



HARRIS
School Solutions

Vickie Mottau

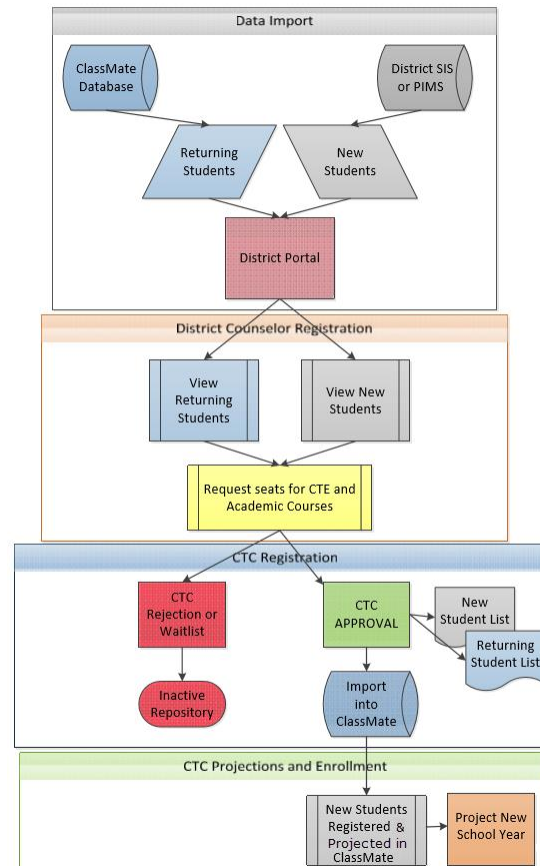
Online District Registration 101

District Portal - Online District Registration

- ODR Process Flow
 - Initial Setup
 - Obtain Sending District agreement to participate
 - Create user accounts for District/School Users
 - Hold training session for District/School Users
 - Annual Process
 - Obtain files from the District
 - Import using ClassMate New Student Import/Entry
 - Review registrations made via the portal
 - Accept students into a program and indicate via ClassMate New/Return Approval/Processing
 - Periodically move students to registration and auto-project
 - Review rosters/reports

District Portal - Online District Registration

- Initial Setup
 - Obtain Sending District agreement to participate
 - Request Letter/Email
 - Benefits of ODR
 - ODR Process



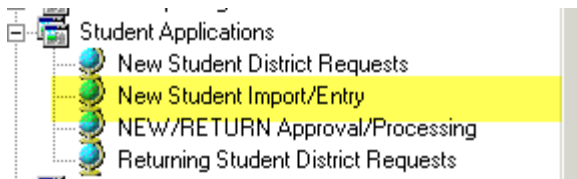
District Portal - Online District Registration

- Initial Setup
 - Create user accounts for District/School Users
 - Joomla Site
 - » Verify Settings

Username	Logged In	Enabled	View Registration	Update Registration
jehrich		✓	✘	View Only ▼
jordan.ehrlich@gmail.com		✓	✓	View Only ▼
jehrich2		✓	✓	View Update ▼

District Portal - Online District Registration

- Annual Process
 - Obtain files from the District
 - Make sure the files conform to the file specifications – additional tab of the template
 - NY – SIRS Student Lite w/additional information
 - PA – PIMS Student Snapshot w/additional information
 - Contact Template
 - Import via New Student Import/Entry
 - Scrub the files to make sure REQUIRED data is present and in the correct format
 - STATE ID



Application Import | Application Entry

To Import New Student Application information:

1. Specify or Browse to the location of the input file(s)
2. Click the 'Go' button

Note: The file must be in the .xls, .xlsx or .csv format

Enter a Student File Location -->	<input type="text"/>	<input type="button" value="Browse"/>
Enter a Contact File Location -->	<input type="text" value="N/A"/>	<input type="button" value="Browse"/>

District Portal - Online District Registration

- Annual Process
 - Review registrations made via the portal
 - Use a scheduled review pattern
 - Potentially use the Registration Acceptance Criteria functionality

