## mini article, special programs, student records

## **Trigger Email Setup for EL & SPED**

1. Go to the **Options** area on any page in the SIS. (It is located in the bottom right-hand corner of the page)



3. Next pick admin/registration/enroll from the dropdown list and click Update



4. Add in the email address(es) for staff you wish to received notice when a new EL or SPED student is enrolled. If you want to notify more than 1 staff member **separate the email** addresses by a semi-colon (;)

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1										
	<ol> <li>When enrolling students into special programs, otten other start member(s) need to be notified. When enrolling a student in this school who receives these messages? (speced_enail_necipient)</li> </ol>	All								
	Who receives Special enrollment notices? (type Email Address)	charmaine(3 schoolpathways								
2										
	2. When enrolling students into EL programs, often other staff member(s) need to be notified. When enrolling a student in this school who receives these messages? (el_email_recipient)	All								

5. After you have followed those steps, you will see these names whenever you go to add an EL or SPED Special Enrollment in the Enrollment Area of the SIS"

Exp	Dates	Exit	Track	Att	Grade			P	rogram	Grad Reqs			
٥	09/03/2014 - Current		Å	CB	2	Milestone Site Ba	sed (Tk-5 Classes)	C	Classroom Based	Elementary Tk-5: Ge	neral Education		
	0 No special program or service for this enrollment record												
	Dr Seuss - Student I	Enrollme	ent										
Ě	555 anyway street portola, CA 96122	Grade 2			Local ID 78862		Student Statewide ID Not Assigned	Race White		Age 3			
	Gender M	Date of 04/24/2	f Birth 014		Hispanic or I No	Latino?	Enroll Start 09/03/2014	Parent(s)		Staff Haney, Misty			
Adding Special Program/Service													
	Pro	gran: Engls	h Learner (EL)	,	]								
Service: Service type not required for this program													
Start: [] (if not blank, must be on or after (90032014)									Notice of Special enrolment to charmaine@schoolpathways.com Notice of EL enrollment to Indsey@schoolpathways.com, kathleen@schoolpathways.com				
Finist:													
	Leave either start or finish dates blank if you want them to automatically follow the enrolment record's start and finish dates.												

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Last update: 2017/05/09 15:57