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W/R Enroll

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W/R Enroll

Registration > Maintenance > Student Enrollment > W/R Enroll

This tab allows you to view and update a student's withdrawal and reentry records at the campus.

The W/R 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.

Withdrawing a No Show Student

❏ Type the same date in the **Exit Date** and **Entry Date** fields.

The date should be the first day of school.

- The **Status Cd** field is set to 6 (*No Show*).
- The **Reason** field is automatically set to withdrawal reason 44 (*No Show*).

❏ Click **Save**.

You are prompted to indicate if you want to withdraw the student from special programs. Make your selection.

❏ Click **Save**.

A message is displayed indicating that the student is inactive at this campus.

❏ Click **OK**.

The **Record Status** field on the Demo1 tab is set to 6 (*No Show*).

NOTE:

- If you withdraw a student from campus with a 44 in the **Reason** field (i.e., *No Show*), his **Record Status** becomes 6 *No Show Student* when you save. If you change the **Reason** code after you save, the student will still have a **Record Status** of 6. You must add a new record to re-enroll the student on the campus.

- If you change the student's status to No Show, the student is not withdrawn from all course records.

Reentering a No Show Student

The student should have one row on this tab with the same date in the **Exit Date** and **Entry Date** fields. This row cannot be changed or deleted.

❏ Click **+Add** to add a new row.

A message is displayed asking if you want to reenter the student.
Click **Yes**.

❏ In the **Entry Date** field, type the date on which the student actually entered school.

❏ Click **Save**.

You are prompted to indicate if you want to reenter the student in special programs.
Click **Yes**.

NOTE:

- If the reentry date is the same as the No Show entry date, the No Show row is deleted. This situation may occur if the student was entered as a No Show in error.
- If the reentry date is different from the No Show entry date, the No Show row remains, and the student's original entry date is updated to the reentry date. The No Show row is used to produce the leaver record if the student did not enter school before the PEIMS school-start window (SSW).
- When a No Show student is re-enrolled, his course entry dates are updated in Grade Reporting with the new reentry date.

Update data:

The student’s existing 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. The fields below the grid are enabled.

Campus	The campus ID to which you logged on is displayed.
Entry Date	To re-enter a student, type the entry date in the MMDDYYYY format. The date should be the first school date on which the student actually attended school. **NOTE:** Ensure that you are not re-enrolling a student who was not properly withdrawn. A previous withdrawal date and code should exist. If you are re-enrolling the student, do not remove the original withdrawal date from his courses. You must manually re-enter the student's courses with the campus re-entry date. If you are enrolling the student at the campus for the first time, an entry row is is added to the grid, and the **Entry Date** field is the same as the **Orig Entry** on the Demo1 tab. When you re-enroll a No Show student, **Orig Entry** on the Demo1 tab is updated to the new **Entry Date**.
Exit Date	To withdraw a student, type the exit date in the MMDDYYYY format. The date should be the school date following the last day the student was enrolled, and it must be later than the campus entry date and latest reentry date. **NOTE:** When you withdraw a student from a campus, the student is automatically withdrawn from all course records and special programs. The student's grade-course records on Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign will be listed as withdrawn (when **Include All WD Courses** is selected on that tab).
📋	Click to add comments to the student's W/R enrollment record. The W/R Enroll Comment window opens. 1. Add or update comments as needed. 2. Click **OK**. 3. You must click **Save** on the Student Enrollment page in order to save the updated data. A red comment icon 🟥 indicates that W/R enrollment comments exist for the student. You can view existing comments by hovering with your mouse over the red comments icon in the grid. **NOTE:** W/R enrollment comments can only be added to a student record prior to transferring the student to another campus. The icon is only displayed for the current year. The following reports have a parameter that allows you to print W/R enrollment comments: Student Status Changes by Program - SRG1100 Student Status Changes by Program - SRG1200

<table>
<tr><td>Reason</td><td>If you are withdrawing the student, click ⋮ to select the withdrawal reason.
Codes 02, 04, 09, 10, 14, 15, 19, 22, 30, 44, 61, 72, 79, and 84 are converted to PEIMS code 98.

