

INSTRUCTIONS FOR SCHOOL DEMOGRAPHICS UPDATES

If you need assistance, contact:
Vikki Reynolds; 888-413-3669 ext 5759



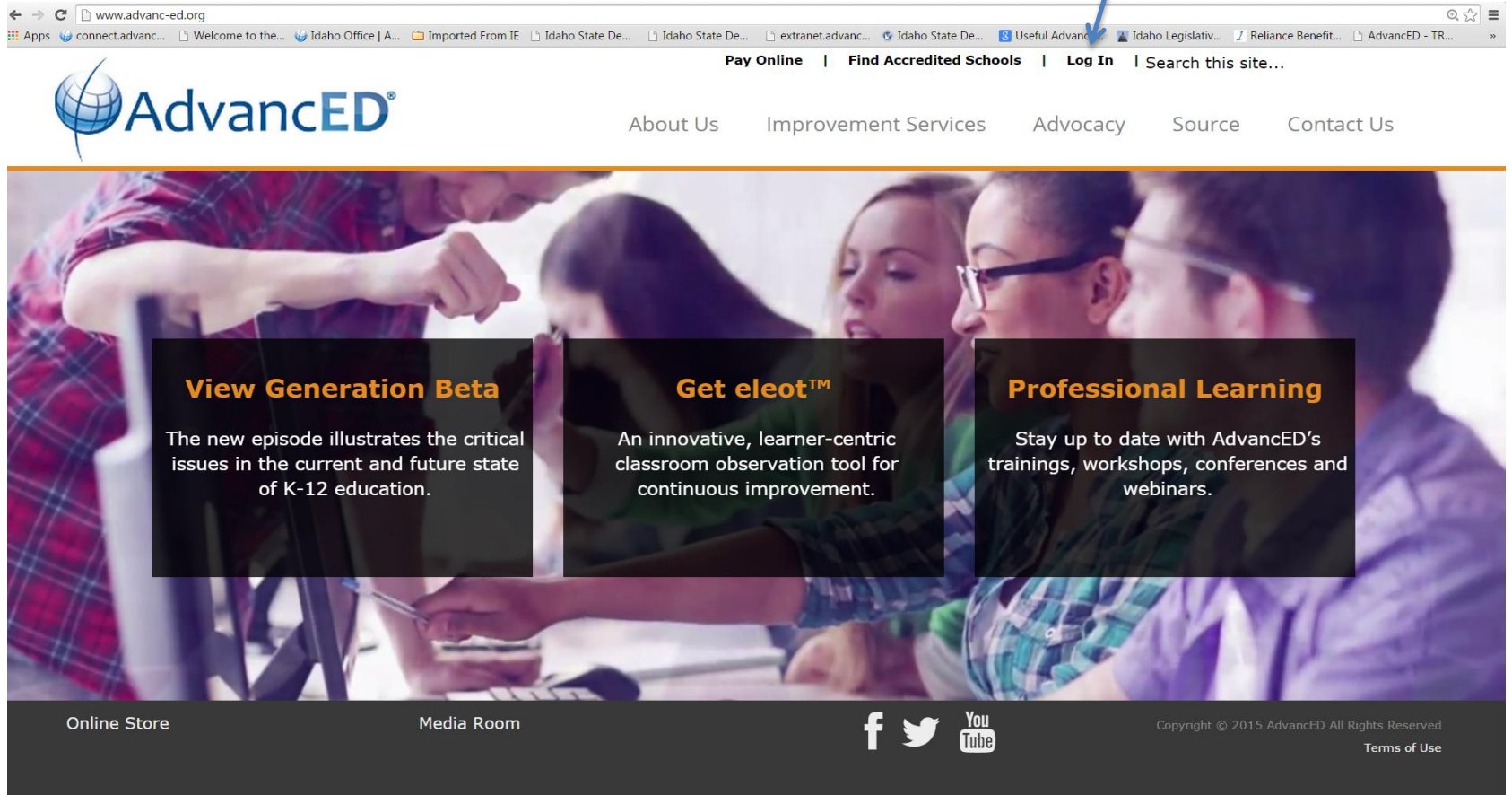
Demographics Update Required Annually (October 15 Deadline)

The Demographics Update includes:

-address- contact information -grade structure- enrollment -number of staff.

