

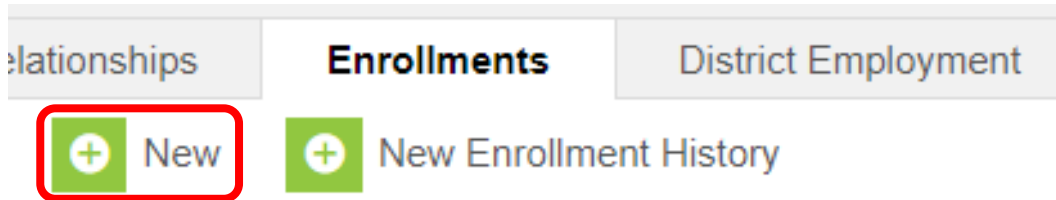
Appleton Area School District
Training Document
Image Version: RR7A
OS/Office: Windows 7/Office2016

Title: IC – Enrollments
Date: 06/01/2018
Author: Paul Stinson
Revision Date:

NOTE: Do NOT delete enrollments, use end dates whenever possible.

How to Create an Enrollment

1. Under the Enrollments tab click on the “New” button.



2. Fill in the required field (highlighted in red) and add comments.

General Enrollment Information				
Calendar 17-18_WHS	Schedule (read only) Main ▾	*Grade 12 ▾	Class Rank Exclude <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>
*Start Date 10/07/2017	No Show <input type="checkbox"/>	End Date 	End Action ▾	*Service Type P: Primary ▾
*Start Status 00: Last year, public school, same district ▾		End Status ▾		
Start Comments For graduation purposes only.		End Comments 		

- a. Do not change the Grade or Service Type within an enrollment once it has been created. If necessary, end the current enrollment and create a new one.
- b. Use KA for AM Kindergarten, KP for PM Kindergarten, KG for full day Kindergarten.

How to End an Enrollment

1. The enrollment must be end dated with the date the student was last in a seat.
 - c. End date cannot be entered until we receive records request.

JONES, TEST Nickname: JOHNNY HEALTH DOCUMENTS Approaching Attendance Concern Approaching Truancy Health Condition

Grade: 08 #600388 DOB: 01/01/2006 Gender: F

Credentials Overrides Fees ID History Enroll Info Schedule OLR Benefits Home Visits Payments Impact

Demographics Identities Households Relationships **Enrollments** District Employment District Assignments FS Depos

Save Delete Print Enrollment History New New Enrollment History

General Enrollment Information

Calendar: 17-18_MAD Schedule (read only): Main *Grade: 07 Class Rank Exclude: External LMS Exclude:

*Start Date: 04/20/2018 No Show: End Date: End Action: *Service Type: S: Partial

*Start Status: 00: Last year, public school, same district End Status:

3. An appropriate “End Status” must be applied.

BCA: Below Compulsory Age
~~INM: International move, not known to be continuing~~
 ISM: Interstate move, not known to be continuing
~~PCC: Prior Completion Credential~~
 CCS: Continuing in Current School/ District
 TC: Transfer to another WI school covered by WISEdata. Known to be continuing.
 TNC: Transfer to a WI school not covered by WISEdata. Known to be continuing.
 TOS: Transfer out-of-state
~~ETC: Expected transfer/ promotion to new school covered by WISEdata. Not known to be continuing.~~
 HSC: High school completion
 DE: Death
 MA: Maximum age
 ODO: Other Dropout or Possible Dropout

- BCA only used for KG or K4 when child stops attending.
- Do not use INM, PCC, or ETC.
- Use TOS for students who leave country, then create new enrollment upon return (Start Status 12)

4. End comments are expected and helpful in providing clarity when record is being reviewed at a later time by someone else.

- EX. RR rcvd from Prebble High, Green Bay

End Comments