

# InformationNOW – Students

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## Overview

A *student* is defined in *InformationNOW* as a person who is currently receiving or has received educational services from a school or district. The student is a central component of every *student information system*. A student enters the system by being **enrolled** into a school and leaves the system by being **withdrawn** from all schools. In the *Student* module, a user with appropriate access privileges may work with the following features:

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## Search Census

Before adding a new student, it is best to search the census to see if this student already exists in the database. To do so, go to **Census | People**.

### Simple Search

Enter all or part of the first and/or last name and then click **Search**.

**Search People**

Simple Search    Advanced Search

First Name:  
J

Last Name:  
Smith

Add    Search

### Advanced Search

Enter one or more of the search criteria available and then click **Search**.

**Search People**

Simple Search    Advanced Search

**Personal Criteria**

First Name:                      Last Name:  
                     

Date of Birth:                      Gender:  
 MM/dd/yyyy    ...   

Social Security Number:                      Phone:  
                     

File No.:

**Address Criteria**

Address Line 1:

Address Line 2:

City:                      State/Province:                      Zip Code:  
                                            

Country:  
 Afghanistan

Add    Search

## Search Results














Regardless of the means of search – *Simple* or *Advanced* – the resulting list of people matching the search criteria will display.



**Search People - People Result List**

People

Search Criteria: [City = Hometown](#)

[Add](#) [View](#) [Delete](#)

<input type="checkbox"/>	File No.	Name	G	Birthdate
<input type="checkbox"/>	<a href="#">S1001</a>	 Adams, Amy Louise	F	09/04/1992
<input type="checkbox"/>	<a href="#">P1026</a>	Adams, Beth	F	08/21/1967
<input type="checkbox"/>	<a href="#">P1027</a>	Adams, Michael	M	09/16/1964
<input type="checkbox"/>	<a href="#">S1002</a>	 Affleck, Ben	M	08/26/1991
<input type="checkbox"/>	<a href="#">P1050</a>	Affleck, Maggie	F	
<input type="checkbox"/>	<a href="#">S1003</a>	 Agassi, Andre	M	08/10/1991
<input type="checkbox"/>	<a href="#">P1051</a>	Agassi, Benjamin	M	
<input type="checkbox"/>	<a href="#">S1004</a>	 Aikman, Troy	M	11/12/1992
<input type="checkbox"/>	<a href="#">S1005</a>	 Anderson, Amanda	F	01/01/1992
<input type="checkbox"/>	<a href="#">S1006</a>	 Anderson, Hank	M	01/01/1992
<input type="checkbox"/>	<a href="#">ST1002</a>	 Anderson, Pamela Dean	F	08/01/1980
<input type="checkbox"/>	<a href="#">ST1003</a>	 Andretti, Mario	M	01/20/1976
<input type="checkbox"/>	<a href="#">S1007</a>	 Anniston, Jennifer	F	11/10/1993
<input type="checkbox"/>	<a href="#">S1008</a>	 Armstrong, Louis	M	10/01/1993
<input type="checkbox"/>	<a href="#">S1009</a>	 Arthur, Jessica	F	02/04/1992
<input type="checkbox"/>	<a href="#">S1010</a>	 Baer, Justin	M	07/14/1992
<input type="checkbox"/>	<a href="#">S1011</a>	 Ball, Christina	F	08/14/1992

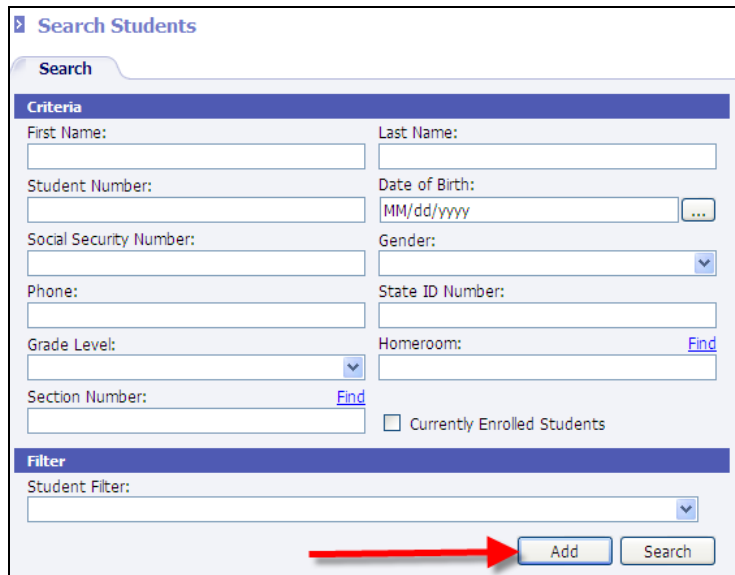
- **File No:** The auto-generated unique identifier for the person. File Numbers beginning with *S* represent students. File Numbers beginning with *ST* are used for staff members. File Numbers beginning with *P* indicate persons in the database who have not been identified as a student or staff member (ex.: *Guardian, Un-enrolled Students, Emergency Contacts*).
- **Person Type Icon:** Persons are also identified by icon. The  icon indicates a student. The  icon indicates a staff member.
- **Name:** The last, first name of the person.
- **G:** The gender of the person.
- **Birthdate:** The current date of birth on file for the person.

If the student does not appear in the search result list, the student should be added to the database.

If after searching the census the student to be added appears in the search result list, he/she should be enrolled in the school.

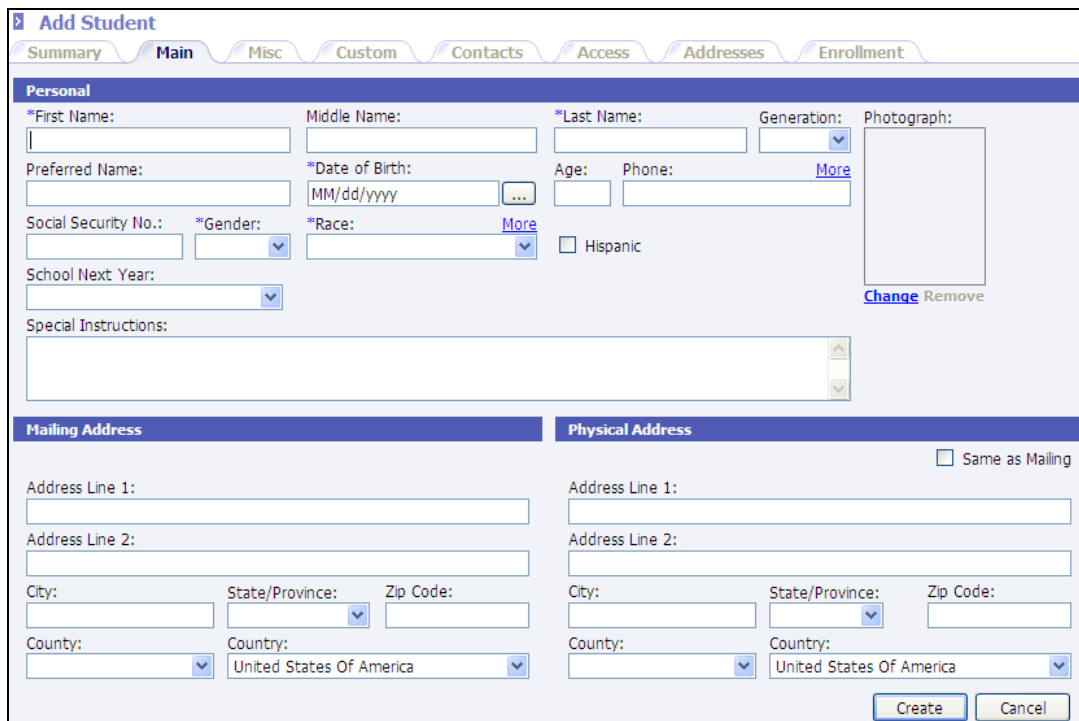
# Add a Student

If the user has searched the Census and the student to be added to the database was not found, the student may then be added. To add a new student, go to **Students | Student Maintenance**. It is not necessary to enter search criterion. Click **Add**.



The screenshot shows the 'Search Students' form. It has a 'Criteria' section with fields for First Name, Last Name, Student Number, Date of Birth (with a calendar icon), Social Security Number, Gender (dropdown), Phone, State ID Number, Grade Level (dropdown), and Homeroom. There are 'Find' links next to the Homeroom and Section Number fields. A 'Filter' section has a 'Student Filter' dropdown. At the bottom right, there are 'Add' and 'Search' buttons. A red arrow points to the 'Add' button.

