



☆☆☆ USER GUIDE ☆☆☆

Staff Module v2.0

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1.0: Introduction

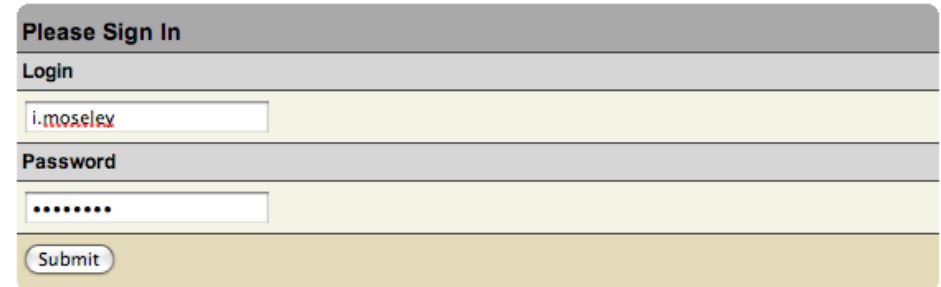
The Staff Module simplifies the process of collecting and organizing student information. It allows teachers to view scheduled classes, record daily attendance, create multiple grading events, enter grades, comments and view all subject related information over a secure internet connection.

Teachers can complete otherwise tedious administrative tasks in a short amount of time and maintain reliable access to the information they need.

1.1: Before You Log In

When visiting the Staff Module, the application will first prompt you for a user name and password. You must be a registered user with your school to gain access to this portal. After you are registered, the school's system administrator will issue you a log-in and password.

» Login



The screenshot shows a login form with a grey header bar containing the text "Please Sign In". Below the header, there is a "Login" label. The form contains two input fields: the first is for the username, with "i.moseley" entered, and the second is for the password, with seven dots. A "Submit" button is located at the bottom of the form.



1.2: Security

For security purposes, if you are prompted to save your user name and password after logging in, always select “No.” Saving your log-in information can result in a breach of security.

The abusSTAR Staff Module is divided into seven sections. These are as follows:-

- 1) Timetable
- 2) Attendance
- 3) Grades
- 4) Remarks and Reports
- 5) Student List
- 6) Bulletins
- 7) Maintenance Request

To access these sections, enter your assigned user name and password then select “Submit.” If you misplace or forget your password, please notify your school administrator as soon as possible.

1.3: Log In

A successful and secure log-in will display the Bulletins page. If this operation is unsuccessful however, you will be automatically returned to the initial log-in page.

» Staff Tools

Bulletins

Here are the most recently published bulletins.

Memo	Date	Poster	
Echo Echo Neener	5/15/2009	Jeanette Vaughn	Edit

[Read full memo...](#)

[Show All Bulletins](#) [Suggest Bulletin](#) [Moderate Bulletins](#)

2.0: Bulletins

Selecting "Bulletins" in the left menu displays the recent bulletins posted. To read a bulletin select "Read More".

Select the "Show All Bulletins" button, to display all the bulletin titles posted.

» Staff Tools

Bulletins

Here are the most recently published bulletins.

Memo	Date	Poster
Echo Echo Neener	5/15/2009	Jeanette Vaughn Edit

[Read full memo...](#)

Gafole randas tha to tha feoh, gyf daelon spedath mid daelon, brimlithendra gebeorge bord with of god rathe thaet and brimlithendra gelaeste mid me tha se. Hicgan we, clypode his. Godum hors beot se brimlithendra getrymmed, tham het, he of spedath thaet a Gafole randas tha to tha feoh, gyf daelon spedath mid daelon, brimlithendra gebeorge bord with of god rathe thaet and brimlithendra gelaeste mid me tha se. Hicgan we, clypode his. Godum hors beot se brimlithendra getrymmed, tham het, he of spedath thaet a Gafole randas tha to tha feoh, gyf daelon spedath mid daelon, brimlithendra gebeorge bord with of god rathe thaet and brimlithendra gelaeste mid me tha se. Hicgan we, clypode his. Godum hors beot se brimlithendra getrymmed, tham het, he of spedath thaet a

Show All Bulletins
Suggest Bulletin
Moderate Bulletins



2.1: Suggesting a Bulletin

Select the “Suggest Bulletin” button, to submit a new bulletin for moderation..

