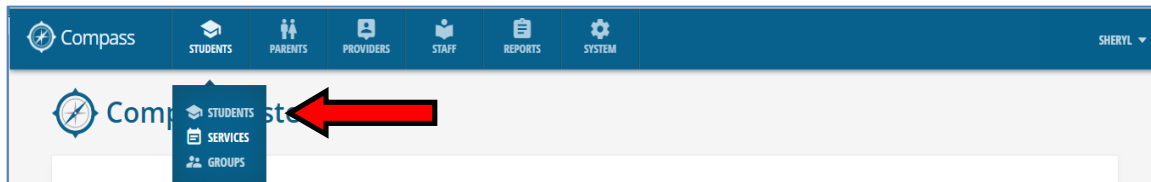


ROLL STUDENTS TO NEW SCHOOL YEAR / NEW SCHOOL

Roll Students to New School Year or New School

To roll a student to a new school year or to a new school:

- (1) Click **STUDENTS** on main menu. From the drop-down menu that appears, click **STUDENTS**.



- (2) From the **STUDENTS** window that opens, select student that needs to be enrolled into a new school year or needs to be enrolled into a new/different school and click Enter.

The screenshot shows the 'STUDENTS' window in the Compass application. A table lists student records. The record for Maria Adams is highlighted with a red box. The table has columns for DISTRICT ID, SCHOOL ID, SSN, LAST FIRST, CURRENT SCHOOL, CURRENT GRADE LEVEL, and ACTION.

DISTRICT ID	SCHOOL ID	SSN	LAST FIRST	CURRENT SCHOOL	CURRENT GRADE LEVEL	ACTION
23454	70118753	023	Adams, Craig			
D829504	564887	123-45-6789	Adams, Maria			
D989797	509508		Adams, Douglas			
07291987			Adolfsson, Caroline			

- (3) A **STUDENT DETAILS** window for the selected student opens. Click the **Enrollment** tab.

The screenshot shows the 'STUDENT DETAILS' window for Maria Adams. The 'Enrollment' tab is selected, and a red arrow points to it. The window displays various student information fields.

STUDENT DETAILS : ADAMS, MARIA				
Demographics		Enrollment		Parents
DISTRICT ID *	SCHOOL ID	SSN		
D829504	S64887	123-45-6789		
FIRST NAME *	MIDDLE NAME	LAST NAME *	SUFFIX	NICK NAME
Maria	--	Adams		
BIRTHDATE *	GENDER	RACE	ETHNICITY	
11/22/1998	Female	Two or more Races	Hispanic/Latino	
EMAIL	PHONE	CELLPHONE		
amyadams@gmail.com	(760) 123-4567	(760) 246-8101		
ADDRESS	CITY	STATE	ZIP	
2126 Boulder Street	Meridian	IA	88761	

- (4) The **Enrollment** screen opens and displays the student's current enrollments. Click the **EDIT** button.

STUDENT DETAILS : ADAMS, MARIA

Demographics | **Enrollment** | Services | Parents | Grades | Absences | Testing | GPA

SCHOOL YEAR *	SCHOOL *	GRADE LEVEL *	START DATE *	END DATE
2014/2015	John Adams High school	11	08/18/2014	--
IEP	LEP	END REASON	FREE/REDUCED LUNCH	
No IEP	Non LEP	--	Yes	
SCHOOL YEAR *	SCHOOL *	GRADE LEVEL *	START DATE *	END DATE
2013/2014	John Adams High school	10	08/19/2013	06/06/2014
IEP	LEP	END REASON	FREE/REDUCED LUNCH	
No IEP	Non LEP	--	Yes	

1 - 2 of 2 results

EDIT

- (5) Click the **CREATE** button **+ CREATE** that appears at top right of screen. A new screen will appear with a blank enrollment form at the top:

STUDENT EDIT : ADAMS, MARIA

Demographics | **Enrollment (1)** | Services | Parents | Grades | Absences | Testing | GPA

+ CREATE

SCHOOL YEAR *	SCHOOL *	GRADE LEVEL *	START DATE *	END DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
IEP	LEP	END REASON	FREE/REDUCED LUNCH	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> UNK	
SCHOOL YEAR *	SCHOOL *	GRADE LEVEL *	START DATE *	END DATE
2014/2015	John Adams High school	11	08/18/2014	--
IEP	LEP	END REASON	FREE/REDUCED LUNCH	
No IEP	Non LEP	--	Yes	
SCHOOL YEAR *	SCHOOL *	GRADE LEVEL *	START DATE *	END DATE
2013/2014	John Adams High school	10	08/19/2013	06/06/2014
IEP	LEP	END REASON	FREE/REDUCED LUNCH	
No IEP	Non LEP	--	Yes	

No changes will be saved until SAVE button is clicked.

SAVE **CLOSE**

- SCHOOL YEAR*:** Select student's enrollment school year from drop-down list (*required field*).
- SCHOOL*:** Select student's school name from dropdown list (*required field*).
- GRADE LEVEL*:** Select student's enrollment grade level from dropdown list (*required field*).
- START DATE*:** Enter student's enrollment start date (mm/dd/yyyy) or select from dropdown calendar (*required field*).
- END DATE:** Enter enrollment end date (mm/dd/yyyy) or select from dropdown calendar.
- IEP:** Select student's IEP status from dropdown list.

LEP: Select student's LEP status from dropdown list.

END REASON: Select reason for end of student's enrollment from dropdown list.

FREE/REDUCED LUNCH: Select student's free/reduced lunch status.

* **SCHOOL YEAR, SCHOOL, GRADE LEVEL** and **START DATE** are required fields.

(6) Complete the fields accordingly, review and re-check your entries.

Note: To create additional enrollments, click the **CREATE** button. A new enrollment form will appear. Repeat for each additional enrollment you want to add.

Click the **SAVE** button to save the new enrollment(s).