

## Student Registration Procedural Checklist

### Change Log

Date	Section Number/Name	Change Description
4/21/22	Student Profile – FN-Graduate tab	Update screenshot and add information about updating these values using the Student Exemptions / Requirements screen
10/12/21	Define Building Grade Levels Set Grade Level Defaults Student Registration Wizard – Complete Registration tab Student Profile – General tab Student Profile – FN-Attributes tab Student Profile – FN-Graduate tab	Updated screenshots
7/22/21	Entire document	Review and update
6/14/21	Set District Options	Updated screenshot
3/30/21	Student Profile – FD-Attributes tab	Updated screenshot
4/14/20	Define Withdraw Codes	Update screenshot
4/3/20	Entire document	Review and update
9/30/19	Entire document	Review and update
5/20/19	Entire document	Review and update
9/25/18	Entire document	Review and update

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### Before Registering Students

Verify that all necessary codes and parameters are defined properly before registering a new student. If you are confident that these steps have been properly completed previously, then you may continue to the “Registering or Re-enrolling Students.” See *Student and Registration End User Documentation for details*.

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- Define Grade Level Codes** – With the district in context, verify that appropriate Grade Level Codes have been defined and mapped to the applicable EMIS code. You do not have to use identical Grade Level Codes and EMIS Codes; you can map any Grade Level Code to any EMIS Code, or even multiple Grade Level Codes to a single EMIS Code.

Navigation: StudentInformation – Management – School Administration – Grade Level Administration – Grade Level Codes

### Grade level Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to grade level codes.

Add Grade Level Code

		Code	Name	EMIS Code	Description	Sort Order ▲	Active
		01	01	01	01	1	<span style="color: green;">●</span>
		02	02	02	02	2	<span style="color: green;">●</span>
		03	03	03	03	3	<span style="color: green;">●</span>
		04	04	04	04	4	<span style="color: green;">●</span>
		05	05	05	05	5	<span style="color: green;">●</span>
		06	06	06	06	6	<span style="color: green;">●</span>
		07	07	07	07	7	<span style="color: green;">●</span>
		08	08	08	08	8	<span style="color: green;">●</span>
		09	09	09	09	9	<span style="color: green;">●</span>
		10	10	10	10	10	<span style="color: green;">●</span>
		11	11	11	11	11	<span style="color: green;">●</span>
		12	12	12	12	12	<span style="color: green;">●</span>
		13	13	13	13	13	<span style="color: green;">●</span>
		23	23	23	23	23	<span style="color: green;">●</span>
		30	30	30	30	30	<span style="color: green;">●</span>
		DR	DR	DR	DR	68	<span style="color: green;">●</span>
		IN	IN	IN	IN	70	<span style="color: green;">●</span>
		PS	PS	PS	PS	79	<span style="color: green;">●</span>
		KG	KG	KG	KG	86	<span style="color: green;">●</span>
		GR	GR	GR	GR	95	<span style="color: green;">●</span>
		**	**	**		96	<span style="color: green;">●</span>

Show Active Only

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- **Define Building Grade Levels** – With the building in context, verify that appropriate Building Grade Level Codes have been defined and mapped to the appropriate district Grade Level Codes. When editing Building Grade Levels, you can also set default Registration information for each Building Grade Level (Counselor, Included in Honor Roll, Included in Ranking, Included in GPA) for use with the Registration Wizard (see below).

**Navigation: StudentInformation – Management – School Administration – Grade Level Administration – Building Grade Levels**

**Building Grade Levels Maintenance**

From this screen, you can display, add, change and delete data pertaining to building grade levels.

[Add Grade Level](#)

	Code	Name	EMIS	Description	Sort Order ▲	Active
 	09	09	09	Grade 9	11	
 	10	10	10	Grade 10	12	
 	11	11	11	Grade 11	13	
 	12	12	12	Grade 12	14	
 	13	13	13	Grade 13	15	
 	23	23	23	Grade 23	16	
 	GR	GR	GR	Graduate	17	

Show Active Only

**Building Grade Levels Maintenance**

From this screen, you can display, add, change and delete data pertaining to building grade levels.

Grade Level:\*

Grade Specific Registration Default Data

Counselor:

Scheduling Priority:

Include in Honor Roll:

Include in Ranking:

Include in GPA:

Pri. Graduation Rule:

Alt. Graduation Rule:

- Define Student Status Codes** – Verify that appropriate Status Codes have been defined.

**Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Student Status Codes**

### Student Status Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to student status codes.

		Code	Name ▲	Overall Student Status	Description	Active
		A	Active HS	Active	Active	<span style="color: green;">●</span>
		GO	Grad Only	Inactive	Grad Only	<span style="color: green;">●</span>
		I	Inactive	Inactive	Inactive	<span style="color: green;">●</span>
		N	Non-res HS	Active	Non-resident attending	<span style="color: green;">●</span>
		R	Resident attending elsewhere	Inactive	Resident attending elsewhere	<span style="color: green;">●</span>

Show Active Only

- Define Admission Codes** (optional) – Verify that appropriate Admission Codes have been defined.

**Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Admission Codes**

Admission Codes Maintenance				
From this screen, you can display, add, change and delete data pertaining to admission codes.				
<a href="#">Add Admission Code</a>				
	Code	Name ▲	Description	Active
	11	Court Referral	Court Referral	
	2	Enter From A Non-Public School	Enter From A Non-Public School	
	3	Entered From Same County	Entered From Same County	
	4	Entered From Same State	Entered From Same State	
	15	Entering From A Jvs Preschool	Entering From A Jvs Preschool	
	13	Entering From A Licensed Kinde	Entering From A Licensed Kinde	
	12	Entering From A Licensed Presc	Entering From A Licensed Presc	
	8	Entering From An Institution	Entering From An Institution	
	6	Entering From Another State/Country	Entering From Another State/Country	
	14	Entering From Head Start	Entering From Head Start	
	7	Entering From Home Schooling	Entering From Home Schooling	
	9	Entering From Mr/Dd	Entering From Mr/Dd	
	ID	Moved between buildings	Moved between buildings	
	5	Not enrolled in an Ohio Public School since 2003	Not enrolled in an Ohio Public School since 2003	
	10	Previously Dropped Out	Previously Dropped Out	
	1	Student enrolling for first time (PS/KG)	Student enrolling for first time in Ohio public school/Community School because of age (Preschool/KG)	

Show Active Only

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- Define Withdraw Codes** (optional) – Verify that appropriate Withdraw Codes have been defined.

**Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Withdraw Codes**

**Withdraw Codes Maintenance**  
 From this screen, you can display, add, change and delete data pertaining to withdraw codes.

[Add Withdraw Code](#)

	Code	EMIS Code	Name ▲	Description	Active
	99	99	Completed HS Grad require./course requir. & passed	Completed crse requ; passed assessments	
	52	52	Death	Death	
	48	48	Expelled	Expelled	
	74	74	Moved: not known to be continuing	Moved: not known to be continuing	
	79	79	No longer eligible to be enrolled in district	Reason for Enrollment (received reason) no longer valid	
	76	76	Non-Attendance Accor. to 72 hour Rule	Non-attending according to 72 hour rule (Community Schools only)	
	39	39	Non-enrolled student no longer receiving services	Non-enrolled student no longer receiving services	
	**	**	Not Applicable, Did not withdraw/was not truant	N/A - WITHIN THE DISTRICT TRANSFER	
	44	44	Not valid pub. community schl	Not valid pub. community schl	
	73	73	Over 18 years of age	Over 18 years of age	
	72	72	Pursued employment/work permit - Supt. approval on	Pursued employment/work permit	
	35	35	Res. District no longer Responsible for Student	Resident Student Withdraw from Educating Entity with a Reason Code that indicates the Resident District no longer has a Responsibility for the Student	
	75	75	Student compl. course require./did NOT pass requ.	Student completed crse./didn't pass assessments	
	38	38	Student promoted beyond max grade/entity	Student promoted beyond max grade/entity	
	81	81	Student reported in error - never should have been	Student reported in error - never should have been reported	
	45	45	Tr. by Court Order/Adjif court ordered other pub	Transf. Court Order/Adjud	
	41	41	Tr. to another Ohio SD, local/exem will/city, tr.	Transf. local, exempt, city	
	42	42	Tr. to prive school, transcript req on file, Ed Ch	Transf. private schl	
	46	46	Transferred out of the United States	Transf. out of U.S.	
	40	40	Transferred to another School District outside of	Transf schl out of OH	
	43	43	Transferred to home schooling, superint. approval	Transf to home schooling	
	51	51	Verified Medical Reasons - Dr. authorization on fi	Verified Medical Reasons	
	77	77	Withdraw due to 3314.26(non-tested 2 yr e-School (	Withdraw due to 3314.26(non-tested 2 yr e-School (Comm. Sch only)	
	71	71	Withdraw due to truancy/non-attendance	Wd Truancy/non att	
	37	37	Withdraw from Kindergarten	KG Student has withdrawn because it has been deemed to be in the best interest of the student if he/she waits one more year until starting his/her KG experience	
	36	36	Withdraw from Preschool/PS student WD from PS prog	Withdraw from PS for any reason	
	47	47	Withdraw pursuant to Yoder vs. Wisconsin	Wd Yoder vs. Wisconsin	

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- Define Ethnicity Codes** (optional) – Verify that appropriate Ethnicity Codes have been defined.

