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Demo1

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Registration > Maintenance > Student Enrollment > Demo1

This tab allows you to record the demographic data required to enroll a student at a campus. **Bold fields are required.**

The Demo1 tab is not available until you retrieve a student on the Student Enrollment page.

- 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.
- When enrolling prior year students from historical, you cannot enter any information on the program tabs (i.e., W/R Enroll, SpecEd, G/T, Bil/ESL, Title I, PRS, and Generic) until the information on the Demo1 tab is saved.
- 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.
- Students with record status 4 (*enrolled at another campus, will attend this campus next year*) are not displayed on the Student Enrollment tabs.

To permanently delete a current year student record, including all attendance, grades, and scheduling data, use the Delete a Current Year Student utility.

Tabbing sequence on this page

When you press TAB to move through the fields on the Demo1 tab, the fields under **Current/Next Year Information** are *not* included in the tab sequence, because many of the fields are updated by running other programs. However, if you click any field under **Current/Next Year Information**, you can press TAB to move through the other fields in this section.

Update data:

When you retrieve a student on the Student Enrollment page, the following occurs:

- If you attempt to retrieve a student from a prior school year who is not enrolled in the current school year, a message is displayed confirming that you are attempting to re-enroll the student in the current year. If you click **Yes**, the student's Demo1 information, W/R Enroll records, and two guardian contacts are retrieved. Enter the student's entry date, grade level, and any special program information for the current year.

- If the student was at risk in the prior year, the **PEIMS At Risk indicators** are retrieved for the current year, but the **At Risk Ind** field is blank on the At Risk tab. Verify that the **PEIMS At Risk indicators** are still applicable, and select **At Risk Ind** if the student is at risk for the current school year.

- For a new student, if the system is set to assign ID numbers automatically (i.e., **Auto Assign Student ID** is selected on Maintenance > District Profile > Control Info), delete any data in the **Student ID** and **Student Name** fields, and then click **Retrieve**.

    - A message is displayed indicating that the ID will be assigned when the record is saved. Click **OK**.
    - When the record is saved, the student is assigned the next number, as indicated on the Control Info tab. The number is incremented by one each time a number is assigned.

❑ Under **Demographic Information**:

Grade	Select the student's grade level for the current school year. The grade levels listed are according to values entered in the **Low Grade Level** and **High Grade Level** fields on Maintenance > Campus Profile > Campus Information Maintenance > Control Info. If the student has more than one enrollment record for the campus, this field is disabled. The data must be updated on the W/R Enroll tab.
Entry Dt	The date on which the student last entered the campus in the current school year is displayed. This is the student's first **Entry Date** on Registration > Maintenance > Student Enrollment > W/R Enroll.
Track	Select the campus calendar track in which the student is enrolled. The default is the value entered in the **Default Track** field on Maintenance > Campus Profile > Campus Information Maintenance > Control Info. If you change the track, and it results in a change in grade reporting semesters or semester begin/end dates for this enrollment record, a warning is displayed prompting you to verify the course entry/withdrawal dates on Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign. If the student has more than one enrollment record for the campus, this field is disabled. The data must be updated on the W/R Enroll tab.
Orig Entry	The student's original entry date is displayed. This is set by the first enrollment record for the current school year, or by subsequent enrollment records on the W/R Enroll tab if the student was originally a No Show.
Withdrawal Dt	The student's most recent withdrawal date is displayed if applicable.

Name	Type the student's first, middle, and last name. Select a generation code if applicable. Type the student's nickname if applicable, up to nine characters. Name Edits In Registration, you can enter up to 60 characters each for the first, middle, and last name. The full name is displayed, up to 60 characters, on the Registration Demo pages. In all other student applications, the name is truncated as follows: First: 17 characters, middle: 14 characters, last: 25 characters. Characters used can be a-z, A-Z, hyphen (-), apostrophe ('), or 0-9. However, the last character cannot be a hyphen (-), apostrophe ('), or 0-9.
Social Security Number Denied	Select if the student's parent/guardian refused to provide the student's social security number to the district. If selected and the student's **SSN** is blank, and **Assign State ID Number** is selected on Registration > Maintenance > District Profile > District Maintenance > Control Info, the next available State ID will automatically be assigned to the new student, and displayed in the **SSN** field upon **Save**.
SSN	Type the student's nine-digit social security number. Or, if this field is blank, **Social Security Number Denied** is selected, and **Auto Assign Student ID** is selected on Maintenance > District Profile > Demographic Info, a number is automatically assigned to the student when the information is saved.
Prior SSN	Type the prior nine-digit social security or ID used to identify the student during the last PEIMS data submission. This field is used if the student was reported in PEIMS with an ID different from his current ID.
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.
Medicaid Eligible	Select if the student is eligible for Medicaid. • The student's Medicaid eligibility can also be updated on Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information2. • The student's eligibility is also displayed on Health > Maintenance > Student Health > Demo.
Sex	Select the student's gender. Sex is required.
DOB	Type the student's date of birth (MM-DD-YYYY).
Age as of Sept 1	DISPLAY ONLY: The student's age as of September 1st of the current school year is displayed.
Hispanic/Latino	Select if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Ethnicity	The student's former ethnicity code is displayed. This code is only displayed for students who have the code from a prior year. This **Hispanic/Latino** and race fields have replaced the ethnicity code.

