## Hawai'i Department of Education, Assessment Section

## **School Contacts Directions**

Please read the instructions for completing the School Contacts **and complete by Thursday**, **August 18**, **2016**.

<ol> <li>Access the online School Contact List at the following URL. Please note that you will be required to log in to the DOE Intranet Portal. You may also navigate there on the Intranet: Offices -&gt; Office of Strategy, Innovation, and Performance - &gt; Assessment and Accountability Branch -&gt; School Contacts</li> </ol>	https://intranet.hawaiipublicschools.org/offices/ osip/aa/Pages/SchoolContacts.aspx
<ol> <li>The "home page" will show your school contact information which is for viewing only and cannot be edited.</li> </ol>	President Theodore Roosevelt High       SCHOOL INFORMATION       SCHOOL CONTACTS         View another school       Collect my school       Market my school         My school information       Roosevelt High (146)       Generation         Official name:       President Theodore Roosevelt High       School contaction         School code:       #146       Generation       Generation         Generations:       #149       Generation       Generation         Public charter:       No       Prose number:       (800) 987-4600         Pace school (980) 987-4600       Face School Roosevelt       Generation         District:       Hool (160)       Generation       Generation         District:       Genoration       Generation       Generation         Complex:       Roosevelt       Generation (161)       Generation (161)         School Information via the Statevin Envolument System (SSES). For discrepancies, plasse contact       Comminications and Community Affairs Office         Generation (162)       Generation (162)       System (SSES). For discrepancies, plasse contact         Comminication and community Affairs Office       Generation (162)       Generation (162)
<ol> <li>The School Contacts tab shows the positions for the selected school. This is where you can add or delete assessment contacts and view the contacts by person or by positions.</li> </ol>	President Theodore Roosevelt High      View another school      View another school      Charles assessment Contacts      Roosevelt High (146)      View and the school      View and the schoo
<ol> <li>Click on the pencil icon adjacent to the position to add contacts for your own school.</li> </ol>	Student Services Coordinator
5. To add one or more contacts under each assessment position for a school: Click the pencil icon on the corresponding position description. A window appears that allows you to select one or more DOE employees. In the box, type in parts of the person's name. A drop down selection appears listing ALL DOE EMPLOYEES whose names contains the text that was entered.	Student Services Coordinator position selected

<ul> <li>6. Click on the employee's name and it will appear as a clickable button. You can add more than one person for the position selected by clicking on the pencil icon next to the position.</li> <li>a. A purple button denotes the employee HAS an associated Lotus Notes email address.</li> </ul>	Student Services Coordinator Mizuno. Pat × MIZUNO, PA
<ol> <li>To edit the person's email address, click a colored button (this is if the person has a Lotus Notes email but wants their emails sent to another address i.e. Charter School email). A box appears below the name for you to enter the alternate email address.</li> </ol>	Student Services Coordinator Mizuno, Pat Mizuno, PA Mizuno, PA No Email
<ol> <li>All people selected for the position must have valid email addresses before you can proceed to the next step. The "ADD" button on the bottom indicates whether all the contacts are valid and that you may proceed.</li> </ol>	
<ol> <li>To "Remove" a contact under a position Click the trash can icon next to the person's name.</li> </ol>	Contacts are grouped by assessments:
10. You will then be prompted to confirm.	Reserved High (146)  Principal  Complex area superintendent:  Complex area superintendent:  Contracts and grouped by assessments:  Con
11. Click "DELETE" to remove the contact under the selected position.	
	Are you sure you want to delete?

With the online School Contact, your school may update your school information anytime during the school year if changes occur.

If you have any questions, please contact Karen Tohinaka, Test Development Specialist II, Assessment Section, at (808) 733-4100 or via Lotus Notes at karen\_tohinaka@notes.k12.hi.us.