

# **INTRODUCTION TO CIMS STUDENT SYSTEM**

## **BASIC STUDENT MAINTENANCE Enrolling, Exiting and Transferring Students**

**Revised August 2007**



Muskegon Area Intermediate School District

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## Basic Discussion regarding CIMS and SRSD

### Helpful hints for maneuvering around in CIMS—

- Menu items vs. Item numbers
- Various menus available
- Navigation vs. Selecting by Item number
- Changing assignments and fiscal years
- Key Stroke basics (F13 – F24); mouse vs. keyboard
- Entering dates – six digits, no spaces, no slashes (MMDDYY)
- Signing in and signing out of the system

### Additional handouts—

- Current Racial Ethnic Codes
- Using the Multi Racial Indicator
- Current Entry and Withdrawal Codes
- Crash course in CIMS General Report Writer ST.2260/ST.5530
- Brief overview of Student Tags STU.280
- Laser Labels (print in your office only) AOS.515 and ST.2260/ST.5530
- Student Downloads AOS.595
- Working with CIMS Spooled Files
- AOS Add on Programs “mini manual”

### CIMS Bulletin Board

[www.muskegonisd.org](http://www.muskegonisd.org)

Quick Links

CIMS Bulletin Board

MENU SMS000: STUDENT MANAGEMENT SYSTEM MAIN DEFAULT MENU

- |   |        |      |
|---|--------|------|
| 1. DISTRICT OPTIONS . . . . .                     | SMS200 | MENU |
| 2. SCHOOL OPTIONS . . . . .                       | SMS300 | MENU |
| 3. STUDENT RECORDS . . . . .                      | SMS400 | MENU |
| 4. STUDENT REGISTRATION . . . . .                 | SMS600 | MENU |
| 5. STUDENT ATTENDANCE SYSTEM . . . . .            | SAS000 | MENU |
| 6. STUDENT GRADING SYSTEM . . . . .               | SGS000 | MENU |
| 7. STUDENT SCHEDULING SYSTEM . . . . .            | SCH000 | MENU |
| 8. ELEMENTARY ATTENDANCE . . . . .                | ELMATT | MENU |
| 9. DISCIPLINE SYSTEM . . . . .                    | DISCIP | MENU |
| 10. STUDENT MANAGEMENT REPORTS . . . . .          | SMS500 | MENU |
| 11. STUDENT COUNT REPORTING (AKA FOURTH FRIDAY) . | FFRPT  | MENU |
| 12. MICHIGAN SINGLE RECORD STUDENT DATABASE...CMT | SRSD   | MENU |
| 13. IMMUNIZATION MENU . . . . .                   | IMMENU | MENU |
| 14. ELEMENTARY SCHEDULING ITEMS . . . . .         | ELESCH | MENU |
- More...

Option or Menu Item \_\_\_\_\_

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22/023

This is likely to be the first screen you see when you sign into CIMS, although your user name may be set to a different default screen. You can access any other menu in CIMS by simply typing in the Menu name on the line at the bottom of the screen.

Many popular menu items can be accessed by typing in the menu name below:

- BASIC Quick link to the Basic Screens used in Student Maintenance
- TAGS Many programs utilizing Student Tags
- ELESCH Elementary Scheduling options for Pinnacle schools
- SRSD Jump to menus used for SRSD Reporting
- GRDRPT Items used in aspects of Grade Reporting
- ECC Menu items for Early Childhood program basics

There are many other menus defined in CIMS and we also have the capability to create true custom menus for users who would like them.

Please enter:

Assignment selection . . . . . 1 Client H0120

Assignment Title	Work Area	Yr	Client
1. STUDENT MANAGEMENT SYSTEM MAIN DEFAULT MENU	MASALL	05	*ANY
2. STUDENT MANAGEMENT SYSTEM MAIN DEFAULT MENU	MASALL	04	*ANY
3. STUDENT MANAGEMENT SYSTEM MAIN DEFAULT MENU	MASALL	03	*ANY
4. STUDENT MANAGEMENT SYSTEM MAIN DEFAULT MENU	MASALL	02	*ANY
5. STUDENT MANAGEMENT SYSTEM MAIN DEFAULT MENU	MASALL	01	*ANY
6. STUDENT MANAGEMENT SYSTEM MAIN DEFAULT MENU	MASALL	00	*ANY
7. STUDENT MANAGEMENT SYSTEM MAIN DEFAULT MENU	MASALL	99	*ANY
8. PARENT@SCHOOL WEB VIEWER PROGRAMS	RASECD	05	RA210
9. PARENT@SCHOOL WEB VIEWER PROGRAMS	HOSECD	05	H0120 +

