

# PreEnrollment of Students

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.

You can now set a Pre-Enrollment date for students in SpSIS so teachers can pick up the student in ReportWriter before they are actually enrolled for attendance

- Step 1. Create program in Admin»Settings»Program Options  
See [this page](#) to review more information on creating programs
- Step 2. Any Student that is currently on the intake roster can be enrolled in this new Pre-Enroll program. To get to the Intake Roster:
- Step 3. Go to Admin»Student Info»Intake Roster...OR you can directly enroll a new student and give them an enrollment date in this new program.
- Step 4. Create a new enrollment record

**Student Enrollment**

Add student picture	<b>Tristan Ludlow</b>	Grade: 10	Local ID: 78929	Student Statewide ID: Not Assigned	Race: American Indian or Alaska Native
	13 Sierra St Portola, CA 96122	Age: 16	Gender: M	Date of Birth: 02/15/2000	Hispanic or Latino? No
		Enroll Start: 11/09/2015	Parent(s): Sam Ludlow Josephine Ludlow		Staff: Higgins, Marianna

Concurrent Enrollment/Program History (Last modified by LeAnn Reeves on 11/09/2015 4:00pm)

Exp	Dates	Exit	Track	Att	Grade	Program	Grad Reqs	A-G	Edit
	11/09/2015 - Current		A	IS	10	Classroom Based - 9-12 Independent Study	High School: General Education 2017 - 2018	-	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Edit</span>

No special program or service for this enrollment record

\* Rows shown in red should have an Exit code given, but none has been specified.  
\* Rows in grey indicate a non-attendance program.

- Set enrollment start date
- Choose the learning center
- Choose the track
- Choose the Program- PreEnroll
- Choose the Graduation Requirement
- Choose the gradelevel
- SAVE RECORD
- Step 5. Set the Staff Record by choosing IS Staff Assoc Tab

**Independent Study Teacher History**

This enrollment is for an Independent Study staff association only.  
Changing staff enrollment in this area can only be done per each student and cannot be done for groups of students.

Add new Assignment

Teacher	Starting	Ending	Status	Edit
No assignments have ever been made for this student				

This is the last step of Enrolling a student. When you are done, you can use the "Finish" button to complete the process and enroll another student.

Back Finish

- Add New Assignment
- Enter PreEnroll Date
- SAVE Record

## Teachers in Report Writer

1. In ReportWriter choose FILE> Import Student to select student

2. When the student's actual enrollment date is set to SpSIS and the teacher completes a synch, this will change the enrollment date in ReportWriter and the teacher can make adjustments to the learning period dates at this time.

— Last Updated by *Max Williams* on 2016/03/29 20:54

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