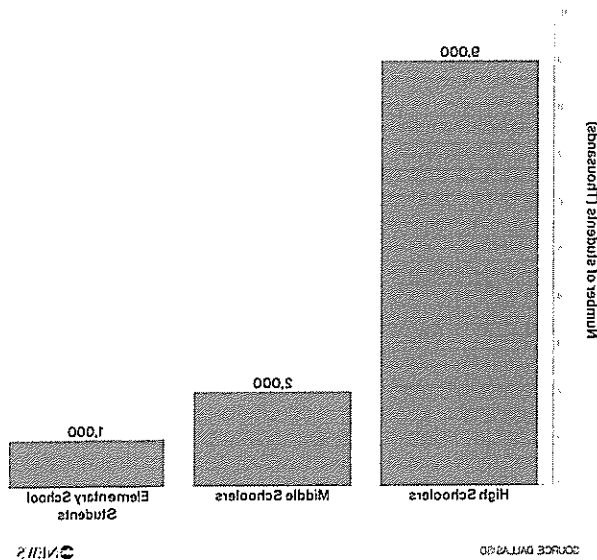
In Michigan, K-12 enrollment decreased this fall by some 53,000 students out of about 1.5 million students. In a December op-ed, state Superintendent Michael Rice said much of the drop was due to factors such as an annual decline in enrollment for the past 10 years, parents opting to hold their children back from kindergarten and an increase in the number of home-schooled students, ultimately accounting for approximately 40,000 of those students.

However, he said, “of significant concern” are the approximately 13,000 students fully unaccounted for.

“The granular work to find children must take place at the local level,” Rice wrote. “Every child is important. To lose even one is too many.”

In Dallas, Texas, which was home to approximately 153,000 students last year, there are about 9,000 high-schoolers, 2,000 middle-schoolers, and 1,000 elementary school students unaccounted for, Robyn Harris, a representative from the Dallas Independent School District, told ABC News.

Thousands Of Students Missing From Dallas Schools Numbers Are Alarming



ABC News

THOUSANDS OF STUDENTS MISSING FROM DALLAS SCHOOLS

And in Florida, officials are trying to determine the whereabouts of nearly 88,000 students who were expected for the 2020-'21 academic year and failed to show up in the fall. Last year, state enrollment topped 2.8 million, but that number has since dipped to 2.7 million.

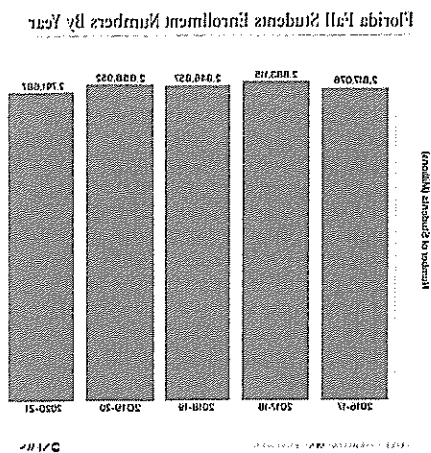
In a Feb. 11 letter to school district leaders, Florida House Speaker Chris Sprowls called this drop "alarming," stating that the number represents over 3% of the state's total student population. Posting his letter on Twitter, Sprowls urged districts to use every available resource "to locate these missing children. We have a moral obligation not to allow any of these children to slip through the cracks of the system."

Miami-Dade County, which is home to the nation's fourth largest school system, with nearly 335,000 students, the district opened this year with over

10,000 fewer students than in 2019, Superintendent Alberto Carvalho told ABC News.

After multiple steps were deployed to find these students, the majority were located. However, the district says there are still about 1,000 students who are deemed “truly missing,” which Carvalho calls “deeply troubling.”

“We believe that these were the students who were in crisis prior to the COVID-19 crisis. These were probably poor students, probably English language learners, learners who may have had a disability, may have had home insecurity, food insecurity and may have had a fragile immigration status,” Carvalho said.



ABC News

FLORIDA FALL STUDENT ENROLLMENT NUMBERS BY YEAR

Miami-Dade school officials are continuing to look for these students, while also dealing with over 13,000 families whose children chose remote learning, but seem to be “severely regressing” or disengaged from school.

Why are children missing?

Nationwide, in many public school districts, kindergarten enrollment is down. Although kindergarten is not a requirement in any of the following states, Minneapolis saw a 16% decline, Los Angeles had a 14% drop, and Colorado experience a 9% decline in their yearly kindergarten enrollment.

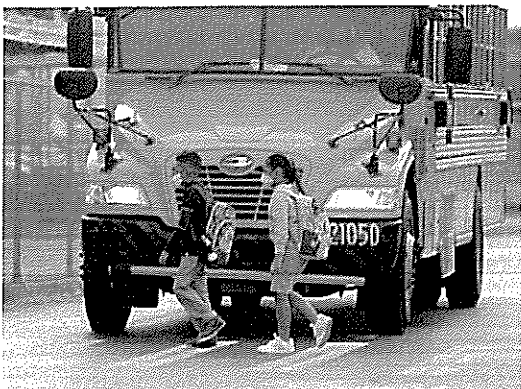
Many students also do not have access to essential technological resources, such as Wi-Fi, or computers, in order to participate in remote learning.

