

17/18 Admission and Withdrawal Scenarios With No Appendix

Change Log

Date	Section Number/Name	Change Description
8/18/17	Scenario 33	Steps to Complete, Updated #4
6/22/17		Updates for 17/18

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Reminders

Several scenarios in this document reference 'whacking' a student from the new school year. In FY16, ODE EMIS reporting began requiring students that are reported to EMIS be reported to EMIS for the entire school year. Whacking students can still be performed, but it needs to be performed prior to the district submitting their first Period S SCR Data Collector collection. Once that has been submitted, the student has likely been reported and will need to be reported with a withdraw reason of '81' for the entire school year if they were reported in error. You may need to work with your EMIS coordinator if utilizing the 'whacking' procedure for a student in the 'new' school year if the withdraw is being processed on or after 7/1/xx of that fiscal year.

Scenario 1 – A student finishes out the 16/17 school year and lets the district know by June 30 that they will not be back for 17/18

A student finished out the 16/17 school year and has already been promoted to the 17/18. The student's parents let the district know before June 30, 2017, that their child will not be returning to the district for the 17/18 school year.

Enroll	Whack	Withdrawal
N/A	Whack the student from 17/18	Withdraw the student in 16/17 using the last day of school as the withdrawal date.

Complete Solution:

If you know prior to June 30, 2017 that the student will not be returning to the district for the 17/18 school year, you can withdrawal the student in 16/17 using the last day of school. The student does not need to be reported in 17/18 and would need whacked from the 17/18 school year.

Steps to Complete:


1. Withdraw the student in 16/17. (See Appendix D for instructions on completing a withdrawal.)
2. Whack the student from 17/18. (See Appendix F for instructions on whacking a student.)

Outcome:

1. The withdrawal date and code will be posted to the latest FS record in 16/17.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.
5. The student will be deleted out of 17/18 once the whack is performed.

Scenario 2 – Previously Attending Student Summer Withdrawal

A student finished out the 16/17 school year and was promoted to 17/18. The student will not be returning to the district in 17/18.

Enroll	Whack	Withdrawal
N/A	N/A	Do a summer withdrawal in 17/18 with a date of 7/1/17 thru the day before school starts. The student must be reported in the upcoming school year. 

Complete Solution:

In 17/18, withdraw the student and use a date of 7/1/17 thru the day before school starts. You will be prompted by StudentInformation to confirm the student is a summer withdrawal. Student must still be reported in EMIS for period S.

Steps to Complete:

1. Perform a summer withdrawal in 17/18. (See Appendix C for instructions on completing a summer withdrawal.)

Outcome:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.



Students who were summer withdrawn appear on the Student Archive page with Type = Summer Withdraw.

StudentInformation > SIS > School > Student Archive				
View Archived Student Data				
From this page users can view Student's deleted enrollment data.				
	Student	Type	By	Date
Q		Summer Withdraw		8/9/2016 1:04:00 PM
Q		Summer Withdraw		8/15/2016 12:38:00 PM
Q		Summer Withdraw		8/1/2016 10:33:00 AM
Q		Withdraw		6/20/2016 7:27:00 AM

Scenario 3 – A Student Who Was Previously Summer Withdrawn Returns in the Winter of the 17/18 School Year

A student finished out the 16/17 school year and was promoted to 17/18. The student will not be returning to the district in 17/18. A summer withdrawal is processed at that time. In December 2017, the student returns to the district.

Enroll	Whack	Withdrawal
Use registration wizard to register the student upon his return to the district.	N/A	N/A

Complete Solution:

In 17/18, use Registration Wizard to enroll the student in the district

Steps to Complete:

1. Register Student in 17/18.

Outcome:

1. A new FS and FD record will be created with an effective start date equal to the student's new admission date.

Scenario 4 – A Student Who Previously Withdrew in 17/18, returns a couple weeks or months later

A student began the 17/18 school year, but withdrew a couple of weeks into the school year to move out of state to live with his father. The student decides he would rather live with his grandma and returns to your district one week later.

Enroll	Whack	Withdrawal
Use registration wizard to register the student upon his return to the district.	N/A	N/A

Complete Solution:

In 17/18, use Registration Wizard to enroll the student in the district

Steps to Complete:

1. Register Student in 17/18.
2. The student's schedule will need to added back in by hand, course by course.

Outcome:

1. A new FS and FD record will be created with an effective start date equal to the student's new admission date.



The student must be registered again. Simply editing the student's FS records will not work. The student needs an FS record showing the district withdrawal and a separate FS record showing the return admission a couple of weeks later.

Scenario 5 – Student withdrawals before school is out in 16/17, but has already been promoted to 17/18

A student withdraws the day before school is out and has already been promoted to 17/18.

Enroll	Whack	Withdrawal
N/A	Whack the student from 17/18	Withdraw the student in 16/17

Complete Solution:

Withdraw the student in 16/17 and whack the student from 17/18 since they withdrew prior to the end of the current school year and do not need to be reported in 17/18.

Steps to Complete:

1. Withdraw the student in 16/17 using a day before school is out. (See Appendix D for instructions on withdrawing a student.)
2. Whack the student from 17/18. (See Appendix F for instructions on whacking a student.)

Outcome:

1. The student's FS, FD, FN and Student annual records will be deleted for the 17/18 school year.

Students who were whacked appear on the Student Archive page with Type = Withdraw.

StudentInformation > SIS > School > Student Archive

View Archived Student Data

From this page users can view Student's deleted enrollment data.

	Student	Type	By	Date
Q		Summer Withdraw		8/9/2016 1:04:00 PM
Q		Summer Withdraw		8/15/2016 12:38:00 PM
Q		Summer Withdraw		8/1/2016 10:33:00 AM
Q		Withdraw		6/20/2016 7:27:00 AM



Scenario 6 – Student decides to attend another building. The student never attended one of the buildings

A district has two elementary schools, North and South. A student is promoted to North Elementary for 17/18, but her parent decides to send her to South. The student never attended North Elementary.

