Introduction to:
The District Student ID Module

District Student ID Module

- **District Student ID Module**

  This module will be used for:

  - Viewing District Student ID History
  - Searching District Student ID's
  - Entering New District Student ID's
  - Changing Existing District Student ID's
  - Deleting District Student ID's
  - Updating Student Master
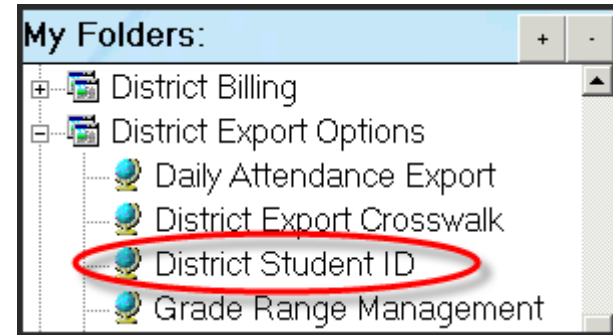
District Student ID Module

- ## Using This Module

Getting Started

Double click **My Modules** > Double Click

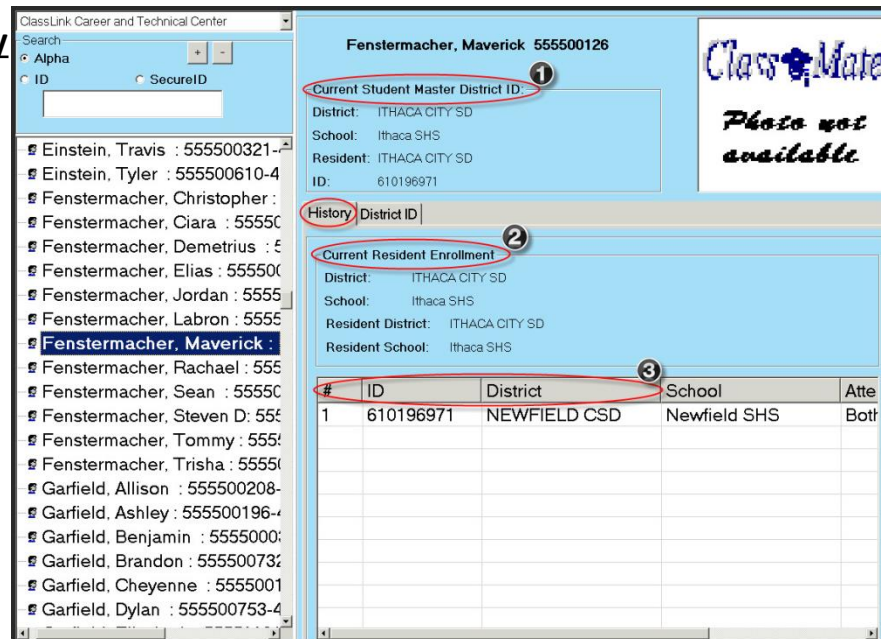**District Export Options >**

Click **District Student ID**

Default View: The District Student ID History

Click any student in the list of students.

History Tab will be selected by default.

Right side of screen will show:

1. Info currently in Student Master
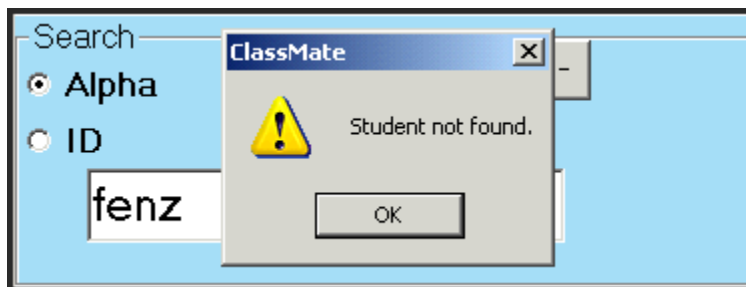2. Current Resident Enrollment
3. Grid with all District Student ID's