The *Add Student* screen will appear.



The screenshot shows the 'Add Student' form, 'Main' tab. It has several sections: 'Personal' with fields for \*First Name, Middle Name, \*Last Name, Generation, Preferred Name, \*Date of Birth, Age, Phone, Social Security No., \*Gender, \*Race, School Next Year, and Special Instructions. There is a 'Photograph' area with 'Change' and 'Remove' links. 'Mailing Address' and 'Physical Address' sections have fields for Address Line 1, Address Line 2, City, State/Province, Zip Code, and Country. A 'Same as Mailing' checkbox is present. 'Create' and 'Cancel' buttons are at the bottom right.

Complete the data fields as needed on the student's *Main* tab. Required fields are indicated with an asterisk (\*).






## Student Main Tab

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Note: *InformationNOW* required fields are indicated with an asterisk (\*). Refer to State Guidelines for data elements that are required for state reporting purposes.

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- **\* First Name:** Enter the student's first name as indicated by a record of birth or other acceptable documentation.
- **Middle Name:** Enter the student's middle name as indicated by a record of birth or other acceptable documentation.
- **\*Last Name:** Enter the student's last name as indicated by a record of birth or other acceptable documentation.
- **Generation:** Select the suffix for the student (ex.: *Jr., Sr., III*). Generation codes may be created by going to **Students | Setup** or to **System Preferences | Setup**.
- **Preferred Name:** Enter the name by which the student prefers to be addressed.
- **\*Date Of Birth:** Enter the student's birth date as indicated by a record of birth or other acceptable documentation.
- **Age:** This field is display only and is calculated based on the student's date of birth and the date indicated on the server where the *InformationNOW* database resides.
- **Phone:** Enter the primary phone number for the student. Click the **More** link to insert additional phone numbers for the student.
- **Social Security Number:** Enter the student's Social Security Number on file.
- **\*Gender:** Select the student's gender. Gender codes may be created by going to **Students | Setup** or to **System Preferences | Setup**.
- **\*Race:** Select the primary ethnicity of the student. Click the **More** link to insert additional ethnicities for the student. Percentages must be assigned if the student has multiple ethnicities. The highest percentage ethnicity will display on the student's *Main* tab. Ethnicity codes may be created by going to **Students | Setup** or to **System Preferences | Setup**.
- **Hispanic:** Check if this student is considered Hispanic for federal and/or state reporting purposes. Check state guidelines to determine if this is required for state reporting requirements.
- **School Next Year:** Select the school to which the students will transfer. Schools are created by going to **School/District | School**. During the end of year procedures, students may be automatically transferred to their next schools by assigning the *School Next Year* here. For details regarding assigning groups of schools in one process to enroll students in their next schools, refer to the *InformationNOW – Scheduling* Quick Reference Guide.
- **Photograph:** To attach a photo to a student, click **Change**. Click **Browse** to locate the student's photograph file. Click **OK** to save the changes. To remove a photo, click **Remove**.
- **Special Instructions:** Enter any unique instructions pertaining to this student (ex.: *Mother not allowed to pick up*).
- **Mailing/Physical Address:** It is recommended that users wait to enter the student address until after the record has been created so that the user may search the existing addresses to see if the address already exists. Once the student record is saved, the user may edit the student record and use the **More** link above the address to search existing addresses. See "Assigning an Address" on page 6.
- **Flags:** Flags for the student will display next to the student name at the top of the student screen.

- **Student Number:** The student number that displays is determined by the selection under **School/District | Setup** on the *Settings* tab and under the **Student Identifier Display** section.
- **Icons:** Various icons will display for the student.  indicates a student with a health condition entered as an alert under the **Medical** option on the *Manage* menu on the left.  indicates a student with a **Special Instruction** entered on their *Main* tab.  indicates a student who has a **Special Education Status** of **Active** on their *Misc* tab.  indicates a student who has been checked as **Internet Access** on their *Misc* tab. A  indicates a student who has met the truancy threshold as defined under **Attendance | Setup** and on the *Settings* tab.

Click **Create** to save the student record. The *Add Student* screen will return and the additional tabs across the top of the screen will become active.

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Note: It is recommended that the user go to the *Enrollment* tab immediately after saving a record to enroll the student into the school. See “Student School Tab” on page 17.

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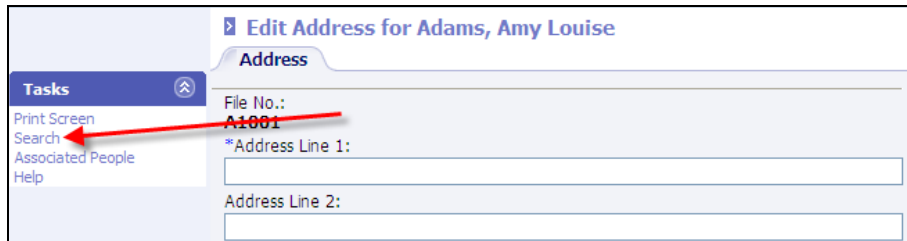
### Assigning an Address

It is recommended that users search the existing address records to see if the address already exists in the database before entering an address on the student screen.

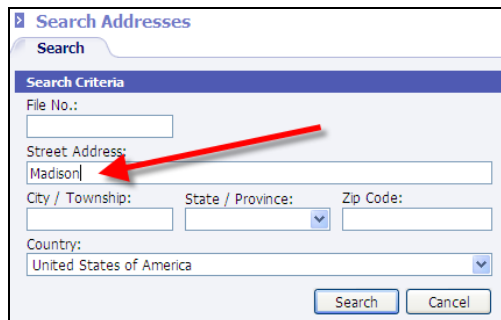
- On the student edit screen, click the **More** link directly above the student mailing or physical address.



- Click **Search** under the *Tasks* menu at left.



- Enter the search criteria (i.e., *Madison* to search for that street) and click **Search**.



- A resulting list of matching addresses will display.

File No.	Address Line 1	Address Line 2	City	State	ZipCode
<a href="#">A1002</a>	123 Madison Way		Hometown	IL	61601
<a href="#">A1014</a>	248 Madison Ave		Hometown	IL	60601
<a href="#">A1006</a>	55 Madison Blvd		Hometown	IL	60601

- To select the address from the list of existing addresses, either bullet the address and click **OK** or click the *File No.* of the address, which appears as a blue link. The address edit screen will display. Make any necessary changes and click **OK**.

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Note: Any changes made to the address will affect all persons in the database with this address. To view the list of people who will be changed, click **Associated People** under the *Tasks* menu at left.

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- If the address does not appear in the search result list, click **Cancel**. Enter the address detail. Select if it is mailing or physical address and click **OK**.

## Student Summary Tab

The *Summary* tab is a display-only tab showing basic student information.

**Personal**

File No.: **S1001**  
 State ID: **1234512345123**  
 Name: **Adams, Amy Louise**  
 Gender: **Female**  
 Date Of Birth: **09/04/1992**  
 Social Security Number: **123-33-2343**  
 Current Grade Level: **11**  
 Primary Ethnicity: **White**  
 Primary Phone Number: **(800) 844-0884**  
 Primary Email: **aadams@hotmail.com**  
 Current Lunch Code: **Free**

**Mailing Address**  
 PO Box 14352  
 Hometown Illinois 61601 Hometown County United States of America

**Physical Address**  
 234 Madison Way  
 Hometown Illinois 61601 Hometown County United States of America

## Student Misc. Tab

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Note: Refer to State Guidelines to determine the fields that may be required for state reporting purposes.





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*Lookups* (or *codes*) must be created to populate the data fields that appear as drop-lists. These lookups may be created by going to either **Students | Setup** or to **System Preferences | Setup**. For more details, refer to the *InformationNOW – Lookups Quick Reference Guide*.

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Note: Depending on the state, the following screen may contain different data elements.


