



WSIPC Guide to Student Demographics and Families

TERMS OF USE

The information contained herein is licensed, trade-secret and proprietary and may not be used, disclosed or reproduced without permission of the licensing authorities, WSIPC and/or Skyward, Inc. As a condition of use, the User agrees to protect and keep the information from disclosure or falling into the public domain. The failure to comply with this agreement may result in the immediate termination of the User's right to access the information.

COPYRIGHT

© Copyright 2015 WSIPC. All rights reserved.

Reproduction of any part of this manual in any medium without the express and written permission of WSIPC is prohibited by law.

This edition is printed in the United States of America. The contents may be corrected or modified by revisions without prior notice. Pages may be added, deleted, or changed as required.

The WSIPC logo is a registered trademark of WSIPC.

Skyward® is the registered trademark for Skyward, Inc. located in Stevens Point, Wisconsin.

Contents

Contents	i
About This Guide	1
What You Should Know Before You Start	1
Be Sure You're Signed In.....	1
How to Use This Guide	1
Navigation Paths.....	2
Getting Around.....	2
Screen shots.....	2
What's in a WSIPC Guide	2
What's New in This Edition	3
Using the Student Profile	4
Tabs and Sub-Tabs.....	5
Header.....	5
Body	7
Selecting a Student	7
Using the Student Lookup.....	8
Setting Student Ranges.....	10
Accessing the Student Information Screen.....	10
Student Profile Tabs	12
Accessing Student Profile Tabs.....	13
General Tab	13
Profile Sub-Tab	13
Address Sub-Tab	21
Birth Hist Sub-Tab.....	27
Eth/Race Sub-Tab	28
School Path Sub-Tab	30
Vehicles Sub-Tab	34
Web Access Sub-Tab	35
Change Hist Sub-Tab.....	38
Entity Tab	40
Entity Info Sub-Tab.....	40
Obligations Sub-Tab	47
Categories Tab	49

Family Tab	51
Managing Guardian Records.....	54
Managing Family Records.....	59
Emergency Tab.....	67
Emer Info Sub-Tab	68
Entry/Withdrawal Tab.....	74
Understanding the Functions on the Entry/With Tab.....	74
Setting Entry/Withdrawal Defaults for Existing Students.....	82
WA/NCLB Tab	86
WA/NCLB Buttons	88
Special Programs Tab	90
Immigration Status Sub-Tab	90
Homeless Sub-Tab	90
Homebound/Hospitalized Sub-Tab	90
Resident Enrolled Out Sub-Tab.....	90
Non-Resident Enrolled In Sub-Tab.....	90
Limited English Proficiency Sub-Tab.....	91
Learning Assistance Programs Sub-Tab	91
Title Programs Sub-Tab.....	91
Other Washington Programs Sub-Tab.....	91
Community Service Hours Sub-Tab.....	91
Miscellaneous Sub-Tab.....	91
Section 504 Sub-Tab.....	92
Special Ed Tab	92
Portfolio Tab.....	92
Attachments Sub-Tab.....	93
Highlights Sub-Tab.....	93
Enrollment Sub-Tab	93
CTE Tab	93
Adding or Editing a CTE Record	94
Deleting a CTE Record.....	96
Picture Tab	96
Managing Student Records	97
Adding a Student.....	97
Setting Entry Default Values for New Students	98
Adding General Student Demographic Information.....	102
Adding Student Enrollment Information.....	110
Adding Family Information for a Student.....	113
Adding Emergency Information.....	115
Managing Guardian and Family Information.....	115

Adding an Entry Record to a Returning Student 124

Withdrawing a Student..... 131

Transferring a Student from One Entity to Another 137

Transferring a Student from One District to Another 138

Sharing a Student 138

Deleting a Student..... 138

Working with Student Notes 139

 Using the All Notes Button 140

 Using a Module-Related Notes Button..... 148

Using Pseudo 153

 Creating a Pseudo Request..... 153

 Managing Pseudo Requests..... 154

Adding, Editing, and Deleting Codes 156

Configuring Student Demographics 160

 Configuring the Entity Setup 160

 Configuring Identification Number Settings..... 162

 Configuring Default Entry/Withdrawal Parameters..... 165

 Configuring Default Parameters for Entry into Entity Settings 169

Running Student Demographics Reports 171

 Student Information Report 171

 Student Registration/Emergency Form..... 172

 Emergency Information Report 172

 Medical Information Report..... 172

 Advisor List Report 172

 Duplicate Alphakey(s) Report 172

 Duplicate OTHER-ID(s) Report 173

 Enrollment In/Out of District Report 173

 Student Notes Report 173

 Population Report 173

 Race Code Distribution Report 173

 Special Programs Report 173

 Student Cross-Reference List Report 174

 Vehicle Report..... 174

 Vocational Student Course Verification Report..... 174

 Community Service Hours Report 174

 Category Types Report..... 174

 Custom Forms Report 175

 Student Assignments Report 175

 Federal Race/Ethnicity Change History Report 175

Enrollment Discrepancy Report.....	175
Entry/Withdrawal Report	176
Grad Year Discrepancy Report.....	176
Boundary Transfer Summary Report	176
Projected Enrollment Report.....	176
Student Enrollment/Boundary Report.....	176
Running Utilities in Student Demographics	177
General Student Demographic Utilities.....	177
Merge Student Records	177
Student Mass Change	178
Student Mass Delete	178
Mass Change Relationships	178
Mass Remove Vehicle Information	179
Mass Add Students to an Entity	179
Student Current Year Member Mass Change	180
Student Graduation Date Mass Create/Change.....	180
Mass Assign Student Advisors by Course or Class Period.....	180
Mass Assign Student Homeroom	180
Mass Delete Portfolio Attachments.....	181
Student Distribution Options.....	181
Mass Assign Student Additional Seat Count	181
Mass Change Lunch Codes.....	181
Mass Delete Student Reason Codes	182
Mass Assign Transportation Category	182
Student Change History	182
Permit Code Exception.....	183
Picture Importer	183
Portfolio Importer	183
Mass Change Categories	183
Print Student Barcodes.....	183
Mass Clear AUP (Acceptable Use Policy)	183
Mass Delete Student Pseudo Requests.....	184
Other ID-Conversion Utilities.....	184
Blank-out Student Other IDs.....	184
Mass Generate Student Other IDs	184
Fill Voc Ed ID with Other IDs-State IDs	184
Other ID Import	185
Mass Change Entry Withdrawal Records Utilities.....	185
E/W Code and Dates – Mass Change.....	185
E/W General Information – Mass Change	185

Entry/Withdrawal Code Change186

Mass Create or Delete of Student Entry/Withdrawal Records Utilities186

 Mass Create of Student Entry Records186

 Mass Create of Student Withdrawal Records186

 Mass Delete of Entry/Withdrawal Records187

Projected Enrollment Utilities.....187

 Update Next Year School187

 Initialize Next Year School187

Race Code Verification Utilities188

 Ethnicity Cross Reference188

 Race Code Quick Entry188

 Race Cross Reference188

 Students with Non-Verified Race.....188

 Advanced Update Local Race Code188

Student Track Utilities189

Special Programs Utilities189

 Mass Change LEP for Continuing Students189

 Mass Add Special Programs190

 Mass End Special Programs.....190

Emergency Contact Utilities.....191

 Mass Copy Guardians to Emergency Contacts.....191

 Mass Delete Emergency Contacts.....191

 Mass Change Emergency Contact Pickup.....192

Working with the Families Module 193

 Using the Families Screen.....193

 Understanding the Families Screen193

 Understanding Family Detail.....196

 Adding or Editing a Home or Mailing Address196

Running Family Reports198

 Duplicate Family Report198

 Family Census Report.....198

 Family Notes Report.....198

 Family Student Directory.....198

Running Family Utilities199

 Mass Assign Home Language199

 Mass Delete Unused Families.....199

 Family Audit199

 Mass Delete Guardians Email Address200

 Clone Path Codes.....200

 Mass Change Custodial and Pick Up200

Mass Assign Family Information200

Mass Assign Family Representative.....200

Separate Graduated Students from Families200

Configuring the Families Module201

 Configuring New Family Defaults.....201

Appendix A – Use of GLO Fields..... 202

Appendix B – CEDARS Data Element Reporting 2015-2016 204

Appendix C – Most Recent District Entry Date (MRDED) and Entry Types 208

About This Guide

Student Demographics allows you to access and modify a wide range of student demographic information in one place. Student Demographics contains information such as a student's age, birth date, race, and information about a student's family, guardians, and emergency contacts. You access Student Demographics through the Students module to add, delete, and transfer students, add guardians to students, and run student-centric reports and utilities. The Families module is another way to access and manage student family information.

What You Should Know Before You Start

You'll find that the Guide is much more helpful if you have experience with Student Demographics and Families.

This Guide occasionally refers to CEDARS (Comprehensive Education Data and Research System). CEDARS is a longitudinal data system that allows OSPI to collect, store, and report data related to students, courses, and teachers to meet state and federal reporting requirements, and to make data-driven decisions in education.

Be Sure You're Signed In

This Guide is intended to be read while you are working in Student Demographics, so be sure you are signed in. Many of the procedures and concepts discussed in the Guide are best understood if you practice as you read.


How to Use This Guide

This section shows you how to follow navigation paths in a Guide, and how to navigate around the Guide using various features. This section also describes how and when screen shots are used in the Guide.

Navigation Paths

The procedures in this Guide begin with navigation menu paths. Select the Display Navigation Menu Paths check box in User Preferences to ensure that you can follow these paths. The option is not available in User Preferences if it is already enabled for the entire district. To learn more about setting User Preferences, see the *WSIPC Guide to Skyward's School Management System*.

Getting Around

If you're using this Guide electronically, you can click any text in blue font to move to the section of the Guide that the text refers to. Because the Guides are published in PDF format, you can also use the PDF navigation pane to quickly move from one section to another. If the pane is hidden, click the Bookmark button  in the menu bar on the left side of the screen.

Screen shots

You'll find screen shots throughout the guide to help you learn how to use the software. The data entered in the screen shots in this Guide is an example of the data you might enter. These screen shots are updated with each edition to make sure what you see on your screen matches what you see in the Guide. To prevent the Guide from becoming a lengthy picture book, WSIPC Guides use screen shots only to help illustrate a key idea or when options on a screen are described. This allows WSIPC Guides to be effective *and* concise.

What's in a WSIPC Guide

WSIPC Guides are designed to provide readers with everything they need to know to safely and effectively use Skyward's software. WSIPC strives to make Guides that address the diverse needs of these audiences. Therefore, this Guide doesn't contain information customized for specific audiences, districts, or schools.

If you need to create educational materials that address the specific needs of your Service Center or district, consider using this Guide as a starting point for developing your own customized materials.

What's New in This Edition

This section highlights the significant changes to the Guide since the last edition such as content about new features, important Notes and cautions, and sections of the Guide that have been expanded or moved.

Description of Change	Page #
This Guide has been updated to reflect WSIPC's July 2015 software release version 05.15.06.00.00.	N/A
All dates have been updated to reflect the 2014-2015 fiscal year.	N/A
Documented Enrollment sub-tab on the Portfolio tab.	93
Documented Using Filter Options for Notes.	142
Documented the Population Report.	173
Documented the Community Service Hours Report.	174
Documented the Mass Delete Student Pseudo Requests Utility.	184
Documented the Mass Change LEP for Continuing Students Utility.	189
Documented the Mass Add Special Programs Utility.	190
Documented the Mass End Special Programs Utility.	190
Documented the Mass Assign Family Information Utility.	200
Documented the Separate Graduated Students from Families Utility.	200
Updated Appendix B with 2015-2016 CEDARS data elements.	204

Using the Student Profile

You can access Student Demographics information in two ways:

- From the Student Browse
- From the Student Profile

Both the Student Browse and the Student Profile allow you to view a large amount of demographic information about the student. This Guide is written to the Student Profile only, and assumes that you are familiar with how to navigate within the Student Profile.

The Student Profile displays a student's demographic information, and is organized by tabs, sub-tabs, and screens.

To access the Student Profile:

- Go to Student Management\Students\ST\PR.

The Student Profile contains three main parts. The sections below describe each of these parts.

Tabs and Sub-Tabs

A profile screen organizes information using a row of tabs and sub-tabs on the left side of the screen. Your security level determines which tabs and sub-tabs appear. You can change the order of the tabs and hide tabs that you do not use frequently. To learn how to customize how tabs appear in the Student Profile, see the *WSIPC Guide to Skyward's School Management System*.

Figure 1 shows the Student Profile screen with the Profile sub-tab of the General tab selected. For a complete listing of available tabs, see "[Student Profile Tabs](#)" (page 12).

The screenshot shows the Student Profile interface. On the left, a navigation menu lists tabs and sub-tabs: General, Profile, Address, Birth Hist, Eth/Race, School Path, Vehicles, Web Access, Change Hist, Entity, Categories, Family, Emergency, Entry/With, Attendance, Scheduling, Grades, GPA, Transcript, WA/NCLB, Special Prgms, Special Ed, and Discipline. The 'Profile' sub-tab under the 'General' tab is highlighted with a red circle. The main content area displays student information for POULTCAR000, including grade information (2017, 10), general information (DOB: 06/14/1999, Age: 15, Gender: Male), and demographic information (Military: Yes, Higher Ed: Yes, Public: Yes, District: Yes, Local: Yes).

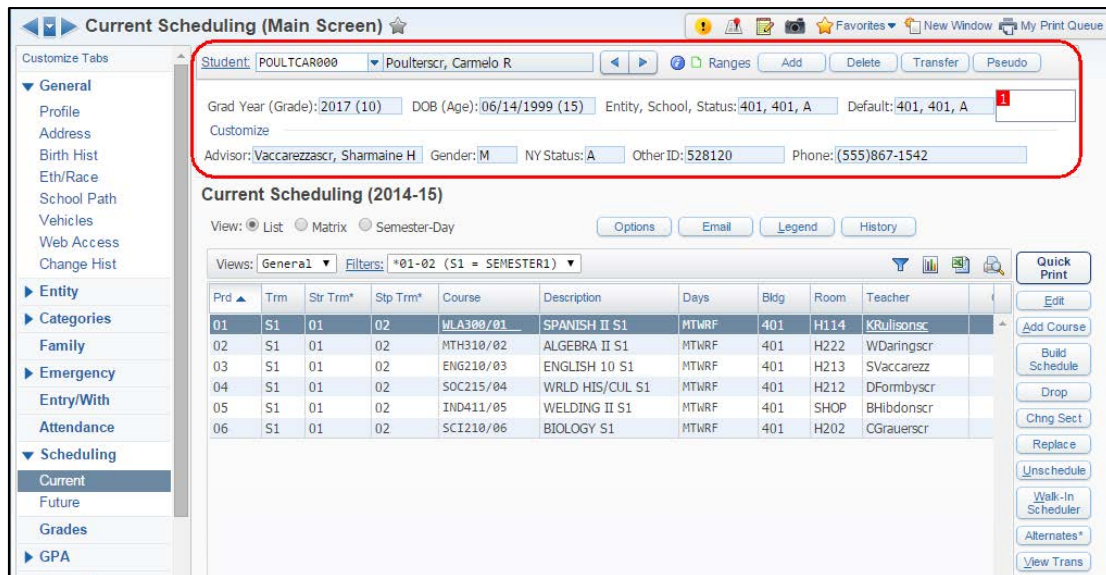
Figure 1 - The tabs and sub-tabs of the Student Profile screen allow you to access student demographic information.

Header

When you view student demographic information in the Student Profile, you can see the Header, regardless of the tab or sub-tab that you select. The Header contains the student's alpha key and name, one row of basic information about the student, and one row of additional information that can be customized to include information you refer to often.

For example, Figure 2 shows the Header of the Student Profile screen. Customized information includes Advisor, Gender, NY Status, Other ID, and Phone. On the right side of the screen, you also see a Student Indicator that is used to mark a variety of situations. You can click a Student Indicator to view the details.

To learn how to customize the Header, see the *WSIPC Guide to Skyward's School Management System*.



The screenshot shows the 'Current Scheduling (Main Screen)' interface. A red box highlights the header area containing student information: Student: POULTCAR000, Poulterscr, Carmelo R. Below this, fields for Grad Year (2017), DOB (06/14/1999), and Advisor (Vaccarezscr, Shamaine H) are visible. A red '1' in a small box indicates a Student Indicator. The main area displays 'Current Scheduling (2014-15)' with a table of courses and a sidebar with navigation options like Profile, Address, and Scheduling.

Prd	Trm	Str Trm*	Stp Trm*	Course	Description	Days	Bldg	Room	Teacher
01	S1	01	02	WLA300/01	SPANISH II S1	MTWRF	401	H114	KRullisonc
02	S1	01	02	MTH310/02	ALGEBRA II S1	MTWRF	401	H222	WDaringscr
03	S1	01	02	ENG210/03	ENGLISH 10 S1	MTWRF	401	H213	SVaccarezscr
04	S1	01	02	SOC215/04	WRLD HIS/CUL S1	MTWRF	401	H212	DFombyscr
05	S1	01	02	IND411/05	WELDING II S1	MTWRF	401	SHOP	BHibbonscr
06	S1	01	02	SCI210/06	BIOLOGY S1	MTWRF	401	H202	CGrauerscr

Figure 2 - The Student Profile Header displays basic student information and can be customized. Notice that this student has a Student Indicator present (as shown by the red “1” in the top right of the highlighted area).

The Student Profile Header also contains several buttons that allow you to add, modify, and delete Student Records. See “[Managing Student Records](#)” (page 97) to learn more about these functions.

In the upper right portion of the Header, you can use the Ranges link to set up the ranges you want to use while working with Student Records. To learn more about using Ranges in Student Demographics, see “[Setting Student Ranges](#)” (page 10).

Body

When you select a tab or sub-tab, related information appears in the Body of the profile screen. For example, in Figure 3, the Family tab has been selected. The information displayed in the Body of the screen now shows the student’s guardians, siblings, and family contact information.

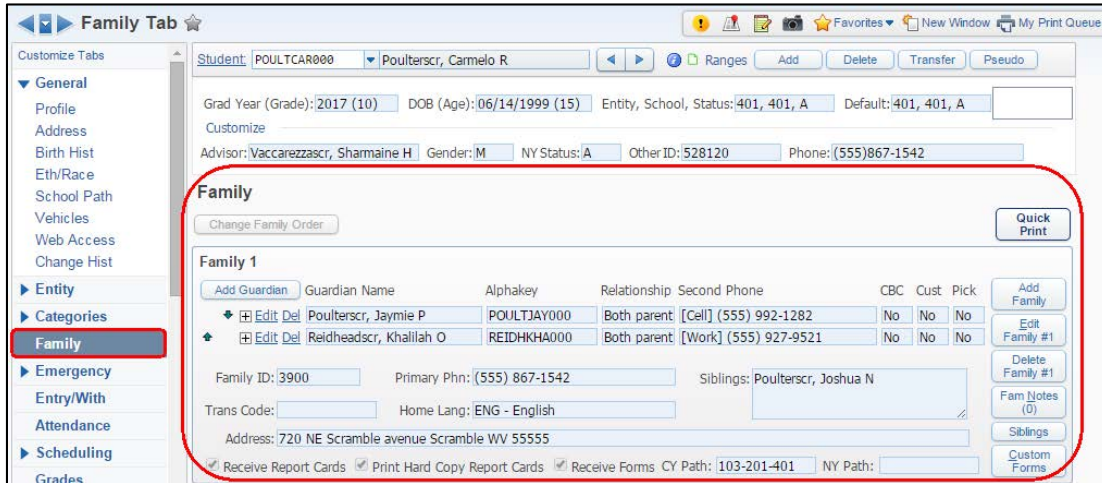



Figure 3 - When you select the Family tab, the student’s Family information appears in the Body of the Student Profile.

Selecting a Student

You can select a student’s record in several ways using the Student Profile:

- Type the Student’s alphakey, or a portion of their alphakey, in the Student box.
- Use the forward and back arrows  to move forward or backward through the student list.
- Click the Student hyperlink to access the Student Lookup feature.
- Click Ranges to set student ranges and to narrow the range of students available for display and selection.

You perform each method of student selection at the top of the Student Profile, in the Header area of the screen (Figure 4).



Figure 4 - The student selection options are found in the Student Profile Header

You can also view a student's picture, if available, by pausing your mouse pointer over the student's alpha key in the Student Profile Header.

Using the Student Lookup

You can use Student Lookup to locate a student's record when you only have limited information about a student, such as a student's first or last name, or the guardian's name.

Example

A guardian calls the Attendance office and leaves a voicemail that his or her student will be absent. The guardian is in a hurry and forgets to give the student's name, so you don't know which student to mark absent. When you enter the phone number the parent called from into the Student Lookup, you are able to locate the student's name, and you give it to the Attendance secretary so the student can be marked as Absent for the day.

To use the Student Lookup:

1. Go to Student Management\Students\ST\PR.
2. Click the Student hyperlink (in the Header area of the Student Profile).
3. Enter your search criteria on the Student Lookup screen (Figure 5).

Note	When you select the Use Student Ranges check box, the results from your search in Student Lookup are filtered using the Ranges options you set. To learn more about student ranges, see " Setting Student Ranges " (page 10).
-------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------


4. Click Search. Students who match your entered criteria appear.

5. Select a student.
6. Click Select. The student's information appears in Student Profile.

The screenshot shows the 'Student Lookup' interface. It is divided into two main sections: 'Student Filters' and 'Individual Student Lookup'. The 'Student Filters' section includes fields for Last Name Begins, First Name Begins, Middle Name Begins, Date of Birth, Phone (1,2,3), Guardian's Name (Last First), Guardian's Email, Grad Yr/Grade (0000), Gender (Male, Female, Both), Current Year Status (Active, Inactive, Both), and Next Year Status (Active, Inactive, Both). There is also a 'Use Student Ranges' checkbox and a 'Search' button. The 'Individual Student Lookup' section includes fields for Full Name (First Middle Last), Full Name (Last First Middle), Other ID, State SSID Number, Alphakey, and Other Name. Below these sections is a table of student records with columns: Last Name, First, Middle, S, GY, Gr, DE, Cldr, Schl, Birthdate, Age, G, Other ID, and Student Key. The table shows 20 records, with the first few being Polinskyscr, Pomascr, Pontiousscr, Popovicscr, Poulterscr, Pozoscr, Prattsscr, Prestidgescr, and Pribblescr. A 'Select' button is located to the right of the table. At the bottom of the table, it says '20 records displayed'.

Figure 5 - The Student Lookup screen allows you to search for Student Records

Setting Student Ranges

You can use Ranges to restrict the students who are available for selection in Student Profile. This is helpful when you want to access only a subset of students. For example, you can set the range to include only male 10th grade students. When you have set a range, only students who fall inside that range are available for selection when entering a student's alpha key or using the forward and back arrows .

To set student ranges:

1. Click Ranges.
2. Configure the Ranges screen.


Tip You can set Current Year Status to Active to prevent inactive and graduated students from being available for selection.

3. Click Save.

Accessing the Student Information Screen

The Student Information screen (Figure 6) provides a limited view of the information that appears in the Student Profile, and is formatted in a view that is similar to what guardians and students see in Family and Student Access. You can use the Email Teachers button on the Student Information screen to email a student's teachers or other staff members from this screen.

To access the Student Information screen:

1. Go to Student Management\Students\ST\PR.
2. Select the student's record. To learn about the different methods used to select a student record, see "[Selecting a Student](#)" (page 7).
3. Click the Student Information icon  in the header area of the profile. The Student Information screen appears.

Profile My Print Queue ◀ Back ?

Carmelo R Poulterscr Grade: **10** [Email Teachers](#)

No Image Available **Student Alert Indicators** 1

**720 NE Scramble avenue
Scramble, WV 55555**
Primary Guardian: **Jaymie Poulterscr (555) 867-1542**
Mailing Address: **175 Scramble avenue
PO Box 1423
Scramble, WV 55555**

Alert Info:

Note:

Work: School Email: scramblehome4874@scr36.com Other: Home Email: scramble4297@example.com
Student Access Login: **POULTCAR000** Student Access Password: *********

Student Id: **528120** Birthday: **06/14/1999** Language: **English**
Internal Id: **4874** Age: **15** Gender: **Male**
Status: **Active** Locker: Other Name:

School Information

Entity: **401/WSIPC High Scho** Advisor: **Sharmaine Vaccar**
School: **WSIPC High School** scramble5694@example.com
Homeroom: Hr Teacher: Disc Officer: **Shawanna Kinnons**
scramble11204@example.com

Family 1 [Edit Guardian Email](#)

Guardian Name	Background Check	Relation	Phone	Email
Jaymie Poulterscr	No	Both parents	(555) 867-1542	Guardian@guardian.com
Khallilah Reidheadscr	No	Both parents		Guardian@guardian.com

Sibling Name	Status	Relation	Grade	Entity
Joshua Poulterscr	Active	Sibling	Grade: 06	Entity: 201/WSIPC Middle Sch

Emergency Contacts

Contact Name	Background Check	Relation	Phone	Email
Khallilah Reidheadscr	No	Both parents	(555) 867-1542	Guardian@guardian.com
Jaymie Poulterscr	No	Both parents	(555) 867-1542	Guardian@guardian.com
Lady Spargoscr	No		(555) 867-8519	
Jaclyn Tirpakscr	No	GRANDPARENT	(555) 867-8519	
Tonda Devilbisscr	No	FAMILY FRIEND	(555) 867-2678	

Figure 6 - The Student Information screen displays a limited view of the information presented in Student Profile.

Student Profile Tabs

On the left side of the Student Profile main screen, you may see up to 33 tabs. The tabs that you see depend on your security level and your district's configuration. Not all tabs are used by all districts.

Below is a list of all possible Student Profile tabs:

Activity	Emergency	Grades	Special Education
Attendance	Entity	Guidance	Special Programs
Busing	Entry/Withdrawal	Health	Task Manager
Categories	Family	Locker	Test Scores
Childcare	Fee Management	Picture	Textbooks
Custom Forms	Food Service	Portfolio	Transcript
CTE	General	RTI	WA-NCLB
Discipline	GPA	Scheduling	
Educational Milestones	Graduation Requirements		

Note The Custom Forms tab is present only if a Custom Form exists. To learn more about Custom Forms, see the *WSIPC Guide to Custom Forms in Student Management*.

Of the 33 tabs listed above, the 12 tabs in bold font are addressed in this Guide. All other tabs on the Student Profile main screen are documented in separate Guides, because the functionality provided on the tab is similar or identical to the functionality in its related module. For example, the Attendance tab on the Student Profile main screen is set up for Attendance by Student (Student Management\Office\AT\BS). This functionality is discussed in detail in the *WSIPC Guide to Attendance*. See the applicable Guide for each module.

Accessing Student Profile Tabs

Each tab in the Student Profile is accessed in the same manner in Skyward's School Management System.

To access a Student Profile tab:

1. Go to Student Management\Students\ST\PR.
2. Click the name of the desired tab. If the tab has sub-tabs available, the sub-tabs appear.

General Tab

The General tab provides access to basic student demographic information that doesn't fit under any other tab.

The student demographic information available from the General tab is broken into eight sub-tabs. The following sections describe the purpose of each sub-tab and its function.

Profile Sub-Tab

The Profile sub-tab provides general demographic information about a student, such as school, Entity, gender, grade level, email addresses, and date of birth. Figure 7 shows the Profile sub-tab of the General tab.

To edit information displayed on the Profile sub-tab:

1. Go to Student Management\Students\ST\PR.
2. Click the General tab.
3. Click the Profile sub-tab.
4. Click Edit.

The screenshot shows a web-based application window titled "Profile Tab". The interface is divided into a left sidebar and a main content area. The sidebar contains a "Customize Tabs" section and a list of navigation options: General (expanded), Profile (selected), Address, Birth Hist, Eth/Race, School Path, Vehicles, Web Access, Change Hist, Entity, Categories, Family, Emergency, Entry/With, Attendance, Scheduling, Grades, GPA, Transcript, WA/NCLB, Special Prgrms, Special Ed, Discipline, Health, Activity, Portfolio, Grad Reqs, and Test Scores. The main content area displays student information for "FOULTCAR000" and "Poulterscr, Carmelo R". At the top, there are buttons for "Ranges", "Add", "Delete", "Transfer", and "Pseudo". Below this, there are input fields for "Grad Year (Grade): 2017 (10)", "DOB (Age): 06/14/1999 (15)", "Entity, School, Status: 401, 401, A", and "Default: 401, 401, A". A "Customize" section follows with fields for "Advisor: Vaccarezascr, Shamaine H", "Gender: M", "NY Status: A", "Other ID: 528120", and "Phone: (555)867-1542". The "Profile" section is divided into "Grade Information" and "General Information". "Grade Information" includes fields for "Grad Yr/Grade: 2017 10", "Advance: No", "NY Grad Year: 2017", "Grad Req Base Yr: 2017", "GLO:", "Retain: No", "Graduated: No", "Graduation Date:", and "WA Grad Yr: 2017". "General Information" includes fields for "Date of Birth: 06/14/1999", "Age: 15", "Gender: Male", "Spec Ed: No", "Ancestry:", "Resident: Yes", "Mom's Maiden:", "Transported: No", "Other ID: 528120", "Conv. Key:", "Library Card:", "Military Family: Not Applicable", "Language: ENG English", "Other Name:", "Native Language: ENG English", "School Email: scramblehome4874@scr36.com", "Home Language: ENG English", "Home Email: scramble4297@example.com", and "Work: () -". There is also a checkbox for "Override Student's Off Campus Lunch Eligibility [?]". Below this is a section for "Distribute Student Demographic Information For [?]" with checkboxes for "Military: Yes", "Higher Ed: Yes", "Public: Yes", "District: Yes", and "Local: Yes". The "Washington Transcript Options" section includes a "Student Other Names" table with columns for "#", "Transcript", and "Name". The table is currently empty, with a message below it stating "There are no records to display; check your filter settings." On the right side of the "Profile" section, there are buttons for "Quick Print", "Edit", "Gen Notes (1)", "All Notes (3)", and "*Chg. Log".

Figure 7 - The Profile sub-tab of the General tab in Student Profile

The areas and buttons on the Profile sub-tab provide specific information about the selected student. The sections below discuss the four areas, several buttons, and their functionality.

Grade Information Area

The Grade Information area on the Profile sub-tab contains information related to the student’s grade level, grad year, and graduation date. Table 1 describes each of the options in this area.

Note	Fields used in Washington State Reporting are marked with a double asterisk (**).
-------------	-----------------------------------------------------------------------------------

Option	Description
Grad Yr/Grade	<p>Student’s current graduation year and grade level based on date of birth. If a correction to the Grad Yr or Grade level needs to be made, it must be done on the student’s entry record on the Entry/With tab.</p> <p>The Grad Yr is used in the calculation of the student’s grade level in CEDARS.</p> <p>Your district can configure this field to appear in one of three ways:</p> <ul style="list-style-type: none"> ▪ Grad Yr/Grade ▪ Grade/Grad Yr ▪ Graduation Year
**GLO	Grade Level Override is used to report Kindergarten status for CEDARS and P-223. For detailed information about GLO, see “ Appendix A – Use of GLO Fields ” (page 202).
Advance	Used when advancing the student through the Year End process. If you are advancing the student outside of Year End, use the appropriate flag on the entry/withdrawal record. To learn more about the entry/withdrawal process, see “ Understanding the Functions on the Entry/With Tab ” (page 74). To learn more about Year End, see the <i>WSIPC Guide to Student Year End Processing</i> .

Option	Description
Retain	Used when retaining the student through the Year End process. If you are retaining the student outside of Year End, use the appropriate flag on the entry/withdrawal record. To learn more about the entry/withdrawal process, see " Understanding the Functions on the Entry/With Tab " (page 74). To learn more about Year End, see the <i>WSIPC Guide to Student Year End Processing</i> .
NY Grad Year	The graduation year assigned to the student for the next school year. The value in this box differs from the value in the Grad Yr (Grade) field if a student will be retained or advanced through Year End processing. To learn more about Year End, see the <i>WSIPC Guide to Student Year End Processing</i> .
Grad Req Base Yr	The Graduation Requirement Base Year should establish which Graduation Requirements Plan the student is assigned to. This value usually matches the value in the student's Grad Yr field, and should not be changed. However, the Grad Req Base Yr value can be changed in certain circumstances for Special Education students, students in transitional bilingual programs, or migrant students. To learn more, see the <i>WSIPC Guide to Graduation Requirements</i> .
**Graduated **Graduation Date	Defines whether or not a student has graduated and on what date he or she graduated. These two options determine the Graduation Date on the Washington State Transcript.
**WA Grad Yr	Typically, this field should reflect the expected graduation year of the student as projected when he or she enters the 9 th grade. This field should not be modified after a student enters 9 th grade. However, this field can be changed in certain circumstances for Special Education students, students in transitional bilingual education programs, or migrant students.

Table 1 - Description of the options in the Grade Information area of the Profile sub-tab

General Information Area

The General Information area on the Profile sub-tab contains general student demographic information about the student. Table 2 describes each of the options in this area.

Note	Fields used in Washington State Reporting are marked with a double asterisk (**).
Option	Description
**Date of Birth	Student's date of birth.
Age	Student's age as of today's date. This field is calculated automatically.
**Gender	Gender of student.
Spec Ed	Indicates whether the student has a current Special Education Record.
Ancestry	Ancestry associated with the student.
Resident	Indicates whether the student lives within the boundary lines for the district. Both the Resident field on the Profile sub-tab and the Resident District field on the student's entry/withdrawal record should be in agreement.
Mom's Maiden	Student's mother's maiden name, if applicable.
Transported	Defines whether a student is transported to and/or from school. This value can only be changed on the Busing tab. To learn more about this option, see the <i>WSIPC Guide to Busing</i> .
Other ID	System-assigned numerical identifier for each student. This number is created when the student is initially added to the system. Each student in the district has a unique Other ID.

Option	Description
Conv. Key	Districts new to WSIPC use this during conversion from their existing system to Skyward's School Management System. This field is student-specific and cannot be edited.
Library Card	Student's library card number.
Military Family	Defines whether or not a student belongs to a military family.
**Language	The language the student speaks. Language codes must have a state Language Type assigned for Washington State Reporting. WSIPC updates Language Types.
Other Name	Any nickname or alternate name the student uses.
**Native Language	The first language spoken by the student.
School Email	The student's school email address. The student's Entity or district provides this.
**Home Language	The language the student speaks at home.
Home Email	The student's home or personal email address.
Work	<p>Additional phone number for the student. It can be the cellular, home, other, or work phone number.</p> <p>Note: The default label for this number is set in District Information Configuration (Product Setup\Skyward Contact Access\DS\CF\DI). It can be changed as needed.</p>
Other	<p>The student's additional cellular, home, work, or other personal phone number.</p> <p>Note: The default label for this number is set in District Information Configuration (Product Setup\Skyward Contact Access\DS\CF\DI). It can be changed as needed.</p>

Option	Description
Override Student's Off Campus Lunch Eligibility	Overrides the eligibility that the Off-Campus Lunch Eligibility Report calculates.

Table 2 - Description of the options in the General Information area of the Profile sub-tab

Distribute Student Demographic Information For Area

The Distribute Student Demographic Information For area on the Profile sub-tab contains flags that determine whether or not the student's information can be shared with each group listed. Table 3 describes each of the options in this area.

Option	Description
Military	Set to No if the student's information should not be sent to military recruiters.
Higher Education	Set to No if the student's information should not be sent to institutions of higher education.
Public	Set to No if the student's information should not be sent outside the district, such as to newspapers and other media.
District	Set to No if the student's information should not be sent within the District.
Local	Set to No if the student's information should not be sent from within the district, such as photographs, programs, or articles where students' directory information is identified.

Table 3 - Description of the options in the Distribute Student Demographic Information For area of the Profile sub-tab

Student Other Names Area

The Student Other Names area on the Profile sub-tab contains other names a student has been known by. Table 4 describes this area and how it functions.

Note	Fields used in Washington State Reporting are marked with a double asterisk (**).
-------------	-----------------------------------------------------------------------------------

Area	Description
**Student Other Names	Contains other names a student has been known by. This option allows you to specify whether other names should print on the Washington Standardized Transcript. If a former name is entered, but is not legally allowed to be released, you can identify it as such and it will not print on the transcript. In addition to the student’s current legal name, a maximum of four additional names can print on the transcript.

