**Completing the New Organization Setup Form**

* **Tab 1 – Organization Info**
	+ Organization Name - List complete school name as it is required to appear on official documents such as transcripts, one school per line (do not list Elem, Middle or High together unless you have only one school code)
	+ School Code – 4-6 digit school code if applicable
	+ Street Address 1, Street Address 2, City, State, Zip – Physical Address of the School
	+ School Email Address – Info@ or other contact email is acceptable, not a website
	+ School Phone Number – Main School line
	+ District – Example: Somerset, Mater, Pinecrest, Doral, SLAM
* **Tab 2 – School Staff**
	+ First Name, Last Name – Legal Names please, no nicknames
	+ Gender – Required, may list only Male, Female or Unknown
	+ Phone – Will be visible to students and parents, you may list a cell or a school phone number with extension
	+ Email – Will be visible to students and parents, use a school associated email
	+ Role – Select from Drop Down
		- Administrator – Can view student personal information and contact information, monitor grades and attendance, can approve/reject course requests, run reports and transcripts
		- Site Coordinator – Can view student personal information and contact information, monitor grades and attendance, can approve/reject course requests, run reports and transcripts
		- Academic Coach – Can view student personal information and contact information, monitor grades and attendance and run limited reports
* **Tab 3 – Teachers – BLENDED MODEL ONLY**
	+ First Name, Last Name – Legal Names please, no nicknames
	+ Gender – Required, may list only Male, Female or Unknown
	+ Phone – Will be visible to students and parents, you may list a cell or a school phone number with extension
	+ Email – Will be visible to students and parents, use a school associated email
	+ Training Availability – Please list dates and times available for a video conference meeting, include time zone, plan for 2 hours
* **Tab 4 – Course Selection – BLENDED MODEL ONLY**
	+ Course Name – Official name of the course at it appears in your State DOE Course list
	+ State Course Code – Include any modifiers needed based upon type (Honors/Advanced, Credit Recovery, etc.)
	+ Semester – Select from Drop Down - Semester I or II or 1/2 credit course
	+ Type – Select from Drop Down - AP, Credit Recovery, Honors (HS)/Advanced (MS), Regular
	+ Start Date – Select from Drop Down - Date students will have access to course
	+ End Date – Select from Drop Down - Last Date students will have access to course
		- 12/10/2021 can only be selected if start was 08/09 or 08/16
	+ Grades Report Date – Select from Drop Down - Date school will receive final grade report
		- Must select a date later than the Selected End Date
	+ Teacher – Must be already set up or listed on Teachers tab if new.