

18/19 Admission and Withdrawal Scenarios With Appendix

Change Log

Date	Section Number/Name	Change Description
7/2/18		Updates for 18/19

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Reminders

Several scenarios in this document reference 'whacking' a student from the new school year. ODE EMIS requires 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 17/18 school year and lets the district know by June 30 that they will not be back for 18/19

A student finished out the 17/18 school year and has already been promoted to the 18/19. The student’s parents let the district know before June 30, 2018, that their child will not be returning to the district for the 18/19 school year.

Enroll	Whack	Withdrawal
N/A	Whack the student from 18/19	Withdraw the student in 17/18 using the last day of school as the withdrawal date.

Complete Solution:

If you know prior to June 30, 2018 that the student will not be returning to the district for the 18/19 school year, you can withdrawal the student in 17/18 using the last day of school. The student does not need to be reported in 18/19 and would need whacked from the 18/19 school year.

Steps to Complete:


1. Withdraw the student in 17/18. (See Appendix D for instructions on completing a withdrawal.)
2. Whack the student from 18/19. (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 17/18.
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 18/19 once the whack is performed.

Scenario 2 – Previously Attending Student Summer Withdrawal

A student finished out the 17/18 school year and was promoted to 18/19. The student will not be returning to the district in 18/19.

Enroll	Whack	Withdrawal
N/A	N/A	Do a summer withdrawal in 18/19 with a date of 7/1/18 thru the day before school starts. The student must be reported in the upcoming school year. 

Complete Solution:

In 18/19, withdraw the student and use a date of 7/1/18 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 18/19. (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		Withdraw		5/19/2017 8:29:00 AM
Q		Summer Withdraw		7/31/2017 10:29:00 AM

Scenario 3 – A Student Who Was Previously Summer Withdrawn Returns in the Winter of the 18/19 School Year

A student finished out the 17/18 school year and was promoted to 18/19. The student will not be returning to the district in 18/19. A summer withdrawal is processed at that time. In December 2018, 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 18/19, use Registration Wizard to enroll the student in the district

Steps to Complete:

1. Register Student in 18/19.

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 18/19, returns a couple weeks or months later

A student began the 18/19 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 18/19, use Registration Wizard to enroll the student in the district

Steps to Complete:

1. Register Student in 18/19.
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 17/18, but has already been promoted to 18/19

A student withdraws the day before school is out and has already been promoted to 18/19.

Enroll	Whack	Withdrawal
N/A	Whack the student from 18/19	Withdraw the student in 17/18

Complete Solution:

Withdraw the student in 17/18 and whack the student from 18/19 since they withdrew prior to the end of the current school year and do not need to be reported in 18/19.

Steps to Complete:

1. Withdraw the student in 17/18 using a day before school is out. (See Appendix D for instructions on withdrawing a student.)
2. Whack the student from 18/19. (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 18/19 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		Withdraw		5/19/2017 8:29:00 AM
Q		Summer Withdraw		7/31/2017 10:29:00 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 18/19, but her parent decides to send her to South. The student never attended North Elementary.

Enroll	Whack	Withdrawal
In 18/19, 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 18/19, 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 17/18 to South 18/19. Or they can use Registration Wizard in South 18/19 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 17/18 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. Verify on the new FD record that the Reporting Calendar is a calendar in 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 display 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 18/19 school year has not started yet.

A student is a 5th grader in the elementary in 17/18. She is promoted to a 6th grader in 18/19 at the same elementary. The student is being retained in the 5th grade. The 18/19 school year has not started yet.

Enroll	Whack	Withdrawal
N/A	N/A	Edit the student's profile in 18/19 and change their grade level. Adjust their homeroom, locker, and schedule accordingly.

Complete Solution:

Edit the student's profile in 18/19 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 18/19 and correct the student's **Building Grade** dropdown and **Grade Next Year** dropdown to the correct year. Also, correct **Grade Next Year** in 17/18.
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 17/18.
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 18/19 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 17/18 at the elementary. The student was promoted to the 9th grade at the high school for 18/19. The student is being retained in the 8th grade. The 18/19 school year has not started yet.

Enroll	Whack	Withdrawal
In 18/19, use Registration Wizard, Student Transfer or Promotion/Enrollment to get the student into the Elementary	Whack the student from the high school in 18/19 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 18/19 at the elementary.

Steps to Complete:

1. Whack the student from the high school in 18/19 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. 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. Verify on the new FD record that the Reporting Calendar is a calendar in 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 display 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 18/19.

