



Add Demographic Information

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

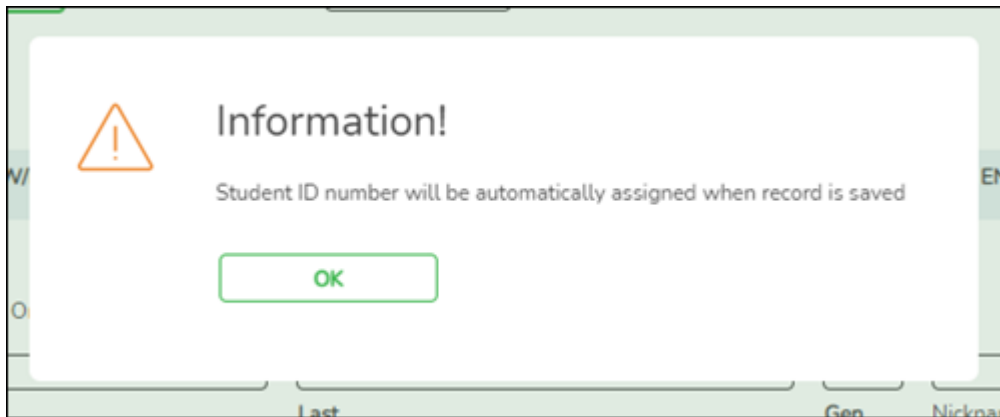
Registration > Maintenance > Student Enrollment

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 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' with 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 Isl). Below this are 'Student Indicators' and 'Current / Next Year Information' sections with various dropdown menus and checkboxes.

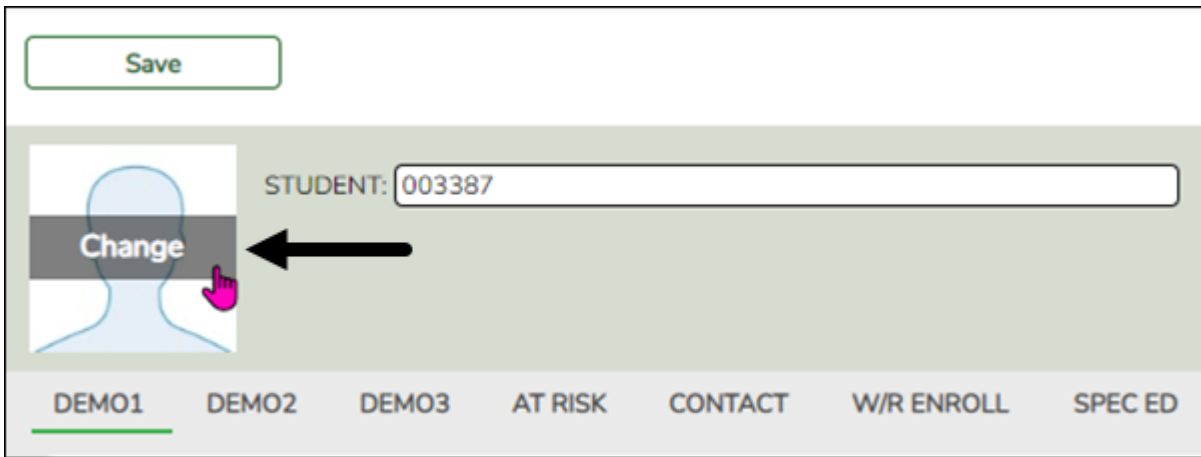
The following fields are required to create a student record; however, the more complete the student's record, the more useful the data is throughout the Student system.

- **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.

