

admin, admin essential, student records, student registration

# 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)

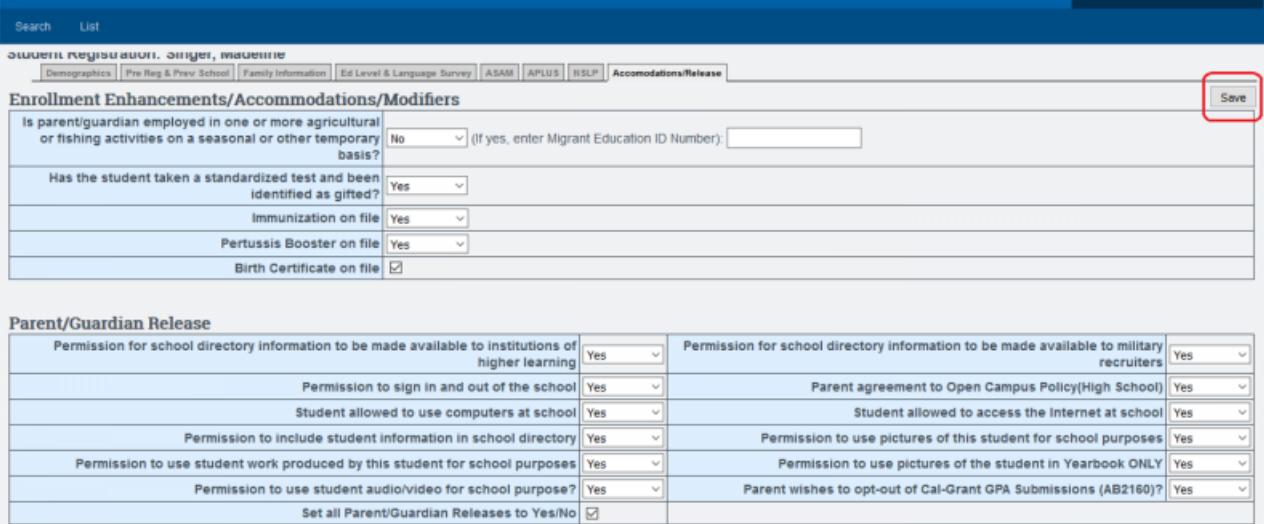
- **Step 4.** Go through all the tabs and complete all required information. **This includes the following:**

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



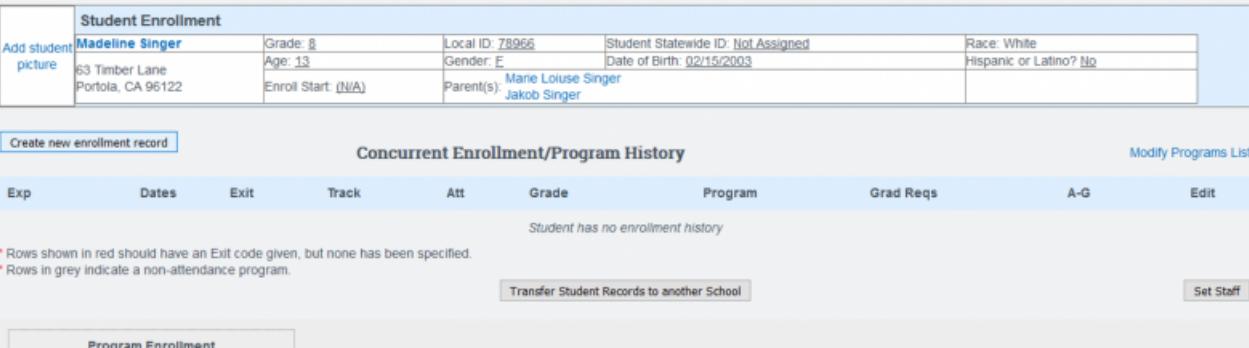
The screenshot shows the 'Student Registration' interface for a student named Madeline Singer. The 'Accommodations/Release' tab is active. The 'Save' button in the top right corner of the form is highlighted with a red box. The form contains several sections: 'Enrollment Enhancements/Accommodations/Modifiers' with dropdowns for employment, standardized test results, immunization, pertussis booster, and birth certificate; 'Parent/Guardian Release' with checkboxes for various permissions like directory info, internet access, and photo use; and a summary section with a 'Set all Parent/Guardian Releases to Yes/No' 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