A digital equity report by the National Education Association (NEA) found that an estimated 25% of school-age children do not have broadband access or a web-enabled device such as a computer or tablet.

From the onset of the pandemic, there were about 17 million students who were not adequately connected to the internet, said Mike Magee, CEO of Chiefs for Change, a nonprofit, bipartisan network of state and district education leaders from across the country.

“From a learning standpoint, that was potentially catastrophic,” Magee explained. “What we’ve learned, over the course of the last 12 months, is that from both a learning and a health perspective, there are millions of students for whom virtual learning just is not working.” In addition, he said, “there’s a subset of those students who are completely detached from their school systems at the moment.”

“They have logged off. They don’t feel connected enough to their own learning to log on every day,” he added.



Emily Michot/TNS via Newscom, FILE

In this Oct. 5, 2020, file photo, students return to school at Carrie P. Meek/Westview K-8...[Read More](#)

According to the NEA's report, most of the children lacking appropriate technology are from low-income and minority families, with "this inequality is systematically related to the historical divisions of race, socioeconomic status, and geography."

Another major issue affecting education for low-income families is the economy. Millions of low-income families have felt the brunt of the economic downturn, with many suddenly confronted with unemployment and housing insecurity, causing these children to be more at risk of missing school.

"Many of our students live in multi-generational families, where mom, grandma, aunts, uncles all live in the same space. And many of them have experienced COVID in a real way where, unfortunately, death has taken a toll on their family. Some of them are not comfortable with the face-to-face piece. They're just trying to maintain the day-to-day survival," Harris explained.

Further, with job or wage losses in the country persisting amid the coronavirus, some of these teenagers are opting to work, rather than return to school, in order to help their families make ends meet or caring for younger siblings while their parents work.

“Right now, it's not at the forefront of their mind to be on top of their schooling, because it's about really making sure that their family unit is maintained,” said Harris.

Absenteeism

The pandemic has also led to a dramatic surge in the number of students absent on a typical school day, regardless of whether remote learning is in place or not.

Chronic absence, which is defined by the U.S. Department of Education as missing at least 15 days of school, has increased substantially, particularly among vulnerable populations, and students of color, according to Hedy Chang, who directs Attendance Works, an initiative targeting chronic absenteeism.

In some districts, student absences have doubled during the beginning of the pandemic.

“In Connecticut, for example, chronic absence has risen from 12% in the 2019-20 school year, to 21% in the first half of the 2020-21 year. For English-learners, the rate has doubled from 17 to 35%; and for students eligible for free meals, it's up from about 20 to 35%,” Chang said.

What schools are doing

Around the country, teachers and school officials are doing their best to connect with students who are missing or are chronically absent.

Dr. Chad Gestson, superintendent of the Phoenix Union High School District, and a member of Chiefs for Change, has created a program to contact every

student, every day by having adults placing a phone call to the over 30,000 students in Phoenix to check on how they are doing.

Similarly, in Dallas, the district's "Operation Comeback" campaign is seeking to recapture the missing students. Teachers, administrators, and volunteers have been reaching out to students, said Harris, with postcards or emails, asking them "where are you, we miss you come back. There's still time."

Door-to-door home visits began earlier this month but were cut short following the frigid winter weather that hit Texas last month.

Miami-Dade, in Florida, is using a "multi-tiered approach, using all of our resources collectively to be able to reach these families," Carvalho told ABC News, such as door-to-door visits by school officials, in collaboration with police officers, social workers and county entities, tracking students in subsidized housing through the county's housing authority.

The district is working with community-based organizations to reach out, in particular, to migrant communities, while conveying information through mass media and social media.

Officials want to "sensitize our community to the plight of these families," said Carvalho, including reaching out to the friends of the missing students to see if they knew where they were. "So it is an all hands on deck approach to determine where the students are."

The 'catastrophic' consequences of learning loss

The long-term consequences for these "missing" students "are catastrophic," experts say.

“You are going to have a whole generation of kids who are not well enough prepared for college and careers. You are going to have significant increases in mental, social and emotional well-being issues with kids,” Magee said.

It can also be difficult for a student who has left school for a while to reenter the educational system and adapt.

However, there is hope, as “interrupted schooling is a challenge that can be addressed,” Chang said.

Students are resilient, and if provided with adequate academic and social supports, and offered “engaging, supportive and powerful educational experiences that offer pathways to a better future,” they will be able to make-up for lost learning opportunities due to the pandemic, she added.

“We need to appropriate the necessary resources to bring these students up to the standard that is equivalent to their age, at this point, as quickly as possible,” Carvalho concurs, or America as a whole will lose its position on the world stage.



