

SISK12: Student Enrollment

School Information Systems, Inc., Proprietary and Confidential


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

Overview

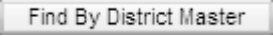

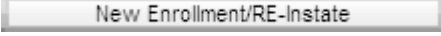
Once the student has been registered with a family, you are now ready to enroll the student into a site-year. The student will then be given a schedule and you are ready to start marking attendance, recording grades, etc. You should be logged in to the site-year the student will be attending for enrollment. This automatically designates the current site-year as the primary site.

Process

1. Family Registration – A family is registered as eligible to attend school within the district.
2. Student Registration – Students are added to eligible family records.
3. Student Enrollment – A student is enrolled in a specific attendance center.

A student can also be enrolled from the Family/Student Registration screen. Go to **View/Maintain → Student → Family Registration and Search (District Wide)** and click the enrollment  icon. Another path for enrollment is **Student Data Links → Enrollment to Sites**.

Enroll or Re-instate a Student

1. Locate the student. Since the student is not yet enrolled, type in the search criteria and click .
2. The screen refreshes, listing the students meeting your search criteria. Click the select  icon to select the student. The **Enrollment and Withdrawal** screen displays.
3. Click the  button. The **Enroll/Withdraw Student – Detail** screen displays.


SAMPLE ENROLL / WITHDRAW STUDENT - DETAIL	
Name: Barker Jeanne Marie Grade: 09 Cnslr: Miller Gr Enrld: 08/23/06 Cd: 18 ID: 9992326421 DOB: 07/02/92(15-02) G: F Advsr: Spacek Ka	
<input type="button" value="Done"/> <input type="button" value="Apply"/> <input type="button" value="Cancel"/>	
ZZHS-0607 Edwards High School - Aug 23, 2006 - May 16, 2007	
Status: Verified Primary Temporary Containment: <input type="checkbox"/>	
Residency: 18 - Tuition Paid Jones County	Last Update: 08/16/06 / NORRYT
Enrollment Date: 8/23/2006	Reason: T100 - Tran In (UNK)
Withdraw Date:	Withdraw Reason:
Transfer To:	<input type="button" value="Select In-District"/> <input type="button" value="Select External-District"/> <input type="button" value="Clear"/>
Comment:	
Grade: 09 - 9th Grade	FTE: 1.000 Enrollment Category:
Program: R - Regular	Team: Elementary Aptitude:
Homeroom Teacher will be auto-assigned if using HomeRoom Subjects	
Homeroom Teacher: Curlin, Jamie Lyn	<input type="button" value="Select"/> <input type="button" value="Clear"/>
Counselor: Miller, Gracie Faye	<input type="button" value="Select"/> <input type="button" value="Clear"/>
Advisor: Spacek, Katherine H	<input type="button" value="Select"/> <input type="button" value="Clear"/>
State-Reporting Override Fields (if blank, your District and Site will be used):	
Resident of:	<input type="button" value="Select"/> <input type="button" value="Clear"/>
Attending:	<input type="button" value="Select"/> <input type="button" value="Clear"/>
Reported by:	<input type="button" value="Select"/> <input type="button" value="Clear"/>
Note: For Active-Enrollment records, see the student's Current Course Schedule to see which Periods will be used in Attendance.	

4. The site-year defaults to the site-year you logged into and displays as *Primary*.
5. The **Status** of the student displays as *Active*.
6. The **Enrollment Date** defaults to today's date, but may be edited.
7. You must complete the required fields to continue the enrollment process.
 - a. The **Residency** code displays from the student's Family record.
 - b. Select the appropriate Entry Code **Reason** from the drop-down list.
 1. Use *T100-Tran In (UNK)* only if you cannot select one of the more detailed options.
 2. You may access detailed descriptions of each code by visiting <ftp.sisk12.com/download/MOSISPhase3>.
 - c. Select the **Grade** from the drop-down list. This field is pre-populated from the student registration screen, but can be modified.
8. The **FTE** (full time equivalency) field defaults to 1.00. If the student attends part-time, calculate the FTE and enter the data in the field.

Note: FTE is calculated by dividing the normal minutes in the part-time student's schedule by the normal minutes in a full-time student's schedule. If a part-time student attends every day, divide the number of minutes in the part-time student's day by the number of minutes in a full-time student's day.

9. Select an **Enrollment Category** from the drop-down list as another way to categorize students, if applicable.


Note: This is an optional field for internal reporting. The three options are: Foreign Exchange, Migrant and Parochial.


10. Select a **Program** from the drop-down list if applicable (optional).
11. Enter a two-digit alpha-numeric **Team** code (optional). This field is used for Random Scheduling.
12. The **Elementary Aptitude** field is a user-defined arbitrary number used to track elementary aptitude when working with classroom assignments. This three-digit field can range from 0–255.
13. The execution of the **Homeroom Teacher** field is dependent on secondary enrollment or elementary enrollment (see below).
14. To select a **Counselor** or **Advisor** for the student, click on the button and search for the appropriate staff member. Click the select  icon to assign the staff member to the student.
15. Use the **State-Reporting Override Fields** for students not attending their resident school. Click the button to select the district and school of residence or attendance. Click the button to remove the selection. See the Quick Reference Sheets, *External Sites* and *Core Data October Cycle* to help you determine how to use the override fields.


