



## Local Programs



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# Local Programs

## **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 [Maintenance > District Profile > Local Ent/Wd Program Codes](#). Then, the campus must select the program on [Maintenance > Campus Profile > Campus Local Ent/Wd 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.

<b>Campus</b>	The campus ID to which you logged on is displayed.
<b>Entry Date</b>	<p>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.</p> <p>If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date.</p> <p>The student can have only one active record (i.e., a record without an exit date).</p> <p>The entry/exit dates for different records cannot overlap.</p>
<b>Exit Date</b>	<p>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.</p> <p>The exit date should be the school day following the last day the student was in the program.</p>




<b>Reason</b>	If you are withdrawing the student from the program, click  to <a href="#">select the withdrawal reason</a> . <b>CAUTION:</b> Although Code 33-Record Status Change is available from the list, it cannot be used for a local program withdrawal.
<b>Local Program</b>	Select the special program in which the student is participating.
<b>TEA Code</b>	This is a Read-only field and is populated with the student characteristic code assigned in the <b>Local Program</b> field.
<b>Code 1-4</b>	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.




<b>Campus</b>	The campus ID to which you logged on is displayed.
<b>Entry Date</b>	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.
<b>Exit Date</b>	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.
<b>Reason</b>	If you are withdrawing the student from the program, click  to <a href="#">select the withdrawal reason</a> . <b>CAUTION:</b> Although Code 33-Record Status Change is available from the list, it cannot be used for a local program withdrawal.
<b>Local Program</b>	Select the special program in which the student is participating.

<b>Code 1-4</b>	<p>The fields are district-defined and not required. Update data as needed.</p> <p>Code 1 = one character</p> <p>Code 2 = two characters (For ADP this must be the ASDY track number.)</p> <p>Code 3 = three characters</p> <p>Code 4 = four characters</p>
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☐ 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:

	<p><a href="#">Delete a row.</a></p> <p>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.</p> <p>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</p> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
<b>Comments</b>	<p><a href="#">View or add comments.</a></p> <p>Click to view or add comments about the student. The Comments window opens.</p> <p>If comments exist for the student, an exclamation mark is displayed on the button and it is outlined in red.</p>
<b>TEA Unique ID</b>	<p><a href="#">Request an Unique ID from the state.</a></p> <p>Click on the TEA Unique ID button to request an Unique ID from the state for students and staff.</p>
<b>Hist Directory</b>	<a href="#">Retrieve a student enrolled in a prior school year.</a>
 <b>Medical Alert</b>	<p><a href="#">View medical alert.</a></p> <p>The button is displayed if a medical warning exists for the student and <b>Consent to Display Alert</b> is selected on <a href="#">Health &gt; Maintenance &gt; Student Health &gt; Emergency</a>.</p> <p>Click to view the student's medical alert information.</p>
<b>Documents</b>	<a href="#">View or attach supporting documentation.</a>



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