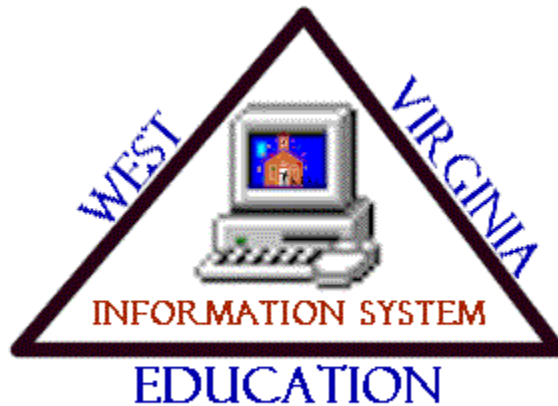


# Instructions for Enrolling or Withdrawing Students



# **Enrolling a New or Transferred Student or Withdrawing a Student**

Every student enrolling in West Virginia public schools receives a unique student number. The number is nine digits long and identifies the student during their years in the state public school system. The number is used to track students for state and federal accountability and reporting. The student number is created by combining the two digit district number, where the student initially enrolled in the West Virginia public school system, and a seven digits number generated from a unique district counter.

The exception to this numbering rule is any student initially enrolled at one of West Virginia's Institutional Education Programs. When a student transfers from an Institutional Education Program to a public school district for the first time, the records are renumbered. The student number is automatically generated, when the student is selected from the statewide unassigned data area, for the district as if the student was a new student in the public school system.

Only selected information is available when students transfer between districts. When a student is withdrawn, a copy of the following information is made in the statewide files. The original information remains in the district's files. If information changes in the district files the statewide file does not change. When a student enrolls the information is moved from the statewide files to the enrolling districts files.

- BASIC STUDENT INFORMATION
- STUDENT FAMILY/CONTACT INFORMATION
- EMERGENCY INFORMATION
- ENROLLMENT HISTORY (CURRENT YEAR)
- SUMMARIZED ABSENCE HISTORY
- STUDENT TRANSCRIPTS
- STUDENT IMMUNIZATIONS (NO NOTES)
- STUDENT DISCIPLINE
- MIGRANT & 504 TAG INFORMATION
- BILINGUAL EDUCATION RECORD
- SPECIAL EDUCATION RECORDS
- CNP CODES FILE (DIRECT CERT ONLY)

**It is essential when enrolling students to use the legal name (from the birth certificate if possible), correct spelling and social security number (if provided). This assists in preventing duplication of records. Student records may be in the statewide files for years before they are accessed, if they transferred out of the West Virginia public school system.**

**Once a student enrolls in a district a copy of their records remains in the districts files.**

# Enrolling a New or Transferred Student or Withdrawing a Student

## ENROLLING STUDENTS

Use the standardized codes found in the **Standards for Student Demographics and Enrollment** document when maintaining student records.

All students enrolling in a school must be entered using **STU.301, Basic Student Information**.

On the command screen enter an "A" in the command field and **PRESS ENTER**.

```
SMS                               Basic Student Information                Ref: STU.301 .01
Y Family/Contacts  Y Emergency  Y Registration  N Tags  N Requests  N Health

      A      Student No. █ _____  School ____  District ____
Add
Change
Lookup
Index  Index: 1  Include: ALL Schools? _  or  Unassigned? _
End      1 = Name (L/F) _____  _____  Class ____
          2 = Number
          3 = Student File ID _____
          4 = Students by Family Number _____
          5 = Families by Primary Contact _____
          6 = General Student Attributes
          7 = Table Values for Attribute ____
          8 = Classes
          9 = City Codes

                                           Auto Next Record? N
```

# Enrolling a New or Transferred Student or Withdrawing a Student

Complete the Basic Information Screen as follows.