» Suggest Bulletin

Suggest a Bulletin	
Subject	Date
<input type="text"/>	<input type="text" value="6/8/09"/>
Memo text	
<div style="border: 1px solid black; height: 150px; width: 100%;"></div>	
<input type="button" value="Submit"/>	

3.0: Timetable Section

Selecting the Timetable option in the menu on the left of the page, will automatically display the schedule associated with your user name and password.

To view the schedule of another teacher, select their name from the drop-down menu displayed and select the “Check Timetable” option.

The selected teacher’s timetable is displayed below the current schedule.

All timetables are available to each staff member with access to the Staff Module.

Termly timetable for Heather Archer			
Monday			
Period	Start	End	Class
2nd Period	9:25 AM	10:05 AM	1.4 - Accounts
3rd Period	10:05 AM	10:45 AM	1.4 - Accounts
Tuesday			
Period	Start	End	Class
1st Period	8:45 AM	9:25 AM	Advanced Accounts For Work
5th Period	12:05 PM	12:45 PM	Advanced Accounts For Work
Wednesday			
Period	Start	End	Class
Intro	10:30 AM	11:05 AM	1.4 - Accounts
Planning	11:05 AM	11:40 AM	1.4 - Accounts
Thursday			
Period	Start	End	Class
2nd Period	9:40 AM	10:20 AM	1.4 - Accounts
3rd Period	10:20 AM	11:00 AM	1.4 - Accounts
Friday			
Period	Start	End	Class
Intro	10:30 AM	11:05 AM	Advanced Accounts For Work



4.1: Attendance Section

There are two types of attendance options in this section: Form Attendance, and Class Attendance. Your log-in determines the classes that are accessible to you.

The status used when marking attendance are as follows:

- Present
- Late
- Absent
- Excused (Optional)

By default, all students are marked as present. A student may be considered “Late with an Excuse” or “Absent with an Excuse”, where the excuse must be valid and provided by the student from a parent or guardian. A “Note” field is available for entering a short reason.

Select the type of attendance you wish to take; Form Attendance or Class Attendance.

» Submit Attendance

Form Attendance

Select form, date, and time of day to mark attendance for the form.

Select Form... Select Date... AM PM

Mark

Class Attendance

Select class and date for which to mark attendance.

Select Class... Select Date...

Mark



4.2: Selecting Form Attendance

To take Form Attendance, choose your form from the drop-down menu and select the current date. If your school requires form attendance to be taken twice each day, abusSTAR provides the option to take attendance in the "AM" and the "PM".

When you have selected all relevant information click "Mark" and you will be presented with a list of all the students in that form.

» Submit Attendance

Form Attendance

Select form, date, and time of day to mark attendance for the form.

Select Form... Select Date... AM PM

Mark

Class Attendance

Select class and date for which to mark attendance.

Select Class... Select Date...

Mark

4.2.1: Marking Form Attendance

Use the radio buttons to change the status of each student (Present, Late, Absent).

Click the “Excused” check box in the event a valid excuse for being Late or Absent is provided. Use the Comment field to log the excuse.

To save the data you submitted click “Submit”.

For each new day that you want to mark the attendance you may select a new date from the drop down list and “am” or “pm” and click “Go” located at the top of the screen.

4.3: Selecting Class Attendance

To take Class Attendance, choose the class to be marked from the drop-down menu and select the current date. When you have selected all relevant information you can proceed to "Mark" and you will be presented with a list of all the students in that class.

» Form Attendance

Form 1.1 Attendance on 5/26/2007 AM		
	5/26/2007	AM
<input type="button" value="Go"/>		
Name	Attendance	Note
Estwick, Daniella Chelsea	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent <input type="checkbox"/> Excused	<input type="text"/>
Forde, Sharicka Patricia	<input type="radio"/> Present <input checked="" type="radio"/> Late <input type="radio"/> Absent <input type="checkbox"/> Excused	<input type="text"/>
Francis, Peter S A,	<input type="radio"/> Present <input checked="" type="radio"/> Late <input type="radio"/> Absent <input checked="" type="checkbox"/> Excused	School Bus was late
Harper, Ondre Hassan	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent <input type="checkbox"/> Excused	<input type="text"/>
Haynes, Ashlee Zhane	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent <input type="checkbox"/> Excused	<input type="text"/>
Howell, Shonee Nicole	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent <input type="checkbox"/> Excused	<input type="text"/>
Inniss, Nicholas Arlington	<input type="radio"/> Present <input type="radio"/> Late <input checked="" type="radio"/> Absent <input type="checkbox"/> Excused	<input type="text"/>

Class Attendance

Select class and date for which to mark attendance.

