



Student Registration Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
9/25/18	Entire document	Review and update
11/21/16	Student Registration Wizard Student Profile – Transportation tab	16.1.3 Updates – Add Non-Attending Graduate information 16.1.0 Updates – Updates screenshot showing new fields
6/15/16	Set Registration Defaults – Set District Defaults Set Registration Defaults – Set Building Defaults Student Registration Wizard – Family Group tab	15.3.0 Updates – Add note that Family Group defaults are only set at the District level Add new screenshot Updated screenshot
3/15/16	Student Profile – FN-Attributes tab	15.2.8 Updates – updated screenshot showing the Latest Third Grade Reading Promotion Status value
1/29/16	Student Profile – Additional tab	15.2.6 Updates – Added note about new fields District's Non-Public SSID Prefix and Non-Public SSID for Non-Public schools

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Before Registering Students

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

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

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

Grade level Codes Maintenance

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

[Add Grade Level Code](#)

		Code	Name	EMIS Code	Description	Sort Order ▲	Active
		01	01	01	01	1	
		02	02	02	02	2	
		03	03	03	03	3	
		04	04	04	04	4	
		05	05	05	05	5	
		06	06	06	06	6	
		07	07	07	07	7	
		08	08	08	08	8	
		09	09	09	09	9	
		10	10	10	10	10	
		11	11	11	11	11	
		12	12	12	12	12	
		13	13	13	13	13	
		23	23	23	23	23	
		30	30	30	30	30	
		DR	DR	DR	DR	68	
		IN	IN	IN	IN	70	
		PS	PS	PS	PS	79	
		KG	KG	KG	KG	86	
		GR	GR	GR	GR	95	
		**	**	**		96	

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

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

Building Grade Levels Maintenance

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

[Add Grade Level](#)

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



















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

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

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

Add Status Code

	Code	Name ▲	Overall Student Status	Description	Active
		I	Inactive	Inactive	
		J	JVS	JVS	
		NG	Non-Attending Graduate	Non-Attending Graduate	
		N	Non-Resident	Non-Resident	
		R	Resident attend other district	Resident student attending other district	
		0	Resident Student	Resident Student	

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

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

Admission Codes Maintenance

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

[Add Admission Code](#)

		Code	Name ▲	Description	Active
		11	Court Referral	Court Referral	
		2	Enter From A Non-Public School	Enter From A Non-Public School	
		3	Entered From Same County	Entered From Same County	
		4	Entered From Same State	Entered From Same State	
		15	Entering From A Jvs Preschool	Entering From A Jvs Preschool	
		13	Entering From A Licensed Kinde	Entering From A Licensed Kinde	
		12	Entering From A Licensed Presc	Entering From A Licensed Presc	
		8	Entering From An Institution	Entering From An Institution	
		6	Entering From Another State/Country	Entering From Another State/Country	
		14	Entering From Head Start	Entering From Head Start	
		7	Entering From Home Schooling	Entering From Home Schooling	
		9	Entering From Mr/Dd	Entering From Mr/Dd	
		ID	Moved between buildings	Moved between buildings	
		5	Not enrolled in an Ohio Public School since 2003	Not enrolled in an Ohio Public School since 2003	
		10	Previously Dropped Out	Previously Dropped Out	
		1	Student enrolling for first time (PS/KG)	Student enrolling for first time in Ohio public school/Community School because of age (Preschool/KG)	