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:

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 18/19	N/A	Withdraw the student from 18/19

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 18/19 school year.
2. Use **EMIS Situation 372 – PS evaluated but ineligible**.
3. Withdraw the student in 18/19 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 17/18 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 18/19. (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 17/18, coming back for the 18/19 school year

A student was expelled in the 17/18 school year prior to the end of school. He was withdrawn at the time of promotion so the student was never promoted to the 18/19 school year. The student is returning in 18/19 for the first day of school.

Enroll	Whack	Withdrawal
Register the student in 18/19	N/A	N/A

Complete Solution:

Student must be re-enrolled in the 18/19 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**.

Outcome:

1. A FS and FD record will be created for the student's readmission into the district in 18/19.

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 18/19 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 18/19	N/A	N/A

Complete Solution:

Student must be re-enrolled in the 18/19 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**.

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 18/19.

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 incorrect withdraw.
- | | | | | | | | |
|---|---|-------------|--------------|-----------------|--|------|---|
|  |  | 2017 - 2018 | Jul 31, 2017 | Summer Withdraw | | DFLT | Tr. to another Ohio SD, local/exem vill/city, tr. |
|---|---|-------------|--------------|-----------------|--|------|---|
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?

Summer Withdraw on 7/31/2017
 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:

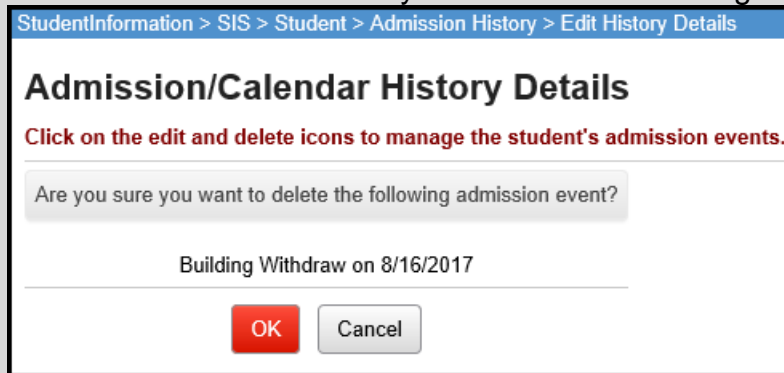
The erroneous withdrawal needs deleted from the Edit History Details. Next, go to the Withdrawal Student page and enter a withdrawal date of a day before the first day of school, which will invoke the summer withdrawal logic. Carry out the withdrawal.

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.

		2017 - 2018	Aug 16, 2017	Building Withdraw	DFLT	Transferred to another School District outside of
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3. The screen will refresh and you will see the following message:



4. Click **OK**.
5. Now perform a summer withdrawal in 18/19. (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.

		2017 - 2018	Nov 10, 2017	Building Withdraw	Batavia Elementary	1-5	Transferred to Another OH School District
		2017 - 2018	Nov 10, 2017	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.

	2017 - 2018	Aug 01, 2017	District Admission	Batavia Local SD		
	2017 - 2018	Aug 01, 2017	Building Admission	Batavia Elementary	1-5	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 18/19, but her parent decides to send her to South in late November.

Enroll	Whack	Withdrawal
In 18/19, 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 withdrawal 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 18/19 in the building they are no longer attending. (See Appendix E for instructions on withdrawing a student.)
2. Register the student in 18/19 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. A new FD record with the same effective start date as the new FS record will be created with an effective date equal to the student's building admission date to South. The Reporting Calendar will also be updated to a calendar in the new building. Verify that it is the correct calendar.
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 17/18 (current year). (See Appendix D for instructions on withdrawing a student.)
2. Whack the student from 18/19. If the student is not whacked prior to being reported in the SCR Collection for 18/19, they will need to be reported in 18/19 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 18/19.

Enroll	Whack	Withdrawal
N/A	Whack the student from 18/19	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 18/19. If the student does decide to come back in 18/19, use Registration Wizard to enroll the student.

Steps to Complete:

1. Withdraw the student in 17/18. (See Appendix D for instructions on withdrawing a student.)
2. Whack the student from 18/19. If the student is not whacked prior to being reported in the SCR Collection for 18/19, they will need to be reported in 18/19 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 display 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 18/19. (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 18/19 school year as a 10th grader. As of November 15, 2018, 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. If the student is placed on a different calendar due to the grade change, update the **Reporting Calendar and Attendance Pattern** on the **FD – Student Attributes** and save.
12. 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.**
13. Now, navigate to the **FN-Attributes** tab.
14. In the **EMIS Grade Next Year** field, choose the correct value.
15. 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 17/18 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 17/18, 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 18/19. (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 17/18 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 to monitor the student's classroom attendance and progress in the courses using StudentInformation.

Enroll	Whack	Withdrawal
In 18/19, use Registration Wizard or Student Transfer	N/A	N/A

Complete Solution:

Register the student in the high school and place them on the appropriate calendar at the high school.

