

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

PreEnrollment of Students

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: **Tristan Ludlow**
 13 Sierra St
 Portola, CA 96122

Grade: 10
 Age: 16
 Enroll Start: 11/09/2015

Local ID: 78929
 Gender: M
 Parent(s): Sam Ludlow
 Josephine Ludlow

Student Statewide ID: Not Assigned
 Date of Birth: 02/15/2000

Race: American Indian or Alaska Native
 Hispanic or Latino? No
 Staff: Higgins, Marianna

Create new enrollment record

Concurrent Enrollment/Program History (Last modified by LaAnn Reeves on 11/09/2015 4:00pm) [Modify Programs List](#)

| 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 | - | Edit |
| 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.

Get Staff

- 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.

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