**Note:** Codes that show with a lock signifies that the code was setup at the district level.

**Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Ethnicity Codes**

### Ethnicity Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to ethnicity codes.

Add Ethnicity Code

		<a href="#">Code</a> ▲	<a href="#">Name</a>	<a href="#">Description</a>	<a href="#">Active</a>
		A	Asian	Asian	
		B	Black	Black	
		H	Hispanic	Hispanic	
		I	American Indian or Alaskan Native	American Indian or Alaskan Native	
		M	Multiracial	Multiracial	
		P	Pacific Islander	Pacific Islander	
		W	White	White	

Show Active Only

- Define Birthdate Verification Codes** (optional) – Verify that appropriate Birthdate Verification Codes have been defined.

**Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Birthdate Verification Codes**

### Birthdate Verification Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to birthdate verification codes.

[Add Verification Code](#)

	Code	Name ▲	Description	Active
	BPC	Baptismal Certificate	Baptismal Certificate	
	BC	Birth Certificate	Birth Certificate	
	PP	Passport	Passport	
	UN	Unknown	Unknown	

Show Active Only

- Define Program Codes** (optional) – Verify that appropriate Program Codes have been defined, if desired.

**Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Program Codes**

### Program Code Maintenance

From this screen, you can display, add, change and delete data pertaining to program codes.

[Add Program Code](#)

		Code ▲	Name	Description	Weight	Active
		01	01	Multiple Disabilities	0	
		02	02	Deaf-Blind	0	

Show Active Only













- **Define Counselors** (optional) – Verify that appropriate Counselors have been defined, if desired. Security clearance is required to assign groups and roles to staff. On the Staff Member’s View/Edit Staff Member Schools tab, if you need to add a Counselor Job Function, click **Add**.

**Navigation: StudentInformation – Management – Security – View Staff Members – Search – select staff member – Add/Edit Staff Member Schools tab**

**Security - Staff Member: ETHEL ALVARADO**

Staff Members    Staff Member Schools

































**Add**

	School	School Year	Job Functions	Active
 	BUCKEYE HIGH SCHOOL	2018-2019	Teacher, Counselor, Nurse	
 	BUCKEYE INTERMEDIATE SCHOOL	2018-2019	Teacher, Counselor, Nurse	
 	BUCKEYE JUNIOR HIGH	2018-2019	Teacher, Counselor, Nurse	
 	BUCKEYE PRIMARY SCHOOL	2018-2019	Teacher, Counselor, Nurse	

[Return To View Staff Members Page](#)

Once a staff member is defined as being a counselor, navigate to the Counselor Maintenance page, and set the grade levels for that Counselor, if you want to define Counselors for specific grade levels.

**Navigation: StudentInformation – Management – School Administration – School Building Administration – Counselors**

<b>Counselor Maintenance</b>				
<b>From this screen, you can display and change data pertaining to school guidance counselors.</b>				
	<b>First Name</b>	<b>Last Name ▲</b>	<b>Grade</b>	<b>Active</b>
	ETHEL	ALVARADO	09, 10	
	DARREN	BURKE	09, 10	
	JUANITA	CHRISTENSEN	09, 10	
	NEIL	FULLER	09, 10	
	JULIAN	GRAVES	09, 10	
	ELLEN	GREER	11, 12	
	TIFFANY	GUERRERO	11, 12	
	KATHY	INGRAM	11, 12	
	EDNA	MCCARTHY	11, 12	
	CHARLOTTE	NUNEZ	11, 12	
	TOMMY	PERKINS	11, 12	
	TERRI	RICHARD	11, 12	
	JOSEPHINE	SAUNDERS	11, 12	
	MARJORIE	SIMON	11, 12	
	TED	WELCH	11, 12	
	THELMA	WISE	11, 12	
<input checked="" type="checkbox"/> <b>Show Active Only</b>				
<b>16 Records Displayed</b>			<a href="#">Back To Top</a>	







- Define Team Codes** (optional) – Verify that appropriate Team Codes have been defined, if desired. These will be used in the Course Request Mass Update Groups process.

**Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Team Codes**

### Team Codes Maintenance

From this screen, you can display, add, change and delete Team codes.

[Add Team Code](#)

		Code	Name ▲	Description	Active
		BLUE	Blue Team	Blue Team	
		GOLD	Gold Team	Gold Team	

Show Active Only

- Define Custody Type Codes** (optional) – With the district in context, verify that appropriate Custody Type Codes have been defined, if desired. These will be used on the Student Contacts page.

**Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Custody Type Codes**

### Custody Type Code Maintenance

From this screen, you can display, add, change and delete data pertaining to custody type codes.

Add Custody Type

		Code	Name ▲	Description	Custody	Active
		BP	Birth Parents		<input type="checkbox"/>	<span style="color: green; font-size: 1.2em;">●</span>
		CP	Court Placed		<input type="checkbox"/>	<span style="color: green; font-size: 1.2em;">●</span>
		FO	Father Only		<input type="checkbox"/>	<span style="color: green; font-size: 1.2em;">●</span>
		G	Guardian		<input type="checkbox"/>	<span style="color: green; font-size: 1.2em;">●</span>
		HF	Host Family		<input type="checkbox"/>	<span style="color: green; font-size: 1.2em;">●</span>
		MO	Mother Only		<input type="checkbox"/>	<span style="color: green; font-size: 1.2em;">●</span>
		S	Shared		<input type="checkbox"/>	<span style="color: green; font-size: 1.2em;">●</span>

Show Active Only



- Define Contact Type Codes** (optional) – With the district in context, verify that appropriate Contact Type Codes have been defined, if desired. These will be used on the Student Contact Summary page.

**Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Contact Type Codes**

Contact Type Codes Maintenance								
From this screen, you can display, add, change and delete contact type codes.								
<a href="#">Add Contact Type Code</a>		<a href="#">Map Professional Contact Codes</a>						
	Code	Name ▲	Description	Count	District Codes	Professional Contact	NCES Contact Type	Active
		SOCI	Case Worker	Case Worker	176	-- Select a Professional Code --		
		DENT	Dentist	Dentist	1245	-- Select a Professional Code --		
		DOCT	Doctor	Doctor	1612	-- Select a Professional Code --		
		EMR	Emergency	Emergency	6930	-- Select a Professional Code --		
		EMR2	Emergency (2)	Emergency (2)	5674	-- Select a Professional Code --		
		EMR3	Emergency (3)	Emergency (3)	2527	-- Select a Professional Code --		
		EMR4	Emergency (4)	Emergency (4)	249	-- Select a Professional Code --		
		FRND	Family Friend	Family Friend	2955	-- Select a Professional Code --		
		WKF	Father's Employer	Father's Employer	7215	-- Select a Professional Code --		
		FOS	Foster Parent	Foster Parent	124	-- Select a Professional Code --		
		GRPA	Grandparent	Grandparent	12427	-- Select a Professional Code --		
		GUAR	Guardian/Custodian	Guardian/Custodian	489	-- Select a Professional Code --		
		WKG	Guardian's Employer	Guardian's Employer	65	-- Select a Professional Code --		
		HOSP	Hospital	Hospital	333	-- Select a Professional Code --		
		WKM	Mother's Employer	Mother's Employer	7615	-- Select a Professional Code --		
		NBR	Neighbor	Neighbor	1102	-- Select a Professional Code --		
		PAR	Parent (1)	Parent(1)	15188	-- Select a Professional Code --	1759 - Family member	
		PAR2	Parent (2)	Parent (2)	6335	-- Select a Professional Code --		
		REL	Relative	Relative	6911	-- Select a Professional Code --		
		WKSF	Stepfather	Stepfather	1190	-- Select a Professional Code --		
		WKSM	Stepmother	Stepmother	421	-- Select a Professional Code --		

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- Define Membership Group Codes** (optional) – Verify that appropriate Membership Group Codes have been defined, if desired.

