Creating New Schools

⚠️ It is essential that your schools' information and contacts in the School Information section of the database be accurate (particularly because this information populates reports and, most significantly, PRISM uses the email addresses contained here for its auto-generated emails).
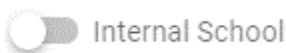

NOTE:

You cannot delete schools in PRISM. If you require that a school be deleted, please email coordinator@oelc.ca .

To create a new school in PRISM, please:

Go to School Board – School Information and click the Add School ADD SCHOOL + button.

Complete, minimally, the required fields shown to the right, then click Save. If a Board Updated message does not appear, it is because required information is either missing or improperly formatted. Scroll up to see which fields appear in red and make necessary corrections before clicking Save again.

In the rare situation in which you want users and students in this school to have access to ONLY courses that are hosted by your Board, turn on the Internal School toggle:

Internal School

Note: Entries into the Contact Information fields will receive PRISM-generated messages as indicated here: http://bit.ly/PRISM_Emails .

Required	Optional
School Name	#2 Special Education Name
Mident Number	#2 Special Education Phone
Address	#2 Special Education Email
City	#3 Special Education Name
Province	#3 Special Education Phone
Postal Code	#3 Special Education Email
Phone Number	#2 Vice Principal Name
Fax Number	#2 Vice Principal Phone
#1 Special Education Name	#2 Vice Principal Email
#1 Special Education Email	#3 Vice Principal Name
#1 Special Education Phone	#3 Vice Principal Phone
#1 Vice Principal Name	#3 Vice Principal Email
#1 Vice Principal Email	Head of Guidance Name
#1 Vice Principal Phone	Head of Guidance Phone
	Head of Guidance Email
	#2 Head of Guidance Name
	#2 Head of Guidance Phone
	#2 Head of Guidance Email
	SST Name
	SST Phone
	SST Email
	#2 SST Name
	#2 SST Phone
	#2 SST Email
	Office Administrator Name
	Office Administrator Phone
	Office Administrator Email