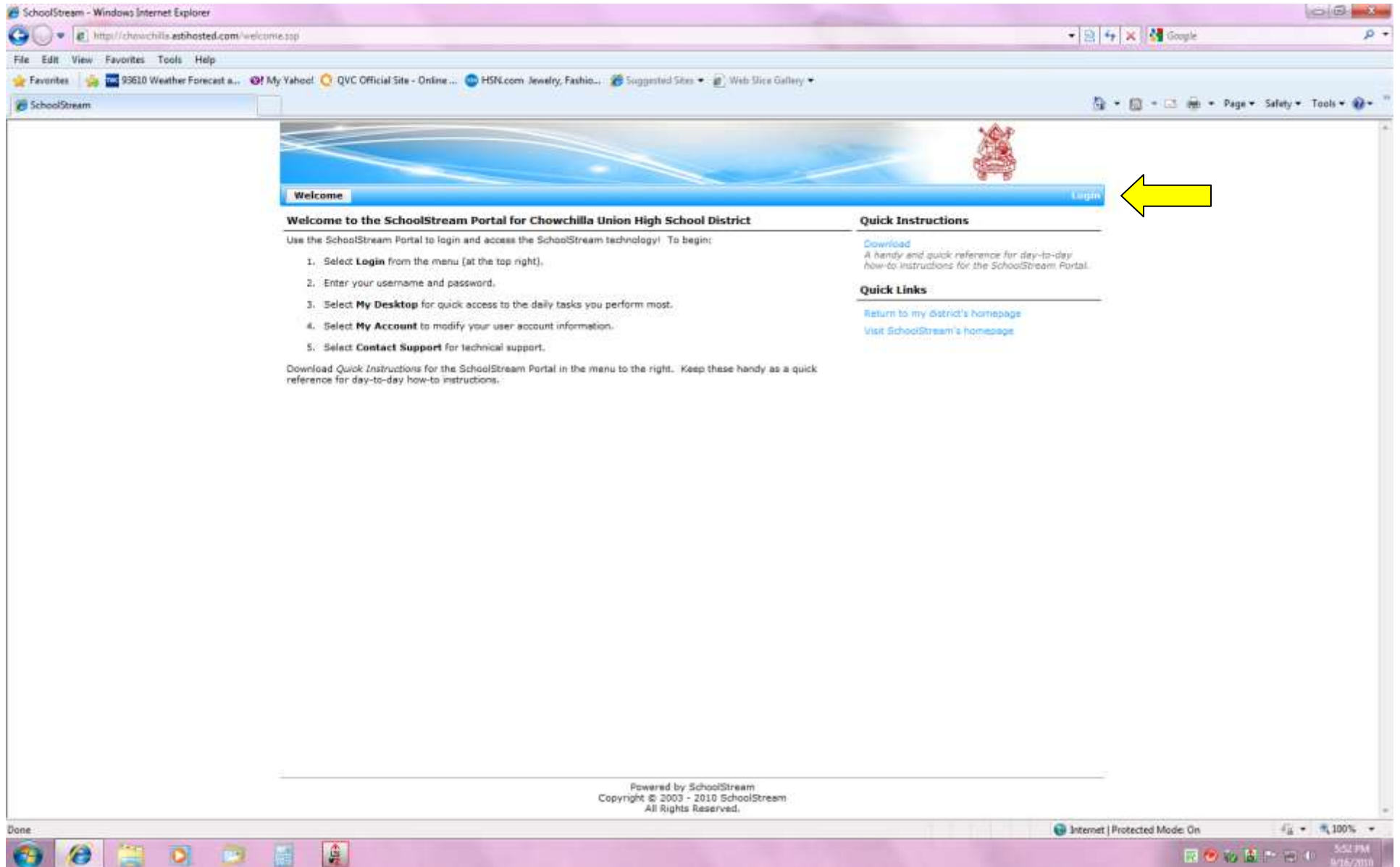


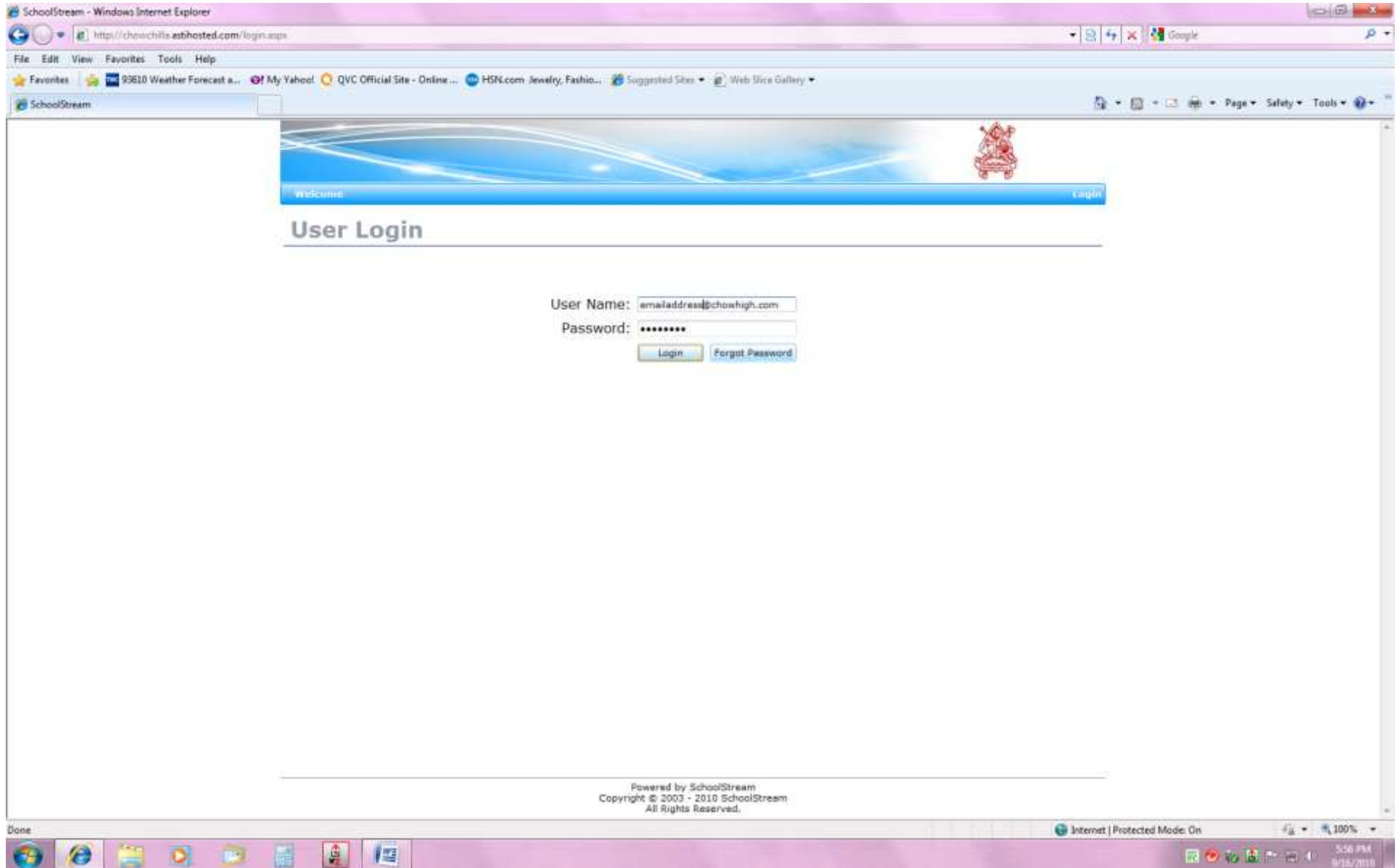
CUHS Online Forms Instructions



The website address to access our SchoolStream website is <http://chowchilla.astihosted.com/welcome.ssp>. Please save it either to your Favorites, or your computer desktop for easy access. Click on Login.



Type in your User Name: = Email Address (knutsonk@chowhigh.com) and the Password is (please see your notes) and then click on the Login button.



For the majority of the users you will see the screen below. For those who have additional authorizations, your My Desktop screen will have additional information to allow access to other various functions. To Create a new form click on, "Forms" underneath the, "Forms Manager – User" section. The Forms Manager – Approver function will be explained further on in this instruction packet.

