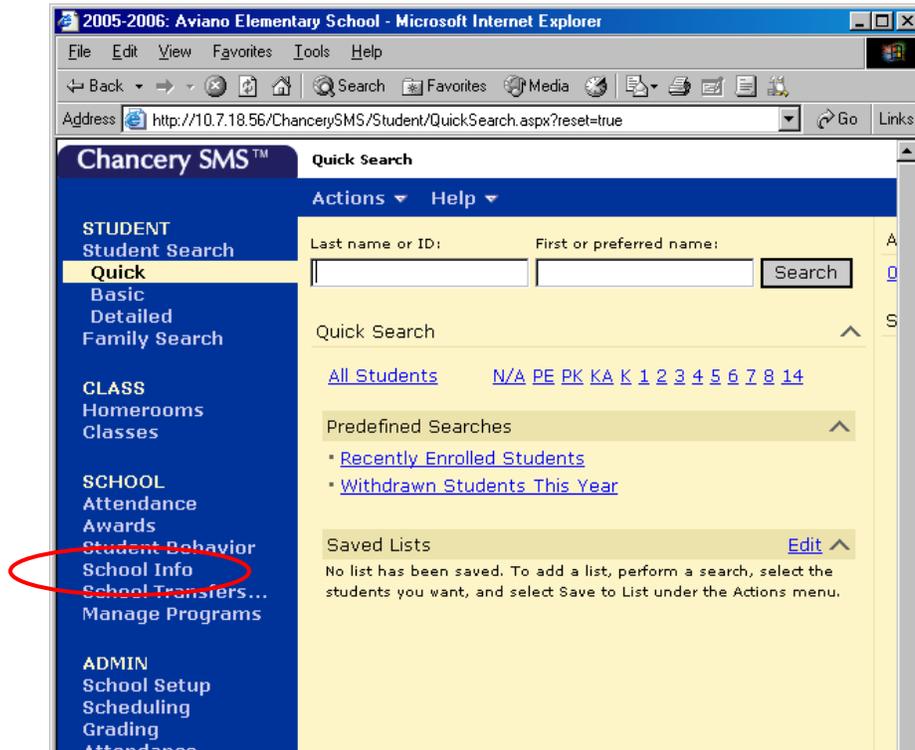


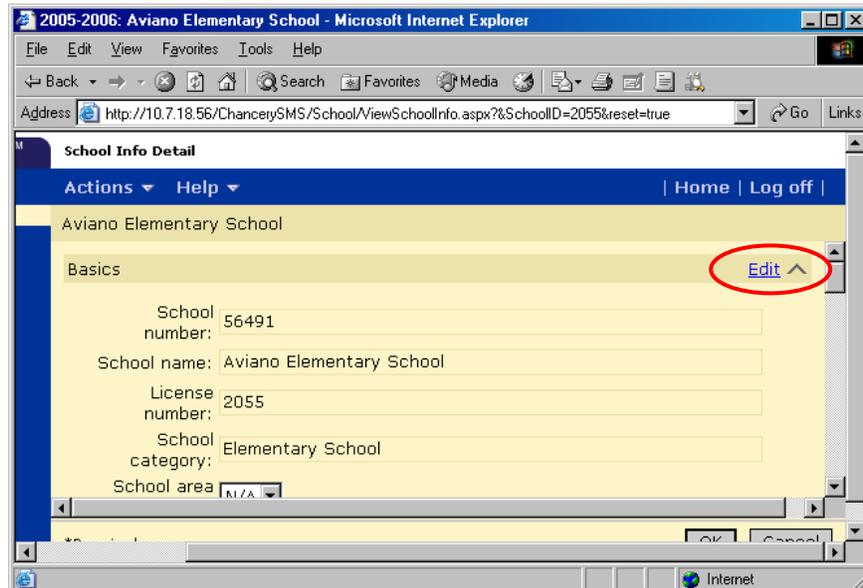
# School Info Setup

To have information about the school print on Report Cards you must set up this information in “School Info”.

After logging into SMS go to “School Info” on the left of the window.



Click “Edit” in the upper right hand corner.



Continue scrolling down and Principal and other information is there to be filled in. **DO NOT** change the “School Name” under any circumstances.

Chancery SMS - Microsoft Internet Explorer

Aviano Elementary School - School Help

### Schools

**Basics**

\*School Number: 56491

\*School Name: Aviano Elementary School

\*License Number: 2055

School Category: Elementary School

School Email:

Graduation Grade: 5

Projected School: Aviano Middle School

**Phone Numbers**

Place	Phone	Listing	Type
N/A		Listed	Phone
N/A		Listed	Fax

**Address**

Line 1

Line 2

City: N/A State: N/A Zip Code:

Area: N/A County: N/A Country: N/A

Save