SMS	Basic Student Information				Ref: STU.301 .11
File ID	Last	First	Middle	Other	
20008020	DOE	JOHN	JAY		
	Sex: <u>M</u>	DOB: <u>6/13/02</u>	Age: <u>6</u>	Birthplace: <u>CABELL</u>	<u>WV</u>
	Dis	Sch	Cl	Number	Stu Rec Restricted? <u>N</u>
Current:	<u>022</u>	<u>205</u>	<u>01</u>	<u>20008020</u>	Orig Enroll: _____
Next Year:	<u>022</u>	<u>205</u>	<u>01</u>	SSN#: _____	<u>123456789</u>
Last Attended:	_____	_____	_____	<u>20008020</u>	
Transfer from: _____					
Family 1:	<u>8020</u> <u>102</u>	Family 2:	_____	Resides: <u>1</u> (1/2)	Privacy: <u>N</u>
	SARAI SMITH			Stu Ph: <u>462-8741 304</u>	Unl? <u>N</u>
	7753 WV HIGHWAY 47W			Fam Ph: <u>462-8741 304</u>	Unl? <u>N</u>
	COXS MILLS		WV 26342		
Hispanic? <u>Y</u>	Race Options (Y/N): White <u>Y</u> Black <u>N</u> Asian <u>N</u> Amerind <u>N</u> Pacific <u>N</u>				
Year of Graduation	<u>20</u>	Graduation Plan	_____		
Native Language	<u>EN</u>	Career Cluster	_____		
		Medically Fragile	_____		
Race	<u>H</u>	Title I	_____		
Transportation	<u>01</u>	Pathway	_____		
Mode: Change	F3=Exit	F4=Index	F5=Reset	F10=Special Inst	F12=Cancel

1. Enter the student's Last Name, First Name and Middle Name **as it appears on the student's birth certificate**. The last name and first name are required fields.
2. The Other field may be used to enter a nickname or name before a name change. This field appears on the screen when indexing students.
3. Sex and Date of Birth are required fields.
4. Birthplace may be entered.
5. If the field "Stu Rec Restricted?" is answered "Y" the student information may not appear on certain printed reports.
6. The Current District and School will automatically be populated by the user restrictions. Enter the student's current class level in the "CL" field.
7. The Number field will be populated by the program.
8. The "Orig Enroll" field is **only used when the student is initially enrolled**. This is the only way to track when a student originally entered the system.

## **Enrolling a New or Transferred Student or Withdrawing a Student**

9. Enter the Social Security number if it is provided. This must be the student's social security number. It is used as the initial match when testing whether a student currently exists in the state database. The social security number is also used in matching data files from other agencies, such as DHHR.
10. The "Transfer from" field may be completed.
11. Leave the \*ADD in the Family 1 field, initially leave the Family 2 field BLANK, leave the 1 in the "Resides" field and leave the "Privacy" field "N"
12. Enter the student's telephone number in the "Stu Ph" field. Unl? = Unlisted.
13. Effective February 2009, the race/ethnicity question consists of two parts. Part I Hispanic Y or N. Part II select all races that apply. The Race attribute will be populated based on the items selected.
14. Native Language and Transported information are required and must be entered.
15. Career Cluster and Pathway must be completed for all 8<sup>th</sup> – 12<sup>th</sup> grade students.

Press the ENTER key. Any missing or incorrect data will be highlighted. Make necessary corrections and press ENTER.

# Enrolling a New or Transferred Student or Withdrawing a Student

The program performs the following checks against the state-wide enrollment file and displays the information on an index screen called *Index of Possible Duplicate Students – Enrolled*:

1. Social Security Number – If the number is matched, the information appears in RED on the index at the beginning of the list.
2. The Name - The name match is comprised of the first six alpha characters of the last name and the first four characters for the first name, with all embedded blanks, special characters, JR and II removed. This is the importance of always using the student official name. Duplicate records are created for students when the incorrect information is entered so matching cannot occur.

If there are no duplicated enrollment records found the index will display **NO RECORDS**.

Last Name Parent/Guardian	First	Middle District/School	Student#	Sex CL	Date of Birth	Change Date
# NO RECORDS #						

Last Name Parent/Guardian	First	Middle District/School	Student#	Sex CL	Date of Birth	Change Date
Index of Possible Duplicate Students -- ENROLLED						
ADAMS	LINDSEY	BRIANN	60016679	F 0K	5/13/00	8/30/05
BROWDER, REDA F.		BOONE/MADISON ELEMENTARY				
MEADE	ALEX		540013805	M 09	12/23/91	4/28/05
MEADE, JIM		MINGO/WILLIAMSON HIGH SCHOOL				
EVANS	BRENDA	FAYE	600014287	F 05	9/17/95	6/11/03
EVANS, ALICE		MCDOWELL/KIMBALL ELEMENTARY SCHOOL				
ADAMS	LINDSEY	MARIE	200016417	F 06	1/13/94	10/01/05
ADAMS, MARK R.		FAYETTE/FAYETTEVILLE MIDDLE				
ADAMS	LINDSEY	RAUCHELE	490008429	F 04	6/13/95	10/25/04
ADAMS, JOHN A.		MASON/BEALE ELEMENTARY SCHOOL				+
F12=Cancel Place Cursor on Line to Select Color Key: SSN Match						

In the above example Lindsey Briann Adams, Alex Meade and Brenda Faye Evans all are displayed in RED because there is a SSN Match.

