



## PK Enrollment



## Table of Contents

<b>PK Enrollment</b> .....	1
----------------------------	---



# PK Enrollment

## **Registration > Maintenance > Student Enrollment > PK Enroll**

This tab allows you to view and update information for students who participate in a prekindergarten program.

The PK 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.

### **Update data:**

**Under PK Program:**

The student's existing PK 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.

The fields below the grid are enabled.

<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>	<p>If you are withdrawing the student from the program, click  to <a href="#">select the withdrawal reason</a>.</p> <p>If the student is exiting the program, select EP (exit program).</p>
	<p> 1. Click  to do a status change.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The fields display the data from the previous row by default.</li> </ul> <p>2. Modify any information that changed for the entry date.</p> <p>3. Click <b>Save</b> to save the status change.</p>
	<p> If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click  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.</p> <ol style="list-style-type: none"> <li>1. Click  in the the second row. This creates a new row (now 3 rows).</li> <li>2. Click  in the second row. This removes the third row.</li> <li>3. Click  in the first row. This will remove the second row leaving one remaining.</li> <li>4. Make the change and click <b>Save</b>.</li> </ol>
<b>PK Program</b>	
<b>PK Elig Prev Year</b>	<p>Select if the student is eligible for enrollment in a PK class because:</p> <ul style="list-style-type: none"> <li>• A four-year-old student was eligible for enrollment at the age of three in the previous school year, but are not eligible through other criteria, or</li> <li>• A five-year-old student was eligible for enrollment at the age of four in the previous school year, and the parent requested they be retained in prekindergarten.</li> </ul> <p>TWEDS Data Element: PK-ELIGIBLE-PREVIOUS-YEAR-INDICATOR-CODE (E1649) (Code table: C088)</p>

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

<b>PK Program Code</b>	<p>If the student's PK program has changed, select the code indicating the length of the prekindergarten instructional day for the student.</p> <p>TWEDS Data Element: PK-PROGRAM-TYPE-CODE (E1078) (Code table: C185)</p>
<b>PK Elig Prev Year</b>	<p>Select if the student is eligible for enrollment in a PK class because:</p> <ul style="list-style-type: none"> <li>• A four-year-old student was eligible for enrollment at the age of three in the previous school year, but are not eligible through other criteria, or</li> <li>• A five-year-old student was eligible for enrollment at the age of four in the previous school year, and the parent requested they be retained in prekindergarten.</li> </ul> <p>TWEDS Data Element: PK-ELIGIBLE-PREVIOUS-YEAR-INDICATOR-CODE (E1649) (Code table: C088)</p>

**Under PK Funding Source:**

<b>Fund Order</b>	Enter the code indicating the order of the student's PK Funding Source.  <b>OrderofPKFundingSource</b> (E3040) indicates the order of the student's PK Funding Source. Fund Order 1 = Primary Fund Order 2 = Secondary
<b>Fund Source</b>	If the student's primary funding source has changed, select the new primary source of funding for the student.  TWEDS Data Element: PRIMARY-PK-FUNDING-SOURCE-CODE (E1079) (Code table: C186)
<b>Begin Date</b>	Type the begin date using the MMDDYYYY format. Or, click  to select the date from a calendar.
<b>End Date</b>	Type the end date using the MMDDYYYY format. Or, click  to select the date from a calendar.

Click **Save**.

---

## Other functions and features:

	<a href="#">Edit a record.</a> The data is displayed in fields below the grid allowing you to make changes.  Update the fields as needed, click <b>OK</b> , and then click <b>Save</b> . The changes are displayed in the grid.
	<a href="#">Delete a row.</a> 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 <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> .  You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
<b>Comments</b>	<a href="#">View or add comments.</a> 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.
<b>TEA Unique ID</b>	<a href="#">Request an Unique ID from the state.</a> Click on the TEA Unique ID button to request an Unique ID from the state for students and staff.
<b>Hist Directory</b>	<a href="#">Retrieve a student enrolled in a prior school year.</a>
	<a href="#">View medical alert.</a> 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> .  Click to view the student's medical alert information.
<b>Documents</b>	<a href="#">View or attach supporting documentation.</a>

<b>PK Secondary Funding</b>	If the student's secondary funding source has changed, select the new secondary source of funding for the student.  TWEDS Data Element: SECONDARY-PK-FUNDING-SOURCE-CODE (E1080) (Code table: C186)
-----------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



## Back Cover