Steps to Complete:

1. Register the student at the high school for 18/19, when asked if you want to change the primary/EMIS attending building, answer NO.
2. Assign the student to either an attending or a non-attending calendar at the high school, depending on who will be taking attendance for the student while at the high school.
3. Navigate to the **Edit Calendar Percentages** page and enter the appropriate Attendance Percentage value for each calendar. Save.
4. The student remains enrolled at the middle school on the attending calendar.

Outcome:

1. FS and FD records are not changed.
2. The student's attendance calculation (Attupemis) will calculate the attendance correctly based upon the percentages inserted on the Edit Calendar Percentages page.
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 17/18 and will not be returning to the JVS in 18/19

A JVS Satellite student has completed the course requirements in 17/18 and will not be coming back to the JVS for the 18/19 school year. What should the JVS do?

Enroll	Whack	Withdrawal
N/A	Whack the student in 18/19	Withdraw the student in 17/18

Complete Solution:

If the JVS has a Satellite student that has completed the course requirements in 17/18, the student should be withdrawn from the JVS in the 17/18 school year with a withdrawal date of the last day of school and withdrawal code of 99. The student should be reported in 18S. The student does not need reported in the 18/19 school year so the student should be whacked out of the JVS in 18/19.

Steps to Complete:

1. Withdraw the student in 17/18 using the last day of school and withdrawal code = 99. (See Appendix D for instructions on withdrawing a student.)
2. Whack the student from 18/19. (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 18/19 school year.

Scenario 36 - The JVS has a Satellite student that will complete the course requirements in 17/18. The JVS knows before the last day of school that the student will be returning to the JVS to pursue a program in 18/19.

A JVS Satellite student has completed the course requirements in 17/18 and will be coming back to the JVS for the 18/19 school year. What should the JVS do?

Enroll	Whack	Withdrawal
In 18/19, 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 17/18, 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 18/19. 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 17/18 school year as a certain EMIS Situation and now has a different EMIS Situation for 18/19.

A non MR/DD student was a Resident attending full-time in 17/18 and is now a Resident Attending the JVS full-time for 18/19.

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 7/1/2018. 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 18/19 which reflects the student's EMIS Situation for 18/19.

Scenario 38 - A student attended a MR/DD school for 17/18. The student will be attending a regular district for 18/19.

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 7/1/2018. Since the student continued to be educated over the summer, the student's FS record dated 7/1/18 will be closed and a new FS record opened to reflect the student's new EMIS Situation for the 18/19 school year.

Steps to Complete:

1. Navigate to the **FS – Standing** tab.
2. Close out the student's 7/1/18 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 18/19. The latest FS record will reflect the student's current EMIS Situation for 18/19.

Scenario 39 - A student is evaluated at the JVS

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

Enroll	Whack	Withdrawal
In 18/19, 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 same date as the 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 withdraw date as admission date.

Outcome:

The student will have a single FS record in 18/19 which reflects the student's EMIS Situation for 18/19.

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

A student was accidentally promoted to the wrong building in the district for 18/19.

Enroll	Whack	Withdrawal
In 18/19, 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 18/19.	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 17/18 to the correct building in 18/19. Or they can use Registration Wizard in the correct building for 18/19 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 17/18 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**.

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 sub-header reads 'From this screen users can register students'. There are five tabs: 'Registration Pre-requisites', 'Possible Matches', 'Complete Registration', 'Family Group', and 'EMIS'. The 'Possible Matches' tab is active. Below the tabs, a question is posed: 'Change primary / EMIS attending building?'. There are two radio button options: 'Yes' (which is selected) and 'No'. A 'Next >' button is located at the bottom right of the form area.

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 display 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 17/18

A student graduated on time in 17/18 with his class but was not withdrawn and reported as a graduate in Period S for the 17/18 school year. Period S is now closed.

Enroll	Whack	Withdrawal
N/A	N/A	Withdraw the student in 18/19 with a withdrawal code of 81

Complete Solution:

1. Report the student as a graduate in 18G using the Flat File Editor to add a record for the student.
2. Withdraw the student in 18/19 with a withdrawal code of 81.
3. In 18/19, add a Student Withdrawal Override (FC) record in EMIS Maintenance using a withdrawal code of 99.

Scenario 42 - A summer withdrawn student in 18/19 becomes a Graduate Only student in 18/19

A student in 17/18 should have graduated but did not pass all their required assessments. Student is promoted to 18/19 while awaiting assessment results. Required assessment results are returned and student did not pass. Student is summer withdrawn on or after 7/1/18 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 18/19	Withdraw the student in 18/19 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 FY19 Graduate reporting. The student records need updated to reflect both items.

Steps to Complete:

1. Whack the student from 18/19. (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 18/19 school year using **Registration Wizard**.

