

Control Info (District)

Table of Contents

Control Info 1

Control Info

Registration > Maintenance > District Profile > District Information > District Maintenance > Control Info

This tab allows the district to set up control options to handle state and local ID numbers, district withdrawal codes, and other information affecting registration.

Update data:

Field	Description
Ending School Year	The ending year of the school year to which you logged on is displayed.
First Available State ID	Type the lowest valid state ID number assigned to the district by the state (S + eight digits).
Last Available State ID	Type the highest valid state ID number assigned to the district by the state (S + eight digits).
Next Available State ID	Type the ID number to use for the next student needing a state-assigned ID (S + eight digits).
Assign State ID Number	Select to automatically assign the next state ID to students who do not have social security numbers. If not selected, IDs must be manually entered for each student.
Default Home Language Cd	Click ⋮ to select the home language that will be the default in the student record when that field is left blank.

7. Select Auto Assign Student ID if you want the system to automatically assign local student IDs when students are enrolled. If you do not select the field, the student IDs must be manually assigned by the campus.

8. In the Starting Student ID field, type the lowest student ID number from which you want the system to begin automatically assigning student IDs.

9. The Student Application Staff ID displays whether the district has defined staff IDs as social security numbers or employee number. By default, this is set to SSN, but can be changed to Employee Number by running the Set Staff ID to Employee Number utility.

10. The School Year field displays the beginning and ending years of the school year to which you logged on.

11. Select Campus Can Maintain Record Status if the campus is allowed to change an established record status (i.e., the Record Status field on the Maintenance > Student Enrollment > Demo1 tab).

Note: It is recommended that districts leave the Record Status field disabled. The student record status is updated automatically, so you should only allow campuses to change record status when absolutely necessary.

12. Select Pre-Print Withdraw Form to allow a withdrawal form to be printed before the student is withdrawn from the campus.

13. Click Save.


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Back Cover