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**Edit Student: S1001 - Adams, Amy Louise**     Enrolled

Summary Main Misc Custom Contacts Access Addresses School Enrollment

**Personal**

Marital Status: Single  Religious Affiliation: None  Employer Name: Lulu's Restaurant

Birth Certificate #: AA1191992837475  Birth Certificate Verification #: Copy on file   Go Green 

**Origin/Residency**

Citizenship/Nationality: United States Of America  [More](#) Migrant:   Foreign Exchange Student

Country Of Residency: United States Of America  Residency Status: Full Time   Immigrant

First Year In US as Immigrant:   Resides Outside of District

**Services**

Language: Portugese  [More](#) Section 504 Qualification: None   Homeless  Home Schooled  Tuition

Reporting School: Hometown High School  Special Education Status: Active  Eligibility Date: MM/dd/yyyy  Reevaluation Date: MM/dd/yyyy

Primary Exceptionality: Autism  [More](#) Special Education Exit Date: MM/dd/yyyy  IEP Begin Date: MM/dd/yyyy  IEP End Date: MM/dd/yyyy

Special Education Exit Reason:  Case Manager: Find  Date Enrolled in LEA: MM/dd/yyyy

LRE:

LEP:

**Identification**

\*Student Number: S1001  State ID Number: 1234512345123  Alternate Student Number: AA12345

Email: aadams@hometownsd.com  [More](#) Messenger Provider: AOL  Internet Messenger: aadams  [More](#)

**Student Access**

Internet Access  Internet Password:  Telephone PIN Number: 1234

OK Close

- **Marital Status:** Select the current *Marital Status* for the student.
- **Religious Affiliation:** Select the appropriate *Religious Affiliation* lookup.
- **Employer Name:** Enter the name of the student's employer.
- **Birth Certificate #:** Enter the Birth Certificate number of the student.
- **Birth Certificate Verification #:** Enter a note concerning the Birth Certificate verification (i.e., *Copy on file*).
- **Go Green:** Check if this student is participating in the *Go Green* initiative. When a report is generated with the *Go Green* option checked, a hard copy of the report will not print for this student. Instead, an e-mail notification may be generated informing the student that an updated copy of the report is available online via the home portal.
- **Citizenship/Nationality:** Select the student's country of citizenship/nationality from the drop-list. Click **More** to assign additional citizenship/nationality codes.
- **Migrant:** Assign the student's migrant code, where applicable.
- **Country of Residency:** Select the student's country of residency from the drop-list.
- **Residency Status:** Select the student's residency status from the available drop-list.

- **First Year In US As Immigrant:** If student is considered an immigrant, enter the first year in the US for the student.
- **Foreign Exchange Student:** Check this box if the student is a foreign exchange student.
- **Immigrant:** Check this box if the student is considered an immigrant.
- **Resides Outside Of District:** Check if this student currently resides outside of the district in which services are provided.
- **Language:** Select the student's primary language. Additional languages may be associated with the student by clicking the **More** link.
- **Section 504 Qualification:** Select *Qualified504* if the student has a mental or physical disability that qualifies under Section 504 of the Rehabilitation Act of 1973.
- **Homeless:** Check this box if the student is homeless.
- **Home Schooled:** Check if the student is home-schooled but is still included in the district's database for state reporting purposes.
- **Tuition:** Check if the student is considered a tuition student.
- **Reporting School:** If this student is being included in state reporting exports for a different school, select the school from the list. Schools are created under **School/District | School**.
- **Special Education Status:** Select the student's current Special Education status.
- **Eligibility Date:** Enter the date on which the student was eligible for Special Education services.
- **Reevaluation Date:** Enter the date on which the student is to be or was reevaluated for Special Education services.
- **Primary Exceptionality:** Select the student's **primary** exceptionality. Click **More** to insert additional exceptionalities for the selected student.
- **Special Education Exit Date:** Enter the date the student exited the Special Education program.
- **IEP Begin Date:** Enter the date on which the student began participating in an individual education plan.
- **IEP End Date:** Enter the date on which the student ended participation in an Individual Education Plan.
- **Special Education Exit Reason:** Select the reason the student exited the special education program.
- **Case Manager:** Click **Find** to search the staff members for the student-assigned case manager.
- **Date Enrolled in LEA:** Enter the date on which the student was enrolled in an LEA.
- **LRE (Least Restrictive Environment):** Select the student's Least Restrictive Environment.
- **LEP:** Select the student's Limited English Proficiency (*LEP*) status.
- **Student Number:** The *Student Number* is used to uniquely identify a student within the district. The system will automatically assign a unique student number.
- **State ID Number:** Enter the state-assigned unique ID number for the student.
- **Alternate Student Number:** Enter a unique Alternate Student ID number.
- **Email:** Enter an e-mail address for the student. Additional e-mail addresses may be added by clicking the **More** link.
- **Messenger Provider and Internet Messenger:** For *Messenger Provider*, select the provider for the instant messenger service (ex.: *Yahoo, AOL, Windows Live Messenger*). In the *Internet*

*Messenger* field, enter the account name (ex.: *jdoe@hotmail.com*) of the selected *Messenger Provider*. To associate a student with multiple IM's, click the **More** link.

- **Internet Access:** Check this box if the student is allowed Internet access at school.
- **Internet Password:** Enter the password the student will use to access the Internet at school.
- **Telephone PIN Number:** The PIN used by the student for all STI telephony-based applications.

## Student Custom Tab

The *Custom* tab may contain fields that are required for state reporting purposes, along with custom fields which have been created by the school or district. Refer to State Guidelines for a list of state-mandated fields.

## Student Contacts Tab

File No.	Name	G	Relationship	Phone	P/U	EC	Rec Mail	Resp Bill	Rec Bill	Fam	CU	HP
P1116	Black, Francine (H)	F	Mother	(251) 111-2222	Yes	Yes	Yes	Yes	Yes	Ext	Yes	Yes

The person number, name, gender and relationship of the person related to this student will display along with the following:

- **H:** Displays in parentheses after the contact name. Indicates contact is *Head of Household*.
- **Pu:** Can this contact pick up the student?
- **EC:** Is this contact an emergency contact for the student?
- **Rec Mail:** Does this contact receive mailings?
- **Resp Bill:** Is contact responsible for student bills?
- **Rec Bill:** Is contact to receive copies of student bills?
- **Fam:** The *FAM* column on the contact list display indicates the family relationship, if any, the contact has with the student.
  - *Pri* indicates the contact marked as *Is Family Member* and who resides at the same physical address.
  - *Ext* indicates the contact marked as *Is Family Member* but who resides at a different physical address.
  - *N/A* indicates no direct family relationship
- **CU:** Is this contact a custodian?
- **Hp:** Is this contact allowed to view this student via the home portal?

Contacts will display in the following order:

1. Primary family member who is the student's guardian and the head of household.
2. Other primary family members, sorted by display name.
3. All extended family members, sorted by display name.
4. All other non-family-member emergency contacts, sorted by display name.
5. All other contacts that do not fall into one of the above categories, sorted by display name.

From the *Contacts* tab, various people associated with the student (i.e., a guardian, physician, emergency contact) may be added.

- To insert a new contact for the student, click **Add**.
- It is recommended that the user perform a simple or advanced search to be sure the person does not already exist in the database. See “Search Census” on page 2 for information on searching.
  - If, when searching, the person to be added as a contact for this student is found in the database, click the blue link to select the person from the search result list and update any data fields as needed.
  - If, when searching, the person to be added as a contact for this student is not found in the database, click **Add** at the bottom of the search result screen.

Enter the criteria for the contact. Required fields are indicated with an asterisk (\*).

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Lookups must be created to populate the data fields that appear as drop-lists including required fields of *Gender* and *Relationship*. These codes (lookups) may be created by going to **System Preferences | Setup**. For more details, refer to the *InformationNOW – Lookups Quick Reference Guide*.

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- **Title**: Select the title from the available list.
- **First Name**: Enter the first name of the contact.
- **Middle Name**: Enter the middle name of the contact.
- **\*Last Name**: Enter the last name of the contact.
- **Generation**: Select the generation from the available list (i.e., *Jr, Sr, III*).
- **Preferred Name**: Enter the preferred first name of the contact.
- **Date Of Birth**: Enter the date of birth of the contact
- **Age**: This is a read-only field. The age is automatically calculated based on the date of birth and current system date.
- **Phone**: Enter the primary phone number for the contact. Additional phone numbers may be added by clicking the **More** link.
- **Social Security Number**: Enter the Social Security Number for the contact.
- **\*Gender**: Select the gender of the contact.
- **Race**: Select the ethnicity of the contact. Additional ethnicities along with the percentage may be added by clicking the **More** link.
- **Hispanic**: Check if this person is considered Hispanic for federal and/or state reporting purposes. Check state guidelines to determine if this is required for state reporting requirements.
- **Photograph**: To attach a photo to a contact, click **Change**. Click **Browse** to locate the contact's photograph file. Click **OK** to save the changes. To remove a photo, click **Remove**.
- **Mailing/Physical Address**: It is recommended that the user wait to enter the student address until after the record has been created so that the user may search the existing addresses to see if the address already exists. Once the student record is saved, the user may edit the student record and use the **More** link above the address to search existing addresses. Steps are explained under "Assigning an Address" on page 6.
- **\*Relationship**: Required. Select the relationship between the contact and the student.
- **Is Family Member**: Check this box if the contact is a family member of the student.
- **Is Emergency Contact**: Check this box if the contact should be notified in an emergency.
- **Is Responsible For Bill**: Indicates whether or not the contact is ultimately responsible for the payment of bills from the school/district. Only one contact may be marked as *Is Responsible For Bill*.
- **Allowed To Pickup Student**: Check this box if the contact may pick up and sign the student out from school.
- **Student Is Visible In Home Access**: Check if this student is person should be able to access the information for this student using the parent portal.
- **Is Custodian**: Check this box if the contact is the legal custodian of the student. *Is Custodian* must be checked in order to activate the **Home Login** option.
- **Receives Mailings**: Check this box if the contact should be sent mailings for the student including letters and report cards.
- **Receives Bills**: Indicates whether or not the contact is to receive billing related materials. This field does not imply that the contact is responsible for the bill, only that they are to receive copies.
- **Description**: A brief description of the contact.

