



W/R Enroll

Table of Contents

W/R Enroll 1

W/R Enroll

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- If you change the student's status to No Show, the student is not withdrawn from all course records.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:

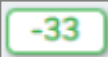
- If the reentry date is the same as the No Show entry date, the No Show row is deleted. This situation may occur if the student was entered as a No Show in error.
- If the reentry date is different from the No Show entry date, the No Show row remains, and the student's original entry date is updated 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.

Field	Description
Campus	The campus ID to which you logged on is displayed.
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 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

Field	Description
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 (<i>exit program</i>) is not a valid withdrawal reason code on this tab.
	 1. Click  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.
	 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. 1. Click  in the the second row. This creates a new row (now 3 rows). 2. Click  in the second row. This removes the third row. 3. Click  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.

Click **Save**.

W/R Enroll

Documents

[View or attach supporting documentation.](#)

Document Attachments

The Document Attachments feature allows you to upload and view documents by application, school year, folder, and document type. **This feature is not available in all districts.**

If you are logged on as a user assigned to a Document Attachments-enabled role, the **Documents** button is displayed on various pages in the ASCENDER Student system. If a document is attached, the **Documents** button displays a note icon.

If you have full access, you can upload and download files. If you have read-only access, you can download existing files, but you cannot upload files.

If you are logged on with a role that does *not* have security access to Document Attachments, the **Documents** button is *not* displayed on any pages.

[Document Attachment-enabled pages:](#)

Application	Menu
Attendance	Maintenance > Student > Student Inquiry (read-only access) Maintenance > Student > Student Posting > By Individual
Discipline	Maintenance > Student > Inquiry (read-only access) Maintenance > Student > Maintenance > Maintenance
Grade Reporting	Maintenance > Student > Individual Maint
Health	Maintenance > Student Health
Registration	Maintenance > Student Enrollment
Test Scores	Maintenance > Individual Maintenance

[Document types by folder and application:](#)

File Extension	Folder	Document Type
Attendance	Attendance	Notes
Attendance	Attendance	Other
Discipline	Incidents	Other
Grade Reporting	Grade Reporting	IPR
Grade Reporting	Grade Reporting	Report Card
Grade Reporting	Grade Reporting	Transcript
Health	Student Health	Acanthosis
Health	Student Health	Food and Allergy
Health	Student Health	Hearing
Health	Student Health	Immunization
Health	Student Health	Other
Health	Student Health	Physical Exam
Health	Student Health	Spinal
Health	Student Health	TB
Health	Student Health	Vision
Registration	Demographic	Birth Certificate
Registration	Demographic	Chemical Abuse Participation
Registration	Demographic	Directory Form
Registration	Demographic	Employment Survey
Registration	Demographic	Entry/Withdrawal
Registration	Demographic	McKinney-Vento
Registration	Demographic	Other
Registration	Demographic	Proof of Residence
Registration	Demographic	SSN Card
Registration	Bilingual/ESL	Other
Registration	Local Programs	Other
Registration	PRS	Other
Registration	Special Education	Other
Test Scores	Test Scores	College Assessments
Test Scores	Test Scores	Other
Test Scores	Test Scores	State Assessments

[List of permissible file types:](#)

Maximum file size: 10MB

File Extension	Folder
.doc	application/msword
.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document
.gif	image/gif
.jpeg	image/jpeg
.jpg	image/jpeg
.pdf	application/pdf
.png	image/png
.pps	application/vnd.ms-powerpoint
.ppt	application/vnd.ms-powerpoint
.pptx	application/vnd.openxmlformats-officedocument.presentationml.presentation
.tif	image/tiff
.tiff	image/tiff
.txt	text/plain
.xls	application/vnd.ms-excel
.xlsx	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

Upload or view documents:

☐ Under **Document List:**

Application	The application you are currently logged on to is displayed (e.g., Test Scores).
Folder	In some applications, you must select the folder for which you want to view or attach a document: - Different types of documents must be uploaded to specific folders. - Changing the folder will change the document type options in the Select Type field. Some applications only have one folder, so no selection is necessary.
Select School Year	Select the school year for which you want to view documents. Student documents are stored by year.

Existing documents are displayed according to specified criteria.

☐ Under **Document Upload:**

Select File to Upload	Click Choose File . Locate and select the document on your computer or network. The file name is displayed next to Choose File . Note: Files cannot be larger than 10MB or empty.
School Year	Select the school year for which you want to view documents. Student documents are stored by year.
Select Type	Select the type of document you are uploading. The list varies according to your selection in the Folder field.
Description	Type an optional description of the document. Note: The description cannot be longer than 255 characters.

Upload File	Click to upload the file for the student.
	The document is listed in the Document List section.
	The date-time stamp and user ID display the date and time the document was uploaded, and the user ID of the user who uploaded the document.

Any changes made in the Document Options window are saved when you close the window.

Type	Click the link in the Type column to download the file to your PC to view it.
Choose File	Click again to add another document, and repeat the steps for uploading a document.
	Click to delete the document from the student's record. You are prompted to confirm that you want to delete the document.

NOTES Deleted documents are not actually deleted from the Document Attachments server. You can retrieve deleted files using the Document Attachments File Recovery utility in District Administration.



Back Cover