☒ Show Active Only

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

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

Withdraw Codes Maintenance						
From this screen, you can display, add, change and delete data pertaining to withdraw codes.						
Add Withdraw Code						
		Code	EMIS Code	Name ▲	Description	Active
		99	99	Completed HS Grad require./course requir. & passed	Completed course requirements and passed appropriate tests	
		52	52	Death	Death	
		48	48	Expelled	Expelled	
		ID	**	Moved between buildings	Moved between buildings	
		PP	**	Moved to EMIS School	Moved to EMIS School	
		74	74	Moved: not known to be continuing	Moved; Not Known To Continue	
		79	79	No longer eligible to be enrolled in district	Reason for Enrollment (received reason) no longer valid	
		76	76	Non-attendance according to 105 hour rule (communi	Non-attendance according to 105 hour rule (community schools only)	
		39	39	Non-enrolled student no longer receiving services	Non-enrolled student no longer receiving services	
		**	**	Not Applicable, Did not withdraw/was not truant	Inter-District Transfer	
		OE	**	Open Enrollment - Out of District	Open Enrollment - Out of District	
		73	73	Over 18 years of age	Over 18 Years Of Age	
		72	72	Pursued employment/work permit - Supt. approval on	Pursued Employ/Work Permit	
		35	35	Res. District no longer Responsible for Student	Resident Student Withdrew from Educating Entity	
		75	75	Student compl. course require./did NOT pass requ.	Completed course requirements but did not pass test	
		38	38	Student promoted beyond max grade/entity	Student promoted beyond max grade/entity	
		81	81	Student reported in error - never should have been	Student reported in error - never should have been reported	
		45	45	Tr. by Court Order/Adjud court ordered other pub	Transfer By Court Order/Adjudi	
		41	41	Tr. to another Ohio SD, local/exem vill/city, tr.	transferred to another Ohio school district - local,	
		42	42	Tr. to prive school, transcript req on file, Ed Ch	Transfer To Private School	
		44	41	Transfer To Public Comm Sch	Transfer To Public Comm Sch	
		46	46	Transferred out of the United States	Transfer Out Of U.S.	
		40	40	Transferred to another School District outside of	transferred to another school district outside of Ohio	
		43	43	Transferred to home schooling, superint. approval	Transfer To Home Schooling	
		51	51	Verified Medical Reasons - Dr. authorization on fi	Verified Medical Reasons	
		77	77	Withdrew due to 3314.26(non-tested 2 yr e-School (Withdrew due to 3314.26(non-tested 2 yr e-School (Comm. Sch only)	
		71	71	Withdrew due to truancy/non-attendance	Withdrew Due To Truancy	
		37	37	Withdrew from Kindergarten	Withdrew from Kindergarten	
		36	36	Withdrew from Preschool/PS student WD from PS prog	Completed Preschool Program	
		47	47	Withdrew pursuant to Yoder vs. Wisconsin	Withdrew Pursuant Yoder/Wiscon	
<input checked="" type="checkbox"/> Show Active Only						
30 Records Displayed						Back To Top

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

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

Ethnicity Codes Maintenance

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

Add Ethnicity Code

		Code ▲	Name	Description	Active
		A	Asian	Asian	
		B	Black	Black	
		H	Hispanic	Hispanic	
		I	American Indian or Alaskan Native	American Indian or Alaskan Native	
		M	Multiracial	Multiracial	
		P	Pacific Islander	Pacific Islander	
		W	White	White	









☒ Show Active Only

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

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

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

Add Verification Code

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

☒ Show Active Only







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

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

Program Code Maintenance

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

Add Program Code

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

☒ Show Active Only

- ☐ **Define Counselors** (optional) – Verify that appropriate Counselor has been defined, if desired. Security clearance is required to assign groups and roles to staff. On the staff member's View/Edit Staff Member Schools tab, if you need to add a counselor role, click “Add”.

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

Security - Staff Member: ETHEL ALVARADO

[Staff Members](#) [Staff Member Schools](#)





Add

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

Return To View Staff Members Page

Once a staff member is defined as being a counselor, navigate to the Counselor administration page, and set the grade levels for that Counselor.

Navigation: Student Information – Management – School Administration – School Building Administration – Counselors

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







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

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

Team Codes Maintenance

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

Add Team Code

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

☒ Show Active Only

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

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

Custody Type Code Maintenance

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

[Add Custody Type](#)

		Code	Name ▲	Description	Custody	Active
		BP	Birth Parents		<input type="checkbox"/>	
		CP	Court Placed		<input type="checkbox"/>	
		FO	Father Only		<input type="checkbox"/>	
		G	Guardian		<input type="checkbox"/>	
		HF	Host Family		<input type="checkbox"/>	
		MO	Mother Only		<input type="checkbox"/>	
		S	Shared		<input type="checkbox"/>	

☒ Show Active Only

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

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

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

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

Navigation: StudentInformation – Management – School Administration – Membership Groups

Membership Group Maintenance

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

[Add Membership Group](#)

		Code ▲	Name	Description	Active
		11	Intervention	Intervention	
		12	Post-secondary Enrollment Options Program	Post-secondary Enrollment Options Program	
		15	15	15	
		16	16	16	
		20	Specialized Instructions	Specialized Instructions	
		21	Placement Options	Placement Options	
		22	Disadvantaged Pupil Programs (DPPF)	Disadvantaged Pupil Programs (DPPF)	
		23	Title I	Title I	
		24	Emergency Immigrant Education Program	Emergency Immigrant Education Program	
		30	Vocational Programs	Vocational Programs	
		40	Extracurricular/Intracurricular Programs and Servi	Extracurricular/Intracurricular Programs and Services	
		41	Academic Intracurricular Descriptions (Vocational	Academic Intracurricular Descriptions (Vocational Student Organizat	
		42	Interscholastic Athletics	Interscholastic Athletics	
		49	Other	Other	
		50	50	50	
		51	Ohio Means Jobs	Ohio Means Jobs	
		52	Graduation Pathways	Graduation Pathways	
		60	World Languages for Seal of Biliteracy	World Languages for Seal of Biliteracy	

