



# **enroll\_reenroll\_historical\_student**



# Table of Contents



The Historical Directory allows you to search for students who were enrolled in the district in a prior school year and select a student for re-enrollment.

**Registration > Maintenance > Student Enrollment**

The screenshot shows a web interface for student enrollment. At the top, there is a 'Save' button and a 'Student Information' tab. The current school year is '2021-2022' and the campus is '001: 001 School'. Below this, there are input fields for 'STUDENT:' and 'TEXAS UNIQUE STU ID:'. To the right of these fields are buttons for 'Retrieve', 'Directory', and 'Hist Directory'. Below the 'Hist Directory' button is an upward-pointing arrow. At the bottom of the interface, there are buttons for 'TEA Unique ID' and 'TEA Census Block'. A navigation bar at the very bottom contains various menu items: DEMO1, DEMO2, DEMO3, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, PK ENROLL, and FORMS.

To locate a student, leave **Student** and **Texas Unique Stu ID** blank, and click **Hist Directory**.

The Historical Directory opens.

The screenshot shows the search form for the Historical Directory. It includes input fields for 'Last Name', 'First Name', 'Stu ID', 'Texas Unique Student ID', and 'SSN'. There are 'Search' and 'Cancel' buttons. Below the form is a table with the following columns: School Yr, Stu ID, Last Name, First Name, MI, DOB, Sex, SSN, Campus, Grd, Entry Dt, Withdraw Dt, Withdraw Cd, and Grad Dt. The table currently displays 'no rows'.

Enter data in one or more of the following fields, or leave all fields blank.

- **Last Name** - Type all or part of the student’s last name to retrieve students whose last name *begins* with the letters you have typed.
- **First Name** - Type all or part of the student’s first name to retrieve students whose first name *begins* with the letters you have typed.
- **Stu ID** - Type all or part of the student’s ID to retrieve students whose ID *begins* with the characters you typed.
- **Texas Unique Stu ID** - Type all or part of the student’s Texas Unique Student ID to retrieve students whose ID *begins* with the characters you typed.
- **SSN** - Type all or part of the student’s social security number to retrieve students whose SSN *begins* with the characters you typed.

All except the **SSN** field are autosuggestion fields. As you begin typing, a drop-down list displays students whose data begins with the numbers or characters you have typed. From the drop-down list you can select the student.

Click **Search**.

The students who meet the criteria entered are displayed. The records are sorted ascending by last name and first name, and then descending by year.

