



Your School's Complete Solution

Aim2Achieve provides “Achieve”™ - school management software designed specifically for schools of any size. This comprehensive suite will dramatically improve the efficiency, accuracy and communication within your school. Achieve makes data management a headache-free task. Your school’s critical data is integrated into one reliable, up-to-date source eliminating inaccuracies in reporting and inefficiencies in data entry. And you can tailor-design the many customizable features to suit your school’s unique requirements. Achieve allows your school to work cohesively, with integrity and competence.

The product’s comprehensive suite of modules includes:

- Admissions Director
- Registrar
- Faculty & Staff Manager
- Scheduling Manager
- Discipline & Merit Dean
- Report Card Central & Transcript Pro
- Teacher Web Grade Book
- Parent Web Portal
- Attendance Monitor
- Nurse’s Center
- After-School Activities Director
- Carpool Coordinator
- Volunteer Center
- Batch Email Communicator
- Query Manager



Admissions Director

Achieve's Admissions Director will streamline your school's entire Admissions process. From the moment a family expresses interest in your school through their student's enrollment and beyond, Admissions Director will help you track extensive information on each individual and family. Begin with tracking detailed prospective student data during the inquiry stage, through interview, visit, and ultimately registration. Gathering this information into a comprehensive system allows you to focus on prospective students and their families, not cumbersome data maintenance. Achieve's integrated database will simplify your workload by providing you with the ability to send automated correspondence at each stage of the Admissions process.

With Admissions Director, your Admissions Office will quickly and efficiently track all of the following data:

- Grade and Year Applying For
- Dates of Inquiry and Application Progress
- Evaluation Date and Time
- Parent Visit and Communication Details
- Open House and Tour Attendance
- Personal Referrals
- Non-Attending Sibling Information
- Lead Source
- Applicant Interests
- Forms Received
- Current and Previous Schools
- Teacher and School Evaluations
- Additional Comments or Notes
- Custom Fields



Registrar

Registrar allows you to manage information for each student's household with ease and flexibility. With our family-centric system, siblings, step-siblings, half-siblings, and grandparents are instantly related without extra data entry from you. Swapping parents on a screen or splitting a household require the effort of only a click. Email or print individual letters, and view archived items all from one tab. Address and phone number changes register automatically for an entire family, ensuring the integrity of your data and reducing input time.

Automate your school's entire matriculation process. Globally promote students to the next grade level with the push of a button. Manage the contract renewal process and always know your registration count for the upcoming school year. You can easily track the submission of required forms and notify parents whose paperwork is due.

Reports include:

- Class Rosters
- Dual Households
- Ethnicity Reports
- Family Verification Forms
- Forms on File
- Missing Forms
- New Students, New Families
- Newsletter Distribution
- Parent Look-ups
- Re-Contracted/Non-Re-Contracted Students
- School Directory
- Student Counts
- Students by Status (Active, Withdrawn, Graduated, etc.)



Faculty & Staff Manager

Faculty & Staff Manager allows your school to track pertinent information regarding your employees. Accurately record and report on household information, educational background and degrees, credentials, certification, spouse and emergency contacts. Efficiently manage your hiring process with personnel file checklists for items such as résumés, diplomas, transcripts, reference checks, letters of recommendation, and legal forms. You can easily manage medical requirements such as TB Test, Chest X-Ray, and CPR training. Faculty & Staff Manager allows you to track employees by department as well as campus, maintain various custom fields, and keep a history of performance evaluation completion.

Reports include:

- Birthdays
- CPR & TB
- Credentials
- Employee Directory
- Employees with Students at the School
- Ethnicity
- Lists and Routing Report
- Performance Review
- Requirements Checklist
- Years of Service



Scheduling Manager

Scheduling Manager simplifies arranging complex scheduling for each division of your school. Organize unlimited classes by day of week and period, customize meeting and break times, and designate classroom locations. Offer courses by term or across an entire academic year, assigning teachers and students both to single-period and multi-period classes. Set grading periods and dates that are unique to your school, and run master and individual schedules with the ease of a click.

Scheduling Manager gives you incomparable flexibility. This extensive module enables you to assign multiple teachers to one class and utilize alternate names for the same course in Teacher Web Grade Book and Report Card Central. You have the option to exclude some courses from reports cards and GPA calculations, select which have a final exam, and apply the credit value associated with each class.

Reports include:

- Advisory Class Lists
- Check Teacher Schedule for Errors
- Class Rosters
- Classroom Assignment Reports
- Duplicate Classroom Assignment Error Reports
- Reports by Subject
- Student Lists by Grade, Section, Gender
- Student Schedules
- Teacher Schedules



Discipline & Merit Dean

Discipline & Merit Dean will help you track discipline records over the entire course of a student's enrollment at your school. Both positive and negative events can be tracked with your school's parameters for each. Maintain a comprehensive listing of infractions, repercussions, and awards. Customize your own severity levels, categories, actions, and merits/demerits. Discipline & Merit Dean saves specific information about an incident: from time and teacher recorded to details and extra comments about the transgression. Instantly email a student's parent(s) with infraction details when the incident is entered into Achieve.

