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# Student Manager


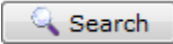
## Students > Students > Student Manager


The Student Manager is used to house all information for a student's personal record including ADA records, Course Enrollment History, Special Program Enrollments, and more. This screen allows the user to filter by Instructional period, Student Enrollment Status, Campus, and Grade Level. The students can also be sorted by Name, Local ID, Campus, and Grade Level.

\*There are multiple examples of completed screens included in this document. They are included solely for clarification of procedural steps. All coding and dates **MUST** be verified by the campus and district for accuracy.\*

## New Student

To Add a Student:

- Click  **Add/Find Student**
- Search for the student using one or a combination of three options:
  - the SSN or State Issued ID (use a capital S)
  - the Name (partial names can be used)
  - or the Birthdate
  - Click 

If your search criteria match one or more records in the system, a list will generate. If the student is in the list, you will use edit button  in the Action column and work in the existing record (skip New Student section and start with Enrollment section). You can delete the original search criteria and begin a new search without leaving the screen.

**Find Student**  Return to list

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**Search Criteria**

Name *First*  *Middle*  *Last*

SSN/State ID

Birthdate

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**Search Results**  Create New Student

Local ID	SSN	Name			Birthdate	Actions
		First	Middle	Last		
008623	666-66-6666	Jane	M	Doe	8/7/1996	
009987	888-88-8888	Jane	Sample	Doe	1/1/2001	
009986	999-99-9999	John	Sample	Doe	1/1/2001	

**Find Student**  Return to list

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**Search Criteria**

Name *First*  *Middle*  *Last*

SSN/State ID

Birthdate

---

**Search Results**  Create New Student

No Students Match This Criteria


If no matching student was found, you will use the **Create New Student** button.

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## Demographics

### Demographics

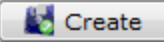
Enter all data on this page you have for the student from Enrollment form and back-up documentation (i.e. Birth Certificate or other legal documentation). If the student has been entered into the state databases (PID, PET, etc.), you want to make sure you have the accurate information to match (or correct if necessary) the information in those systems.

- All fields with an asterisk\* are required fields
- **State ID / SSN** – for State IDs, you must capitalize the S
- **Birth Date** can be entered manually or by using the calendar icon 
- **Ethnicity** – Select 0 – Not Hispanic/Latino or 1 – Hispanic/Latino
- **Race** – You MUST check  at least one race, you may select more than one if applicable

**NOTE:**

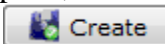
-Verify the **First Name, Last Name, Birth Date, and SSN/StateID** fields are correct to avoid PID errors.


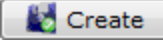
### Pre-Enrollment Information

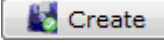
- Select the **Instructional Period** (school year)
- Select the **Campus**
- Select the **Grade Level**
- Click 

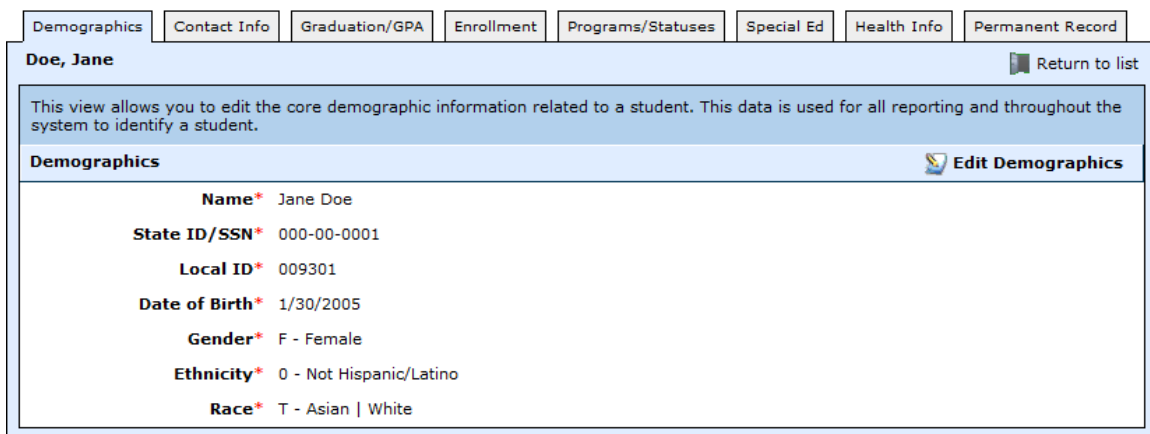
### Student Contact Info

This can be handled during the initial entry of the student or at a later time. For more information on Contacts and Family Units, please review the Contacts portion of this document.


- Select the appropriate **Family Unit** option:
  - *I will join a family unit later* – this option will leave the Contact Info screen incomplete, it will need to be completed later
    - Click 
  - *I want to join a family unit now* – this option will display a text box to allow for the searching of an existing family unit. It will populate a list of Family Units that match the search, including the Mailing and Physical Addresses (as applicable)

- If an existing Family Unit is correct, select the radio button that corresponds
- Click 
- If the search does not yield a match, you can edit the text and run a new search or select the final option.
- *I want to create a new family unit* – this option would be used when there is no existing match
  - Enter the Student’s **Residency Address**.
  - **Mailing Address:**
    - If the Residency and Mailing Address are the same, select *Same as Physical Address*
    - If the two addresses differ, select *Different from Physical Address* and enter the Mailing Address
  - **Primary Contact:**
    - Select the Relationship of the Primary Contact for the student
    - Enter the **First** and **Last Name**
    - Enter the **Home** and/or **Cell** and/or **Work** phone number(s)
    - Enter the **Email Address** (for the Contact)
    - Click 
- This can also be managed on the Contact tab for the student.


Once the  is clicked, you will see the new student’s record. You can navigate to other screens within the student by using the tabs or edit the Demographics if needed.



Demographics | Contact Info | Graduation/GPA | Enrollment | Programs/Statuses | Special Ed | Health Info | Permanent Record

**Doe, Jane**  Return to list

This view allows you to edit the core demographic information related to a student. This data is used for all reporting and throughout the system to identify a student.

**Demographics**  Edit Demographics

**Name\*** Jane Doe

**State ID/SSN\*** 000-00-0001

**Local ID\*** 009301

**Date of Birth\*** 1/30/2005

**Gender\*** F - Female

**Ethnicity\*** 0 - Not Hispanic/Latino


**Race\*** T - Asian | White

### Editing Demographics or Changing the Local ID

If it is determined that any information was entered incorrectly, it will need to be corrected. You can also edit the Local ID if you choose.

- Go to the Demographics tab for the student
- Click  **Edit Demographics**

- 
- Make the appropriate changes
  - Click 



 **Return to list** will take you back to the list of students in Student Manager

## Enrollment




To access this screen, click Enrollment tab. This screen contains the information coded on a student by school year. The system will default to the “Active” school year when you first go to the screen. If you change the year and leave this tab, it will remain on the year you set when you return. To change the School Year, use the drop menu in the upper right of the screen and select the year. The drop menu will only display years associated with the student’s enrollment history at the district. Please review all actions related to enrollment before completed the tab/screen, to ensure that the proper steps are taken to accurately record the student’s information. Please note that more than one set of steps may be needed.

### ADA

#### Returning Students – 1<sup>st</sup> Time in School Year

You may need to add a School Year to the student. To do this, click  **School Year**. The screen will then show you all School Years associated with the student. If there is an ADA record for the school year, there will be no Actions. If there is no ADA record, there will be a delete  action available.

To Add a New Year:

- Click  **Add School Year** (this step is listed in the statement above)
- Click  **Add Profile**
- Select the **Instructional Period** (school year)
- Select the **Campus**
- Select the **Grade Level**
- Click 

Demographics | Contact Info | Graduation/GPA | Enrollment | Programs/Statuses | Special Ed | Health Info | Permanent Record

**Doe, Jane** Return to list

**Annual Enrollment Editor** Return to Enrollment Information Menu

Use this editor to update annual enrollment related information.

**Instructional Period\*** 2013-2014 School Year

**Campus\*** ██████████ Elementary

**Grade Level\*** 03

Save Cancel

Demographics | Contact Info | Graduation/GPA | Enrollment | Programs/Statuses | Special Ed | Health Info | Permanent Record

**Doe, Jane** Return to list

**Annual Enrollment Editor** Return to Enrollment Information Menu

Use this editor to update annual enrollment related information.