- ## Searching District Student ID's

Students may be searched three ways, by placing the radio button to match the desired search criteria:

- **Alpha**: Alphabetic by Last Name
- **ID**: ClassMate Student ID
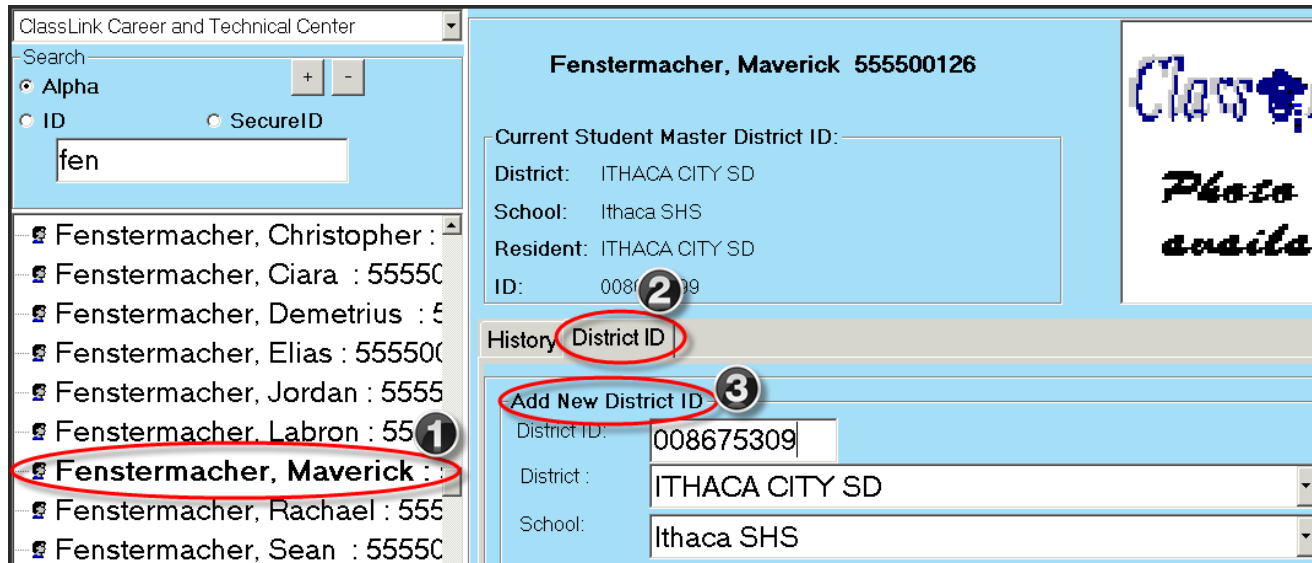- **SecureID**: Student's SecureID

As you type each letter or number, the student who most closely matches what you have typed will be highlighted.

If no student matches the name or number you have typed you will get a Student Not Found message:

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- ## Entering a New District Student ID