Table 4 – Description of the Student Other Names area on the Profile sub-tab of the General tab in Student Profile

General Notes/All Notes

The Gen. Notes and All Notes buttons appear on the right side of the Profile sub-tab. These buttons allow you to enter and manage student-related Notes. To learn more about Notes and how they are used, see [“Working with Student Notes”](#) (page 139).

Change Log

The Chg. Log button appears on the right side of the Profile sub-tab. This button shows changes that have been made to the student’s name, address, primary phone number, and entry/withdrawal dates. The Change Log also lists the username of the user who made each change recorded in the log. Only the most recent change to each area appears. If Change Log data exists, an asterisk appears on the button (Figure 8).



Figure 8 - The asterisk on the button indicates that Change Log entries are present for the student

Address Sub-Tab

The Address sub-tab (Figure 9) allows you to view, add, or update the student's address information. You can also manage individual family members' address history from the Address sub-tab.

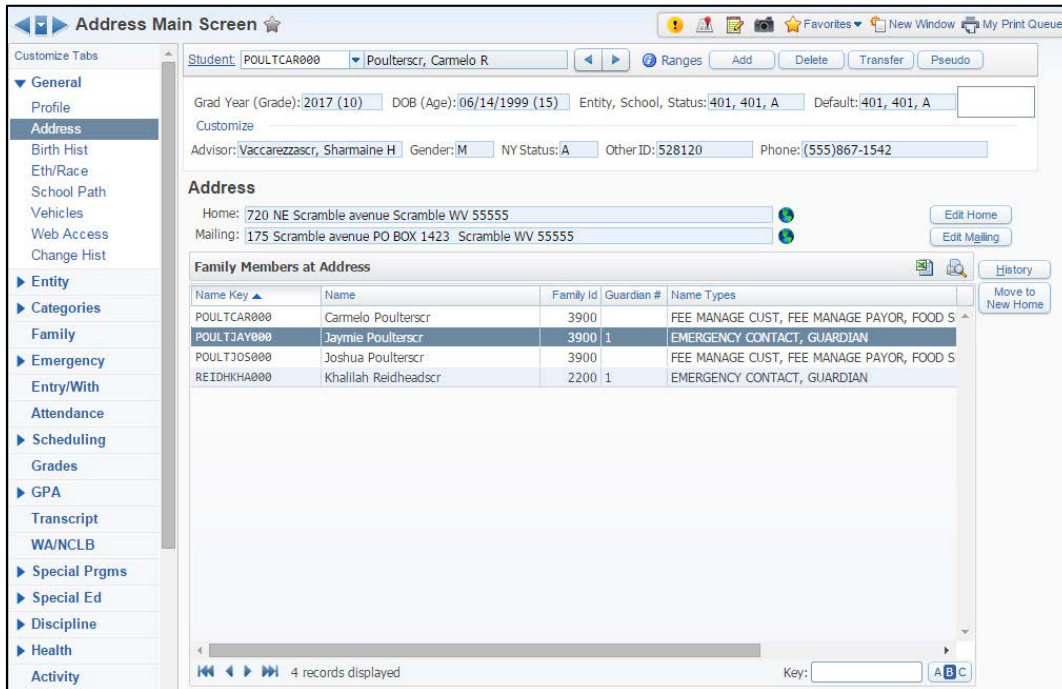


Figure 9 - The Address sub-tab of the General tab in the Student Profile

The sub-sections below discuss some of the most common functions you can perform from the Address sub-tab:

Viewing Family Members at the Student's Address

The Family Members at Address list is located at the bottom of the Address sub-tab. This list shows all people in the software associated with the student's address, along with their Name Type.

Figure 10 shows the Family Members at Address area of the Address sub-tab. Table 5 describes each of the columns in the list.

Name Key ▲	Name	Family Id	Guardian #	Name Types
POULTCAR000	Carmelo Poulterscr	3900		FEE MANAGE CUST, FEE MANAGE PAYOR, FOOD S
POULTJAY000	Jaymie Poulterscr	3900	1	EMERGENCY CONTACT, GUARDIAN
POULTJOS000	Joshua Poulterscr	3900		FEE MANAGE CUST, FEE MANAGE PAYOR, FOOD S
REIDHKHA000	Khalilah Reidheadscr	2200	1	EMERGENCY CONTACT, GUARDIAN

Figure 10 - The Family Members at Address area of the Address sub-tab

Column	Description
Name Key	System-defined from the first five characters of the last name, first three characters of the first name, and a sequentially assigned unique number. For example, John Smith’s name key would be SMITHJOH000 if he is the first John Smith in the software.
Name	Name of family member at address.
Family ID	System-defined family identification number, which links students and guardians. This number is assigned automatically and cannot be changed.
Guardian #	Identifies the numerical order of the family guardian(s). For example, the first guardian listed is Guardian 1, and the second guardian is Guardian 2.
Name Types	Denotes the type of information a person is associated with in the software. For example, Guardian, Emergency Contact, and Student are Name Types.

Table 5 - Description of the columns on the Family Members at Address list

Adding or Editing a Home or Mailing Address

Students can have both a Home and a Mailing address. You can add or edit both of these addresses from the Address sub-tab using the corresponding buttons to the right of each address (Figure 11).

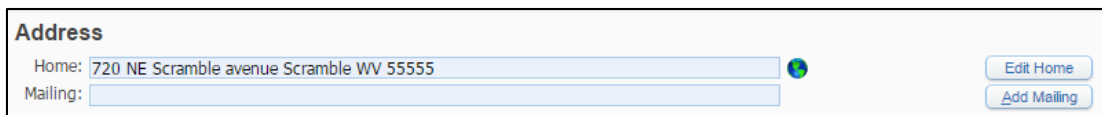


Figure 11 - The text on the buttons to the right of the Home and Mailing Addresses changes according to their function.

Note	The text displayed on the button corresponds to whether or not there is an existing address. For example, when the Home box already contains an address, the button to the right reads Edit Home. If a home address does not exist for the student, the button reads Add Home.
-------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

To add or edit a Home or Mailing Address from the Address sub-tab:

1. Click the button to the right of the address you want to add or edit (Add Home/Edit Home, Add Mailing/Edit Mailing).
2. Configure the Address Maintenance screen. This screen varies slightly, depending on whether you are maintaining the home or mailing address. Figure 12 shows the Address Maintenance screen for a home address. Table 6 describes the options on this screen.
3. Click Save.

The screenshot shows the 'Address Maintenance' interface. At the top, it says: "** All changes are direct updates to the address itself. As such, they will apply to any and all occupants. **". The main form includes fields for:

- Address: 720 NE Scramble avenue (Street Name dropdown)
- SUD: [dropdown]
- P.O. Box: [text]
- Address 2: [text]
- * Zip Code: 55555 - [text]
- City/State: Scramble, WV
- County: [dropdown]
- Carrier: [text]
- Township: [dropdown]
- Own/Rent: [dropdown]
- Dwelling: [dropdown]
- Census Area: [text]
- Hazard: [dropdown]
- Census Sub Area: [text]
- CY Path: 103-201-401 - 103-201-401
- NY Path: [dropdown]
- Horizontal Coord: [text]
- Vertical Coord: [text]
- Conv. Key: [text]

 An 'Address Preview' window on the right shows: '720 NE Scramble avenue', 'Scramble WV 55555'. There are 'Save' and 'Back' buttons on the right side of the form.

Figure 12 - The Home Address Maintenance screen allows you to update a student’s home address

Option	Description
Address	House number.
Pre-directional (unlabeled field immediately to the right of Address)	North, Northwest, East, etc. If this does not apply, leave it blank.
Street Name	The name of the street.
SUD	Secondary Unit Designator, such as “Apt” for Apartment.
SUD Number (unlabeled field immediately to the right of SUD)	Secondary Unit Designator number. For example, in “Apartment 4,” the SUD Number is “4.”

Option	Description
P.O. Box	Post Office Box (number only).
Address 2	Any additional address detail that may be required for delivery.
Zip Code	ZIP code associated with the address. City and State are automatically populated based on the entered ZIP code.
City/State	City and State associated with the address' ZIP code.
County	County code, if used.
Carrier	Mail carrier number, if used.
Township	Township code, if used.
Own/Rent	Used to denote whether the student lives in an owned or rented property.
Dwelling	The Dwelling Code associated with the address. If entered, this census tracking information can be displayed on the Family Census Report.
Census Area	Census tracking information.
Hazard	The Hazard Code associated with the address.
Census Sub Area	Census tracking information.
CY Path	Current Year Address Path description and code. To learn more about the CY Address Path, see " School Path Sub-Tab " (page 30).
NY Path	Next Year Address Path description and code. To learn more about the NY Address Path, " School Path Sub-Tab " (page 30).
Path History	Tracks changes made to student's Path information.
Horizontal Coord	Census tracking information. If entered, the horizontal coordinate appears on the Family Census Report.

Option	Description
Conv. Key	<p>This field may be used when districts convert to Skyward’s School Management System from another student information system. It is not intended to be used for any other purpose.</p> <p>Do <i>not</i> use this field.</p>
Vertical Coord	<p>Census tracking information. If entered, the vertical coordinate appears on the Family Census Report.</p>
Address Preview	<p>Shows a preview of how the address appears on a mailing label.</p>

Table 6 – Description of the options on the Address Maintenance screen

Adding Address History

Address History contains a historical record of the family’s address changes. You can also add Address History for individual family members, including their Move In and Move Out dates.

To add Address History for selected family members from the Address sub-tab:

1. Select the family member you want to add Address History for.
2. Click History.
3. Click Add. The Address History Maintenance screen appears.
4. Enter Move In and Move Out dates, if desired.
5. Click Address. The Address Master appears.
6. Select the desired address and click Select. If you want the Address History record to track only the student’s move dates, you can click No Address. Depending on your security level, you may also add a new address to the Address Master.
7. Click Save.

You can also edit and delete a student’s historical address records from the Address History Maintenance screen.

Moving a Student to a New Home

You can use the Move to New Home option to change the Home Address and update the Address History for all family members listed on the Address sub-tab at the same time.

To move a student to a new home from the Address sub-tab:

1. Click the student's name in the Family Members at Address list.
2. Click Move to New Home.
3. Locate the new address on the Address Master screen and click Select.
4. Configure the Move Date Maintenance screen.
5. Click Save. The following message appears:

“The following occupants are family members that will also have their address changed if you change the address of (student's name).”

6. Click OK.

Note	If the new address you enter has occupants, the following message appears: “There are others currently living at the new address. Do you want to move these occupants from the new address to an unknown address?”
-------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Birth Hist Sub-Tab

The Birth History sub-tab shows the student’s place of birth and whether a birth certificate is on file. Figure 13 shows the options available on the Birth History sub-tab. Table 7 describes each of these options.

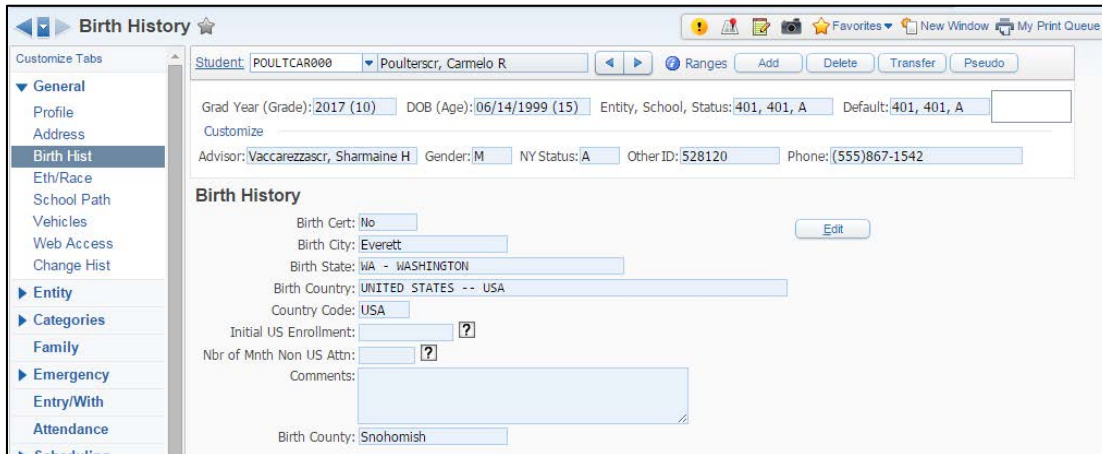


Figure 13 - The Birth History sub-tab allows you to track information associated with a student’s birth.

Note Fields used in Washington State Reporting are marked with a double asterisk (**).

Option	Description
Birth Cert	Specifies whether the student’s birth certificate is on file.
Birth City Birth State Birth County	The city, county, and state where the student was born.
**Birth Country	Country where student was born. This field is used for State Reporting.
**Initial US Enrollment	The date the student first enrolled in public education anywhere in the United States. This field is available only when the Birth Country is not the United States. This field is used for State Reporting.

Option	Description
**Nbr of Mnth Non US Attn	The number of months the student received formal education outside the United States in the student’s native language (grades K-12) prior to enrolling in this district. This field is available only when the Birth Country is not the United States. This field is used for State Reporting.
Comments	Optional freeform area to make notations related to the student’s education if the student was born outside of the United States. This field is available only when the Birth Country is not the United States.

Table 7 - Description of the options on the Birth Hist sub-tab

Eth/Race Sub-Tab

The Eth/Race sub-tab is used to record a student’s ethnicity and race, in accordance with federal and state collection requirements for local education agencies and institutions.

Figure 14 shows the options available on the Ethnicity and Race Information screen. Table 8 explains the options in the Ethnicity Information area of the screen. Table 9 explains each of the options in the Race Information area.

Figure 14 - The Ethnicity/Race sub-tab records a student's Federal\State Ethnicity and State Race

Note Fields used in Washington State Reporting are marked with a double asterisk (**).

Option	Description
**Federal/State Ethnicity	Allows you to set a student’s ethnicity as either Not Hispanic, or as one or more available Hispanic ethnicities. For example, you can select both Cuban and Dominican for the same student.
Ethnicity Verified By	Tracks how the district verifies the student’s ethnicity. Note: This information may be helpful in assisting the district to know who provided or verified Ethnicity information.
Ethnicity Verified On	Date the district verifies the student’s ethnicity.

Table 8 - Description of the Ethnicity Information options on the Eth/Race sub-tab of the General tab in Student Profile

Option	Description
**State Race	Allows you to select one or more state-defined Race Codes.
Federal Race	Federal Race is automatically populated based on the selection that is made for State Race. To learn more about Race Codes, see <i>Appendixes Y and Z</i> of the <i>CEDARS Data Manual</i> . The CEDARS Data Manual is available on the OSPI website at http://www.k12.wa.us/CEDARS/Manuals.aspx .
Race Verified By	Tracks how the district verifies the student's race. Note: This information may be helpful in assisting the district to know who provided or verified Race information.
Race Verified On	Date the district verifies the student's race.
Local Race	Although some reports still use Local Race as a range option, it is <i>no longer used</i> for Washington State Reporting. As a result, some districts have chosen to hide this field. Contact your district's technical support staff to learn more about using the Local Race field in your district.

Table 9 - Description of the Race Information options on the Eth/Race sub-tab of the General tab in Student Profile

School Path Sub-Tab

The School Path sub-tab contains the student's address path information, which determines which schools/Entities the student attends based on the student's address (Figure 15). It also shows whether that path was manually assigned or computer-generated. Table 10 describes the options on the School Path sub-tab.

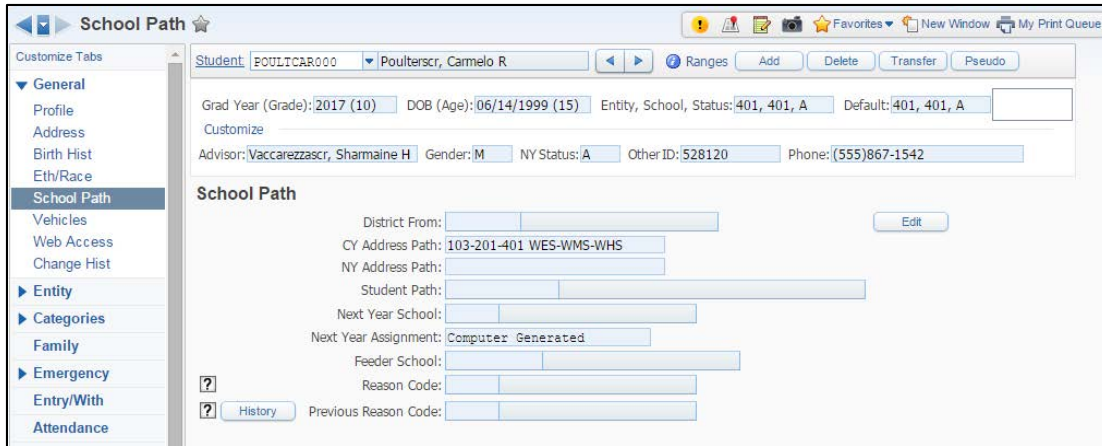


Figure 15 - The School Path sub-tab contains information about a student’s path in the district

Option	Description
District From	Designates the school district that the student is from.
CY Address Path NY Address Path	<p>Lists which Entities the student should attend for the Current Year and Next Year, based on the student’s address, from elementary school through high school.</p> <p>When your district has implemented the use of Address Paths, a student may not have a CY Address Path or NY Address Path because their address is new to your district’s Address table or the student does not have an address. Address Paths are also used to project enrollment. To learn more about Address Paths, see the <i>WSIPC Guide to Address Paths</i>.</p> <p>The CY Address Path is used when running the Mass Add Students to An Entity Utility (Student Management\Students\ST Setup\UT\MA). To learn more about running this utility, see the <i>WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule</i>.</p>

Option	Description
Student Path	<p>Indicates the unique school path the student may follow, based on personal preference or other circumstances from elementary school through high school. The Student Path may be different from the Address Path. The use of Student Path requires that your district has implemented Address Paths. To learn more about implementing Address Paths, see the <i>WSIPC Guide to Address Paths</i>.</p> <p>This field is used when running the Mass Add Students to Entity Utility (Student Management \Students\ST Setup\UT\MA) for Future Scheduling. To learn more about running this utility in conjunction with Future Scheduling, see the <i>WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule</i>.</p>
Next Year School Next Year Assignment	<p>Specifies which school the student will attend next year, and how that value was determined. To learn more about this option, see “Next Year School and Next Year Assignment” (page 33).</p>
Feeder School	<p>The school the student was previously enrolled in. This field is not populated automatically.</p> <p>This field can be used when running the Mass Add Students to Entity Utility (Student Management \Students\ST Setup\UT\MA) for Future Scheduling, to select a group of students who all came from a particular school and will all attend the same school next year. To learn more about running this utility in conjunction with Future Scheduling, see the <i>WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule</i>.</p>

Option	Description
Reason Code	<p>Used to track enrollment for students who are not enrolled in their home/boundary school. The Reason Code field is only accessible when the value in Next Year Assignment is Manual Override.</p> <p>This field is also called Boundary Override Reason Code or Permit Code.</p> <p>This information can be reported using the Projected Enrollment Report (Student Management\Students\RE\PE\ER). To learn more about the Projected Enrollment Report, see the <i>WSIPC Guide to Address Paths</i>.</p>
Previous Reason Code	<p>Displays the student’s most recently used Reason Code (Boundary Override Reason Code or Permit Code) prior to their current Reason Code.</p>

Table 10 - Description of the options on the School Path sub-tab of the General tab in Student Profile

Next Year School and Next Year Assignment

The Next Year School and Next Year Assignment fields can be populated in several ways:

- Use the Student Mass Change Utility. To learn more about this utility, see [“Student Mass Change”](#) (page 178).
- Manually update the field.
- Use the Update Next Year School Utility. To learn more about this utility, see [“Update Next Year School”](#) (page 187).
- Use the Initialize Next Year School Utility. To learn more about this utility, see [“Initialize Next Year School”](#) (page 187).

When you update Next Year School using the Student Mass Change Utility, Next Year Assignment is automatically set to Manual Override.

When you update Next Year School manually, you can set Next Year Assignment to either Manual Override or Computer Generated.

Vehicles Sub-Tab

The Vehicles sub-tab contains information about the student’s vehicle, such as the make, model, and license plate number. You can also track students’ vehicle or parking permit information, as well as their driver license number, on the Vehicles sub-tab. Figure 16 shows the Vehicles sub-tab with a student’s information filled in. Table 11 describes each of the available options on this sub-tab.

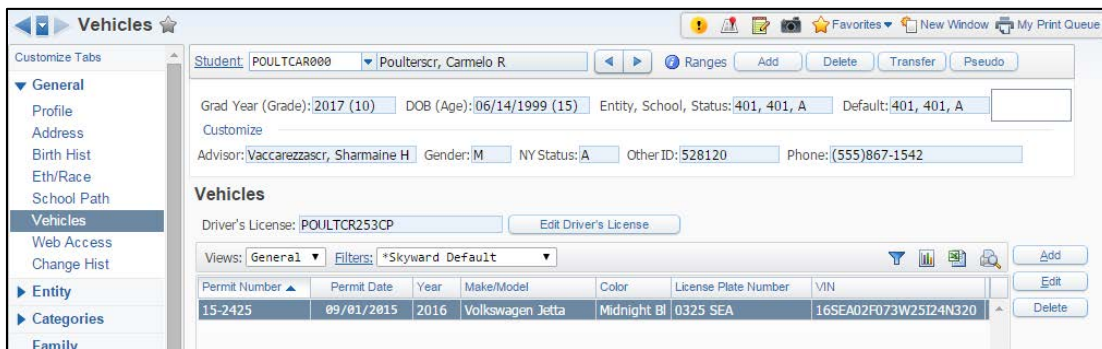


Figure 16 - The Vehicles sub-tab allows you to track information about students’ vehicles

Option	Description
Permit Number	Permit number of the vehicle the student uses.
Permit Date	Parking permit date.
Year	Year vehicle was manufactured.
Make/Model	Make and model of vehicle.
Color	Color of vehicle.
License Plate Number	License plate number.
VIN	Vehicle Identification Number of vehicle.

Table 11 - Description of the options on the Vehicles sub-tab

Adding or Editing a Student's Driver License Information

You can maintain students' driver license numbers from the Vehicles sub-tab. This information is typically collected during student registration.

To add or edit a student's driver license information from the Vehicles sub-tab:

1. Click Add Driver's License. (If a student's driver license number is already present, the button reads Edit Driver's License.)
2. On the Driver's License Maintenance screen, enter the student's license number.
3. Click Save.

Adding or Editing a Student's Vehicle Information

You can enter multiple vehicle records for a single student on the Vehicles sub-tab. This is useful if a student occasionally drives a different vehicle to school, or if your Entity or district would like to maintain historical parking or vehicle permit records for past years.

To add or edit a student's vehicle information from the Vehicles sub-tab:

1. Click Add or Edit.
2. Configure the Vehicle Maintenance screen.
3. Click Save.

Web Access Sub-Tab

The Web Access sub-tab (Figure 17) allows you to grant access to Family and Student Access for Guardians and Students. See "[Adding a New Family](#)" (page 61) to learn how Family and Student Access is configured when adding guardians to a family.

Note	Acceptable Use Policy information appears when the Display AUP (Acceptable Use Policy) on Web Access screens in Student Management option in District Display Settings for Family or Student Access (Student Management\Families\FM Setup\CF\DD or Student Management\Students\SA Setup\CF\DD) is selected.
-------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The screenshot shows the 'Web Access' sub-tab for a student profile. The student's name is 'POULTCAR000' and the school is 'Poulterscr, Carmelo R'. The 'Student Information' section includes fields for Login (POULTCAR000), Password (masked), School Email (scramblehome4874@scr36.com), and Home Email (scramble4297@example.com). There are checkboxes for 'Allow Student Access' and 'AUP (Acceptable Use Policy)' with radio buttons for 'Approved' and 'Not Approved'. Below this is a 'Guardians' table with two records:

Name Key	Last Name	First	Middle	Relationship	Login	Allow Family Access
POULTJAY000	Poulterscr	Jaymie	P	Mother	FEE11	Y
REIDHRHA000	Reidheadschr	Khallah	O	Stepfather	Family333	Y

The table indicates that 2 records are displayed. There are 'Edit' buttons for both the Student Information and the Guardians table.

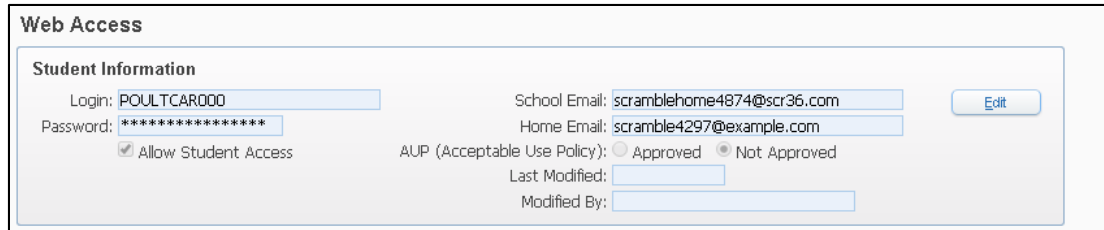
Figure 17 - The Web Access sub-tab allows you to maintain Student and Guardian sign in information for Student and Family Access.

Managing a Student Access Account for a Student

Typically, a student's sign-in information for Student Access is automatically generated. You can change a student's username and password, change the email address, and disable his or her Student Access account from the Web Access sub-tab.

To manage a Student Access account for a student from the Web Access sub-tab:

1. Click Edit in the Student Information area of the screen (to the right of the student's username and password).
2. Configure the Student Access User Maintenance screen (Figure 18). You can change the student's Login, School Email, and Home Email from this screen.
3. If you want to set a new password for the student, click Set Password and enter a new password.
4. Click Save, or click Save and Email Account Reset Link if you want to email the student a link to reset his or her account password.



The screenshot shows a web interface titled "Web Access" with a sub-section "Student Information". It contains several input fields: "Login" with the value "POULTCAR000", "Password" with a masked value "*****", "School Email" with "scramblehome4874@scr36.com", and "Home Email" with "scramble4297@example.com". There is an "Edit" button to the right of the email fields. Below these are checkboxes for "Allow Student Access" (checked) and "AUP (Acceptable Use Policy)" with radio buttons for "Approved" and "Not Approved". At the bottom, there are fields for "Last Modified" and "Modified By".

Figure 18 - The Student Access User Maintenance screen allows you to manage a student's Student Access account.

Managing a Guardian's Family Access Account

Like Student Access accounts, guardians' sign-in information for Family Access is typically automatically generated. All guardians associated with a student appear in the Guardians list on the Web Access sub-tab.

To manage a guardian's Family Access account from the Web Access sub-tab:

1. Select the desired guardian's name in the Guardians list.
2. Click Edit to the right of the Guardians list.
3. Configure the Family Access User Maintenance screen (Figure 19).
4. Click Save or Save and Email Account Reset Link, if you want to email the guardian a link to reset this or her account password.

Note You can also use the three Subsystem Options on the Family Access User Maintenance screen to configure the level of access that individual guardians have to their students' information. Changes made to the Subsystem Options apply to a guardian's view of all students in the family.

Family Access User Maintenance

Guardian: Jaymie P Poulterscr, MR

Name Key: POULTJAY000

Login: FEE11

Password: password [Generate](#)

Force password change at next login

Allow Family Access

Account Verified

Home Email: Guardian@guardian.com

Subsystem Options

Do Not Allow Access to **Food Service Statement Information**

Do Not Allow Access to **Fee Management Statement Information**

Do Not Allow Access to **Online Registration & Pseudo Family Changes**

[Save](#)

[Save and Email Account Reset Link](#)

[Back](#)

Figure 19 - The Family Access User Maintenance screen allows you to manage a guardian's Family Access account.

Change Hist Sub-Tab

The Change Hist sub-tab maintains a list of changes made to some areas of the student's profile information, such as the student's address or entry/withdrawal information. This is helpful for auditing purposes, as the Change History keeps a record of the old and new values entered, along with the name of the person who made the change. Change History is tracked automatically and is view-only. Individual entries cannot be edited or deleted. Figure 20 shows an example of change history records on the Change Hist sub-tab.

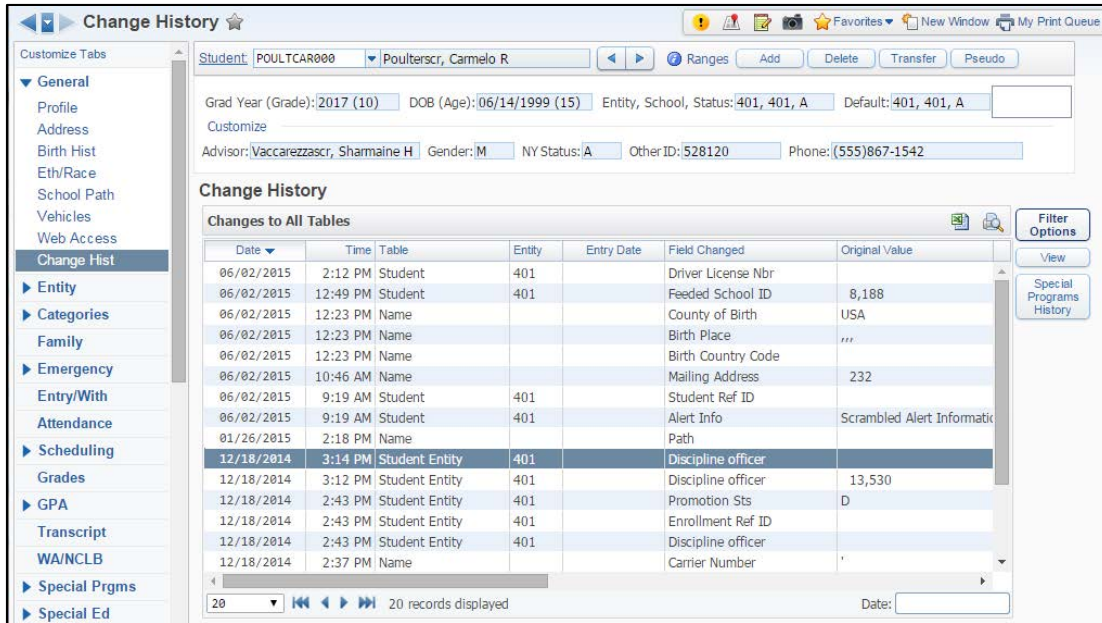


Figure 20 - The Change Hist sub-tab maintains a view-only record of changes made to student information.

To view all of the information of a Change History record from the Change Hist sub-tab:

1. Select the desired Change History record.
2. Click View to the right of the Changes to All Tables list. Figure 21 shows an example of details you may see when viewing a Change History record.

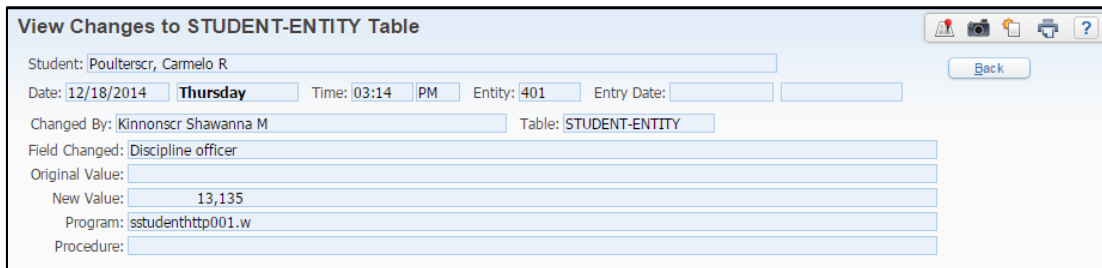


Figure 21 - Example of the detail that is available when viewing a Change History record

You can also view the history of changes made to Special Programs records. Figure 22 is an example of the change history information for Special Programs. Special Programs records are found on the Special Prgms tab and its associated sub-tabs. To learn more about maintaining Special Program records, see “[Special Programs Tab](#)” (page 90).

Date	Time	Trans Type	User	Location	Record
06/02/2015	3:36 pm	Change	Shawanna M Kinnonscr	Program: SSTUDNCLB2HTTP146.W	TTL

Figure 22 - Example of the information available when selecting Special Programs History

Entity Tab

The Entity tab shows information about a student that is specific to the Entity the student is assigned to, such as advisor, current and next year status, and default Entity. An Entity is a physical building, such as a high school. An Entity can have one or more schools. For example, Entity 401, a high school, might have an Academy or Focus school.

The following sections describe the two areas on the Entity tab.

Entity Info Sub-Tab

The Entity Info sub-tab contains information about a student’s relationship to the Entity, such as homeroom, student status, and advisor. Figure 23 shows the Entity Info sub-tab and the five different areas of information.

Entity Info Tab

Student: POULTCAR000 | Poulterscr, Carmelo R

Grad Year (Grade): 2017 (10) | DOB (Age): 06/14/1999 (15) | Entity, School, Status: 401, 401, A | Default: 401, 401, A

Advisor: Vaccarezascr, Sharmaine H | Gender: M | NY Status: A | Other ID: 528120 | Phone: (555)867-1542

Entity Info

Entity Information

Entity: 401 | WSIPC High School
 School: 401 | WSIPC High School
 Calendar: 401 | Calendar (401)
 Student Type: R | REGULAR
 WA Primary School: Yes

Advisor: VACCASHA000 | Vaccarezascr Sharmaine H
 Discipline Officer: KINNOSHA000 | Kinnonscr Shawanna M

CY Homeroom Information

CY Homeroom: | |
 Room Number: | |
 Teacher: | |
 Building: | |

NY Homeroom Information

NY Homeroom: | |
 Room Number: | |
 Teacher: | |
 Building: | |

Scheduling Information

CY Sched Team: | |
 NY Sched Team: | |

Entity 401

Default Entity: Yes
 Status: Active
 Next Year Status: Active
 Full/Part Time: Full-time
 Current Year Member: Yes
 Family Representative: |
 Include in Honor Roll: Yes
 Include in Rank: Yes
 Multi-Rank: No
 Print/Display Rank: Yes
 Print Report Card: Yes
 Promotion Status: Pending
 Percent Enrolled: 100.00
 SC Percent Enrolled: 0.00
 Addl Seat Count: 0.00

Figure 23 - The Entity Info sub-tab of the Entity tab in the Student Profile

Entity Information Area

The Entity Information area on the Entity Info sub-tab contains information specific to a student’s current Entity and school.

From time to time, you may find it necessary to edit or update the student’s Entity Info. Most fields on the Entity Info sub-tab of the Entity tab in Student Profile are available for edit.

To make changes to a student’s information from the Entity Info sub-tab of the Entity tab:

1. Click Edit.
2. Configure the Entity Info screen. Table 12 describes each of the options in this area.
3. Click Save.

Note	Fields used in Washington State Reporting are marked with a double asterisk (**).
-------------	-----------------------------------------------------------------------------------

Option	Description
Entity	Entity the student is currently enrolled in.
School	School Code assigned to the student. There can be multiple schools within a single Entity.
Calendar	Calendar assigned to the student. If the student’s calendar needs to be changed, do this as a status change rather than editing the information shown on the Entity Info sub-tab.

Option	Description
**Student Type	<p>Students are assigned a Student Type Code when they are enrolled. This code can be used to break students into different groups for reporting purposes. Student Type is a parameter field on many reports and helps you report only specific student types. Commonly used codes are R for Regular, S for Special Education, and EXC to exclude a student from CEDARS. These codes are district-defined.</p> <p>To learn more about Student Codes, see “Adding, Editing, and Deleting Codes” (page 156).</p>
**WA Primary School	<p>Used to help determine whether an Entity is the student’s primary school, and is only used as an override when WSIPC’s Washington State Reporting logic for CEDARS cannot correctly determine the primary school. This flag should be left at its default setting of blank so that WSIPC’s Washington State Reporting logic for CEDARS can determine the appropriate condition to report in data element C10 (Yes or No).</p> <p>The following example is a known scenario in which a district should set this field to No:</p> <p style="padding-left: 40px;">A student attends District A and District B. Each school is the student’s Default Entity, but only one should be the student’s primary school. One district sets the primary school flag to No and the other district leaves it blank, since a student can only have one primary school on any given day.</p>
Advisor	Alphakey and name of advisor assigned to student.
Discipline Officer	Alphakey and name of Discipline Officer assigned to student.
Teacher of Record	Student’s homeroom teacher.

