

Introduction to: Enrollment Processing

April 2019



Enrollment Processing Agenda

- Enrollment Pre-Requisites
- Projections VS Enrollment Scenarios
- Enrolling New Students
- Enrollment Reports



Overview:

Enrollment Processing Key Terms

Enrollment Processing Key Terms

- **New Students** Any student that is **NOT** currently enrolled in the school but plans to attend the current school year
- **Maximum Seats** Maximum number of students in a class

Enrollment Pre-Requisites

The purpose of this step is to prepare the ClassMate System to accurately receive student enrollment data

- **Enter New Student Registration Data**



Enrollment Processing:

New Student Registration

New Students Registration

All new students must be registered in ClassMate before you can begin to project them into the upcoming school year. If Rollover has already occurred, then you will **not** need to project the student, you will enroll them right into their class.

You may begin entering new students into registrations as soon as the applications begin to arrive. Please ensure you complete the pre-requisite steps prior to beginning the new student registration process.

Note: A New Student Registration Quick Reference Guide is available electronically from the ClassMate website



Enrollment Processing: Projections vs Enrollment

Projections VS Enrollment

Often times it is difficult to determine whether or not you should be projecting a student or enrolling the student. Use these tips below to determine what to do with a student and when.

BEFORE ROLLOVER

You can begin to enter Student Registrations and PROJECT the students into their class(es) for the upcoming school year.

Projections = entering enrollments **BEFORE** rollover into the new school year.

Example: It is currently March of the 2013-14 school year. New student applications have come in for Aug/September of 2014-15. You Register the student and PROJECT them into 2014-15 school year.

Modules to use to Project:

New Student Projection/Enrollment (CTE),
Return Student Projection/Enrollment (CTE),
SL Projection/Scheduling (Alt/SE).

AFTER ROLLOVER (now in the new school year)

New students who enter your school **AFTER** ROLLOVER do not need to be projected as you are already in the new school year. Instead, after you have Registered the student, head straight to the **Enrollment Processing** module. This is the same for students who enter your school **AFTER** the school year has started.

Example: Rollover occurred August 1st, 2014. On August 4th, 2014, a new student application came in for enrollment of the 14-15 school year. After you register the student, use the Enrollment Processing module to Enroll the student into their class with the start date of the new school year OR whenever the student's first day of school is (whichever comes last).



Enrollment Processing Agenda

- Enrollment Pre-Requisites
- **Enrolling New Students**
- Enrollment Reports



Enrollment Processing: Enrolling New Students

Getting Started

Users can access the Enrollment Processing Module two ways:

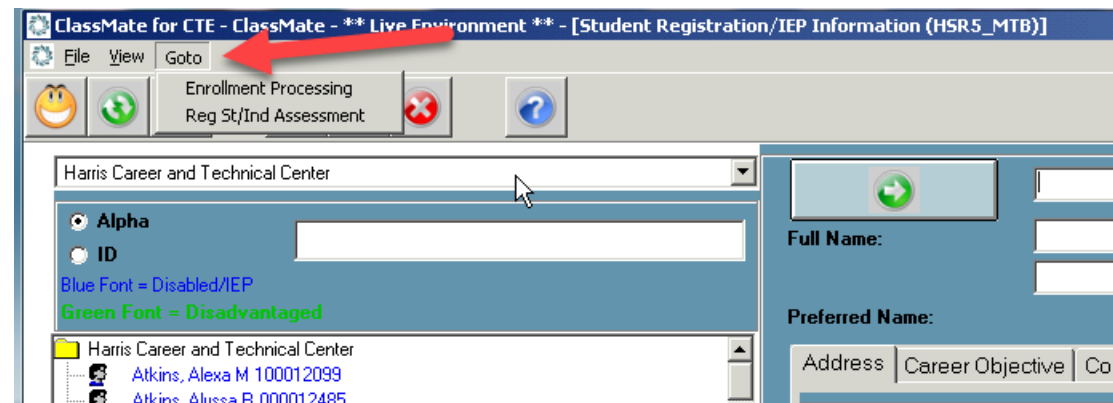
Double Click **My Modules** >
Double Click **Student Enrollment** >
Click **Enrollment Processing**



OR

From within the Student Registration Module:

Click the **Goto** Menu and select **Enrollment Processing**



Enrollment Processing:

Enrolling New Students

Enrolling Students in their Registered Course(s)

Click to Select the Student Name from the Student List on the left.

The Selected Student's Name will appear at the top of the Data Entry Window

Click Create New tab and make selections below:

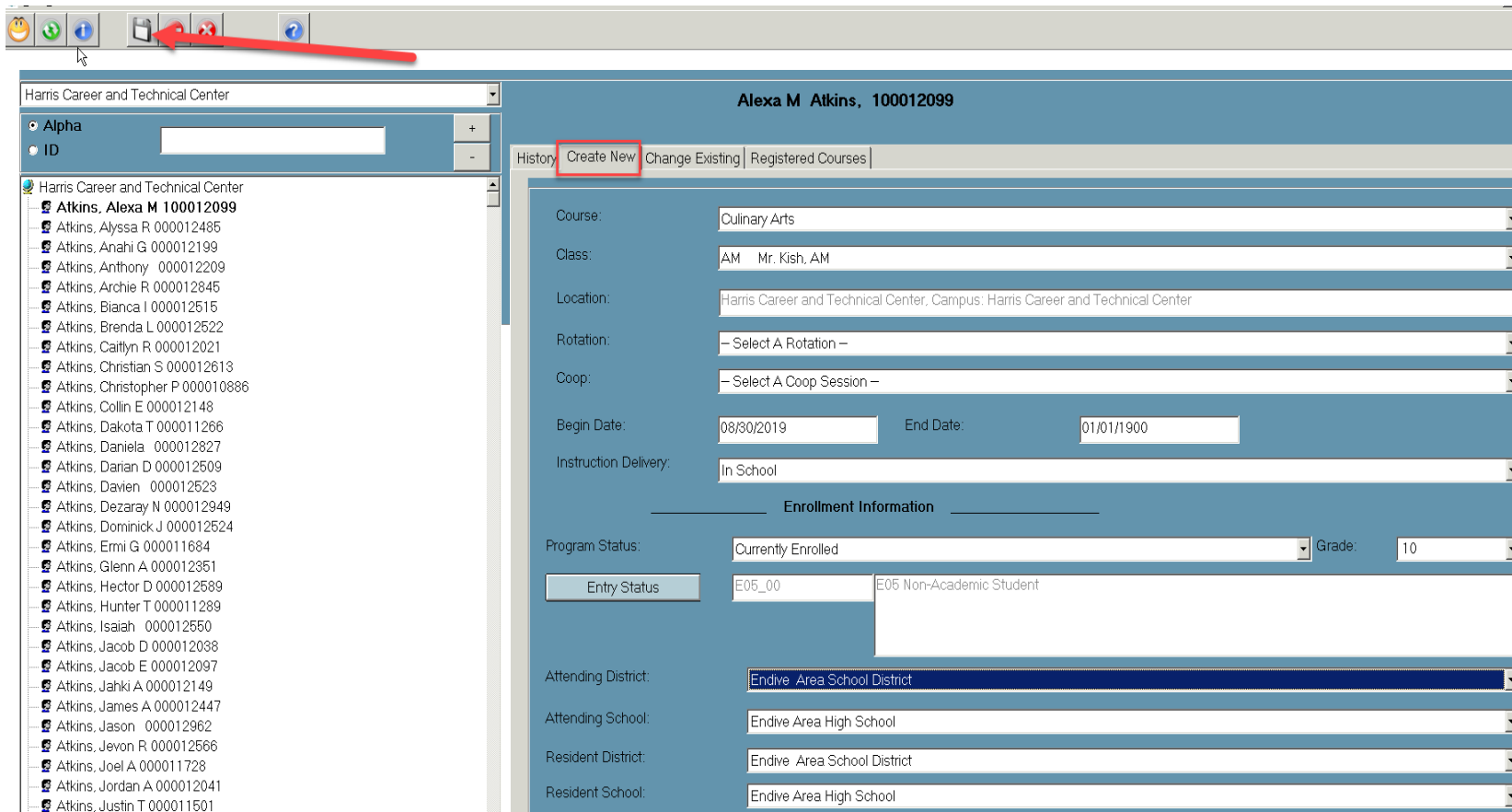
- **Course:** Click dropdown to select the students Registered Course
- **Class:** Click dropdown to select Class
- **Location:** Default location will auto-populate
- **Rotation:** Click dropdown to select (if applicable)
- **Coop:** Click dropdown to select (if applicable)
- **Begin Date:** Enter students Begin Date in the Course (defaults to first day of school)
- **End Date:** End Date defaults to 01/01/1900
- **Instruction Delivery:** Click dropdown to select (i.e. "In School")
- **Program Status:** Click dropdown to select (defaults to Currently Enrolled)
- **Grade:** Default will auto-populate
- **Entry Status:** Click Button to make selection (defaults to site set Custom Control setting)
- **Attending District / School:** Default will auto-populate
- **Resident District / School:** Default will auto-populate
- Click "Save" to save Enrollment data



Enrollment Processing:

Enrolling New Students

Enrolling Students in their Registered Course(s)



Harris Career and Technical Center

Alexa M Atkins, 100012099

History **Create New** Change Existing Registered Courses

Course: Culinary Arts

Class: AM Mr. Kish, AM

Location: Harris Career and Technical Center, Campus: Harris Career and Technical Center

Rotation: -- Select A Rotation --

Coop: -- Select A Coop Session --

Begin Date: 08/30/2019 End Date: 01/01/1900

Instruction Delivery: In School

Enrollment Information

Program Status: Currently Enrolled Grade: 10

Entry Status: E05_00 E05 Non-Academic Student

Attending District: Endive Area School District

Attending School: Endive Area High School

Resident District: Endive Area School District

Resident School: Endive Area High School

Enrollment Processing

Agenda

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Enrollment Processing: Reports

Enrollment Reports

ClassMate Reports can provide an up to date view of enrollment totals. The reports can be utilized by various staff at any time during the school year.

Getting Started

Double Click **My Reports** >
Double Click **Student Enrollment** >
Click report name to view

Commonly Used Enrollment Reports

Class Enrollment Report
Current Class Enrollment by Grade
Enrollment by Grade Report



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Questions?
Contact our Helpdesk!
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