Codes 21, 31, 63, 64, and 80 are converted to “mover” and are not extracted for PEIMS.

EP (<i>exit program</i>) is not a valid withdrawal reason code on this tab.
<table>
<tr><td>+33</td><td>1. Click +33 to do a status change.

• A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change.

• The fields below the grid are enabled. The fields display the data from the previous row by default.

2. Modify any information that changed for the entry date.

3. Click Save to save the status change.

If the entry date and exit date are the same on the row, this button is not available.</td></tr>
<tr><td>-33</td><td>If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click -33 to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid.
1. Click +33 in the the second row. This creates a new row (now 3 rows).
2. Click -33 in the second row. This removes the third row.
3. Click -33 in the first row. This will remove the second row leaving one remaining.
4. Make the change and click Save.</td></tr>
</table>
</td></tr>
<tr><td>Status Cd</td><td>The value from the Record Status field on the Demo1 tab is displayed.</td></tr>
</table>

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

Exclusion Code	If the student's exclusion code has changed, indicate if the student should be excluded from attendance and/or grade reporting. Otherwise, leave blank.
Grade Level	If the student's grade level has changed, select the student's new grade level. Otherwise, leave blank.

Eligibility Code	If the student's eligibility code has changed, indicate the student's ADA eligibility. Otherwise, leave blank. **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)
Track	If the student's attendance track has changed, select the student's new track. Otherwise, leave blank. If changing the track results in a change in grade reporting semesters or semester begin/end dates for this enrollment record, a warning message is displayed prompting you to verify the course entry/withdrawal dates. The dates are displayed on Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign. **NOTE**: Only students in grades PK-5 will be able to enroll in Track 01, Instructional Program Type 16.
Attribution Cd	If the student's attribution code has changed, indicate the new way in which the student attends school. Otherwise, leave blank. 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. **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 Resid	If the campus of residency has changed, type the nine-digit campus ID corresponding to the new campus attendance area in which the student resides. Otherwise, leave blank. The field cannot be blank if **Attribution Cd** is 03, 06, 07, or 10.
CTE Elig	If the student is enrolled in a Career and Technical Education (CTE) course, select or clear the field if the student's eligibility for CTE contact hours has changed. You can change this field for a student who has withdrawn from your campus and transferred to another campus in the district during the same school year. Usually students placed in a discipline setting for more than five consecutive days are not eligible to earn CTE contact hours. For more information, see the Student Attendance Accounting Handbook, Section 5 - Career and Technical Education.

Click **Save**.

<table>
<tr><td>🔍</td><td>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.</td></tr>
<tr><td>🗑</td><td>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).</td></tr>
<tr><td>Comments</td><td>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.</td></tr>
<tr><td>Hist Directory</td><td>Retrieve a student enrolled in a prior school year.
From all Registration > Maintenance > Student Enrollment tabs, you can click Hist Directory to open the Historical Directory, which is used to search students who were enrolled in a prior school year and select a student for re-enrollment.

Enter data in one or more of the following fields, or leave all fields blank.
<table>
<tr><td>Last Name</td><td>Type all or part of the student's last name to retrieve students whose last name <i>begins with</i> the letters you have typed.</td></tr>
<tr><td>First Name</td><td>Type all or part of the student's first name to retrieve students whose first name <i>begins with</i> the letters you have typed.</td></tr>
<tr><td>Stu ID</td><td>Type all or part of the student's ID to retrieve students whose ID <i>begins with</i> the characters you typed.</td></tr>
<tr><td>Texas Unique Stu ID</td><td>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.

If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.
Review the Assign a TSDS Unique ID guide for additional information.</td></tr>
<tr><td>SSN</td><td>Type all or part of the student's social security number to retrieve students whose SSN <i>begins with</i> the characters you typed.</td></tr>
</table>
All except the SSN field are autosuggestion fields. As you begin typing, a drop-down list displays students whose data begins with the numbers or characters you have typed. From the drop-down list you can select the student.