Enroll	Whack	Withdrawal
In 17/18, use Registration Wizard, Student Transfer or Promotion/Enrollment to get the student into South.	Whack the student from the building they are not attending in 17/18, which in this example would be North	N/A

Whacking the student from one building in your district will not affect the Student Cross Reference (SCR) **IF** the student is still in another building in the district for the school year.

Complete Solution:

There are several ways to handle the situation, but most importantly the student needs whacked from North since she will not be attending one day there. Now the school can student transfer the student from 16/17 to South 17/18. Or they can use Registration Wizard in South 17/18 and StudentInformation will find a match and they can enroll the match. Or they can change the progression track on the student's profile in 16/17 and redo promotion/bulk enrollment.

Steps to Complete:

1. Whack the student from the old building. (See Appendix F for instructions on whacking a student.)
2. Register the student in the new building. Make sure you use a registration day that is before the first day of school. StudentInformation will find a match. When you receive the following prompt, choose **Yes**.

Outcome:

1. A new FS and FD record will be created for the student's admission into South, the new building.
2. If you register the student in the new school in the district first and then whack them out of the other building, the student's original FS and FD record for the old building will not be deleted and will still show in the summary section on the FS and FD tabs. It will be considered a closed record.

Scenario 7 – Student is being retained after they have already been promoted to the same building next year. The 17/18 school year has not started yet.

A student is a 5th grader in the elementary in 16/17. She is promoted to a 6th grader in 17/18 at the same elementary. The student is being retained in the 5th grade. The 17/18 school year has not started yet.

Enroll	Whack	Withdrawal
N/A	N/A	Edit the student's profile in 17/18 and change their grade level. Adjust their homeroom, locker, and schedule accordingly.

Complete Solution:

Edit the student's profile in 17/18 and change their grade level. Adjust their homeroom, locker, and schedule accordingly.

Steps to Complete:

1. The following steps would be considered a correction to a student's situation, not a change – since school has not started.
2. Edit the **General** tab in 17/18 and correct the student's **Building Grade** dropdown and **Grade Next Year** dropdown to the correct year. Also, correct **Grade Next Year** in 16/17.
3. Navigate to the **FD-Attributes** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
4. Choose the correct grade level from the **State Equivalent Grade** dropdown.
5. Place a check in the **Exclude FD Records from Fall Initialization Updates** option.
6. Click **Save** to save your corrections.
7. Next, navigate to the **FN-Attributes** tab and correct the student's **EMIS Grade Next Year** dropdown. Also, correct **EMIS Grade Next Year** in 16/17.
8. In the **Retained Status** dropdown, select the appropriate Retained Status.
9. Place a check in the **Exclude FN Records from Fall Initialization Updates** option.
10. Click **Save** to save your corrections.
11. Adjust the student's homeroom, locker and schedule as needed.

Outcome:

1. This is a correction not a change since school has not started.
2. No effective date needs to be updated and no records need closed because we are working with a new record which was created for the 17/18 school year.

Scenario 8 – Student is being retained after they have already been promoted to a different building next year. School has not started yet.

A student is in the 8th grade in 16/17 at the elementary. The student was promoted to the 9th grade at the high school for 17/18. The student is being retained in the 8th grade. The 17/18 school year has not started yet.

Enroll	Whack	Withdrawal
In 17/18, use Registration Wizard, Student Transfer or Promotion/Enrollment to get the student into the Elementary	Whack the student from the high school in 17/18 since they will not be attending that building	N/A

Complete Solution:

Whack the student from the high school. Use registration wizard, promotion, or student transfer to get the student into 17/18 at the elementary.

Steps to Complete:

1. Whack the student from the high school in 17/18 since they will not be attending that building. (See Appendix F for instructions on whacking a student.)
2. Register the student in the new building. StudentInformation will find a match. When you receive the following prompt, choose **Yes**.
3. Don't forget to edit the **FN-Attributes** tab and select the appropriate Retained Status from the **Retained Status** field.
4. Mark the appropriate tabs to be excluded from Fall Initialization.

Outcome:

1. A new FS and FD record will be created for the student's admission into the elementary.
2. If you register the student in the new school in the district first and then whack them out of the other building, the student's original FS and FD record for the old building will not be deleted and will still show in the summary section on the FS and FD tabs. It will be considered a closed record.

Scenario 9 – Student is new to your district, but will attend elsewhere full time. School has not started yet.

A student is newly registered in the district over the summer. The student is going to attend elsewhere full time as of the first day of school.

Enroll	Whack	Withdrawal
Use registration wizard to register the student in the building he would attend if he were physically attending the district.	N/A	N/A

Complete Solution:

Student is registered using Registration Wizard; the student's EMIS Situation reflects the situation applicable for attending elsewhere at the time of registration.

Steps to Complete:

1. Register the student in 17/18.

Outcome:

1. All appropriate records created at the time of registration. No further action is needed since the correct situation was chosen at time of registration.



Make sure all new students are registered in StudentInformation within 30 days of registering within the district, and reported to EMIS within 30 days of their registration date. If the students are not reported timely, it can affect the funding received for them.

Scenario 10 – Student is new to your district and decides to attend the JVS full time. School has not started yet.

A student is newly registered in the district over the summer. The student is enrolled as attending full time, but later decides to attend the JVS full time. The decision to attend elsewhere is made prior to the first day of school.

Enroll	Whack	Withdrawal
Use registration wizard to register the student in the building he would attend if he were physically attending the district.	N/A	N/A

Complete Solution:

Student is registered using Registration Wizard. When the student was originally registered their EMIS Situation reflected a resident attending full time. The student's EMIS Situation needs corrected to reflect a new non-attending situation. This is a correction and no new FS needs created since school has not started yet.

