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# Registering New Students

## I. Create Student Record

- **Step 1.** Go to **Admin»Student Info» Find/Add a Student**
- **Step 2.** Choose **Find/Add Student**
  - To find a student in the system
    - Type basic info such as last name and click Search
    - If you do a search on the student and no results are returned, no student by this name is in the system. If you see a list of students, make sure this isn't a Re-Enroll. Re-enrolls should be updated!
- **Step 3.** Click **Add New Student** button

The student registration pages are broken into sections by tabs. The sections that have required fields are highlighted in red below (they will be represented by red asterisks in the SIS)

The screenshot shows the 'Demographics' tab of a student registration form. Fields with red asterisks (\*) indicate required information. These include: Gender (Male/Female), PreK (dropdown), Birthdate (M/D/Y), Birth City, State (dropdown), Physical City, State, Zip, Country, Mailing Address (City, State, Zip), County, School District of Residence, Residence Category, Home Phone, Home Phone Ext, Student Cell Phone, Student E-mail Address, and School E-mail Address. There are also checkboxes for 'Birth certificate on file' and 'Proof of residence on file'. A 'Race' section is partially visible at the bottom.

- **Step 4.** Go through all the tabs and complete all required information. **This includes the following:**

1. Demographics tab (shown above)
2. Pre Reg & Prev School: Parent education level and the first two English Language Survey questions are required.
3. Family Information

The screenshot shows the 'Family Information' tab. It displays two parent/guardian profiles: Marie Louise Singer (Mother) and Jakob Singer (Father). Both profiles have checkboxes for 'Lives with Student', 'Send Student Mailings', 'Hide from Transcripts', and 'Primary Parent'. The 'Lives with Student' checkbox is checked for Jakob Singer. There are 'Choose', 'Remove', and 'Edit' buttons for each profile.

4. Ed Level & Language Survey: Parent/guardian education level and language survey questions are required. If you only have information on one parent/guardian, choose "decline to state" on

- other parent/guardian. Can click "Set all values to English" for all English field entries.
- 5. ASAM (optional - see school policies to hide or expose this tab)
- 6. APLUS (optional - see school policies to hide or expose this tab)
- 7. NSLP
- 8. Accommodations/Release

The screenshot shows a web form with two main sections. The top section, 'Enrollment Enhancements/Accommodations/Modifiers', contains several dropdown menus and checkboxes for questions like 'Is parent/guardian employed in one or more agricultural or fishing activities...', 'Has the student taken a standardized test and been identified as gifted?', 'Immunization on file', 'Pertussis Booster on file', and 'Birth Certificate on file'. The bottom section, 'Parent/Guardian Release', contains a grid of checkboxes for various permissions such as 'Permission for school directory information to be made available to institutions of higher learning', 'Permission to sign in and out of the school', 'Student allowed to use computers at school', etc. A red box highlights the 'Save' button in the top right corner of the form.

- **Step 5.** SAVE record. If the student is NEW, the SAVE button is on the last tab. Once the initial registrations have been saved, a SAVE button will appear within each tabbed area.

If you stop the process at this point, the student will be registered in the school but not yet "enrolled." This student would be viewed on the main student list highlighted in red and be part of the intake roster

## II. Set Enrollment

- **Step 1.** Click on **Set Enrollment**. If the student was previously enrolled, you will click on **Edit** to update the record.
- **Step 2.** Click the **Create New Enrollment Record** button

The screenshot shows a student record for Madeline Singer. The 'Student Enrollment' section displays fields for Name, Grade (8), Local ID (78966), Student Statewide ID (Not Assigned), Race (White), Age (13), Gender (F), Date of Birth (02/15/2003), Hispanic or Latino? (No), Enroll Start (N/A), and Parent(s) (Marie Louise Singer, Jakob Singer). Below this is the 'Concurrent Enrollment/Program History' section, which is currently empty and shows a message 'Student has no enrollment history'. A red box highlights the 'Create new enrollment record' button. At the bottom, there are buttons for 'Transfer Student Records to another School' and 'Set Staff'.

- **Step 3.** Add required information.

- Start Date (enrollment date)
- Enrollment Status (Primary)
- Learning Center
- Track
- Program (usually +Independent Study, +Modified Independent Study, +Classroom Based)  
Programs can be added in **Admin»Settings»Programs**. If program type does not have a “+” next to it, it is not a program for daily attendance. Those with a “+” will be shaded blue on the student roster.
- Graduation Requirement for high school or category for other grade levels.
- Grade Level
- Click **SAVE Record**
  - When a student is dis-enrolled, you will need to give a reason for the exit. When you click an exit code number, a description of the code will appear below the number so you can make sure you chose the correct number.
  - Click **Set Staff** if the student is an Independent Study student using ReportWriter or PLS programs.
- **Step 4.** SAVE Record.
- **Step 5.** You will see the enrollment record you created. Green enrollment records are active. Grey are not.

