



Add Demographic Information

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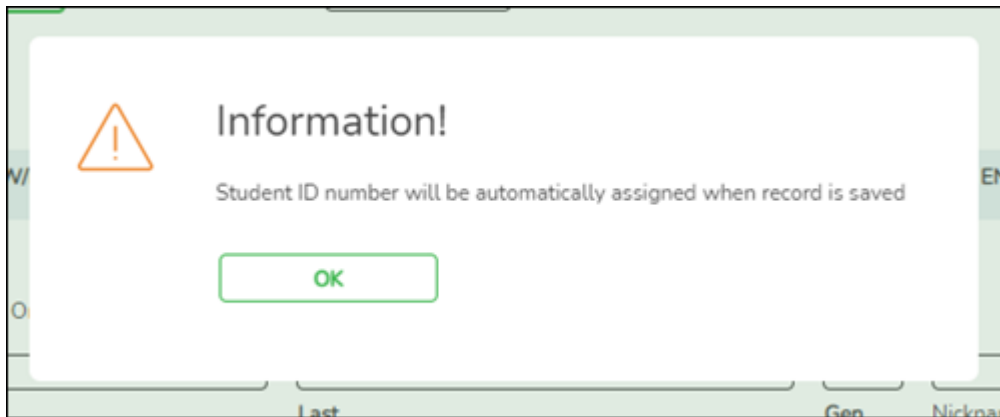
The following steps describe adding a student who has never had a record in the district.

Registration > Maintenance > Student Enrollment

- 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:

- 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 the 'Student Information' tab for a student with ID 004195. The 'Demographic Information' section contains the following fields:

- Grade: [dropdown]
- Entry Dt: [--]
- Track: 01 [dropdown]
- Orig Entry: [--]
- Withdrawal Dt: [--]
- Portal ID: [text]
- Name: [text] [text] [text] [dropdown] [text] (First, Middle, Last, Gen, Nickname)
- Social Security Number Denied:
- SSN: [--]
- Prior SSN: [--]
- Texas Unique Student ID: [text]
- Medicaid Eligible:
- Medicaid ID: [text]
- Sex: [dropdown]
- DOB: [--]
- Hispanic/Latino:
- Aggregate Race/Ethnicity:
 - White:
 - Black/African American:
 - Asian:
 - American Indian/Alaskan Native:
 - Hawaiian/Pacific Isl:

The 'Student Indicators' section includes:

- Elig Code: [dropdown]
- Campus ID Resid: [--]
- Military Connected:
- Star of Texas Award:
- Active Cd: [1 - Active]
- Cnty Residence: [text]
- Child Find: SPP1-11:
- Child Find: SPP1-12:
- Attribution Cd: 00 [dropdown]
- Eco Disadvan: [dropdown]
- Foster Care: 0 [dropdown]
- Rep Excl: [dropdown]
- Record Status: 1 [dropdown]
- NSLP: [dropdown]

The 'Current / Next Year Information' section includes:

- Control Num: [text]
- Next Yr Cntrl: [text]
- Nxt Yr Camp: [text]
- CY Xfer Factor: [dropdown]
- NY Xfer Factor: [dropdown]
- CY Team Code:
- NY Team Code:
- 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.



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