Steps to Complete:

1. Navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
2. Correct the **EMIS Situation** dropdown to reflect the correct situation.
3. Edit checks on the page will guide in making the remainder of the required corrections.
4. Click **Save** to save your corrections.
5. You will receive the following message: **The FS – Student Standing information was successfully saved.**
6. Navigate to the **FD-Attributes** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
7. Correct the **Reporting Calendar and Attendance Pattern** to reflect the correct calendar. Click **Save** to save your corrections.
8. Navigate to the **General** tab and select the correct **Attendance Calendar**. Click **Save**. You will be prompted for a **Calendar Change Effective Date**. Complete this field with the appropriate date, click **OK**. You will receive the following message: **The General Information was successfully saved.**

Outcome:

1. This is a correction to the existing FS, FD and General records since school has not started.
2. The original FS record is edited to reflect the new EMIS Situation.
3. No new FS or FD records need to be created.

Scenario 11 – A new student enrolls, but never shows up.

A new student enrolls during the summer to begin attending in the fall, however, he never shows up.

Enroll	Whack	Withdrawal
N/A	N/A	Withdraw the student using Withdrawal Code 81 and a day before the first day of school

F.Y.I.

Complete Solution:

Starting in FY15, No Shows must be reported in EMIS for the entire year.

Steps to Complete:

1. Withdraw the student with the same start and end date (at least one day prior to the start of school) with withdraw code 81.

Outcome:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.

F.Y.I.

Student will be reported as withdrawn, and the admission date and withdrawal date will be the same date in the EMIS transfer file if withdraw reason '81- Student reported in error, never should have been' is used.

Scenario 12 – Preschool student ineligible to receive services.

A Preschool student is screened for services, but is found ineligible. The student must be admitted and withdrawn on the same day.

Enroll	Whack	Withdrawal
Register the student in 17/18	N/A	Withdraw the student from 17/18

Complete Solution:

Since the student is ineligible and will not be attending the district, we must record the fact that the student was screened by the district, but is not going to receive any instruction or services from the district.

Steps to Complete:

1. Register the student in the 17/18 school year.
2. Use **EMIS Situation 372 – PS evaluated but ineligible**.
3. Withdraw the student in 17/18 and use a withdrawal date equal to the student's admission date and a **Withdraw Reason 36 – Withdrew from Preschool/PS student WD from PS program for any reason**.
4. See Appendix D for instructions on withdrawing a student.

Outcome:

1. When the student is registered, a FS, FD, and FN record are created.
2. When the student is withdrawn, the withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
3. The withdrawal date and code will display on the FD record.
4. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
5. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.

Scenario 13 – A student moved over the summer, but never officially withdrew.

A student attended in the 16/17 school year, but moved out of the district over the summer, but never informed the district he has withdrawn.

Enroll	Whack	Withdrawal
N/A	N/A	*see solution below

Complete Solution:

The district has two options:

1. The student is counted absent until the time he officially withdraws from the district.
2. The student is withdrawn as a summer withdrawal using a dropout withdrawal reason.
3. Student may be withdrawn if student shows up in another district according to ODDEX Student Cross Reference System.

Steps to Complete:

Option 1 – No steps to complete, continue marking the student absent until he officially withdraws.

Option 2 – Perform a summer withdrawal in 17/18. (See Appendix C for instructions on completing a summer withdrawal.)

Option 3 – Student is withdrawn using the day prior to his start date at the new district as set forth in ODDEX.

Outcome:

Option 1:

1. No changes can be made to the FS and FD records until the student withdraws from the district.
2. The FS and FD records must remain open until the student actually withdraws from the district.

Option 2 and 3:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.

Scenario 14 – Expelled student, not receiving services in 16/17, coming back for the 17/18 school year

A student was expelled in the 16/17 school year prior to the end of school. He was withdrawn at the time of promotion so the student was never promoted to the 17/18 school year. The student is returning in 17/18 for the first day of school.

Enroll	Whack	Withdrawal
Register the student in 17/18	N/A	N/A

Complete Solution:

Student must be re-enrolled in the 17/18 school year since they were previously withdrawn from the district.

Steps to Complete:

1. Register the student in the new building. StudentInformation will find a match. When you receive the following prompt, choose **Yes**.

StudentInformation > SIS > Registration Wizard

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

Next >

Outcome:

1. A FS and FD record will be created for the student's readmission into the district in 17/18.

Scenario 15 – Student, not receiving services, is expelled in the fall and then comes back in the winter.

A student was expelled in fall of the 17/18 school year. The student returns in a couple of months after his expulsion is served. He was withdrawn at the time of his suspension and now is returning to the district.

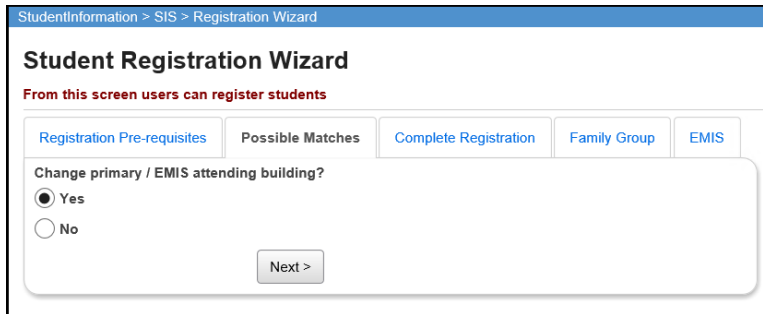
Enroll	Whack	Withdrawal
Register the student in 17/18	N/A	N/A

Complete Solution:

Student must be re-enrolled in the 17/18 school year since they were previously withdrawn from the district.

Steps to Complete:

1. Register the student. StudentInformation will find a match. When you receive the following prompt, choose **Yes**.



The screenshot shows the 'Student Registration Wizard' interface. At the top, there is a breadcrumb trail: 'StudentInformation > SIS > Registration Wizard'. Below this, the title 'Student Registration Wizard' is displayed. A red note states: 'From this screen users can register students'. There are five tabs: 'Registration Pre-requisites', 'Possible Matches', 'Complete Registration', 'Family Group', and 'EMIS'. The 'Complete Registration' tab is currently selected. Below the tabs, there is a question: 'Change primary / EMIS attending building?'. There are two radio buttons: 'Yes' (which is selected) and 'No'. At the bottom right of the form area, there is a 'Next >' button.