- **Copy Address(es) From Student:** Check to copy any existing mailing or physical address from the student to this contact.

Click **Create**. The *Miscellaneous*, *Addresses* and *Access* tabs become active.

### Contact Miscellaneous Tab

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Note: Check State Guidelines to determine if any fields are required for state reporting purposes.

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Enter the criteria for the contact.

- **Marital Status:** Select the contact's marital status.
- **Religious Affiliation:** Select the contact's religious affiliation.
- **Go Green:** Select this option to not print a hard copy of the report card for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which can be used to generate an e-mail to the student/contact to let them know the report is available for viewing via the home portal.
- **Citizenship/Nationality:** Select the contact's citizenship/nationality from the list of available countries. Additional citizenship/nationalities may be assigned to the contact by clicking the **More** link.
- **Country Of Residence:** Select the country of residence from the list of available countries.
- **Residency Status:** Select the contact's current residency status.
- **Language:** Select the contact's primary language. Additional languages may be assigned to the contact by clicking the **More** link.
- **Homeless:** Check if this contact is considered homeless.
- **Person Number:** Displays the system-assigned unique identifier for this person record.
- **Alternate Person Number:** An alternate person number may be assigned to this person record. This number is at the district's discretion.

- **Email:** Enter the contact's e-mail address. Additional e-mail addresses may be assigned to the contact by clicking the **More** link.
- **Messenger Provider and Internet Messenger:** For *Messenger Provider*, select the provider for the instant messenger service used by this contact (ex.: *Yahoo, AOL, Windows Live Messenger*). In the *Internet Messenger* field, enter the account name (ex.: *jdoe@hotmail.com*) of the selected *Messenger Provider*. To associate a contact with multiple IM's, click the **More** link.
- **Employer Name:** Enter the name of the contact's employer.
- **Education Level:** Select the contact's highest education level.

### Contact Addresses Tab

Enter any address information for the contact. It is recommended that the user perform a search of addresses to be assigned to the contact. Refer to "Assigning an Address" on page 6.

Note: The mailing address and/or physical address entered on the contact's *Main* tab will display. Additional addresses may be entered by clicking the **Add** button.

File No.	Address Type	Address Line 1	Address Line 2	City	State	Zip Code
<a href="#">A1001</a>	Mailing	PO Box 14352		Hometown	IL	61601
<a href="#">A1038</a>	Physical	234 Madison Way		Hometown	IL	61601
<a href="#">A1027</a>	Other	405 Forrest Drive		Miami	FL	90808

Hint: After an address has been assigned to a contact, users may view the other persons associated with that address. While on the *Addresses* tab, place a check next to the address and click **View**. Click **Associated People** under the *Tasks* menu at left. A list of other persons with the same address will display.

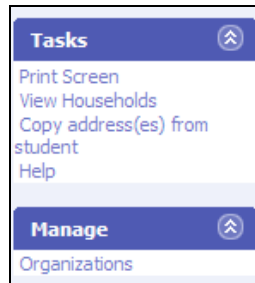
### Contact Access Tab

Select the appropriate User Account and Password options for this contact. Also view the students whose information may be accessed via the parent portal for this contact.

Student	Name	G	Birthdate
<a href="#">S1091</a>	Adams, Elizabeth Anne	F	08/21/1994

- **Account Disable**: Check if this person should no longer be able to access the parent portal.
- **User must change password at next login**: Check if this user should be required to change their password the next time they log in to the parent port. Users will be required to enter the old password and then enter the new password.
- **Password never expires**: Check if the password is to never expire for this contact.
- **User Name**: Enter a unique user name for this contact or click **Generate** to have InformationNOW create a unique user name.
- **Password**: Enter the password for the contact. Reenter the password in the *Retype Password* field.
- **Home Access Available for the following students**: View the list of students whose data this contact may access via the parent portal. Click the blue student number link to access the demographic information for the student.

### ***Contact Task/Manage Menu***



- **Print Screen**: Select to send a copy of the current screen to the printer.
- **View Households**: Click to view the households with which this person is associated.
- **Copy address(es) from student**: When selected, the program will determine if the student's mailing and physical addresses are the same. If so, the contact's mailing address fields are populated with the student's mailing address. The *Same as Mailing* checkbox will be selected. If the student's mailing and physical addresses are different, the contact's mailing address fields are populated with the student's mailing address. The contact's physical address fields are populated with the student's physical address.
- **Organizations**: Organizations such as PTA Member, Volunteer, or Board Member may be created under **System Preferences | Setup | Organizations**. Once organizations have been created, click the **Organization** link to assign them to the contact. Organizations may be assigned to students, contacts, staff or people in the census.

## Student Access Tab

The student's *Access* tab displays User Account and Password details.

**Edit Student: S1001 - Adams, Amy Louise** + ? ? ? ? Enrolled

Summary Main Misc Custom Contacts **Access** Addresses School Enrollment

**User Account**

Account Disabled  User must change password at next login  Password never expires

\*User Name:  
aadams

**Reset Password**

Password:  Retype Password:

- **Account Disabled:** Check if this user is not to access *InformationNOW*.
- **User Must Change Password At Next Login:** If this option is selected, the next time the student logs in to *InformationNOW*, he or she will be required to change their password.
- **Password Never Expires:** Check this box if the user will never be required to change his or her password.
- **User Name:** Enter a unique user name the person will use to access the program. Click **Generate** to have the program generate a user name.
- **Password/Retype Password:** Enter the password the user will enter to access the program. Reenter the password in the field provided.

## Student Addresses Tab

The mailing address and/or physical address entered on the student's *Main* tab will display. Additional addresses may be entered.

From this tab, click **Add** to associate addresses with the student. It is recommended that the user click **Search** at left to search existing addresses in the database before entering a new address. See "Assigning an Address" on page 6.

After the address has been selected from a search result or entered, the address edit screen will appear. A few additional fields are available:

- **Subdivision:** Enter the name of the subdivision in which the address is located.
- **Latitude/Longitude:** Enter the latitude and longitude by degree.
- **Unlisted:** Checking this box will ensure that this address is not listed.
- **Head of Household:** Check this box if the student is the head of the household of the address. Head of Household is used to determine which person to print for the **Family Mailing Label** report
- **\*Address Type:** This is a required field. Select *Mailing*, *Physical* or *Other*.
- **Description:** Enter a description of the address.

## Student School Tab

The *School* tab is used to enter school, transportation and locker information.

- **School – Academic Session**: Select the academic session for which to view the school information.

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Note: Changing the academic session on the *School* tab will only affect the data displayed on the *School* tab. Other tabs and links under the menus at left (i.e., *Manage*) will display the current academic session information as normal.