Outcome:

1. This student will be removed from the missing list for FY19S when the Student Summer Withdrawal Record is reported.
2. This student will be reported as a graduate only student in FY19G.

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 18/19 if promoted	Withdraw the student from 17/18

Complete Solution:

Withdraw the student in 17/18 with the appropriate withdraw code. If student was promoted to 18/19, whack the student from that school year. If the student has already been reported in the SCR collection in 18/19, the student would then need to be withdrawn in 18/19 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.

Appendix A: Registration Defaults

1. Navigate to **StudentInformation » Management » School Administration » School Building Administration » Registration Defaults** at the district level or building level.
2. In the **Hispanic/Latino** dropdown, choose Yes or No from the dropdown that best describes the majority of students in the district or building in context.
3. In the **Local Ethnic Category** dropdown, select an ethnicity from the dropdown that best describes the majority of students in the district or building in context. Local Ethnic Category will be used on reports and is not reported to EMIS.
4. In the **Racial Group(s)** section, mark the appropriate racial groups that best describes the majority of students in the district or building in context.
5. In the **Citizenship** dropdown, choose a citizenship type that best describes the majority of students in the district or building in context.
6. The **Admission Code** dropdown should be left blank at the district level and defined at the building level. NOTE: Admission Code is not reported to EMIS.
7. In the **Native Language** dropdown, choose a native language value that best describes the majority of students in the district or building in context.
8. In the **Home Language** dropdown, choose a home language value that best describes the language the majority of students speak at home.
9. Leave the **Student Status** dropdown blank at the district level unless the student status codes are set up at the district level. A majority of districts will define the Student Status dropdown at the building level.
10. In the **Free/Reduced Lunch** dropdown, choose a status value that best describes the majority of students in the district or building in context.
11. In the **Building Prog Track** dropdown, choose a progression track that best describes the majority of students in the district.
12. Leave the **Grade** dropdown blank.
13. In the **City** field, enter a city that best describes the city the majority of students live in.
14. The **State** dropdown automatically defaults to **OH**.
15. In the **Zip** field, enter the zip code that best describes the zip code the majority of students live in. In larger metropolitan areas, the school may choose to leave the zip code field blank.
16. In the five **Flags** fields, enter applicable data.
17. In the **Country of Origin** dropdown, choose a value that best describes the majority of students.
18. Next, in the **EMIS Situation** dropdown, select an EMIS Situation or use the ellipses.
19. Based on the selection in the **EMIS Situation** dropdown, other fields that comprise the student's EMIS Situation will be automatically filled-in.
20. In the **Admission Reason** dropdown, select an admission reason that best describes the majority of students.

21. The following fields are populated based on the EMIS Situation:
District Relationship, District of Residence, How Received, How Received IRN, and Tuition Type.
22. In the **Percent of Time** field, enter the corresponding time percentage.
23. Leave the **Attending Building IRN** and **Assigned Building IRN** fields blank at the district level.
24. In the **County of Residence** dropdown, select an optional county.
25. The Sent To 1 section is automatically populated based on the EMIS Situation chosen.
26. At the district level, select **Family Group Defaults Matching Criteria** to be used by default on Registration Wizard pages.
27. Click **Save**.

StudentInformation > Management > School Administration > School Building Administration > Registration Defaults

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: 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:

County of Residence:

Assigned Building IRN:

Sent To 1:
Reason:

Sent To 2:
Reason:

IRN: -

IRN: -

Percent of Time:

Percent of Time:

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

Appendix B: Registering a student using Registration Wizard

1. Navigate to [StudentInformation](#) » [SIS](#) » [Registration Wizard](#) at the building level.
2. In the **First Name** field, enter the student's first name, which is a required field.
3. Tab or click into the **Middle Name** field and enter an optional middle name.
4. Next, tab or click into the **Last Name** field and enter the student's last name, which is a required field.
5. In the **Called Name** field, enter an optional nickname.
6. In the **Social Security** field, enter the student's social security number which is optional.
7. The **EMIS ID** field is optional. If no EMIS ID is entered, StudentInformation will automatically assign an EMIS ID.
8. Next, in the **Student Number** field, enter the unique number that identifies the student in the district. This number is most likely different than the student's EMIS ID and StudentInformation State Support does not recommend using the student's social security number.
Note: Student Numbers are district specific. If you would like StudentInformation to automatically assign the student an ID, leave the Student Number field empty. If your district has assigned a Student Number 1001, there is nothing preventing a district in another county from assigning one of their students number 1001.
Student Numbers are not school year specific. If a student in your district was assigned number 5000, you will not be able to assign number 5000 to a new student in the current school year even if number 5000 is not currently an active student; the number is still assigned to someone who previously attended your district.
9. Enter the student's date of birth in the **Birthdate** field.
10. The student's **Age** will automatically be calculated when you tab or click out of the Birthdate field.
11. Next, fill in the student's gender in the **Gender** field.
12. Finally, choose the student's grade level from the **Grade** dropdown.
13. Click **Next**.
14. If StudentInformation finds a student matching the one you entered, the 2nd tab named **Possible Matches** will display.
15. If StudentInformation does not find a match, the 3rd tab named **Complete Registration** will display instead.
16. Several of the fields on the Complete Registration tab are populated based on what is filled out on the Registration Defaults page. Please see Appendix A for more information about Registration Defaults.
17. The following are required fields:
Hispanic/Latino, Racial Group(s), Admission Date, Student Status, Attendance Calendar, Free/Reduced Lunch Status, Grade, Address of