Lindsey Marie Adams and Lindsey Rauchele Adams are displayed in YELLOW because the name matches. If there are more matched in the file a + will be displayed in the lower right corner of the screen. The user may press the Page Down key to see more.

To assist in selecting the correct student, the student number, sex, last class level, date of birth and last changed date is displayed.

# Enrolling a New or Transferred Student or Withdrawing a Student

If the student appears on the Enrolled index the user cannot enroll the student until the other school withdraws the student. Positioning the cursor on any student name and pressing ENTER displays additional information about the student, including the district name, school name and school telephone number.

WVS		Check for Possible Duplicate Students				SUP.960	
Student: <u>60016679</u>							Last Change Date
Last	First	Middle	Sex	Class	Date of Birth		
<u>ADAMS</u>	<u>LINDSEY</u>	<u>BRIANN</u>	<u>F</u>	<u>OK</u>	<u>5/13/00</u>		<u>8/30/05</u>
Parent/Guardian .... <u>BROWDER, REDA F.</u>							
District ..... <u>BOONE COUNTY SCHOOLS</u>							
School ..... <u>MADISON ELEMENTARY</u>							
Phone ..... <u>(304) 369-2241</u>							
Fax ..... <u>(304) 369-2869</u>							
SOCIAL SECURITY NUMBER MATCH FOR THIS STUDENT							

Press ENTER to return to the index from this screen.

Press ENTER on the *Index of Possible Duplicate Students – Enrolled*, and the *Index of Possible Duplicate Students – Unassigned* appears.

If there are no un-duplicated enrollment records found the index will display **NO RECORDS**.

Last Name	First	Middle	Student#	Sex	CL	Date of Birth	Change Date
Parent/Guardian District/School							
# NO RECORDS #							

The index displays in the same order as the Enrolled index. If the duplicate information is found in the local district's unassigned pool the information will appear in PINK. Place the cursor over any student and press ENTER to display additional information about the student.

## Enrolling a New or Transferred Student or Withdrawing a Student

WVS						Check for Possible Duplicate Students	SUP.960
Student: <u>390042181</u>							Last Change Date
Last	First	Middle	Sex	Class	Date of Birth		
<u>ADAMS</u>	<u>LINDSEY</u>	<u>BROOKE</u>	<u>F</u>	<u>06</u>	<u>8/30/92</u>		<u>11/09/99</u>
Parent/Guardian .... <u>HUDSON, BONNIE</u> .....							
District ..... <u>KANAWHA COUNTY SCHOOLS</u> .....							
School ..... <u>DU PONT MIDDLE SCHOOL</u> .....							
Phone ..... <u>(304) 348-1978</u> .....							
Fax ..... <u>(000) 949-1793</u> .....							
Import/Restore Data for This Student? (Y/N) ... <u>N</u>							

If the record selected contains the information to be imported, then the question: *Import/Restore Data for This Student? (Y/N)* at the bottom of the screen must be answered Y. Press ENTER. The student's information is retrieved from the state unassigned pool and the program returns the user to the Basic Student Information screen. The information retrieved over-writes everything entered on the basic screen so the user **must verify the data**.

If *Import/Restore Data for This Student? (Y/N)* remains N and ENTER is pressed the program returns the user to the index. The user may then select another record for inquiry. If the correct student is not found, press ENTER. If a social security number match exists the following message appears at the bottom of the screen and the user must select a record or press F12 to cancel the enrollment. The F12 key returns the user to the command screen.

SSN MATCH - YOU MUST SELECT A STUDENT

F12=Cancel Place Cursor on Line to Select Color Key: SSN Match In-county

.....



## Enrolling a New or Transferred Student or Withdrawing a Student

If matching records were found in either the Enrolled file and/or the Unassigned file then when the user presses ENTER on the *Index of Possible Duplicate Students – Unassigned* screen, without making a selection, the following screen will appear.

```
.....  
:  
: This student appears to be a duplicate of :  
: a currently enrolled student or a student :  
: in the unassigned pool. :  
:  
: BE CERTAIN YOU WANT TO CONTINUE ADDING :  
: THIS STUDENT! :  
:  
: Add This Student? (Y/N) ..... N :  
:  
.....
```

If none of the records displayed matches the student to be enrolled, then the default value for the question: *Add this Student? (Y/N)* must be changed from N to Y by the user. This allows additional student information to be entered.