Instructional Period	Campus	Grade Level	Add Profile
2013-2014 School Year	██████████ Elementary - ██████████101	03 - Grade 03	
2012-2013 School Year	██████████ Elementary - ██████████101	02 - Grade 02	
2011-2012 School Year	██████████ Elementary - ██████████101	01 - Grade 01	
2010-2011 School Year	██████████ Elementary - ██████████101	KG - Kindergarten	

You can see the 2013-2014 school year has the action available because the ADA has not been added yet.

Click the **Return to Enrollment Information Menu** to begin work on the newly added school year.


**Return to list** will take you back to the list of students in Student Manager

## ADA

### New & Returning Students – New ADA (1<sup>st</sup> Time in School Year)

Verify that the School Year is set correctly to the year in which you need to work. Open the ADA Enrollment screen to add the student's enrollment data. If there is no ADA record, it will say [ Pre-Enrolled ] to the right of the menu option.

- Click **ADA Enrollment** from the Enrollment screen
- Click **Change Status**
- Portions of the screen will default based upon the information provided when adding the School Year. Verify and make any necessary changes.
  - **CIDOR** – Campus ID of Residence, for Charters this cannot say Same as Enrollment
  - **Campus** – Campus of Enrollment
  - **Grade Level**
  - For Pre-Kindergarten students only:
    - **PK Indicators** – use these check boxes ONLY if they apply to the student

- **PK Program Type** – this defines eligibility and must not be 00 if the student is PK
    - **PK Funding Source** – there are Primary and Secondary Source options. The requirements for these vary depending upon the circumstances. Please refer to the chart at the end of this document for assistance and verify with your PEIMS Coordinator.
  - **Accountable Campus** – Campus used for testing and discipline reporting purposes
  - **Attendance Calendar** – this defines the Attendance Track the student will follow
  - **Enrollment Type** – this will default to full day and must be manually coded when necessary
  - **Title I Eligibility** – codes 0 and 6 will default based upon how the Campus selected is defined, all other options must be manually coded as necessary
    - Use the check boxes  to define services for Targeted Assistance students.
    - The Homeless  on this screen is due to historical information. To code Homeless, you will go to the Other Annual Information screen on the Enrollment Tab (see page 11 of this document).
  - **Attribution Code** – select if applicable, this can be set to default for Charters
  - **Status / Leaver** – this will be 00 Active for active students. When a student withdraws, this is the drop menu used to set the code.
  - **Effective Date** – this is the date the “change” will take place, for new enrollments this is the start date
- Click 

Demographics | Contact Info | Graduation/GPA | Enrollment | Programs/Statuses | Special Ed | Health Info | Permanent Record

Doe, Jane [Return to list](#)

**Annual Enrollment Editor For 2012-2013 School Year** [Return to Enrollment Information Menu](#)

Use this editor to change the status of a student's ADA enrollment status. Change the status will update the enrollment effective the date you provide.

**IMPORTANT NOTE:** If you "back date" a status change it will delete any enrollment subsequent to that effective date.

**ADA Enrollment**

**CIDOR\*** 000000101 - Somewhere ISD - Somewhere Elem

**Campus\*** [REDACTED] Elementary

**Grade Level\*** 02

**Accountable Campus** Same as Enrollment

**Attendance Calendar\*** [Main Campus Track 0] 08/27/2012 - 06/06/2013

**Enrollment Type\*** 1 - Eligible, full-day



**Title I Eligibility\*** 6 - Schoolwide program


**Title I Services**  Guidance Counseling  Homeless  Health Services  Math  Reading  Science  Social Studies  Social Work


**Attribution Code\*** 01 - Charter

**Status / Leaver\*** 00 - Active

**Effective Date\*** 8/27/2012




Click the  **Return to Enrollment Information Menu** to return to the Enrollment screen. You should now see the student’s enrollment dates, campus, and grade level in [ ] to the right of the ADA menu.

 **Return to list** will take you back to the list of students in Student Manager


## ADA


### ADA Status Change

When a student has a change to their ADA record, you will use the following steps to properly execute the change. Examples of typical ADA changes: campus, grade level, and attendance calendar.

- Click  **ADA Enrollment** from the Enrollment screen
- Click  **Change Status**
- Select the drop menu for the item to be changed and set appropriately
- Set the **Effective Date** to the first day the new coding to begin
- Click 


Demographics	Contact Info	Other Info	Enrollment	Programs/Statuses	Special Ed	Health Info	Permanent Record
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**Doe, John Sample**  Return to list

**Annual Enrollment Editor For 2012-2013 School Year**  **Return to Enrollment Information Menu**

Use this editor to change the status of a student's ADA enrollment status. Change the status will update the enrollment effective the date you provide.


**IMPORTANT NOTE:** If you "back date" a status change it will delete any enrollment subsequent to that effective date.

**ADA Enrollment**  **Change Status**

CIDOR	Enrollment Campus	Grade	Enroll	Attrib	Leaver	Dates	Actions
999999101	 Elementary	02	1	01		* 8/20/2012 - 11/6/2012	
999999101	 Elementary	03	1	01		11/6/2012 - 5/31/2013 *	

You should notice that there are asterisks before the first record and after the last but not at the beginning and ending of both records. This indicates that the student has an “un-broken” enrollment, meaning there is no gap in the enrollment dates. They are continual but show that there was a change. You will see an example of student with a break in the enrollment dates.

Click the  **Return to Enrollment Information Menu** to return to the Enrollment screen.




 **Return to list** will take you back to the list of students in Student Manager




## ADA

### Withdrawing a Student

When a student withdraws, their ADA must be updated to reflect the student's early exit from the district. The student's schedule will also need to be stopped. Please review to the schedule section for those instructions.

- Click  **ADA Enrollment** from the Enrollment screen
- Click  on the active ADA record
- Select the drop menu for **Status / Leaver** and set appropriately
- Set the **Effective Date** to the first day the student is not in attendance
- Click 




Click the  **Return to Enrollment Information Menu** to return to the Enrollment screen.






 **Return to list** will take you back to the list of students in Student Manager

## ADA

### Returning Student During the Current Year

From time to time, a student will withdrawal but return to the school later in the same year. When this happens it is extremely important to ensure that this entered properly to avoid losing any attendance information. When this is done properly you should see more than one ADA record listed for the school year.

- Click  **ADA Enrollment** from the Enrollment screen
- Click  **Change Status**
- Select the drop menu for **Status / Leaver** and set to **00-Active**
- Set the **Effective Date** to the first day the student returns. Pay close attention to the dates, if you "back date" a status change it will **delete** any enrollment subsequent to that effective date.
- Click 

Demographics	Contact Info	Other Info	Enrollment	Programs/Statuses	Special Ed	Health Info	Permanent Record
<b>Doe, John Sample</b>							 Return to list
<b>Annual Enrollment Editor For 2012-2013 School Year</b>							 Return to Enrollment Information Menu
Use this editor to change the status of a student's ADA enrollment status. Change the status will update the enrollment effective the date you provide.							
<b>IMPORTANT NOTE:</b> If you "back date" a status change it will delete any enrollment subsequent to that effective date.							
<b>ADA Enrollment</b>							 Change Status
CIDOR	Enrollment Campus	Grade	Enroll	Attrib	Leaver	Dates	Actions
999999101	██████████ Elementary	02	1	01	99	* 8/20/2012 - 11/6/2012 *	
999999101	██████████ Elementary	02	1	01		* 1/22/2013 - 5/31/2013 *	




You should notice that there is an asterisk at the start and end of each enrollment. This indicates that there is a break in the student's enrollment dates.

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## ADA

### Editing an ADA Record


This should only be done if information was entered incorrectly. This should not be used to track ADA changes, only to make corrections.

- Click  **ADA Enrollment** from the Enrollment screen
- Click  for the ADA record
- Select the drop menu for the item to be changed and set appropriately
- Only edit the **Valid From** date if the student started on a different date
- Only edit the **Valid To** date to correct a withdrawal date
- Click 

#### **NOTE:**




- Be aware that any changes made to the ADA record that pre-date another record, will **overwrite** and **remove** that record. Pay very close attention to the dates. The Save button is a true save, not a temporary “update” requiring a final save as before.

Click the  **Return to Enrollment Information Menu** to return to the Enrollment screen.


 **Return to list** will take you back to the list of students in Student Manager

## Career and Technology

When a student is enrolled in a CTE course, the system will set the Career and Technology Indicator code to a 1, all students not enrolled in a CTE course will remain coded 0. You will use this screen to code the information reported on the 169 PEIMS record for Fall PEIMS.

- Click  **Career and Technology** from the Enrollment screen
- Click  **Edit CATE Settings**
- Select the appropriate **CATE Indicator** code
- Set the **Single Parent Code** of applicable
- **Participation** – check  the appropriate services for the student, if applicable
- Click 



Click the  **Return to Enrollment Information Menu** to return to the Enrollment screen.

 **Return to list** will take you back to the list of students in Student Manager


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## Locker / Facility

This screen is used for coding Locker assignments.



- Click  **Locker / Facility** from the Enrollment screen
- Click  **Edit Values**
- Define the **Facility**
- Define the **Locker**


Click the  **Return to Enrollment Information Menu** to return to the Enrollment screen.

 **Return to list** will take you back to the list of students in Student Manager


## Other Annual Information

This screen is used for coding various indicator codes used for PEIMS reporting, as well as maintaining a record of the Acceptable Use Policy (for local purposes).

- Click  **Other Information** from the Enrollment screen
- Click  **Edit Settings / Values**
- **SSI Code** – this is used to code Promotion / Retention based upon participation in the Student Success Initiative (SSI) as described in TAC Chapter 101, Subchapter BB and TEC §28.0211. This is reporting to PEIMS and is not used for recording promotions or retentions not associated with standardized assessments. PEIMS Code Table C171
- **\*Homeless Status** – this is the *new* location for coding Homeless students, PEIMS Code Table C189, code At-Risk for Homeless students on the Programs/Statuses tab
- **Unaccompanied Youth** – PEIMS Code Table C192
- **Asylee/Refugee** – PEIMS Code Table C183
- **Crisis Code** - indicates a state health or weather related event that impacts a group of students, and may require additional funding, educational, or social services. The event may or may not cause the student to leave the district or campus of residence. A crisis event is designated by the Commissioner of Education. PEIMS Code Table C178
- **Promote Retain Rsn.** – this allows for coding a student as retained or promoted for *local* reporting purposes. This is *not* a PEIMS field.
- **Fall Early Read. Ind.** – PEIMS Code Table C195, used for Fall PEIMS reporting
- **Smr. Early Read. Ind.** – PEIMS Code Table C195, used for Summer PEIMS reporting
- **Fall As Of Code** – PEIMS Code Table C163, used for Fall PEIMS reporting
- **Summer As Of Code** – PEIMS Code Table C163, used for Summer PEIMS reporting
- **Flags** – check the appropriate boxes  for the student.




- If **Migrant** is checked, a text box will become available to record the NGS Number
- Click 




Click the  **Return to Enrollment Information Menu** to return to the Enrollment screen.

 **Return to list** will take you back to the list of students in Student Manager


### Extended Year Programs

This screen is for recording information reported through the Extended Year PEIMS collection (submission 4). Only Special Education students who were served during the same school year can be served and reported with this program. For more information, please review the PEIMS Data Standards for 408 records and the Student Attendance Accounting Handbook, section 4.

- Click  **Extended Year Programs** from the Enrollment screen
- Click  **Edit ESY Settings**
- **Primary Setting**, required:
  - Select the Instructional Setting
  - Enter the applicable **Contact Hours**
- **Alternate Setting**, optional:
  - Select the Instructional Setting
  - Enter the applicable **Contact Hours**
- Click 

Demographics	Contact Info	Other Info	Enrollment	Programs/Statuses	Special Ed	Health Info	Permanent Record
<b>Doe, John Sample</b>							 Return to list
<b>Annual Enrollment Editor For 2012-2013 School Year</b>				 <b>Return to Enrollment Information Menu</b>			
Use this screen to manage extended year enrollment related information.							
<b>Extended School Year Enrollment</b>						 <b>Edit ESY Settings</b>	
<b>Primary Setting</b> 55.00 Hour(s) in 42 - Resource Room/Services - At Least 21% and Less than 50%							
<b>Alternate Setting</b> Not Enrolled							

Click the  **Return to Enrollment Information Menu** to return to the Enrollment screen.

 **Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student

### Course Schedule

Scheduling will be handled in separate documentation.

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## Contact Info



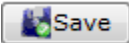
To access this screen, click the Contact Info tab. This screen is designed to maintain the Contacts/Family Unit associated with a student. If you completed the Student Contact Info section of the New Student screen, you will see that is already entered and can be edited if and when needed. If it was not entered then, it can be entered and edited at any time.


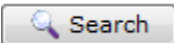
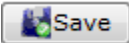
The system uses the concept of a “Family Unit” to manage contacts associated with students. The Family Unit is defined by a name and address. Each Family Unit can contain multiple Contacts and have multiple Students associated with it; changes made to a Contact’s information are updated for all Students in the Family Unit.

All Contacts should be individually listed to meet TREx standards.

### Student Contact Info – Family Units





This is used to manage the student’s Family Unit, physical address, and mailing address if different from physical.

- Click  **Edit Student Contact Info**
- **Action** – select the appropriate option from the drop menu, the options available will depend upon whether Contact Info was entered during the original entry of the student:
  - *Create New Family Unit* – this creates an entirely new Family Unit
    - Enter **Residency Address** information
    - Define the **Family Unit Name** – this is up to the District to define the policy, converted data will reflect Primary Contact’s Last Name.
    - **Mailing Address** – select accordingly and enter Address info if applicable
    - Click 
  - *Update Existing Family Unit* – this allows changes to be made to the Family Unit Name and Address. Updates apply to all students in the Family Unit.
    - Make necessary changes
    - Click 
  - *Exit to New Family Unit* – this separates the student from an existing Family Unit and creates a new one (This will only apply to the active student being edited. If there are multiple students in the Family Unit needing to exit their current Family Unit, follow the steps to Join Another Family Unit for those students.)
    - Update the **Address** information

- 
- Define the *new* **Family Unit Name**
  - Click 
  - *Join Another Family Unit* – this adds the student to the existing Family Unit
    - Use the text box to enter the **Family Unit Name** that the student is to join
    - Click  – a list will populate with all Family Units matching the search criteria including the Address info associated
    - Use the radio button  to select the desired Family Unit
    - Click 

### Adding a Contact

Contacts are added to Family Units and are associated with all students associated with the Family Unit. Items with an asterisk\* are required. The first Contact entered will default as the Primary Contact.

- Click  **Add Contact**
- Complete the **Name** fields, **First** and **Last** are required
- Define the **Relationship** to the student
- Enter applicable **Phone** numbers – if the page is viewed from a web-enabled phone, the number is hyperlinked and can be dialed directly
- Enter applicable **Email** address(es) – system generated emails will only use the Primary
- **Flags** are used to define rights associated with the Contact
  - Release Information
  - Release To
  - Emergency Contact
- Click 
- Repeat as needed
- Use the edit button  to edit information on a Contact, this will update for all students in the Family Unit
- To define the Primary Contact, click the  to the left of the Contact's name, only one Primary is allowed per Family Unit

Demographics	Contact Info	Graduation/GPA	Enrollment	Programs/Statuses	Special Ed	Health Info	Permanent Record
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**Doe, Jane** Return to list

This view allows you to edit contact information related to the student including information related to contacts such as guardians, parents, grandparents, etc.

**Student Contact Info** Edit Student Contact Info

**Family Unit** Doe-Main St: 110 Main Street Appt B Somewhere, TX 77777

**Mailing Address** Same as Physical Address

**Contacts** Add Contact

	Name	Contact Type	Phone Number(s)	Email Address(es)	Flags	Actions
☆	Doe, Janet	Mother	None	None	R I E	
★	Doe, Jonathan	Father	(254) 555-5555 (H)	test@test.com	R I E	

**Other Students**

Doe, Jane \*

Doe, John

Doe, Johnny

**Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student

## Graduation/GPA


To access this screen, click the Graduation/GPA tab. This screen is used to code the information for High School students related to Course Requirements and Cohort Year.

- Click **Edit Other Info**
- Define the **1<sup>st</sup> Yr Entered 9<sup>th</sup> Grade** – this is used to determine the student’s Cohort Year – the year the student should graduate. Example 1<sup>st</sup> Yr = 2012-2013 then the Cohort Year = 2015-2016
- Define the **Graduation Plan** – this is used to determine the course requests for the student during the scheduling process
- **Advisor** – this is an optional field for districts using Attendance Advisors. This is defined on the HR record.
- **Grade Point Average** – you have the ability to manually edit the GPA, this screen will display the system calculated GPAs along with the date it was run
  - **Standard GPA** – standard 4.0 scale
  - **Local GPA** – district’s defined GPA policy
- **Class Ranking Information** – you have the ability to manually edit these fields, this screen will display the system calculated ranking along with the date it was run
  - **Class Rank** – student’s position
  - **Class Size** – total students included in ranking
  - **Quartile** – quarter of class to which the student’s rank places them
  - **Decile** – tenth of class to which the student’s rank places them

- Click 

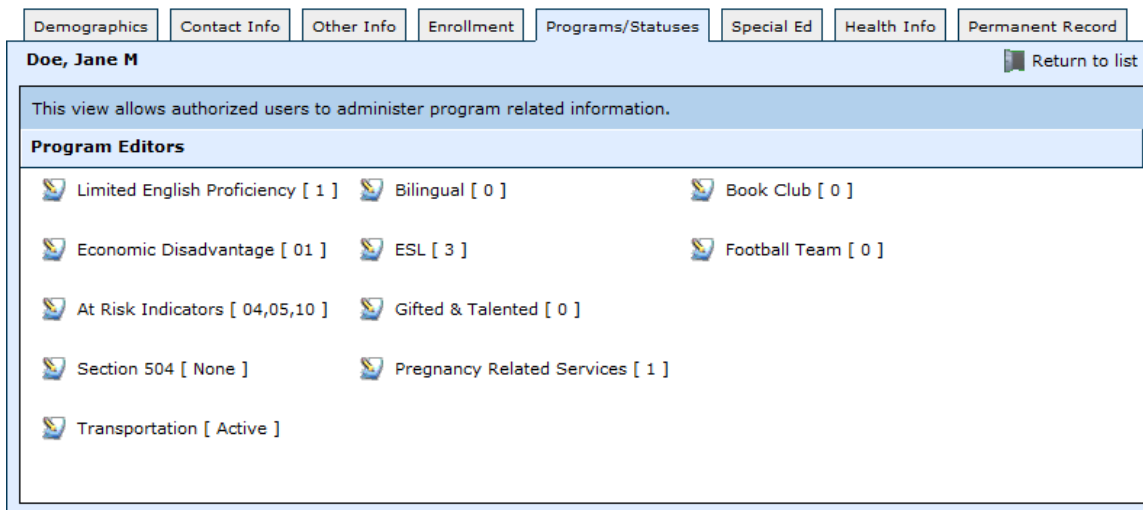
This screen also allows for the Recalculating a the individual student. Running this process removes the Class Rank information.

- Click  **Recalculate GPA**

 **Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student

## Programs/Statuses

To access this screen, click the Programs/Statuses tab. Use this screen to manage a student’s statuses including Economic Disadvantage, LEP, and At Risk with a student’s special program enrollments including: FSP = Foundation School Program, 504, Transportation, and local district programs. The screen allows the user to see all of a student’s special programs and statuses at a glance.








### **Limited English Proficiency (LEP)**


This screen is used to track a student’s LEP coding and Home Language. If a student is determined to be Limited English Proficiency (LEP), this must be coded properly for PEIMS and FSP reporting purposes. If a student is coded LEP, be sure the appropriate Parental Permission code is used in conjunction with the proper services. Please note that the system will track the changes starting with the first day of school for the student’s first year in the district regardless if the student was enrolled the first day. For a additional information, please refer to the chart included toward the end of the document.

- Click  **Limited English Proficiency**






- Click  **Edit Settings**
  - Select the appropriate **Home Language** from the drop menu, this will default to **98-English** which must be changed for LEP students
  - Select the **1<sup>st</sup> Yr In State** from the drop menu, if applicable
  - Click 
- Click  **Change Status**
  - **Coding** – select the appropriate LEP Indicator Code
  - Select the appropriate **Parental Permission** code
  - Enter the **Effective Date** for the determination of the student's LEP status, this must equal or predate services
- Click 

Click the  **Return to Programs Menu** to return to the Programs/Statuses screen.


 **Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student


### Economic Disadvantage

This screen is used to retain a student's Economic Disadvantage status. Please note that the system will track the changes starting with the first day of school for the student's first year in the district regardless if the student was enrolled the first day.

- Click  **Economic Disadvantage**
- Click  **Change Status**
- **Coding** – select the appropriate Economic Disadvantage code
- **Effective Date** – define the date that the coding starts
- Click 


Demographics	Contact Info	Other Info	Enrollment	Programs/Statuses	Special Ed	Health Info	Permanent Record
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**Doe, John Sample**  Return to list


**Program Editor**  Return to Programs Menu


Use this editor to change the status of a student's Economic Disadvantage Status. Change the status will update the status effective the date you provide.

**IMPORTANT NOTE:** If you "back date" a status change it will delete any enrollment subsequent to that effective date.

**Economic Disadvantage**  Change Status

Coding	Effective	Actions
00 - Not identified as economically disadvantaged	8/20/2012 - 8/29/2012	
01 - Eligible for free meals under the National School Lunch and Child Nutrition Program	8/30/2012 - Present	






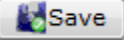
Click the  **Return to Programs Menu** to return to the Programs/Statuses screen.


 **Return to list** will take you back to the list of students in Student Manager


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## At Risk Indicators

At Risk is reported in both the Fall and Summer PEIMS submissions.




- Click  **At Risk Indicators**
- Verify the **School Year** in the upper right of the screen, use the drop menu to change if necessary **School Year:** 2012-2013 School Year 
- **System Assigned Indicators** – the system will assign auto-assign Codes 05 and 10 based upon data entered on other screens. If these need to be changed:
  - Click  **Override Indicators**
  - Use the check boxes to select  or de-select  as needed
  - Click 
- **Annually Assigned Indicators** – these codes must be manually assigned
  - Click  **Edit Indicators**
  - Use the check boxes to select  or de-select  as needed
  - Click 


Click the  **Return to Programs Menu** to return to the Programs/Statuses screen.


 **Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student

## Section 504

WebSmart allows for the recording and tracking of 504 services.

- Click  **Section 504**
- Click  **Change Status**
- Select the appropriate **Condition**
- Define the **Effective Date**
- Click 



Click the  **Return to Programs Menu** to return to the Programs/Statuses screen.

 **Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student


## Transportation


This screen is used to maintain the ridership information for a student if the district operates a Transportation service.

- Click  **Transportation**

- Click  **Change Status**
- Select the **Pickup Route**, use the check boxes to mark the route as funded  or not funded  - funded route will be denoted with \*\*
- Select the **Dropoff Route**, use the check boxes to mark the route as funded  or not funded  - funded route will be denoted with \*\*
- Select the student's **Eligibility** from the drop menu
- Define the **Effective Date**
- Click 


Demographics	Contact Info	Other Info	Enrollment	Programs/Statuses	Special Ed	Health Info	Permanent Record
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Doe, Jane M  Return to list


**Program Editor**  Return to Programs Menu


Use this editor to change the status of a student's Transportation enrollment. Change the status will update the enrollment effective the date you provide.

**IMPORTANT NOTE:** If you "back date" a status change it will delete any enrollment subsequent to that effective date.

**Transportation Enrollment**  Change Status





Pickup	Dropoff	Eligibility	Dates	Actions
Route 0040-01 / 01 **	Route 0044-01 / 01	Not Applicable	3/23/2011 - 6/3/2011	 
Route 0044-01 / 01 **	Route 0044-01 / 01	Not Applicable	8/22/2011 - Present	 

Click the  **Return to Programs Menu** to return to the Programs/Statuses screen.