SchoolStream - Windows Internet Explorer
http://chevychills.asbhosted.com/Portal/HomePage.aspx

File Edit View Favorites Tools Help

SchoolStream

My Desktop | My Account | Contact Support | Logout

My Desktop

Design

Search By: Keyword

Time 3:33 Keyword Search

Forms Manager - Approver

Pending Forms
View the forms that await your approval decision.

Processed Forms
View the forms you approved or denied in the past.

Forms Manager - User

Forms
Find, fill out, and submit forms.

My Forms
View and track the forms you submitted in the past.

Powered by SchoolStream
Copyright © 2003 - 2010 SchoolStream
All Rights Reserved.

Done

Internet | Protected Mode: On

4:20 PM
10/9/2010

Click on the Form Name of the Form you wish to create, (Please note the Descriptions to help determine which form you need to use).

Forms - SchoolStream Forms Manager - Windows Internet Explorer
https://www.astihosted.com/Chowchilla/Forms/V2/Uses/Forms/FormList.aspx

File Edit View Favorites Tools Help

Favorites 93610 Weather Forecast a... My Yahoo! QVC Official Site - Online... HSN.com Jewelry, Fashio... Suggested Sites Web Slice Gallery

Forms - SchoolStream Forms Manager

Interactive Forms Manager

Hi, tumso@chowhigh.com | Help | Exit

Current Location: Interactive Forms Manager > Submitter > Forms

Forms

Category: All Forms Form Name:

Form Name	Description
PO Request Form - ASB	Use this form for All ASB Purchases. Submit to ASB PO Requests.
PO Request Form - General Purpose	Use this PO Request Form for All General Purpose Purchases.
PO Request Form - General Purpose Categorical Purchases	Use this PO Request for all general purpose orders that will be paid with Categorical Funds, (VEA, ROP, Title I, Title II, EIA, Ag. Incentive Grant, etc.).
PO Request Form - Technology Categorical Purchases	Use this PO Request Form when ordering Technology such as Computers, Printers, along with Toner Cartridges, etc., that will be paid with Categorical Funds, (VEA, ROP, Title I, Title II, EIA, Ag. Incentive Grant, etc.).
PO Request Form - Technology General Purpose	Use this PO Request Form when ordering Technology such as Computers, Printers, along with Toner Cartridges, etc..
Referral Form - Discipline	Use to Report Student Discipline Issues. Submit to Principals Discipline Referrals.
Referral Form - Guidance	Use to Request Guidance Counselor Support for a Student. Submit to Counseling Guidance Referrals.
Student Billing Form	Use this form for Billing Students for Lost Books, Lost Equipment, Projects/Activities, and Damage to Buildings or Equipment.

Displaying 1 - 7 of 7

Powered by SchoolStream Copyright © 2003 - 2010 SchoolStream All Rights Reserved.

Done Internet | Protected Mode: On 100% 5:59 PM 9/16/2010

The forms were created using the paper forms that you are currently using, so we hope completing the forms should be fairly straight forward. If you have questions on what and how the form needs to be completed, [click on the Forms Instructions icon](#).

Forms - SchoolStream Forms Manager - Windows Internet Explorer
https://www.asthosted.com/Chowchilla/Forms/V2/Use/Forms/SubmitCustomForm.asp?fid=QUJ31211018111126&Resubmit=5&fid=&ViewNumber=5&Status=


File Edit View Favorites Tools Help

Forms - SchoolStream Forms Manager

Interactive Forms Manager
Hi, tumba@chowhigh.com | [Help](#) | [Exit](#)

Current Location: Interactive Forms Manager > Submitter > Forms > Submit Form

Submit Form

 Form Instructions

Chowchilla Union High School District
Student Billing Form
9/16/2010

CHOWCHILLA UNION HIGH SCHOOL DISTRICT
805 HUMBOLDT AVE., CHOWCHILLA, CA 93610

Date:

DEAR PARENT / GUADIAN OF:
Student Name: Student ID#:

LOST BOOKS:
We would appreciate your assistance in locating the following lost books that were checked out to this student:

If you are unable to find the books we would appreciate a payment in the amount of: \$:

If those books are found later, please return them with your receipt and a refund will be made.