Option	Description
Band Instrument	Allows you to track the musical instrument that a student plays.

Table 12 - Description of the options in the Entity Information area on the Entity Info sub-tab

CY Homeroom Information Area

The CY Homeroom Information area on the Entity Info sub-tab contains information specific to a student’s current year homeroom. Table 13 describes the options in this area.

Option	Description
CY Homeroom Room Number Teacher Building	Student’s current year homeroom details. Room Number, Teacher, and Building are automatically populated based on the selected CY Homeroom.

Table 13 - Description of the options in the CY Homeroom Information area on the Entity Info sub-tab

NY Homeroom Information Area

The NY Homeroom Information area on the Entity Info sub-tab contains information specific to a student’s next year homeroom. Table 14 describes the options in this area.

Option	Description
NY Homeroom Room Number Teacher Building	Student’s next year homeroom details. Room Number, Teacher, and Building are automatically populated based on the selected NY Homeroom.

Table 14 - Description of the options in the NY Homeroom Information area on the Entity Info sub-tab

Scheduling Information Area

The Scheduling Information area on the Entity Info sub-tab contains the scheduling teams the student is assigned to. Table 15 describes the options in this area.

Option	Description
CY Sched Team NY Sched Team	Student’s current year and next year scheduling team. This information is used for scheduling and placement of a student. To learn more about scheduling teams and how they are used, see the <i>WSIPC Guide to Current Scheduling</i> and the <i>WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule</i> .

Table 15 - Description of the options in the Scheduling Information area on the Entity Info sub-tab

Entity [###] Area

The Entity [###] area on the Entity Info sub-tab contains information specific to a student’s assigned Entity. Table 16 describes the options in this area.

Option	Description
Default Entity	The Entity in which the student spends the majority of their time is considered their Default Entity. Note: A student can be enrolled in more than one Entity, but one of the Entities must be defined as the student’s Default Entity.
Status	Student’s status at this Entity (Active or Inactive).
Next Year Status	Student’s next year status at this Entity (Active or Inactive).
Full/Part Time	Indicates whether the student attends the Entity full or part time.

Option	Description
Current Yr Member	<p>Indicates whether or not the student has been enrolled in the Entity in the current school year. When this option is set to Yes, students are included in attendance totals on reports that do not give you the option to select a Current Year Member range of Yes, No, or Both. One for these reports, for example, is the Monthly Quarterly Report (Student Management\Office\AT\RE\AR\Reports by Student\MQ). If a student has withdrawn prior to the end of the year, this field should remain set to Yes so that the student continues to be included on Attendance Reports. To learn more about Attendance Reports, see the <i>WSIPC Guide to Attendance</i>.</p> <p>Tip: As a business practice, some districts set Current Yr Member to No on foreign exchange students as a way of not including those students in AYP Reporting.</p>
Family Representative	<p>Designates if the student should be considered the representative of the family. This can be helpful in the event the student speaks English, but the guardian does not. This field is sometimes used to create reports in Data Mining that indicate who the liaison is for communications between the school and the family.</p>
Include in Honor Roll	<p>Allows you to select if the student is included in the Honor Roll calculation when the Honor Roll Report (Student Management\Office\GR\RE\SL\HR) is run. To learn more about honor roll, see the <i>WSIPC Guide to the Grading Cycle and Configuration</i>.</p>
Include in Rank	<p>Allows you to select if the student is included in the Rank calculation when the Student Rank Report (Student Management\Office\GR\RE\SL\SR) is run. To learn more about student ranking, see the <i>WSIPC Guide to the Grading Cycle and Configuration</i>.</p>

Option	Description
Multi-Rank	<p>Allows you to select if a student’s rank should not affect other students’ rank. Selecting Yes indicates that the student's rank should not affect other students’ ranking.</p> <p>For example, a student has Multi-Rank set to Yes and is ranked as 7 in the class. Since this student's ranking does not affect other student's ranking, the next student's rank is also 7. To learn more about student ranking, see the <i>WSIPC Guide to the Grading Cycle and Configuration</i>.</p>
Print/Display Rank	<p>Determines whether or not the student rank is printed on report cards and transcript labels.</p> <p>When running reports that include rank information, students whose Print/Display Rank is set to No do not have their rank printed. Additionally, these students’ rank is not displayed on the Current sub-tab of the GPA tab. To learn more about student ranking, see the <i>WSIPC Guide to the Grading Cycle and Configuration</i>.</p>
Print Report Card	<p>Allows a report card to be printed for the student.</p>
Promotion Status	<p>Washington State districts are not required to use this field. Do <i>not</i> use this field.</p>
Percent Enrolled	<p>This read-only field displays the student’s Percent Enrolled from the Entry/With tab in the Student Profile.</p>
SC Percent Enrolled	<p>This read-only field displays the student’s Skills Center % Enrolled from the Entry/With tab in the Student Profile.</p>

Option	Description
Addl Seat Count	<p>Enables you to reserve more than one seat in a Class Seat Count when you enroll a student into a Section by entering the number of seats required for the student. This is typically used for special education students to account for more than one physical seat for them in a class.</p> <p>Only available when Use Additional Student Class Seat Counts is selected in Scheduling Options (Student Management\Office\CS Setup\CF\Scheduling Options or Student Management\Office\FS Setup\CF\Scheduling Options). To learn more about Additional Seat Count, see the <i>WSIPC Guide to Current Scheduling</i> or the <i>WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule</i>.</p>

Table 16 - Description of the options in the Entity XXX area on the Entity Info sub-tab

Obligations Sub-Tab

The Obligations sub-tab allows you to manage student Obligations, such as turning in an emergency form or paying fees and fines. Obligations typically must be met or waived before a student advances or graduates. The Obligations sub-tab displays a student’s Obligations in a list that allows you to quickly see if a student has any outstanding Obligations. Figure 24 shows information presented on the Obligations sub-tab. Table 17 describes the available options.

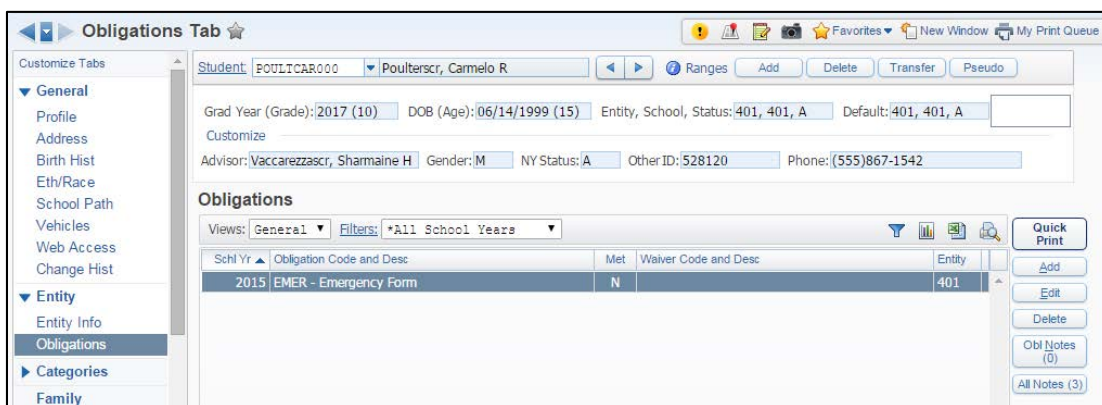


Figure 24 - The Obligations sub-tab of the Entity tab in the Student Profile

Option	Description
School Year	School Year defaults to the current year. Note: An Obligation can be added for a prior or future year.
Obligation Code and Desc	Obligation code and description.
Met	Defines whether the Obligation has been met.
Waiver Code and Desc	Waiver code and description. An Obligation is considered met if a Waiver Code is selected, regardless of what the Obligation Met flag is set as.
Entity	Entity the Obligation was created in. Note: When a student has an Obligation record in multiple Entities, all records appear regardless of which Entity you're viewing from.

Table 17 - Description of the options you can edit on the Obligations sub-tab

Managing a Student's Obligations

As students fulfill their Obligations, you can edit the Obligations so they can be marked as Met. You can also add additional Obligations, or delete existing Obligations.

To add or edit a student's Obligation from the Obligations sub-tab:

1. Click Add or Edit.
2. Configure the Student Obligation Maintenance screen (Figure 25).
3. Click Save.

Student Obligation Maintenance

School Year: Obligation Met

* Obligation:

Waiver: ?

Save

Back

Asterisk (*) denotes a required field

Figure 25 - The Student Obligation Maintenance screen allows you to add or edit a student's Obligations.

To delete a student's Obligation from the Obligations sub-tab:

1. Select the Obligation Record in the list.
2. Click Delete. A message appears:

“Are you sure you want to delete this record (name of Obligation)?”
3. Click Yes. The Obligation is deleted.

Categories Tab

Category Type Codes and their related Category Codes are user-defined values that identify student information not covered by other codes available in the software. CEDARS Reporting uses Category Code information to identify a specific population of students. (See “[Appendix B – CEDARS Data Element Reporting 2015-2016](#)” on page 204 for CEDARS data element reporting details.)

The Categories tab has two sub-tabs: District and Entity.

Figure 26 shows an example of the District sub-tab. District categories assigned to the student stay with the student's record as he or she moves from Entity to Entity. “Foster Child” and “Foreign Country” are examples of typical District Category Codes.

Entity categories are maintained as part of the student's Entity record, and as such, only apply to the student while he or she is enrolled in that Entity, or for reports run from that Entity. “Running Start” and “CTE” are examples of typical Entity Category Codes.

The screenshot shows a web application window titled "District Categories Tab". The interface includes a top navigation bar with a search field containing "Student: FOULTCAR000" and "Poulterscr, Carmelo R", along with buttons for "Ranges", "Add", "Delete", "Transfer", and "Pseudo". Below this is a "Customize" section with fields for "Grad Year (Grade): 2017 (10)", "DOB (Age): 06/14/1999 (15)", "Entity, School, Status: 401, 401, A", and "Default: 401, 401, A". Another "Customize" section contains "Advisor: Vaccarezascr, Sharmaine H", "Gender: M", "NY Status: A", "Other ID: 528120", and "Phone: (555)867-1542". The main content area is titled "District Category Codes" and displays a list of codes: "FOS FOS=FOSTER". An "Edit Catg" button is located to the right of the list. On the left side, there is a "Customize Tabs" menu with a tree view showing categories like "General", "Entity", "Categories", "District", "Family", "Emergency", "Entry/With", "Attendance", "Scheduling", "Grades", "GPA", "Transcript", "WA/NCLB", "Special Prgms", and "Special Ed". The "District" sub-tab is currently selected.

Figure 26 - The District sub-tab of the Categories tab in Student Profile. The Entity sub-tab is very similar.

Student Category Codes are used as a parameter option on some reports to select students for inclusion or exclusion. Some reports include Category Type and Category Code as range options. Other reports allow you to select all categories or specific categories to be included in the report.

To select a Category Code on either the District or Entity sub-tab:

1. Click Edit Catg on either the District or Entity sub-tab. The available Categories appear.
2. Use the check boxes to select one or more Categories.
3. Click Save.

Family Tab

The Family tab contains information about the student’s guardians and other family members, including their relationship to the student, their addresses, and telephone numbers.

Figure 27 shows the Family tab for a student with a single family, which is represented as Family 1. Table 18 describes the available options on the Family tab (Figure 27). Table 19 (page 54) describes some of the buttons on the Family tab and how they function.

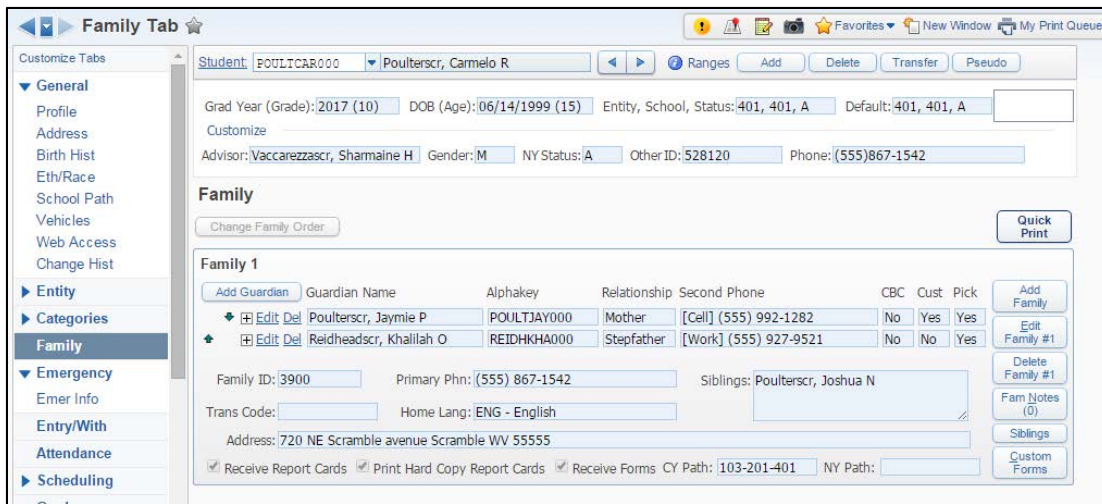


Figure 27 - The Family tab contains information about the student’s family members

Note Fields used in Washington State Reporting are marked with a double asterisk (**).

Option	Description
Guardian Name	Name of the student’s guardian/family member.
Relationship	Guardian/family member’s relationship to the student.
Second Phone	Additional phone number for the guardian/family member. Types available for selection are Cell, Home, Other, Work.
CBC	Designates whether or not a criminal background check has been completed for this guardian.

Option	Description
Cust	Designates if the guardian/family member is a custodial parent.
Pick	Designates if the guardian/family member is allowed to pick up the student from school.
Family ID	System-defined unique family identification number. This field cannot be edited.
Primary Phn	<p>The Family’s primary telephone number. This number can be marked as Confidential and/or Long Distance.</p> <p>Confidential phone numbers appear in the Student Profile followed by (Conf). Some reports include an option to not print Confidential phone numbers. If selected, asterisks replace Confidential phone numbers on the report.</p> <p>The Long Distance designator is typically used in districts that use auto dialer software. If the primary phone is designated as long distance, an auto dialer automatically adds a ‘1’ in front of the area code when calling the number.</p>
Siblings	Displays the student’s siblings attached to the selected family record. The students who appear in the Siblings area are those who are linked to the same Family (via the Family ID.)
Trans Code	The Transportation Code is used to track how students in the family are transported to and/or from school. To learn more about Transportation Codes, see the <i>WSIPC Guide to Busing</i> .

Option	Description
Home Lang	Language the student’s family speaks at home (for example, if a district uses auto-dialer software to call students’ homes, the language the call should be made in). This field is not used for Washington State Reporting. The language fields used for Washington State Reporting are Native Language and Home Language, which are found on the Profile sub-tab of the General tab in Student Profile.
**Address	Home address for the student’s family. The student’s residential zip code and extension are reported in CEDARS.
Receive Report Cards? Print Hard Copy Report Cards? Receive Forms?	These options indicate whether or not the family should receive report cards and/or forms. Individual options control receipt of report cards and forms. Some examples of forms are attendance letters and fee management statements. If Print Hard Copy Report Cards? is not selected, a report card cannot be printed for the student.

Table 18 - Description of the options on the Family tab

Button	Description
Change Family Order	Changes the order of the families when a student changes which family they live with or the custodial family changes. The family member listed in the top position is considered the primary guardian and Head of Household.
Add Guardian	Adds an additional guardian to the listed family.
Add Family	Adds an additional family. Note: Do not select this button to add an additional family member/guardian to an existing family. Instead, click Add Guardian to add an additional family member to the family.
Edit Family (#1, #2, etc.)	Allows you to modify fields for the selected family. Changes made using this button affect all members of the family.

Button	Description
Delete Family (#1, #2, etc.)	Deletes the entire family. When you delete a family from a student, the family is also deleted from any other students (for example, siblings) that the family is attached to.
Fam Notes	Allows you to enter Notes that are attached to the selected family.
Siblings	Allows you to quickly move to a student's sibling record. Note: This button is available only if the student you are on has siblings.
Custom Forms	Allows you to enter Custom Form data for the family. To learn more about Custom Forms, see the <i>WSIPC Guide to Custom Forms in Student Management</i> .

Table 19 - Description of the buttons on the Family tab

Managing Guardian Records

You can add new guardians to a student and edit the student's existing guardians from the Family tab. These changes can be made at any time. When adding or editing a guardian, you can specify items such as whether they are a custodial parent or whether they are allowed to pick up the student from school.

Note	The first guardian listed for a family is considered that family's Head of Household.
-------------	---------------------------------------------------------------------------------------

Adding a New Guardian

When a student has a new guardian, you may want to add that new guardian to the student's existing Family record.

To add a new guardian from the Family tab:

1. Click Add Guardian for the selected family (located in the upper left corner of the Family record).
2. Enter the new guardian's Last Name and First Name.
3. Click the Click Here to Search for Existing Name button.

- Click Add Entered Name as Guardian if no record is found, or select a record in the Matching Names list and click Add Selected Name as Guardian.

Note The following steps assume you have clicked Add Entered Name as Guardian.

- Configure the Edit Guardian Information screen (Figure 28). Table 20 describes the options on this screen.
- Click Save. You are returned to the Family tab and the newly added guardian appears as a member of the selected family.

Note If you want to change the order in which the guardians are listed, use the up/down arrows next to their names.

Figure 28 - The Edit Guardian Information screen

AREA	PURPOSE OF AREA
General Information	Identifies basic information about the guardian.
Options in This Area	Description of Options
First Middle Last	First, middle, and last name of the student's guardian.
Name Suffix	The name suffix that applies to the guardian, such as Jr. or Sr.
Name Prefix	The name prefix that applies to the guardian, such as Mr. or Ms.
Name Key	Name key of the student's guardian
Date of Birth	Guardian's date of birth.
Age	Guardian's age of today's date. This field is calculated automatically.
Gender	Guardian's gender.
Marital Status	Guardian's marital status.
Relationship	Guardian/family member's relationship to the student.
Custodial Parent	Designates if the guardian/family member is a custodial parent.

Options in This Area	Description of Options
Emergency Contact	<p>Copies the guardian’s information to the Emer Info sub-tab of the Emergency tab in Student Profile.</p> <p>Note: Some districts’ business practice is to contact the guardians listed on the Family tab first in case of emergency, and then move on to the contacts listed on the Emer Info sub-tab of the Emergency tab. In these districts, guardians are not listed separately as Emergency Contacts.</p> <p>Other districts may specify that only the Emergency Contacts are to be contacted in the event of an emergency. In these districts, guardians are listed as Emergency Contacts on the Emer Info sub-tab of the Emergency tab.</p>
Pick Up	Identifies whether the guardian can pick-up the student.
Criminal Background Completed	Identifies whether or not a criminal background check has been completed for the guardian.
Print on Transcript	Denotes if that guardian’s name should be printed on the student’s Washington State Transcript. If none of the student’s guardians have the Print on Transcript check box selected, the first two guardians in Family 1 are printed on the transcript by default.
AREA	PURPOSE OF AREA
Address Information	Displays address information for the guardian.
Options in this Area	Description of Options
Address	Displays the guardian’s address.
Address History	Displays historical address information for the guardian.

AREA	PURPOSE OF AREA
Phone Information	Displays phone information for the guardian.
Options in this Area	Description of Options
Primary Phone	<p>The guardian's primary telephone number. This number can be marked as Confidential.</p> <p>Confidential phone numbers appear in the Student Profile followed by (Conf). Some reports include an option to not print Confidential phone numbers. If selected, ***CONFID*** replaces the Confidential phone numbers on the report.</p>
Cellular Work	<p>The guardian's additional telephone numbers.</p> <p>Note: The label for these additional phone numbers may be Home, Cellular, Work, or Other based on the System Defaults in your district's District Information Configuration (Product Setup\Skyward Contact Access\DS\CF\DI).</p>
Fax	The guardian's fax number.
AREA	PURPOSE OF AREA
Family Access Information	The options in this area control the type of information that the guardian can see in Family Access.
AREA	PURPOSE OF AREA
Additional Information	Allows additional information to be collected for the guardian.

Table 20 - Description of the options on the Edit Guardian Information screen

Editing an Existing Guardian

You can edit demographic information for a student's existing guardians at any time.

To edit an existing guardian's information from the Family tab:

1. Click **Edit** next to the name of the guardian whose information is to be changed.

Note	If the guardian you are editing belongs to multiple families, the following message appears:
-------------	----------------------------------------------------------------------------------------------

“[Guardian Name] exists as part of another family. By combining multiple families, any modifications to address and primary phone affect all the families.”

2. Configure the Edit Guardian Information screen.
3. Click **Save**.

Managing Family Records

There are times when you may need to add new families to a student and to edit their existing families. You can do this at any time from the Family tab.

For example, you can edit or update student family information when:

- The parents of a family are divorcing or separating. One parent is moving to a new address and the other parent is staying at the current address with the children.
- The parents of a family are divorcing or separating and all of the children are moving to a new address with one of the parents. The other parent is remaining at the current address.
- The parents of a family are divorcing or separating and some of the children are remaining at the current address with one parent and some of the children are moving to a new address with the other parent.
- A student becomes independent or emancipated.

Changing Family Order

Since Guardian 1 of Family 1 is considered to be a student's primary guardian, you may sometimes find it necessary to change the order in which a student's families appear on the Family tab.

When you change the order of a student's families, the student's address changes to match the address of the new Family 1.

To change the order of a student's families from the Family tab:

1. Click Change Family Order. This button is not available unless a student has more than one family.
2. Click the up or down arrow to move the families into the desired order.
3. Click Save. The Move Date Maintenance screen appears.
4. Configure the Move Date Maintenance screen and click Save. If there are other occupants at the student's old address, a message appears that asks if the existing occupants should be moved along with the student.
5. Click Yes or No. If there are other occupants at the new address, a message appears that asks if the existing occupants at the new address should be moved to an unknown address.
6. Click Yes or No. The order of the student's families is changed.

Tip	After you change the family order, verify that the Receive Report Cards, Print Hard Copy Report Cards, and Receive Forms options for each family are still applicable.
------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Adding a New Family

You can add an additional family record to a student using the Family tab.

When you add a new family, the first person entered is designated as Guardian 1 of that family.

Note	Guardian 1 of Family 1 is the student's Primary Guardian. Guardian 1 of any Family is considered to be the Head of Household for that family.
-------------	-----------------------------------------------------------------------------------------------------------------------------------------------

A student may have up to 99 families. However, only the first five families are able to receive report cards and forms. You should also consider which family members need access to the student's information in Family Access, and whether or not each family member receives a copy of the student's report card.

Each district may have different business practices governing which members of a student's household are added to the student's Family record.

If a student has a guardian who lives at a different address, that guardian is typically a separate family with a separate family record.

To add a new family from the Family tab:

1. Click Add Family.
2. Enter the Last Name and First Name for Guardian 1.
3. Click Click Here to Search for Existing Name.
4. Click Add Entered Name to Selected Family if no record is found, or select a record in the Matching Names list and click Add Selected Name as Family.

Note	Steps 5 through 7 assume you have clicked Add Entered Name to Selected Family.
-------------	--------------------------------------------------------------------------------

5. Configure the Family Add screen (Figure 29). Table 21 describes the options on the screen.

- To add a second guardian, click Add Guardian 2 at the bottom of the Family Add screen and repeat steps 2 through 5.
- When you are done adding guardians, click Save.

Figure 29 - The Family Add screen allows you to enter information about the student's family

AREA	PURPOSE OF AREA
Guardian 1	Information specific to this family.
Options in This Area	Description of Options
Name	Name of the student's guardian.
Name Key	Name key of the student's guardian.
Gender	Gender of the student's guardian.
Name Prefix	The name prefix that applies to the guardian, such as Mr. or Ms.
Marital Status	Guardian's marital status.

Options in This Area	Description of Options
Name Suffix	The name suffix that applies to the guardian, such as Jr. or Sr.
Date of Birth	Guardian's date of birth.
Age	Guardian's age as of today's date. This field is calculated automatically.
Relationship	Guardian/family member's relationship to the student.
Emergency Contact	Designates if the guardian/family member is an emergency contact.
Custodial Parent	Designates if the guardian/family member is a custodial parent.
Pick Up	Designates if the guardian/family member is allowed to pick up the student from school.
Print on Transcript	Denotes that the guardian's name will be printed on the student's Washington State Transcript. If none of the student's guardians have the Print on Transcript check box selected, the first two guardians in Family 1 are printed on the transcript by default.

Options in This Area	Description of Options
Primary Phone	<p>The guardian’s primary telephone number. This number can be marked as Confidential and/or Long Distance.</p> <p>Confidential phone numbers appear in the Student Profile followed by (Conf). Some reports include an option to not print Confidential phone numbers. If selected, asterisks replace Confidential phone numbers on the report.</p> <p>The Long Distance designator is typically used in districts that use auto dialer software. If the primary phone is designated as long distance, an auto dialer automatically adds a ‘1’ in front of the area code when calling the number.</p> <p>Note: The Long Distance designator is available only on the Family record. It is not available when editing the guardian.</p>
Phone 2 Phone 3	The guardian’s additional telephone numbers.
Category	The Phone Category Code assigned to the phone number.
Home Email	The guardian’s home email address.
Allow Web Access	When selected, Family Access is enabled for the guardian.
Login	The guardian’s Family Access username.
Password	The guardian’s Family Access password.
Generate	Used to generate a new Family Access password for the guardian.
Force user to change password at next login	Forces the guardian to change his or her password the next time the guardian signs in to Family Access.

AREA	PURPOSE OF AREA
Family [#] Address	Details of the family’s address.
Options in this Area	Description of Options
**Address	Home address for the student’s family. The student’s residential zip code and extension are reported in CEDARS.
Do Not Distribute Address	Prevents address from printing on reports.
SUD SUD Number (unlabeled field immediately to the right of SUD)	Secondary Unit Designator and Secondary Unit Designator number. For example, in “Apt 4,” the SUD is “Apt,” and the SUD Number is “4.”
P.O. Box	Post Office Box (number only).
Carrier	Mail carrier number, if used.
Address 2	Any additional address detail that may be required for delivery.
Own/Rent	Denotes whether the family lives in an owned or rented property.
Zip Code City/State	ZIP code associated with the address. City/State is automatically populated based on the entered ZIP code.
County	County code, if used.
Township	Township code, if used.
CY Path NY Path	Current Year and Next Year Address Paths. To learn more about Address Paths, see “ School Path Sub-Tab ” (page 30).
Path History	Tracks changes made to Path information.
Separate Mailing Address	Indicates that the family has a mailing address different from their home address.
Mail	Click Mail to enter the family’s mailing address.

AREA	PURPOSE OF AREA
Family [#] Information	Additional information for the family.
Options in this Area	Description of Options
<p>Receive Report Cards</p> <p>Print Hard Copy Report Cards</p> <p>Receive Forms</p>	<p>These options indicate whether or not the family should receive report cards and/or forms. Individual options control receipt of report cards and forms. Some examples of forms are attendance letters and fee management statements.</p> <p>If Print Hard Copy Report Cards is not selected, a report card cannot be printed for the student.</p>
Family Transportation Code	Used to track how students in the family are transported to and/or from school. To learn more about Transportation Codes, see the <i>WSIPC Guide to Busing</i> .
Family Title	The title that should be applied to the family when mailing labels are used.
Home Language	Language the student's family speaks at home (for example, if a district uses auto-dialer software to call students' homes, the language the call should be made in). This field is not used for Washington State Reporting. The language fields used for Washington State Reporting are Native Language and Home Language, which are found on the Profile sub-tab of the General tab in Student Profile.

Table 21 - Description of the options on the Family Add screen

Editing an Existing Family

When a student's family situation changes, you can edit the student's existing Family to reflect those changes. Updating family demographic information, such as the primary phone number, also updates that information for all family members who are attached to that family (such as siblings and other guardians in the same household).

To edit an existing family from the Family tab:

1. Click Edit Family [#] for the selected family.
2. Configure the Edit Family Information screen. The options on this screen are identical to those on the Family Add screen. See "[Adding a New Family](#)" (page 61) to learn more about the available options.
3. Click Save. The family's information is changed.

Emergency Tab

The Emergency tab contains a listing of students' emergency contacts and other information, such as the name of their doctor, preferred hospital, or insurance information, that may be necessary in case of an emergency. You can also add an Alert or Critical Alert to a student using the Emergency tab.

Note	You can use the Emergency tab to view emergency contacts for a single student. If you want to see which students are attached to an emergency contact, use the Emergency Contacts list (Student Management\Students\EC\EC) rather than the Emergency tab in Student Profile. The Emergency Contacts list contains a record for each person in the district who is used as an emergency contact, and allows you to edit and delete emergency contacts.
-------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The Emergency tab contains one sub-tab, the Emer Info sub-tab. There are three areas of information on the Emer Info sub-tab. The following sections describe the sub-tab and each area.

Emer Info Sub-Tab

All of a student's emergency information is contained on the Emer Info sub-tab. The Emer Info sub-tab displays information that may be useful in the event of an emergency. Figure 30 shows an example of a student's Emergency Information on the Emer Info sub-tab.

The screenshot shows the 'Emergency' sub-tab interface. At the top, it displays the student ID 'POULICAR000' and name 'Poulterscr, Carmelo R'. Below this, there are fields for 'Grad Year (Grade): 2017 (10)', 'DOB (Age): 06/14/1999 (15)', and 'Entity, School, Status: 401, 401, A'. The 'Advisor' is listed as 'Vaccareszscr, Sharmaine H' with gender 'M', NY Status 'A', Other ID '528120', and Phone '(555)867-1542'. The 'Emergency Information' section is divided into two parts: 'Alert Information' and 'Provider Information'. The 'Alert Information' section has checkboxes for 'This Student Has Critical Alert Information', 'Display in Family Access', and 'Display in Student Access'. The 'Alert Info' text states: 'Student is has seasonal allergies and carries an inhaler. Additional information is available in the Health Room.' The 'Provider Information' section includes fields for 'Physician:', 'Dentist:', 'Hospital:', 'Insurance:', and 'Policy Number:'. Below these sections is a table of emergency contacts. The table has columns for '#', 'Contact Name', 'Relationship', 'Special Contact', 'Primary Phone', 'Second Phone', and '2nd'. There are four records listed. To the right of the table are buttons for 'Quick Print', 'Add', 'Edit', 'Delete', 'Move Up', 'Move Dn', and 'Copy from Sibling'. At the bottom, it shows '4 records displayed'.

#	Contact Name	Relationship	Special Contact	Primary Phone	Second Phone	2nd
1	Poulterscr, Jaymie P.	Mother		(555) 867-1542	(555) 992-1282	Cell
2	Reidheadscr, Khalilah O.	Stepfather		(555) 867-1542	(555) 927-9521	Wo
3	Tirpaksr, Jaclyn Y.	GRANDPARE		(555) 867-8519		
4	Devilbisscr, Tonda G.	FAMILY FRIE		(555) 867-2678	(555) 267-4192	Cell

Figure 30 - The Emergency Information sub-tab displays information about the student that may be useful in the event of an emergency.

Alert Information

The Alert Information area allows you to enter important information about a student that is needed in the event of an emergency.

To edit a student's Alert Information from the Emer Info sub-tab:

1. Click Edit Emergency Information.
2. Configure the Alert Information area. Table 22 describes the options on the screen.
3. Click Save.



Option	Description
This Student Has Critical Alert Information	<p>Causes the student’s name to appear in red text in many areas of the software as well as on the Profile screen. A red text balloon icon  appears in between the Info icon  and the Ranges button (Figure 31). This icon also appears in teachers’ gradebooks in Educator Access Plus. Clicking this icon opens the Student Information screen containing the alert information.</p> <p>Note: When this option is selected, all Alert Information screens are labeled Critical Alert Information.</p>
Display in Family Access	<p>Displays an Alert Information box containing the text of the Alert Information field on the Student Information screen in Family Access (Figure 32). To learn more about Family Access, see the <i>WSIPC Guide to Family and Student Access for Students and Guardians</i>.</p>
Display in Student Access	<p>Displays an Alert Information box containing the text of the Alert Information field on the Student Information screen in Student Access (Figure 33). To learn more about Student Access, see the <i>WSIPC Guide to Family and Student Access for Students and Guardians</i>.</p>
Alert Information	<p>Information about the student that anyone who interacts with the student should know, such as “Allergic to penicillin,” or “Restraining Order on file. Do not release student without administrative approval.”</p> <p>Note: This information can be made visible to guardians and students in Family and Student Access. Therefore, it is important to carefully consider what is entered in this field.</p>

Table 22 - Description of the options in the Alert Information area on the Student Emergency Information screen



Figure 31 - The student’s name appears in red and the Critical Alert Information icon appears



Figure 32 - Alert Information can be displayed in Family Access and Student Access. In this example the “This Student Has Critical Alert Information” check box is selected in the Alert Information area of the Emer Info sub-tab.

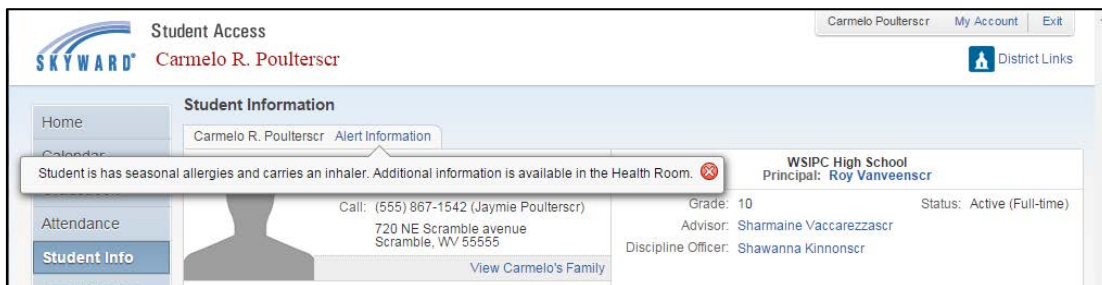


Figure 33 - Alert information can be displayed in Student Access and Family Access. In this example, the "This Student Has Critical Alert Information" check box is not selected in the Alert Information area of the Emer Info sub-tab.

Provider Information

The Provider Information area allows you to enter important medical contact information that is needed for a student in the event of an emergency.

To edit a student’s Provider Information from the Emer Info sub-tab:

1. Click Edit Emergency Information.
2. Configure the Provider Information area. Table 23 describes the options on the screen.
3. Click Save.

Option	Description
Physician	Student’s physician.
Dentist	Student’s dentist.
Hospital	Student’s preferred hospital.
Insurance	Name of student’s insurance provider.
Policy Number	Student’s insurance policy number.

Table 23 - Description of the options in the Provider Information area on the Student Emergency Information screen

Emergency Contacts

The Emer Info sub-tab also contains a list of the student’s Emergency Contacts (Figure 34). You can add, edit, or delete Emergency Contacts from the list and change the order in which Emergency Contacts appear.