Signoff? N

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23/079

If you have security access to more than one building in your district, you can type 89 in the Option/Menu Item line and you can change your assignment.

From the User Assignment Selection screen, select the Assignment number that shows the Work Area you would like to be in for the current school year. The *current fiscal year* will be the last two numbers of the calendar year in which your seniors will graduate from your district. (IE: FY 07 represents the school year of 2006 – 2007.) Generally your primary assignment will be in a Work Area called xxSMSbbb with xx representing your district abbreviation and bbb representing your building number in CIMS.

Next year assignments are usually set up for everybody in January when the secondary buildings begin their scheduling. Current year assignments are deleted during the promotion process in July.

```

12/22/04  FY 05          SHERRI'S SCHOOL DISTRICT          08:31:44 QPADEV0177
SMS                    Basic Student Information            Ref: ST.3301 .01
☒ Contacts  ☒ Emergency  ☒ Registration  ☒ Tags  ☒ Requests  ☒ Health  ☒ SRSD

A      Student No. _____ School 300 District SLW
Add
Change
Delete
Lookup  Index: _____ Include: ALL Schools? _ or Unassigned? _
Index   ◎ 1=Name (L/F)          JAMES          ALICIA          Cls K1
End     ○ 2=Number
        ○ 3=File ID           █ _____
        ○ 4=By Family No.      _____
        ○ 5=Fam by P Cntct     _____
        ○ 6=Gen Stu Attr.      _____
        ○ 7=Attr. Values       _____
        ○ 8=Classes
        ○ 9=City Codes

(c) Computer Management Technologies Inc.

Auto Next Record? N

```



The Basic Student Information screen allows you to select which screens you want to access during this "visit" to the system. The default settings will return each time you start a new session with this screen.

Select screens you wish to view or work with by clicking the buttons with your mouse to select them or unselect them.

If you want to look up existing students, simply type an I to Index your students. If you press Enter, you will see a listing of all of your students alphabetically; place an X next to the one you want to work with. You can place your index listing by entering in the first few letters of the last name, or you can limit to a particular class by typing in the class level. (Make sure the Index selector is set at number 1.)

To add a new student, enter A in the command area and press Enter.

```

12/22/04  FY 05          SHERRI'S SCHOOL DISTRICT          08:41:11 QPADEV0177
SMS          Basic Student Information          Ref: ST.3301 .11
File ID  Last          First          Middle          Other          Suffix
-----
Sex:  _   DOB:  _____   Age: 00   Birthplace:  _____
          Dis Sch Cl Number   UIC Number   Stu Rec Restricted? N
Current Year : SLW 300  _____   0000000000   Orig Enroll: 0/00/00
Next Year . :  _____   Soc. Sec. #: 000-00-0000
Last Attended:  _____
Transfer from:  _____
Family 1: *ADD  _____   Family 2:  _____   Resides: 1 (1/2)   Privacy: N
          Stu Ph#:  _____   231   Unl? N

          00000 0000

Year of Graduation  _____   Special Ed Code  _____
Native Language  _____   RESIDENCY STATUS  _____
Ethnic Group  _____   Medical Code  _____   RESIDENT DISTRICT  _____
Parent Code  _____   EDUCATION DISTRICT  _____
Lunch Code  _____   NONCONVENTIONAL CATE  _____
Add  [F3=Exit]  [F4=Index]  [F5=Reset]  [F10=SpIn]  [F12=Cncl]

```

Required fields on the CIMS Basic Student Information Page:

Last Name, First Name (be sure these MATCH what is shown on the birth certificate)  
Sex, Date of Birth