Residence, Mailing Address, Admission Reason, and County of Residence. NOTE: The **Admitted From IRN** field is enabled and required for students newly enrolled after July 1 with an admission reason 3, 6 or 7. Joint Vocational School Districts (JVSDs) and Education Service Centers (ESCs) are required to report ***** in this field. This field is defaulted to ***** and disabled when re-registering a student into a building in the same district as the building from which the student was withdrawn. This field is disabled and given a value of ***** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).

18. If you click **Finish**, a new Family Group will be created and the student will automatically be assigned to the Family Group.
19. Click **Next** to advance to the **Family Group** tab where you can assign the student to an existing Family Group or click **Next** again to advance to the **EMIS** tab. In the **Family Group Search** selection section, choose how you want to search for the Family Group – by Name or by Criteria.
20. Place a check next to the Family Group you wish to add the student to and click **Next** to advance to the **EMIS** tab or **Finish** to complete the registration process.
21. After clicking **Finish**, regardless of what tab you are on, the following message will display: **The student was successfully saved.**
22. Now, navigate to **StudentInformation » SIS » Student**.
23. Type the student's name in the **Find Students** box to verify the student is registered.

Appendix C: Summer Withdrawal




F.Y.I.

A summer withdrawal is a partial whack. All student records are deleted except for those needed for EMIS reporting. A summer withdrawal is performed when a student finished out the previous school year, but will not be returning in the fall to the next school year.

1. Navigate to **StudentInformation** » **SIS** » **Student** » **Withdraw Student**.
2. The page defaults to the **District** tab.
3. Enter a withdrawal date of 7/1/2018 thru the day before the 1st day of school in the **Withdraw Date** field. This will invoke the Summer Withdrawal logic.
4. Choose the appropriate Withdrawal Code in the **Withdraw Reason** dropdown.
5. The **Withdraw to District IRN** field is enabled and required when withdraw reason 41, 42 or 45 is selected. Click to go to the Ohio Department of Education Search Organization Web page. The default value is *****. This field is disabled and given a value of ***** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).
6. Enter optional comments about the withdrawal in the **Withdraw to District Comments** field.
7. Choose the appropriate Student Status from the **Student Status** dropdown. (Most users choose Inactive.)
8. If you would like to remove the student's locker assignment which frees up the locker to be assigned to another student, leave the box marked next to **Remove Locker Assignment**.
9. If you would like to remove the student's homeroom assignment which lowers the homeroom capacity, leave the box marked next to **Remove Homeroom Assignment**.
10. Click **Submit**.
11. The following message will display: **The withdraw date (08/01/2018) indicates a summer withdraw. A summer withdraw will delete all student records for the current school year except those required for EMIS reporting. Choose OK to proceed with a summer withdraw. Choose Cancel to select a date within the school year (8/17/2018 – 5/24/2019).**
12. Click **OK**.
13. The page will refresh and you will be brought to the Admission/Calendar History page. The page details the district withdrawal.
14. Next, go to the **StudentInformation** » **SIS** » **School** » **Student Archive** page and the student is listed as a summer withdraw.

Appendix D: Withdrawing a student from the district

1. Navigate to **StudentInformation** » **SIS** » **Student** » **Withdraw Student**.
2. The page defaults to the **District** tab.
3. Enter the student's withdrawal date in the **Withdraw Date** field.
4. Choose the appropriate Withdrawal Code in the **Withdraw Reason** dropdown.
5. The **Withdraw to District IRN** field is enabled and required when withdraw reason 41, 42 or 45 is selected. Click  to go to the Ohio Department of Education Search Organization Web page. The default value is *****. This field is disabled and given a value of ***** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).
6. Enter optional comments about the withdrawal in the **Withdraw to District Comments** field.
7. Choose the appropriate Student Status from the **Student Status** dropdown. (Most users choose Inactive.)
8. If you would like to remove the student's locker assignment which frees up the locker to be assigned to another student, leave the box marked next to **Remove Locker Assignment**.
9. If you would like to remove the student's homeroom assignment which lowers the homeroom capacity, leave the box marked next to **Remove Homeroom Assignment**.
10. Click **Submit**.
11. The page will refresh and you will be brought to the Admission/Calendar History page. The page details the district withdrawal.