Note	Districts’ Use of Emergency Contacts
	<p>Each district uses Emergency Contacts differently. It is best to familiarize yourself with your district’s business practice related to Emergency Contacts prior to entering information on this screen.</p> <p>For example, some districts’ business practice is to contact the guardians listed on the Family tab first in case of emergency, and then to move on to the contacts listed on the Emer Info sub-tab. In these districts, guardians are not listed on the Emer Info sub-tab. Other districts may specify that only the Emergency Contacts are to be contacted in the event of an emergency. In these districts, guardians are listed as Emergency Contacts on the Emer Info sub-tab.</p>

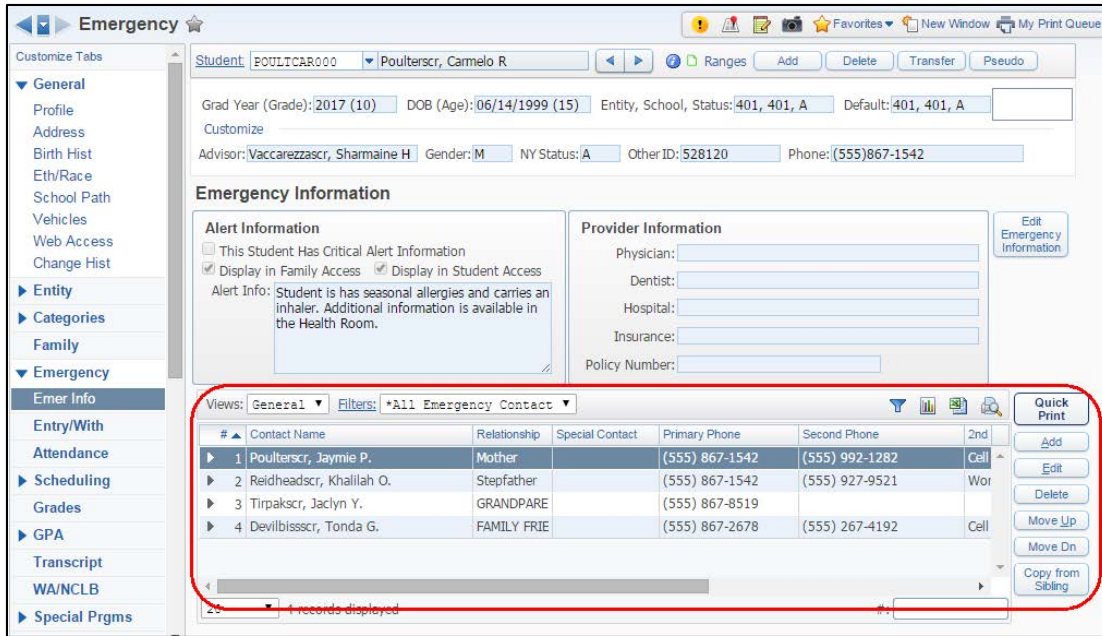


Figure 34 - The Emer Info sub-tab. The Emergency Contacts list (highlighted in red box) displays all of a student's emergency contacts.

If your district's business practice is to contact Emergency Contacts in the order in which they are listed, you may want to reorder the student's Emergency Contacts.

To change the order of a student's Emergency Contacts from the Emer Info sub-tab:

1. Select the Emergency Contact to be moved.
2. Click Move Up or Move Dn. The Emergency Contact moves up or down one row with each click.

Families with more than one student may want to have the same Emergency Contacts listed for each student in the family. You can copy Emergency Contacts from one sibling to another, rather than having to enter the Emergency Contacts for each sibling separately.

To copy Emergency Contacts from one sibling to another using the Emer Info sub-tab:

1. Click Copy from Sibling.
2. On the Copy from Sibling screen (Figure 35), select the sibling to copy Emergency Contacts from. You can also click the arrow next to the sibling's name to view the sibling's Emergency Contacts.
3. Click Copy. The following message appears:

"Do you want to copy the Relationship and Emergency Comment of this Sibling's Contact(s)?"
4. Do one of the following:
 - To copy the sibling's Emergency Contacts to the current student, click Yes.
 - If you do not want to copy the sibling's Emergency Contacts to the current student, click No.

Tip The Relationship on an Emergency Contact record is not the same field as the Relationship on a Guardian record. Therefore, if a Guardian is an Emergency Contact, verify that the Relationship value is correct on both the Guardian record and the Emergency Contact record.



Figure 35 - The Copy from Sibling screen displays the sibling's emergency contacts

Entry/Withdrawal Tab

Students' Entry and Withdrawal records appear and are maintained on the Entry/With tab in Student Profile. You can edit and delete existing records, view a student's Entry/Withdrawal history, and enter or withdraw the student from the Entry/With tab.

To learn how to enter and withdraw students, see "[Adding a Student](#)" (page 97) and "[Withdrawing a Student](#)" (page 131).

Figure 36 shows an Entry/With tab for an active student who is currently enrolled in Entity 401.

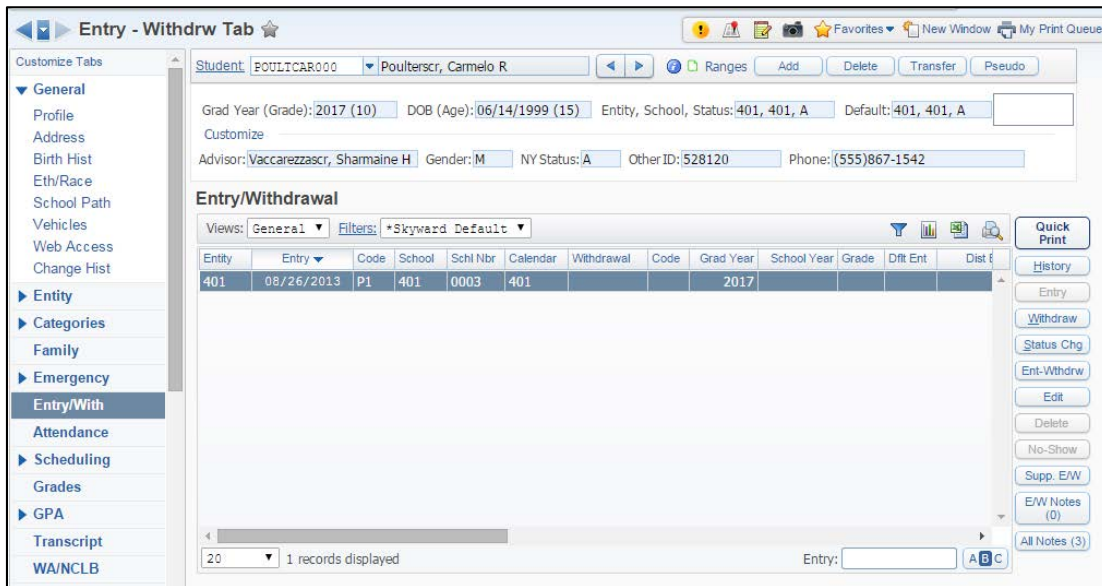


Figure 36 - The Entry/With tab maintains a listing of students' entry and withdrawal records

Understanding the Functions on the Entry/With Tab

The Entry/With tab can contain up to nine different functions to perform when entering or withdrawing a student. These functions appear as buttons on the right side of the Entry/Withdrawal screen, just below Quick Print. You may not see all of the buttons, depending on your security level and your district's configuration settings.

Each button provides an important function on the Entry/With tab related to a student's enrollment history. The following sections describe how each button functions.

History - Viewing a Student's Complete Entry/Withdrawal Record History in Your District

Records shown in the list on the Entry/With tab are Entity-specific. For example, if you are in Entity 401, you see records only for Entity 401 in the list.

You can view a student's complete Entry/Withdrawal record from the Entry/With tab in two ways:

- Clicking History.
- Switching to Entity 000. You may need to increase the number of records displayed in the list to see all records present.

Entry - Adding an Entry Record to a Student

The Entry button allows you to add an Entry record for an existing student. The Entry button is available when a student does not have an Entry record that is currently active (an Entry record with no corresponding Withdrawal record). The Entry button is not available from Entity 000.

To learn how to add an Entry record to an existing student, see "[Adding an Entry Record to a Returning Student](#)" (page 124).

Withdraw - Adding a Withdrawal Record to a Student

When a student has a currently active Entry record (a record with no Withdrawal Date entered), the Withdraw button is available and a new Withdrawal record can be added for the student. Withdrawal records must be added from the Entity the student will be withdrawn from. The Withdraw button is not available from Entity 000.

To learn how to add a Withdrawal record to a student, see "[Withdrawing a Student](#)" (page 131).

Status Chg - Entering a Status Change For a Student

You can enter a Status Change to track when a student's status changes in the student's Entity. Some examples of a Status Change include changing a student's percent enrolled, school, calendar, or Student Type, or when advancing or retaining a student mid-year.

The Status Chg button is available when you select an active entry record (a record that does not have a Withdrawal Date). When you enter a Status Change, you are first prompted to complete a Withdrawal record for the Entry record you have selected, and you are then prompted to enter a new Entry record for the same Entity.

Note	Withdrawal Codes that have a State Type attached should not be used when performing a status change.
-------------	------------------------------------------------------------------------------------------------------

To enter a status change for a student from the Entry/With tab:

1. Select the desired record in the list.
2. Click Status Chg.
3. Configure the Withdrawal Information portion of the Entry/Withdrawal Maintenance screen. To learn more about the options available on this screen, see "[Withdrawing a Student](#)" (page 131).
4. Click Save.
5. Configure the Entry Information portion of the Entry/Withdrawal Maintenance screen. The new Entry Date must be one day greater than the Withdrawal Date used, and not contain a gap in dates for Washington State Reporting purposes.
6. Click Save.

Ent-Withdrw - Adding Both an Entry and Withdrawal Record for a Student

You can add Entry and Withdrawal records at the same time using the Ent-Withdrw button. Since the Ent-Withdrw button prompts you to complete both the entry and withdrawal portions of the Entry/Withdrawal record, it is available on the screen regardless of the status of the student's existing Entry/Withdrawal record.

To add both an Entry and Withdrawal record for a student from the Entry/With tab:

1. Click Ent-Withdrw.
2. Configure both the Entry Information and the Withdrawal Information portions of the Entry/Withdrawal Maintenance screen. To learn more about the options available on this screen, see "[Adding an Entry Record to a Returning Student](#)" (page 124), and "[Withdrawing a Student](#)" (page 131).
3. Click Save. The Entry and Withdrawal records are added to the list.

Edit - Modifying a Student's Entry/Withdrawal Records

Sometimes you may find it necessary to modify fields on an existing Entry/Withdrawal record. For example, if a record was entered with an incorrect date, you may want to correct the date rather than deleting and reentering the record. You can also correct an incorrect Grade or Grad Year for the student by editing the student's Entry/Withdrawal record.

To modify a student's Entry/Withdrawal record from the Entry/With tab:

1. Select the desired record in the list.
2. Click Edit.
3. Configure the Entry/Withdrawal Maintenance screen. To learn more about the options available on this screen, see "[Adding an Entry Record to a Returning Student](#)" (page 124) and "[Withdrawing a Student](#)" (page 131).
4. Click Save.

Delete - Removing a Student's Entry/Withdrawal Records

If a record was entered in error, you may want to delete the incorrect record. The Delete button is only available when more than one Entry/Withdrawal record exists, and the most recent record has an Entry Date only. This is to prevent a student from being left with no Entry/Withdrawal records.

To remove a student's Entry/Withdrawal record from the Entry/With tab:

1. Select the record you want to remove.
2. Click Delete. The following message appears:

“Are you sure you want to delete Entry/Withdrawal record dated MM/DD/YYYY? Note: The student's schedule will not be dropped. The student should be withdrawn for proper processing to take place.”

3. Click OK. The record is deleted from the list.

No-Show – Entering No-Show Records

When a student's Entry record has been created, but the student did not actually attend school within the first four days of the school year, the No-Show option can be used. Whether or not this option appears depends on your district's configuration.

Best Practice	This logic was put in place for states that withdraw and re-enter all students during the Year End process. Because districts in Washington State are not required to withdraw all students during the Year End process, this option is not recommended for Washington State users.
----------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Supp. E/W - Managing Supplemental Entry/Withdrawal Records

The Supplemental Entry/Withdrawal option provides you with the ability to enter, edit, delete, and view Entry/Withdrawal records for Entity 999 for schools a student previously attended. The Supplemental Entry/Withdrawal period may overlap the Entry and Withdrawal Dates on the Entry/With tab.

If the Supplemental Entry/Withdrawal record has Print on Transcript set to Yes, that supplemental record is included in the Schools Attended section of the Washington State Standardized Transcript, along with all appropriate records on the Entry/With tab. Adding supplemental Entry/Withdrawal records does not create a record on the Entry/With tab for Entity 999.

Example A transfer student attended Out-of-State High School A from September 2013 through January 2014, and attended Out-of-State High School B from February 2014 through June 2014. The record for High School A can be entered from the Entry/With tab, and the record for High School B can be entered using Supp. E/W on the Entry/With tab. If the supplemental record has Print on Transcript set to Yes, that Entry/Withdrawal record prints in the Schools Attended section of the standardized transcript, along with all appropriate records on the Entry/With tab in Student Profile.

To add or edit Supplemental Entry/Withdrawal records for a student from the Entry/With tab:

1. Click Supp. E/W. The Supplementary Entry/Withdrawal List screen appears (Figure 37).
2. Do one of the following:
 - Click Add.
 - Select an existing record in the list, and click Edit.
3. Enter the applicable information on the Supplemental Entry/Withdrawal Maintenance screen (Figure 38).
4. Click Save.

Supplemental Entry/Withdrawal List

The supplemental entry/withdrawal screens provide the ability to enter, edit, delete and view entry/withdrawal records for entity 999 for schools previously attended by a student. The supplemental entry/withdrawal period may overlap the entry and withdrawal dates on the Student Entry/Withdrawal Tab. If the supplemental entry/withdrawal record has "Yes" in the "Print on Transcript" field, that supplemental record will be included in the Schools Attended section of the Washington state standardized transcript, along with all appropriate records on the Student Entry/Withdrawal Tab.

For example, a transfer student attended Out-of-State High School A from September 2005 through June 2006 and attended Out-of-State High School B from February 2006 through June 2006. The record for High School A can be entered on the Student Entry/Withdrawal Maintenance screen and the record for High School B can be entered on the Supplemental Entry/Withdrawal Maintenance screen. If the supplemental record has "Print on Transcript" = Yes, that record will be printed in the Schools Attended section of the standardized transcript, along with all appropriate records on the Student Entry/Withdrawal Tab.

Supplemental Entry/Withdrawal Records

Entity ID	Print on Transcript	Entry Date ▼	School ID	Withdrawal Date
▶ 999	Y	02/01/2014	999	06/16/2014

[Add](#)
[Edit](#)
[Delete](#)
[Back](#)

1 records displayed

Figure 37 - The Supplemental Entry/Withdrawal List screen contains all supplemental entry/withdrawal records for the student.

Supplemental Entry/Withdrawal Maintenance

* Entry Date: 06/10/2015

* School: [dropdown]

School Number: 0000

* Withdrawal Date: [calendar]

Print on Transcript

Comment: [text area]

Save

Back

Asterisk (*) denotes a required field

Figure 38 - The Supplemental Entry/Withdrawal Maintenance screen allows you to enter information about the record.

You can also delete a student's Supplemental Entry/Withdrawal records.

To delete Supplemental Entry/Withdrawal records for a student from the Entry/With tab:

1. Click Supp. E/W. The Supplementary Entry/Withdrawal List screen appears.
2. Select an existing record in the list and click Delete. The record is deleted.

Setting Entry/Withdrawal Defaults for Existing Students

You can specify default values to use when you add Entry/Withdrawal records to existing students from the Entry/With tab. If the default values are not accurate for a student, the values can be changed.

Note The defaults established in this area are used for adding Entry/Withdrawal records to existing students only, and are separate from the default entry values used when adding new students.

You can set up Entry/Withdrawal defaults through the Entry/Withdrawal tab or through the Default Parameters for Entity Withdrawal/Re-Entry option found under Student Management\Students\ST Setup\CF\DW. Both entry screens are identical. This section describes setting these defaults from the Ent/With tab.

To learn how to set default entry values for new students, see [“Setting Entry Default Values for New Students”](#) (page 98).

To set Entry/Withdrawal defaults for existing students:

1. Go to Student Management\Students\ST\PR.
2. Click the Entry/With tab.
3. Click Entry, Withdraw, or Ent-Withdrw. The Entry/Withdrawal Maintenance screen appears.
4. Click Defaults.
5. Configure the Default Entry/Withdrawal Parameters screen (Figure 39). Table 24 describes the options on this screen.
6. Click Save.

Figure 39 - The Default Entry/Withdrawal Parameters screen allows you to specify default values used when entering or withdrawing an existing student.

AREA	PURPOSE OF AREA
Basic Enrollment Information	Determines basic enrollment information.
Options in This Area	Description of Options
% Enrolled	Percentage of the day that the student is enrolled in class. If a value of less than 100% is entered into the Percent Enrolled field, that value is reported on the P-223, which uses that value for the FTE calculations for the student.

Options in This Area	Description of Options
Entry Date	<p>Determines what date is used for the student’s entry date into the Entity.</p> <p>Note: This field is available as default setting only when accessing the Default Entry/Withdrawal Parameters screen through Add on the Student Profile screen.</p>
Date	<p>Determines the student’s Entry Date into the Entity.</p> <p>Note: This field is available based on the selection made in the Entry Date field above. It is available only when accessing the Default Entry/Withdrawal Parameters screen through Add on the Student Profile screen.</p>
Entry Code	<p>The Entry Code that should be assigned to the majority of Entry records for existing students. This code may be used to designate specific information about the student’s entrance into the district or Entity.</p>
Comment	<p>Any additional comment to be attached to the student’s Entry record.</p>
School	<p>School in which the majority of students are enrolled.</p>
Calendar	<p>Calendar to which the majority of students are assigned.</p>
Student Type	<p>Assigns a code and description to students when enrolled. It can be used to break students into different groups for reporting purposes. Student Type is a parameter field on many reports and helps you report only specific student types. Commonly used codes are R for Regular, S for Special Education, and EXC to exclude a student from CEDARS. These codes are district-defined.</p> <p>To learn more about Student Codes, see “Adding, Editing, and Deleting Codes” (page 156).</p>

Options in This Area	Description of Options
P223 Res Dist	District in which the majority of existing students you expect to add Entry/Withdrawal records for currently live and are reported for federal funding.
AREA	PURPOSE OF AREA
Default Withdrawal Parameters	Defines the most commonly used Withdrawal information.
Options in this Area	Description of Options
Withdrawal Code	Used to identify the reason a student was withdrawn from a particular school (such as expelled, graduated, or transferred). Withdrawal Codes can have a State Withdrawal Type Code attached to it. The State Withdrawal Type Code is state-defined, and is used to determine the value reported for CEDARS.
Comment	Any additional comment to be attached to the student's Withdrawal record.
AREA	PURPOSE OF AREA
Entry Record Default Options	Defines what information will be included from a prior Entry record.
Options in this Area	Description of Options
Entry Record Default Options	Selecting one of the items in this section indicates you would like the default value for the field to come from the student's previous Entry record. To get these default values, the software first looks for the last Entry record in the Entity the Entry record is being added to. If no Entry record is found for the student in that Entity, the defaults come from the student's last Entry record, no matter which Entity it is in. The exceptions to this are School and Calendar, which must come from an Entry record in the Entity that the Entry record is being added to. If no prior Entry record is found, the program uses the default values entered in the fields described above.

Table 24 - Description of the default values that you can configure on the Default Parameters for Entity Withdrawal/Re-Entry screen

WA/NCLB Tab

The WA/NCLB tab contains information specific to students' participation and status in Washington State's No Child Left Behind (WA/NCLB) special programs.

There are three areas of information contained on the WA/NCLB tab (Figure 40). Table 25 describes the options in each area. To learn more about the buttons to the right of these areas, see "[WA/NCLB Buttons](#)" (page 88).

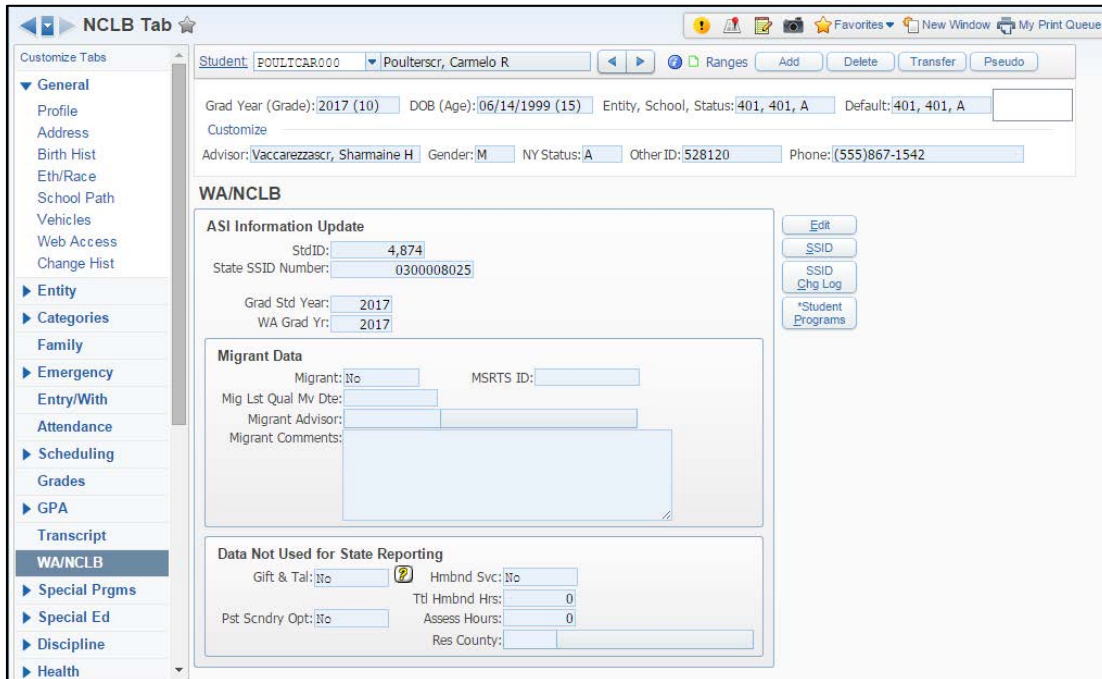


Figure 40 - The WA/NCLB tab tracks information about a student's participation in Washington State's No Child Left Behind special programs.

AREA	PURPOSE OF AREA
ASI Information Update	Contains additional student information (ASI), such as Social Security Number and WA Grad Year.
Options in this Area	Description of Options
StdID	Student's identification number. Appears on the Washington Standardized Transcript and is reported as the District Student ID in CEDARS. This field cannot be edited and is unique to the student within the district.

Options in this Area	Description of Options
State SSID Number	State Student Identifier Number that OSPI assigns. Each student in Washington State has a unique State SSID Number.
SSN	Student's Social Security Number. Your district may be configured to not display students' Social Security Numbers.
Grad Std Year	Grad Req Base Year field from the Profile sub-tab of the General tab.
WA Grad Yr	Typically, this field reflects the expected graduation year of the student as projected when they entered the 9 th grade. This field is not modified after a student enters 9 th grade. However, this field can be changed in certain circumstances for Special Education students, students in transitional bilingual education programs, or Migrant students.

AREA	PURPOSE OF AREA
Migrant Data	Used to track information related to a student's Migrant status.

Options in this Area	Description of Options
Migrant	Set to Yes (if the student is considered Migrant) to make the MSRTS ID, Mig Lst Qual Mv Dte, Migrant Advisor and Migrant Comment fields available. Districts can use Data Mining to create Processing Lists of Migrant students in order to meet reporting requirements.
MSRTS ID	Migrant Student Record Transfer System identification number of the student, which the Migrant Education Program provides.
Mig Lst Qual Mv Dte	Migrant Last Qualified Move Date. The date the student qualified as Migrant.
Migrant Advisor	Name of student's Migrant Advisor.
Migrant Comments	Used to add comments regarding the student's Migrant status.

Options in this Area	Description of Options
AREA	PURPOSE OF AREA
Data Not Used for State Reporting	Used to track Washington State Reporting in other places in the software.
Options in this Area	Description of Options
Gift & Tal	Denotes whether the student is enrolled in a Gifted & Talented program. This field is not editable and is controlled by the Gifted & Talented module (Student Management\Student Services\GT\GT). The CRDC (Civil Rights Data Collection) count of Gifted & Talented students is based on this field.
Hmbnd Svc	Denotes a student who is receiving homebound services.
Ttl Hmbnd Hrs	Total number of hours that the student was homebound.
Pst Scndry Opt	Post-secondary option.
Assess Hrs	Assessment hours.
Res County	Resident county.

Table 25 - Description of the options in each area of the WA/NCLB tab

WA/NCLB Buttons

Along with the three areas of the WA/NCLB tab, there are four buttons on the right side of the screen that perform functions specific to WA/NCLB:

- Edit
- SSID
- SSID Chg Log
- Student Programs

Table 26 briefly describes each button’s function. Access to these buttons is dependent on your security level.

Option	Function
Edit	<p>Allows you to edit the student’s Additional Student Information (ASI), including the student’s SSN.</p> <p>Do not make changes to Grad Standard Year or WA Grad Year from this screen.</p>
SSID	<p>Allows you to edit the student’s SSID number. Access to SSID is controlled by security, independently of Edit.</p>
SSID Chg Log	<p>Tracks all changes made to the student’s SSID value. An asterisk appears on this button to indicate that data is present in the Change Log. The information tracked in the Change Log includes Entity, Changed By, Date, Time, and Previous SSID.</p>
Student Programs	<p>Allows districts to create and track program information as needed. However, the information entered here is no longer used for Washington State Reporting. To learn more about state-reported student programs, see “Special Programs Tab” (page 90).</p>

Table 26 - The functions of the four buttons on the WA/NCLB tab

Adding Student Special Programs

An asterisk on the Student Programs button indicates that the student has Student Special Programs information. Programs listed in this area are not used for Washington State Reporting.

State-reportable Student Programs are tracked on the various sub-tabs of the NCLB-2 tab in Student Profile. You can attach programs to a student and generate a report to include a particular program. Funding Sources, Service Area, and Program Model are District Codes that can be added in Student Special Programs.

Special Programs Tab

The Special Programs tab contains information about the student's participation in a variety of special programs and the student's status in those programs. This information must be accessed in Student Profile. It is not available in Student Browse.

The Special Programs tab is district-level and appears in any Entity the student attends.

There are eleven sub-tabs on the Special Programs tab. The following sections provide a brief overview of the information tracked on each sub-tab. See [“Appendix B – CEDARS Data Element Reporting 2015-2016”](#) (page 204) for CEDARS data element reporting details.

Immigration Status Sub-Tab

The Imm Status sub-tab allows you to track a student's enrollment status in a U.S. school, including the student's start date, end date, and any relevant comments.

Homeless Sub-Tab

The Homeless sub-tab allows you to track when a student is or was identified as homeless (as defined by OSPI), along with the student's nighttime residence. Information entered on this sub-tab is used for Washington State Reporting.

Homebound/Hospitalized Sub-Tab

The Hmbnd/Hosp sub-tab allows you to track students who are hospitalized or receiving homebound services.

Resident Enrolled Out Sub-Tab

The Res Enrl Out sub-tab allows you to indicate that a student who resides in your district has enrolled outside of your district.

Non-Resident Enrolled In Sub-Tab

The Non-Res In sub-tab allows you to enter the dates for which a non-resident student is or was enrolled in your district. Information entered on this sub-tab is used for Washington State Reporting.

Limited English Proficiency Sub-Tab

The Ltd Eng Prof sub-tab allows you to define whether the student is receiving services funded by a State Transitional Bilingual Instruction Program (TBIP). Information entered on this sub-tab is used for Washington State Reporting.

Learning Assistance Programs Sub-Tab

The Lrn Ast Prg sub-tab allows you to record information related to student participation in state-funded Learning Assistance Programs (LAP) that provide additional academic support for students achieving below grade level. Information entered on this sub-tab is used for Washington State Reporting.

Title Programs Sub-Tab

The Title Prog sub-tab allows you to track student participation in Federal Title programs such as Title I. Information entered on this sub-tab is used for Washington State Reporting.

Other Washington Programs Sub-Tab

The Oth WA Prog sub-tab allows you to track student participation in other Washington-specific programs. The Program Codes on this list are provided for you based on those programs established for Washington State. Any program displayed on this list is a valid choice. Information entered on this sub-tab is used for Washington State Reporting.

Community Service Hours Sub-Tab

The Com Srv Hrs sub-tab allows you to track any Community Service Hours performed by the student. Information entered on this sub-tab is *not* used for Washington State Reporting.

Miscellaneous Sub-Tab

The Miscellaneous sub-tab allows you to track any miscellaneous student programs that don't belong in any of the other areas. Information entered on this sub-tab is *not* used for Washington State Reporting.

Section 504 Sub-Tab

The Section 504 sub-tab allows you to track students who meet the definition of a person with a disability under Section 504 of the Rehabilitation Act of 1973. Any information entered on this sub-tab is visible in the Section 504 module (Student Management\ Student Services\SC). Information entered on this sub-tab is used for Washington State Reporting.

Special Ed Tab

The Special Ed tab and its associated sub-tabs (Special Ed, Disability, and IHP) were created for districts that have not purchased and do not have access to the Special Education module.



Caution

If your district uses the Special Education module, do *not* use the Special Ed tab or its sub-tabs to manage Special Education information.

The Special Ed tab and its associated sub-tabs do not display information from the same tables that the Special Education module uses. As a result, the information displayed on the Special Ed tab *may not be accurate*, and information entered on this tab *will not carry over* to the Special Education module.

Portfolio Tab

The Portfolio tab allows you to electronically store selected student coursework, Report Cards, and other accomplishments throughout the student's academic career.

The Portfolio tab contains three sub-tabs. The sections below address each of these sub-tabs.

Note

If something has been uploaded to any of these sub-tabs, an asterisk (*) precedes both the Portfolio tab name and the sub-tab name.

Attachments Sub-Tab

The Attachments sub-tab contains any documents you attach to the student's portfolio. Report Cards are a commonly found attachment in a student portfolio, as they can be automatically added. (To learn more about posting Report Cards to the Portfolio automatically, see the *WSIPC Guide to the Grading Cycle and Configuration*.) You can add, edit, and delete attachments from the Attachments sub-tab.

Highlights Sub-Tab

The Highlights sub-tab allows you to attach information about student career highlights in four categories:

- Education
- Internships
- Honors and Activities
- Volunteer Experience

The most commonly seen Highlight is Honor Roll records, which can be added to the Highlights sub-tab automatically, in the same way that Report Cards can be added to the Attachments sub-tab. You can add, edit, and delete attachments from the Highlights sub-tab.

Enrollment Sub-Tab

The Enrollment sub-tab allows you to view and maintain documents that were added to a student's Portfolio as part of the New Student Online Enrollment process. New Student Online Enrollment is an add-on module that can be purchased by WSIPC districts. To learn more about New Student Online Enrollment, see the *WSIPC Guide to New Student Online Enrollment*.

CTE Tab

The CTE tab is Washington State-specific and contains information about a student's Career and Technical Education (CTE). You can add, edit, and delete CTE records for students from this tab.

Adding or Editing a CTE Record

You can add or edit students' CTE records from the CTE tab in Student Profile. Regardless of whether you are adding a new record or editing an existing record, the process is the same. Students can have multiple CTE records, as long as the records have a unique Date and CIP Code.

To add or edit a CTE record from the CTE tab:

1. Click Add or Edit.
2. Configure the Student CTE Maintenance screen (Figure 41). Table 27 describes the options on the screen.

Note Tech Prep Completer, CTE Completer, or Industry Certificate must be set to Yes in order to save the record.

3. Click Save.

The screenshot shows a web-based form titled "Student CTE Maintenance". At the top, there is a "Student Name" field containing "Carmelo R Poulterscr". Below this is a "CTE Details" section with several required fields marked with an asterisk (*):

- * Date: 06/12/2015 (with a calendar icon)
- * School Year: 2015
- * CIP Code: (with a dropdown arrow)
- Tech Prep Completer: No (with a dropdown arrow)
- Tech Prep Course: No (with a dropdown arrow)
- Direct Transcription Available: No (with a dropdown arrow)
- CTE Completer: No (with a dropdown arrow)
- Industry Certificate: No (with a dropdown arrow)

At the bottom of the form, a note states: "Asterisk (*) denotes a required field". On the right side of the form, there are two buttons: "Save" and "Back".

Figure 41 - When you add or edit a CTE record for a student, the Student CTE Maintenance screen appears.

Option	Description
Date	The date of the record. This may be the date the student completed the course(s), or another date.
School Year	The school year in which the CTE course(s) was completed.
CIP Code	Specifies the state Classification of Instructional Program code for the course(s) the student has completed or earned a certificate for. All Vocational courses must have a corresponding CIP Code. CIP Code values are year-specific, are defined by OSPI, and maintained by WSIPC.
Tech Prep Completer	Determines whether or not the student has completed a Tech Prep course(s).
Tech Prep Course	Determines if the course(s) is flagged as Tech Prep. This field is available when Tech Prep Completer is set to Yes.
Direct Transcription Available	Determines if the course(s) is flagged as Direct Transcription Available. This field is available when Tech Prep Course is set to Yes.
CTE Completer	Determines whether or not the student has completed a CTE program.
Industry Certificate	Determines whether or not the student has earned an industry certificate (for example, a technical certification).

Table 27 - Description of the options on the Student CTE Maintenance screen

Deleting a CTE Record

Sometimes you may need to delete a student's CTE record, for example, if the record was entered in error. You can delete CTE records from the CTE tab.

To delete a student's CTE record from the CTE tab:

1. Select the record in the list.
2. Click Delete. The following message appears:

“Are you sure you want to delete this record? (date) (school year).”

3. Click Yes. The record is deleted.

Picture Tab

The Picture tab displays a photo of the student, if one is present. This may be helpful to verify that the Student record you are reviewing is the correct student.

You can also view a student's picture, if present, by pausing your mouse pointer over the student's alpha key in the header area of Student Profile.

To add new student pictures, contact your System Administrator.

Managing Student Records

Throughout the course of the school year, you manage students who enroll into or withdraw from your Entity. The following sections show you how to manage Student records.

Adding a Student

You can add students to your Entity at any point during the year. This functionality is available from any tab or sub-tab in Student Profile. The Add button is located to the right of the currently selected student's name (Figure 42).



Figure 42 - The Add button is available from any tab or sub-tab in Student Profile

The Add function is used to add a student who does not have a record in an Entity, but who may have a record in a district, or who has no prior record in a district. A student should have only one name record in the database. When adding a student to the database, you are prompted to verify that you are not creating a duplicate record for a student.

When you add a Student record, you are prompted to complete three processes:

- [Adding General Student Demographic Information](#)
- [Adding Family Information for a Student](#)
- [Adding Emergency Information](#)

However, only the General student demographic information is required to be entered in order to add the student to the database. If you do not have time to enter a student's Family and Emergency Contact information, you can save the student's record and enter that information later on the associated tabs on the Profile sub-tab of the General tab. (For example, you can add Emergency information later using the Emergency tab.)

The following sections describe how to add a Student record into the database from beginning to end, and includes adding the student's Family and Emergency Contact information. Before beginning these processes, you can first set the entry default values for new students. This information is also discussed in the section below.

Setting Entry Default Values for New Students

When adding a student to an Entity for the first time, you are prompted to define a set of default values to use when new students are added to the Entity. Setting up these defaults speeds up your data entry. If the default values are not accurate for a student, the values can be changed.

Note These entry default values are used for new students only, and are separate from the default values set on the Entry/Withdrawal tab in Student Profile, which are used when adding Entry/Withdrawal records for existing students. The default values you select should apply to the majority of new students who will be added.

Entry defaults can be set through the Entry/Withdrawal tab or through the Default Parameters for Entry into Entity option found under Student Management\Students\ST Setup\CF\DE. Both entry screens are identical. This section describes setting these defaults from the Ent/With tab.

To learn how to set default values for Entry/Withdrawal records for existing students, see "[Setting Entry/Withdrawal Defaults for Existing Students](#)" (page 82).

To set entry default values for new students:

1. Go to Student Management\Students\ST\PR.
2. Click Add. If this is the first time you've added a student, the Default Entry/Withdrawal Parameters screen appears. (If you have added a student previously, skip to step 4.)
3. Configure the Default Entry/Withdrawal Parameters screen (Figure 43). Table 28 describes the options on this screen.

4. Click Save.
5. Enter a portion of the student's last and first names.

Best Practice	Since you use the entered name to search for potential duplicate records, it is helpful to enter only a portion of the student's name rather than their whole name. This can help you to locate records that may be misspelled or that use nicknames (such as "Jon" instead of "Jonathan").
----------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

6. Click the Click Here to Search for Entered Name button. Any students in the district whose names match the entered name appear in the Matching Names list.
7. Do one of the following:
 - If no matching names are found, complete the entry of the student's name.

Note	It is important that you enter the name in the proper case (such as "Name" as opposed to "name") because this is how the name is added to the database.
-------------	---------------------------------------------------------------------------------------------------------------------------------------------------------

- Click Add Entered Name To Student.
- If matching names are found:
 - Select the correct student name.
 - Click Select Name And Add To Current Entity As Student.
8. Configure the New Student Enrollment screen.