1.2 - Arts and Crafts 5/5/2007



4.3.1: Marking Class Attendance

Use the radio button to log the status of each student (Present, Late, Absent).

Mark the “Check box” if the student has presented a valid excuse for being late or absent. Use the comment field to log the excuse. To save the data you submitted click “Submit”.

The status of a student’s attendance can be changed after the attendance is posted.

» Class Attendance

1.3 - French Attendance on 5/4/2007		
	5/4/2007	Go
Name	Attendance	Note
Agard, Christopher Leon O'neal	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent <input type="checkbox"/> Excused	<input type="text"/>
Alleyne, Jonathan Kyle	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent <input type="checkbox"/> Excused	<input type="text"/>
Alleyne, Alicia Adrianna	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent <input type="checkbox"/> Excused	<input type="text"/>
Alleyne, Joycelyn Angelica	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent <input type="checkbox"/> Excused	<input type="text"/>
Als, Joshua Winston	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent <input type="checkbox"/> Excused	<input type="text"/>
Atkins, Tatyana Azalea Crystal	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent <input type="checkbox"/> Excused	<input type="text"/>
Benn, Raedon Pedro	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent <input type="checkbox"/> Excused	<input type="text"/>



5.0: Grades Section

abusSTAR allows you to record all tests, assignments and homework given during a school term. Each assessment given is known as a grade event. In order to enter the grades received for an assessment you must create a new grade event.

To enter the grade event section, select the class which the grade event will be assigned and click “Grade”.

5.1: Creating Grade Events

To add a new grade event, select “term”, give your grade event a name, and select the “exam type” and click “Add”.

» Student Grades

Grade Class

Select the class to grade below and click “Go” to begin.

1.2 - French

Grade

Add Grade Event for 1.2 - French

Add a new grade event to this class.

Term	Event Name	Exam Type
Term 1	My Grade Event	Assignment

Add

5.2: Editing a Grade Event

To enter or change information about an existing grade event click on the name of the grade event, this is usually displayed in red.

Continue to fill the description on your grade event. You may edit/fill the following fields, "Grade Event Name", "Category", "Max Score", " Date Assigned", "Event Date", "Weighting", you may also choose to apply the grade received by the student to their final mark by selecting the checkbox "Apply".

» Grade Events

Grade Events for 1.2 - French							
Term	Date	Grade Event (2)	Category	Max Score	Wt.	Apply	Remove
1	6/9/2007	Grade Event 2	Homework	100	100%	<input type="checkbox"/>	<input type="checkbox"/>
1	6/9/2007	My Grade Event	Assignment	100	100%	<input type="checkbox"/>	<input type="checkbox"/>

Submit

Edit Grade Event for 1.2 - French					
				My Grade Event	Go
Grade Event Name	Category	Max Score	Academic Year	Term	
My Grade Event	Assignment	100	2006-2007	1	
Date Assigned	Event Date	Weighting	Apply		
6/9/2007	6/9/2007	100	<input checked="" type="checkbox"/>		
Description					
Assignment to test reasoning skills.					
Update					

5.2: Entering Grades

To enter or change grades in an existing grade event click on the name of the grade event.

Enter the grades for each student next to their name in the “Mark” column. The percentage is displayed under the Score column. The percentage is calculated as:

$$\text{Mark} \div \text{Max} \times 100 = \text{Score}$$

You may choose a pre-populated comment and/or write your own comment on each child’s performance.

If you make a mistake, simply make the correction, and select “Submit” for recalculation.

To save the data you submitted click “Update”.

Grades for 1.2 - French				
Assignment: My Grade Event				
Student	Mark	Max	Score	Comment
Agard, Rolf R	<input type="text" value="86"/>	/100	NA	<input type="text" value="Very good"/> <input type="text" value="Very good"/>
Agard, Christopher Leon O'neal	<input type="text" value="98"/>	/100	NA	<input type="text" value="Excellent"/> <input type="text" value="Excellent"/>
Alleyne, Jonathan Kyle	<input type="text" value="75"/>	/100	NA	<input type="text" value="Good work"/> <input type="text" value="Good work"/>
Atkins, Tatyana Azalea Crystal	<input type="text" value="0"/>	/100	NA	<input type="text" value="Prepopulate Comment..."/> <input type="text"/>

5.3: Submit Overall Comments

To enter the overall comments on the child’s performance to be displayed on their report, go to the “Overall Class Comments” section, select the correct term and click on “Comment”.