Reporting on discipline and merit events is a quick and simple process. Discipline & Merit Dean automatically generates reports for individuals or groups, for a day, a grading period, or several years with only a few clicks. Run detailed discipline lists for any or all of the following:

- **By Student:** View individual disciplinary records, for just one or all students at a time.
- **By Teacher:** See the infractions recorded by each teacher for any date range.
- **By Category:** Report on a discrete discipline category—or see all of them.
- **By Grade:** Instantly report discipline/merit details by grade level(s).
- **By Number of Merits/Demerits:** Create a list of number of merits or demerits received by category, based upon your school's specifications of each.



Report Card Central & Transcript Pro

School report cards are a breeze! With Achieve's Report Card Central, all teachers can enter student grades conveniently via the web from school or home. Grades, individual comments, and attendance are all consolidated into a single report for each student.

Report Card Central's template system enables you to customize report cards for each division of your school. Class descriptions, sub-headings, sub-items and more are easily accommodated in this module. Add custom program levels and include comment boxes with unique grade notations and fields. Display terms appropriate to your school: quarter, semester, trimester, or more than one concurrently.

Principals can lock and unlock grades to ensure integrity after the final report card has been reviewed.

Printing report cards is simple and quick. Print them together, separate by grade, or run an individual student's report directly from the system. Additionally, the school may choose to post report cards to the Web Parent Portal for immediate family access. Moreover, Achieve will archive previous years' report cards for easy viewing of historical academic records.

Print student transcripts at any time with Transcript Pro. Academic detail is automatically collected by Achieve. Customize transcripts to print information based on your school's requirements. Include school year, term, credit available, credit earned, weight, course number and/or course id, subject and/or course name, letter grade and/or score, midterm and final exams, etc. In addition, you may add transcript detail from a student's previous school.



Teacher Web Grade Book

Teacher Web Grade Book reduces administrative time and effort for teachers. Our system enables teachers to easily manage their classes, track assignments, and record both grades and attendance. Teachers' classes and rosters are automatically populated from Scheduling Manager. Teachers have maximum flexibility setting up their courses. They have the option of importing assignments from other classes and entering scores per class or per student across assignments.

Teachers can utilize various grading methods including percentages, grouped percentages, and points. They can further set their own assignment types. Each class can be defined with a custom grading scale or default to a school-defined scale. Apply grading curves, drop lowest score(s), and implement late penalties at the teacher's discretion. The system automatically calculates the students' averages as assignments are entered, based upon the class parameters.

Improve parent/teacher communication as parents access their student's progress when teachers effortlessly post grades from Teacher Web Grade Book to Parent Web Portal. Maintain continual household-school contact throughout the academic year, and keep parents updated on grades as well as upcoming assignments. Teachers can record and share special comments for review by the parent or student, which can also be sent via email or internet post. Administrators can view the parent screen at their convenience should the school utilize the posting feature.

Grades are integrated directly with Report Card Central to streamline the reporting process and reduce error.

Reports include:

- Class Grade Summary by Assignment
- Class Grades by Secret Student ID
- Class Grading Grids
- Late Assignments
- Missing Assignments
- Progress Report with Teacher Comments and Grades
- Student Summary
- Students Performing Above a Specified Percentage
- Students Performing Below a Specified Percentage



Parent Web Portal

Optimize parent-teacher communication at your school with Achieve's Parent Web Portal. This module integrates with Teacher Web Grade Book as well as Report Card Central, thereby maximizing academic information to which parents have access. A password-protected link from the school website directs parents and students to the Portal, where they can conveniently retrieve the latest class grades, homework assignments, attendance, and teacher comments as they become available directly from the teacher. Information will be securely and effectively communicated from the school to the household.

Parent Web Portal includes the following features:

- Single password for each family, regardless of the number of students in the household.
- Review each child's grades for all classes posted.
- Review detail for each assignment.
- Review teacher instructions for each assignment posted.
- Review individual comments for graded assignments posted.
- Parent may sort by category (view homework, tests, quizzes, etc.) to view a child's strengths and areas for improvement.
- Teacher comments can include links to other web pages, including their personal web page.
- Teacher may email the parents directly via the Portal.
- Parents can easily print their student's current grades directly from the Portal.
- Report Cards may be posted for ease of distribution and immediate parental review.



Attendance Monitor

Attendance Monitor adapts to your school's specific needs, centralizing attendance maintenance and reporting. Specify your own attendance categories such as Absent, Tardy, or Left Early. Instantly edit attendance records for both current and past dates, and easily track previous years' attendance with historical reports. Run daily or summary reports for a given date range, and immediately see students with perfect attendance for any or all terms.

Daily attendance tracking and data entry is a fast and simple process with Attendance Monitor. Attendance records can be entered by teachers or administrative support staff, by day or period, by student or by class. Consolidate or delegate attendance record-keeping, adding another layer of security and efficiency to teachers who only see their own classes.