- These four fields MUST BE ACCURATE as they determine the UIC number

Birthplace  
Class (grade level), UIC number if you have it  
Original Enrollment Date

- Family 1
- Some districts use family phone number (issues), F4 to search existing file, or \*ADD to let system assign randomly

Student Phone number  
Year of Graduation  
Residency Status  
Ethnic Group  
Resident District, Education District

- F4 to search and select the most appropriate choice for attributes

```

12/22/04  FY 05          SHERRI'S SCHOOL DISTRICT          08:48:20 QPADEV0177
SMS          Primary Contact Information          Ref: STU.305 .11
Student No: 762737 ALICIA M. JAMES          FEMALE Class: K1
SHERRI'S PUBLIC ELEMENTARY SCHOOL          Stu Phone: 231 777-1234          Age: 05
          Fam ID:          12545

Primary for Family 1
Call Last Name          First Name          Middle          Title Relationship
1 JONES          JAMES

Home: 1234          GRANT          ST          MUSKEGON
St: MI Zip: 49442 - 0000
Phone: 231 719-9999 Unl? N          City Cd:          Map Grid:

Mail: 1234          GRANT          ST          MUSKEGON
St: MI Zip: 49442 - 0000

Employer:          Work:          Ext:
Occupation:          CELL          Ext:
          PAGER          Ext:

E-mail:

Print? Label: Y Report Card: Y Attend Ltr: Y Discipline Ltr: Y Schedule: Y
          F7=Secondary F9=Additional Contacts F10=Special Instructions
Mode: Add          F3=Exit          F5=Reset          F12=Cancel

```

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08/002

Every student must have at least one contact identified as the Primary Contact in Family 1. Up to 99 total contacts can be entered for a student, each having a different call priority. Contact #1 and #2 are reserved for the Primary Family, #3 and #4 are for the Secondary Family, and #5 is generally used to indicate a Doctor.

Required fields for Family Screen:

- Last Name
- First Name
- Address information (required on Primary for Family 1 only)
- City, State, Zip
- Phone number

Press F7 to enter/view information on secondary contact in Family 1

Press F9 to add other contacts (grandparents, babysitters, etc.)

```

12/22/04  FY 05          SHERRI'S SCHOOL DISTRICT          08:51:15 QPADEV0177
SMS                      Emergency Information              Ref: STU.350 .11
Student No: 762737 ALICIA M. JAMES                      FEMALE Class: K1
ELEMENTARY  Couns:          HR:          Family PH: 231 719-9999 Age: 05
                                           Family ID: 12545

Seq Name                      Res Relationship Area Phone  Ext
-----
1 JAMES JONES                 Y                231 719-9999
2 SAMANTHA JAMES              Y MOTHER         231 719-9999
6 PAULINE SMITH               GRANDMOTHER      231 777-1111

Student # Sch Dis Cl  First      Last      Birthdate Age Sex
-----
762737 300 SLW K1  ALICIA    M JAMES   6/26/99  5  F
757883 300 SLW 02  BRITTNEY L JONES   10/15/99 5  F

Mode: Lookup    F3=Exit          F10=Special Instructions    F12=Cancel

MA  b                                                    01/001

```

The Emergency screen is a view of all contact information on the student as well as a listing of all siblings in your district associated with the primary family number. Verify that your contact information is correct.

This is a display only and any changes will need to be made on the main contact information screens.



```

12/22/04  FY 05          SHERRI'S SCHOOL DISTRICT          08:57:27 QPADEV0177
SMS          Student Tag Assignments          Ref: STU.304 .01
Student No: 762737 ALICIA M. JAMES          FEMALE Age: 05
          ELEMENTARY          Class: K1 Year: 05          Phone: 777-1234

  █          Tag ____
Add
Change
Delete
Lookup
Index          Index: 1
End          1 = Tags on File
          2 = Tag Definitions
          3 = Tag Definitions by Category ____

Auto Next Record? N

MA  b          07/006

```

Tags can be used to group students together for purposes of labels or reports. Tags can be set up for teachers, school activities, etc.

