

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.



A Person is needed to use this tool.

Open Person Search
Or
Open Student Search
Open Household Search
Open Staff Search

2. Click **New**.

[New](#)
[Print Enrollment History](#)
[New Enrollment History](#)
[Documents](#)

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
0	P	24-25 Jameson Elementary School	09/03/2024	

Start Status: E1 Init enroll - this year Initial Enrollment
End Status:

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

General Enrollment Information

Enrollment ID 98272

Calendar 24-25 Jameson Elementary School	Schedule (read only) Main	*Grade 0	Class Rank Exclude <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>
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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).

General Enrollment Information

Enrollment ID

*Calendar 24-25 Jameson Elementary School	*Schedule Main	*Grade 1	Class Rank Exclude <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>
*Start Date 10/2/2024	No Show <input type="checkbox"/>	End Date	End Action	*Service Type P: Primary
*Local Start Status R1: Re-Entry - prev in W1			Local End Status Select a Value	State End Status
State Start Status R1: Re-Entry - prev in W1			End Comments	
Start Comments				

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**.

State Reporting Fields

State Exclude

*Admission Status MST1: Member - Standard Day Program	Year-Round Transfer Days Override 0		
Resident District 100:Brunswick County Sch	Resident School 5724:Jameson Elementary	Serving District 100:Brunswick County Sch	Serving School 5724:Jameson Elementary

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'.

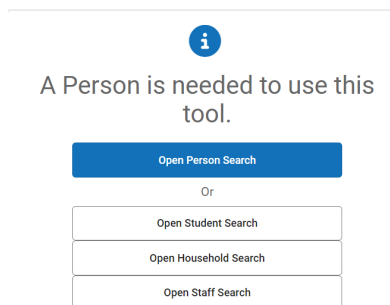
Enrollment Editor				
Grade	Type	Calendar	Start Date	End Date
1	P	24-25 Jameson Elementary Schoo	10/02/2024	
<i>Start Status: R1 Re-Entry - prev in W1</i>				
<i>End Status:</i>				
0	P	24-25 Jameson Elementary Schoo	09/03/2024	10/01/2024
<i>Start Status: E1 Init enroll - this year Initial Enrollment</i>				
<i>End Status:</i>				

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.

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 the **previous** enrollment record.

Enrollment Editor				
Grade	Type	Calendar	Start Date	End Date
1	P	24-25 Jameson Elementary Schoo	10/02/2024	
<i>Start Status: R1 Re-Entry - prev in W1</i>				
<i>End Status:</i>				
0	P	24-25 Jameson Elementary Schoo	09/03/2024	10/01/2024
<i>Start Status: E1 Init enroll - this year Initial Enrollment</i>				
<i>End Status:</i>				

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**.

[Save](#)
[Delete](#)
[New](#)
[Print Enrollment History](#)
[New Enrollment History](#)
[Documents](#)

General Enrollment Information

Enrollment ID 98271

Calendar: 24-25 Jameson Elementary School
 Schedule (read only): Main
 *Grade: 0
 Class Rank Exclude:
 External LMS Exclude:
 *Start Date: 09/03/2024
 No Show:
 End Date: 10/01/2024
 End Action:
 *Service Type: P: Primary
 *Local Start Status: E1: Init enroll - this year
 Local End Status: W1: Transfer Withdrawal
 State Start Status: E1: Init enroll - this year
 State End Status: W1: Transfer Withdrawal
 Start Comments: Initial Enrollment
 End Comments:

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

Enrollment Editor					
Grade	Type	Calendar	Start Date	End Date	
1	P	24-25 Jameson Elementary School	10/02/2024		
Start Status: R1 Re-Entry - prev in W1 End Status:					
0	P	24-25 Jameson Elementary School	09/03/2024	10/01/2024	
Start Status: E1 Init enroll - this year Initial Enrollment End Status: W1 Transfer Withdrawal					

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.