AGREEMENT

01 - 31 - 004

This Agreement is made and entered into this 1st day of September, 2016, by and between Northwest Educational Service District, hereinafter referred to as "NWESD" and the Lake Stevens School District No. 004 hereinafter referred to as "District".

WHEREAS, NWESD is authorized to provide services to school districts by RCW 28A.310.010;

WHEREAS, NWESD has formed the Northwest Regional Data Center (NWRDC) cooperative;

WHEREAS, the District and NWESD under RCW 28A.520.080, RCW 28A.310.200, and RCW 39.34.080 are empowered to enter into agreements for Interlocal agreements and cooperative service programs; and,

WHEREAS, the District desires to enter into a cooperative service agreement with NWESD;

IT IS HEREBY AGREED that NWESD shall receive funds from the District and shall expend such funds for the purpose of providing information systems services through the Northwest Regional Data Center ("NWRDC" hereinafter) and the Washington School Information Processing Cooperative ("WSIPC" hereinafter) in accordance with the terms and conditions set forth herein:

1. TERM OF AGREEMENT

This agreement shall be effective from September 1, 2016 to August 31, 2017, and shall be automatically renewed from year to year thereafter with the subsequent fee schedules and service revisions as adopted by the NWRDC unless the District gives written notice of its election to modify its service options or Agreement termination at least one hundred and twenty days (120) prior to August 31, 2017, or at least one hundred and twenty days (120) prior to August 31 of any year thereafter, or unless the agreement is terminated in accordance with paragraph 12 herein. The District may extend the term of services beyond the end of the Year in which notice of termination is given for an initial extension period of a minimum of six (6) months.

2. MEMBERSHIP IN NORTHWEST REGIONAL DATA CENTER

The District shall become a full member of the NWRDC effective September 1, 2016. Membership shall entitle the District to nominate candidates and vote for representatives on the NWRDC Executive Committee. The NWRDC shall be a part of and function through NWESD.

3. INFORMATION SYSTEM SERVICES

During the term of this agreement, NWESD agrees, through the NWRDC, to provide to the District information system services as set forth in Appendix "A", which outlines the software, service levels, roles and responsibilities of the NWRDC to the District in support of student, business and personnel related software packages offered by WSIPC including software support, amount and method of customer support, performance levels, and availability of staff, of this Agreement.

4. PROGRAM DEVELOPMENT

NWESD agrees that priority in the development of new applications services by WSIPC shall be in accordance with the expressed direction of the WSIPC Board operating under their bylaws.

5. COST TO THE DISTRICT

During each Year of the Term, the WSIPC fee will be incorporated into the total fee collected by the NWRDC. The WSIPC fee is established by the WSIPC Board of Directors and the NWRDC fee is approved by its Executive Committee.

The annual cost to the District for services provided under this Agreement will be determined pursuant to paragraph 5.a., 5.b., or 5.c. The FTE fee will be calculated based on the actual annual student FTE count for 2016-2017. This cost includes amounts for sales use or other similar taxes related to the services provided herein. One twelfth of the annual cost will be invoiced for the first ten months of the agreement. The student FTE count shall be the average annual FTE for 2015-2016 for the first ten payments. A final adjustment shall be made to the actual average annual FTE for 2016-2017 on the July and August payments.

5.a. The Fiscal Service Fee shall be $31.08 per annual student FTE allocated as follows: $12.94 NWRDC fee plus $18.14 WSIPC fee.

5.b. The Student Service Fee shall be $25.65 per annual student FTE allocated as follows: $14.77 NWRDC fee plus $10.88 WSIPC fee.

5.c. The Full Service Fee shall be $41.41 per annual student FTE allocated as follows: $23.27 NWRDC fee plus $18.14 WSIPC fee.

6. RIGHT TO PARTICIPATE IN JOINT PURCHASES

As authorized by RCW 28A.320.080 (3) and RCW 28A.310.180 (3) (currently existing or hereinafter amended), group purchasing and/or bidding for data processing equipment and/or services, or related equipment and/or services, may be part of the activities of the NWRDC and WSIPC cooperatives. Formal bidding will occur when necessary to satisfy RCW 28A.335.190 (currently existing or hereinafter amended), which is the statute establishing bidding procedures required of school districts. Members of these cooperatives

may, at their own option, participate in the bidding/purchasing aspect of the NWRDC Cooperative, but will not be required to do so for any particular item(s).

7. CONFIDENTIALITY

All materials furnished to the NWRDC and the WSIPC by the District pursuant to this Agreement, including but not limited to: source data, computer files, reports, listings and computer programs, shall remain the property of the District and shall not be disclosed to third parties except by written consent of the District.

The NWRDC and WSIPC will use reasonable security procedures and protections to assure that District material is not disclosed to third parties without written consent of the District, with the exception of the Washington State Auditor, Washington State Legislature, and the Office of the Superintendent of Public Instruction may be given such records as they request except for information governed by legislation on confidentiality of personnel records.

8. ACCESS TO PUBLIC RECORDS

No records of the District shall be made available for public inspection or copying by the NWRDC, NWESD, or WSIPC without express written authorization of the District. Requests pursuant to RCW 42.17 for inspection or copying of public records of the District, held or maintained by the NWRDC shall be referred to the District.

9. RIGHTS IN COMPUTER SOFTWARE

During the term of this agreement, the District agrees that it shall safeguard all Skyward, Inc., NWRDC, and WSIPC proprietary materials as set forth under "Grant and Limitations" in Appendix "A", Section III.D., of this Agreement.

10. PERFORMANCE AND BONDING

NWESD shall not be liable for inadequate services or errors caused by inaccurate or inadequate input data, programs or other software furnished by the District.

11. DISPUTES

Any dispute, claim or grievance arising out of or relating to the interpretation or application of this Agreement shall be resolved by a three-member committee. The representatives shall be selected by NWESD and the district, each selecting one representative. Thereafter, the NWESD's representative and the District's representative shall select an impartial third party who shall serve as the third member of the committee. This dispute resolution committee shall be guided and limited by the terms and conditions expressly delineated in this Agreement.

12. TERMINATION FOR BREACH

If either party fails to comply with the terms and conditions of this agreement, the other party upon thirty (30) days prior written notice to the breaching party may terminate this agreement.