Reports include:

- Absences, Tardiness, or All Attendance Records by Date or Date Range
- Attendance by Teacher or Class
- Attendance by Student or Group
- Attendance Sheets by Teacher or Class
- Attendance by Number of Custom Codes
- Graphic Attendance Calendar by Student
- Historical Attendance Reports
- Perfect and Imperfect Attendance Reports



Nurse's Center

Nurse's Center lets you collect and manage the health information of your students and staff. Stay updated with accurate medication, conditions and medical alerts such as life-threatening ailments. In an emergency, access student information with a click, instead of navigating through a cumbersome system. Automatically produce medical forms and pre-filled immunization records for each student. Collect critical health information and record medical data for state documentation, all in one cohesive system.

Nurse's Center includes physician and dentist databases that allow for quick data entry and accurate contact information. Run a list of students who go to each doctor, and when the office address or phone number changes, one click updates all records. Health insurance information and contact numbers are easily recorded and accessed, and integration with the Emergency Contact database ensures that crucial information is available at the touch of a key.

View the detailed visit logs for an entire day at a glance and see the history of an individual's visits to the nurse. When a member of your school community comes to see the nurse, record the visit in a detailed log with a description of the reason, the date and time, plus quantity and medication dispensed. Nurse's Center also provides ample room for entering comments regarding the patient's disposition and symptoms. Nurse's Center accommodates custom fields for both employees and students, enabling you to track and maintain your school's unique and critical health requirements. Even track faculty health requirements and time-bound tests such as TB, Chest X-Ray, and CPR.

Reports include:

- Automated Medical Forms
- Conditions with Medication and Student
- Faculty Health Requirements Tracking
- Look-ups by Condition, Student First Name, Nick Name, or Last Name
- Medications by Student and Medications Not Allowed
- Missing Forms
- Nurse Visit Logs
- Student Medical Alerts by Teacher, Class, or Grade
- Student Medical Conditions



After-School Activities Director

With After-School Activities Director, your school will efficiently manage extracurricular programs and track student activities. Create an unlimited number of activities in which to enroll students, and designate program teachers, locations, and meeting times. Vital program information is supplied in system-generated rosters listing members, sponsors, and meeting logistics.

Communicate each student's after-school activities to relevant parties with minimal effort. Teachers can be updated with daily and weekly reports of the after-school programs in which each of their students takes part. Compose and send batch email to participants or parents of any extracurricular activity.

Reports include:

- Single Date
- Week
- Carpool
- Teacher
- Student Activities Rosters



Carpool Coordinator

Organize the often harried daily drop-off and pick-up of your students. Achieve's Carpool Coordinator will help you to assign drivers and students to the appropriate carpools, and know which students will be riding in the carpool on a given day of the week. Carpool Coordinator provides useful reports to manage the entire process and integration with student profiles helps assure that students will be picked up by a responsible party with transportation permission. And since Carpool Coordinator is also integrated with Attendance Monitor and After-School Activities Director, you will always know where a student is when the school day ends.

Reports include:

- Year Applying For
- Carpool List
- Carpool Rosters
- Daily Carpool Lists with Exceptions
- Family Lists
- Weekly Carpool Lists

Volunteer Center

With Volunteer Center, your school or Parent Association can track and acknowledge service for every parent, grandparent, or friend. Customize your school's volunteer categories for more efficient tracking. Manage the volunteer sign-up process, unlimited service categories, and instantly print contact information. Automatically generate activity reports and thank-you letters for your helpers.

See your most active volunteers and instantly view service history by constituent. Our comprehensive and easily accessible reports will help you maintain contact with your valued volunteers, and recognize their hard work in newsletters, email, and formal correspondences.

Reports include:

- Most Active Volunteers and Volunteer Contact Lists
- Room Parent Sign-Up Reports with Multiple Choice Rankings
- Volunteer Activity Reports by Parent



Batch Email Communicator

Batch Email Communicator enables you to send messages automatically to any of your school's various recipient groups. Batch Email Communicator recognizes a draft saved in your Outlook, and automatically sends the message to the groups you have selected. Every email transmits individually, so all correspondence is personal and confidential. Sending messages separately helps avoid common blockages for mass email, and you have the option of adjusting recipient lists manually and saving sent messages in your email for audit trail purposes.

Recipient Groups include:

- Active Students
- Alumni
- Alumni Parents
- Faculty/Staff Personal Email
- Faculty/Staff Work Email
- Newsletter Distribution List(s)
- Parents by Gender
- Parents by Grade(s)
- Parents by Teacher or Section
- Parents of Active Students
- Parents of New Students
- School Activities – Parents or Students
- School Board / Trustees
- Special Committees
- Students – All
- Students by Gender
- Students by Grade
- Students by Teacher or Section



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Query Manager

Achieve's Custom Query Manager allows you to report vital information from anywhere in the database. Data entered into the system can be pulled at your convenience. Each unique query result can be saved, printed, or exported to Microsoft Word or Excel for further manipulation. Once in spreadsheets or text documents, you can arrange the data for letters, mail mergers, or any formatting specific to your purpose. Additionally, you will have the option to share queries with other users on the system or via email. You can also easily transfer queries from one user to another, so that custom queries created by one person may be used throughout the school.