New Student Approvals

District: Wilson School District _ 120488603

School: Wilson Area High School _ 120488603_000003522

Status:

- Registered - Waiting to be Approved/Accepted
- Waitlisted - Waiting to be Approved/Accepted
- Approved/Accepted - Waiting to be Processed
- Approved/Accepted - Processed to Registration

REGISTRATION DASHBOARD

	New	Return	Total
District Seats:			80
Approved	7	1	8
Registered	2	7	9
Remaining Seats			63
Waitlisted	3	0	3

Approved Choice	Last Name	First Name	Initial	Status	Preference 1	Preference 2	Preference 3	Supplemental	Sup
	Alkian	Christian		R	CAD/Engineering Graphics	None Selected	None Selected	None Selected	Non
	Alkian	Evangeline		R	Early Childhood Education	Building and Property Maintenance	None Selected	None Selected	Non

Registered Students

- Abreu, Randy 581999716
- Accardi, Jon 581999348
- Adler, Leah 581999694**
- Alexis, Jivensely 581999759
- Alonzo Collado, Emely 581999560
- Angulo, Alexander 581999601
- Angulo, Juan 581999827
- Apawu, Michael 581999594
- Arevalo, Jakeline 581999365
- Ascher, Jessica 581999817
- Augustin, Michael 581999681
- Augustin, Serena 581999833
- Awe, Justin 581999351
- Bach, Katie 581999727
- Bailey Jr., Richard 581999562
- Barres, Brandon 581999831
- Bittner, Sloane 581999531
- Bohinger, Ryan 581999505
- Bomzer, Michelle 581999779
- Borkowski, Sophia 581999487
- Bowden, Charlotte 581999821
- Brackennidge, Trey 581999747
- Bracker, Justin 581999762

Points	Criteria	Max Points	Min Points
4	1- Grade Point Average	5	1
5	2- Attendance	5	1
4	3- Regents Credit	5	1
3	4- Commencement Level Credits Junior/Senior	5	1

By Course By Student

Points	Student	Forms	Preference
16	Adler, Leah	0/1	Child Care Skills-Min Points = 12

Acceptance Form Checklist

Form	ID
<input type="checkbox"/> All Forms Received	005801

District Portal - Online District Registration

- Annual Process
 - Accept students into a program via ClassMate New/Return Approval/Processing
 - Periodically move students to registration and auto-project the new students
 - Review rosters/reports

New Student Approvals

District
Wilson School District_ 120488603

School
Wilson Area High School_120488603_000003528

Status
 Registered - Waiting to be Approved/Accepted
 Waitlisted - Waiting to be Approved/Accepted
 Approved/Accepted - Waiting to be Processed
 Approved/Accepted - Processed to Registration
 All

REGISTRATION DASHBOARD

	New	Return	Total
District Seats:			80
Approved	7	1	8
Registered	2	7	9
Remaining Seats			63
Waitlisted	3	0	3

Approved Choice	Last Name	First Name	Initial	Status	Preference 1	Preference 2	Preference 3	Supplemental 1	Sup
	Akian	Christian		R	CAD/Engineering Graphics	None Selected	None Selected	None Selected	Non
	Akian	Evangeline		R	Early Childhood Education	Building and Property Maintenance	None Selected	None Selected	Non

NEW Student Application Processing

This process will move approved "NEW" student applications to registration for further processing

- Select District(s) to process
- Check here to update REGISTRATION data with information included for existing students.

Duplicate Students
 Update REGISTRATION information
- Check here to automatically project new students into their approved preference.