The screenshot shows the 'Student Enrollment' page for Madeline Singer. It displays basic student information: Grade 8, Local ID 78966, Student Statewide ID Not Assigned, Race White, Age 13, Gender F, Date of Birth 02/15/2003, and Hispanic or Latino? No. Below this is a 'Create new enrollment record' button. The 'Concurrent Enrollment/Program History' section is present but empty, with a note that the student has no enrollment history. There are also buttons for 'Modify Programs List', 'Transfer Student Records to another School', and 'Set Staff'.

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

Start\*

Enrollment Status

Schools\*

Track\*

Program\*

Grade\*

Gradelevel\*

School Transfer Code

Finish

State Exit Code\*

[View All](#) You must select a State Exit Code if a Finish date is given.

# of times retained

School Completion Status

[View All](#)

A - G  Student graduating having met A - G requirements.

Survey: why Left

Promotion/Retention Action  (optional)

Comments

Drop Comments

[Print Enrollment](#)

- 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

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: 03/25/2016	Parent(s): Marie Louise Singer Jakob Singer		

[Create new enrollment record](#)

Concurrent Enrollment/Program History									
(Last modified by LaAnn Reeves on 03/25/2016 11:59am)									
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	<a href="#">Edit</a>

No special program or service for this enrollment record

\* Rows shown in red should have an Exit code given, but none has been specified.

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

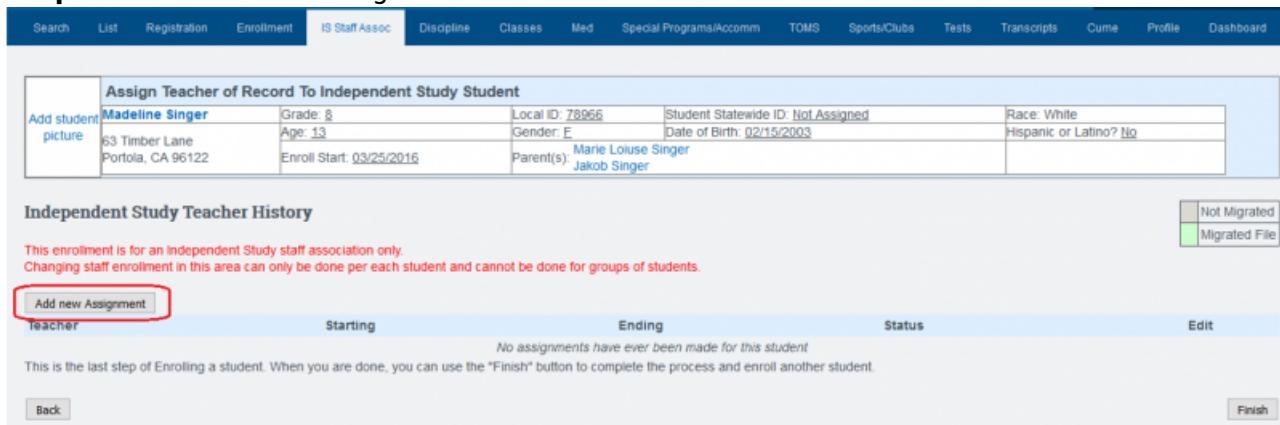
- **Step 3. SAVE-** You can create multiple special program enrollments by clicking the green add button.

## 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



Assign Teacher of Record To Independent Study Student

Add student picture	Madeline Singer	Grade: 8	Local ID: 78966	Student Statewide ID: Not Assigned	Race: White
	63 Timber Lane	Age: 13	Gender: F	Date of Birth: 02/15/2003	Hispanic or Latino? No
	Portola, CA 96122	Enroll Start: 03/25/2016	Parent(s): Marie Louise Singer	Jakob Singer	

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.

