



Student Enrollment Lottery North Carolina Features and Functions Release 8.0



“Education’s purpose is to replace an empty mind with an open one.”

Malcolm Forbes

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Introduction

Student Enrollment Lottery provides support for the Schools of Choice plan to let students choose next year's school. Student Enrollment Lottery interfaces to the eSIS student database and enables personnel to easily record student assignments to choice schools or designate a school which may be out of the student's catchment. This information can then be exported into a flat file, which the state can process further using a client specific procedure. This data is then imported back into eSIS and the changes made will be reflected in eSIS data.

Student Enrollment Lottery for North Carolina:

- Allows School Level users to assign only grade level promotion of students.
- Allows District Users to indicate student's next school determination criteria.
- Allows Users to send all students (regardless of current grade) to catchment schools.
- Allows reassignment of students to schools, cleaning up prior enrollment records created from prior applications.
- Allows interface between eSIS and outside processes which determine the lottery placement

How Student Enrollment Lottery Works:

0. Users will indicate the next grade of students enrolled using: STU591 Student Pre-Transition List or MAS010 Mass Update Single Value or MAS020 Mass Update Multi Value or ENR003 NC Import/Export.
0. District Level users may specify Application Dates, Schools of Choice, Next Year Exception and Assignment Codes, and Assignment Schools to students wishing to attend a next school other than the catchment school for the student in ENR100 Student Assignment / Exception Code Maintenance Screen.
0. ENR001 Determine Next Year's Enrolments is run.
0. Data for all students in the district is then exported from eSIS using ENR003 Import/Export.
0. External processes determine next school placement of students requesting Choice Schools.
0. Student data is imported back into eSIS using ENR003 Import/Export.
0. ENR001 Determine Next Year's Enrolments is run.
0. Year End Transition is run and:
 - Places students in the assigned next school and next grade
 - Moves next year assignment and exception codes to current year assignment codes.
 - Assigns default values for Next Year Assignment and Exception Codes for subsequent years.

Administrative Setup

System Codes

SYS011.FMX Assignment Codes

Path: *Navigate To > District Level Assignment Codes*

Use this form to identify Assignment codes specific to the District. Each Assignment Code will have an associated Description and may have a Next Year Exception Code. Assignment Codes populate to ENR100 Student Assignment/Exception Code Maintenance.

Field Name	Description
Code	Code used to identify District Assignment Codes
Description	Description of Assignment Code
Next Year Exception Code	Select the Exception Code that will automatically be inserted by Year End Transition for students with the specified Assignment Code. List of values populates from SYS012 Exception Codes.

SYS001 Company Update

Path: Administration menu > Company File > School tab

Select the option “Prevent School Users from Inserting/Updating Next School on STU591 Student Pre-Transition List”. If checked, any user that has security less than Central Office user will only have the ability to modify the next grade of students on STU591. Central Office and higher security levels will be able to update both next grade and next school.

The screenshot shows the 'Company Update' application window. At the top, there is a 'Company' header with fields for Key (01), System (STUDENT1), Created By (ADMASSIST), Create Date (28-MAR-1998), Modified By (LHARRISON), Modified Date (13-MAY-2005), and Country (United States). Below this is a navigation bar with tabs: Modules, Defaults, Terminology, Student Basics, Student Demo, School (selected), Alerts, Reporting, Reporting Pr..., and Admission. The main content area is divided into three sections: Common Student Search Preferences, School Preferences, and Transportation. In the Transportation section, the checkbox 'Prevent School Users from Inserting/Updating Next School on STU591 Pre-Trans. List' is checked and highlighted by a black arrow. Other settings include 'Validate Bus Routes' (Yes), 'Restrict Diploma Categories' (No), 'Diploma Req Compl. Assmnt' (No), 'Diploma Granted Calc by' (User), 'Allow Period Length Change' (Yes), 'Use Mark Scale by' (Reporting Period Type), 'Collect Attendance - Hot Lunch' (No), 'Inter-School Memo on/off' (Yes), 'Specify Tuition Info' (District), 'Display World Language/ Fine Arts Fields on Elementary Curriculum Model/ Mark Entry Screens' (dropdown), and 'Max Class Min. per Day' (500). At the bottom, there are 'ADD' and 'DEL' buttons and several icons.