**WHITE PLAINS CITY SCHOOL DISTRICT
FAMILY INFORMATION CENTER
500 North Street
White Plains, NY 10605
(914) 422-2038**

RELEASE OF STUDENT RECORDS/TRANSFER REQUEST FORM

I, _____, parent or legal guardian of

Student Name

Date of Birth

do hereby authorize the exchange of the following information between the White Plains City School District and the party listed below:

Transcript/Grades	<input type="checkbox"/>
AIS Services	<input type="checkbox"/>
CSE Packet	<input type="checkbox"/>
Most Recent IEP	<input type="checkbox"/>
Assessment Data	<input type="checkbox"/>
Other:	<input type="checkbox"/>

Medical Data (including Immunizations)	<input type="checkbox"/>
Psychological Data	<input type="checkbox"/>
Psychiatric Data	<input type="checkbox"/>
Neurological Data	<input type="checkbox"/>
Speech and Language Data	<input type="checkbox"/>
LAB-R/NYSESLAT Data	<input type="checkbox"/>

SCHOOL/AGENCY:	
Name:	
Street Address:	
City, State, Zip:	
Phone/Fax Numbers:	

STUDENT INFORMATION:

Student's Current Address: _____ Student's Current Grade: _____

My child currently attends: _____

Student's New Address (if applicable): _____

REASONS FOR REQUEST:

☐

TRANSFER to a new school. My child will not be returning to the White Plains City School District.

LAST DATE OF ATTENDANCE will be: _____

PARENT/GUARDIAN AUTHORIZATION:

Parent/Guardian Signature: _____ Date: _____

Email Address: _____ Phone Number: _____

Please note that all materials sent to the White Plains Public Schools are subject to review and inspection by both the parents/guardians and authorized professional staff.



Welcome to Educational Data Services!! We service a local, statewide school supply purchasing cooperative serving 600+ school districts, and over 100,000 teachers to cost effectively procure school supplies and adhere to state purchasing laws.

ED-DATA INTRODUCTION

What is Ed-Data? Ed-Data is not a supply vendor. Instead, we work for you, our cooperative members, by organizing the largest supply cooperative of its kind in the state. We manage the co-op's day-to-day needs and developed a web-based platform to simplify and streamline the buying process. Our platform facilitates competition between vendors to reduce pricing and provides you with a website to organize and submit your supply needs for approval. This simplifies the ordering process for all.

- Our web-based system is just like online shopping, while focusing on your recurring consumable supply needs. Just simply shop for the supplies you need, with no need for bidding or quoting.
- Each user (teacher, secretary, etc.) is provided with their own website to organize supply needs.
- Our co-op stretches your supply budget and offers the best value of low pricing, simplicity, and legal purchasing according to state law.
- Our system offers 20+ supply categories which satisfies virtually all your school supply requirements.
- Many of the 100+ supply vendors in the Ed-Data System will be familiar to you such as School Specialty, Staples, Carolina, Lakeshore, NASCO, Sargent Welch, Sax, Triarco, etc.
- Your annual school supply orders will be prepped and submitted through the Ed Data System for summer delivery.
- Items such as textbooks, class trips, professional development and other non-school supply related items will be ordered outside of the Ed-Data System, in the same manner as before.

Ed-Data Supply Categories

Athletic	Elementary Science	Library	Science
Audio Visual	Family Consumer Sci.	Office	Special Needs
Copy Paper	Fine Art	Photography	Teaching Aids
Cosmetology	General Classroom	Physical Education	Technology
Custodial	Health & Trainer	Rocketry	World Language, and more...

BEST PRACTICES

Supply Requisitioning Basics: Ed-Data contains multiple supply categories to address a wide variety of school supply requirements. In general, most teachers stick to one or two categories. Limiting the number of categories used will make receiving orders a breeze and reduce the number of POs. All orders will be boxed, labeled, and shipped by teacher. Some categories, like *General Classroom* Supplies or *Office* offer a total award (one vendor), while others contain multiple vendors to provide selection and value.

Elementary Needs and Ordering: It's typically best for classroom teachers to start with the *General Classroom* supply category. This is where you will get the best overall pricing on common school supplies. Many teachers buy most, if not all, of their basic supplies here. More "boutique"-type items

can be found under the *Teaching Aids* category. Here you will see companies like Really Good Stuff and Lakeshore amongst others. Departmental areas are available as needed such as Fine Art, Science, P.E., etc.

High School and Middle School Needs/Ordering: Depending on your school's arrangement *General Classroom* supplies may be ordered by your department head or main office. If you are unsure of your school's procedure, please check with your administrator. Departmental areas like *Fine Art, Science*, etc. are available for our departmental needs.

Secretary Needs/Ordering: The *Office* or *General Classroom* categories are typically the most frequently used categories. Toner cartridges for personal printers (such as HP) are available in the *Office* category. The best pricing for purchasing cases of copy paper is in the *Copy Duplicator* category.

This is the last year that staff will need to start their annual school supply orders from scratch. Starting next year, we will preload your prior year's order for revision. Just tweak quantities, delete items or add new products from your previous year's order.

A few key points:

- Pricing includes shipping for virtually all consumable supply items for summer delivery. Some exceptions may apply like HAZMAT items or heavy items. If this is the case, a truck icon will appear next to the item.
- Try to stick to your key supply category or categories. Teachers typically use one or two categories for their supply needs.
- Submit all of your requisitions by the deadline, which is either printed on your instruction packet or provided by your administrator.
- Do not create multiple requisitions for a single supply category.
- Remember, next year you will not need to research your items all over again. Instead, we will preload your prior year's order for revision. **This is the last time you'll be required to create your annual supply order from scratch!!**

Step-by-step instructions and a brief training video are available via your introductory email, and within the Ed-Data system. They cover accessing ed-data.com, logging into your Ed-Data account, and creating and submitting your supply orders. Please reach out to Ed-Data if you need further assistance. Your customer service representative's contact information is available at the bottom of your instruction packet.

