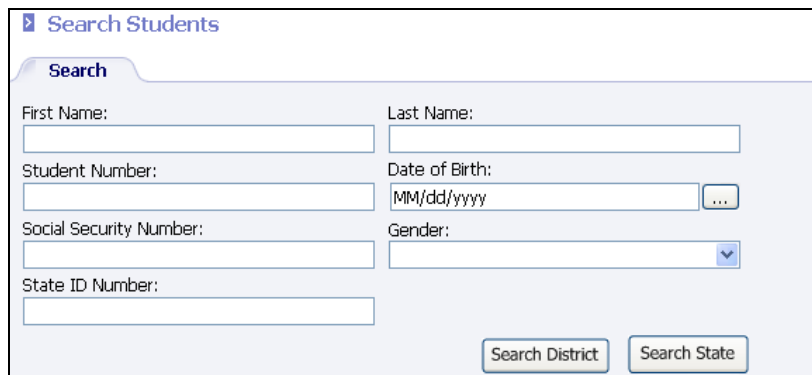


InformationNOW AL - State Enrollment

Enrolling a New Student or Existing Student

To enroll a new student into the database, Alabama users must use the *Enrollment* menu to **Add** students.

- Go to **Student Maintenance | Enrollment**.



Search Students

Search

First Name: Last Name:

Student Number: Date of Birth:

Social Security Number: Gender:

State ID Number:

- Enter search criteria as needed and then select **Search District** or **Search State**.

NOTE: The **Search District** option will only return students who currently reside in the district. **Search State** will only return students who reside outside the district, but within the state of Alabama.

- A list of students matching the search parameters will appear. If the student in question has an existing record within the district or state, select the record in the list and click **Enroll**. If there are no applicable students who display, simply select **Enroll** to enroll a new student.

Search Students - Student Result List

People

Search Criteria: Last Name = smith

Enroll Cancel

File No.	Name	GR	Birthdate	G	School	Photo	Ind
P1077	Smith, Joe			M		-	N
S1077	Smith, Joe	06	01/01/2000	M	9974 - 0708 Regular 9974 - MSBI 9974 - MSBI2	-	E
P1112	Smith, Joe		09/21/2007	M		-	N
P1113	Smith, Joe		09/21/2007	M		-	N
P1115	Smith, Joe		09/21/2007	M		-	N
P1116	Smith, Joe		09/21/2007	M		-	N
S1099	Smith, Joe		09/21/2007	M		-	N
S1100	Smith, Joe		09/21/2007	M		-	N
S1101	Smith, Joe		09/21/2007	M		-	N
S1102	Smith, Joe		09/21/2007	M		-	N
P1114	Smith, Joe MID		09/08/2004	M		-	N

Enroll Cancel

- Enter student information, including the enrollment details. All fields marked with the * symbol are required and must be completed.

InformationNOW (version #) – Webpage Dialog

Enroll Student: [number – Lastname, Firstname]

Tasks
Print Screen
History
Help

Personal

*First Name: Middle Name: *Last Name: Generation: Photograph:

Preferred Name: *Date of Birth: Age: Phone: [More](#)

Social Security No.: *Gender: *Ethnicity: [More](#) School Next Year:

Original Enrollment Date: Expected Graduation Date: *Grade Level: *Lunch Code: Graduated [Change](#) [Remove](#)

Mailing Address [More](#) **Physical Address** [More](#)

Address Line 1: Address Line 1: Same as Mailing

Address Line 2: Address Line 2:

City: State: Zip Code: City: State: Zip Code:

County: Country: County: Country:

Enrollment Information

*School – Academic Session: *Transportation Code: Counselor: [Clear](#) [Find](#) *Reported Date: Reported Time:

*Enrollment Code: *Reason Code: Miles from School: Parking No.: Locker: [Clear](#) [Find](#) Locker Combination:

A.M. Bus: [Find](#) Stop: P.M. Bus: [Find](#) Stop: Note:

Title 1 Resides Out of School Zone Student Responsible for Lock

[Enroll](#) [Cancel](#)

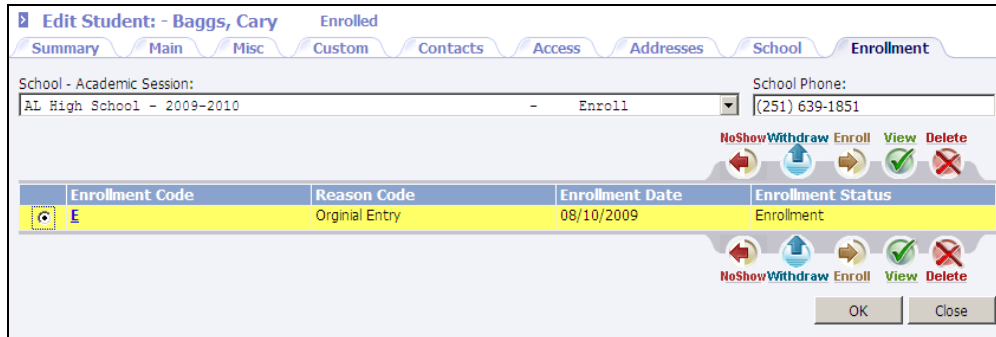
- Once all required information has been entered, click the **Enroll** button at the bottom of the screen to complete the transaction.

