

- ***In order to complete the Enrollment process for the Pre-Enrollment procedures, you must be Enrollment and Household certified. Enrollment videos are located in the Infinite Campus video library.***
- ***The Pre-enrollment process enrolls a student into a future holding school called “901 Pre-Enroll”.***
- ***The future school (“901 Pre-Enroll”) is a holding area which will enable schools to complete all necessary enrollment and household processes prior to the student attending a DPS school in the fall of the following school year.***
- ***All students entered into School 901 must have a Household created.***
- ***Only students not currently enrolled in a DPS traditional or Charter school are to be pre-enrolled.***
- ***Students are assigned to the resident school unless an approved record Choice, NCLB, Magnet, Special Ed, or ELA) with a new assigned school is completed.***
- ***Students in 901 will show on the PTF reports for your school. This list of students will change daily as the Choice, NCLB, Magnet, Special Ed, or ELA records are processed.***

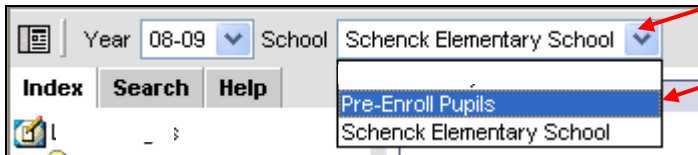


### Process

- The “*Pre-Enroll Pupils*” choice from the school drop down list is only used to ***Pre-Enroll new or returning students*** that are ***not currently attending*** a DPS school.
- One person at each building will be assigned access rights to the school: “*Pre-Enroll Pupils*” for the current calendar year of **08/09**.
- The Pre-Enroll Pupils school choice will only be available: **January 5, 2009** through **May 29, 2009**.

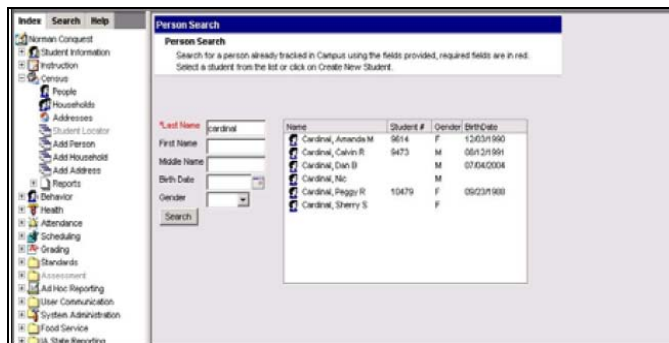
If the “Pre-Enroll Pupils” does not display on the IC School drop down list for at least one person certified for IC Enrollment and Household at your school, please request the school designee to email the DoTS Hotline requesting the assigned person be given permission.

\***Charter Schools** contact Vickie Mestas at [Vickie\\_mestas@dpsk12.org](mailto:Vickie_mestas@dpsk12.org)

**Launching School 901**


1. From the main Infinite Campus screen, **expand** the **School** drop down list.
2. **Select** school “**Pre-Enroll Pupils**”. (If the “**Pre-Enroll Pupils**” doesn’t appear, call the Hotline at 720-423-3888.)

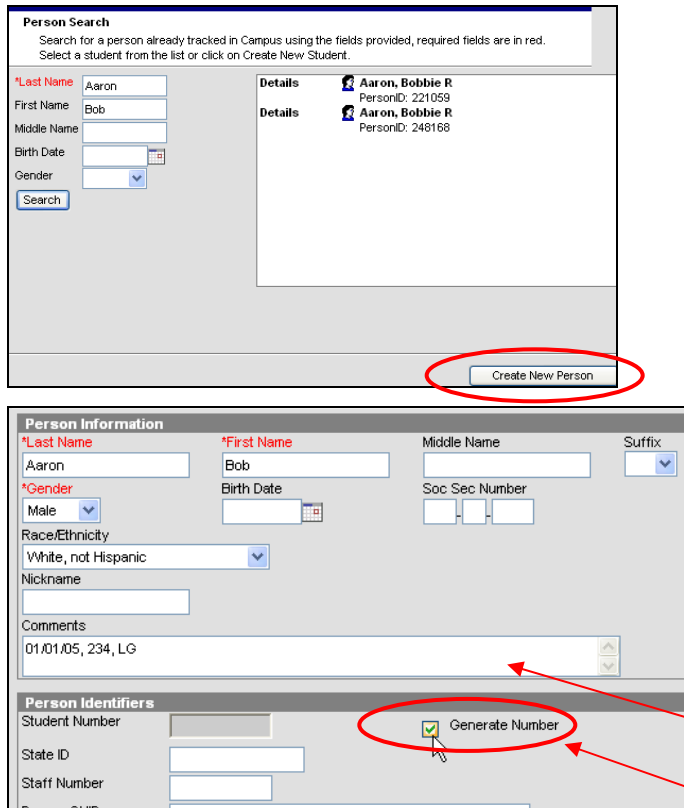
You are now entered into school **901 (Pre-Enroll Pupils)**. Only those students that need to be **Pre-enrolled** into school 901 will be entered here.