This information is queried by parents, higher education institutions, scholarship programs, state accreditation office and members of the public to confirm the accreditation status of schools. The State Office needs the correct contact information.

Log in to your school's profile



The screenshot shows the AdvancED website homepage. The browser address bar displays 'www.advanc-ed.org'. The navigation bar includes links for 'Pay Online', 'Find Accredited Schools', 'Log In', and a search bar. The AdvancED logo is on the left, and navigation links for 'About Us', 'Improvement Services', 'Advocacy', 'Source', and 'Contact Us' are on the right. The main content area features three promotional cards over a background image of students working together:

- View Generation Beta**
The new episode illustrates the critical issues in the current and future state of K-12 education.
- Get eleot™**
An innovative, learner-centric classroom observation tool for continuous improvement.
- Professional Learning**
Stay up to date with AdvancED's trainings, workshops, conferences and webinars.

The footer contains links for 'Online Store' and 'Media Room', social media icons for Facebook, Twitter, and YouTube, and copyright information: 'Copyright © 2015 AdvancED All Rights Reserved' and 'Terms of Use'.



About Us Improvement Services



UNLEASH YOUR POTENTIAL

Unleash Your Potential

Please select a logo to log in.

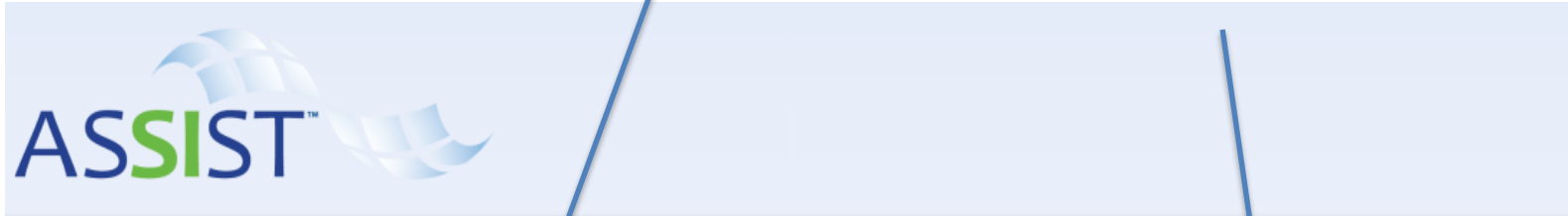
 e|Prove™ eleot

 e|Prove™ surveys

CLICK HERE



Enter your school email address and your password. New users see Dale after this meeting for your code to create a new account.



Login

Please enter your email address and password to log in.

Email Address:

