

SISK12: Enrollment Changes

School Information Systems, Inc. Proprietary and Confidential


Path: Click **View/Maintain** → **Student** → **Site Enrollment and Withdrawal**

Overview

By changing a student's enrollment record, a student's enrollment and attendance minutes can be accurately attributed as his status changes throughout the year, no matter how many times it changes. If a student changes from full-time to part-time, or from tuition to a non-tuition student, when that change was effective is important for state reporting of membership and average daily attendance.

Edit an Enrollment Record

Use the edit icon to make changes to the student's enrollment detail without tracking changes (i.e. data was entered incorrectly).

1. Locate the record to be edited and click the edit  icon. The **Enroll/Withdrawal Student – Detail** screen displays.

ZZHS-0607 Edwards High School - Aug 23,2006 - May 16,2007	
Status: Verified Primary Temporary Confinement: <input type="checkbox"/>	
Residency: 10 - Resident-1 Edwards County	Last Update: 11/08/07 / SDMAdmin
Enrollment Date: 1/3/2007	Reason: R103 - Remained: Residency Change
Withdraw Date:	Withdraw Reason:
Transfer To:	Select In-District Select External-District Clear
Comment:	
Grade: 11 - 11th Grade	FTE: 0.500 Enrollment Category:
Program:	Team: Elementary Aptitude:
Homeroom Teacher will be auto-assigned if using HomeRoom Subjects	
Homeroom Teacher: Clives, Hillary	Select Clear
Counselor:	Select Clear
Advisor:	Select Clear
State-Reporting Override Fields (if blank, your District and Site will be used):	
Resident of:	Select Clear
Attending:	Select Clear
Reported by:	Select Clear

2. Make the necessary changes to the student's enrollment record.
3. Click **Done** to save and exit.

Change Enrollment Status

Use the **Enrollment Status Change** button to track changes to a student's residency or FTE status (e.g., the student's residency code or full-time equivalency changed).

1. Highlight the row you wish to edit and click **Enrollment Status Change**. The **Enroll/Withdrawal Student – Detail** screen displays with the current date as the default enrollment date.
2. Make the necessary changes to the student's enrollment record.
3. Click **Done** to save and exit. The **Enrollment and Withdrawal** screen displays with an additional enrollment record.

Make an Enrollment Correction

Use the **Enrollment Correction** button to create an enrollment session before or between existing sessions (i.e. insert an additional enrollment record after the student has been withdrawn).

1. Click the **Enrollment Correction** button. The **Enroll/Withdraw Student – Detail** screen displays.
2. Enter the necessary enrollment data.

Note: The enrollment and withdraw dates may not extend beyond the previous withdraw date or the subsequent enrollment date. Be sure to edit those dates, if appropriate, before creating an enrollment correction record.

3. Select the appropriate **Entry Code** and **Withdraw Reason** from the drop-down lists.
4. Click **Done** to save and exit. The **Enrollment and Withdrawal** screen displays with an additional enrollment record.