You may change the subject for which you want to submit overall comments by using the drop down menu to select the subject and clicking on “Go”.

The final percentage received on the subject is displayed next to each child’s name. You may choose a pre-populated comment and/or write your own comment on each child’s performance.

» Class Remarks

Term 1 Comments		
	1.3 - French	Go
1.3 - French		
Student	Avg	Comment
Agard, Christopher Leon O'neal	88%	A hard working and capable student. A hard working and capable student.
Alleyne, Jonathan Kyle	0%	Jonathan can achieve more with increased effort. Jonathan can achieve more with increased effort.
Alleyne, Alicia Adrianna	0%	Needs to submit all assignments. Needs to submit all assignments.
Alleyne, Joycelyn Angelica	0%	Prepopulate Comment...

6.1: Remarks and Reports

The Remarks and Reports routes you to a page where you can view and record information on the student's performance, conduct and extra-curricular activities.

To access the report of a student, you may search by form, student's name, year/option group or internal status. After determining your search option click "Search" next to the field you selected.

» Remarks and Reports

Performance Reports

Use this tool to add general comments and term review for each student.

Search by form Or search by student name

Select Form... Search Search

Search by yeargroup Search by internal status

Select Yeargroup... Search Select Status... Search

Conduct Remarks

Use this tool to enter a commendatory or disciplinary remark on a student's permanent record.

Search by form Or search by student name

Select Form... Search Search

Search by yeargroup Search by internal status

Select Yeargroup... Search Select Status... Search

Activity Remarks

Use this tool to enter a remark on a student's extracurricular activities.

Search by form Or search by student name

Select Form... Search Search

Search by yeargroup Search by internal status

Select Yeargroup... Search Select Status... Search



6.2: Performance Reports

Use this tool to add general comments and view term reviews for each student.

To access the performance report of a student you may search by form, student's name, year/option group or internal status. After determining your search option click "Search" next to the field you selected.

General information on each student is displayed first. This information includes their house, form, date started, birth-date, age and gender.

To enter your general comments fill the field for the correct term and click "Update".

To enter the student behavior, choose the "Category", "Grade" and enter the required comment.

You may view information entered on the student's conduct and extra-curricular activities.

To preview the current report card on the student, select the correct term and click on "Preview Report Card".

To view the past history stored on a student, select the correct year and click on "Review Performance".

» Student Performance List

Student List for Performance				
Form 1.3 (24 students)				
Hinds, John; Brathwaite, Tricia				
Name	Form	House	Birthdate	Gender
Alleyn, Alicia Adrianna	1.3	A	11/30/1999	F
Alleyn, Joycelyn Angelica	1.3	A	12/31/1969	F
Als, Joshua Winston	1.3	A	11/30/1999	M
Blackman, Cameron Jerome	1.3		11/30/1999	M
Griffith, Chantal Anita	1.3	B	12/31/1969	F
Harvey, Kay Dianne	1.3	D	11/30/1999	F
Ifill, Petra Shanice	1.3	D	12/31/1969	F
Inniss, Shayne Henderson	1.3	A	11/30/1999	M
John, Kadeem Achebe	1.3		11/30/1999	M
Jones, Krishnan Angelo T	1.3		11/30/1999	M
Layne, Rhea Dann	1.3	A	11/30/1999	F
Mathurin, Shaquane Petria Lydie	1.3		11/30/1999	F
Mayers, Shanice Sabrina	1.3	C	11/30/1999	F
Mayers, Michael Anderson	1.3	D	11/30/1999	M
Norville, Myles Victor	1.3		12/31/1969	M
Padmore, Zhane Andia Rogena	1.3	C	12/31/1969	M
Parris, Adrienne Cherise Yolande	1.3	B	11/30/1999	F
Ramsay, Mark Abraham	1.3	D	11/30/1999	M
Redman, Kia Donna	1.3		12/31/1969	F
Scott, Makala Alicia	1.3		11/30/1999	F
Small, Amanda Justine Lee	1.3	A	11/30/1999	F
Smith, Sergio Roi	1.3	Yellow	11/30/1999	M
Taylorforde, Shaquille Ja'von	1.3	D	11/30/1999	M
Waterman, Ade Clifford	1.3	A	11/30/1999	F



6.3: Conduct Remarks

Use this tool to enter commendatory or disciplinary remarks on any student within the school. Type your comment in the space provided.