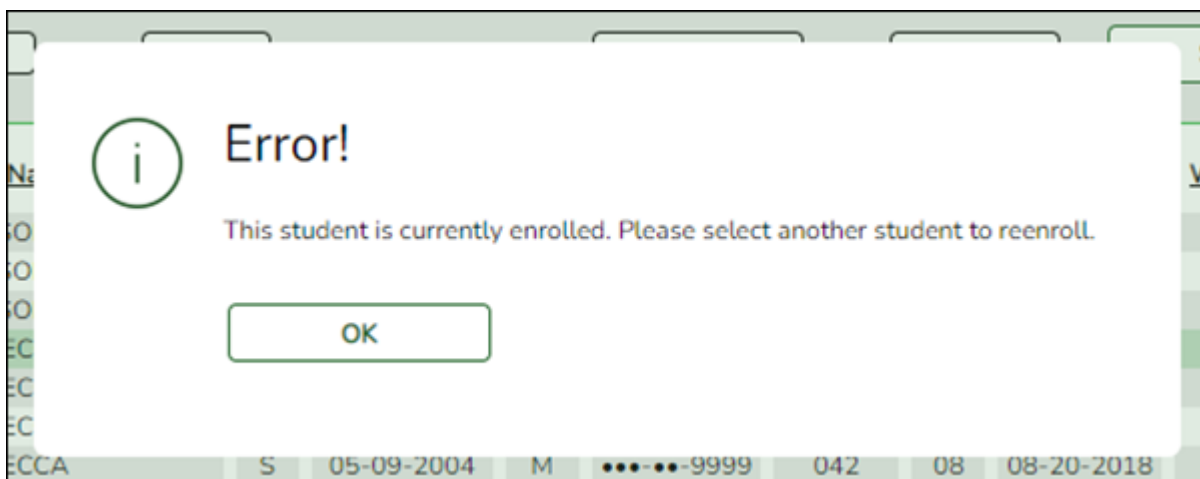
Student

Last Name  First Name  Stu ID  Texas Unique Student ID  SSN

School Yr	Stu ID	Last Name	First Name	MI	DOB	Sex	SSN	Cameous	Grd	Entry Dt	Withdraw Dt	Withdraw Cd	Grad Dt
<u>2021-2022</u>	<u>004195</u>	<u>ABEE</u>	<u>KELSON</u>	<u>E</u>	<u>09-12-2014</u>	<u>F</u>	<u>*****1695</u>	<u>101</u>	<u>PK</u>	<u>08-09-2021</u>	--		
2020-2021	004195	ABEE	KELSON	E	09-12-2014	F	*****1695	101	KG	08-10-2020	--		
2019-2020	004195	ABEE	KELSON	E	09-12-2014	F	*****1695	101	PK	08-21-2019	--		
<u>2021-2022</u>	<u>002893</u>	<u>ACE</u>	<u>REBECCA</u>	<u>S</u>	<u>05-09-2004</u>	<u>M</u>	<u>*****9999</u>	<u>001</u>	<u>11</u>	<u>08-09-2021</u>	--		
2020-2021	002893	ACE	REBECCA	S	05-09-2004	M	*****9999	001	10	08-10-2020	--		
2019-2020	002893	ACE	REBECCA	S	05-09-2004	M	*****9999	001	09	08-21-2019	--		
2018-2019	002893	ACE	REBECCA	S	05-09-2004	M	*****9999	042	08	08-20-2018	--		
2017-2018	002893	ACE	REBECCA	S	05-09-2004	M	*****9999	042	07	08-28-2017	--		
2016-2017	002893	ACE	REBECCA	S	05-09-2004	M	*****9999	042	06	08-22-2016	--		
2015-2016	002893	ACE	REBECCA	S	05-09-2004	M	*****9999	101	05	08-24-2015	--		
2014-2015	002893	ACE	REBECCA	S	05-09-2004	M	*****9999	101	05	08-25-2014	--		
2013-2014	002893	ACE	REBECCA	S	05-09-2004	M	*****9999	101	04	08-26-2013	--		
2012-2013	002893	ACE	REBECCA	S	05-09-2004	M	*****9999	101	03	08-27-2012	--		
2011-2012	002893	ACE	REBECCA	S	05-09-2004	M	*****9999	101	02	08-22-2011	--		
2010-2011	002893	ACE	REBECCA	S	05-09-2004	M	*****9999	101	01	08-23-2010	--		
2009-2010	002893	ACE	REBECCA	S	05-09-2004	M	*****9999	101	KG	08-24-2009	--		
2008-2009	002893	ACE	REBECCA	S	05-09-2004	M	*****9999	101	PK	08-25-2008	--		
<u>2014-2015</u>	<u>001971</u>	<u>ACOSTA</u>	<u>NOAH</u>	<u>N</u>	<u>04-21-1996</u>	<u>F</u>	<u>*****0684</u>	<u>001</u>	<u>12</u>	<u>08-25-2014</u>	--		<u>05-2015</u>
2013-2014	001971	ACOSTA	NOAH	N	04-21-1996	F	*****0684	001	11	08-26-2013	--		
2012-2013	001971	ACOSTA	NOAH	N	04-21-1996	F	*****0684	001	10	08-27-2012	--		
2011-2012	001971	ACOSTA	NOAH	N	04-21-1996	F	*****0684	001	09	08-22-2011	--		
2010-2011	001971	ACOSTA	NOAH	N	04-21-1996	F	*****0684	042	08	08-23-2010	--		
2009-2010	001971	ACOSTA	NOAH	N	04-21-1996	F	*****0684	042	07	08-24-2009	--		
2008-2009	001971	ACOSTA	NOAH	N	04-21-1996	F	*****0684	042	06	08-25-2008	--		
2007-2008	001971	ACOSTA	NOAH	N	04-21-1996	F	*****0684	101	05	08-27-2007	--		
2006-2007	001971	ACOSTA	NOAH	N	04-21-1996	F	*****0684	101	05	08-21-2006	--		
2005-2006	001971	ACOSTA	NOAH	N	04-21-1996	F	*****0684	101	04	08-22-2005	--		
<u>2015-2016</u>	<u>003364</u>	<u>ACOSTA</u>	<u>SAMANTHA</u>	<u>W</u>	<u>06-30-1997</u>	<u>M</u>	<u>*****3909</u>	<u>001</u>	<u>12</u>	<u>08-24-2015</u>	--		<u>05-2016</u>

