

Introduction to: New Student Registration *w/ State Reporting* *inc: Services (NY)*

April 2019



Agenda

- **Registration Pre-Requisites**
 - Creating a New School Year
 - Module Assignment
- **Entering Data**
 - **New Student Registration Information Module**
 - Demographic Information
 - Student Contact Information
 - Program Choices
 - Special Population Information
 - Academics
- **Registration PIMS/SIRS Information Module**
 - Entering State reporting data
- **Registration Scenarios**
- **Entering Services for New Students (Special Education sites only)**
 - Registration Services Manager



- **Module Assignment**
 - **School Calendar Information**
 - School Calendar Management
 - **Student Registration**
 - Student Registration Information
 - SL Student Registration Information
 - **Student Enrollment**
 - Remove/Return Student
- **Report Assignment**
 - **Student Registration Reports**



New Student Registrations can be entered into ClassMate as soon as you begin receiving applications for the new year!



Pre-Requisites

Create a New School Year

(Mandatory Step)

Prior to projecting students, create a new school calendar for the upcoming school year into which you would like to project students.

Getting Started

Double click > **My Modules** > Double Click

School Calendar Information >

Click **School Calendar Management**



Getting Help

Please visit:

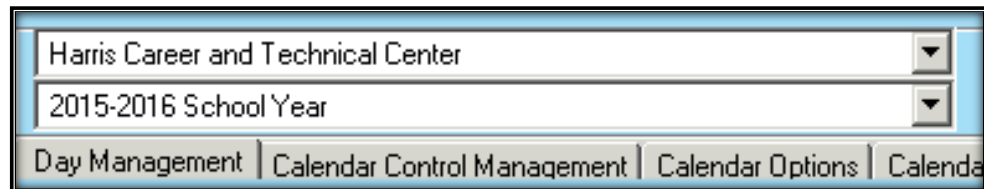
<http://www.classmate.net/classmate-user-state-documentation/> for an instructional video on creating a new school year.

A quick reference guide is also available by visiting our website. The title of the guide is: Creating & Updating the School Calendar

1 Create a New School Year.

Select the campus location from the drop down menu. Create a **New School Year & Calendar**.

EACH LOCATION will have a separate calendar.
Location calendars are maintained separately.
Not all sites have multiple locations.



Pre-Requisites

Creating a New School Year

New Year Description



2

- Move to the field located directly to the right of the calendar drop down. (This field may contain the current school calendar year.)
- Enter **New School Year** in the following format: full year and last two digits of the next year. For example: the school year 2012 & 2013 would be entered as **201213**.
- After the new school year has been entered in the system will automatically place you in the **Calendar Control Management Tab**
- In the field directly to the right of the 6 digit newly created year, enter and describe the new school year. For example, **2012-2013 School Year – North Campus**

NOTE: If your site is a multi location site a ClassMate Best Practice is to add the location name at the end of each calendar. For example: 2012-2013 School Year – North Campus

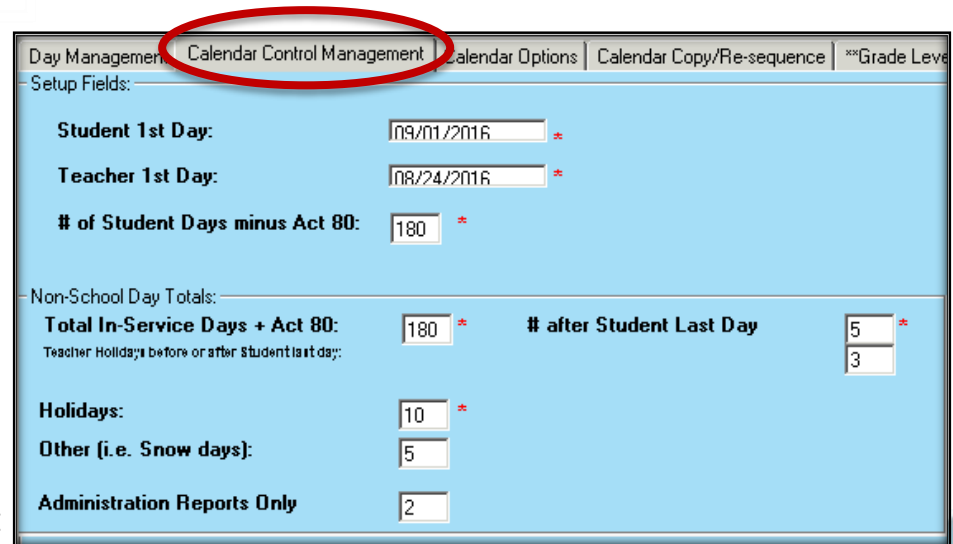


Pre-Requisites

Creating a New School Year

Populate the Following Required Fields

- 3 Student First Day
- Teacher First Day
- Number of Student Days minus Act 80 Day
- Total In-Service Days + Act 80 Days
 - # After Student last Day
 - Teacher Holiday Before or After Student Last Day
- Holidays



Field	Value	Required
Student 1st Day:	09/01/2016	*
Teacher 1st Day:	08/24/2016	*
# of Student Days minus Act 80:	180	*
Non-School Day Totals:		
Total In-Service Days + Act 80:	180	*
# after Student Last Day	5	*
Teacher Holidays before or after Student last day:	3	
Holidays:	10	*
Other (i.e. Snow days):	5	
Administration Reports Only	2	

ClassMate Auto-Calculated Fields

- Student Last Day
- Teacher Last Day
- Number of Teacher Days

Verify

- Location Selection
- School Year Description

Save the Calendar

Note: The **Red *** asterisk indicates required fields.

Pre-Requisites

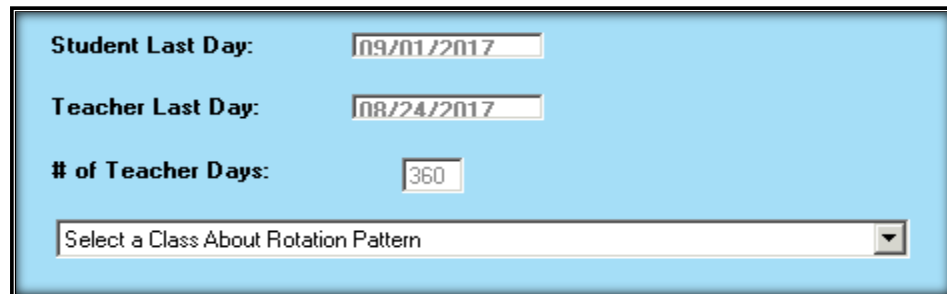
Save Function

After populating all required fields :

Click on the “save” button located along the top of the screen on the toolbar.

All calculations for :

- Student Last Day
- Teacher Last Day
- # Teacher Days



Student Last Day: 09/01/2017

Teacher Last Day: 08/24/2017

of Teacher Days: 360

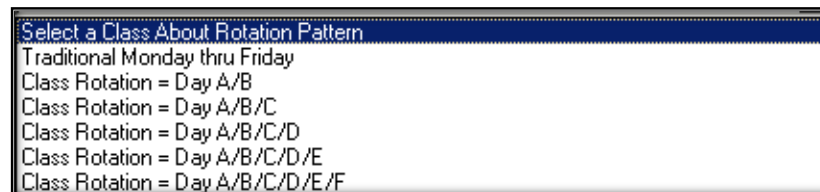
Select a Class About Rotation Pattern

Will be auto-generated and the fields will be populated.

Pick A Class About Rotation Pattern

You must select a class about rotation pattern, even if your school location follows a traditional Monday thru Friday.

Example: If your school location follows a 2 day rotation cycle (Day 1, Day 2, or Day A, Day B – select the Class Rotation to match.



Select a Class About Rotation Pattern

- Traditional Monday thru Friday
- Class Rotation = Day A/B
- Class Rotation = Day A/B/C
- Class Rotation = Day A/B/C/D
- Class Rotation = Day A/B/C/D/E
- Class Rotation = Day A/B/C/D/E/F



Pre-Requisites

Verifying Calendar Days

After populating all required fields & Saving the Calendar , the **Day Management Tab** will be populated with the number of requested calendar days. Verify all dates and ensure they match the fields entered.

Please take note of:

Setup Column:

Number of identified days that need to be setup or scheduled in the system.

Scheduled Column:

Indicates the number of days by type you have identified or scheduled in the system.

Goal:

The goal is to have the Setup column equal the scheduled column. This ensures the correct number of days have been scheduled.

	Setup	Scheduled
Inservice Days:	9	4
Holidays:	18	15
Other (i.e. Snow days):	0	0
Admin Only	1	0



Pre-Requisites

Verifying Calendar Days

After populating all required fields & Saving the Calendar , the **Day Management Tab** will be populated with the number of requested calendar days. Verify all dates and ensure they match the fields entered.

