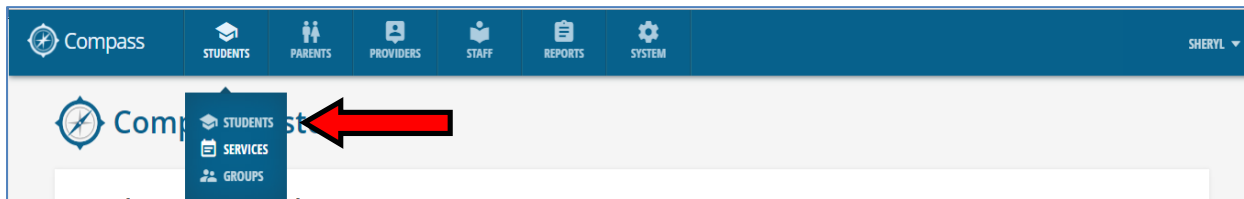


STUDENTS

View or Access Students

To view or access Students:

- (1) Click **STUDENTS** on main menu. From the drop-down menu that appears, click **STUDENTS**.



- (2) The **STUDENTS** screen appears with the following columns:

<input type="checkbox"/>	DISTRICT ID	SCHOOL ID	SSN	LAST	FIRST	CURRENT SCHOOL	CURRENT GRADE LEVEL	ACTION
<input type="checkbox"/>	23454	70118753	023	Adams, Craig				
<input type="checkbox"/>	D829504	S64887		Adams, Amy				
<input type="checkbox"/>	D989797	S09508		Adams, Douglas				
<input type="checkbox"/>	07291987			Adolfsson, Caroline				
<input type="checkbox"/>	3434340			Ahah, Arial				
<input type="checkbox"/>	446708	8011874068		Alley, Kirstie				
<input type="checkbox"/>	0A123			Alvarez, Oscar Omar				
<input type="checkbox"/>	755850	9038264771		Amos, Tori				
<input type="checkbox"/>	478586		6011878994	Anderson, Barbara				
<input type="checkbox"/>	478593		8011879018	Anderson, Gillian				

1 - 10 of 744 results

SCHOOL ID: Student's identification number.

LAST: Student's last name.

FIRST: Student's first name.

CURRENT SCHOOL: Student's current school.

CURRENT GRADE LEVEL: Student's current grade level.

ACTION: Click the pencil icon to edit/update information for an existing student.

Create a record for a New Student

To create a record for a new student:

- (1) Click the **CREATE** button.

<input type="checkbox"/>	DISTRICT ID	SCHOOL ID	SSN	LAST	FIRST	CURRENT SCHOOL	CURRENT GRADE LEVEL	ACTION
<input type="checkbox"/>	23454	70118753	023	Adams, Craig				
<input type="checkbox"/>	D829504	564887		Adams, Amy				
<input type="checkbox"/>	D989797	509508		Adams, Douglas				

- (2) A **CREATE STUDENT** window opens with the **Demographics** tab highlighted:

CREATE STUDENT

Demographics | Enrollment | Services | Parents | Grades | Absences | Testing | GPA

DISTRICT ID * | SCHOOL ID | SSN

FIRST NAME * | MIDDLE NAME | LAST NAME * | SUFFIX | NICK NAME

BIRTHDATE * | GENDER | RACE | ETHNICITY

EMAIL | PHONE | CELLPHONE

ADDRESS | CITY | STATE | ZIP

ENROLLMENT DATE | GRADUATION YEAR | FAFSA OFFICIAL DATE | NOTE

FEEDER SCHOOL | FAMILY INCOME | COHORT

NO COLLEGE REASON | 9TH GRADE YEAR

No changes will be saved until SAVE button is clicked. **SAVE** **CLOSE**

Complete the following fields for the new student accordingly:

- DISTRICT ID*:** Enter student's identification number (*required field*).
- FIRST NAME*:** Enter student's first name (*required field*).
- MIDDLE NAME:** Enter student's middle name.
- LAST NAME*:** Enter student's last name (*required field*).
- SUFFIX:** Enter student's name suffix (i.e. Jr., Sr., I, II, III, etc.).
- NICK NAME:** Enter student's nickname.
- BIRTHDATE*:** Enter student's birth date (mm/dd/yyyy) or select from dropdown calendar (*required field*).
- GENDER:** Select student's gender from dropdown list.
- RACE:** Select student's race from dropdown list.