### III. Special Enrollments

- **Step 1.** Students can be enrolled in special programs such as Special Education, English Learning, Free Lunch, etc.
- **Step 2.** Click the Add Button

Exp	Dates	Exit	Track	Att	Grade	Program	Grad Reqs	A-G	Edit	
	03/25/2016 - Current		A	IS	8	Independent Study K-8	Independent Study	Grade 8: General Education	-	Edit

Choose the type of enrollment and enter the enrollment date. If you don't see the special program you need listed, go to **Admin»Settings»Special Programs** to choose more. Depending on permissions, someone else at your school may need to complete some of this information under the Accommodations tab

- **Step 3.** SAVE- You can create multiple special program enrollments by clicking the green add button.

## IV. Set Staff Associations

Only add a staff record for student if they are enrolled in ReportWriter or the PLS. Other staff associations will come from class enrollments/homeroom.

\*Note: If staff record has not been set in the Info and Employment completely, (Admin»Staff Info» Staff List) the staff member will not appear.

- **Step 1.** Click ADD new assignment

The screenshot shows a web form titled "Assign Teacher of Record To Independent Study Student". At the top, there are navigation tabs: Search, List, Registration, Enrollment, IS Staff Assoc, Discipline, Classes, Med, Special Programs/Accomm, TOMS, Sports/Clubs, Tests, Transcripts, Cume, Profile, and Dashboard. The form contains student information for Madeline Singer, including grade (8), local ID (78966), and enrollment start date (03/25/2016). Below this is a table for "Independent Study Teacher History" with columns for Teacher, Starting, Ending, Status, and Edit. A red box highlights the "Add new Assignment" button. A "Finish" button is located at the bottom right.

- **Step 2.** Click on the down arrow next to Working With field to choose a teacher
- **Step 3.** Enter the start date with this teacher

The screenshot shows the "Creating new staff assignment record" form. It includes fields for "Working with:" (a dropdown menu currently showing "Higgins, Marianna"), "Starting:" (03/25/2016), and "Ending:". There are checkboxes for "Start untought PLS classes" and "End PLS classes, too". A table of "Suggested Teachers: (Certificated Staff)" is visible, listing Higgins, Marianna and Barbato, Alexandria. A "Save Record" button is circled in red. A blue arrow points to the dropdown menu.

\*Note: If you have entered preferred student zip codes, desired caseload, and notes on specific students in the staff record area, this information will be available to you when choosing a staff assignment.

- Click on Save Record
- Click Finish

Enroll students into classes. This can be done from a student’s dashboard or from the class registration area. See manuals on Enrolling students in BrainHoney-BUZZ Learning Management Center or CMS manuals

## V. Adding Security Permissions

All students newly enrolled in the school must have security permissions set IF you are using the Student Portal. You must have access to security/permissions area to perform this function.

- **Step 1.** Go to **Admin»Settings»Security»Define Security Group**

PLATO Bridge	private		piato	1 Member	Default Group
PLS Only - Admin	private	staff	base	0 Members	Default Group
PLS Only - Teacher	private	staff	base	0 Members	Default Group
PLS Roster Overview	private	staff	base	0 Members	Default Group
PLS Template for Teachers	private	staff	base	0 Members	Set Permissions
PLS Templates	private	staff	base	3 Members	Default Group
Portal Administration	private	staff	base	10 Members	Default Group
Public Registration	pubhouseholdlogin	pubhouseholds	base	121 Members	Default Group
<b>PUBLIC STUDENT PORTAL - Class Registration</b>	<b>publiclogin</b>	<b>students</b>	<b>base</b>	<b>0 Members</b>	<b>Default Group</b>
Public Website (Do not alter settings!)	public	public	base	10 Members	Default Group
REG-Online (Through Student Pages - Not Setup)	private	staff	base	0 Members	Default Group
REG-Online Administration	private	staff	base	0 Members	Default Group
Register Students for HQ Students thru Dashboard	private	staff	base	3 Members	Default Group
Registrar - All Reg and Enr records	private	staff	base	6 Members	Default Group
Registrar - NO Special Program Specifics	private	staff	base	1 Member	Default Group
Report Card Oversight	private	staff	base	1 Member	Default Group
Report Card Settings and Locks	private	staff	base	2 Members	Default Group
Report Writer recover students ONLY	private	staff	base	0 Members	Default Group
Reports	private	staff	base	3 Members	Default Group
ReportWriter Only - Calendar Entry	private	staff	base	0 Members	Default Group

- **Step 2.** Scroll down to \*PUBLIC STUDENT PORTAL (Choose the group with or without class registration depending on what your school is using.)
- **Step 3.** Click on **Members** for that group

Students on the left have the permissions granted to them. Students on the right have not been given the permissions to this group. Check any student on the right you want to move into the security group and then click SAVE CHANGES

If parents are also logging into the portal, they need permissions set also. Use the permission group \*Parent Portal

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