Outcome:

1. A FS and FD record will be created for the student's readmission into the district in 17/18.

Scenario 16 – A student’s percent of time is incorrect and has been since the first day of school.

A student currently is attending elsewhere part-time; however, his percent of time is incorrect. His current record indicates that he is attending the resident district 75 percent of time and the other district 25 percent of time. The time the student is attending has not changed; it is just incorrect on the record.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

No new records need to be added, this would be considered a correction. Edit the existing FS record to make the necessary corrections.

Steps to Complete:

1. Navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
2. Correct the appropriate **Percent of Time** field so the percent of time is accurate.
3. Click **Save** to save your corrections.

Outcome:

1. This is a correction not a change.
2. The student’s current FS event is edited and the Percent of Time corrected.

Scenario 17 – A new student enrolls and is supposed to start the first day of school, but he does not show up until the 2nd week of school

A student enrolls in the summer to begin attending in the fall. His admission date is entered as the first day of school however, he does not start attending until the 2nd week school is in session.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

Since the student did not start attending until the 2nd week of school, the student's admission date needs to be corrected.

Steps to Complete:

1. Navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
2. Correct the **District Admission Date** field so the date reflects the first day of attendance for the student.
3. Click **Save** to save your corrections.
4. Navigate to **StudentInformation** » **SIS** » **Student** » **Admission History** » **Edit History Details** and correct the student's admission date.

Outcome:

1. This is a correction not a change.
2. The student's current FS event is edited and the district admission date corrected.

Scenario 18 – A student is withdrawn by mistake

A student is accidentally withdrawn.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

The withdrawal date and reason will need deleted. The student's next grade level will also need corrected. The student's schedule will need to be added back in by hand, course by course.

Steps to Complete:

1. Navigate to the **StudentInformation** » **SIS** » **Student** » **Admission History** » **Edit History Details** page.

2. Click on the **Trash Can** icon that corresponds with the Building Withdraw.

	2016 - 2017	Oct 13, 2016	Building Withdraw		HS	Not Applicable, Did not withdraw/was not truant
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3. You will receive the following message:

StudentInformation > SIS > Student > Admission History > Edit History Details

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

Are you sure you want to delete the following admission event?

Building Withdraw on 10/13/2016

OK
Cancel

4. Click **OK**.
5. Edit the **General** tab and correct the student's **Grade Next Year dropdown** to the correct year.
6. Navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
7. Delete the date in the **District Withdraw Date** field.
8. Correct the **Withdraw Reason** dropdown to say **** - Not Applicable, Did not withdraw/was not truant**.
9. Remove the **Withdrawn To IRN**, if applicable.
10. Click **Save** to save your corrections.
11. You will receive the following message: **The FS – Student Standing information was successfully saved.**
12. Edit the **FN-Attributes** tab and correct the **EMIS Grade Next Year dropdown** to say the appropriate grade level next year.

Outcome:

1. This is a correction and not a change since the district is correcting a mistake.
2. The FS record is manually corrected and the corrections are also displayed on the FD and FN tabs.

Scenario 19 – A student is withdrawn using the 1st day of school by mistake. The student is supposed to be a summer withdrawal.

A student is accidentally withdrawn using the 1st day of school by mistake. The student is supposed to be a summer withdrawal.

Enroll	Whack	Withdrawal
N/A	N/A	Process a summer withdrawal

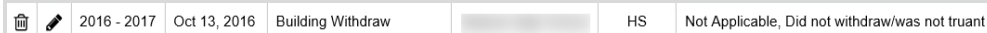
Complete Solution:

The erroneous withdrawal needs deleted from the Edit History Details. Next, go to the Withdrawal Student page and enter a withdrawal date of a day before the first day of school, which will invoke the summer withdrawal logic. Carry out the withdrawal.

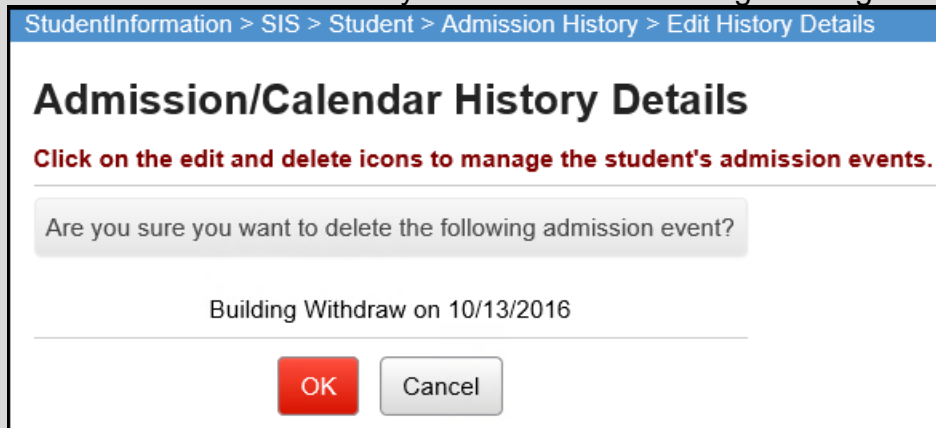
Steps to Complete:

1. Navigate to the **StudentInformation** » **SIS** » **Student** » **Admission History** » **Edit History Details** page.

2. Click on the **Trash Can** icon next to the erroneous withdrawal.

 2016 - 2017 | Oct 13, 2016 | Building Withdraw | [redacted] | HS | Not Applicable, Did not withdraw/was not truant

3. The screen will refresh and you will see the following message:



4. Click **OK**.

5. Now perform a summer withdrawal in 17/18. (See Appendix C for instructions on completing a summer withdrawal.)

Outcome:

1. No action is needed on the FS, FD, or FN tabs.
2. The new summer withdrawal date is automatically populated on the FS tab, overriding the erroneous date that was entered the first time.