When a student changes districts, you will update the student's District Student ID with this module. This is done after you have updated Student Scheduling with the new Attending, Resident and Funding District information.
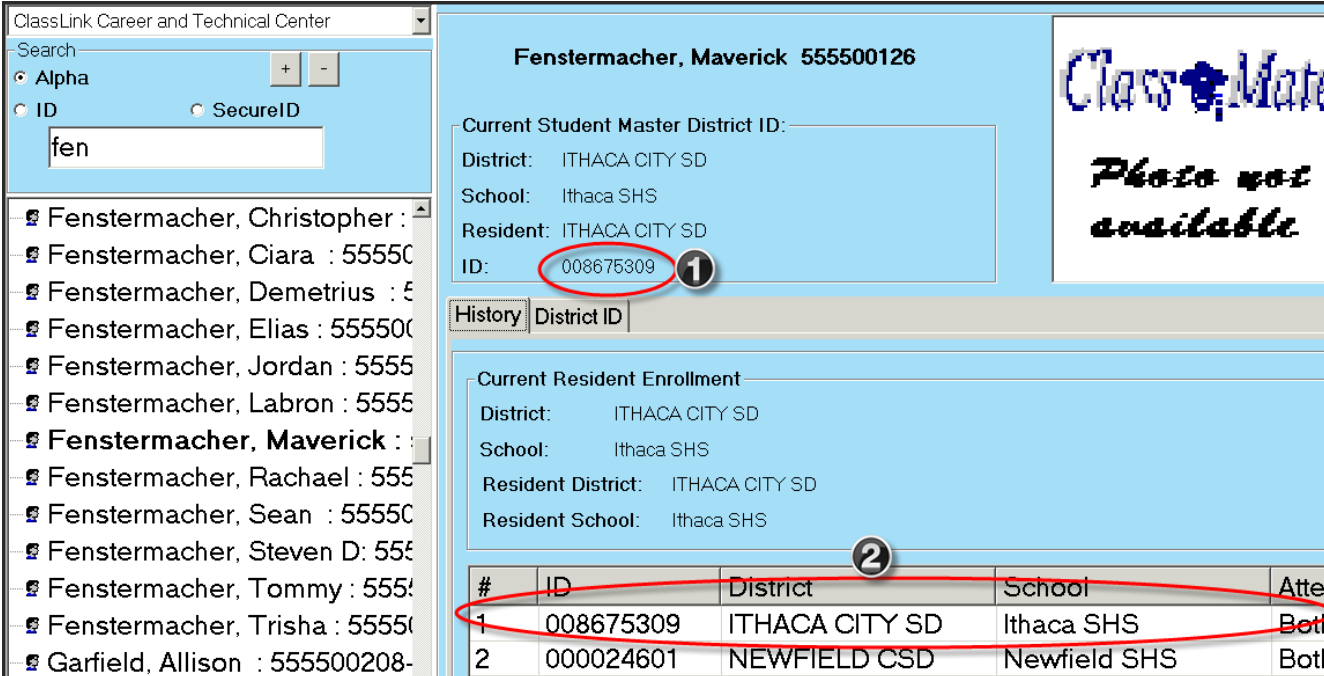
Follow these steps to create and update the new District Student ID:

1. Click the student on the list on the left of the screen.
2. Select the District ID Tab.
3. Under "Add New District ID", enter the new District Student ID and select the new District and School.
4. Click the Disk icon to save and update. (not shown)

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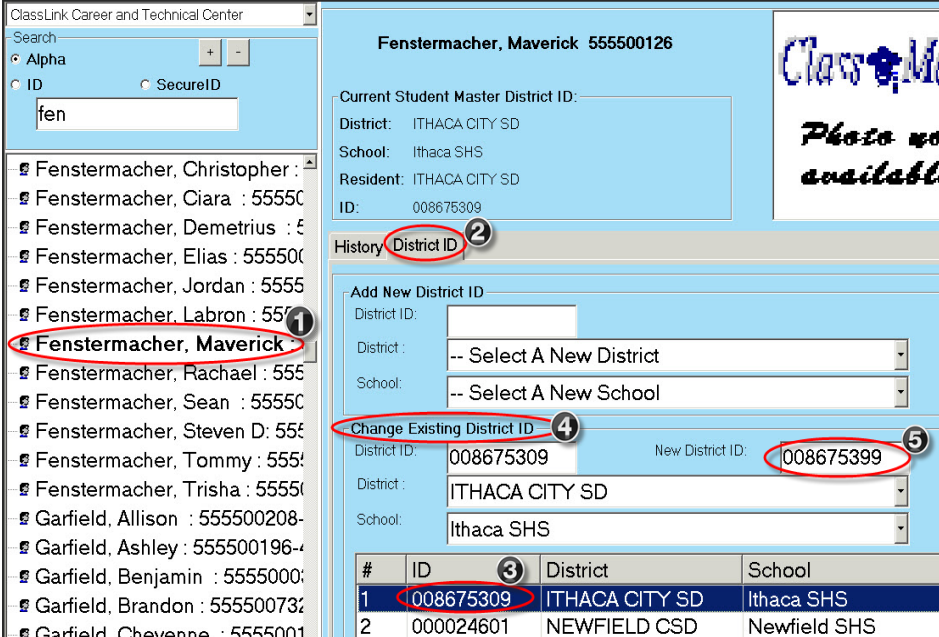## Entering a New District Student ID, continued.