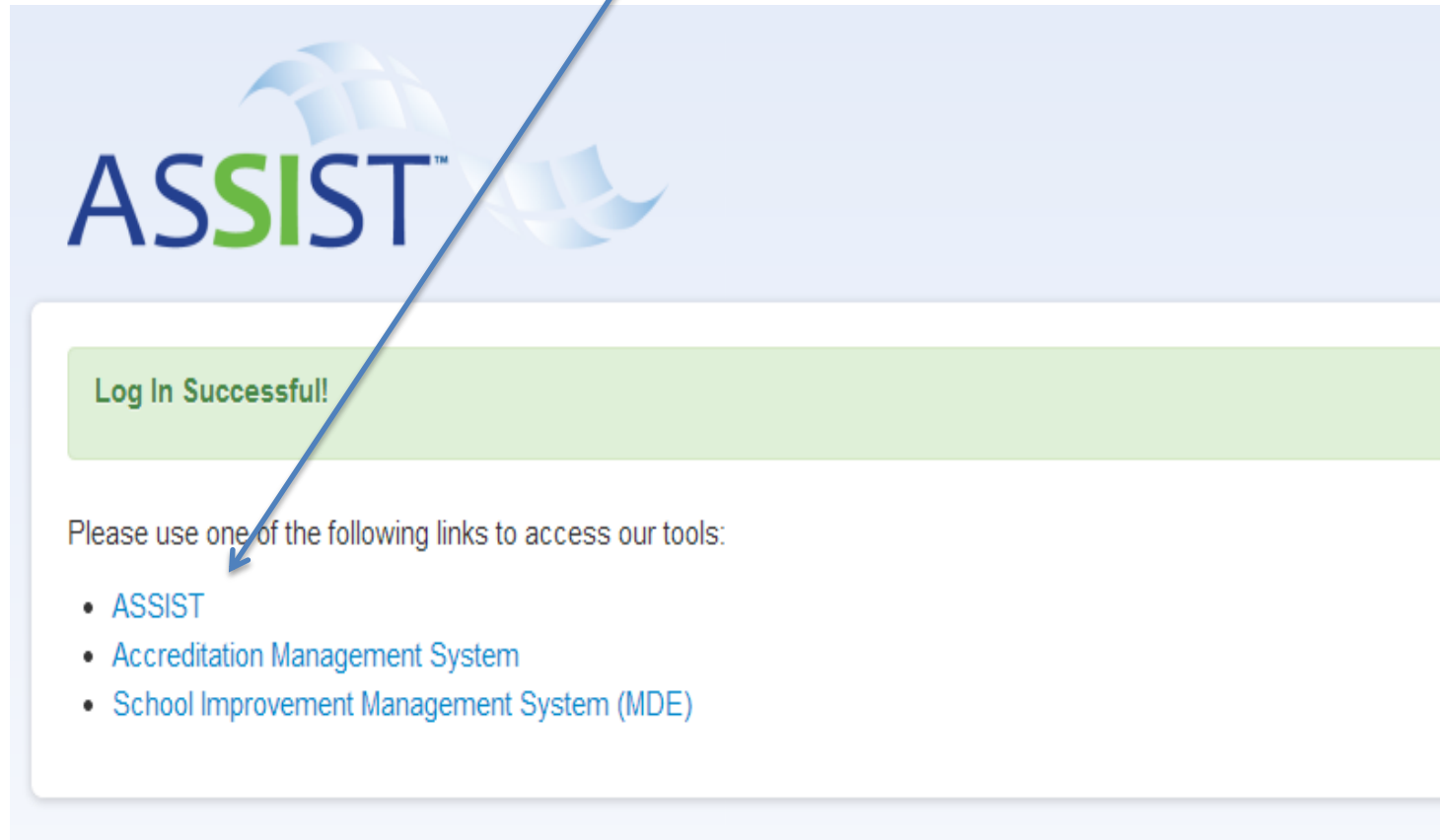
Password:

Forgot your password? [Send new password](#)

New Users

Please register to create a new account

Choose ASSIST to access your school profile



The image shows a screenshot of the ASSIST website interface. At the top, the ASSIST logo is displayed, featuring a stylized globe icon and the word "ASSIST" in blue and green text. Below the logo, a green banner contains the message "Log In Successful!". Underneath the banner, the text "Please use one of the following links to access our tools:" is followed by a bulleted list of three links: "ASSIST", "Accreditation Management System", and "School Improvement Management System (MDE)". A blue arrow points from the top right towards the "ASSIST" link in the list.

ASSIST™


Log In Successful!

Please use one of the following links to access our tools:

- [ASSIST](#)
- [Accreditation Management System](#)
- [School Improvement Management System \(MDE\)](#)

Schools who had reviews from 2013 and forward will see this screen. Click On the Portfolio button to go to the next screen. If you don't see this screen, go to next slide.

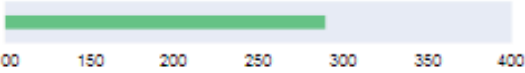
Q Search
Portfolio



Index of Education Quality™

Overall Score

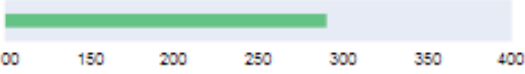
290



Domains

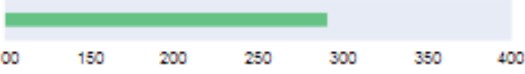
Teaching and Learning Impact

290



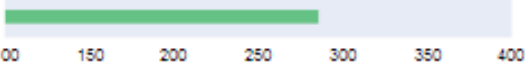
Leadership Capacity

291




Resource Utilization

288



Documents

	Due	Status
Accreditation Report	February 19, 2014	Submitted
External Review Report	April 3, 2014	Approved
Accreditation Progress Report	May 1, 2016	Not started



About the IEQ™

What is the IEQ™?
The Index of Education Quality™ (IEQ™) provides a holistic measure of overall performance based on a comprehensive set of indicators and evaluative criteria. A formative tool for improvement, it graphically pinpoints areas of success as well as areas in need of focus.

