





**Student IS found with Withdraw Date...**

You have queried in the Admit Student screen and it appears the student record is found with a Withdraw Date - what do you do?

- 1 **Click** on the Last Name to highlight and then **click**  button. This will take you to **Basic Student Demographics-STU105**. The advisory button will indicate that you are in the . All demographic information previously entered for this student will be displayed on the screen.
- 2 **Make** any changes or corrections to the information and **click** the Save button.



**Student found but with NO Withdraw Date . . .**

You have queried in the Admit Student screen and found the student BUT there is NO Withdraw Date displaying. This indicates that the student is still enrolled in another school - what do you do?

- 1 **Contact** the student's current school.
- 2 **Request** that the current school WITHDRAW the student and notify you when it is completed.
- 3 Once completed - **return** to the START screen, **click** the ADMIT icon and re-query that student.
- 4 **Check** to ensure the Withdraw Date is filled in and then **click** the  button. You will be taken to Basic Student Demographics-STU105. The advisory button will indicate that you are in the . All demographic information previously entered for this student will be displayed on the screen
- 5 **Make** any changes or corrections to the information and click the Save button

**The Student IS NOT found during query. . .**


You have queried extensively and not found the student in eSIS®. This indicates that this student is new to your District - what do you do?

- 1 **Click** on the  button on the bottom of the Admit Student screen. This will take you to Basic Student Demographics-STU105. The advisory button will indicate that you are in the .
- 2 You must **enter AT THE VERY LEAST** the 11- 14 mandatory fields that have been designated either by eSIS® or by your District's Company File set up. Most of the required fields have titles that are **bolded** on the screen.
  - ✓ **Legal Last Name**      ✓ **Legal First Name**
  - ✓ **Gender**                      ✓ **Birth Date**
  - ✓ **Proof of Age**                ✓ **Ethnicity/Race**
  - ✓ **Street**                            ✓ **City**
  - ✓ **St/Prov**                         ✓ **Zip/PC**
  - ✓ **Mailing Address**            ✓ **Admission Reason**
  - ✓ **Adm. Date**                    ✓ **Admission Grade**
- 3 To quickly admit a new student **enter** only those mandatory fields and then **save** your information. A Pupil Number will be assigned automatically upon the save.
- 4 At a later date, you may return to this screen and to others within the Demographic Loop to complete entry of additional student demographic information.

**Completing the Admission Process . . .**

You did the *quick admit* yesterday and today you must enter additional student information – Parents, Medical, Emergency Contacts, etc.

- 1 From the START screen, **query** the student and then **select** the BASIC button. (You may use F7 - pupil number - F8, or you may query on their last name.) This will take you to STU105.
- 2 **Enter** any new information on this screen.
- 3 A window will display asking you the following: **“Does the student allow for the release of his / her information?”** **Select** the ‘Yes’ or ‘No’ button according to your District / School requirements.

- 4 Other popups may appear. Deal with them according to your District / School requirements. OR, if they indicate an issue regarding addresses, etc - you might want to confirm you information on this student.
- 5 A popup will appear: **“Would you like to create Attendance Registration record?”** Saying ‘YES’ will **REGISTER** this student in your school - so you better be sure. Your answer should be based upon the DATE the student is scheduled to begin school. Answer **NO** if the student will not start school until the new fall school year. Answer **NO** if you don't know the first day the student will attend. Answer **YES** if you know the date the student will actually start school or if they're attending school now.
- 6 You will be prompted to enter a date for the first day of attendance. **Enter** the date and **click** ‘Continue’.
- 7 Other windows may open. You will attend to them as per your unique District / School requirements.
- 8 You will be returned to the Basic Student Demographic - STU105 screen. Note that you are NO LONGER in Admit Mode. If you answered Yes to the Attendance Registration prompt in Step 5, an advisory button will reflect the Attendance Date entered. .
- 9 Use the Next arrow to go to the next student screen in your loop. If the next screen is the Parent screen, add all available parent contact information, save, and use the Next arrow to continue until all student information has been entered.

ADMISSION PROCESS

Student Basic Demographics Screen - STU105

Advisory buttons will change once the student is admitted and Registered for Attendance. They will display the date of Registration and the student's Full or Part time status (per course minutes scheduled).

RG 01-SEP-1999 Part-Time

Screen / Program Title

Advisory button indicates Admit Mode and will disappear from STU105 once the student is admitted.

Bolded fields are Mandatory

Takes you to the Previous or the Next screen in the Loop.

The Student Alert button - Information will auto-populate.

The School Alert fields - unique codes that are set up by the school and are entered free form.

Exit door

CHR = Current Homeroom  
NHR = Next Homeroom

Print

Save

