

Activate Students

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This utility allows you to activate students and create accurate First Day Counts and No Show records.

Activating students using this process allows you to identify No Show students and correctly enroll students who begin school after the first day of school. It also ensures that students who do show up for school have the proper enrollment dates for the district, campus, special programs, and first semester courses. All students are marked inactive before school starts, and as you take attendance, the students are activated as they show up in class. After a period of time (determined by each campus), any student who has not been activated is considered a No Show.

To activate students using this process, all students must be marked as inactive before the start of school, and each student's date of entry should be set to the first day of school. This occurs automatically during Move to Grade Reporting. Also, a student's date of entry into any special programs (i.e., special education, bilingual/ESL, GT, PRS, Title I, and any generic programs) and all first semester courses are set to the first day of school.

Update data:

❑ Under **Item To Select**:

Student	Select if you are activating one student.
Other Parameters	Select if you are activating multiple students by course or grade level. You can activate specific students who are in a particular grade level or course.

❑ Under **Parameters for Activating**:

Date	(Required) Type the date on which students are activated. This is the date the student was **first present for the ADA period** within the activation window. **NOTE:** Once the activation window has ended and the Create No Show Records utility has been run, you will go back to normal attendance taking.
Campus ID	(Required) Select the campus at which you are activating students.
Track	Select to activate students from one track, or leave blank to activate students from all tracks. If selected, select a track from the drop-down list. A track must be selected if the campus has multiple tracks with different dates for the first day of school.

Student ID	This field is only displayed if you selected **By Student**. Begin typing the student's last name or ID (including leading zeros). As you begin typing the name or number, a drop-down list displays students whose name or ID *begins with* the characters you have typed. The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show. From the drop-down list, select the student. If you do not know the student ID, click ⋮ to search for a student.
Course Nbr	This field is only displayed if you selected **Other Parameters**. Select if you want to activate students from a particular course-section, or leave blank if you want to activate students from all course-sections. If selected, select a course and section.

❑ Click **Reset Values**...

The Activate Students By Student pop-up window opens.

Clear	Clear your selections on the page.


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