



**STUDENT
REGISTRATION**

Demo1

Registration > Maintenance > Student Enrollment > Demo1

This tab allows you to record the demographic data required to enroll a student at a campus. **Bold fields are required.**

The Demo1 tab is not available until you retrieve a student on the [Student Enrollment](#) page.

- When enrolling a new student, you must save the information on the Demo1 tab before continuing. You are not allowed to proceed to any other tabs until the information is saved.
- When enrolling prior year students from historical, you cannot enter any information on the program tabs (i.e., W/R Enroll, SpecEd, G/T, Bil/ESL, Title I, PRS, and Generic) until the information on the Demo1 tab is saved.
- Once data is saved on the Demo1 tab, it is *not* necessary to click **Save** on each tab. You can make changes on multiple tabs and then click **Save** once.
- Students with record status 4 (i.e., *enrolled at another campus, will attend this campus next year*) are not displayed on the Student Enrollment tabs.

CAUTION: CHANGES ARE PERMENANT!

To permanently delete a current year student record, including all attendance, grades, and scheduling data, use the [Delete a Current Year Student](#) utility.

[Tabbing sequence on this page](#)

When you press TAB to move through the fields on the Demo1 tab, the fields under **Current/Next Year Information** are *not* included in the tab sequence, because many of the fields are updated by running other programs. However, if you click any field under **Current/Next Year Information**, you can press TAB to move through the other fields in this section.

Update data:

When you retrieve a student on the Student Enrollment page, the following occurs:

- If you attempt to retrieve a student from a prior school year who is not enrolled in the current

school year, a message is displayed confirming that you are attempting to re-enroll the student in the current year. If you click **Yes**, the student's Demo1 information, W/R Enroll records, and two guardian contacts are retrieved. Enter the student's entry date, grade level, and any special program information for the current year.

- If the student was at risk in the prior year, the **PEIMS At Risk indicators** are retrieved for the current year, but the **At Risk Ind** field is blank on the **At Risk** tab. Verify that the **PEIMS At Risk indicators** are still applicable, and select **At Risk Ind** if the student is at risk for the current school year.
- For a new student, if the system is set to assign ID numbers automatically (i.e., **Auto Assign Student ID** is selected on [Maintenance > District Profile > District Information > Control Info](#)), delete any data in the **Student ID** and **Student Name** fields, and then click **Retrieve**.
 - A message is displayed indicating that the ID will be assigned when the record is saved. Click **OK**.
 - When the record is saved, the student is assigned the next number, as indicated on the **Control Info** tab. The number is incremented by one each time a number is assigned.

Click **Save**.

When the record is saved, a portal ID is created for the student for the txConnect parent portal application. The portal ID can be viewed using the [Set Parent Portal IDs utility](#).

Demo2

Registration > Maintenance > Student Enrollment > Demo2

This tab allows you to view and update a student's additional demographic data. The information on the Demo2 tab is not required for enrollment; however, entering a complete demographic record is recommended.

The Demo2 tab is not available until you retrieve a student on the [Student Enrollment](#) page. For a new student, you must enter and save all required data on [Demo1](#) before proceeding to this tab.

Update data:

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| Counselor Information | Counselor Information | Select the student's counselor. The counselor must already be established on the Principal/Counselor tab. |
| | Dt Entry 9th Grd | <p>Type the date on which the student entered 9th grade. Use the MMDDYYYY format. This field is used for personal graduation plans (PGPs).</p> <ul style="list-style-type: none"> • This field is automatically updated for 8th grade students when Move to Grade Reporting is run. • When this field is entered for a new student, or when a blank field is updated for an existing student, the student's Cohort field is automatically updated based on this date plus four years. The update occurs when you press TAB. Be sure to save before leaving the page. <p>IMPORTANT: Once the Cohort field is updated, the field becomes read only and cannot be changed. If this happens in error, you must delete the student's Dt Entry 9th Grd and save. The Cohort field is cleared. Then, reenter the data and save.</p> |
| | District Entry Date | <p>Type the date on which the student entered the campus for the current school year. Use the MMDDYYYY format.</p> <p>For new students registered from Maintenance > Online Registration > New Student Enrollment, this field is automatically populated with the date on which the student was enrolled.</p> <p>The date is also used for students who did not pass the 10th grade Exit Level TAKS test and changed districts. It is used to extract the students for the fall Exit Level TAKS test.</p> |
| | Birth City | Type the city in which the student was born, up to 17 characters. |
| | Birth State | Type the two-character abbreviation for the state in which the student was born (e.g., TX). |
| | Birth Country | Select the country in which the student was born. The listed countries are set up on Maintenance > District Profile > Tables > Country Codes . |
| | Cohort | <p>The cohort year is the student's Dt Entry 9th Grd plus four years. A cohort is a group of students tracked from the beginning of a school year through the fall after the expected graduation date, regardless of final status. The cohort year is the ending school year when the student is expected to graduate.</p> <p>The field is automatically populated when you enter the student's Dt Entry 9th Grd, press TAB, and save.</p> <p>Once updated, the field becomes read-only. The student's cohort year should not be changed unless it was entered in error. To update the cohort year, clear the student's Dt Entry 9th Grd and save. Then, reenter the Dt Entry 9th Grd field, press TAB, and save.</p> |

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| Miscellaneous | Primary Language | Click ... to select the primary language spoken by the student. If blank, the value in Default Home Language Cd on Maintenance > District Profile > District Information > Control Info is used to supply this information on reports. |
| | Immig Tracking | Type the two-digit number of years the student has been eligible to receive services through the Emergency Immigrant Education Act, if applicable. |
| | Headstart Code | Indicate the student's eligibility for and participation in the Headstart program. |
| | Medicaid Eligible | Select if the student is eligible for Medicaid. <ul style="list-style-type: none"> The student's Medicaid eligibility can also be updated on Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information. The student's eligibility is also displayed on Health > Maintenance > Student Health > Demo. |
| | Alien Tuition Cd | Select if the student pays tuition because of his alien status. |
| | Parent Federal Connected | Select if either of the student's parents is federally connected. |
| Receive/Transfer | Previous District | Type the name of the district or the county-district number that the student attended prior to his current enrollment, if applicable, up to eight characters. |
| | Previous Campus | Type the three-digit ID for the campus the student attended prior to his current enrollment. |
| | Last Year Campus | The campus the student attended last year is displayed. When Move to Grade Reporting is performed, the current campus is moved to this field. |
| | Last Year Grade | This field is automatically populated with the value entered by the parent when enrolling the student via txConnect New Student Enrollment, or whatever value was saved when accepting the new student via Registration > Maintenance > Online Registration > New Student Enrollment > Register Student . Otherwise, type the student's grade level in the previous school year. |
| | Records Request | Select the location or type of school that requested the student's records. The field applies only to withdrawn students. The codes listed for this field are set up on Maintenance > District Profile > Tables > Records Requested Codes . |
| | Records Forward | If the student withdrew and Records Request indicates that the student's records were requested, indicate if the campus sent the student's records to the requestor. The code entered is user-defined, up to three characters (e.g., YES) and should have some meaning to the campus or district. The field applies only to withdrawn students. Leave blank if records were not sent. |

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| Locker | The data in these fields is used by the Locker Number Assignment utility. | |
| | Number | Type the number for the locker assigned to the student. The number is zero-filled if fewer than six characters are entered. |
| | Combination 1 | Type the lock combination for the student's locker, up to nine characters. |
| | Combination 2 | Type the second combination that opens the lock, up to nine characters. Leave blank if there is no second combination. |
| Magnet School | Magnet this year | Select if the student is currently in a magnet program. |
| | Magnet next year | Select if the student will be in a magnet program next school year. |
| Local Use | The labels (i.e., field descriptions) for the following fields are displayed according to the descriptions entered on Maintenance > District Profile > Tables > Local Use Codes . The district defines the codes and how they are used. You may be required to enter data in these fields if indicated on the Local Use Codes tab. | |
| | Local Use Codes | Four one-character fields are displayed that can be used to record any information about the student as requested by the district. |
| | Function | Two one-character fields are displayed that can be used to record any information about the student as requested by the district. |
| | Undefined Prgrm | A one-character field is displayed that can be used to record any information about the student as requested by the district. |

Click **Save**.

Demo3

Registration > Maintenance > Student Enrollment > Demo3

This tab allows you to view and update a student's additional demographic data. The information on the Demo3 tab is not required for enrollment; however, entering a complete demographic record is recommended.

The Demo3 tab is not available until you retrieve a student on the [Student Enrollment](#) page. For a new student, you must enter and save all required data on [Demo1](#) before proceeding to this tab.

Update data:

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| Career Technology | Day Care CTE Support | Select if the student receives day care services that allow him to participate in the Career and Technical Education (CTE) program. |
| | Single Parent/Pregnant Teen | Indicate if the CTE student is a single parent or pregnant teen. (TEDS data element E0829) |
| | Transport CTE Support Service | Select if the CTE student is economically disadvantaged and receives transportation services that enable him to stay in CTE training. (TEDS data element E0917) |
| | Career and Technology Ind | Indicates if the student is enrolled in a state-approved CTE course as an elective, or as a participant in the district's career and technical coherent sequence of courses. (TEDS data element E0031) This field must be set for each semester, because the field is reported for the student in the PEIMS fall and summer submissions. |
| | Displaced Homemaker | Select if the CTE student is a displaced homemaker. Refer to the TEDS data element E1039 for a complete description of a displaced homemaker. |

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| <p>Promotion</p> <p>NOTE: Even though you have many options for coding, Data Services at ESC 15 recommends only using the following codes for end of year status. This code is used or Rollover (MTGR) purposes only.</p> <p>EE to 8th Grades: 01 - Promoted 02 - Retained 03 - Placed</p> <p>High School: 10 - Not Advanced 11 - Advanced 12 - Graduated</p> | <p>Year End Status</p> | <p>The code indicating the student's status at the end of the regular school year is displayed.</p> <p>Year-end-status codes</p> <p>01 - Promoted next grade 02 - Retained same grade 03 - Place in the next grade 04 - Placed in transitional program 06 - Promoted from transitional program to regular grade 10 - Not advanced next grade 11 - Advanced next grade 12 - Graduated 13 - Obtained GED 14 - Met requirements but did not pass STAAR/TAKS 15 - Grade 12 but not enough credits to graduate 21 - Status pending - complete summer school 22 - Status pending - other 23 - Left district before - no status (NOTE: Code 23 should be used for withdrawn students to prevent them from being included on the MTGR error report.)</p> <hr/> <p>This field is automatically updated when the Assign or Clear Year-End-Status Codes utility in Grade Reporting is run.</p> <ul style="list-style-type: none"> • For all active students in grade levels K-8, the utility assigns code <i>01 (promoted)</i>. • For students in grade levels 9-11, the utility assigns code <i>11 (promoted)</i>. • For students in grade level 12, the utility assigns code <i>12 (graduated)</i>. <p>You must update this field for any exceptions, such as retained students. You can manually update this field, or you can run the Reset Values utility in Registration.</p> <p>The year-end-status code is used for the following purposes:</p> <ul style="list-style-type: none"> • Move to Grade Reporting advances students to the next grade level or retains them in the current grade level according to the year-end-status code. • Final elementary report cards will print “promoted” or “retained” according to the year-end-status code. |
| <p>SSI Promotion</p> | <p>Retained Reason 1, 2, 3</p> | <p>Indicate if the student was promoted or retained as a result of participation in the Student Success Initiative (SSI). (TEDS data element E1030)</p> <p>This information is reported to PEIMS beginning with the 2013-14 school year.</p> |
| | | <p>For student is in KG-08, select up to three codes indicating the reason(s) the student was retained in the same grade level or placed in a transitional program if applicable. Leave blank if none of these conditions applies.</p> |

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| Status Indicators | Campus of Account | Type the nine-digit county-district-campus number to which a student's attendance and/or leaver data are attributed for campus accountability purposes. (TEDS data element E1027) This field is used for students who were only enrolled at a Disciplinary Alternative Education Program (DAEP) or Juvenile Justice Alternative Education Program (JJAEP). This is reported for both Fall and Summer PEIMS. |
| | Migrant | Select if the student participates in the migrant program. (TEDS data element E0984) |
| | Immigrant | Select if the student is an identified immigrant under the definition found under Title III of the No Child Left Behind Act of 2001. (TEDS data element E0797) |
| | Asylee/Refugee Cd | Indicate if the student's initial enrollment in a school in the United States in grade levels 7-12 was as an unschooled asylee or refugee. (TEDS data element E1076) |
| | Homeless Status Cd | Indicate the student's homeless status. (TEDS data element E1082) Edits: • Unaccomp Youth Status Cd cannot be if Homeless Status Cd is 1, 2, 3, or 4. • Unaccomp Youth Status Cd must be blank if Homeless Status Cd is . |
| | Unaccomp Youth Status Cd | Indicate if the homeless student is in the physical custody of a parent or legal guardian. This only applies to homeless students. (TEDS data element E1084) Edits: • Unaccomp Youth Status Cd cannot be if Homeless Status Cd is 1, 2, 3, or 4. • Unaccomp Youth Status Cd must be blank if Homeless Status Cd is . |
| | Early Reading Cd | Indicate if the student is eligible for accelerated reading instruction as specified by the administered reading instrument. The field only applies to grade levels KG-2. (TEDS data element E1522) |
| | Summer School Bil/ESL | Select if the student is enrolled in the bilingual/ESL summer school program. To be eligible for enrollment in the bilingual/ESL summer school program, the student must be limited English proficient (LEP) and eligible for admission to KG or 1st grade at the beginning of the next school year. (TEDS data element E1028) |
| | Student Parent | Select if the student is currently a parent. |
| | Even Start | Indicate if the student is enrolled in an Even Start program. An Even Start program can provide services to both parents and their children who are school age (PK-18), or ages 0-3 and coded as EE. |
| | Neglected/Delinquent | Select if the student resides in an institution for neglected or delinquent children within the school district boundaries. |
| | Military Enlistment | Select if the student has graduated from high school and has enlisted in the United States Armed Forces after graduation. (TEDS Data Element E1589) |

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| Graduation | If the student has a graduation plan, the following fields are disabled on this tab and must be updated on Graduation Plan > Maintenance > Student > Individual Maintenance > PGP : Graduation Type, CPR Date Completed, Speech Date Completed, Foundation Coursework, Distinguished Coursework , all five endorsements and their Date Completed fields. | |
| Graduation Type | Select the plan under which the student intends to graduate. | |
| Graduation Date | Type the date on which the student is expected to graduate in the MMDDYYYY format. | |
| AAR Grad Plan | The graduation program description from the PEIMS C062 table is displayed. This is the official PEIMS description, which may be different from the description entered by the district. This description is displayed on the student's AAR. | |
| Texas Grant Eligibility | Indicate the student's TEXAS Grant eligibility status and graduation program under which he is expected to graduate. The values 1, 2, or 5 indicate that TEXAS Grant eligibility is expected. Code 5 indicates that the student is on track to complete the portion of the Recommended Graduation Program available to the student at a high school that has certified to the Commissioner of Education that not all the necessary courses for the recommended program were offered. | |
| Cert of CrsWrk Date Completed | Type the date of the certificate of coursework completion in the MMDDYYYY format, if applicable. | |
| College Entry | Select if the student plans to attend college. | |
| CPR Date Completed | Type the date on which the student met the requirement for cardiopulmonary resuscitation (CPR) instruction. | |
| Speech Date Completed | Type the date on which the student met the Foundation High School Program (FHSP) requirement for speech instruction. | |
| Foundation High School Program | College Career Instruction | Select if the 7th or 8th grade student has received instruction in preparing for high school, college, and career, including information about the creation of a high school personal graduation plan, distinguished level of achievement, each endorsement, college readiness standards, and potential career choices and education needed to enter those careers. (TEDS data element E1574) |
| | Foundation Coursework | Indicate if the student is pursuing, not participating, or has completed the Foundation High School Program (FHSP). (TEDS data element E1541) |
| | Distinguished Coursework | Indicate if the student is pursuing, not participating, or has completed the distinguished level of achievement under the FHSP. (TEDS data element E1542) |
| | endorsements | Indicate for each endorsement (STEM, Public Services, Business and Industry, Multi Disciplinary Studies, and Arts and Humanities) if the student is pursuing, not pursuing, or has completed the program. (TEDS data elements E1544, E1545, E1546, E1547, and E1548) Edit: Distinguished Coursework cannot be 2 (<i>completed</i>) unless Foundation Coursework and one endorsement are also set to 2. |
| | Date Completed | The date of completion must be entered if the student has completed the program for an endorsement. |

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| DAP Advanced Measures | Advanced Measures 1-4 | Indicate the type of advanced measure earned as required to graduate under the Distinguished Achievement Program. The codes can be used as follows: <i>A</i> - Original research and projects. The code can be used once or twice. <i>B</i> - AP score of 3 or above. The code can be used without limit. <i>C</i> - IB score of 4 or above. The code can be used without limit. <i>D</i> - Qualifying PSAT score. The code can be used once. <i>E</i> - College course with a 3.0 or higher. This code can be used without limit. <i>F</i> - Articulated course with 3.0 or higher. The code can be used without limit. Graduation Type must be <i>Distinguished</i> for the DAP Advanced Measures to print on the AAR. |
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Click **Save**.

At Risk

Registration > Maintenance > Student Enrollment > At Risk

This tab allows you to view and update information related to a student's At Risk status.

The [Set Student At Risk Indicators utility](#) can be run to set 9 of the 13 At-Risk criteria (listed in parentheses below) and the **At Risk** field. See online Help for the utility for more information.

Refer to the [TEDS](#) for complete descriptions of the PEIMS At Risk indicators (E0919).

The At Risk tab is not available until you retrieve a student on the [Student Enrollment](#) page. For a new student, you must enter and save all required data on [Demo1](#) before proceeding to this tab.

Update data:

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| At Risk | <p>Select if the district has determined that the student is at risk of dropping out of school.</p> <p>NOTE: If this indicator is cleared but the student has at least one At-Risk criteria selected, the field will be automatically re-selected when you save. An error message will be displayed, and you will need to click Save again.</p> |
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| PEIMS At Risk criteria | <p>Select the student's At-Risk indicators.</p> <p>1. Unsatisfactory performance on readiness test (PK-03) - The student is in grade level PK, KG, 01, 02, or 03 and did not perform satisfactorily on a readiness test administered during the current school year. (Not set by the utility.)</p> <p>2. Did not maintain avg of 70 in 2 or more subject (07-12) - The student is in grade level 07, 08, 09, 10, 11, or 12 and did not maintain an average equivalent to 70 in two or more subjects in the preceding or current school year. (Set by the utility.)</p> <p>3. Not promoted for one or more school years - (display only) The student was not advanced from one grade level to the next for one or more school years. If Last Grade Failed has a value, the field is selected. (Set by the utility.)</p> <p>4. Unsatisfactory performance on assessment instrument - The student did not perform on an assessment instrument at a level equal to at least 110 percent of the level of satisfactory performance. (Set by the utility.)</p> <p>5. Pregnant/parent - The student is either pregnant or is a parent. (Set by the utility.)</p> <p>6. Placed in a DAEP (TEC37.006) - The student was placed in an alternative education program during the prior or current school year. (Set by the utility.)</p> <p>7. Expelled (TEC37.007) - The student was expelled during the prior or current school year. (Set by the utility.)</p> <p>8. On parole, probation, deferred prosecution or other conditional release (Not set by the utility.)</p> <p>9. Previous PEIMS dropout - The student was previously reported through PEIMS to have dropped out of school. (Not set by the utility.)</p> <p>10. LEP - (display only) The student has limited English proficiency. The indicator is set by updating the LEP Cd on the Bil/ESL tab.</p> <p>11. Conservatorship of Department of Family and Protective Services - The student is in the custody or care of the Conservatorship of Department of Family and Protective Services or has, during the current school year, been referred to the department by a school official, officer of the juvenile court, or law enforcement official. The indicator is set by updating the Foster Care field on the Demo 1 tab. It is reset by Move to Grade Reporting or can be reset manually.</p> <p>12. Homeless - The student is homeless. (Set by the utility.)</p> <p>13. Residential Placement - During the prior school year or current school year, the student has resided in a residential placement facility in the district, including a detention facility, substance abuse treatment facility, emergency shelter, psychiatric hospital, halfway house, or foster group home. (Not set by the utility.)</p> | | |
| | <table border="1"> <tr> <td data-bbox="358 1268 570 1339">Documentation</td> <td data-bbox="574 1268 1425 1339">Select for each indicator if documentation exists in the student's At-Risk folder.</td> </tr> </table> | Documentation | Select for each indicator if documentation exists in the student's At-Risk folder. |
| Documentation | Select for each indicator if documentation exists in the student's At-Risk folder. | | |
| Last Grade Failed | Select the last grade level the student failed. This field is set by the Set Student At Risk Indicators utility . | | |
| Last Year Failed | Type the four-digit year when the student was last retained in a grade level. This field is set by the Set Student At Risk Indicators utility . | | |
| Non PEIMS District Codes | <p>The labels (i.e., field descriptions) for the following fields are displayed according to the descriptions entered on Maintenance > District Profile > Tables > Local Use Codes. The district defines the codes and how they are used. You may be required to enter data in these fields if indicated on the Local Use Codes tab.</p> <p>Be consistent in using the beginning or ending year of the school year.</p> | | |
| | <table border="1"> <tr> <td data-bbox="358 1646 570 1778">User #- Char #</td> <td data-bbox="574 1646 1425 1778"> <p>The first two fields allow one-character.</p> <p>The next two fields allow three characters.</p> <p>The last field allows eight characters.</p> </td> </tr> </table> | User #- Char # | <p>The first two fields allow one-character.</p> <p>The next two fields allow three characters.</p> <p>The last field allows eight characters.</p> |
| User #- Char # | <p>The first two fields allow one-character.</p> <p>The next two fields allow three characters.</p> <p>The last field allows eight characters.</p> | | |

Click **Save**.

Contact

Registration > Maintenance > Student Enrollment > Contact

This tab allows you to view and maintain a student's contact information.

The Contact tab is not available until you retrieve a student on the [Student Enrollment](#) page. For a new student, you must enter and save all required data on [Demo1](#) before proceeding to this tab.

Update data:

Existing contacts are displayed in order by **Priority**.

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| Priority | This field is displayed in the grid only. The number indicates the priority order of the contacts. Contacts are listed in the grid from highest (i.e., 1) to lowest priority. The priority order can be edited as needed. |
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Click **+Add** to add a contact. The fields below the grid are enabled.

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| Name | <p>Type the contacts first, middle, and last name. Select a generation code if applicable.</p> <p>Name Edits</p> <p>The first name can be up to 17 characters.</p> <p>The middle name can be up to 14 characters.</p> <p>The last name can be up to 25 characters.</p> <p>The first character can be a-z, A-Z, hyphen (-), or apostrophe ('). For middle names, you can also use 0-9.</p> <p>The remaining characters can be a-z, A-Z, hyphen (-), apostrophe ('), or one space. For middle names, you can also use 0-9. The last character cannot be a hyphen.</p> <p>NOTE: The Name fields are disabled if you are entering a hospital contact (i.e., if Relation is set to <i>Hospital</i>). Type the hospital name in the Occupation field.</p> |
| Relation | <p>Select the contact's relationship to the student, such as a relative, doctor, neighbor, hospital, caseworker, guardian, or other medical facility/person.</p> <p>NOTE: If you are entering a hospital contact, select <i>Hospital</i> and type the hospital name in the Occupation field. This ensures that the hospital name is displayed on Health > Maintenance > Student Health > Emergency.</p> |

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| Enrolling Person | Select if this contact is the person who enrolled the student. Only one contact can be an enrolling person. | | | | |
| DOB | Type the contact's date of birth in the MMDDYYYY format. | | | | |
| Address | Type the contact's complete address. Or, click Copy Student Address to copy the student's mailing address from the Demo1 tab. The street number allows only alpha, numeric, space, hyphen, period, and #, and can be a single digit or character. The street name allows only alpha, numeric, space, hyphen, period, #, /, and apostrophe, up to 19 characters. The apartment number allows only alpha, numeric, space, hyphen, and #, up to 7 characters. The city field allows only alpha, space, hyphen, and apostrophe, up to 17 characters. | | | | |
| E-mail | Type the contact's email address, up to 48 characters. Multiple contacts <i>cannot</i> use the same email address. | | | | |
| Occupation | Type the contact's occupation, up to 25 characters. | | | | |
| Migrant | Select if the contact is for a migrant student. | | | | |
| Parent/Guardian | Select if the contact is the student's parent or guardian. If selected, the Guardian Verified and Parent Military fields are enabled. | | | | |
| Guardian Verified | Select to confirm that this person has been verified as the parent/guardian for the student. You must enter the parent's email address in the Email field when using this option. If selected, the contact's email address can immediately be matched to the email address entered by the parent when registering for a txConnect account. If the two addresses match, the contact can complete online registration, and update the student's data. NOTE: This field can be used to bypass the normal email verification process for short-term situations where the normal email address verification process cannot be completed. NOTE: An audit log record will be made to track users who verify parent/guardians. This field is cleared when the Set Parent Portal IDs utility is run includes the student. | | | | |
| Parent Military | Select if the contact has military connections. If selected, Branch of Service and Rank are enabled. Branch of Service is required. <table border="1" data-bbox="483 1570 1422 1717"> <tr> <td>Branch of Service</td> <td>Select the branch of service in which the contact serves.</td> </tr> <tr> <td>Rank</td> <td>Type the abbreviation of the military rank of the contact, up to five characters.</td> </tr> </table> | Branch of Service | Select the branch of service in which the contact serves. | Rank | Type the abbreviation of the military rank of the contact, up to five characters. |
| Branch of Service | Select the branch of service in which the contact serves. | | | | |
| Rank | Type the abbreviation of the military rank of the contact, up to five characters. | | | | |
| Emergency | Select if the contact should be notified in the event of an emergency. | | | | |
| Receive Mailouts | Select if the contact will receive student documents (i.e., report cards and interim progress reports (IPRs)). The field is required for a contact who is listed as Priority=1 . | | | | |

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| Language | Select the language in which the student's documents (i.e., report cards and interim progress reports (IPRs)) will be printed for this contact. If blank, the documents are printed in English. | |
| Phone Preference | Select the contact's preferred phone number. If selected, you must enter the corresponding phone number. For example, if you select <i>Cell</i> , the Cell Ph Nbr field is required. | |
| Home Ph Nbr Business Ph Nbr Cell Ph Nbr Other Ph Nbr | Type the contact's home, business, cell, and other phone numbers, including area code, as applicable. | |
| Transport Information | Right to Transport | Select if the contact is authorized to transport the student from school. Instructors and administrators will be able to view this information in txGradebook on the Student Information page. |
| | Driver License | Type the contact's driver license number (up to 21 characters) and the two-character state that issued the driver license. The fields are optional; however, if you enter a driver license number, you must enter the state, and vice versa. |
| | Vehicle | Enter the contact's vehicle make, model, predominant color of the vehicle, plate number, and the two-character state that issued the license plate. The fields are optional; however, if you enter the license plate number, you must enter the state, and vice versa. The make and model can be up to 15 characters. The plate number can be up to 8 characters. |

Click **Save**.

W/R Enroll

Registration > Maintenance > Student Enrollment > W/R Enroll

This tab allows you to view and update a student's withdrawal and reentry records at the campus.

The W/R Enroll tab is not available until you retrieve a student on the [Student Enrollment](#) page. For a new student, you must enter and save all required data on [Demo1](#) before proceeding to this tab.

Withdrawing a No Show Student

1. Type the same date in the **Exit Date** and **Entry Date** fields. The date should be the first day of school.
 - The **Status Cd** field is set to *6 (No Show)*.
 - The **Reason** field is automatically set to withdrawal reason *44 (No Show)*.
2. Click **Save**. You are prompted to indicate if you want to withdraw the student from special programs. Make your selection.
3. Click **Save**. A message is displayed indicating that the student is inactive at this campus.
4. Click **OK**. The **Record Status** field on the Demo1 tab is set to *6 (No Show)*.
 - If you withdraw a student from campus with a *44* in the **Reason** field (i.e., *No Show*), his **Record Status** becomes *6 - No Show Student* when you save. If you change the **Reason** code after you save, the student will still have a **Record Status** of *6*. You must add a new record to re-enroll the student on the campus.
 - If you change the student's status to No Show, the student is not withdrawn from all course records.

Reentering a No Show Student

The student should have one row on this tab with the same date in the **Exit Date** and **Entry Date** fields. This row cannot be changed or deleted.

1. Click **+Add** to add a new row. A message is displayed asking if you want to reenter the student. Click **Yes**.
2. In the **Entry Date** field, type the date on which the student actually entered school.
3. Click **Save**. You are prompted to indicate if you want to reenter the student in special programs. Click **Yes**.

- If the reentry date is the same as the No Show entry date, the No Show row is deleted. This situation may occur if the student was entered as a No Show in error.





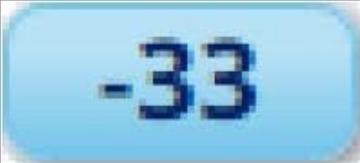

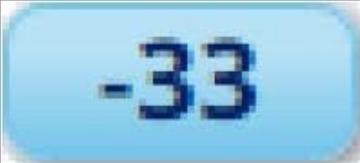

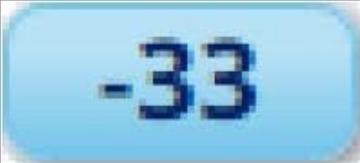
- If the reentry date is different from the No Show entry date, the No Show row remains, and the student's original entry date is updated to the reentry date. The No Show row is used to produce the leaver record if the student did not enter school before the PEIMS school-start window (SSW).
- When a No Show student is re-enrolled, his course entry dates are updated in Grade Reporting with the new reentry date.

Update data:

The student's existing withdrawal/reentry records are displayed. If the most recent row contains an exit date and withdrawal reason code, you can add a record.

Click **+Add** to add a record. The fields below the grid are enabled.

| | |
|-------------------|---|
| Campus | The campus ID to which you logged on is displayed. |
| Entry Date | <p>To re-enter a student, type the entry date in the MMDDYYYY format. The date should be the first school date on which the student actually attended school.</p> <p>Ensure that you are not re-enrolling a student who was not properly withdrawn. A previous withdrawal date and code should exist.</p> <p>If you are re-enrolling the student, do not remove the original withdrawal date from his courses. You must manually re-enter the student's courses with the campus re-entry date.</p> <p>If you are enrolling the student at the campus for the first time, an entry row is added to the grid, and the Entry Date field is the same as the Orig Entry on the Demo1 tab.</p> <p>When you re-enroll a No Show student, Orig Entry on the Demo1 tab is updated to the new Entry Date.</p> |
| Exit Date | <p>To withdraw a student, type the exit date in the MMDDYYYY format. The date should be the school date following the last day the student was enrolled, and it must be later than the campus entry date and latest reentry date.</p> <p>When you withdraw a student from a campus, the student is automatically withdrawn from all course records and special programs. The student's grade course records on Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign will be listed as withdrawn (when Include All WD Courses is selected on that tab).</p> |

| | | | | | |
|---|---|---|--|---|--|
|  | <p>Click to add comments to the student's W/R enrollment record. The W/R Enroll Comment window opens.</p> <ol style="list-style-type: none"> 1. Add or update comments as needed. 2. Click OK. 3. You must click Save on the Student Enrollment page in order to save the updated data. <p>A red comment icon  indicates that W/R enrollment comments exist for the student. You can view existing comments by hovering with your mouse over the red comments icon in the grid.</p> <p>W/R enrollment comments can only be added to a student record prior to transferring the student to another campus.</p> <p>The icon is only displayed for the current year.</p> <p>The following reports have a parameter that allows you to print W/R enrollment comments:</p> <p>Student Status Changes by Program - SRG1100 Student Status Changes by Program - SRG1200</p> | | | | |
| <p>Reason</p> | <p>If you are withdrawing the student, click  to select the withdrawal reason. Codes 02, 04, 08, 09, 10, 14, 15, 19, 22, 30, 44, 61, 72, 79, and 84 are converted to PEIMS code 98.</p> <p>Codes 21, 31, 63, 64, and 80 are converted to "mover" and are not extracted for PEIMS.</p> <p>EP (exit program) is not a valid withdrawal reason code on this tab.</p> <table border="1" data-bbox="337 1121 1422 1808"> <tr> <td data-bbox="337 1121 704 1633">  </td> <td data-bbox="704 1121 1422 1633"> <ol style="list-style-type: none"> 1. Click to do a status change. <ul style="list-style-type: none"> • A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change. • The fields below the grid are enabled. The fields display the data from the previous row by default. <ol style="list-style-type: none"> 2. Modify any information that changed for the entry date. 3. Click Save to save the status change. <p>If the entry date and exit date are the same on the row, this button is not available.</p> </td> </tr> <tr> <td data-bbox="337 1633 704 1808">  </td> <td data-bbox="704 1633 1422 1808"> <p>If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid.</p> </td> </tr> </table> |  | <ol style="list-style-type: none"> 1. Click to do a status change. <ul style="list-style-type: none"> • A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change. • The fields below the grid are enabled. The fields display the data from the previous row by default. <ol style="list-style-type: none"> 2. Modify any information that changed for the entry date. 3. Click Save to save the status change. <p>If the entry date and exit date are the same on the row, this button is not available.</p> |  | <p>If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid.</p> |
|  | <ol style="list-style-type: none"> 1. Click to do a status change. <ul style="list-style-type: none"> • A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change. • The fields below the grid are enabled. The fields display the data from the previous row by default. <ol style="list-style-type: none"> 2. Modify any information that changed for the entry date. 3. Click Save to save the status change. <p>If the entry date and exit date are the same on the row, this button is not available.</p> | | | | |
|  | <p>If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid.</p> | | | | |
| <p>Status Cd</p> | <p>The value from the Record Status field on the Demo1 tab is displayed.</p> | | | | |

Changes to the following fields usually occur when there is a status change (withdrawal reason code 33). The new information is entered upon reentry.

| | |
|-------------------------|---|
| Exclusion Code | If the student's exclusion code has changed, indicate if the student should be excluded from attendance and/or grade reporting. Otherwise, leave blank. |
| Grade Level | If the student's grade level has changed, select the student's new grade level. Otherwise, leave blank. |
| Eligibility Code | If the student's eligibility code has changed, indicate the student's ADA eligibility. Otherwise, leave blank. |
| Track | <p>If the student's attendance track has changed, select the student's new track. Otherwise, leave blank.</p> <p>If changing the track results in a change in grade reporting semesters or semester begin/end dates for this enrollment record, a warning message is displayed prompting you to verify the course entry/withdrawal dates. The dates are displayed on Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign.</p> |
| Attribution Cd | <p>If the student's attribution code has changed, indicate the new way in which the student attends school. Otherwise, leave blank.</p> <p>Edits: If set to <i>00, 12, 22, 24, 26, or 28</i>, the Camp Id Resid (or Camp Resid or Campus of Residence) field must be blank. If set to <i>03, 06, 07, or 10</i>, the Camp Id Resid (or Camp Resid or Campus of Residence) field cannot be blank, and the first six characters of the Camp Id Resid (or Camp Resid or Campus of Residence) cannot match the district ID. Edits do not apply to charter schools.</p> |
| Camp Resid | <p>If the campus of residency has changed, type the nine-digit campus ID corresponding to the new campus attendance area in which the student resides. Otherwise, leave blank.</p> <p>The field cannot be blank if Attribution Cd is <i>03, 06, 07, or 10</i>.</p> |
| CTE Elig | <p>If the student is enrolled in a Career and Technical Education (CTE) course, select or clear the field if the student's eligibility for CTE contact hours has changed.</p> <p>You can change this field for a student who has withdrawn from your campus and transferred to another campus in the district during the same school year.</p> <p>Usually students placed in a discipline setting for more than five consecutive days are not eligible to earn CTE contact hours. For more information, see the Student Attendance Accounting Handbook, Section 5 - Career and Technical Education.</p> |

Click **Save**.

Special Ed

Registration > Maintenance > Student Enrollment > SpecEd

This tab allows you to view and update information for students who participate in a special education program.

The SpecEd tab is not available until you retrieve a student on the [Student Enrollment](#) page. For a new student, you must enter and save all required data on [Demo1](#) before proceeding to this tab.




NOTE: When you enroll a student in special education, the **Child Count Funding Code** field on [Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information](#) is automatically set to 3 (i.e., *Individuals With Disabilities Education Act (IDEA) Amendments of 2004*).

Update data:

The student's existing special ed entry/withdrawal/reentry records are displayed. If the most recent row contains an exit date and withdrawal reason code, you can add a record.

Click **+Add** to add a record. A blank row is added to the grid.

| | |
|-------------------|--|
| Campus | The campus ID to which you logged on is displayed. |
| Entry Date | <p>To enroll a student in the program, type the date the student entered the program in the MMDDYYYY format.</p> <ul style="list-style-type: none"> • If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date. • The student can have only one active record (i.e., a record without an exit date). • The entry/exit dates for different records cannot overlap. |
| Exit Date | To withdraw a student from the program, type the date the student exited from the program in the MMDDYYYY format. The exit date should be the school day following the last day the student was in the program. |

| | | |
|---|---|--|
| Reason | If you are withdrawing the student from the program, click  to select the withdrawal reason. | |
| | If the student is exiting the program, select <i>EP (exit program)</i> . | |
| |  | <ol style="list-style-type: none"> Click to do a status change. <ul style="list-style-type: none"> A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change. The fields display the data from the previous row by default. Modify any information that changed for the entry date. Click Save to save the status change. |
|  | If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid. | |

Changes to the following fields usually occur when there is a status change (withdrawal reason code 33). The new information is entered upon reentry.

| | |
|--------------------|---|
| Primary Dis | <p>If the student's primary disability has changed, indicate the type of primary disability as determined by the Admission, Review, and Dismissal (ARD) committee and recorded in the student's Individual Education Plan (IEP).</p> <p>Required for PEIMS Reporting. TEDS Data Element PRIMARY-DISABILITY-CODE (E0041)</p> |
| Instrl Set | <p>If the student's instructional setting has changed, indicate the instructional setting used when providing instruction to the student.</p> <p>Rule:</p> <ul style="list-style-type: none"> The field must be <i>00</i> if the student is in speech only (i.e., Speech code is <i>1</i>). |
| Speech | <p>If the student's speech therapy has changed, indicate if the student receives speech therapy services.</p> <p>Rule:</p> <ul style="list-style-type: none"> If the student is in speech only (i.e., Speech code = <i>1</i>), Instrl Set must be <i>00</i>. Students with disabilities who do not need special education services are not eligible to receive special education transportation. |
| CTE Elig | <p>If the student is enrolled in a Career and Technical Education (CTE) course, and the student's eligibility for CTE contact hours has changed, select or clear CTE Elig on the new row.</p> <p>Special education students who are home-bound, in a hospital class, or in a state school usually are not eligible for CTE hours. If you perform a status change to change the student's instructional setting to one of these, determine if the student is eligible for CTE hours. Ensure that CTE Elig is set correctly. For more information, see the Student Attendance Accounting Handbook, Section 4 - Special Education.</p> |

| | | |
|---|--|--|
| Regional Day School Deaf | Indicate if the student is enrolled in the Regional Day School Program for the Deaf. | |
| | RDSD Fiscal Agent | If you selected code 3 (i.e., <i>enrolled in RDSD</i>), type the RDSD fiscal agent number. This is the county-district number of the district that serves as the fiscal agent for the student's RDSD. |

Click **Save**.

Gifted/Talented (G/T)

Registration > Maintenance > Student Enrollment > G/T

This tab allows you to view and update information for students who participate in a gifted/talented (G/T) program.


The G/T tab is not available until you retrieve a student on the [Student Enrollment](#) page. For a new student, you must enter and save all required data on [Demo1](#) before proceeding to this tab.

Update data:

The student's existing G/T entry/withdrawal/reentry records are displayed. If the most recent row contains an exit date and withdrawal reason code, you can add a record.

Click **+Add** to add a record. A blank row is added to the grid.

| | |
|-------------------|--|
| Campus | The campus ID to which you logged on is displayed. |
| Entry Date | <p>To enroll a student in the program, type the date the student entered the program in the MMDDYYYY format.</p> <ul style="list-style-type: none"> • If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date. • The student can have only one active record (i.e., a record without an exit date). • The entry/exit dates for different records cannot overlap. |
| Exit Date | To withdraw a student from the program, type the date the student exited from the program in the MMDDYYYY format. The exit date should be the school day following the last day the student was in the program. |

| | |
|--------------------|--|
| Reason | <p>If you are withdrawing the student from the program, click  to select the withdrawal reason.</p> <p>If the student is exiting the program, select <i>EP (exit program)</i>.</p> <div data-bbox="354 285 716 453" style="border: 1px solid gray; border-radius: 10px; background-color: #ADD8E6; padding: 10px; text-align: center; font-size: 2em; font-weight: bold; margin-bottom: 10px;">+33</div> <div data-bbox="354 705 716 873" style="border: 1px solid gray; border-radius: 10px; background-color: #ADD8E6; padding: 10px; text-align: center; font-size: 2em; font-weight: bold; margin-bottom: 10px;">-33</div> <p>1. Click to do a status change.</p> <ul style="list-style-type: none"> • A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change. • The fields display the data from the previous row by default. <p>2. Modify any information that changed for the entry date.</p> <p>3. Click Save to save the status change.</p> <p>If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid.</p> |
| Gift/Talent | Select if the student is participating in a state-approved G/T program. |

The following fields are optional and are displayed below the grid.

| | |
|---|--|
| General Intellectual Ability | Select if the student has demonstrated superior intelligence with the potential for achievement in several fields of study. |
| Specific Subject Matter Aptitude | Select if the student has demonstrated superior ability or potential in a specific course of study such as mathematics, science, or language arts. |
| Creative Productive Thinking | Select if the student has demonstrated outstanding imagination, innovation, or creative reasoning ability, including problem solving and/or creative thinking. |
| Leadership Ability | Select if the student has demonstrated natural ability to influence others and skills in interpersonal relationships. |

Click **Save**.

Bilingual/ESL

Registration > Maintenance > Student Enrollment > Bil/ESL

This tab allows you to view and update information for students who participate in a bilingual or English as a second language (ESL) program.

- Limited English Proficiency (LEP) students must be identified as LEP, and a parental permission code is required.
- Students who are not LEP can be enrolled in a bilingual or ESL program, and the parental permission code must reflect that the placement is for a non-LEP student.

The Bil/ESL tab is not available until you retrieve a student on the [Student Enrollment](#) page. For a new student, you must enter and save all required data on [Demo1](#) before proceeding to this tab.



Funding:








- Non-LEP students are not eligible for funding.
- A bilingual or ESL student who is placed in a discipline setting for more than five consecutive days may not be eligible for funding.
- Other students may also not be eligible for funding. See the Student Attendance Accounting Handbook, Section 6 - Bilingual/English as a Second Language (ESL) for more information.

Update data:

The student's existing bilingual/ESL entry/withdrawal/reentry records are displayed. If the most recent row contains an exit date and withdrawal reason code, you can add a record.

Click **+Add** to add a record. The fields below the grid are enabled.

| | |
|-------------------------|---|
| Home Lang | If the student's home language has changed, click  to select the primary language spoken by the student. This is the language spoken in the home, as recorded on the home language survey. |
| Student Language | Click  to select the primary language spoken by the student. NOTE: By default, this field is set to default to value established in Default Home Language Cd on Maintenance > District Profile > District Information > Control Info when a new student is added. A student cannot be LEP if his Home Lang and Student Language are both English (98). |

| | | | | | |
|---|--|---|---|---|--|
| Yrs US Sch | If the number of years the student has been enrolled in U.S. schools has changed, select the number of years. This field is automatically incremented during Move to Grade Reporting. | | | | |
| Campus | The campus ID to which you logged on is displayed. | | | | |
| Entry Date | To enroll a student in the program, type the date the student entered the program in the MMDDYYYY format. <ul style="list-style-type: none"> • If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date. • The student can have only one active record (i.e., a record without an exit date). • The entry/exit dates for different records cannot overlap. | | | | |
| Exit Date | To withdraw a student from the program, type the date the student exited from the program in the MMDDYYYY format. The exit date should be the school day following the last day the student was in the program. | | | | |
| Reason | If you are withdrawing the student from the program, click  to select the withdrawal reason. If the student is exiting the program, select <i>EP (exit program)</i> . <table border="1" data-bbox="370 819 1421 1438"> <tr> <td data-bbox="370 819 738 1270">  </td> <td data-bbox="738 819 1421 1270"> <ol style="list-style-type: none"> 1. Click to do a status change. <ul style="list-style-type: none"> • A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change. • The fields display the data from the previous row by default. 2. Modify any information that changed for the entry date. 3. Click Save to save the status change. </td> </tr> <tr> <td data-bbox="370 1270 738 1438">  </td> <td data-bbox="738 1270 1421 1438"> <p>If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid.</p> </td> </tr> </table> |  | <ol style="list-style-type: none"> 1. Click to do a status change. <ul style="list-style-type: none"> • A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change. • The fields display the data from the previous row by default. 2. Modify any information that changed for the entry date. 3. Click Save to save the status change. |  | <p>If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid.</p> |
|  | <ol style="list-style-type: none"> 1. Click to do a status change. <ul style="list-style-type: none"> • A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change. • The fields display the data from the previous row by default. 2. Modify any information that changed for the entry date. 3. Click Save to save the status change. | | | | |
|  | <p>If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid.</p> | | | | |

Changes to the following fields usually occur when there is a status change (withdrawal reason code 33). The new information is entered upon reentry.

| | |
|------------------|---|
| Bilingual | If the student's participation in the bilingual program has changed, indicate if the student is participating in a state-approved bilingual education program. If the student is in an ESL program, leave this field blank. |
| ESL | If the student's participation in the ESL program has changed, indicate if the student is participating in a state-approved ESL education program. If the student is in a bilingual program, leave this field blank. |

| | | | | | | | |
|--------------------------|---|-------------|---|-------------|---|--------------|--------------------------------|
| LEP Cd | <p>Select the code that applies to the student's limited in English proficiency status as indicated by the Language Proficiency Assessment Committee (LPAC). Or, if the year in which the student is being monitored for LEP has changed, select the code indicating the monitoring year.</p> <p>If the student is LEP, an LEP monitoring code cannot be selected.</p> <p>If the student has a row with the withdrawal reason code set to <i>EP</i> (i.e., <i>exit the bilingual or ESL program</i>), Move to Grade Reporting (MTGR) will set LEP Cd to <i>F</i> (i.e., <i>exited from LEP - Monitored 1 (M1)</i>).</p> <p>If LEP Cd is <i>F</i>, MTGR will increment the code to <i>S</i> (i.e., <i>exited from LEP - Monitored 2 (M2)</i>).</p> <p>If LEP Cd is <i>S</i>, MTGR will create a third year LEP monitoring record in the new school year (LEP Ind = 3).</p> <p>If LEP Cd is 3, MTGR will create a fourth year LEP Monitoring record in the new school year (LEP Ind = 4).</p> <p>If LEP Cd is 4, MTGR will clear the record in the new school year.</p> <p>TEDS Data Element: LEP-INDICATOR-CODE (E0790)</p> | | | | | | |
| Par Perm Cd | If the student's parental permission has changed, indicate if the student's parent or guardian has granted permission to place the student in the bilingual or ESL program. | | | | | | |
| OLPT English Test | <p>If you add data in one field, you must add data in all fields.</p> <table border="1" data-bbox="375 993 1416 1140"> <tr> <td data-bbox="375 993 456 1066">Type</td> <td data-bbox="456 993 1416 1066">Indicate the type of English oral language proficiency test administered to test the student.</td> </tr> <tr> <td data-bbox="375 1066 456 1104">Date</td> <td data-bbox="456 1066 1416 1104">Type the date the test was administered in the MMDDYYYY format.</td> </tr> <tr> <td data-bbox="375 1104 456 1140">Score</td> <td data-bbox="456 1104 1416 1140">Type the student's test score.</td> </tr> </table> | Type | Indicate the type of English oral language proficiency test administered to test the student. | Date | Type the date the test was administered in the MMDDYYYY format. | Score | Type the student's test score. |
| Type | Indicate the type of English oral language proficiency test administered to test the student. | | | | | | |
| Date | Type the date the test was administered in the MMDDYYYY format. | | | | | | |
| Score | Type the student's test score. | | | | | | |
| OLPT Spanish Test | <p>If you add data in one field, you must add data in all fields.</p> <table border="1" data-bbox="375 1182 1416 1329"> <tr> <td data-bbox="375 1182 456 1255">Type</td> <td data-bbox="456 1182 1416 1255">Indicate the type of Spanish oral language proficiency test administered to test the student.</td> </tr> <tr> <td data-bbox="375 1255 456 1293">Date</td> <td data-bbox="456 1255 1416 1293">Type the date the test was administered in the MMDDYYYY format.</td> </tr> <tr> <td data-bbox="375 1293 456 1329">Score</td> <td data-bbox="456 1293 1416 1329">Type the student's test score.</td> </tr> </table> | Type | Indicate the type of Spanish oral language proficiency test administered to test the student. | Date | Type the date the test was administered in the MMDDYYYY format. | Score | Type the student's test score. |
| Type | Indicate the type of Spanish oral language proficiency test administered to test the student. | | | | | | |
| Date | Type the date the test was administered in the MMDDYYYY format. | | | | | | |
| Score | Type the student's test score. | | | | | | |

Click **Save**.

Title I

Registration > Maintenance > Student Enrollment > Title I

This tab allows you to view and update information for students who receive services funded through the Elementary Secondary Education Act (ESEA) Title I program.

- If the campus participates in the Title I schoolwide program, all students' Title I indicator codes are set to 6 (i.e., *Attend Schoolwide Title I Program School*), all students enrolled at the campus are identified as schoolwide, and you do not need to indicate that any services are provided.
- If the campus participates in a targeted-assistance program, all students' Title I indicator codes are set to 7 (i.e., *Attend Title I Targeted School - Gets Services*). Only students receiving Title I services are identified, and the services they are receiving are indicated.

If the campus is a Title I schoolwide campus:

- If the student was enrolled or re-enrolled, a Title I record is automatically created and displayed.
- If the campus becomes a Title I schoolwide campus after the beginning of the school year, the Title I Code Conversion utility can be run to set all students at the campus to the Title I indicator code.
- If only one record is displayed, the record cannot be deleted.








The Title I tab is not available until you retrieve a student on the [Student Enrollment](#) page. For a new student, you must enter and save all required data on [Demo1](#) before proceeding to this tab.

Update data:

The student's existing Title I entry/withdrawal/reentry records are displayed. If the most recent row contains an exit date and withdrawal reason code, you can add a record.

Click **+Add** to add a record. The fields below the grid are enabled.

| | |
|---------------|--|
| Campus | The campus ID to which you logged on is displayed. |
|---------------|--|

| | | | | | |
|---|---|---|--|---|--|
| Title I Entry Date | <p>To enroll a student in the program, type the date the student entered the program in the MMDDYYYY format.</p> <ul style="list-style-type: none"> • If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date. • The student can have only one active record (i.e., a record without an exit date). • The entry/exit dates for different records cannot overlap. | | | | |
| Title I Exit Date | <p>To withdraw a student from the program, type the date the student exited from the program in the MMDDYYYY format. The exit date should be the school day following the last day the student was in the program.</p> | | | | |
| Wdraw Reason | <p>If you are withdrawing the student from the program, click  to select the withdrawal reason.</p> <p>If the student is exiting the program, select <i>EP (exit program)</i>.</p> <table border="1" data-bbox="380 680 1416 1297"> <tr> <td data-bbox="380 680 743 1129">  </td> <td data-bbox="748 680 1416 1129"> <ol style="list-style-type: none"> 1. Click to do a status change. <ul style="list-style-type: none"> • A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change. • The fields display the data from the previous row by default. <ol style="list-style-type: none"> 2. Modify any information that changed for the entry date. 3. Click Save to save the status change. </td> </tr> <tr> <td data-bbox="380 1136 743 1297">  </td> <td data-bbox="748 1136 1416 1297"> <p>If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid.</p> </td> </tr> </table> |  | <ol style="list-style-type: none"> 1. Click to do a status change. <ul style="list-style-type: none"> • A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change. • The fields display the data from the previous row by default. <ol style="list-style-type: none"> 2. Modify any information that changed for the entry date. 3. Click Save to save the status change. |  | <p>If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid.</p> |
|  | <ol style="list-style-type: none"> 1. Click to do a status change. <ul style="list-style-type: none"> • A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change. • The fields display the data from the previous row by default. <ol style="list-style-type: none"> 2. Modify any information that changed for the entry date. 3. Click Save to save the status change. | | | | |
|  | <p>If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid.</p> | | | | |
| Title I Code | <p>If the student's participation has changed, indicate if the student is participating in an authorized ESEA, Title I, Part A program.</p> | | | | |
| Title I Homeless | <p>The field is not displayed for the 2012-2013 school year and beyond. If you access an earlier school year, the check box will display the previous selection and cannot be changed.</p> <p>The field indicated if the student received (or was scheduled to receive) Title I services and is homeless.</p> | | | | |

Changes to the following fields usually occur when there is a status change (withdrawal reason code 33). The new information is entered upon reentry.

A status change would only be performed on the following indicators if the campus is a targeted-assistance campus. The fields are not reported to PEIMS.

| | | |
|-------------------------------|--|--|
| Instructional Services | Reading Code Science Code Math Code Social Studies Code | Select if the student is receiving Title I instruction for the subject on the Submission 3 as-of date or will receive instruction before July 1. |
| Other Related Services | Guidance Couns Health Social Work | Select if the student is receiving the Title I service on the Submission 3 as-of date or will receive the service before July 1. |

Click **Save**.

Pregnancy Related Services (PRS)

Registration > Maintenance > Student Enrollment > PRS

This tab allows you to view and update information for students who participate in a Pregnancy Related Services (PRS) program or the Compensatory Education Home Instruction (CEHI) program.




The PRS tab is not available until you retrieve a student on the [Student Enrollment](#) page. For a new student, you must enter and save all required data on [Demo1](#) before proceeding to this tab.

Update data:

The student's existing PRS entry/withdrawal/reentry records are displayed. If the most recent row contains an exit date and withdrawal reason code, you can add a record.

Click **+Add** to add a record. A blank row is added to the grid.

| | |
|-------------------|--|
| Campus | The campus ID to which you logged on is displayed. |
| Entry Date | <p>To enroll a student in the program, type the date the student entered the program in the MMDDYYYY format.</p> <ul style="list-style-type: none"> • If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date. • The student can have only one active record (i.e., a record without an exit date). • The entry/exit dates for different records cannot overlap. |
| Exit Date | To withdraw a student from the program, type the date the student exited from the program in the MMDDYYYY format. The exit date should be the school day following the last day the student was in the program. |

| | | |
|---|---|--|
| Reason | If you are withdrawing the student from the program, click  to select the withdrawal reason. | |
| | If the student is exiting the program, select <i>EP (exit program)</i> . | |
| |  | <ol style="list-style-type: none"> Click to do a status change. <ul style="list-style-type: none"> A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change. The fields display the data from the previous row by default. Modify any information that changed for the entry date. Click Save to save the status change. |
|  | If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid. | |

Changes to the following fields usually occur when there is a status change (withdrawal reason code 33). The new information is entered upon reentry.

| | |
|-----------------|--|
| PRS | Select if the student is receiving pregnancy-related services. The field is for female students only. |
| CEHI | Select if the student is receiving Compensatory Education Home Instruction (CEHI). The field is for female students only. |
| PEP Ind | The field is not displayed for the 2012-2013 school year and later. For previous years, the field is selected if the student is served in the Pregnancy, Education, & Parenting (PEP) program. |
| CTE Elig | <p>If the student is enrolled in a Career and Technical Education (CTE) course, the student's eligibility for CTE contact hours has changed, select or clear the field.</p> <p>Students receiving pregnancy-related services while also being served by the CEHI program may not be eligible for CTE contact hours. See the Student Attendance Accounting Handbook, Section V - Career and Technical Education for more information.</p> |

Click **Save**.

Generic Programs

Registration > Maintenance > Student Enrollment > Generic

This tab allows you to view and update information for students who participate in a generic program, such as dyslexic, tutoring, or 504. Generic programs also include any crisis events or short-term programs that arise in the district.


Before a student can be enrolled in a generic program, the program must be set up by the district on [Maintenance > District Profile > Generic Ent/Wd Program Codes](#). Then, the campus must select the program on [Maintenance > Campus Profile > Campus Generic Ent/Wd Program Codes](#) to make it available at the campus.

The Generic tab is not available until you retrieve a student on the [Student Enrollment](#) page. For a new student, you must enter and save all required data on [Demo1](#) before proceeding to this tab.

Update data:

The student's existing generic program entry/withdrawal/reentry records are displayed. If the most recent row contains an exit date and withdrawal reason code, you can add a record.

Click **+Add** to add a record. A blank row is added to the grid.

| | |
|-------------------|--|
| Campus | The campus ID to which you logged on is displayed. |
| Entry Date | <p>To enroll a student in the program, type the date the student entered the program in the MMDDYYYY format.</p> <ul style="list-style-type: none"> • If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date. • The student can have only one active record (i.e., a record without an exit date). • The entry/exit dates for different records cannot overlap. |
| Exit Date | To withdraw a student from the program, type the date the student exited from the program in the MMDDYYYY format. The exit date should be the school day following the last day the student was in the program. |
| Reason | <p>If you are withdrawing the student from the program, click  to select the withdrawal reason.</p> <p>Although Code 33 - Record Status Change is available from the list, it cannot be used for a generic program withdrawal.</p> |

| | |
|-----------------------|--|
| Other Spc Pgms | Select the special program in which the student is participating. If the student is changing programs, exit the student from the program he is changing from, then add a new row and enroll the student in the new generic program. |
| Code 1-4 | The fields are district-defined and not required. Update data as needed. Code 1 = one character Code 2 = two characters Code 3 = three characters Code 4 = four characters |

Click **Save**.

PK Enrollment

Registration > Maintenance > Student Enrollment > PK Enroll

This tab allows you to view and update information for students who participate in a prekindergarten program.




The PK Enroll tab is not available until you retrieve a student on the [Student Enrollment](#) page. For a new student, you must enter and save all required data on [Demo1](#) before proceeding to this tab.

Update data:

The student's existing PK entry/withdrawal/reentry records are displayed. If the most recent row contains an exit date and withdrawal reason code, you can add a record.

Click **+Add** to add a record. The fields below the grid are enabled.

| | |
|-------------------|--|
| Campus | The campus ID to which you logged on is displayed. |
| Entry Date | <p>To enroll a student in the program, type the date the student entered the program in the MMDDYYYY format.</p> <ul style="list-style-type: none"> • If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date. • The student can have only one active record (i.e., a record without an exit date). • The entry/exit dates for different records cannot overlap. |
| Exit Date | To withdraw a student from the program, type the date the student exited from the program in the MMDDYYYY format. The exit date should be the school day following the last day the student was in the program. |

| | | |
|---|---|--|
| Reason | If you are withdrawing the student from the program, click  to select the withdrawal reason. | |
| | If the student is exiting the program, select <i>EP (exit program)</i> . | |
| |  | <ol style="list-style-type: none"> Click to do a status change. <ul style="list-style-type: none"> A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change. The fields display the data from the previous row by default. Modify any information that changed for the entry date. Click Save to save the status change. |
|  | If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid. | |

Changes to the following fields usually occur when there is a status change (withdrawal reason code 33). The new information is entered upon reentry.

| | |
|-----------------------------|--|
| PK Program Code | If the student's PK program has changed, select the code indicating the length of the prekindergarten instructional day for the student. |
| PK Funding Source | If the student's primary funding source has changed, select the new primary source of funding for the student. |
| PK Secondary Funding | If the student's secondary funding source has changed, select the new secondary source of funding for the student. |

Click **Save**.