



School Maintenance Application List



Updated 6/6/2013

Districts

Preface

The purpose of this document is to provide an encompassing reference of the concepts, organization and use of the School Maintenance Application. This document should be used as a resource for district users to maintain accurate District and School information through the Bighorn system.

The School Maintenance Application has been developed to centralize the Nevada Master School list as well as standardize Nevada school names and numbers. Districts and State Sponsored Charter Schools will have the ability to control their school information as well as be responsible for the integrity of their school data. This process will provide more accurate school information each school year.

Introduction

The School Maintenance process will help ensure that the school data is updating in a timely manner and is consistent for all offices across the Nevada Department of Education (NDE). This training module, will provide the necessary information for a district user to edit or change district and school demographics, request school closures, run label reports & add new schools.

School & District Information Deadlines

Districts and State Sponsored Charter Schools are responsible for submitting new school requests, editing school information and maintaining existing school information. This process must be completed between May 1 and September 1 each year, for the following school year.

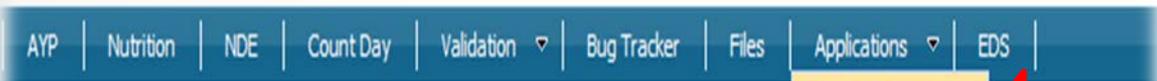
The District information must be edited prior to the start of the new school year.

NDE Fiscal Office Deadlines

The Nevada Department of Education's (NDE) Fiscal Office will utilize the School Maintenance Application to review, approve and assign state school numbers for all new schools submitted by the Districts and State Charter schools. This process will only be done between May 1 and September 1 of the current year for the following school year. New school requests will not be processed after September 1 of the new school year.

The following School Maintenance Application modules will be locked and cannot be updated after the September 1 deadline: School Identification, School Status and Grade level. Districts and State Sponsored Charter schools may update the Mailing Address, Physical Address, and Contact Information anytime throughout the current school year.

In the event the District or State Charter Schools must edit or update school information that has been locked after the September 1 deadline, an appeal must be submitted to the NDE SAIN-IT Department with the requested changes.



Welcome to the Bighorn site. The site is for data and communication between all Nevada education bodies. Please provide any feedback to NDE IT staff.

School Maintenance Application

Click the 'Applications Tab' drop down arrow and select 'Schools Information'.



Welcome to NDE Applications website. Please select from the left or below the app select from the dropdown under the "applications" tab.

Schools Information Application



[CLICK HERE FOR THE SCHOOL INFORMATION APPLICATION](#)
This app will allow you to display, export to Excel, export to PDF, and print labels, school lists, specially formatted lists, and modify school and district demographic information.

School Maintenance Application

Click the "CLICK HERE FOR THE SCHOOL INFORMATION APPLICATION" link.

School Label Reports

Schools Mailing Labels - Avery 5160

Prompts: School Year -- District -- School -- Address type -- Print Principal Name

Schools Mailing Labels - Avery 5162

Prompts: School Year -- District -- School -- Address type -- Print Principal Name

Schools Mailing Labels - Avery 5164

Prompts: School Year -- District -- School -- Address type -- Print Principal

Click Below to Edit School Information

School Maintenance Application
Request New School -- Edit/Change
Demographics of Your Schools or District



Schools Maintenance Application

Click the 'School Maintenance Application' link or the 'School House' image.

Schools Information

Bighorn > Applications > Schools Information

School List

New School | District List | Reports

District	School	School #	Type
Lyon	Dayton Elementary School	10201	Regular
Lyon	Yerington Elementary School	10202	Regular
Lyon	Fernley Elementary School	10203	Regular
Lyon	Smith Valley Elementary School	10204	Regular
Lyon	Silver Springs Elementary School	10205	Regular
Lyon	East Valley Elementary	10206	Regular
Lyon	Dayton Intermediate School	10208	Regular
Lyon	Cottonwood Elementary School	10209	Regular
Lyon	Sutro Elementary School	10210	Regular
Lyon	Riverview Elementary School	10211	Regular
Lyon	Yerington Intermediate School	10302	Regular
Lyon	Fernley Intermediate School	10303	Regular
Lyon	Silver Stage Middle School	10304	Regular

School List Page

The School List Page is the main page for the School Maintenance Application.

*District Users will only have access to view their assigned District.

Filter the School List

Select School Year

0809 ▼

Select District

Nye ▼

Select School

<all> ▼

Filter the List

To filter the list, select values from the Filter the School List prompt .

- Select a School Year value,
- Select a District (the District will default to the district in which the user is assigned.)
- Select a specific 'School' or select 'all' schools.