<table>
<tr><td>Aggregate Race/Ethnicity</td><td>The student's aggregate race/ethnicity is displayed as follows:

Students who are not identified as Hispanic/Latino, and for whom only one race is selected (A, B, I, P, or W), the single race is assigned as the student’s aggregate race/ethnicity.
A - Asian
B - Black or African American
I - American Indian/Alaska Native
P - Native Hawaiian or Other Pacific Islander
W - White

Code H (Hispanic) is assigned to students who are identified as Hispanic/Latino, regardless of the other race selections for the student.

Code T (Two or more) is assigned to students who are not identified as Hispanic/Latino, if they student is identified as multi-racial (i.e., more than one race is selected).

The field is automatically updated any time a student’s Hispanic/Latino or race fields are updated.

The field is not displayed for school year 2009-2010 and before.</td></tr>
<tr><td>Race</td><td>One or more of the following options is selected, regardless of whether the student is Hispanic/Latino.
<table>
<tr><td>White</td><td>The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.</td></tr>
<tr><td>Black/African American</td><td>The field is selected if the student has origins in any of the black racial groups of Africa.</td></tr>
<tr><td>Asian</td><td>The field is selected if the student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).</td></tr>
<tr><td>American Indian/Alaskan Native</td><td>The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).</td></tr>
<tr><td>Hawaiian/Pacific Isl</td><td>The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</td></tr>
</table></td></tr>
</table>

❑ Under **Phone/Address**:

Addr/Tel Rest	Indicate any restrictions on the student's phone number and address. *1 - Both Unlisted* - Restricts the student's phone number and address on the following reports: • SRG0200 - Student Name Listing • SRG0300 - Student Address Listing • SRG0400 - Student Information Sheets 2 - *Both Listed* - Both phone number and address are listed. 3 - *Unlisted in Directory only* - Restricts the student's phone number and address on the following reports: • SRG0200 - Student Name Listing • SRG0300 - Student Address Listing A - *Address Unlisted* - Restricts the student's address only. P - *Phone Unlisted* - Restricts the student's phone number only. If 1 or 3 is selected,the information is *not* restricted on SRG0500 - Student Birthday Listing.
Phone Nbr	Type the student's area code and phone number.
Cell Ph Nbr	Type the student's area code and cell phone number.
Email	Type the student's email address.
Mailing Address	Type the student's mailing address, up to 60 characters. • The street number allows only alpha, numeric, space, hyphen, period, and #, and can be a single digit or character. • The street name allows only alpha, numeric, space, hyphen, period, #, /, and apostrophe, up to 50 characters. • The apartment number allows only alpha, numeric, space, hyphen, and #, up to 7 characters. • The city field allows only alpha, space, hyphen, and apostrophe, up to 17 characters.

❑ Click **Duplicate** if the physical address is the same as the mailing address.

The mailing address is copied to the **Physical** address fields.

Physical Address	If the mailing and physical addresses are not the same, type the physical address, up to 60 characters. **NOTE:** If Attendance Zones are used in the district, the student's **Physical** address will be validated against the campus Attendance Zones. If the student's **Physical** address is not within a street segment as defined on the campus Attendance Zones page, the student cannot be enrolled.

❑ Under **Attendance Zones**:

If Attendance Zones are used in the district (i.e, **Attendance Zone Edit** is selected on Registration > Maintenance > District Profile > Attendance Zones Options), the student's **Physical**

address will be validated against the district's Attendance Zones.

The list of campuses in the student's attendance zone are listed.

If the student's **Physical** address is not within a street segment as defined on the district Attendance Zones page, the student cannot be enrolled unless the student has a transfer factor override code.

