Create New School Enrollment (R1/W1 Procedure)

12/04/2024 4:08 pm EST

Some changes to student data can have a negative impact on the Principal's Monthly Report (PMR) if not handled correctly. When it is necessary to change one of the following for a student, the Create New School Enrollment process must be followed.

- Grade level changes

- Membership Status changes

- School Track Enrollment changes

Using this process will allow the user to make the necessary change(s) in the system without losing the student schedule or attendance.

Create New Enrollment

Navigation: Menu > Student Information > General > Enrollments

1. **Select a Student:** If a student is not selected, click Open Student Search tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open the Enrollments tool. If a student was already selected, the Enrollments tool will open automatically.

2. Click **New**.

3. Verify **Calendar** and **Schedule** are populated correctly.

4. Select the correct **grade** from the dropdown.

5. Enter the **Start Date**. This is the student's first day in the new grade, membership, or track. (The previous enrollment end date and new enrollment start date should not overlap.)

6. Choose the correct **Service Type** from the dropdown.

7. Choose **R1: Re-Entry - prev in W1** as the Local Start Status.

8. Add a **Start Comment** (optional).

9. Locate the State Reporting Fields and select the correct **Admission Status** from the drop down.

10. Select the correct **Resident District**, **Resident School**, **Serving District**, and **Serving School**.

11. Click **Save**.

Upon saving, an end date of one day prior to the new enrollment start date will automatically be added to the previous enrollment. The student's enrollment record will reflect an end enrollment and new enrollment with the correct local start and end status'.
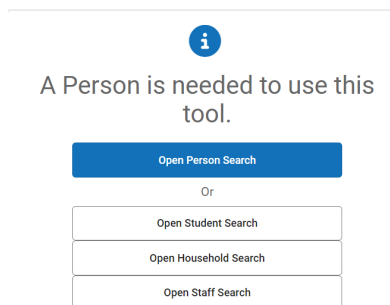
Add Local End Status to Previous Enrollment

Creating the new enrollment will end the previous enrollment, however the local end status will not be updated. Follow the steps below to update previous enrollment local end status.

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2. Click the **previous** enrollment record.

3. In the General Enrollment Information section, enter a Local End Status of **W1: Transfer Withdrawal.**

5. Enter an **End Comment** (optional).

6. Click **Save**.

The student's enrollment editor should now reflect the updated local end status for the previous enrollment.

The process above should not require any changes or restoration of the student's schedule or attendance. Double check that the student's attendance is still reflected correctly, by navigating to the student's attendance tool. If the student's schedule will change due to the enrollment update, navigate to the student's schedule and proceed with dropping and adding sections in the walk-in scheduler tool as needed.