

PRE-ENROLLING KINDERGARTEN STUDENTS and ELEMENTARY CLASS ASSIGNMENTS

Revised 6-4-2010

Best Practices and Policies

Contents

Things to remember	1
Procedure for Pre-Enrolling Students	
• Pre-enroll students through the District Student Locator	2
• Tag student as Pre-enrolled (*)	3
• Next Grade Level field	3
Elementary Class Assignment for Next Year	
• Locating form “Elementary Classes for Next Year”	4
• Assign students by Grade Level.....	4
• Individually Assign Students.....	5
• Assign Students in a Select Grade by Teacher.....	6
• Assign all Students to a Teacher.....	7
• Teacher Assignment Input Option.....	8
• Input Option with Drop Down List.....	8-9
• Change Teacher Display.....	9
• What to do after the new year rollover	10

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' AND 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.

The screenshot shows the 'Students' form for Arboga Elementary. The form is titled '2008-2009 Arboga Elementary 4/2/2009'. It has tabs for 'Student Data 1 (STU)', 'Student Data 2 (STU)', 'Student Data 3 (STU)', and 'Secondary Student Data (SSD)'. The 'Student Data 1 (STU)' tab is active. The form contains various fields for student information, including 'Stu#', 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Perm ID No.', 'Sex', 'Grade', 'Birthdate', 'Age', 'Tag', 'Zipcode Extn', 'GridCd', 'Interdist', 'xfer District', 'Leave Date', 'NxtGrd', 'NxtTch', 'Red Rel', 'ParEd', 'Race', 'EthCd', 'EthCd', 'User11', 'User12', 'User13', 'Check Status', 'Show Inactives', 'Print Preview', and 'OTHER'. The 'Add' button is circled in the bottom toolbar.

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.

The screenshot shows the 'District Student Locator' form. It has fields for 'Enter last name and first name: (partial names are acceptable)', 'OR Enter permanent ID number:', and 'OR Enter CSIS ID number:'. There are checkboxes for 'Hide Active Students' and 'Hide School 001'. The 'Search for Student' button is circled. Below the search fields is a table with columns: 'Counter', 'Last Name', 'First Name', 'Sex', 'Grade', 'Birthdate', 'Perm ID#', 'Schl#', 'Tag', and 'Leave Date'. The table contains four rows of data for students with the last name 'Abbott'. The 'Update' button is circled at the bottom of the form.

Counter	Last Name	First Name	Sex	Grade	Birthdate	Perm ID#	Schl#	Tag	Leave Date
1	Abbott	Aaron	M	1	8/13/2002	101340	5		
2	Abbott		M	7	4/1		30		
3	Abbott		M	0	12		51	1	
4	Abbott		F	11	10		43		

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

District Student Locator

Enter last name and first name: (partial names are acceptable)

OR Enter permanent ID number: OR Enter birthdate:

OR Enter CSIS ID number: ☐ Hide Active Students ☐ Hide School 001

Select a student from the list below, and click Update. Or enter a new name, # or birthdate.

Counter	Last Name	First Name	Sex	Grade	Birthdate	Perm ID#	Schl#	Tag	Leave Date
1	Abbott		M	1	8		5		
2	Abbott		M	7	4		39		
3	Abbott		M	0	1		51	I	
4	Abbott		F	11	1		43		

ADD THIS STUDENT?

Add to your student file?

☒ Change Student's School Mobility to current Grade Level ☒ Set School Enter Date

Click on **OK**.

District Student Locator

Enter last name and first name: (partial names are acceptable)

OR Enter permanent ID number: OR Enter birthdate:

OR Enter CSIS ID number: ☐ Hide Active Students ☐ Hide School 001

Select a student from the list below, and click Update. Or enter a new name, # or birthdate.

Counter	Last Name	First Name	Sex	Grade	Birthdate	Perm ID#	Schl#	Tag	Leave Date
1	Abbott		M	1	8		5		
2	Abbott		M	7	4		39		
3	Abbott		M	0	1		51	I	
4	Abbott		F	11	1		43		

Microsoft Office

Student transferred

☒ Change Student's School Mobility to current Grade Level ☒ Set School Enter Date

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.

