

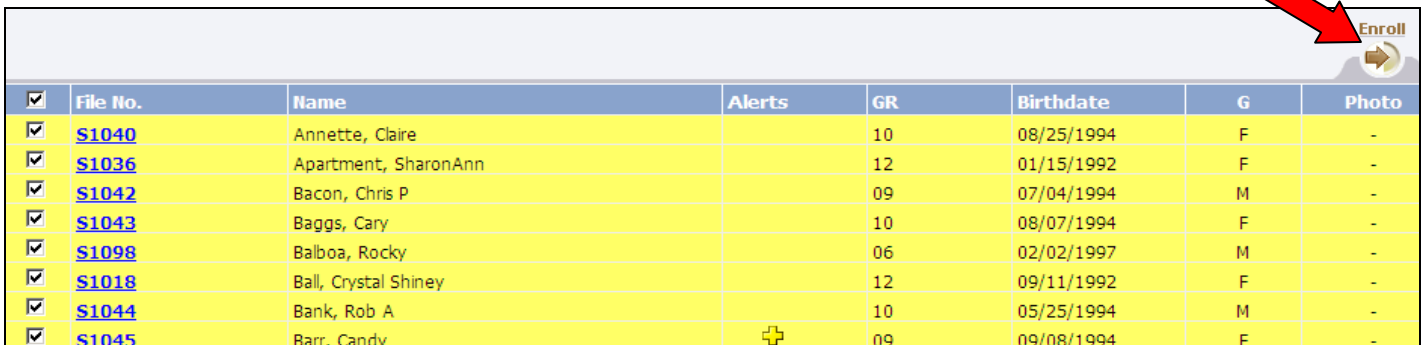
InformationNOW AL – Summer 2011 Enrollment Procedures

State Enrollment

State Enrollment will be disabled from June 17 to July 18, 2011. All school districts ***MUST*** mass enroll all students in each school for the 2011-2012 Academic Session before State Enrollment is enabled on July 18.

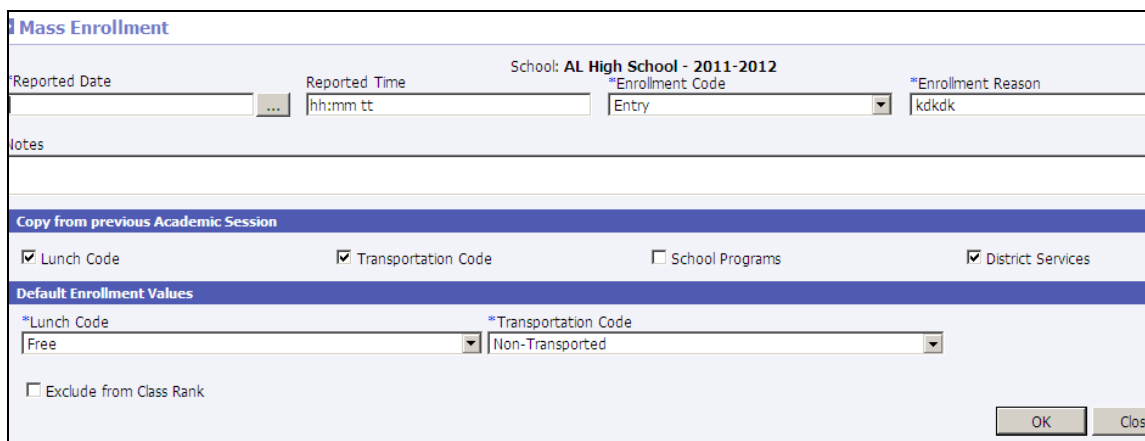
Mass Enrollment

To mass enroll students (PRIOR to July 18 and as early as June 17), go to **Students | Mass Enrollment**. Select all students to mass enroll and click the **Enroll** button.



<input checked="" type="checkbox"/>	File No.	Name	Alerts	GR	Birthdate	G	Photo
<input checked="" type="checkbox"/>	S1040	Annette, Claire		10	08/25/1994	F	-
<input checked="" type="checkbox"/>	S1036	Apartment, SharonAnn		12	01/15/1992	F	-
<input checked="" type="checkbox"/>	S1042	Bacon, Chris P		09	07/04/1994	M	-
<input checked="" type="checkbox"/>	S1043	Baggs, Cary		10	08/07/1994	F	-
<input checked="" type="checkbox"/>	S1098	Balboa, Rocky		06	02/02/1997	M	-
<input checked="" type="checkbox"/>	S1018	Ball, Crystal Shiney		12	09/11/1992	F	-
<input checked="" type="checkbox"/>	S1044	Bank, Rob A		10	05/25/1994	M	-
<input checked="" type="checkbox"/>	S1045	Barr, Candy	+	09	09/08/1994	F	-

The screen shown below will appear:



Mass Enrollment

School: **AL High School - 2011-2012**

Reported Date: [] ... Reported Time: [hh:mm tt] *Enrollment Code: [Entry] *Enrollment Reason: [kdkdk]

Notes: []

Copy from previous Academic Session

Lunch Code Transportation Code School Programs District Services

Default Enrollment Values

*Lunch Code: [Free] *Transportation Code: [Non-Transported]

Exclude from Class Rank

OK Close

- Enter the *Reported Date* as the first day of school. Select an *Enrollment Code* and an *Enrollment Reason*.