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- **Title 1**: Check if the student is considered Title 1 for the selected academic session.
- **Counselor**: Click to **Find** the counselor for the selected academic session from the staff file. Click **Clear** to remove the counselor from the student.
- **Homeroom**: This is a view-only field. Homeroom is assigned in the student’s enrollment record on the *Enrollment* tab. Click the **Hist** link to view the student’s previous homerooms.
- **Grading Scale**: If the selected student follows a unique grading scale for the selected academic session, select it from the list. Grading scales are created under **Grades | Setup or System Preferences | Setup**.
- **Parking Number**: Enter the parking number assigned to the student.
- **Reported FTE**: Enter the reported FTE for the student for the selected academic session. For example, a full-day student should have a 1.00 entered. A half-day kindergarten student should have a 0.50. Refer to State Guidelines for possible additional instructions that are state-mandated.
- **Resides Out Of School Zone**: Check if the student currently lives outside the school zone.
- **Exclude From Class Rank**: Check if this student is to be excluded from class rank calculations.
- **Exception Calendar**: If this student follows a unique calendar separate from the regular student body, select the calendar from the list (ex.: out-of-district students who attend on different days).
- **Transportation Code**: Select the appropriate code for the student and the selected academic session. Click **Hist** to view the student’s previous transportation codes.
- **Miles From School**: Enter the number of miles for which the student is transported.
- **AM/PM Bus**: Click **Find** to select the student’s bus. Bus routes must first be created under **School/District | Setup or System Preferences | Setup**, indicating whether or not the route will use bus stops (ex.: 1<sup>st</sup> stop, 4<sup>th</sup> stop) or bus stop times (7:45 am, 3:20 pm). Next create buses under **School/District | Setup or System Preferences | Setup** and assign drivers and routes. Once routes and buses are created, they may be assigned to students.
- **AM/PM Bus Stop**: Enter the bus stop or bus stop time, depending on the option selected when the bus route was created.
- **Locker**: Click **Find** to locate the locker. School locations to be used for locker locations must first be created under **School/District | Setup or System Preferences | Setup**. Lockers are then created under **School/District | Lockers**.
- **Locker Combination**: If combinations are assigned to lockers under **School/District | Lockers**, this file will be populated when the locker is selected. Otherwise, enter the locker combination here. Click **Clear** to remove the locker from the student.
- **Student Responsible For Lock**: Check if using padlocks for shared lockers. Check this box to indicate the student who is responsible for replacing the lock of the shared locker.
- **Index Override**: If lockers are created under **School/District | Lockers** and multiple indexes of combinations are entered, user may select an alternate index to use for this student only.

## Student Enrollment Tab

The *Enrollment* tab is used to enter school enrollment records including entries, re-entries and withdrawals.

The screenshot shows the 'Edit Student: S1001 - Adams, Amy Louise' window with the 'Enrollment' tab selected. The 'School - Academic Session' dropdown is set to 'Hometown High School - 2009-2010' and 'Enroll'. The 'School Phone' field contains '(217) 555-1234'. A table lists enrollment records with columns for Enrollment Code, Reason Code, Enrollment Date, and Enrollment Status. One record is shown with code 'Original Entry', reason 'Family Moving', date '08/03/2009', and status 'Enrollment'. Action buttons for 'No Show', 'Withdraw', 'Enroll', 'View', and 'Delete' are visible above and below the table. 'OK' and 'Close' buttons are at the bottom right.

Perform the following actions using this tab:

### No Show's

---

Note: Not to be used in all states. Refer to State Guidelines to determine if this is to be used.

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Users may mark one or more student(s) who were enrolled, en-mass or otherwise, as *No Show* students. These are students who had intended to go to a particular school, identified through registration in *InformationNOW*, but did not show up to attend that school. Typically schools enroll students as part of the start-of-year process and then make corrections for no shows per district or state policy.



Users may click the **No Show** button to update a student's enrollment information and mark them as a no show. Depending on the options selected under **School/District | Setup** and on the *Settings* tab, various data elements will be deleted when a student is set as *No Show*.

When a student is a No-Show			
<input type="checkbox"/> Delete all Scheduled Sections	<input type="checkbox"/> Delete Fees	<input type="checkbox"/> Delete Counselor	<input type="checkbox"/> Delete Lunch Status
<input type="checkbox"/> Delete Locker Assignment	<input type="checkbox"/> Delete Homeroom	<input type="checkbox"/> Delete Parking Number	

---

Warning! Clicking the **No Show** button will mark a student as a *No Show*. This process may not be undone. If a student is incorrectly marked as a *No Show*, a new enrollment record must be created to re-enroll the student.

---

### Enroll a Student



Enroll the student by clicking the **Enroll** button. Required fields are indicated with an asterisk (\*).

**Enroll Student: S1001 - Adams, Amy Louise**


*School - Academic Session: Hometown High School - 2009-2010		*Reported Date: 08/03/2009	Reported Time: 08:00 AM
*Enrollment Code: Original Entry		*Reason Code: Family Moving	
*Grade Level: 11	*Lunch Code: Free	*Transportation Code: Regular Transport	Miles from School: 12
Locker: 1201	Locker Combination: 8-34-26	Counselor: Picasso, Pablo	Parking Number: 234A
A.M. Bus: 1	Stop: 2	P.M. Bus: 1	Stop: 4
<input checked="" type="checkbox"/> Title <input type="checkbox"/> Resides Outside of School Zone <input type="checkbox"/> Student responsible for Lock			
Notes:			
<input type="button" value="Create"/> <input type="button" value="Cancel"/>			

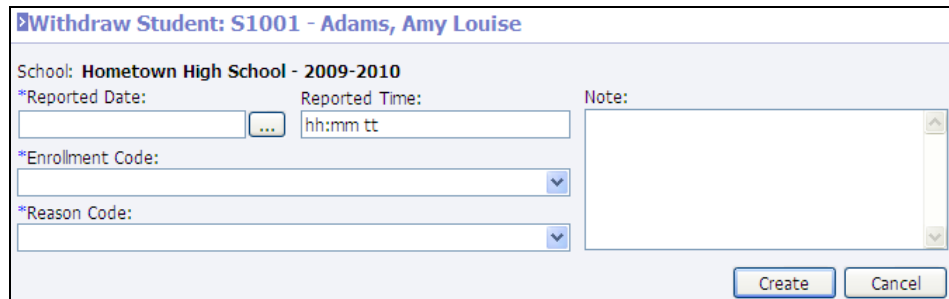
- **\*School - Academic Session:** Select the academic session in which to enroll the student.
- **\*Reported Date:** Select the date on which the student is to be enrolled. This is typically the first day of attendance for the student. The date must be a date in the calendar for the selected school/academic session.
- **Reported Time:** Enter the time at which the student is to be enrolled (usually the start of the school day).
- **\*Enrollment Code:** Select the appropriate enrollment code for the student.
- **\*Reason Code:** Select the appropriate enrollment reason code for the student.
- **\*Grade Level:** Select the grade level for the student. Only grade levels available for the selected school/academic session will display in the available list.
- **\*Lunch Code:** Select the lunch code for the student for the selected academic session (ex.: *Free, Reduced*).
- **\*Transportation Code:** Select the appropriate code for the student and the selected academic session. Click **Hist** to view the student's previous transportation codes.
- **Miles From School:** Enter the number of miles for which the student is transported.
- **Locker:** Click **Find** to locate the locker. School locations to be used for locker locations must first be created under **School/District | Setup** or **System Preferences | Setup**. Lockers are then created under **School/District | Lockers**.
- **Locker Combination:** If combinations are assigned to lockers under **School/District | Lockers**, this field will be populated when the locker is selected. Otherwise, enter the locker combination here.
- **Counselor:** Click to **Find** the counselor for the selected academic session from the staff file.
- **Parking Number:** Enter the parking number assigned to the student.
- **AM/PM Bus:** Click **Find** to select the student's bus. Bus routes must first be created under **School/District | Setup** or **System Preferences | Setup**, indicating whether or not the route will use bus stops (ex.: *1<sup>st</sup> stop, 4<sup>th</sup> stop*) or bus stop times (*7:45 am, 3:20 pm*). Next, create buses under **School/District | Setup** or **System Preferences | Setup** and assign drivers and routes. Once routes and buses are created, they may be assigned to students.
- **AM/PM Bus Stop:** Enter the bus stop or bus stop time, depending on the option selected when the bus route was created.

- **Title 1:** Check if the student is considered Title 1 for the selected academic session.
- **Resides Out Of School Zone:** Check if the student currently lives outside the school zone.
- **Student Responsible For Lock:** Check if using padlocks for shared lockers. Check this box to indicate the student who is responsible for replacing the lock of the shared locker.
- **Notes:** Enter desired notes concerning this enrollment record.

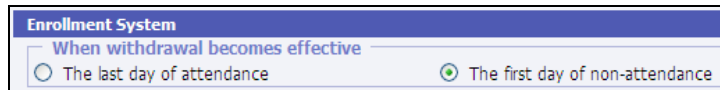
### Withdraw a Student

An enrolled student may be withdrawn from the *Enrollment* tab. User must select the most recent entry

record from which to withdraw the student and click the **Withdraw**  button. Required fields are indicated with an asterisk (\*).



- **\*Reported Date:** Select the date on which the student is to be withdrawn. The date must be a date in the calendar for the selected school/academic session.
  - The date to be used depends on the option selected concerning enrollment records under **School/District | Setup**. Click the *Setup* tab and select when the withdrawal is to become effective.