Please take note of:

Student Days:

The number of student days previously entered

Last Day (Students):

Indicates the students last day based on what has been entered into the system. Keep in mind as you identify calendar days as holidays, etc. This date will change.

Teacher Days :

The number of teacher days previously entered

Last Day (Teacher):

Indicates the teachers last day based on what has been entered into the system. Keep in mind as you identify calendar days as in-service, etc. This date will change



Student Days:	181
Last Day:	06/05/2012
Teacher Days:	185
Last Day:	06/05/2012

Reminder:

Please visit:

<http://www.classmate.net/classmate-user-state-documentation/> for an instructional video on creating a new school year.

A quick reference guide is also available by visiting our website. The title of the guide is: Creating & Maintaining the School Calendar with Rotations



New Student Registration

Registration

- Entering New Student Registration Information
 - **Demographic Information**



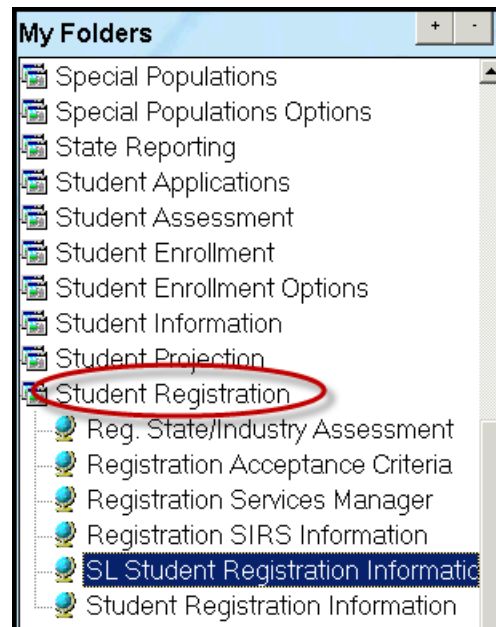
New Student Registration

New Students Registration

You may begin entering new students into registration as soon as the completed applications begin to arrive. Remember you must create a new school year calendar prior to entering **ANY** new students.

Getting Started

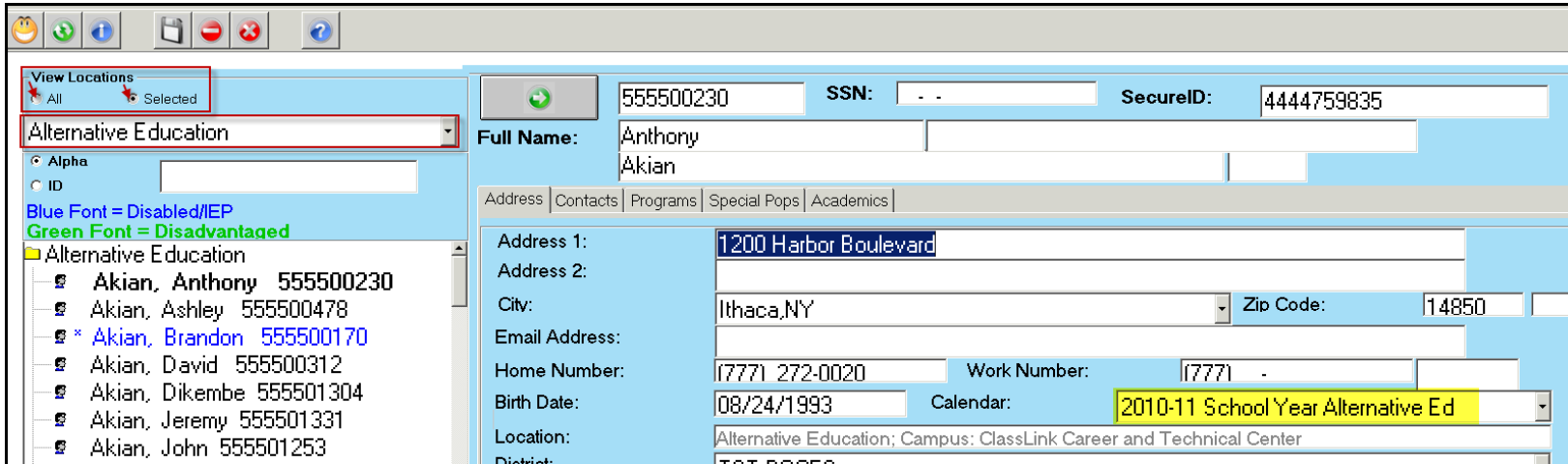
Double click > **My Modules** > Double Click **Student Registration** > Double Click **Student Registration Information** or **SL Student Registration Information**



New Student Registration

Getting Started

New Students Registration



View Locations
All Selected

Alternative Education

- Alpha
- ID

Blue Font = Disabled/IEP
Green Font = Disadvantaged

- Alternative Education
 - Akian, Anthony 555500230
 - Akian, Ashley 555500478
 - * Akian, Brandon 555500170
 - Akian, David 555500312
 - Akian, Dikembe 555501304
 - Akian, Jeremy 555501331
 - Akian, John 555501253

555500230 SSN: - - SecureID: 4444759835

Full Name: Anthony Akian

Address | Contacts | Programs | Special Pops | Academics

Address 1: 1200 Harbor Boulevard
Address 2:
City: Ithaca, NY Zip Code: 14850
Email Address:
Home Number: (777) 272-0020 Work Number: (777) -
Birth Date: 08/24/1993 Calendar: 2010-11 School Year Alternative Ed
Location: Alternative Education; Campus: ClassLink Career and Technical Center
District: TCT-ROFEC

View Locations: This view only available in SL Student Registration module

Selecting Locations: Use the drop-down to alternate between the established locations

Single Location Students: To view the registered students for a selected/specific location , “selected” radio button should be used

Shared Students To view registered students for ALL locations, “ALL” radio button should be used
Shared students should be displayed in both lists, with the SAME ID number.
The Calendar determines the initial Student Location at registration. All Shared Students must have a CTE calendar. You must then “Share” the student with the Alternative Location.



New Student Registration

Student Registrants

New Student Applicants

Student Verification

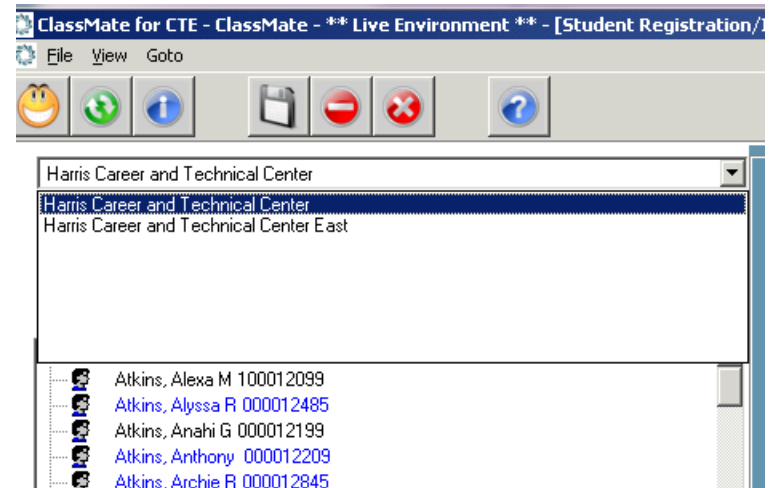
Applicant Process: In the event that applicants apply to locations separately, it is necessary to verify student registration information for existing profiles in the registration module. You **DO NOT** want to duplicate student records.

In the event that applicants that previously attended/withdrawn from the school in a past school year re-applies their data must be returned from Archive using **Remove/Return Student** module, these students **should not** be entered into ClassMate as new students. *An electronic quick reference guide on the topic is available on the ClassMate website, the guide is titled: Introduction to Student Deletion & Archive Student Return.*

New Students: Within each available location, search through the list of registered students and confirm a record does not exist for that student. If the student information is **NOT** found, continue with **New Student Entry**.

If the student record **DOES** exist, verify the applicant information and **update** the record as necessary... such as adding the **NEW** location, if necessary.

*Note: Remember to review each list. If student record information associated with the **Special Pops** Tab is incorrectly entered, students will not populate in multiple lists.*



New Student Registration - Address Tab

New Students Registration

Student ID Number

Begin by creating a new student by:

New ID: Click the **Green Arrow** button to allow ClassMate to auto create a student ID number.

If you would like to enter customized ID, Click in the field located to right of the green arrow button. Type the student's ID and hit **Tab** to advance to the next field.

Each student **MUST** have a **UNIQUE ID**.