Note	You can click Defaults to update the Default Entry/Withdrawal Parameters from this screen. The default values pre-populate the New Student Enrollment screen the next time you enroll a student.
-------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

9. Click Save and Add Entry Record.

10. Click Save.

Default Entry/Withdrawal Parameters

Entry Date: Enter a specific entry date

Date: 06/12/2015

% Enrolled: 100

Entry Code: [dropdown]

Comment: [text area]

School: 401 WSIPC High School

Calendar: 401 Calendar (401)

Student Type: [dropdown]

P223 Res Dist: 55555 WSIPC School D

Entry Record Default Options

Selecting an item below indicates you would like the default value for the field to come from the student's previous entry record. To get these default values, the program will first look for the last entry record in the entity the entry record is being added to. If no entry record is found for the student in that entity, the defaults will come from the student's last entry record, no matter which entity it is in. The exceptions to this are school and calendar. These defaults must come from an entry record in the entity the entry record is being added to.

If no prior entry record is found, the program will use the default values entered above.

School District

Calendar Percent Enrolled

Student Type

Figure 43 - The Default Entry/Withdrawal Parameters screen allows you to set default entry values for newly added students.

AREA	PURPOSE OF AREA
Enrollment Information	Defines the basic information to be used on each Enrollment record.
Options in this Area	Description of Options
Entry Date	Determines what date is used for the student's Entry Date into the Entity. Best Practice: Set this to Current Date.
Date	Available only when the Entry Date value is Enter a specific entry date. To change the date, select a date in the Calendar box.

Options in this Area	Description of Options
% Enrolled	Percentage of the day that the student is enrolled in class. This value should reflect the value to be used for the majority of newly added students. If a value of less than 100% is entered into the Percent Enrolled field, that value is reported on the P-223, which uses that value for the FTE calculations for the student.
Entry Code	Used to designate specific information about the student's entrance into the district or Entity.
Comment	Any additional comment to be attached to the newly added student's Entry record.
School	School in which the majority of newly added students are enrolled.
Calendar	Calendar to which the majority of newly added students are assigned.
Student Type	<p>Assigns a code and description to students when enrolled. It can be used to break students into different groups for reporting purposes.</p> <p>Student Type is a parameter field on many reports and helps you report only specific Student Types. Commonly used codes are R for Regular, S for Special Education, and EXC to exclude a student from CEDARS. These codes are district-defined.</p> <p>To learn more about Student Codes, see "Adding, Editing, and Deleting Codes" (page 156).</p>
P223 Resident District	District in which the majority of newly added students for whom you expect to add Entry/Withdrawal records currently live and are reported for federal funding.

AREA	PURPOSE OF AREA
Entry Record Default Options	Allows you to bring the value for each selected field from the student’s previous Entry record. To learn more about the functionality of this area, see the explanation on the screen.

Table 28 - Description of the options on the Default Entry/Withdrawal Parameters screen

Adding General Student Demographic Information

When adding a student, you are required to add General student demographic information about that student.

To add General student demographic information:

1. Click Add in the Header of the Profile screen (as shown in Figure 42 on page 97). If this is the first time you’ve added a student, the Default Entry/Withdrawal Parameters screen appears. To learn how to configure this screen, see [“Setting Entry Default Values for New Students”](#) (page 98).
2. Enter a portion of the student’s last and first names.

Best Practice	Since you use the entered name to search for potential duplicate records, it is helpful to enter only a portion of the student’s name rather than their whole name. This can help you to locate records that may be misspelled, or that use nicknames (such as “Jon” instead of “Jonathan”).
----------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

3. Click the Click Here to Search for Entered Name button. Any students in the district whose names match the entered name appear in the Matching Names list.

4. Do one of the following:
 - If no matching names are found, complete the entry of the student's name.

Note	It is important that you enter the name in the proper case (such as "Name" as opposed to "name") because this is how the name is added to the system.
-------------	-------------------------------------------------------------------------------------------------------------------------------------------------------

- Click Add Entered Name To Student.
 - If matching names are found, select the correct student name, and click Select Name And Add To Current Entity As Student.
5. Configure the New Student Enrollment screen (Figure 44). Table 29 describes the options on the screen.
 6. Click Save and Add Entry Record. Continue to "[Adding Student Enrollment Information](#)" (page 110).

Figure 44 - The New Student Enrollment screen allows you to enter basic demographic information about the student.

Note Fields used in Washington State Reporting are marked with a double asterisk (**).

AREA	PURPOSE OF AREA
Demographic Information	General student demographic information about the student.
Options in this Area	Description of Options
**Date of Birth	Student's date of birth.
Birth Certificate	Specifies whether the student's birth certificate is on file.

Options in this Area	Description of Options
Resident	<p>Indicates whether the student lives within the boundary lines for the district.</p> <p>Both the Resident field on the Profile sub-tab and the Resident District on the student's Entry/Withdrawal record should be in agreement.</p>
Age	<p>Student's age as of today's date. This field is calculated automatically.</p>
Birth City Birth State	<p>The city and state where the student was born.</p>
Mom's Maiden	<p>Student's mother's maiden name, if applicable.</p>
Grad Yr/Grade	<p>Student's current graduation year and grade level based on date of birth. If a correction to the Grad Yr or Grade level needs to be made, it must be done on the student's Entry record on the Entry/With tab.</p> <p>The Grad Yr is used in the calculation of the student's grade level in CEDARS.</p>
Other ID	<p>System-assigned numerical identifier for each student that is created when the student is initially added to the database. Each student in the district has a unique Other ID.</p>
**GLO	<p>Grade Level Override is used to report Kindergarten status for CEDARS and P-223. To learn more about GLO, see "Appendix A – Use of GLO Fields" (page 202).</p>
**Birth Country Country Code	<p>Country where student was born, and Country Code associated with that country. The Country Code is automatically populated based on the selection made for Birth Country.</p>
SSN	<p>Student's Social Security Number.</p> <p>Note: Your district may be configured to not display students' SSNs.</p>
**Gender	<p>Gender of student.</p>

Options in this Area	Description of Options
State SSID	State student identifier number that is assigned by OSPI. Each student in Washington State has a unique State SSID.
Birth County	The county in which the student was born.
AREA	PURPOSE OF AREA
Race/Language Information	Contains information regarding the student's race, ethnicity, and languages spoken.
Options in this Area	Description of Options
**Federal/State Ethnicity	<p>Allows you to set a student's ethnicity as either Not Hispanic, or one or more available Hispanic ethnicities. For example, you can select both Cuban and Dominican for the same student. To aid in quick data entry, the software does not require this field. However, OSPI requires this information for Washington State Reporting.</p> <p>For example, you may process a large volume of student registration forms at the start of the year. Since an entry in this field is not required, if you do not have this information from the student yet, you can save the screen as-is and move on to the next student. This is helpful if a parent elects not to provide ethnicity and race information for a student. However, in order to ensure Washington State Reporting is accurate, this field must contain a value.</p>
**Ethnicity Verified By	Tracks who verified the student's ethnicity.
**Ethnicity Verified On	Date the student's ethnicity was verified.

Options in this Area	Description of Options
**State Race	<p>Allows you to select one or more state-defined Race Codes. To aid in quick data entry, the software doesn't require this field. However, OSPI <i>requires</i> this information for Washington State Reporting.</p> <p>For example, you may process a large volume of student registration forms at the start of the year. Since an entry in this field is not required, if you do not yet have this information from the student, you can save the screen as-is and move on to the next student. This is helpful if a parent elects not to provide ethnicity and race information for a student. However, in order to ensure Washington State Reporting is accurate, this field <i>must contain</i> a value.</p>
Federal Race	<p>Automatically populated based on the selection that is made for State Race. To learn more about Race Codes, see <i>Appendixes Y and Z</i> of the <i>CEDARS Data Manual</i>. The CEDARS Data Manual is available on the OSPI website at http://www.k12.wa.us/CEDARS/Manuals.aspx.</p>
**Race Verified By	<p>Tracks who verified the student's race.</p> <p>This field is the same as Ethnicity Verified By, found on the Eth/Race sub-tab of the General tab in Student Profile.</p>
**Race Verified On	<p>Date the student's race was verified.</p> <p>This field is the same as Ethnicity Verified On, found on the Eth/Race sub-tab of the General tab in Student Profile.</p>
Local Race	<p>Although some reports still use Local Race as a range option, it is <i>no longer used</i> for Washington State Reporting. As a result, some districts have chosen to hide this field. Contact your district's technical support staff to learn more about the use of Local Race in your district.</p>
Ancestry	<p>Ancestry associated with the student.</p>

Options in this Area	Description of Options
**Language	The language the student speaks. Language Codes must have a state Language Type assigned for Washington State Reporting. WSIPC updates Language Types in the software.
**Native Language	The first language spoken by the student.
**Home Language	The language the student speaks at home.
AREA	PURPOSE OF AREA
Entity [###]	Contains information specific to a student's assigned Entity.
Options in this Area	Description of Options
Default Entity	A student can be enrolled in more than one Entity, but one of the Entities must be defined as the student's Default Entity. The Entity in which the student spends the majority of his or her time is considered the student's Default Entity.
Current Year Status	Student's status at this Entity (Active or Inactive).
Current Year Member	Indicates whether or not the student has been enrolled in the Entity in the current school year. When this option is set to Yes, students are included in attendance totals on reports that do not give you the option to select a Current Year Member range of Yes, No, or Both. For example, one for these reports is the Monthly Quarterly Report (Student Management\Office\AT\RE\AR\Reports by Student\MQ). If a student has withdrawn prior to the end of the year, this field must remain set to Yes so that the student continues to be included on Attendance Reports. To learn more about Attendance Reports, see the <i>WSIPC Guide to Attendance</i> .
Include in Rank	Allows you to select if the student is included in the Rank calculation when the Student Rank Report (Student Management\Office\GR\RE\SL\SR) is run. To learn more about student ranking, see the <i>WSIPC Guide to the Grading Cycle and Configuration</i> .

Options in this Area	Description of Options
Full/Part Time	Indicates whether the student attends the Entity full or part time.
Next Year Status	Student's next year status at this Entity (Active or Inactive).
Include in Honor Roll	Allows you to select if the student is included in the Honor Roll calculation when the Honor Roll Report (Student Management\Office\GR\RE\SL\HR) is run. To learn more about honor roll, see the <i>WSIPC Guide to the Grading Cycle and Configuration</i> .

AREA	PURPOSE OF AREA
Distribute Student Demographic Information For	Contains flags that determine whether or not the student's information can be shared with each group listed. These fields can be reported when using Data Mining.

Options in this Area	Description of Options
Set All to Yes	Sets all Student Demographic Information flags to Yes.
Set All to No	Sets all Student Demographic Information flags to No.
Military	Set to No if the student information should not be sent to military recruiters.
Higher Ed	Set to No if the student information should not be sent to institutions of higher education.
Public	Set to No if the student information should not be sent outside the district, such as to newspapers and other media.
District	Set to No if the student information should not be sent within the District.
Local	Set to No if the student information should not be sent from within the district, such as photographs, programs or articles where students' directory information is identified.

Table 29 - Description of the options on the New Student Enrollment screen

Adding Student Enrollment Information

After you have entered the General student demographic information about a student, you're ready to enter the Enrollment information.

To add Enrollment information for the student:

1. Continuing from the process in “[Adding General Student Demographic Information](#)” (page 102), configure the New Student Enrollment screen (Figure 45). Table 30 describes the options on the screen.
2. Click Save and Add Family. You are now ready to move on to “[Adding Family Information for a Student](#)” (page 113).
3. If your district is configured to automatically generate Food Service Key Pad Numbers, the student's number appears. Click OK. (To learn how to configure Food Service, see the *WSIPC Guide to Food Service Administration and Management*.)

Note You can also click Finish instead of Save and Add Family if you would like to add the student's Family and Emergency information later. In order to create the Student record properly, you must click Finish instead of clicking the X in the upper-right corner of the window to close it.

The screenshot shows the 'New Student Enrollment' window with the following sections:

- Enrollment Information:**
 - * Enrollment Date: 06/16/2015
 - * Entry Code: ENT (dropdown)
 - Percent Enrolled: 100, PSEO Hrs: 0
 - * School: 401 (dropdown), WSIPC High School
 - * Calendar: 401 (dropdown), Calendar (401)
 - * Student Type: R (dropdown), REGULAR
 - * P223 Resident District: 55555 (dropdown), WSIPC School District
 - * CEDARS/ALE Home District: 55555 (dropdown), WSIPC School District
 - Transportation: (dropdown)
- WA Enrollment Information:**
 - * Most Recent District Entry Date: 06/16/2015
- Enrollment History - No Prior Enrollment:**

Default Entity	Entity	Enrollment Date	Enroll Code	Entry Description	% Enroll	Withdrawal Date	Withdrawal Code	Withdrawal Description
There are no records to display; check your filter settings.								
0 records displayed								

Buttons on the right: Save and Add Family, Finish, Back, Default E/W Options.

Asterisk (*) denotes a required field.

Figure 45 - The Enter Enrollment Information for (student) screen

Note	Fields used in Washington State Reporting are marked with a double asterisk (**).
AREA	PURPOSE OF AREA
Enrollment Information	Allows you to enter information regarding the student's enrollment into the Entity/District
Options in this Area	Description of Options
Enrollment Date	Determines what date is used for the student's Entry Date into the Entity.
Student Type	<p>Assigns a code and description to students when enrolled. It can be used to break students into different groups for reporting purposes. Student Type is a parameter field on many reports and helps you report only specific Student Types. Commonly used codes are R for Regular, S for Special Education, and EXC to exclude a student from CEDARS. These codes are district-defined.</p> <p>To learn more about Student Codes, see “Adding, Editing, and Deleting Codes” (page 156).</p>
Entry Code	Used to designate specific information about the student's entrance into the district or Entity.
% Enrolled	Percentage of the day that the student is enrolled in class. If a value of less than 100% is entered into the % Enrolled field, that value is reported on the P-223, which uses that value for the FTE calculations for the student.
**P223 Resident District	District in which the student currently lives and is reported for federal funding.
PSEO Hours	This field is not intended for use by Washington State districts. Do not use this field.
CEDARS/ALE Home Dist	The resident district to report, as according to CEDARS and ALE rules from OSPI.
Comment	Any additional comment to be attached to the student's Entry record.

Options in this Area	Description of Options
Transportation	Allows you to enter a Transportation Code to track how the student is transported to and/or from school. To learn more about Transportation Codes, see the <i>WSIPC Guide to Busing</i> .
**School	Displays the school code for the Entry record that is created for the newly added student. This value is used to determine the Serving School Code for CEDARS.
Calendar	Calendar to be assigned to the student.
AREA	PURPOSE OF AREA
WA Enrollment Information	Allows you to enter Washington State-specific information regarding the student's enrollment into the Entity/District.
Options in this Area	Description of Options
**Most Recent District Entry Date (commonly referred to as MRDED)	<p>The date of the student's most recent entry to the district. This is not the date a student entered an Entity.</p> <p>For example, a high school student who spent his or her entire educational career in the district could have an entry date at the high school of 9/1/2007 and a MRDED date of 9/6/1998 reflecting the date the student began kindergarten. This field must be updated when a student exits and re-enrolls into the district with a break in service.</p> <p>To learn more about MRDED, see "Appendix C – Most Recent District Entry Date (MRDED) and Entry Types" (page 208).</p>
AREA	PURPOSE OF AREA
Enrollment History	Allows you to review any prior enrollment records the student has in the District.

Table 30 - Description of the options on the New Student Enrollment screen

Adding Family Information for a Student

Now that you've added the student's demographic data, you can add information about the student's family. This involves selecting guardians for the student and configuring guardian details.

Note If you choose not to add Family information at this time, you can do this later. To learn more about updating families for a student, see "[Working with the Families Module](#)" (page 193).

To add Family information for a student:

1. On the Add Family screen, enter at least a portion of the guardian's Last Name.

Best Practice Since you use the entered name to search for potential duplicate records, it is helpful to enter only a portion of the guardian's name rather than the whole name. This can help you to locate records that may be misspelled, or that use nicknames (such as "Jon" instead of "Jonathan").

2. Click the Click Here to Search for Entered Name button. Any records in the district whose names match the entered name appear in the Matching Names list.
3. Do one of the following:
 - If no matching names are found:

- Complete the entry of the guardian's name.

Note It is important that you enter the name in the proper case (such as "Name" as opposed to "name") because this is how the name is added to the database.

- Click Add Entered Name As Family.
- Configure the Enter Family Number # for (student) screen.

- If matching names are found:
 - Select the correct name.
 - Click Add Selected Name As Family.
 - Verify the information on the Family Information for (student) screen (Figure 46).
 - To make changes to a guardian, click Edit next to the desired guardian. Configure the Edit Guardian Information screen. See [“Editing Guardian Information”](#) (page 115) for details about this screen and the areas it includes.
 - To make changes to the Family, click Edit Family # next to the desired Family. Configure the Edit Family Information screen. See [“Editing Family Information”](#) (page 120) for details about this screen and the areas it includes.
4. If you want to add additional Guardians to the Family at this time, click Add Guardian and repeat steps 1 through 3.

Note If you choose not to add additional guardians to the family, you can do this later. To learn how to add guardians to an existing Family, see [“Adding a New Guardian”](#) (page 54).

5. When you finish adding guardians to the Family, click Save and Add Emer Info. Continue to [“Adding Emergency Information”](#) (page 115).

Guardian Name	AlphaKey	Relationship	Second Phone	Cust	Pick
Poulterscr Jaymie P, MR	POULTJAY000		(555) 992-1282	No	No
Reidheadscr Khalilah O, MS	REIDHKHA000		(555) 927-9521	No	No

Family ID: 3900 Primary Phn: (555) 867-1542 Siblings: Carmelo Poulterscr, Joshua Poulterscr

Trans Code: Home Lang: ENG - English

Address: 720 NE Scramble avenue Scramble WV 55555

Receive Report Cards Print Hard Copy Report Cards Receive Forms

Figure 46 - The Family Information for (student) screen appears when you add a student to an existing family.

Adding Emergency Information

Now that you've added information about the student's family, you can add Emergency information. This is where you can add Emergency Contacts for the student and define Alert information.

To add Emergency information:

1. Continuing from the procedure in "[Adding Family Information for a Student](#)" (page 113), when you click Save and Add Emergency Info on the Family Information screen, if siblings exist for the family, the following message appears:

"Would you like to copy Emergency Contacts from a Sibling?"

2. Do one of the following:
 - Click Yes to select a sibling to copy from. Select the sibling and click Select.
 - Click No.
3. Configure the Emergency Information screen. To learn more about the options on this screen, see "[Emergency Tab](#)" (page 67).
4. Click Save and Finish.

Managing Guardian and Family Information

When adding an existing guardian or family to a student, you can update their information if needed. The sections below explain how to update this information.

Editing Guardian Information

The Edit Guardian Information screen (Figure 47) contains five areas where you can modify guardian information. Table 31 describes the options on the screen.

Note The following message may appear:

"[Guardian Name] exists as part of another family. By combining multiple families, any modifications to address and primary phone affect all the families."

Figure 47 - The Edit Guardian Information screen allows you to add or edit information about a guardian.

AREA	PURPOSE OF AREA
General Information	General demographic information about the Guardian.
Options in This Area	Description of Options
First Middle Last	First, middle, and last names of the guardian.
Name Suffix	Name suffix that applies to the guardian, such as Jr. or Sr.
Name Prefix	Name prefix that applies to the guardian, such as Mr. or Ms.
Name Key	Name key of the student's guardian.

Options in This Area	Description of Options
Date of Birth	Guardian's date of birth.
Age	Guardian's age as of today's date. This field is calculated automatically.
Gender	Gender of the student's guardian.
Marital Status	Guardian's marital status.
Relationship	Guardian/family member's relationship to the student.
Custodial Parent	Designates if the guardian/family member is a custodial parent.
Emergency Contact	Designates if the guardian/family member is an emergency contact.
Pick Up	Designates if the guardian/family member is allowed to pick up the student from school.
Print on Transcript	Denotes that the guardian's name will be printed on the student's Washington State Transcript. If none of the student's guardians have the Print on Transcript check box selected, the first two guardians in Family 1 are printed on the transcript by default.
Family ID	System-defined unique family identification number. This field cannot be edited.

AREA	PURPOSE OF AREA
Address Information	Contains the guardian's address details.

Options in this Area	Description of Options
Address	This field is display-only and shows the guardian's address.
Address History	Used to view and edit a guardian's address history.

AREA	PURPOSE OF AREA
Phone Information	Contains the details for the guardian's different phone numbers.
Options in this Area	Description of Options
Primary Phone	The guardian's primary telephone number. This number can be marked as Confidential. Confidential phone numbers appear in the Student Profile followed by (Conf). Some reports include an option to not print confidential phone numbers. If selected, asterisks replace confidential phone numbers on the report.
Phone 2 Phone 3 (unlabeled fields located below Primary Phone)	The guardian's additional telephone numbers.
AREA	PURPOSE OF AREA
Family Access Information	Contains configuration options related to the Guardian's Family Access account.
Options in this Area	Description of Options
Allow Family Access	Enables Family Access for the guardian.
Login	The Guardian's Family Access username.
Password	The Guardian's Family Access password.
Generate	Generates a new Family Access password for the guardian.
Force user to change password at next login	Forces guardian to change his or her password the next time the guardian signs in to Family Access.
Do Not Allow Access to Food Service Statement Information	Prevents the guardian from viewing Food Service Statement information in Family Access for any students in the Family.
Do Not Allow Access to Fee Management Statement Information	Prevents the guardian from viewing Fee Management Statement information in Family Access for any students in the Family.

Options in this Area	Description of Options
Do Not Allow Access to Online Registration & Pseudo Family Changes	Prevents the guardian from participating in Online Registration or to request changes to the Family's information in Family Access for any students in the Family.
AREA	PURPOSE OF AREA
Additional Information	Allows you to enter more information about the guardian.
Options in this Area	Description of Options
Education	Guardian's highest level of education completed.
Race	Guardian's race.
Language	Language the guardian speaks.
Occupation	Guardian's occupation.
Employer	Name of guardian's employer.
Organization	Allows you to specify the name of an organization the guardian belongs to.
Home Email	Guardian's home email address.
Comment	Any comments specific to the guardian's record.
Work Hours	The guardian's work hours.

Table 31 - Description of the options on the Edit Guardian Information screen

Editing Family Information

The Edit Family Information screen (Figure 48) contains three areas where you can modify family information. Table 32 describes the options on the screen.

Figure 48 - The Edit Family Information screen allows you to change or update the Family's information.

Note Fields used in Washington State Reporting are marked with a double asterisk (**).

AREA	PURPOSE OF AREA
Family Address Information	Contains details related to the Family's address.
Options in This Area	Description of Options
**Address	Home address for the student's family. The student's residential ZIP code and extension are reported in CEDARS.

Options in This Area	Description of Options
SUD SUD Number (unlabeled field immediately to the right of SUD)	Secondary Unit Designator and Secondary Unit Designator number. For example, in “Apt 4,” the SUD is “Apt,” and the SUD Number is “4.”
P.O. Box	Post Office Box (number only).
Carrier	Mail carrier number, if used.
Address 2	Any additional address detail that may be required for delivery.
Own/Rent	Used to denote whether the family lives in an owned or rented property.
Zip Code City/State	ZIP code associated with the address. City/State is automatically populated based on the entered ZIP code.
Move In Date	The date the family moved to their current address.
Separate Mailing Address Mail	When selected, Separate Mailing Address indicates that the family has a mailing address different from their home address. Click Mail to enter the family’s mailing address.
Do Not Distribute Address	Specifies that the Family’s address information should not be distributed.
County	County code, if used.
Census Area	Census tracking information.
Township	Township code, if used.
Census Sub Area	Census tracking information.
Dwelling	The Dwelling Code associated with the address. If entered, this census tracking information can be displayed on the Family Census Report.
Horizontal Coord	Census tracking information. If entered, the horizontal coordinate appears on the Family Census Report.

Options in This Area	Description of Options
Hazard	The Hazard Code associated with the address.
Vertical Coord	Census tracking information. If entered, the vertical coordinate appears on the Family Census Report.
CY Path NY Path	Current Year and Next Year Address Paths. To learn more about Address Paths, see " School Path Sub-Tab " (page 30).
Path History	Tracks changes made to Path information.
Address Preview	Shows a preview of how the address appears on a mailing label.
Mail Categories	Allows you to assign Mail Category Codes to the Family.

AREA	PURPOSE OF AREA
Phone Information	Contains details of the Family's phone number.

Options in this Area	Description of Options
Primary Phone	<p>The Family's primary telephone number. This number can be marked as Confidential and/or Long Distance.</p> <p>Confidential phone numbers appear in the Student Profile followed by (Conf). Some reports include an option to not print confidential phone numbers. If selected, asterisks replace confidential phone numbers on the report.</p> <p>The Long Distance designator is typically used in districts that use auto dialer software. If the primary phone is designated as long distance, an auto dialer automatically adds a '1' in front of the area code when calling the number.</p>

AREA	PURPOSE OF AREA
Report Cards/Forms and Other Family Information	Contains additional information about the Family.
Options in This Area	Description of Options
<p>Receive Report Cards</p> <p>Print Hard Copy Report Cards</p> <p>Receive Forms</p>	<p>These options indicate whether or not the family should receive Report Cards and/or forms. Individual options control receipt of Report Cards and forms. Some examples of forms are Attendance letters and Fee Management statements.</p> <p>If Print Hard Copy Report Cards is not selected, a report card cannot be printed for the student.</p>
Family Transportation Code	Transportation Codes can be used to track how students in the family are transported to and/or from school. To learn more about Transportation Codes, see the <i>WSIPC Guide to Busing</i> .
Family Title	The Name Prefix Code that should be applied to the family when mailing labels are used.
Home Language	Language the student’s family speaks at home (for example, if a district uses auto-dialer software to call students’ homes, the language the call should be made in). This field is not used for Washington State Reporting. The language fields used for Washington State Reporting are Native Language and Home Language, which are found on the Profile sub-tab of the General tab in Student Profile.
Override Family Title	When selected, this option allows you to enter an alternate title to be used for the family.

Table 32 - Description of the options on the Edit Family Information screen

Adding an Entry Record to a Returning Student

You can use the Entry option on the Entry/Withdrawal tab in Student Profile to create an Entry record for a returning student.

When a student returns to the district and does not have an Entry record that is currently active (an Entry record with no corresponding Withdrawal record in a particular Entity), the Entry button is available and a new Entry record can be added for the student.

Note	Entry records must be added from the Entity the student is entered into. The Entry button is not available from Entity 000.
-------------	-----------------------------------------------------------------------------------------------------------------------------

To add an Entry record to a returning student from the Entry/With tab:

1. Click Entry.
2. Configure the Entry/Withdrawal Maintenance screen (Figure 49). Table 33 describes the options related to enrolling a student.
3. Click Save.
4. Configure the Transaction Update Options screen (Figure 50).

Note	If you are adding an Entry record to a student who has a previous record in the Entity during the current school year, and their schedule was inactivated or dropped but not deleted when they were withdrawn, the Transaction Update Options screen allows you to select what to do with the student's existing Schedule records.
-------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

5. Click Continue Entry. The student's Entry record is added.

Entry/Withdrawal Maintenance
🔍 📄 🖨️ ?

Expand All Sections
Collapse All Sections

Entry Information
Save

Student: Vergariscr, Genevoya Y Current Entity: 401

* Entry Date: 06/18/2015 % Enrolled: 100 Skills Center % Enrolled: 000 ?

Grad Yr/Grade: 2016 | 11 GLO:

* Entry Code: ENT Entry Code (ENT)

Comment: Scrambled Entry Comment

* School: 401 WSIPC High School Nbr: 0003

* Calendar: 401 Calendar (401)

* Student Type: R REGULAR

* P223 Res Dist: 55555 WSIPC School District WA ?

* CEDARS/ALE Home Dist: 55555 WSIPC School District WA ?

* Most Recent District Entry Date: 06/18/2015 Print on Transcript: ?

History
Defaults

Back

Withdrawal Information

Settings

Current Year Status: Active Inactive

Next Year Status: Active Inactive

Include in Honor Roll ? Current year Member ?

Include in Rank ?

Student Program Withdrawal/Enrollment

This program allows you to automatically re-enroll students into programs and classification categories they had previously been enrolled in. From the list of Available Program / Classifications, select which, if any, you'd like the student to be re-enrolled in. For each selected item, a new record will be created with all relevant data from the previous entry, and with an entry date of: 06/18/2015.

Homeless (10/11/2011 - 03/02/2013)	Add	
	Remove	
	Add All	
	Rem All	

Asterisk (*) denotes a required field

Figure 49 – The Entry/Withdrawal Maintenance screen when enrolling a previously enrolled student

Note Options used in Washington State Reporting are marked with a double asterisk (**).

AREA	PURPOSE OF AREA
Entry Information	Allows you to specify information related to the student's Entry record.
Options in This Area	Description of Options
**Entry Date	<p>Entry date for the Entry/Withdrawal record. This date cannot be contained within another Entry/Withdrawal record in the same Entity.</p> <p>For example, if the student has an Entry/Withdrawal record with an Entry Date of 10/01/2012 and a Withdrawal Date of 04/01/2015 in Entity 400, the Entry Date on the new record in Entity 400 must be prior to 10/01/2012 or after 04/01/2015.</p>
**% Enrolled	<p>Percentage of the day the student is enrolled. See <i>P-223 Monthly School District Enrollment</i> in SkyDoc (WSIPC/WS/SR/WA/RE/ER) for guidelines surrounding the effect the % Enrolled value has on the P-223 Monthly Enrollment Report.</p>
Skills Center % Enrolled	<p>Skills Center % Enrolled is entered when the student is enrolled in Skills Center classes in multiple Entities, and the student's total Skills Center FTE for the district is greater than 1.00. Students with a combined Skills Center FTE greater than 1.00 are placed on the District Exception Report for Skills Center FTE.</p> <p>In order for the district to count the students' Skills Center FTE, each Entity must decide which portion of the allowed 1.0 Skill Center FTE (per District) they will claim, and enter that value in the Skills Center % Enrolled field.</p>
**Grad Yr/Grade	<p>The student's current graduation year and grade based on the student's date of birth. If a correction to Grad Yr needs to be made, it must be done on the student's Entry record on the Entry/With tab.</p> <p>Grad Yr is used in the calculation of the student's grade level in CEDARS.</p>

Options in This Area	Description of Options
**GLO	<p>The Grade Level Override is used to report students' Kindergarten status for CEDARS and P-223.</p> <p>See "Appendix A – Use of GLO Fields" (page 202) for detailed information on GLO.</p>
Entry Code	Used to designate specific information about the student's entrance into the district or Entity.
Comment	Additional information about the Entry record.
**School	Displays the School Code for the selected Entry/Withdrawal record. This value is used to determine the Serving School Code for CEDARS.
**Nbr	Displays the State Building Code assigned to the school.
Calendar	Calendar assigned to the student.
**Student Type	<p>Assigns a code and description to students when enrolled. It can be used to break students into different groups for reporting purposes. Student Type is a parameter field on many reports and helps you report only specific Student Types. Commonly used codes are R for Regular, S for Special Education, and EXC to exclude a student from CEDARS. These codes are district-defined.</p> <p>To learn more about Student Codes, see "Adding, Editing, and Deleting Codes" (page 156).</p>
**P223 Res Dist	District in which the student currently lives and is reported for federal funding.
CEDARS/ALE Home Dist	The resident district to report, as according to CEDARS and ALE rules from OSPI.

Options in This Area	Description of Options
<p>**Most Recent District Entry Date (commonly referred to as MRDED)</p>	<p>The date of the student’s most recent entry to the district. This is not the date a student entered an Entity.</p> <p>For example, a high school student who spent his or her entire educational career in the district could have an Entry Date at the high school of 9/1/2007 and a MRDED date of 9/6/1998 reflecting the date they began kindergarten. This field must be updated when a student exits and re-enrolls into the district with a break in service.</p> <p>To learn more about MRDED, see “Appendix C – Most Recent District Entry Date (MRDED) and Entry Types” (page 208).</p>
<p>Print on Transcript?</p>	<p>The Schools Attended section of the Washington Standardized High School Transcript must contain a list of all schools attended "where credit was attempted" (WAC 392-415-070). There are some situations when it is not appropriate to print information for an Entity. This occurs primarily when a student is dual-enrolled and not attempting credit in one of the Entities. For example, a student is enrolled in Entity 401 for academic classes and is enrolled in Entity 402 for swim team. In this case, the student is not attempting to earn credits in Entity 402, and the Print on Transcript? check box should be cleared.</p> <p>If the Print on Transcript? check box is cleared, a student's Entry/Withdrawal record does not print on the standardized transcript.</p>

AREA	PURPOSE OF AREA
Settings	Allows you to choose what happens to a student's status and rank within a class.
Options in This Area	Description of Options
Current Year Status	Sets the student's status for the current school year to Active or Inactive.
Next Year Status	Sets the student's status for the next school year to Active or Inactive.
Include in Honor Roll	Includes the student on the Honor Roll Report. To learn more about the Honor Roll Report, see the <i>WSIPC Guide to the Grading Cycle and Configuration</i> .
Current year Member	Indicates whether or not the student has been enrolled in the Entity in the current school year. When this option is set to Yes, students are included in attendance totals on reports such as the Monthly Quarterly Report (Student Management\Office\AT\RE\AR\Reports by Student\MQ) that do not give you the option to select a Current Year Member range of Yes, No, or Both. If a student has withdrawn prior to the end of the year, this field must remain Yes so that the student continues to be included on Attendance Reports. To learn more about Attendance Reports, see the <i>WSIPC Guide to Attendance</i> .
Include in Rank	Includes the student in Student Rank with the class.
AREA	PURPOSE OF AREA
Student Programs Withdrawal/Enrollment	Allows you to automatically re-enroll students from the selected program as of the date entered on their Entry record. Note: This area appears only when the student was previously enrolled in a Special Program. Know your district's protocol for re-enrolling students into these programs and follow your district's business practices.

Table 33 - Description of the options on the Entry/Withdrawal Maintenance screen when enrolling a previously enrolled student

Transaction Update Options

Transaction Options

Current Year Scheduling Options

What to do with Schedule Records: **Activate**

Next Year Scheduling Options

What to do with Schedule Records: **Activate**

Scheduling Transaction Options

Effective Date: 06/18/2015 **Thursday**

Student's Calendar: 401

Record Person Requesting Schedule Change

Requested By: _____

Continue Entry

Save as Default and Continue Entry

Back

Figure 50 - The Transaction Update Options screen allows you to select what to do with the student's current and next year schedules (if present).

Withdrawing a Student

You can use the *Withdraw* option on the *Entry/Withdrawal* tab in *Student Profile* to create a *Withdrawal* record for a student. The *Withdraw* button is available when a student has an active *Entry* record (a record with no *Withdrawal Date* entered). *Withdrawal* records must be added from the *Entity* the student will be withdrawn from. The *Withdraw* button is not available from *Entity 000*.

Note **Withdrawing a Student Who is Dual-Enrolled**

When you withdraw a student who is dual-enrolled from his or her current *Default Entity*, the student's *Primary School* changes as well. The *entry/withdrawal* process attempts to assist you through a series of prompts to withdraw the student from the remaining *Entity* (it is recorded as the student's non-default *Entity* when they are withdrawn) and re-enroll them the next day (now their new *Default Entity*).

In order for these prompts to appear, the *Withdrawal Code* used must have a *State Type* that is considered an in-district transfer, such as T1. Additionally, you must have a minimum of 5/2 security to the *Entry/With* tab in both of the *Entities* involved.

CEDARS rules indicate that a student can have only one *Primary School* on any given day. When a student withdraws from his or her *Default Entity*, the student's other "non-default" *Entity* needs to become the *Default Entity*. This is standard practice. However, in order for this to report correctly for CEDARS, the new *Default Entity* must not appear as if it was the default *Entity* all the way back to the start date on the student's *Entry/Withdrawal* record.

When a dual-enrolled student is withdrawn from his or her *Default Entity*, the *Default Entity* (which indicates whether this was the student's *Default Entity* at time of withdrawal) needs to be set to *Yes*. In order to ensure that the "non-default" *Entity* shows correctly, the student has to be withdrawn from the "non-default" *Entity* on the same date. The *Default Entity* on the *Withdrawal* record for the "non-default" *Entity* must be set to *No*. The new *Entry* record on the next day reflects that the "non-default" *Entity* is now the *Default Entity*.