- A to Add Tag to students
- I to Index available Tag Definitions
- E to End and bypass this screen

New Tags are created using STU.280.

```

12/22/04  FY 05          SHERRI'S SCHOOL DISTRICT          09:00:09  QPADEV0177
SMS          Access to Multiple Student Health Records          SHR.306M.01

District:  SLW
School:    300

Student:   000762737

or Multiple Students:  N (Y/N)
or Students with Tag:  ___

Immunization  C (CL)   Medication  _ (CL)   Health log   _ (CL)
Vision        _ (CL)   Hearing      _ (CL)   Tuberculosis _ (CL)
Tags          _ (ACDL)

F3=Exit  F4=Prompt  F5=Reset  F12=Cancel

MA  b 16/044

```

The Student Health Records portion of the system requires an additional level of security which you may or may not have. If you can't access this screen and believe you should be able to, please contact your district security person to authorize your access.

To enter Immunization information type C in Immunizations and press Enter. Information can also be recorded on Vision and Hearing tests.

To bypass this screen, press Enter.

Medication and Health Logs are also available options in CIMS and can be set up to meet the needs of a district or school.

```

12/22/04  FY 05          HOLTON PUBLIC SCHOOLS          09:08:03 QPADEV0177
SMS                      Immunizations                  Ref: SHR.306 .11

District: 120 School: 152 Student No: 751496 ██████████
Class: PP DOB: 4/05/00 FEMALE Age: 4 Medical Alert: N (Y/N)
Homeroom: 12 Homeroom Teacher: CORNELISSE J Counselor:

Comments: _____ Exclusion Tag: _____

Immun  Status Notes Date      Date      Date      Date      Date      Date
DPT     OK      -    6/19/00   8/21/00   10/26/00   7/24/01   _____
POLIO   OK      -    6/19/00   8/21/00   10/26/00   7/24/01   _____
MMR     OK      -    4/20/01   _____ _____ _____ _____
CHK POX OK      -    4/20/01   _____ _____ _____ _____
HIB     OK      -    6/19/00   8/21/00   10/26/00   7/24/01   _____
HEP B   OK      -    4/05/00   5/18/00   12/04/00   _____ _____

F2=Letter F3=Exit F4=Index F5=Reset F12=Cancel F18=Print

```

Enter dates of shot information as listed. The system will automatically calculate status based on student's age, dates of shots, and Health Department guidelines. This information will be used to generate the IP-100 reports for the Health Department.

Valid values for Status column (press F4 to index):

- HC = Had Chicken Pox
- HD = Had Disease
- IC = Incomplete
- ME = Medical Excuse
- OK = Complete
- PROV = Provisional
- RE = Religious Excuse
- WA = Waivered

F18 = Shift + F6 will print out a hard copy of the student's shot record but only if you access it directly through the School Health Records Menu SMS430.



—PROCESSING STUDENTS DROPS (Withdrawals)—

4/05/05	FY 05	SHERRI'S SCHOOL DISTRICT			13:22:11	QPADEV0013
SMS	Basic Student Information			Ref: ST.3301 .11		
File ID	Last	First	Middle	Other	Suffix	
762737	JAMES	ALICIA	MARIE			
Sex: F		DOB: 6/26/99	Age: 05	Birthplace: MUSKEGON		
Dis		Sch Cl	Number	UIC Number	Stu Rec Restricted? N	
Current Year :		SLW 300 K1	762737	0000000000	Orig Enroll: 12/17/04	
Next Year . . :					Soc. Sec. #: 123-45-6789	
Last Attended:						
Transfer from:						
Family 1: 12545		Family 2:		Resides: 1 (1/2) Privacy: N		
JAMES JONES				Stu Ph#: 777-1234 231 Unl? N		
1234 GRANT ST				Fam Ph#: 719-9999 231 Unl? N		
MUSKEGON		MI 49442 0000				
HR Number :		AM Bus:	Counselor:			
HR Teacher:		PM Bus:	Locker . . :			
Year of Graduation		17	Special Ed Code		Socio-Economic Level	
Native Language			Title I Indicator		RESIDENCY STATUS R	
Ethnic Group		EG	Medical Code		RESIDENT DISTRICT FP	
Parent Code					EDUCATION DISTRICT FP	
Lunch Code					NONCONVENTIONAL CATE	
Change		F3=Exit	F4=Index	F5=Reset	F10=SpIn	F12=Cncl

Review of Student Basic Information Screen (ST.3301)

- Current year district, school, and class
- Original enrollment date
- Attribute values at bottom of page
- Student Phone Number
- Family number—system assigned vs. “phone number” usage
- Resident District/Status/Education District

As a common courtesy, do a PrintScreen of the Student’s Basic Information Screen before you process their withdrawal and place it in the CA-60 file so that this information is available to the receiving school, especially if there is a UIC number on the student.

