

Student Enrollment

Registration>Maintenance>Student Enrollment:

A rectangular button with a thin border and rounded corners, containing the text "Hist Directory".

Check Historical Directory: Click on This will help in locating a student who may have been previously enrolled in the district. **This will also avoid creating duplicate records/id's.**

If you have selected a student who can be re-enrolled, the Student Enrollment page opens allowing you re-enroll that student. The student ID (as displayed in the **Student** field) must be the same as used previously.

1. You must enter the **Grade** and **Entry Dt** fields for the student.
2. Add or update additional data for the student.
3. Click **Save**.

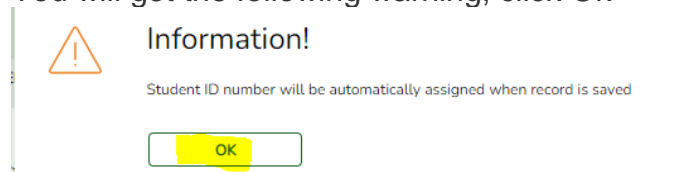
Enroll a new student:

To add a student who has never had a record in the district:

Leave **Student** and **Texas Unique Stu ID** blank **Click**

A rectangular button with a thin border and rounded corners, containing the text "Retrieve".

You will get the following warning, click Ok



Auto Assign Student ID has been enabled in the district set up.

- Since **Auto Assign Student ID** has been selected, the next state ID is automatically assigned to students. Click on "Social Security Number Denied" box. A pop-up message is displayed indicating that the student ID number will automatically be assigned. Click **OK**.

The [Demo1](#) tab opens with blank fields allowing you to enter the student's full name and all required demographic data for the student.

Student Enrollment

The following fields are required to create a student record; however, the more complete the student's record, the more useful the data is throughout the Student system.

- **Grade**
- **Entry Dt**
- **First and Last Name, Middle** as it appears on the Birth Certificate
- Either **SSN** or **Social Security Num Denied** – only if parent refuses to provide an SSN.
- **Sex**
- **Date of Birth**
- **Race**

The screenshot shows a web-based form for student enrollment. At the top, there is a navigation bar with tabs: DEMO1 (selected), DEMO2, DEMO3, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, PK ENROLL, and FORMS. Below the navigation bar is a section titled "Demographic Information". The form contains the following fields:

- Grade: [dropdown menu]
- Entry Dt: [text box with "--"]
- Track: [dropdown menu with "03"]
- Orig Entry: [text box with "--"]
- Withdrawal Dt: [text box with "--"]
- Portal ID: [text box]
- Name: [text box] [text box] [text box] [dropdown menu]
- Labels below Name: First, Middle, Last, Gen
- Social Security Number Denied: [checkbox]
- SSN: [text box with "--"]
- Prior SSN: [text box with "--"]
- Texas Unique Student ID: [text box]
- Medicaid Eligible: [checkbox]
- Medicaid ID: [text box]
- Sex: [dropdown menu]
- DOB: [text box with "--"]
- Hispanic/Latino: [checkbox]
- Aggregate Race/Ethnicity: [checkbox]
- Race options: White [checkbox], Black/African American [checkbox], Asian [checkbox], American Indian/Alaskan Native [checkbox], Hawaiian/Pacific Isl [checkbox]

- **Eligibility Code**
- **Campus Id Reside:**
- **Attribution Code:** 01 – Open Enrollment Charter School
- **Eco Disadvant:** Dependent on survey or Direct Certification List (*if student qualifies as Eco Dis through the survey the Eco Dis code will be "99"*).
- **Military Connected** – If applicable
- **Star of Texas Award** – If applicable (PK only)
- **Foster Care** – If applicable

The screenshot shows a section titled "Student Indicators" with the following fields:

- Elig Code: [dropdown menu]
- Attribution Cd: [text box with "00"]
- Campus ID Resid: [text box with "--"]
- Eco Disadvan: [dropdown menu]
- Military Connected: [checkbox]
- Foster Care: [dropdown menu with "0"]
- Star of Texas Award: [checkbox]
- Rep Excl: [text box]
- Active Cd: [text box with "1 - Active"]
- Record Status: [dropdown menu with "1"]
- Cnty Residence: [text box]
- NSLP: [text box]

Student Enrollment

Enter Phone/Address of where the student resides

Phone / Address

Addr/Tel Rest: Phone Nbr: - Cell Ph Nbr: - E-mail:

Mailing: Houston TX +

Num Street Direction Apt City State Zip

Physical: Houston TX +

DEMO2 – data entered by clerk enrolling students, on this tab the only data entered is for identifying PK3 and PK4 under the Local Use section.

DEMO1 **DEMO2** DEMO3 AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

Counselor Information

Counselor: Dt Entry 5th Grd: Dt Entry 8th Grd: Dt Entry 9th Grd: District Entry Date: Birth City: Birth State: Birth Country: Cohort:

Miscellaneous

Primary Language: Immig Tracking: Headstart Code: Alien Tuition Cd: Parent Federal Connected: Att Zone Home Campus: SAT-ACT-TSIA Reimburse:

Dual Language Immersion

Year Language 01: 02: 03: 04: 05: Assessment Date: Completion Year:

Receive/Transfer

Previous District: Previous Campus: Last Year Campus: Last Year Grade: Records Request: Records Forward:

Locker

Number: Combination 1: Combination 2:

ECDS Assessments

PK Beginning of Year: PK End of Year: KG Beginning of Year:

Local Use

Virtual Instruction Function 1 Undefined Pgm **PK3** Function 2 **PK4** Local Use Code 4

Magnet School

Magnet this year: Magnet next year:

Demo3 – Data entered by clerk enrolling students.