To add a withdrawal record to a student from the Entry/With tab:

1. Click **Withdraw**.
2. Configure the **Entry/Withdrawal Maintenance** screen (Figure 51). Table 34 describes the options on the screen.
3. Click **Save**.

Note	If the student has Attendance records that are outside the entered Date, you are prompted to select what to do with those records.
-------------	------------------------------------------------------------------------------------------------------------------------------------

4. Configure the **Transaction Update Options** screen (Figure 52).

Note	You can only drop, but never delete, if Gradebook grades are present. The Delete option is not available.
-------------	------------------------------------------------------------------------------------------------------------------

5. Click **Continue Withdrawal**.

Note	Not all areas may appear when accessing this screen. For example, if a student does not have a locker or lock assigned, Delete Lockers/Locks does not appear on the Entry/Withdrawal Maintenance screen when you withdraw the student.
-------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The screenshot displays the 'Entry/Withdrawal Maintenance' interface with the following sections:

- Entry Information:** Includes 'Expand All Sections' and 'Collapse All Sections' buttons.
- Withdrawal Information:** Contains fields for 'School Yr' (2015), 'Date' (06/18/2015), 'Advanced' (No), and 'Retained' (No). It also has 'Default Entity' (Yes) and 'District Enrollment Date as of Withdrawal Date' (06/18/2015). There are buttons for 'Save', 'History', 'Defaults', and 'Back'.
- Settings:** Features radio buttons for 'Current Year Status' (Active/Inactive) and 'Next Year Status' (Active/Inactive). It includes checkboxes for 'Include in Honor Roll', 'Current year Member', and 'Include in Rank'.
- Student Program Withdrawal/Enrollment:** Provides a text box for notes and a list of programs with 'Add', 'Remove', 'Add All', and 'Remove All' buttons. A note explains that double asterisks (**) denote programs that cannot be withdrawn during entity withdrawal based on district settings.
- Delete Lockers/Locks:**
 - Student Lockers:** A table with columns: Building, Area, Locker #, Location, Make, Serial Number, Owned By. One record is shown: Building 401, Area ANNEX, Locker # 0009, Location, Make, Serial Number, Owned By STUDENT. Buttons for 'Delete Locker' and 'Delete All' are present.
 - Student Locks:** A table with columns: Make, Lock Serial Number, Building, Owned By, Combination. It shows 'No records available'.
- Delete Transportation:**
 - Student Bus:** A table with columns: Route, Description, Day, Stop, Stop Type. It shows 'No records available'.

Asterisk (*) denotes a required field.

Figure 51 - Example of the Entry/Withdrawal Maintenance screen with several areas related to creating a withdrawal record for the student

Note Options used in Washington State Reporting are marked with a double asterisk (**).

AREA	PURPOSE OF AREA
Withdrawal Information	Allows you to specify information related to the student's Withdrawal record.
Options in This Area	Description of Options
School Yr	School year in which a student is withdrawn.
**Date	The date the student withdraws. This date cannot be contained within another Entry/Withdrawal record in the same Entity. For example, if the student has an Entry/Withdrawal record with an Entry Date of 10/01/2012 and a Withdrawal Date of 04/01/2014 in Entity 400, the Withdrawal Date on the new record in Entity 400 must be prior to 10/01/2012 or after 04/01/2014.
Advanced Retained	Indicates whether this record was created to advance or retain the student.
**Default Entity	Defines whether the Entity was the student's Default Entity at the time of withdrawal.
**District Enrollment Date as of Withdrawal Date	District Enrollment Date for the student when he or she was withdrawn. When withdrawing a student, it defaults to the value in Most Recent District Entry Date.
**Code	The student's Withdrawal Code. Used to identify the reason a student was withdrawn from a particular school (such as expelled, graduated, transferred). Withdrawal Codes can have a State Withdrawal Type Code attached to it. The State Withdrawal Type Code is state-defined, and is used to determine the value reported for CEDARS.
Comment	Any additional information about the Withdrawal record.

AREA	PURPOSE OF AREA
Settings	Allows you to choose what happens to a student's status and rank within his or her class when the student is withdrawn.
Options in This Area	Description of Options
Current Year Status	Sets the student's status for the current school year to Active or Inactive.
Next Year Status	Sets the student's status for the next school year to Active or Inactive.
Include in Honor Roll	Includes the student on the Honor Roll Report. To learn more about the Honor Roll Report, see the <i>WSIPC Guide to the Grading Cycle and Configuration</i> .
Current year Member	Indicates whether or not the student has been enrolled in the Entity in the current school year. When this option is set to Yes, students are included in attendance totals on reports such as the Monthly Quarterly Report (Student Management\Office\AT\RE\AR\Reports by Student\MQ) that do not give you the option to select a Current Year Member range of Yes, No, or Both. If a student has withdrawn prior to the end of the year, this field must remain Yes so that the student continues to be included on Attendance Reports. To learn more about Attendance Reports, see the <i>WSIPC Guide to Attendance</i> .
Include in Rank	Includes the student in Student Rank with their class.
AREA	PURPOSE OF AREA
Student Programs Withdrawal/Enroll	Allows you to automatically withdraw students from the selected program as of the date entered on their Withdrawal record.

AREA	PURPOSE OF AREA
Delete Lockers/Locks	If a student has a locker and/or lock assigned, the Delete Lockers/Locks area appears on the Entry/Withdrawal Maintenance screen. This allows you to delete any locker or lock that may be assigned to the student during the withdrawal process. Lockers and locks can be deleted individually or all at once. To learn more about lockers and locks, see the <i>WSIPC Guide to Lockers</i> .
AREA	PURPOSE OF AREA
Delete Transportation	If a student has any Busing information present in the Busing tab of the Student Profile, such as a Pick Up Address, a Transportation record, or a Bus Stop, the Delete Transportation area appears on the Entry/Withdrawal Maintenance screen. The student's Bus Stop assignments can be deleted individually or all at once. To learn more about Busing, see the <i>WSIPC Guide to Busing</i> .

Table 34 - Description of the options on the Entry/Withdrawal Maintenance screen

Figure 52 - The Transaction Update Options screen allows you to select what should be done with the student's current and next year schedule.

Transferring a Student from One Entity to Another

When a student is transferred within your district, the student is typically withdrawn from one Entity and added to another. See “[Withdrawing a Student](#)” (page 131) and “[Adding a Student](#)” (page 97) to learn how to withdraw a student and how to add a student.

You can also transfer a student using the Transfer button in the Header area of the Student Profile. This button transfers a student from one Entity to another, but it does not create a Withdrawal record in the Entity from which the student is transferring. Using the Transfer button is a “pull” process. You must first let the new Entity know that the student is transferring. Personnel in the Entity from which the student is transferring perform the withdrawal process, and personnel in the Entity that is accepting the student perform the Transfer process.

Because the Transfer button doesn’t create a Withdrawal record, it is best if you transfer a student by manually withdrawing the student from one Entity and adding the student to another Entity.

Example The Transfer button might be used if a student is transferring from 8th grade to high school before the end of the calendar school year. However, because the Transfer button doesn’t create a Withdraw record, the student’s 8th grade Entity remains as the student’s default Entity.

Note **Using the Transfer Button and Food Service Customer Status**

If you use the Transfer button when re-enrolling a student who has previously left your district, the student's Food Service Customer status is not changed to Active. If the Add button is used, the student's Food Service Customer status is automatically changed to Active. If your district wants to use the Transfer button, you can add an Auto Email event to notify the Food Service department that the student has returned, allowing them the opportunity to verify and activate the Food Service account.

Transferring a Student from One District to Another

You can transfer a student's records from one district to another if both districts are WSIPC members that use Skyward's School Management System, and if both districts have configured District to District Transfer. To learn more about this process, see the *WSIPC Guide to District-to-District Student Transfer*.

Sharing a Student

Students can be shared between Entities. However, this depends on your district's business practice. For example, a student may be shared with another Entity in order to take a class not offered at his or her Default Entity. You can use either the Add button or the Transfer button when sharing a student between Entities. If you use the Transfer button, the student's Food Service PIN is retained on the student's record in the second Entity.

Deleting a Student

The Delete option deletes a student from an Entity. You may want to delete students who are considered a no-show after registration.

To delete a student:

1. Access the Student's Profile (Student Management\Students\ST\PR).
2. Click Delete in the header area of the Student Profile. This does not delete the student from the database, but does delete the record from the selected Entity.



Caution

When you delete a student, all student data associated with the student is deleted as well.

Working with Student Notes

Many screens in Student Demographics provide a Notes button that allows you to enter student-related Notes. The areas that allow Note entry are shown in the table below:

General tab – Profile sub-tab	Entity tab – Obligations sub-tab
Family tab	Attendance tab
Transcript tab	Discipline tab – Offenses sub-tab
Food Service tab	Fee Management – Stu Fees tab
Busing – Transport sub-tab	Special Programs – Section 504 sub-tab
Health tab – all sub-tabs	

Every Note, regardless of the way it was created, is required to have a Note Type attached to it. The Note Type denotes the area or module that the Note applies to. Figure 53 shows an example of a Note that is viewable when you click All Notes (in this case, from Profile sub-tab on the General tab). This Note has a Note Type of GEN (General).



Figure 53 - Example of a Student Note with the Note Type is highlighted

Notes can be created and managed in two different ways:

- [Using the All Notes Button](#)
- [Using a Module-Related Notes Button](#)

Each method of creating and managing Notes is discussed in the following sections.

Using the All Notes Button

The All Notes button is available from many of the tabs in Student Profile. You can click this button whenever you see it to view all available Notes for the student. Notes appear regardless of the Note Type attached to the Note that denotes the area or module that the Note applies to.

Viewing All Notes

You can view a student’s Notes from anywhere that the All Notes button is available. Figure 54 shows an example of the All Notes button, as displayed on the Transport sub-tab of the Busing tab. The total number of Notes attached to the student appears in parentheses on the All Notes button. For example, Figure 54 shows that there are three (3) Notes attached.



Figure 54 - The All Notes button is available throughout Student Profile. This student has three Notes attached to their student record.

To view All Notes attached to a student:

- Click All Notes.

Note	When you click the All Notes button, the Student Notes Information list appears containing the student’s Notes. If you do not see the number of Notes you expect, use Filter Options to manage which Notes appear. To learn more about Filter Options for Notes see “Using Filter Options for Notes” (page 142).
-------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Figure 55 shows the Student Notes Information screen that appears when you click the All Notes (3) button (as shown in Figure 54). Three Notes appear for the student: one Health Note (with a Note Type of HEA), one Fee Management Note (with a Note Type of FEE) and one General Note (with a Note Type of GEN). You can expand a Note to view additional information about the Note (Figure 56). Table 35 explains the information available for each Note.

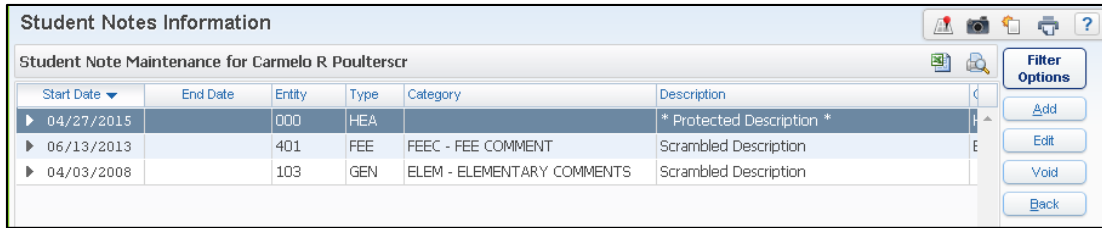


Figure 55 - The Student Notes Information screen which shows all Notes for the student, regardless of Note Type.

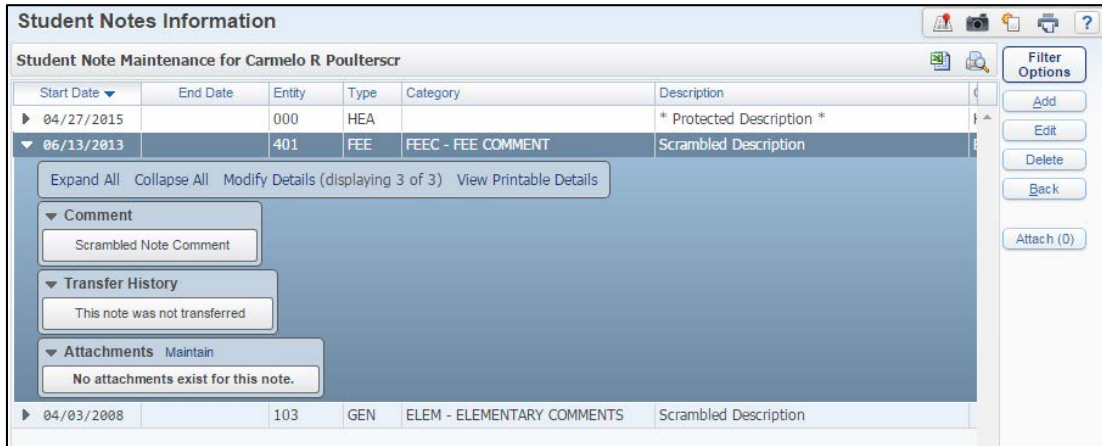


Figure 56 - A Student Note that has been expanded to display all information related to that Note

Option	Description
Comment	Displays the Comment entered for the Note.
Transfer History	If the Note was created by a Secured User whose account has been deleted, and the Note was transferred to another Secured User, this area displays the name of the user who originally created the Note.
Attachments	Displays any attachments for this Note.

Table 35 - Description of the information you can view when you expand a Student Note

Using Filter Options for Notes

The Filter Options on the Student Notes Information screen allows you to control which Notes appear. You can determine the Notes you want to see based on their Start Date as well as whether or not you want to view Notes that have an End Date (Figure 57). Table 36 describes the selections on the Filter Options screen.

Figure 57 - Filter Options available for Notes

Note	All Notes, with the exception of Family Notes, can be marked with an End Date to indicate the Note is no longer applicable.
-------------	-----------------------------------------------------------------------------------------------------------------------------

Option	Description
Start Date on or after	Defines the earliest date from which you want to view Notes. For example, to see all Notes, enter 01/01/1900. To see only Notes for the current school year, enter the first day of school.
Display Student Notes past their End Date	Determines whether Notes with an End Date appear. If this check box is not selected once an End Date is entered on a Note record, the Note no longer appears.

Table 36 - Description of the Filter Options for Notes

Viewing All Notes within Modules

Some modules in the software (such as Special Education and Health Records) contain the All Notes button. You can manage student Notes from these modules just as you do in the Student Profile.

Figure 58 shows the Health Records Profile for a student (Student Management\Office\HR\PR). The All Notes button is present and labeled All Stu Notes. In this example, there are two (2) Notes available to view.

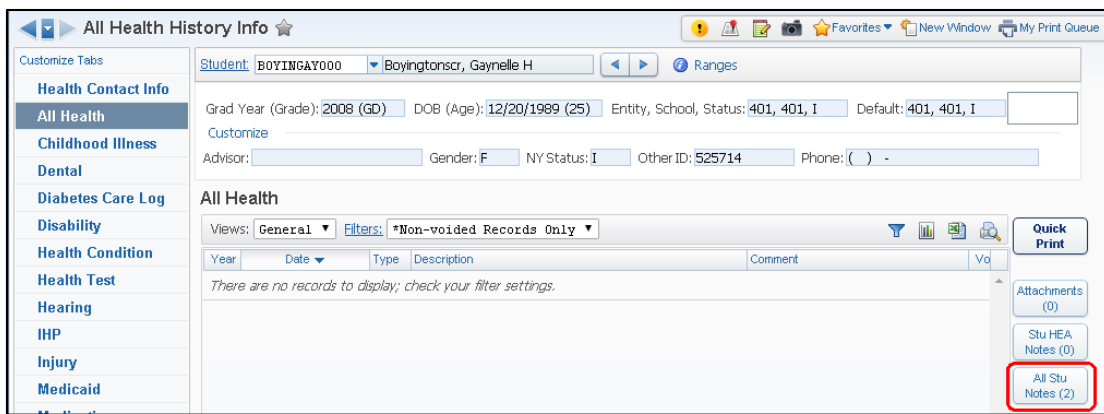


Figure 58 - The All Notes button appears in the student's Health Records profile

Adding and Editing Notes Using All Notes

You can add and edit Notes from the Student Notes Information screen. This screen is available from any All Notes button.

To add or edit a Note using the All Notes button:

1. Click All Notes.
2. On the Student Notes Information screen, click Add or Edit.
3. Configure the Student Note Maintenance screen (Figure 59). Table 37 describes the options on this screen.
4. Click Save.

Student Note Maintenance

* Note Type:

* Start Date: 06/19/2015 Friday Protect Note

Add an End Date

End Date:

Description:

Category:

Comment:

Save
Back
Attach (0)

Asterisk (*) denotes a required field

Figure 59 - Note information is added and edited on the Student Note Maintenance screen

Option	Description
Note Type	Identifies the area in the software that the Note belongs to. When you add or edit a Note created using the All Notes button, the Note Type field is available for selection.
Assign To	Defines whether the Note can be viewed at the Entity level or District Wide. Visible only when selecting the Note Type of Parental Consnt.
Start Date	Date associated with the Note. Typically the date the Note was created.
Protect Note	Prevents a Note from being viewed by anyone who did not create the Note.
Add an End Date	Select to enter an End Date.
End Date	Date the Note ends or is no longer applicable/valid.
Description	Short description of the Note.
Category	District-defined Note Category Code.
Comment	Free-form text field containing the body of the Note.

Option	Description
Attach	Allows you to upload an attachment associated with this Note.

Table 37 - Description of the options on the Student Note Maintenance screen

Deleting Notes Using All Notes

When a Note was entered in error or is no longer applicable to a student, you can delete it. For example, a student has a Fee Management Note stating that the student has not paid an ASB Card fee. When the fee has been paid, the Note is no longer necessary and can be deleted.

Note	Rather than deleting a Note that is no longer applicable, you may want to consider editing the record and entering an End Date. This keeps the information on the Note intact and clearly indicates when the Note was applicable.
Note	Some Notes, such as Health Notes, can be marked as Void but cannot be deleted.


To delete a Note using the All Notes button:

1. Click All Notes from any tab.
2. On the Student Notes Information screen, select the Note you want to delete.
3. Click Delete.

Understanding Parental Consent Notes

Parental Consent Notes are Notes with a Note Type of PAR. These Notes must be added using the All Notes button. To learn how to add a Note using the All Notes button, see “[Adding and Editing Notes Using All Notes](#)” (page 143).

Note	You can create a Parental Consent Note from Fam Notes on the Family sub-tab, because it is the only tab-specific Notes area that allows you select a Note Type.
-------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------

When a student has a Parental Consent Note, a green Note icon  appears in the Header area of the Student Profile (Figure 60). This allows you to easily identify those students for whom a Parental Consent Note is available.

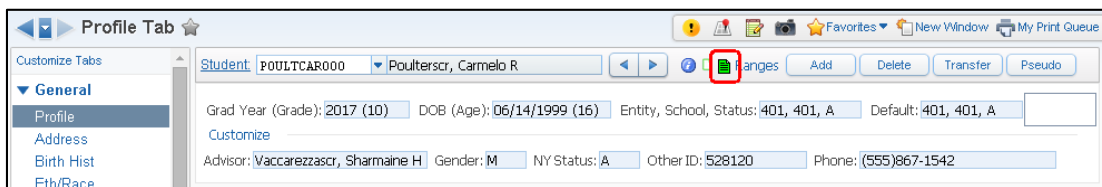



Figure 60 - This student has a Parental Consent Note, identified by the green Note icon

When you click the green Note icon , the student’s Parental Consent Note appears (Figure 61).

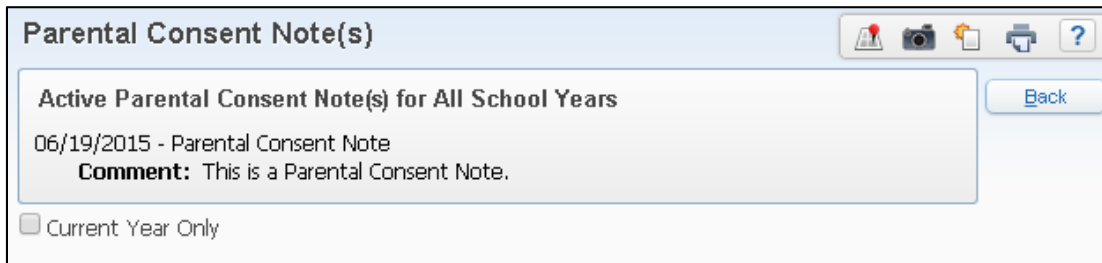


Figure 61 - The student's Parental Consent Note information appears when you click the green Note icon in Student Profile.

Note	Click the Current Year Only box to limit the Parental Consent Notes to those with a date that falls within the current school year.
-------------	-------------------------------------------------------------------------------------------------------------------------------------

When a student has a Parental Consent Note, you can use a Student Management Configuration option to display the student’s name in red.

Note	This configuration option affects the entire district.
-------------	--------------------------------------------------------

To display a student's name in red when the student has a Parental Consent Note:

1. Go to Product Setup\Skyward Contact Access\ST\CF.
2. Locate the option Red Student Name for Parental Consent Note on: (Figure 62) and select one of the following:
 - Do Not Use Option
 - Student
 - Student's 1st Family
 - Either
3. Click Save.

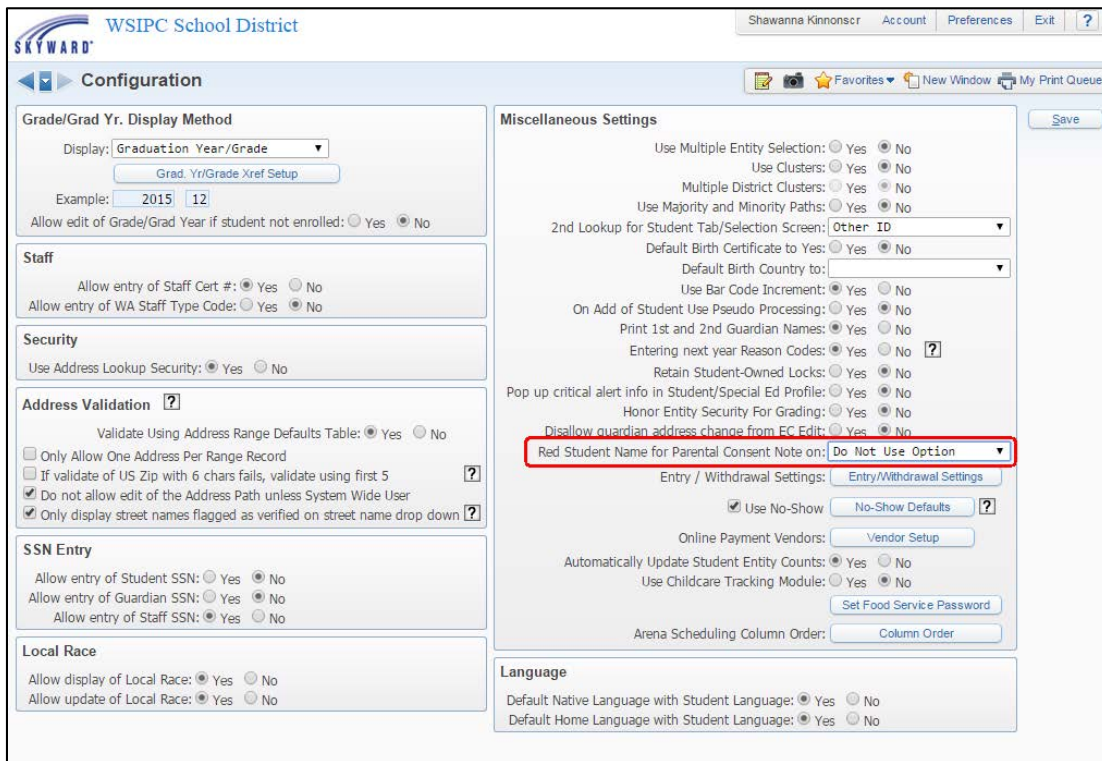


Figure 62 - Configuration option to cause a student's name to appear in red when there is a Parental Consent Note highlighted in red box

In Figure 63, the student has a Parental Consent Note and the option to display the student's name in red has been enabled.

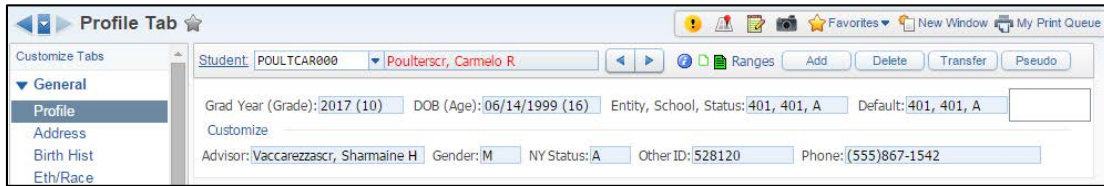


Figure 63 - Example of a student with a Parental Consent Note with the option to display the student's name in red selected

Understanding Gifted and Talented Notes

Notes with a Note Type of G-T (Gifted and Talented) are not associated with a specific tab in Student Profile. These Notes are viewable from the All Notes button only.

Understanding Pseudo Change Notes

Notes with a Note Type of PSE (Pseudo Change) are not associated with a specific tab in Student Profile. Rather, they are associated with the Pseudo area of the software. You can view Pseudo Change Notes either by using All Notes, or by using Pseudo and clicking the PSE Notes button. To learn how to use Pseudo, see [“Using Pseudo”](#) (page 153).

Using a Module-Related Notes Button

Module-related Notes, unlike All Notes, are generally added when you are on a specific tab or in a module. A module-related Note has a Note Type assigned to it when it is added and its Note Type cannot be changed.

Module-related Notes are available whenever you see a button labeled with a Note Type that matches a module name. For example, Figure 64 shows a student's Attendance tab in Student Profile. The module-related Notes button is labeled ATN Notes. When you add Notes using this button, the Note Type of ATN is automatically assigned.

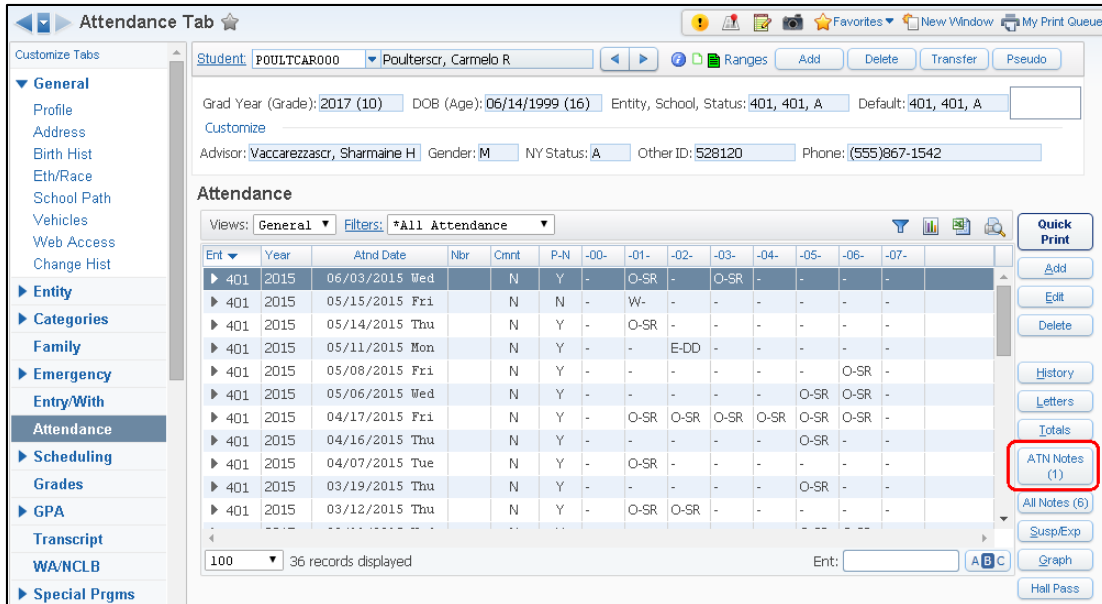


Figure 64 - You can enter module-related Notes on the Attendance tab in Student Profile

Module-related Notes are viewable from their associated tab, as well as from the module itself. Figure 64 shows that the selected student has one Note with a Note Type of ATN. This Note is also viewable from the Attendance module. Figure 65 shows the same student highlighted in Attendance Entry by Student (Student Management\Office\AT\BS). The ATN Notes button is present in this module as well.

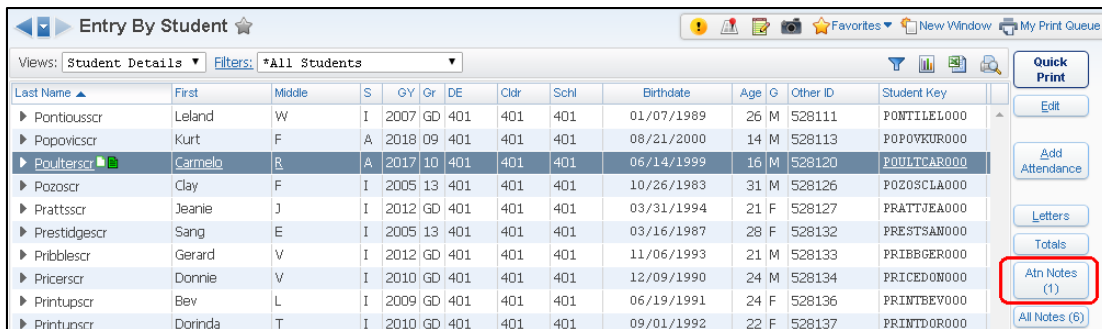


Figure 65 - You can also enter module-related Notes from the module itself

Viewing Module-Related Notes

You can view a student's Notes from anywhere that a module-related Notes button (or the All Notes button) is available. Figure 66 shows an example of the ATN Notes button, as displayed on the Attendance tab in Student Profile. The total number of module-related Notes (in this case, 1) attached to the student appears in parentheses on the ATN Notes button.

Attendance

Views: **General** Filters: ***All Attendance**

Ent	Year	Atnd Date	Nbr	Cmnt	P-N	-00-	-01-	-02-	-03-	-04-	-05-	-06-	-07-
▶ 401	2015	06/03/2015	Wed		N	Y	-	O-SR	-	O-SR	-	-	-
▶ 401	2015	05/15/2015	Fri		N	N	-	W-	-	-	-	-	-
▶ 401	2015	05/14/2015	Thu		N	Y	-	O-SR	-	-	-	-	-
▶ 401	2015	05/11/2015	Mon		N	Y	-	-	E-DD	-	-	-	-
▶ 401	2015	05/08/2015	Fri		N	Y	-	-	-	-	-	O-SR	-
▶ 401	2015	05/06/2015	Wed		N	Y	-	-	-	-	O-SR	O-SR	-
▶ 401	2015	04/17/2015	Fri		N	Y	-	O-SR	O-SR	O-SR	O-SR	O-SR	-
▶ 401	2015	04/16/2015	Thu		N	Y	-	-	-	-	O-SR	-	-
▶ 401	2015	04/07/2015	Tue		N	Y	-	O-SR	-	-	-	-	-
▶ 401	2015	03/19/2015	Thu		N	Y	-	-	-	-	O-SR	-	-
▶ 401	2015	03/12/2015	Thu		N	Y	-	O-SR	O-SR	-	-	-	-

Buttons: Quick Print, Add, Edit, Delete, History, Letters, Totals, **ATN Notes (1)**, All Notes (6), Susp/Exp

Figure 66 - Module-related Notes buttons are available throughout Student Profile

To view module-related Notes attached to a student:

- Click [module] Notes.

When you click a module-related Notes button, the Student Notes Information screen appears containing the student’s module-related Notes. Figure 67 shows the Student Notes Information screen when you click the ATN Notes (1) button. One Attendance Note appears for the student, as the button indicates.

Note You can view additional information related to a Note by expanding the Note record. Figure 67 is an example of an expanded Attendance Note.

Student Notes Information

Student Note Maintenance for Carmelo R Poulterscr

Start Date	End Date	Entity	Type	Category	Description	Created By	Pr
06/19/2015		401	ATN		Attendance Note	ADMIN55	

Buttons: Filter Options, Add, Edit, Delete, Back, Attach (0)

Expand All Collapse All Modify Details (displaying 3 of 3) View Printable Details

Comment
This is a Comment on an Attendance Note. This Note does not have an End Date.

Transfer History
This note was not transferred.

Attachments Maintain
No attachments exist for this note.

Figure 67 - The Student Notes Information screen shows only module-related Notes for the student when you click a module-related Notes button.

Viewing Module-Related Notes within Modules

Some modules in the software (such as Special Education and Health Records) contain module-related Notes buttons. You can manage student Notes from these modules just as you do in the Student Profile. Figure 68 shows the Health Records profile for a student (Student Management\Office\HR\PR). The module-related Notes button is present and labeled Stu HEA Notes.

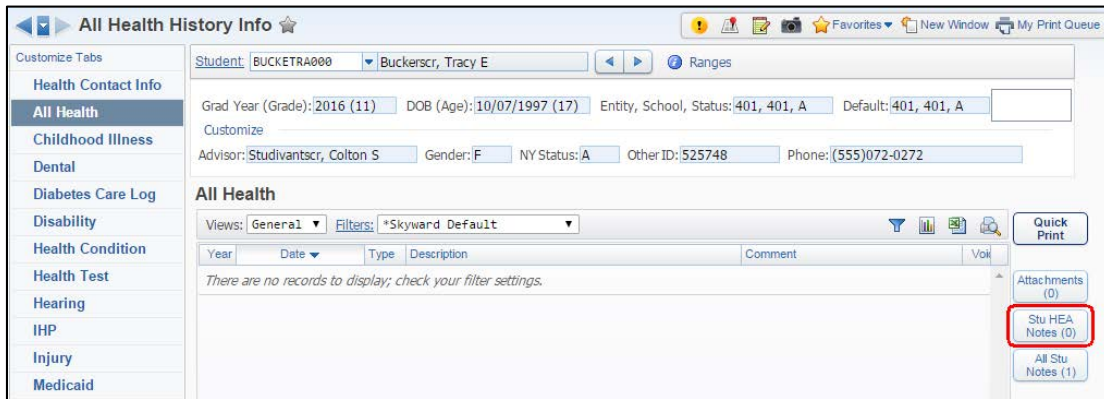


Figure 68 - The Stu HEA Notes button appears in the student's Health Records profile

Adding and Editing Module-Related Notes

You can add and edit module-related Notes from the Student Notes Information screen. This screen is available from any module-related Notes button, in addition to the All Notes button.

To add or edit module-related Notes:

1. Click [module] Notes.
2. On the Student Notes Information screen, click Add or Edit.
3. Configure the Student Note Maintenance screen (see Figure 59 on page 144). Table 37 (page 145) describes the options on this screen.

Note	The only difference between the options when adding a Student Note through All Stu Notes and a Module specific Note is that the Note Type is predefined when adding a Module specific Note.
-------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4. Click Save.

Deleting Module-Related Notes

You can delete Notes from the Student Notes Information screen. This screen is available from any module-related Notes button.

Best Practice	Rather than deleting a Note that is no longer applicable, consider editing the record and entering an End Date. This keeps the information on the Note intact and clearly indicates when the Note was applicable.
Note	Some Notes, such as Health Notes, can be marked as Void but cannot be deleted.

To delete a module-related Note:

1. Click [module] Notes.
2. On the Student Notes Information screen, select the Note you want to delete.
3. Click Delete.

Using Pseudo

The Pseudo button allows users to propose changes to a Student record, which another user then reviews and accepts into the database, or denies. For example, an Entity might require new or temporary office personnel to use this option while they are familiarizing themselves with the software.

Creating a Pseudo Request

A Pseudo request must first be made by a user to document the changes for which they are requesting approval. You can create Pseudo requests in Student Profile by clicking Pseudo, or clicking Pseudo Edit in Student Browse.

When you click Pseudo in the Header area of the Student Profile, the Student Profile appears in a limited format that shows only the following five tabs and associated sub-tabs:

- General tab (Profile, Birth Hist, Address sub-tabs)
- Family tab
- Emergency tab
- Entry/With tab
- Busing tab (Addresses, Transport, Bus Stops sub-tabs)

To learn more about the General, Family, Emergency, and Entry/With tabs, see the related area in “[Student Profile Tabs](#)” (page 12). To learn more about the Busing tab, see the *WSIPC Guide to Busing*.

