



PK Enrollment

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PK Enrollment

Registration > Maintenance > Student Enrollment > PK Enroll

This tab allows you to view and update information for students who participate in a prekindergarten program.

The PK Enroll 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:

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

☐ Under **PK Program**:

☐ Click **+Add** to add a record.

The fields below the grid are enabled.

Campus	(View Only) The campus ID to which you logged on is displayed.
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. If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date. The student can have only one active record (i.e., a record without an exit date). 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. The exit date should be the school day following the last day the student was in the program.

Changes to the following fields usually occur when there is a status change (withdrawal reason code 33). The new information is entered upon reentry.

PK Program Code	If the student's PK program has changed, select the code indicating the length of the prekindergarten instructional day for the student.
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☐ Under **PK Funding Source**:

☐ Click **+Add** to add a record.

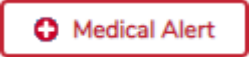
The fields below the grid are enabled.

Fund Order	Enter the code indicating the order of the student's PK Funding Source. OrderofPKFundingSource (E3040) indicates the order of the student's PK Funding Source. Fund Order 1 = Primary Fund Order 2 = Secondary
Fund Source	If the student's primary funding source has changed, select the new primary source of funding for the student.
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**.

Other functions and features:

	Edit a record. The data is displayed in fields below the grid allowing you to make changes. Update the fields as needed, click OK , and then click Save . The changes are displayed in the grid.
	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.
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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