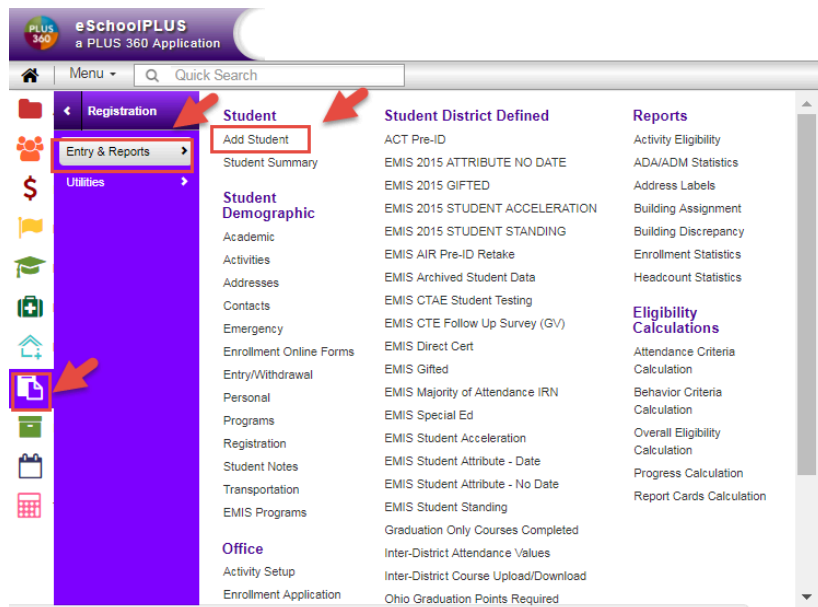
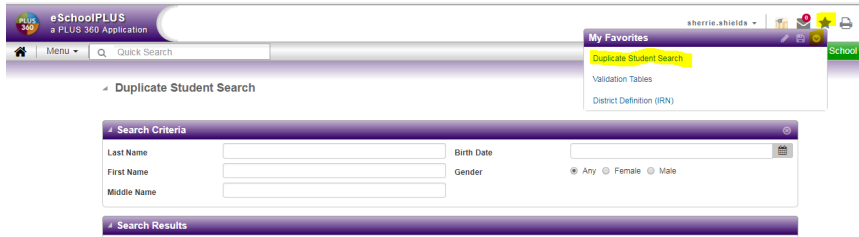





## To Register a New Student




Menu > Registration > Entry & Reports >  
Student > Add Student OR type "Add  
Student" in the Quick Search Box

## To Save in My Favorites



Click on  star  
Click on  heart  
Add current page as a favorite  
Click on save 

## Duplicate Student Search – **MUST ALWAYS DO FIRST**

Enter the student's first and last name in the **Search Criteria Panel**. The less information you enter, the more likely the system will find a match if it exists. Select the Load Records icon  to start the enrollment process. If no match is found, you will be taken to the **Add Student Screen**. If a match is found, a list will appear under the **Search Results Panel**. Choose the correct student from the list and proceed in making necessary changes to the record.

*Any information entered on this screen will automatically populate on the registration screen.  
This search will check current and past years to see if the student is already in the system.*

### Duplicate Student Search



#### Search Criteria

Last Name	<input type="text"/>	Birth Date	<input type="text"/>
First Name	<input type="text"/>	Gender	<input checked="" type="radio"/> Any <input type="radio"/> Female <input type="radio"/> Male
Middle Name	<input type="text"/>		

#### Search Results

## ADD STUDENT SCREEN

### Student Summary



Calendar	R	House/Team	Primary Homeroom Teacher	Secondary Homeroom Teacher
----------	---	------------	--------------------------	----------------------------

#### District Registration Information

Family/Census Number	Alternate Building	US Enrollment Date
County of Residence 10 - Carroll	Alt Accountability Building	Date Entered Grade 9
District of Residence 50000 - Brown Local	State Building of Residence	District Enrollment Date 2/15/2017
Alternate District	Home Language ENG - English	State Enrollment Date
Attending District	Native Language ENG - English	