PLEASE RETURN THIS COMPLETED FORM TO THE BUSINESS OFFICE BY / /20

Administrator (Principal/Chair/Supervisor): _____

[illegible]

[illegible]

User List Setup Form
Online Supply Procurement



Please complete this worksheet including all users who will be accessing the online system. Each user will be setup with the access to their own website to compile their supply needs. Supplies will be boxed, shipped and labeled by user.

District: Dunder Mifflin UFSD

School Name: Dunder School City: Scranton

Address: 234 Main Street Zip Code: 18503

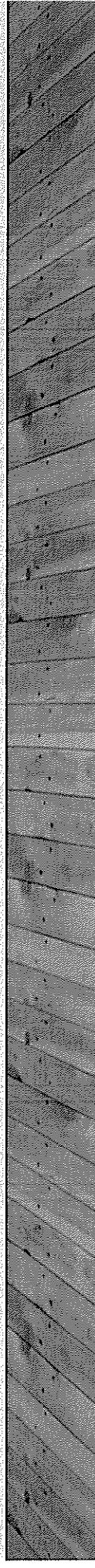
Administrator (Principal/Chair/Supervisor): Principal Michael Scott

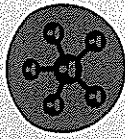
				EDS USE ONLY
User Name	Account Code	Email	Allocation Spending Limit	School #
Jim Halpert	11-190-100-610-22-400	JimH@dmsample.com	\$300	
Stanley Hudson	11-190-100-610-28-400	StanleyH@dmsample.com	\$250	
Dwight K. Schrute	11-190-100-610-23-400	DwightS@dmsample.com	\$100	
Pam Beesly	11-190-100-610-28-400	PamB@dmsample.com	\$1,000	
Toby Flenderson	11-190-100-610-22-400	TonF@dmsample.com	\$200	
Andy Bernard	11-190-100-610-28-400 11-190-100-610-20-400	AndyB@dmsample.com	\$150 \$100	
Kelly Kapoor	11-190-100-610-22-400	KellyK@smample.com	\$750	
Phyllis Vance	11-190-100-610-28-400	Pvance@dm.com	\$200	
Kevin Malone	11-190-100-610-28-400	Kmalone@dm.com	\$100	
Creed Bratton	11-190-100-610-22-400	Cbratton@dm.com	\$100	
Erin Hannon	11-190-100-610-28-400	Ehannon@dm.com	\$100	
Angela Martin	11-190-100-610-22-400	Amartin@dm.com	\$100	
Jan Levinson Gould	11-190-100-610-28-400	JLG@dm.com	\$300	
Ryan Howard	11-190-100-610-28-400	Ryan@dm.com	\$250	
Holly Flax	11-190-100-610-28-400	Hflax@dm.com	\$200	
Meredith Palmer	11-190-100-610-28-400 11-190-100-610-22-400	Mpalmer@dm.com	\$200 \$300	



THE EDUCATED WAY TO PURCHASE

ED-DATA ROLLOUT PLAN & NEXT STEPS FOR ADMINISTRATORS





WELCOME!

AS THE COOPERATIVE'S ADMINISTRATIVE AGENT, ED-DATA WORKS FOR YOU. AS SUCH WE ARE HERE TO SUPPORT YOU AND YOUR STAFF.

Congratulations! You've joined over 600+ school districts to form the most cost-effective school supply purchasing cooperative available!

Ed-Data will:

1. Reduce workload, simplify and streamline purchasing.
2. Reduce cost on common supplies your staff needs to run their classrooms.
3. Provide compliance with state regulations & peace of mind.
4. Provide ongoing customer service support & advocate for our members.

The Ed-Data system will be setup and ready for your staff shortly. This document contains next steps for successful implementation. Please feel free to reach out to us with any questions along the way. We look forward to working with you!



REDUCE WORKLOAD

- ED-DATA IS A ONE-STOP SHOP FOR VIRTUALLY ALL SUPPLY NEEDS.
- DOZENS OF MAJOR SCHOOL SUPPLY VENDORS WITH LOW BID PRICING.
- BID CATEGORIES SETUP TO ADDRESS VARIOUS NEEDS ACROSS GRADE LEVELS AND DEPARTMENTS.

20+ school-based supply categories

Athletics, Audio Visual, Copy Paper, Cosmetology, Custodial, Elementary Science & Grade Level Materials, Family Consumer Science, Fine Art, General Classroom, Furniture, Health & Trainer, Library, Math, Music, Office, Photography, Physical Education, Rocketry, Science, Special Needs, Teaching Aids, Technology, World Languages.

Access over 100 major supply vendors



Educational Data
Services, Inc.

