**Completing the 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/Number – 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**
  + 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**
  + Do Not edit on this page except to fill in Column H and I
  + Column D lists courses available for Fall Term
  + Column H – Fill in the name of the Teacher for any course you want to offer in Fall Term
  + Column I – If using assistant teachers fill in the name in Column I
  + Any Course line left blank will not be created
* Return Completed form and include in your message
  + Start Date for Fall term –
    - 8/9/2021
    - 8/16/2021
    - 8/23/2021
    - 8/30/2021
  + End Date for Fall term –
    - 12/10/2021 (must have selected Start of 08/09 or 08/16)
    - 1/4/2022
    - 1/14/2022