



Functional Requirements Score Sheet

We would recommend using a score sheet to assess the functional and non-functional requirements for the products that you are considering within your SIF implementation. Contained on the functional requirements spread sheet are a list of categories including:

- Student Demographic
- Enrolment/Registration
- Withdrawals
- Attendance
- Discipline
- Health
- Schedule
- Course Maintenance
- Grading
- Transcripts
- Gradebook
- Graduation Planner
- Parent / Student Portal
- Transportation
- Student Fees
- Special Education
- Program Requirements
- English Language Learner (ELL)
- Title I
- Guidance
- Homebound
- Migrant and Homeless
- Career and Technical Education (CTE)
- Pre-K
- Summer School
- Configurations
- School Calendar
- LEA Staff/Teacher
- Online Instruction (OI)
- Education & Career Action Plan (ECAP)
- Cohort Year
- Permanent Records / Retention
- Historical Data Retention
- Reports
- Evening School
- Testing / Assessment
- Alerts
- General Functions
- Food Service
- Personnel

Each can be graded by Level, Out of Box interoperability, Weight, and presentation score.

 Access 4 Learning Community Powered by  SIF		Functional Requirements Score Sheet					
Name: [insert product name]		Vendor: [insert Vendor name]					
You can use the plus (+) and minus (-) signs in the far left margin to expand and collapse the list of requirements for each section for ease of navigation.							
REQ#	FUNCTIONAL REQUIREMENTS	LEVEL	OUT OF BOX	WEIGHT	Presentation Score	TOTAL Score	Comments
1.0	STUDENT DEMOGRAPHIC					0	
1.1	The system shall provide the ability to store, edit and print student demographic information for each student enrolled in a LEA.						
1.2	The system shall provide the ability to designate by student the Parents/Guardians that have custodial and educational rights.						
1.3	The system shall provide the ability to designate by student the Parents/Guardians which shall receive information via US mail.						
1.4	The system shall provide the ability to search all possible fields, wildcard fields/labels/phone number - basically search option across system; sort; filter; generic name level... Active/inactive;						
1.5	The system shall provide the ability to select one or more race values.						
1.6	The system shall provide the ability to assign a unique student identification number to each student enrolled in a LEA.						
1.7	The system shall provide the ability to assign a one or many students to a single group or program.						
1.8	The system shall provide the ability to display a student photo in each place where student information is displayed. e.g. including but not limited to attendance, grades, discipline, id cards and seating charts.						
1.9	The system shall provide the ability to load one or many student or staff photos in a single transaction into the SIS.						
1.10	The system shall provide the ability to remove a student photo associated to a student or record or a staff photo associated to a staff record.						
1.11	The system shall provide the ability to display the status of a student which is participating in one or more special programs.						
1.12	The system shall provide the ability to designate which users can view, modify or print information for a student participation in a special program.						


Original template documents are available from the 'North America: Implementation Planning' section in [Member Resources](#) area.

Non-Functional Requirements Score Sheet

We would recommend using a score sheet to assess the functional and non-functional requirements for the products that you are considering within your SIF implementation. Contained on the non-functional requirements spread sheet are a list of categories including:

- Software Infrastructure
- Software Application
- Application Audit
- 3rd Party Software / Hardware
- Graphical User Interface
- Database
- Network Infrastructure
- Servers
- Security
- Data Center
- Performance
- Disaster Recovery & Business Continuity
- Change Management
- Documentation & Training
- SIF Interface Module
- Support
- System Configuration, Project Plan & Training
- Microsoft Active Directory Interface Module
- Data Transfer Module
- System Backup Process
- Assumptions, Dependencies & Constraints
- Import/Export
- IOS/Android Tools
- [State] ITD Enterprise Policies & Standards

Each can be graded by Level, Out of Box interoperability, Weight, and presentation score.

Access 4 Learning Community Powered by: 		Non-Functional Requirements Score Sheet					
Name: [insert product name]		Vendor: [insert Vendor name]					
You can use the plus (+) and minus (-) signs in the far left margin to expand and collapse the list of requirements for each section for ease of navigation. Click on Instructions to fill the Out of box column							
REQ#	FUNCTIONAL REQUIREMENTS	LEVEL	OUT OF BOX	WEIGHT	Presentation Score	TOTAL Score	Comments
1.0	SOFTWARE INFRASTRUCTURE					0	
1.1	The SIS solution should be able to be offered as a web-based software-as-a-service (SaaS) system that uses a browser-based thin client hosted at vendor site or hosted at ITD hosting center						
1.2	The SIS solution should be available as a service-based solution.						
1.3	The SIS solution should support service-oriented architecture (SOA) to integrate with SIS modules from other vendors and other software solutions used by the local education agencies (LEAs), including HR systems and financial systems.						
1.4	The SIS solution should support single sign-on/Federated Security for all of the vendor's modules.						
1.5	The SIS solution should provide the ability to manage background task and batch queue execution priorities and sequencing.						
2.0	SOFTWARE APPLICATION					0	
2.1	The application capabilities should provide event monitoring, allowing for the electronic notification of the occurrence of certain processing or data values.						
2.2	The SIS solution should be able to update data in near real-time and in batch mode in the application and to other integrated systems when an event is triggered in the main application (for example, when a student is added to SIS solution, the student record is automatically populated in the library system).						
2.3	All modules in the vendor's proposal should synchronize globally per configured time duration.						
2.4	The SIS solution should use an industry standard encryption technology to encrypt private data in the database.						
2.5	The SIS solution should not store the same data in multiple tables.						
2.6	After an error, the SIS solution should prevent the user from continuing until the error has been cleared.						
2.7	The SIS solution shall not expose system-level information (debugging and trace data) to the end user in error messages, and should capture that in appropriate logs on server.						
2.8	If there is debugging or trace data that may be valuable for diagnosing a problem, the SIS solution should log it on the application server as opposed to sending that information to the browser.						
2.9	The SIS solution should provide the ability to move from one screen to a related screen and return, without losing data input on the first screen.						
2.10	The SIS solution shall support the users ability to attach files in specified						

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