SUPPLY CATEGORIES & SAMPLE VENDOR LIST

BASIC SUPPLY NEEDS

GENERAL CLASSROOM
OFFICE

DEPARTMENTAL SUPPLY NEEDS

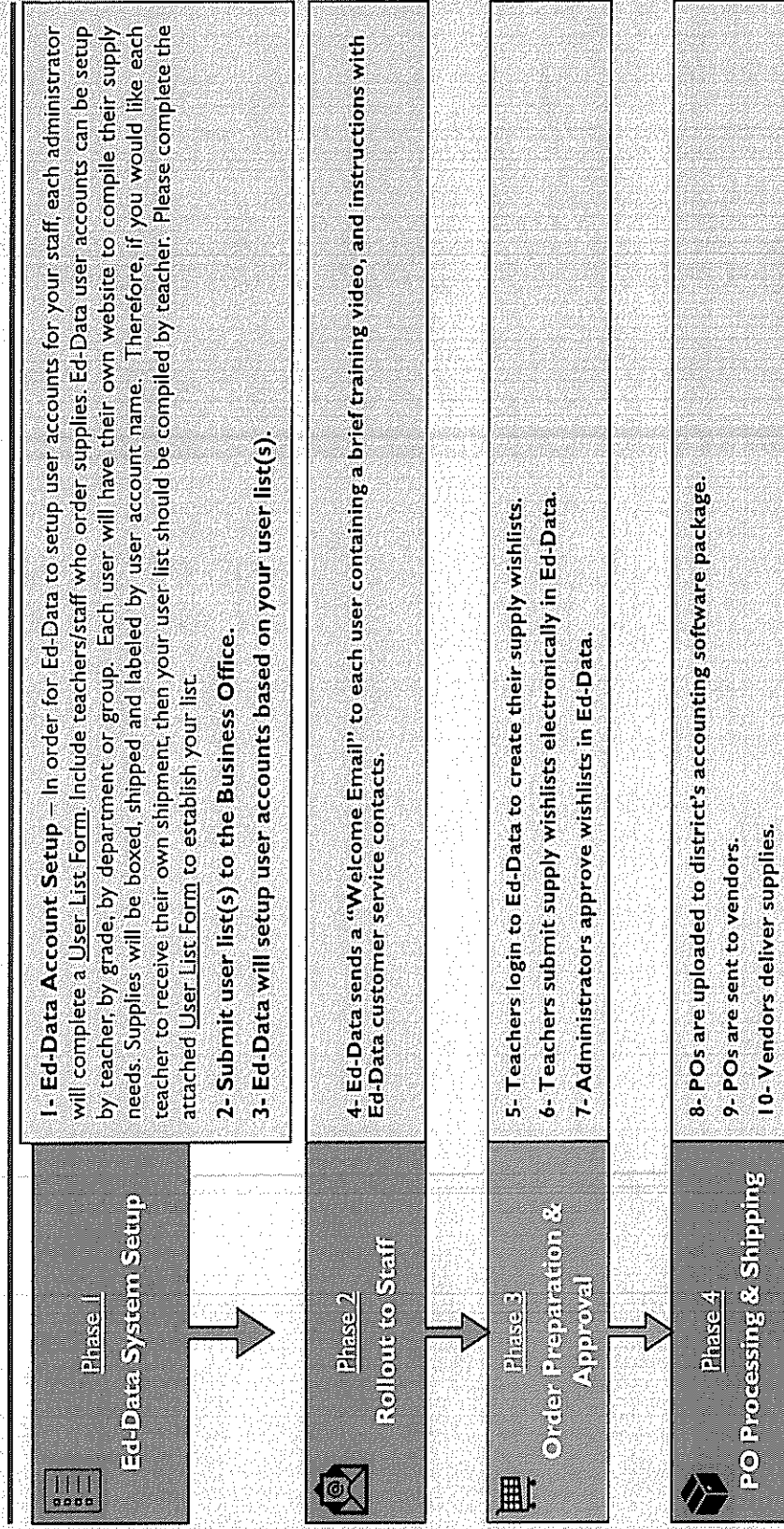
FINE ART
SCIENCE
ELEMENTARY SCIENCE
TEACHING AIDS
PHYSICAL EDUCATION
FAMILY/CONSUMER SCIENCE
MATH
LIBRARY
ROCKETRY
SPECIAL NEEDS
TECHNOLOGY (INDUSTRIAL ARTS)
HEALTH
WORLD LANGUAGE
ATHLETICS
CUSTODIAL