Scenario 20 – A student withdraws from the district, but the wrong withdrawal date was used.

A student withdraws from the district, but the wrong withdrawal date was used.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

The withdrawal date needs updated on the Edit History Detail page and the **FS-Standing** tab.

Steps to Complete:

1. Navigate to the **StudentInformation** » **SIS** » **Student** » **Admission History** » **Edit History Details** page.
2. Click on the **Edit Pencil** icon that corresponds with the District Withdraw.

		2016 - 2017	Oct 18, 2016	Building Withdraw	Batavia High School	HS	Moved: not known to be continuing
		2016 - 2017	Oct 18, 2016	District Withdraw	Batavia Local SD		
3. Edit the **Withdrawal Date** field and enter the correct withdrawal date.
4. Click **Save**.
5. The following message will display: **The admission event was saved successfully. The student's FS record will need to be updated manually.**
6. Next, navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
7. Correct the date in the **District Withdraw Date** field.
8. Click **Save** to save your corrections.
9. You will receive the following message: **The FS – Student Standing information was successfully saved.**

Outcome:

1. This is a correction and not a change since the district is correcting a mistake.
2. The student's Edit History Detail page needs manually corrected and so does the FS record.

Scenario 21 – A student enrolls in your district, but the wrong admission date is used.

A student enrolls in your district, but the wrong admission date is used.



Enroll	Whack	Withdrawal
N/A	N/A	In district A, the student is withdrawn from the district.

Complete Solution:

The admission date needs updated on the Edit History Detail page and the **FS-Standing** tab.

Steps to Complete:

1. Navigate to the **StudentInformation** » **SIS** » **Student** » **Admission History** » **Edit History Details** page.
2. Click on the **Edit Pencil** icon that corresponds with the District Admission.
3. Edit the **Admission Date** field and enter the correct admission date.

	2015 - 2016	Aug 25, 2015	District Admission	Batavia Local SD		
		2015 - 2016	Aug 25, 2015	Building Admission	Batavia High School	DFT FROM ANOTHER PUBLIC SCHOOL DIST IN OHIO-NOT SM CO.

4. Click **Save**.
5. The following message will display: **The admission event was saved successfully. The student's FS record will need to be updated manually.**
6. Next, navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
7. Correct the date in the **District Admission Date** field.
8. Click **Save** to save your corrections.
9. You will receive the following message: **The FS – Student Standing information was successfully saved.**

Outcome:

1. This is a correction and not a change since the district is correcting a mistake.
2. The student's Edit History Detail page needs manually corrected and so does the FS record.

Scenario 22 – Student decides to attend another building in your district after school starts

A district has two elementary schools, North and South. A student is promoted to North Elementary for 17/18, but her parent decides to send her to South in late November.

Enroll	Whack	Withdrawal
In 17/18, use Registration Wizard or Student Transfer	N/A	Since school has already started, the student will need to remain in the old building. Do a building withdraw to record the date of the student's withdraw from this building

Complete Solution:

Since school had already started, the student cannot be whacked from North elementary so a building withdrawal must be recorded and the student admitted to the new building, South. The withdrawal date from North needs to be the day prior to the admission date into South.

Steps to Complete:

1. Building withdraw the student in 17/18 in the building they are no longer attending. (See Appendix E for instructions on withdrawing a student.)
2. Register the student in 17/18 in the new building. Make sure the enrollment date is the day after the withdrawal date.

Outcome:

1. Once the student is enrolled at South, which is the new building, a new FS record will be created with an effective date equal to the student's building admission date to South.
2. The prior FS record will have an effective end date equal to the date prior to the effective start date on the new FS record.
3. Add a new FD record with the same effective start date as the new FS record, and update the Reporting Calendar by selecting the calendar the student will be on in the new building.
4. Review the general tab Attendance Calendar and verify that it is correct. If not, update the Attendance Calendar and save the record.

Scenario 23 – Student is expelled mid-year and is not receiving services

A student is expelled and not receiving services. The student is expelled during the current school year.

Enroll	Whack	Withdrawal
N/A	N/A	Withdraw the student performing a district withdrawal.

Complete Solution:

If the student is not receiving services while expelled, withdraw the student. If the student comes back for this school year, you will need to re-register her.

Steps to Complete:

1. Withdraw the student in 16/17. (See Appendix D for instructions on withdrawing a student.)
2. Whack the student from 17/18. If the student is not whacked prior to being reported in the SCR Collection for 17/18, they will need to be reported in 17/18 with the withdraw code of '81'. (See Appendix F for instructions on whacking a student.)

Outcome:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.

Scenario 24 – Student is expelled before the end of the school year and is not receiving services, but has already been promoted to the new school year.

A student is expelled and not receiving services. The student is expelled during the current school year, but has already been promoted to 17/18.

Enroll	Whack	Withdrawal
N/A	Whack the student from 17/18	Withdrawal the student performing a district withdrawal.

Complete Solution:

If the student is not receiving services while expelled, withdraw the student. Since the student left the district, they will need whacked from 17/18. If the student does decide to come back in 17/18, use Registration Wizard to enroll the student.

Steps to Complete:

1. Withdraw the student in 16/17. (See Appendix D for instructions on withdrawing a student.)
2. Whack the student from 17/18. If the student is not whacked prior to being reported in the SCR Collection for 17/18, they will need to be reported in 17/18 with the withdraw code of '81'. (See Appendix F for instructions on whacking a student.)

Outcome:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.

Scenario 25 – A Special Ed student is expelled and still receiving services

A Special Ed student is expelled and still receiving services.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

If the student is expelled and still receiving services, you cannot withdraw the student, you just report the discipline.

Steps to Complete:

None – the student cannot be withdrawn because they are still receiving services.

Outcome:

No changes to FS and FD records.

Scenario 26 – Student who was a resident moves out, but still wants to attend your district

A student is attending as a resident but moves out of the district and wants to continue as a non-resident open enrolled to your district.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

The student's EMIS Situation is changed from one of a resident attending to a non-resident attending.

