



# enrollment



# Table of Contents

**Enrollment (Fall)** ..... 1



# Enrollment (Fall)

## State Reporting > Maintenance > Fall > Student > Enrollment

Update data for the *StudentSchoolAssociation* and *StudentProgramExtension* complex types as needed.

The *StudentSchoolAssociationExtension* complex represents the campuses in which a student is enrolled and/or withdrawn.

The *StudentProgramExtension* complex represents any program designed to work in conjunction with or to supplement the main academic program. Programs may provide instruction, training, services or benefits through federal, state, or local agencies. Programs may also include organized extracurricular activities for students.

### Modify a record:

#### Select a student

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

<b>Stu ID</b>	Begin typing the student ID. As you begin typing the student ID, a drop-down list displays students whose ID matches the numbers 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.
<b>Stu Name</b>	Begin typing the student's name in one of the following formats: <ul style="list-style-type: none"> <li>• Last name, comma, first name</li> <li>• Last name initial, comma, first name initial</li> </ul> <p>As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs, and grade levels. From the drop-down list you can select the student.</p>
<b>Texas Unique Stu ID</b>	Begin typing the student's Texas Unique Student ID. As you begin typing the ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list also displays student's last name, first name, middle name, and grade level. From the drop-down list you can select the student.
<b>Directory</b>	Click <b>Directory</b> to select a student from the <a href="#">directory</a> .

Click **Retrieve** to retrieve the selected student.

Field	Description
<b>Campus</b>	CAMPUS-ID-OF-ENROLLMENT (E0782) Type or select the three-digit campus ID.
<b>Grade Level</b>	The value entered in the <b>Grade</b> field on the Demographic tab is displayed.

Field	Description
<b>ADA Eligibility</b>	The value entered in the <b>ADA Eligibility</b> field on the Demographic tab is displayed.
<b>Title 1</b>	<p>TITLE-I-PART-A-INDICATOR-CODE (E0894) Code table: C122</p> <p>Select the code indicating if the student is participating in a Title I Part A program at a school-wide campus or targeted-assistance campus.</p> <p>Rule 41461-0013: The <b>As of Status</b> for participating students must be of B, D, F, or X (i.e., enrolled as of the fall snapshot date).</p>
<b>SSI Promotion/Retention</b>	<p>SSI-PROMOTION-RETENTION-CODE (E1030) Code table: C171</p> <p>Select the code indicating if the student was promoted or retained as a result of participation in the Student Success Initiative (SSI).</p> <p>Rule 40100-0131: This field must be blank if <b>As of Status</b> is A, C, E, or G (i.e., the student is not enrolled this year).</p> <p>Rule 40110-0020: If this field is 04, 06, or 08, the student's grade level must be 05.</p> <p>Rule 40110-0072: If this field is 10, 12, or 14, the student's grade level must be 08.</p>

Field	Description	
<b>Bilingual/ESL</b>	<b>EB/English learning (EL)</b>	EMERGENT-BILINGUAL-INDICATOR-CODE (E0790) Code table: C061  Select the year of monitoring, if the student has been identified as emergent bilingual (EB) during the reporting period.
	<b>Bilingual</b>	BILINGUAL-PROGRAM-TYPE-CODE (E1042) Code table: C175  Select the code indicating if the student is participating in a state-approved bilingual education program.
	<b>ESL</b>	ESL-PROGRAM-TYPE-CODE (E1043) Code table: C176  Select the code indicating if the student is participating in a state-approved English as a Second Language (ESL) program.
	<b>Parental Permission</b>	PARENTAL-PERMISSION-CODE (E0896) Code table: C093  Select the code indicating if the student's parent or legal guardian granted permission to have the student placed in a bilingual or ESL program during the current school year.
	<b>Alt Lang Pgm</b>	ALTERNATIVE-LANGUAGE-PROGRAM-CODE (E1642) Code table: C221  Indicate the type of alternative language program participated in by the student. An alternative language program must be approved by the TEA due to the LEA submission of a bilingual education exception and/or English as a second language (ESL) waiver for the current school year.
	<b>Home Language</b>	HOME-LANGUAGE-CODE (E0895) Code table: C092  Select the language spoken in the student's home.
	<b>Student Language</b>	STUDENT-LANGUAGE-CODE (E1590) Code table: C092  Select the primary language spoken by the student.
<b>Special Ed</b>	SPECIAL-ED-INDICATOR-CODE (E0794) Code table: C088  Select if the student is participating in a special education instructional program and related services program or a general education program using special education support services, supplementary aids, or other special arrangements.  Rule 40110-0189: <b>Special Ed</b> and <b>Section 504</b> cannot both be selected. (The Special Education Division has stated that a student should not be identified as both Section 504 and Special Education.)	