If no duplicate records are found in either the Enrolled file and/or the Unassigned file then when the user presses ENTER on the *Index of Possible Duplicate Students – Unassigned* screen, the following screen appears.

```
.....  
:  
: No possible duplicates were identified :  
: for this student name. Confirm that you :  
: have entered the name correctly, as shown :  
: below. :  
:  
: First Middle Last :  
: MALINDA ..... SHANKLIN :  
:  
: Continue to Add This Student? (Y/N) ... N :  
:  
.....
```

# Enrolling a New or Transferred Student or Withdrawing a Student

The user has the opportunity to verify the spelling of the student's name before adding the information. If the information is correct, the question: *Continue to Add This Student? (Y/N)* must be changed from N to Y to add the student. Press ENTER.

If a new student is being entered the Primary Contact information for Family 1 screen is displayed. Enter the student's primary contact person: for example, a father. Pressing F1 provides help information about the screen.

<b>SMS</b>	<b>Primary Contact Information</b>				<b>Ref: STU.305 .11</b>
Student No.: <u>280009996</u> MALINDA SHANKLIN			FEMALE Class: 11		
HAMPSHIRE SENIOR HIGH SCHOOL			Stu Phone:	Age: <u>18</u>	
			Fam ID:	10060 128	
Primary for Family 1					
Call	Last Name	First Name	Middle	Title	Relationship
<b>1</b>					
Home:	House #	Pfx	Street Name	Type	Sfx Unit City
St:	Zip:	<u>00000</u> - <u>0000</u>			
Phone:	Unl?	<u>N</u>	City Cd:	Map Grid: _____	
Mail:					
St:	Zip:	<u>00000</u> - <u>0000</u>			
Employer: _____			Work: _____		Ext: _____
Occupation: _____			CELL _____		Ext: _____
Fed Empl? <u>N</u>			PAGER _____		Ext: _____
E-mail: _____					
Print?	Label: <u>Y</u>	Report Card: <u>Y</u>	Attend Ltr: <u>Y</u>	Discipline Ltr: <u>Y</u>	Schedule: <u>Y</u>
F7=Secondary F9=Additional Contacts F10=Special Instructions					
Mode: Add F3=Exit F5=Reset F12=Cancel					

Each student must have a Primary Contact for Family 1. All other contacts are optional. Each student can have as many as 99 contacts.

The screen requires the following fields for the Primary Contact for Family 1.

- Last Name
- Street Name
- State ID

Use the CALL field to indicate the order in which to telephone contacts for this student in the event of an emergency. The number assigned by the system may be overwritten by typing a number 1-99. Number can not be duplicated.

The relationship field is used to indicate the contact's relationship to the student.

The information provided is used for mailings and emergency contact.

# Enrolling a New or Transferred Student or Withdrawing a Student

Enter the Mailing Address if different from the Home Address. If all the Mailing Address fields are left blank, the system copies the address information from the Home Address fields. If the Street Address information is left blank and the City/State/Zip information is entered, the system only copies the Street Address. If the Street Address information is completed and the City/State/Zip information is left blank, the system only copies the City/State/Zip.

Use the PRINT? Fields to indicate which types of correspondence each contact should receive. The possible choices are to print mailing labels, report cards, attendance letters, discipline letters, and schedules for the contact being entered. This information could change periodically.

The first time the primary contact for a new student is entered the system assumes they receive all correspondence, so all fields are defaulted to Y. Change the default to N for any items not to print for the primary contact. All other contacts default to N. Change any items to Y if the contact should receive selected correspondence.

To enter a secondary contact for this family (such as a mother or stepfather), press F7 and the system displays the Secondary Contact for Family 1. No additional contacts are required so no fields are required on the contact screens. Complete the screen the same as the Primary Contact. The PRINT? options can be unique for each contact.