#### General Personal

Residency	
City of Birth	Honeysville
State of Birth	OH - Ohio
Country of Birth	
Social Security Number	222-22-2222
Mother's Maiden Name	Robin
Building Transferred From	
State ID	
Previous ID	
Gender	Female
Nickname	
Race	White

#### Educational Factors

Classification	CI - Court Placed In
Meal Status	
Academically Disadvantaged	
Homeless	
504 Plan	No
ESL	No
Current Student Success Plan	No
At Risk	No
At Risk Calculation Ovr	No
IEP	No
IEP Status	

#### Privacy

FERPA Flags
<input type="checkbox"/> Student's Address
<input type="checkbox"/> Student's Name/ID
<input type="checkbox"/> Student's Phone
<input type="checkbox"/> Student's Photo
Do Not Release Information
<input type="checkbox"/> Military
<input type="checkbox"/> Higher Education
<input type="checkbox"/> Companies
<input type="checkbox"/> Organizations
<input type="checkbox"/> Individuals

Federal		Locker	
Federal Code	6 - White	Locker Number	
ELL Years		Locker Combination	
Migrant	No		
Migrant ID			
Immigrant	No		
Country of Origin	US - United States Of America		
Citizen Status	04 - United States Citizen		

Contacts		Physician, Hospital, and Insurance Information	
<b>Sara Smith</b> Mailing <a href="mailto:sara.smith@yahoo.com">sara.smith@yahoo.com</a> Home (330) 222-7777 Address 879 N Honeychuck Ln SE Mogadore, OH 44260		Physician Name Physician Phone Physician Phone Extension Hospital Code Insurance Company Insurance ID Number Group Number Group Name Subscriber's Name	
<b>Sara Smith</b> Physical <a href="mailto:sara.smith@yahoo.com">sara.smith@yahoo.com</a> Home (330) 222-7777 Address 879 N Honeychuck Ln SE Mogadore, OH 44260			
<b>Winnie Pooh</b> Guardian - living with Home (330) 555-4477 Address 879 N Honeychuck Ln SE Mogadore, OH 44260		<b>Medical Alerts</b> Student does not have any medical alerts.	
<b>Michael Stanley</b> Guardian Mobile (330) 547-7878 Address Malvern, OH		<b>Disabilities</b> Student does not have any disabilities.	

Attendance	
Either the student is not registered on 07/10/2017, or it is not an attendance date.	

Schedule	
Today's Schedule	Full Schedule
The student is not enrolled in any courses for today	

Student's Enrolled Programs	
Program	Status
OH616 - EMIS Student Standing Screen	Active
OH617 - EMIS Student Attribute Program	Active
OHIRN - EMIS Admitted-Withdrawn IRN	Active

## Student Panel

Begin by entering information in the New **Student Panel** box. A **Student ID** will automatically be assigned when you're finished with the **Add Student Screen** and select save.

**Grade** – Choose grade level.

**First, Middle, and Last Names** - make sure student is enrolled with names as shown on the birth certificate.

*If student has no middle name, you may leave this blank.*

**Generation** - Name suffixes such as Jr, II, etc.

**Nickname** - Enter if applicable.

**Home Language** – Main language spoken at home by the student. Default: ~~Neither LEP nor Immigrant in current fiscal year...

**Native Language** – First language of the student – should denote the primary language spoken by the student at the onset of speech.

**Language of Correspondence** – Leave blank

**Gender and Date of Birth** - Should populate from the

**Duplicate Student** screen if you entered them there. Check

**Student**

Student ID

Grade\*

First Name\*

Middle Name

Last Name\*

Generation

Nickname

Home Language\*

Native Language

Language of Correspondence

Gender\* ☒ Female ☐ Male

Birthdate\*

Age 7:00

to make sure they are entered as shown on the student's birth certificate.