DEMO1 DEMO2 DEMO3 **DEMO3** AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

Career Technology

Day Care CTE Support Service: Sgl Parent/Sgl Preg Woman: Transport CTE Support Service: Career and Technology Ind: Out of Workforce Individual:

Promotion

Year End Status: SSI Promotion: Retained Reason 1: Retained Reason 2: Retained Reason 3: Parent Request Retention:

Status Indicators

Campus of Account: Migrant: Asylee/Refugee Cd: Homeless Status Cd: Unaccompanied Youth Status Cd: Early Rising Cd: Summer School BIL/ESL: Student Parent: Even Start: Neglected/Delinquent: Military Enlistment: Dyslexia Risk: Adult Prev Att: Prior Yr Summer School BIL/ESL: Gen Ed Homebound:

Dyslexia Services

01-IEP/Sec 504 Svc: 02-SBEC/Trained Staff: 03-Section 39.023 Mods:

Graduation

Graduation Type: Graduation Date: Financial Aid Application Status: AAR Grad Plan: Texas Grant Eligibility: Cert of Crs/Wk Date Completed: College Entry: Met Date: CPR Date Completed: Speech Date Completed: Peace Officer Interact Date Completed:

Foundation High School Program

College Career Instruction: Foundation Crowk: Distinguished Crowk: STEM: Date Completed: Public Services: Date Completed: Business and Industry: Date Completed: Multi-Disciplinary Studies: Date Completed: Arts and Humanities: Date Completed: Industry Certification 1: Date Completed: Exam Fee: Vendor: Reimburse: Industry Certification 2: Date Completed: Exam Fee: Vendor: Reimburse: Industry Certification 3: Date Completed: Exam Fee: Vendor: Reimburse: Industry Certification 4: Date Completed: Exam Fee: Vendor: Reimburse: Industry Certification 5: Date Completed: Exam Fee: Vendor: Reimburse:

DAP Advanced Measures

Advanced Measure 1: Advanced Measure 2: Advanced Measure 3: Advanced Measure 4:

Student Enrollment

W/R ENROLL – verify all this information is correct. Withdrawals are entered on this tab.

DEMO1 DEMO2 DEMO3 AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

Delete	Details	Campus	Entry Date	Exit Date	Reason	Status	Exclusion	Grade	Elig Cd	Track	Attrib Cd	Camp Res	CTE Elig	Comnts	Res Fac
		102	12-06-2021	--		1		03	1	01	01	101-912-133	<input checked="" type="checkbox"/>		<input type="checkbox"/>

[Add](#)

Campus: Status Cd: Track: Residential Facility:
 Entry Date: Exclusion Code: Attribution Cd:
 Exit Date: Grade Level: Camp Resid:
 Reason: Eligibility Code: CTE Elig:

SPECIAL ED – The data is entered by the Special Ed Department

DEMO1 DEMO2 DEMO3 AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

Delete	Campus	Entry Date	Exit Date	Reason	Prim Dis	Sec Dis	Tert Dis	Multi Dis	Medical Fragile	Child Instst Set	CTE Elig	Speech	RDSPD	RDSPD Dist Of Svc	Asst Tech	Aud Svc	Couns Svc	Interp Svc	Medical Diag	Occup Thrpy	
no rows																					

[Add](#)

GT – data entered by the District GT Coordinator

DEMO1 DEMO2 DEMO3 AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL

Delete	Campus	Entry Date	Exit Date	Reason	Gift/Talent
no rows					

Student Enrollment

BIL/ESL – Home Language and Student Language is defaulted to 98, it must be updated by the campus clerk if Home Language Survey shows anything different. The EL data is entered by the Multilingual Department.

Delete	Details	Campus	Entry Date	Exit Date	Reason	BIL_Type	ESL_Type	EB_Cd	Par Perm Cd	BIL/ESL_Fund Cd	Alt Lang Cd
no rows											

Home Language: 98 Student Language: 98 Yrs US Sch: Date HLS Admin:

Title 1 – data is auto populated as students are enrolled and the campus has been identified as a school wide Title 1 campus.

Delete	Details	Campus	Entry Date	Exit Date	Reason	Title I
		102	12-06-2021	--		6

Campus: 102 Wdraw Reason: +33 Title I Entry Date: 12-06-2021 Title I Code: 6 Title I Exit Date: --

PRS – Pregnancy Related Services data is entered by Nurse or a designee of the campus.

Delete	Campus	Entry Date	Exit Date	Reason	PRS	CEHI	CTE Elig
no rows							

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LOCAL PROGRAMS – Local codes use by the campus/district, dyslexia, 504, etc.

The screenshot shows a software interface with a top navigation bar containing tabs: DEMO1, DEMO2, DEMO3, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS (highlighted), PK ENROLL, and FORMS. Below the navigation bar is a table with the following columns: Delete, Campus, Entry Date, Exit Date, Reason, Local Program, Code 1, Code 2, Code 3, and Code 4. The table body contains the text "no rows".

PK – data entered by campus clerk enrolling students, this tab is only used for PK students.

The screenshot shows a software interface with a top navigation bar containing tabs: DEMO1, DEMO2, DEMO3, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, and PK ENROLL (highlighted). Below the navigation bar is a table with the following columns: Delete, Details, Campus, Entry Date, Exit Date, Reason, PK Program Cd, PK Funding Source, PK Secondary Funding, and PK Elig Prev Yr. The table body contains the text "no rows".

NOTE: Bolded fields are required for PEIMS reporting and should be entered if applicable.

All student data MUST be entered before submitting the student record folder to Lisa Chacon.