State-Reporting Override Fields		
(if blank, your District and Site will be used):		
Resident of:	<input type="text"/>	<input type="button" value="Select"/> <input type="button" value="Clear"/>
Attending:	<input type="text"/>	<input type="button" value="Select"/> <input type="button" value="Clear"/>
Reported by:	<input type="text"/>	<input type="button" value="Select"/> <input type="button" value="Clear"/>

Homeroom Teacher – Elementary Schools

1. Students' **Homeroom Teacher** and room number are automatically updated when you enter or change course assignments for a homeroom-type subject.

- To assign a student to a homeroom teacher on this screen, click the  button.
- Next, select the teacher. The search criteria on the screen defaults to Role = Teacher.
- Click the **Search** button to get a list of all teachers. Narrow the list by typing in a more restrictive search criteria: Role = Teacher, Last Name = A.

Role: Teacher <input type="button" value="v"/>	Last Name: <input type="text"/>		ID: <input type="text"/>
	First Name: <input type="text"/>		SSN: <input type="text"/>
			Include Inactive Staff: <input type="checkbox"/>
<input type="button" value="Search"/>			
Name	Roles	Subject/Sect-Per	
 Alteleta, Consuella	Teacher	E105001-1, E110001-2, E112001-3, E113001-1, E120001-5, E130001-4, E140001-7	

- Click the select  icon to select a homeroom teacher.
- In the box next to the homeroom teacher, check the boxes for each period of the day the student will attend. This will create a student's schedule.

Homeroom Teacher: <input type="text" value="Alteleta, Consuella"/>	<input type="button" value="Select"/>	<input type="button" value="Clear"/>	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input checked="" type="checkbox"/> 7
Counselor: <input type="text" value="Carpesian, Naomi"/>	<input type="button" value="Select"/>	<input type="button" value="Clear"/>						
Advisor: <input type="text"/>	<input type="button" value="Select"/>	<input type="button" value="Clear"/>						

- The teacher you selected plus the periods checked on will populate the student's course assignment screen.
- Go to **Actions** → **Course Assignments** to view/edit the student's schedule. While this may assign most of the subjects, PE, Art, Music, etc. may need to be assigned or a student may have a different teacher for Science and Social Studies.
- The **Counselor** and **Advisor** fields work in the same manner, with defaults of Role = Counselor or Advisor, respectively. This will not display in the student header, but is available for reporting.

```
Name: Ziegler Amanda      Grade: 01      Tcher: Alteleta      Enrld: 03/05/07      Cd: 10
ID: 9999656456      DOB: 03/01/03(04-00)      G: F      Room: 204
```

- The homeroom number displays in the student header.
- The homeroom teacher's name will display in the student's header after Tcher.
- Click Done to save and return to the previous screen.


Change Homeroom Teacher



When changing a homeroom teacher in an Elementary site-year, the only existing course assignments that should be dropped are the period boxes that are checked.


For example, if Periods 1-7 are assigned and periods 1, 2, 3 are checked for new homeroom teacher, then the existing assignments for period 4, 5, 6, 7 should remain and periods 1, 2, 3 should be dropped.

In the Student Data Grid, there is an option of **Get All by Homeroom** to get a list of students by homeroom teacher.

Secondary Schools

- To assign a student to a homeroom teacher, click the  button and search for the appropriate staff member. The search criteria on the screen defaults to Role = Teacher.

Role: Teacher	ID: <input type="text"/>		
Last Name: <input type="text"/>	SSN: <input type="text"/>		
First Name: <input type="text"/>	Include Inactive Staff: <input type="checkbox"/>		
Search <input type="button" value="Search"/>			
Name	Roles	Subject/Sect-Per	Employee ID
 Atoo, Aonean	Teacher	H700001-7, H752001-4, H760001-6, H780001-1, H780002-2, H780003-3	638229813
 Bookworm, Alicia	Teacher	H600001-3, H650602-1, H651502-2, H654002-2, H655003-5, H658002-5, H659002-6, H659007-7	581738451

- Click the select  icon to select the homeroom teacher.
- The **Counselor** and **Advisor** fields work in the same manner, with defaults of Role = Counselor or Advisor, respectively. The student header screen in a secondary site will display this information.

```
Name: Ziegler Keith      Grade: 09      Cnslr: Northingt  Enrld: 03/05/07  Cd: 10
ID: 9999105129  DOB: 03/01/91(16-00)  G: M  Advsr: Spacek Ka
```

- Click **Done** to save and return to the previous screen.

Delete an Enrollment Record

Click the trash can icon next to the appropriate record. A confirmation prompt displays. Click **OK** to confirm the deletion. An enrollment record may only be deleted if there are no associated records linked to it (i.e. attendance entries, course assignments, etc).

Reset Homeroom Teacher

This utility allows a user to set the **Homeroom Teacher** name field globally with the name of the teacher from the period of their choice. Typically, in an elementary site-year, the name is assumed to be the student's classroom teacher. Since secondary students do not typically have the same teacher all day long, users in secondary site-years can specify the period of the class from which the teacher name is to be taken.

- Click **Utilities** → **Student** → **Reset Homeroom Teacher**.

<input type="button" value="Start"/>	Click to Reset Homeroom Teacher
Reset based on Course Assignment for	
<input checked="" type="radio"/> Homeroom type subject	
<input type="radio"/> Period	1 <input type="button" value="v"/>

- Select the appropriate criterion to be used to assign the homeroom teacher.
 - Selecting **Homeroom type subject** will assign the homeroom teacher based on a student's homeroom subject in the course assignments screen.
 - Selecting **Period** will assign the homeroom teacher based on a selected period in a student's course assignments.
- Click the **Start** button. The screen refreshes with the following message indicating the number of students updated.

Home Room Teacher is updated for 151 Student Enrollment(s).