*eSchoolPlus will automatically calculate the student's age in years and months.*

## Email Login and Federal Panels

**Email and Login**

Email Address

Use Email for Mailing ☐

Login ID

Password

**Federal**

Social Security Number

Hispanic/Latino Ethnicity ☐ Yes ☒ No ☐ Not Recollected

Race\*

Order*	Race*	
1	W - White	

Federal Code

ELL Years

Migrant ☐

Migrant ID

Immigrant ☐

Country of Origin

Citizen Status

**Email Address** – Used for HAC (Home Access Center)

This panel is for the Student's Email and Login information only (if applicable); not the parent's.

**Social Security Number** - Enter number if provided; not required.

**Hispanic/Latino Ethnicity** – Must select Yes or No.

**Race(s)** – Enter as indicated by parent on the enrollment form. Use as many lines as necessary. Order number is required. (1, 2, etc.)

**ELL Years** – Leave blank; EMIS Coordinator only.

**Migrant & ID** – Leave blank; EMIS only.

**Immigrant** – Leave blank; EMIS only.

**Country of Origin** - Type "US" and it will come up faster!

**Citizen Status** – Enter

## Student/Contact Relationship Panel

**Student/Contact Relationship**

**Access**

Notes

HAC Access ☒

Update in Enrollment Online ☒

**Print Flags**

Select	Description
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Registration Labels
<input checked="" type="checkbox"/>	IPR Letters
<input checked="" type="checkbox"/>	Attendance Notifications
<input checked="" type="checkbox"/>	Report Cards
<input checked="" type="checkbox"/>	Discipline Letters
<input checked="" type="checkbox"/>	Medical Letters
<input checked="" type="checkbox"/>	Schedules
<input checked="" type="checkbox"/>	Student Fees
<input checked="" type="checkbox"/>	Student Success Plan

**HAC Access** –Checked if the contact (Parent/Guardian) can use **Home Access Center (HAC)**. An email address is required on the **Email and Login** panel for the contact to register for a HAC account

**Update in Enrollment Online** – Check if the student can submit an Enrollment Online update form to update demographic and contact information. (Coming Soon)

**Print Flags** – Determines what reports or letters are sent to the contact (Student).  
District decision; work with CORE team.

## Addresses and Contacts Panel (Student)

**Addresses and Contacts**

**Student**

**Mailing Address**

Apt  Complex

Number  Prefix  Street  Type  Suffix

City  State  Zip

Development  Delivery Point

**Transportation**

Transport to School ☐ Transport from School ☐

**Phone**

Phone Priority  Phone type\*  Phone Number\*  Ext.  Listing Status\*

Before entering any address or phone information, click on the **Copy from Sibling** icon on the **Address and Contacts Panel**. This will give you the opportunity to search for other students in the same family group and connect them, as well as pulling in the address and phone information already in the system.

**Sibling Matches**

**Criteria**

Last Name

Phone Number

Census #

**Results**

OK Cancel

**Sibling Matches** - Enter the student's last name and primary phone number on this screen and click **Load Records** SchoolPlus will search for a match on either value.

**Sibling Matches**

Criteria

Results

Sibling Brown, Audrey Rebecca (12202 - Jackson Memorial Middle School)

Copy	Address/Contact Type	Student/Contact Name	Relationship	Address	Phone
<input type="checkbox"/>	M - Mailing	---		6750 Salerno St NW Canton, OH 44718-3771	Home (330) 768-7173
<input type="checkbox"/>	P - Physical	---		6750 Salerno St NW Canton, OH 44718-3771	Home (330) 768-7173
<input type="checkbox"/>	G - Guardian (Living with)	Brown, Andrea	M - Mother	6750 Salerno St NW Canton, OH 44718-3771	Home (330) 768-7173 Mobile (330) 417-0189
<input type="checkbox"/>	G - Guardian (Living with)	Brown, Kyle	F - Father	6750 Salerno St NW Canton, OH 44718-3771	Home (330) 768-7173 Mobile (330) 353-0717 Work (330) 477-2402

Sibling Brown, Ava Elizabeth (12306 - Strausser Elementary)

Sibling Brown, Blaine Alan Robert (12306 - Strausser Elementary)

Sibling Brown, Boaz Christopher (12306 - Strausser Elementary)

If a match is found, you will see a screen like this. Click on the arrow to open up the information for a possible sibling. Check address, phone and parent name for a match. If the new student belongs to the same family group, check the boxes under the “Copy” column to copy the information to the new student. Select **OK** at bottom of screen.

eSchoolPlus will auto populate the information and give a confirmation message under the Parent/Guardian 1 panel that reads: “Linked to Existing Student”.

