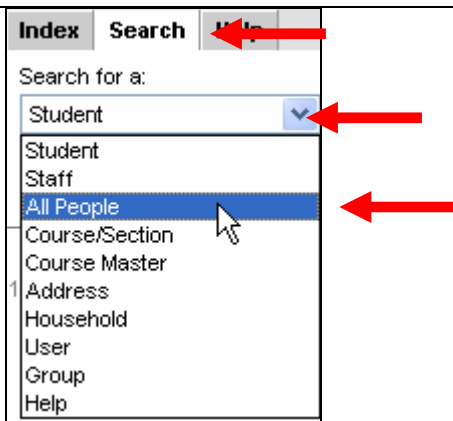
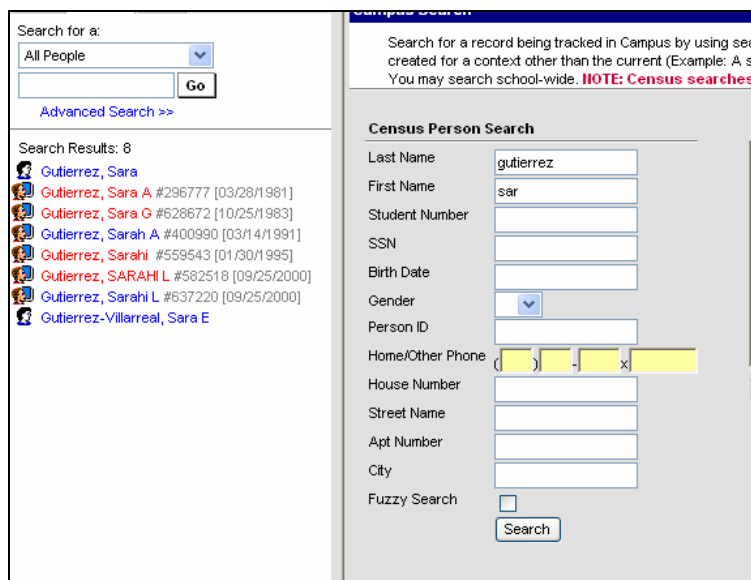


Searching for a Student





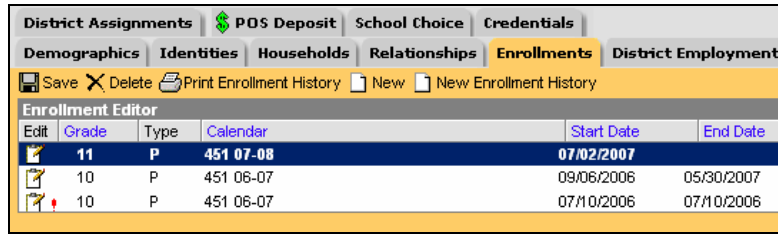
1. From the **Index** tab, select **Census** then **People**.
2. From the **Search** tab, select the drop down under *Search for a:*
And select **All People**

3. Select the **Advanced Search**.

In the **Advanced Search** window, search by last name, first name or student ID. Click the **Search** button when finished.

4. A list of students that matched the input criteria will appear in the **Search** index on the left.
5. Select the student from the list (*If the student was inactivated from a DPS school the student should appear in red*).

Activating a Student

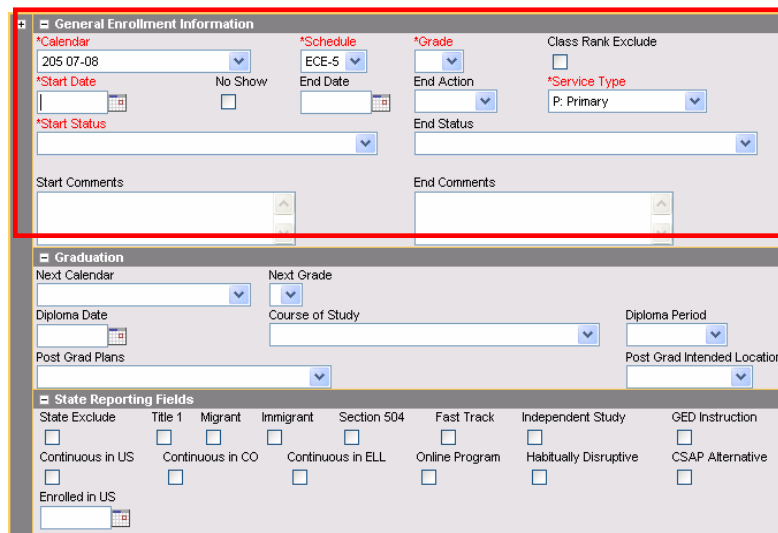


Edit	Grade	Type	Calendar	Start Date	End Date
	11	P	451 07-08	07/02/2007	
	10	P	451 06-07	09/06/2006	05/30/2007
	10	P	451 06-07	07/10/2006	07/10/2006

If there is only a start date (no End Date), contact the school the student is currently enrolled in, allowing the school sufficient time to inactivate the student before enrolling the student in your school

Student information will come up at the Demographic tab. Verify you have the correct student by selecting **Household** and (verify address).

