



Add Demographic Information

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The following steps describe adding a student who has never had a record in the district.

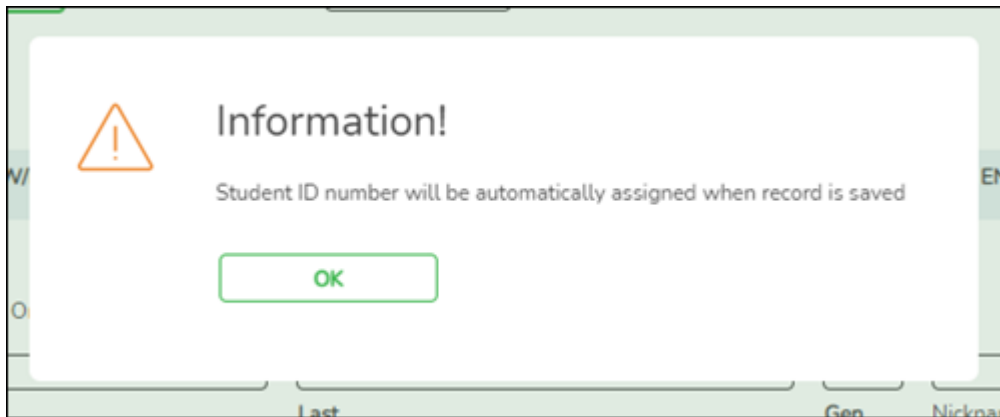
Registration > Maintenance > Student Enrollment

The screenshot shows the 'Student Information' form. At the top, there is a 'Save' button on the left and 'Student Information', 'School Year: 2021-2022', and 'Campus 001: 001 School' on the right. Below this, there are two input fields: 'STUDENT:' and 'TEXAS UNIQUE STU ID:'. A black arrow points from the 'STUDENT' field to the 'Retrieve' button. To the right of the 'Retrieve' button are 'Directory' and 'Hist Directory' buttons. At the bottom, there is a navigation bar with tabs: DEMO1, DEMO2, DEMO3, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, PK ENROLL, and FORMS.

- Leave **Student** and **Texas Unique Stu ID** blank, and click **Retrieve**.

Depending on the setting of the **Auto Assign Student I** field on Registration > Maintenance > District Profile > District Maintenance > Control Info, the following occurs:

- If **Auto Assign Student ID** is selected, the next state ID is automatically assigned to students. The following pop-up message is displayed:



Click **OK**.

- If **Auto Assign Student ID** is *not* selected, you must enter an ID number for the student. The following message is displayed at the top of the page:

The screenshot shows the 'Student Information' form with the 'STUDENT' field highlighted in pink. At the bottom of the page, there is a red error message: 'Auto Assign ID Numbers is not checked. Please enter a Student ID Number.' A black arrow points from the error message back to the 'STUDENT' field.

- In the **Student** field, type an unused six-digit student ID.
- Click **Retrieve**.

- The Demo1 tab opens with blank fields allowing you to enter the student's full name and all required demographic data for the student.

Add Demographic Information

The Demo1 tab is one of three tabs where you can enter the student's demographic data.

Registration > Maintenance > Student Enrollment > Demo1

The screenshot shows a web-based form for adding demographic information for a student. At the top, there is a 'Save' button and a 'Student Information' tab. The student's ID is 004195 and the Texas Unique Student ID is blank. The form is divided into several sections: Demographic Information, Student Indicators, and Current / Next Year Information. The Demographic Information section includes fields for Grade, Entry Dt, Track (01), Orig Entry, Withdrawal Dt, Portal ID, Name (First, Middle, Last, Gen, Nickname), Social Security Number Denied, SSN, Prior SSN, Texas Unique Student ID, Medicaid Eligible, Medicaid ID, Sex, DOB, Hispanic/Latino, and Aggregate Race/Ethnicity (White, Black/African American, Asian, American Indian/Alaskan Native, Hawaiian/Pacific Is). The Student Indicators section includes fields for Elig Code, Campus ID Resid, Military Connected, Star of Texas Award, Active Cd, Cnty Residence, Child Find: SPP1-11, Child Find: SPP1-12, Attribution Cd, Eco Disadvan, Foster Care, Rep Excl, Record Status, and NSLP. The Current / Next Year Information section includes fields for Control Num, Next Yr Cntrl, Nxt Yr Camp, CY Xfer Factor, NY Xfer Factor, CY Team Code, NY Team Code, and Here Last Yr.

