

# Registering New 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.

## 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 in the SIS. The following fields are highlighted in red to indicate they are required:

- Legal First Name (Vivienne)
- Legal Middle Name (Sal)
- Legal Last Name (Sullivan)
- Gender (Male)
- Gradelevel (PreK)
- Birthdate(M/D/Y)\*
- Physical Address\*
- Physical City\*
- State\* (CA)
- Zip\*
- Country\* (US: United States)
- County\* (Plumas)
- School District of Residence\*
- Residence Category\*
- Home Phone
- Home Phone Ext
- Student Cell Phone
- Student E-mail Address
- School E-mail Address

Other fields include: Suffix, Other/aka First Name, Other/aka Middle Name, Other/aka Last Name, Other/aka Suffix, Birth City, Legacy / Student Number, State Student ID, Birth State, Birth Country, and checkboxes for 'Birth certificate on file' and 'Proof of residence on file'.

- **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

**Family Information**

Marie Louise Singer (Mother)  
 63 Timber Lane  
 Portola CA 96122

Lives with Student  
 Send Student Mailings  
 Hide from Transcripts  
 Primary Parent

Jakob Singer (Father)  
 63 Timber Lane  
 Portola CA 96122

Lives with Student  
 Send Student Mailings  
 Hide from Transcripts  
 Primary Parent

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

**Enrollment Enhancements/Accommodations/Modifiers**

Is parent/guardian employed in one or more agricultural or fishing activities on a seasonal or other temporary basis? No (If yes, enter Migrant Education ID Number:)

Has the student taken a standardized test and been identified as gifted? Yes

Immunization on file Yes

Pertussis Booster on file Yes

Birth Certificate on file

**Parent/Guardian Release**

Permission for school directory information to be made available to institutions of higher learning	Yes	Permission for school directory information to be made available to military recruiters	Yes
Permission to sign in and out of the school	Yes	Parent agreement to Open Campus Policy(High School)	Yes
Student allowed to use computers at school	Yes	Student allowed to access the Internet at school	Yes
Permission to include student information in school directory	Yes	Permission to use pictures of this student for school purposes	Yes
Permission to use student work produced by this student for school purposes	Yes	Permission to use pictures of the student in Yearbook ONLY	Yes
Permission to use student audio/video for school purpose?	Yes	Parent wishes to opt-out of Cal-Grant GPA Submissions (AB2160)?	Yes
Set all Parent/Guardian Releases to Yes/No		<input checked="" type="checkbox"/>	

- **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

Student Enrollment					
Add student picture	<b>Madeline Singer</b>	Grade: 8	Local ID: 78956	Student Statewide ID: Not Assigned	Race: White
	63 Timber Lane Portola, CA 96122	Age: 13	Gender: F	Date of Birth: 02/15/2003	Hispanic or Latino? No
		Enroll Start: (N/A)	Parent(s): Marie Louise Singer Jakob Singer		

Create new enrollment record

### Concurrent Enrollment/Program History

Modify Programs List

Exp	Dates	Exit	Track	Att	Grade	Program	Grad Reqs	A-G	Edit
Student has no enrollment history									

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

Transfer Student Records to another School      Set Staff

• **Step 3.** Add required information.

Search List Registration Enrollment IS Staff Assoc Discipline Classes Med Special Programs/Accomm TOMS Sports/Clubs Tests Transcripts Cume Profile Dashboard

Start\* 03/25/2016      Finish

Enrollment Status Primary enrollment      State Exit Code\* -- Select --  
View All You must select a State Exit Code if a Finish date is given.

\*Schools\* Independent Study K-8

Track\* A

Program\* + Independent Study  
Programs with a "+" in front enable attendance.

# of times retained

Graduation Requirement\* Grade 8: General Education      School Completion Status --  
View All

Gradelevel\* 08      A - G  Student graduating having met A - G requirements.

School Transfer Code --

Optional/Survey Question

Survey: why Left -- No Reason Given --      Comments

Promotion/Retention Action -- Unspecified -- (optional)

Drop Comments

Print Drop Forms

- 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

Choose the type of enrollment and enter the enrollment date. If you don't see all the special programs listed you need, 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 choose multiple special programs enrollments. Just click the green arrow to another type.

## 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
- **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

*\*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**
- **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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Last update: **2016/11/07 22:02**