☒ Show Active Only

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

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

Membership Group Maintenance

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

Code: *

Name: *

Description:

Is Active: ☒

- ❑ **Miscellaneous Data Groups Maintenance** – To select miscellaneous groups for the Custom Tab, click on the **View Definitions** for the desired group and check the “**On Profile**” box by editing the Field Title.

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

Miscellaneous Data Groups Maintenance

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

Add Miscellaneous Group

		Code	Name ▲	Description	# Fields	Data Definitions	Active	Read Only
		SpEd	Special Education		4	View Definitions		
		Rel	Student Release Information		1	View Definitions		

☒ Show Active Only

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

Miscellaneous Data Definitions Maintenance - SpEd - Special Education

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

Add Data Definition

		Field Title	Field Type	Data Type	Used By	Field Length	Sort Order ▲	On Profile	Active	Read Only
		Teacher Name	Textbox	Alpha Numeric	0	50	1	<input checked="" type="checkbox"/>		
		Tutoring Code	Drop Down List	None	0		1	<input checked="" type="checkbox"/>		
		ETR Due Date	Textbox	Date	0	10	2	<input checked="" type="checkbox"/>		
		Section 504 Effective Date	Textbox	Date	0	10	3	<input checked="" type="checkbox"/>		

☒ Show Active Only

Back to Groups

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

Miscellaneous Data Definitions Maintenance - SpEd - Special Education
From this screen, you can display, add, change and delete data pertaining to miscellaneous data field definitions.

Field Title:*

Teacher Name

Field Type:

☒ Textbox ☐ Pre-Defined List ☐ Checkbox

Data Type:*

Alpha Numeric

Field Length:*

50

Regular Expression:

Sort Order:*

1

On Student Profile:

☒

Is Active:

☒

Is Read-Only:

☐

Save

Cancel

Set Registration Defaults

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

- ☐ **Set District Defaults** – First, set the District as the school in context. Navigate to this screen, and enter any information you want defaulted for every building in the district. (Any building defaults set later can override these values, so you can set district defaults for most schools in a district, and set different default values for the school or schools which don’t match these defaults.)

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

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

Registration Defaults

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

Registration Information

Hispanic/Latino:	<input type="text"/>	Local Ethnic Category:	<input type="text" value="W - White"/>
Racial Group(s):			
<input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White			
Citizenship:	<input type="text" value="04 - United States citizen"/>	Admission Code:	<input type="text"/>
Native Language:	<input type="text" value="ENG"/>	Home Language:	<input type="text" value="***"/>
Student Status:	<input type="text"/>	Free/Reduced Lunch:	<input type="text"/>
Building Prog Track:	<input type="text" value="BUES-HS - Element"/>	Grade:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text" value="OH"/>
Zip:	<input type="text"/>	Flags:	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
Country of Origin:	<input type="text" value="US - United States Of America"/>		
EMIS Situation:	<input type="text" value="5 - Resident attending Full Time"/>		
Admission Reason:	<input type="text" value="4 - Student enroll. first time in Ohio pub sch/comm sch age (PS or KG)"/>		
District Relationship:	<input type="text" value="1 - Stud. rcvg instr. in whole/part from rep. dist"/>	District of Residence:	<input type="text" value="048470"/> - Buckeye Local SD
How Received:	<input type="text" value="* - Not Applicable"/>	How Received IRN:	<input type="text" value="*****"/> -
Percent of Time:	<input type="text" value="100"/>	Tuition Type:	<input type="text" value="N - Non-tuition student (default)"/>
Attending Building IRN:	<input type="text"/>	Assigned Building IRN:	<input type="text"/>
County of Residence:	<input type="text"/>		
Sent To 1:		Sent To 2:	
Reason:	<input type="text" value="NA - Not sent to another district"/>	Reason:	<input type="text" value="NA - Not sent to another district (default)"/>
IRN:	<input type="text" value="*****"/> -	IRN:	<input type="text" value="*****"/> -
Percent of Time:	<input type="text" value="0"/>	Percent of Time:	<input type="text" value="0"/>
Family Group Defaults:			
Matching Criteria:			
<input type="checkbox"/> Address <input checked="" type="checkbox"/> City <input checked="" type="checkbox"/> State			
<input checked="" type="checkbox"/> Zip Code <input checked="" type="checkbox"/> Student Last Name <input checked="" type="checkbox"/> Phone Number			