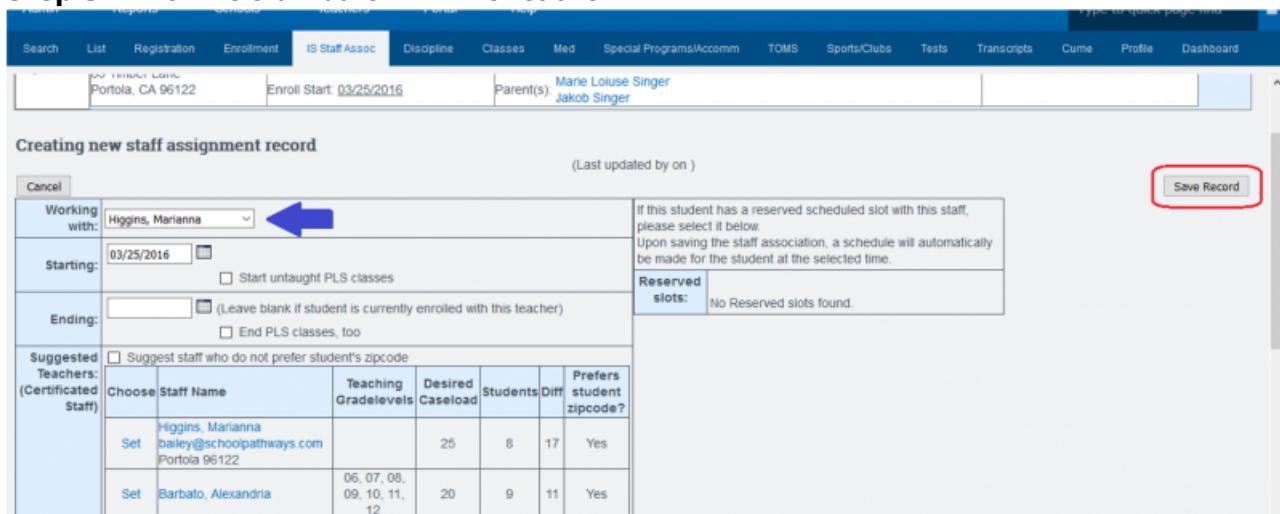
Add new Assignment

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

- **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



Creating new staff assignment record

(Last updated by on )

Working with:	Higgins, Marianna	Save Record				
Starting:	03/25/2016	<input type="checkbox"/> Start untaught PLS classes				
Ending:		<input type="checkbox"/> (Leave blank if student is currently enrolled with this teacher) <input type="checkbox"/> End PLS classes, too				
Suggested Teachers: (Certified Staff)	<input type="checkbox"/> Suggest staff who do not prefer student's zipcode					
Choose	Staff Name	Teaching Gradelevels	Desired Caseload	Students	Diff	Prefers student zipcode?
Set	Higgins, Marianna bailey@schoolpathways.com Portola 96122		25	8	17	Yes
Set	Barbato, Alexandria	06, 07, 08, 09, 10, 11, 12	20	9	11	Yes

\*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	plato	1 Member	Default Group
PLS Only - Admin	private	staff	0 Members	Default Group
PLS Only - Teacher	private	staff	0 Members	Default Group
PLS Roster Overview	private	staff	0 Members	Default Group
PLS Template for Teachers	private	staff	0 Members	Set Permissions
PLS Templates	private	staff	3 Members	Default Group
Portal Administration	private	staff	10 Members	Default Group
Public Registration	pubhouseholdlogin	pubhouseholds	121 Members	Default Group
<b>PUBLIC STUDENT PORTAL - Class Registration</b>	<b>publiclogin</b>	<b>students</b>	<b>50 Members</b>	<b>Default Group</b>
Public Website (Do not alter settings!)	public	public	10 Members	Default Group
REG-Online (Through Student Pages - Not Setup)	private	staff	0 Members	Default Group
REG-Online Administration	private	staff	0 Members	Default Group
Register Students for HQ Students thru Dashboard	private	staff	3 Members	Default Group
Registrar - All Reg and Enr records	private	staff	6 Members	Default Group
Registrar - NO Special Program Specifics	private	staff	1 Member	Default Group
Report Card Oversight	private	staff	1 Member	Default Group
Report Card Settings and Locks	private	staff	2 Members	Default Group
Report Writer recover students ONLY	private	staff	0 Members	Default Group
Reports	private	staff	3 Members	Default Group
ReportWriter Only - Calendar Entry	private	staff	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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