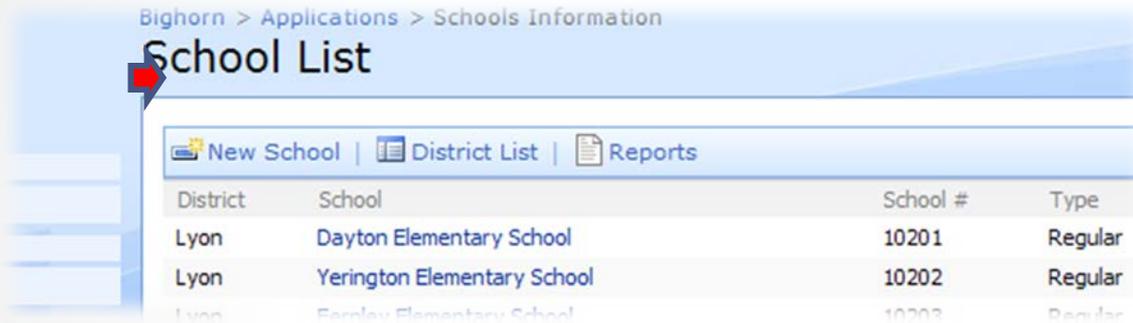
Sort School List

District	School	School #	Type	Level	Status	City	Phone
Lyon	Dayton Elementary School	10201	Regular	Elementary School	Open	Dayton	775-246-6262
Lyon	Yerington Elementary School	10202	Regular	Elementary School	Open	Yerington	775-463-6844
Lyon	Fernley Elementary School	10203	Regular	Elementary School	Open	Fernley	775-575-3420
Lyon	Smith Valley Elementary School	10204	Regular	Other Combination	Closed	Smith	775-465-2332
Lyon	Silver Springs Elementary School	10205	Regular	Elementary School	Open	Silver Springs	775-577-5060
Lyon	East Valley Elementary	10206	Regular	Elementary School	Open	Fernley	775-575-3332
Lyon	Dayton Intermediate School	10208	Regular	Middle School	Open	Dayton	775-246-6262

To sort the list by a specific column, click the column's header.

Sort the header in the opposite direction by clicking on the header again.

Add a New School



Click on the 'New School' button.

Note: Depending on user permissions, toolbar may be slightly different.

New School Page

Enter the New School information into the open fields.

The screenshot shows a web browser window displaying the 'New School' form. The browser's address bar shows the URL: <https://bighorn.doe.nv.gov/bighorn/apps/schools/SchoolNew.aspx?year=1011&district=cal&school=cal&code=cal&spageindex=0>. The page title is 'New School'. The form is titled 'New School' and is part of the 'Schools Information' application. The form contains several sections: 'School Identification', 'Mailing Address', 'Physical Address', and 'Contact Information'. Each section has input fields for various details. A red bracket highlights the 'Mailing Address' and 'Physical Address' sections, indicating where to enter the new school information.

School Identification

School Year: 2010 - 2011
School Name:
Short Name: Suffix:
School District: (10) Lyon

Mailing Address
Enter the Mailing Address for the School.

Address:
City:
State: NV
Zip: -

Physical Address
Enter the Physical Address for the School.
Check 'Same' box if Physical Address is the same as the Mailing Address.

Same as Mailing Address

Address:
City:
State: NV
Zip: -

Contact Information

School Phone:
(xxx xxx-xxx-xxxx)
Fax:
(optional)
Principal's Name:
Email:

Contact Information

School Phone:
(ex: xxx-xxx-xxxx)

Fax:
(optional)

Principal's Name:

Email:
(optional)

Web Site:
(optional)

School Status

Open Status:

School Level:

School Type:

School Schedule:

Grade Level

Enter lowest and highest grade levels for the school.

School's Lowest Grade:

School's Highest Grade:

AYP Level - Elementary

AYP Level - Middle

AYP Level - High School

Add New School Cont'd

Enter the New School information into the open fields.

Click 'Save'

Edit Existing School

Bighorn > Applications > Schools Information

School List

Filter the School List

Select School Year
1011

Select District
(10) Lyon

Select School
<all>

New School | District List | Reports

District	School
Lyon	Dayton Elementary School
Lyon	Yerington Elementary School
Lyon	Fernley Elementary School
Lyon	Smith Valley Elementary School
Lyon	Silver Springs Elementary School
Lyon	East Valley Elementary

To edit an existing school record go to the specific school located on the School List page.

Use the 'Filter the School List' to locate the specific school.

Select the 'School Year' .

The 'District' will default to the users designated District.

School List

Filter the School List

Select School Year

1011

Select District

(10) Lyon

Select School

<all>

- <all>
- (10201) Dayton
- (10202) Yerington
- (10203) Fernley
- (10204) Smith
- (10205) SilverSprings
- (10206) East Valley
- (10208) Dayton
- (10209) Cottonwood
- (10210) Sutro
- (10211) Riverview
- (10302) Yerington
- (10303) Fernley
- (10304) Silver Stage
- (10305) Silverland
- (10601) Fernley
- (10602) Smith Valley Sch
- (10603) Yerington
- (10604) Dayton
- (10605) Silver Stage
- (10901) Early Childhood
- (10902) Western NV Yth Ct
- (10907) Lyon Adult Ed
- (10908) Silver Spgs Adult
- (10909) Yerington Adult
- (10999) Lyon Home Sch

District	School
Lyon	Dayton
Lyon	Yerington
Lyon	Fernley
Lyon	Smith
Lyon	Silver
Lyon	East
Lyon	Dayton
Lyon	Cotton
Lyon	Sutro
Lyon	River
Lyon	Yering
Lyon	Fernley
Lyon	Silver
Lyon	Silver
Lyon	Fernley
Lyon	Smith
Lyon	Yering
Lyon	Dayton
Lyon	Silver
Lyon	Early
Lyon	West
Lyon	Lyon

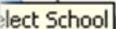
Filter List

Select a 'School' from the drop down list or select 'all'.