Students

2008-2009 Arboga Elementary 3/31/2009

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD)

Stu#	Last Name	First Name	Middle Name	Suffix	Perm ID No.	Sex	Grade	Birthdate	Age
						M	0	11/14/2008	4

City: State: Zipcode/Ext: GridCd: Interdist xfer/District:

City: State: Zipcode/Ext: Schl Enter Dt: Dist Enter Dt:

Teacher Number: Room: Res Schl: NxtSchl: NxtGrd: NxtTch:

CorrLng: Hm Lng: LangFlu: Prog: AttPgm1: AttPgm2: Ethnicity: Race: Race Ethnicity: (EthCd):

Oth IS: Career: Contr: Inet: PstNot: S.E.S: SARB: Speech: Foster: STARS: User11: User12: User13:

Check ☒ Show ☒ Show ☒
Status Inactives Adjust

1 Attendance	2 Supplemental	3 Medical	4 Discipline	5 Siblings	6 Contacts	V Quick Con	W Acad Plan	Y Enroll Hist
Z Tests	8 Fees	9 Assessment	Q Counseling	E SpecEd	H Language	I Interventions	S Programs	
K Grades	L Transcript	M Misc			I GATE	Q DST Info		

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete UpdATT Print eXit Reports

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!!!!

Elementary Classes for Next Year

2005-2006 Golden Eagle Elementary School 4/22/2006

Tch#	Teacher Name	First Name	Last Name	Title	Room	Grades	Track	Tag	Max	Total	Left	Boys	Girls
5	Grade 5				5	0			20	82	62	45	37

CBEDS NCLB Core ElecTag E-mail Address Staff ID Hily Olfd Tch HQT HQT

Stu#	Last Name	First Name	Sex	Grd	Pgm	Trk	Move
0004	Abbott	Alexandria	F	5			
0007	Alavez	Abel	M	5			
0012	Alcazar	Damien	M	5			
0018	Alvarez	Haggit	F	5			
0030	Anguiano	Layla	F	5			
0040	Armenta	David	M	5			
0072	Bell	Ryan	M	5			
0076	Blackstone	Tiffany	F	5			
0077	Blackwell	Mark	M	5	I		
0105	Byl	Ashley	F	5			
0117	Carlson	Julian	M	5			
0118	Carr	Danielle	F	5			
0120	Carranza	Sara	F	5	S		
0135	Ceron	Brandon	M	5			
0139	Clemons	Michael	M	5			

Record: 1 of 82

Display By: ☒ Tch Name ☐ Tch Num

Move students to another teacher

New Teacher: 0

1 Move All students to new teacher

2 Move students in grade 5 only

3 Move the tagged students only

Note: Click on students to tag or untag them.

☐ Input Students with Dropdown List

LOCATE UPDATE Show Inactives ☒ OTHER

Backward Get Forward Add Change Delete Input eXit Print Staff

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

Students

2005-2006 Golden Eagle Elementary School 4/22/2006

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grade	Birthdate	Age
000004	Abbott	Alexandria	Marie	233053243	F	4	10/13/1996	9

Parent/guardian Area/Telephone Fathers Work Extn Mothers Work Extn Name/Addr Ver

M/M A Abbott (777) 555-5363

Mailing Address City State Zipcode/Extn GridCd Interdist Transfer / District

5538 Taciturn Ave Eagle Point CA 99998 0032A

Residence Address City State Zipcode/Extn Schl Enter Dt Dist Enter Dt Leave Date Tag

01/26/2004

Teacher Number/Name Room LastSchl NextSchl NextGr NextTch NextTrk

0 0 0 5 5

Corrlng Hm Lng LandFlu Track Prog AttPam1 AttPam2 EthCd SchedGr Rcd Rel ParEd

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.