Awarded Vendors List

Athletic Supplies	BSN Sports, LLC/Pasadena Sports, FLAGHOUSE INC., LONGSTRETH SPORTING GOODS, LLC . PIONEER MANUFACTURING COMPANY, S&S WORLDWIDE, INC., UNITED SUPPLY CORP.
Audio Visual Supplies	ACCO BRANDS USA LLC, CAMCOR, INC., PAPER CLIPS, INC., UNITED SUPPLY CORP.
Cosmetology	THE BURMAX COMPANY, INC.
Custodial Supplies	INTERBORO PACKAGING CORPORATION
Elementary Science Grade Level Materials List	CAROLINA BIOLOGICAL SUPPLY COMPANY, EAI EDUCATION / ERIC ARMIN INC. . SCHOOL SPECIALTY, LLC., WARD'S SCIENCE / VWR International, LLC
Elementary Science Supplies	CAROLINA BIOLOGICAL SUPPLY COMPANY, EAI EDUCATION / ERIC ARMIN INC. . NASCO EDUCATION LLC, SCHOOL SPECIALTY, LLC. . WARD'S SCIENCE / VWR International, LLC
Family / Consumer Science Supplies	NASCO EDUCATION LLC, S.A.N.E.
Fine Art Supplies	BLICK ART MATERIALS LLC, CASCADE SCHOOL SUPPLIES, INC., CERAMIC SUPPLY, INC. . NASCO EDUCATION LLC, SCHOOL SPECIALTY, LLC., UNITED SUPPLY CORP. . W.B. MASON CO., INC.
General Classroom Supplies	CASCADE SCHOOL SUPPLIES, INC.
Health and Trainer Supplies	HENRY SCHEIN, INC. / Henry Schein Medical, School Health Corporation
Library Supplies	ACCO BRANDS USA LLC, CASCADE SCHOOL SUPPLIES, INC., DEMCO, INC. . THE LIBRARY STORE, INC.
Math Supplies	EAI EDUCATION / ERIC ARMIN INC., NASCO EDUCATION LLC, UNITED SUPPLY CORP.
Music	K&S MUSIC INC., MUSIC IN MOTION, SHAR PRODUCTS COMPANY
Office/Computer Supplies	STAPLES CONTRACTS & COMMERCIAL LLC
Physical Education Supplies	BSN Sports, LLC/Pasadena Sports, NASCO EDUCATION LLC, S&S WORLDWIDE, INC. . School Health Corporation DBA Pales Sports, SCHOOL SPECIALTY, LLC., UNITED SUPPLY CORP.
Rocketry	MIDWEST TECHNOLOGY PRODUCTS, PITSCO EDUCATION, LLC
Special Needs	FLAGHOUSE INC, NASCO EDUCATION LLC, School Health Corporation . SCHOOL SPECIALTY, LLC., SUPER DUPER INC dba SUPER DUPER PUBLICATIONS . UNITED SUPPLY CORP.
Teaching Aids	CASCADE SCHOOL SUPPLIES, INC., Charles J. Becker & Bm, INC . DISCOUNT SCHOOL SUPPLY/EARLY CHILDHOOD LLC, EAI EDUCATION / ERIC ARMIN INC. . KAPLAN EARLY LEARNING COMPANY, KURTZ BROS., INC . Lakeshore Equipment Company/LLM, NASCO EDUCATION LLC, REALLY GOOD STUFF, LLC . S&S WORLDWIDE, INC., SCHOOL SPECIALTY, LLC., UNITED SUPPLY CORP.
Technology Supplies	ELECTRONIX EXPRESS (R.S.R. Electronics Inc.), IDESIGN SOLUTIONS INC . MIDWEST TECHNOLOGY PRODUCTS, PAXTON/PATTERSON LLC, PITSCO EDUCATION, LLC
World Languages	TEACHERS DISCOVERY, INC



ED-DATA PROCESS: INITIAL SETUP TO SUPPLY DELIVERY & NEXT STEPS





PHASE I: USER LIST SETUP

Your user list should contain all staff that need to order supplies:

- Include the administrator name. The administrator will have access to review, modify, and approve requisitions users listed.
- Include the following information for each user:
 - USER NAME
 - SUPPLY BUDGET CODE(S)
 - Include supply account codes only.
 - A user can have more than one supply budget code if necessary.
 - USER'S SCHOOL EMAIL
 - SPENDING LIMIT (optional)
- After initial setup, your user list can be revised as needed by contacting your Ed-Data rep or we can provide you with online access to make revisions as needed.
- Any administrator with users across multiple locations (HS, MS, elementary schools) such as a Special Services Director, should fill out one User List Setup Form per shipping location.

User List Setup Form Online Supply Procurement

SAMPLE ONLY

Educational Data Services, Inc.

Please complete this worksheet including all information that will be accessing the online system. Each user will be setup with the access to their own website to complete their supply orders. Supplies will be boxed, shipped and labeled by user.

District: Dunder Mifflin UFSD_

School Name: Dunder School_

Address: 234 Main Street_

City: Scranton_

Zip Code: 18503_

Administrator (Principal/Chair/Superintendent): Principal Michael Scott_

User Name	Account Code	Email	Allocation Spending	EDS USE ONLY School #
Jim Halpert	11-190-100-610-22-400	JimH@dm-sample.com	\$300	
Stanley Hudson	11-190-100-610-28-400	StanleyH@dm-sample.com	\$250	
Dwight K. Schrute	11-190-100-610-23-400	DwightS@dm-sample.com	\$100	
Pam Beesly	11-190-100-610-28-400	PamB@dm-sample.com	\$1,000	
Toby Flenderson	11-190-100-610-22-400	TobyF@dm-sample.com	\$200	
Andy Bernard	11-190-100-610-22-400	AndyB@dm-sample.com	\$150	
Kelly Kapoor	11-190-100-610-22-400	KellyK@dm-sample.com	\$100	
Cheryl Vance	11-190-100-610-28-400	CherylV@dm-sample.com	\$750	
Kevin Malone	11-190-100-610-28-400	KevinM@dm-sample.com	\$200	
Creed Bratton	11-190-100-610-22-400	CreedB@dm-sample.com	\$100	
Erin Hannon	11-190-100-610-28-400	ErinH@dm-sample.com	\$100	
Angela Martin	11-190-100-610-22-400	AngelaM@dm-sample.com	\$100	
Jan Levinson Gould	11-190-100-610-28-400	JanL@dm-sample.com	\$300	
Ryan Howard	11-190-100-610-28-400	RyanH@dm-sample.com	\$250	
Holly Flax	11-190-100-610-28-400	HollyF@dm-sample.com	\$200	
Meredith Palmer	11-190-100-610-22-400	MeredithP@dm-sample.com	\$300	



PHASE 2: ROLLOUT TO STAFF

- An introductory "Welcome Email" will be sent to each user.
- Email will be sent to the users' school email account.
- Administrators will receive a similar "Welcome Email", along with a complete user list. The user list will contain login codes, budgets codes, and optional spending limits if applicable.