After saving:

1. The new District Student ID information populates into the grid.
2. The Student Master will automatically be updated with the new District Student ID if the new district is the student's Resident district.

Changing an Existing District Student ID

If a student's District Student ID has changed or was entered incorrectly, the following steps will change an existing District Student ID:

1. Select the desired student.
2. Select the District ID tab.
3. On the grid, click the ID that needs to be changed.
4. The selected ID and District/School will populate in the Change Existing District ID section.
5. Type the correct District Student ID in the New District ID box in the Change Existing District ID section.
6. Click the Disk icon to save. (not shown)

Changing an Existing District Student ID, continued.

After saving:

1. The grid updates with the new District ID.
2. The Student Master **does not update** with the new ID.

The Student Master District ID must be updated manually with the steps given on the next slide.
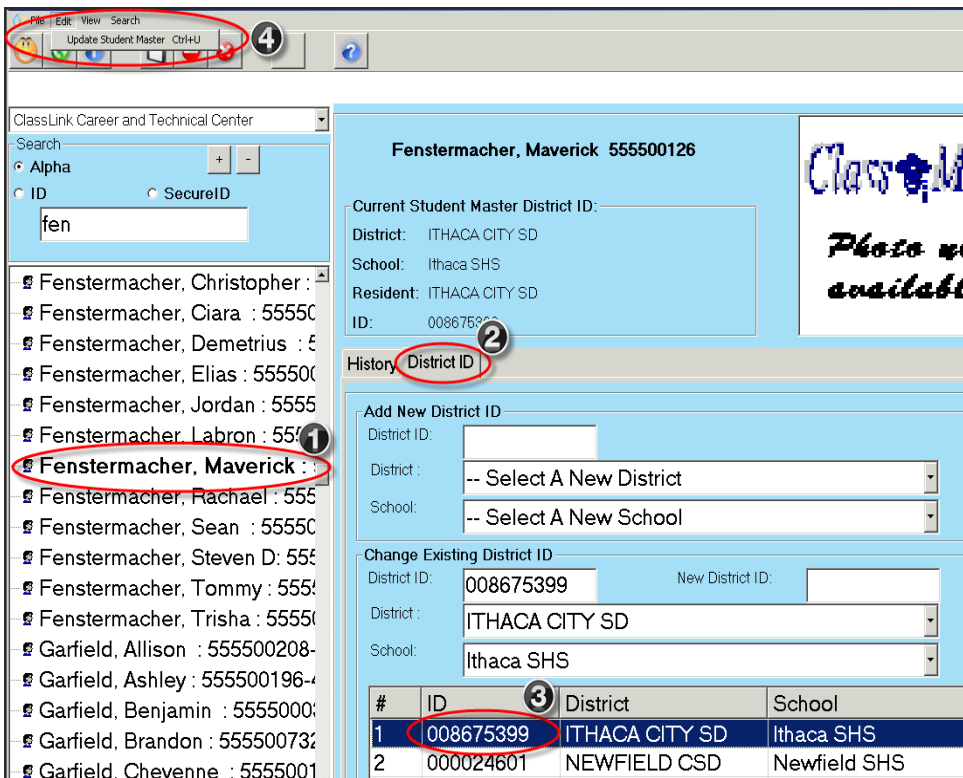
Updating Student Master

If it is necessary for any reason to manually update the Student Master, perform the following steps:

1. Select the desired student.
2. Click the District ID tab.
3. Click the District ID desired on the grid.
4. Click the Edit menu, and choose "Update Student Master" – or press CTRL-U.