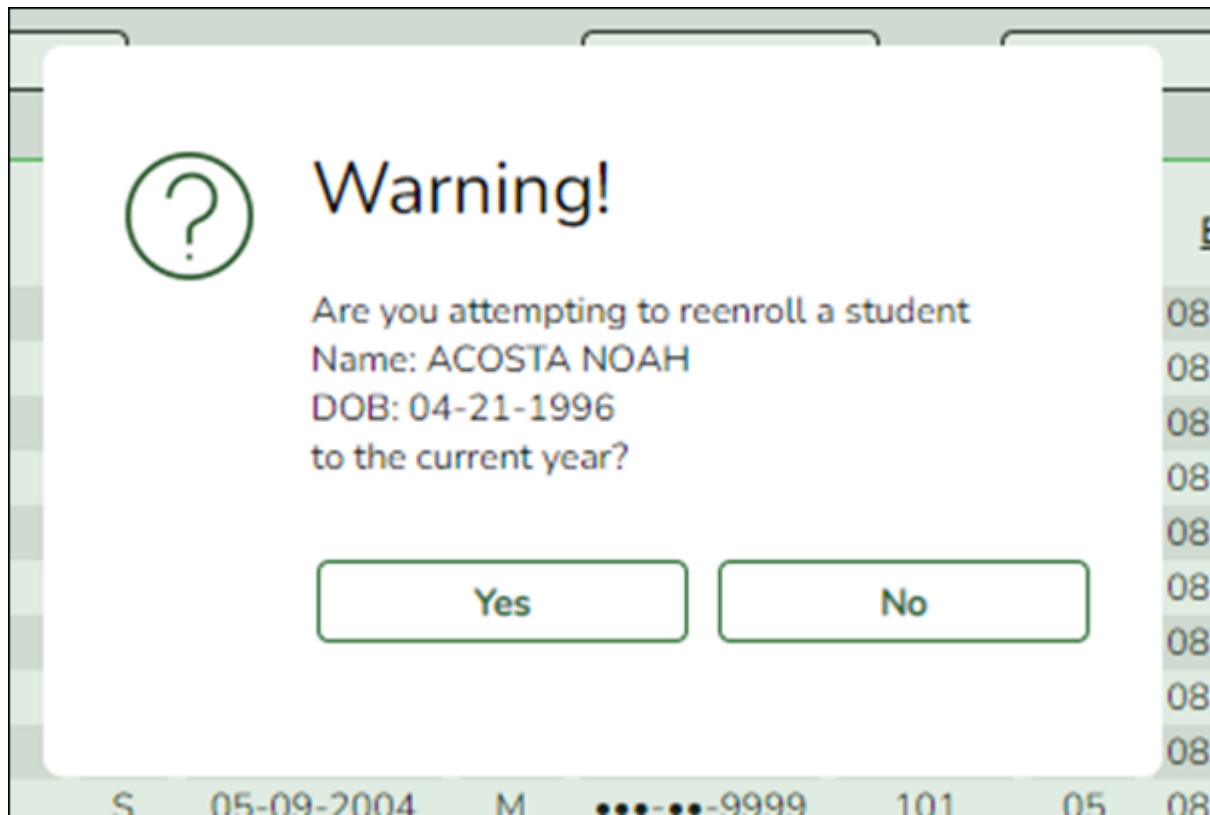
First  1 / 463  Last

- If more students are retrieved than can be displayed on one page, you can page through the list.
  - The list can be re-sorted by clicking an underlined column heading. The list includes enrollment records from the current year and previous years.
  - A blue link indicates a student who is not currently enrolled and can be re-enrolled.
  - A black link indicates a student who is currently enrolled; **these students cannot be re-enrolled.**
  - **You can only click a row for the most recent year the student was enrolled;** records for earlier school years are not hyperlinked.
- When you locate the student you want to re-enroll, click the blue link for either the student ID or school year.
- If the student's latest enrollment is in the current school year (i.e., if you clicked a black link), a message indicates that the student is currently enrolled.



