



Registration Instructions: School Leader

Important Information

- The School Leader is registered by the District Data Administrator.
 - Each school must have a School Leader. This individual is responsible for registering teachers **or** registering a School Data Manager to register teachers.
 - The School Leader is typically the principal.
 - The School Leader orders reports at the school level.
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Registration Information

1. After logging in as the District Data Administrator, select the “School Leader” link beneath “Register” in the frame to the left.
2. Complete the registration form. *Note: The first and last name, telephone and E-mail fields are required.*
3. Click “Submit.”