



## **Control Info (District)**



# Table of Contents

**Control Info (District)** ..... 1




# Control Info (District)

**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 and other information affecting registration.

## Update data:

Field	Description
<b>Ending School Year</b>	The ending year of the school year to which you logged on is displayed.
<b>School Year</b>	The beginning and ending years of the school year to which you logged on are displayed.
<b>First Available State ID</b>	Type the lowest valid state ID number assigned to the district by the state (S + eight digits).
<b>Last Available State ID</b>	Type the highest valid state ID number assigned to the district by the state (S + eight digits).
<b>Next Available State ID</b>	Type the ID number to use for the next student needing a state-assigned ID (S + eight digits).
<b>Assign State ID Number</b>	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.
<b>Default Home Language Cd</b>	Click  to <a href="#">select the home language</a> that will be the default in the student record when that field is left blank.
<b>Auto Assign Student ID</b>	Select to automatically assign local student IDs when students are enrolled. If <i>not</i> selected, the student IDs must be manually assigned by the campus.
<b>Starting Student ID</b>	Type the lowest student ID number from which to begin automatically assigning student IDs.
<b>Student Application Staff ID</b>	The field indicates whether the district uses the social security number or employee number as the staff ID. If set to <i>SSN</i> , you can change it to <i>Employee Number</i> by running the Set Staff ID to Employee Number utility.
<b>Campus Can Maintain Record Status</b>	Select to allow campuses to change a student's established record status (i.e., the <b>Record Status</b> field on <a href="#">Maintenance &gt; Student Enrollment &gt; Demo1</a> ). It is recommended that districts <i>do not</i> select this option. The student record status is updated automatically, so a campus should only change a student's record status when absolutely necessary.
<b>Pre-Print Withdraw Form</b>	Select to allow a withdrawal form ( <a href="#">SRG0900 - Withdrawal Transfer Form</a> ) to be printed before the student is withdrawn from the campus. If not selected, SRG0900 can only be printed for withdrawn students.

Click **Save**.



## Back Cover