- **The following fields are REQUIRED for PIMS (PA State Reporting) & SIRS (NY State Reporting) please complete at this time if information is known.**
 - Unlisted (requirement for NY SIRS reporting if Home Number is unlisted)
 - Military Guardian
 - Resident District
 - Resident School
 - Responsible/Funding District
 - Gender
 - Primary Race (Multi-Racial / Hispanic Indicator and additional Race if available)

Note: Calendar selection determines your location placement. Shared students will use the Special Pops Tab to designate the second location for registration. The "Location" field will auto populate once the calendar is selected.

Once all data entered Click Save at top of module

*Note: Clicking the **Delete**, red circle, icon will delete all registration information for this student.*



New Student Registration - Address Tab

New Student Registration: Address Tab Required Fields

1. **Student ID.** Every new student must have a unique student ID. ClassMate can generate an ID or an existing ID numbering system can be used.
2. **Student First Name.** Every new student must have a first name entered into the system.
3. **Student Last Name.** Every new student must have a last name entered into the system.
4. **Student Street Address.** Every new student must have an address entered into the system.
5. **Student City, State & Zip Code.** Every new student must have an address entered into the system.
6. **Calendar Year.** Select the Upcoming School Calendar year from the drop down menu.
7. **Students District.** Select the students school district from the drop down menu.
8. **Students Sending School.** Select the students sending school from the drop down menu
9. **Students Grade Level.** Select the students grade for the upcoming school year. For example, if the student is currently a 9th grader and would like to attend the CTE in the upcoming school year, enter grade 10.
10. **Student Type.** Select the type of student, if the student is in High School Select HS, if in Middle School then select MS, etc.

Best Practice: If ALL information is not available during initial registration it is a ClassMate best practice to accurately populate as many known fields at this time and update as required.



New Student Registration - Address Tab

100012099 SSN: - - SecureID: 4444382559

Full Name: Alexa M

Preferred Name: Atkins

Address Career Objective Contacts Programs Special Pops Academics

Address 1: 7599 Bath Pike Blvd

Address 2:

City: Easton, PA Zip Code: 18042

Email Address:

Home Number: (777) 632-9600 Unlisted Work #: (777) -

Cell #: () - Military Guardian: N

Birth Date: 06/24/2001 Calendar: 201617 -- Select A Calendar & Location

Location: 000001 Harris Career and Technical Center

District: Endive Area School District

School: Endive Area High School

Resident District: Endive Area School District

Resident School: -- Select A Resident School

Responsible/ Funding District: Endive Area School District

Grade Level: 10 Student Type: HS Rotating: i Gender: F

Primary Race: Hispanic Ethnicity (Any Race) Application Date: 12/28/2015

Race 2: Unknown

Race 3: Unknown

Race 4: Unknown

Race 5: Unknown

Multi-Racial Indicator

Hispanic Ethnicity: Yes No

District Student ID: 000026167 Probable Session: N/A Status:



Best Practice: If ALL information is not available during initial registration it is a ClassMate best practice to accurately populate as many known fields at this time and update as required.

New Student Registration - Address Tab

New Student Registration: Address Tab Additional Fields

Status Field.

Status:

The status field in Student Registration is very important. This is the main indicator to tell at which process the student is within their Registration/Enrollment Process.

If the Status = A (ACTIVE)

If the status in Student Registration Information says “**A**”, that means the student is currently Active in Student Registration and is NOT CURRENTLY ENROLLED. The student may be projected into the new school year, but until the new school year rolls around (after rollover) the student will remain active in Student Registration. Once the student is enrolled (after rollover), you will notice the Status turns to an “**I**” (INACTIVE) automatically. This is because the student is no longer active in Registration, they are now ACTIVE in ENROLLMENT and can be found in the Student Master Information module now. From this point on (once the student is enrolled), Student Registration module should **NOT** be used for this student anymore. Therefore any changes that must be made to this students demographic information must be done using Student Master Information (including contacts).

You will still use Student Registration Information module for NEW students entering your school.

Example: Sally Smith was registered & projected into Cos for 14-15 school year. Rollover occurred, and it is now the 14-15 school year. In Student Registration Sally now has an Inactive Status. I need to update Sally’s address, I will do so in Student Master Information because Sally is Enrolled.

That same day, John Doe’s application came in, I entered him in Student Registration; John Doe has an Active status since he is not enrolled yet, I can continue to update John Doe’s information in Student Registration until he is enrolled.



New Student Registration - Address Tab

New Student Registration: Address Tab Additional Fields

Status Field.

Status:

The status field in Student Registration is very important. This is the main indicator to tell at which process the student is within their Registration/Enrollment Process.

If the Status = I (INACTIVE)

If the status in Student Registration Information says “I”, that means the student is currently Inactive in Student Registration and is CURRENTLY ENROLLED. Therefore this student can be found using the Student Master Information module. **Student Registration Information module should no longer be used for this student!!!** Instead, any changes that must be made to this students demographic information must be done using Student Master Information (including contacts).

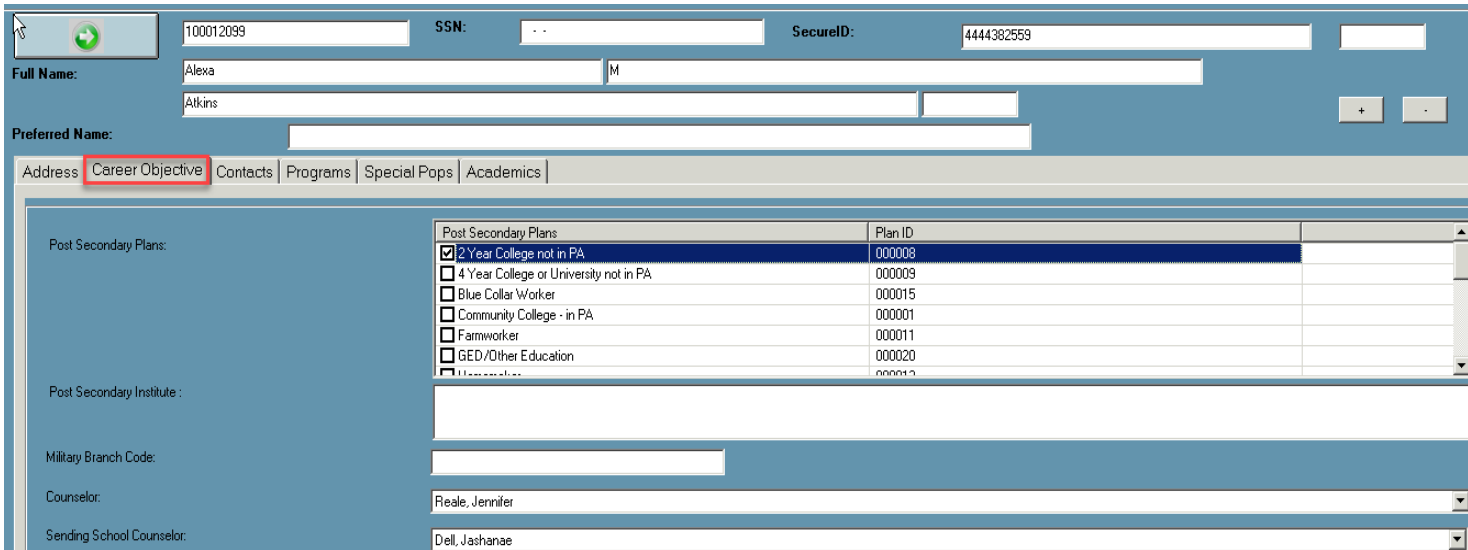
Example: Bailey Baker needs an update to her demographic information. I opened the Student Registration Information module and notice her Status says I. I immediately close this module, open Student Master Information module and make the changes there.



New Student Registration –Career Objective Tab

- Post Secondary Plans** allow the user to select the students Post Secondary Plan, if known
- Post Secondary Institute** allows the user to identify the students Post Secondary Institute plan, if known
- Military Branch Code** allows the user to enter the students Military Branch acceptance, if known
- Counselor Field** permits the user to assign a **CTE/BOCES Counselor** to the student registration record.
- Sending School Counselor** permits the user to assign a **Sending School Counselor** to the student registration record.

NOTE: Sending School Counselors must be *flagged* in the **Personnel Management** Module. Under the **School Personnel Tab**, set the “School Counselor” flag to “Yes”



Post Secondary Plans	Plan ID
<input checked="" type="checkbox"/> 2 Year College not in PA	000008
<input type="checkbox"/> 4 Year College or University not in PA	000009
<input type="checkbox"/> Blue Collar Worker	000015
<input type="checkbox"/> Community College - in PA	000001
<input type="checkbox"/> Farmworker	000011
<input type="checkbox"/> GED/Other Education	000020
<input type="checkbox"/> 11	000012



Best Practice: If ALL information is not available during initial registration it is a ClassMate best practice to accurately populate as many known fields at this time and update as required.