Appendix E: Withdrawing a student from a building

1. Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Withdraw Student](#).
2. Select the **Building** tab.
3. Enter the student's withdrawal date in the **Withdraw Date** field.
4. Choose **** - Not Applicable, Did not withdraw/was not truant** from the **Withdraw Reason** dropdown. This signifies the student is moving to a new building in the district.
5. Enter the IRN of the building the student is going to, if known, otherwise leave the **Withdraw to School IRN** field blank. If an IRN is entered, the student will display on the Portal as a Pending Enrollment for the IRN used.
6. Enter optional comments about the withdrawal in the **Withdraw to School Comments** field.
7. Choose the appropriate Student Status from the **Student Status** dropdown. (Most users choose Inactive.)
8. If you would like to remove the student's locker assignment which frees up the locker to be assigned to another student, leave the box marked next to **Remove Locker Assignment**.
9. If you would like to remove the student's homeroom assignment which lowers the homeroom capacity, leave the box marked next to **Remove Homeroom Assignment**.
10. Click **Submit**.
11. The page will refresh and you will be brought to the Admission/Calendar History page. The page details the building withdrawal.

Appendix F: Whacking a student



F.Y.I.

'No Shows' should no longer be whacked

Whacking a student is the process of permanently deleting the student from the school building in context. Whacking a student will permanently delete all records associated with the student, including the student's transfer history. If the student was sent to another district and the other district has not accepted the transfer yet, the transfer will be deleted.

The only evidence the student was ever in the building the year the whack was performed is on the Student Archive page.

If a student is accidentally whacked, the only way to get them back in the system is to re-register them and manually enter all the information that was deleted.

1. In 18/19, with the student in context, navigate to **StudentInformation** » **SIS** » **Student** » **Admission History** » **Edit History Details**.
2. Click the **Trash Can** icon next to the year the student is being permanently deleted from.
3. The following message will display: **Deleting this admission record will completely remove the student for the selected school year. This includes all records associated with the student, course history, fees, grades, etc.**
4. Click **OK**.
5. You are brought to the **StudentInformation** » **SIS** » **School** » **Student Archive** page and the student is listed as withdrawn.

Appendix G: Change versus Correction

Change: A change to a student's record means the previous value on the record was correct, but now is different than it was before. There is always a new Effective Start Date when reporting a change.

Examples of changes include:

1. At the beginning of the school year, Sally is not eligible to receive free/reduced lunch. Her father loses his job in November and now Sally is eligible as of December 1st. This would be a change and the **New Student Attributes** button would need clicked on the **FD-Attributes** tab.
2. Tommy begins the 18/19 school year as a 4th grader. Two months into the school year, it is decided that it is in Tommy's best interest to repeat the 3rd grade. This would be a change to Tommy's record.

Correction: You are editing an existing record because the wrong information was entered.

Examples of a correction include:

1. The school's EMIS Coordinator noticed that Linda's **Disability Condition** field on her **FD-Attributes** tab is incorrect. The field says **** - Not Applicable**. The field should have said **02 – Deaf-Blindness** all along. The EMIS Coordinator would want to edit the latest FS record and correct it.
2. Heather was a 1st grader last year and was accidentally promoted to 5th grade in 18/19. She should be in 2nd grade in 18/19. Since the school is correcting a mistake, they would edit the latest FS record and correct it.

Appendix H: FS – Standing tab

EMIS ID - Local EMIS ID given to the student by the district. Example: Social Security number (not recommended) or number with state assigned prefix.

State Student ID (SSID) - The state assigned unique identifier.

Effective State Date - The first day that all values on this page go into effect.

District Admission Date - The day the student entered the school district or the re-entry date into the district for the student.

Admission Reason - Describes how the student arrived at the district.

Admitted From IRN - The field is enabled and required for students newly enrolled after July 1 with an admission reason 3, 6 or 7. Joint Vocational School Districts (JVSDs) and Education Service Centers (ESCs) are required to report ***** in this field. This field is defaulted to ***** and disabled when re-registering a student into a building in the same district as the building from which the student was withdrawn. This field is disabled and given a value of ***** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).

District Withdraw Date - The day the student left the district.

Withdraw Reason - Why the student left the district.

Withdrawn To IRN - The field is enabled and required when withdraw reason 41, 42 or 45 is selected. Click to go to the Ohio Department of Education Search Organization Web page. The default value is *****. This field is disabled and given a value of ***** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).

