PRE-ENROLLING KINDERGARTEN STUDENTS and ELEMENTARY CLASS ASSIGNMENTS
Revised 6-4-2010

Best Practices and Policies

Contents

PRE-ENROLLING and ELEMENTARY CLASS ASSIGNMENTS

Things to remember. . . . . .

1. This year you will be pre-enrolling most Kindergarteners from School 51 (pre-school)

2. When pre-enrolling Kindergarteners before the July rollover for the next school year, their current grade level will be '0' <u>AND</u> their next grade level will also be '0'.

   Run this query to check for Next Grade Level errors for Kindergarteners.

   LIST STU ID LN FN IF GR = 0 AND TG = * AND NG ; 0

3. MOST IMPORTANTLY: be absolutely sure you are on the correct form when assigning class assignments.
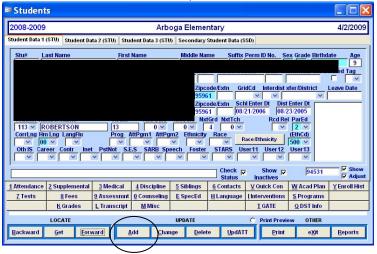
   At the top of the form it should say. . . . .

   'Elementary Classes for NEXT Year'

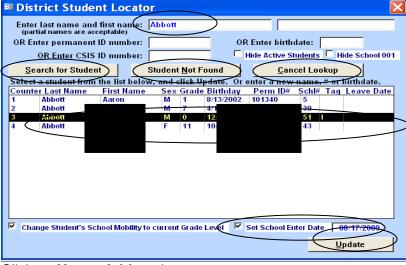# ENROLLING NEW STUDENTS for NEXT YEAR and ELEMENTARY CLASS ASSIGNMENTS for NEXT YEAR

When a new student is being enrolled for next year, they are added and flagged as pre-enrolled in the current school year database with an asterisk **(*)** in the **Tag** field. Tagging students with an asterisk **(*)** will keep them inactive for this year. When a student is added from the Search Window and copied in to your school you may need to update the student's current grade level the **NxtGrd** field will automatically increase. If a student is added by clicking on **Student Not Found** the **NxtGrd** field automatically increases the student grade to the next year grade. **For pre-enrolling KINDERGARTEN students before the July rollover the NxtGrd must match the current Grade level of 0.**

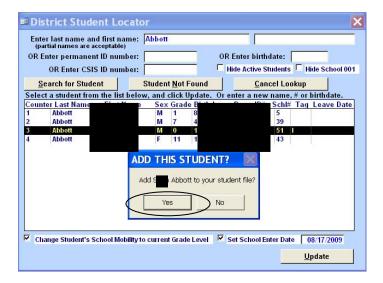From the **Student Data** form, click the mouse on the **Add** button.

On the District Student Locator form type the last name of the student you are adding and click on **Search for Student**.
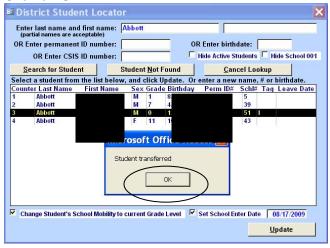
- **Locate** the student and **select** the **record** by clicking on it. In this case student Abbott was previously enrolled, and has been inactivated from pre-school number 51. **Set** the school **Enter Date** and **click** on the **Update** button.
- If you do not locate the student and you are certain that the student has never been in our district click on **Student Not Found**.
- If you locate the student and the student is still showing active in the last school attended you will need to click on **Cancel Lookup** and contact the school to ask them to inactivate the student before you can copy the student in.

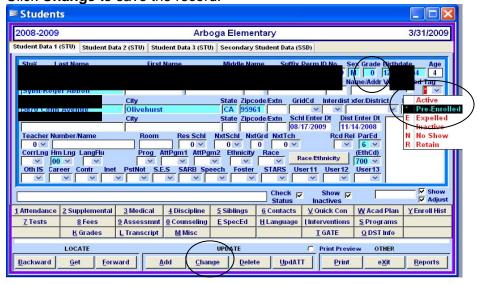Click on **Yes** to **Add** student.

2

Click on **OK**.

Next click on the pull down arrow to flag the student as pre-enrolled with an (*) tag. Enter the student's **current** grade level. Verify that the Next Grade Level for the student is correct. **REMINDER:** Incoming Kindergarten students who are tagged as pre-enrolled (*) should have Next Grade Level 0 and current grade Level 0.