If there is no matching information found, proceed to enter the student address information as needed.

**\*\*There is no Address Standardization\*\***

**Addresses and Contacts**

Student

Mailing Address

Apt  Complex

879 N Honeychuck Ln SE

Mogadore OH 44260

Development Pooh Bear Estates Delivery Point

Transportation

Transport to School ☐ Transport from School ☐

Phone

Phone Priority	Phone type*	Phone Number*	Ext.	Listing Status*
1	H - Home	(330) 222-7777		L - Listed
				L - Listed

**Apt. and Complex** - Enter if needed.

**MAILING Address** (Notes: Each address field is separate. This is where you would enter a PO Box.)

**Development** - Enter if needed.

Student’s **Phone** – Enter as priority #1 and list as **HOME** number regardless of type.

## Parent/Guardian 1 Panel

Parent/Guardian 1

Only contacts living with the student should be entered here. Mailing address will be copied from the student. "Living With" flag will be set.

Name

Title

First Name\*

Middle Name

Last Name\*

Generation

Contact Info

Language of Correspondence

Use Language for Mailings ☐

Education Level

Email Address

Use Email for Mailing ☐

Copy to Student Mailing ☐

Phone

Phone Priority	Phone type*	Phone Number*	Ext.	Listing Status*
				L - Listed

*This panel is only for contacts **LIVING WITH** the student. Other contacts are entered on the **Contacts Screen**.*

**IMPORTANT:** You must first search for contact to see if it already exists for another student by selecting the . Failing to do this will result in duplicate contacts, which will adversely affect your HAC (Home Access Center).

Enter all **Parent/Guardian information**, including their **Email Address**. (Required to access HAC)

Enter **Phone** information for **Parent/Guardian 1**. **Note:** **Listing Status** for phone number is required on this screen.

Repeat steps with **Parent/Guardian 2** Panel if another parent/guardian **LIVES WITH** student in the same household.

## Enrollment Panel

Enrollment			
Building*	12101 - Jackson High School	Entry Type*	C - Current Year
Calendar	R - Regular	Entry Code*	6 - Transferred from another OH public district/community school
		Entry Date*	08/21/2017
		Admitted From District	
		Withdrawn To District	

**Building** – Choose attending building.

**Calendar** -Most students will have a Regular/Default Calendar, but your school may have special grade level calendars (i.e. Senior or KG).

**Entry Code** – Choose correct Admission Reason.

**Entry Date** - Will default to the current date. **Check to make sure the date reflects the day student is expected to begin.**

**Admitted From District IRN** – Choose correct code. If no IRN, use all 9's and contact your EMIS Coordinator.

**Save your changes**



## REGISTRATION SCREEN

*Most information on this screen will populate from the previous entries made.*

Registration			
<b>Student</b> First Name* Address Middle Name Thor Last Name* Aarup Generation Nickname Home Language* ENG - English Native Language* ENG - English Gender* <input type="radio"/> Female <input checked="" type="radio"/> Male Birthdate* 08/29/2000 Age 16:10		<b>Building</b> Building* 12101 - Jackson High School Calendar R - Regular Current Year Status A - Active Counselor 186 - Jacquelyn Pilzo Primary Homeroom JAGS - Jags Secondary Homeroom House/Team Family/Census Number	
<b>Summer School</b> Building* Grade Calendar Summer School Status N - Not Enrolled Counselor Primary Homeroom Secondary Homeroom House/Team		<b>Next Year</b> Building* 12101 - Jackson High School Grade* 11 - Eleventh Grade Counselor 186 - Jacquelyn Pilzo Primary Homeroom Secondary Homeroom House/Team	
<b>Other Enrollment</b> County of Residence 76 - Stark District of Residence 49858 - Jackson Local SD Alternate District Attending District Alternate Building Not Assigned Alt Accountability Building Not Assigned District Enrollment Date 08/22/2016 State Enrollment Date US Enrollment Date Date Entered Grade 9 08/01/2015 State Building of Residence			

