



Documentation Project

SWIS™ Data Entry and Reporting Schedule

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Intended Audience

This schedule is intended for SWIS™ Facilitators to use as they provide on-going support to their schools.

Description

The SWIS™ Data Entry and Reporting Schedule is helpful for getting organized and sustaining the use of SWIS™ data. The schedule helps to organize data entry and reporting needs around discipline decision time lines and meeting schedules.

SWIS™ Data Entry and Reporting Schedule

School: _____ Facilitator: _____

Data Entry		
Who	What	When
	Office Referrals	
	Accuracy Checks	
Report Generation		
Who	What	When