IMPORTANT: Tag with the pre-enrolled asterisk and change new kindergartener's next grade level to 0 only if it is prior to the July rollover. After July Rollover next grade level for new Kindergarteners is 1. Click **Change** to save the record.
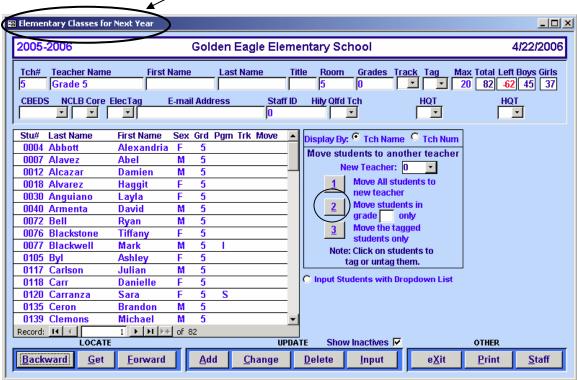
ELEMENTARY CLASS ASSIGNMENT FOR NEXT YEAR

The **Elementary Classes for Next Year** form, **located** under **View All Forms,** can be used to pre-enroll students into classes for the upcoming school year. The information displayed will also be for the next school year such as the student's grade level.

The example below displays students already separated out by grade level. All upcoming 5th graders have previously been assigned to teacher number 5 using **Button 2**. The top right hand corner displays a total count of all students who will be attending fifth grade next year. This will assist a school to determine the number of teachers needed for this grade level.
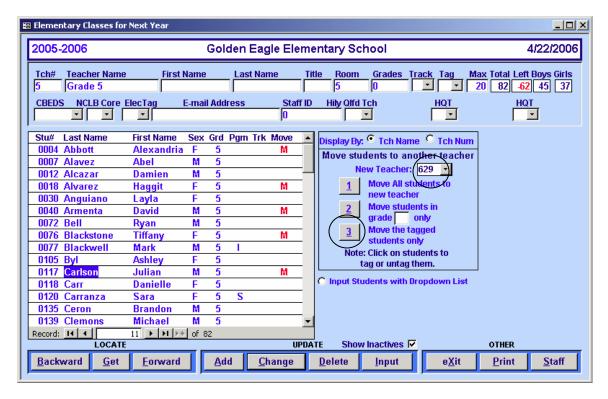
BE ALERT – YOU MUST BE ON THE CORRECT FORM, Elementary Classes for **NEXT** year!!!!

Take note to the **Next Teacher** number field for this student. The teacher number is 5 and the current Grade field displays 4.

INDIVIDUALLY ASSIGN STUDENTS

To individually assign students to a teacher on the **Elementary Classes for Next Year** form, click the mouse on the student selected. An **M** will display under the **Move** column. In the **New Teacher** field enter the teacher number these students will be assigned to and click the mouse on **Button 3** to move only tagged students.

The following message will display. Click the mouse on the **Yes** button.

If you redisplay the student the **NextTch** field now displays teacher 629 for the next years teacher assignment.

ASSIGN STUDENTS IN A SELECT GRADE BY TEACHER

To move students that are in a particular grade level, type the grade level in the field to the right of **button 2**.

Type the new teacher number that the students will be moving to in the **New Teacher** box. Click the mouse on **button 2** to move the students in the grade selected. The following message will display. If all students have been selected correctly, click the mouse on the **Yes** button.

The students selected will now be moved to the new teacher number. The teacher number selected will now display in the **NextTch** field on the **Student Data** form.

ASSIGN ALL STUDENTS TO A TEACHER

To move **ALL** students from one teacher to another, enter the **New Teacher** number that the students will be moving to in the **New Teacher** field and click on Button 1.

The following message will display.

Verify that the correct teacher has been selected and click the mouse on the **Yes** button. The teacher number selected will now display in the **NextTch** field on the **Student Data** form.

TEACHER ASSIGNMENT – INPUT OPTION

From **Elementary Classes for Next Year**, use the **Locate** options to select the Teacher for class assignment. Click the mouse on the **Input** option and a text box will display. In the text box type a total of seven student numbers with spaces between them.

Click the mouse on the **OK** button. The students will be transferred to the teacher currently displayed on the **Elementary Classes for Next Year** form.

NOTE: Leading zeros are not required when entering the student number.

INPUT OPTION WITH DROP DOWN LIST

To utilize a **Drop Down** listing for student selection, click the mouse on the **Input with Dropdown List** option.

Click the mouse on the **Input** button and a drop down selection box will display. Click the mouse on the **Student #** drop down arrow and a listing of students will display.

