

Enrollment Status Changes - When do I use a Status Change, and when do I Edit?

Anytime you need to change information for a student on the Entry/Withdrawal screen in Skyward, and that student has been with you for more than one count period, you should use the Status Change process instead of just Editing the information. By making the change(s) with the Status Change, it allows us to maintain the enrollment history for the student and still update their current information.

Take a look at the screenshot below. Use the Entry Date to determine if you need to do a Status Change, or if you can simply Edit the current record. In this example, we are in the 2016-2017 School Year, but this student's Entry Date into this Entity is 09/03/2015. For this student, we need to use the Status Change in order to retain their enrollment history and update their information.

If this student had entered your Entity for the first time this school year (Entry Date = 08/29/2016 or later), then you'd only need to use the Status Change if the effective date of the change(s) is past Fall Count Day (changes effective after 10/05/2016).

The most common areas to change on the Entry/Withdrawal screen are % Enrolled (FTE), GLO, Student Type, Resident District, and the State Aid code. All of these would be reasons to use a Status Change if the Student has been in your Entity for more than one Count Day.

Enrollment Status Changes - How to Complete a Status Change

1. Go to **Students > Student Profile > Entry/With**
2. **Review the Student's Entry Date into your Entity.** If the student has been with you for at least one Count Day (Fall, Spring, End of Year), then you need to use the Status Change button. If the student has NOT been enrolled in your Entity for at least one Count Day, you can just use the Edit button to make the Change (example: Entry Date = 8/29/2016, and the current date is before Fall Count day)
3. Click **Status Change**

The screenshot shows the Skyward Student Profile page. The 'Students' menu is highlighted with a red circle 1. The 'Entry/Withdrawal' tab is selected. In the table, the entry date '09/03/2015' is highlighted with a red circle 2. The 'Status Chg' button is highlighted with a red circle 3.

Part one of the Status Change closes the current Entry/With record...

4. **Enter the Withdrawal Date** - use one day prior to the effective date of the change (this example is for a school of choice student, the date of approval for the application is 09/09/2016, so the withdrawal date is one day prior, or 09/08/2016)
5. **Enter 'SC' (Status Change) for both Withdrawal Codes and enter a comment** (we can work on a common bank of Comments if needed). The SC code is mapped to be 19 (Expected to Continue) with the State.
6. Click **Save**

The screenshot shows the 'Entry/Withdrawal Maintenance' form. The 'Withdrawal Information' section is expanded. The date '09/08/2016' is highlighted with a red circle 4. The 'Code' field is set to 'SC' and the 'Comment' field contains 'Resident District & State Aid Change', both highlighted with a red circle 5. The 'Save' button is highlighted with a red circle 6.

Enrollment Status Changes - How to Complete a Status Change (cont.)

- Click NO on the pop-up message... We want to leave the Attendance in place for the student

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has attendance entered for the following dates that are outside the Entry and Withdrawal dates on this screen:

09/13/2016, 09/14/2016, 09/15/2016, 09/16/2016, 09/19/2016, 09/21/2016, 09/22/2016, 09/23/2016, 09/26/2016, 09/27/2016, 09/28/2016, 09/29/2016, 09/30/2016, 10/03/2016, 10/04/2016, 10/05/2016, 10/06/2016, 10/10/2016, 10/11/2016, 10/12/2016, 10/13/2016, 10/17/2016

Would you like to delete ALL of these Attendance records?

Click **Yes** to save the changes to the Entry and Withdrawal dates and **DELETE** all the above Attendance Records.
 Click **No** to save your changes to the Entry and Withdrawal dates and **LEAVE** the above Attendance Records as is.
 Click **Cancel** to stay on this screen and adjust the Entry and Withdrawal dates to encompass this Attendance or do not Save these changes.

Yes No **7** Cancel

Part two of the Status Change opens the NEW & current Entry/With record...

- The Entry Date will pre-populate to one day after the Withdrawal Date you entered in Part one.
- Change the Entry Code to SC and Enter the same comment you used for the Withdrawal
- Make the necessary changes to the Entry field(s). In this School of Choice example, the Resident District and State Aid fields need to be changed.
- Click Save

Entry/Withdrawal Maintenance

Expand All Sections Collapse All Sections

Entry Information

Student: **8** Current Entity: 302

* Entry Date: 09/09/2016 % 100 Enrolled: GLD:

Grad Yr/Grade: 2022/07

* Entry Code: SC Status Change **9**

* Previous School / Comment: Resident District & State Aid Change

* School: 302 North Middle School Nbr: 03096

* Calendar: 302 North Middle School * State Aid (Residency Code): 06 All other non-resident student **10**

* Student Type: R Regular

* Res Dist: 39170 Vicksburg Community Schools **10**

Withdrawal Information

Asterisk (*) denotes a required field

Save **11** History Defaults Back

- Click Yes on the pop-up message.

For all School of Choice changes, you want Skyward to update the Resident

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The Student's Current Residency on the Student General 1 Screen is set to (Yes).
 The Student's Resident District Code is NOT the same as the Configuration District Code.

Do you want to change the Student's Current Resident field on the General 1 Tab to (No) to match the value of Residency for this District Code?

Yes **12** No

Yes/No field.

Enrollment Status Changes - How to Complete a Status Change (cont.)

13. The Status Change is now complete, and you can see that the old Enrollment record has been closed and the new Enrollment record, with the updated information and Entry Date, has been created.

