**ORGANIZATION INFORMATION**

This worksheet will help the District discuss and think about how the Organization of the District and Schools will work within the system. As a District you probably already have an idea of how your schools are organized within the District, SynergySIS allows you to organize your student information the same way. An example of organizing your district within SynergySIS would be as follows:

This sample shows a traditional way of breaking down the schools by type.

Sample School District

 Elementary Schools

 Huff Elementary

 Kennedy Elementary

Lindbergh Elementary

 Martin Elementary

 Middle Schools

 Bradshaw Middle School

 Diaz Middle School

 High Schools

 Fischer High School

 Hoffman High School

**OR**

This sample shows the schools in families of schools or schools that might feed into the other schools in a family.

Sample School District

 Fischer Family

 Bradshaw Middle School

 Fischer High School

 Huff Elementary

 Kennedy Elementary

 Hoffman Family

 Diaz Middle School

 Hoffman High School

Lindbergh Elementary

 Martin Elementary

You may have another way of breaking your schools and SynergySIS can accommodate that.

|  |
| --- |
| ***ORGANIZATION GRID*** |
| **District Name** | **District Number** | **Address** | **Phone** |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School Type** | **School Name** | **School Code** | **Address** | **Phone** | **SIS School Code** | **State School Code** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |