



ESC Region 15 STUDENT STARTUP CHECKLIST

- Update attendance calendar, as applicable
(Attendance > Maintenance > Campus > Campus Calendar) **Student Facilitator Only**
- Verify district attendance posting codes
(Attendance > Maintenance > District > Posting Codes) **Student Facilitator Only**
- Enter new students
(Registration > Maintenance > Student Enrollment)
- Enter 'no shows'
(Registration > Maintenance > Student Enrollment > W/R Enroll)
- Assign UIDs:** This **must** be done before you submit your first UID Enrollment Tracking file.
(Utilities > Texas Unique Student ID Processing > UID Assignment)
- Submit your first UID Enrollment Tracking file
(Utilities > Texas Unique Student ID Processing > UID Enrollment)
- Enter/update Ethnicity (Hispanic/Latino) and Race
(Registration > Maintenance > Student Enrollment > Demo1)
- Update grade level, as applicable
(Registration > Maintenance > Student Enrollment > Demo 1) *
- Update eligibility code, as applicable
(Registration > Maintenance > Student Enrollment > Demo 1) *
- Enter/update attribution code, as applicable
(Registration > Maintenance > Student Enrollment > Demo 1) *
- Enter/update Camp Id Resid, as applicable
(Registration > Maintenance > Student Enrollment > Demo 1) *
- Update attendance track, as applicable.
(Registration > Maintenance > Student Enrollment > Demo 1) *
- Enter/update Mailing/Physical Address, Phone numbers, etc. for student
(Registration > Maintenance > Student Enrollment > **Demo 1**)
- Enter/update economic disadvantage code as applicable
(Registration > Maintenance > Student Enrollment > Demo 1)
- Update the date students entered the 9th grade
(Registration > Maintenance > Student Enrollment > Demo 2)
- Enter/update Career and Technology Indicator codes
(Registration > Maintenance > Student Enrollment > Demo 3 > Career Technology)
- Enter/update SSI Promotion codes, as applicable
(Registration > Maintenance > Student Enrollment > Demo 3 > SSI Promotion)

- Enter/update Status Indicators, as applicable
(*Registration > Maintenance > Student Enrollment > Demo 3 > Status Indicators*)
- Enter/update At Risk Indicator as applicable **OR** run Utility to set indicators
(*Registration > Maintenance > Student Enrollment > At Risk*) **OR**
(*Registration > Utilities > Set Student At Risk Indicators*)
- Enter/update Parent/Guardian information – One contact **MUST** be coded as Guardian.
(*Registration > Maintenance > Student Enrollment > Contact Tab*)
- Enter Enrolling Person's date of birth
(*Registration > Maintenance > Student Enrollment > Contact Tab*)
- Enter/update Parent/Guardian E-mail address on Contact tab
(*Registration > Maintenance > Student Enrollment > Contact*)
- Enter/update Special Education data as applicable
Remember to report each student served by the *Regional Day School for the Deaf*
(*Registration > Maintenance > SpecEd*)
- Enter/update Gifted and Talented coding as applicable *
(*Registration > Maintenance > G/T*)
- Enter/update Bil/ESL coding as applicable *
(*Registration > Maintenance > Student Enrollment > Bil/ESL*)
- Enter/update Title 1 coding as applicable
(*Registration > Maintenance > Student Enrollment > Title 1*)
- Enter/update the Generic program tab as applicable (Dyslexia, 504, IGC)
(*Registration > Maintenance > Student Enrollment > Generic*)
- Enter/update the PK Enroll tab as applicable (Funding Source(s), etc.)
(*Registration > Maintenance > Student Enrollment > PK Enroll*)
- Verify or enter/update all parameters in Grade Reporting; including, but not limited to the following:

 - Service IDs (refer to TEDS Section 8.4: PEIMS C022 Excerpt)*
 - CTE Hrs and indicate if section is taught by CTE certified teacher (See SAAH Section 5.2)*
 - Pop Srvd*
 - Class Type*
 - Role ID*
 - Crs Seq*
(*Grade Reporting > Maintenance > Master Schedule > District Schedule*)
 - Dual Crdt*
 - College Credit Hrs*
 - PK Program Information*
(*Grade Reporting > Maintenance > Master Schedule > Campus Schedule*)

* **May require a status change (*Registration > Maintenance > Student Enrollment > W/R Enroll*)**

NOTE: *All special program coding should be determined and verified by the coordinator of each respective program.*