LOST EQUIPMENT:
We are sorry to report that the following equipment has been lost.

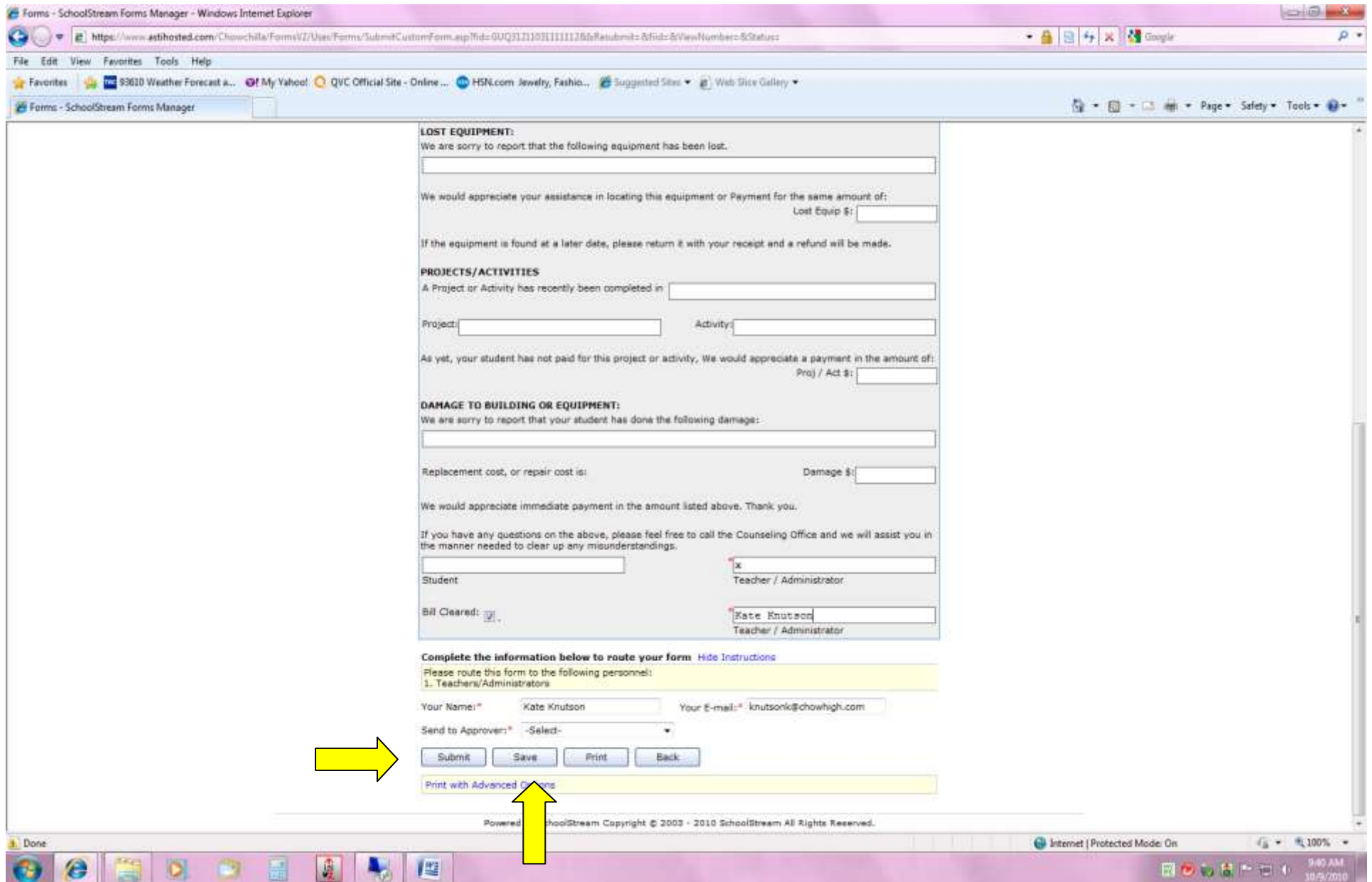
We would appreciate your assistance in locating this equipment or Payment for the same amount of: \$:

If the equipment is found at a later date, please return it with your receipt and a refund will be made.

PROJECTS/ACTIVITIES
A Project or Activity has recently been completed in

Done Internet | Protected Mode: On 100% 8:34 PM 8/16/2010

During the process of creating a form you will have the options to, "Submit" or "Save" the form. Saving the form will allow you to come back to it and make changes. Once you submit the form you can't make changes to it. However, the approver of the form can make changes for you, or Deny their approval, in which case the form will come back to you and at that point you would be able to make changes to the form.



Once a form is Submitted, or Saved it is assigned a number, you will want to use this as a tracking number. Please also note that the name of the form that you are working with also appears in this area.

SchoolStream - Windows Internet Explorer
http://chowchills.asthosted.com/Portal/HomePage.aspx
My Desktop | My Account | Contact Support | Logout

My Desktop

Forms Manager - Approver

Pending Forms
View the forms that await your approval decision.

Processed Forms
View the forms you approved or denied in the past.

Forms Manager - User

Forms
Find, fill out, and submit forms.

My Forms
View and track the forms you submitted in the past.

Powered by SchoolStream
Copyright © 2003 - 2010 SchoolStream
All Rights Reserved.

Internet | Protected Mode: On | 4:28 PM 10/9/2010

As you move your cursor over the list of forms you will see the Routing Information box load in. Unfortunately it's rather annoying and fairly useless. We have asked if it couldn't include more pertinent information from the forms, but the answer was no.

The screenshot shows the 'Interactive Forms Manager' web application. The main content area displays a table of forms with columns for 'Forms ID' and 'Form Name'. The form with ID 'POR2010091500002' is selected and highlighted in yellow. A yellow arrow points to a 'Routing Information' pop-up window that appears over the table. This pop-up displays details for the 'Student Billing Form', including the submission date (9/16/2010 6:24 PM), routing level (General), submitter (Kate Knutson), and email (knutsonk@chowhigh.com). Below this, it provides a link to view the approved form and a 'Routing Log' section showing a review on 9/16/2010 at 6:40 PM, with a status of 'Approved (Not final)', routing level of 'Pupil Services', and approval by Linda Pistorosi (pistorosil@chowhigh.com).

Forms ID	Form Name
POR20101008000001	PO Request Form - General Purpose
POR20101004000005	PO Request Form - General Purpose
POR20100915000002	Student Billing Form
POR20100915000001	Student Billing Form
POR20100911000001	PO Request Form - General Purpose
POR20100923000002	Referral form - Guidance
POR20100923000001	Referral Form - Guidance
POR20100920000004	Student Billing Form - Teacher/Admin. Clear Bills
POR20100920000003	Student Billing Form - Teacher/Admin. Clear Bills
POR20100917000004	PO Request Form - General Purpose
POR20100914000003	Student Billing Form
POR20100914000002	Student Billing Form
POR20100914000001	PO Request Form - General Purpose

Displaying 1 - 13 of 13

Routing Information
Student Billing Form
Submitted: 9/16/2010 6:24 PM
Routing level: General
Submitter: Kate Knutson
Title:
E-mail: knutsonk@chowhigh.com
Click the link below to view the approved (final) form:
[Student Billing Form](#)
Routing Log
Reviewed: 9/16/2010 6:40 PM
Status: **Approved (Not final)**
Routing Level: Pupil Services
Approver: Linda Pistorosi
Title:
E-mail: pistorosil@chowhigh.com

Click on a form name to open it. If you “Saved” the form, you will be able to make changes, but if you “submitted” the form, (See status as “In Review”) you will not be able to change the form at this point, but you will be able to print the form. During the Approval process a form maybe Denied, and at that point you will be able to make changes and resubmit the form.

The screenshot shows the 'Interactive Forms Manager' interface. At the top, there is a navigation bar with the current location: 'Interactive Forms Manager > Submitter > My Forms'. Below this is a search bar for 'Form Name' and an 'Adv. Search' button. The main content is a table listing various forms. A yellow arrow points to the second row of the table, which has a status of 'Saved'.

Form ID	Form Name	Current Status	Current Approver	As of Date
FOR20101008000001	PO Request Form - General Purpose	In Review	Finance PO Requests	10/8/2010 8:18 AM
FOR20101004000005	PO Request Form - General Purpose	Saved	Finance PO Requests	10/4/2010 1:38 PM
FOR20100915000002	Student Billing Form	Approved (Final)	Michelle Irwin	10/4/2010 11:11 AM
FOR20100915000001	Student Billing Form	Approved (Final)	Linda Pistoiesi	10/4/2010 11:10 AM
FOR20100911000001	PO Request Form - General Purpose	Approved (Final)	Finance PO Requests	10/4/2010 11:08 AM
FOR20100923000002	Referral Form - Guidance	In Review	Michelle Barron	9/23/2010 8:30 AM
FOR20100923000001	Referral Form - Guidance	In Review	Counseling Guidance Referrals	9/23/2010 8:28 AM
FOR20100920000004	Student Billing Form - Teacher/Admin. Clear Bills	Approved (Final)	Linda Pistoiesi	9/20/2010 9:31 AM
FOR20100920000003	Student Billing Form - Teacher/Admin. Clear Bills	Approved (Final)	Linda Pistoiesi	9/20/2010 8:53 AM
FOR20100917000004	PO Request Form - General Purpose	Approved (Final)	Finance PO Requests	9/17/2010 10:51 AM
FOR20100914000003	Student Billing Form	Approved (Final)	Linda Pistoiesi	9/14/2010 2:49 PM
FOR20100914000002	Student Billing Form	Approved (Final)	Linda Pistoiesi	9/14/2010 2:37 PM
FOR20100914000001	PO Request Form - General Purpose	Saved	Finance PO Requests	9/14/2010 2:06 PM

Powered by SchoolStream Copyright © 2003 - 2010 SchoolStream All Rights Reserved.

Reporting: Not everyone will have the ability to create reports at this time.

If you need a report please request it from the following:

PO Requests – ASB = Jeanette Walls

PO Requests – All other = Kate Knutson

Referrals – Discipline = Michelle Irwin

Referrals – Guidance = Albert Pando

Student Billing Forms – All = Linda Pistoiresi

Student Billing Forms Process:

In order to make this work in the most efficient manner for ALL, we have set up the process to work as follows:

1. Create the Student Bill Forms and submit them to Linda Pistoresi/Pupil Services to input into Aeries. You can copy and paste the Student's Name and ID from Aeries. If you have multiple Student bills for the same thing, you can create an original and copy it to create the rest. See the "Form Instructions" icon.
2. When a student clears a bill with the Pupil Services Department, they will create a Clear Student bill form, and submit it to the teacher who originated the bill. Please acknowledge the cleared bill by "Approving" the Clear Student Bill form that you will receive, and note in your records that the student's bill was cleared.

3. If a student clears their bills with a Teacher, then the teacher needs to create a Clear Student Bill – Teacher/Administrator form. Complete the form as it was originally created so Pupil Services make sure they clear the correct item in Aeries. Check the Bill Cleared box, and type your name in the Teacher/Administrator field. (Place a small “x” Teacher/Administrator field above, this will help clarify that you are clearing the bill).

The screenshot shows a web browser window with the URL [https://www.astihosted.com/Chowchilla/Forms/VZ/Uses/Forms/SubmitCustomForm.asp?fid=0UQ3L110911112&jsResubmit=5&fid=5&ViewNumber=5&Status=](https://www.astihosted.com/Chowchilla/Forms/VZ/Uses/Forms/SubmitCustomForm.asp?fid=0UQ3L1109111112&jsResubmit=5&fid=5&ViewNumber=5&Status=). The browser title is "Forms - SchoolStream Forms Manager".

The form content includes the following sections:

- LOST EQUIPMENT:** We are sorry to report that the following equipment has been lost. [Text input field]
We would appreciate your assistance in locating this equipment or Payment for the same amount of: Lost Equip \$: [Text input field]
If the equipment is found at a later date, please return it with your receipt and a refund will be made.
- PROJECTS/ACTIVITIES**
A Project or Activity has recently been completed in [Text input field]
Project: [Text input field] Activity: [Text input field]
As yet, your student has not paid for this project or activity, We would appreciate a payment in the amount of: Proj / Act \$: [Text input field]
- DAMAGE TO BUILDING OR EQUIPMENT:**
We are sorry to report that your student has done the following damage: [Text input field]
Replacement cost, or repair cost is: [Text input field] Damage \$: [Text input field]
We would appreciate immediate payment in the amount listed above. Thank you.
If you have any questions on the above, please feel free to call the Counseling Office and we will assist you in the manner needed to clear up any misunderstandings.