- If there is information the user wishes to copy over from the previous Academic Session, select those options under *Copy from previous Academic Session*.
- For any student who does not currently have a *Lunch Code* or *Transportation Code*, set a default value that will be assigned to all students without entries.
- Click **OK**.

Enrolling Transfer/New Students

Once State Enrollment is disabled on June 17, users will no longer “register” students in the 2011-2012 Academic Session. From this point forward, users will “enroll” students. Since State Enrollment will be disabled, there will not be a **Search District** or **Search State** button available. The user will enter any new enrollee as **New**. When State Enrollment is enabled on July 18, all new enrollees will then sync up in the locator.

- Go to **Students | Enrollment**.
- Enter search criteria and click **Search** to see if student exists
- If the student **DOES** exist, select the existing record and then click **Enroll**. Populate all necessary information. Enter the *Reported Date* as the first day of school. Select an *Enrollment Code* and an *Enrollment Reason*.

Search

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

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File No.	Name	GR	Birthdate	G	School	Photo	Enroll
P2542570	Smith, Alexandria			M		-	N
P2537368	Smith, Alfagus			M		-	N
P2541457	Smith, Alfagus A.		07/04/1963	M		-	N
P2541594	Smith, Amanda			F		-	N
P2538215	Smith, Ann			M		-	N
P2538718	Smith, April			F		-	N
P1777	Smith, April		01/01/1900	M		-	N
P2028	Smith, Ashley			F		-	N
S734342	Smith, Austin Lee Lewis	05	04/04/2000	M		-	N
P2541805	Smith, Benjamin			M		-	N

- If the search does not locate the student, click **Cancel**. The *Search* screen will return.

Main

Personal

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

Preferred Name: *Date of Birth: Age:

*Gender: Hispanic

School Next Year: Expected Graduation Date: Original Enrollment Date: Graduated [Change](#) [Remove](#)

Enrollment Information

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

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

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

Title 1 Resides Outside of School Zone Student responsible for Lock

- Remove any search criteria and click **Search**.

- On the next screen, click **Add** to create a new student record.

File No.	Name	GR	Birthdate	G	School
P2542169	Aaron, Neashea			F	
P2542168	Aaron, Rose			F	

- Populate all necessary information. Enter the *Reported Date* as the first day of school. Select an *Enrollment Code* and an *Enrollment Reason* and then click **Enroll**.

No Shows

When a student is set as a *No Show*, the *Reason* selected may be either **Summer Withdrawal** (student advises that he/she is not returning to the school **PRIOR** to the first day of the school year) or **Non-return in the Fall** (student is enrolled to attend the school but **DOES NOT ATTEND** on the **FIRST DAY OF SCHOOL**.)

No Show Settings

- To allow the **No Show** option for users, go to **School/District | Setup | Settings** tab.
- Change the *Disable* date to allow users the **No Show** option in the current Academic Session. Enter a new *Disable* date.

Home
Students
Fees
Attendance
Discipline
Scheduling
Grades
Staff
Classroom
Census
School/District
School
District
Lockers
Textbook
Setup

Setup
Lookup Settings

Enrollment System

Withdrawal effective dates

The withdraw date that the school enters is the student's...

...last day of attendance.
(Use this setting when entering the withdrawal start date as the last day that the student is en

...first day of non-attendance.
(Use this setting when entering the withdrawal start date as the first day that the student is no

Allow enrollment to occur on non-school days

Allow enrollment and withdrawal from the same school in a single session

Disable No Show Button On: 08/12/2011 ... 2012 Academic Year

Student Identifier Display

Setting a Student as a No Show

- Go to **Student Maintenance** and select the student to set as a *No Show*.
- Go to that student's **Enrollment** tab.
- Bullet the *Enrollment* record and click on **No Show**.
- Enter the No Show *Reported Date*. Select a No Show *Reason Code*.

*Reported Date: 8/12/2011 ...

Reported Time: |hh:mm tt

Note:

*Reason Code: Summer withdrawal

OK Close

Important Note: The screen shown above will be available after the *InformationNOW* summer 2011 release. Please wait to mark any applicable students as *No Show* until after the summer release has been installed.

Summer 2011 Release

The summer release is tentatively scheduled to be made available on July 11. It is VERY important that users install the summer release for *InformationNOW*, as well as the summer updates for STISETSWEB and STIHealth, before State Enrollment is enabled on **July 18**.