1. Select the **Enrollments** tab.
2. Look at the first line of the enrollment information - it **must** contain both a **start** and **end** date for you to enroll at your school.
3. Select **New**.



General Enrollment Information

*Calendar: 205 07-08 | *Schedule: ECE-5 | *Grade: 11 | Class Rank Exclude:

*Start Date: [] No Show: | End Date: [] | End Action: [] | *Service Type: P: Primary

*Start Status: [] | End Status: []

Start Comments: [] | End Comments: []

Graduation

Next Calendar: [] | Next Grade: []

Diploma Date: [] | Course of Study: [] | Diploma Period: []

Post Grad Plans: [] | Post Grad Intended Location: []

State Reporting Fields

State Exclude: | Title 1: | Migrant: | Immigrant: | Section 504: | Fast Track: | Independent Study: | GED Instruction:

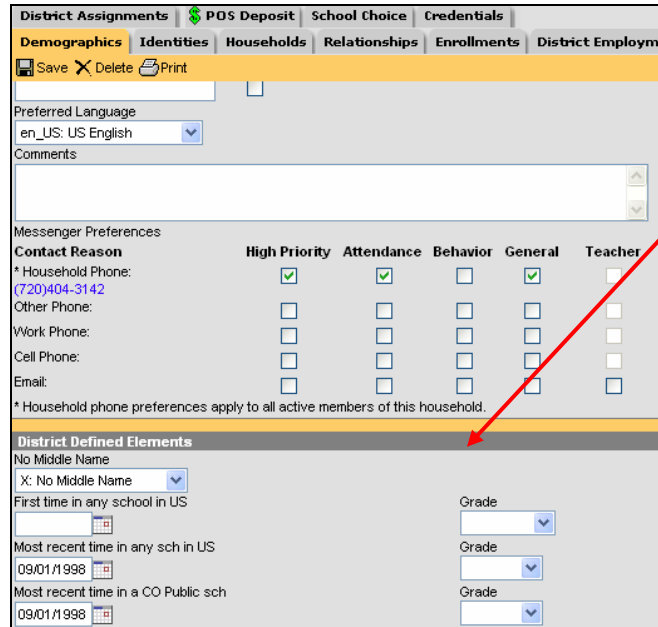
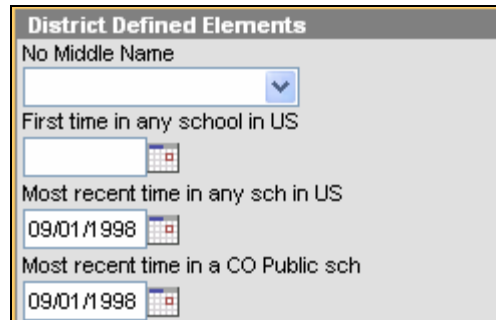
Continuous in US: | Continuous in CO: | Continuous in ELL: | Online Program: | Habitually Disruptive: | CSAP Alternative:

Enrolled in US:

From the General Enrollment Information window

1. Enter the **Grade** the student will be attending.
2. Enter in a **Start Date** (the first date of attendance)
3. Enter in a **Start Status** (Use the appropriate code as assigned by the District).
4. Select **Save**.

District Defined Elements

Three dates must be filled in for every student

1. First time in any school in US
2. Most recent time in any sch in US
3. Most recent time in a CO public sch

Census - Demographics

1. Select the *Demographics* tab.
2. Scroll to the bottom to view the **District Defined Elements** section

3. **Verify the Previous School information** as listed under the **District Defined Elements** section based on the dates filled in from the registration form.
 - Change the dates in IC if the information provided from the registration form shows differently.
 - Fill in any missing dates based on the information provided from the registration form.
 - If the student is new to the district, all three of these dates will need to be entered into IC.
 - These dates will be populated *if* this is a returning student *and* dates were previously entered.
4. Click **Save**.