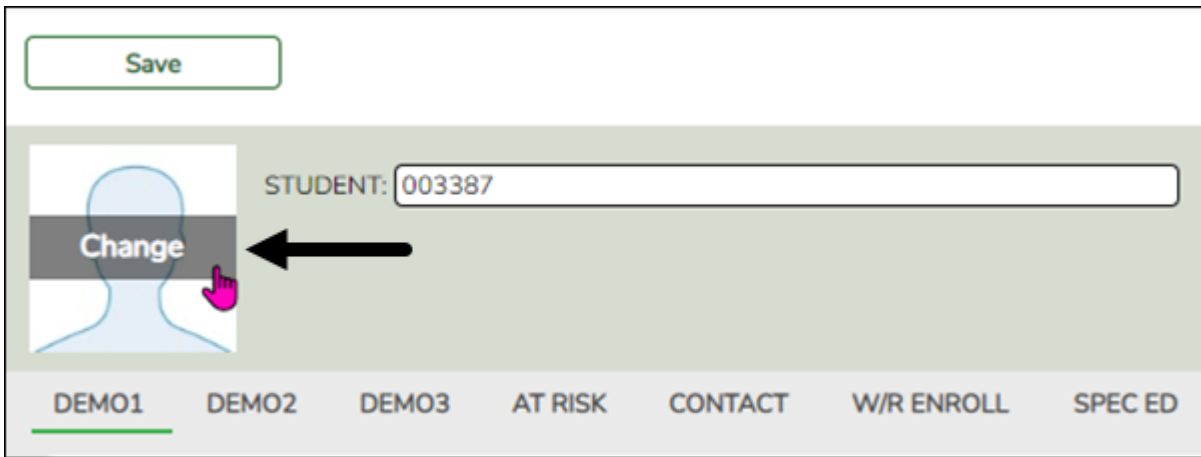
The following fields are required to create a student record; however, the more complete the student's record, the more useful the data is throughout the Student system.

- **Grade**
- **Entry Dt**
- **First** and **Last Name**
- **Elig Code**
- Either **SSN** or **Social Security Num Denied**
- **Sex**
- **Date of Birth**
- At least one race must be selected.

Other bolded fields are required for PEIMS reporting and should be entered. See online Help for descriptions of each field.