Note: If the student is currently enrolled in another district, a warning message will appear stating that the user is about to enroll an already enrolled student. The student can still be enrolled; however, the student's default enrollment record will be **E99**.

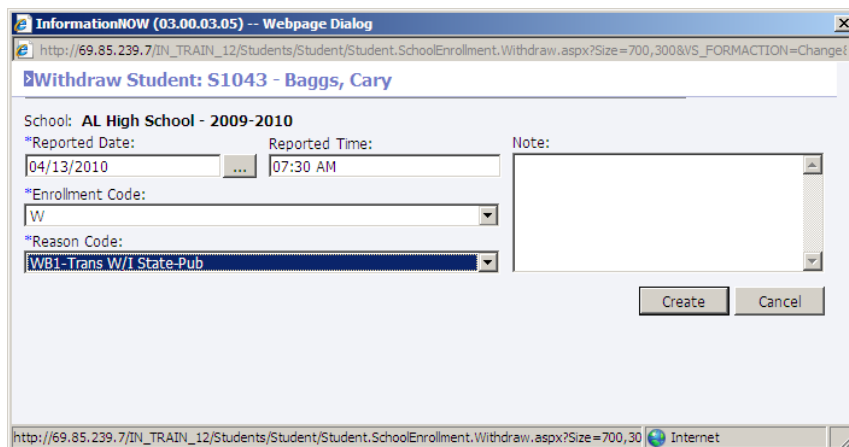
Withdrawing a Student

To withdraw a student, go to **Students | Student Maintenance** and search for the student.

- Select the student and go to the *Enrollment* tab.
- Select the last enrollment record of the student and click **Withdraw**



- Enter the *Date, Time, Enrollment Code* and *Enrollment Reason*.



- Click **Create** when all data has been entered.
- The student is now withdrawn. The record will also be updated at the state level.

No Shows

Students are considered *No Show's* when they are summer withdrawn or non-returning in the fall. When a student is made a *No Show*, he/she is set as *Registered*. Follow the steps below to mark a student as *No Show*:

- Go to **Student Maintenance** and select a student.
- Select the *Enrollment* tab and choose the enrollment record to edit.
- Click the **NoShow** icon.

Enrollment Code	Reason Code	Enrollment Date	Enrollment Status
E	Original Entry	08/10/2009	Enrollment

- Go to the *Custom* tab.
- Under the section called *No Show*, give the student a *No Show Reason* and *Date*.
- Select either **1** (*Non Return*) in the fall or **2** (*Withdrawal*) during summer.

No Show Reason: 1 No Show Reason Date: 8/10/2010

Entries and Withdrawals when STIState Connection is Not Available

Entries and Withdrawals may still be processed if the school loses its connection to STIState. Depending on the student's previous enrollment, the program will automatically assign an Entry or Withdrawal Code as follows:

Making Entries without STIState Connections

- If no connection to the state database is available, and the user transfers an existing student from within the district, the student will receive an **E97** Entry Code.
- If no connection to the state database is available, and the user enrolls a NEW student who was previously enrolled elsewhere in the state (in which case the student possesses an *SSID*), the student will receive an **E98** Entry Code.
- Once the connection to the state database becomes available again, a message will prompt the user to edit these entry records and select the true Entry Code. Click **OK**, and then edit each record listed to show the true Entry Code. Also at this time, each new student will be assigned a new *SSID*.

Withdrawing Students without STIState Connections

- If no connection to the state database is available, and if the user tries to withdraw a student, the student will receive an **W97** Withdrawal Code.

Enrollment Pre- Processing

When users have permissions for an *Enrollment Clerk* login to *InformationNOW*, some enrollment processing will occur upon login that is academic-session specific:

- Any *SSID*'s pending to be assigned will be assigned to the students
- Student(s) with **E97** will be processed.
- Student(s) with **W97** will be processed.
- Student(s) with **E98** enrollment will be processed.
- Check for district student(s) enrolled elsewhere who are enrolled as **E99**'s in the gaining district; and if the other district's **E99** matches a student in the losing school, the user will have the option to withdraw the student.
- Check for district student(s) enrolled as **E99**'s who have now been withdrawn from the losing district.