

Charter School Waitlist

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Registration > Maintenance > Core Collections > Charter School Waitlist

The **Demographic** tab lets you update, add or delete Charter School Waitist data.

Demographics

❑ In the **Student** field:

Select a student

❑ To retrieve a student's records, select the student in one of the following ways:

Student	Begin typing the student's last name. As you begin typing, a drop-down list displays students whose last name *begins with* the characters you have typed. The drop-down list displays the students' CSW ID and full name. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j) Click to select a student from the Directory.
Directory	Click to select a student from the Directory.

Add or Update data:

❑ Under **Student Information**:

Name	Type in the student's first, middle, and last name. Select a generation code if applicable. First and last name are required.
Application Date	Enter the date the application for the Charter School Waitlist was submitted. This field is required and needs to be entered in MM-DD-YYYY format. Application Date is required.
Sex	Select the student's gender. Sex is required.
DOB	Enter the student's date of birth. DOB is required.
Campus ID	Enter the campus ID for which the student is applying.

Grd Lvl Applying For	Select the grade level for which the student is applying. Grd Lvl Applying For is required.
School District of Residence	Enter the student's school district of residence.
CSW Indicator	Select in order to include the student in the Charter School Waitlist collection.
Next Year Student	Select to indicate if the application is for the next year. This column is disabled for existing students.
Ethnicity	Select the student's ethnicity.

❑ Under **Student Identification**:

SSN	Type the student's Social Security Number who is applying for the charter school.
S-Number	Type the student's 9-digit S-Number. **NOTE**: A Social Security Number must be entered in order for the S-Number to extract.
Texas Unique Student ID	Type the student's ten-digit unique student ID. This ID is assigned to students by TEA and issued to schools by the TSDS TX Unique ID Application. This ID cannot be generated by an LEA and cannot begin with zero. If the student does not have a Unique ID, run the Process Texas Unique Student IDs (UIDs) utility.
Never Enrolled in TX	Select if the student has never been enrolled in a Texas public school.

❑ Under **Additional Information**:

Other Child(ren) Applying:	Select if another/other child(ren) is/are applying to the charter school.
Name(s)	Enter the name of the other child(ren) applying to the charter school.
Other Child(ren) Attending	Select if another child(ren) is enrolled in the charter school.
Name(s)	Enter the name of the other child(ren) attending the charter school.
Child of Staff or Board Member	Select if the student is a child of staff or of a board member.
Name(s)	Enter the name of the staff or board member.
If offered AM or PM Preference	Select a time of day preference.
Child may qualify for free PK	Select if the child may qualify for free prekindergarten.

❑ Under **Primary Guardian Information**:

Name	Enter the name (first and last) of the primary guardian.
Address	Enter the address (number, street name, apartment, city, state and zip code) of the primary guardian.

Phone Nbr	Enter the phone number of the primary guardian.
Email	Enter the email address of the primary guardian.
Preferred Contact	Select the primary guardian's preferred method of contact from the drop-down list.

❑ Click **Save**.

Delete data:

❑ Select **Delete** for the record currently displayed.

A pop-up window will open prompting you to confirm the action.

❑ Click **OK**.


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