

### WISE District Checklist (07/18/05)

#	Tasks	Done?	Date
1.0	Assign person responsible for WISE, SIS, and reporting with alternates		
2.0	Ensure that WDE has the contact information		
3.0	Make WISE initiation plan - Determine resource requirement for my districts		
4.0	Do SIF status evaluation of my products		
5.0	Record Vendor and Software version of SIS and Agent		
6.0	If necessary, acquire Agent software (contact John Woller- urgent)		
7.0	If necessary, convert and set up new SIS (contact John Woller – urgent)		
8.0	Take network infrastructure Survey (topology and security)		
8.1	Certificate info on all servers		
8.2	Security Policy (ensure remote access possible and allowed if necessary)		
8.3	Security Architecture (Spam filters etc)		
8.4	Firewall (make sure correct ports are open)		
8.5	Physical location		
8.6	IP Addresses		
8.7	Any other Connectivity Issues		
9.0	Respond to Technical District Survey (see Page 2)		
10.0	SIS Agent Preparation:		
10.1	Respond to technical agent survey (see Page 2)		
10.2	Upgrade SIS and Agent if necessary (contact John Woller)		
10.3	Find fields in SIS for mapping		
10.4	Map data items from SIS for SLF and Uniq-ID (see District Guidelines)		
10.5	Map data items from SIS for PAWS Pre-coding		
10.6	Map data items from non-SIS for PAWS Pre-coding		
10.7	Install and Configure SIS Agent configuration and installation		
10.8	Test SIS Agent connectivity (agent to agent) in and out		
11.0	Uniq-ID Preparation		
11.1	Ensure data elements specified in the <i>District Data Guidelines</i> document can be received by the Agent.		
11.2	Ensure WISER ID can be written back into the SIS by the agent.		
11.3	Test SLF system to acquire WISER IDs.		
11.4	Test to make sure acquired WISER IDs properly entered into SIS system.		

### WISE SIS Technical Checklist (07/18/05)

	Done?	Date
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**If your SIS is SASIxp, please answer the following questions:**

Does the district use SASIxp District Integration (DI)?		
Where are the SASIxp school servers physically located—in one physical room or multiple physical locations?		
If multiple locations, is there any point on the network where a single machine could have direct network access to all SASIxp data shares?		
Firewall (make sure correct ports are open)		
What is the UNC path to and school number for each and every SASIxp data folder?		
Does your District use the Concert product from Pearson?		
Does your District use the Qualified DataFile Folders option? <i>Qualified DataFile folders is an option of SASIxp to organize the DataFiles. You can determine if this option is enabled by opening the SASIxp.ini file in a text editor and searching for the "QualifiedDataFilesFolders=true" option. If this option is absent or set to false please answer no for this question.</i>		

**If your SIS is Powerschool, please answer the following questions:**

Do you have one school per PowerSchool server, or do some or all of your PowerSchool installations handle more than one school?		
Where are the PowerSchool servers physically located—in one physical room or multiple physical locations?		
What is the URL path (including port) for the admin login to each and every PowerSchool instance?		
What is an administrative username; password combination for each and every PowerSchool instance?		

**If your SIS is from another vendor, please contact Alex Jackl at: 781-370-1043 or [ajackl@espsg.com](mailto:ajackl@espsg.com).**