Save

Cancel

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

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

Registration Defaults

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

Registration Information

Hispanic/Latino:

Local Ethnic Category:

Racial Group(s):

☐ A-Asian
 ☐ B-Black or African American
 ☐ 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:

District of Residence: -

How Received:

How Received IRN:

Percent of Time:

Tuition Type:

Attending Building IRN: -

Assigned Building IRN:

County of Residence:

Sent To 1:

Reason:

IRN:

Percent of Time:

Sent To 2:

Reason:

IRN:

Percent of Time:

District Defaults

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

Save

Cancel

Use District Defaults

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

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

Building Grade Levels Maintenance

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

Add Grade Level

		Code	Name	EMIS	Description	Sort Order ▲	Active
		09	09	09	09	9	
		10	10	10	10	10	
		11	11	11	11	11	
		12	12	12	12	12	
		13	13	13	13	13	
		23	23	23	23	23	
		30	30	30	30	30	
		DR	DR	DR	DR	68	
		IN	IN	IN	IN	70	
		GR	GR	GR	GR	95	

☒ Show Active Only

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

Building Grade Levels Maintenance

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

Grade Level:*

Grade Specific Registration Default Data

Counselor:

Scheduling Priority:


Include in Honor Roll:

Include in Ranking:

Include in GPA:

Pri. Graduation Rule:

Alt. Graduation Rule:

Expected Graduation Date: 

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

Registering or Re-enrolling Students – Registration Wizard

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

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

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

Navigation: StudentInformation – SIS – Registration Wizard

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

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

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

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

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

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

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

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


Student Registration Wizard

From this screen users can register students

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


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

DALE, MARVIN
2341 DALE Road
Litchfield , OH 44253



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

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

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

[< Back](#)[Next >](#)

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

Student Registration Wizard

From this screen users can register students

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

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

DALE, MARVIN
2341 DALE Road
Litchfield , OH 44253

☐

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

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

NON-STRICT MATCH You may select this student to make edits.

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

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

Student Registration Wizard

From this screen users can register students

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

Change primary / EMIS attending building?
☒ Yes
☐ No

Next >

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

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

Student Registration Wizard
From this screen users can register students

Registration Pre-requisites Possible Matches Complete Registration Family Group EMIS

Hispanic/Latino: [Select Hispanic/Latino] Local Ethnic Category: W - White

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

Summative Race: [Select]

Citizenship: 04 - United States ci Native Language: ENG Birthplace City: [Select]

Birthdate Verified: [Select] Admission Date: [Select] Home Language: [Select]

Student Status: [Select] Building Prog Track: BUES-HS - Element Admission Code: [Select]

Attendance Calendar: Default (Default) Mother's Maiden Name: [Select] Program: [Select]

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

Homeroom: [Select] ☒ Include In Ranking ☒ Include In Honor Roll Counselor: [Select]

Scheduling Priority: 1 ☒ Include In GPA Home School IRN: [Select]

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

Country Of Origin: US - United States Of America Grade: 08

Graduation Year: [Select]

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

Street: [Select] Street: [Select]

City, State, Zip: [Select] OH City, State, Zip: [Select] OH

☐ Bypass Address Standardization/Verification ☐ Bypass Address Standardization

Phone Number: [Select] ☐ Unlisted Email: [Select]

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

Admitted From IRN: [Select] - [Select]

County of Residence: [Select County of Residence]

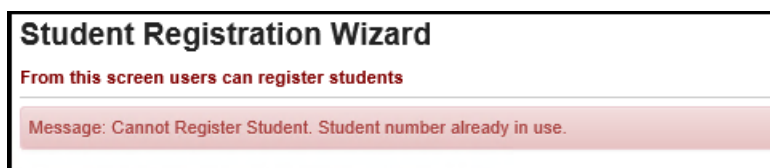
Edit Profile < Back Next > Finish

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

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

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

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



The screenshot shows a window titled "Student Registration Wizard". Below the title bar, there is a red banner with the text "From this screen users can register students". Below the banner, there is a message box with a red background and white text that reads: "Message: Cannot Register Student. Student number already in use."

