

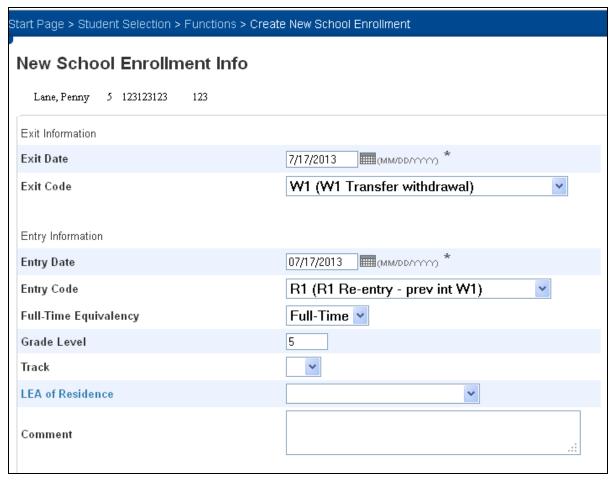
## **Create New School Enrollment (W1/R1 Procedure)**

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



- **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

**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

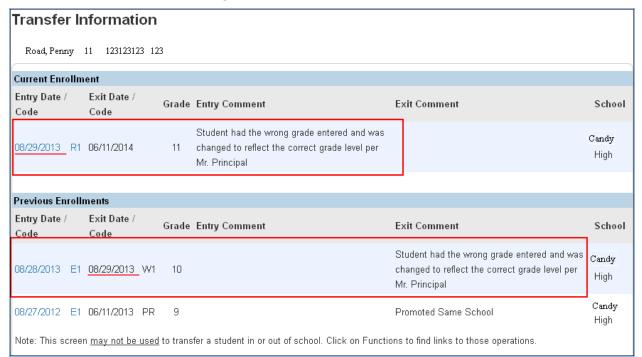
**Note:** When changing a track, remember the user will have to manually adjust the student's schedule.

- 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.



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