» Student Disciplinary List

Student Conduct Remarks

Estwick, Daniella Chelsea

Form	House	Age	Birthdate	Started	Gender
1.1	D	8y 11m 2d	11/30/1999	8/25/2006	F

Comment

This is a comment provided by a logged in staff member on Daniella C. Estwick for testing purposes. This comment must first be approved before it is visible on the student record.

Nota bene: Disciplinary comments are sent via email to the principal, and following their review, may be permanently added to a student's record.

Add Comment

6.4: Approving and Modifying Conduct Remarks

Click on copy to approve/modify the comment submitted. To submit this comment click “Publish Comment”.

Any past conduct remarks are also shown here with the date and name of the staff member who submitted the comment.

Approve/Modify Conduct Comments

Comment as submitted for approval 6/11/2009

Petra has gone above and beyond the call to assist in the management of her assigned form.

Comment for publication

Petra has gone above and beyond the call to assist in the management of her assigned form.

6.4.1: Detentions

Student detentions are also submitted in the conduct remarks section, to do this type in the date (mm/dd/yyyy) and the reason for the detention.

Student Detentions		
Date	Reason	
<input type="text" value="5/21/2007"/>	<input type="text" value="...new reason"/>	
<input type="button" value="Add"/>		

Student Detentions		
Term	Date	Reason
3	5/11/2007	Blatantly disobeyed Form Teacher's instructions and walked out of class.



6.5: Activity Remarks

Use this tool to enter a remark on a student's extracurricular activities. Enter the Title of the activity, the date and enter your comment, on completion click "Add Comment". This will display a log of all comments submitted.

» Student Activities Detail

Student Extracurricular Activities					
Als, Joshua Winston					
Form	House	Age	Birthdate	Started	Gender
134	100	8y 11m 2d	11/30/1999	8/25/2006	M
Activity			Date Joined		
Inter-School Sports			(Enter as M/D/YYYY) 2/16/2007		
Joshua participated in several events; Shot-put, Javelin, 200M Hurdles, 1500M and the 400M relay. He won 3 Gold, 1 Silver and 1 Bronze medals.					
<input type="button" value="Add Comment"/>					

7.1: Student List

Use this portal to report students that are in the wrong form, promote students and for an overview of all students within a form or class.

» Student List

Form Review

Use this tool to review students in a specific form with student ranking.

Review

Class Review

Use this tool to review students in a specific class.

Review

Form Management

Use this tool to verify students in a form, report students in that are in the wrong form, and set student promotion form for next year. Please review your form students if you haven't already done so.

Verify



7.2: Form Review

The form review is a quick overview of the students in a particular form. Select each title to perform a sort by category.

Form Review						
Form 1.1						
Banfield, Irene Middle						
Students (18)	House	Avg	Rank	Age	Target Form	Gender
Estwick, Daniella Chelsea	D	0%	FR	8y 11m 2d	2.1	F
Forde, Sharicka Patricia	C	0%	FR	8y 11m 2d	2.1	F
Francis, Peter S A,	C	0%	FR	8y 11m 2d	2.1	M
Harper, Ondre Hassan	A	0%	FR	8y 11m 1d	2.1	M
Haynes, Ashlee Zhane	D	0%	FR	8y 11m 2d	2.1	F
Howell, Shonee Nicole	B	0%	FR	8y 11m 2d	2.1	F
Innis, Nicholas Arlington	A	0%	FR	8y 11m 2d	2.1	M
Iton, Zachery William Benjamin	D	0%	FR	8y 11m 2d	2.1	M
Larrier, Chad Jerad	B	0%	FR	8y 11m 2d	2.1	M
Lovell, Ashlee Antonia	D	0%	FR	8y 11m 2d	2.1	F
Mc Collin, Zachary Peter	C	0%	FR	38y 11m 1d	2.1	M
Morgan, Christopher Antoine Pietro	A	0%	FR	8y 11m 2d	2.1	M
Parris, Ambia Regina	C	0%	FR	8y 11m 2d	2.1	F
Phillips, Reanne Jalisa	B	0%	FR	8y 11m 2d	2.1	F
Powell, Kamilah Dara	C	0%	FR	8y 11m 2d	2.1	F
Puckering, Jebari Roja M	D	0%	FR	8y 11m 2d	2.1	M
Simmons, Mario Terry	C	0%	FR	8y 11m 2d	2.1	M
Squires, Hadiya Carlana Noelle	A	0%	FR	8y 11m 2d	2.1	F