 **Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student

The next four screens are all Foundation School Programs (FSP). These generate additional funding. This is reported during Summer PEIMS for all schools. For Charters, this information also gets reported through the FSP Six-Weeks Reporting process. This information directly affects funding, so proper coding and use of dates is vital.

## Bilingual

- Click  **Bilingual**
- Click  **Change Status**
- **Coding** – select the service the student will receive
- **Effective Date** – this is the date services begin or change
- Click 
- Click the  **Return to Programs Menu** to return to the Programs/Statuses screen.

Demographics	Contact Info	Other Info	Enrollment	Programs/Statuses	Special Ed	Health Info	Permanent Record
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**Doe, Jon M** Return to list

**Program Editor** Return to Programs Menu

Use this editor to change the status of a student's Bilingual enrollment. Change the status will update the enrollment effective the date you provide.

**IMPORTANT NOTE:** If you "back date" a status change it will delete any enrollment subsequent to that effective date.

**Bilingual** Change Status

Coding	Dates	Actions
2 - Transitional bilingual/early exit	1/10/2011 - Present	

## ESL

- Click **ESL**
- Click **Change Status**
- **Coding** – select the service the student will receive
- **Effective Date** – this is the date services begin or change
- Click **Save**
- Click the **Return to Programs Menu** to return to the Programs/Statuses screen.

Demographics	Contact Info	Other Info	Enrollment	Programs/Statuses	Special Ed	Health Info	Permanent Record
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**Doe, Jon M** Return to list

**Program Editor** Return to Programs Menu

Use this editor to change the status of a student's ESL enrollment. Change the status will update the enrollment effective the date you provide.






**IMPORTANT NOTE:** If you "back date" a status change it will delete any enrollment subsequent to that effective date.

**ESL** Change Status





Coding	Dates	Actions
2 - English as a second language/content-based	8/25/2008 - 8/29/2011	
3 - English as a second language/pull-out	8/29/2011 - Present	






## Gifted & Talented (GT)


- Click **Gifted & Talented**
- Click **Change Status**
- **Coding** – this will default to **1-Participate in program**
- **Effective Date** – this is the date services begin
- Click **Save**
- Click the **Return to Programs Menu** to return to the Programs/Statuses screen.

Demographics	Contact Info	Other Info	Enrollment	Programs/Statuses	Special Ed	Health Info	Permanent Record
<b>Doe, Jon M</b> 							
<b>Program Editor</b> 							
Use this editor to change the status of a student's Gifted & Talented enrollment. Change the status will update the enrollment effective the date you provide.							
<b>IMPORTANT NOTE:</b> If you "back date" a status change it will delete any enrollment subsequent to that effective date.							
<b>Gifted &amp; Talented</b> 							
<b>Coding</b>				<b>Dates</b>	<b>Actions</b>		
1 - Participant in program or service, or condition or situation applicable to this person or campus				4/2/2011 - Present			

**Pregnancy Related Services (PRS)** – this is for female students ONLY, there is no longer a PEP program which was open to male students




- Click  **Change Status**
- Click  **Change Status**
- **Coding** – select the service the student will receive
- **Effective Date** – this is the date services begin or change
- Click  **Save**
- Click the  **Return to Programs Menu** to return to the Programs/Statuses screen.

Demographics	Contact Info	Other Info	Enrollment	Programs/Statuses	Special Ed	Health Info	Permanent Record
<b>Doe, Jane M</b> 							
<b>Program Editor</b> 							
Use this editor to change the status of a student's Pregnancy Related Services enrollment. Change the status will update the enrollment effective the date you provide.							
<b>IMPORTANT NOTE:</b> If you "back date" a status change it will delete any enrollment subsequent to that effective date.							
<b>Pregnancy Related Services</b> 							
<b>Coding</b>				<b>Dates</b>	<b>Actions</b>		
1 - Participant in program or service, or condition or situation applicable to this person or campus				5/4/2012 - Present			


 **Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student

If the district runs local programs, those will be listed on this screen as well. These are not programs that are reported to the state, they are solely for local purposes.





**District Program** (will appear as the name of the program)


- Click  for the program
- Click  **Change Status**
- **Effective Date** – this is the date the student begins the program
- Click  **Save**

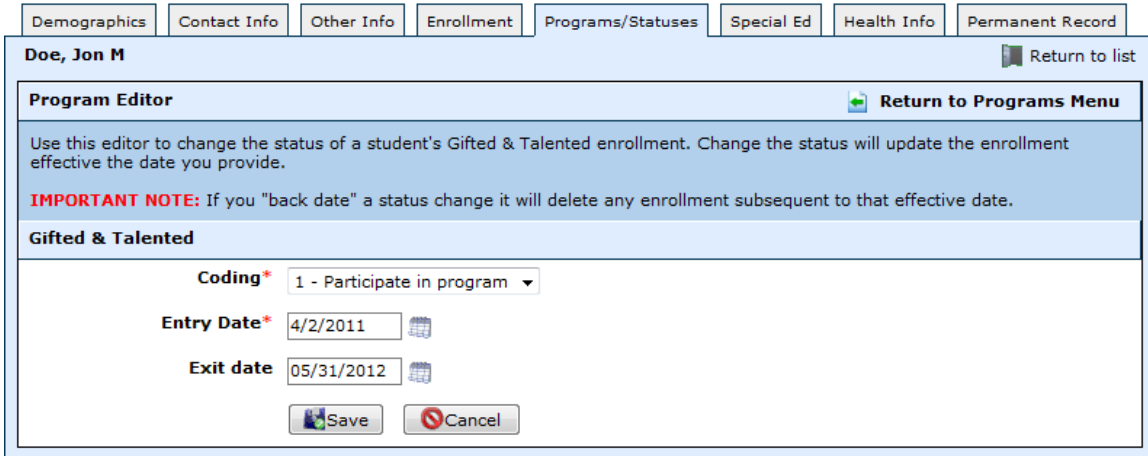
- Click the  **Return to Programs Menu** to return to the Programs/Statuses screen.

 **Return to list** will take you back to the list of students in Student Manager

\*To **Exit** a student from an FSP service or District Program:

- Click  for the program
- Click  for the current record, it will be the one with a date to “Present”
- Define the **Exit Date**
- Click  **Save**
- Click the  **Return to Programs Menu** to return to the Programs/Statuses screen.

 **Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student





## Special Education



To access this screen, click the Special Education tab. This screen integrates the ARD and Instructional Arrangement allowing for quick entry and easy tracking of changes to a student’s services.

### Assessments


This screen is used to record the assessments given to a Special Education student.

- Click  **Assessments**
- Click  **Add Assessment**
  - Select the **Assessment** from the drop menu

- 
- Enter the **Assessment Date**
  - Click 

If incorrect data was entered, use the  for the incorrect entry and correct the data. Or, use the  if the entry should not have been made.

Click the  **Return to Special Ed Menu** to return to the Special Ed screen



 **Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student


### **Instructional Setting Enrollment**

This screen is used to record and track the ARDs and services provided to a Special Education student.


#### **First time served through Special Education at District:**


This is used for students newly served in Special Education or who transfer to the District and were served while at their previous school. When entering the initial ARD/Instructional Enrollment, pay close attention to the 2 date fields; the ARD Date must be prior to or the same as the Effective Date, it must not be after.

- Click  **Instructional Setting Enrollment**
- Click  **Change Status**
  - **Instructional Setting** – select the code that matches the services received by the student
  - **Speech Therapy** – select the appropriate code, note code 1 is Speech ONLY, code 2 is Speech WITH other services
  - **Deaf Program** – select the appropriate code
  - **CC Funding Type** – this will default to **3 – IDEA** and should only be changed if this does not apply to the student, please see 34 CFR §300.703(b)
  - **Interpreting Services** – select the appropriate code
  - **PPCD Service Location** (Preschool Program for Children with Disabilities) – set if applicable (“All students receiving special education services who are ages 3 – 5, as of the PEIMS fall snapshot date, are participating in and must be coded as PPCD regardless of their disability or instructional setting.” – PEIMS Data Standards) Please refer to the PEIMS Data Standards code table C184 and 163 Record for additional information.
  - **ARD Date** – the actual date the ARD took place. There is an optional text field or local purposes. If a student transfers from another district and services are based upon that district’s ARD, that date should be used.
  - **Effective Date** – this is the date the student’s services begin
  - **Primary Disability** – this is mandatory
  - **Secondary Disability** – set if applicable
  - **Tertiary Disability** – set if applicable

- **Student Referral** – optional, date the student was referred for special education services
- **Parental Notification** – optional, date the notification of the ARD was sent to the parent
- **Handbook Date** – optional, date the parent/student received a copy of the ARD handbook
- **Flags** – use the check boxes if applicable to the student
- **Services Provide** – use the check boxes if applicable to the student
- Click 

Demographics | Contact Info | Other Info | Enrollment | Programs/Statuses | **Special Ed** | Health Info | Permanent Record



Doe, John Sample  Return to list

**Special Education Editor**  Return to Special Ed Menu

Use this editor to change the status of a student's instructional setting enrollment. Change the status will update the enrollment effective the date you provide.


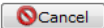
**IMPORTANT NOTE:** If you "back date" a status change it will delete any enrollment subsequent to that effective date.

**Instructional Setting Enrollment**


<b>Instructional Setting*</b>	00 - No instructional set	<b>Primary Disability*</b>	09 - Speech impairment
<b>Speech Therapy*</b>	1 - Speech Therapy ONLY	<b>Secondary Disability</b>	Not applicable
<b>Deaf Program*</b>	0 - Not Enrolled	<b>Tertiary Disability</b>	Not applicable
<b>CC Funding Type*</b>	3 - IDEA	<b>Student Referral</b>	<input type="text"/>
<b>Interpreting Services*</b>	00 - No interpreting serv	<b>Parental Notification</b>	<input type="text"/>
<b>PPCD Service Location*</b>	0 - Not Applicable	<b>Handbook Date</b>	<input type="text"/>
<b>ARD Date*</b>	09/03/2012  Entry	<b>Flags</b>	<input type="checkbox"/> Multiply Disabled
<b>Effective Date*</b>	09/04/2012 		<input type="checkbox"/> Behavioral Management
			<input type="checkbox"/> EC Intervention

**Services Provided**

<input type="checkbox"/> Adaptive Equipment (AE)	<input type="checkbox"/> Interpreting Services (IS)	<input type="checkbox"/> Occupational Therapy (OT)	<input type="checkbox"/> Social Work (SW)
<input type="checkbox"/> Assistive Tech Indicator (AI)	<input type="checkbox"/> Medical Diagnostic (MD)	<input type="checkbox"/> Psychological Services (PS)	<input type="checkbox"/> Transportation (TR)
<input type="checkbox"/> Audio Services (AS)	<input type="checkbox"/> Medically Fragile (MI)	<input type="checkbox"/> Physical Therapy (PT)	<input type="checkbox"/> Vision Therapy (VT)
<input type="checkbox"/> Art Therapy (AT)	<input type="checkbox"/> Music Therapy (MT)	<input type="checkbox"/> Recreation Therapy (RC)	
<input type="checkbox"/> Counseling Services (CS)	<input type="checkbox"/> Orientation Mobility (OM)	<input type="checkbox"/> School Health (SH)	




 

Click the  **Return to Special Ed Menu** to return to the Special Ed screen

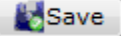
 **Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student




### New ARD – Current Special Education student – No changes made to coding



Use these steps to record an ARD when there are no changes to the student's Special Education coding. This allows the ARD history to be tracked showing that an ARD was conducted and the decision was made to keep services and disability coding as is.

- Click  **Instructional Setting Enrollment**
- Click  for the existing **Instructional Setting Enrollment**
- Click  **Add Entry** – this records the date of the ARD for historical purposes and should be used if **NO** changes should be made to the coding



- Enter the **Date** of the ARD
- **Comments** – optional
- Click 



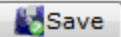
Admission, Review, Dismissal (ARD) Information			+ Add Entry
Date	Comments	Actions	
09/03/2012 	<input type="text" value="Entry"/>		
09/02/2013 	<input type="text" value="Annual Review"/>		


This will be at the bottom of the screen to allow the recording of additional ARDs that match the current services and coding.


**New ARD – Current Special Education student – Changes required to coding**

Use these steps to record and track changes made to a student’s services and/or disability coding. Be sure to pay close attention to the date fields. If data is entered that pre-dates existing coding, you will lose the original data due to “back-dating.”

- Click  **Instructional Setting Enrollment**
- Click  **Change Status**
- Make any changes required to the student’s coding – the screen will default to the current coding for the student to easily allow the editing of the information that has changed while retaining the information that is not affected
- Enter the **ARD Date** – the actual date the ARD took place. There is an optional text field or local purposes.
- **Effective Date** – the date on which the will change will take effect
- Click 


Demographics	Contact Info	Other Info	Enrollment	Programs/Statuses	Special Ed	Health Info	Permanent Record
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**Doe, John Sample**  Return to list

**Special Education Editor**  Return to Special Ed Menu

Use this editor to change the status of a student's instructional setting enrollment. Change the status will update the enrollment effective the date you provide.

**IMPORTANT NOTE:** If you "back date" a status change it will delete any enrollment subsequent to that effective date.

**Instructional Setting Enrollment**  Change Status

Instructional Setting	Disabilities	Spch	Deaf	CCFT	I/S	PPCD	Mult	B.Mgt	ECIC	Dates	Actions
00 - No instructional set	09 - Speech impairment	1	0	3	00	0	0	0	0	9/4/2012 - 10/4/2012	 
40 - Mainstream	08 - Learning disability 09 - Speech impairment	2	0	3	00	0	0	0	0	10/4/2012 - Present	 

Data entry screen will look like original ARD but the coding and Date will be edited. However, the display screen will show track the change in coding and/or services.

**\*Exiting a Student from Special Education**

Use these steps to properly record that a student will no longer be served through Special Education. This allows you to record “Exit ARD” information and correctly stop funding for the student.

- Click **Instructional Setting Enrollment**
- Click for the existing **Instructional Setting Enrollment**
- Enter the **Exit Date**
- Click **Add Entry** – this records the date of the ARD for historical purposes
- Enter the **Date** of the ARD
- **Comments** – optional (suggest “Exit”)
- Click

Demographics | Contact Info | Other Info | Enrollment | Programs/Statuses | Special Ed | Health Info | Permanent Record

**Doe, John Sample** Return to list

**Special Education Editor** Return to Special Ed Menu

Use this editor to change the status of a student's instructional setting enrollment. Change the status will update the enrollment effective the date you provide.

**IMPORTANT NOTE:** If you "back date" a status change it will delete any enrollment subsequent to that effective date.

**Instructional Setting Enrollment**

<b>Instructional Setting*</b>	40 - Mainstream	<b>Primary Disability*</b>	08 - Learning disability
<b>Speech Therapy*</b>	2 - Speech PLUS Service	<b>Secondary Disability</b>	09 - Speech impairment
<b>Deaf Program*</b>	0 - Not Enrolled	<b>Tertiary Disability</b>	Not applicable
<b>CC Funding Type*</b>	3 - IDEA	<b>Student Referral</b>	<input type="text"/>
<b>Interpreting Services*</b>	00 - No interpreting serv	<b>Parental Notification</b>	<input type="text"/>
<b>PPCD Service Location*</b>	0 - Not Applicable	<b>Handbook Date</b>	<input type="text"/>
<b>Entry Date*</b>	10/4/2012	<b>Flags</b>	<input type="checkbox"/> Multiply Disabled
<b>Exit date</b>	04/03/2013		<input type="checkbox"/> Behavioral Management
			<input type="checkbox"/> EC Intervention

**Services Provided**

<input type="checkbox"/> Adaptive Equipment (AE)	<input type="checkbox"/> Interpreting Services (IS)	<input type="checkbox"/> Occupational Therapy (OT)	<input type="checkbox"/> Social Work (SW)
<input type="checkbox"/> Assistive Tech Indicator (AI)	<input type="checkbox"/> Medical Diagnostic (MD)	<input type="checkbox"/> Psychological Services (PS)	<input type="checkbox"/> Transportation (TR)
<input type="checkbox"/> Audio Services (AS)	<input type="checkbox"/> Medically Fragile (MI)	<input type="checkbox"/> Physical Therapy (PT)	<input type="checkbox"/> Vision Therapy (VT)
<input type="checkbox"/> Art Therapy (AT)	<input type="checkbox"/> Music Therapy (MT)	<input type="checkbox"/> Recreation Therapy (RC)	
<input type="checkbox"/> Counseling Services (CS)	<input type="checkbox"/> Orientation Mobility (OM)	<input type="checkbox"/> School Health (SH)	

**Admission, Review, Dismissal (ARD) Information** Add Entry

Date	Comments	Actions
10/3/2012	Service Change	
04/03/2013	Exit	

Save Cancel

Notice the Exit date for the Instructional Setting Enrollment and the addition of an ARD to record the date the determination to end services occurred.

