Mass Enroll Students into a Special Program

This document will assist users in mass enrolling a group of students into a Special Program.

Mass Enroll Students into Special Program

Navigation: Start page > Student Selection > Special Functions >Group Functions > Enrollment section> Mass Enroll Special Program OR Navigation: Start page > Student Selection > Functions > Enrollment section> Mass Enroll Special Program

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|--|------------------------------|---|--|
| Start Page | | | |
| Students Staff Parents | | | |
| | | | |
| 0 | | SN 🗖 Advanced | View Field List View Function List [2] |
| ABCDEFGHIJ | KLMNOPQRS | тичжүг | Student Screens |
| 9 10 11 12 M F All Sta | atewide Student Search Store | ed Searches Stored Selections | Attendance |
| | (0) | | Attendance Change |
| Current Student Selection | (6) | | Search By Grades/Attendance |
| Student | Grade Level | Date of Birth | Search For Perfect Attendance |
| THE REPORT OF THE REPORT OF THE REPORT | 10 | 100000000000000000000000000000000000000 | Enrollment |
| There is a share | 11 | 100000000000000000000000000000000000000 | Enrollment Summary |
| THE REAL PROPERTY AND ADDRESS | 12 | 101001000 | Mass Enroll Special Program 🔶 |
| | 11 | 10,000,000,000,000 | Re-Enroll in School |
| | 10 | 1010301048480 | Transfer Out Of School |
| Figure 1995. The second second second | 12 | 10/10/10/00/ | Export |
| | | | Export Using Template |
| | | | Select By Hand Select Function 👻 [?] |

- **1.** Enter the following:
 - **a. Program** = select the desired Program from the drop-down list.
 - **b.** Entry Date = enter the date of entry into the Program.
- 2. Click Submit.

| Start Page > Special Functio | ns > Group Functions > Ma | ass Enroll Special Prog | ram | | 👄 ! 🌮 5 |
|--------------------------------------|---------------------------|-------------------------|------------------|--|---------|
| Functions Attendance | Mass Enroll S | pecial Progran | ı | | |
| Daily Bulletin Enrollment Summary | Mass enroll the select | ted students into which | special program? | | |
| Master Schedule | Program | Alternative | Program | select the desired Program from the list | |
| Dashboard | Entry Date | 8/26/2013 | (MM/DD/YYYY) | Enter the desired Entry Date | |
| Teacher Schedules | Exit Date | | (MM/DD/YYYY) | | |
| Reports | Exit Code | | | | |
| System Reports ReportWorks | Comment | | | | |
| State Reports | | | | | |
| People Student Search | | | | | Submit |

The selected students have now been enrolled into the desired program.

Viewing/Printing Special Program Student Lists

To view a list of students enrolled in a Special Program, follow the instructions below.

Navigation: Start Page > Special Functions > Special Program Enrollment

1. On the **Special Programs** screen, click **Display** next to the desired **Program Name** to display a list of students currently enrolled in that program.

| Start Page > Special Funct | ions > Special Programs | | e ! 🕫 🤊 |
|--------------------------------------|----------------------------------|--|---------|
| Functions Attendance | Special Programs | | |
| Daily Bulletin Enrollment Summary | Program Name | Show Current Students | |
| Master Schedule | 504 | Display | |
| Dashboard | Adminstrative Transfer | Display | |
| Teacher Schedules | Alternative Program | Display | |
| Penorts | DSS Custody | Display | |
| System Reports | Early Release | Display | |
| ReportWorks | EC Homebound | Display | |
| State Reports | Express Transportation | Display | |
| People | Federal/Military Impacted | Display | |
| Student Search | Fifth Year or More in US Schools | Display | |
| Parent Search | First Year in US Schools | Display | |
| Enroll New Student | Future Seekers | Display | |
| New Staff Entry | Homebound | Display | |
| New Parent Linuy | Homeless | Display | |
| School | Initial Enrollee | Display | |
| System | Language Minority Student (NOM) | Display | |
| Personalize | LEP | Display | |
| | Migrael | and the second of the second | |

2. Click the printer in the upper right corner to print a list of the students.

| Start Page > LEA Setup > Special Enrolled Students: | Programs > Enrolled Students: Alternative Program Alternative Program | | ¥ & ! € |
|--|---|-------------|---------|
| Students | Student Number | Grade Level | |
| Brown, Charles | 526354 | 10 | |
| Bird, Tweety | 938372892 | 10 | |
| Buggs, Bunny | 73265494 | 10 | |
| Snowman, Frosty | 152638292 | 10 | |
| Frost Jack | 827262 | 10 | |
| Bell. Tinker | 92800292 | 10 | |
| , | Make this the current selection of students | | |
| | Add these students to the current selection of students | | |

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