Steps to Complete:

1. Navigate to the **FS-Standing** tab and click the **New Student Standing** button.
2. Enter the date the change in the EMIS Situation takes effect in the **Effective Start Date** field.
3. Next, change the **EMIS Situation** dropdown to reflect the new situation.
4. Edit checks on the page will guide in making the remainder of the required changes.
5. Click **Save** to create the new record.
6. You will receive the following message: **The FS – Student Standing information was successfully saved.**
7. Navigate to the **FD-Attributes** tab and choose **New Student** Attributes. Start on the same **Effective Start Date** as the new **FS – Student Standing Effective Start Date**.
8. If needed, update the **Reporting Calendar and Attendance Pattern** to reflect the correct calendar. Click **Save** to save your corrections.
9. If needed, navigate to the **General** tab and select the correct **Attendance Calendar**. Click **Save**. You will be prompted for a **Calendar Change Effective Date**. Complete this field with the appropriate date, click **OK**. You will receive the following message: **The General Information was successfully saved.**

Outcome:

1. This is a change not a correction.
2. The previous FS and FD records will be closed and a new FS and FD record created.

Scenario 27 – Student is withdrawn from one building in the district, but never enrolls in another building in the district

Student withdraws from a building within the district, but never enrolls in another building within the same district. School has already started.

Enroll	Whack	Withdrawal
N/A	N/A	Student is building withdrawn from the current building.

Complete Solution:

Building withdraw the student from the current building. Since the student has not registered yet in another building within the district, no record is going to be updated or created until the student is registered in the new building. Student admission history will show the building withdrawal.

Steps to Complete:

None

Outcome:

1. No changes are made to the FS or FD records.

Scenario 28 – Student is transferred to a different district. What should the original district do?

District A is student transferring a student to district B. The student is withdrawing from district A to reside in and attend district B. District A uses student transfer to move the student to the new district and then district withdraws the student since they have left the district. This situation addresses the student being withdrawn from District A.

Enroll	Whack	Withdrawal
N/A	N/A	In district A, the student is withdrawn from the district.

Complete Solution:

The student is transferred out of the district and then withdrawn from the district.

Steps to Complete:

1. Complete the student transfer process for the individual student.
2. Withdraw the student from 17/18. (See Appendix D for instructions on withdrawing students.)

Outcome:

1. The student transfer process does not touch the FS and FD records.
2. The students FS and FD records are updated when the student is district withdrawn.

Scenario 29 – Student is transferred to a different district. What should the receiving district do?

District A is student transferring a student to district B. The student is withdrawn in district A and is currently in the pending transfers queue in district B. This situation addresses receiving the student in district B.

Enroll	Whack	Withdrawal
Enroll the student using the Pending Students page	N/A	N/A

Complete Solution:

Student is registered in the receiving district as a new student to the district.

Steps to Complete:

1. Enroll the student via the Pending Students page.

Outcome:

1. When the student is registered, a FS, FD, and FN record are created.

Scenario 30 – A student is a resident attending fulltime. In October, the student decides to open enroll in another district.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

The resident district is still responsible for reporting the student. The student’s calendar needs changed to the non-attending calendar. The student’s EMIS Situation needs changed.

Steps to Complete:

1. Navigate to the **FS-Standing** tab.
2. Click on the **New Student Standing** button to create a new record.
3. Enter the date the change in the EMIS Situation is effective in **Effective Start Date** field.
4. Next, change the **EMIS Situation** dropdown to reflect the new situation.
5. Edit checks on the page will guide you in making the remainder of the required changes.
6. Click **Save** to create the new record.
7. You will receive the following message: **The FS – Student Standing information was successfully saved.**
8. Navigate to the **FD-Attributes** tab and choose **New Student Attributes**. Start on the same **Effective Start Date** as the new **FS – Student Standing Effective Start Date**.
9. Update the **Reporting Calendar and Attendance Pattern** to reflect the correct calendar. Click **Save** to save your changes.
10. Navigate to the **General** tab and select the correct **Attendance Calendar**. Click **Save**. You will be prompted for a **Calendar Change Effective Date**. Complete this field with the appropriate date, click **OK**. You will receive the following message: **The General Information was successfully saved.**

Outcome:

1. This is a change not a correction.
2. The previous FS and FD records will be closed and a new FS and FD record created.

Scenario 31 – A student decides to attend the JVS part-time as a satellite student for 2nd semester.

A student is a resident attending full-time, but is going to attend the JVS as a part-time satellite student starting second semester. This situation addresses the changes that need to be made at the home school.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

Since the student will still be educated by the home district, the student cannot be withdrawn. A new FS record must be created for the student since this is a change to his EMIS attending situation.

Steps to Complete:

1. Navigate to the **FS – Standing** tab.
2. Click on the **New Student Standing** button to create a new record.
3. Enter the date the change in the EMIS Situation is effective in **Effective Start Date** field.
4. Next, change the **EMIS Situation** dropdown to reflect the new situation.
5. Edit checks on the page will guide you in making the remainder of the required changes.
6. Click **Save** to create the new record.
7. You will receive the following message: **The FS – Student Standing information was successfully saved.**

Outcome:

1. This is a change not a correction.
2. The previous FS record will be closed and a new FS record created.
3. No change is needed to the current open FD record.

Scenario 32 – A student switches grade level mid-year

A student started the 17/18 school year as a 10th grader. As of November 15, 2017, the student has enough credits to be promoted to the 11th grade.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

Edit the student's General, FD, and FN tabs.

Steps to Complete:

1. Navigate to the **General** tab of the student's profile.
2. Edit the **Building Grade** dropdown and choose the student's new grade level.
3. Click **Save**.
4. The **Grade Next Year** field will automatically update after saving.
5. Next, edit the **FD-Attributes** tab.
6. Click the **New Student Attributes** button.
7. Enter the date the student's grade level change is effective in **Effective Start Date** field.
8. Next, in the **State Equivalent Grade** dropdown, select the student's new grade level. This should be the same grade level you chose on the **General** tab.
9. Click **Save** to create the new record.
10. You will receive the following message: **The FD – Student Attributes – Effective Date information was successfully saved.**
11. Now, navigate to the **FN-Attributes** tab.
12. In the **EMIS Grade Next Year** field, choose the correct value.
13. Click **Save**.