"Welcome Email"
will contain...

Introduction, Tips & Best Practices

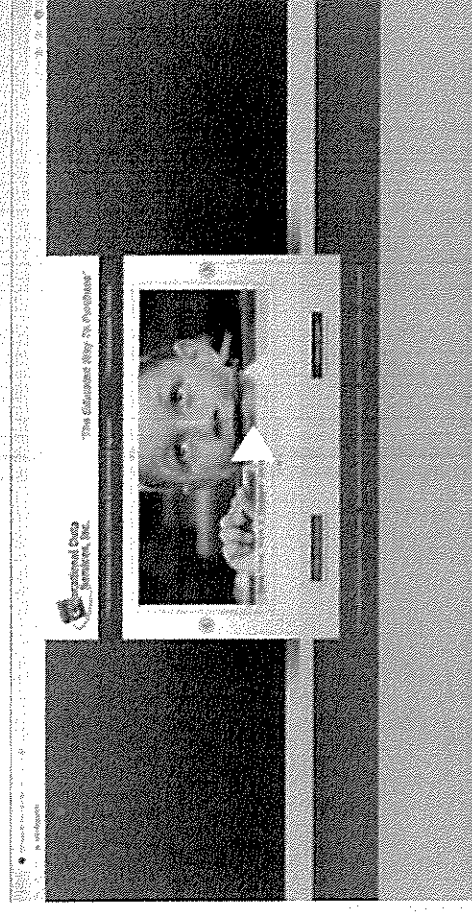
Training video
Video is accessible via link on "Welcome Email", and within the Ed-Data System.

Instruction packet
Containing user login information, Ed-Data customer service contact information.



PHASE 2: ROLLOUT TO STAFF

- **Training demo video** provides a brief overview detailing...
 - Login to Ed-Data
 - How to create an order
 - How to submit orders for approval



PHASE 2: ROLLOUT TO STAFF



A customized instruction packet will be sent to each user via the "Welcome Email", and is accessible within the Ed-Data System

- Instruction Packets contain...
 - User Name
 - Login Information
 - District Code
 - User Number
 - Customer Service Contact

Ten High School District
MAIN STREET SCHOOL
MRS. JONES

Ed-Data Procurement Management System Supply Requisition Instructions - User

New Jersey Comprehensive Requisition Catalog
NJ Group 3

Event
Requisition: submitted by staff
Requisition: approved by administrators
PO: sent to District

Date

05/01/2020
05/06/2020
05/27/2020

District Code: KJ
User Number: 90001
Password: Login instructions
(below)

Important Note: For optimal viewing, please ensure that your screen resolution is set to 1024 x 650 or higher and your browser zoom is set no higher than 100%. You may also wish to print a hard copy of this system for reference. If you are having trouble viewing the system, please contact your system administrator. Also, the video will not work with Internet Explorer. If you are using Internet Explorer, you will need to copy the video link to another browser such as Chrome.

Login:

1. Enter your school name in the address bar of your web browser.
2. Click on the red "Order Entry System" button on the bottom of the page.
3. Type in the following information:
 - a. DISTRICT CODE: This 3-character code located on the upper right-hand corner of this packet.
 - b. USER NUMBER: This 5-digit code is located on the upper right-hand corner of this packet. Enter the 5-digit code for the USER NUMBER.
 - c. PASSWORD (FIRST TIME USERS): If it is the first time you have used this system enter your 5-digit user number in the password cell. (For the first time you will be prompted to create a new and unique password.)
 - d. PASSWORD (EXISTING USERS): If you have previously used the EDS system and created a unique password, enter your unique password in the password cell. (Your unique password is different from your user number. It is at least 8 characters long and must contain at least one of the following: capital letter, lowercase letter, number and special character.)
 - e. Click "login".

"I've forgotten my password!" You can recover your password from the Ed-Data Login screen. See steps 1-3 below. If you are unable to log in, please contact your system administrator. Then click "Click Here to Recover Your Password". Your new password will be emailed to you.

Requisition Creation & Modification "My Requisitions"

New requisitions can be created, and existing requisitions can be accessed and modified from the "My Requisitions" tab.

Create a New Requisition

1. From the "My Requisitions" tab, click the "Show Category Menu" button to access a listing of all supply categories.
2. Click on the desired supply category. A new requisition will appear.
3. Select the account code for your order by clicking on the drop down menu next to "ACCT".

You are now ready to add items to your requisition. Skip to "Adding Item To My Requisition" below.

Open and Modify an Existing Requisition

From the "My Requisitions" tab, click the gray "MODIFY" button to open an existing requisition. You may add, delete or modify quantities from the requisition.

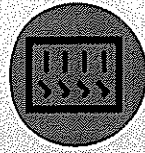
- Change Quantity: Change the number in the "Current Qty" column, then hit enter on your keyboard.
- Delete Items: Click the "X" under the Delete column.

