



## Student Enrollment



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# Student Enrollment

## Registration > Maintenance > Student Enrollment

You must select a student before you can access the tabs on the Student Enrollment page.

### Select a student

☐ To retrieve a student's records, select the student in one of the following ways:

<b>Student</b>	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>
<b>Texas Unique Student ID</b>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
<b>Directory (photo)</b>	<p>Click to select a student from the <a href="#">Directory</a>.</p> <p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

The Student Enrollment page is enabled with Demo1 as the default tab.

[Or, enroll a new student](#)

**To add a student who has never had a record in the district:**

Leave **Student** and **Texas Unique Stu ID** blank, and click **Retrieve**.

Depending on the setting of **Auto Assign Student ID** on [Maintenance > District Profile > District Maintenance > Control Info](#), the following occurs:

- If **Auto Assign Student ID** is selected, the next state ID is automatically assigned to students. A pop-up message is displayed indicating that the student ID number will automatically be assigned. Click **OK**.
- If **Auto Assign Student ID** is *not* selected, you must enter an ID number for the student. A message at the top of the page instructs you to enter the student ID.
  - In the **Student** field, type an unused six-digit student ID.
  - Click **Retrieve**.

The [Demo1](#) tab opens with blank fields allowing you to enter the student's full name and all required demographic data for the student.

The following fields are required to create a student record; however, the more complete the student's record, the more useful the data is throughout the Student system.

- **Grade**
- **Entry Dt**
- **First** and **Last Name**
- **Elig Code**
- Either **SSN** or **Social Security Num Denied**
- **Sex**
- **Date of Birth**
- At least one race must be selected.

Other bolded fields are required for PEIMS reporting and should be entered.

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### [Enroll a student from historical](#)

To locate a student who was previously enrolled in the district, leave **Student** and **Texas Unique Stu ID** blank, and click **Hist Directory**.

[The Historical Directory opens](#)

## Historical Directory

From all Registration > Maintenance > Student Enrollment tabs, you can click **Hist Directory** to

open the Historical Directory, which is used to search students who were enrolled in a prior school year and select a student for re-enrollment.

Enter data in one or more of the following fields, or leave all fields blank.



<b>Last Name</b>	Type all or part of the student's last name to retrieve students whose last name <i>begins with</i> the letters you have typed.
<b>First Name</b>	Type all or part of the student's first name to retrieve students whose first name <i>begins with</i> the letters you have typed.
<b>Stu ID</b>	Type all or part of the student's ID to retrieve students whose ID <i>begins with</i> the characters you typed.
<b>Texas Unique Stu ID</b>	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.  If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.
<b>SSN</b>	Type all or part of the student's social security number to retrieve students whose SSN <i>begins with</i> the characters you typed.

All except the **SSN** field are autosuggestion fields. As you begin typing, a drop-down list displays students whose data begins with the numbers or characters you have typed. From the drop-down list you can select the student.

Click **Search**. The students who meet the criteria entered are displayed. The records are sorted ascending by last name and first name, and then descending by year.

- If there are multiple pages, [page through the list](#).
- [The list can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

The list include enrollment records from the current year and previous years.

- A blue link indicates a student who is not currently enrolled and can be re-enrolled.
- A black link indicates a student who is currently enrolled; these students cannot be re-enrolled.
- **You can only click a row for the most recent year the student was enrolled;** records for earlier school years are not hyperlinked.

When you locate the student you want to re-enroll, click either the student ID or school year.

- If the student's latest enrollment is in the current school year, a message indicates that the student is currently enrolled. Click **OK**.
- If the student was last enrolled in a previous school year, a warning message prompts you to confirm that you want to re-enroll the student in the current year. Click **Yes**, and the Student Enrollment page opens allowing you re-enroll that student.

Click **Cancel** to return to the previous page without selecting a student.

If you have selected a student who can be re-enrolled, the Student Enrollment page opens allowing you re-enroll that student. The student ID (as displayed in the **Student** field) must be the same as used previously.

1. You must enter the **Grade** and **Entry Dt** fields for the student.
2. Add or update additional data for the student.
3. Click **Save**.



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