Outcome:

1. This is a change not a correction.
2. A new FD record will be created.

Scenario 33 - Summer Graduate

A senior in the 16/17 school year needs one more class to graduate. The student takes and completes the class in summer school and is considered a summer graduate.

Enroll	Whack	Withdrawal
N/A	N/A	Process a summer withdrawal.

Complete Solution:

Since the student did not meet the graduation requirements in 16/17, they will need reported in Period G as a graduate. Once the graduation requirements have been met - summer withdraw the student.

Steps to Complete:

1. Perform a summer withdraw in 17/18. (See Appendix C for instructions on completing a summer withdrawal.)
2. On the **FN-Graduate** tab, enter the student's graduation date in the **Graduation Date** field and enter a diploma type in the **Diploma Type** field.
3. Click **Save**.
4. Go back into 16/17 and re-transfer EMIS demographic records for Period G.

Outcome:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FS record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated too.



NOTE: Summer Withdrawn students will continue to be reported in Reporting Period 'S' for the entire school year.

Scenario 34 - Middle school student taking two classes at the high school. The high school would like to enter marks for the student while they are in the building.

A middle school student is taking two courses at the high school. The high school would like monitor the student's classroom attendance and progress in the courses using StudentInformation.

Enroll	Whack	Withdrawal
In 17/18, use Registration Wizard or Student Transfer	N/A	N/A

Complete Solution:

Register the student in the high school and place them on the non-attending calendar at the high school.

Steps to Complete:

1. Register the student at the high school for 17/18, when asked if you want to change the primary/EMIS attending building, answer NO.
2. Assign the student to the non-attending calendar at the high school.
3. The student remains enrolled at the middle school on the attending calendar.

Outcome:

1. FS and FD records are not changed.
2. As long as student is on a non-attending calendar in one building and on the attending calendar in another building in the district, ATTUPEMIS will calculate the student's attendance correctly.
3. Currently, UNCLEMIS generates an error saying the student has overlapping admission records. This error can be ignored.

Scenario 35 - The JVS has a Satellite student that has completed requirements in 16/17 and will not be returning to the JVS in 17/18

A JVS Satellite student has completed the course requirements in 16/17 and will not be coming back to the JVS for the 17/18 school year. What should the JVS do?

Enroll	Whack	Withdrawal
N/A	Whack the student in 17/18	Withdraw the student in 16/17

Complete Solution:

If the JVS has a Satellite student that has completed the course requirements in 16/17, the student should be withdrawn from the JVS in the 16/17 school year with a withdrawal date of the last day of school and withdrawal code of 99. The student should be reported in 17S. The student does not need reported in the 17/18 school year so the student should be whacked out of the JVS in 17/18.

Steps to Complete:

1. Withdraw the student in 16/17 using the last day of school and withdrawal code = 99. (See Appendix D for instructions on withdrawing a student.)
2. Whack the student from 17/18. (See Appendix F for instructions on whacking a student.)

Outcome:

The student's FS, FD, FN and Student annual records will be deleted for the 17/18 school year.

Scenario 36 - The JVS has a Satellite student that will complete the course requirements in 16/17. The JVS knows before the last day of school that the student will be returning to the JVS to pursue a program in 17/18.

A JVS Satellite student has completed the course requirements in 16/17 and will be coming back to the JVS for the 17/18 school year. What should the JVS do?

Enroll	Whack	Withdrawal
In 17/18, use Registration Wizard, Student Transfer or Promotion/Enrollment to get the student into the JVS	N/A	N/A

Complete Solution:

If the JVS has a Satellite student that will complete the course requirements in 16/17, but the JVS knows the student will be returning to the JVS to pursue a program full or part-time, the student should be promoted to 17/18. Once the student has been promoted, edit their FS record and change their EMIS Situation to reflect the appropriate situation.

Scenario 37 - A non MR/DD student finished out the 16/17 school year as a certain EMIS Situation and now has a different EMIS Situation for 17/18.

A non MR/DD student was a Resident attending full-time in 16/17 and is now a Resident Attending the JVS full-time for 17/18.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

StudentInformation does not carry the prior year's EMIS record over, but rather starts off the school year with a new record for all students who were enrolled the previous year with an effective start date of 7/1/2017. Since they have a new record for the year, we are telling them that they do not have to close this record and open a new one if the student is starting the school year out with a new EMIS Situation.

Steps to Complete:

None

Outcome:

The student will have a single FS record in 17/18 which reflects the student's EMIS Situation for 17/18.

Scenario 38 - A student attended a MR/DD school for 16/17. The student will be attending a regular district for 17/18.

If a student was attending an MR/DD last school year and will be attending the regular district this school year, but the student was being educated by the MR/DD through the summer, the student's July 1st FS record would need closed with an effective end date and a new FS record added to reflect the new EMIS Situation.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

StudentInformation does not carry the prior year's EMIS record over, but rather starts off the school year with a new record for all students who were enrolled the previous year with an effective start date of 7/1/2017. Since the student continued to be educated over the summer, the student's FS record dated 7/1/16 will be closed and a new FS record opened to reflect the student's new EMIS Situation for the 17/18 school year.