Student Forms

ENR100.FMX Student Assignment/Exception Code Maintenance

Path: *Navigate > Student Assignment/Exception Code Maintenance*

Use this form to manually place a student into a school and maintain Current Year Assignment and Exception Codes. Enter Next Year Assignments and Exception Codes. Select an Assignment School or choose up to three choice schools and date of application. ENR001 uses Next Year Assignment Codes and Assign School during school determination.

This screen is used to maintain student level data for the lottery process. Users with security less than Central Office can see all fields but are restricted from modifying Assignment Codes. Central Office and higher security users can update all values.

Field Name	Description
School	The user's current school. Users will be able to select individual schools from all schools in the current district where security has been granted to the user. A selection option will be available for All Schools in the current district where the user has security. Changing the school value will cause the form to re-query, and display all students associated to the selected school(s).
Pupil Number/Pupil Name	The Pupil numbers and Pupil Names for the students currently registered in the school. Students can also be added to the form. Users will not be able to duplicate students. The form can be sorted by Pupil Number or Pupil Name.
Assignment Code: Curr/Next	Assignment Code Description for the Current Year and for Next Year. Changes to values will be logged.
Exception Code: Curr/Next	Exception Code Description for the Current Year and for Next Year. Changes to values will be logged and will appear on ENR010.FMX Student Assignment/Exception Log.
Application Date	Enter the date of the application for preferred choice schools.
Assign School	Select the manually placed assignment school for next year.
Choice? 1, 2 & 3	Enter up to three choice schools. Choice 1 is the first choice of preference.
View Log Button	Calls ENR010 Student Assignment/Exception Log.

ENR010.FMX Student Assignment/Exception Log

Path: *Navigate > Student Assignment/Exception Code Maintenance > View Log Button*

Use this view-only form to view record changes made to Student Code Assignments on ENR101 Student Assignment/Exception Code Maintenance. You can sort the listing for any of the columns.

Field Name	Description
Type	The Type of record change. A = Add D = Delete C = Change
Pupil Number	The pupil's unique identification number.
Create User/Create Date	The name of the user who created the change on ENR010 and the date the change was made.
Field Updated	The field on ENR010 that was changed.
New Value	The new value given to the field on ENR010.
Old Value	The old value prior to the change on ENR010.

ENR001.FMX Mass Assign Addresses

Path: Administration > System Setup Utilities > Mass Assign Utilities Block – Mass Assign Addresses button

Use this form to determine the next school for all students. Be certain to check the checkbox “Check Assignment/Exception Codes so the process will look at the North Carolina specific Codes.

The ENR001 process can be run a multitude of times for the purpose of accounting for withdrawn students, new students, pre-enrolled students and students who have moved to a different catchment within the district.

Note: If you attempt to apply ENR001 Determine Next Year's Enrolments multiple times, you will be prompted with a warning which allows you to proceed or cancel. If you proceed, current Next Year Enrollment is ended and a new Enrollment record is created.

Note: Only the fields that have been added to ENR001 Determine Next Year's Enrolments specifically for North Carolina Student Enrollment Lottery are described below. For more information about this form see the document Determine Next Year's Enrolments.

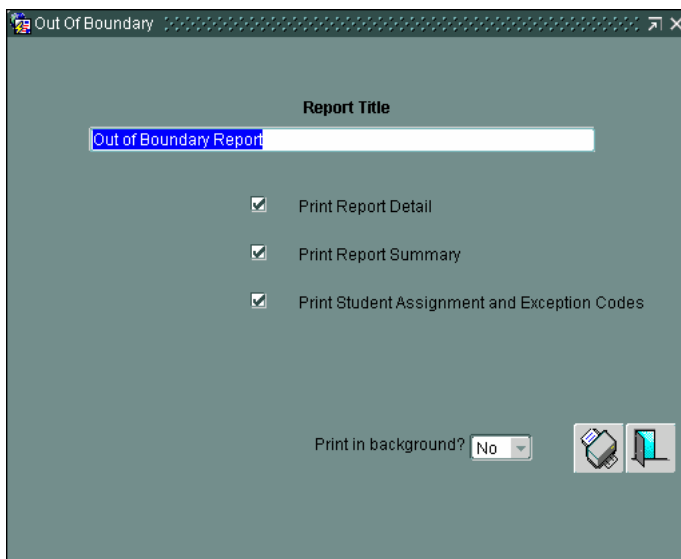
Field Name	Description
Run For: Students Transitioning Schools/All Schools	Select whether to run operation for all students or only students transitioning schools. Defaults to only process students crossing school types (Middle to High etc...)
Check Assignment/Exception Codes	Used to indicate that Assignment and Exception Codes are to be used when determining the Next School for students.