## Building Panel

**Building**

Building\* 12101 - Jackson High School

Calendar R - Regular

Current Year Status A - Active

Counselor 186 - Jacquelyn Pitzo

Primary Homeroom JAGS - Jags

Secondary Homeroom

House/Team

Family/Census Number

**Building** – Auto Populates  
**Calendar** – Auto Populates  
**Current Year Status** – Active or Pre Registered  
**Counselor** – Fill in as applicable  
**Primary Homeroom** – Fill in as applicable  
**Secondary Homeroom** – District decision  
**House/Team** – Fill in if applicable  
**Family/Census Number** – Unique number used for family grouping. (Check with your CORE team.)

### Next Year Panel

**Next Year**

Building\* 12101 - Jackson High School

Grade\* 11 - 11 - Eleventh Grade

Counselor 186 - Jacquelyn Pitzo

Primary Homeroom

Secondary Homeroom

House/Team

This Panel will auto populate.

**Building** – Will auto populate, but may not be correct.  
 Check and change if needed.\*

*\* No progression track – when next grade changes to another building, either mass update or change by individual student. (Check with your CORE team.)*

### Other Enrollment Panel

**Other Enrollment**

County of Residence 76 - Stark

District of Residence 49858 - Jackson Local SD

Alternate District

Attending District

Alternate Building Not Assigned

Alt Accountability Building Not Assigned

District Enrollment Date 08/22/2016

State Enrollment Date Do not use

US Enrollment Date

Date Entered Grade 9 08/01/2015

State Building of Residence

**County of Residence** –Select county of residence using the blue link.

**District of Residence** – Select **YOUR** District's IRN.

**Alternate & Attending District/Building** – Leave blank for now.

**District Enrollment Date:**

Summer Enrollments – use 8/1/xx.

After school begins – use student's first day in class.

**US Enrollment Date** – Add for all students born outside of US (their first day in a US school).

**Date Entered Grade 9** – Required for all HS students.

Click the arrow  to go to the next page.

### Additional Contacts






## Duplicate Contact Search




### Search Criteria

Contact Last Name	<input type="text"/>	Zip Code	<input type="text"/>
Contact First Name	<input type="text"/>	Phone Number	<input type="text"/>

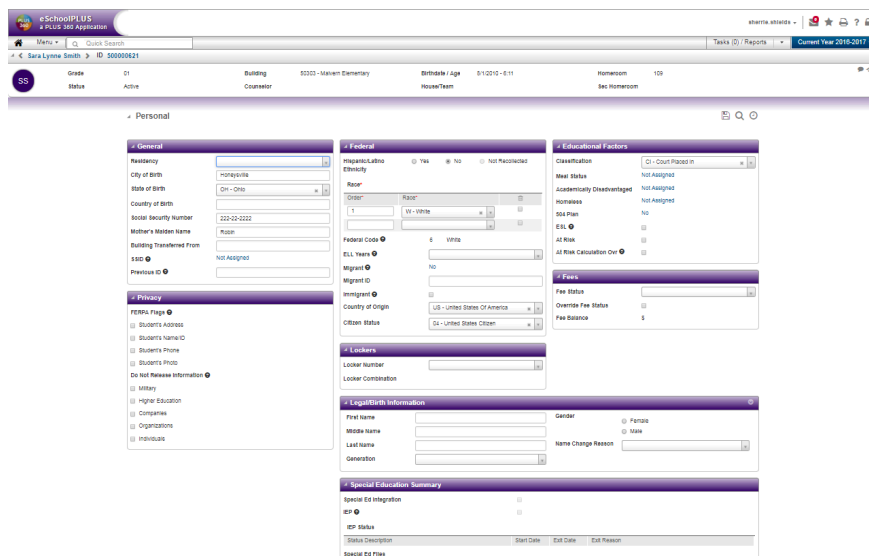
### Search Results

Click the  to add **Additional Contacts**. Complete the basic contact information and click the  to search for duplicate contacts.