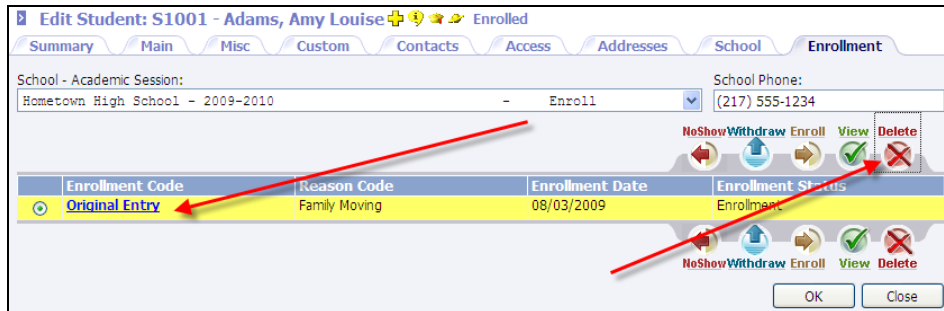
- **The last day of attendance:** If a student's last day of attendance was 9/16/08, the student should be withdrawn with a date of 9/16/08, indicating this was his/her last day of attendance.
- **The first day of non-attendance:** Unless otherwise specified in the State Guidelines, select first day of non-attendance. If the student's last day of attendance was 9/16/08, the student should be withdrawn with a date of 9/17/08 indicating they were withdrawn the day after their last day of attendance.
- **Reported Time:** Enter the time the student is to be withdrawn.
- **\*Enrollment Code:** Select the appropriate withdrawal code for the student.
- **\*Reason Code:** Select the appropriate withdrawal reason code for the student.
- **Note:** Enter any applicable notes for the withdrawal record.

Click **Create** to withdraw the student. Depending on the options selected under **School/District | Setup** and on the *Settings* tab, various data elements will be deleted from the student record.

When a student withdraws		
<input checked="" type="checkbox"/> Withdraw from all sections	<input checked="" type="checkbox"/> Delete Locker Assignment	<input checked="" type="checkbox"/> End Lunch Status
<input checked="" type="checkbox"/> Exclude them from Class Rank	<input checked="" type="checkbox"/> Delete Parking Number	<input checked="" type="checkbox"/> Withdraw from Homeroom

### Delete an Enrollment/Withdrawal Record

An enrollment or withdrawal record may be deleted. Only the most recent enrollment/withdrawal record may be deleted.



**Delete**



Bullet the record to be deleted and click **Delete**. Click **OK** to confirm deletion or **Cancel** to exit the message screen without deleting.

### View an Enrollment/Withdrawal Record

To view an existing enrollment or withdrawal record, bullet the record to be deleted and click **View**

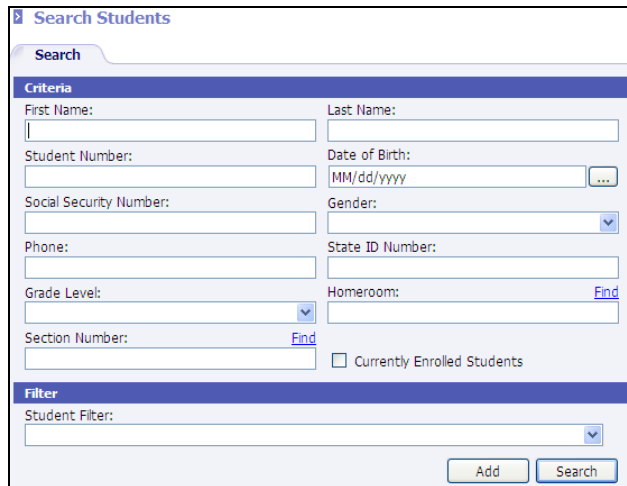


Make any necessary changes and click **OK** to save changes or click **Cancel** to exit without saving.

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## Search for a Student

To view a student's information, go to **Students | Student Maintenance**.



The screenshot shows a web form titled "Search Students". It has a "Search" tab and a "Criteria" section with the following fields: First Name, Last Name, Student Number, Date of Birth (with a calendar icon), Social Security Number, Gender (dropdown), Phone, State ID Number, Grade Level (dropdown), and Homeroom (with a "Find" link). Below these is a "Section Number" field with a "Find" link and a checkbox for "Currently Enrolled Students". A "Filter" section contains a "Student Filter" dropdown. At the bottom are "Add" and "Search" buttons.

Enter the search criterion and click **Search**.

- The search is not case-sensitive. In other words, users may enter search criteria in upper or lower case or any combination thereof and the system will return any records matching the criteria regardless of the case of the actual data.
- Each criterion entered will be combined with any other criteria.
- Searches may be used to locate all records that meet "Starts With..." criteria. For example, if *12* is entered the *Student Number* field and *Smith* in the *Student Name* field, the only students displayed in the *Search Results* screen will be those for which the Student Number starts with *12* and the Student last name begins with *Smith*.

The resulting list of students will display. To modify the search criteria, click the blue *Search Criteria* link

Search Criteria: [Last Name = a](#) to return to the search screen. Make modifications and click **Search**.

## View a Student

After performing a student search, the resulting list of matching students will display.

Search Students - Student Result List

Students

Search Criteria: [Last Name = a](#)

Add View Delete

<input type="checkbox"/>	File No.	Name	Status	Alerts	GR	Home	Birthdate	G	Photo	Locate
<input type="checkbox"/>	<a href="#">S1098</a>	Abbot, Fred	Enrolled		9		08/22/1995	M	-	
<input type="checkbox"/>	<a href="#">S1001</a>	Adams, Amy Louise	Enrolled		11	11a	09/04/1993	F	<a href="#">Photo</a>	
<input type="checkbox"/>	<a href="#">S1093</a>	Adams, Michael James	Enrolled		9		09/16/1994	M	-	
<input type="checkbox"/>	<a href="#">S1030</a>	Adams, Michael Joe	Enrolled		10		08/30/1994	M	<a href="#">Photo</a>	
<input type="checkbox"/>	<a href="#">S1094</a>	Adams, Monica	Enrolled		9		09/16/1994	F	-	
<input type="checkbox"/>	<a href="#">S1040</a>	Agassi, Benjamin	Enrolled		12		12/13/1994	M	-	
<input type="checkbox"/>	<a href="#">S1004</a>	Aikman, Tom	Enrolled		12		11/12/1992	M	<a href="#">Photo</a>	
<input type="checkbox"/>	<a href="#">S1099</a>	Anderson, Andrea	Enrolled		9		09/03/1995	F	-	
<input type="checkbox"/>	<a href="#">S1090</a>	Anderson, Brent	Enrolled		12		12/01/1992	M	-	
<input type="checkbox"/>	<a href="#">S1006</a>	Anderson, Hank	Enrolled		12		01/01/1992	M	-	
<input type="checkbox"/>	<a href="#">S1007</a>	Anniston, Jessica	Enrolled		11		11/10/1993	F	<a href="#">Photo</a>	
<input type="checkbox"/>	<a href="#">S1088</a>	Ant, Adam	Enrolled		12		09/15/1992	M	-	
<input type="checkbox"/>	<a href="#">S1008</a>	Armstrong, Lewis	Enrolled		11	11a	10/01/1993	M	<a href="#">Photo</a>	
<input type="checkbox"/>	<a href="#">S1009</a>	Arthur, Jessica	Enrolled		11		02/04/1992	F	<a href="#">Photo</a>	

Add View Delete

To view a student, either place a check next to his/her *File No* (Number) and click **View**, or click the student's file number (which appears as a blue link).

Note: To view several students, place a check next to each student and click **View**. The first student will display along with a scroll option in the lower left corner. Use the arrows to navigate from student to student. Changes made to a student record will be saved as the user navigates to the next student record.

To view a student photo, click the *Photo* link. To locate the student based on their current schedule and the time/date, click the binoculars icon.

## Delete a Student

After performing a student search, the resulting list of matching students will display. To delete a student, place a check next to the student's File No (Number) and click **Delete**.

Are you sure that you want to **delete** the 1 selected student(s)?  
If yes, please enter your user name and password.

\*User Name:

\*Password:

OK Close

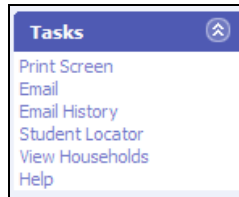
A warning message will display indicating the number of students to be deleted. The user must enter his or her unique user password and click **OK** to complete the deletion.