Add Items to Your Requisition from Order-EZ

Order-EZ is a quick and simple way to add items to your requisition. If you have an awarded vendor's item number or an Ed-Data number from an Order Book, Vendor Item numbers can be found in a catalog or in some cases the vendor's website.

1. On the Requisition tab, Select the vendor from the "Select Awarded Vendor" dropdown.
2. Type the item number in the cell marked "Item #".

If you need additional assistance your Ed-Data Customer Service Representative is Mary Cannizzo and can be reached at Phone: (973) 321-9385 or Email: maryc@ed-data.com



PHASE 2: ROLLOUT TO STAFF

- Introduction, Tips & Best Practices provides supplemental information for efficient ordering.

Welcome to Educational Data Services!! We service a local, statewide school supply purchasing cooperative. Ed-Data currently serves 600+ school districts, and over 100,000 teachers who employ a simple, web-based system to cost effectively procure school supplies.

Ed-Data is not a supply vendor. We work for you, our cooperative members, by managing the largest supply cooperative of its kind in the state. Many of the 100+ supply vendors in the Ed-Data System will be familiar to you such as School Specialty, Staples, Carolina, Nasco, Blick, etc. Your annual school supply orders will be prepped and submitted through the Ed-Data System for summer delivery. Items such as textbooks, class trips, professional development and other non-school supply related items will be ordered outside of the Ed-Data System, in the same manner as before.

We offer a web-based system to simply put together a cart of your supply needs. It's similar to online shopping, while focusing on your recurring consumable supply needs. Our system offers over 100 supply categories which satisfies virtually all your school supply requirements:

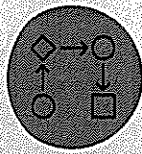
Ed-Data Supply Category List			
Athletic	Elementary Science	Music	Science
Audio Visual	Family Consumer Sci.	Office	Special Needs
Copy Paper	General Classroom	Photocopying	Teaching Aids
Cosmetology	Health & Trainer	Physical Education	Technology
Custodial	Library	Security	World Language

It's typically best for a classroom teacher to start the ordering process with the General Classroom supply bid. This is where you will get the best overall pricing on common school supplies. Many teachers buy most of, if not all of their supplies here. Beyond General Classroom, there are other categories for departmental areas like Elementary Science, etc. More "boutique" type items for elementary grades can be found under the Teaching Aids category. Here you will see companies like Really Good Stuff and Lakeshore among others. Secretaries often order from the Office Supply bid which is awarded to Staples. Toner can be found under office supplies. We also have a Copy Duplicator bid for purchasing all of your paper. Copy paper pricing will be lower in the Copy Duplicator category versus the Office Supply bid. In general, most teachers stick to one or two categories. Limiting the number of categories used will reduce the number of POs created and make receiving orders a breeze. All orders will be boxed, labeled and shipped by teacher. Some categories offer a total award (one vendor), while others contain multiple vendors to provide selection and value.

This is the last year that staff will need to start their annual school supply orders from scratch. Starting next year, we will pre-load your prior year's order for revision. Just tweak quantities, delete items or add new products from your previous year's cart.

A few key points:

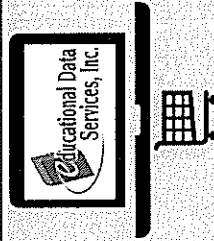
- Pricing includes shipping for virtually all consumable supply items for summer delivery.
- Do not create multiple requisitions for a single supply category.
- Try to stick to your key supply category or categories. Teachers typically stick to one or two categories for their supply needs.
- Submit all of your requisitions by the deadline which is either printed on your instruction packet or given to you by your administrator.



PHASE 3: ORDER PREP & APPROVAL

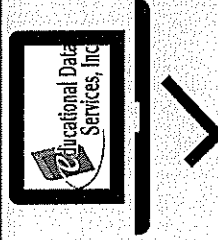
Step 1

1. Teacher logs-in.
2. Create wishlist.
3. Submit wishlist.



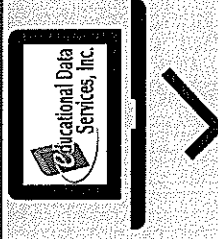
Step 2

1. Admin reviews, modifies & approves wishlists.
2. System routes approved wishlists to the business office.



Step 3

Business office reviews and approves wishlists in Ed-Data.





PHASE 4: PO PROCESSING & SHIPPING

Orders are electronically
uploaded by business office
into district accounting
software, saving
administrative work for
staff.



POs are sent by business
office to vendors.
Hardcopy or electronic
transmittal.



Vendors ship orders, boxed
and labelled by teacher,
making back to school a
breeze.



CALENDAR

THE FOLLOWING TIMELINE IS TENTATIVE. FINAL CALENDAR WILL BE SUPPLIED SHORTLY.

EXACT DATES TO BE DETERMINED & COMMUNICATED SHORTLY

- Admin. submit user list(s) to the business office..... January
- “Welcome emails” sent to all users..... April 1
- Users submit orders to admin in Ed-Data..... June
- Administrators approve orders in Ed-Data..... June
- POs prepared and sent to vendors..... June/July
- Supplies delivered..... July/August