13. INTERLOCAL AGREEMENT

This agreement provides authority in addition to those vested by RCW 28A.310.200 and RCW 28A.320.080, is be deemed to be in satisfaction of the provisions of RCW 39.34, and is deemed a contract pursuant to RCW 39.34.080.

14. ASSIGNMENT

This agreement may not be assigned by either party without written consent of the parties.

15. WAIVER AND SEVERABILITY

No provision of this Agreement, or the right to receive reasonable performance of any act called for by its terms, shall be deemed waived of a breach thereof as to a particular transaction or occurrence.

If any term or condition of this agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions or applications of the agreement which can be given effect without the invalid term, condition or application; to this end the terms and conditions of this Agreement are declared severable.

The parties acknowledge that they have read and understand this Agreement, including any supplements or attachments hereto, and do agree thereto in every particular. The parties further agree that this agreement, together with all appendices, constitutes the entire Agreement between the parties and supersedes all communications, written or oral, heretofore related to the subject matter of this agreement. This agreement may be modified or amended with the mutual consent of the parties. With the signatures below, the parties indicate that they have the legal authority to obligate their respective agency to the terms and conditions contained herein.

Lake Stevens School District No. 004 elects to contract for (***check one***):

Fiscal Services ( )

Student Services ( )

Full Services (**X**)

By: Jesse Mar

Title: Assistant Superintendent

Date: 5/26/16

NWESD

By: Larry Francois

Larry Francois

Title: Superintendent ~~Select~~

Date: 7/1/16

Appendix A

Software and Systems: Services and Support
2016-2017 Contract Year

The following services are currently available to member districts. Every member of the NWRDC may contract for Fiscal/HR Services, Student Services or Full Services, which means Fiscal/HR and Student Services.

I. WESPaC Financial Management and Human Resources (FMS) Services

A. All documents will be distributed electronically and / or provided at training sessions.
B. For 2016-2017, the WESPaC FMS for converted sites includes:
- See Addendum 1: FISCAL PRODUCT LINE; HUMAN RESOURCES PRODUCT LINE
- See Addendum 1: CROSS APPLICATION PRODUCTS; OTHER PRODUCTS

II. WESPaC Student Management System (SMS) Services

A. All documentation will be distributed electronically and / or provided at training sessions.
B. For 2016-2017, the WESPaC SMS includes:
- See Addendum 1: SPECIAL PROGRAMS PRODUCT LINE: STUDENT PRODUCT LINE
- See Addendum 1: CROSS APPLICATION PRODUCTS; OTHER PRODUCTS

III. Support Services

A. Consulting and Coordination Services
NWRDC Coordination services are available to employees of the District for the Application Service under contract. This service includes telephone response, formal classroom training, on-site training, user documentation materials and consulting in conjunction with the implementation of WSIPC's Legacy and WESPaC software. When the District contracts with outside consultants, it is recommended that these consultants attend relevant training.

B. Data Transportation
The NWRDC assumes responsibility and cost to deliver computer output via United Parcel Service to a single designated drop-off location within each District. Districts choosing delivery to multiple drop-off points are billed for this added service. Each district may elect to pick up their output at the NWRDC operations center. Data shipped to the operations center is the responsibility of the District.

C. Delivery
WSIPC in conjunction with the NWRDC will ensure the software delivered complies with state reporting, budgeting and personnel retirement systems. WSIPC will install the software at our locale site. All software modules supported under this agreement by both WSIPC and the NWRDC is documented in Addendum 1.

D. Grant and Limitations
WSIPC grants to the School District a nontransferable, nonexclusive license during the Term to use the Software and Documentation to aid in School District data operations. The School District will not disclose or make available any software or documentation associated with this agreement to any parties or persons not using the same on behalf of the School District. Nor will the School District change, modify or alter any software without prior written permission from the Cooperative and shall not infringe or violate any vendor license agreements WSIPC has entered into on their behalf. Vendors working on behalf of the Districts and requiring access to data or software provided by the Cooperative will be required to sign a Non-Disclosure Agreement with WSIPC.

E. Paper and Special Forms

NWRDC reserves the right to bill the school districts for paper usage beyond approved levels asa determined by the NWRDC Executive Committee. Additional fees will be levied for anything beyonda that limit. Paper and special forms used in the district on terminals, personal computers and othera office machines are provided by the district.a

F. Service Continuity

In the event of complete failure of the centralized hosting provided by the Cooperative a failovera system is in place for core software and data systems. Backup or redundant capacity exists fora database, servers and network. This failover capacity will only be utilized for dramatic and suddena system failure of the primary hosting center, but will not be utilized during normal, routine, ora scheduled down time.a

G. Service Request

To request support during Normal Support Hours (7:30 a.m. to 5:00 pm) the following points ofa contact will be used:a

Finance/HR;	425-349-6560	nwrdcfiscalsupport@nwrdc.neta
Student;	425-349-6570	nwrdcstu@nwrdc.neta
Operations:	425-349-6666a	

H. Software Documentation

Documentation associated with the software modules installed will be available in digital and/ora printed forms as desired by the Data Center and School District. Documentation will be regularlya updated to ensure it remains current and relevant.a

I. Software Updates

WSIPC agrees to keep current with vendor released versions of the licensed software and will installa updates on a scheduled timeline approved by WSIPC governance and communicated to NWRDCa and School Districts.a

J. State Reports

All data reports required by the state which impact 50 percent or more of the districts shall bea provided by the Cooperative at no additional fee. The Cooperative and NWRDC will work with thea state agencies to gather requirements on the data required. The released state reports will be testeda to ensure compliance with state requirements. Any changes to the state reports will be communicated with the School Districts.a

K. System Availability

The Data Center computer systems will be available as noted below for processing from Mondaya through Friday except for scheduled and emergency maintenance periods. The computer systemsa are available on weekends for processing. However, there is no staff on site. Nightly backups occura for all WESPaC related data bases. If a system problem does occur over a weekend, there is thea possibility of downtime throughout the rest of the weekend. A schedule of maintenance weekendsa (three times a year) is provided annually and is also posted on the NWRDC website.a

Normal Support Hours: *Monday - Friday; 7:30 a.m. to 6:00 p.m.*
Defined as hours during which elective downtime can be scheduled with one (1) week's notice. End user has availability to the application. Individual components of a redundant group may be unavailable (single MetaFrame or Web server). Approval required by the Data Center Director and WSIPC Operations department heads. Advance communication will be sent to the Data Center Director and WSIPC Operations departments. At the conclusion of downtime communications will be sent to this same group.