SMS		Secondary Contact Information				Ref: STU.305.12		
Student No.: 280009996		MALINDA SHANKLIN		FEMALE		Class: 11		
HAMPSHIRE SENIOR HIGH SCHOOL		Stu Phone:		Fam ID: 10060 128		Age: 18		
Secondary for Family 1								
Call	Last Name	First Name	Middle	Title	Relationship			
2								
Home:	House # 4	Pfx	Street Name MILLER DRIVE	Type	Sfx	Unit	City CULLODEN	
	St: WV	Zip: 25510	- 0000					
	Phone:	Unl? N						
Mail:	4		MILLER DRIVE				CULLODEN	
	St: WV	Zip: 25510	- 0000					
Employer:	_____			Work:	_____	Ext:	_____	
Occupation:	_____			CELL	_____	Ext:	_____	
Fed Empl?	N	_____			PAGER	_____	Ext:	_____
E-mail:	_____							
Print?	Label: N	Report Card: N	Attend Ltr: N	Discipline Ltr: N	Schedule: N			
	F6=Primary		F9=Additional Contacts		F10=Special Instructions			
Mode: Add	F3=Exit	F5=Reset		F12=Cancel				

# Enrolling a New or Transferred Student or Withdrawing a Student

Press F9 to add Additional Contact Information such as grandmother or babysitter.

SMS	Additional Contact Information				Ref: STU.305 .13
Student No.: <u>280009996</u> MALINDA SHANKLIN		Stu Phone:		FEMALE Class: 11	
HAMPSHIRE SENIOR HIGH SCHOOL				Age: <u>18</u>	
Call	Last Name	First Name	Middle	Title	Relationship
<u>6</u>					
House #	Pfx	Street Name	Type	Sfx	Unit
City					
Addr:					
St: __		Zip: <u>00000</u> - <u>0000</u>			
Phone: __					
Mail:					
St: __		Zip: <u>00000</u> - <u>0000</u>			
Employer: _____			Work: _____		Ext: _____
Occupation: _____			CELL _____		Ext: _____
			PAGER _____		Ext: _____
E-mail: _____					
Print?	Label: <u>N</u>	Report Card: <u>N</u>	Attend Ltr: <u>N</u>	Discipline Ltr: <u>N</u>	Schedule: <u>N</u>
F14=Add Doctor F6=Primary F7=Secondary F10=Special Instructions					
Mode: Add	F3=Exit		F5=Reset		F12=Cancel

To enter the contact information for a doctor, press F14 (which is shift F2). Using the F14 function key creates a unique Doctor record with the relationship field filled out.

SMS	Additional Contact Information				Ref: STU.305 .13
Student No.: <u>280009996</u> MALINDA SHANKLIN		Stu Phone:		FEMALE Class: 11	
HAMPSHIRE SENIOR HIGH SCHOOL				Age: <u>18</u>	
Call	Last Name	First Name	Middle	Title	Relationship
<u>5</u>					<u>DOCTOR</u>
House #	Pfx	Street Name	Type	Sfx	Unit
City					
Addr:					
St: __		Zip: <u>00000</u> - <u>0000</u>			
Phone: __					
Mail:					
St: __		Zip: <u>00000</u> - <u>0000</u>			
Employer: _____			Work: _____		Ext: _____
Occupation: _____			CELL _____		Ext: _____
			PAGER _____		Ext: _____
E-mail: _____					
Print?	Label: <u>N</u>	Report Card: <u>N</u>	Attend Ltr: <u>N</u>	Discipline Ltr: <u>N</u>	Schedule: <u>N</u>
F6=Primary F7=Secondary F10=Special Instructions					
Mode: Add	F3=Exit		F5=Reset		F12=Cancel

# Enrolling a New or Transferred Student or Withdrawing a Student

Pressing the F10 key allows the user to enter Special Instruction about the student. The special instructions could include anything from allergies and how to handle them to who is allowed access to the student and when.

SMS	Special Instuctions	Ref: STU.305 .14
Student No.: 280009996 MALINDA SHANKLIN		FEMALE Class: 11
HAMPSHIRE SENIOR HIGH SCHOOL		Stu Phone: Age: 18
Special Instructions: █ _____		
_____		
_____		
_____		
_____		
_____		
_____		
Mode: Change      F3=Exit      F12=Cancel		

Pressing F10 on any of the Contact Screens or the Special Instructions screen displays the Emergency Information screen. This is a display only screen and shows the information entered on the contact screen. All corrections or updates must be made on the contact screens. Once the information has been reviewed, press ENTER. The system advances to the Registration/Enrollment Screen.