What are IEQ™ Domains?
The IEQ™ comprises three domains: 1) the impact of teaching and learning on student performance; 2) the leadership capacity to govern; and 3) the use of resources and data to support and optimize learning.

How is the IEQ™ Scored?
The overall and domain scores can range from 100-400. The domain scores are derived from: the AdvancED Standards and Indicators ratings; results of the Analysis of Student Performance; and data from Stakeholder Feedback Surveys (students, parents, and staff).

Interested in More IEQ™ Details?
Select one of the IEQ™ domains to review current outcomes for its individual indicators and criteria. These performance levels can provide a valuable source of guidance for continuous improvement. More IEQ™ resources may be found [here](#).

Demo

Select the Profile tab

- Portfolio
- Profile
- Diagnostics & Surveys
- Assurances
- Goals & Plans
- Reviews
- Progress

Profile

- Demographics
- Affiliations
- Accountability
- Performance

Update Demographics

Click "Update Demographics"



Name Demo AL School 18

District Name Demo AL District 2

Customer Number

Institution Type School

School Type Elementary

Governance Public

Setting

Dashboard

Demo School

Welcome to your Demographics Management dashboard. This is the entry point to verifying and managing your institution's information. Incomplete information will be highlighted below. Please click [Manage Demographics](#) to add, update and review all institution information.

Your Demographic information is not **100%** complete. Please review your information and update where necessary.

Incomplete information is highlighted here and by a red X in the **Complete** column

Data	Last Updated On	Last Updated By	Complete
Profile	Tuesday, December 1, 2009 11:15:00 AM EST	Test User	✓
Head of Institution	Tuesday, December 1, 2009 11:15:00 AM EST	Test User	✓
Billing Profile	Monday, November 30, 2009 11:15:00 AM EST	Test User	✓
Primary Contact			✗
Mailing Address	Tuesday, December 1, 2009 3:37:58 PM EST	Test User	✓
Location Address	Tuesday, December 1, 2009 1:27:53 PM EST	Test User	✓

As information is updated, progress will be indicated in this section

 [Manage Demographics](#) Click to add, update, and review information



Demographics Update

Demo AL District 2 > Demo AL School 18



School Demographics Overview

This page contains a school demographics summary. Please ensure that all of the information listed below is accurate. Click the Add or Edit links to update where necessary.

School Information | Billing Information | Addresses | Contacts | Affiliations | Hierarchy

Available Actions: [Edit](#)

Name	Demo AL School 18	(Request a name change)
Web Address	http://www.advanc-ed.org	
Primary Phone		
Secondary Phone		
Fax Number		
Public/Non-Public	Public	
Locale		
Gender		
Charter		
Religious Denomination		
Full-time Equivalent Staff		
Total Students	500	
Students per Teacher		
Grades	Pre-K, Kindergarten, 01, 02	

Quick Links

- [Dashboard](#)

Review information in first four tabs and update as needed



Demographics Update

[Demo AL District 2](#) > [Demo AL School 18](#)



School Demographics Overview

This page contains a school demographics summary. Please ensure that all of the information listed below is accurate. Click the Add or Edit links to update where necessary.

School Information	Billing Information	Addresses	Contacts	Affiliations	Hierarchy
Available Actions: Add					
Name	Email	Phone	Primary Contact	Employee	Head of Institution
John Smith	DemoALSchool18@advanc-ed.org		No	Yes	Yes

Quick Links

- [Dashboard](#)

Click your name to update information such as e-mail address or position. If you are a new principal, delete the previous person before adding yourself. Primary Contact is a “second” person in the building or district who can help us contact you or needs to receive info Head of Institution (Principal) and Primary Contact should not be the same.

SCHOOL FILTERS and EMAIL ISSUES

- Whitelist the following domains:
 - @advanc-ed.org
 - @cvent.com
- Whitelist in both the building & district filters as well as your personal e-mail
- Check with building/district personnel to confirm
- Contact Vikki if you need originating IP address to whitelist in your filter software