



Local Programs

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Local Programs

Registration > Maintenance > Student Enrollment > Local Programs

This tab allows you to view and update information for students who participate in a local program, such as dyslexic, tutoring, or 504. Local programs also include any crisis events or short-term programs that arise in the district.

Before a student can be enrolled in a local program, the program must be set up by the district on [Maintenance > District Profile > Local Ent/Wd Program Codes](#). Then, the campus must select the program on [Maintenance > Campus Profile > Campus Local Ent/Wd Program Codes](#) to make it available at the campus.

The Local tab is not available until you retrieve a student on the [Student Enrollment](#) page. For a new student, you must enter and save all required data on [Demo1](#) before proceeding to this tab.

Update data:

- Under **Local Programs for TEA**:
- Click **+Add** to add a record.

A blank row is added to the grid.

Campus	The campus ID to which you logged on is displayed.
Entry Date	<p>To enroll a student in the program, type the date the student entered the program. Use the MMDDYYYY format. Or, click  to select the date from a calendar.</p> <p>If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date.</p> <p>The student can have only one active record (i.e., a record without an exit date).</p> <p>The entry/exit dates for different records cannot overlap.</p>
Exit Date	<p>To withdraw a student from the program, type the date the student exited from the program. Use the MMDDYYYY format. Or, click  to select the date from a calendar.</p> <p>The exit date should be the school day following the last day the student was in the program.</p>

Reason	If you are withdrawing the student from the program, click  to select the withdrawal reason . CAUTION: Although Code 33-Record Status Change is available from the list, it cannot be used for a local program withdrawal.
Local Program	Select the special program in which the student is participating.
TEA Code	This is a Read-only field and is populated with the student characteristic code assigned in the Local Program field.
Code 1-4	<p>The fields are district-defined and not required. Update data as needed.</p> <p>Code 1 = one character</p> <p>Code 2 = two characters (For ADP this must be the ASDY track number.)</p> <p>Code 3 = three characters</p> <p>Code 4 = four characters</p>

Under **Other Local Programs:**

The student's existing local program entry/withdrawal/reentry records are displayed. If the most recent row contains an exit date and withdrawal reason code, you can add a record.

Click **+Add** to add a record.

A blank row is added to the grid.

Campus	The campus ID to which you logged on is displayed.
Entry Date	<p>To enroll a student in the program, type the date the student entered the program. Use the MMDDYYYY format. Or, click  to select the date from a calendar.</p> <p>If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date.</p> <p>The student can have only one active record (i.e., a record without an exit date).</p> <p>The entry/exit dates for different records cannot overlap.</p>
Exit Date	<p>To withdraw a student from the program, type the date the student exited from the program. Use the MMDDYYYY format. Or, click  to select the date from a calendar.</p> <p>The exit date should be the school day following the last day the student was in the program.</p>
Reason	<p>If you are withdrawing the student from the program, click  to select the withdrawal reason.</p> <p>CAUTION: Although Code 33-Record Status Change is available from the list, it cannot be used for a local program withdrawal.</p>
Local Program	Select the special program in which the student is participating.

Code 1-4	The fields are district-defined and not required. Update data as needed. Code 1 = one character Code 2 = two characters (For ADP this must be the ASDY track number.) Code 3 = three characters Code 4 = four characters
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Click **Save**.

NOTE: If the student is changing programs, exit the student from the program he is changing from, then add a new row and enroll the student in the new local program.

Other functions and features:

	<p>Delete a row.</p> <p>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.</p> <p>2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No.</p> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
Comments	<p>View or add comments.</p> <p>Click to view or add comments about the student. The Comments window opens.</p> <p>If comments exist for the student, an exclamation mark is displayed on the button and it is outlined in red.</p>
TEA Unique ID	<p>Request an Unique ID from the state.</p> <p>Click on the TEA Unique ID button to request an Unique ID from the state for students and staff.</p>
Hist Directory	<p>Retrieve a student enrolled in a prior school year.</p>
	<p>View medical alert.</p> <p>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.</p> <p>Click to view the student's medical alert information.</p>
Documents	<p>View or attach supporting documentation.</p>



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