Click the **Return to Special Ed Menu** to return to the Special Ed screen

**Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student

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## Health Info

To access this screen, click the Health Info tab. This screen is used to record all immunizations, exemptions and health tests for a student. Please note that an Immunization is a category of one to multiple Vaccines that share dosing requirement policies. When recording an Immunization, you select the specific Vaccine. When recording an Exemption, the student is exempted from the category of vaccines.




### Immunizations

This screen is used to record all Immunizations (Vaccines) received by the student. Please notice that the steps are different when entering additional doses for a previously recorded vaccine.


#### Immunization not previously received/entered


- Click  **Immunizations**
- Click  **Add Immunization / Vaccination**
- Select the **Vaccine** from the drop list
- Enter the date of the **Dose(s)**, beginning with 1
- There is an optional Comment field available
- Click 

#### Immunization previously received/entered – recording additional dose(s)


- Click  **Immunizations**
- Click the  for an existing **Vaccine** to record additional **Dose(s)**
- There is an optional Comment field available
- Click 







DemographicsContact InfoOther InfoEnrollmentPrograms/StatusesSpecial EdHealth InfoPermanent Record



**Doe, John Sample**  Return to list

**Health Information Editor**  Return to Health Information Menu

Immunizations represent the collection of all the vaccinations a student has received.

 **Add Immunization / Vaccination**



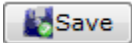
Immunization	Vaccine	Doses Received	Actions
Diphtheria, Tetanus and Pertussis	DTaP - Diphtheria, Tetanus, Pertussis	3	 
Measles, Mumps, Rubella	MMR - Measels, mumps, and rubella	4	 
Varicella	Varicella - Varicella	1	 








Click the  **Return to Health Information Menu** to return to the Health Info screen  
 **Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student



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## Immunization Exemptions

This screen is used to record when a student is exempted from an Immunization.




- Click  **Immunization Exemptions**
- Click  **Add Exemption**
- Select the **Immunization** from the drop list
- Enter the **Exemption Date**
- Select the **Campus Type** of Exemption
- Click 



Demographics	Contact Info	Other Info	Enrollment	Programs/Statuses	Special Ed	Health Info	Permanent Record
<b>Doe, John Sample</b>							 Return to list
<b>Health Information Editor</b>							 Return to Health Information Menu
Immunizations exemptions represent the collection of all the exemptions from vaccination for this student.							
 <b>Add Exemption</b>							
<b>Immunization</b>	<b>Date</b>	<b>Reason</b>	<b>Actions</b>				
Hepatitis A	5/3/2010	Medical	 				
Meningogoccal	10/4/2010	Medical	 				

Click the  **Return to Health Information Menu** to return to the Health Info screen  
 **Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student

## Health Tests

This screen is used to record the health tests and screenings performed on students.

- Click  **Health Tests**
- Click  **Add Screening / Health Test**
- Select the **Test Type** from the drop list
- Enter the **Test Date**
- Use the drop menu to record the **Results**
- **Preexisting Condition** – use the drop menu to code if applicable
- Click 

Click the  **Return to Health Information Menu** to return to the Health Info screen  
 **Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student




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## Permanent Record

To access this screen, click the Permanent Record tab. This screen is used to maintain a student's complete course enrollment history. It allows the entry of Transcript (AAR) data from other schools if applicable to the student. It also maintains the record of the student's standardized test scores.

### External/Standardized Test Scores

Scores for External Tests can be uploaded if the results file is provided to WebSmart staff. Never send the original disk, only send a copy or upload it to us using a secure file transfer site. Follow the instructions for manually entering the scores if the test scores were received while the student attended another district and are needed for Transcript purposes.

- Click  **External/Standardized Test Scores**
- Click  **Add Test**
- Select the **Test** from the drop menu
- Enter the **Test Date**
- Select the **Grade Level**
- Enter the **Score**
- Use the  to indicate if it was a **Failing Score**
- Use the drop menu if additional **Coding** is applicable
- Click 



Click the  **Return to Permanent Record Menu** to return to the Permanent Record screen



 **Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student

### Academic Performance History

All course work taken while enrolled at the district will be loaded to this screen from the student's Course Enrollments. For any course work taken at another school that is used for High School credit, follow the steps below to record that information.



#### First Time Entry for a School Year:

- Click  **Academic Performance History**
- Select the applicable **School Year** from the drop menu
- Click  **Add Entry** – this adds credit data to a school year that previously contained no data

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- Define the **Crediting Institution** – this is the 9 digit county-district campus number
  - Use the drop menu to define the **Grade Level**
  - Define the **Default GPA Weight** – review your district’s policy for GPA and transfer credits. To deny use for GPA, set to 0.
  - Select the number of **Parts** – this relates to the course sequences possible for the course(s) being added, the AAR displays courses by course sequence
  - **New Entries** – Enter the course credit information as follows:
    - **Area** (Course Area) – use drop menu
    - **Service ID** (State Service ID – C022 table of [PEIMS Data Standards](#)) – begin typing the Service ID #, description, or abbreviation and a drop list will form showing all matches to what has been entered. [For Local Credit courses, see Adding Local Credit Courses]
    - **Credit Per Unit** – define the value *possible* for each *part* of the course being entered, not the value of credit received (i.e. – English I = 0.5, not 1.0)
    - **Part** – only complete Parts applicable to the student’s record, leaving non-displayed Parts blank:
      - **Average** – grade received, can be numeric or alpha
      - **AAR Code** – set if applicable
      - **P/F** (Pass/Fail Indicator Code) – set accordingly to define the credit received or denied
  - Click  **Add Entry** to add more than one course from the same Crediting Institution for the same year, this can be done before or after entering a course credit. All entries will inherit the same settings defined above the “New Entries” portion.
  - Click 



#### Adding Entries to an Existing School Year:

This process is the same as the previous with only a minor change

- Click  **Academic Performance History**
- Select the applicable **School Year** from the drop menu
- Click  **Add** – this adds credit data to a school year that *does* contain data
- Follow steps outlined above, the system will default the fields according to the existing data for that school year




#### Adding Local Credit Courses:

For Local Credit courses transferred from another district, use the following to record those entries.

- Click  **Academic Performance History**
- Select the applicable **School Year** from the drop menu
- Click  **Add** – this adds credit data to the appropriate school year
- Follow steps outlined above with the following exceptions:
  - For **Service ID** – select the appropriate Local Credit code based upon the course area (i.e. 84500XXX - Locally Developed Course - Fine Arts). If a




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local code has been created for the district (i.e. 85000TEA – Teacher’s Aide), in which case the district’s course can be selected and the Edit step is unneeded.


- Set the **AAR code** to L for Local Credit, if applicable (drop list directly to the right of the Average field)
-  the entry
- Click the  edit button
- Edit the **Description** and **Abbreviation** to match the Course and what should be printed on the Transcript
- Click  again, the transcript will now print what was entered

#### Editing/Adding to an Existing Course Entry:

This must be done after the original adding process and allows for additional data entry fields as well as the ability to make changes/corrections.

