Nevada Department of Education,
Office of Early Learning and Development
Brigance Online Management System (OMS)

District Pre-K Sites Information Sheet

Section 1: Program Information

Section 1 Notes:

- Before submitting this form you must watch the Online Management System video located at the Brigance Early Childhood Screens III for Nevada: [Click here](#)
- Please type
- No handwritten forms will be accepted
- Please complete one form per school – all fields outlined in red are REQUIRED

School Name:	
Contact Name:	
Contact E-mail:	
Phone Number:	
Address:	
City, State and Zip:	

Section 2: Designated OMS Administrator Information

Section 2 Notes:

- The Office of Early Learning will add school and classrooms into the OMS based on the information from this form.
- Designate one (1) OMS Administrator per school
- The Office of Early Learning will add the Administrator into the OMS
- The OMS Administrator will be able to add additional users for their school. There are three types of users:
    1. Date-entry: can enter screening date; cannot edit student information or generate reports
    2. Teachers: all data entry capabilities, plus the ability to add students and edit student information, generate reports, and access additional resources
    3. Administrators: all teacher capabilities; can add users

Program OMS Administrator Name:	
OMS Administrator E-mail:	

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Section 3: Classroom Information

Section 3 Notes:

- The Office of Early Learning will add or make changes to the classrooms in the OMS based on the information on this form.

Total Number of Classrooms: _____

List of Classrooms by Name:

	Name of Classroom	FOR NDE USE ONLY
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

If you have any questions completing this form, please send an email to OELD

Next Steps:

- Once the Office of Early Learning has received your form and has completed your set-up in the OMS, the Designated OMS Administrator will receive an e-mail with a link and a temporary password.
- The Designated OMS Administrator will also receive the Brigance OMS Administrator's and Teacher's Guides.
- The Administrator will be instructed to change the temporary password.
- At this point the Administrator or Teachers can add students and their Data Sheets (as demonstrated on the OMS Webinar or refer back to the OMS Administrator's Guide.)
- Please do not make changes or add classrooms. Contact the Office of Early Learning to make changes at that level.