Click Search. The students who meet the criteria entered are displayed. The records are sorted ascending by last name and first name, and then descending by year.

•
If there are multiple pages, page through the list.
•
The list can be re-sorted.
You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

The list include enrollment records from the current year and previous years.
• A blue link indicates a student who is not currently enrolled and can be re-enrolled.

• A black link indicates a student who is currently enrolled; these students cannot be re-enrolled.

• You can only click a row for the most recent year the student was enrolled; records for earlier school years are not hyperlinked.

When you locate the student you want to re-enroll, click either the student ID or school year.

• If the student's latest enrollment is in the current school year, a message indicates that the student is currently enrolled. Click OK.

• If the student was last enrolled in a previous school year, a warning message prompts you to confirm that you want to re-enroll the student in the current year. Click Yes, and the Student Enrollment page opens allowing you re-enroll that student.

Click Cancel to return to the previous page without selecting a student.</td></tr>
<tr><td>Bus Info</td><td>View or update the student's bus information.
<table>
<tr><td>Eligible</td><td>Indicate the student's eligibility to ride the school bus.</td></tr>
<tr><td>Seat</td><td>Type the school bus seat assigned to the student, up to three characters.</td></tr>
</table>
The following fields are user-defined:
<table>
<tr><td>Route</td><td>Type the code indicating the student's bus route, up to three characters.</td></tr>
<tr><td>Run</td><td>Type the one-character run number of the student's bus route. Typically, each bus route consists of several runs.</td></tr>
<tr><td>Pickup Stop</td><td>Type the code identifying the bus stop where the student is picked up for school, up to six characters.</td></tr>
<tr><td>Dropoff Stop</td><td>Type the code identifying the bus stop where the student is dropped off from school, up to six characters. Leave blank unless you maintain both pickup and dropoff stop information.</td></tr>
<tr><td>Pickup Assgnd</td><td>Type a one-character code indicating if the student’s pickup bus stop is assigned.</td></tr>
<tr><td>Dropoff Assgnd</td><td>Type the one-character code indicating if the student’s drop-off bus stop is assigned.</td></tr>
<tr><td>Pickup Route</td><td>Type the code identifying the student's bus route when he is picked up for school, up to six characters. Leave blank unless the Pickup Route is different from Route and you maintain both pickup and drop-off route fields.</td></tr>
<tr><td>Dropoff Route</td><td>Type the code identifying the student's bus route when he is dropped off from school, up to six characters. Leave blank unless the Dropoff Route is different from Route and you maintain both pickup and drop-off route fields.</td></tr>
<tr><td>Special Education</td><td>These fields display information from the Special Education application if applicable. The data can be updated on Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information under Related Services.
<table>
<tr><td>Transportation</td><td>The field indicates if the student is eligible for special education transportation.</td></tr>
<tr><td>Special Seating</td><td>The field is selected if the school provides the student any special chairs or seating equipment.</td></tr>
<tr><td>Wheelchair</td><td>The field is selected if the student uses a wheelchair.</td></tr>
</table></td></tr>
</table>
The Student Bus Information report (SRG1300) provides a list of the bus transportation information entered for each student.
The button does not appear until you retrieve a student on the Student Enrollment page.</td></tr>
<tr><td>⊕ Medical Alert</td><td>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.</td></tr>
</table>

Documents

View or attach supporting documentation.

Document Attachments

The Document Attachments feature allows you to upload and view documents by application, school year, folder, and document type. **This feature is not available in all districts.**

If you are logged on as a user assigned to a Document Attachments-enabled role, the **Documents** button is displayed on various pages in the ASCENDER Student system. If a document is attached, the **Documents** button displays a note icon.

If you have full access, you can upload and download files. If you have read-only access, you can download existing files, but you cannot upload files.