Click **OK**.

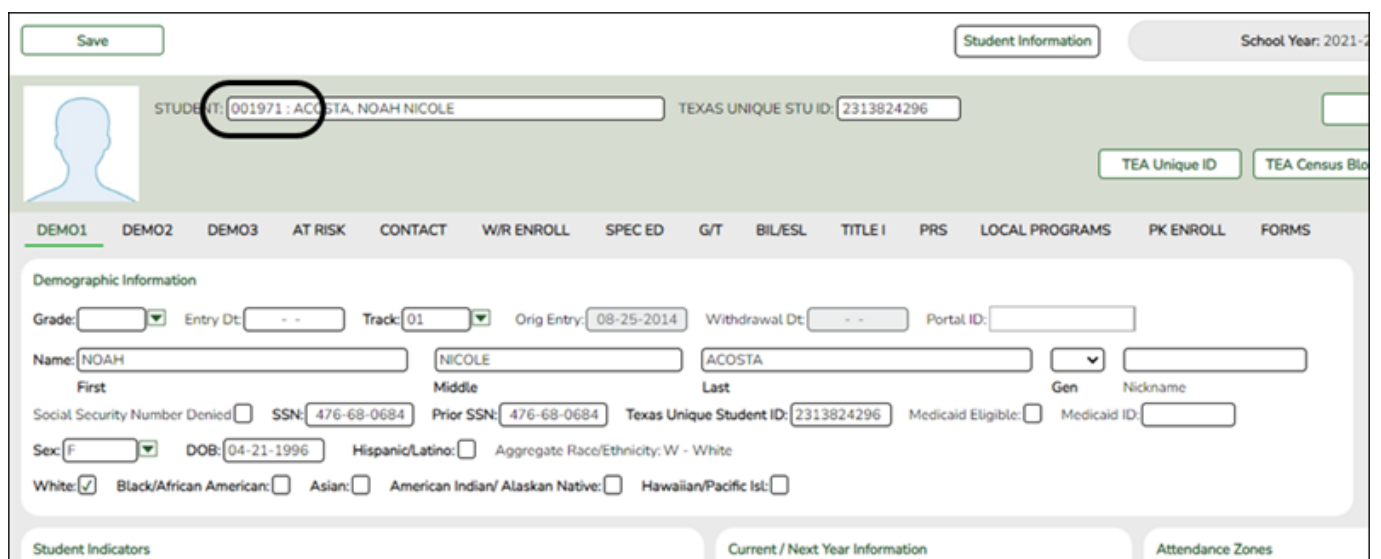
- If the student was last enrolled in a previous school year, a warning message prompts you to confirm that you want to re-enroll the student in the current year.



A warning dialog box with a question mark icon. The text reads: "Warning! Are you attempting to reenroll a student Name: ACOSTA NOAH DOB: 04-21-1996 to the current year?". Below the text are two buttons: "Yes" and "No".

Click **Yes**.

The Dem1 tab opens allowing you to re-enroll that student. The student ID (as displayed in the **Student** field must be the same as used previously.



A screenshot of a student information form. The "Student" field is circled and contains the text "001971 : ACOSTA, NOAH NICOLE". The "TEXAS UNIQUE STU ID:" field contains "2313824296". The form includes tabs for "Save", "Student Information", and "School Year: 2021-22". Below the tabs are various fields for demographic information, including Grade, Entry Dt, Track, Orig Entry, Withdrawal Dt, Portal ID, Name (First, Middle, Last), Social Security Number Denied, SSN, Prior SSN, Texas Unique Student ID, Medicaid Eligible, Medicaid ID, Sex, DOB, Hispanic/Latino, Aggregate Race/Ethnicity, and checkboxes for White, Black/African American, Asian, American Indian/Alaskan Native, and Hawaiian/Pacific Isl.

- You must enter the **Grade** and **Entry Dt** fields for the student.
- Add or update additional data for the student.
- Click **Save**.



## Back Cover