Late Night: Monday - Sunday; 11:00 p.m. to 6:00 a.m.
Defined as hours during which backups system reboots and maintenance can occur. Elective downtime may be scheduled with same-day notice. Services may be unavailable. Approval required by the WSIPC Operations department heads. Advance communication will be sent to the Data Center Director and WSIPC Operations departments. At the conclusion of downtime, communication will be sent to this same group.

Release Weekend: Saturday; 3:00 A.M. - 9:00 P.M.
Defined as monthly period during which application software, hardware and operating system maintenance is performed. Expect services to be unavailable. Approval required by the Data Center Director and WSIPC Operations department heads. At the conclusion of downtime communication will be sent to all data centers and WSIPC Operations departments. The approved annual downtime is provided on the NWRDC Website, the WSIPC Website and in the weekly messages to member districts.

L.e Response Timese
NWRDC maintains a phone / e-mail support administrator during normal working hours. Thise individual monitors and assigns all client contacts to ensure timely responses.e

At any time an issue is determined critical, the client will be notified within one hour of its status and every two hours thereafter.

Critical: Productivity has stopped. The client is functionally down and cannot continue work. Data is corrupted. Immediate attention required to manage political impact. Financial controls impaired. Security of the system has been compromised.

WSIPC and the Data Center will work diligently to resolve any Critical incidents. Staff shall work extended hours and the expectation is that the District staff who originated the incident remain available to participate in resolution of the incident. The established goal for Critical tickets is that it will be resolved within 24 hours.

M.e Terminal Communicationse
The District assumes responsibility for the costs and support of hardware, telecommunicatione software, and telecommunication connection costs to the access points established by the NWRDC.e NWRDC provides Active Directory WESPaC account management for member districts as well ase provides member districts' network analysis and troubleshooting support, including Remotee Desktop Services (RDS) support.e

N.e Trainingе
NWRDC will train and support the end users in a District. Training may be offered at a designatede training site, via K-20 or other means utilizing technology that is to the advantage of the NWRDC ande the Cooperative. The NWRDC will offer consistently scheduled and on-going training to membere School Districts.e

O.e Workstation Configuratione
School District Workstation Configuration requirements for devices and their software utilized bye School District personnel to access Cooperative software modules will be documented ine Addendum 2.e

Appendix A

IV. Optional Software and Services Offerings (OSSO)

The Cooperative may provide additional software and services to enhance or supplement WSIPC's standard offerings. The costs for these services are often in addition to the normal FTE fee. Refer to Addendum 3 for the current listing of software and services.

V. Additional Services

Member districts may contract with the NWRDC for special projects, which are not covered in the above services. Such services shall be provided under the policy and rates adopted by the NWRDC Executive Committee and based on the availability of staff.

Cooperative Supported Skyward Products

FISCAL PRODUCT LINE

Account Management

Chart of accounts and accounting process modules that provide the ability to view real time transactions over multiple years, with district customized account definitions and district controlled user access to accounting information.

- Account Profile
- Account Sequences
- Account Clearance
- Chart of Accounts
- Data Export for State Auditor's Office
- Equity Summary Account Managements
- Related Utilities and Audits

User defined reporting modules that simplify accounting related data selection with built in database relationships and selectable pre-defined calculations. Report templates can be created and shared district-wide, with options to automatically generate and route output to specific users via the District and/or User print queue.

- Budgetary Data Mining
- Batch Reports
- Account Master Query Applications
- Scheduled and Monitored Tasks

Accounts Payable

Payment processing modules that support the creation and payment of invoices automatically built from purchasing and receiving records, with district set budget monitoring controls and e-mail notifications.

- ACH Payment Processing
- Bank Reconciliation
- Check Processing
- Check Reconciliation
- Check Requests
- Compensating Tax Processing
- County Treasurer Processing
- Credit (Payment) Cards
- eSignature for AP Checks
- Expense Reimbursement
- Invoice Processing
- Recurring Invoice Entry
- Related Reporting
- Related Utilities and Audits
- Vendor Check History Reporting

Accounts Receivable

School level accounting modules integrated with the business office, for use in billing customers and recording payments, tracking of outstanding balances and overdue amounts.

- Item Master
- Interest Calculator
- Invoicing
- Emailing Invoices and Statements
- Payor Master
- Payments
- Refunds
- Recurring Invoice Generation
- Related Reporting

Bid Management

Modules that generate purchase orders from multiple bids, track items received through original bid, and use Vendor data to generate reports to compare bids from multiple vendors.

- Bid Requisitions
- Bid Quick Order
- Consolidate Requisitions
- Estimate Needs
- Item Master
- Request for Proposal Report
- Vendor Bid
- Related Reporting

Budget Management

Budgeting modules that manage the entry, versioning and revisions of District budgets.

- Budget Requisitions
- Budget Entry (Import, Clone, Build from Projections)
- Budget Revisions
- Budget Transfers (Import, Submission and Approval Workflow)
- Related Audits and Utilities (Budget Adoption)

Fixed Assets

Modules that support the set up and tracking of asset inventory by location with optional GASB 34 compliance support and scanning device interfaces.

- Asset Item Master
- Build Assets from Invoices
- Disposal and Additions Tracking
- Depreciation Expensing and Tracking
- Existing Asset Updates Import and Scanning Interface
- New Fixed Assets from Spreadsheet Data Import
- Reporting Related Utilities and Audits

General Inputs

Applications designed to record accounting transaction information created independently of the subsidiary systems, such as Accounts Payable.

- Cash Receipts (Imports)
- General Inputs History Reporting
- Journal Entry (Imports and Submission and Approval Workflow)
- Previous Year Adjustments
- Student Billing
- Transfer Entries

Inventory

Warehouse inventory modules that track the disbursement, replenishment and acquisition of inventory with integration to the accounting system.

- Accounting Update
- Disbursements
- Inventory Item Master and Stock Management
- Inventory Receiving
- Physical Inventory Entry
- Quick Order
- Requisition
- Related Reporting
- Related Utilities
- Warehouse Transfers

Purchasing

Modules that support creation and monitoring of Purchase Orders and all activity related to them, with requisition approval workflow controls and automated e-mail notification. Receiving information integrated with Accounts Payable Invoice process.