**Navigation: StudentInformation – Management – School Administration – Membership Groups**

<b>Membership Group Maintenance</b>					
From this screen, you can display, add, change and delete data pertaining to membership groups.					
<a href="#">Add Membership Group</a>					
		Code ▲	Name	Description	Active
		11	Intervention	Intervention	
		12	Post-secondary Enrollment Options Program	Post-secondary Enrollment Options Program	
		15	15	15	
		16	16	16	
		20	Specialized Instructions	Specialized Instructions	
		21	Placement Options	Placement Options	
		22	Disadvantaged Pupil Programs (DPPF)	Disadvantaged Pupil Programs (DPPF)	
		23	Title I	Title I	
		24	Emergency Immigrant Education Program	Emergency Immigrant Education Program	
		30	Vocational Programs	Vocational Programs	
		40	Extracurricular/Intracurricular Programs and Servi	Extracurricular/Intracurricular Programs and Services	
		41	Academic Intracurricular Descriptions (Vocational	Academic Intracurricular Descriptions (Vocational Student Organizat	
		42	Interscholastic Athletics	Interscholastic Athletics	
		49	Other	Other	
		50	50	50	
		51	Ohio Means Jobs	Ohio Means Jobs	
		52	Graduation Pathways	Graduation Pathways	
		60	World Languages for Seal of Biliteracy	World Languages for Seal of Biliteracy	
<input checked="" type="checkbox"/> Show Active Only					
18 Records Displayed					<a href="#">Back To Top</a>

- Add Membership Group Codes** (optional) – Add Membership Group Codes, if desired.

**Navigation: StudentInformation – Management – School Administration – Membership Groups – Add Membership Group button**

### Membership Group Maintenance

*From this screen, you can display, add, change and delete data pertaining to membership groups.*

Code: \*

Name: \*

Description:

Is Active:

- **Miscellaneous Data Groups Maintenance** – To select miscellaneous groups from the Edit Student Profile - Custom tab, click on the **View Definitions** for the desired group and check the **On Profile** box by editing the Field Title.

**Navigation: StudentInformation – Management – School Administration – Miscellaneous Data Groups – View Definitions**

### Miscellaneous Data Groups Maintenance

From this screen, you can display, add, change and delete data pertaining to miscellaneous data groups.

Add Miscellaneous Group

		Code	Name ▲	Description	# Fields	Data Definitions	Active	Read Only
		SpEd	Special Education		4	<a href="#" style="border: 1px solid red; padding: 2px;">View Definitions</a>	<span style="color: green;">●</span>	<span style="color: yellow;">○</span>
		Rel	Student Release Information		1	<a href="#">View Definitions</a>	<span style="color: green;">●</span>	<span style="color: yellow;">○</span>

Show Active Only

**Navigation: StudentInformation – Management – School Administration – Miscellaneous Data Groups – View Definitions – Edit icon**

### Miscellaneous Data Definitions Maintenance - SpEd - Special Education

From this screen, you can display, add, change and delete data pertaining to miscellaneous data field definitions.

Add Data Definition

		Field Title	Field Type	Data Type	Used By	Field Length	Sort Order ▲	On Profile	Active	Read Only
		Teacher Name	Textbox	Alpha Numeric	0	50	1	<input checked="" style="border: 1px solid red;" type="checkbox"/>	<span style="color: green;">●</span>	<span style="color: yellow;">○</span>
		Tutoring Code	Drop Down List	None	0		1	<input checked="" type="checkbox"/>	<span style="color: green;">●</span>	<span style="color: yellow;">○</span>
		ETR Due Date	Textbox	Date	0	10	2	<input checked="" type="checkbox"/>	<span style="color: green;">●</span>	<span style="color: yellow;">○</span>
		Section 504 Effective Date	Textbox	Date	0	10	3	<input checked="" type="checkbox"/>	<span style="color: green;">●</span>	<span style="color: yellow;">○</span>

Show Active Only

[Back to Groups](#)

Navigation: StudentInformation – Management – School Administration  
– Miscellaneous Data Groups – View Definitions – Edit icon – On  
Student Profile box

### Miscellaneous Data Definitions Maintenance - SpEd - Special Education

From this screen, you can display, add, change and delete data pertaining to miscellaneous data field definitions.

Field Title\*:

Field Type:  Textbox  Pre-Defined List  Checkbox

Data Type\*:

Field Length\*:

Regular Expression:

Sort Order\*:

On Student Profile:

Is Active:

Is Read-Only:

## Set Registration Defaults

When registering students, you can set default information for many registration fields. There are three “levels” of registration defaults: District Defaults, Building Defaults, and Grade Level Defaults. Building Defaults override District Defaults for their building. Grade Level Defaults are building-specific, but are different fields than the Building Defaults. All values inserted by the registration defaults settings can be changed for a student while registering that student.

**Set District Defaults** – First, set the District as the school in context.

Navigate to the Registration Defaults screen, and enter any information you want defaulted for every building in the district. (Any building defaults set later can override these values, so you can set district defaults for most schools in a district, and set different default values for the school or schools which do not match these defaults.)

**Note:** The Family Group registration defaults can only be set at the district level.

**Navigation: StudentInformation – Management – School Administration – School Building Administration – Registration Defaults (District in context)**

**Registration Defaults**  
 From this screen, you can set default values for the Student Registration Screen.

**Registration Information**

Hispanic/Latino:  Local Ethnic Category:

Racial Group(s):  
 A-Asian  B-Black or African American  I-American Indian or Alaska Native  P-Native Hawaiian or Other Pacific Islander  W-White

Citizenship:  Admission Code:

Native Language:  Home Language:

Student Status:  Free/Reduced Lunch:

Building Prog Track:  Grade:

City:  State:

Zip:  Country of Origin:  Flags:

EMIS Situation:  ...

Admission Reason:  ⓘ

District Relationship:

How Received:  District of Residence:  -  🔍

Percent of Time:  How Received IRN:  -  🔍

Attending Building IRN:  Tuition Type:

County of Residence:  Assigned Building IRN:

**Sent To 1:** Reason:  IRN:  -  🔍 Percent of Time:

**Sent To 2:** Reason:  IRN:  -  🔍 Percent of Time:

**Family Group Defaults:**  
 Matching Criteria:  
 Address  City  State  
 Zip Code  Student Last Name  Phone Number

- Set Building Defaults** – Set the school building for which you want to set defaults in context, navigate to the Registration Defaults screen, and enter any information you want defaulted for this building. Any District Defaults display to the right of the screen, and you can copy those to the building by clicking the **Use District Defaults** button.

**Navigation: StudentInformation – Management – School Administration – School Building Administration – Registration Defaults (Building in context)**

**Registration Defaults**  
From this screen, you can set default values for the Student Registration Screen.

**Registration Information**

Hispanic/Latino:  Local Ethnic Category:

Racial Group(s):  
 A.Asian  B.Black or African American  C.American Indian or Alaska Native  P.Native Hawaiian or Other Pacific Islander  W.White

Citizenship:  Admission Code:

Native Language:  Home Language:

Student Status:  Free/Reduced Lunch:

Building Prog Track:  Grade:

City:  State:

Zip:  Flags:

Country of Origin:

EMIS Situation:

Admission Reason:

District Relationship:

How Received:

District of Residence:  -

Percent of Time:

How Received IRN:  -

Attending Building IRN:  -

Tuition Type:

Assigned Building IRN:

County of Residence:

Sent To 1:  
 Reason:   
 IRN:  -    
 Percent of Time:

Sent To 2:  
 Reason:   
 IRN:  -    
 Percent of Time:

**District Defaults**

Admission Reason : 4  
 Building Progression Track :BUES-HS  
 Citizenship : 04  
 Country Of Origin : US  
 District Of Residence IRN : 048470  
 District Relationship : 1  
 Ethnicity : W  
 FG Address : Yes  
 FG City : Yes  
 FG Phone Number : Yes  
 FG State : Yes  
 FG Student Last Name : Yes  
 FG Zip Code : Yes  
 Home Language : \*\*\*  
 How Received : \*  
 How Received IRN : \*\*\*\*\*  
 IRN 1 : \*\*\*\*\*  
 IRN 2 : \*\*\*\*\*  
 Native Language : ENG  
 Percent Of Time : 100  
 Percent Of Time 1 : 0  
 Percent Of Time 2 : 0  
 Reason 1 : NA  
 Reason 2 : NA  
 State : OH  
 Tuition Type : N



- Set Grade Level Defaults** – On this screen, click the edit pencil icon for the Grade Level for which you want to set defaults.