4/05/05 FY 05	SHERRI'S SCHOOL DISTRICT	13:26:56	QPADEV0013
SMS	Student Transfer	Ref:	STU.301T.01

  

\_ File Id \_\_\_\_\_ To School \_\_\_\_ District \_\_\_\_  
 Transfer  
 Drop  
 Index  
 End

Index: 1  
 1 = Student Name (L/F) \_\_\_\_\_  
 2 = Schools

MA c 07/006

The Student Transfer Screen (STU.301T) is used to Drop (Withdraw) students. If the student needs to move to another building in your district, the original building must first drop the student; the second building would then pick up the student and enroll them into their building.

Students who are not currently assigned to a building in your district may also be picked up (Transferred In to your building) using this screen. Transfer instructions begin on Page 10 of this booklet.

If you are dropping an ECC Student, first be sure to go to the SR.301B screen for that student and enter in a valid Early Childhood Exit Reason (middle of the screen on the right hand side). Once the transfer/drop process has been completed, you will not be able to access the student to put this in. *The Exit Reason on Early Childhood students needs to be completed for SRSD purposes.*

Likewise, if you are exiting a student because of an Expulsion, be sure to fill out the necessary information regarding the incident on SR.301EX before processing your drop in CIMS.

4/05/05 FY 05	SHERRI'S SCHOOL DISTRICT	13:31:03	QPADEV0013
SMS	Student Transfer	Ref:	STU.301T.01

  

D            File Id   762872   To School    District     
Transfer  
Drop  
Index  
End

Index:   1    
1 = Student Name (L/F) \_\_\_\_\_  
2 = Schools

MA    c 07/024

You can start the drop process on a student in a couple of different ways using this screen, ALTHOUGH ALL DROPS MUST BE PROCESSED THROUGH THIS SCREEN IN ORDER TO BE RECORDED PROPERLY.

- If you know the student ID number you can type a D in the command area, enter the student number, and press Enter. The three leading zeroes must be in your student number.
- If you don't know the student ID number, you can Index your students by typing an I in the command area, locating the student and selecting him/her with an X, and then typing a D on this screen once the student's name has been loaded.

4/05/05 FY 05	SHERRI'S SCHOOL DISTRICT	13:32:30	QPADEV0013
SMS	Student Transfer	Ref:	<u>STU.301T.11</u>
Student No: <u>762872</u>	ANGELA SMITH	FEMALE	Age: <u>05</u>
ELEMENTARY	Class: 03 Year: 05	Phone:	123-4567

**PROCESS CHECKLIST**

1. Record Student Withdrawal

OK TO CONTINUE?  N

MA c 17/048

The first page of the Transfer/Drop series of screens is just a confirmation about continuing through the process. If you left the answer as No, the transfer or drop would be aborted and the student would remain where they were. In order to proceed with the Drop/Transfer, you need to change the answer to Yes.



4/05/05 FY 05 SHERRI'S SCHOOL DISTRICT 13:34:25 QPADEV0013  
 SAS Registration and Enrollment Information Ref: STU.360 .11  
 Student No: 756954 MICHELLE L. SWANSON FEMALE Age: 06  
 ELEMENTARY Class: 01 Year: 05 Phone:

Locker: \_\_\_\_\_ Counselor: \_\_\_\_\_  
 Homeroom: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_  
 Morning Bus: \_\_\_\_\_ Afternoon Bus: \_\_\_\_\_