If no match found click the  to add contacts. Repeat as needed until all contacts have been entered.

Complete additional contact information (example below) and select save . To return to the complete list of contacts choose . When finished with all contacts, select the  to save and advance to the next screen.

## PERSONAL SCREEN



*Some fields will be pre-populated.*

## General Panel

**General**

Residency	<input type="text"/>
City of Birth	Honeysville
State of Birth	OH - Ohio x v
Country of Birth	<input type="text"/>
Social Security Number	222-22-2222
Mother's Maiden Name	Robin
Building Transferred From	<input type="text"/>
SSID ⓘ	Not Assigned
Previous ID ⓘ	<input type="text"/>

**City of Birth** – Enter CITY only  
**State of Birth** – Enter State  
**Country of Birth** – Optional  
**Social Security Number** – Pre-populated  
**Mother's Maiden Name** – Enter Name  
**SSID** – EMIS Only

## Privacy Panel

**Privacy**

**FERPA Flags ⓘ**

- ☐ Student's Address
- ☐ Student's Name/ID
- ☐ Student's Phone
- ☐ Student's Photo

**Do Not Release Information ⓘ**

- ☐ Military
- ☐ Higher Education
- ☐ Companies
- ☐ Organizations
- ☐ Individuals

### FERPA Flags

Select a box to indicate student information should not be released.

### Do Not Release Information

Series of flags to indicate whether the school has permission to release information for the student.

## Educational Factors

**Educational Factors**

Classification	A - Active x v
Meal Status	Not Assigned
Academically Disadvantaged	Not Assigned
Homeless	Not Assigned
504 Plan	No
ESL ⓘ	<input type="checkbox"/>
At Risk	<input type="checkbox"/>
At Risk Calculation Ovr ⓘ	<input type="checkbox"/>
IEP ⓘ	<input type="checkbox"/>
IEP Status	<input type="text"/>

**Classification** – Previously known as Student Status!

All other fields in this panel are completed by Special Ed/EMIS only.

Special Ed – If IEP checkbox is selected, an "S" alert will be activated.

## Address Panel

If the student has a different **PHYSICAL Address** than Mailing (PO Box) Address, this is where the second address would be entered.

## EMERGENCY SCREEN

**Contacts** - Will auto populate.

**Medical Alerts** – Enter any Medical Alerts.

**Disability** – This panel will be completed by the Special Ed. Office.

**Physician, Hospital, and Insurance Information** – Not required; District decision.

## ACADEMIC SCREEN

*All panels on the **Academic Screen** typically completed by the EMIS office and/or HS guidance department.*

## Academic



### General Academic

Diploma Type	<input type="text"/>
Advisor	<input type="text"/>
Disciplinarian	<input type="text"/>
Promotion	<input checked="" type="checkbox"/>
VoTec	<input type="checkbox"/>
Curriculum	<input type="text"/>
Scheduling Priority	50

### Graduation

Graduation Year	2028 - 2027-2028
Requirement Group	<input type="text"/>
Supplemental Requirement Groups	<input type="text"/>
Graduation Date	<input type="text"/>
Expected Graduation Plan	<input type="text"/>
Actual Graduation Plan	<input type="text"/>
Ninth Grade Fiscal Year Override	<input type="text"/>

### Eligibility

Birthdate	8/1/2010
Age	6:11
Calculated Status	Not Calculated
Reason	N/A
Effective Date	
Restriction Expiration	

### Exclusions

Honor Roll	<input type="text"/>
Report Card Eligibility	<input type="text"/>
Progress Eligibility	<input type="text"/>

### Rank

Rank Type	Include in Class Size
-----------	-----------------------

### Report Card on Hold

Report Card On Hold	<input type="checkbox"/>
---------------------	--------------------------