Managing Pseudo Requests

Once a Pseudo request is created, designated personnel can approve or deny it. If approved, the changes are made in the database. If denied, changes are not made in the database.

To approve or deny Pseudo requests:

1. Go to Student Management\Students\ST\PA.
2. On the Pseudo Approval screen (Figure 69), click the arrow next to the request you want to manage.
3. Review the submitted information.
4. Do one of the following:
 - To approve a change, click Approve next to the requested change.
 - To approve all changes, click Approve All.
 - To deny a change, click Deny next to the requested change.
 - To deny all changes, click Deny All.

Note When a change is denied, the requestor is not notified. When you deny a Pseudo request, you are prompted to type a reason for the denial. To view the denial, pause your mouse pointer over the Status of the requested change and the reason for the denial appears (Figure 70).

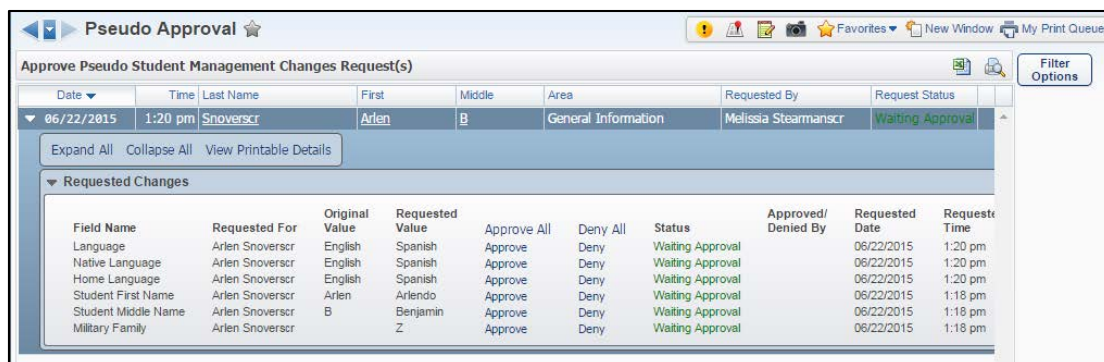


Figure 69 - The Pseudo Approval screen shows any Pseudo changes that need to be approved

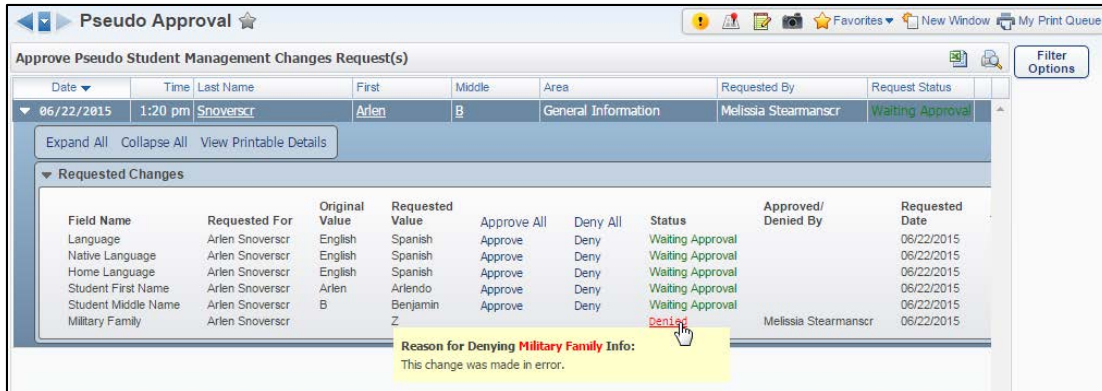


Figure 70 – Tool tip showing why a Pseudo Change was denied

Adding, Editing, and Deleting Codes

This section provides details about Student Demographic Codes in the event your district is new to Student Management and hasn't configured Student Demographics, or if you need to add new codes or modify existing codes. If your district has been using Student Demographics, you probably don't need to add Student Demographics Codes to begin using Student Demographics.

Codes are used district-wide to identify everything from Student Types to band instruments. The process of adding and editing codes is the same, regardless of the type of code being added. Each Codes Maintenance screen is similar and requires you to enter a three-character Code, a Short Description, and a Long Description.

To add or edit a code:

1. Go to Student Management\Students\ST Setup\CO.
2. Click the type of code you want to add or edit.
3. Click Add or Edit.
4. Configure the Code Maintenance screen to add or edit the three-character Code, the Short Description, and/or the Long Description.
5. Click Save.

You may also find it necessary at times to delete codes. Codes cannot be deleted when they are attached to a Student record. If you attempt to delete a code that has not been removed from all Student records, an error message appears. This error message may appear on the screen immediately, or in some cases, you can run a report first to check if the code is in use. If the code is in use, the resulting report displays a message confirming this.

To delete a code:

1. Go to Student Management\Students\ST Setup\CO.
2. Click the type of code you want to delete.
3. Select the desired code.
4. Click Delete. For some codes, a report opens confirming that the code has been deleted.

There are many different Code Types that you can configure from Student Demographics (see Figure 71). Table 38 provides a list and brief explanation of what each code is used for. Unless otherwise specified, all codes are user-defined, three characters long, and can be alphanumeric.

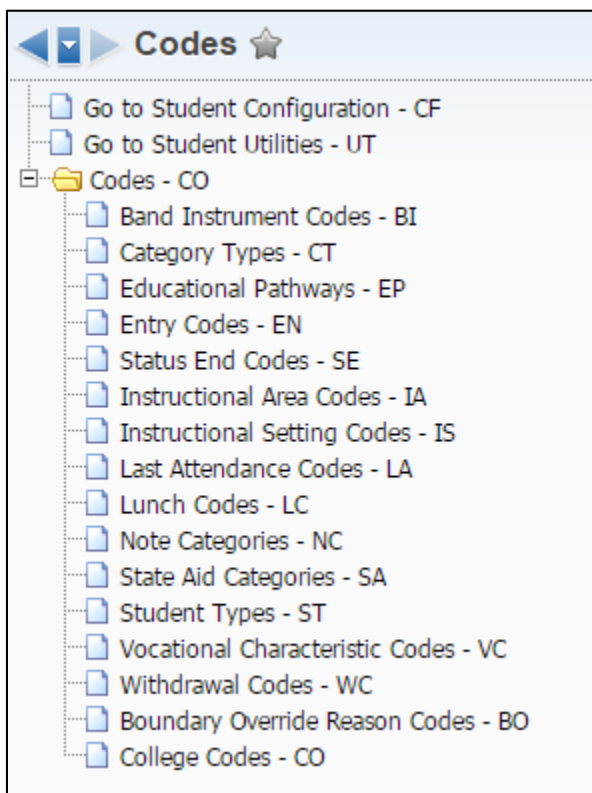


Figure 71 - Code Types that are configurable from Student Demographics

Code	Purpose
Band Instrument	Used to track band instruments and which students are playing them.
Category Types	Identify student information not covered by any of the other codes available in the software.
Educational Pathways	Not intended for use by Washington State.
Entry Codes	Used to designate specific information about the student's entrance into the district or Entity. To learn how Entry Codes are used in conjunction with Entry Types, see " Appendix C – Most Recent District Entry Date (MRDED) and Entry Types " (page 208).
Status End Codes	Not intended for use by Washington State.
Instructional Area Codes	Not intended for use by Washington State.
Instructional Setting Codes	Not intended for use by Washington State.
Last Attendance Codes	Not intended for use by Washington State.
Lunch Codes	Used by Food Service to determine meal pricing that applies to each customer. Lunch Codes are used by the Food Service Module. Do not modify these codes unless you are familiar with the Food Service module and how Lunch Codes are used. To learn more about Lunch Codes, see "Creating Lunch Codes" in the <i>WSIPC Guide to Food Service Administration and Management</i> .
Note Categories	Used to identify a type of Note.
State Aid Categories	Not intended for use by Washington State.

Code	Purpose
Student Types	Required on all Entry records. Student Type can be used to identify students with unique qualities such as part-time students or an additional way to identify Running Start students. Commonly used codes are R for Regular, S for Special Education and EXC to exclude a student from CEDARS data collection extracts.
Vocational Characteristic Codes	Not intended for use by Washington State.
Withdrawal Codes	Used to identify the reason a student was withdrawn from a particular school (such as expelled, graduated, or transferred). Withdrawal Codes can have a State Withdrawal Type Code attached to it. The State Withdrawal Type Code is state-defined, and is used to determine the value reported for CEDARS.
Boundary Override Reason Codes	Used to track enrollment for students who are not enrolled in their home/boundary school. The Boundary Override Reason Code may also be referred to as the Permit Code.
College Codes	Used to identify colleges. For example, College Codes are used on the Transcript tab in Student Profile to identify to which schools a student's transcript has been sent.

Table 38 - The codes that can be maintained in Student Demographics

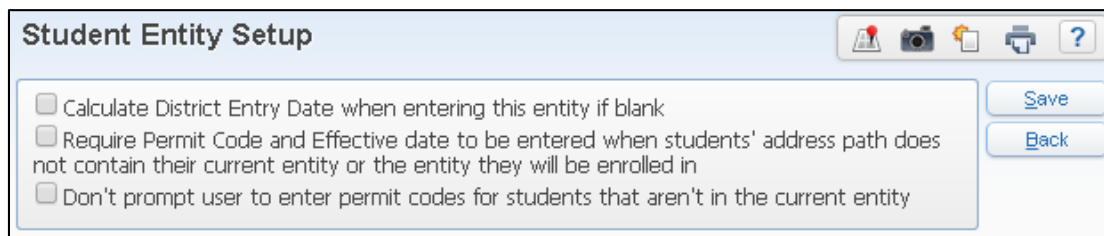
Configuring Student Demographics

There are four areas to configure in Student Management for Student Demographics: Entity Setup, Custom Forms Setup, Custom Form Security, and Identification Number Settings. This Guide addresses Entity Setup and Identification Number Settings only. To learn more about Custom Forms Setup and Custom Form Security, see the *WSIPC Guide to Custom Forms in Student Management*.

Configuring the Entity Setup

The Student Entity Setup configuration options (Figure 72) allow you to configure Entity settings that control how Address Paths are used. Table 39 describes each of these configuration options. To learn more about Address Paths, see “[School Path Sub-Tab](#)” (page 30) and the *WSIPC Guide to Address Paths*.

- Go to Student Management\Students\ST Setup\CF\ES.



The screenshot shows a software window titled "Student Entity Setup". The window has a standard toolbar with icons for help, camera, refresh, print, and a question mark. Below the toolbar, there are three checkboxes, all of which are currently unchecked. The first checkbox is labeled "Calculate District Entry Date when entering this entity if blank". The second checkbox is labeled "Require Permit Code and Effective date to be entered when students' address path does not contain their current entity or the entity they will be enrolled in". The third checkbox is labeled "Don't prompt user to enter permit codes for students that aren't in the current entity". To the right of the checkboxes, there are two buttons: "Save" and "Back".

Figure 72 - The Student Entity Setup configuration options

Option	Description
Calculate District Entry Date when entering this entity if blank	<p>This <i>does not</i> affect Most Recent District Entry Date (MRDED), which is a Washington State-specific field. This option is not intended for use by Washington State districts.</p> <p>Note: The Most Recent District Entry Date (MRDED) is part of a student’s Entry/Withdrawal record.</p> <p>Do <i>not</i> use this option.</p>
Require Permit Code and Effective date to be entered when student’s address path does not contain their current entity or entity they will be enrolled in	Adds an Effective Date field to the School Path sub-tab of the General tab in Student Profile. You are required to enter a Boundary Override Reason Code (sometimes referred to as a Permit Code or Reason Code) and an Effective Date when you enter an Address Path for a student that does not contain the student’s current Entity or the Entity that the student will be enrolled into.
Only prompt user to enter permit codes for students in current entity	When this option is selected, you are only prompted to enter a Boundary Override Reason Code (sometimes referred to as a Permit Code or Reason Code) when editing Address Path information for students in the current Entity.

Table 39 - Description of the Student Entity Setup configuration options

Configuring Identification Number Settings

The Identification Number Settings configuration options allow you to configure defaults and settings for Other IDs and Social Security Numbers. These configuration options apply to the entire district.

To configure Identification Number Settings:

1. Go to Student Management\Students\ST Setup\CF\IN.
2. Configure the District Identification Number Settings screen (Figure 73). Table 40 describes the options on the screen.
3. Click Save.

District Identification Number Settings

Student Other ID Defaults

Other ID Required Other ID Length: ?

Auto Increment Allow Users to Auto-Fill

Configure first 2 digits: ?

Starting Value:

SSN Entry

Allow entry of Student SSN: Yes No

Allow entry of Guardian SSN: Yes No

Allow entry of Staff SSN: Yes No

Only display SSN if user has level 5 security to Staff Browse (WS\SF\SF)

Allow entry of Duplicate SSN: Yes No

State Student Number Defaults

State Student Number Required: Yes No

State Student Number Length:

Auto Increment: Yes No [Field Setup](#)

[Save](#)
[Back](#)

Figure 73 - The District Identification Number Settings screen allows you to configure settings related to identification numbers used in the system.

AREA	PURPOSE OF AREA
Student Other ID Defaults	Defines the requirements and attributes of the Other ID.
Options in This Area	Description of Options
Other ID Required	Sets Other ID to be a required field.
Other ID Length	Specifies the number of characters allowed for a student's Other ID.
Auto Increment	When Other IDs are assigned, they are automatically incremented.
Allow Users to Auto Fill?	Adds a Fill button next to Other ID. When clicked, this button automatically fills the Other ID field with the next available value. If a value exists in the field, it is replaced.
Configure first 2 digits	Sets the first two digits of a student's Other ID to the last two digits of their graduation year. For example, if a student's graduation year is 2015, the first two digits of the student's Other ID is 15.
Starting Value	Allows you to specify the starting number for the Other IDs. All Other IDs assigned are incremented to a number higher than the starting value. You can set a Starting Value only if Other ID Required is selected.
AREA	PURPOSE OF AREA
SSN Entry	Defines use of Social Security Numbers.
Options in This Area	Description of Options
Allow Entry of Student SSN	Allows student Social Security Numbers to be recorded and edited.
Allow Entry of Guardian SSN	Allows guardian Social Security Numbers to be recorded and edited.

Options in This Area	Description of Options
Allow Entry of Staff SSN	Allows staff member Social Security Numbers to be recorded and edited on the Staff Profile (Student Management\Staff\SF\SF). If your district uses a combined database, all changes to Staff information are made through the Human Resources product line, rather than Student Management. If you are unsure if your district uses a combined database, contact your technical support staff.
Allow Entry of Duplicate SSN	Allows more than one person to have the same Social Security Number. Best Practice: Set this option to No to avoid data entry errors.
AREA	PURPOSE OF AREA
State Student Number Defaults	Defines use of and length of State Student Number. This area is not used by Washington State.
Options in This Area	Description of Options
State Student Number Required	Set to Yes to identify the State Student Number for the state as a required field when entering a new student or making changes to the area where the State Student Number is stored for the state. This option is <i>not</i> used by Washington State.
State Student Number Length	Defines the length of a typical State Student Number for the state. Note: For the Washington State SSID field, this must be set to 10.
Auto Increment	This option becomes available if you select the option State Student Number Required. If you want the number to auto-increment, you must select Field Setup. This option is <i>not</i> used by Washington State.

Options in This Area	Description of Options
Field Setup	<p>Select the fields to be used in creating the State Student Number.</p> <p>This option is <i>not</i> used by Washington State.</p>

Table 40 - Description of the options on the District Identification Number Settings screen

Configuring Default Entry/Withdrawal Parameters

The Default Entry/Withdrawal Defaults Parameters screen allows the district to define Default Entry Parameters for an Entity to use when enrolling students into the Entity. You can also determine what values are brought forward from a previous Enrollment record when a student returns to your district. You can also determine your own defaults. To learn how you can create your own default entry values, see [“Configuring Default Parameters for Entry into Entity Settings”](#) (page 169).

To configure Default Entry/Withdrawal Parameters:

1. Go to Student Management\Students\Student Management Setup\Entity\CF\EY.
2. Click Run.
3. Select an Entity.
4. Expand the Entity details.
5. Expand Entry/Withdrawal Defaults to view the current values.
6. To update the Entry/Withdrawal Defaults, click Edit.
7. Configure the Default Entry/Withdrawal Parameters screen (Figure 74). Table 41 describes the options on the screen.
8. Click Save.

Default Entry/Withdrawal Parameters

Default Entry Parameters for Entity (401)

Entry Date:

Date:

Percent Enrolled:

Entry Code:

Comment:

School:

Calendar:

Student Type:

Resident District:

Use Student's Previous Entry Record for New Default Values Below

Selecting an item below indicates you would like the default value for the field to come from the student's previous entry record. To get these default values, the program will first look for the last entry record in the entity the entry record is being added to. If no entry record is found for the student in that entity, the defaults will come from the student's last entry record, no matter which entity it is in. (The exceptions to this are school and calendar; these defaults must come from an entry record in the entity the entry record is being added to.)

If no prior entry record is found, the program will use the default values entered above.

School District District Type
 Calendar Percent Enrolled State Aid
 Student Type Attendance Location

Figure 74 - The Default Entry/Withdrawal Parameters screen allows you to configure settings related to entry of new students into specific Entities.

AREA	PURPOSE OF AREA
Default Entry Parameters for Entity (###)	Allows you to set the default values for Entry records.
Options in this Area	Description of Options
Entry Date	Determines what date to use for the Students Entry date into the Entity.
Date	Available only when Enter a specific entry date is selected. Determines the date used when creating an Enrollment record.

Options in this Area	Description of Options
Percent Enrolled	Percentage of the day that the student is enrolled in class. If a value of less than 100% is entered, that value is reported on the P-223 and uses that value to calculate the student's FTE.
Entry Code	<p>A code that designates specific information about the student's entry (enrollment) into the district or Entity.</p> <p>Note: Enter the code most commonly used when enrolling a student. It can be changed when enrolling a student if a different code is more appropriate for that student.</p>
Comment	Free-form text to be attached to the student's Enrollment record.
School	School in which the student is being enrolled.
Calendar	<p>The calendar associated with a student's Enrollment record.</p> <p>Note: Enter the calendar most commonly used. It can be changed when enrolling a student if a different calendar is appropriate for that specific student.</p>
Student Type	Identifies the code used to identify groupings of students. To learn more about using Student Type, see " Adding, Editing, and Deleting Codes " (page 156).
Resident District	<p>Typically, this would be your district.</p> <p>Note: The Resident District can be updated when enrolling a student who lives in another district when necessary.</p>

AREA	PURPOSE OF AREA
Use Student's Previous Entry Record for New Default Values Below	Allows you to use the values from a student's previous Enrollment record in creating a new Enrollment record.
Options in this Area	Description of Options
School	School from the student's previous Entry record.
Calendar	Calendar value from the student's previous Entry record.
Student Type	Student Type value from the student's previous Entry record.
District	District value from the student's previous Entry record.
Percent Enrolled	Percent Enrolled value from the student's previous Entry record.
District Type State Aid Attendance Location	These options are <i>not</i> used in Washington State.

Table 41 - Description of the options on the Default Parameter for Entry into Entity Settings screen

Configuring Default Parameters for Entry into Entity Settings

The Default Parameters for Entry into Entity configuration options allow you to determine the default values used when you enroll a student into the Entity. Default values configured here override the district-defined default entry values.

To configure Default Parameters for Entry into Entity settings:

1. Go to Student Management\Students\ST Setup\CF\DE.
2. Configure the Default Parameters for Entry into Entity Settings screen (Figure 75). These configuration options are nearly identical to the Default Entry/Withdrawal Parameters options above.

Note	P223 Res Dist on the Default Parameters for Entry into Entity screen is the same as Resident District on the Default Entry/Withdrawal Parameters screen.
-------------	----------------------------------------------------------------------------------------------------------------------------------------------------------

3. Click Save.

Note	Your username and the Delete button only appear if your defaults are different than the district defaults for the Entity.
-------------	---------------------------------------------------------------------------------------------------------------------------

Default Parameters for Entry into Entity

Default Entry Parameters for Shawanna Kinnonscr in Entity 401

Entry Date:

% Enrolled:

Entry Code: Entry Code (ENT)

Comment:

School: WSIPC High School

Calendar: Calendar (401)

Student Type: REGULAR

P223 Res Dist: WSIPC School Di

Entry Record Default Options

Selecting an item below indicates you would like the default value for the field to come from the student's previous entry record. To get these default values, the program will first look for the last entry record in the entity the entry record is being added to. If no entry record is found for the student in that entity, the defaults will come from the student's last entry record, no matter which entity it is in. The exceptions to this are school and calendar. These defaults must come from an entry record in the entity the entry record is being added to.

If no prior entry record is found, the program will use the default values entered above.

<input checked="" type="checkbox"/> School	<input checked="" type="checkbox"/> District
<input checked="" type="checkbox"/> Calendar	<input checked="" type="checkbox"/> Percent Enrolled
<input checked="" type="checkbox"/> Student Type	

Figure 75 - The Default Parameters for Entry into Entity screen allows you to configure settings related to entry of new students into specific entities.

Running Student Demographics Reports

The Student Demographics module provides a number of reports for you to use. These reports provide supplemental information about students.

Note All reports run through the Print Queue where they remain available for a district-defined number of days. You can use the Save This Report and Saved Reports features of the Print Queue to keep the report available indefinitely. To learn more about the Print Queue, see the *WSIPC Guide to Skyward's School Management System*.

To run Student Demographics Reports:

- Go to Student Management\ Students\ST\RE.

The following sections briefly describe each of the available reports.

Student Information Report

The Student Information Report allows you to select information about the student from several different areas in the software to include on the report. For example, some of the items that you can include on this report include the student's picture, Emergency Contacts, current schedule, Discipline information, and Academic History. You can customize this report to include a great deal of information about individual students as necessary.

Tip If you run this report By Range, you may want to set the Status to Active. (The default selection is Inactive.)

Student Registration/Emergency Form

The Student Registration/Emergency Form can display the demographic information that is on file for a student. This form can be helpful during student registration as a report that guardians can review to verify that their students' information is correct.

Emergency Information Report

The Emergency Information Report contains a student's Critical Alerts and Emergency Contacts, as well as any information that is on file regarding the student's Physician and Hospital. This report also contains guardian information. The Emergency Information Report is useful in the event that a student requires emergency medical attention.

Medical Information Report

The Medical Information Report is an abbreviated form of the Emergency Information Report. It does not include the student's Emergency Contacts, but does include any Critical Alert information that is found on the student's Emergency tab in Student Profile.

Advisor List Report

The Advisor List Report is sorted by Advisor, and lists student information such as student name, name key, grade, and gender. This report can be used to verify the Advisor who has been assigned to a specific range of students.

Duplicate Alphakey(s) Report

You can use the Duplicate Alphakey(s) Report to validate the integrity of Name records in the software by locating potential duplicate records. You can select the items to match records on, such as last name, first name, or phone number. The report displays a listing of similar records for review.

Tip

When running this report, it's best to select as few Comparison Options as possible. If you select multiple Comparison Options, the software attempts to match records on each option that is selected, and you may exclude records that are duplicates.

Duplicate OTHER-ID(s) Report

The Duplicate OTHER-ID(s) Report contains a list and count of students who share the same Other ID. The report lists the ID and the student names, as well as their graduation year.

Enrollment In/Out of District Report

The Enrollment In/Out of District Report allows you to create a listing of students using a range of enrollment dates to determine which students were entered, withdrawn, or enrolled with a certain date range.

Student Notes Report

The Student Notes Report allows you to view Notes for a range of students or individual students. This report has many range and print options to customize the report. For example, you can configure the report to include a specific Note type, creator, or date created.

Population Report

The Population Report provides the number of students in your district, broken down by school, grade level, and family. Users can run this report at the district level to see a breakdown of the students to project future class sizes, or to report the total breakdown of their student population. This report is available only at Entity 000.

Note	This report uses Address Paths to project enrollment and future class size.
-------------	-----------------------------------------------------------------------------

Race Code Distribution Report

The Race Code Distribution Report provides a breakdown of students' Local Race by gender and age group. You can print a Report or Charts (pie chart or bar graph) from Race Code Distribution.

Special Programs Report

The Special Programs Report lists students enrolled in Funding Source Programs by Entity. You can sort students by Entity, funding sources, grade level, or name.

Student Cross-Reference List Report

The Student Cross-Reference List Report prints a list of student names, along with a selected identification number (Conversion ID, Other ID, Social Security Number, or Vocational ID). This report is helpful in situations where students' names need to be matched up with their identification numbers.

Vehicle Report

The Vehicle Report allows you to select a range of students and print their vehicle and parking permit information. The Vehicle Report can also include selected student demographic information, such as guardian names and the homeroom the student is assigned to. This report is helpful when trying to identify which student a vehicle belongs to. For example, if a vehicle is illegally parked, you may want to locate the student assigned to the vehicle so they can move it.

Vocational Student Course Verification Report

The Vocational Student Course Verification Report provides a list of students who are enrolled in vocational courses, along with the vocational courses they are enrolled in. Vocational courses are identified in the Course Master (Student Management\ Office\CS\BC\CM) with a Type (Course Type) of V and an assigned CIP code. To learn more about Course Types and CIP Codes, see the *WSIPC Guide to Current Scheduling*. This report is Entity-specific. It cannot be run at Entity 000.

Community Service Hours Report

The Community Service Hours Report provides information about student progress toward meeting Community Service requirements.

Note	Community Service Hours are tracked as an Educational Milestone.
-------------	------------------------------------------------------------------

Category Types Report

The Category Types Report provides a list of all Category Types contained within the software. To learn how to manage Category Types, see “[Adding, Editing, and Deleting Codes](#)” (page 156).

Custom Forms Report

The Custom Forms Report prints a copy of the Custom Forms you select for a range of students. To learn more about Custom Forms, see the *WSIPC Guide to Custom Forms in Student Management*.

Student Assignments Report

The Student Assignments Report provides a variety of information pertaining to student assignments and scores from the teacher's Gradebook. This report is used by school administrators to print grades, missing Assignments, or all Assignments. You can run this report for an individual student or a range of students. This report can be run for the current school year or for a previous school year.

Federal Race/Ethnicity Change History Report

The Federal Race/Ethnicity Change History Report allows you to analyze race and ethnicity information. You can view the information in the following two formats:

- A comparison of Race and Ethnicity values on two different dates
- The Change History for Race and Ethnicity values during a defined date range

You can run this report by Entity, Status, Grade, Calendar, and by School.

Enrollment Discrepancy Report

The Enrollment Discrepancy Report prints any discrepancies in students' Percent Enrolled and Full or Part-time status. For example, a student appears on this report if their Percent Enrolled is 0, but their Full/Part-time Status shown on the Entity Info sub-tab of the Entity tab in Student Profile displays as Full-Time. You can use this report to identify any enrollment discrepancies in your district that may need to be corrected.

Entry/Withdrawal Report

The Entry/Withdrawal Report displays Entry/Withdrawal information for a range of students. You must select at least one Entry Code and at least one Withdrawal Code in order to run this report. The Entry/Withdrawal Report allows you to select Student records by many different criteria, such as alphakey, grade/grad year and entry/withdrawal Entity. For example, you can use this report to identify students who entered and withdrew within the same school year, or to verify students enrolled for the next school year. To learn more about the Entry/Withdrawal process, see “[Understanding the Functions on the Entry/With Tab](#)” (page 74).

Grad Year Discrepancy Report

The Grad Year Discrepancy Report prints a list of students in the district who have Entry/Withdrawal records with Entry Dates greater than today's date. It also prints students whose Entry/Withdrawal record dates overlap, and whose grad year does not match. This report is useful for identifying data integrity issues that may need to be corrected.

Boundary Transfer Summary Report

The Boundary Transfer Summary Report is used to track enrollment for students who are enrolled in boundary schools. This report is only available from Entity 000.

Projected Enrollment Report

The Projected Enrollment Report allows you to project future enrollment by grade level within each Entity. When you access the report parameters page, you can view detailed information on how the report uses students' Address Paths to project enrollment.

Student Enrollment/Boundary Report

The Student Enrollment/Boundary Report lists the number of students in each grade level who live within the boundaries of a selected Entity, regardless of the Entity they attend.

Running Utilities in Student Demographics

You can use utilities in Student Demographics to add, change, delete, or modify data for a large number of students at the same time. Access to these mass processes and utilities is based on security level and are often only made available to the administrator or person(s) responsible for a particular area of the software.



Caution Use caution when running mass change utilities. You *cannot undo* changes made with mass change utilities.

The utilities available in Student Demographics are grouped according to their function. The Groups and their corresponding utilities are described in the sections that follow.

General Student Demographic Utilities

The utilities found in this section allow you to modify a wide range of general student information.

To access the general Student Demographics Utilities described below:

- Go to Student Management\Students\ST Setup\UT.

Merge Student Records

The Merge Student Records Utility is used to merge one student record into another and is used in instances when a student has records created under more than one alpha key. This utility merges the following student data from one student record to another:

- Family information
- Classes and grade history

Note To merge students with Fee Management or Food Service records, you must first manually remove the records from the Student record that is to be removed, and then add the records to the Student record that is to be retained. Once this has been done, delete the Student record that is to be removed as a Fee Management/Food Service Payor and Customer. After you complete this process, you can run the Merge Student Records Utility for the students.

Student Mass Change

The Student Mass Change Utility allows you to change student demographic information for a specified range of students. You are first prompted to select the range of students whose information is to be changed. Once you select the range of students, a second screen appears along with a prompt of “VALUES ENTERED ARE THOSE TO BE CHANGED.” This screen allows you to enter the current information for the range of students you’ve selected, along with the new values to be entered. You can use this utility to blank fields, by entering the current value for the field to be blanked, and leaving the new value for that field empty.

Student Mass Delete

The Student Mass Delete Utility allows you to delete a range of students and the associated records from the database. For example, you may want to delete an entire graduation year of students who no longer attend the school and do not need to be in the database.



Caution Once the data has been deleted, it is no longer in the database and *cannot* be retrieved.

You cannot delete students with Food Service activity (purchases and payments). Students’ Food Service data must be removed prior to deletion. Use this option with extreme caution.

Mass Change Relationships

The Mass Change Relationships Utility allows you to combine two Relationship Codes. You can use this utility when you want to delete old Relationship Codes that are no longer used. To do this, run the utility to merge old codes into a new code. Once the old codes are no longer attached to any Student records, you can delete them from the database.

Mass Remove Vehicle Information

The Mass Remove Vehicle Information Utility deletes all vehicle information records from the Vehicles sub-tab of the General tab of Student Profile for a range of students. When the utility completes, a report appears that lists the student information that was deleted. This is helpful if you want to archive a hard copy of the deleted information.

Mass Add Students to an Entity

As students advance from one grade level to another, it is necessary to promote the students to the next Entity. For example, a student who advances from Junior High into High School must be promoted from the Junior High Entity to the High School Entity.

To add students to an Entity for scheduling, you use the Mass Add Students to an Entity Utility. This utility creates an Entry record for students who will attend a different building in the next school year. This Entry record allows students to be included in future year scheduling processes.

You run the utility from the *sending Entity* to create an inactive Entry record in the *receiving Entity*. The Entry record does not delete or withdraw students from the sending Entity. Only after Year End and Year Start processing is run in both the sending and receiving Entities are students withdrawn from the sending Entity and activated in the receiving Entity. To learn more about Year End and Year Start processing, see the *WSIPC Guide to Student Year End Processing*.

You can run this utility several times each year without duplicating Entry records for a student in the receiving Entity. A new Entry record is created only when a student does not have an active Entry record in the receiving Entity. An *active* Entry record has no Withdrawal Date. If a student already has an Entry record in the receiving Entity, and that record has a Withdrawal Date, a new Entry record is created. However, if the student does not have a Withdrawal Date, a new Entry record will *not* be created for the student.

To learn how to run the Mass Add Students to an Entity Utility, see the *WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule*.

Student Current Year Member Mass Change

The Student Current Year Member Mass Change Utility allows you to set Current Year Member on the Entity Info sub-tab to Yes for students who fall within the entered ranges and meet at least one of the following conditions:

- The student's Current Year Status is marked as Active.
- The student has not been withdrawn.
- The student was withdrawn, but his or her Withdrawal Date is greater than or equal to the Start Date entered.

This utility is typically run at the beginning of the school year to update Current Year Member for students who withdrew the previous year. Students who withdraw during the current school year must be flagged as a Current Year Member so that Attendance Reports are generated for them. To learn when and how this utility is used, see the *WSIPC Guide to Student Year End Processing*.

Student Graduation Date Mass Create/Change

The Student Graduation Date Mass Create/Change Utility allows you to change the Graduation Date on the Profile sub-tab of the General tab in Student Profile for students within the specified ranges. For example, this may be helpful if the Entity is not currently using this field but would like to begin using it for all students with a specified Grad Year.

Mass Assign Student Advisors by Course or Class Period

The Mass Assign Student Advisors by Course or Class Period Utility is typically run as part of the Year Start process to assign advisors to students, and only works for courses that are set to take attendance. To learn more about this utility, see the *WSIPC Guide to Student Year End Processing*.

Mass Assign Student Homeroom

The Mass Assign Student Homeroom Utility is typically run as part of the Year Start process to assign homerooms to students, and only works for courses that are set to take attendance. To learn more about this utility, see the *WSIPC Guide to Student Year End Processing*.

Mass Delete Portfolio Attachments

The Mass Delete Portfolio Attachments Utility allows you to delete any attachments displayed on the Attachments sub-tab of the Portfolio tab in Student Profile for a group of students.

To learn more about the use of Student Portfolios, see “[Portfolio Tab](#)” (page 92).

Note	You can also use the Delete Old Attachments Utility to delete obsolete attachments (Product Setup\System Administration\SA\UT\DA.).
-------------	-------------------------------------------------------------------------------------------------------------------------------------

Student Distribution Options

The Student Distribution Options Utility allows you to change the Student Distribution options for a group of students. To learn more about Student Distribution options, see “[Profile Sub-Tab](#)” (page 13).

Mass Assign Student Additional Seat Count

The Mass Assign Student Additional Seat Count Utility allows you to mark a selected range of students as requiring more than one seat in a class. This enables you to reserve more than one seat in a Class Seat Count when you enroll a student into a Section, by entering the number of seats required for the student. This is typically used for special education students to account for more than one physical seat for them in a class.

This utility is only available when Use Additional Student Class Seat Counts is selected in Scheduling Options (Student Management\Office\CS Setup\CF\SE\Scheduling Options or Student Management\Office\FS Setup\CF\SE\Scheduling Options). To learn more about additional seat count, see the *WSIPC Guide to Current Scheduling* or the *WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule*.

Mass Change Lunch Codes

Districts that do not use the Food Service module use the Mass Change Lunch Codes Utility. To learn more about the Food Service module, including how and when to use this utility, see the *WSIPC Guide to Food Service Administration and Management*.

Mass Delete Student Reason Codes

The Mass Delete Student Reason Codes Utility deletes the Reason Code for students within the specified range. Reason Codes are used to track enrollment for students who are not enrolled in their home/boundary school. To learn more about Reason Codes, see [“School Path Sub-Tab”](#) (page 30).

Mass Assign Transportation Category

The Mass Assign Transportation Category Utility allows you to create a Transportation Record with a selected date and Transportation Category for students within the specified range. To learn more about Transportation records, see the *WSIPC Guide to Busing*.

Note	This utility has an option to Update MN Transportation Category. This is not used in Washington State. Do <i>not</i> use this option.
-------------	---------------------------------------------------------------------------------------------------------------------------------------

Student Change History

The Student Change History Utility is not a utility that you can run. Instead, this area in the software provides a list of all the students in the district and shows changes made to their demographic information. The name of the person who made each change is also tracked in this area. The changes tracked in the Student Change History include changes made in the following areas of the software:

- Name table - Includes a student’s basic demographic information such as name, phone number, and birthdate.
- Student table - Includes information about the student’s record in the district that remains constant as the student moves from Entity to Entity, such as the student’s school email address, driver license number, and Other ID.
- Student-Entity table - Includes information related to a student’s record in the student’s Entity, such as student status (Active or Inactive) and whether or not Report Cards can be printed for the student.
- Student E/W table - Includes changes made to a student’s Entry or Withdrawal records at any Entity.