- Approval Workflow and Notifications
- e-Commerce
- ESign
- Emailing Purchase Orders
- Purchase Order Processing
- Receiving
- Recurring Entry
- Requisition and Approval Processing
- Related Reporting
- Related Utilities and Audits

State Processing

Modules that support financial reporting of accounting data to the Office of the State Superintendent of Public Instruction (OSPI).

- Crosswalk
- F-195 SPI Budget File Extract
- F-200 SPI Budget Extension Extract
- F-196 SPI Year End Extract
- F-198 Budget Status Reporting

Vendors

Demographic and account activity modules that fully support the tracking of all Vendor related information.

- Custom Forms
- Data Mining/Reporting
- Import Vendor Catalog
- New Vendor Request Workflow
- Vendor Profile and Entry by Vendor
- Vendor Report Card
- Related Audits and Utilities
- Related Reporting

Year End

Modules that support 1099 processing, including generation of electronic 1099 M files for reporting to the Federal Government, closing out of the current Fiscal Year, and opening of the next Fiscal Year.

- 1099M Processing
- Carry Forward Pending Received Invoices
- Encumbrance Carry Forward
- Fiscal Year End Process

HUMAN RESOURCES PRODUCT LINE

Calendars

Calendars are used extensively within the Skyward applications and within WESPaC. Position and assignment calculations for FTE and salary use calendar days and hours as part of the calculation. Retirement "as earned" transactions and Worker's Compensation transactions also use calendars as part of the calculations. Calendars are easy to change and there are efficient ways to roll calendars to the next year. Calendars print nicely in a 12-month format. Districts often use these as their official district calendar.

Online/Custom Forms

These are custom entry screens that allow you to pull data onto data mining reports as well as display them on Profile screens.

Employee Access

This module allows employees to interact with their employment records, payroll history and other various processes. Employees have 24/7/365 access to and ability to change their personnel information. This module includes the following features:

- Calendar Events (HR)
- Online Forms
- Check History and Estimator
- Year to Date
- W-2 and W-4 Information
- Time Off Request and Approval
- Fast Track Open Position and Screening
- Expense Reimbursement Submission and Approval
- Check estimator eliminates the need to interrupt the payroll department to

Organizational Charts

Organizational Charts facilitate approval flows for various applications, such as Time Off, True Time and Expense Reimbursements.

Employee Profile

This module allows users to add employee records with basic payroll and demographic information. Employee Profile serves as an information hub, providing the following information from a central point:

- Personnel information
- Tax, retirement, deductions and benefits information
- Contract and pay record information
- Direct deposit
- Flex spending
- Regular and substitute time tracking
- Year-to-date, fiscal year-to-date
- Certification, education and experience information
- User-defined screens for tracking of district defined data
- System tracks all changes made to the employee profile

Employee Data Mining

This application allows users to create user-defined reports with various employee related data points.

Employee Management

The Employee Management System allows the client the ability to track employees' assignments to positions. The system facilitates the entry of employee staff changes and importing to payroll. The application allows for a single entry for all associated applications including Payroll, Employee Profile and the FastTrack job application system. This module includes the following applications and features:

- Calendars
- Salary Matrix
- Related Reports and Utilities

Fast Track

FastTrack is a web-based application allowing Human Resources personnel and other security-approved employees to post job vacancies and add, edit and view job postings quickly and easily from any computer with an internet connection. FastTrack integrates Employee Profile and other Human Resource modules. This module supports internal and external posting options and facilitates screening and candidate review/selection.

Insurance Tracking

Insurance Tracking supports the management of employee health insurance plans, employee enrollment and insurance pooling. The module interfaces with selective medical insurance providers. The Insurance Tracking module integrates with payroll and Accounts Payable processes. This module also features the Open Enrollment application which allows employees to select coverage and plans via a web environment making it easier for employees to sign up or change benefit selections.

Payroll

This module produces payment to employees, manages benefits and deductions, records related expenses and accrues and provides source information for State and Federal reporting. This module includes the following applications and features:

- Payroll Worksheets
- Direct Deposit/ACH Facilitation
- Check Printing with electronic signature
- Payroll Voids
- Payroll/Accounting Adjustments
- Payroll Accruals
- Payroll Encumbrance
- Retirement Reporting, including WA DRS interfacing and reporting
- Unemployment Reporting
- Workers Comp Reporting
- Quarterly Federal Tax Return
- W-2 Reporting

Position Request

Position Request is a web-based function for requesting and approving an open position. The system checks for available FTE and Interfaces with position control. There is on-line approval processing that can be accessed through the Employee Access application.

Professional Development

Assists the employee in requesting classes towards professional development. Requests are electronically approved.

Salary Negotiations

This module supports development of position and assignment projection, including benefits for the upcoming fiscal year. This module produces source information for Employee Management records, personnel budgeting and related State reporting.

State/Federal Reporting

State and Federal reporting provides a collection of reports, extracts and interfaces. The following reporting is supported:

- SPI F-195/F-200 Salary Exhibit (WA Only)e
- S-275 Personnel Reporting (WA Only)e
- Medicaid Administrative Matche
- OIC Year 4e
- Mix Factore
- CRDC (Office of Civil Rights)e
- EEOCe
- Affordable Care Acte
- Year End and W-2e
- Department of Retirement Systems Monthly Transmittale
- New Hire Reporte

Substitute Tracking

Substitute Tracking allows districts to track all information about finding substitute teachers, hours worked, who they subbed for, and the rate of pay they received. The module Interfaces directly with Skyward's Time Off and Payroll systems. Customizable rate tables allow districts to establish specific rates and automate movement to a long term rate. Data can be imported from third-party Sub Calling systems directly into Skyward's Substitute Tracking.

Time Off

Time Off is used to manage and track all employee related leave and related time accruals. This module integrates seamlessly with the payroll process and also interfaces with Time Off requests in Employee Access.

True Time

TrueTime is a fully-integrated time tracking system that is FLSA compliant. This module supports interfacing with various time entry devices.

SPECIAL PROGRAMS PRODUCT LINE

Federal Reporting

The following Federal data collections are supported by standard reporting tools:

- Federal Special Education Suspension-Expulsion Report
- Special Education Initial Evaluation Timeline Report
- Special Education Transition From Part-C to Part-B Report

Gifted and Talented

Easily manage all areas for your gifted and talented students online including classes taken, entry date, discipline history, attendance, and academic history.