New Student Registration

Registration

- Entering New Student Registration Information
 - Demographic Information
 - **Student Contact Information**



New Student Registration - Contacts Tab

The address and phone numbers will auto fill with the student information entered on the address tab. Highlight and type over to edit as needed. Create a **separate** entry for **EACH** contact listed

Populate the following fields:

- **Title, Type and Full Name** (**Note:** Each new Contact is identified by the “Type”. You can only use each Type ONCE per student)
- **Address, City and Zip Code**
- **Email address** (if using Parent Portal, required for access)
- **Home, Work and Cell phone numbers** (if using ClassMate Alert functionality indicate by selecting 0 to not call, 1 to call first and 2 for second call)
- **Primary contact** : Click “**T**” to indicate the contact is the primary for this student. Each student **MUST** have one primary contact listed. There can only be **ONE** primary contact listed per student
- **Alternate Contact:** This field is necessary for NY SIRS state reporting for reporting Alternate Guardians. A contact cannot be flagged as Primary Contract T and be flagged as Alternate Contact T. An error will be generated if you try this. To include an Alternate Contact in correspondences click Yes for Include in Correspondence.
- **Resident:** If indicator is set to T, then when the students address information changes, it will also update this contacts’ information.
- **Language spoken** (if applicable)
- **Include in Correspondence:** Primary contact receives correspondence by default. **DO NOT** mark “yes” for primary contact. Click “**Yes**” only if this secondary contact has “dual” custody or a legal right to view and receive confidential student correspondence.
- **Parent Portal Access:** If your site utilizes ClassMate Parent Portal: Click “Yes” to indicate access to Parent Portal (requires valid email address entry)



Best Practice: If ALL information is not available during initial registration it is a ClassMate best practice to accurately populate as many known fields at this time and update as required.

New Student Registration - Contacts Tab

100012099 SSN: SecureID: 4444382559

Full Name: Alexa M
Atkins

Preferred Name:

Address | Career Objective | **Contacts** | Programs | Special Pops | Academics

Title: Mr. Type: Father

Full Name: Alex Atkins

Address 1: 7599 Bath-Pike Blvd
Address 2:

City: Easton,PA Zip Code: 18042

Email Address: Alert? No Yes

Home Number: (777) 632-9600 Alert? 0 1 2

Work Number: (777) - Ext: Alert? 0 1 2

Cell Phone Number: (777) 632-9600 Alert? 0 1 2

Primary Contact: F Alternate Contact: F Resident: T

Language: English

Include in Correspondence: Yes No Parent Portal Access: No Yes

PRM	ALT	RES	Phone	Name	Type	Cell Phone	Language
F	F	T	(777) 632-9600	Mr. Alex Atkins	Father	(777) 632-9600	English
F	F	F	(777) 771-9748	Mr. Basalie Reale	Foster Mother	() -777	English
T	F	T	(777) 632-9600	Mrs. Elizabeth Atkins	Emergency Contact other than ...	(777) 425-9057	English



New Student Registration

Registration

- Entering New Student Registration Information
 - Demographic Information
 - Student Contact Information
 - **Program Choices**

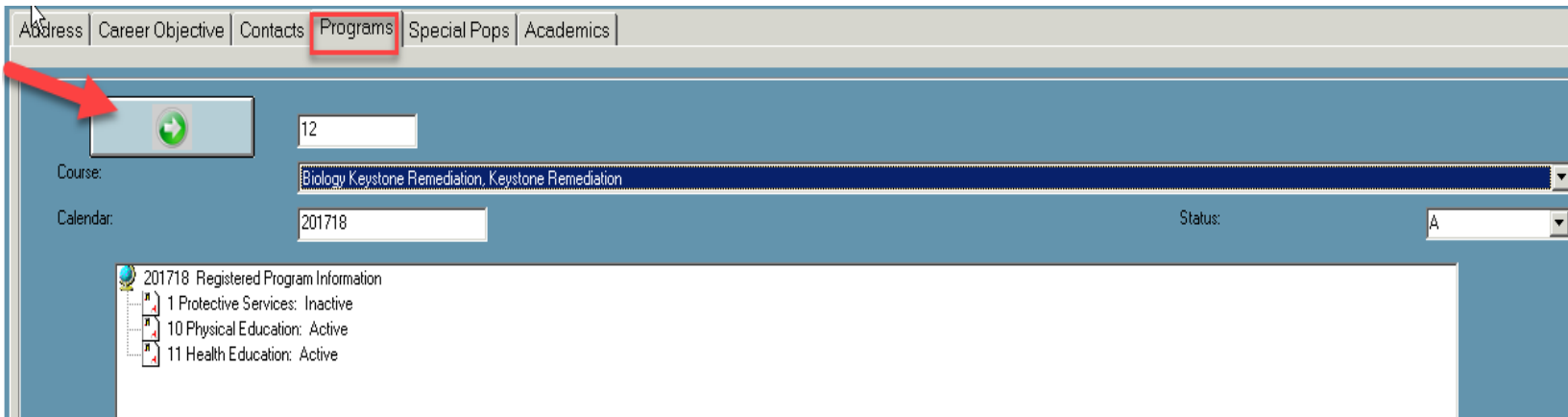


New Student Registration - Programs Tab


Double click > **My Modules** > Double Click **Student Registration** > Click **Programs Tab**

Select Program Choices

- Click the **Green Arrow** button to allow ClassMate to auto create a Program Preference number. You can overwrite the auto created number by highlighting and typing
- Create separate preference entries for **EACH** course choice
- Select the Course by clicking on the drop down menu and single clicking the desired Course
NOTE: **Course** Drop-down list will include ALL courses for ALL Locations
- Click **Save**
- Verify **Course** and **Preference** displayed in Registration Program Information for accuracy



Address | Career Objective | Contacts | **Programs** | Special Pops | Academics

 12

Course:

Calendar: Status:

201718 Registered Program Information

- 1 Protective Services: Inactive
- 10 Physical Education: Active
- 11 Health Education: Active

New Student Registration

Registration

- Entering New Student Registration Information
 - Demographic Information
 - Student Contact Information
 - Program Choices
 - **Special Populations Information**



New Student Registration - Special Populations Tab

Double click > **My Modules** > Double Click **Student Registration** > Click **Special Pops**

Using the drop down menus populate all known fields for all student regardless of location if applicable:

- Disadvantaged
- Disabled
- ***Alternate Ed (required for shared location students)**
- ***Special Ed (required for shared location students)**
- 504 Plan
- At Risk
- Non-Traditional
- CDOS Eligible (NY Only)
- 4+1 Career Pathway (NY Only)
- Behavior Support Plan on File
- IEP on File
- IEP Dates

- Click **View All** radio button
- Click **Special Population** that applies to the student



Best Practice: If ALL information is not available during initial registration it is a ClassMate best practice to accurately populate as many known fields at this time and update as required.

New Student Registration – Special Pops tab



Address | Career Objective | Contacts | Programs | **Special Pops** | Academics

Disadvantaged: Disabled: Alternative Ed.:

504 Plan: At Risk: Non-Traditional:

Behavior Support Plan On File IEP On File

CDOS Eligible: 4+1 Career Pathway:

IEP Received Date: IEP Support Level:

IEP Meeting Date: IEP Expiration Date:

IEP Effective Date: Open Word:

View All View Assigned Special Populations

Special Population	Special Pop. Programs	Student
<input type="checkbox"/> Autistic/Autism	Disabled	
<input type="checkbox"/> Deaf-Blindness	Disabled	
<input type="checkbox"/> Hearing impairment includ...	Disabled	
<input type="checkbox"/> Intellectual disability	Disabled	
<input type="checkbox"/> Multiple disabilities	Disabled	
<input type="checkbox"/> Orthopedic impairment	Disabled	
<input checked="" type="checkbox"/> Specific learning disability	Disabled	100012099
<input type="checkbox"/> Speech or language impa...	Disabled	
<input type="checkbox"/> Traumatic brain injury	Disabled	
<input type="checkbox"/> Visual impairment includin...	Disabled	
<input type="checkbox"/> Other health impairment	Disabled	
<input type="checkbox"/> Emotional disturbance	Disabled	
<input type="checkbox"/> Developmental delay	Disabled	
<input type="checkbox"/> Infants and Toddlers with ...	Disabled	

Select A Primary Disability

Disabilities
<input type="checkbox"/> Autistic/Autism
<input type="checkbox"/> Deaf-Blindness
<input type="checkbox"/> Hearing impairment including d...
<input type="checkbox"/> Intellectual disability
<input type="checkbox"/> Multiple disabilities
<input type="checkbox"/> Orthopedic impairment
<input checked="" type="checkbox"/> Specific learning disability
<input type="checkbox"/> Speech or language impairment
<input type="checkbox"/> Traumatic brain injury
<input type="checkbox"/> Visual impairment including bli...
<input type="checkbox"/> Other health impairment
<input type="checkbox"/> Emotional disturbance
<input type="checkbox"/> Developmental delay
<input type="checkbox"/> Infants and Toddlers with Disa...