EMIS Situation - Defines why the student is either attending the district or a resident attending elsewhere.

District Relationship - The educational relationship between the student and the district. Example: The student is receiving instruction, in whole or in part, from the reporting district or the student is receiving services from the district, but not instruction.

District of Residence - The six-digit IRN number of the school district in which the parent(s) is a resident.

How Received - How the student arrived at the district.

How Received IRN - The district from which the student is received.

Percent of Time - The amount of time the student is educated by the reporting district.

Tuition Type - Defines the manner in which the student is paying tuition to the reporting district. Example: Non-tuition student or Tuition student.

Attending Building IRN - The IRN of the building within the district that the student attends.

Assigned Building IRN - The IRN of the building the student would normally attend according to the standard district attendance policy.

County of Residence - The Ohio county in which the student lives in.

Sent To 1:

Reason – Reason a student is sent to another district.

IRN - The IRN of the district to which a student is sent.

Percent of Time - The average percent of time, for the week, that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Sent To 2:

Reason – Reason a student is sent to another district if the student is sent to second district.

IRN – The IRN of the district the student is sent to if the student is simultaneously being sent to a second district.

Percent of Time - The average percent of time, for the week, that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Exclude FS Records from Fall Initialization Updates - If checked, will exclude student from Fall Initialization. By default, it is unchecked. There is only one flag that applies to all FS records. The 'Exclude from Fall Initialization' flags will be set to false when:

- A student is newly enrolled or re-enrolls in the district
- A student is promoted/bulk enrolled into a new school year
- A student transfers into a new school district

Appendix I: FS – Attendance tab

Effective State Date - The first day that all values on this page go into effect.

District Withdraw Date - The day the student left the district.

Current Entity

Attendance Days - The number of days during the student was present for the FS record. This field is not editable.

Excused Absence Days - The number of days during the student was excused for the FS record. This field is not editable.

Unexcused Absence Days - The number of days during the student was unexcused for the FS record. This field is not editable.

Attendance Hours - The number of hours the student was present for the FS record.

Excused Absence Hours - The number of hours the student was excused for the FS record.

Unexcused Absence Hours - The number of hours the student was unexcused for the FS record.

Other Entity

Attendance Days - The number of days during the student was present in a school outside your district.

Excused Absence Days - The number of days during the student was excused in a school outside your district.

Unexcused Absence Days - The number of days during the student was unexcused in a school outside your district.

Attendance Hours - The number of hours the student was present in a school outside your district.

Excused Absence Hours - The number of hours the student was excused in a school outside your district.

Unexcused Absence Hours - The number of hours the student was unexcused in a school outside your district.

Appendix J: FD – Attributes tab

Effective State Date - The first day that all values on this page go into effect.

District Withdraw Date - The day the student left the district.

Withdraw Reason - Why the student left the district.

State Equivalent Grade - The grade level in which the student will be included for reporting purposes.

Disability Condition - Describes the disability of a student at or below 22 years of age who has been officially identified with a disability by an ETR (Evaluation Team Report), an IEP (Individualized Education Program), and one of the valid disability condition options.

Section 504 Plan - Student who is identified with a disability under Section 504 of the Rehabilitation Act of 1973, and is being served by a 504 plan that has been developed to meet the specific needs of the student.

Disadvantage - Identifies the student who meets the definition of economic and/or academic disadvantage.

Free/Reduced Lunch Status – Indicates if the student qualifies for free or reduced school lunches.

Limited English Proficiency - Indicates if a student speaks limited English.

LEP Reclass Date - Date the student is no longer considered Limited English Proficient (LEP).

Homeless Status - Student who lacks a fixed regular and adequate night-time residence.

Unaccompanied Youth - A homeless student not in the physical custody of a parent or guardian.

Migrant Status - A migrant student or migratory child is a child who is, or whose parent, spouse, or guardian is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisherman, and who, in the preceding 36 months, in order to obtain, or accompany such parent, spouse, or guardian in order to obtain, temporary or seasonal employment in agricultural or fishing work has moved from one school district to another, or from one administration area to another in a single school district [this is a state with only one school district], or resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence for fishing purposes.

Immigrant Status - A student who was born outside the United States regardless if the student's parents are citizens of the United States.

Foreign Exchanged Graduation Plan - The foreign exchange status of a student as it relates to the student's graduation plans. Example: Not applicable (Student is not a foreign exchange student) or Foreign exchange student does not plan to graduate in Ohio.

Attendance Pattern - The pattern of attendance which a student attends on a weekly basis. Applicable to PS and KG students.

Preschool Poverty Level - The poverty level of the preschool student's family, as determined by Federal Poverty Guidelines.