### Reasons

Reason	Extra Description
--------	-------------------

## EMIS STUDENT STANDING SCREEN

### EMIS Student Standing

#### EMIS Student Standing Fields

Tuition Type*	N - Non tuition student
District Relationship*	1 - Receiving instruction from reporting district
Assigned Bldg Area Irn	Not Assigned
How Received*	~ - Not Applicable
How Received Irn	Not Assigned
Admitted From-Dist Rel Change	Not Assigned
Sent Reason 1*	NA - Not sent to another district
Sent Reason 2*	NA - Not sent to another district
Sent to Irn 1	Not Assigned
Sent to Irn 2	Not Assigned
Sent to % of Time 1*	0
Sent to % of Time 2*	0
Percent of Time*	100
Accel Assessment Acc Irn	<input type="text"/>
EMIS Id	<input type="text"/>
Exclude from EMIS	<input type="checkbox"/>

Enter EMIS codes for students with non-typical enrollment situations. Please refer to the EMIS Situation Handout or contact your EMIS Coordinator for assistance.

*NOTE: Student's percent of time field is located on this screen.*

## EMIS STUDENT ATTRIBUTE – Date Screen

## EMIS Student Attribute - Date

### EMIS Student Attribute - Date Fields

Foreign Exchange Grad Plan	~ - Not Applicable
Immigrant Status	No
Attendance Pattern Override	Not Assigned
Homeless Unaccompanied Youth	No
LEP Status	Not Assigned
Preschool Poverty Level	Not Assigned

Please work with your EMIS Coordinator to determine who completes this screen.

## EMIS STUDENT ATTRIBUTE – No Date Screen

### EMIS Student Attribute - No Date

#### EMIS Student Attribute - No Date Fields

LEP Reclassification Date	<input type="text"/>
Retained Status	Not Assigned
Non-Attending Reason override	<input type="text"/>
ECO/FIN Literacy Requirement	<input type="checkbox"/>
Fine Arts Requirement	<input type="checkbox"/>
Exempted from PE Requirement	<input type="checkbox"/>
LRE Outcome (Oct 31)	<input type="text"/>
CTE Concentration	<input type="text"/>
CORE Grad Req Exemption Code	~ - Student has not opted out of Ohio Core requirements
Milit Compact Grad Alt Count	0
CORE Grad Req Exemption Date	<input type="text"/>
CORE Grad Req Met	<input type="checkbox"/>
Expected Graduation Date	<input type="text"/>
Admission to Current HS Date	<input type="text"/>
Math Diagnostic Result Code	Not Assigned
Reading Diagnostic Result Code	Not Assigned
Writing Diagnostic Result Code	Not Assigned
IRN Attnd Last Oct(FLICS)	<input type="text"/>

Please work with your EMIS Coordinator to determine who completes this screen.

**When you are finished with this screen, press the right arrow to proceed to the student's Summary Screen..... At which time REGISTRATION IS COMPLETE!!!!!! ☺**

## TO ASSIGN A LOCKER

Registration > Entry & Reports > Student Demographic > Personal

**Lockers**

Locker Number

Locker Combination

## TO ASSIGN A HOMEROOM

Registration > Entry & Reports > Student Demographic > Registration

**Building**

Building\*

50303 - Malvern Elementary

Calendar

R - Regular

Current Year Status

A - Active

Counselor

Primary Homeroom

109 - 109

Secondary Homeroom

House/Team

Family/Census Number

## WITHDRAWAL PROCEDURES

When you withdraw a student, the student will no longer be considered active for attendance and other applications. You can choose whether to preserve a copy of the student's current schedule, in case the student returns. Enter Student's name in the **Quick Search Box**, which will bring up the **Student Summary Page**. Then select: **Registration > Entry & Reports > Student Demographic > Entry/Withdrawal**

Entry/Withdrawal

Regular School Year

School Year	Building	Calendar	Grade	Program Tracked Fields	Entry Code	Entry Date	Withdrawal Code	Withdrawal Date
2017	50303 - Malvern Elementary	R	01	48470 - Buckeye Local SD - Medina	6 - Transferred from another OH public district/community school	02/15/2017		

Summer School Year

School Year	Building	Calendar	Grade	Program Tracked Fields	Entry Code	Entry Date	Withdrawal Code	Withdrawal Date

Click the School Year link for the most recent entry/withdrawal row.