Select students Primary Disability from this list to auto-populate in list to Left.

Then if student has multiple disabilities make additional selections in left listing



New Student Registration

Special Populations Tab – SHARING STUDENTS

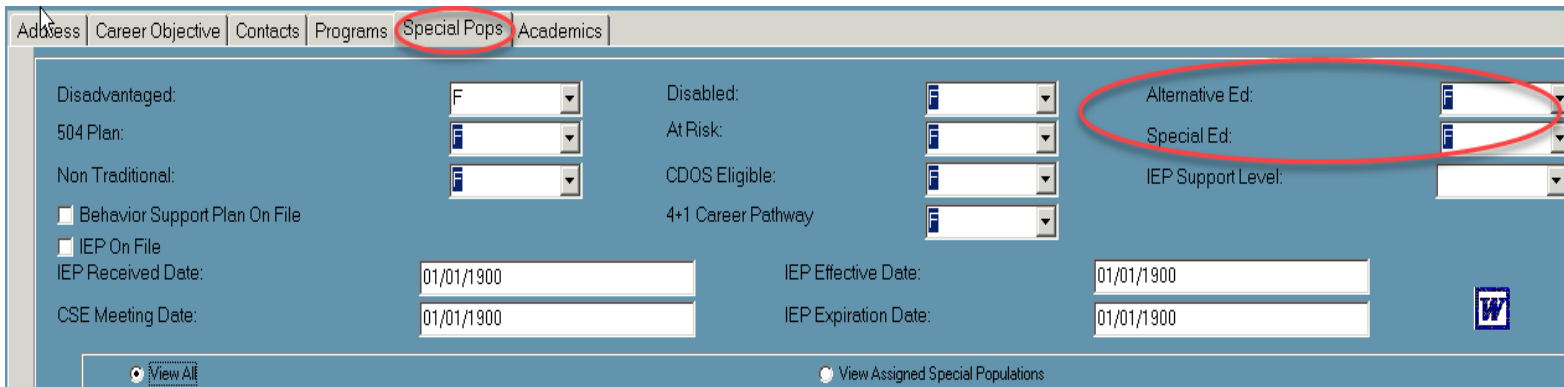
Double click > **My Modules** > Double Click **Student Registration** > Click **Special Pops**

****Completion of the Special Populations tab is mandatory to register a SL (Shared Location) student in ClassMate.**

Click **“T”** to indicate the Special Pops that apply for this student. It is critical that the **“T”** & **“F”** accurately reflect student Registration when student is shared.

Note Special Pop assignment is not required for Alternative ONLY or Special Ed Student only (non-shared students), the Calendar assignment should be the Alt Ed location or Special Ed location. Only when the student is shared with a second location is Special Pop identifier required.

- Click **“T”** for **Alternative Ed** to share this student with **ALT ED**
- Click **“T”** for **Special Ed** to share this student with **Spec Ed**.



Address | Career Objective | Contacts | Programs | **Special Pops** | Academics

Disadvantaged: F
 504 Plan: F
 Non Traditional: F
 Behavior Support Plan On File
 IEP On File
 IEP Received Date: 01/01/1900
 CSE Meeting Date: 01/01/1900

Disabled: F
 At Risk: F
 CDOS Eligible: F
 4+1 Career Pathway: F

Alternative Ed: F
 Special Ed: F
 IEP Support Level: [dropdown]
 W



New Student Registration

Registration

- Entering New Student Registration Information
 - Demographic Information
 - Student Contact Information
 - Program Choices
 - Special Population s Information
 - **Academics**

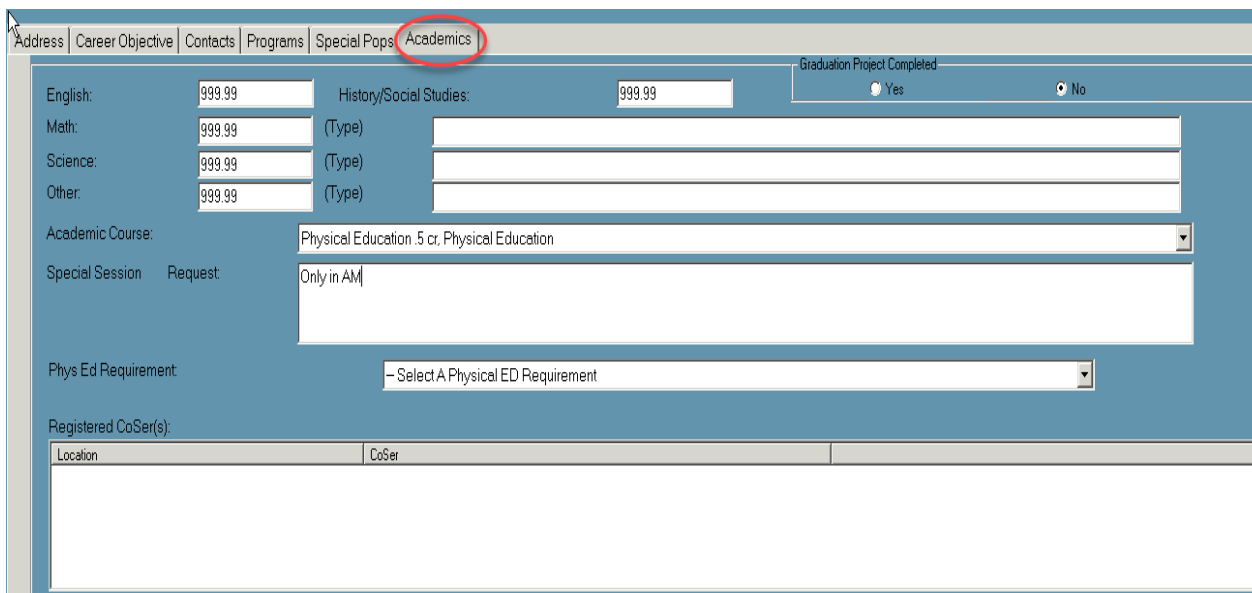


New Student Registration - Academics Tab

New Student Registration

Double click > **My Modules** > Double Click **Student Projection** > Click **Student Registration** > Click **Academics Tab**

If known enter any relevant academic information . This would include request for remedial courses and/or a physical education requirement. Additionally, this might include academic information or absenteeism that may need to be noted.



Location	CoSer
----------	-------

NOTE: The academic tab is **not mandatory** to register a student, however, if the information is available during registration it is a ClassMate best practice to accurately populate known fields at this time.

NOTE: The **Academic Course** drop-down list will include **ALL** courses for **ALL** locations.



New Student Registration

Registration

- **Registration PIMS/SIRS Information Module**
 - Registration Tab 1
 - Registration Tab 2
 - Registration Tab 3



New Student Registration Registration PIMS/SIRS

Registration PIMS/SIRS Information Module

You may begin entering new students into registration as soon as the completed applications begin to arrive. Additionally you may begin to enter any known State Reporting data.

Remember you must create a new school year prior to entering **ANY** new students.

Getting Started

Double click > **Modules** > Double Click
Student Registration > Click **Registration PIMS/SIRS
Information**



New Student Registration Registration PIMS/SIRS

Registration PIMS/SIRS Information Module

After registering students for the upcoming school year you can begin to enter any known PIMS/SIRS data as well.

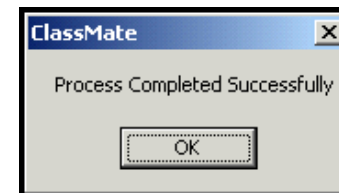
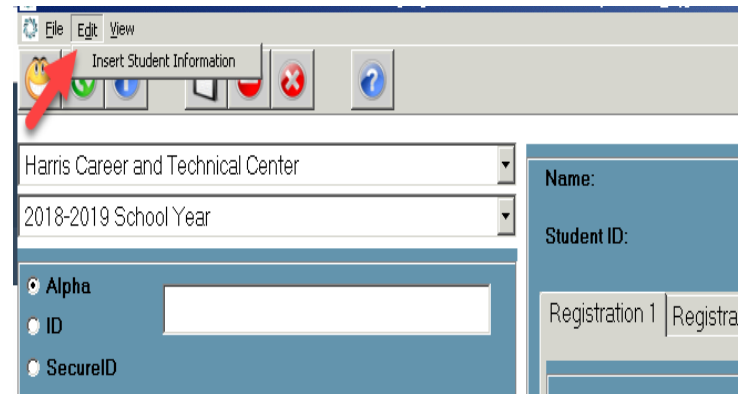
To begin, you must first **Insert** the students

1. **Select location (if you have multiple)**
2. Select the new year calendar, example if doing registration for 2013-14 select the 2013-14 calendar.
But if you are entering 2014-2015 student information, select the 201415 Calendar
3. Click “Edit” and “Insert Student Information”

A message will display indicating the process is complete

NOTE: You must insert student information **EACH** time you open the module **IF** you have added new students to the registration module.