FTE = General Ed: .00 + Adult Ed: .00 + Voc Ed: .00 + Special Ed: .00

Date	Code	Register	Comment	Load	School	District
8/27/04	E	C01 F	ENROLLED	1	300	SLW
040405	09	C01 F	MOVED TO OHIO		300	SLW
_____	__	__ -	_____	__	__	__
_____	__	__ -	_____	__	__	__
_____	__	__ -	_____	__	__	__
_____	__	__ -	_____	__	__	__
_____	__	__ -	_____	__	__	__
_____	__	__ -	_____	__	__	__
_____	__	__ -	_____	__	__	__
_____	__	__ -	_____	__	__	__

+  
Cancel? N

MA c 16/048

In this example above, I am indicating that the student is moving to Ohio. If I left the comment field blank, the default value for Withdrawal code 09 (Moved) would show after the transfer has been completed. Again, notice that load is left blank to indicate this student is NO LONGER ENROLLED in school 300. You should not change the FTE value if there is one.

Valid Entry and Withdrawal codes are noted on a separate document. This document also shows the default comment values as well as the translation to CEPI's Exit Status Codes for SRSD Reporting Purposes. Care should be taken to use the most accurate codes at all times.

4/05/05	Setup display characteristics such as cursor or pointer	DISTRICT	13:38:08	QPADEV0013
SMS	Student Transfer		Ref:	STU.301T.11
Student No:	756954	MICHELLE L. SWANSON	FEMALE	Age: 06
ELEMENTARY	Class: 01	Year: 05	Phone:	
<b>PROCESS CHECKLIST</b>				
<ol style="list-style-type: none"><li>1. Record Student Withdrawal</li><li>2. Remove Current Registration</li><li>3. Review Current Grades</li><li>4. Post Attendance History/Transcript any final grades</li><li>5. Remove Scheduling Requests</li></ol>				
OK TO REMOVE? <u>N</u>				
If requests are NOT removed, they will be unscheduled, and left on file at the new school.				
MA	c	19/048		

When you have completed the exit information on the registration screen, this screen will then come up and ask if you want to remove Grades, Post attendance history, Remove scheduling requests. Except in very RARE instances, you will want to answer Y to this question and press Enter to continue.

4/05/05 FY 05	SHERRI'S SCHOOL DISTRICT	13:39:37	QPADEV0013
<u>SMS</u>	<u>Student Transfer</u>	Ref: <u>STU.301T.11</u>	
Student No: <u>756954</u>	MICHELLE L. SWANSON	FEMALE	Age: <u>06</u>
ELEMENTARY	Class: 01 Year: 05	Phone:	
<b>PROCESS CHECKLIST</b>			
1. Record Student Withdrawal			
2. Remove Current Registration			
3. Review Current Grades			
4. Post Attendance History/Transcript any final grades			
5. Remove Scheduling Requests			
6. Scheduling Requests (Next Year)			
OK TO REMOVE? <u>N</u>			
ALL SCHOOLS? <u>N</u>			
If requests are NOT removed, they will NOT be changed.			
If ALL SCHOOLS is "Y", then the records in ALL schools are removed.			
MA	c	20/048	

The next screen is simply a confirmation about removing scheduling requests for the next school year. This most often applies to High Schools and Middle Schools who have started their scheduling process for the new year; generally both answers should be changed to Yes before pressing Enter.

This completes the drop process and you will be returned to the main screen of STU.301T when you can pull up another student or go to other functions in CIMS.

4/05/05	FY 05	SHERRI'S SCHOOL DISTRICT	13:44:09	QPADEV0013		
SMS		Student Locator	Ref: STU.301X.02			
Position to Student Last Name: _____		First Name: _____				
"X" Last Name	First	Other	Birthdate	Phone	Sch Cl	Number
█ SMITH	ANGELA		2/26/00	123-4567	300 03	762872
_ SWANSON	MICHELLE		7/15/98		01	756954
_ WATTS	SHERRI		6/26/63		200 07	762597
_ WATTS	SHERRI		6/26/88		300 02	758750
* --END--						
MA	c			05/003		

From main Student Transfer screen, you could do an I to index at this point and you would see that the student we just dropped no longer has a school associated with her in your student listings. Unassigned students will not show on reports or labels since these only pull enrolled students.