ETHNICITY:	Select student's ethnicity from dropdown list.
EMAIL:	Enter student's email address.
PHONE:	Enter student's home phone number (including area code).
CELLPHONE:	Enter student's cell phone number (including area code).
ADDRESS:	Enter student's home address.
CITY:	Enter student's home city.
STATE:	Enter student's home state.
ZIP:	Enter student's home zip code.
ENROLLMENT DATE:	Enter student's enrollment date (mm/dd/yyyy) or select from dropdown calendar.
GRADUATION YEAR:	Enter student's expected graduation year (enter four-digit year).
FAFSA OFFICIAL DATE:	Enter student's FAFSA filing deadline date (mm/dd/yyyy) or select from dropdown calendar.
NOTE:	Enter additional information that pertains to the student, accordingly.
FEEDER SCHOOL:	Select school student attended prior to high school from dropdown list.
FAMILY INCOME:	Select student's family income range from dropdown list.
COHORT:	Select student's cohort name from dropdown list.
NO COLLEGE REASON:	Select reason student is not continuing on to college from dropdown list.
9TH GRADE YEAR:	Enter school year that student began 9 th grade (enter four-digit year).

* **DISTRICT ID, FIRST NAME, LAST NAME, and BIRTHDATE** are required fields.

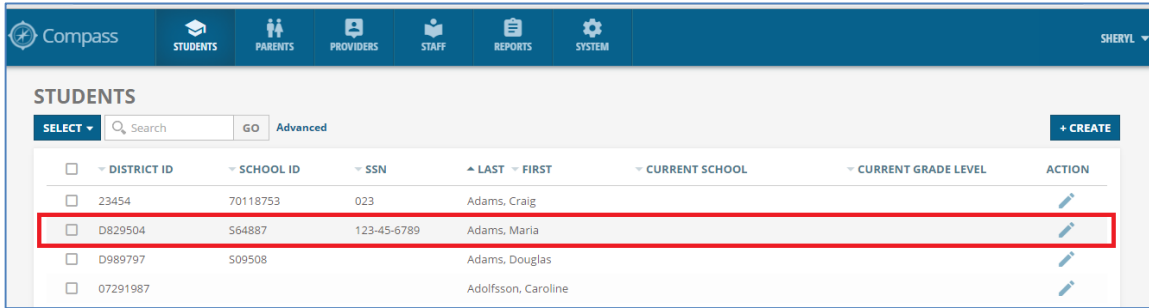
(3) After completing the fields, review and re-check your entries.

Click the **SAVE** button to save the Demographics information.

Enter Enrollment for New Students

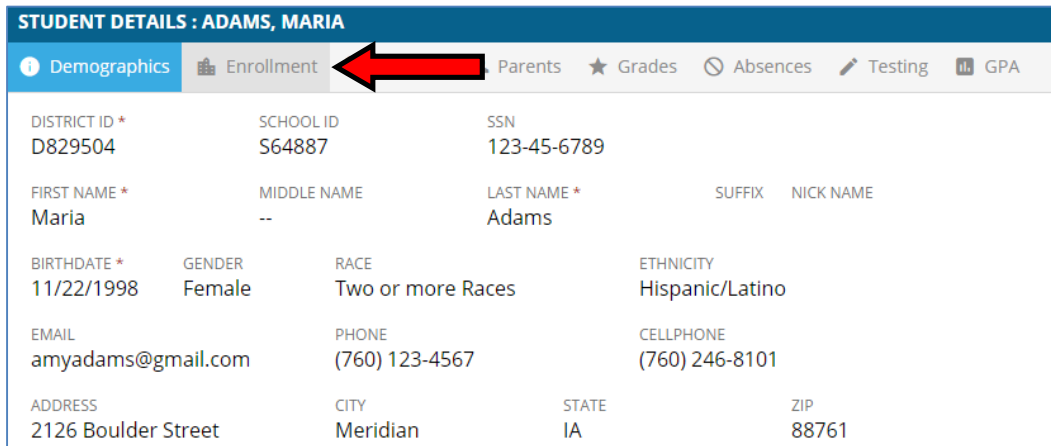
After a new student is added, proceed to enter their enrollment information.
To enter enrollment information for a new student:

- (1) Select the new student record on the **Students** screen and click Enter.