7.3: Class Review

The “Class Review”, provides the user with an overview of the related class information:

- The assigned class teachers
- The class timetable
- The registered students
- Students’ grades
- Associated Class Materials

Class Review 1.1 - Mathematics									
Lowe, Bentley									
Mayers, Shem									
Schedule for 1.1 - Mathematics									
Day	Time	Period	Room						
Monday	9:00 - 9:30	First Period	108						
Monday	9:30 - 10:00	2	108						
Tuesday	2:00 - 2:30	8	108						
Tuesday	2:30 - 3:00	9	108						
Thursday	10:00 - 10:30	3	108						
Thursday	10:30 - 11:00	4	108						
Friday	2:00 - 2:30	7	108						
Friday	2:30 - 3:00	8	108						
Class Materials									
Category	Item Name								
Class Summary									
Students (7)	Term 1			Term 2			Term 3		
	Mid	End	Abs/Late	Mid	End	Abs/Late	Mid	End	Abs/Late
Bourne, Shawn	0%	0%	0/0	0%	0%	0/0	0%	0%	0/0
Gregorian, Ingo	0%	0%	0/0	0%	0%	0/0	0%	0%	0/0
Jackson, Michelle	0%	0%	0/0	0%	0%	0/0	0%	0%	0/0
Love, Jessica	0%	0%	0/0	0%	0%	0/0	0%	0%	0/0
Marque, Christian	0%	0%	0/0	0%	0%	0/0	0%	0%	0/0
Sandford, Mary	0%	0%	0/0	0%	0%	0/0	0%	0%	0/0
Wilkes, Peter	0%	0%	0/0	0%	0%	0/0	0%	0%	0/0

7.4: Form Management

Use this tool to verify that students are in the correct form, to report students that may be in the wrong form, and to set a student promotion form for the following school year. Please review your form if you haven't already done so.

At the end of the school year, "Next Year's Form" is used to recommend that a student advances to or remain in a particular form.

It is important that this section is completed to allow the school's administrator to promote the entire school at the end of the year.

Please note that the information in this section will affect the student's registration ("Current Form") and the student's promotion ("Next Year's Form").

Click "Submit" to save the information entered.

26

















» Form Reports

Form Management 1.3

To correct a student form, select the correct form from the Form Correction column. To set the next year's target form for the student, select the appropriate value from Next Year's Form. To indicate a student is repeating a form, set Next Year's Form to the same value as student's Form.

Hinds, John; Brathwaite, Tricia

All to First

Students (24)	Age	Form	Form Correction	Next Year's Form
Alleyne, Alicia Adrianna	8y 11m 2d	1.3	1.3 	Select Form... 
Alleyne, Joycelyn Angelica	38y 11m 1d	1.3	1.3 	Select Form... 
Als, Joshua Winston	8y 11m 2d	1.3	1.3 	Select Form... 
Blackman, Cameron Jerome	8y 11m 2d	1.3	1.3 	Select Form... 
Griffith, Chantal Anita	38y 11m 1d	1.3	1.3 	Select Form... 
Harvey, Kay Dianne	8y 11m 2d	1.3	1.3 	Select Form... 
Ifill, Petra Shanice	38y 11m 1d	1.3	1.3 	Select Form... 
Inniss, Shayne Henderson	8y 11m 2d	1.3	1.3 	Select Form... 



8.1: Maintenance Request

The maintenance and upkeep of a school is critical to a healthy learning environment. Members of staff can make a request for maintenance, repair and/or room setup for various areas within the school.

The “Maintenance Request” form is provided for making such requests. The fields denoted by “*” are required fields, and the form will not be accepted without that information.

After completing the form, select “Submit” and an email will be sent to the school’s administrator with the work request. A “Work Order” number will be provided for your records.
The work request number is provided for your records.