



eSIS Metro Partnership eSIS Quick Reference Guide "Senate Bill 414"

Once a school has received a letter from the Department of Human Services indicating a student is in the legal custody of the State of Oregon, the school needs to add DHS as a parent in eSIS. This will flag the student to be reported back to DHS.

<p>Step 1</p>	<p>From the main eSIS screen, click on the Parent button.</p>	
<p>Step 2</p>	<p>On the parent screen, click on the 'Add' button.</p>	
<p>Step 3</p>	<ul style="list-style-type: none"> ➤ Under Type, Select 'xExclusive Use Only- DHS Srvc's' - it will be at the bottom of the list ➤ Enter the case workers first and last name in the appropriate fields. ➤ Un-check the "Living with student" checkbox. ➤ In the address, enter "N/A" ➤ In the business phone field enter the case workers phone number ➤ Click on Save. 	
	