**Navigation: StudentInformation – Management – School Administration – Grade Level Administration – Building Grade Levels**

### Building Grade Levels Maintenance

From this screen, you can display, add, change and delete data pertaining to building grade levels.

Add Grade Level

		Code	Name	EMIS	Description	Sort Order ▲	Active
		09	09	09	09	9	<span style="color: green;">●</span>
		10	10	10	10	10	<span style="color: green;">●</span>
		11	11	11	11	11	<span style="color: green;">●</span>
		12	12	12	12	12	<span style="color: green;">●</span>
		13	13	13	13	13	<span style="color: green;">●</span>
		23	23	23	23	23	<span style="color: green;">●</span>
		30	30	30	30	30	<span style="color: green;">●</span>
		DR	DR	DR	DR	68	<span style="color: green;">●</span>
		IN	IN	IN	IN	70	<span style="color: green;">●</span>
		GR	GR	GR	GR	95	<span style="color: green;">●</span>

Show Active Only

Navigation: StudentInformation – Management – School Administration – Grade Level Administration – Building Grade Levels – Edit pencil icon

### Building Grade Levels Maintenance

From this screen, you can display, add, change and delete data pertaining to building grade levels.

Grade Level:\*

Grade Specific Registration Default Data

Counselor:

Scheduling Priority:

Include in Honor Roll:

Include in Ranking:

Include in GPA:

Pri. Graduation Rule:

Alt. Graduation Rule:

Set the defaults for this grade level, and click **Save**.

# Registering or Re-enrolling Students – Registration Wizard

Follow these steps to create a new student record or enroll a new or previously attending student to the school. **See Student and Registration End User Documentation for details.**

- Student Registration Wizard – Registration Pre-requisites tab** – Fill out all required fields, and any additional fields desired, and click **Next**. This will check to see if a record already exists for this student after entering only the minimum required information for that verification process. If no student record exists that is a possible match, the Wizard will proceed to the **Complete Registration** tab, and you can skip the next several steps in this checklist.

There is also an option **Student is a Non-Attending Graduate**. This allows you to indicate that the student is a non-attending graduate (Grad-Only). Upon checking this option and clicking **Next**, the Registration Wizard enters the Grad-Only Registration Mode (Non-Attending Graduate Registration).

## Navigation: StudentInformation – SIS – Registration Wizard

The screenshot shows the 'Student Registration Wizard' interface. At the top, it says 'From this screen users can register students'. Below this are five tabs: 'Registration Pre-requisites' (selected), 'Possible Matches', 'Complete Registration', 'Family Group', and 'EMIS'. The form contains several input fields: 'First Name:\*', 'Middle Name:', 'Last Name:\*', 'Called Name:', 'Social Security:', 'EMIS ID:', 'Student Number:', 'Birthdate:\*', 'Age:', 'Gender:\*' (with a dropdown arrow), and 'Grade:\*' (with a dropdown arrow). At the bottom left, there is a checkbox labeled 'Student is a Non-Attending Graduate'. A 'Next >' button is located at the bottom right of the form.

- **Student Registration Wizard – Possible Matches tab** – If a student's required information on the Registration Pre-requisites tab matches any existing student's, this tab will display. There are two types of Possible Matches, each of which will be described below. You can have more than one type of Possible Match on this tab.

StudentInformation will find a Strict Match if the Social Security Number or EMIS ID match an existing student in the district or the school building.

StudentInformation will find a Non-Strict Match if the first initial of the student's First Name, as well as the student's Last Name, Birthdate and Gender all match an existing student in the district or the school building.

Depending on the Possible Match category, follow the steps below to continue to the Complete Registration tab of the Student Registration Wizard.

**Navigation: StudentInformation – SIS – Registration Wizard – Possible Matches tab**

**Strict Match** – If the social security number or EMIS ID number for a student being registered matches an existing student in the school, StudentInformation will not permit registration of a new student. This is an effort to prevent duplication of students. Select a matching student and click **Next** to edit that student’s profile instead of registering a new student. Click **Back** to return to the Registration Pre-requisites tab to edit the entered information.

**Please Note:** StudentInformation does not automatically update the student’s Progression Track when a Strict Match is found and used for Student Registration. The student’s Progression Track will need to be manually updated.

**Student Registration Wizard** -

From this screen users can register students

Registration Pre-requisites   Possible Matches   Complete Registration   Family Group   EMIS

**i** A possible match for the student you are registering.  
Please review the students listed below for possible duplicate records.

**DALE, MARVIN**  
2341 DALE Road  
Litchfield , OH 44253

This student is already enrolled in the building you are working with.

**STRICT MATCH** ⚠ Please go back to the Prerequisites tab and change some information to add a new student or select this student to edit.

Student ID: 00608522  
Gender: M  
Birthdate: Jun 02, 2003

< Back   Next >

**Non-Strict Match** – If the first initial of the First Name for a student being registered, as well as that student’s Last Name, Gender and Birthdate all match an existing student, StudentInformation will warn you of a Non-Strict possible match. You may either continue registering the new student as a brand new student (not using any information from any matching student’s record), edit a matching student’s profile (if a student is found in the current building and year) or enroll a matching student to the current building and year (if a student is found, but not in the current building and year). A Non-Strict match may contain multiple students, from the same or different schools. Select a matching student and click **Next** to edit that student’s profile instead of registering a new student. Select the **Register New Student** option and click **Next** to register the new student (not using any information from the matching record or records. Select a matching student and click **Next** to register this matching student by continuing onto the Complete Registration tab. Click **Back** to return to the Registration Pre-requisites tab and edit the entered information.

**Student Registration Wizard**

From this screen users can register students

Registration Pre-requisites Possible Matches Complete Registration Family Group EMIS

**i** A possible match for the student you are registering.  
Please review the students listed below for possible duplicate records.

**DALE, MARVIN**  
2341 DALE Road  
Litchfield , OH 44253

This student is already enrolled in the building you are working with.

Student ID: 00608522 **NON-STRICT MATCH** You may select this student to make edits.  
Gender: M  
Birthdate: Jun 02, 2003

Register New Student (Registering this student could create a duplicate entry.)

< Back Next >

If a strict or non-strict match is found for the student in another building, the user will be asked to indicate whether this is or is not a change of the student's primary building/EMIS attending building. If Yes is chosen, the primary/EMIS attending building will be changed to the new building. If No is chosen, the primary/EMIS attending building will remain as it is and will not change.

### Student Registration Wizard

From this screen users can register students

[Registration Pre-requisites](#) [Possible Matches](#) [Complete Registration](#) [Family Group](#) [EMIS](#)

Change primary / EMIS attending building?

Yes

No

- **Student Registration Wizard – Complete Registration tab** – Fill out all required fields and any optional fields you may desire on the Registration page. A student must have a master record before any additional elements can be defined for the student.

**Navigation: StudentInformation – SIS – Registration Wizard – Complete Registration tab**

**Student Registration Wizard**  
From this screen users can register students

Registration Pre-requisites Possible Matches Complete Registration Family Group EMS

Hispanic/Latino:  N - No, the student is not Hispanic/Latino Local Ethnic Category: W - CAUCASIAN

Racial Group(s):  A-Asian  B-Black or African American  I-American Indian or Alaska Native  P-Native Hawaiian or Other Pacific Islander  W-White

Summative Race:

Citizenship: 04 - United States Native Language: ENG Birthplace City:

Birthdate Verified:  Admission Date:  Home Language: \*\*\*

Student Status: A - ACTIVE RES Building Prog Track: Gallon - Gallon Admission Code:

Attendance Calendar: HS Default (Default) Mother's Maiden Name:  Program:

Locker Assignment: Assign Primary Locker Free/Reduced Lunch Status: None Last Name Suffix:

Homeroom:  Include In Ranking  Include In Honor Roll  Counselor:

Scheduling Priority: 1 Include In GPA  Home School IRN:

Primary Grad. Rule:  Secondary Grad. Rule:  Flags: 1 2 3 4 5

Country Of Origin:  Grade: 10 Pronunciation:

Graduation Year:

Address of Residence (For Address Verification) Mailing Address  Use Address of Residence

Street:  Street:

City, State, Zip: GALION OH 44833 City, State, Zip:  OH

Phone Number:  Unlisted  Student Email:

Admission Reason: 6 - Transferred from other Ohio public district/community school

Admitted From IRN:  -  Q

County of Residence: [Select County of Residence]

Edit Profile < Back Next > Finish

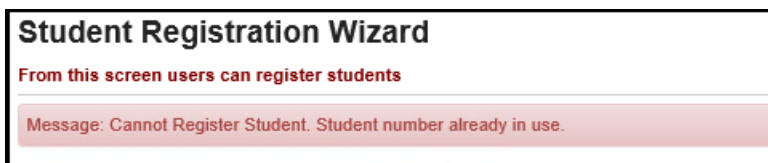
From this point you may either click the **Next** button to continue onto the Family Group tab for this student if Family Groups is turned on (see next step), or press the **Edit Profile** button to continue adding information for this particular student (see the **Student Profile** section below) or click **Back** to return to the Registration Pre-requisites tab.