Steps to Complete:

1. Navigate to the **FS – Standing** tab.
2. Close out the student's 7/1/16 record by adding a new FS record clicking on the **New Student Standing** button.
3. Select the student's new EMIS Situation from the **EMIS Situation** dropdown.
4. Edit checks on the page will guide you in making the remainder of the required changes.
5. Click **Save** to create the new record.
6. You will receive the following message: **The FS – Student Standing information was successfully saved.**
7. Navigate to the **FD-Attributes** tab and choose **New Student** Attributes. Start on the same **Effective Start Date** as the new **FS – Student Standing Effective Start Date**.
8. Update the **Reporting Calendar and Attendance Pattern** to reflect the correct calendar. Click **Save** to save your corrections.
9. Navigate to the **General** tab and select the correct **Attendance Calendar**. Click **Save**. You will be prompted for a **Calendar Change Effective Date**. Complete this field with the appropriate date, click **OK**. You will receive the following message: **The General Information was successfully saved.**

Outcome:

The student will have two FS and two FD records in 17/18. The latest FS record will reflect the student's current EMIS Situation for 17/18.

Scenario 39 - A student is evaluated at the JVS

A student is evaluated at the JVS for possible future enrollment.

Enroll	Whack	Withdrawal
In 17/18, use Registration Wizard, Student Transfer or Promotion/Enrollment to get the student into the JVS	N/A	Withdraw the student at the JVS with the date as admission date.

Complete Solution:

The student's home school does not need to do anything. The JVS should enroll and withdraw the student using the same date with an EMIS Situation of **358 – Vocational Evaluation** only. Put the student on the non-attending calendar and zero percent of time.

Steps to Complete:

1. Register the student at the JVS using 358 as the EMIS Situation.
2. Withdraw the student using the same date as admission date.

Outcome:

The student will have a single FS record in 17/18 which reflects the student's EMIS Situation for 17/18.

Scenario 40 - A student was promoted or enrolled into wrong building

A student was accidentally promoted to the wrong building in the district for 17/18.

Enroll	Whack	Withdrawal
In 17/18, use Registration Wizard, Student Transfer or Promotion/Enrollment to get the student into the correct building.	Whack the student from the building they were accidentally enrolled into for 17/18.	N/A

Complete Solution:

There are several ways to handle the situation, but most importantly the student needs whacked from the building they were accidentally enrolled into, since they will not be attending one day there.

Now the school can student transfer the student from 16/17 to the correct building in 17/18. Or they can use Registration Wizard in the correct building for 17/18 and StudentInformation will find a match and they can enroll the match. Or they can change the progression track on the student's profile in 16/17 and redo promotion/bulk enrollment.

Steps to Complete:

1. Whack the student from the old building. (See Appendix F for instructions on whacking a student.)
2. Register the student in the new building. Make sure you use a registration day that is before the first day of school. StudentInformation will find a match. When you receive the following prompt, choose **Yes**.

Outcome:

1. A new FS and FD record will be created for the student's admission into the new building.
2. If you register the student in the new school in the district first and then whack them out of the other building, the student's original FS and FD record for the old building will not be deleted and will still show in the summary section on the FS and FD tabs. It will be considered a closed record.

Scenario 41 - A student graduated on time last year, but was not reported as a graduate in Period S in 16/17

A student graduated on time in 16/17 with his class but was not withdrawn and reported as a graduate in Period S for the 16/17 school year. Period S is now closed.

Enroll	Whack	Withdrawal
N/A	N/A	Withdraw the student in 17/18 with a withdrawal code of 81

Complete Solution:

1. Report the student as a graduate in 17G using the Flat File Editor to add a record for the student.
2. Withdraw the student in 17/18 with a withdrawal code of 81.
3. In 17/18, add a Student Withdraw Override (FC) record in EMIS Maintenance using a withdrawal code of 99.

Scenario 42 - A summer withdrawn student in 17/18 becomes a Graduate Only student in 17/18

A student in 16/17 should have graduated but did not pass all their required assessments. Student is promoted to 17/18 while awaiting assessment results. Required assessment results are returned and student did not pass. Student is summer withdrawn on or after 7/1/17 but prior to the first day of school with a 7X withdraw reason. Student takes the assessment again later in the school year and passes.

Enroll	Whack	Withdrawal
N/A	Whack the student in 17/18	Withdraw the student in 17/18 using the Student Summer Withdrawal Record with a 7X withdraw code

Complete Solution:

The district is still responsible to report this student in Period S with the 7X withdraw code. Additionally, student needs to be Reported as a Grad Only student in FY18 Graduate reporting. The student records need updated to reflect both of these items.

Steps to Complete:

1. Whack the student from 17/18. (See Appendix F for instructions on whacking a student.)
2. Navigate to the **Student Summer Withdrawal Record** and click the **Add Student Summer Withdrawal Record**.
3. Enter a summer withdrawal record for this student using the same **Withdrawal Date** and **Withdrawal Reason** previously entered for this student (likely a 7X withdraw code).
4. Re-register this student as a **Grad Only** (or non-attending graduate) in the 17/18 school year using **Registration Wizard**.

Outcome:

1. This student will be removed from the missing list for FY18S when the Student Summer Withdrawal Record is reported.
2. This student will be reported as a graduate only student in FY18G.

Scenario 43 – Student withdraws after last day of school but prior to July 1

A student leaves the district after school ends, but prior to July 1. Student needs to be withdrawn on a date after the last day of school but prior to July 1.

Enroll	Whack	Withdrawal
N/A	Whack the student from 17/18 if promoted	Withdraw the student from 16/17

Complete Solution:

Withdraw the student in 16/17 with the appropriate withdraw code. If student was promoted to 17/18, whack the student from that school year. If the student has already been reported in the SCR collection in 17/18, the student would then need to be withdrawn in 17/18 with withdrawal reason '81'.

Steps to Complete:

1. Process a withdraw for student using the last day of school as the withdraw date.
2. Once the withdraw is complete, navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
3. Correct the **District Withdraw Date** field so the date reflects the last day of enrollment for the student.
4. Click **Save** to save your corrections.
5. Navigate to **StudentInformation** » **SIS** » **Student** » **Admission History** » **Edit History Details** and correct the student's withdrawal date.
6. If the student was enrolled in the future year, whack the student in the future year. (See Appendix F for instructions on whacking a student.)

Outcome:

1. This is a correction not a change.
2. The student's current FS event is edited and the district admission date corrected.