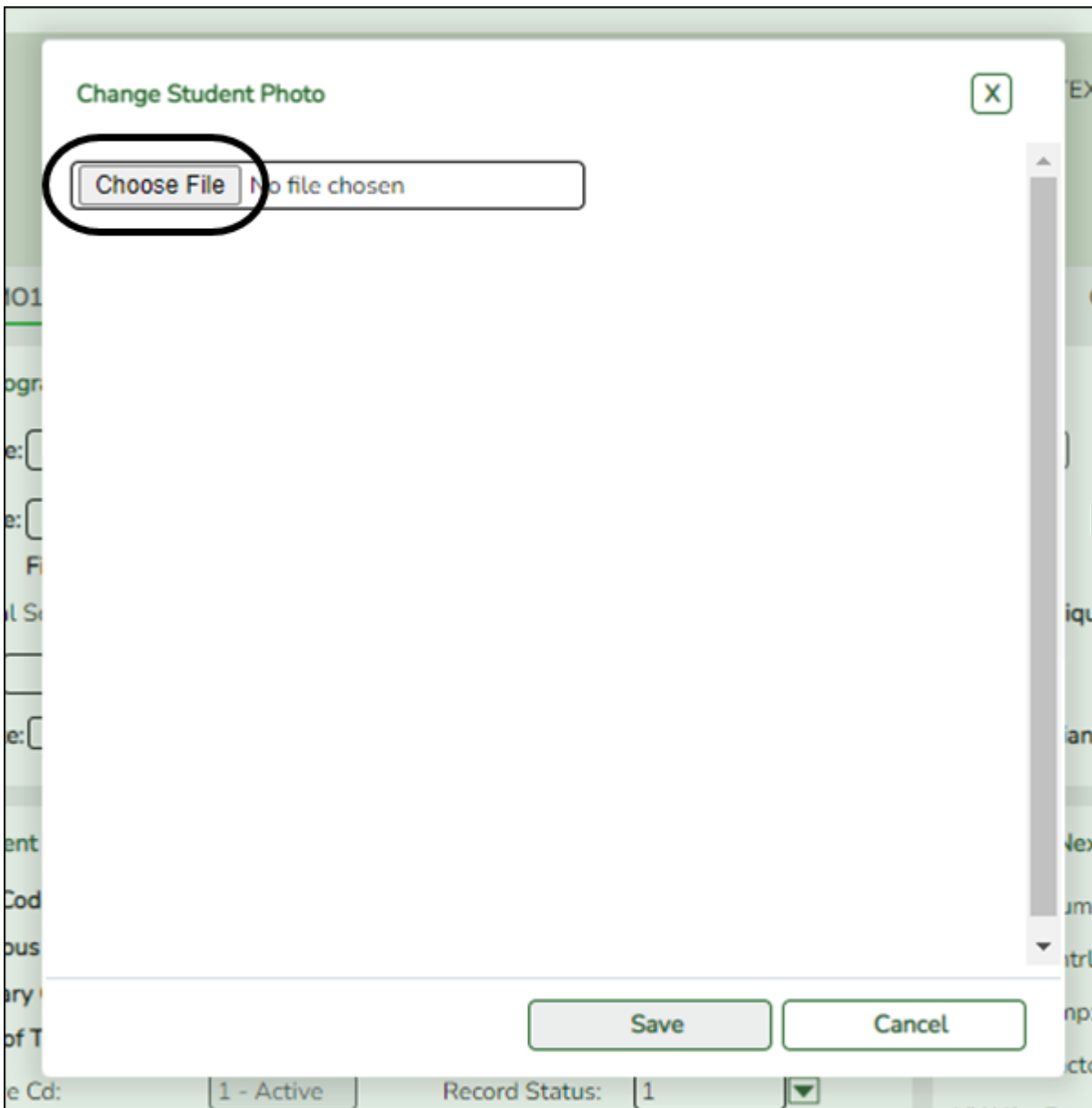
If a photo exists for the student ID, the student photo is displayed. You can add or change the student photo:

- Hover over the image and click **Change**.



The screenshot shows a student profile page. At the top left is a 'Save' button. Below it is a student photo placeholder with a 'Change' button overlaid. A black arrow points to the 'Change' button, and a pink hand cursor is positioned over it. To the right of the photo is a text field labeled 'STUDENT:' containing the value '003387'. Below the photo and text field is a horizontal menu with tabs: DEMO1 (underlined), DEMO2, DEMO3, AT RISK, CONTACT, W/R ENROLL, and SPEC ED.

The Change Student Photo window opens.



The screenshot shows a dialog box titled 'Change Student Photo' with a close button (X) in the top right corner. Inside the dialog, there is a 'Choose File' button circled in black, followed by a text field containing 'No file chosen'. At the bottom of the dialog are 'Save' and 'Cancel' buttons. The background shows a partial view of the student profile page with tabs like DEMO1, DEMO2, etc., and a 'Record Status' dropdown set to '1 - Active'.

- Click **Choose File**. Locate and open the file for the new image.
- Click **Save** to close the window.

Click **Save**.

