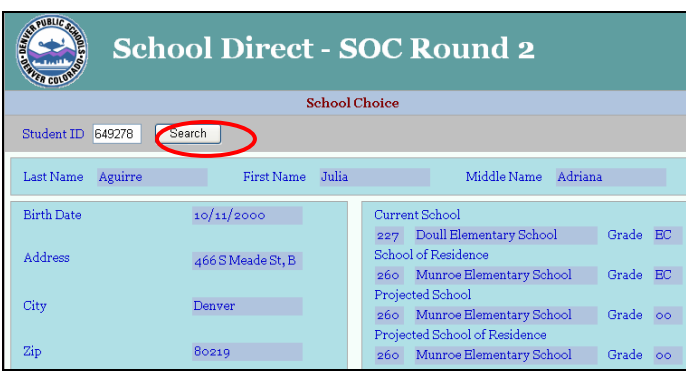
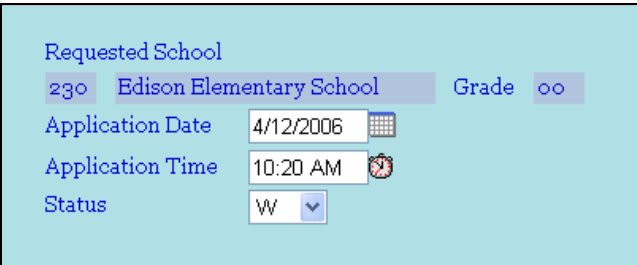
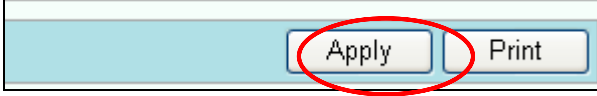



School Direct – SOC Round 2

| Accessing School Direct | |
|---|---|
|  | <ol style="list-style-type: none"> 1. From the Index tab, expand the Student Information folder by clicking on the plus (+) sign. 2. Select the School Direct link |
| The SOC form | |
|  | <ol style="list-style-type: none"> 1. Enter in the Student ID number. 2. Select Search. <p>The School Direct form will populate with the students demographic information (left side).</p> <p>Current School, School of Residence, Projected School and Projected school of Residence (right side).</p> <ol style="list-style-type: none"> 3. Verify the correct student is being displayed. |
| Requested School, Apply, Update and Print | |
|  | <p>Requested School Displays your school number, name and the grade the student will be entering. Application Date - Defaults to the current date (change if necessary). Application Time – Defaults to the current time (change if necessary).</p> <p>Status:</p> <ul style="list-style-type: none"> • A – Approved, application can be approved. • W – Wait List, application is on a Wait list status (if the school or grade is currently capped). • I – Inactivate, the current choice application. |

School Direct – SOC Round 2

Select the Print Icon to...
 Print a letter to send to the parents
 Print a receipt to attach to the application.

Status A – prints an approval letter
Status W – prints a wait list letter

Select the Apply button to submit the application.

- The application will be **approved** if the *status* is showing **A**.
- The application will be placed on a **wait list** if the *status* is showing **W** (the school or grade is currently capped).
- The application will be Inactivated if the **I status** is chosen.

- The Apply button will change to **Update** once the school has submitted or applied the application. A school may **Update** an application at any time.
- If the school has lifted the “*Capped*” status (including for a grade), **Update** your wait listed students by pulling up their record and changing the status from **W** (wait list) to **A** (approved).
- The updated capping status report can be found at <http://soco.dpsk12.org/capreport> and will be updated as changes are made through August 2006

Infinite Campus will roll the submitted applications every Friday evening. Look for students on Monday.

Access the SOC Status List: Student Information>Reports>SoC Status List

| SCHOOL OF CHOICE STATUS LIST | | | | | | | | | |
|------------------------------|------|-----|------|------|-------|---------|-------|--------|----------------------------|
| School 451: East High School | | | | | | | | | |
| Grd | Type | Rsn | Prog | Chce | Prity | Lottery | SOCst | StuID | Name |
| 09 | D | A | 25 | 1 | E | 947 | A | 470887 | H |
| 09 | D | A | 25 | 1 | E | 1301 | A | 489399 | F |
| 09 | D | J | | 1 | E | 1522 | A | 481697 | M |
| 09 | D | A | 25 | 1 | E | 1673 | I | 612697 | Antwiwaa, Abena |
| 09 | D | J | | 1 | E | 1899 | A | 476227 | R |
| 09 | D | A | 25 | 1 | E | 2147 | I | 471450 | M |
| 09 | D | A | 25 | 1 | E | 2632 | A | 597461 | P |
| 09 | D | A | 25 | 1 | E | 3258 | A | 470406 | P |
| 09 | D | A | 25 | 1 | E | 4192 | A | 477603 | Smith, Sarah Kathryn |
| 09 | D | A | 25 | 1 | E | 4657 | A | 478887 | D |
| 09 | D | A | 25 | 1 | E | 4737 | A | 474381 | F |
| 09 | D | A | 25 | 1 | E | 4796 | I | 444805 | Guillen, Dominique Clarita |
| 09 | D | A | 25 | 1 | E | 4829 | A | 582935 | A |
| 09 | D | J | | 1 | E | 4851 | A | 496036 | G |
| 09 | D | A | 25 | 1 | E | 5045 | W | 489147 | V |
| 09 | D | J | | 1 | E | 5399 | I | 465344 | Denbrook, Chancery A |
| 09 | D | A | 25 | 1 | E | 5964 | A | 580506 | G |

