

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' form 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 (Sala)
- Gender (Male/Female)
- Gradelevel (PreK)
- Birthdate(M/D/Y)*
- Physical Address*
- Physical City*
- State*
- 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: Other/aka First Name, Other/aka Middle Name, Other/aka Last Name, Other/aka Suffix, Legacy / Student Number, State Student ID, Birth State, Birth Country, Mailing Address, City, State, Zip, and Race.*

- **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

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

- **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	Madeline Singer	Grade: 8	Local ID: 78966	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.

Graduation Requirement* Grade 8: General Education # of times retained

Gradelevel* 08 School Completion Status --
View All

School Transfer Code -- A - G Student graduating having met A - G requirements.

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

The screenshot shows the 'Student Enrollment' page for Madeline Singer. The student's details include: 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, Address 63 Timber Lane, Portola, CA 96122, and Enrollment Start 03/25/2016. The 'Concurrent Enrollment/Program History' table shows one record for 'Independent Study K-8' with an exit code of 'A' and a grade of '8'. A green arrow points to the 'Edit' button for this record.

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

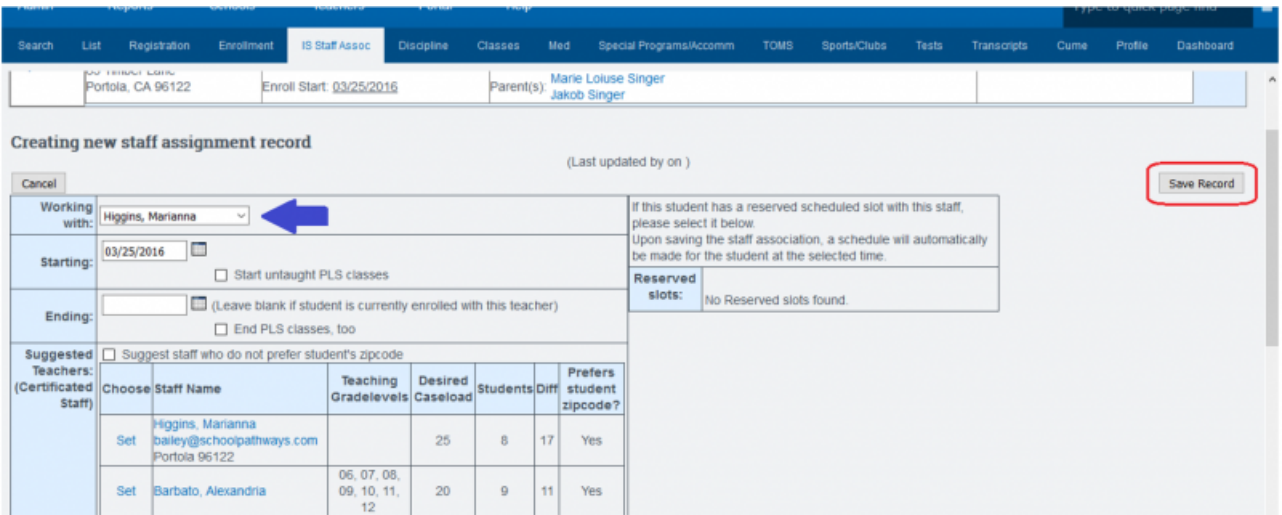
Only add a staff record for student if they are enrolled in ReportWriter or the PLS. Other staff associations will come from class enrollments/homeroom.

*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

The screenshot shows the 'Assign Teacher of Record To Independent Study Student' page. It displays the same student details for Madeline Singer. Below the details is the 'Independent Study Teacher History' section, which includes a red warning message: '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.' The 'Add new Assignment' button is highlighted with a red box. The table below has columns for Teacher, Starting, Ending, Status, and Edit. A note states: '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.'

- **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**

Group Name	Access	Role	Level	Members	Default Group
PLATO Bridge	private		plato	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
PUBLIC STUDENT PORTAL - Class Registration	publiclogin	students	base	0 Members	Default Group
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

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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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