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## Additional Student Functions

After performing a student search, the resulting list of matching students will display. Select to view one or more students to access additional functions:

### Tasks



- **Print Screen**: Click to send a copy of the current screen to the printer.
- **Email**: Click to generate a new e-mail for this student.
- **Email History**: Click to view the e-mail history for this student.
- **Student Locator**: Click to locate the student based on the current time, based on his/her class schedule
- **View Households**: Click to view the households with which this student is associated.
- **Help**: Click to access online help.

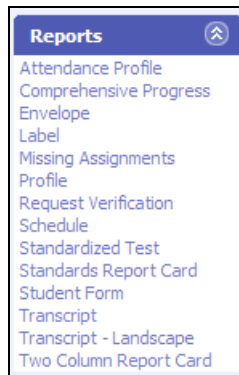
### Manage



- **A+ Tracking**: (MO Only) Refer to MO State Guidelines for details. Click to access the options for enrolling students into A+ and/or Career Pathway programs. Options include the ability to track A+ *Program Start and End*, *Agreement*, *Citizenship* and *Interest* dates, along with whether or not the student has applied for financial aid or selective services.
- **Attendance**: Click to access the student's daily, period and check in/out records. Refer to the *InformationNOW – Attendance* Quick Reference Guide for more details.
- **Counseling**: Click to access the student's counseling session records. Refer to the *InformationNOW – Counseling* Quick Reference Guide for more details.

- **Discipline**: Click to access the student’s individual discipline or commendation records. Refer to the *InformationNOW – Discipline* Quick Reference Guide for more details.
- **Fees**: Click to view student’s fee history, add fees, apply payments and/or make adjustments or refunds. Refer to the *InformationNOW – Fees* Quick Reference Guide for more details.
- **Forms**: Click to assign forms to the student such as internet access approval, field trip or registration form. Track the date the student returned the form and who received the form.
- **Goals Sought**: Click to access the student’s progress toward academic goals (ex.: *Core 40*). Refer to the *InformationNOW – Transcripts* Quick Reference Guide for more details.
- **Grades**: Click to access the student’s posted graded items for the current academic session. Refer to the *InformationNOW – Grading* Quick Reference Guide for more details.
- **Impact Aid**: Click to insert records regarding student Impact Aid including aid where a student lives on federal property (such as a military base) or Indian reservation where the normal tax base is lessened because property taxes are not collected for those students. This program provides assistance to local school districts with concentrations of children residing on Indian lands, military bases, low-rent housing properties, or other Federal properties and, to a lesser extent, concentrations of children who have parents in the uniformed services or who are employed on eligible Federal properties who do not live on Federal property.
- **Letters**: Click to view the list of letters sent to the selected student. Refer to the *InformationNOW – Letters* Quick Reference Guide for more details.
- **Medical**: Click to access the student’s immunizations, health conditions, screening and fitness data. Refer to the *InformationNOW – Medical* Quick Reference Guide for more details.
- **Organizations**: Organizations such as Tutors, Volunteers or Class Officers may be created under **System Preferences | Setup | Organizations**. Once organizations have been created, click the **Organization** link to assign them to the student. Organizations may be assigned to students, contacts, staff or people in the census.
- **Requests**: Click to access the student’s requests for the current academic session. Refer to the *InformationNOW – Scheduling* Quick Reference Guide for more details.
- **Schedule**: Click to access the student’s schedule for the current academic session. Refer to the *InformationNOW – Scheduling* Quick Reference Guide for more details.
- **School Programs**: Click to access the programs in which the student is currently participating (ex.: *French Club, Soccer Team*).
- **Services**: Click to access the services the student currently receives from the school (ex.: *Reading Enrichment, Title I Language*).
- **Standardized Tests**: Click to access the student’s standardized test data.
- **Textbook**: Click to view, assign and return textbooks that have been assigned to this student.
- **Transcript**: Click to access the historical grade information for the student. Refer to the *InformationNOW – Transcripts* Quick Reference Guide for more details.

## Reports



- **Attendance Profile**: Click to print a report of all student attendance records for the specified terms and reasons.
- **Comprehensive Progress**: Click to print a progress report for the selected student.
- **Envelope**: Click to print an envelope for the selected student.
- **Label**: Click to print a Mailing, Records, or Name/Number label for this student.
- **Missing Assignments**: Click to print a report of assignments that are marked with a blank score from the teacher's grade book.
- **Profile**: A one-per student report including basic demographic data with options to include the following: *Student Contact, Parent/Guardian Contact, Locker, Transportation, Medical, School Programs, Special Education, Services, Special Instructions, Enrollment, Graduation Goals* and a *Parent/Guardian Signature Line*. Ideal for printing before registration so that guardians may confirm data when enrolling their children.
- **Request Verification**: Click to print a report of the requests for the current academic session for the selected student.
- **Schedule**: Click to print a schedule for the selected student.
- **Standardized Test**: Select to print a standardized test report for the selected student.
- **Standards Report Card**: Click to print a standard-based report card for the selected student.
- **Student Form**: Select to print a student form report for the selected student.
- **Transcript**: Select to print a transcript for the selected student.
- **Transcript - Landscape**: Click to print a landscape transcript for the selected student.
- **Two Column Report Card**: Click to print a report card in a two-column format for the selected student.

---

# Enrollment

Students may be enrolled by accessing one of the following:

## Student Maintenance

- Go to **Students | Student Maintenance**. Search for and select to view the student. Click the *Enrollment* tab.



- Click to **Enroll** the student. Required fields are indicated with an asterisk (\*).

A screenshot of a web-based form titled "Enroll Student: S1001 - Adams, Amy Louise". The form contains several fields with asterisks indicating they are required. The fields include: "\*School - Academic Session:" (dropdown), "\*Reported Date:" (text with calendar icon), "Reported Time:" (text with "hh:mm tt" format), "\*Enrollment Code:" (dropdown), "\*Reason Code:" (dropdown), "\*Grade Level:" (dropdown), "\*Lunch Code:" (dropdown), "\*Transportation Code:" (dropdown), "Miles from School:" (text), "Locker:" (text with "Find" link), "Locker Combination:" (text), "Counselor:" (text with "Find" link), "Parking Number:" (text), "A.M. Bus:" (text with "Find" link), "Stop:" (text), "P.M. Bus:" (text with "Find" link), and another "Stop:" (text). There are also three checkboxes: "Title 1", "Resides Outside of School Zone", and "Student responsible for Lock". A "Notes:" section with a scrollable text area is at the bottom. At the very bottom right are "Create" and "Cancel" buttons.

Complete the required fields and other necessary data elements and click **Create**.

## Enrollment

- Go to **Students | Enrollment**. Enter search criterion and click **Enroll**. Select the student to be



enrolled and click **Enroll**. Required fields are indicated with an asterisk (\*).

**Enroll Student: P1156 - Carey, Joe**

**Main**

**Personal**

\*First Name: Joseph Middle Name: Last Name: Carey Generation: Photograph:  
 Preferred Name: Joe \*Date of Birth: 09/01/1994 Age: 15 Phone: [More](#)  
 Social Security No.: \*Gender: Male \*Race: Multi-Racial [More](#)  Hispanic  
 School Next Year: Expected Graduation Date: MM/dd/yyyy Original Enrollment Date: MM/dd/yyyy  Graduated [Change](#) [Remove](#)  
 \*Grade Level: 10 \*Lunch Code: Free

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

Address Line 1: Address Line 1:  
 Address Line 2: Address Line 2:  
 City: State/Province: Zip Code: City: State/Province: Zip Code:  
 Country: United States Of America Country: United States Of America

**Enrollment Information**

\*School - Academic Session: Hometown High School - 2010-2011 DOW \*Transportation Code: Hazardous Transp [Find](#) \*Reported Date: 08/02/2010 Reported Time: 08:00 AM  
 \*Enrollment Code: E97 \*Reason Code: Family Moving Miles from School: Parking No.: Locker: [Find](#) Locker Combination:  
 A.M. Bus: [Find](#) Stop: P.M. Bus: [Find](#) Stop:  
 Title 1  Resides Outside of School Zone  Student responsible for Lock

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

Complete the required fields and other necessary data elements and click **Enroll**. See “Add a Student” on page 4 and “Enroll a Student” on page 19 for a description of all fields.

## Mass Enrollment

- Go to **Students | Mass Enrollment**. Enter search criterion and click **Enroll**. Place a check



next to the student(s) to be enrolled and click **Enroll**. Required fields are indicated with an asterisk (\*).

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Note: When using the **Mass Enrollment** option, all selected students must be enrolling in the same school on the same date and time and for the same code, reason, lunch status and transportation code.

