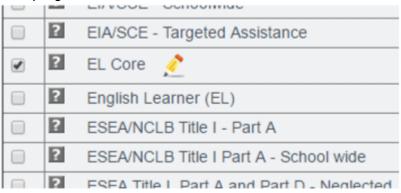
admin, admin essential, student records, special programs, enrollments

## **Special Program Enrollments**

Special Programs your school uses must be chosen....

- 1. In Admin>Settings>Special Programs, choose the special programs you wish to use at your school.
- 2. You can create your own custom special programs.
  - 1. Click on the green plus button to add. Seal Also editable once created. Once added, the custom special programs will show with an edit pencil. Check the box to the left to use the new program.



## Once all special programs are set, go to student enrollments to enroll a student in a special program.

2. Find the special program(s) in the drop-down and enter a start date if different from the students first enrollment date in the school.

	(MA)	Samantha Ga	Sarcia - Student Enrollment						
	D.	493 Sumner Street Portola, CA 96122 (530) 249-4083	Grade 6	Local ID 78598	Student Statewide ID 9604838578	Race Hispanic or Latino	Age 12		
		Gender F	Date of Birth 10/01/2003	Hispanic or Latino? Yes	Enroll Start 07/13/2015	Parent(s)	Staff Brenneman, Kathleen		
A,	dding Specia	al Program/Service Program:	EL Core •						
		Service.	service type not required for this program						
		Start: 07/25/2016		t blank, must be on or after 07/1			olpathways.com; charmaine@schoolpathwa lpathways.com; kathleen@schoolpathways		
		Finish:	0						
			Leave either start or finish	dates blank if you want them to	automatically follow the enro	liment record's start and fir	nish dates.		

3. Show any special programs a student is enrolled in on the student dashboard.

	Home Phone (530) 249-4083 School E-Maik samanthagarcia@ Physical Address 493 Sumner Street		Mailing Address 493 Sumner Street		File Migration: Has no RW file associated. PLS start: 09/01/20 Student Home Room Class Staff Member Start			
	Portola, CA 96122 Parents / Guardians Name No parent or guardian recor Siblings Name Cen No abling records entered Centered		Portola, CA 96122 Relationship Cell ds entered der Home Phone Cell Phone E-Mail		Student Enrollment History Track Start Finish Grd Att Program A 07/13/2015 present 6 IS Independent Study at Milestone Independent Study Program (6-8)		Crad Reqs Middle School 6-8: General Education	
Master Agreement MA Class A Language Arts 6 A Mathematics 6 A Physical Education A Social Studies	State Code 1001 1000 1001 1001	Catalog Language Arts Mathematics Physical Education Social Studies	MA Term 07/18/16 - 12/16/16 07/18/16 - 12/16/16 07/18/16 - 12/16/16 07/18/16 - 12/16/16	Crd 36 36 36 36 36	A 07/25/2016 prese	h Grd Att Program	Crad Reqs Middle School 6-8: General Education Middle School 6-8: General Education	

4. Rearrange the student list search fields to accommodate the ability to search for students enrolled in any special programs.

<ul> <li>Filter Options</li> </ul>					
Last Name	First Name	Middle Name	Middle Name		
Email Address	Local ID or State ID	Grade	Track		
Birthdate	Special Programs		- All Tracks -		
	- All Tracks -	- Al Grades			
Primary Class Offering	Education Program	Actively Enrolled			

Last Name	First Name	Middle Name	
Email Address	Local/State ID	Grade	Track
Birthdate	Special Program	All Grades	
Primary Class Offering	Education Program	Actively Enrolled	
Job Position	Teacher of Record	School Year	

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