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W/R Enroll

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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- If you change the student's status to No Show, the student is not withdrawn from all course records.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	Enter the campus ID for which the student is applying.
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

Reason	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 (*exit program*) is not a valid withdrawal reason code on this tab. **+33** — 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. **-33** — 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**.
Status Cd	The value from the **Record Status** field on the Demo1 tab is displayed.

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.

Residential Facility	Select if the student resides in a residential care and treatment facility within the district's boundaries or jurisdiction. This field is automatically selected if the campus has **Campus-wide Residential Facility** selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info, but will not be saved until you click **Save**.

When **Residential Facility** is selected (or if the campus has **Campus-wide Residential Facility** selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info), the following fields are displayed:

Attendance Zone	Type the nine-digit TEA-assigned number for the campus the student is expected to attend based on the geographic location (address) of the residential facility in which the student resides. This may or may not be the same as the Campus ID of Enrollment.
Length Stu Sch Day	Type the number of minutes in the student's school day.
Educated At Facility	Select if the student is educated at or in the general location of the residential facility.
Length Campus Sch Day	Type the number of minutes of the traditional home campus school day for a non-disabled peer.
Surrogate Parent	Select if student requires a surrogate parent. This field is required when **Nbr Other Stu Assigned** is 0-25.
Prior Instr Setting	Select the student's most recent instructional setting before entering the residential facility.
Nbr Other Stu Assigned	Type the number of other students who are assigned to the same surrogate parent. Valid values are 0-25.
Residential Facility ID	Select the ID of the facility. The list of available facilities is maintained on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info under **Residential Facility Options**.

❑ 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.
Bus Info	View or update the student's bus information. The button does not appear until you retrieve a student on the Student Enrollment page.
	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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