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

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

Student Registration Wizard

From this screen users can register students

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

Family Group Search:

☐ Search By Family Group Name

☒ Search By Family Group Criteria

Family Group Name: [Search](#)

Matching Criteria:

☐ Address ☒ City ☒ State

☒ Zip Code ☒ Student Last Name ☐ Phone Number

Family Group	Description	Student Address	Students In Group	Active
There are no records to display				

☐ Show Active Only

[< Back](#) [Next >](#) [Finish](#)

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

Navigation: StudentInformation – SIS – Registration Wizard – EMIS tab

Student Registration Wizard

From this screen users can register students

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

EMIS Situation:^{*} 5 - Resident attending Full Time

District Relationship: 1 - Stud. rcvg instr. in whole/part for

District of Residence: 048470 - Buckeye Local SD

How Received: * - Not Applicable

How Received IRN: *****

Percent of Time: 100

Tuition Type: N - Non-tuition student (default)

Attending Building IRN: 004127 - Buckeye High School

Assigned Building IRN: *****

Sent To 1:
Reason: NA - Not sent to another district
IRN: *****
Percent of Time: 0

Sent To 2:
Reason: NA - Not sent to another district (default)
IRN: *****
Percent of Time: 0

Legal Names are only needed if different from Demographics Names

Legal First Name:

Legal Middle Name:

Legal Last Name:

Legal Name Suffix:

Birth Gender:

State Student ID (SSID):

Disability Condition: ** - Not Applicable

Edit Profile

< Back

Finish

SI copyright

Student Registration 35 of 61

Rev.9/25/2018 v18.3.0

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

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

Notes:

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

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

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites
Possible Matches
Non-Attending Graduate Registration

Hispanic/Latino:*
N - No, the student is not Hispanic/Latino
Local Ethnic Category:*
W - White
Racial Group(s):*
A-Asian
B-Black or African American
I-American Indian or Alaska Native
P-Native Hawaiian or Other Pacific Islander
W-White
Summative Race:
State Student ID (SSID):*
The Graduation Date will be used as the Admission Date, Withdrawal Date, and Graduation Date for this student.
Graduation Date:*
Student Status:*
Attendance Calendar:*
Grade:*
12
Address of Residence (For Address Verification)
Mailing Address
Use Address of Residence
Street:*
City, State, Zip:*
OH
Phone Number:
Unlisted
Email:
County of Residence:*
Select County of Residence
Diploma Type:
Not Applicable
Courses Completed IRN:
Courses Completed Date:
Back
Finish

Student Profile, Additional Information and Verification

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

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

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

Edit Student Profile

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

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

Save
Cancel

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

Student Number: 00608522 Auto-Assign Student Status: A - ACTIVE

First Name: MARVIN Middle Name: Last Name: DALE Called Name: Last Name Suffix:

Gender: M Birthdate: 06/02/2003 Age: 15

Local Ethnic Category: W - White Verified With: 1 - BIRTH CERT.

Hispanic/Latino: N - No, the student is not Hispanic/Latino Birthplace City: MEDINA

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

Summative Race: W - White, Non-Hispanic

Native Language: ENG - English (Default) Home Language: *** - Neither LEP no

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

Street: 2341 DALE Road Street: 2341 DALE Road

City, State, Zip: Litchfield OH 44253-9532 City, State, Zip: Litchfield OH 44253-9532

Bypass Address Standardization Bypass Address Standardization

Phone Number: (419) 555-5046 Unlisted Email: student@donotuse.com

Building Grade: 09 - 09 Grade Next Year: 10 - 10

EMIS Grade: 09 EMIS Grade Next Year: 10

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

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

Program: 504 - 504 Plan Home school IRN: Home School:

Attendance Calendar: Default (Default) Report to EMIS:

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

Edit Student Profile

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

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

Previous Calendar: Default (Default)

New Calendar: SENIORS

Calendar Change Effective Date: 8/24/2018

OK Cancel

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

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

Edit Student Profile

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

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

Save
Cancel

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

Primary Building:
BUCKEYE HIGH SCHOOL
Special Ed:
Country of Origin:
US - United States Of America
Citizenship:
04 - United States citizen
Building Progression Track:
BUES-HS - Elementary to High School
Graduation Year:
New School:
Pri. Graduation Rule:
Alt. Graduation Rule:
Counselor:
WELCH, TED (*)
Scheduling Priority:
1
Show grade appropriate counselors only
Locker Assignments:
Assign Primary Locker
Team:
Homeroom:
View / Assign Homeroom
Include in Honor Roll:
Include in Ranking:
Include in GPA:
Requires Paper Copy of Report Card:
Flags:
1 2 3 4 5

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

Include in Honor Roll:
Include in Ranking:
Include in GPA:
Requires Paper Copy of Report Card:
Flags:
1 2 3 4 5
District's Non-Public SSID Prefix: JEEX
Non-Public SSID:

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

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

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

Edit Student Profile

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

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

Save Cancel

COMMUNITY SERVICE HOURS

Service Hours: MET REQUIREMENTS:

- **Student Profile – Private tab** – Verify information on this tab, and enter any additional information. It is only necessary to list names if they are different from names listed on General tab. Not all staff will have security clearance to view this information.