Section 504

Skyward's Section 504 module offers a tool for tracking your district's Section 504 Plans. Accessible through Educator Access+, district staff can easily create and review important Section 504 information using a web portal.

Special Education

Skyward's Special Education module offers a tool for tracking your district's special education timelines. Special Education includes an easy to use web portal. Accessible through Educator Access+, district staff can easily review important special education information.

- Referral dates and information
- Team evaluation dates
- Individualized Education Program (IEP) dates
- Placement information
- Medicaid Eligibility
- Integrated with IEP On-Line

Special Programs

Skyward's Student Classifications area offers a tool for tracking your district's special program enrollment.

- 21st Century Community Learning Program
- Early Education
- Learning Assistance Program (LAP)
- Title 1 Program Assistance
- Title III Native American
- Immigrant
- Title VII Indian Education Supplemental Services
- LEP (Limited English Prof)/Bilingual
- Homeless
- Foster
- Home School Attended Part-Time
- Private School Attended Part-Time

State Reporting

The following Washington state data collections are supported by standard reporting tools:

- Monthly Special Education Enrollment (P223H) Report
- Comprehensive Education Data and Research System (CEDARS)

STUDENT PRODUCT LINE

Academic Standards

The Academic Standards module allows districts to import Common Core, state, and district power standards that can be linked to District Assessments, Secondary Gradebook assignments, and be used to create Standards Gradebook Academic Areas.

Activities

The Activities area manages student activities, field trips, and awards. The module fully integrates with other modules such as EA+, Attendance, Discipline, Fee Management, Grading, and Family Access. Identify and locate students within the system through set criteria, and verify student eligibility to district staff for athletics, academics, or achieving a pride status.

Attendance

Attendance makes sure all students are accounted for and reports on any inconsistencies in district's or students' records. The module integrates with Skyward Family Access so parents receive immediate notification of a student's absence or tardiness. The reporting capabilities are robust and include the ability to send home attendance letters, update discipline records from non-attendance and use graphs to communicate student attendance issues.

Auto Email

The Auto Email functionality allows the set-up of automated emails to selected contacts regarding changes to a student's enrollment, attendance, discipline, schedule, special education, response to intervention, food service, GPA, textbook and demographic information.

Busing

Busing keeps track of students' bus routes, stops and transportation categories as well as providing reports that give school and district staff real time data on bus ridership and miles transported.

Career Planning

The Career Planning module provides the ability to define 4 year plans reflective of a student's individual career goals. The plans can be associated with curriculum required for the goal and students then linked to an appropriate plan. The Guidance staff can then work with the student to track progress toward their career goals.

CEDARS (Comprehensive Education Data and Research System)

WSIPC has developed a data extract process that creates and populates the data files required by the WA Office of the Superintendent of Public Instruction in support of the CEDARS database.

Childcare

The Childcare module allows districts to define different types of childcare programs, enroll students in them, and in conjunction with the Fee Management module, bill guardians for program participation. The Family Access module can be configured to allow guardians to sign their children up for the programs offered by the district.

Curriculum and Assessments

The Curriculum and Assessment area provides management of curriculum master records, student tests and test scores, and educational milestones (non-coursework related requirements).

Current Scheduling

Current Scheduling provides maintenance of current class attributes and enrollment, and keeps everyone informed of schedule changes through Family/Student Access and Educator Access Plus. Counselors, Teachers, parents, and students can view schedules online, reducing the expense and inconvenience of paper reports and eliminating time delays in viewing current schedules. The function also includes the ability to track and log schedule changes.

Custom Forms

Custom Forms allows the creation of an area where information can be added to a student's or family's record. Custom Forms consist of building a customized screen that can contain both user defined fields and fields that currently exist in the database. Custom Forms can be presented to guardian or students in Family and Student Access for them to complete, and integrated into Online Registration and New Student Online Enrollment.

Discipline

The Discipline module allows buildings to manage and report on incidents on both an individual and district-wide level. It allows for viewing discipline referrals electronically and eliminates extra paperwork for teachers. Using Family/Student Access, parents and students can view discipline offenses and actions in real-time.

District to District Transfer

District to District Transfer imports a new student's information when they transfer from another district using Skyward. Demographic, immunization, family information, and grade information can be input into your district with very little manual entry.

Educator Access Plus

Educator Access Plus is an online tool designed to enhance teachers, advisors and administrators access to student information. Features include both secondary and standards based real time gradebooks, message center, attendance updates, discipline referrals, advisor and activity management, scheduling and management of parent-teacher conferences, and administrative tracking tools.

Family Access

Parents and students can view student related information anytime, anywhere online. It provides options to allow parents and students to see grades, assignments, report cards, attendance, schedules, discipline, test scores, graduation requirements, and food purchases. Parents can easily submit information to notify a school of absences, submit course requests, make credit card payments, enter an Online Application for Free and Reduced-Price Meals, and email school personnel. Many schools use the On-Line Registration process to allow guardians to perform most of the steps to verify and update their student's registration data for school online. Communication with teacher and administration is furthered by direct linkage to the school or district Message Center application.

Federal Reporting

The Federal Reporting module supports the Federal Office of Civil Rights reports.

Fee Management

Fee Management provides tracking of student fees. Districts have the option to allow families to use convenient payment plans for their expenses. The Fee Management module ~~also~~ interfaces with the Textbook module to ease the management of lost or damaged books and also updates to the General Ledger in Financial Management

Food Service

The Food Service module monitors costs and improves meal management efficiency. When used with Family Access, it can provide parents with the ability to enter Online Applications for Free and Reduced-Prices Meals, and up-to-date information online for all purchases and account balances. It allows cash payment at the point of sale with onsite cash reconciliation and recording of items sold. The system also provides for oversight of Free and Reduced meal allocations, credit card payments for student or staff food service accounts, Income Verification, and specialized reporting including the Monthly Claim for Reimbursement.