Care should be taken when students are "dropped" using future dates. Audit reasons also play into the decision about whether to drop students right away or not. Once they are unassigned you cannot record attendance on them, give them grades, or even access their student records if you are restricted to a building. For these reasons, sometimes it is much easier to drop a student using a past date than to drop them on the very first day and then have to go back and pick them up from the unassigned school should you need access to their records. If your CIMS Security Access is such that you can call up all unassigned students in your district, you will still not be able to make many changes to their records as most of the codes in CIMS are tied to specific buildings defined to your district code.

## —TRANSFERRING IN UNASSIGNED STUDENTS (Re-enrolling)—

```
4/05/05 FY 05  SHERRI'S SCHOOL DISTRICT      13:45:26 QPADEV0013
SMS              Student Transfer              Ref:  STU.301T.01

I              File Id  756954  To School  200  District SLW
Transfer
Drop
Index
End

Index:  1
        1 = Student Name (L/F) SWANSON          MICHELLE
        2 = Schools
```

MA c 12/022

If you need to transfer an unassigned student into your building (re-enroll), you would type an I in the command area and press Enter. This will take you to a listing of all the students in your district. Once you have located the unassigned student you wish to pick up, select them with an X and when you have returned to the main transfer screen, type A in the command to Add, press Enter. This will launch you into the screens that are very similar to the drop process.

You may have either the Transfer or the Add function, but for these purposes, they will do the same thing. Type the A or T in the command area and press enter.

4/05/05 FY 05	SHERRI'S SCHOOL DISTRICT	13:46:54	QPADEV0013
<u>SMS</u>	<u>Student Transfer</u>	<u>Ref: STU.301T.11</u>	
Student No: <u>756954</u>	MICHELLE L. SWANSON	FEMALE	Age: <u>06</u>
*UNASSIGNED*	Class: 01 Year: 05	Phone:	
OK TO CONTINUE? <u>Y</u>			
MA	c	17/048	

Again you are given a chance to confirm your intentions or cancel the process. Leaving the response at No will leave the student unassigned and cancel your transfer process.



4/05/05 FY 05 SHERRI'S SCHOOL DISTRICT 13:48:59 QPADEV0013  
 SAS Registration and Enrollment Information Ref: STU.360 .11  
 Student No: 756954 MICHELLE L. SWANSON FEMALE Age: 06  
 MIDDLE Class: 01 Year: 05 Phone: \_\_\_\_\_

Locker: \_\_\_\_\_ Counselor: \_\_\_\_\_  
 Homeroom: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_  
 Morning Bus: \_\_\_\_\_ Afternoon Bus: \_\_\_\_\_

FTE = General Ed: .00 + Adult Ed: .00 + Voc Ed: .00 + Special Ed: .00

Date	Code	Register	Comment	Load	School	District
<u>8/27/04</u>	<u>E</u>	<u>C01 F</u>	<u>ENROLLED</u>	<u>1</u>	<u>300</u>	<u>SLW</u>
<u>4/01/05</u>	<u>09</u>	<u>C01 F</u>	<u>MOVED TO OHIO</u>	<u>—</u>	<u>300</u>	<u>SLW</u>
<u>041105</u>	<u>R</u>	<u>C07 F</u>	<u>DIDN'T MOVE</u>	<u>1</u>	<u>200</u>	<u>SLW</u>
_____	—	—	_____	—	—	—
_____	—	—	_____	—	—	—
_____	—	—	_____	—	—	—
_____	—	—	_____	—	—	—
_____	—	—	_____	—	—	—
_____	—	—	_____	—	—	—

+  
Cancel? N

MA c 17/030

You will need to fill in a valid school date from your defined calendar, valid *Entry code*, and Attendance Register that applies to the grade you will be putting the student into. Comment is optional and if you left it blank, it would later fill with the default value the entry code you put here.

