ADDING A NEW STUDENT

Student Menu > Add Student

- Enter at least two characters in the name fields and the student's date of birth to start your search.
- Click Search.
- If no record found, enter in the student's complete (legal) name. Click Enroll New Student.

NOTE: You will not see the student number until AFTER you have completed your enrollment process.

- o Once you have clicked on ***Enroll New Student*** you will be directed to the address page.
    - Enter students address.
    - In the Option box to the right, select the appropriate options.

NOTE: All Students are required to have a primary address (exception would be SIT student).

- IF address is not valid or not recognized you will get a dropdown to OVERRIDE. Selection A is used for most enrollments **– Controlled Open Enrollment**.

- o Continue with required enrollment data:
    - Correct enrollment date and code.
    - Prior District/Prior State/Prior Country.
    - Immunization Status Code.
    - Home Language Survey Date (HLS).
    - Gender.
    - Birth Place/Birth State/Birth Country.
    - Language preferred for communication.
    - Race/Ethnicity.
    - Health Exam Code.
    - Complete Immunization dates.
    - Bus requested field, click appropriate choice (this will send a message to transportation to complete the bus criteria).

- Assigned School Fields (use if student on school choice). If student is from out of county, enter District #, do not enter a school #.

  o Enrollment complete – The student has been enrolled
    - Click > Go to Student OR Transfer/Enroll another student.

ENROLLING AN INACTIVE STUDENT

NOTE: *If student is currently enrolled, contact the current school of enrollment to request they withdraw the student. Once student is withdrawn you may follow the below process.*

Student Menu > Add Student

- Enter at least two characters in the name fields and the student's date of birth to start your search. (if you only have a middle initial, leave blank when searching)
- Click Search
- If a match is found and the student is **NOT** enrolled in another Pasco school; the student will display as an inactive student. You will see a drop date, drop code and last grade level enrolled.
- If this is the correct student; click **Enroll** to begin your enrollment process.
- Update/Correct all required enrollment fields.
    - Grade Level
    - Enrollment date and Enrollment Code
- Click Save > Go to Student (click to complete your enrollment updates)
    - Update applicable Demographic information.
    - Update Addresses/Contacts.
    - Health Immunizations (updated and correct).
    - Transportation Summary (Bus requested – Yes or No).
    - ESE/ELL if applicable.
    - Student Schedule.

SECOND SCHOOL OF ENROLLMENT

There are times when a student will be attending two schools during the same school year.

- i.e. Student enrolled in middle school (primary school) and will be taking classes at the high school (second school).

The primary (school of enrollment) school will click on the students *enrollment tab*.

- Select correct Year.
- Select correct school (second school).
- Enter correct enrollment date and enrollment code.
- If enrolling at the beginning of the school year, use same enrollment code that was entered for the primary school of enrollment.

- IMPORTANT – Scroll to right and click on **Second School** field and check the box.

The second school of enrollment will be able to view the student's schedule and grades from **both** schools.

If a student withdraws from their primary school of enrollment you must also enter a drop date and drop code for the second school of enrollment. (Contact the second school of enrollment **BEFORE** withdrawing a student). Click **SAVE**.

EXCEPTION *for keying in second school of enrollment: The following schools will enter their own second school of enrollment data:*

- *eSchool   &   Marchman/Adult Education*

WITHDRAWING A STUDENT

When a student withdraws from your school, go to the student schedule and withdraw the student courses **BEFORE** withdrawing from enrollment.

Withdrawing a Student Schedule

- You may enter a drop date on each individual course   -OR-
- Mass update the drop field. Click on Mass update, select Dropped in the drop box, select correct withdrawal date
- Run Mass Update
- Save

Withdrawal from Enrollment

- Click on the Enrollment tab. Select the correct Year and School to withdraw the student from.
- Enter in correct Drop Date.
- Enter correct Drop Code.

NOTE: The withdrawal date must be DIFFERENT from the enrollment date. The withdrawal day is the date the student becomes inactive in myStudent (last day of attendance, may be absent). Exception: For No Show students that never attended, the withdrawal date would equal the enrollment date.

ADD/DROP REPORT

The Add/Drop report will display students that have been added or dropped from your school.

Students > Add/Drop Report >Enter to & from dates