**Address Standardization** – Address fields in StudentInformation will standardize an entered address to fit USPS standards (removing punctuation, checking to see if the address is within the valid range of house numbers for the street, and changing zip code to the correct zip+4 code). In addition to the mailing benefits, this behavior provides more consistent and correctly-spelled address entries, allowing easier searching by address. Please see the **StudentInformation Getting Started** End User Guide for more information on Address Standardization. Any screen which uses Address Standardization has a checkbox at the bottom of the screen titled **Bypass Address Standardization**. Checking this box will prevent the standardization process for this screen only.

**Address Verification** – StudentInformation can also verify that the student's address is within the district where the student is enrolled. This feature must be enabled at both the District and Building levels. More information about Address Verification can be found in the **Address Verification** Procedural Checklist and in the **StudentInformation Getting Started** End User Guide.

If you are attempting to register a student with the same Student Number as another student, the screen will display the following error message.



- Student Registration Wizard – Family Group tab** (optional) – This tab will display if the Uses Family Groups option is checked on the District Options page. Select a Family Group Search option and/or enter a Family Group Name or confirm Matching Criteria and then click **Search**. If an existing Family Group is listed that is the correct one for the student being registered, check the existing Family Group and click **Next**. If no results display or none of the existing Family Groups listed work for the student being registered, do not check any of the Family Groups listed and just click **Next**. A new Family Group will be created for the student.

**Navigation: StudentInformation – SIS – Registration Wizard – Family Group tab**

The screenshot shows the 'Student Registration Wizard' interface, specifically the 'Family Group' tab. At the top, there are navigation tabs: 'Registration Pre-requisites', 'Possible Matches', 'Complete Registration', 'Family Group', and 'EMIS'. Below the tabs, the 'Family Group Search' section has two radio buttons: 'Search By Family Group Name' (unselected) and 'Search By Family Group Criteria' (selected). A text input field for 'Family Group Name' is followed by a blue 'Search' button. The 'Matching Criteria' section includes checkboxes for 'Address', 'City', 'State', 'Zip Code', 'Student Last Name', and 'Phone Number'. 'City', 'State', and 'Zip Code' are checked. Below this is a table with columns: 'Family Group', 'Description', 'Student Address', 'Students In Group', and 'Active'. The table is currently empty, with a message 'There are no records to display'. At the bottom, there is a 'Show Active Only' checkbox and three buttons: '< Back', 'Next >', and 'Finish'.

- **Student Registration Wizard – EMIS tab** (optional) – Fill out all required fields and any optional fields you may desire on the Registration page. A student must have a master record before any additional elements can be defined for the student. Click **Finish** when you are done.

**Navigation: StudentInformation – SIS – Registration Wizard – EMIS tab**

The screenshot shows the 'Student Registration Wizard' interface, specifically the 'EMIS' tab. At the top, there are navigation tabs: 'Registration Pre-requisites', 'Possible Matches', 'Complete Registration', 'Family Group', and 'EMIS'. Below the tabs, the 'EMIS Situation' is set to '5 - Resident attending Full Time'. The form contains several sections: 'District Relationship' (set to '1 - Stud. rcvg instr. in whole/part fro'), 'District of Residence' (048470 - Buckeye Local SD), 'How Received' (set to '^ - Not Applicable'), 'How Received IRN' (\*\*\*\*\*), 'Percent of Time' (100), 'Tuition Type' (N - Non-tuition student (default)), 'Attending Building IRN' (004127 - Buckeye High School), and 'Assigned Building IRN' (\*\*\*\*\*). There are two 'Sent To' sections, both with 'Reason' set to 'NA - Not sent to another district' and 'IRN' set to '\*\*\*\*\*'. Below these are fields for 'Legal Names' (First, Middle, Last, Suffix), 'Birth Gender', 'State Student ID (SSID)', and 'Disability Condition' (set to '\*\* - Not Applicable'). At the bottom, there are buttons for 'Edit Profile', '< Back', and 'Finish'.

**Student Registration Wizard – Non-Attending Graduate Registration -**

Fill out all required fields and any optional fields you may desire on the Non-Attending Graduate Registration page.

**Notes:**

1. Non-Attending Graduates (Grad-Only) students can only be registered at community schools and traditional schools.
2. Transfer students cannot be registered as Non-Attending Graduates.
3. If a previously withdrawn student is registered as a Non-Attending Graduate student, their Diploma Type, Graduation Date, Expected Graduation Date, Courses Completed IRN, and Courses Completed Date must be updated according to set Grad-Only parameters.
4. For Non-Attending Graduate students only, the FN-Graduate tab includes the Courses Completed IRN and Courses Completed Date fields.
5. For Non-Attending Graduate students only, the General tab and FN-Graduate tabs display the notification, **This student is a Non-Attending Graduate**.
6. On the FS-Standing tab, the EMIS Situation dropdown list now includes EMIS Situations 600 – Grad Only Student, Not Enrolled for traditional districts, 601 – Grad Only Student, Not Enrolled for community schools.

## Navigation: StudentInformation – SIS – Registration Wizard – Non-Attending Graduate Registration tab

### Student Registration Wizard

From this screen users can register students

Registration Pre-requisites   Possible Matches   Non-Attending Graduate Registration

Hispanic/Latino: \*

Local Ethnic Category: \*

Racial Group(s): \*  A-Asian  B-Black or African American  I-American Indian or Alaska Native  P-Native Hawaiian or Other Pacific Islander  W-White

Summative Race:

State Student ID (SSID): \*

The Graduation Date will be used as the Admission Date, Withdrawal Date, and Graduation Date for this student.

Graduation Date: \*

Student Status: \*

Attendance Calendar: \*

Grade: \*

Address of Residence (For Address Verification)   Mailing Address  Use Address of Residence

Street: \*    Street: \*

City, State, Zip: \*  OH    City, State, Zip: \*  OH

Phone Number:   Unlisted

Student Email:

County of Residence: \*

Diploma Type:

Courses Completed IRN:  -  Q

Courses Completed Date:

< Back   Finish

## Student Profile, Additional Information and Verification

- Student Profile – General tab** – Verify that the registration information you entered is correct, and enter other pertinent information.

The Edit Student Profile screen will warn the user if they make changes on a tab, but then they select another tab without saving the changes on the previous tab. If the changes on the previous tab are valid, the user will be given the option to **Save** the changes and proceed to the chosen tab, or **Cancel** changes and proceed to the chosen tab. If the changes on the previous tab are not valid, the user will be given the option to **Return** to the previous tab to re-enter the changes or **Cancel** changes and proceed to the chosen tab.

**Navigation: StudentInformation – SIS – Student – Edit Profile – General tab**

**Edit Student Profile**  
 From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 10/11/2021 10:15 AM by User: Amy

Student Number:  Auto-Assign Student Status:

First Name:  Middle Name:

Last Name:  Called Name:

Last Name Suffix:  Pronunciation:

Gender:  Birthdate:  Age:

Local Ethnic Category:  Verified With:

Hispanic/Latino:  Birthplace City:

Racial Group(s):  A-Asian  B-Black or African American  I-American Indian or Alaska Native  P-Native Hawaiian or Other Pacific Islander  W-White

Summative Race:  Home Language:

Native Language:

Address of Residence (For Address Verification) Mailing Address  Use Address of Residence

Street:  Street:

City, State, Zip:    City, State, Zip:

Phone Number:  Unlisted Student Email:

Building Grade:  Grade Next Year:

EMIS Grade:  EMIS Grade Next Year:

Changing the Building Grade does not change the State Equivalent Grade. The FD tab can be used to change the State Equivalent Grade. Changing the Grade Next Year does not change the EMIS Grade Next Year. The FN tab can be used to change the EMIS Grade Next Year.

Program:  Home school IRN:

Home School:

Attendance Calendar:  Report to EMIS:

If you change the Attendance Calendar on this screen, a confirmation screen will be displayed, where you need to enter the date this calendar change becomes effective.

**Edit Student Profile**  
 From this screen, you can display and change information regarding a students profile.

If you are sure that you want to change the student's Calendar, enter an effective date for the change.

