

Common issues with Enrollment

1. Remember not to use the 440 code when the student leaves your site for another site.
 - a. Even if they are Secondarily Enrolled (Program G)
 - i. **Student Data -> Enrollment History**
 - ii. Examples: Going to another site for EL program or Sp. Ed., taking only one course at your site and taking the majority of classes at another, etc.

This should be a 160

Enrollment History


Other District Enrollment

Print




Year	School	Stu#	Trk	Prg	AttPrg1	AttPrg2	Grd	Teacher	Enter Date	Leave Date	Exit Reason	Next School
2016	University Park Transitional K (161)	225	A	G			1		1/23/2017			
2016	University Park Elementary (160)	12034	A	G			1		1/18/2017	1/19/2017	440	

2. Please provide the enrollment enter date or leave date in the enrollment table.
 - a. Oftentimes, only the front screen has the dates, but we also need it in:
Student Data -> Attendance Enrollment
 - b. We also need an exit reason if the student left your site.

Student has left without a leave reason.

Student Data 1		Student Data 2	
Student Demographics			
Residence and Mailing Address 			Addr. Verif
Change	12345 Test Lane Irvine, CA 92620		<input type="checkbox"/>
Grid Code	ResSchl	IntDist	TransDist
ODIST	Out Of District School (975)	Blank = No	
		IntDist Exp Dt	Name Addr Ver
			6/24/2015
Parent/Guardian		Telephone	Extn
Name: DoNOTdelete Test Record		Primary: (949) 936-5000	
Ed Lvl: Declined to state/Unknown (6)		Father's Work:	
		Mother's Work:	
			Student Contact Info
			Student's Email:
			Student's Mobile:
Track	Prog	Att Prg 1	Att Prg 2
A	G		
		Dist Enter Dt	Schl Enter Dt
		9/1/2013	9/1/2013
		Schl Leave Dt	
		1/19/2017	

Missing the exit reason

Current Attendance Enrollment													District of
Date	Ent/Lv	Grd	Prg	Trk	Teacher	Reason	TextSchl	AttPgm1	AttPgm2	RptgSchl	IntDist	Residence	
 1/19/2017	L	1	G	A	0 - Unassigned		0						
 1/18/2017	E	1	G	A	0 - Unassigned		0						
 Add New Record													

3. Please work out overlapping enrollment when moving from site to site.
 - a. Sites must work with each other on the exit/enter dates

Enrollment without a leave date when student has left to attend University Park TK.

Enrollment History Other District Enrollment												
Print												
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2016	University Park Transitional K (161)	225	A	G			1		1/23/2017			
2016	University Park Elementary (160)	12034	A	G			1		1/18/2017			

Overlapping enrollment on 1/23- 1/24/2017

Enrollment History Other District Enrollment												
Print												
Year	School	Stu#	Trk	Prg	AttPrg1	AttPrg2	Grd	Teacher	Enter Date	Leave Date	Exit Reason	Next School
2016	University Park Transitional K (161)	225	A	G			1		1/23/2017			
2016	University Park Elementary (160)	12034	A	G			1		1/18/2017	1/24/2017		

4. If you get a CUM request, please go back and update the exit reason accordingly.
5. If the student is exiting your site and has unexcused absences and does not have SARB or related issues, please remove the “unexcused” and back date it to the last day they were present or excused, whichever’s later.
 - a. Please contact Robbi, the attendance specialist, if you are doing this for the first time or you are not sure.
 - b. Please contact student services for any SARB cases.