Permit Code Exception

The Permit Code Exception Utility is not intended for use by Washington State districts. Do not use this utility.

Picture Importer

The Picture Importer Utility is not intended for use by Washington State districts. Do *not* use this utility.

Portfolio Importer

The Portfolio Importer Utility is not intended for use by Washington State districts. Do *not* use this utility.

Mass Change Categories

The Mass Change Categories Utility allows you to change the Category Code assigned to a range of students. This utility can also be used in conjunction with a Processing List. To learn how Categories are used, see “[Categories Tab](#)” (page 49).

Print Student Barcodes

The Print Student Barcodes Utility allows you to generate a list of barcodes for a range of students. The barcodes printed on the report are created from the student identifier (Name Key or Other ID). When you run this utility, the resulting report is made up of two parts. The first part of the report prints a list of students and their student identifier. The second part of the report contains the barcodes. Each barcode is displayed with the student identifier above it and the student’s name below it.

Mass Clear AUP (Acceptable Use Policy)

This utility resets the AUP (Acceptable Use Policy) field to Not Approved and clears the Modified Date/By fields for all selected students. Running this utility may be helpful if your District or Entity requires a new Acceptable Use Policy to be submitted annually or when students move from one Entity to another.

Mass Delete Student Pseudo Requests

This utility deletes Pseudo requests entered through Pseudo in Student Profile or entered through Family/Student Access. Running this utility may be helpful if you want to remove Pseudo requests based on their status. To learn more about Pseudo requests, see [“Using Pseudo”](#) (page 153).

Other ID-Conversion Utilities

The utilities found in this section allow you to make changes to students’ Other IDs. These utilities can only be run from Entity 000.

To access the Student Demographics Utilities described below:

- Go to Student Management\Students\ST Setup\UT\OC.

Blank-out Student Other IDs

The Blank-out Student Other IDs Utility allows you to remove the Other ID from every student in the district.



Caution You cannot select a range of students using this utility. Do not run this utility unless you are certain you want to remove Other IDs from ALL students in the district.

Mass Generate Student Other IDs

The Mass Generate Student Other IDs Utility allows you to generate an Other ID for all students in the district who do not currently have an Other ID.



Caution You cannot select a range of students using this utility. Do not run this utility unless you are certain you want to generate an Other ID for ALL students in the district who do not currently have an Other ID.

Fill Voc Ed ID with Other IDs-State IDs

The Fill Voc Ed ID with Other IDs-State IDs Utility allows you to copy the Other ID to the Voc Ed ID field. You can run this utility for a limited range of students: by Entity, and by Grad Year/Grade.

Other ID Import

The Other ID Import Utility allows you to assign Other IDs to students using a data import file that you have created. This utility overwrites the current Other ID for any students listed in the import file. The data import file must contain a list of student Alphakeys and the Other IDs to be updated.

Mass Change Entry Withdrawal Records Utilities

The utilities found in this section allow you to make changes to a range of students' Entry/Withdrawal records.

To access the Student Demographics Utilities described below:

- Go to Student Management\Students\ST Setup\UT\EW.

E/W Code and Dates – Mass Change

The E/W Code and Dates – Mass Change Utility allows you to change Entry/Withdrawal Codes or dates on existing Entry/Withdrawal records for a range of students. This utility is different from others in that it has two separate screens. The first screen allows you to select a range of students for which the utility should be run. The second screen allows you to select the changes to be made to student's Entry/Withdrawal records. After you run the utility, a report appears that contains a summary of all changes made.

E/W General Information – Mass Change

The E/W General Information – Mass Change Utility allows you to change the following fields on the Entry/Withdrawal records for a range of students:

- Percent Enrolled
- School
- Calendar
- Student Type
- Resident District
- Comment
- Status End
- School Year

This utility is not available from Entity 000.

Entry/Withdrawal Code Change

The Entry/Withdrawal Code Change Utility allows you to change existing Entry/Withdrawal Codes for a range of students. When you run this utility, you first select a range of students and a code to be changed, as well as one to three potential replacement codes. After you make these selections, a screen appears that contains all students in the selected range. From here, you can select the new code to be assigned to each Student record from your selected replacement codes. This utility is helpful when correcting data entry errors for a range of students, or consolidating codes.

Mass Create or Delete of Student Entry/Withdrawal Records Utilities

The utilities found in this section allow you to mass create and delete a range of students' Entry/Withdrawal records.

To access the general Student Demographics Utilities described below:

- Go to Student Management\Students\ST Setup\UT.

Mass Create of Student Entry Records

The Mass Create of Student Entry Records Utility allows you to create Entry records for withdrawn students within a specified range who do not have an Entry/Withdrawal record for the current Entity.

Mass Create of Student Withdrawal Records

The Mass Create of Student Withdrawal Records Utility allows you to create Withdrawal records for a range of students whose last Entry record for the current Entity does not contain withdrawal information. The Entry Date on the student's last Entry record must be equal to or prior to the entered Withdrawal Date.

Mass Delete of Entry/Withdrawal Records

The Mass Delete of Entry/Withdrawal Records Utility allows you to delete Entry/Withdrawal records for a range of students. This utility can be helpful if you have created incorrect records that can be identified using student ranges. If a student has only one Entry/Withdrawal record present, this utility will not delete the record.

Projected Enrollment Utilities

The utilities found in this section allow you to make changes to a range of students' Enrollment records.

To access the Student Demographics Utilities described below:

- Go to Student Management\Students\ST Setup\UT\PE.

Update Next Year School

The Update Next Year School Utility allows you to add a Next Year School on the School Path sub-tab of the General tab in Student Profile. When Next Year School is added using this utility, the corresponding Next Year Assignment field is set to Computer Generated. To learn more about School Paths, see "[School Path Sub-Tab](#)" (page 30).

Initialize Next Year School

This process deletes the contents of the Next Year School field on the School Path sub-tab of the General tab in Student Profile for all students whose Next Year Assignment field is set to Computer Generated. This utility runs for all students in the district, regardless of the Entity that it is selected from. To learn more about School Paths, see "[School Path Sub-Tab](#)" (page 30).

Race Code Verification Utilities

The utilities found in this section allow you to view and make changes to a range of students' ethnicity and race information. To learn more about student ethnicity and race, see [“Eth/Race Sub-Tab”](#) (page 28).

To access the Student Demographics Utilities described below:

- Go to Student Management\Students\ST Setup\UT\RV.

Ethnicity Cross Reference

This utility does not display Ethnicity in accordance with Washington State's requirements. Do *not* use this utility.

Race Code Quick Entry

This utility allows you to select a range of students for which to enter race and ethnicity information. To learn more about student ethnicity and race, see [“Eth/Race Sub-Tab”](#) (page 28).

Race Cross Reference

This utility does not display Race in accordance with Washington State's requirements. Do *not* use this utility.

Students with Non-Verified Race

This utility does not display Race in accordance with Washington State's requirements. Do *not* use this utility.

Advanced Update Local Race Code

This utility assigns a Local Race based on the selected Federal Race. You can run the utility for students only or all names to update names without a Local Race, with a Local Race, or both. You also have the opportunity to create processing rules to further define which records are updated. You preview the records to be changed before processing the updates. A report is generated that reflects the old Local Race, the new Local Race and the Federal Race for all names that were updated by the utility.

You may find it helpful to run this utility if you run reports or utilities that use Local Race but do not include Federal Race.

Student Track Utilities

There are three Student Track Utilities (Student Management\Students\ST Setup\UT\TU) available in Skyward's School Management System:

- Mass Assign Student Tracks
- Student Track Request Quick Entry
- Remove Family Track Requests

These utilities allow you to make changes to student tracks for a selected range of students. However, there are currently no Washington State districts using year-round school tracks. *Do not use these utilities.*

Special Programs Utilities

The utilities found in this section allow you to manage Special Programs records for a range of students. To learn more about Special Programs, see "[Special Programs Tab](#)" (page 90).

To access the Special Programs Utilities described below:

- Go to Student Management\Students\ST Setup\UT\NU.

Mass Change LEP for Continuing Students

The Mass Change LEP for Continuing Students Utility allows you to mass update Limited English Proficiency students who are continuing in an LEP program from one school year to the next. Run this utility only after year end and year start processing is completed. This ensures that students who change Entities have an LEP record in the correct new Entity. To learn more about the utility, read the detailed information at the top of the Mass Change LEP for Continuing Students Template Settings screen.

The utility *cannot* be run from Entity 000.

Mass Add Special Programs

The Mass Add Special Programs Utility allows you to create Special Programs records by a range of students, for selected students, or by using a Processing List. Typically, this is done at the end of a school year or before the start of the next school year when the Entity in which a student is receiving services has changed. You may also want to run this utility if your district wants to maintain school year specific records.



Caution

Washington State Reporting requires that all Student Limited English Proficiency (LEP) records have a new Start Date when services commence during the current school year, *regardless* of prior school year services.

Do *not* run the Mass End Special Programs Utility or Mass Add Special Programs Utility to process LEP records for continuing students as the utility to add new records does *not* automatically process the same students whose records you ended. The utility to add records does *not* bring forward existing data from the record that was just ended (such as Program Designation, and Placement Test data.)

Instead, run the Mass Change LEP for Continuing Students Utility to end existing LEP records and create new records for students who will continue to be enrolled in the district and will receive LEP services in the new school year. To learn more about the utility, read the detailed information at the top of the Mass Change LEP for Continuing Students Template Settings screen.

Mass End Special Programs

The Mass End Special Programs Utility allows you to end Special Programs records by a range of students, for selected students, or by using a Process List. Typically, this is done at the end of a school year or before the start of the next school year when the Entity in which a student is receiving services has changed. You may also want to run this utility if your district maintains school year specific records.



Caution

Washington State Reporting requires that all Student Limited English Proficiency (LEP) records have a new Start Date when services commence during the current school year, *regardless* of prior school year services.

Do *not* run the Mass End Special Programs or Mass Add Special Programs utilities to process LEP records for continuing students as the utility to add new records does *not* automatically process the same students whose records you ended. The utility to add records does *not* bring forward existing data from the record that was just ended (such as Program Designation and Placement Test data).

Instead, run the Mass Change LEP for Continuing Students Utility to end existing LEP records and create new records for students who will continue to be enrolled in the district and will receive LEP services in the new school year. To learn more about the utility, read the detailed information at the top of the Mass Change LEP for Continuing Students Template Settings screen.

Emergency Contact Utilities

The utilities found in this section allow you to view and make changes to a range of students' Emergency Contact information. To learn more about Emergency Contacts, see "[Emergency Tab](#)" (page 67).

To access the Emergency Contacts Utilities described below:

- Go to Student Management\Students\EC Setup\UT.

Mass Copy Guardians to Emergency Contacts

This utility allows you to copy the guardians associated with a range of students to be listed as those students' Emergency Contacts. If your district has not previously used Emergency Contacts, you can use this utility as a starting point.

Mass Delete Emergency Contacts

This utility allows you to delete Emergency Contacts from a specified range of students. For example, you may want to run this utility for students who have graduated.

Mass Change Emergency Contact Pickup

This utility allows you to set the Pickup field on a range of students' Emergency Contacts to a desired value. This field is used to designate whether an Emergency Contact is allowed to pick a student up from school.

Working with the Families Module

The Families module can be used to maintain family and guardian information for a student. The sections below explain how to use the Families screen, how to run reports and utilities, and how to configure the Families module.

Using the Families Screen

The Families screen allows you to view family and guardian information in one convenient location along with access to the Families Change Log that is not found in Student Profile. Family information is summarized on the Families screen. You can view detailed information related to a family by expanding the family's record. The screen and detail information is explained in the sections below.

To use the Families screen:

- Go to Student Management\Families\FA\FA.

Figure 76 shows an example of the Families screen when the View selected is General. Table 42 explains each column on the screen when the View is General. To view all information, you must scroll to the right.

Understanding the Families Screen

The Families screen has three Views. The General view shows information related to the family. The Guardians view shows information for each guardian in the family. The Students view shows each student in the family.

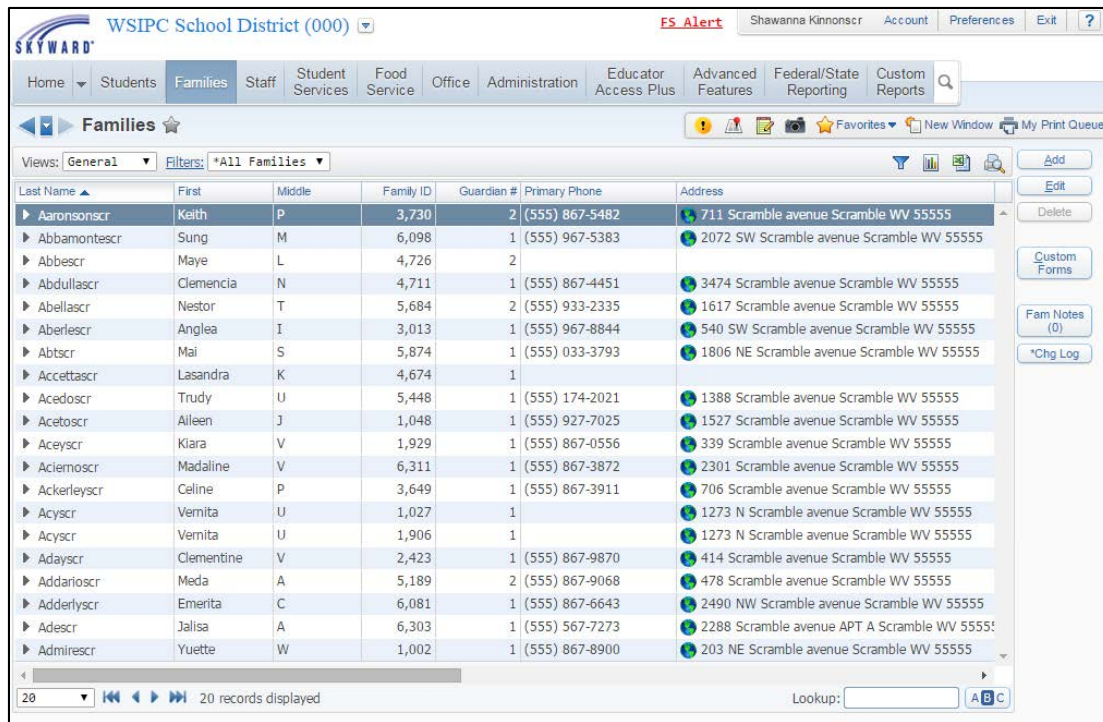


Figure 76 - The Families screen

Option	Description
Last Name	Last name of the guardian for the selected family.
First Name	First name of the guardian for the selected family.
Middle Name	Middle name of the guardian for the selected family.
Family ID	Family ID of the guardian for the selected family.
Guardian #	Identifies the order in which the guardian is listed within the family. For example, if the guardian is listed first on the Family tab in Student Profile you see a 1 in this column. If the guardian is listed second, you see a 2.
Primary Phone	Primary Phone number of the guardian for the selected family.
Address	Address of the guardian for the selected family.

Option	Description
Mailing Address	Mailing Address of the guardian for the selected family.
Trans Code	Transportation Code is a freeform field that can be used to make a Note regarding transportation specific to the selected family.
Home Language	Language spoken in the home of the selected family.
Family Title	Title of the selected guardian, such as “Mr,” “Dr,” or “Mrs.” if entered on the Name record.
Override Family Title	Allows you to enter a freeform value that prints on reports instead of the Family Title.
Don't Display in EA+ or FA/SA	Identifies whether or not the option Do not display this family in Educator Access Plus or Family/Student Access on the Family record is selected. N indicates that the family appears and Y indicates that the family does not appear.
Add	Adds a new family.
Edit	<p>When editing a Family record from the Families screen, you can update limited information about the family.</p> <p>Best Practice: Edit family information from the Family tab in Student Profile.</p>
Delete	A family can be deleted only when it is not associated with any students.
Custom Forms	Allows you to view Custom Forms for the selected family.
Fam Notes	Allows you to view all Notes related to the selected family.
Chg Log	Displays limited changes made to the family record.

Table 42 - Description of the options on the Families screen

Understanding Family Detail

Expand a Family record to see detailed information related to the family. The information is broken into three areas: General, Guardians and Students. Figure 77 shows an example of an expanded Family record. The General area contains family specific information, such as Family ID, Primary Phone, and Address. The Guardians area lists the guardians in the family. The Students area lists the students in the family.

The screenshot shows the WSIPC School District (000) Families screen. The family record for Appleberryscr, Chante W. is expanded. The General section shows Family ID: 4,031, Primary Phone: (555) 867-8045, and Address: 733 Scramble avenue Scramble WV 55555. The Guardians section lists Chante W. and Dodie B. The Students section lists Myung H. Appleberryscr and Annalee U. Appleberryscr.

Guardian	#	Primary Phone	Ext	Cat	Conf
Appleberryscr, Chante W.	1	(555) 867-8045			No
Boxerscr, Dodie B.	2	(555) 867-8045			No

##	Student Name	Grad Year	Birthdate	Entity	School	Status
1	Myung H. Appleberryscr	2016	04/19/1998	103	103	Inactive
1	Myung H. Appleberryscr	2016	04/19/1998	201	201	Inactive
1	Myung H. Appleberryscr	2016	04/19/1998	401	401	Active
1	Annalee U. Appleberryscr	2017	03/05/1999	103	103	Inactive
1	Annalee U. Appleberryscr	2017	03/05/1999	201	201	Inactive
1	Annalee U. Appleberryscr	2017	03/05/1999	401	401	Active

Figure 77 – The Family screen with a family record expanded

Adding or Editing a Home or Mailing Address

Families can have both a Home and a Mailing address. You can add or edit both of these addresses from the Families screen.

To add or edit a Home or Mailing Address:

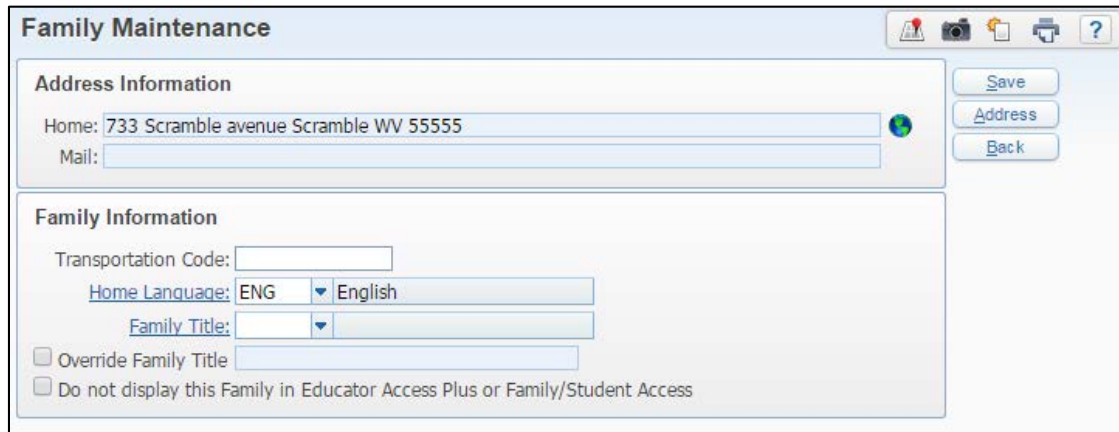
1. Go to Go to Student Management\Families\FM\FA\FA.
2. Select a Family record and click Edit.
3. On the Family Maintenance screen (Figure 78), click Address.

4. Configure the Address Change Maintenance screen.

The buttons on this screen vary, depending on whether you are adding or editing the home or mailing address. Figure 79 shows an example of the Address Change Maintenance screen for a family with a home address and no separate mailing address.

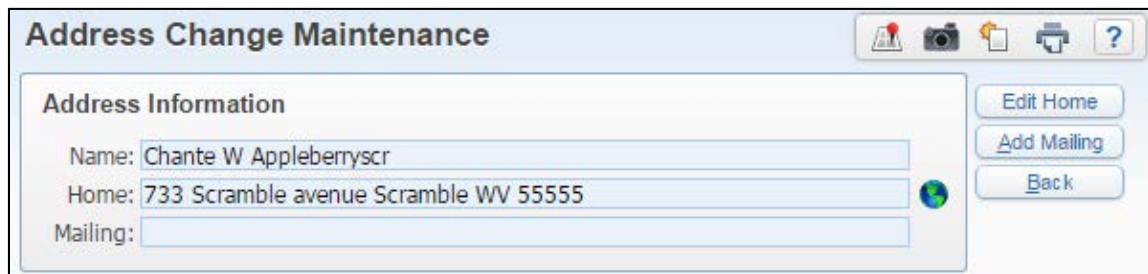
Note The text displayed on the button corresponds to whether or not there is an existing address. For example, when the Home box already contains an address, the button to the right reads Edit Home. If a home address does not exist for the student, the button reads Add Home.

5. Click Save.



The screenshot shows the 'Family Maintenance' interface. It has a title bar with a location pin, camera, printer, and help icon. The main content is divided into two sections: 'Address Information' and 'Family Information'. In the 'Address Information' section, the 'Home' field contains '733 Scramble avenue Scramble WV 55555' and the 'Mail' field is empty. In the 'Family Information' section, there are fields for 'Transportation Code', 'Home Language' (set to 'ENG' with a dropdown arrow), and 'Family Title' (with a dropdown arrow). Below these are two checkboxes: 'Override Family Title' and 'Do not display this Family in Educator Access Plus or Family/Student Access'. To the right of the form are three buttons: 'Save', 'Address', and 'Back'.

Figure 78 - The Family Maintenance screen showing Address and Family Information areas



The screenshot shows the 'Address Change Maintenance' interface. It has a title bar with a location pin, camera, printer, and help icon. The main content is the 'Address Information' section. The 'Name' field contains 'Chante W Appleberryscr', the 'Home' field contains '733 Scramble avenue Scramble WV 55555', and the 'Mailing' field is empty. To the right of the form are three buttons: 'Edit Home', 'Add Mailing', and 'Back'.

Figure 79 - The text on the buttons to the right of the Home and Mailing Addresses changes according to their function.

Running Family Reports

The Families module provides a number of reports for you to use. These reports provide supplemental information about families.

To run Family Reports:

- Go to Student Management\Families\RE.

The reports described below are available through the Families module.

Duplicate Family Report

The Duplicate Family Report shows where there are families that are living at the same address or have the same phone number. This report also shows students attached to each family to aid in the verification process.

Family Census Report

The Family Census Report is used to gather census data, such as age and gender on families. You can run this report in multiple formats including, but not limited to, the following formats:

- Family listing by Parent/Guardian/Children
- Family listing by Parent/Guardian/Children with Homeroom/Grade
- Family listing by Parent/Guardian/Children with Age/Grade only
- Family Mailing Labels
- Family Census Record Report (one family per page)

Family Notes Report

The Family Notes Report allows you to view Notes for a range of families or for individual families. You can generate the report for a specific Note Type, for date entered, or for Notes created by a specific person. You can also print information from protected Notes.

Family Student Directory

You can use the Family Student Directory to print a report of families and their students. You can sort this report by individual students or by family.

This report is not available at Entity 000.

Running Family Utilities

The Families module provides a number of utilities you can use to help manage and modify family information.

To run Family utilities:

- Go to Student Management\Families\FA Setup\UT.

The utilities described in the sections below are available in the Families module.

Mass Assign Home Language

The Mass Assign Home Language Utility is used to give families a home language if one was not previously entered.

Mass Delete Unused Families

The Mass Delete Unused Families Utility assists with cleaning up family data by removing families that are not tied to a student.

Family Audit

The Family Audit Utility evaluates Family records for clean-up. As part of the process, this utility does the following:

- Deletes IDs of 0
- Deletes Family/Guardian records without a family
- Deletes Family records without a guardian
- Reorders Family/Guardian records within a family
- Deletes Student/Family records without a family
- Reorders Student/Family records for a student
- Checks Family/Guardian name keys

Note	Sometimes when you change the order of families or guardians within a family, the Family or Guardian numbers may become out of order. The Reorders Family/Guardian records within a family and Reorders Student/Family records for a student steps of this utility correct the numbering order.
-------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Mass Delete Guardians Email Address

The Mass Delete Guardians Email Address Utility clears guardian email addresses district-wide.

Clone Path Codes

The Clone Path Codes Utility allows you to copy Address Path Codes from one year to the next.

Mass Change Custodial and Pick Up

You can use the Mass Change Custodial and Pick Up Utility to update guardian custodial and pick up information for individual guardians or for a range of guardians.

Mass Assign Family Information

You can use the Mass Assign Family Information Utility to update the Receive Report Cards, Print Hard Copy Report Cards and Receive Forms values.

This utility is available only from Entity 000.

Mass Assign Family Representative

You can run the Mass Assign Family Representative Utility to identify families without a Family Representative. You can also run this utility to assign selected students as Family Representatives. To learn more about the Family Representative, see [“Entity \[###\] Area”](#) (page 44).

This utility is not available from Entity 000.

Separate Graduated Students from Families

The Separate Graduated Students from Families Utility un-assigns graduated students from all families they are attached to. All Students enrolled in the Entity with a Grad Year prior to the current year and within the selected ranges are processed. If there are no other students in a family, that Family and its associated guardians are removed. The guardian Name record is retained in the Name Maintenance Table. To learn more about the Separate Graduated Students from Families Utility, see the *WSIPC Guide to Student Year End Processing*.

This utility *cannot* be run from Entity 000.

Configuring the Families Module

When setting up the Families module, there are two areas to configure: Custom Forms Setup and configuring New Family Defaults. This Guide addresses configuring New Family Defaults only. To learn more about Custom Forms Setup, see the *WSIPC Guide to Custom Forms in Student Management*.

Configuring New Family Defaults

Configuring New Family Defaults allows you to set the Custodial Parent, Student Pick Up, and Emergency Contact defaults for new guardians.

To configure New Family Defaults:

1. Go to Student Management\Families\FA Setup\CF\FD.
2. Configure the New Family Defaults screen (Figure 80). Table 43 describes the options on this screen.
3. Click Save.

Figure 80 – The New Family Defaults screen

Option	Description
Default Custodial Parent to Yes for new guardians	When adding a new family, selects the Custodial Parent option on the Guardian's record.
Default Pick Up to Yes for new guardians	When adding a new family, selects the Pick Up option on the Guardian's record.
Default option to create a new guardian as an Emergency Contact to Yes	When adding a new family, selects the Emergency Contact option on the Guardian record and adds them to the Emergency Contacts.

Table 43 - Description of the options on the New Family Defaults screen

Appendix A – Use of GLO Fields

OSPI requirements for reporting Kindergarteners differ between P-223 and CEDARS.

- P-223 reporting, as defined in the Enrollment Reporting Handbook, requires a distinction between students in a full-day, full-year Kindergarten program that *is* state-funded from students in a full-day, full-year Kindergarten program that *is not* state-funded. Students in a program that *is* state funded must be reported in a specific line on the P-223 form. No other Kindergarteners are to be reported on that line. Students in a program that *is not* state-funded must be reported in the line “Half-Day Kindergarten” on the P-223 form. They are counted along with students in all other Kindergarten programs such as half-day, full-year, and full-day, half-year.
- CEDARS reporting does not make a distinction regarding funding. As defined in the CEDARS Data Manual, all students in any type of full-day, full-year Kindergarten program must be reported as “K1.” All other Kindergarteners, such as half-day/full-year, and full-day/half-year are to be reported as “K2.” The CEDARS Data Manual is available on the OSPI website at <http://www.k12.wa.us/CEDARS/Manuals.aspx>.

Thus, the specific area of conflict is students in a full-day/full-year Kindergarten program that *is not* state funded. They must be reported with one group of Kindergarten students for P-223 enrollment but reported with a different group for CEDARS.

To resolve this for Washington State users, a decision was made to use a code of “K3” in the Grade Level Override field (Student Management\Students\ST\PR\General tab\Profile sub-tab) for these students. This allows the P-223 and CEDARS to recognize those students and report them appropriately.

Kindergarten Program	Required GLO value in Skyward's School Management System	P-223 Reporting Requirement	CEDARS Reporting Requirement
Full-Day/Full-Year, State Funded	K1	P-223 row: “Full-Day State Funded Kindergarten.” <i>OSPI refers to as K3</i>	K1
Full-Day/Full-Year, <u>Not</u> State Funded	K3	P-223 row: “Half-Day Kindergarten”	
All other programs	Blank (or any value not K1 or K3)		K2

The P-223 Skyward process reports students with K3 in the GLO field as “Half-Day Kindergarten.” The CEDARS Skyward process reports students with K3 in the GLO field as “K1.”

Appendix B – CEDARS Data Element Reporting 2015-2016

Use of fields on **Special Programs** tab (WS\ST\PR\Special Prgms)

CEDARS DE# - Valid Value	CEDARS Data Element Name	Special Programs tab used
B21	Homeless	Homeless sub-tab, Category Code & State Type code (A, B, C, D or N) <i>Note:</i> If a record has an end date, the last State Type (A, B, C or D) identified is reported for the entire school year.
C11	School Choice Code	Non-Res In sub-tab <i>Note:</i> <i>Enrolled In Type</i> field must be one of the following: <ul style="list-style-type: none"> • <u>School Choice</u> (Valid Value 1) • <u>Persistently Dangerous Schools</u> (Valid Value 2) • <u>Student Enrollment Options</u> (Valid Value 3) Any other selection will be reported as Valid Value 0 – “Not Applicable.”
I06 – 1	21 st Century Community Learning Program	Oth WA Prg sub-tab
I06 – 24	Unaccompanied Youth	Oth WA Prg sub-tab
I06 – 25	College Bound Scholarship	Oth WA Prg sub-tab
I06 – 30	GRADS Program	Oth WA Prg sub-tab; <u>also</u> select a <i>Qualification Code of A, B or C</i>
I06 – 32	Gifted – gen. ed. classroom	Oth WA Prg sub-tab <u>or</u> Gifted & Talented module; select <i>Program Code 32</i>
I06 – 33	Gifted – unique highly capable	Oth WA Prg sub-tab <u>or</u> Gifted & Talented module; select <i>Program Code 33</i>
I06 – 34	Gifted – acceleration	Oth WA Prg sub-tab <u>or</u> Gifted & Talented module; select <i>Program Code 34</i>
I06 – 35	Gifted – outside traditional school setting	Oth WA Prg sub-tab <u>or</u> Gifted & Talented module; select <i>Program Code 35</i>
I06 – 39	RTL (Readiness to Learn)	Oth WA Prg sub-tab

CEDARS DE# - Valid Value	CEDARS Data Element Name	Special Programs tab used
I06 – 40	1418 Reengagement Program	Oth WA Prg sub-tab; also select a Qualification Code from Appendix R
I06 – 4	LAP Reading	Lrn Ast Prg sub-tab
I06 – 5	LAP Language Arts	Lrn Ast Prg sub-tab
I06 – 6	LAP Math	Lrn Ast Prg sub-tab
I06 – 7	LAP Readiness (K-2)	Lrn Ast Prg sub-tab (for Kindergarten, 1 st and 2 nd grade students)
I06 – 11	LAP Graduation Assistance	Lrn Ast Prg sub-tab (Grades 8, 11 & 12 – Supports students to meet state & local graduation requirements)
I06 – 37	LAP English Language Arts - Read/Write/Communication	Lrn Ast Prg sub-tab
I06 – 38	LAP Behavior	Lrn Ast Prg sub-tab
I06 – 8	Title I Targeted Assistance Reading	Title Prg sub-tab
I06 – 9	Title I Targeted Assistance Language Arts	Title Prg sub-tab
I06 – 10	Title I Targeted Assistance Math	Title Prg sub-tab
I06 – 12	Title I Targeted Assistance Science	Title Prg sub-tab
I06 – 21	Title I Schoolwide – Additional Program Assistance in Reading	Title Prg sub-tab
I06 – 22	Title I Schoolwide – Additional Program Assistance in Math	Title Prg sub-tab
I06 – 23	Title VII Indian Education Supplemental Services	Title Prg sub-tab
I06 – 26	Title I Schoolwide – Additional Program Assistance in Language Arts	Title Prg sub-tab
I06 – 27	Title I Schoolwide – Additional Program Assistance in Science	Title Prg sub-tab
I06 – 31	Title I Part A Services Provided to Local Neglected School Students	Title Prg sub-tab
I06 – 16	504 Plan	Section 504 sub-tab or Section 504 module <i>Note:</i> Data entry can be completed in either location; fields are the same.
J06 – J09 J13 J17– J22	Student Limited English Proficiency Data Elements	Ltd Eng Prof sub-tab Placement Test data is copied from the previous LEP record when a new LEP record is created. You can save or edit the data.

Use of “Student Category Codes” (WS\ST\PR\Categories)

NOTE: Categories can be entered as District Category Codes OR Entity Category Codes

CEDARS DE #	CEDARS Data Element Name	Web Access Category Type / Code
B22	Approved Private School Student Attending Class Part Time	PRI / 01, 02 or 03
B23	Home-Schooled Student Attending Class Part Time	HOM / 01, 02 or 03
B24	Student Exchange Status: Enrolled in School with F-1 Visa or as a J-1 Foreign Exchange student	FOR / *F1 or F1* FOR / *J1 or J1*

Use of “Birth History” (WS\ST\PR\General\Birth Hist)

CEDARS DE #	CEDARS Data Element Name	Field
B10	Birth Country (must be reported for ALL students) <i>Note:</i> Enter <u>physical location of the student’s birth</u> (not their citizenship).	<i>Birth Country</i>
B32	Initial USA Public School Enrollment <i>Note:</i> Excludes education in Department of Defense or Embassy schools	<i>Initial US Enrollment</i>
B34	Number of Months Non US Attendance in School	<i>Nbr of Mnth Non US Attn</i>

Free / Reduced Meals

CEDARS DE # & Valid Value	CEDARS Valid Value Name	Lunch Code <u>Type</u>
I06 – 19	Free Reduced Meals Participation <i>Note:</i> A Qualification Code (File I Element 10) must also be entered from Appendix X (entered as <i>F/R Reason Codes</i>)	“Free” or “Reduced” <i>Note:</i> Previous Year records are valid from July 1 st .

Excluding a Student from CEDARS

If a student exists in an Entity but shouldn’t be included in CEDARS files, add a *Student Type* code equal to EXC (designates “exclude”). To do this, edit each appropriate E/W record or select the code when adding a new student. If the *Student Type* on a student’s E/W record(s) is equal to EXC, the student will be excluded from CEDARS files B, C, E, H, I, J, K, L and M.

Kindergarten Grade Level Reporting – use of GLO

Kindergarten Program	Required GLO value in WESPaC	P-223 Reporting Requirement	CEDARS Reporting Requirement
Full-Day, Full-Year, State Funded	K1	P-223 Row: “Full Day State Funded Kindergarten”	K1
Full-Day, Full-Year, NOT State Funded	K3	P-223 Row: “Half-Day Kindergarten”	
All other programs	Blank (or a value not K1 or K3)		

<u>Legend</u>
Text New Data Element, requirement or information for the 2015-16 file
* Wild card; value can be blank or any value
Text Data Element no longer in use for the 2015-16 file

Appendix C – Most Recent District Entry Date (MRDED) and Entry Types

The Most Recent District Entry Date (MRDED) field is automatically populated by the software in conjunction with Entry Codes and Entry Types, as described in the following table.

Entry Code & Type	How MRDED is populated
Entry Code = ENT and Entry Type = F (First Time)	MRDED is automatically populated with the Entry Date on this record.
Entry Code = RET and Entry Type = O (Outside District)	MRDED is automatically populated with the Entry Date on this record.
Entry Code = RET and Entry Type = W (Reentry Within District)	MRDED retains the original Entry Date from a previous record.

Although MRDED is normally populated automatically, there are some business practice exceptions that may prompt a district to manually enter a value for MRDED.

For example, if a student Entry record is created with an Entry Code of RET (Entry Type O, “Outside District”), some districts may need to manually update MRDED if the date was entered in error when the student first returned.

Another example of a business practice decision may arise if a district has students shared between Entities. If they use the Entry Code of TRA (Entry Type “W,” Reentry within District), in order to make the dates coincide in both Entities, they may need to manually update MRDED when the Default Entity changes.