

Adding a Student into the SIS

Please remember these important facts when working in the SIS.

The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.

Enrolling Students into School

Admin»Student Info.» Find/Add Student

The feature can be used to search for a student already in your system. If the student has not already been entered, you are set to enter a new student!

- **Step 1.** Enter all or part of the students name and click search
- **Step 2.** Click Add New student if there are No Results
- **Step 3.** Enter Students Information on the following page (required fields have a *)



Helpful Hints

- Same address button can be clicked to fill in the Mailing Address fields if it is the same as the Physical Address
- Fields that are not initially required may be helpful in creating reports at a later date, but can be filled in at your schools discretion
- Pre-Enrollment area is used for a student that has the enrollment process started but not all required paperwork is in the system. If you do not want the student to be actively enrolled yet, be sure to click on the Inactive button at the bottom of the page.
- **Step 4.** Complete all necessary fields and then move on to the next registration tab. (You can use Ctrl + J to switch tabs using your keyboard)
- **Step 5.** Add family information- choose to add a parent/guardian
- **Step 6.** Use the following page to search for an existing parent record OR click add New Parent Record
- **Step 7.** The basics student information comes over. Enter the parent name, gender, relationship and contact information. Click SAVE Parent INFO. You will click Return to Student to back to the student registration page. Click on the "Lives With" button to set this name and address for future mailers.
Repeat this process to add additional parent/guardians.
- **Step 8.** Parent Education Level-this field is required for BOTH parent/guardian 1 and 2. If this information was not provided by the family, choose "Declined to State."
- **Step 9.** Language Survey - choose the language provided by the family for each field. If all options are English click the "SET ALL VALUES TO ENGLISH" to mass fill these fields

Enrollment Dates

- **Step 1.** Click on SET ENROLLMENT to make student active in system
- **Step 2.** Top of page shows basic information added for this student. Click on CREATE NEW ENROLLMENT RECORD button RECORD button 
 - Set the START date

- Choose a Learning Center
- Choose a Track
- Choose a Program that matches the student's attendance type
- Choose Graduation Requirement
- Choose Grade level
- Click SAVE RECORD at bottom of page
- All other fields are used when student dis-enrolls
- **Step 3.** Click SAVE RECORD- entries shaded in green indicate the student is actively enrolled
 - **Program Options:** You can enter a student into a program that is not attached to attendance such as tutorial group. After school program that is not attached to attendance such as tutorial group, after school program, or any other type of group you'd like to show a student enrolled into. See appendix 1 of this manual for further information.
 - **Special Programs:** If you wish to enroll a student into a special program, click on the current enrollment area.
- Step 4. You are taken to a new window where you can add the special program to the student's enrollment history.
Select the special program from the drop down options your school has chosen. You can edit these options at Admin»Settings»Special Programs Options
 - A few examples are:

- **Step 5.** Click on the program you wish to enroll the student in.

- **Step 6.** Above there is a red arrow indicating where you can click on specific programs to enter more details. SAVE when all information is entered and finished
- **Step 7.** Symbols specific to each program will appear on the PLS Students Roster and/or the Students Dashboard

Setting Staff Association

- **Step 1.** Now set the students record to a teacher. Click SET STAFF
- **Step 2.** Click ADD NEW ASSIGNMENT to connect the student to the teacher
See [appendix 2](#) for further staff association information
- **Step 3.** SAVE record. Click on any student's name to see their dashboard. Think of this like the dashboard of a car, it provides the viewer with critical information.

Global student notes

- At the bottom of every page is the ability to add a global note. If a user of SPSIS had permissions to access this page, they can read the global note or add their own.
- If you'd like teachers to be able to read notes you enter about a student they can be entered on the Dashboard.

Embedded Letters and Files

- You can also manage letters and files for students-shown on the right side of the students dashboard

Appendices

1. Program Options-How to Create

- To set programs, go to Admin»Settings»Program Options- Click Add 
- Add the name of the program and a definition if you choose
- Select the Source of a Program (i.e. Learning Center Classes or Report Writer)
- Choose the attendance type and indicate allowable attendance codes
- Choose the grade levels
- Enter the Full-Time Equivalency
- Click SAVE

Students can now be enrolled in the newly created program

2. Enrolling students with teacher info at hand

In the teacher “district info” page (edit Information from Staff Dashboard) you can enter the teacher case load, preferred grade level, preferred zip codes, and any specialized notes. When you set the enrollment for a student, your choices will be available from information previously entered.

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