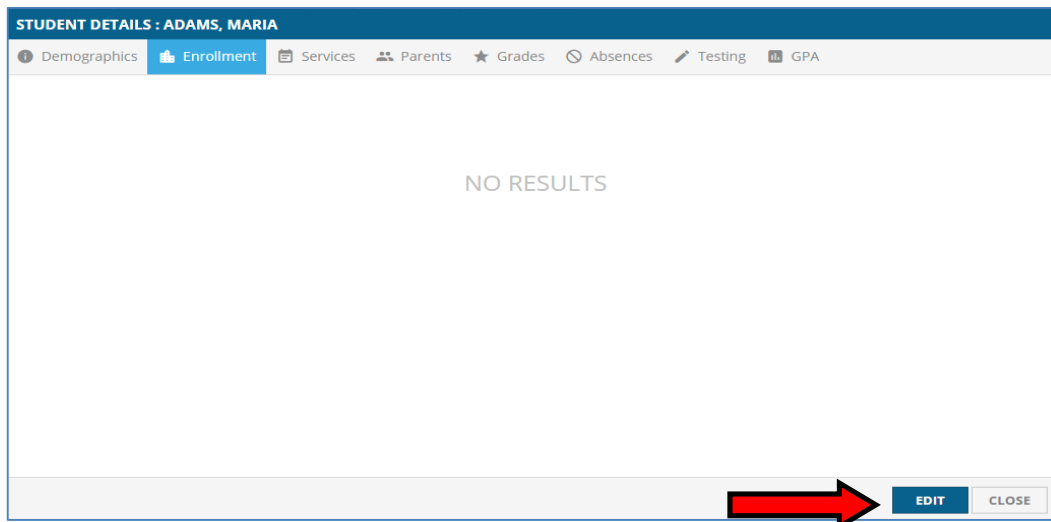
DISTRICT ID	SCHOOL ID	SSN	LAST - FIRST	CURRENT SCHOOL	CURRENT GRADE LEVEL	ACTION
23454	70118753	023	Adams, Craig			
D829504	S64887	123-45-6789	Adams, Maria			
D989797	S09508		Adams, Douglas			
07291987			Adolfsson, Caroline			

- (2) A **STUDENT DETAILS** window for the selected student opens. Click the **Enrollment** tab.



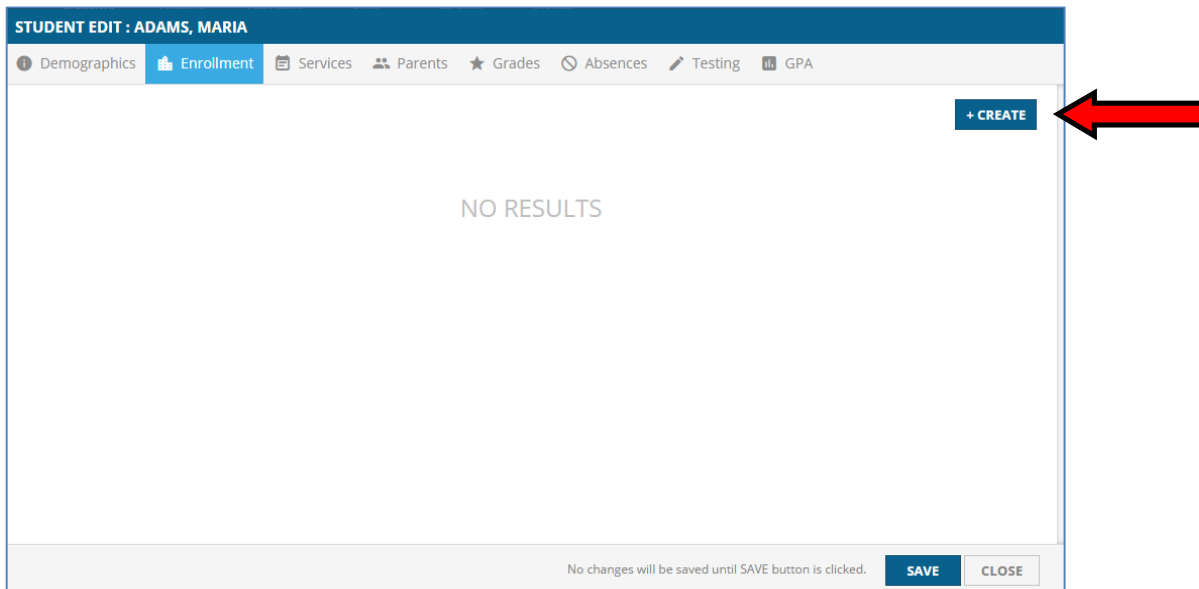
STUDENT DETAILS : ADAMS, MARIA				
Demographics				
Enrollment				
Parents				
Grades				
Absences				
Testing				
GPA				
DISTRICT ID *	SCHOOL ID	SSN		
D829504	S64887	123-45-6789		
FIRST NAME *	MIDDLE NAME	LAST NAME *	SUFFIX	NICK NAME
Maria	--	Adams		
BIRTHDATE *	GENDER	RACE	ETHNICITY	
11/22/1998	Female	Two or more Races	Hispanic/Latino	
EMAIL	PHONE	CELLPHONE		
amyadams@gmail.com	(760) 123-4567	(760) 246-8101		
ADDRESS	CITY	STATE	ZIP	
2126 Boulder Street	Meridian	IA	88761	