**Searching for the Student**


1. From the **Index** tab, expand the **Census** folder by clicking on the plus (+) sign.
2. Select **Add Person**. A **Person Search** screen will appear.
3. In the **Search Criteria**, enter the first three letters of the **Last Name** and first three letters of the **First Name**. A user must search for a person before creating a new record.
  - ◆ **Other methods of searching are:**
    - ◆ First 3 letters of the last name
    - ◆ **Or** the first 3 letters of the first name
    - ◆ **Or** the first 3 letters of the last name and DOB
    - ◆ **Or** just by DOB
4. Click the **Search** button when finished entering criteria. Your results will appear in the **search results** box on the right. (If no results were found, the box will be empty.)
  - If the **student is found** and **not currently enrolled in DPS**, select the student and proceed to the section: **Enrolling into School 901 below**.
  - If the **student is not found**, proceed with the next section: **Creating a new person**.

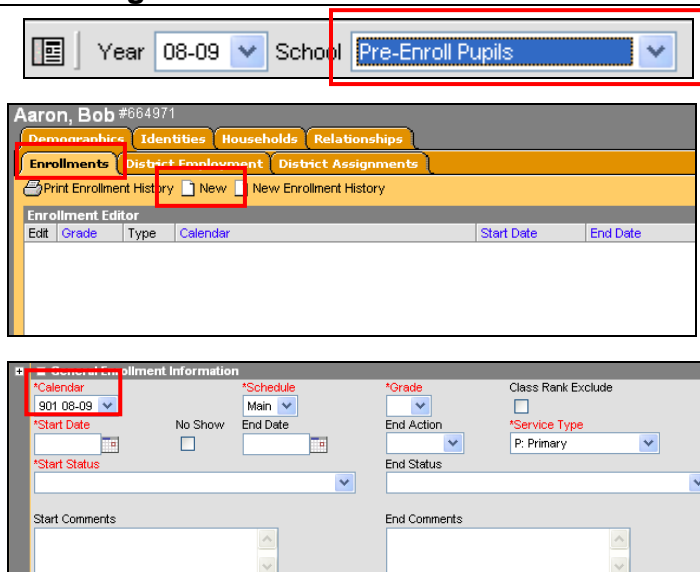
### Creating a new person

Use the “Create a New Person” only if the *student does not currently exist* in the system.



1. Select the **Create New Person** button. The **Person Creation** screen will appear.
2. Complete the applicable fields, entering the person’s demographic information. The information that was used as search criteria will be defaulted into the correct fields.
3. Enter the **Last Name, First Name, Middle Name** and **Gender**. **These fields are required**. Other *required* fields are, *Suffix, Birth Date and Race/Ethnicity*.
4. In the **Comments** box, enter the **date**, your **School number**, and your **initials**.
5. In the **Person Identifiers** area, check the **Generate Number** box.
6. Click the **Save** button at the bottom of the screen. The census record screen will appear.
7. Select the **Save** icon again.

### Enrolling into School 901



- **Confirm School- “Pre-Enroll Pupils” is displayed at the top of your IC page.**
1. Select the **Enrollments** tab.
  2. Select the **New** button.
- From the **General Enrollment Information** window:*
3. **Calendar** – verify **901 08-09** is displayed. *If not, select the **Pre Enroll Pupils** from the school drop down list.*
  4. **Schedule** – Verify **Main** is displayed.
  5. **Grade** – Select *current* grade level for the **08-09** school year (*see table below*).
  6. **Start Date** – Today’s date.
  7. **Service Type** – Leave as default.
  8. **Start Status** – Select the appropriate code from the drop down list.
  9. Select **Save** (top left).

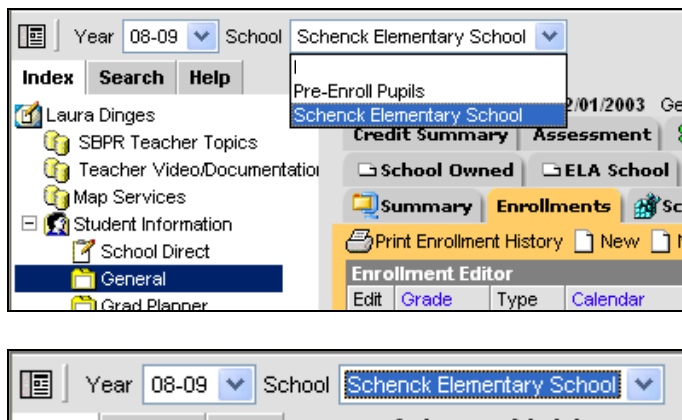
- Enrolling the student into the future “Pre-Enroll Pupils” school ensures the student is entered into IC and will be promoted to the correct grade level for the next school year.
- ECE students will roll into the next grade level providing they meet the age requirement by October 1st of the next school year. Any ECE student who does not meet the age requirement will be retained in ECE.

<u>Pre-Enroll 901</u> Grade level to select	<u>Next years</u> Grade level to be promoted to
<b>ECE</b>	<b>ECE</b>
<b>ECE</b>	<b>00 (Kinder)</b>
<b>00</b>	<b>01 (first)</b>
<b>01</b>	<b>02 (second)</b>
<b>02</b>	<b>03 (third)</b>

### ***Additional information***

- ***You must be Household certified to enter or correct household information***
- ***To refresh yourself on how the household process is accomplished in Infinite Campus, review the household videos located under the Enrollment tab in the Infinite Campus video library.***

### **Exiting School 901**



1. Select the **School drop-down** menu.
2. Select **your School**, to exit out of **Pre-Enroll Pupils**.

***Confirm your school is being displayed.***

- **Keep the 901 forms along with any other pertinent documents at your site location until the end of the Pre-Enrollment cycle (May 29<sup>th</sup>).**
- **Do not attach the 901 forms to the School of Choice applications.**
- **Do not send the verification documents with the Choice applications.**