

Window

Information

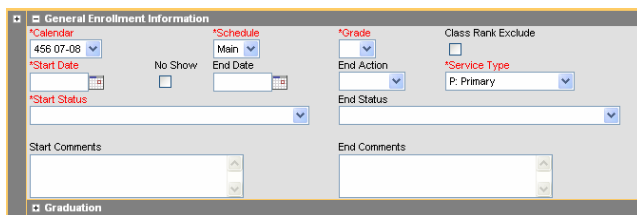
Adding New Enrollments



The search results area will populate with names matching the criteria entered. If no results were found, the box would be empty

1. From the **Index**, expand the **Census** folder by clicking on the plus (+) sign.
2. Select the **People** link. A **Person Search** screen will appear, and select *all people*.
3. In the **Quick Search** box, enter the **Last Name, first name**.
4. Click the **Go** button when finished entering the criteria.
5. **Select** the person to enroll from the list generated.
6. From the **Enrollment** tab, select the **New** icon. The **General Enrollment Information** window will appear.
7. Enter the information for the new enrollment in each enrollment section. Required information is shown in **red text**.

Definitions of Enrollment Fields



General Enrollment Information

- **Calendar:** this field will populate with the current year/school you are enrolling the student into, i.e., 456 08-09.
- **Schedule:** The schedule will default to **Main**
- **Grade:** Select the grade level the student will be in for this calendar year.
- **Class Rank Exclude:** If this student should not be included in the overall ranking of students (like foreign exchange or special education), this box should be checked

- **Start Date:** This is the date the student first attended school for the school year.
- **No Show:** Do not use at this time.
- **End Date:** Last date of attendance at this school.
- **End Action:** The *Retain* option is only being used.
- **Service Type:** This field defaults to Primary. Only designated Schools use other options.
- **Start Status:** Select the appropriate code from the drop down.
- **End Status:** Select the appropriate code from the drop down.

<div data-bbox="168 184 630 310" data-label="Form"> <p>Start Comments</p> <input type="text"/> </div> <div data-bbox="168 331 630 457" data-label="Form"> <p>End Comments</p> <input type="text"/> </div>	<p>• Start Comments/End Comments: should be used if a student enters DPS from a school outside of DPS or leaves a DPS school to go to a school inside or outside of DPS. Five (5) items should be recorded in the comments field in either of these cases:</p> <ol style="list-style-type: none"> 1. School Name 2. City 3. State 4. School year 5. Grade <p>(Example: Eagle HS, Eagle, CO, 04-05, 09)</p>
<p>District Defined Elements</p>	
<div data-bbox="168 751 862 1020" data-label="Form"> <p>District Defined Elements</p> <p>Registration Verification Date <input type="text"/></p> <p>Adequate Document Date <input type="text"/></p> <p>Adequate Document City <input type="text"/></p> <p>Adequate Document Country/Region <input type="text"/></p> <p>District Use 1 <input type="text"/></p> <p>End of Year Active <input type="checkbox"/></p> <p>Adequate Document School <input type="text"/></p> <p>Adequate Document State <input type="text"/></p> <p>Adequate Document Other Country/Reg <input type="text"/></p> <p>District Use 2 <input type="text"/></p> </div>	<p>Scroll down to the District defined Elements at the bottom of the Enrollment record screen.</p> <p>Registration Verification Date:</p> <ol style="list-style-type: none"> 1. Enter the date the registration has been verified (received). <ul style="list-style-type: none"> ▪ This date will signify the date the school received the registration form from the parent. ▪ This date is mandatory and will be used to determine the “Official number of students for October Count” for the school building.

Enrollment Mandatory Fields	
<div style="border: 2px solid red; padding: 5px;"> <p>General Enrollment Information</p> <p>*Calendar: 205 07-08 A *Schedule: A *Grade: M Class Rank Exclude: <input type="checkbox"/> N/A</p> <p>*Start Date: M No Show: <input type="checkbox"/> End Date: End Action: *Service Type: P: Primary</p> <p>*Start Status: M End Status: Start Comments: M</p> <div style="border: 1px solid green; padding: 5px; width: fit-content; margin: 5px auto;"> <p>M = Mandatory A = Automatically populates N/A = Not Applicable</p> </div> </div>	
<div style="border: 2px solid red; padding: 5px;"> <p>Graduation</p> <p>Next Calendar: Next Grade: Diploma Date: Course of Study: Diploma Period: Post Grad Plans: Post Grad Intended Location:</p> </div>	
<div style="border: 2px solid red; padding: 5px;"> <p>State Reporting Fields</p> <p>State Exclude: <input type="checkbox"/> Title 1: <input type="checkbox"/> Migrant: <input type="checkbox"/> Immigrant: <input type="checkbox"/> Section 504: <input type="checkbox"/> Fast Track: <input type="checkbox"/> Independent Study: <input type="checkbox"/> GED Instruction: <input type="checkbox"/></p> <p>Continuous in US: <input type="checkbox"/> Continuous in CO: <input type="checkbox"/> Continuous in IL: <input type="checkbox"/> Online Program: <input type="checkbox"/> Habitually Disruptive: <input type="checkbox"/> CSAP Alternative: <input type="checkbox"/></p> <p>Enrolled in US: <input type="checkbox"/></p> </div>	
<div style="border: 2px solid red; padding: 5px;"> <p>District Defined Elements</p> <p>Registration Verification Date: M</p> <p>Adequate Document Date: <input type="checkbox"/> M – If the student leaves</p> <p>Adequate Document City: <input type="checkbox"/> M – If the student leaves</p> <p>Adequate Document Country/Region: M – If the student leaves</p> <p>District Use 1: <input type="checkbox"/></p> <p>End of Year Active: <input type="checkbox"/></p> <p>Adequate Document School: <input type="checkbox"/> M – If the student leaves</p> <p>Adequate Document State: <input type="checkbox"/> M – If the student leaves</p> <p>Adequate Document Other Country/Reg: <input type="checkbox"/> M – If the student leaves</p> <p>District Use 2: <input type="checkbox"/></p> <p>October Count Day: <input type="checkbox"/></p> </div>	