<u>Directions for establishing an Advisor Field for each learner in the student information system.</u>
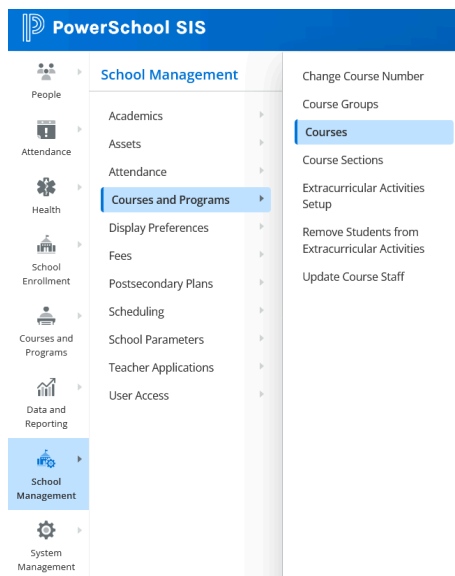
- In the student information system:
  - Use the screenshots below to help establish an 'Advisor' field which helps flow through the Homeroom teacher
- This process needs to be done for all learners in preschool through fifth grade. (PK, K, 1, 2, 3, 4, 5)

Establishing Advisor - (JMC, PowerSchool, Infinite Campus, and Alma)

PowerSchool:

As long as a student is scheduled into at least 1 course flagged as homeroom, they should have an "advisor" flow through the state to Achieve.

Powerschool Step 1:

Powerschool Step 2:

       Washington Elementary ▼   **24-25 Semester 1 ▼**

Kindergarten (EL1) - General   View Course Information By Year

District - General	District - Standards	Fees	Prerequisites	Availability	Relationships	Scheduling	Equivalencies

Label	Value
Display Name	Kindergarten
Course Number	EL1
Course Name	Kindergarten
Course Description	
Alternate Course Number	
Credit Hours	0.5
Maximum Credit Hours	0.0
CIP Code	☐ Vocational Class ☐ Academic and Career Plans ☐ Show PE Waiver
Program for All Sections	▼ (if not blank overrides Section selection)
Credit Type	(no spaces)
Default Maximum Enrollment	0
Department	Associate
Subject Area	

Powerschool Step 3:

C0050 - Institution Providing Section	▼
	or enter District Number
C0120 - Course Origination	▼
C0130 - Course FTE for Supplementary Weighting	
C0150 - Credit Recovery Course	(0) No ▼
C0160 - Embedded Work-Based Learning	99 - Not Applicable ▼ If applicable, enter the predominant Embedded Work-Based Learning experience for the course.
D0055 - This course is a homeroom course.	☑

Infinite Campus:

It appears to me that IC is sending the information on the teacher that is assigned the homeroom teacher for that student. So a student must have a course on their schedule that has the "Homeroom" box checked on either the Course or the Section. Similar to the way we get the info for the Homeroom teacher number for SRI.

Infinite Camput Step 1:

Course Info:

Infinite Campus Step 2:

Section Info:

Infinite Campus Step 3:

JMC:

The Advisor field is on the main Edit > Student Data page.

Alma (Alburnett CSD):

New to Iowa this year, Alburnett CSD is using them. We are still trying to get them connected to Cedar Labs and ACHIEVE. Adding an advisor field (separate from what they use) will cost them money and take time to program. If we are moving to the homeroom field (once we can get that to come over from SIF (SRI update) then we would use that anyway for DHH. It would be a waste of time and resources to have them add this field to use temporarily.