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

Edit Student Profile

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

General

Additional

Custom

Private

FS-Standing

FS-Arrivance

FD-Attributes

FN-Attributes

FN-Graduate

Transportation

Save

Cancel

Last Modified: 09/24/2018 6:19 PM by User: amy

Legal Names are only needed if different from Demographics Names

Legal First Name:

MODESTUS

Legal Middle Name:

Legal Last Name:

Legal Name Suffix:

Birth Gender:

M

Mother's Maiden Name:

Social Security:

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

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

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

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

Edit Student Profile

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

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

	Start Date	Withdraw Date	Withdraw Reason	EMIS Situation	District Relationship	District Of Residence	How Received	How Received IRN	Percent Of Time	Attending Building IRN	Sent To Reason 1	Sent To IRN 1	Sent To % Of Time 1
	7/1/2018		**	5	1	048470	*	*****	100	004127	NA	*****	0

☒ Show Current Year Only

Save
Cancel
New Student Standing
Ignore EMIS Situation Errors

Last Modified: 04/27/2018 12:55 PM by User: BU_JBesida

EMIS ID: U79392900

State Student ID (SSID): SU79392900

Effective Start Date: 7/1/2018

District Admission Date: 2/25/2014

Admission Reason: 3 - Student transferred from nonpublic school in Ohio

Admitted From IRN: 999999 - PSEO/Out of State/Private

District Withdraw Date:

Withdraw

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

Withdrawn To IRN: *****

EMIS Situation: 5 - Resident attending Full Time

District Relationship: 1 - Stud. rovg instr. in whole/part from rep. dist

How Received: * - Not Applicable

District of Residence: 048470 - Bucouye Local SD

Percent of Time: 100

How Received IRN: *****

Attending Building IRN: 004127 - Buckeye High School

Tuition Type: N - Non-tuition student (default)

County of Residence: 52 - Medina

Assigned Building IRN: *****

Sent To 1: Reason: NA - Not sent to another district

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

IRN: *****

IRN: *****

Percent of Time: 0

Percent of Time: 0

☐ Exclude FS Records from Fall Initialization Updates

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

To create a new FS record:

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

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

As of 12.6.0, users can insert a record with an Effective Start Date that falls between the Effective Start Dates of two existing records if the information in the record meets the following criteria:

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

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

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

Edit Student Profile

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

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

Absence Alerts & Interventions

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

☒ Show Current Year Only

SaveCancel

Last Modified: 04/27/2018 12:55 PM by User: BU_JBesida

Effective Start Date: 7/1/2018

District Withdraw Date:

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

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	18.13	121.10	0.00	0.00
Excused Absence	0.87	5.50	0.00	0.00
Unexcused Absence	0.00	0.00	0.00	0.00

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

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

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

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

Edit Student Profile

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

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

	Start Date	Withdraw Date	Withdraw Reason	St. Eq. Gr. Lvl.	Disability	504 Plan	Disadvantage	Free/Reduced Lunch	LEP	Migrant Status	Immigrant Status	Preschool Poverty
	7/1/2018		**	09	**	Y	*	None	N	N	N	N

☒ Show Current Year Only

Save
Cancel
New Student Attributes

Last Modified: 01/11/2018 11:26 AM by User: BU_JBesida

Effective Start Date: 7/1/2018

District Withdraw Date:

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

State Equivalent Grade: 09 - Ninth Grade

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

Disability Condition: ** - Not Applicable
Section 504 Plan: Y

Disadvantage: * - Not Applicable
Free/Reduced Lunch Status: None

Limited English Proficiency: N - No, the student is not of Limited English Proficiency
LEP Reclass Date:

Homeless Status: * - Not Applicable
Unaccompanied Youth: N

Migrant Status: N
Immigrant Status: N

Foreign Exchange Graduation Plan: *

Attendance Pattern: FD - FULL DAY Every Day 1-11
Preschool Poverty Level: N - Not a Preschool student

Reporting Calendar: DFLT - Default

☐ Exclude FD Records from Fall Initialization Updates

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

To create a new FD record:

