


# 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** | Enter the campus ID for which the student is applying. |
| **Entry Date** | 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.<br><br>If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date.<br><br>The student can have only one active record (i.e., a record without an exit date).<br><br>The entry/exit dates for different records cannot overlap. |
| **Exit Date** | 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.<br><br>The exit date should be the school day following the last day the student was in the program. |

| | |
|---|---|
| **Reason** | If you are withdrawing the student from the program, click ⋮ to select the withdrawal reason.<br>**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 local 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** | The fields are district-defined and not required. Update data as needed.<br><br>Code 1 = one character<br><br>Code 2 = two characters (For ADP this must be the ASDY track number.)<br><br>Code 3 = three characters<br><br>Code 4 = four characters |

❑ 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.

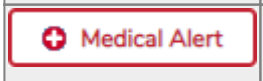
| | |
|---|---|
| **Campus** | Enter the campus ID for which the student is applying. |
| **Entry Date** | To enroll a student in the program, type the date the student entered the program. Use the MMDDYYYY format. Or, click to select the date from a calendar.<br><br>If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date.<br><br>The student can have only one active record (i.e., a record without an exit date).<br><br>The entry/exit dates for different records cannot overlap. |
| **Exit Date** | 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.<br><br>The exit date should be the school day following the last day the student was in the program. |
| **Reason** | If you are withdrawing the student from the program, click ⋮ to select the withdrawal reason.<br>**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 local program in which the student is participating. |

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

❑ 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:

| | |
|---|---|
|  | Delete a row.<br>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.<br><br>2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.<br><br>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.<br>Click to view or add comments about the student. The Comments window opens.<br><br>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.<br>Click on the TEA Unique ID button to request an Unique ID from the state for students and staff. |
| **Hist Directory** | Retrieve a student enrolled in a prior school year. |
|  | View medical alert.<br>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.<br><br>Click to view the student's medical alert information. |
| **Documents** | View or attach supporting documentation. |


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