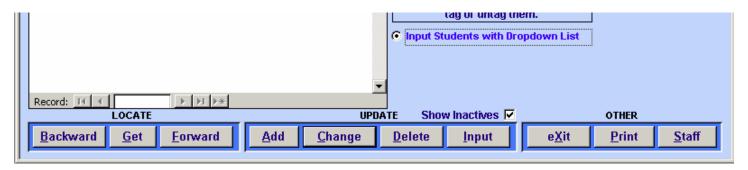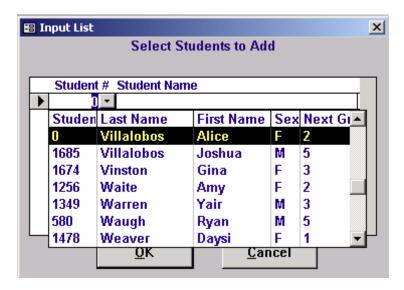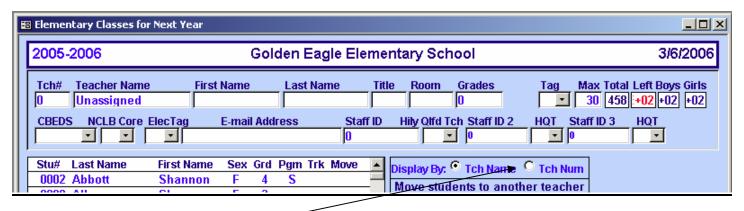| Student #	Student Name			
0 ▾				
Studen	**Last Name**	**First Name**	**Sex**	**Next Gr**
0	Villalobos	Alice	F	2
1685	Villalobos	Joshua	M	5
1674	Vinston	Gina	F	3
1256	Waite	Amy	F	2
1349	Warren	Yair	M	3
580	Waugh	Ryan	M	5
1478	Weaver	Daysi	F	1

Input List — Select Students to Add

OK   Cancel

Click the mouse on the **Student** selected. After all students have been selected click the mouse on the **OK** button.

CHANGE TEACHER DISPLAY

The **Elementary Classes for Next Year** form will automatically default to display by Teacher name. When you click the mouse on the **Forward** button, the teachers will display alphabetically.

Elementary Classes for Next Year

2005-2006	Golden Eagle Elementary School	3/6/2006

Tch#	Teacher Name	First Name	Last Name	Title	Room	Grades	Tag	Max	Total	Left	Boys	Girls
0	Unassigned					0	▾	30	458	+02	+02	+02

CBEDS	NCLB Core	ElecTag	E-mail Address	Staff ID	Hily Qlfd Tch	Staff ID 2	HQT	Staff ID 3	HQT
▾	▾	▾		0	▾	0	▾	0	▾

Stu#	Last Name	First Name	Sex	Grd	Pgm	Trk	Move
0002	Abbott	Shannon	F	4	S		

Display By: ⊙ Tch Name ○ Tch Num
Move students to another teacher

Click the mouse on the **Display by Tch Num** button to display by teacher number. The **Teachers** will now display numerically when you click the mouse on the **Forward** button.

AFTER THE ROLLOVER

The new year rollover is usually done in late July. How will this affect your enrollment process for the fall? *Closely monitor your email toward the end of July*. All Aeries users are notified by email when the new year rollover has been completed. When you have been notified that the new year rollover has been completed, you will no longer be able to make enrollment changes in the current school year. You will need to log into the fall school year (new school year). For example when the new year rollover is completed in late July 2011, you will thereafter log into the 2011-12 school year to continue enrolling students and assigning them to their teachers for the 2011-12 school year. The 2010-11 school year will have been changed to read only permissions.

If you remain in the 2010-11 school year and try to add students or assign students to teachers, you will get an error message indicating that you cannot make changes to student records. This would be a signal to you that you are in the wrong year. Log into the new rollover school year 2011-12 school year and finish your enrolling. AFTER THE ROLLOVER, YOU WILL NOT USE THE ELEMENTARY CLASSES FOR NEXT YEAR FORM TO ASSIGN STUDENTS TO THEIR TEACHERS. AFTER THE ROLLOVER, WHEN YOU ARE ENROLLING NEW KINDERGARTENERS, DO NOT TAG NEW KINDERGARTEN STUDENTS WITH THE PRE-ENROLLED ASTERISK OR CHANGE THEIR NEXT GRADE LEVEL TO 0.   After the rollover you will click on the "Teacher Data" button to access form "Elementary Classes" to mass assign students.

The new year rollover will remove the pre-enrolled tag (asterisk) and purple rectangle from your incoming kindergarten students that you enrolled prior to the rollover. Their grade level will be 0 and their next grade level will change to 1. All other student's grade level will be whatever their next grade level was in the prior school year. Students will be assigned to the teacher that appeared in the Next Teacher field in the prior school year.

ALL STUDENTS WILL BE AUTOMATICALLY ACTIVATED IN THE ATTENDANCE TABLES ON THE FIRST DAY OF SCHOOL. IGNORE THE RED ERROR MESSAGE INDICATING THAT THE STUDENT IS NOT ENROLLED IN ATTENDANCE.

BEFORE JULY ROLLOVER

- You will enroll students in the current school year.
- Flag new students with the pre-enrolled tag (*).
- Kindergartener's are entered as Grade 0 and their Next Grade field needs to be changed to 0.
- To mass assign students use form "Elementary Class for Next Year".

AFTER JULY ROLLOVER

- You will now be working in the New School Year and the prior school year will be changed to read only and you will not be able to make changes.
- You will no longer flag new students with an (*).
- Kindergartener's current grade will be 0 and their next grade level will now be 1.
- DO NOT use "Elementary Classes for Next Year Form."