Student Information

New Student Entry

The New Student Entry option will search the district to determine if the student already exists before allowing a new id number to be assigned.

The district can configure which screens will be accessible during the add, so the procedures below may vary depending on district policy. Screen access is also dependent on what security you have, so not all users will see the same screens.

The system includes the following standardized screens:

- Academic
- Demographic
- Contacts
- Personal
- Medical
- Emergency
- Transportation
- Entry/Withdrawal

Your district may have created additional screens to store information required in your schools. These screens will be displayed at the bottom of the Student Information folder and may or may not be included while adding new students.

To add a student:

1. Select **Student Center > New Student Entry**.
2. Enter the student's last name, birth date and gender on the Duplicate Student Search page.
3. Click **Search**.
   - If no student match is found, the New Student Information page will display.
   - If a match is found, a list of students will display on the Duplicate Student page. If the student you are adding is on the list, you can click on the name to review information or click **Re-Enroll** to re-enter an inactive student.
   - If the student you are adding is not on the list, click **Add** and the New Student Information page will display.
4. Enter the information in the fields on the New Student Information page and click **Save**.
5. If the district is not requiring additional screens for adding information, the Student Summary page will display and the add is complete.
6. If the district is requiring additional screens to be included in the New Student Entry, then the screens will display one at a time. As information is entered and a screen is complete, click **Next** to continue.
7. On the last screen, you can click **Save** or **New** Student.
   - If you click **Save,** the Student Summary page for the new student will display.
   - If you click **New Student**, the Duplicate Search page will display for adding the next student.

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Maintaining Student Information

Student information is available on 8 standard screens, as well as on district-defined screens. Each screen can be accessed directly from the option within the Student Information folder or from the Student Summary page.

To update information about a student using the Student Summary page:

1. Select **Student Center > Quick Search** option to find the student and open the Student Summary page.
2. Click on the link to the page that contains the information you want to change. See the Field Location section of this document for a list of the fields on each page.
3. Make the necessary changes and click **Save**.

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Withdrawing a Student

When withdrawing a student, you can drop or keep the student's schedule.

To withdraw a student:

1. Select **Student Center > Entry/Withdrawal**.
2. If necessary, use the **Search** option to find the student and click the student name link.
3. Click on the school year link on the top row.
4. Enter the Withdrawal Code and Withdrawal Date.
5. If the student had scheduled courses, choose the appropriate option at the Schedule prompt.
    *   Drop – Drops all courses in student's schedule.
    *   Preserve – Saves a copy of the schedule for the student, but frees up the seats in the master schedule.
    *   Keep – Keeps the schedule active.
6. Click **Save**.

Reactivating a Student

If a student is in the system, but is currently inactive, he/she must be made active prior to creating a schedule or taking attendance.

To reenter a student that withdrew during the current year into the same building from which he/she withdrew:

1. Select **Student Center > Entry/Withdrawal**.
2. If necessary, use the **Search** option to find the student and click the student name link.
3. Click **Re-Enter Student**.
4. Enter the Re-Entry Code and Re-Entry Date. Uncheck Restore Schedule if you want to create a new schedule for the student, leave it checked to restore the preserved schedule.
5. Click **Save**.

To reenter a student that withdrew during a previous year or to reenter a student into a new building, track, calendar or grade:

1. Select **Student Center > Entry/Withdrawal**.
2. If necessary, use the **Search** option to find the student and click the student name link.
3. Click **New**.
4. Enter the necessary information, including the Entry Date and Entry Code.
5. Click **Save**.

Student Information

Field Location

Listed below is each of the standard screens and the information that is stored on each of them. Remember that security determines which pages and fields you have access to, so you may not be able to see all of the fields or screens. When a page has tabs or multiple sections, the title of the section is listed in italics.

Academic

Graduation Year
Graduation Date
Promotion
Curriculum
Graduation Requirement Group

Scheduling Priority
Honor Exclusions
Rank Exclusions

Demographic

First Name
Middle Name
Last Name
Generation Code
Student ID (view only)
Building *
Calendar *
Grade *
Track *
Current Year Status
Summer School Status*

Summer School:
Building *
Calendar *
Grade *
Track *
Counselor
Primary Homeroom
Secondary Homeroom
House/Team

Current Year:
Nickname
Language
Gender
Birth Date
Counselor
Primary Homeroom
Secondary Homeroom
House/Team
Family/Census Number
Alternate District
District of Residence
Alternate Building
* View only here; can be updated on Entry/Withdrawal screen

Next Year:
Building
Grade
Track
Counselor
Primary Homeroom
Secondary Homeroom
House/Team

Student Information

Contacts

Contact Information
Contact Type
First Name
Middle Name
Last Name
Generation

Student/Contact Relationship:
Relationship
Living With
Notes
Web access
Print flags

General:
Salutation
Language
Employer Name
Employer Address
Login ID
Password
Last Login Date

Address:
Apartment
Complex
House Number
Street Prefix *
Street Name
Street Suffix*
Street Type*
Delivery Point
City
State
Zip Code

Phone:
Contact Name (view only)
Phone Type
Phone Number
Extension
Listing Status

  * Does not display if district uses simple address format.

Personal

Ethnic Code
Classification
Meal Status
Residency
City of Birth
State of Birth
Country of Birth

Previous ID
Locker Number
Locker Combination
Social Security Number
Comments
Show Alerts (Comments display on Student
Summary Page)

Medical

Immunization
Status

Procedure
Status
Date

<u>Student Information</u>

Emergency Information

Emergency Contact Information:
Guardian
Phone Number
Emergency Contact
Phone Number
Physician
Physician Phone
Extension
Hospital code
Insurance Company
Insurance ID Number
Group Number
Group Name
Subscriber's Name

Disabilites:
Disability code
Description (display only)
Primary Disability

Medical Alerts:
Medical Alert code
Description (display only)

Transportation

Travel To School:
Trip
Days of Week (M – F)
Segment
Travel Type
Bus Number
Bus Route
Stop Number
Shuttle Stop

Travel From School:
Trip
Days of Week (M – F)
Segment
Travel Type
Bus Number
Bus Route
Stop Number
Shuttle Stop

Entry/Withdrawal

Regular Year:
School Year
Building
Track
Calendar
Grade
Entry Code
Entry Date
Withdrawal Code
Withdrawal Date
Schedule (Drop, Preserve, Keep – only accessible when withdrawing a student)

Summer School:
School Year
Building
Track
Calendar
Grade
Entry Code
Entry Date
Withdrawal Code
Withdrawal Date
Schedule (Drop, Preserve, Keep – only accessible when withdrawing a student)