

Viewing and Editing School Information



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).

To check information for accuracy and to edit accordingly, please:

Go to **School Board – School Information – Filter by School Board** and select your school. Note: Only **some** of the information is shown under **School Information** on the right.

Click Action button  and select **Edit**. Make necessary changes and click **Update**. If a **School 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 **Update** again.

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

Required

School Name
Mident Number
Address
City
Province
Postal Code
Phone Number
Fax Number
#1 Special Education Name
#1 Special Education Email
#1 Special Education Phone
#1 Vice Principal Name
#1 Vice Principal Email
#1 Vice Principal Phone

Optional

#2 Special Education Name
#2 Special Education Phone
#2 Special Education Email
#3 Special Education Name
#3 Special Education Phone
#3 Special Education Email
#2 Vice Principal Name
#2 Vice Principal Phone
#2 Vice Principal Email
#3 Vice Principal Name
#3 Vice Principal Phone
#3 Vice Principal Email
Head of Guidance Name
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