School of Choice status

Priority Status Code

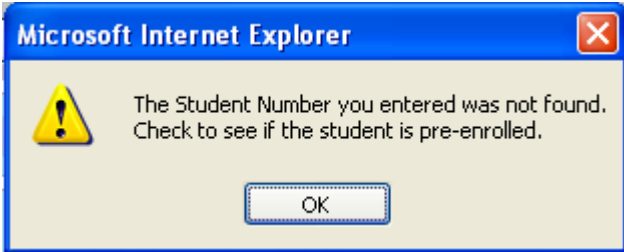
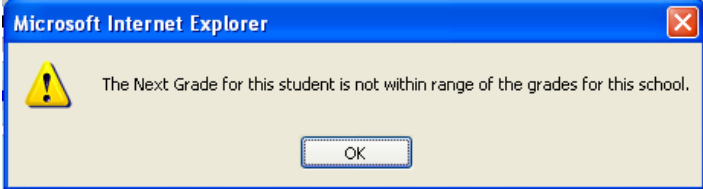
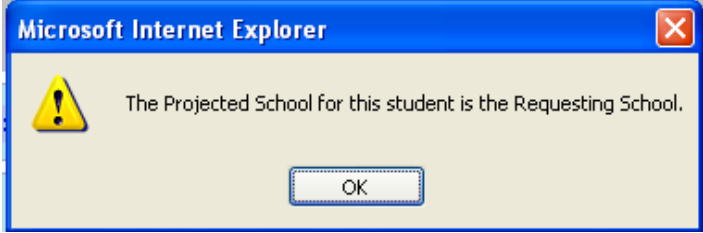
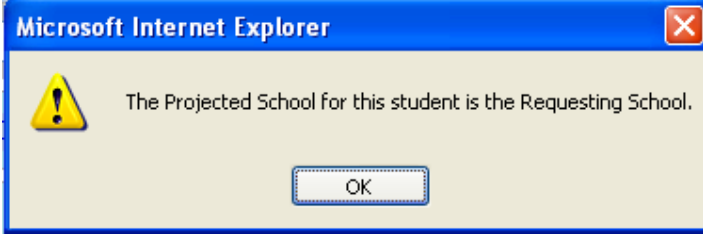
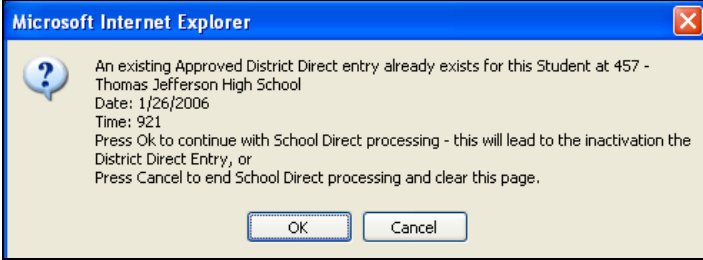
Choice Preference

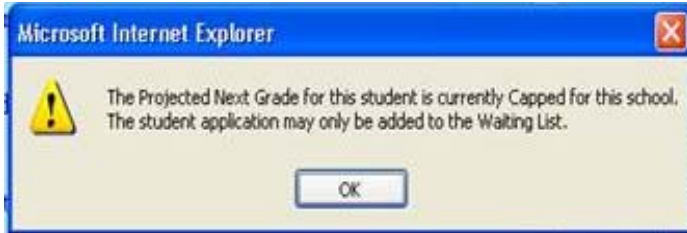
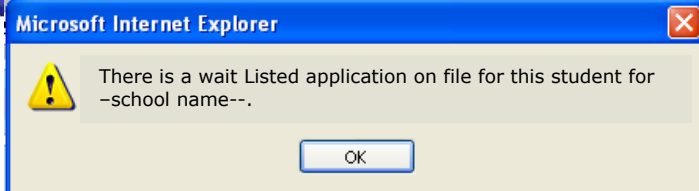
Program Code
 More codes - <http://techtraining.dpsk12.org/ic/>

Reason Code
 More codes - <http://techtraining.dpsk12.org/ic/>

Type Code D=District Direct S=School Direct

See Code Reasons at <http://techtraining.dpsk12.org/ic/>

| ERROR Messages | |
|---|--|
|  | <p>Error message: Student ID number not found.</p> <p>The ID number entered is not for an active DPS student. Check Infinite Campus to see if the student ID number is correct for this student. The student/ID number may need to be activated or pre-enrolled.</p> |
|  | <p>Error message: The Next Grade for this student is not within range of the grades for this school.</p> <p>The grade that this student is applying for is not supported by this school or it is not a grade that is eligible for Choice. Please review the projected grade or magnet application requirement.</p> |
|  | <p>Error message: The Projected School for this student is Requested School.</p> <p>The student is already projected to the school they are requesting to attend. Please review to determine if there is an address change. If so, report information to DQMT via the blue folder and check in IC for updated information (3-5 days). Re-enter when the projected school is updated from the new address. The student may also already have an approved District Direct application on file.</p> |
|  | <p>Error message: There is already an approved District Direct or School Direct application on file for this student for the requested school.</p> <p>An application has already been entered and approved for this student. Please review to see if the application has been duplicated. CANCEL will clear your screen.</p> |
|  | <p>Error message: An existing Approved District Direct entry already exists for this student at --- (school name) ---- dated ---- (date/time of application)--.</p> <p>Comment: The student has been approved to attend a different school with a District Direct or School Direct application. Please review the application and date/time. If your application is dated later, this may be a new request. If there are any concerns about the requests, contact the parent/guardian. "OK" will inactivate the current record for this student and allow you to enter a new School Direct to your school.</p> |

**Error message:**

There is a wait listed application on file for this student for the requested school.

Comment:

There is a District Direct application on file for this student in wait list status. It is not necessary to duplicate the entry with a School Direct. "OK" will clear the screen.