

## Student Enrollment Scenarios

- How to correct a missing program status:
  - **Issue:** This occurs when a student class change has been done out of sequence. The proper sequence is to end the class the student is leaving first using Change Existing , then create the new class using the Create New Tab.
  - **Correction:**
    - In Student Scheduling, (must use this module)
      - Change existing tab:
        - Write down the new class and old class
        - From the Class Grid, select the new class the student changed to
        - Change the calendar to be 999999
        - Select a program status,"Currently Enrolled"
        - Save.
      - Change Existing:
        - Select the old course/class from class grid for which the student has changed
        - Enter the end date for the change
        - Select the appropriate program status
        - Save
      - Create New tab:
        - Re-create new class:
          - select the course/class the student changed in to from the dropdown
          - Enter all appropriate information
          - Leave the currently enrolled program status
          - Save
      - Change Existing Tab:
        - Verify the 2 schedules now exist
        - Verify the appropriate program statuses
        - Verify the new schedule no longer has a 999999 calendar.

- District Updates:
    - Verify you now have 2 Enrollment records for the Change
    - Verify each enrollment has its own appropriate Program Status.
  - History Tab:
    - Both scheduled classes should now appear under their appropriate enrollment program date range
- **Proper Procedure sequence for changing classes, changing District/School, etc to prevent the program status issue:**
- Always end the old class first using the change existing tab
  - then create the new class, using the Create New class tab.
  - For concurrent enrollments:
    - End the current class schedule as of the day prior to the concurrent enrollment.
    - Re-enroll student in both concurrent classes for the new begin and end date range
- **INVALID PROGRAM STATUS ...error message:**
- This error means you are trying to end an enrollment /schedule with a program Status of “CURRENTLY ENROLLED” . Not permitted. When entering an end date, you must always select a program status other than “Currently Enrolled”. Only students with an end date of 01/01/1900 can have a program status of “Currently Enrolled”.
- **MULTI-LOCATION SITES**
- When a student switches campuses you need to use Student Scheduling to WITHDRAW the student from their OLD campus using a W02\_00 Student transferred to another public school in the same LEA and then create a NEW ENROLLMENT for them in their new campus using the re-entry code R2.
    - This is required for the State because they see the campuses as separate LEA’s – so think of it this way “it would be like

they are leaving your CTC and going to a different CTC” that is how the State needs it handled for reporting purposes.

- Then when creating export files for PIMS submissions you will see an enrollment and withdrawal codes for the FORMER campus in addition to another enrollment for the CURRENT campus