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**Mass Enrollment**

School: **Hometown High School - 2009-2010**

\*Reported Date  ... Reported Time  \*Enrollment Code  \*Enrollment Reason

Notes

**Copy from previous Academic Session**

Lunch Code  Transportation Code  School Programs  District Services

**Default Enrollment Values**

\*Lunch Code

\*Transportation Code

Exclude from Class Rank

OK Close

Required fields are indicated with an asterisk (\*). Complete the fields as needed and click **OK**. All selected students will be enrolled with the selected values.

- **\*Reported Date:** Enter the date the student first attended at the school.
- **Reported Time:** Enter the time the student first attended at the school.
- **\*Enrollment Code:** Select the appropriate enrollment code.
- **\*Enrollment Reason:** Select the appropriate reason the student enrolled.
- **Notes:** Enter any applicable notes that pertain to the student's enrollment.
- **Copy From Previous Academic Session:** Select the data elements that should be copied from the student if they were enrolled in a previous academic session.
- **\*Default Enrollment Values:** Select the lunch and transportation codes to be assigned to students during the enrollment process. These options will not be assigned to previously enrolled students if selecting options under the *Copy From Previous Academic Session* section.
- **Exclude From Class Rank:** Select if the students are to be marked to be excluded from class ranking during the enrollment process. Once students are enrolled, this value may be changed on the student's *School* tab.

## Registration

This menu allows users to register a student(s) or to remove a registration status from a student(s).

When searching using the *Registration* menu, select to include only those students who are not currently registered, those students who are currently registered or both.

Users must be logged into the academic session to which to register the student.

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Note: If the student is not currently in the census (people) database, click **Add** to add the new student and then register them into the current academic session.

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When searching, the following rules apply to the options concerning *Registered*, *Not Registered* or *Both*.

- **Registered:** All students currently registered in the current academic session are included in the search results.

- **Not Registered**
  - Staff members are excluded.
  - All students in the current academic session will be excluded.
  - All students in other academic sessions will be included.
- **Both**
  - Staff members are excluded.
  - Only registered students in the current academic session are included.
  - All students in other academic sessions will be included.

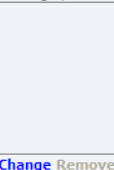
## Register

Search for the student. Once a student(s) is selected, the following screen will appear.

**Register Student: S1091 - Adams, Elizabeth Anne**

**Main**

**Personal**

*First Name: Elizabeth	Middle Name: Anne	*Last Name: Adams	Generation: [v]	Photograph: 
Preferred Name: Beth	*Date of Birth: 08/21/1994	Age: 15	Phone: (800) 844-0884	<a href="#">More</a>
Social Security No.: 123-45-6789	*Gender: Female	*Race: Hispanic	<input checked="" type="checkbox"/> Hispanic	
School Next Year: [v]	Expected Graduation Date: MM/dd/yyyy	Original Enrollment Date: MM/dd/yyyy	<input type="checkbox"/> Graduated <a href="#">Change</a> <a href="#">Remove</a>	
*Grade Level: 9	*Lunch Code: Full Pay			

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

Address Line 1:  
PO Box 14352

Address Line 2:  
[v]

City: Hometown    State/Province: Illinois    Zip Code: 61601

County: [v]    Country: United States Of America

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

Same as Mailing

Address Line 1:  
234 Madison Way

Address Line 2:  
[v]

City: Hometown    State/Province: Illinois    Zip Code: 61601

County: Hometown County    Country: United States Of America

**Registration Information**

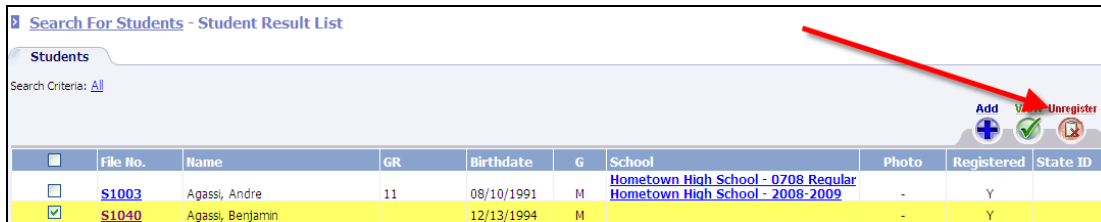
\*Transportation Method:  
Hazardous Transport

Complete the required fields, including *Date of Birth*, *Gender*, *Ethnicity*, *Grade Level*, *Lunch Code* and *Transportation Method*. Click **OK** to register the student.

## Unregister

To remove a student from the registered status, search for the student under the *Registration* menu. Be sure to select to include *Registered* in the search.

Place a check next to the student and click **Unregister**.



Search For Students - Student Result List

Students

Search Criteria:

<input type="checkbox"/>	File No.	Name	GR	Birthdate	G	School	Photo	Registered	State ID
<input type="checkbox"/>	S1003	Agassi, Andre	11	08/10/1991	M	<a href="#">Hometown High School - 0708 Regular</a> <a href="#">Hometown High School - 2008-2009</a>	-	Y	
<input checked="" type="checkbox"/>	S1040	Agassi, Benjamin		12/13/1994	M		-	Y	

Note: Only the registration transaction along with any schedule and requests for the student will be deleted.

The search will return a list of all “people” in the system, with the following caveats:

When a student is unregistered, the following occurs:

- Student Schedule records are deleted.
- Student Schedule Request records are deleted.
- Student Academic Session records are deleted.

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## Filters

For detailed instructions concerning student filters, please refer to the *InformationNOW – Filters* Quick Reference Guide.

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## Medical

For detailed instructions concerning the tracking of student immunizations, health conditions, screenings and fitness data, please refer to the *InformationNOW – Medical* Quick Reference Guide.

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## District-Wide Students

Users with the appropriate permissions may access all students within the district. Go to **Students | District-Wide Students**. *Search*, *Add*, *View* and *Delete* options work similar to the options found under **Students | Student Maintenance**.

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## Reports

- **A+ Eligibility**: (Missouri Only) Generate a report of student eligibility and program participation data which was entered on the student’s *A+ Tracking* menu under **Students | Student Maintenance**.
- **Birthday Listing**: Generate a birthday list of students either by year or by calendar month.
- **Counseling Session**: Generate a report of the details of student counseling sessions.

- **Diploma (Goal) Requirement Checking:** Generate a report of the requirements that have been met and also the requirements that are still outstanding for students as they approach graduation.
- **Eligibility:** Generate a list of eligible or ineligible students based on grade, credit, discipline and/or attendance criteria.
- **Enrollment History:** Generate a report of student enrollment history.
- **Permanent Record Header Label:** A label to affix to a file folder that contains *Student Name, Address, Student Number, Academic Session, Guardian, Date of Birth, Home Room, Gender, Ethnicity, Entry Date, Phone Number* and *Transportation Code*.
- **Profile:** A one-per student report including basic demographic data with options to include the following: *Student Contact, Parent/Guardian Contact, Locker, Transportation, Medical, School Programs, Special Education, Services, Special Instructions, Enrollment, Graduation Goals* and a *Parent/Guardian Signature Line*. Ideal for printing before registration so that guardians may confirm data when enrolling their child.
- **Returning Students:** Produce a summary of returning students by grade level. A student is “returning” if he/she was enrolled on the *Date to Check* of the previous academic session and, in the current academic session, falls under one of the following conditions: *Currently enrolled, Registered* (optional selection for user) or *Withdrawn* (optional selection for user).
- **Standardized Test:** Print a report of student standardized test results. Includes the ability to print students who have or have not met the requirements.
- **Student Envelopes:** Print envelopes for a selected filter of students or for all students.
- **Student Forms:** Print a report of student forms. Includes the option to print students *With all selected forms, Without all selected forms* or those who are *Missing any of the selected forms*.
- **Student Labels:** Print mailing labels for a selected filter of students or for all students. Utilizes the 3 across/10 down label format.
- **Student Letters:** Print letters for a selected filter of students or for all students. For details regarding creating and generating letters, please refer to the *InformationNOW – Letters Quick Reference Guide*.
- **Student Listing:** Generate a basic listing of students with options to include ethnicity, photograph, lunch code, and unlisted information (i.e., address, phone numbers which have been marked as unlisted).
- **Student Summary Count:** A count of students by grade level or homeroom and ethnicity who are enrolled as of a specified date.
- **Student Truancy:** A listing of students who have reached a truancy activity level as outlined under **Attendance | Setup | Settings** tab.
- **Immunization Compliance:** Print a report of students who are non-compliant for selected immunizations. Options include the ability to print shot dates or a summary.
- **Two Column Report Card:** Click to print a report card in a two-column format.