❑ Under **Student Indicators**:

The Attendance report **SAT1100 - District Recap Report** will not include students with the following selected on Registration > Maintenance > Student Enrollment > Demo 1 > Student Indicators:

Active Cd is 1 and **Record Status** is < 4

OR

Reporting Excl is A: Exclude from attendance or B: Exclude from both

Elig Code	Indicate the student's ADA eligibility status as reflected in the attendance accounting records of the district. If the student has more than one enrollment record for the campus, this field is disabled. The data must be updated on the W/R Enroll tab. **NOTE:** If you change the following demographic information for a student making that student ineligible for Census Block reporting, the census block data will be cleared for the student on ***State Reporting > Maintenance > Fall > Student > Demo***: • **Eco Disadvan** (Demo1) is not 00, and • **Elig Code** (Demo1 or W/R Enroll) is 1-3, 6, or 7, and • **Homeless Status Cd** (Demo3) is 0, and • **Attribution Cd** (Demo1 or W/R Enroll) is not 21 or 23 • **Physical Address** (Demo1)

Attribution Cd	Indicate how the student attends school. Edits: If set to 00, 12, 22, 24, 26, or 28, the **Camp Id Resid** (or **Camp Resid** or **Campus of Residence**) field must be blank. If set to 03, 06, 07, or 10, the **Camp Id Resid** (or **Camp Resid** or **Campus of Residence**) field cannot be blank, and the first six characters of the **Camp Id Resid** (or **Camp Resid** or **Campus of Residence**) cannot match the district ID. Edits do not apply to charter schools. If the student has more than one enrollment record for the campus, this field is disabled. The data must be updated on the W/R Enroll tab. **NOTE:** If you change the following demographic information for a student making that student ineligible for Census Block reporting, the census block data will be cleared for the student on ***State Reporting > Maintenance > Fall > Student > Demo***: • **Eco Disadvan** (Demo1) is not 00, and • **Elig Code** (Demo1 or W/R Enroll) is 1-3, 6, or 7, and • **Homeless Status Cd** (Demo3) is 0, and • **Attribution Cd** (Demo1 or W/R Enroll) is not 21 or 23 • **Physical Address** (Demo1)
Camp ID Resid	Type the nine-digit campus ID of the campus attendance area in which the student currently resides. If the student has more than one enrollment record for the campus, this field is disabled. The data must be updated on the W/R Enroll tab.
Star of Texas Award	Select if the student is eligible for the Star of Texas award, which provides free prekindergarten programs in public schools for the children (at least three years old) of certain first responders (HB 357 Section 29.153).
Rep Excl	Indicate if the student should be excluded from attendance reporting and/or grade reporting. **NOTE:** For campuses using Student Activation/First Day Counts (i.e., if the campus has entered a **Final Date** on Grade Reporting > Maintenance > TeacherPortal Options > Campus > First Day Counts Ctrl), this field is disabled during the Student Activation window. This field is automatically set to A (i.e., *excluded from attendance reporting*) and disabled when you inactivate from Grade Reporting > Maintenance > TeacherPortal Options > Campus > First Day Counts Ctrl, and it is not enabled again until you run Registration > Utilities > Create No Show Records. This also applies when a new student is enrolled during the Student Activation window. This field is also set to A when a historical student is re-enrolled if the campus has not yet run the utility to create no-show records.
Active Cd	The student's status (active or inactive) is displayed according to his W/R Enroll record.

Record Status	The code indicating the student's enrollment status at the campus is displayed. The field is maintained and updated by programs in the Student applications; **the code should only be manually changed under extraordinary circumstances**. Record status codes 1 - Currently enrolled at this campus 2 - Currently enrolled at this campus, will return next year 3 - Currently enrolled at this campus, will attend new campus next year 4 - Enrolled at another campus, will attend this campus next year 5 - Not currently enrolled in this district, will attend next year 6 - Student was expected to be enrolled on the campus for the school year but did not appear* ***NOTE:** The campus does not set code 6. This code is automatically set when the campus withdraws the student if the withdrawal date is the same as the entry date, and the entry date is the first day of school for the student's campus and attendance track. If the student is scheduled to attend a different school next year, his record status at the current school is *3* (*currently enrolled at this campus, will attend new campus next year*). His record status at the next year campus is *4* (*enrolled at another campus, will attend this campus next year*). If **Campus Can Maintain Record Status** is blank on Maintenance > District Profile > Control Info is blank, the **Record Status** field is disabled. **It is recommended that districts leave this disabled.**
Cnty Residence	Type the three-digit number identifying the county in which the student lives.
NSLP (National School Lunch Program)	Indicate the student's participation in the free or reduced price lunch program.
Child Find: SPPI-11	Select if the student will be reported in Child Find SPPI-11.
Child Find: SPPI-12	Select if the student will be reported in Child Find SPPI-12.
As of Status First Friday October	Indicate the student's status as of the first Friday in October. Select the checkbox to manually update the As of Status code and exclude the record from recalculating.
As of Status Last Day Enrollment	Indicate the student's status as of the last day enrollment. Select the checkbox to manually update the As of Status code and exclude the record from recalculating.