You will also need to select the Location & New Year Calendar each time you open this module



New Student Registration Registration PIMS/SIRS



Registration PIMS/SIRS Information Module *Registration Tab 1*

Select Student. Click on the student name. After you have selected the student, the Name, Student ID and State SecureID will display at the top of the screen.

Click **“Registration 1”** tab. Enter all known information in the correct fields. Please reference your state manual for clarification and guidelines regarding these data fields.

Click **“Save”** after you have completed data entry. You can return to the module and tabs to update & edit the fields as needed.

Name: Atkins, Alexa M

Student ID: 100012099 **State SecureID:** 4444382559

Registration 1 | Registration 2

Guardian Relationship: Minor

Special Education: No IEP or Exited IEP > 2 yrs

Challenge Type: Select IEP Primary Disability

Graduation Status: Select Graduation Status

Student Status: Select Student Status

Home Language: English Gifted: Not Applicable

Diploma Code: Select Diploma Code

EL Status: never EL

EL Start Date: 01/01/1900 EL End Date: 01/01/1900

LIEP Type: Select a Language Instruction Program Type

Technical Program Hours: 0 Post Secondary Credits: 0

State of Birth: City of Birth:

Country of Birth: 2330

Address 3:

Create Date/Create User: 04/18/2019 3:44:11 cmiltenberger

Modified Date/Modified User: 04/18/2019 3:44:11 cmiltenberger



New Student Registration Registration PIMS/SIRS



Registration PIMS/SIRS Information Module Registration Tab 2

Select Student. Click on the student name. After you have selected the student, the name and student ID will display at the top of the screen.

Click **“Registration 2”** tab. Enter all known information in the correct fields. Please reference state manual for clarification and guidelines regarding these data fields.

Click **“Save”** after you have completed data entry. You can return to the module and tabs to update & edit the fields as needed.

The screenshot shows the 'Registration 2' tab in a web application. The form is organized into several sections:

- Entry Dates:** Fields for Years In US Schools, District Entry Date, State Entry Date, ELL Bilingual Start Date, Grade 9 Entry Date, School Entry Date, Initial US Entry Date, and Inoculation Date, all with date pickers set to 01/01/1900.
- Residency:** Dropdown menus for Natural/Adoptive Parent Resident District and Natural Parent Resident School.
- Academic and Special Programs:** Radio button groups for Repeat Last Yr, Foreign Exchange, Immigrant, Academic Instruction, Title I, Title III, Court Placed, Home Schooled, HSTW, School Choice Provision, Dual Enrollment, Agency Placed, LEP/ELL Eligibility, Neglected/Delinquent, Migrant Status, CTE Indicator, Winter Assessment, Spring Assessment, Summer Assessment, Met CSB Benchmark, and EOP Exam Exempt.
- Homeless Status:** A dropdown for Expected Post Graduate Activity, a dropdown for Homeless status, and date pickers for Homeless Start Date and Homeless End Date.
- Assessment Participation:** A dropdown menu currently showing 'N/A: not participating in assessment'.



New Student Registration

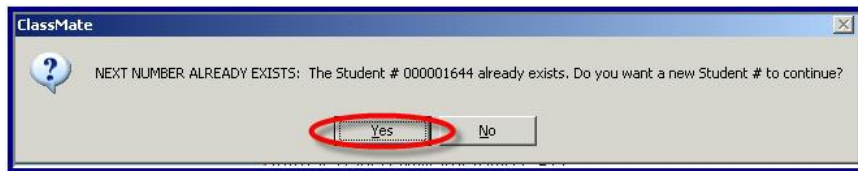
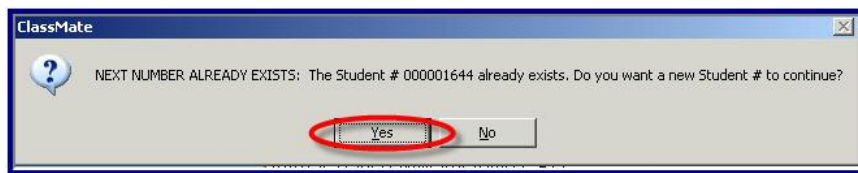
Registration

- **Registration Scenario**
 - Duplicate ID



New Student Registration Scenarios

I am trying to register a new student and a duplicate record message appears. Why is this happening? What should I do?



The error message generated has two main causes:

1. The **Student ID Number** you are trying to use to register the new student **already exists** in ClassMate.

Solution:

In this case, you would want to give the student being registered a new **Student ID Number**.

ClassMate can auto-generate a new **Student ID Number** for the student
OR

Highlight the **Student ID Number** and type the desired number in the field.

Click **“Save”**



New Student Registration Registration Scenarios

I am trying to register a new student and a duplicate record message appears. Why is this happening? What should I do?

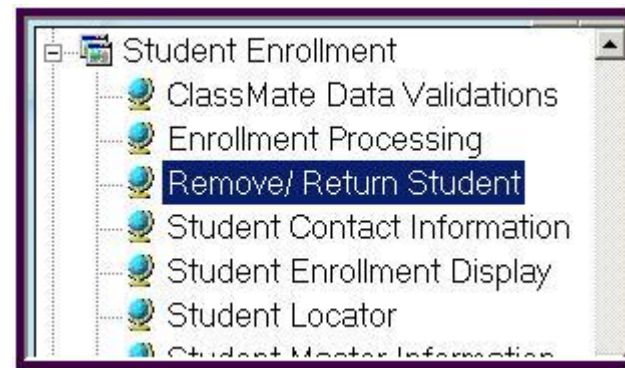
The error message generated has two main causes:

2. The student you are trying to register exists in archive data.

Solution:

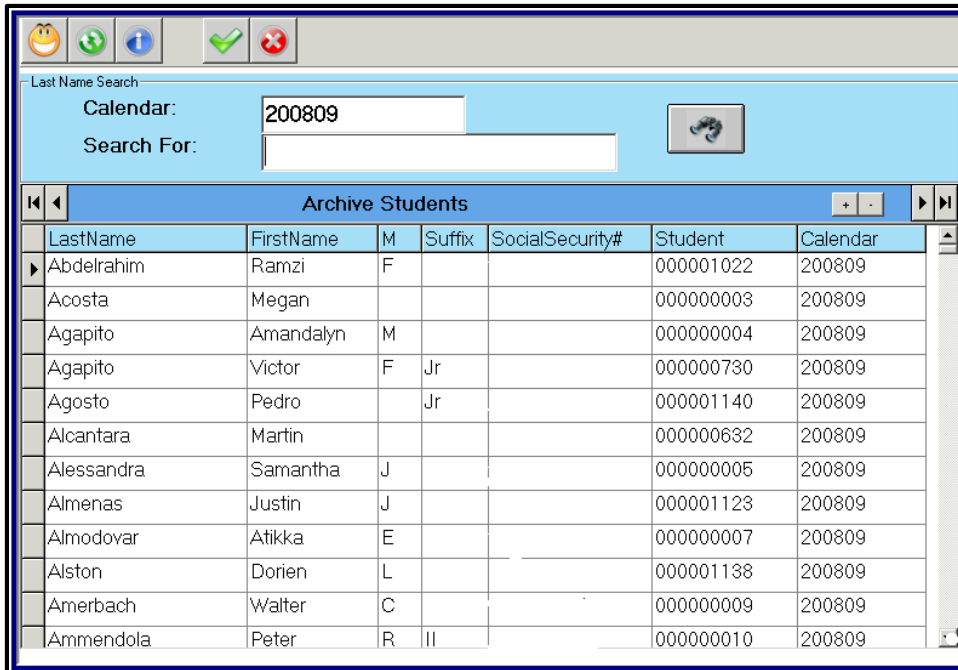
Return the student from **Archive Data**

Double click > **My Modules** > Double Click **Student Enrollment** > Click **Remove/Return Student**



New Student Registration Registration Scenarios

I am trying to register a new student and a duplicate record message appears. Why is this happening? What should I do?