- (3) A blank **Enrollment** window opens. Click the **EDIT** button.

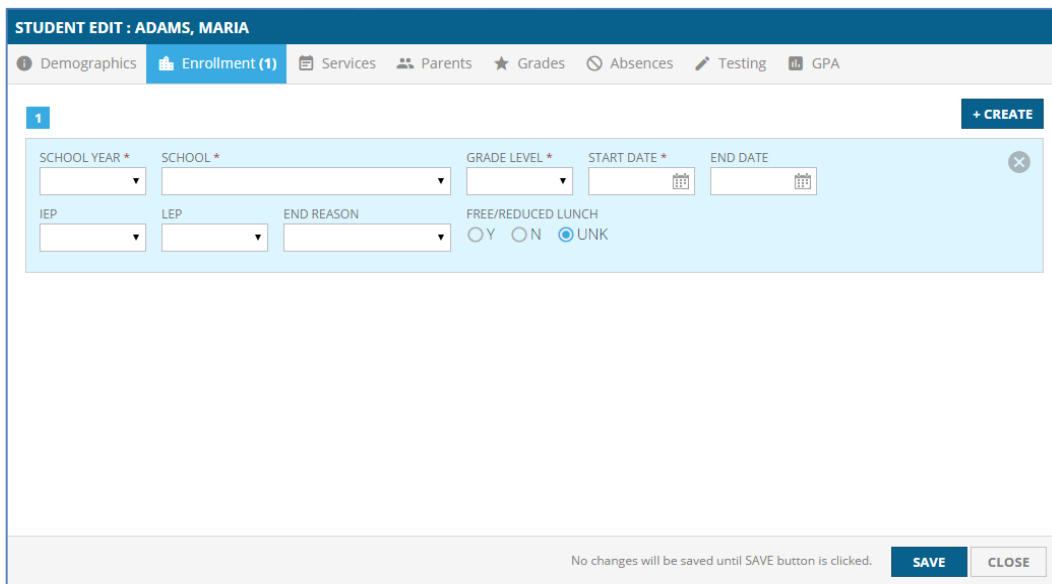


STUDENT DETAILS : ADAMS, MARIA					
Demographics					
Enrollment					
Services					
Parents					
Grades					
Absences					
Testing					
GPA					
NO RESULTS					
				EDIT	CLOSE

(4) A **STUDENT EDIT** window opens. Click the **CREATE** button.



(5) A second **STUDENT EDIT** window opens with a blank enrollment form. Complete the fields accordingly.



SCHOOL YEAR*: Select student's enrollment school year from drop-down list (required field).

SCHOOL*: Select student's school name from dropdown list (required field).

GRADE LEVEL*: Select student's enrollment grade level from dropdown list (required field).

START DATE*: Enter student's enrollment start date (mm/dd/yyyy) or select from dropdown calendar (required field).

END DATE: Enter enrollment end date (mm/dd/yyyy) or select from dropdown calendar.

IEP: Select student's IEP status from dropdown list.

LEP: Select student's LEP status from dropdown list.

END REASON: Select reason for end of student's enrollment from dropdown list.

FREE/REDUCED LUNCH: Select student's free/reduced lunch status.

* **SCHOOL YEAR, SCHOOL, GRADE LEVEL** and **START DATE** are required fields.

- (6) After completing the fields, review and re-check your entries.
Click the **SAVE** button to save the enrollment.