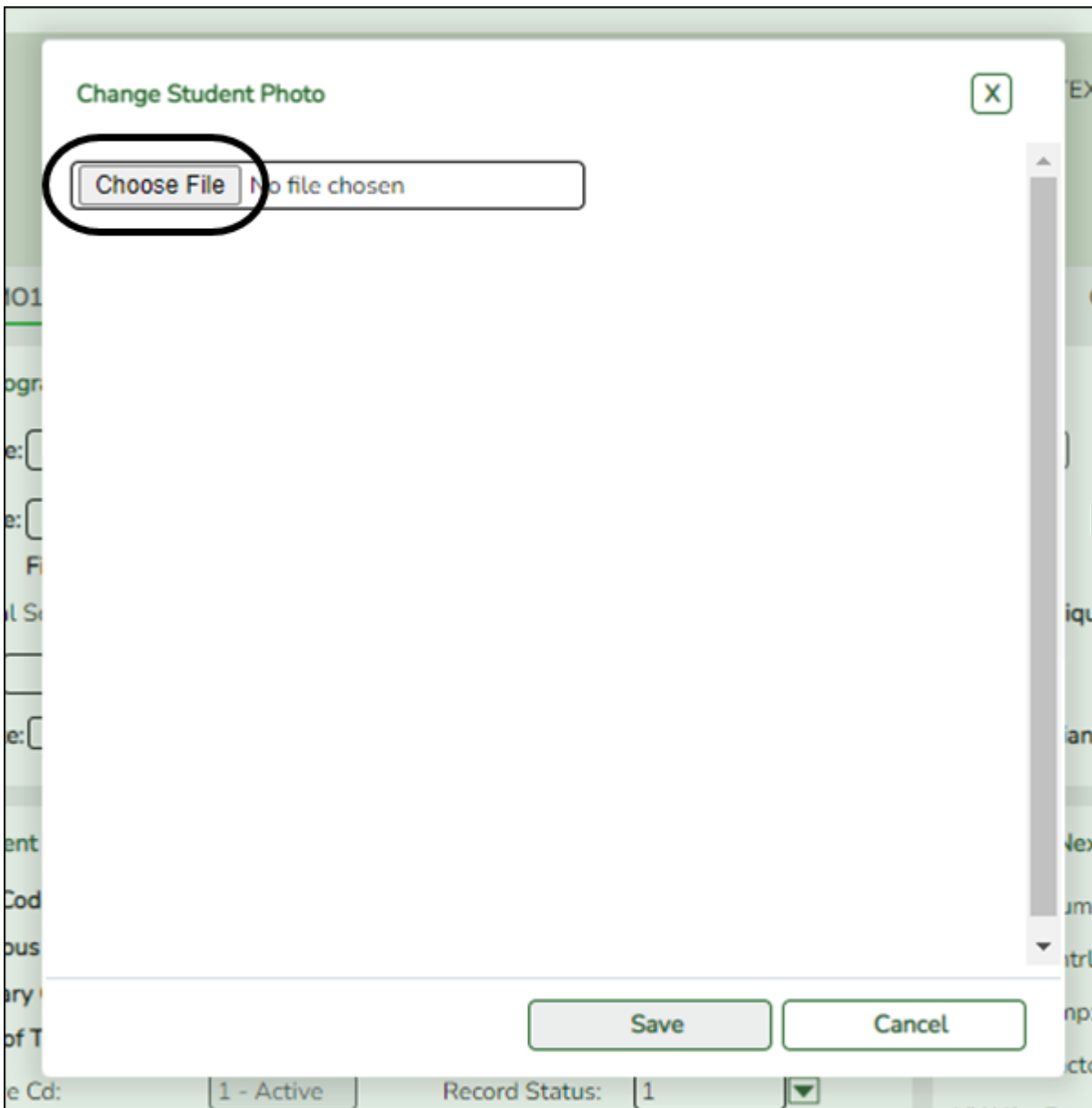
If a photo exists for the student ID, the student photo is displayed. You can add or change the student photo:

- 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 'Change Student Photo' dialog box. At the top left is the title 'Change Student Photo' and a close button (X). Below the title is a file selection area with a 'Choose File' button circled in black and 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.



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