

<u>Enrolling a NEW student</u>	
<ol style="list-style-type: none"> 1. Census, Add Person – Search for the student, add the student <ol style="list-style-type: none"> a. Fill out the mandatory fields – in the new person window b. Select Generate Number field c. Click on the new person to finish filling in the Demographic information. d. Save 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: auto;">New Student</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: auto;">Add a Student (Census folder)</div>
<ol style="list-style-type: none"> 2. Enroll a Student <ol style="list-style-type: none"> a. Select the Enrollments tab b. Select New c. Fill in the General Enrollment Information window d. Save 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: auto;">New Enrollment (Enrollments Tab)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: auto;">Enter ELA School Data (ELA Tab) See Page 2</div>
<u>Enrolling a Returning Student (activating/transfer)</u>	
<ol style="list-style-type: none"> 1. Search for the student in Census 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: auto;">Returning Student</div>
<ol style="list-style-type: none"> 2. Enroll a Student – <ol style="list-style-type: none"> a. Select the Enrollments tab b. Select New c. Fill in the General Enrollment Information window d. Save 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: auto;">Enroll the Student (Enrollments Tab)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: auto;">Verify ELA data (ELA District Tab)</div>
<u>Inactivating a Student</u>	
<ol style="list-style-type: none"> 1. Search for the student in Student Information, General 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: auto;">Inactivating a Student)</div>
<ol style="list-style-type: none"> 2. Select the Enrollments tab <ol style="list-style-type: none"> a. Select the <i>current</i> enrollment line (the bold one, the one with No end date) b. Fill in the End date, End status for ending the Enrollment c. Save 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: auto;">End the Student's Enrollment (Enrollments Tab)</div>

ELA Data

Entering in ELA Data for a New Student

1. Select **General** from the Index
2. Select the **ELA School** tab
 - a. Enter the **6 boxes of ELA data** from the registration form
 - b. **Save**

Verifying ELA Data for a Returning Student

1. Select the **ELA District** tab - Check 3 things
 - a. The student has a **Y** in field #1 the **Student Language Question** field. When a **Y (Yes)** has been entered, this is the first indication that the student may be an English language learner
 - b. Student does **not** have a **3 (Refuses ELA Services)** in the **PPF Option** field. If there is a **3** in this field, the student **should not be placed in ELA classes.**
 - c. A student has been **exited** from **ELA program services** if there is information in the **English Proficient** field, the student **should no longer receive English Language Acquisition program services.**