When enrolling a new student, you must save the information on the Demo1 tab before continuing. You are not allowed to proceed to any other tabs until the information is saved.

Note: Once data is saved on the Demo1 tab, it is not necessary to click **Save** on each tab. You can make changes on multiple tabs and then click **Save** once.

Registration > Maintenance > Student Enrollment > W/R Enroll

Once the record is saved on the Demo1 tab, the student will have an enrollment record on the W/R Enroll tab.

The screenshot shows the 'W/R ENROLL' tab selected in the navigation menu. At the top, there is a 'Save' button and a 'Student Information' tab. Below this, the student's name 'Liddell, Alice Anne' and 'TEXAS UNIQUE STU ID' are displayed. There are buttons for 'Comments' and 'Documents', and a 'TEA Unique ID' field. The main content area shows a table with columns: Delete, Details, Campus, Entry Date, Exit Date, Reason, Status, Exclusion, Grade, Elig Cd, Track, Attrb Cd, Camp Res, CTE Elig, Comnts, and Res Fac. The 'Entry Date' column contains the value '08-24-2021', which is circled in red. Other values in the row include Campus: 001, Status: 1, Grade: 12, Elig Cd: 1, Track: 01, Attrb Cd: 00, Camp Res: --, CTE Elig: checked, Comnts: icon, and Res Fac: unchecked.

Registration > Maintenance > Student Enrollment > Demo2

The screenshot shows the 'DEMO2' tab selected in the navigation menu. At the top, there is a 'Save' button and a 'Student Info' tab. Below this, the student's name 'Liddell, Alice Anne' and 'TEXAS UNIQUE STU ID' are displayed. There are buttons for 'Comments' and 'Documents'. The main content area is divided into three panels: 'Counselor Information', 'Miscellaneous', and 'Dual Language Immersion'.
 - **Counselor Information:** Counselor: 370, Dt Entry 5th Grd: --, Dt Entry 8th Grd: --, Dt Entry 9th Grd: --, District Entry Date: 08-24-2021, Birth City: SAN ANTONIO, Birth State: TX, Birth Country: 01, Cohort:
 - **Miscellaneous:** Primary Language: 98, Immig Tracking: , Headstart Code: , Alien Tuition Cd: , Parent Federal Connected: , Att Zone Home Campus: , SAT-ACT-TSIA Reimburse:
 - **Dual Language Immersion:** Year: 01-05, Language: for each year, Assessment Date: --, Completion Year:
 At the bottom, there are buttons for 'Receive/Transfer', 'Locker', and 'ECDS Assessments'.

Enter additional data for the student, including counselor, receiving/transfer, locker, and

miscellaneous information. Several local use field are available on this tab.

Registration > Maintenance > Student Enrollment > Demo3

The screenshot shows a web-based form for student information. At the top left is a 'Save' button. On the right is a 'Student In' button. Below these is a header area with a student profile icon, a 'STUDENT:' field containing '555691 : Liddell, Alice Anne', and a 'TEXAS UNIQUE STU ID:' field. Below the header are 'Comments' and 'Documents' buttons. A navigation bar contains tabs: DEMO1, DEMO2, DEMO3 (selected), AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL. The main content area is divided into several sections: 'Career Technology' with checkboxes for 'Day Care CTE Support Service', 'Transport CTE Support Service', and 'Out of Wkforce Individual'; dropdowns for 'Sgl Parent/Sgl Preg Woman' and 'Career and Technology Ind'; 'Promotion' with a 'Year End Status' dropdown; 'Status Indicators' with a 'Campus of Account' field; and 'Graduation' with a 'Graduation Type' dropdown (set to 34), 'AAR Grad Plan' field, and date completion fields for 'Cert of CrsWrk Date Completed', 'CPR Date Completed', and 'Peace Officer Interact Date Completed'. A link for 'Foundation High School Program' is also visible.

Enter additional data for the student, including CTE data, status indicators, and any available promotion or graduation data.

Click **Save**.



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