Future Scheduling

Scheduling for future terms or years is done with Future Scheduling. The information from this module integrates with Family/Student Access and Educator Access Plus to keep everyone informed of scheduling data. Counselors, parents, and students can view schedules online, reducing the expense and inconvenience of paper reports and eliminating time delays in viewing current schedules. The application engages students and guardians with Online Request entry and Online Arena Scheduling as well as providing administrative tools such as the Advanced Master Builder and the Interactive Scheduling Board. In addition, many utilities exist to aid in managing student requests and other scheduling activities.

Grading

Monitoring students' grading and transcripts is done with Grading Reporting/Transcripts. Custom reports, and Customer Report cards as well as functions such as class rank and student GPA are part of this module. Grading integrates with GradeBooks from Skyward, eliminating the need to import/export data.

Graduation Requirements

Develop custom graduation plans and be confident that each student is on track in meeting their graduation requirements. Unique graduation plans can be developed for each school or for an individual student. Students' progress may be compared against requirements for state, school, or individual student plans. Course information is automatically recorded for each student based on courses completed, in progress, or scheduled in the future. Optionally, Graduation Requirements data can be shared with teachers, students and families through Educator Access Plus, and Student/Family Access.

Guidance

Counseling staff can manage student visits to the guidance office and record times, purpose, outcomes, and notes in regard to time spent with students.

Health Records

The Health Records module ensures that your district complies with state reporting requirements by accurately tracking all student-related health problems and vaccinations. All state vaccination requirements are pre-loaded for the district. Medications are entered and history tracked using a simple color-coded on-screen format. The module provides options to track all student-related health information including office visits and individual health plans. Optionally, student health information including Critical Alerts can be shared in Educator Access Plus and the teacher gradebook. Optionally, Department of Health Standardized Health Codes can be imported.

Lesson Plans

The Lesson Plan module allows teachers to build and schedule their daily lessons by organizing objectives, resources, activities, and assessments through Educator Access Plus.

Lockers

The Locker area provides functionality for all phases of managing lockers and locks. This includes locker and lock information such as make, combination, and location as well as the ability to report and manage these components through mass update utilities. The module also provides for the import of locker numbers and combinations.

Message Center

The Message Center function is a means for school administration, teachers, advisors, and activity leaders to communicate to students and guardians via emails, Family/Student Access, and Calendars. It provides mass communication capability to inform about events, activities, assignments, requirements and other important information. The function optionally allows families or students to respond to the communications.

Obligations

The Obligations area is used to manage student requirements such as turning in an Internet Usage or Emergency Contact form. When used in conjunction with the Fee Management module, obligations can be defined to monitor whether student financial requirements have been met.

Secondary Gradebook

Designed for senior and junior high school teachers, Secondary Gradebook is the best tool to keep your teachers organized and up-to-date on student progress. E-mail progress reports directly to parents and post assignments to Family Access. It includes options for different grading methods, categories, and term weights.

Skylert

Skylert provides multi-platform (text, email, and phone) delivery of messages to communicate emergency or informational content. The function integrates with Family Access to allow personal configuration of message delivery.

Staff

The staff area provides for management of individual staff members' demographic, scheduling, and gradebook information within the Student Management module as well as providing for assignment of substitutes.

Standards Gradebook

A true standard based gradebook specific to the needs of teachers who use skill and standards-based grading. Every grade level and teacher can use a different skill bank, which is completely customizable for your district.

State Reporting

The following Washington state data collections are supported by standard reporting tools:

- Comprehensive Education Data and Research System (CEDARS)
- P-223 Monthly School District Enrollment
- National School Lunch and Breakfast Program State Claim
- Food Service Verification Collection
- Washington Standardized High School Transcript
- Department of Health Annual School Report
- Assessment of District Student Health Services
- Preschool Immunization Status
- Truancy Petitions for State Reimbursement
- Truancy Programs and Petitions

Student Demographics

The Students area is the main access point to view and update demographic information:

- Address
- Address History
- Birth History
- Ethnicity/Race
- Vehicles
- Web Access
- Obligations
- Category
- Emergency Info
- Entry/Withdraw History
- Family Info
- Siblings

Add

Student Access

Students have a personal access point to their data and important information with Student Access. Students can view information anytime, anywhere online including grades, assignments, report cards, attendance, schedule, discipline, test scores, graduation requirements, and food purchases. Student may enter scheduling requests online, engage in Online Arena Scheduling and communicate with teachers via email.

Substitute Assignment

This module provides the ability to assign a substitute staff member to an absent teacher's classes. Assignments may be made for specified time frames including start-stop days and specific periods. The assignment provides documentation of the staff member responsible during a teacher's absence.

Survey

The Survey module allows districts to set up questions and include them in student surveys with reports available to organize the responses.

Textbook

The Textbook area provides management of textbooks within the district. Create an ID number, and track who is assigned the book, its condition, and the number of books not yet assigned. The system handles textbooks distributed through a bookstore as easily as textbooks issued in the classroom. Details include who is assigned a book, title, International Standards Book Number (ISBN), edition, publisher, date purchased, cost, condition, issue date, and order sequence.

Year End

This series of process driven modules enable the individual buildings and the district to close the current school year, clone appropriate data, and open the upcoming school year.

CROSS APPLICATION PRODUCTS

Data Mining

Data Mining is an ad-hoc reporting tool and assists in uncovering patterns in your student and financial data. It's critical for running reports for parents, administrators, and staff. The user can create custom reports which include only the fields and ranges selected. Multiple filters can be used to specify data to be included on the report. The report data can be exported to Microsoft Excel or Word for easy mail merge.

Mobile Solutions

Mobile Solutions covers functionality that allows district staff, parents and students to access information while remote from their normal workstations. Hand held devices create the ability to display and update student information including attendance and discipline. Additional data input/output can be received and processed from HR/Finance.

Product Set Up

The Product Set Up function allows district or entity staff to manage and configure the software to best meet the business needs of the district. The functionality provided is wide ranging and includes security, database management, user tracking, print management, SIF management, and many important configuration settings that permit the district to tailor the software to their needs

Security

The Security function allows management of individual security users, security groups, and specialized security functions like Super Users, and district licensing.

SkyBuild (Data Import/Export)

SkyBuild provides the ability to select from many pre-defined import and export formats for common third party products covering transportation, food service, library systems and more. In addition, file builders are available to create custom import or export file formats.

SkyPort

SkyPort provides each user a portal customizable with dashboards of information they need the most. Real time graphs and reports with drill down capability are used to create a personal user dashboard with access to all permissioned functions.