❑ Under **Current/Next Year Information**:

Control Num	Type the three-digit control number assigned to the student. The number is used to group students by instructor. This field is automatically updated when any of the Assign Control Numbers utilities in Grade Reporting is run. **NOTE**: If the student has a control number assigned, the teacher's name with the corresponding control number will be displayed/printed on the student's report card in the **Counselor/Homeroom Teacher** field.
CY Team Code	Type the one-character code that associates the student with a team for the current year. Team codes are used to restrict section membership to a specific team of students. This field is automatically updated when you use the Reset Values utility to assign current year team codes to students.

Next Yr Cntrl	Type the three-digit control number assigned to the student for next year. This field is automatically updated when next year control numbers are assigned on Scheduling > Maintenance > Control Number.
NY Team Code	Type the one-character code that associates the student with a team for the next school year. This field is automatically updated when next year team codes are assigned on Scheduling > Maintenance > Team Codes.
Nxt Yr Camp	The campus at which the student will be enrolled is displayed and cannot be changed. The campus is determined by the student scheduling record that indicates the next year campus.
CY Xfer Factor	If a campus is capped for the current year (i.e., **Capped To Campus** and **Capped Date** are set for a particular campus on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info), this field allows you to override the cap when enrolling a student who would otherwise be assigned to another campus. Select the reason you are enrolling the student in the capped campus. The list of reasons is maintained on Registration > Maintenance > District Profile > Tables > Transfer Factor CY.

Student's Entry Date	Student's Physical Address	Transfer Factor
Before **Capped Date**	Exists in Attendance Zones	Not required
Before **Capped Date**	Does not exist in Attendance Zones	Not required
After **Capped Date**	Exists in Attendance Zones	Code 3 (*override capped campus*) is automatically assigned
After **Capped Date**	Does not exist in Attendance Zones	Required

NY Xfer Factor	If a campus is capped for the next school year, this field allows you to override the cap when enrolling a student who would otherwise be assigned to another campus. Select the reason you are enrolling the student in the capped campus. The list of reasons is maintained on Registration > Maintenance > District Profile > Tables > Transfer Factor NY.

❑ Under **Economic Disadvantage**:

Descriptor	Type the 2-digit code to indicate the student's economic disadvantage status.
Begin Date	Type the begin date using the MMDDYYYY format. Or, click to select the date from a calendar.
End Date	Type the end date using the MMDDYYYY format. Or, click to select the date from a calendar.

❑ Under **Foster Care**:

Descriptor	Type the 1-digit code to indicate whether a student is in the conservatorship of the Department of Family and Protective Services (DFPS) currently, or for certain students that were previously in the conservatorship of DFPS.
Begin Date	Type the begin date using the MMDDYYYY format. Or, click to select the date from a calendar.
End Date	Type the end date using the MMDDYYYY format. Or, click to select the date from a calendar.

❑ Under **Military Connected**:

Descriptor	Type the 1-digit code to indicate a student enrolled in a school district or open-enrollment charter school who is a dependent of an active duty or former member of the United States military, the Texas National Guard, or a reserve force of the United States military, or who is a dependent of a member of the United States military, the Texas National Guard, or a reserve force of the United States military who was killed in the line of duty.
Begin Date	Type the begin date using the MMDDYYYY format. Or, click to select the date from a calendar.
End Date	Type the end date using the MMDDYYYY format. Or, click to select the date from a calendar.

❑ Click **Save**.

When the record is saved, a ParentPortal ID is created for the student for the ParentPortal application. The portal ID can be viewed using the Set Parent Portal IDs utility.

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Other functions and features:

	Delete a row. 1. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
Comments	View or add comments. Click to view or add comments about the student. The Comments window opens. If comments exist for the student, an exclamation mark is displayed on the button and it is outlined in red.
TEA Unique ID	Request an Unique ID from the state. Click on the TEA Unique ID button to request an Unique ID from the state for students and staff.
TEA Census Block	Request the TEA Census Block. Click on the TEA Census Block button to process Census Block information daily.
Hist Directory	Retrieve a student enrolled in a prior school year.

	View medical alert. The button is displayed if a medical warning exists for the student and **Consent to Display Alert** is selected on Health > Maintenance > Student Health > Emergency. Click to view the student's medical alert information.
Documents	View or attach supporting documentation.

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