4/05/05 FY 05	SHERRI'S SCHOOL DISTRICT	13:48:59	QPADEV0013
<u>SAS</u>	<u>Registration and Enrollment Information</u>	Ref:	<u>STU.360 .11</u>
Student No: <u>756954</u>	MICHELLE L. SWANSON	FEMALE	Age: <u>06</u>
MIDDLE	Class: 01 Year: 05	Phone:	
<b>-----WARNING-----</b>			
If this is a NEW or RETURNING student to the DISTRICT, please update the original enrollment date and/or the current class in Basic Student Information.			
Do NOT update the original enrollment date if the student transfers between buildings within your District!			
Would you like to go to Basic Student Information now? <input checked="" type="checkbox"/> (Y/N)			
MA	c	15/059	

After you have completed the entry line and press enter, this screen will come up telling you that, depending on why you are enrolling this student, you may have to go to the Student's Basic Information screen and edit some data. Two major things that often need to be changed are Original Enrollment Date and the current class level. The default will be Yes, but you do have the choice to over-ride it and not go to the Basic Screen if it's not necessary.

You should confirm that all values on the student's Basic Screen are correct. Be sure to verify that all of the attribute values are correct as well as student demographic information. It is also wise to verify all of the contact information if you are re-enrolling a student who has been away from your district.

4/05/05	FY 05	SHERRI'S SCHOOL DISTRICT			13:54:27	QPADEV0013
SMS		Basic Student Information			Ref: ST.3301 .11	
File ID	Last	First	Middle	Other	Suffix	
756954	SWANSON	MICHELLE	L			
Sex: <u>F</u>		DOB: <u>7/15/98</u>	Age: <u>06</u>	Birthplace: <u>MUSKEGON</u>		<u>MI</u>
		<u>Dis</u>	<u>Sch</u>	<u>Cl</u>	<u>Number</u>	<u>UIC Number</u>
Current Year :	<u>SLW</u>	<u>200</u>	<u>01</u>	<u>756954</u>	<u>0000000000</u>	Stu Rec Restricted? <u>N</u>
Next Year . :						Orig Enroll: <u>8/27/03</u>
Last Attended:	<u>SLW</u>	<u>300</u>	<u>01</u>	<u>756954</u>		Soc. Sec. #: <u>000-00-0000</u>
Transfer from: _____						
Family 1: <u>7551234</u>		Family 2: _____		Resides: <u>1</u> (1/2)	Privacy: <u>N</u>	
VICKI SWANSON				Stu Ph#: _____	<u>231</u>	Unl? <u>N</u>
1234 SULLIVAN RD				Fam Ph#: <u>788-1234</u>	<u>231</u>	Unl? <u>N</u>
MUSKEGON				MI 49442 0000		
HR Number :	AM Bus:	Counselor:				
HR Teacher:	PM Bus:	Locker . :				
Year of Graduation	<u>16</u>	Special Ed Code	_____	Socio-Economic Level _____		
Native Language	_____	Title I Indicator	_____	RESIDENCY STATUS <u>R</u>		
Ethnic Group	<u>05</u>	Medical Code	_____	RESIDENT DISTRICT <u>OK</u>		
Parent Code	_____				EDUCATION DISTRICT <u>OK</u>	
Lunch Code	<u>00</u>				NONCONVENTIONAL CATE _____	
Change	<input type="button" value="F3=Exit"/>	<input type="button" value="F4=Index"/>	<input type="button" value="F5=Reset"/>	<input type="button" value="F10=SpIn"/>	<input type="button" value="F12=Cncl"/>	

MA

c

04/012

Once at the Basic Screen, you will need to change the current class to a valid grade level for the building you have just transferred the student into. Notice how now the Last Attended fields have been updated with the student's previous information.

**REMEMBER TO ONLY CHANGE THE ORIGINAL ENROLL DATE IF THE STUDENT HAS ACTUALLY LEFT YOUR DISTRICT TO ATTEND ANOTHER AND IS NOW COMING BACK TO YOURS. DO NOT CHANGE THE ORIGINAL ENROLL DATE IF THE STUDENT IS TRANSFERRING BETWEEN BUILDINGS WITHIN THE SAME DISTRICT.**

Since you need to use this transfer process to move students within your district, it could well be that the original enroll date doesn't change every single time you go through the transfer process.

You will also be given the opportunity to edit the contact information that is being brought in with the student record. Care should be taken that this information is correct as well.