SMS	Emergency Information	Ref: STU.350 .11														
Student No.: <u>280009996</u> MALINDA SHANKLIN		FEMALE Class: 11														
HAMPSHIRE H	Couns:	HR: Family PH: Age: 18														
		Family ID: 10060 128														
<u>Seq Name</u>	<u>Res Relationship</u>	<u>Area Phone</u> <u>Ext</u>														
1 DAVID SHANKLIN	Y															
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Student #</u></th> <th style="text-align: left;"><u>Sch Dis Cl</u></th> <th style="text-align: left;"><u>First</u></th> <th style="text-align: left;"><u>Last</u></th> <th style="text-align: left;"><u>Birthdate</u></th> <th style="text-align: left;"><u>Age</u></th> <th style="text-align: left;"><u>Sex</u></th> </tr> </thead> <tbody> <tr> <td>280009996</td> <td>501 028 11</td> <td>MALINDA</td> <td>SHANKLIN</td> <td>1/01/88</td> <td>18</td> <td>F</td> </tr> </tbody> </table>			<u>Student #</u>	<u>Sch Dis Cl</u>	<u>First</u>	<u>Last</u>	<u>Birthdate</u>	<u>Age</u>	<u>Sex</u>	280009996	501 028 11	MALINDA	SHANKLIN	1/01/88	18	F
<u>Student #</u>	<u>Sch Dis Cl</u>	<u>First</u>	<u>Last</u>	<u>Birthdate</u>	<u>Age</u>	<u>Sex</u>										
280009996	501 028 11	MALINDA	SHANKLIN	1/01/88	18	F										
Mode: Lookup      F3=Exit      F10=Special Instructions      F12=Cancel																

## Enrolling a New or Transferred Student or Withdrawing a Student

**ALL CURRENTLY ASSIGNED STUDENTS MUST HAVE AN ENROLLMENT LINE COMPLETED ON THE REGISTRATION/ENROLLMENT SCREEN. STUDENTS WILL NOT BE INCLUDED IN REPORTS FOR A SCHOOL IF AN ENROLLMENT RECORD DOES NOT EXIST FOR THE REPORTING DATE RANGE.**

Any student records that display a school name on the top-left of the screen indicates that the student is currently assigned. If a student is currently assigned, but the last enrollment line contains a transfer code, the student was withdrawn improperly. Proper withdrawals need to be done through the program STU.301T, "STUDENT TRANSFER." However, two transfer code exceptions exist: "TS," Summer School Graduate, and "TG," Early Graduate. When these codes are used, the student remains assigned in the school until the promotion process at the end of the school year moves the student to the graduate district.

If the student was assigned to a school anytime during the current school year, but is not currently assigned to a school in the county, the student record must have a withdrawal line on the Registration/Enrollment screen.

Students may have multiple lines showing a history of entries and withdrawals for the year.

The Registration portion of the screen is for the local schools use.

The Home District and Home School fields are for Alternative Schools to enter the district and school information where the student should normally be attending.

The FTE field is used anytime a enrollment code of EC is used when enrolling a student. The EC enrollment code is used for students attending school Part-time. The FTE value is the amount of time the student is attending. If the EC code is used for enrollment and the FTE field is left blank the student does not count in state enrollment reports.

Date	Code	Register	Comment	Load	School	District
_____	___	___	_____	1	501	028
_____	___	___	_____	—	—	—
_____	___	___	_____	—	—	—
_____	___	___	_____	—	—	—
_____	___	___	_____	—	—	—
_____	___	___	_____	—	—	—
_____	___	___	_____	—	—	—
_____	___	___	_____	—	—	—
_____	___	___	_____	—	—	—
_____	___	___	_____	—	—	—

Locker .....  \_\_\_\_\_ Morning Bus ..... \_\_\_\_\_

Counselor ..... \_\_\_\_\_ Afternoon Bus ..... \_\_\_\_\_

Homeroom ..... \_\_\_\_\_ Home District ..... \_\_\_\_\_

Homeroom Teacher ... \_\_\_\_\_ Home School ..... \_\_\_\_\_

FTE ..... \_\_\_\_\_

Cancel? N +

Press ENTER to return to the Command Screen.

# Enrolling a New or Transferred Student or Withdrawing a Student

## WITHDRAWING A STUDENT

Before withdrawing a student, verify and update all attendance, grading, and discipline data. Print all related reports for the student. Once a student is in the unassigned pool it is difficult to retrieve some information. Also, if the student is transferring to another district corrections do not update their records after the fact.

