

Local Programs

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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 Registration > Maintenance > District Profile > Local Program Codes. Then, the campus must select the program on Registration > Maintenance > Campus Profile > Campus Local 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. 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.

Reason	If you are withdrawing the student from the program, click ⋮ to select the withdrawal reason. **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. Code 1 = one character Code 2 = two characters (For ADP this must be the ASDY track number.) Code 3 = three characters 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. 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.
Reason	If you are withdrawing the student from the program, click ⋮ to select the withdrawal reason. **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. Code 1 = one character Code 2 = two characters Code 3 = three characters 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. 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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