Reporting Calendar – The student's reporting calendar. Your selection in this field determines the associated Attendance Pattern.

Exclude FD Records from Fall Initialization Updates - If checked will exclude student from Fall Initialization. By default, it is unchecked. There is only one flag that applies to all FD records. The 'Exclude from Fall Initialization' flags will be set to false when:

- A student is newly enrolled or re-enrolls in the district
- A student is promoted/bulk enrolled into a new school year
- A student transfers into a new school district

Appendix K: FN – Attributes tab

EMIS Grade Next Year - The grade level the student is assigned to next year.

Retained Status - Indicates if a student was retained at the end of a school year and whether he/she will advance to the next grade level.

Examples: Student was not retained at the end of the previous school year.
Student was retained at the end of the previous school year and is still retained.

Oct Childcount IEP Outcome - Least Restrictive Environment (LRE) outcome as of the October count week for a student whose IEP currently on file with ODE does not reflect the current LRE for a student with a disability.

Military Student – Indicates if a student’s parent is active military.

CTE Program Area - The Career Technical Education program the student is considered a concentrator in.

Fiscal Year Began 9th - The fiscal year in which the student first began ninth grade. Applicable to high school students only.

CTE Program of Concentration - The primary CTE Workforce Development Program for which a student has met the requirements to be considered a concentrator.

Tech Prep Completer - Indicates if a student completed a Tech Prep program.

Majority Of Attendance IRN - The IRN of the building or district where a student is continuously enrolled from the end of October Count Week through the spring test administration dates.

Accountability IRN - The building IRN within the district that is responsible for the student’s performance measures.

Attending Building IRN Next Year – The building IRN within the district the student will attend next year.

Admission to Current High School Date – The date the student was admitted to the current high school the student attends.

Attending District IRN Last October – The district IRN the student attended as of the past October.

Third Grade Reading Guarantee

Math Diagnostic Result Code – The Math diagnostic result code for the student.

Reading Diagnostic Result Code – The Reading diagnostic result code for the student.

Writing Diagnostic Result Code – The Writing diagnostic result code for the student.

Latest Third Grade Reading Promotion Status – Indicates the student's promotion status based on the most recent assessment entered on the Next Generation Assessment Grades 3-8 screen.

Report To EMIS - Indicates if the student is required to be reported to the state.

Exclude FN Records from Fall Initialization Updates - If checked will exclude student from Fall Initialization. By default, it is unchecked. There is only one flag that applies to all FN records. The 'Exclude from Fall Initialization' flags will be set to false when:

- A student is newly enrolled or re-enrolls in the district
- A student is promoted/bulk enrolled into a new school year
- A student transfers into a new school district

Appendix L: FN – Graduate tab

CORE Economics and Financial Literacy Requirement Met - Indicates if a student has met the CORE Economics and Financial Literacy Requirement.

CORE Fine Arts Requirement Met - Indicates if a student has met the CORE Fine Arts Requirement.

CORE Graduation Requirement Exemption – Indicates if a student qualifies for the CORE Graduation Requirement Exemption. Refer to the ODE EMIS Manual for more details on reporting this element.

CORE Graduation Requirement Exemption Date – The effective date of the CORE Graduation Requirement Exemption.

CORE Graduation Requirement Met – If selected, indicates if a student has met the CORE Graduation Requirement.

Exempted from Physical Education Graduation Requirement - Indicates if the district has adopted a policy to exempt certain students from the Physical Education graduation requirement and if the student has met the policy's requirements.

Expected Graduation Date – The date a student at this grade level is expected to graduate.

Graduation Date - The date the student received his/her diploma.

Diploma Type - The type of diploma received by the graduating student. Example: Not Applicable (not a graduating student) or Regular Diploma.

OGT Graduation Alternative - Identifies that passage on one graduation test was met using the alternative criteria.

Military Compact Graduation Alternative - Indicates if the student is not using the military compact graduation alternative criteria or how many Ohio graduation assessments the student does not have to pass. Refer to the ODE EMIS Manual for more details on reporting this element.

Proficient Foreign Languages – Identifies the foreign languages in which a student has earned the Seal of Biliteracy for their transcript.

Appendix M: Intrabuilding Progression versus Building Admission

Intrabuilding Progression: If a student is promoted to another grade or retained in the same building, an Intrabuilding Progression will display.

Building Admission: If a student is new to the district or to a building in the district, a Building Admission will display.

Appendix N: Strict versus Possible (Non-strict) Registration Matches

All of the following must be identical for StudentInformation to find a *Possible Match*:

1. First initial of First Name
2. Entire Last Name
3. Birthday
4. Gender

Either of the following must be identical for StudentInformation to find a *Strict Match*:

1. EMIS ID
2. Social Security Number