The student master information will be updated.

Deleting a District Student ID

Occasionally it may be necessary to delete a District Student ID.
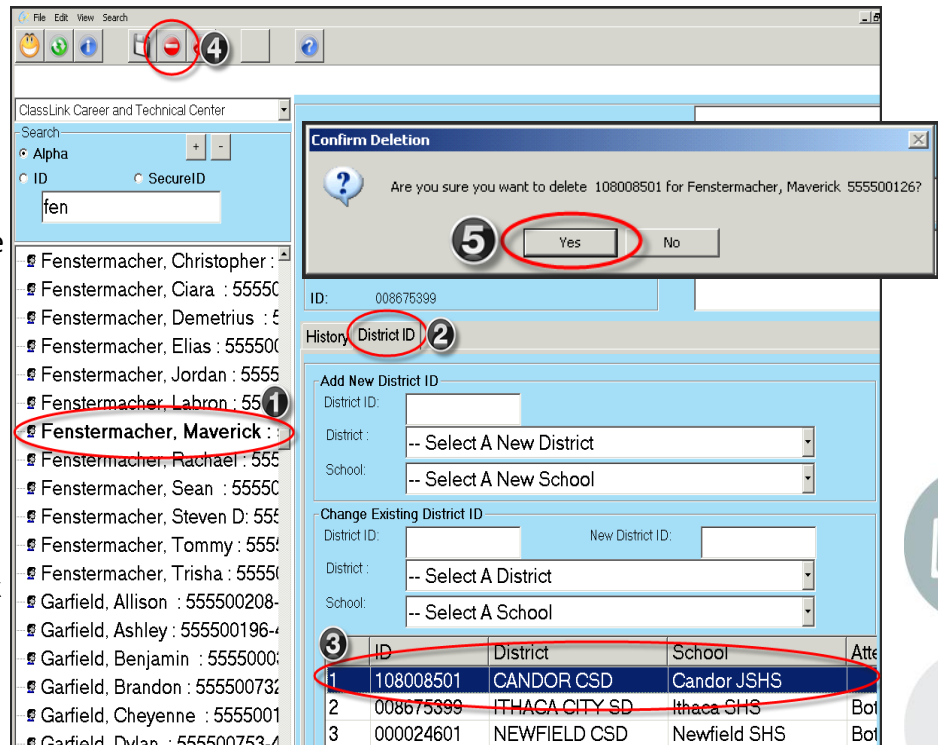
This would generally be to correct an error.

For state reporting purposes, you should NOT delete previous District Student ID. For state reporting, District Student ID history is required.

1. Select the desired student.
2. Click the District ID tab.
3. Click the District Student ID to be deleted on the grid.
4. Click the Delete icon on the top row.
5. You will be prompted to confirm deletion, click "Yes" to confirm or "No" to cancel deletion.

The desired record will be deleted.

Follow the steps in "Entering a New District Student ID" to create a new record if necessary.

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The "Attend / Resident" Column

This column in the grid indicates whether the district in that row is the Attending or Resident district of the student.

"Both" will appear if it is both.

District	School	Attend/Resident
ITHACA CITY SD	Ithaca SHS	Both
NEWFIELD CSD	Newfield SHS	Both

If a student has participated in a district/school change, under Attend/Resident, more than one district will be shown as Both.

In this example screenshot, the student began the year enrolled in his program as attending and residing in the Newfield district.

He then moved to the Ithaca district and his district was changed Student Scheduling to the Newfield district.

He now has an Ithaca district schedule and a Newfield district schedule in Student Scheduling, however Ithaca is his current District/School.

See the Quick Reference Guide on Student Scheduling for more information.

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Questions? Contact us!

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