

[admin essential](#), [student records](#)

Adding a Student into the SIS

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 *)

The screenshot shows the 'Demographics' registration form. At the top, there are tabs for 'Demographics', 'Pre Reg & Prev School', 'Family Information', 'Ed Level & Language Survey', 'ASAM', 'APLUS', 'NSLP', and 'Accommodations/Release'. A red arrow points to the 'Complete all tabs and SAVE' button. The form fields include:

- Legal First Name, Legal Middle Name, Legal Last Name, Suffix
- Other/aka First Name, Other/aka Middle Name, Other/aka Last Name, Other/aka Suffix
- Gender (Male/Female), Gradelevel, Birthdate(M/D/Y)*, Birth City
- Legacy / Student Number, State Student ID, Birth State, Birth Country
- Physical Address*, Physical City*, State*, Zip*, US: United States, Country*
- Mailing Address, City, State, Zip, Same Address button
- County*, School District of Residence*, Residence Category*, Proof of residence on file
- Home Phone, Home Phone Ext, Student Cell Phone, Student E-mail Address, School E-mail Address
- Ethnicity* (Is this student Hispanic or Latino?)
- Race* (No matter what ethnicity is selected, at least one race must also be selected below)

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 \\\

The screenshot shows the 'Enrollment' tab in a school management system. At the top, there is a navigation bar with various menu items. Below it, a student profile card for August J. Ashcroft is displayed, showing details like Grade 2, Local ID 75931, and Enroll Start date 11/16/2015. A red box highlights the 'Create new enrollment record' button. Below this is a table titled 'Concurrent Enrollment/Program History' with columns for Exp, Dates, Exit, Track, Att, Grade, Program, Grad Reqs, A-G, and Edit. A single row is shown for the current enrollment (11/16/2015 - Current) in a green shaded area, indicating active enrollment. The program is 'Independent Study' with 'Elementary: General Education' as the graduation requirement. A 'Set Staff' button is visible at the bottom right.

- 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:

504 Accommodation Plan <i>(reported to state)</i>
Adolescent Family Life Program
Adult Basic Education (ABE)
Adult Education
Adults w/Disabilities
CAHSEE Intensive Instruction <i>(reported to state)</i>
California Partnership Academy <i>(reported to state)</i>
California School-Age Families Education (Cal-SAFE)
CalServe
Career Technical Education
Citizenship

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

The screenshot shows the SIS navigation menu with 'Special Programs/Accomm' highlighted. Below is the 'Student Accommodations' section for student 'Isa L. Kuisi'. The table contains the following data:

Add student picture	Isa L. Kuisi	Grade: 10	Local ID: 78940	Student Statewide ID: Not Assigned	Race: White
	3200 Sierraville Way Sierraville, CA 96103	Age: 24	Gender: F	Date of Birth: 09/12/1991	Hispanic or Latino? Yes
		Enroll Start: 01/04/2016	Parent(s): Anna Maria Kuisi Jakob Kuisi		Staff: Higgins, Marianna

Below the table, a red arrow points to a map icon. Text below the map reads: 'This page allows you to view or edit Response to Instruction and Intervention, 504 Accommodation Plans, Special Education, and English Learner information for this student (depending on permissions granted to your account). Select one of these tabs from above.' Below that is a link: 'Send Special Ed email to Teacher of Record: Higgins, Marianna' and another link: 'Add/Edit Custom Fields'.

- **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

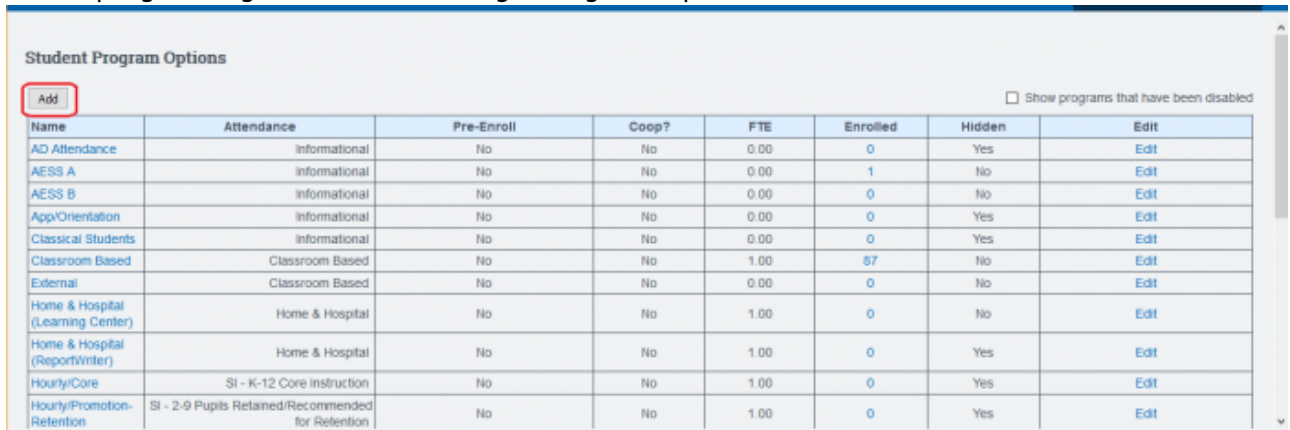
- You can also manage letters and files for students-shown on the right side of the students

dashboard

Appendices

1. Program Options-How to Create

- To set programs, go to Admin»Settings»Program Options- Click Add



Name	Attendance	Pre-Enroll	Coop?	FTE	Enrolled	Hidden	Edit
AD Attendance	Informational	No	No	0.00	0	Yes	Edit
AESS A	Informational	No	No	0.00	1	No	Edit
AESS B	Informational	No	No	0.00	0	No	Edit
App/Orientation	Informational	No	No	0.00	0	Yes	Edit
Classical Students	Informational	No	No	0.00	0	Yes	Edit
Classroom Based	Classroom Based	No	No	1.00	87	No	Edit
External	Classroom Based	No	No	0.00	0	No	Edit
Home & Hospital (Learning Center)	Home & Hospital	No	No	1.00	0	No	Edit
Home & Hospital (Report/Writer)	Home & Hospital	No	No	1.00	0	Yes	Edit
Hourly/Core	SI - K-12 Core Instruction	No	No	1.00	0	Yes	Edit
Hourly/Promotion-Retention	SI - 2-9 Pupils Retained/Recommended for Retention	No	No	1.00	0	Yes	Edit

- 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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