Previous Calendar:

New Calendar:

Calendar Change Effective Date:

OK Cancel

- Student Profile – Additional tab** – Verify information on this tab, and enter any additional information.

**Navigation: StudentInformation – SIS – Student – Edit Profile – Additional tab**

**Edit Student Profile**  
From this screen, you can display and change information regarding a students profile.

Last Modified: 08/14/2018 10:27 PM by User: RegistrationGateway-CertifiedVendor

Primary Building:

Special Ed: 
 Country of Origin:

Citizenship:

Building Progression Track: 
 Graduation Year:

New School:

Pri. Graduation Rule: 
 Alt. Graduation Rule:

Counselor: 
 Scheduling Priority:

Show grade appropriate counselors only
 Locker Assignments:

Team: 
 Homeroom:

Include in Honor Roll: 
 Flags:

Include in Ranking:

Include in GPA:

Requires Paper Copy of Report Card:

**Note:** For Non-Public schools with a student in context, you can also add or edit a Non-Public SSID. The district SSID prefix displays in the District’s Non-Public SSID Prefix field.

Include in Honor Roll: 
 Flags:

Include in Ranking:

Include in GPA:

Requires Paper Copy of Report Card:

District's Non-Public SSID Prefix: JEEX
 Non-Public SSID:



- **Student Profile – Custom tab** – Click the Custom tab on the Edit Profile page. Fill out the requested information, if desired. The Custom tab will list all of the miscellaneous data definitions that have been specified to be included on the student profile. These fields will be separated by Data Group, then sorted by sort order of the Data Definition within each group. Only active data definitions will be included on the screen.

Users must have proper security access in order to view and/or update the data on the Custom profile tab. A new security node has been added under the **Extra System Permissions** area, specifically for **Custom Profile Data**. If the user does not have access to this node, the Custom tab will be disabled. If the user has read access to this node, the Custom tab will be enabled, but if the user does not have update access to this node, all fields will be disabled.

**Navigation: StudentInformation – SIS – Student – Edit Profile – Custom tab**

The screenshot shows the 'Edit Student Profile' interface with the 'Custom' tab selected. The form contains the following sections:

- CCP**: A text input field for 'CCP Time In' with a clear button.
- Connectivity - Student Internet**: A section with the question 'Does student have Internet Connectivity?:' and three radio buttons: 'Yes', 'No', and 'Not Selected' (which is selected).
- Device - Student Access**: A section with the question 'Does student have access to a device?:' and three radio buttons: 'Yes' (which is selected), 'No', and 'Not Selected'.

- **Student Profile – Private tab** – Verify information on this tab, and enter any additional information. It is only necessary to list names if they are different from names listed on General tab. Not all staff will have security clearance to view this information. The Social Security Number is hidden by default. You can click **View Social Security** to view or edit the content.

**Navigation: StudentInformation – SIS – Student – Edit Profile – Private tab**

**Edit Student Profile**  
From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 09/9/2019 10:53 AM by User: amy

Legal Names are only needed if different from Demographics Names

Legal First Name:

Legal Middle Name:

Legal Last Name:

Legal Name Suffix:

Birth Gender:

Mother's Maiden Name:

Social Security:  [View Social Security](#)

- Student Profile – FS-Standing tab** – Verify information on this tab, and edit existing FS-Standing records or add new FS-Standing records.

**NOTE:** StudentInformation does not require each field in the FS-Standing tab to be filled in, however, many of these fields may still be required for EMIS reporting purposes.

**NOTE:** When enrolling a Match, the Report to EMIS checkbox should be reviewed to make sure it is correctly checked or unchecked.

**Navigation: StudentInformation – SIS – Student – Edit Profile – FS-Standing tab**

**Edit Student Profile**  
From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

	Start Date	Withdraw Date	Withdraw Reason	EMIS Situation	District Relationship	District Of Residence	How Received	How Received IRN	Percent Of Time	Attending Building IRN	Sent To Reason 1	Sent To IRN 1	Sent To % Of Time 1
	7/1/2019		**	5	1	044024	*	*****	100	012773	NA	*****	0

Show Current Year Only

Ignore EMIS Situation Errors

Last Modified: 04/3/2019 7:13 AM by User: \_\_\_\_\_

EMIS ID: V724 \_\_\_\_\_ State Student ID (SSID): TV7: \_\_\_\_\_

Effective Start Date: 7/1/2019  Satellite Student

District Admission Date: 1/19/2016 Admission Reason: 6 - Transferred from other Ohio public district/community school

Admitted From IRN: \*\*\*\*\* - \_\_\_\_\_ Q

District Withdraw Date: \_\_\_\_\_ Withdraw Reason: \*\* - Not Applicable, Did not withdraw/was not truant

Withdrawn To IRN: \*\*\*\*\* - \_\_\_\_\_ Q

EMIS Situation: 5 - Resident attending Full Time

District Relationship: 1 - Stud. rcvg instr. in whole/part from rep. dist District of Residence: 044024 - Galion City SD Q

How Received: \* - Not Applicable How Received IRN: \*\*\*\*\* - \_\_\_\_\_ Q

Percent of Time: 100 Tuition Type: N - Non-tuition student (default)

Attending Building IRN: 012773 - Galion High School Assigned Building IRN: \*\*\*\*\*

County of Residence: 17 - Crawford

Sent To 1: Reason: NA - Not sent to another district Sent To 2: Reason: NA - Not sent to another district (default)

IRN: \*\*\*\*\* - \_\_\_\_\_ Q IRN: \*\*\*\*\* - \_\_\_\_\_ Q

Percent of Time: 0 Percent of Time: 0

Exclude FS Records from Fall Initialization Updates

This check box is not school-year specific and should not be selected until the student has been promoted.

To create a new FS record:

- Click on **New Student Standing** button.
- The detail area will be filled with the values from the most recent record with the exception of Effective Start Date.
- Enter an Effective Start Date and modify the fields as necessary.
- Click **Save**.

Delete and edit FS records by clicking on the icons in the history list.

Users can insert a record with an Effective Start Date that falls between the Effective Start Dates of two existing records if the information in the record meets the following criteria:

- At least one value in the inserted record is different than the values in the existing records.
- The inserted record does not have the same Effective Start Date as another record.
- The Effective Start Date in the inserted record is greater than the earliest Effective Start Date for this school year.
- If the record is an FS record, the District Admission Date is greater than or equal to the current District Admission Date.

- **Student Profile – FS-Attendance tab** – Verify information on this tab, and edit existing FS-Attendance records or add new FS-Attendance records.  
**NOTE:** StudentInformation does not require each field in the FS-Attendance tab to be filled in, however, many of these fields may still be required for EMIS reporting purposes.

**Navigation: StudentInformation – SIS – Student – Edit Profile – FS-Attendance tab**

**Edit Student Profile**  
 From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Absence Alerts & Interventions

	Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
	7/1/2018		**	121.10	5.50	0.00	0.00	0.00	0.00

Show Current Year Only

Last Modified: 04/27/2018 12:55 PM by User: BU\_JBesida

Effective Start Date:

District Withdraw Date:

The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	<input type="text" value="18.13"/>	<input type="text" value="121.10"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Excused Absence	<input type="text" value="0.87"/>	<input type="text" value="5.50"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Unexcused Absence	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Edit FS-Attendance records by clicking on the icons in the history list.

- Student Profile – FD-Attributes tab** – Verify information on this tab, and edit existing or add new FD-Attributes records.

**NOTE:** StudentInformation does not require each field in the FD-Attributes tab to be filled in, however, many of these fields may still be required for EMIS reporting purposes.

**Navigation: StudentInformation – SIS – Student – Edit Profile – FD-Attributes tab**

### Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General
Additional
Custom
Private
FS-Standing
FS-Attendance
FD-Attributes
FN-Attributes
FN-Graduate
Transportation

	Start Date	Withdraw Date	Withdraw Reason	St. Eq. Gr. Lvl.	Disability	504 Plan	Disadvantagemt	Free/Reduced Lunch	EL	Migrant Status	Immigrant Status	Preschool Poverty
	7/1/2020		**	10	**	N	*	None	N	N	N	N

Show Current Year Only

Save
Cancel
New Student Attributes

Last Modified: 04/29/2020 2:44 PM by User: trumpower.luann

Effective Start Date:

District Withdraw Date:

Withdraw Reason: \*\* - Not Applicable, Did not withdraw/was not truant ▼

State Equivalent Grade: 10 - Tenth Grade ▼

Changing the State Equivalent Grade does not change the Building Grade. The General tab can be used to change the Building Grade.