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

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

As of 12.6.0, users can insert a record with an Effective Start Date that falls between the Effective Start Dates of two existing records if the information in the record meets the following criteria:

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

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

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

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

Edit Student Profile

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

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

Save Cancel

Last Modified: 09/24/2018 6:19 PM by User: amy

EMIS Grade Next Year: 10 - Tenth Grade

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

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

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

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

CTE Program Area: Fiscal Year Began 9th: 2019

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

Majority Of Attendance IRN: *****

Accountability IRN: *****

Attending Building IRN Next Year: 004127 - Buckeye High School

Admission to Current High School Date: 8/22/2018

Attending District IRN Last October: ***** - Q

Third Grade Reading Guarantee

Math Diagnostic Result Code: ** - Not Required

Reading Diagnostic Result Code: ** - Not Required

Writing Diagnostic Result Code: ** - Not Required

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

☐ Exclude FN Records from Fall Initialization Updates

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

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

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

Edit Student Profile

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

General

Additional

Custom

Private

FS-Standing

FS-Absence

FD-Attributes

FN-Attributes

FN-Graduate

Transportation

Save

Cancel

Last Modified: 08/28/2009 1:22 PM by User: bu_mccourt

CORE Economics and Financial Literacy Requirement Met:

N - District has not determined this student met requirement

CORE Fine Arts Requirement Met:

N - District has not determined this student met requirement

CORE Graduation Requirement Exemption:

* - Student has not opted out of Ohio Core requirements (default)

CORE Graduation Requirement Exemption Date:

CORE Graduation Requirement Met:

☐

Exempted from Physical Education Graduation Requirement:

N - District not adopted policy or student has not met all of policy re

Expected Graduation Date:

(Leave blank to use Grade Level default value: NOT SET)

Graduation Date:

Diploma Type:

* - Not Applicable

OGT Graduation Alternative:

0 - Not Used

Military Compact Graduation Alternative:

0 - Student is not using the military compact alternative

Proficient Foreign Languages:

(European) Portuguese

Afrikaans

Akan-Twi

Albanian

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

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

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

GeneralAdditionalCustomPrivateFS-StandingFS-AttendanceFD-AttributesFN-AttributesFN-GraduateTransportation

SaveCancel

Last Modified: by User:

Parking Permit:

Assigned Space:

Vehicle Description:

Vehicle 2 Description:

Vehicle 3 Description:

Driver's License Number:

License Plate:

License Plate 2:

License Plate 3:

State:

OH

Primary Bus:

Alternate Bus:

Number:

Pick-up Time:

Drop-off Time:

Stop Location:

Bus Route:

Comments:

Distance To School:

Transportation:

Distance student was transported from residence to school building:

Countweek Transportation Days

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

Navigation: StudentInformation – SIS – Student – Edit Memberships

Student Memberships

From this screen, you can view the memberships associated with a student.

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

Membership Code	Membership Name	School Year ▲	Start Date	Stop Date	EMIS Program Code
420003	Basketball	2018	Nov 01, 2018		420003
420010	Soccer	2018	Aug 01, 2018		420010

☐ Current Assignments Only ☐ All Assignments This Year ☒ All Assignments All Years

[Back to Student Profile](#)

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

Navigation: StudentInformation – SIS – School – Membership Members

Membership Members

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

Membership Group: -- Select a Membership Group -- Membership: -- Select a Membership --

☒ Show Active Members ☐ Show Members From: 9/24/2018 To: 9/24/2018 [Go](#)



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

Navigation: StudentInformation – SIS – Student – Notes – Add Student Notes button

Student Notes Maintenance

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

Add Student Note

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

- ❑ **Enter Student Miscellaneous Data** – Select a Miscellaneous Group from dropdown menu, to add student Miscellaneous Data. Select a miscellaneous item from the dropdown list to open the screen for data entry.

Navigation: StudentInformation – SIS – Student – Misc. Data

Student Miscellaneous Data

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

Filter By Groups: 1 - COMMUNITY SERVICE HOURS

Definition		Last Modified
Item:	Service Hours	
Value:	<input type="text"/>	
Item:	MET REQUIREMENTS	
Value:	<input type="text"/>	

Save
Cancel

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

Navigation: StudentInformation – SIS – Student – Community Service

Add Hours						
	School Year	Date Served	Description	Is Grad. (Hours)	Hours	
	2018 - 2019			(7.00)	7.00	
	2018-2019	06/01/2018	Help clean up city park	✓	4.00	
	2018-2019	06/04/2018	Volunteer at Nursing Home	✓	3.00	

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

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

Navigation: Student Information – SIS – Student – Contacts Summary

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

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

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

Medical Contacts

From this screen, you can view student contact information.