SCH465P.FMX Out of Boundary

SCH465R.REP Out of Boundary

Path: *Reports > Boards/Districts Category > Out of Boundary Report*

This report lists, by attending school, students who are not in their home catchment. Selecting the option Print Student Assignment and Exception Codes will cause the report to include the runtime values for Current and Next year Assignment and Exception Code Descriptions.

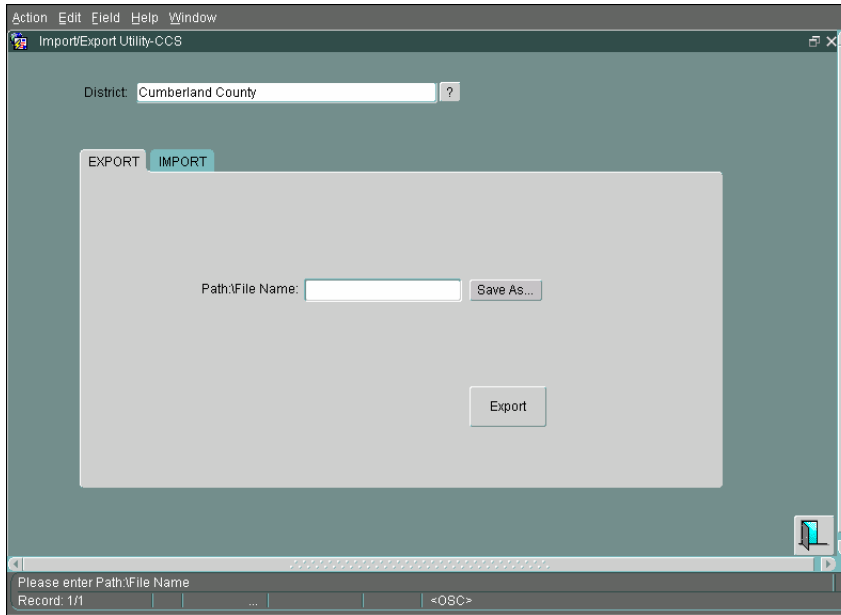


The Report Includes: Next Year Assignment Code Description, Next Year Exception Code Description, Current Year Assignment Code Description, Current Year Exception Code Description, Student Name, Pupil Number, Grade, Home Catchment School and Out of Catchment Students.

ENR003.FMX NC Import/Export – Export Tab

Path: *Navigate > Import/Export Utility - CCS*

This process will allow for the export of student data to an external student Lottery process. Students will only be included in the export file if registered at the time it is run. If a student's Next Grade is null the export will set the Next Grade to the default Next Grade.



Field Name	Description
District	Indicates the District for which import/export is to take place
Path\File Name	Path and filename for export file

ENR003.FMX NC Import/Export – Import Tab

Path: *Navigate* > *NC Import/Export*

Use this form to import student data into eSIS following external lottery processes. The import of data will update student Next School data to match values determined by the external Lottery Process and will update Next Year Assignment and Exception Codes.

Note: If a blank value is imported back into eSIS, the null value will not overwrite the eSIS value.

District: Cumberland County

EXPORT IMPORT

Admission Date:

Admission Reason:

Path\File Name: Browse...

Import

Please enter Path\File Name
Record: 1/1 ... <OSC>

Field Name	Description
District	Indicates the District for which import/export is to take place
Path\File Name	Path and filename for import file
Admission Date:	Admission Date to be used in creation of enrollment records during file Import process.
Admission Reason	Admission Reason used in creation of enrollment records during import process. List of values populates from Admission Codes.
Path\File Name	Path for file Import Process
Import Button	Begins the Import process.
Print Button	Prints the Error Log.