At the bottom of the form, there are two rows of input fields:

- Student: [Text input field]
- Teacher / Administrator: [Text input field] with a small "x" above it.
- Bill Cleared:
- Teacher / Administrator: [Text input field] with "Kate Knutson" typed in it.

Below these fields, there is a section titled "Complete the information below to route your form" with a link "Hide Instructions". It contains the following text: "Please route this form to the following personnel: 1. Teachers/Administrators".

Fields for routing include:

- Your Name*: Kate Knutson
- Your E-mail*: knutsonk@chowhigh.com
- Send to Approver*: --Select--

Buttons at the bottom include "Submit", "Save", "Print", and "Back". A link "Print with Advanced Options" is also present.

The footer of the page reads: "Powered by SchoolStream Copyright © 2003 - 2010 SchoolStream All Rights Reserved."

Attaching files to Purchase Order Requests, and Referrals

You can attach files to Purchase Order Requests (Quotes, .pdf forms, Excel documents, etc.).

The screenshot shows a web browser window displaying a form titled "CHOWCHILLA UNION HIGH SCHOOL REFERRAL". The form includes fields for "STUDENT NAME", "GRADE", "PERIOD", "DATE", "PARENT CONTACTED", "TIME", and "TEACHER / COUNSELOR / ADMINISTRATOR". Below these fields is a section for "STEPS TAKEN PRIOR TO REFERRAL" with a list of checkboxes for various actions like "VERBAL WARNING TO STUDENT", "PARENT TELEPHONEED", etc. A yellow arrow points to the "Attachment(s): Click to Upload Files" link. Below this is a section for "ADMINISTRATIVE ACTION(S) TAKEN" and a "Handled by:" section with radio buttons for "Principal", "Asst. Principal", and "Counselor".

CHOWCHILLA UNION HIGH SCHOOL REFERRAL
TELEPHONE (559) 605-1331

STUDENT NAME (Nombre del alumno/a) GRADE (Nivel)

PERIOD (Clase) DATE (Fecha)

PARENT CONTACTED (Fecha de contacto con un pariente o tutor)

TIME (Hora) TEACHER / COUNSELOR / ADMINISTRATOR (Maestro/a)

STEPS TAKEN PRIOR TO REFERRAL: (CHECK ALL THAT APPLY)

(Acciones tomadas por advertencia: Indicar todo lo que aplica)

- VERBAL WARNING TO STUDENT (El alumno recibo una amonestacion)
- PARENT TELEPHONEED (Hable con los padres por telefono)
- COUNSELING REFERRAL (Advertencia del consejero)
- WRITTEN WARNING TO STUDENT (Una amonestacion escrita)
- FOLLOW UP CALL TO PARENT (Otra llamada a casa avisando del mal comportamiento)
- STUDENT GUIDED STUDY (Detencion despues de escuela)
- COUNSELOR CONFERENCE WITH STUDENT (Conferencia con el consejero)
- TEACHER CONFERENCE WITH COUNSELOR (Conferencia de maestro y consejero con alumno/a)
- PARENT CONFERENCE (Conferencia con maestro, padre y alumno/a)
- CHANGED STUDENT'S SEAT (Cambio del asiento del alumno/a)
- TEACHER CONFERENCE WITH COUNSELOR (Conferencia de maestro y consejero con alumno/a)
- CLASSROOM SUSPENSION (Despedido/a del salon)

EXPLAIN THE REASON(S) FOR REFERRAL (Las razon(es) proque esta mandado para castigo):

Attachment(s): [Click to Upload Files](#)

ADMINISTRATIVE ACTION(S) TAKEN (Acciones administrativas tomadas):

Handled by: Principal Asst. Principal Counselor Name:

When you click on "Click to Upload Files," a popup box will come up. Browse to find your saved file, then click on the "Add" button.