MOTHER RUBY DALE	FATHER CRAIG DALE	EMERGENCY CONT. WANDA STRICKLAND
test@donotuse.com Home: (419) 555-2841		Mobile: (419) 555-0003
EMERGENCY CONT. JESSE GOODWIN	FRIEND TODD TOWNSEND	Dentist BONNIE POTTER
Mobile: (419) 555-6674 Work: (419) 555-8062 Ext:		
Doctor ERNEST INGRAM		
Work: (419) 555-8662 Ext:		




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

Navigation: StudentInformation – SIS – Student – Custody Alert

Custody Alert

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

[Add Custody Alert](#)

	Date	Alert Description	Priority	Starting Date	Ending Date	Author	Critical	Active
 	Sep 24, 2018	Student should only be released to his mother,	5	Aug 01, 2018		amy		

☒ Show Active Only

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

Navigation: StudentInformation – SIS – Student – Disability Alert

Disability Alert

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

[Add Disability Alert](#)

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

☒ Show Active Only

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

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

Medical Alerts

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

[Add Medical Alert](#)

		Date	Alert Description	Private Notes	Priority	Starting Date	Ending Date	Author	Life Threatening	Active
		Sep 06, 2018	Headaches--meds in clinic		1			RegistrationGateway-CertifiedVendor		
		Sep 06, 2018	Headaches--meds in clinic		1			BU_TPiovarchy		
		Sep 06, 2018	Headaches--meds in clinic		1			RegistrationGateway-CertifiedVendor		
		Sep 06, 2018	Headaches--meds in clinic		1			RegistrationGateway-CertifiedVendor		

☒ Show Active Only

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

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

Navigation: StudentInformation – SIS – Student – Miscellaneous Alerts

Miscellaneous Alerts

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

[Add Miscellaneous Alert](#)

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

☒ Show Active Only

- ☐ **Enter or Update Family Groups** (optional) – Enter or update a Family Group, as needed.

Navigation: StudentInformation – Management – District Administration – Family Groups

Family Groups

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

Search By: Family Group Name

[Search](#)

[Add Family Group](#)

Student is courier for family group

This student is enrolled in a future school year

Number of Family Groups Per Page: 10

3 FamilyGroups Found

		Family Group	Description	Student Address	Students In Group	Active
		DALE	DALE Family Group	2341 DALE Road	DALE, SUZANNE	
		DALE	DALE Family Group	2341 DALE Road	DALE, MICHELE	
		DALE	DALE Family Group	2341 DALE Road	DALE, MARVIN	

☒ Show Active Only

Family Groups

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

< Prev Group: DALE

Group Students Contacts

Is Courier	Student	Grade	School	Student Number	Phone Number	Address	Gender	Active	
		DALE, MARVIN	09	BUCKEYE HIGH SCHOOL	608522	(419) 555-5046	2341 DALE Road	M	

Family Group: DALE

Name: DALE

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

Student Name: Phone Number:

Street Address:

Family Groups

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

< Prev Group: DALE

Group Students Contacts

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

DALE Family Group
 Search Professional Contacts

[\[Collapse All\]](#)
[MARVIN DALE](#)

Grade: 09
BUHS

CON1

JULIA WALTON

DENTIST

BONNIE POTTER

DOCTOR

ERNEST INGRAM

EMERGENCY CONT.

JESSE GOODWIN

WANDA STRICKLAND

FATHER

CRAIG DALE

FRIEND

TODD TOWNSEND

MOTHER

RUBY DALE

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

Note: In order for the Family Groups Wizard to recognize new students, the default school year must be the year in which the new students will start. (For example, if you are registering new Kindergarten students with an admission date of 8/1/18, the default school year must be 2018-2019 when you run the Family Groups Wizard.)

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

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

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

Navigation: StudentInformation – Management – District Administration – District Options

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

Select a method to assign a Family Courier

☐ No Family Courier assignment
☒ Assign Family Courier to youngest family member
☐ Assign Family Courier to oldest family member

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

Grade

01 - 01
02 - 02
03 - 03
04 - 04

PS - PS

Select a method to edit Family Group Contacts

☐ Allow edits per school
☒ Allow edits per district

Report Cards

☐ Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees

Graduation Points Service

☒ Recalculate Student Graduation Points daily

Unattended Email Address

Email Address:

Save

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

Navigation: StudentInformation – SIS – School – Student Reports

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

Navigation: StudentInformation – SIS – School – Civil Rights Reporting

- Civil Rights Report