Last Name Search

Calendar: 200809

Search For:

Archive Students						
LastName	FirstName	M	Suffix	SocialSecurity#	Student	Calendar
Abdelrahim	Ramzi	F			000001022	200809
Acosta	Megan				000000003	200809
Agapito	Amandalyn	M			000000004	200809
Agapito	Victor	F	Jr		000000730	200809
Agosto	Pedro		Jr		000001140	200809
Alcantara	Martin				000000632	200809
Alessandra	Samantha	J			000000005	200809
Almenas	Justin	J			000001123	200809
Almodovar	Atikka	E			000000007	200809
Alston	Dorien	L			000001138	200809
Amerbach	Walter	C			000000009	200809
Ammendola	Peter	R	II		000000010	200809

- Click the **BLUE Archive Button**
- Enter the **Archive Year**. For example (201415)
- Click on **Binoculars icon**. Students from 201415 will appear
- Enter **Student Last Name** in the search for field
- Select the Student by Clicking on the **Green Check Mark Icon**

Note: Ensure you have selected the correct select Archive Year and Student Name



New Student Registration Registration Scenarios



I am trying to register a new student and a duplicate record message appears. Why is this happening? What should I do?

- Select option 2B > Click "True"
- Click the desired registration information by clicking in the box to the left of item
- Click "Save"
- Return to the Student Registration module to locate the student.

The program choices can be updated and the student can be projected if desired.

The screenshot shows the 'Delete/Return Student' window. At the top, there are dropdown menus for 'Harris Career and Technical Center' and '2018-2019 School Year'. A red arrow points to the 'Archive' button. Below this, there are input fields for 'Date' (04/18/2019 3:48:43 PM), 'Student' (100012099), and 'Name' (Alexa M Atkins). The main area contains instructions for two options: '1. Delete Student' and '2. Return Archive Student Options'. Under '2. Return Archive Student Options', there are three sub-options: 'Option 2A', 'Option 2B', and a general instruction. 'Option 2B' is circled in red. To the right of the text are radio buttons for '1. Delete Student', '2A: Return ALL', and '2B: Return Selected'. The '2B: Return Selected' radio button is selected. Below the text is a table with columns 'Name' and 'ID'. The 'Registration' row is highlighted in blue and has a red box around its checkbox.

Name	ID
<input type="checkbox"/> CATS Student Achievements	1117247035
<input checked="" type="checkbox"/> Registration	1485248346
<input type="checkbox"/> Registration Assessment	184491836
<input type="checkbox"/> Registration Contacts	1501248403
<input type="checkbox"/> Registration Programs	1517248460
<input type="checkbox"/> Registration Special Population	200491893
<input type="checkbox"/> Registration State Reporting Inf...	1175427707
<input type="checkbox"/> Skill Certificates	216491950
<input type="checkbox"/> Student Assessment	232492007
<input type="checkbox"/> Student Certification Monthly H...	376492520



Note: Ensure you have selected the correct Archive Year and Student Name

New Student Registration With Services – NY Only

Registration

- **Entering Services for New Students**
 - Registration Services Manager



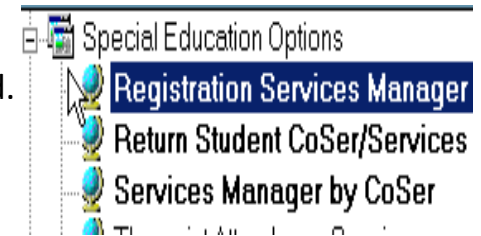
New Student Registration with Services

Getting Started Registration Services Manager – CoSers Tab

Double Click **Modules** > Double click **Special Education Options** > Click **Registration Services Manager**

Overview

Utilize the Registration Services Manager to assign CoSers, Services, and write memos on New Students. Only use this module for New Students who are not yet enrolled.



Assigning CoSers to Students

1. Click on a **Student**
2. Click the **CoSers Tab**
3. Click the **Green** Next Number button to generate the next available ID number
4. Enter the **Begin Date**
Note: the Begin Date will Default to Today's date. Update the date to the first day of school or the first day the student will start the CoSer.
5. Enter the **End Date** – this could be the last day of school or the date when the student will end the CoSer.
6. The Responsible District will default to the district that's assigned as the Responsible/Funding District
7. Select the **CoSer** from the drop-down list
8. The **Billing Location** will default to the students location
9. The **FTP % (Full Time Percentage)** field defaults to 50, adjust accordingly
10. Select the **Session** when the student is in the CoSer (ex: AM, FD, PM)
11. Include **Billing** select Yes or No depending upon your sites billing
12. Include in **SIRS Reporting** select Yes or No depending upon your site
13. Click **"Save"**



New Student Registration Registration Services Manager



Registration Services Manager – CoSers Tab

Joseph M. Barry Career & Tech Education Center

Active
 Inactive
 Both

Search

Alpha
 ID
 SecureID

Joseph M. Barry Career & Tech Education Center

- Atkins, Ada : 581999175 4444290435
- NE Atkins, Amy : 581999282 4444842743
- Atkins, Andrew P: 081730001 4444
- NE Atkins, Angelina : 582000668 4444969357
- R Atkins, Anthony : 582000188 4444070531
- NE Atkins, Armando I : 581994413 4444564086
- R Atkins, Berlin : 582000374 4444115665
- SE Atkins, Brandon : 581998440 4444689300

Ada Atkins
Student ID: 581999175 Secure ID: 4444290435

CoSers | Service History | Services | Memo

Begin Date: End Date:

Responsible District:

COSER:

Billing Location:

FTP %: Session:

Include in Billing: Yes No
 Include in SIRS reporting: Yes No

#	StartD...	EndDate	Funding	COSER
1	01/20/...	05/01/...	BALD	004256 - ELAP with Resource Room



New Student Registration Registration Services Manager

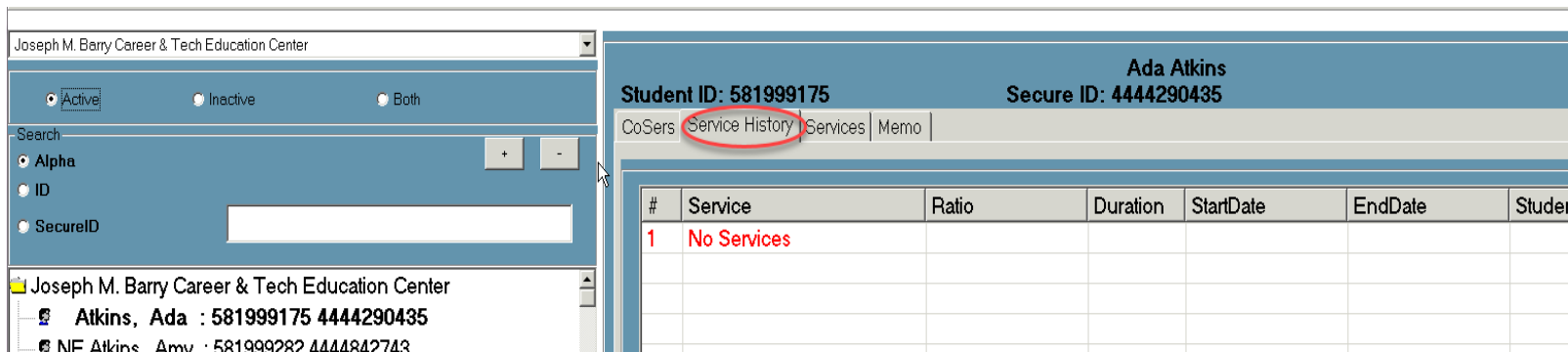
Registration Services Manager - Service History Tab

The Service History Tab would display any previous Services the student has. New Students should not have any Services appear on this tab.

This tab is informational only and updates **CANNOT** be made on this tab.