Student: [Dropdown] [Navigation Buttons] [Add] [Delete] [Transfer] [Pseudo]

Grad Year (Grade): 2022 (07) DOB (Age): 06/25/2004 (12) Entity, School, Status: [Dropdown] Default: [Dropdown] 1

Advisor: [Text] Gender: F NY Status: A Other ID: 82226039 Phone: (269)993-1332

Entry/Withdrawal

Views: General Filters: *Skyward Default

Entity	Entry	Code	School	Schl Nbr	Calendar	Withdrawal	Code	Grad Year	School Year	Grade	Dfit Ent	%Enrolled	GLO	S
1	302	09/09/2016	SC	302	03096	302		2022				100		R
2	302	09/03/2015	IDT	302	03096	302	09/08/2016	SC	2022	2017 07	Y	100		R

Buttons: Quick Print, History, Entry, Withdraw, Status Chg

There are 3 Tabs in Student Profile to check when enrolling or correcting a Non-Resident Student. The Big Idea here is to make sure all of these fields match and make sense.

Student Profile Tab	Field(s)
Entry/Withdrawal	Resident District & State Aid
General > Profile	Resident (Yes/No)
MI/NCLB	Resident County

The screenshot shows the Skyward Withdrawal Maintenance form for a student named Astarion. The form is divided into several sections:

- Header:** Includes the Skyward logo and a navigation bar with tabs: Home, **Students**, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. A search icon is also present.
- Left Sidebar:** Contains a list of navigation options: Emergency, Email Info, **Attendance** (highlighted), Absence, Scheduling, Current, Future, Grades, GPA, Transcript, MANCLB, Special Prgrms, RTI, Discipline, Health, Activity, Portfolio, Grad Req, Test Scores, Guidance, Edu Milestones, and Vocational Ed.
- Main Content Area:**
 - Entry - Withdraw Tab:** The active tab, showing a list of students. The first student is Astarion, with a grade of 09/09/2016.
 - Entry/Withdrawal:** A section for managing the student's entry and withdrawal. It includes fields for Student, Grade, Entry Date, and Exit Date. The student's status is "Withdrawn".
 - Withdrawal Maintenance:** A section for managing the student's withdrawal. It includes fields for Student, Grade, Entry Date, and Exit Date. The student's status is "Withdrawn".
 - Entry Information:** A section for managing the student's entry. It includes fields for Student, Grade, Entry Date, and Exit Date. The student's status is "Withdrawn".
 - Withdrawal Information:** A section for managing the student's withdrawal. It includes fields for Student, Grade, Entry Date, and Exit Date. The student's status is "Withdrawn".

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Ryan Miller Account Preferences

Home ▾ **Students** Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Profile Tab

Customize This Page

▼ Profile

Address Birth Hist School Path Vehicles Web Access Change Hist

▼ Entity

Entity Info Obligations

▼ Categories

District Entity Family

Student: [Dropdown] Ranges Add Delete Transfer Pseudo

Grad Year (Grade): 2022 (07) DOB (Age): 06/25/2004 (12) Entity, School, Status: Default: [Dropdown]

Advisor: [Dropdown] Gender: F NY Status: A Other ID: 82226039 Phone: (269)993-1332

Profile

Grade Information

Grad Yr/Grade: 2022 07 GLO: [Dropdown]
Advance: No Retain: No
NY Grad Year: 2022 Graduated: No
Grad Req Base Yr: 2022 Graduation Date: [Text Box]

General Information

Date of Birth: 06/25/2004 Age: 12 Gender: Female Spec Ed: No
Local Race: 5 White/Non Hispanic
Ethnicity: Hispanic/Latino Ethnicity?
Federal Race: 1 American Indian or Alaskan Native
Resident: No

Quick Print Edit Gen Notes (1) All Notes (1) Chg Log

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Ryan Miller Account Preferences

Home ▾ **Students** Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features **Federal/State Reporting** Custom Reports

NCLB Tab

Current Future Grades GPA Transcript Mi/NCLB Special Prgrms RTI

Student: [Dropdown] Ranges Add Delete Transfer Pseudo

Grad Year (Grade): 2022 (07) DOB (Age): 06/25/2004 (12) Entity, School, Status: Default: [Dropdown]

Advisor: [Dropdown] Gender: F NY Status: A Other ID: 82226039 Phone: (269)993-1332

Mi/NCLB

Special Prgrms

RTI

*Std - * Nbr: [Text Box] Grad Std Year: 2022 Edit

Sec 6(4)(ii) Pupil Count Exception: No

Resident County: 39 Kalamazoo
Distr Entry Date: 01/01/2000 SZE2 Code: [Text Box]
Ed-Fi Grad Plan Type: [Text Box]

I've created a Data Mining Report called ***NonResidentStudentList - Field Check*** to help you check on these three areas. Go to Students > Data Mining... be sure you are in your Entity, click on the report and click Excel. At this time, the report does not include Resident (State Aid = 14) students. Here is a preview of what that report shows you...

	A	B	C	D	E	F	G	H	I	J	K	L
1	Ent	GR	% Enrl	Student Full Name	Other ID	State Number	F1 Zip	Resident District	State Aid	State Aid	Res	Resident County Description
2	101	09	100		852302357		49093	Three Rivers Community Schools	03	Section 105c sc	N	
3	101	09	100		88200073		49071	Mattawan Consolidated School	03	Section 105c sc	N	Van Buren
4	101	09	100		87206141		49024	Kalamazoo Public Schools	06	All other non-r	Y	Kalamazoo
5	101	09			99463843		49009	Kalamazoo Public Schools	06	All other non-r	N	Kalamazoo
6	101	09			852302445		49008	Kalamazoo Public Schools	06	All other non-r	N	
7	101	09			88200039		49009	Kalamazoo Public Schools	06	All other non-r	N	Kalamazoo