Appendix C: Export and Import File Layout

Export File Layout

Field Name	Data Type	eSIS Data Element	Start	End
Pupil Number	NUMBER(9)	STUDENTS.PUPIL_NUMBER	1	9
First Name	VARCHAR2(30)	STUDENTS.FIRST_NAME	10	39
Middle Name	VARCHAR2(30)	STUDENTS.SECOND_NAME	40	69
Last Name	VARCHAR2(30)	STUDENTS.SURNAME	70	99
Gender	VARCHAR2(1)	STUDENTS.SEX	100	100
Grade	VARCHAR2(2)	STUDENTS.GRADE	101	102
Birth Date	DATE	STUDENTS.BIRTH_DATE (Date Format = 'DD-MON-YYYY')	103	113
Home School	NUMBER(9)	STUDENTS.SCHOOL	114	122
Next School	NUMBER(9)	STUDENTS.NEXT_SCHOOL (as decided by Address Verification)	123	131
Next Grade	VARCHAR2(2)	STUDENTS.NEXT_GRADE	132	133
Street Number	VARCAHR2(6)	STUDENTS.STREET_NUMBER	134	139
Street Name	VARCHAR2(30)	STUDENTS.STREET_NAME	140	169
Apartment Number	VARCHAR2(10)	STUDENTS.APARTMENT	170	179
Municipality	VARCHAR2(30)	MUNICIPALITIES.MUNICIPALITY_DESC	180	209
ZIP Code	VARCHAR2(10)	STUDENTS.POSTAL_CODE	210	219
Lot Number	VARCHAR2(4)	STUDENTS.LOT_NUMBER	220	223
State	VARCHAR2(4)	STUDENTS.PROVINCE	224	227
Minority	VARCHAR2(30)	MINORITIES.MINORITY_DESC (from Minority Code 1)	228	257
SPED Exceptionality Code	VARCHAR2(50)	SPED_EXCEPTIONALITY_CODES.EXCEPTIONALITY_DESC (the primary exceptionality from company SPED option)	258	307
SSN Number	NUMBER(9)	STUDENTS.SIN_NUMBER	308	316
State Ministry Number	VARCHAR2(12)	STUDENTS.MINISTRY_NUMBER	317	328
Specific FARMS Eligibility	VARCHAR2(40)	FARM_ELIGIBILITY_TYPES.ELIGIBILITY_TYPE_DESC (from company FARMS option)	329	368
Next Year Assignment Code	VARCHAR2(6)	DISTRICT_ASSIGNMENT_CODES.ASSIGNMENT_CODE (Joined to STUDENT_ASSIGN_EXCEPT_CODES.NEXT_ASSIGNMENT_CODE_ID)	369	374
Next Year Exception Code	VARCHAR2(6)	DISTRCT_EXCEPTION_CODES.EXCEPTION_CODE (Joined to STUDENT_ASSIGN_EXCEPT_CODES.NEXT_EXCEPTION_CODE_ID)	375	380
Application Date	DATE	STUDENT_ASSIGN_EXCEPT_CODES.APPLICATION_DATE	381	391
Choice School 1	NUMBER(9)	STUDENT_ASSIGN_EXCEPT_CODES.CHOICE_SCHOOL_1	392	400
Choice School 2	NUMBER(9)	STUDENT_ASSIGN_EXCEPT_CODES.CHOICE_SCHOOL_2	401	410
Choice School 3	NUMBER(9)	STUDENT_ASSIGN_EXCEPT_CODES.CHOICE_SCHOOL_3	411	420

Import File Layout

Pupil Number	NUMBER (1-9)	STUDENTS.PUPIL_NUMBER
Next Grade	STRING	(10-11) STUDENTS.NEXT_GRADE
Next School Number	NUMBER	(12-20) STUDENTS.NEXT_SCHOOL
Next Year Assignment Code	STRING	(21-27) Code must match one of the defined code values
Next Year Exception Code	STRING	(28-35) Code must match one of the defined code values