To View Service History:

1. Click a **Student** from the Student Name list on the left
2. Click on the **Service History Tab**



The screenshot shows the 'Registration Services Manager' interface. On the left, there is a search panel for 'Joseph M. Barry Career & Tech Education Center' with radio buttons for 'Active', 'Inactive', and 'Both'. Below the search panel, a list of students is shown, with 'Atkins, Ada : 581999175 4444290435' selected. The main area displays the student's details: 'Ada Atkins', 'Student ID: 581999175', and 'Secure ID: 4444290435'. Below this, there are tabs for 'CoSers', 'Service History', 'Services', and 'Memo'. The 'Service History' tab is selected and circled in red. Below the tabs is a table with the following structure:

#	Service	Ratio	Duration	StartDate	EndDate	Studer
1	No Services					



New Student Registration Registration Services Manager

Registration Services Manager – Services Tab

Creating a new Service

1. Click a **Student** from the Student Name list on the left
2. Click on the **Service Tab**
3. Click the **Green** Next Number button to generate the next available ID number
4. Select a **Service** from the Service drop-down list
5. Select a **District** from the drop-down list
6. Select a **Site/Building** from the drop-down list
7. Select the **Ratio** (ex: Daily, Weekly, Monthly)
8. Select a time **Duration** from the drop-down (ranges from 15-360 minutes)
9. Enter the number of times per week the service is provided in the **Frequency** field

Note: The Option & Program CoSer information will auto-populate once you click on another field



New Student Registration Registration Services Manager

Registration Services Manager – Services Tab

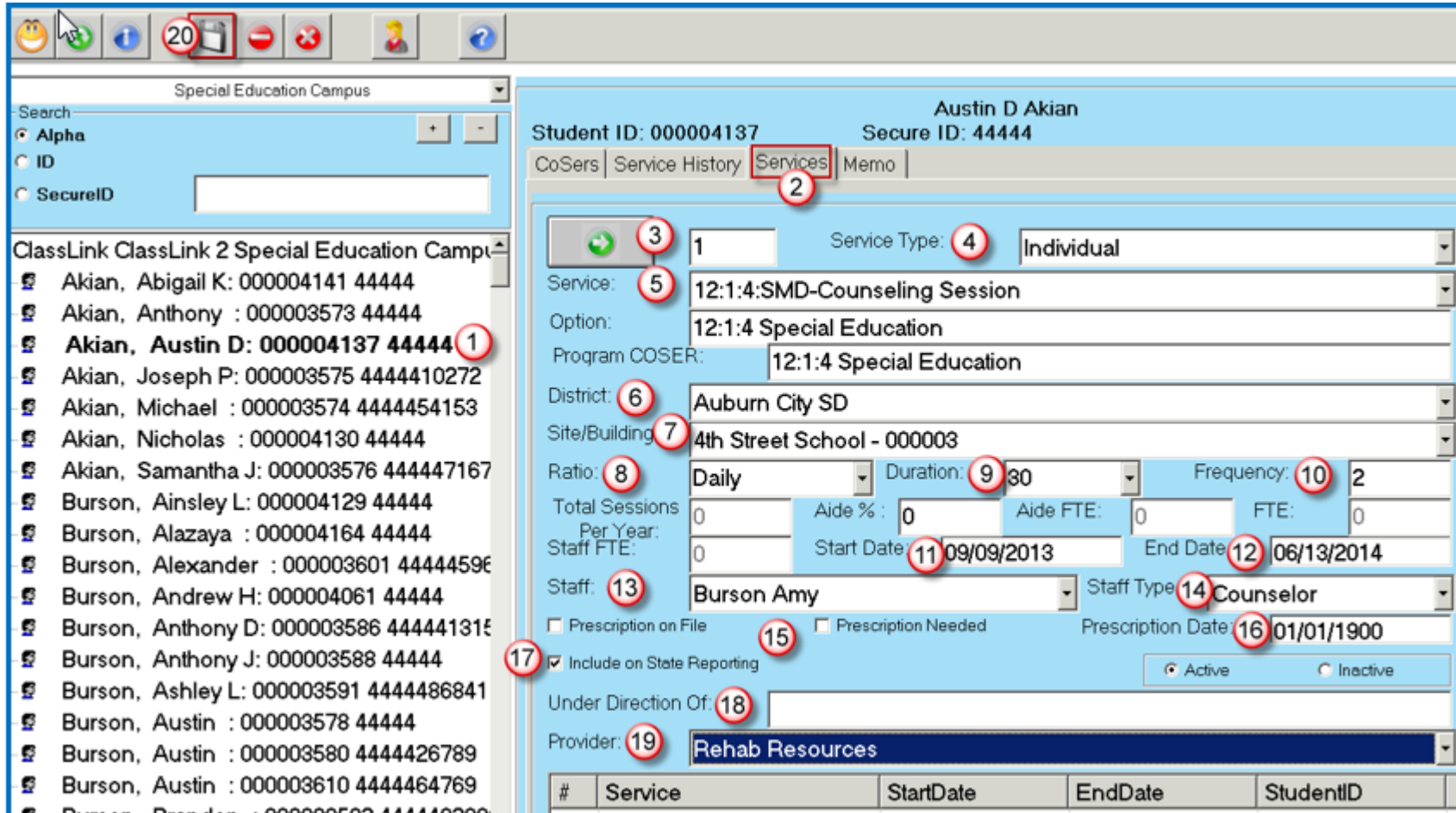
Creating a new Service

10. Enter a percentage number in the **Aide % of Time** field
11. Enter the **Start Date** for the service
12. Enter the **End Date** for the service
13. Assign a **Staff Member** using the Staff drop-down
14. Select a **Staff Type** using the drop-down
15. Click the checkbox to select one or all the following:
 - Prescription on File
 - Prescription Needed
 - Include on State Reporting
16. If Prescription on File is checked, enter a **Prescription Date**
17. If to be included for State Reporting select Yes
18. Enter the Physician's name in the **Under Direction Of** field.
19. Then select a **Provider type** using the drop-down.
20. Click "**Save**" to save changes



New Student Registration Registration Services Manager

Registration Services Manager – Services Tab



Special Education Campus

Search
 Alpha
 ID
 SecureID

ClassLink ClassLink 2 Special Education Camp

- Akian, Abigail K: 000004141 44444
- Akian, Anthony : 000003573 44444
- Akian, Austin D: 000004137 44444** ①
- Akian, Joseph P: 000003575 4444410272
- Akian, Michael : 000003574 4444454153
- Akian, Nicholas : 000004130 44444
- Akian, Samantha J: 000003576 444447167
- Burson, Ainsley L: 000004129 44444
- Burson, Alazaya : 000004164 44444
- Burson, Alexander : 000003601 44444596
- Burson, Andrew H: 000004061 44444
- Burson, Anthony D: 000003586 444441315
- Burson, Anthony J: 000003588 44444
- Burson, Ashley L: 000003591 4444486841
- Burson, Austin : 000003578 44444
- Burson, Austin : 000003580 4444426789
- Burson, Austin : 000003610 4444464769

Student ID: 000004137 Austin D Akian
 Secure ID: 44444

CoSers | Service History | **Services** | Memo ②

③ 1 Service Type: ④ Individual

Service: ⑤ 12:1:4:SMD-Counseling Session

Option: 12:1:4 Special Education

Program COSER: 12:1:4 Special Education

District: ⑥ Auburn City SD

Site/Building: ⑦ 4th Street School - 000003

Ratio: ⑧ Daily Duration: ⑨ 30 Frequency: ⑩ 2

Total Sessions Per Year: 0 Aide % : 0 Aide FTE: 0 FTE: 0

Staff FTE: 0 Start Date: ⑪ 09/09/2013 End Date: ⑫ 06/13/2014

Staff: ⑬ Burson Amy Staff Type: ⑭ Counselor

Prescription on File ⑮ Prescription Needed Prescription Date: ⑯ 01/01/1900

Include on State Reporting Active Inactive

Under Direction Of: ⑰

Provider: ⑱ Rehab Resources

#	Service	StartDate	EndDate	StudentID
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New Student Registration Registration Services Manager

Registration Services Manager – Memo Tab

Creating a Memo

1. Click a **Student** from the Student Name list on the left
2. Click the **Services Tab**
3. Click on the **Service** that you want to enter a memo for
4. Click on the **Memo Tab**
 - a) Note: the Service Name that was selected in Step #3 will show
5. Enter the **comment/note/memo**
6. Click the **ABC button** to utilize spell check
7. Click the **“Save”** button



New Student Registration Registration Services Manager



Registration Services Manager – Memo Tab

Creating a Memo

Student ID: 000004137 Austin D Akian
Secure ID: 44444

CoSers | Service History | **Services** | Memo

Service Type: Individual

Service: 12:1:4:SMD-Counseling Session

Option: 12:1:4 Special Education

Program COSER: 12:1:4 Special Education

District: Auburn City SD

Site/Building: 4th Street School - 000003

Ratio: Daily Duration: 30 Frequency: 2

Total Sessions Per Year: 0 Aide %: 0 Aide FTE: 0 FTE: 0

Staff FTE: 0 Start Date: 09/09/2013 End Date: 06/13/2014

Staff: Burson Amy Staff Type: Counselor

Prescription on File: Prescription Needed: Prescription Date: 01/01/1900

Include on State Reporting: Active: Inactive:

Under Direction Of: _____

Provider: Rehab Resources

#	Service	StartDate	EndDate	StudentID
1	Counseling Session	09/09/2013	06/13/2014	000004137

Student ID: 000004137 Austin D Akian
Secure ID: 44444

CoSers | Service History | Services | **Memo**

12:1:4:SMD-Counseling Session

Did not push the student too hard during inital sessions. Let the student warm-up and talk to you. Utilize games and puzzles as needed during first ten sessions.

abc



ClassMate
1660 Valley Central Parkway
Suite 500
Bethlehem, PA 18017

Questions?
Contact our Helpdesk!
support.classmate.net
Phone: 1-855-984-1228

