

Create New School Enrollment (W1/R1 Procedure)

Some changes to student data can have a negative impact on the Principal's Monthly Report (PMR) if not handled correctly. When it is necessary to change one of the following for a student, the **Create New School Enrollment** process must be followed.

- Grade level changes
- Membership Status changes
- Track changes

Using this process will allow the user to make the necessary change(s) in the system without losing the student schedule. If the student is enrolled in courses, use of this process will NOT delete the student schedule.

Navigation: Start Page > Search and find for the student > Enrollment > Functions > Create New School Enrollment

Start Page > Student Selection > Functions > Create New School Enrollment

New School Enrollment Info

Lane, Penny 5 123123123 123

Exit Information	
Exit Date	7/17/2013 <small>(MM/DD/YYYY) *</small>
Exit Code	W1 (W1 Transfer withdrawal) ▼
Entry Information	
Entry Date	07/17/2013 <small>(MM/DD/YYYY) *</small>
Entry Code	R1 (R1 Re-entry - prev int W1) ▼
Full-Time Equivalency	Full-Time ▼
Grade Level	5
Track	▼
LEA of Residence	▼
Comment	<div></div>

1. **Exit Date** - Day after the student's last day in current grade, membership or track (must be a date school is in session).
2. **Exit Code** - W1

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3. **Entry Date** – The first day the student is in the new grade, membership status or track (must be a date school is in session).

Warning: Exit Date and Entry Date MUST be the same!

4. **Entry Code** – R1 (R1 Re-entry – prev int W1)
5. **Full-Time Equivalency** – Full Time
6. Verify and change as needed for the student:
 - a. **Grade Level**
 - b. **Membership Status**
 - c. **Track**

Note: When changing a track, remember the user will have to manually adjust the student's schedule.

7. **LEA of Residence** – The LEA in which the student lives
8. **Comment** – optional but the user can record what was changed and why the change occurred.
9. Click **Submit** to save.

Verifying the Results

Navigation: Start Page > Student Selections and select the student > Functions > Transfer Info

The W1 and R1 are now showing with the Comment.

Transfer Information

Road, Penny 11 123123123 123

Current Enrollment

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School
08/29/2013 R1	06/11/2014	11	Student had the wrong grade entered and was changed to reflect the correct grade level per Mr. Principal		Candy High

Previous Enrollments

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School
08/28/2013 E1	08/29/2013 W1	10		Student had the wrong grade entered and was changed to reflect the correct grade level per Mr. Principal	Candy High
08/27/2012 E1	06/11/2013 PR	9		Promoted Same School	Candy High

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

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