School List

 New School |  District List |  Reports

District	School	School #	Type
Lyon	Dayton Elementary School	10201	Regular
Lyon	Yerington Elementary School	10202	Regular
Lyon	Fernley Elementary School	10203	Regular
Lyon	Smith Valley Elementary School	10204	Regular
Lyon	Silver Springs Elementary School	10205	Regular
Lyon	East Valley Elementary	10206	Regular
Lyon	Dayton Intermediate School	10208	Regular
Lyon	Cottonwood Elementary School	10209	Regular
Lyon	Sutro Elementary School	10210	Regular
Lyon	Riverview Elementary School	10211	Regular



Select a School

Select the 'Specific School' to be edited.

Edit School Page

fields are required except where noted.

Edit School: Northside Early Learning Center

Save Cancel

School Identification	School Year: 1011
	School Name: Northside Early Learning Center
	Short Name: Northside Early Suffix: Elementary School
	School District: (01) Churchill
Mailing Address Enter the Mailing Address for the School.	Address: 340 Venturacci La
	City: Fallon
	State: NV
	Zip: 89406 -
Physical Address Enter the Physical Address for the School. Check "Same" box if Physical Address is the same as the Mailing Address.	<input type="checkbox"/> Same as Mailing Address
	Address: 340 Venturacci La
	City: Fallon
	State: NV
	Zip: 89406 -

Edit the specific school information within the specified timeframes.

If the field is grayed out, the field cannot be edited.

Note: Short Name can only be edited by the NDE Fiscal Office.

Edit School Page Cont'd

Click the 'Save' Button.

zip: 05406 - []

Contact Information	School Phone: <input type="text" value="775-423-3463"/> <small>(ex: xxx-xxx-xxxx)</small>
	Fax: <input type="text" value="775-423-1240"/> <small>(optional)</small>
	Principal's Name: <input type="text" value="Gregg Malkovich"/>
	Email: <input type="text" value="malkovichg@churchill.k12.nv.us"/> <small>(optional)</small>
	Web Site: <input type="text"/> <small>(optional)</small>
School Status	Open Status: <input type="text" value="Open"/>
	School Level: <input type="text" value="Elementary School"/>
	School Type: <input type="text" value="Regular"/>
	School Schedule: <input type="text" value="Regular"/>
Grade Level Enter lowest and highest grade levels for the school.	School's Lowest Grade: <input type="text" value="Pre-Kindergarten"/>
	School's Highest Grade: <input type="text" value="Kindergarten"/>

School List

 New School |  District List |  Reports

District	School	School #
Lyon	Dayton Elementary School	10201
Lyon	Yerington Elementary School	10202
Lyon	Fernley Elementary School	10203
Lyon	Smith Valley Elementary School	10204
Lyon	Silver Springs Elementary School	10205
Lyon	East Valley Elementary	10206

Select School

Edit District

Click the 'District List' link located on the School List page.

District List

Bighorn > Applications > Schools Information

District List (and State-Sponsored Charter Schools)

School List

District Name	Master District #	State #	Type
Lyon	10	10	Traditional

Click the specific 'District' link.

Edit District: Lyon

All fields are required except where noted.

Mailing Address Enter the Mailing Address for the District Office.	
Address:	25 East Goldfield Avenue
City:	Yerington
State:	NV
Zip:	89447 -
<input type="checkbox"/> Same as Mailing Address	
Physical Address Enter the Physical Address of the District Office. Check 'Same' box if Physical Address is the same as the Mailing Address.	
Address:	25 East Goldfield Avenue
City:	Yerington
State:	NV
Zip:	89447 -
Contact Information Enter the district phone number and the names for the district Superintendent, Test Director and Personnel Director. Also enter the Superintendent's email address.	
District Phone:	775-463-6800 <small>(Ext: 1000-1000-1000)</small>
District Fax:	775-463-6808 <small>(optional)</small>
Superintendent:	Caroline McIntosh
Email:	cmcintosh@lyon.k.12.nv.us
Web Site:	Lyon.k12.nv.us <small>(optional)</small>
Test Director:	Scott Lommori
Special Ed Director:	
Personnel Director:	Ron Crawford



Edit District Page

The District User will only have access to edit the fields that are not grayed out.

Make changes and then click the 'Save' button.