Any grade posted to a grade title marked final will automatically be posted during the withdrawal process if they were not previously posted. **Do not enter final grades on a report card and then manually enter the grades to the transcript file.**

Use program **STU.301T** to withdraw students. On the command screen enter D, for DROP, and the student number. If the student number is not known the user may index by student name. (Any user with school and district restrictions will not have the Transfer option.) Press ENTER.

SMS	Student Transfer	Ref: STU.301T.01
D	File Id <u>280010060</u>	To School ___ District ___
Transfer		
Drop		
Index		
End		
	Index: <u>1</u>	
	1 = Student Name (L/F) <u>SHANKLIN</u>	<u>MALINDA</u>
	2 = Schools	

The next screen displays to verify the correct student has been selected. The user must enter Y in the OK TO CONTINUE? Field before the student can be withdrawn. If the correct student is displayed enter Y, otherwise leave the field N to return to the command screen, press ENTER.

SMS	Student Transfer	Ref: STU.301T.11
Student No.:	<u>280009996</u> MALINDA SHANKLIN	FEMALE Age: <u>18</u>
HAMPSHIRE H	Class: 11 Year: 06	Phone:
<b>PROCESS CHECKLIST</b>		
1. Record Student Withdrawal		
OK TO CONTINUE? <u>N</u>		

# Enrolling a New or Transferred Student or Withdrawing a Student

The user must complete the next blank line on the students Registration/Enrollment screen with the first date of non-enrollment, a Transfer or Dropout code and the register code the student is withdrawing from. The comment is an optional field. Press Enter

SAS		Registration and Enrollment Information				Ref: <u>STU.360 .11</u>																																																																														
Student No.: <u>280009996</u>		MALINDA SHANKLIN				FEMALE Age: <u>18</u>																																																																														
HAMPSHIRE H		Class: <u>11</u>		Year: <u>06</u>		Phone:																																																																														
Locker .....		_____		Morning Bus .....		_____																																																																														
Counselor .....		_____		Afternoon Bus .....		_____																																																																														
Homeroom .....		_____		Home District .....		_____																																																																														
Homeroom Teacher ...		_____		Home School .....		_____																																																																														
				FTE .....		_____																																																																														
<table border="1" style="width: 100%; border-collapse: collapse; margin-top: 20px;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Code</th> <th style="text-align: left;">Register</th> <th style="text-align: left;">Comment</th> <th style="text-align: left;">Load</th> <th style="text-align: left;">School</th> <th style="text-align: left;">District</th> </tr> </thead> <tbody> <tr> <td><u>2/28/06</u></td> <td><u>E1</u></td> <td><u>C11 F</u></td> <td><u>IN STATE PUBLIC</u></td> <td><u>1</u></td> <td><u>501</u></td> <td><u>028</u></td> </tr> <tr> <td><u>030106</u></td> <td><u>T3</u></td> <td><u>C11 F</u></td> <td>_____</td> <td>_____</td> <td><u>501</u></td> <td><u>028</u></td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;">Cancel? <u>N</u></td> </tr> </tbody> </table>								Date	Code	Register	Comment	Load	School	District	<u>2/28/06</u>	<u>E1</u>	<u>C11 F</u>	<u>IN STATE PUBLIC</u>	<u>1</u>	<u>501</u>	<u>028</u>	<u>030106</u>	<u>T3</u>	<u>C11 F</u>	_____	_____	<u>501</u>	<u>028</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____							Cancel? <u>N</u>
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The next screen displays a check list of the steps the system is processing internally.

- Step 1. Record Student Withdrawal, was complete when the above screen was filled out.
- Step 2. Remove Current Registration, occurs internally when the system removes the current district and school numbers from the student's records.



# Enrolling a New or Transferred Student or Withdrawing a Student

Step 3. Review Current Grades, requires the user to make a decision. The field, REVIEW GRADES?, defaults to N. If the grades were reviewed and updated before beginning the withdrawal process then it is not necessary to review the grades. Press ENTER to continue the process.

SMS	Student Transfer	Ref: STU.301T.11
Student No.: 280009996	MALINDA SHANKLIN	FEMALE Age: 18
HAMPSHIRE H	Class: 11 Year: 06	Phone:
<b>PROCESS CHECKLIST</b>		
1. Record Student Withdrawal		
2. Remove Current Registration		
3. Review Current Grades		
REVIEW GRADES? <u>N</u>		

Step 4. Transcript any final grades, occurs automatically internally by posting final grades from the report card that were not previously posted.

(Reminder: If the report card data was not updated before withdrawing a student, do not manually update the report card and the transcript file. If both are manually updated the transcript entries will be duplicated the next time the program to transcript grades for the school is run.)