Task Manager

Task Manager allows districts to create multi-step Processes with specific tasks, links to the applications and custom forms, and e-mail notifications. Users can initiate a Process to facilitate occurrences of the underlying workflow.

OTHER PRODUCTS

Crystal Reports

Crystal Reports is a report builder that can be added to an existing Skyward system to create unique forms and reports such as registration forms or mobility reporting. Reports can be created centrally and distributed throughout the district utilizing Skyward's Quick Picks report viewer.

MySchoolData

MySchoolData is a secure web application that provides district educators access to Skyward data and assessment data in an easy to use common look and feel. The MySchoolData application contains several components:

- Early Warning System – provides reporting on performance and other criteria to aid in early intervention.
- Data Dashboards – provides analytics on attendance, assessments, discipline, grades, enrollment, demographics and more. Data is available for trending, detail and historical views.
- High School and Beyond – interactive planning tool for students that delivers a four-year course plan based on graduation requirements and post-secondary goals. Once completed parents and councilors can view the plan for approval.
- CEDARS Data Viewer – view recent CEDARS data files submitted to OSPI for troubleshooting and data validation.

Built on a longitudinal data warehouse, MySchoolData is able to combine Skyward data with other sources of data to provide rich, powerful data views and easy to use interactive tools.

SkyDoc

Online documentation for the application software.

SOFTWARE AS A SERVICE (SaaS) Modules

Course Learning Center

The Course Learning Center keeps all of a teacher's assignments, handouts, reading materials, and paperwork together in one place. Instead of having stacks of handouts, all the course information can be stored online. Students can browse through all the projects and notes at any time. When it's time to turn in their homework, they simply submit it through their digital locker and it's available for their teacher to grade.

Curriculum Mapping

Curriculum Mapping is a great way for teachers to see all the activities, assignments, and resources they need for each unit. Custom Calendars help teachers spend less time on repetitive data entry and more time teaching. They can tie benchmarks directly to each lesson plan, saving time and ensuring complete coverage of the material.

New Student Online Enrollment

New Student Online Enrollment is incredibly easy for parents and staff to use. From your district website, parents simply click enroll new student and they'll get instructions on how to fill out demographic information as well as any custom forms your district needs. Once their information is entered, your registrar can review it and add the student.

Response To Intervention (RTI)

Skyward's Response to Intervention (RTI) module identifies students in need of improvement, gives you a comprehensive overview of all their educational history, and allows you to initiate and manage intervention actions in a team or teacher environment.

Intervention plans are centrally managed and related to appropriate area and grade for easy lookup when addressing a student's need. Additionally, you can monitor the use of approved interventions to learn which ones are most effective or most commonly used.

Application Programming Interface (API)

Skyward's API allows Learning Management Systems such as Canvas (by Instructure) and Schoology to push a district's grade information back into the Skyward Database.

W S I P C

WESPaC Workstation Guidelines

Windows	Windows 10	Windows 8.1	Windows 7	Windows Vista
Hardware	Operating System minimum requirements, Physical Network Connection			
Video	17 inch or higher at 1024 x 768 resolution			
Printer	Networked HP LaserJet printers supporting TCP/IP and PCL 6 or PCL 5e			
Citrix ICA Client	XenApp Web Plugin – Version 11.000			
Citrix Web Interface	Internet Explorer 11 Firefox 3.x or later	Internet Explorer 11 Firefox 3.x or later	Internet Explorer 9 - 11 Firefox 3.x or later	Internet Explorer 9 Firefox 3.x or later
RDS Client	Microsoft Remote Desktop protocol 8.0 or above Supported			Not Supported
Remote Desktop Web Interface	Internet Explorer 11 Firefox and Chrome Current Version [1]	Internet Explorer 10/11 Firefox and Chrome Current Version [1]	Internet Explorer 9 - 11 Firefox and Chrome Current Version [1]	Not Supported
Web Browser *Skyward Web*	Internet Explorer 11 Firefox, Edge, Chrome Current Version	Internet Explorer 11 Firefox and Chrome Current Version	Internet Explorer 11 Firefox and Chrome Current Version	Internet Explorer 9 Firefox and Chrome Current Version
Web Browser *Family Access* *Employee Access*	Internet Explorer 11 Firefox, Edge, Chrome Current Version	Internet Explorer 10/11 Firefox and Chrome Current Version	Internet Explorer 9 - 11 Firefox and Chrome Current Version	Internet Explorer 9 Firefox and Chrome Current Version
Adobe Software for Skyward Web	Acrobat Reader 8.0 or above Flash 9.0 or above	Acrobat Reader 8.0 or above Flash 9.0 or above	Acrobat Reader 8.0 or above Flash 9.0 or above	Acrobat Reader 8.0 or above Flash 9.0 or above
MS Office Export	Office 2008 to Office 2013	Office 2003 to Office 2013	Office 2003 to Office 2013	Office 2003 to Office 2013
My School Data	Internet Explorer 11 Firefox and Chrome Current Version	Internet Explorer 10/11 Firefox and Chrome Current Version	Internet Explorer 9 – 11 Firefox and Chrome Current Version	Internet Explorer 9 Firefox and Chrome Current Version
Macintosh	**Mac OS X 10.7 through Mac OS X 10.11**			**Mac OS X 10.6**
Hardware	Operating System minimum requirements, Physical Network Connection			
Video	17 inch or higher at 1024 x 768 resolution			
Printer	Networked HP LaserJet printers supporting TCP/IP and PCL 6 or PCL 5e			
RDS Client	64-bit Processor, Microsoft Remote Desktop version 8.0e			Not Supported
Remote Desktop Web Interface	Safari, Firefox or Chrome Current Version [1e]			Not Supported
Citrix ICA Client	Mac Client OS X – Version 10.0			
Citrix Web Interface	Firefox 2.0 / 3.5	Firefox 2.0 / 3.5e	Firefox 2.0/3.5e	Firefox 2.0/3.5
Web Browser *Skyward SMS 2.0*	Safari 6 through Safari 9 Firefox and Chrome Current Version			Safari 5 Firefox and Chrome Current Version
Web Browser *Family Access* *Employee Access*	Safari 6 through Safari 9 Firefox and Chrome Current Version			Safari 5 Firefox and Chrome Current Version
Adobe for Skyward Web Products	Acrobat Reader 7.0 or above Flash 8.0 or above			Reader 7.0 or above Flash 8.0 or above
My School Data	Safari, Firefox and Chrome Current Compatible Version			

