

## PRE-ENROLLING NEW STUDENTS:

Did you know that you can pre-enroll students who will be coming to your district this fall? This is especially handy during Kindergarten Roundups and saves you time later this summer or at the start of school.

First off, be sure that the student is not or has not been previously enrolled in your district. This includes Pre-school and Head Start programs. Several districts are now using CIMS for their Pre-kindergarten reporting so be aware that your new Kindergartners may already have information in CIMS. If so, it is important that we use that existing record whenever possible for tracking purposes. If the student has attended your district previously, then skip down to the TRANSFER instructions portion of this document.

In all instances, be sure to enter the student's UIC number into CIMS if you have it. It is now required on ALL students for SRSD so you should get in the habit of knowing how to get it. Also, DO NOT enter the student in your building using the grade lower than where you want the student to be promoted to and DO NOT enter in an original enroll date on a NEW student using a date prior to the first day you actually expect the student to attend your school (currently enrolled students are an exception – see below). Doing either of these actions will likely come back to haunt you later.

Go ahead and add your student's Basic screen in CIMS as normal. When you get to the current year DISTRICT, SCHOOL, and CLASS you have a couple of choices to pick from. Your district may decide on a particular method to be used for this purpose; just be sure you are consistent within your district.

- You can add the student in your District and School, but use IN (Incoming) for Class. This would allow you to still access the student if necessary. However, it also means that since the student is technically assigned to your school, they will still show on reports and labels unless you specifically exclude them somehow. This fictional class level will be BYPASSED for SRSD Reporting.
- You can add the student in a fictitious IN District, IN School, and IN Class. This would keep the students from showing up in your reports and labels, but if your CIMS Assignment is limited to your district and/or building, you will not be able to access the student for any reason before the summer promotion occurs. Again, the fictional class level WILL NOT be reported to SRSD.

Regardless of what you use for current year information, just be sure that you fill in the next year information as your District, your School, and the Grade level that the student will be in. This assures that the student will get promoted into the proper grade over summer break. Grade level can easily be changed after promotions if necessary. For example, you may enter a student's next year class as K and then in the fall, change to K1 or K2 once class lists are established.

Continue adding your student, completing all fields on the Basic Screen and the Contact/Family information screens. Remember that you should use the first day you expect the student to attend your school as the Original Enroll date on the Basic Screen. (The only exception would be transferring in an already assigned student – see below.)

When you get to the Registration and Enrollment screen DO NOT enter in any information but press F12 to cancel the screen or just blank out the information in the Load, School, and District columns. This will keep the student from showing up in FTE reports or for attendance and scheduling purposes. The first day of school will be pre-loaded in the fall.

Even though the state now requires immunizations to be submitted directly from MCIR, your district may still enter shot records into CIMS; if so, you can also enter them.

### **TRANSFERS – PRE-ENROLLING A PREVIOUS STUDENT:**

PLEASE NOTE: If a student that is currently in your building has notified you that they will attend another building in your district this fall, DO NOT EXIT them on the last day of school with the intention of the new building transferring them in later. Simply put the next year district school and class as they will be at the new building. This is a much cleaner way of record keeping. When the “receiving” school does actually enroll the student the subsequent fall, the original enroll date SHOULD NOT BE CHANGED as this is the district enrollment date.

If you find that the student already has a record in your district *but has been dropped and is unassigned*, then simply transfer him/her into your building as you would any other unassigned student using STU.301T. Use the same procedures as above, indicating the current year District, School, and Class according to your chosen method of Incoming students, set your next year info to your District, School, and desired Class, and your Original Enroll date accordingly. Again, do not enter any data on the Registration and Enrollment screen. The student will promote to the next year school and grade as usual.

If your district is entering any Early Childhood programs into CIMS and you find the student is *currently enrolled in your district and is expecting to continue through the end of the year*, contact the Early Childhood office and have them set the next year District, School, and Class for you. This will ensure that the student promotes to your building and expected grade. DO NOT create a new CIMS Record for this child.

Those of you who have children attending a Head Start program at another district will again be able to pick them up from the unassigned area for a short period of time this fall. I will work with the districts involved in that situation so that you know which students already have CIMS records on them. If you are aware that the student is or has attended an Early Childhood/Head Start program at another district DO NOT create a new CIMS record; rather plan on transferring them in from the unassigned area after promotions.

Now is a good time to verify that all of your students have their next year information on them. Every district has a Report Writer Format defined that will print all of your students sorted by their Next Year School and Grade. For the most part, the format is NXT but it may be different in some of the districts; look for the description LIST NEXT YEAR SCHOOL NUMBER. This report would be submitted using ST.5530.

Keep in mind that students who have blank next year info will promote into "Never-Never" land. If you have any students who may even possibly be retained for next year, overwrite their next year info now. For those seniors who may be retained, be sure to overwrite their next year info now—it is easier to "graduate" them later than to transfer them back from the GRD district this fall. We do not want to send an SRSD Exit Status of "graduating" in the June file if that is not correct.

**ORIGINAL ENROLLMENT DATE:**

This field on the Basic Screen is to be used for the date that the student originally enrolled in your district. If you are transferring the student from one building or program to another within your district DO NOT CHANGE this date.

However, if the student has been previously enrolled but been away from your *DISTRICT*, then this date SHOULD BE CHANGED to reflect the student's new enrollment date with your district.

If you have any questions on this, please feel free to contact me.