# Enrolling a New or Transferred Student or Withdrawing a Student

Step 5. Remove Scheduling Requests, requires the field OK TO REMOVE? to be answered by the user. If the user leaves the default Y the program all course requests and scheduled requests for the student from the files. If the user enters N the program removes the section number from the course information but leaves the courses on file.

If the student enrolls and transfers several times a year, use the N option. This retains the course requests so when the student returns the course codes appear on the Course Request screen and the user usually just enters the section number. If the student may not return, remove the requests to minimize the amount of data stored on the system. Press ENTER.

<b>SMS</b>	<b>Student Transfer</b>	<b>Ref: STU.301T.11</b>
Student No.: <u>280009996</u>	MALINDA SHANKLIN	FEMALE Age: <u>18</u>
HAMPSHIRE H	Class: 11 Year: 06	Phone:
<b>PROCESS CHECKLIST</b>		
<ol style="list-style-type: none"> <li>1. Record Student Withdrawal</li> <li>2. Remove Current Registration</li> <li>3. Review Current Grades</li> <li>4. Transcript any final grades</li> <li>5. Remove Scheduling Requests</li> </ol>		
OK TO REMOVE? <input checked="" type="checkbox"/>		
<small>If requests are NOT removed, they will be unscheduled, and left on file at the new school.</small>		

Step 6. Scheduling Requests (Next Year), is similar to Step 5 except the system searches for requests for the next fiscal year for any school appearing in the Next Year line on the student's Basic Information screen. Press ENTER.

<b>SMS</b>	<b>Student Transfer</b>	<b>Ref: STU.301T.11</b>
Student No.: <u>280009996</u>	MALINDA SHANKLIN	FEMALE Age: <u>18</u>
HAMPSHIRE H	Class: 11 Year: 06	Phone:
<b>PROCESS CHECKLIST</b>		
<ol style="list-style-type: none"> <li>1. Record Student Withdrawal</li> <li>2. Remove Current Registration</li> <li>3. Review Current Grades</li> <li>4. Transcript any final grades</li> <li>5. Remove Scheduling Requests</li> <li>6. Scheduling Requests (Next Year)</li> </ol>		
OK TO REMOVE? <input type="checkbox"/>		
ALL SCHOOLS? <input type="checkbox"/>		
<small>If requests are NOT removed, they will NOT be changed. If ALL SCHOOLS is "Y", then the records in ALL schools are removed.</small>		

# Enrolling a New or Transferred Student or Withdrawing a Student

The next screen allows the user to Post Summarized Absence History for the student being withdrawn. This is the only attendance data transferring with students. Daily attendance does not transfer. If the user does not want to post attendance they must enter N in the field.

<b>SMS</b>	<b>Student Transfer</b>	Ref: <u>STU.301T.11</u>
Student No.: <u>280008159</u> MALINDA SHANKLIN		FEMALE Age: <u>18</u>
HAMPSHIRE H                      Class: 11 Year: 06		Phone:
<div style="border: 1px dashed black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>Post Summarized Absence History? (Y/N) ... <input checked="" type="checkbox"/></p> </div>		

If the user presses ENTER leaving the default Y the following screen appears. The user must enter a date range for inclusion of attendance and a Grade Title to post the data and press ENTER.


<b>SAS</b>	<b>Post Summarized Absence History - One Student</b>	Ref: <u>ATT.651P.01</u>
Student: <u>SHANKLIN, MALINDA</u> <u>280010060</u>		
<b>Select Posting Options:</b>		
Date: <input type="text"/>	Thru: <input type="text"/>	Grade Title: <input type="text"/>
Date: <input type="text"/>	Thru: <input type="text"/>	Grade Title: <input type="text"/>
Date: <input type="text"/>	Thru: <input type="text"/>	Grade Title: <input type="text"/>
F3=Exit   F4=Index   F5=Reset   F12=Cancel		

# Enrolling a New or Transferred Student or Withdrawing a Student

The last screen is an informational screen notifying the user all records were successfully copied to the statewide files. Press ENTER and the user is returned to the command screen.

Student No.: <u>280008159</u>	MALINDA SHANKLIN	FEMALE	Age: <u>18</u>
HAMPSHIRE H	Class: 11 Year: 06	Phone:	

.....

:  
:  
: Student files successfully copied.  
:  
:  
:   
:  
: Press ENTER to continue.  
:  
:  
:.....