- [e] *Skyward Web Based Food Service Point of Sale (POS) must meet the following minimum hardware requirements: Dual Core 1.6GHz or faster with RAM: 1 gigabyte (GB) (32-bit) or 2 GB (64-bit)*
- [e] *Skyward does not support beta versions of Operating Systems or Web Browsers*
- [1] *Using the Remote Desktop client with a different browser than Internet Explorer will require WISE credentials to be submitted a second time.*

IEP.Online® WORKSTATION GUIDELINES

Windows Systems	
Hardware	The physical hardware (memory, diskspace, and processor) must be appropriate for the operating system installed.
Video	17 inch or higher at 1024 x 768 resolution
Operating System	Windows Vista (not Home version) Windows 7
Web Browser	Internet Explorer 8 or later Firefox 3.5 or later Chrome 4 or later Safari 4 or later
Other Software	Adobe Reader 7 or higher Adobe Flash Player Release 9 or latero
Browser Settings	**Note**: Network Cache / Proxy Server: For all computers, you must disable proxy / cache server use and/or bypass the proxy server for IEP.Online Local Cache: **Internet Explorer** • Tools Menu / Internet Options / General / Temporary Internet Files / Settings / Check for new version of stored pages "Every visit to the page" • **IMPORTANT:** for use in school systems where a proxy server is the only access to the Internet. **Use HTTP 1.1** must be set in the "Advanced" section of Internet Options. **Other (Firefox, Chrome, Safari)** • Edit Menu / Preferences / Advanced / Cache / Document in cache is compared to document on network "Every Time"o Cookie Settings: **Internet Explorer** • Enable cookies for local storageo • Enable per-session cookies **Other (Firefox, Chrome, Safari)** • Accept all cookieso • Enable JavaScript / Scriptingo
Macintosh Systems	
Hardware	The physical hardware (memory, disk space, and processor) must be appropriate for the operating system installed. At least a 500Mhz G3 processor with more than 256Mb of physical memory.
Video	17 inch or higher at 1024 x 768 resolution
Operating System	OS X 10.4.x or greater
Web Browser	Safari 4 and later Firefox 3.5 and later Chrome 4 and later
Other Software	Adobe Reader 7 or higher Adobe Flash Player Release 9 or later
Browser Settings	**Note**: Network Cache / Proxy Server: For all computers, you must disable proxy / cache server use and/or bypass the proxy server for IEP.Online **Settings:** **All Browsers** • Accept all cookieso • Enable Java/Script / Scriptingo

For IEP.Online® to function properly, the client browser or pop-up blocking software must be configured to allow pop-up windows from IEP.Online. This includes native browser functionality, as well as toolbars such as Yahoo and Google.

Purchasing Program

3R Technology (E-Waste Recycling) – Recycle surplus/obsolete hardware
***Ace Computer** – Desktop, notebook, tablet & server hardwaree
Advanced Processing & Imaging - API– Enterprise content & business process managemente
***Alden** – Network, desktop, notebook, tablet & server hardwaree
BravePoint (My District360) – Role-Based Analytics Suitee
Canvas by Instructure – Learning Management System – Skyward API grade pass-back availablee
Cerium Networks – Educational Collaboration Solutionse
CionSystems – Active Directory, backbone infrastructure for enterprise identity managemente
Cities Digital – Enterprise Content Management systemse
***Citrix** –Virtual workplace softwaree
CPSI – Backup Power Technologies and Servicese
CTP (Clean Technology Partners) - Green Technology solutions and plug-load expense managemente
***Dell** – Desktop, notebook, tablet and server hardwaree
***Deluxe by FMC**– Promotional items, stock and custom forms and papere
E-Funds for Schools (Magic-Wrighter) – Online and POS payment processing - integrated with Skywarde
EverSync – Enterprise-level disaster recovery, compliance and backup capabilitiese
EzNetPay – Software-as-a-Service for Construction Projects Managemente
HarborTech Mobility - Enterprise wireless, wireless security and mobility solutionse
***HP** – Desktop, notebook, tablet and server hardwaree
Identity Automation – Identity and Access Managemente
iep.online (PCG) – Hosted special education processing softwaree
Infosnap – Online student enrollment and registration solutionse
K12Alerts /Anonymous Alerts – Hosted parent, student, staff notification and anti-bullying softwaree
***Microsoft** – Computer hardwaree
***Microsoft Enrollment for Education Solutions (EES) (Dell)** – Lease desktop & server softwaree
***Microsoft Select Program (Dell)** – Desktop & server softwaree
PEMCO Insurance – Education discounts on personal home and auto insurancee
Rapid Technologies, LLC. – IT Components for printer and computer repairse
Registration Gateway (SRC Solutions) – Online, paperless student enrollmente
SchoolMessenger (Reliance Communications) - Hosted parent, student, staff notification softwaree
***Technology Integration Group (TIG)** – Desktop & Server Hardwaree
Tools4ever (Advanced Toolware) – Identity and Access Management (IDM/IAM) softwaree
***Verizon** – Nortel and telephone systemse
Xi3 Corporation – Eco-friendly and energy efficient small form factor computerse
***Zones** – Desktop & server hardwaree

*** Indicates a Purchasing Partner that was awarded a Computer Hardware Contract 14-01**

***BID CONTRACTS** Computer Hardware Contract 14-01. The below WSIPC Purchasing Partners were awarded contracts according to WA K-12 requirements and open to all K-12 districts and other educational and qualifying government agencies.
Ace Computer – Desktop, notebook, tablet & server hardware
Alden – network, desktop, notebook, tablet & server hardware
Citrix – own virtual workplace software
Dell – desktop, notebook, tablet and server hardware
HP – desktop, notebook, tablet and server hardware
Deluxe by FMC – Promotional items, stock and custom forms and paper
Microsoft – computer hardware
Microsoft Enrollment for Education Solutions (EES) (formerly School Agreement) (Dell) –lease desktop & server software
Microsoft Select Plus Program (Dell) – own desktop & server software
Technology Integration Group (TIG) – Desktop & Server Hardware
Verizon – Nortel and telephone systems
Zones – Desktop & server hardware