If you are logged on with a role that does *not* have security access to Document Attachments, the **Documents** button is *not* displayed on any pages.

Document Attachment-enabled pages:

Application	**Menu**
Attendance	Maintenance > Student > Student Inquiry (read-only access) Maintenance > Student > Student Posting > By Individual
Discipline	Maintenance > Student > Inquiry (read-only access) Maintenance > Student > Maintenance > Maintenance
Grade Reporting	Maintenance > Student > Individual Maint
Health	Maintenance > Student Health
Registration	Maintenance > Student Enrollment
Test Scores	Maintenance > Individual Maintenance

Document types by folder and application:

File Extention	**Folder**	**Document Type**
Attendance	Attendance	Notes
Attendance	Attendance	Other
Discipline	Incidents	Other
Grade Reporting	Grade Reporting	IPR
Grade Reporting	Grade Reporting	Report Card
Grade Reporting	Grade Reporting	Transcript
Health	Student Health	Acanthosis
Health	Student Health	Food and Allergy
Health	Student Health	Hearing
Health	Student Health	Immunization
Health	Student Health	Other
Health	Student Health	Physical Exam
Health	Student Health	Spinal
Health	Student Health	TB
Health	Student Health	Vision
Registration	Demographic	Birth Certificate
Registration	Demographic	Chemical Abuse Participation
Registration	Demographic	Directory Form
Registration	Demographic	Employment Survey
Registration	Demographic	Entry/Withdrawal
Registration	Demographic	McKinney-Vento
Registration	Demographic	Other
Registration	Demographic	Proof of Residence
Registration	Demographic	SSN Card
Registration	Bilingual/ESL	Other
Registration	Local Programs	Other
Registration	PRS	Other
Registration	Special Education	Other
Test Scores	Test Scores	College Assessments
Test Scores	Test Scores	Other
Test Scores	Test Scores	State Assessments

List of permissible file types:

Maximum file size: 10MB

File Extention	**Folder**
.doc	application/msword
.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document
.gif	image/gif
.jpeg	image/jpeg
.jpg	image/jpeg
.pdf	application/pdf
.png	image/png
.pps	application/vnd.ms-powerpoint
.ppt	application/vnd.ms-powerpoint
.pptx	application/vnd.openxmlformats-officedocument.presentationalml.presentation
.tif	image/tiff
.tiff	image/tiff
.txt	text/plain
.xls	application/vnd.ms-excel
.xlsx	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

Upload or view documents:

❑ Under **Document List:**

Application	The application you are currently logged on to is displayed (e.g., Test Scores).
Folder	In some applications, you must select the folder for which you want to view or attach a document: • Different types of documents must be uploaded to specific folders. • Changing the folder will change the document type options in the **Select Type** field. Some applications only have one folder, so no selection is necessary.
Select School Year	Select the school year for which you want to view documents. Student documents are stored by year.

Existing documents are displayed according to specified criteria.

❑ Under **Document Upload:**

Select File to Upload	Click **Choose File**. Locate and select the document on your computer or network. The file name is displayed next to **Choose File**. **Note**: Files cannot be larger than 10MB or empty.
School Year	Select the school year for which you want to view documents. Student documents are stored by year.
Select Type	Select the type of document you are uploading. The list varies according to your selection in the **Folder** field.
Description	Type an optional description of the document. **Note**: The description cannot be longer than 255 characters.

Upload File	Click to upload the file for the student. The document is listed in the **Document List** section. The date-time stamp and user ID display the date and time the document was uploaded, and the user ID of the user who uploaded the document.

Any changes made in the Document Options window are saved when you close the window.

Type	Click the link in the **Type** column to download the file to your PC to view it.
Choose File	Click again to add another document, and repeat the steps for uploading a document.
🗑	Click to delete the document from the student's record. You are prompted to confirm that you want to delete the document.

NOTES Deleted documents are not actually deleted from the Document Attachments server. You can retrieve deleted files using the Document Attachments File Recovery utility in District Administration.

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