Disability Condition: \*\* - Not Applicable ▼

Disadvantagemt: \* - Not Applicable ▼

English Learner: N - No, the student is not an English Learner ▼

Homeless Status: \* - Not Applicable ▼

Migrant Status: N ▼

Foreign Exchange Graduation Plan: \* ▼

Attendance Pattern: FE - HS ▼

Reporting Calendar: DFLT - HS Default ▼

Section 504 Plan: N ▼

Free/Reduced Lunch Status: None ▼

LEP Reclass Date:

Unaccompanied Youth: N ▼

Immigrant Status: N ▼

Preschool Poverty Level: N - Not a Preschool student ▼

Exclude FD Records from Fall Initialization Updates

i This check box is not school-year specific and should not be selected until the student has been promoted.

To create a new FD record:

- Click on **New Student Attributes** button.
- The detail area will be filled with the values from the most record record with the exception of Effective Start Date.
- Enter an Effective Start Date and modify the fields as necessary.
- Click **Save**.

Delete and edit FD records by clicking on the icons in the history list.

Users can insert a record with an Effective Start Date that falls between the Effective Start Dates of two existing records if the information in the record meets the following criteria:

- At least one value in the inserted record is different than the values in the existing records.
- The inserted record does not have the same Effective Start Date as another record.
- The Effective Start Date in the inserted record is greater than the earliest Effective Start Date for this school year.
- If the record is an FS record, the District Admission Date is greater than or equal to the current District Admission Date.

- Student Profile – FN-Attributes tab** – Verify information on this tab, and enter any additional information.

**NOTE:** StudentInformation does not require each field in the FN-Attributes tab to be filled in, however, many of these fields may still be required for EMIS reporting purposes.

**Navigation: StudentInformation – SIS – Student – Edit Profile – FN-Attributes tab**

### Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General
Additional
Custom
Private
FS-Standing
FS-Attendance
FD-Attributes
FN-Attributes
FN-Graduate
Transportation

Save
Cancel

Last Modified: 09/30/2021 8:11 AM by User: Amy

EMIS Grade Next Year: 11 - Eleventh Grade ▼

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status: \* - Student was not retained at the end of the previous school year ▼

Oct Childcount IEP Outcome: \*\*\*\* - No Change from latest IEP reported to ODE ▼

Military Student: \* - Not Applicable (Not a Military Student) ▼

CTE Program Area:   Fiscal Year Began 9th: 2021

CTE Program of Concentration: \*\* - Student is not a concentrator in any CTE Program Tech Prep Completer: N ▼

Majority Of Attendance IRN: \*\*\*\*\* ▼

Accountability IRN: \*\*\*\*\* ▼

Attending Building IRN Next Year: 012773 - Galion High School ▼

Previous Year District IRN: \*\*\*\*\* -   Q

**Third Grade Reading Guarantee**

Math Diagnostic Result Code: \*\* - Not Required ▼

Reading Diagnostic Result Code: \*\* - Not Required ▼

Writing Diagnostic Result Code: \*\* - Not Required ▼

Latest Third Grade Reading Promotion Status: This student has not taken the 3rd Grade Reading Promotion Assessment Report To EMIS:

Exclude FN Records from Fall Initialization Updates

This check box is not school-year specific and should not be selected until the student has been promoted.



- **Student Profile – FN-Graduate tab** – Check FN-Graduate record information that is reported in EMIS Reporting Period G.

**Navigation: StudentInformation – SIS – Student – Edit Profile – FN-Graduate tab**

These fields are read-only on the FN-Graduate tab. They are maintained on the Student Exemptions / Requirements screen under the EMIS Graduation Elements section.

**Navigation: StudentInformation – SIS – Student – Graduation Points – Student Exemptions / Requirements**

- Student Profile – Transportation tab** – Enter any additional transportation information.

**Navigation: StudentInformation – SIS – Student – Edit Profile – Transportation tab**

### Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: by User:

Parking Permit:

Assigned Space:

Vehicle Description:  License Plate:

Vehicle 2 Description:  License Plate 2:

Vehicle 3 Description:  License Plate 3:

Driver's License Number:  State:

---

Primary Bus:

Number:

Pick-up Time:

Drop-off Time:

Stop Location:

Bus Route:

Alternate Bus:

Number:

Pick-up Time:

Drop-off Time:

Stop Location:

Bus Route:

---

Comments:

Distance To School:

Transportation:  Student Drives  Student is Bussed  Student Walks

Distance student was transported from residence to school building:

**Countweek Transportation Days**

Monday  Tuesday  Wednesday  Thursday  Friday

- Add, Edit, Delete Student Memberships** – Add, edit, or delete memberships for the student in context.

**Navigation: StudentInformation – SIS – Student – Edit Memberships**

### Edit Student Memberships

From this screen, you can edit and delete student memberships for the working school and school year.

Special Education Services (215xxx) for FY13 and beyond now report to EMIS from the Special Education Services page.

	Membership Code	Membership Name	Start Date	Stop Date	Staff Member	Prog Prov IRN
	420003	Basketball	Nov 01, 2018			*****

Add Membership
Back to Student Profile

- Membership Members** – Memberships can be added through the School Membership Members page.

**Navigation: StudentInformation – SIS – School – Membership Members**

### Membership Members

From this screen, you can maintain the students associated with the selected membership.

Membership Group: 
Membership:

Show Active Members
  Show Members From:  To:  Go

- Enter Student Notes** (optional) – Student Notes screen will be used to add, modify or delete notes pertaining to an individual student.

**Navigation: StudentInformation – SIS – Student – Notes**

### Student Notes Maintenance

From this screen, you can display, add, change and delete student notes.

[Add Student Note](#)

		Date ▼	Author	Note	Private
		09/24/2018 06:38 PM	Recker, Amy	testing student notes	<input type="checkbox"/>

- Enter Student Miscellaneous Data** – Select a Miscellaneous Group from the Filter By Groups dropdown menu, to add/view student Miscellaneous Data.

**Navigation: StudentInformation – SIS – Student – Misc. Data**

### Student Miscellaneous Data

From this screen, you can display and change miscellaneous data for a students.

Filter By Groups: 1 - COMMUNITY SERVICE HOURS ▼

Definition	Last Modified
Item: Service Hours	
Value: <input style="width: 80%;" type="text"/>	
Item: MET REQUIREMENTS	
Value: <input style="width: 80%;" type="text"/>	

- Enter Student Community Service Hours** (optional) – Community Service Hours may be entered for individual students as needed. This functionality can be used in conjunction with Graduation Eligibility.

**Navigation: StudentInformation – SIS – Student – Community Service**

Student Community Service Hours

From this screen, you can display, add, change and delete data pertaining to a student's community service hours.

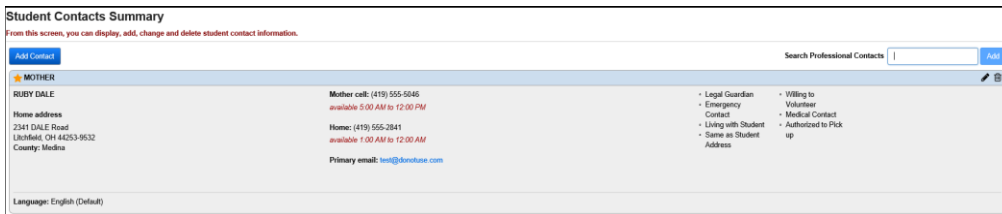
Add Hours

		School Year	Date Served	Description	Is Grad. (Hours)	Hours
		2018 - 2019			(7.00)	7.00
🗑	✎	2018-2019	05/01/2018	Help clean up city park	✓	4.00
🗑	✎	2018-2019	08/04/2018	Volunteer at Nursing Home	✓	3.00

Clicking on the **trash can** icon will delete the Community Service record, and clicking on the **pencil** will edit the Community Service record.

- **Enter Student Contact Info** – Each contact record displays the data entered for Student Contact. The primary contact can be selected by clicking on a **gray star**. A **gold star** indicates the primary contact. The primary contact's name will appear on reports.
  - Those contacts marked as **Copied on Correspondence** will prompt the creation of an additional copy of report cards for the designated contact. It will include the name and address of the designated contact.
  - Those contacts marked as **Legal Guardian** will display on the Student's Home Page (View Profile). Multiple contacts can be checked as Legal Guardian and all will display.

### Navigation: StudentInformation – SIS – Student – Contacts Summary



Clicking on the **trash can** icon will delete that contact, and clicking on the **pencil** will edit that contact's details.