Entry/Withdrawal Details

Unsaved Changes

Enrollment

School Year: 2016-2017

Building: 50303 - Malvern Elementary

Calendar: R - Regular

Grade: 01 - 01 - First Grade

Entry Type: C - Current Year

Entry Code: 6 - Transferred from another OH public district/community school

Entry Date: 02/15/2017

Admitted From District: 48470 - Buckeye Local SD - Medina

Withdrawn To District: 48470 - Buckeye Local SD - Medina

Withdrawal

Withdrawal Code: 41 - 41 Tr. to another Ohio SD, local/exem vicinity, Jr.

Withdrawal Date: 03/24/2017

Schedule: ☒ Drop Schedule, ☐ Preserve Schedule for Re-Entry, ☐ Keep Schedule Active

Comments

Any additional comments can be entered here.

**Withdrawn to District** - Select district from dropdown.

**Withdrawal Code** – Enter withdrawal reason.

**Withdrawal Date** – Enter date of student withdrawal.

**Optional** - Enter a comment if you want other staff to see the reason for the withdrawal.

**Drop Schedule** – This allows the courses to be dropped. If the student is withdrawn before the start of school (summer withdrawal), the courses are deleted.

**Preserve Schedule** – This allows the courses to be dropped, but the schedule would be preserved. Typically, this option is selected if the student is expected to return to the building.

**Keep Schedule** – This allows the student to remain scheduled in current courses. Only use this option if you are changing the row for the same building.

SAVE



Entry/Withdrawal

Regular School Year

School Year	Building	Calendar	Grade	Program Tracked Fields	Entry Code	Entry Date	Withdrawal Code	Withdrawal Date
2017	50303 - Malvern Elementary	R	01	48470 - Buckeye Local SD - Medina	6 - Transferred from another OH public district/community school	02/15/2017	41 - 41 Tr. to another Ohio SD, local/exem vicinity, Jr.	03/24/2017

Comments

Any additional comments can be entered here.

Summer School Year

School Year	Building	Calendar	Grade	Program Tracked Fields	Entry Code	Entry Date	Withdrawal Code	Withdrawal Date

*This is what the screen looks like after you save.*

**Student**

Student ID

Grade\*

First Name\*

Middle Name

Last Name\*

Generation

Nickname

Home Language\*

Native Language\*

Language of Correspondence

Gender\* ☒ Female ☐ Male

Birthdate\*

Age 6:11

### IMPORTANT:

Registration > Entry & Reports > Student Demographics > Personal

The Classification field in the Education Factors Panel must be manually updated to **INACTIVE**.

## RE-ENROLL PROCEDURES

**Student Search**

**Search Criteria**

**Simple Search Criteria**

Last Name  SSID

First Name  Building

Middle Name  Grade

Student ID  Counselor

Gender ☒ Any ☐ Female ☐ Male Current Status

**List Field Selection**

To re-enroll an inactive student, click on the in the **Quick Search**, and enter student's name in the **Search Criteria Panel**; then load records.

After clicking on student's name, select: **Registration> Entry & Reports> Student Demographic> Entry/Withdrawal**.

**Entry/Withdrawal Details**

**Enrollment**

School Year

Building\*

Calendar\*

Grade\*

Entry Type\*

Entry Code\*

Entry Date\*

Admitted From District

Withdrawn To District

**Withdrawal**

Withdrawal Code

Withdrawal Date

**Comments**

Comments

To re-enroll in the current school year select to add a new record.

**Entry Date** – Enter student's first expected day in class.

**Admitted Form District** – Select district from dropdown.

**Comments** – Optional comments can be added.

### IMPORTANT:

Registration > Entry & Reports > Student Demographics > Personal

**Classification** – must be manually updated to ACTIVE (or applicable code)

Also update as necessary any EMIS fields (i.e. Student Standing; Student

Attribute-Date; Student Attribute-No Date)

SAVE