The screenshot displays a web browser window with the address bar showing <https://www.astihosted.com/Chowchilla/FormsV2/Use/Forms/SubmitCustomForm.asp?fid=0UQ71Z11018111138&Resubmit=&fid=&ViewNumber=&Status=>. The browser's address bar also includes "Google". The browser's title bar reads "Forms - SchoolStream Forms Manager".

The main content area shows a form titled "CHOWCHILLA UNION HIGH SCHOOL REFERRAL" with the telephone number "(559) 665-1331". The form includes fields for "STUDENT NAME (Nombre del alumno/a)", "GRADE (Nivel)", "PERIOD (Clase)", and "DATE (Fecha)". There is also a field for "CONTACTO con un pariente o tutor".

A popup window titled "Forms - Upload Attachments - Windows Internet Explorer" is overlaid on the form. It contains the following text: "Select a file:", "Browse...", "Add", "Allowed files: *.bmp, *.jpg, *.gif, *.doc, *.docx, *.xls, *.xlsx, *.ppt, *.pptx, *.pdf, *.txt", "Maximum size for each file: 512KB", and "OK".

The form continues with a section for "TEACHER /COUNSELOR/ ADMINISTRATOR (Maestro/a)" with a "- Select -" dropdown menu. Below this is a section titled "CALL (CHECK ALL THAT APPLY)" with a list of checkboxes and labels: "Indicar todo lo que aplice", "IDENT (El alumno recibo una amonestacion)", "Contacto con los padres por telefono", "Advertencia del consejero", "STUDENT (Una amonestacion escrita)", "CALL (Otra llamada a casa avisando del mal comportamiento)", "DETENTION (Detencion despues de escuela)", "CONFERENCE WITH STUDENT (Conferencia con el consejero)", "CONFERENCE WITH COUNSELOR (Conferencia de maestroy consejero con alumno/a)", "CONFERENCE WITH TEACHER (Conferencia con maestro, padres y alumno/a)", and "SEAT CHANGE (Cambio del asiento del alumno/a)".

Below the checkboxes are two more checkboxes: "TEACHER CONFERENCE WITH COUNSELOR (Conferencia de maestro y consejero con alumno/a)" and "CLASSROOM SUSPENSION (Despedido/a del salon)".

The form then asks for "EXPLAIN THE REASON(S) FOR REFERRAL (Las razon(es) proque esta mandado para castigo):" with a large text area. Below this is a link: "Attachment(s): [Click to Upload Files](#)".

The next section is "ADMINISTRATIVE ACTION(S) TAKEN (Acciones administrativas tomadas):" with another large text area.

At the bottom, there is a "Handled by:" section with radio buttons for "Principal", "Asst. Principal", and "Counselor", and a "Name:" field.

The browser's status bar at the bottom shows "Internet | Protected Mode: On" and "100%". The taskbar at the very bottom shows the system tray with the date "10/9/2010" and time "5:30 PM".

PO Requests for Travel & Conference Item Description MUST be completed as in this example, or we will be denying the purchase order request. This is at the direction of our Auditors.


SchoolStreamInstructions.docx [Compatibility Mode] - Mic

View Form: PO Request Form - General Purpose - Windows Internet Explorer


https://www.astihosted.com/Chowchilla/FormsV2/Common/FormInstance/ViewCl

File Edit View Favorites Tools Help


View Form: PO Request Form - General Purpose



Form Instructions



**Chowchilla Union High
School District**
FOR20130114000009
**PO Request Form -
General Purpose**
1/14/2013


Date

DEPARTMENT: *



PURPOSE: *

FUNDING SOURCE: *

* COMPANY * () - Ext.

* ADDRESS

* CITY-STATE, ZIP () - Ext.

QUANTITY	UNIT	ITEM	UNIT COST	TOTAL
<input style="width: 50px;" type="text" value="2"/>	<input style="width: 50px;" type="text" value="Each"/>	Registration to Managing Charter Schools Workshop to be held on 3/8/2013, in Fresno	<input style="width: 80px;" type="text" value="175.00"/>	\$ 350.00 
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text" value="- Select -"/>	Attending: Ron Seals & Kate Knutson	<input style="width: 80px;" type="text"/>	\$ 0.00 
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text" value="- Select -"/>		<input style="width: 80px;" type="text"/>	\$ 0.00 