Field	Description
<b>At Risk</b>	<p>AT-RISK-INDICATOR-CODE (E0919) Code table: C088</p> <p>Select if the student is currently identified as at risk of dropping out of school according to state criteria.</p> <p>Edit 1102N: This field must be selected if the <b>Homeless Status</b> field is <i>not</i> 0 on the Demographic tab, and the <b>As-of Status</b> field is B, D, F, or X.</p>
<b>Immigrant</b>	<p>IMMIGRANT-INDICATOR-CODE (E0797) Code table: C088</p> <p>Select if the student is an eligible immigrant child or youth under the Title III - Language Instruction for Limited English Proficient and Immigrant Students of the No Child Left Behind Act of 2001.</p>
<b>Gifted/Talented</b>	<p>GIFTED-TALENTED-INDICATOR-CODE (E0034) Code table: C088</p> <p>Select if the student is participating in a state-approved gifted and talented program.</p>
<b>Dyslexia</b>	<p>DYSLEXIA-INDICATOR-CODE (E1530) Code table: C088</p> <p>Select if the student has been identified as having dyslexia or a related disorder as defined in TEC §38.003.</p> <p>Rule 40110-0187: If selected, <b>Section 504</b> should also be selected.</p>
<b>Local ID</b>	<p>LOCAL-STUDENT-ID (E0923)</p> <p>(Optional) Type the student's district-assigned local ID number, up to nine characters.</p>
<b>PK Program Type</b>	<p>PK-PROGRAM-TYPE-CODE (E1078) Code table: C185</p> <p>For prekindergarten students, select the length of the prekindergarten instructional day.</p>
<b>Primary PK Funding Source</b>	<p>PRIMARY-PK-FUNDING-SOURCE (E1079) Code table: C186</p> <p>For prekindergarten students, select the primary source of funding.</p> <p>Rule 40110-0034: <b>Primary PK Funding Source</b> cannot be the same as <b>Secondary PK Funding Source</b>.</p>
<b>Secondary PK Funding Source</b>	<p>SECONDARY-PK-FUNDING-SOURCE (E1080) Code table: C186</p> <p>For prekindergarten students, select the secondary source of funding.</p> <p>Rule 40110-0034: <b>Primary PK Funding Source</b> cannot be the same as <b>Secondary PK Funding Source</b>.</p>

Click **Save**.

**Other functions and features:**

<b>Add</b>	Add a student.
<b>Delete</b>	<p><a href="#">Delete all of the student's records.</a> Click <b>Delete</b> to delete all of the student's records. A confirmation message is displayed.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p>
<b>Change ID</b>	<p><a href="#">Change the student's ID.</a> The <b>Change ID</b> button is disabled until a student is retrieved on the page.</p> <p>Retrieve a student, and click <b>Change ID</b>. The <b>Change Student ID</b> section is displayed at the top of the page.</p> <p>In the <b>New Student ID</b> field, type a valid social security number that you would like to change the existing ID to, and then click <b>Submit</b>.</p> <p>The <b>Change Student ID</b> dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p>
<b>Prev and Next</b>	<p><a href="#">Scroll through students.</a> Once a student is retrieved, click <b>Prev</b> or <b>Next</b> to scroll to the previous or next student alphabetically.</p>



## Back Cover