Contacts marked as Medical Contacts can also be viewed (but not edited) on the Medical Contacts page.

**Navigation: StudentInformation – SIS – Student – Medical – Medical Contacts**

### Medical Contacts

From this screen, you can view student contact information.

<b>MOTHER</b> RUBY DALE  <a href="mailto:test@donotuse.com">test@donotuse.com</a> Home: (419) 555-2841	<b>FATHER</b> CRAIG DALE  <b>FRIEND</b> TODD TOWNSEND  Mobile: (419) 555-6674	<b>EMERGENCY CONT.</b> WANDA STRICKLAND  Mobile: (419) 555-0003  <b>Dentist</b> BONNIE POTTER  Work: (419) 555-8062 Ext:
--	---	--

**Doctor**  
ERNEST INGRAM  
  
Work: (419) 555-8662 Ext: \_\_\_\_\_

- Enter Custody Alert** (optional) – Enter custody alert information, as needed.

**Navigation: StudentInformation – SIS – Student – Custody Alert**

### Custody Alert

From this screen, you can display, add, change and delete custody alerts for a student.

Add Custody Alert

	Date	Alert Description	Priority	Starting Date	Ending Date	Author	Critical	Active
	Sep 24, 2018	Student should only be released to his mother,	5	Aug 01, 2018		amy		<span style="color: green; font-size: 1.2em;">●</span>

Show Active Only

- Enter Disability Alert** (optional) – Enter disability alert information, as needed.

**Navigation: StudentInformation – SIS – Student – Disability Alert**

### Disability Alert

From this screen, you can display, add, change and delete Disability alerts for a student.

Add Disability Alert

		Date	Alert Description	Priority	Starting Date	Ending Date	Author	Active
		Sep 24, 2018	Student is deaf in his right ear.	1	Aug 01, 2015		amy	●

Show Active Only

- Enter Medical Alert** (optional) – Enter any medical alert information, as needed.

**Navigation: StudentInformation – SIS – Student – Medical - Medical Alert**

### Medical Alerts

From this screen, you can display, add, change and delete data pertaining to the medical alerts of students.

Add Medical Alert

		Date	Alert Description	Private Notes	Priority	Starting Date	Ending Date	Author	Life Threatening	Active
		May 20, 2019	Allergic to peanut butter.		1	Aug 01, 2018		amy		●

Show Active Only

**See StudentInformation Student Medical documentation for details on setting up a medical alert.**



- Enter Miscellaneous Alert** (optional) – Enter miscellaneous alert information, as needed.

**Navigation: StudentInformation – SIS – Student – Miscellaneous Alerts**

**Miscellaneous Alerts**

From this screen, you can display, add, change and delete data pertaining to the miscellaneous alerts of students.

Add Miscellaneous Alert

		Date Created	Alert Description	Priority	Starting Date	Ending Date	Author	Active
		Sep 24, 2018	Testing Misc Alerts	1	Aug 01, 2018		amy	●

Show Active Only

- Enter or Update Family Groups** (optional) – If the district is going to be using family groups, start off by turning on this functionality on the District Options page and then go onto the Family Groups page.

**Set District Options** (optional) – The District Options screen allows you to specify if you wish to use Family Groups and if so, set the courier policy at the district level. The Student Registration Wizard uses this policy to assign family couriers. If you withdraw a student who is assigned to be a family courier, StudentInformation assigns a new courier to the family group based on the district policy. There is also an option to exclude students in certain grade levels (for example, preschool) from being selected as the courier. The District Options screen also allows you to control page level security on the Family Groups Contacts tab.

**Navigation: StudentInformation – Management – District Administration – District Options**

## District Options

From this screen, you can display and change District Options.

### Family Groups

Uses Family Groups

### Select a method to assign a Family Courier

- No Family Courier assignment  
 Assign Family Courier to youngest family member  
 Assign Family Courier to oldest family member

### Select grade levels that will be excluded from being a family group courier

#### Grade

AG - AG	↔	
IN - Infant/Toddler (Ages 0-2)	↔	
PS - PS	↔	
K - K	↔	

### Select a method to edit Family Group Contacts

- Allow edits per school  
 Allow edits per district

### Report Cards

Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees

### Graduation Points Service

Recalculate Student Graduation Points daily

### Unattended Email Address

Email Address:

### Special Education Program

SpS Refresh ▾

Save

# Navigation: StudentInformation – Management – District Administration – Family Groups

### Family Groups

From this screen you can display or change information regarding family groups

Search By: Family Group Name ▾

dale

Student is courier for family group

This student is enrolled in a future school year

Number of Family Groups Per Page: 10 ▾

3 FamilyGroups Found

	Family Group ▲	Description	Student Address	Students In Group	Active
	DALE	DALE Family Group	2341 DALE Road	DALE, SUZANNE	<input checked="" type="checkbox"/>
	DALE	DALE Family Group	2341 DALE Road	DALE, MICHELE	<input checked="" type="checkbox"/>
	DALE	DALE Family Group	2341 DALE Road	<input checked="" type="checkbox"/> DALE, MARVIN	<input checked="" type="checkbox"/>

Show Active Only

### Family Groups

From this screen you can display or change information regarding family groups

< Prev Group: DALE

Group | Students | **Contacts**

Is Courier	Student	Grade	School	Student Number	Phone Number	Address	Gender	Active
<input checked="" type="checkbox"/>	DALE, MARVIN	09	BUCKEYE HIGH SCHOOL	608522	(419) 555-5046	2341 DALE Road	M	<input checked="" type="checkbox"/>

Family Group Name: DALE

Show Active Only  This student is enrolled in a future school year

Student Name:  Phone Number:

Street Address:

## Family Groups

From this screen you can display or change information regarding family groups

< Prev Group: DALE

Group   Students   Contacts

Students' contacts can only be modified if the student is in the building in context.

**DALE Family Group**   Search Professional Contacts

  Add To Group

[Collapse All]   **MARVIN DALE**

Grade: 09  
BUHS

**CON1**  

**JULIA WALTON**  

**DENTIST**  

**BONNIE POTTER**  

**DOCTOR**  

**ERNEST INGRAM**  

**EMERGENCY CONT.**  

**JESSE GOODWIN**  

**WANDA STRICKLAND**  

**FATHER**  

**CRAIG DALE**  

**FRIEND**  

**TODD TOWNSEND**  

**MOTHER**  

**RUBY DALE**  

Back

- Create or Update Family Groups Wizard** (optional) – The Family Groups Wizard has been added to step users through the process of creating all of the family groups for a school or district at once. You can create family groups by matching on address, city, state, zip code, contact last name, contact first name and/or phone number.

**Note:** In order for the Family Groups Wizard to recognize new students, the default school year must be the year in which the new students will start. (For example, if you are registering new Kindergarten students with an admission date of 8/1/21, the default school year must be 2021-2022 when you run the Family Groups Wizard.)

**Navigation: StudentInformation – Management – District Administration – Family Groups Wizard**

The screenshot shows the 'Family Groups Wizard' interface. At the top, there is a title 'Family Groups Wizard' and a red instruction: 'From this screen, you can run a Wizard to assist in the creation of Family Groups for your district.' Below this are three tabs: 'General', 'Selection Summary', and 'Display Groups'. The 'General' tab is active. Under the heading 'Matching Criteria', there are four radio button options: 'Build groups with single and multiple students', 'Build only groups with multiple students', 'Add Students to existing groups', and 'Reassign Courier based on Family Courier District Policy'. The last option is selected. A 'Next >' button is located at the bottom right of the form area.

- Run Reports for Verification** (optional) – Run any or all of the following reports, as needed. More information on each of these reports can be found in the **StudentInformation Student & Registration** End User documentation.

**Navigation: StudentInformation – SIS – School – Student Reports**

- Student Lunch Free/Reduced (LUNCH)
- Student Alerts (STD\_ALERT)
- Student with No SSID (SSID)
- Student with No SSNO (SSNO)
- Student Contact List (CONT)
- Student Status/Attendance Code (STAT)
- Ethnicity Summary Report
- Student Roster Detail (R101-A)
- Student Roster Summary (R101-B)
- Student Roster Summary by Home School
- Student Roster Summary by Homeroom
- Student Roster Summary by Program
- Student Roster by Membership (R102)
- Admission/Withdrawals (AWEX)
- Withdrawal List (WITH)
- Administrative Homeroom Detail (R201-A)
- Administrative Homeroom Summary (R201-B)
- Student Locker Allocation (LOCK)

**Navigation: StudentInformation – SIS – School – Civil Rights Reporting (CRDC)**

- Civil Rights Report (CRR)