- Click  **Academic Performance History**
- Select the applicable **School Year** from the drop menu
- Click  for the course
- Make any necessary edits including: override Overall Average and entering Exam Average
- Click 

Click the  **Return to Permanent Record Menu** to return to the Permanent Record screen

 **Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student

Sample of the Permanent Record Data Entry screen:

Demographics | Contact Info | Graduation/GPA | Enrollment | Programs/Statuses | Special Ed | Health Info | Permanent Record

**Doe, John** [Return to list](#)

**Permanent Record Editor** [Return to Permanent Record Menu](#)

Academic Performance History

School Year: 2012-2013 School Year

**Crediting Institution\*** 123456789

**Grade Level\*** 09

**Default GPA Weight\*** 1.00

**Parts\*** 2

**New Entries**

Area	Service ID	Credit Per Unit	Part 1		Part 2	
			Average	P/F	Average	P/F
ELA	032201	0.50	85.0000	01	45.0000	02

[Add Entry](#)

Sample of Editing of a Permanent Record Entry (only for manually entered records, not Course Enrollments):

Demographics | Contact Info | Graduation/GPA | Enrollment | Programs/Statuses | Special Ed | Health Info | Permanent Record

**Doe, John** [Return to list](#)

**Permanent Record Editor** [Return to Permanent Record Menu](#)

Academic Performance History

School Year: 2012-2013 School Year

**Crediting Institution\*** 123456789

**Grade Level\*** 09

**Course Area\*** LC - Local Credit

**Service ID\*** 84500XXX

**Description / Abbrev\*** Basic Automechanics and Maintenance | AUTMECMA

**Overall Average\*** 90.0000

**Exam Average**

	Marks / Average			Credit		GPA Weight
				Attempted/Indicator		
<b>Part / Sequence 1</b>	85	L	85.0000	0.50	01	1.00
<b>Part / Sequence 2</b>	95	L	95.0000	0.50	01	1.00
<b>Part / Sequence 3</b>					01	
<b>Part / Sequence 4</b>					01	

[Save](#) [Cancel](#)

Both samples as they appear on the Academic Performance History screen:



Demographics		Contact Info	Graduation/GPA	Enrollment	Programs/Statuses	Special Ed	Health Info	Permanent Record			
Doe, John										<a href="#">Return to list</a>	
Permanent Record Editor										<a href="#">Return to Permanent Record Menu</a>	
Academic Performance History											
										School Year: 2012-2013 School Year	
Area	Subject	Overall		Part 1			Part 2			Add +	
		Exam	Avg	Score	Credit	GPA	Score	Credit	GPA		
Campus 123456789 / Grade 09											
ELA	03220100 - English I (1 unit) (ENG 1) (ENG 1)			65.00	85	0.50	0.00	45	0.00	0.00	
LC	84500XXX - Basic Automechanics and Maintenance (AUTMECMA)			90.00	85 (L)	0.50	1.00	95 (L)	0.50	1.00	

\*There are multiple examples included in this document. They are included solely for clarification of procedural steps. All coding and dates MUST be verified by the campus and district for accuracy.\*

## Reports

To access this screen, click the Reports tab. This screen is used to run student specific reports.

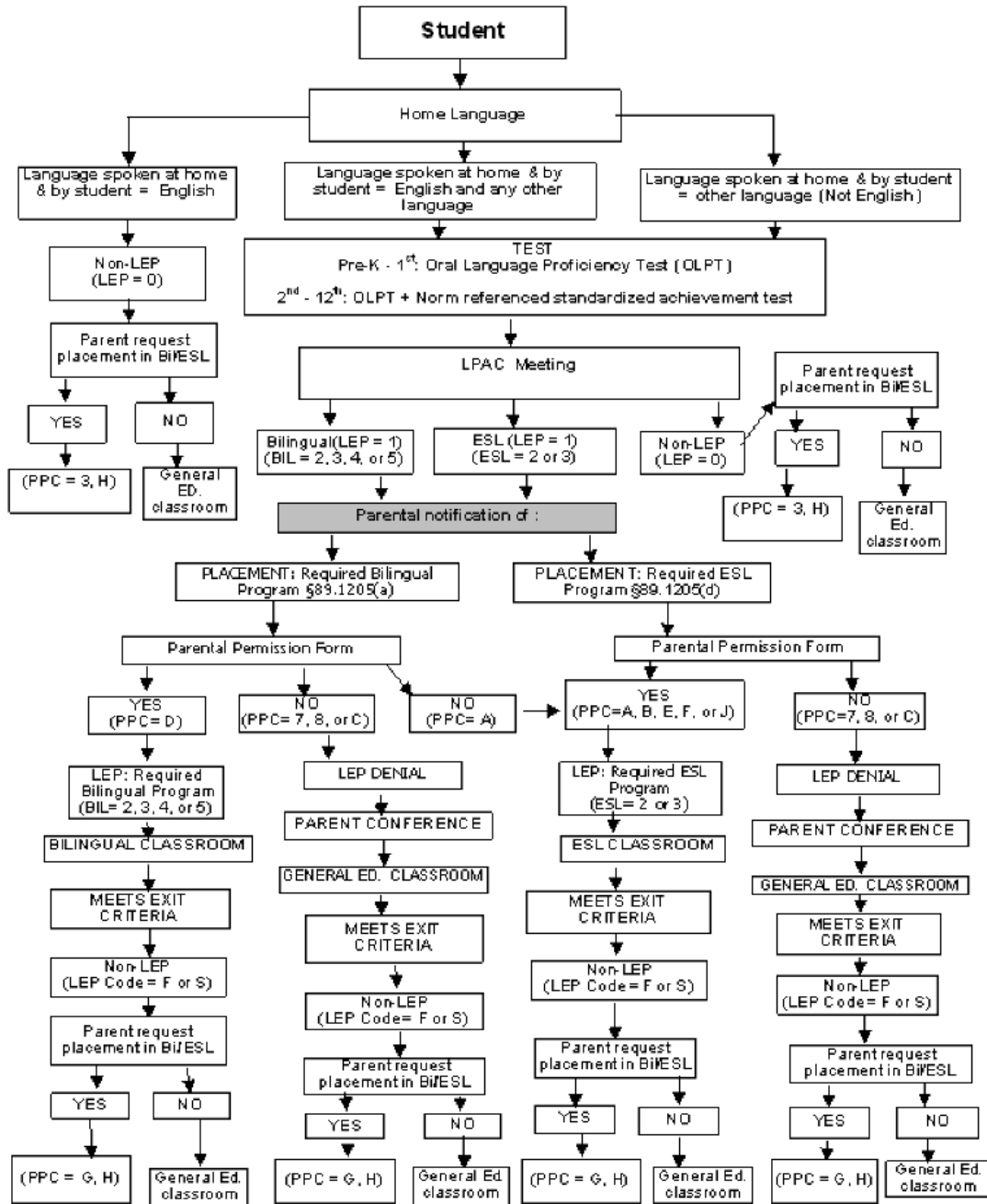
Demographics		Contact Info	Graduation/GPA	Enrollment	Programs/Statuses	Special Ed	Health Info	Permanent Record	Reports	
Doe, John Sample										<a href="#">Return to list</a>
<b>Report*</b> GPA Calculation Detail										
<input type="button" value="Run Report"/>										

Chart for Determining PK Funding Source – per PEIMS Data Standards

<b>ADA Eligibility Code</b>	<b>ADA Eligibility Code Description</b>	<b>PK Program Type Code</b>	<b>Primary PK Funding Source Reported?</b>	<b>Secondary PK Funding Source reported?</b>
0	Enrolled Not in Membership	00	Yes	Yes, if student is funded from additional source.
1	Eligible Full Day	03	No	No
2	Eligible Half Day	01	No	No
2	Eligible Half Day	02	Yes	Yes, if student is funded from additional sources
3	Eligible Transfer Full Day	03	No	No
4	Ineligible Full Day	05	Yes	Yes, if student is funded from additional sources
5	Ineligible Half Day	04	Yes	No
6	Eligible Transfer Half Day	01	No	No
6	Eligible Transfer Half Day	02	Yes	Yes, if student is funded from additional sources
7	Eligible for Flexible Attendance	01	No	No
7	Eligible for Flexible Attendance	02	Yes	Yes, if student is funded from additional sources
8	Ineligible for Flexible Attendance	04	Yes	Yes, if student is funded from additional sources

LEP Decision Chart – per PEIMS Data Standards

**LIMITED ENGLISH PROFICIENT DECISION CHART**



BIL = Bilingual Program Code ESL= English as a Second Language Code LEP Limited English Proficient Code PPC Parental Permission Code