Auto Projection
 Auto Projection of New Students
- Click the Run button from the toolbar

This process will move all "NEW" student application information into the registration database for further processing

	District	# NEW Applications	# of NEW Registrations	# of NEW Waitlisted	# NEW Approved	# of NEW Processed	# of Existing Students	# RETURN Registrations	# RETURN Waitlisted	# RETURN Approved	# RETURN Processed	Dist AUN
<input type="checkbox"/>	Allentown City School District	3	0	0	0	1	1	0	0	0	0	121390302
<input type="checkbox"/>	Bethlehem Area School District	2	0	0	0	0	1	0	0	0	0	120481002
<input type="checkbox"/>	Easton Area School District	3	0	0	1	1	245	5	0	0	0	120483302
<input type="checkbox"/>	Nazareth Area School District	3	0	0	0	0	140	0	0	0	0	120484803
<input type="checkbox"/>	Pocono Mountain SD	3	0	0	0	0	3	0	0	0	0	120455403
<input type="checkbox"/>	Stroudsburg Area SD	3	0	0	0	0	2	0	0	0	0	120456003
<input type="checkbox"/>	venango test	263	0	0	0	0	0	0	0	0	0	106611303
<input type="checkbox"/>	Wilson School District	593	2	3	3	4	92	7	0	1	1	120488603

District Portal - Online District Registration

- Annual Process
 - Review rosters/reports



Harris Career and Technical Center



Harris Career and Technical Center

Online Registrations by District For the: 2017 - 18 School Year

Printed on: 07/17/2017
Wilson School District

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Dist	Student	Grade	Program	AM	PM	New	Return	IEP/504	CTC Approved
WASC	saaron, Zoe	10	Automotive Technology	X		X			X
WASC	abuts, xyota		Cosmetology	X		X			X
WASC	Akian, Charles	12	Automotive Technology	X		X		IEP	X
WASC	Akian, Evangeline	13	Early Childhood Education	X		X			
WASC	Akian, Maureen E	13	Administrative Office Technology	X			X		
WASC	Burson, Anora S	11	Automotive Technology	X			X		
WASC	Burson, Brandon A	13	Masonry	X			X		
WASC	Burson, Brandon R	12	HVR & Plumbing	X			X		
WASC	Burson, Michael	12	Cosmetology	X		X			X
WASC	Burson, Omar	11	Administrative Office Technology	X					
WASC	Cooper, Cody	12	Hospitality and Lodging	X					
WASC	Cooper, Colin	12	Automotive Collision & Refinishing Technol	X					
WASC	Danks, Nathaniel	11	Early Childhood Education			X			
WASC	Reinhardt, Remie	13	CAD/Engineering Graphics			X			
WASC	Zimmer, Zachary R	12	Masonry			X			
Totals:				12	3				
Grand Totals:				18	5				



Harris Career and Technical Center

Online Registrations by Program For the: 2017 - 18 School Year

Printed on: 07/17/2017

Early Childhood Education

Student	Grade	District	AM	PM	New	Return	IEP/504	CTC Approved
Akian, Anahi G	11	Easton Area School District	X					
Akian, Evangeline	13	Wilson School District	X		X			
Danks, Nathaniel	11	Wilson School District			X			X
Totals:			2	1	1	2	0	1

Hospitality and Lodging

Student	Grade	District	AM	PM	New	Return	IEP/504	CTC Approved
Garfield, Sarah N	13	Easton Area School District	X			X	504	
Cooper, Cody	12	Wilson School District	X		X		IEP	X
Totals:			2	0	1	1	2	1

HVR & Plumbing

Student	Grade	District	AM	PM	New	Return	IEP/504	CTC Approved
Burson, Brandon R	12	Wilson School District	X			X		
Totals:			1	0	0	1	0	0

Online Registrations by Program For the: 2017 - 18 School Year

Printed on: 07/17/2017

Page 1 of 1

	AM	PM	New	Return	IEP/504	CTC Approved
Administrative Office Technology	3	1	2	2	2	2
Automotive Collision & Refinishing Technol	2	0	2	0	1	2
Automotive Technology	3	0	2	1	2	2
CAD/Engineering Graphics	0	1	1	0	0	1
Computer Networking	0	1	0	1	0	0
Cosmetology	3	0	2	1	1	2
Early Childhood Education	2	1	1	2	0	1
Hospitality and Lodging	2	0	1	1	2	1
HVR & Plumbing	1	0	0	1	0	0
Masonry	1	1	0	2	1	0
Welding Technology	1	0	0	1	0	0
Grand Totals:	18	5	11	12	9	11

Q & A

