

## SWIS User Personnel Information:

School: \_\_\_\_\_

<b>Contact Person and School SWIS User: Name:</b>	<b>Email:</b>	<b>Access Level: Please Circle One*</b>  SA      DE      DA      R
<b>School SWIS User: Name:</b>	<b>Email:</b>	<b>Access Level: Please Circle One</b>  SA      DE      DA      R
<b>School SWIS User: Name:</b>	<b>Email:</b>	<b>Access Level: Please Circle One</b>  SA      DE      DA      R
<b>School SWIS User: Name:</b>	<b>Email:</b>	<b>Access Level: Please Circle One</b>  SA      DE      DA      R

\* See Key Below

### Key to Level of User Access:

<b>Role</b>	<b>Description</b>	<b>SWIS Access:</b>
<b>School Admin (SA)</b>	A School Admin user has full access to enter and review data within SWIS.	Account Settings, School Settings, SWIS Dashboard, Student Dashboard, Person Management, Add Referral, Find Referral, View Reports, Drill Down
<b>Data Entry (DE)</b>	A Data Entry user has access to enter data and generate common reports within SWIS. The role of Data Entry is typically limited to one or two staff members who enter referral data, maintain person records, and/or monitor data integrity.	Account Settings, SWIS Dashboard, Student Dashboard, Person Management, Add Referral, Find Referral, View Reports, Drill Down
<b>Data Analyst (DA)</b>	A Data Analyst user has access to review reports within SWIS for decision-making and evaluation. The role of Data Analyst is typically limited to one or two staff members who are responsible to monitor data integrity and generate relevant SWIS reports to summarize for decision-making team(s) within the school or district.	Account Settings, SWIS Dashboard, Student Dashboard, View Reports, Drill Down
<b>Reporter (R)</b>	A Reporter has access to view common reports within SWIS. The role of Reporter is given to a small number of staff within the school who regularly monitor and report SWIS data (e.g., grade-level team leader, school counselor)	Account Settings, SWIS Dashboard, Student Dashboard, View Reports, Drill Down