Elementary Classes for Next Year
Golden Eagle Elementary School 4/22/2006

Tch#	Teacher Name	First Name	Last Name	Title	Room	Grades	Track	Tag	Max	Total	Left	Boys	Girls
5	Grade 5				5	0			20	82	-62	45	37

CBEDS NCLB Core ElecTag E-mail Address Staff ID Hily Offd Tch HQT HQT

Stu#	Last Name	First Name	Sex	Grd	Pgm	Trk	Move
0004	Abbott	Alexandria	F	5			M
0007	Alavez	Abel	M	5			
0012	Alcazar	Damien	M	5			
0018	Alvarez	Haggit	F	5			M
0030	Anguiano	Layla	F	5			
0040	Armenta	David	M	5			M
0072	Bell	Ryan	M	5			
0076	Blackstone	Tiffany	F	5			M
0077	Blackwell	Mark	M	5	I		
0105	Byl	Ashley	F	5			
0117	Carlson	Julian	M	5			M
0118	Carr	Danielle	F	5			
0120	Carranza	Sara	F	5	S		
0135	Ceron	Brandon	M	5			
0139	Clemons	Michael	M	5			

Record: 11 of 82

LOCATE UPDATE Show Inactives ☒ OTHER

Backward Get Forward Add Change Delete Input eXit Print Staff

Display By: ☒ Tch Name ☐ Tch Num

Move students to another teacher

New Teacher: 629

1 Move All students to new teacher

2 Move students in grade only

3 Move the tagged students only

Note: Click on students to tag or untag them.

☐ Input Students with Dropdown List

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

MOVE TAGGED STUDENTS?

Move tagged students to teacher number 629?

Yes No

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

Students
Golden Eagle Elementary School 4/22/2006

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grade	Birthdate	Age
000004	Abbott	Alexandria	Marie	233053243	F	4	10/13/1996	9

Parent/guardian Area/Telephone Fathers Work Extn Mothers Work Extn Name/Addr Ver

M/M A Abbott (777) 555-5363 09/02/2005

Mailing Address City State Zipcode/Extn GridCd Interdist Transfer / District

5538 Taciturn Ave Eagle Point CA 99998 0032A

Residence Address City State Zipcode/Extn Schl Enter Dt Dist Enter Dt Leave Date Tag

01/26/2004 *

Teacher Number/Name Room LastSchl NextSchl NextGrd NextTch NextTrk

0 0 5 629

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**.

Tch#	Teacher Name	First Name	Last Name	Title	Room	Grades	Tag	Max Total	Left Boys	Girls
0	Unassigned					0		30	556	+02 +02 +02

Stu#	Last Name	First Name	Sex	Grd	Pgm	Trk	Move
0002	Abbott	Shannon	F	4	S		
0008	Albarran	Shane	F	2			
0009	Albarran Jr	David	F	2			
0011	Albright	Jerod	M	5			
0013	Alfaro	Joshua	M	3			
0015	Allen	Sherry	F	6			
0020	Alvarez	Lauren	F	5			
0021	Alvarez	Tiffany	F	4			
0022	Amaya	Monique	F	5			
0023	Amaya	Timothy	M	2			
0026	Anacostes	Lorena	F	3			
0027	Anagnostis	Mark	M	5			
0031	Anguiano	Tanya	F	5			
0032	Aparicio	Katharine	F	4			
0033	Aquino	Joshua	M	2			

Record: 1 of 475

LOCATE UPDATE Show Inactives ☒ OTHER

Backward Get Forward Add Change Delete Input eXit Print Staff

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.

MOVE ALL STUDENTS?

Move students in grade 5 to teacher number 905?

Yes No

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.

Tch#	Teacher Name	First Name	Last Name	Title	Room	Grades	Tag	Max Total	Left Boys	Girls		
905	Grade 5					5		200	98	102	46	52

Stu#	Last Name	First Name	Sex	Grd	Pgm	Trk	Move
0011	Albright	Jerod	M	5			
0020	Alvarez	Lauren	F	5			
0022	Amaya	Monique	F	5			
0027	Anagnostis	Mark	M	5			
0031	Anguiano	Tanya	F	5			
0037	Arevalo	David	M	5			
0045	Arriola	Eugenia	F	5			
0052	Avila	Darren	M	5			
0057	Baker	Michael	M	5			
0060	Balanzategui	Olivia	F	5			
0062	Bandalaria	Kelcie	F	5			
0073	Benitez	Guadalupe	F	5			
0080	Blue	Christopher	M	5			
0084	Boileau	Avery	M	5			
0094	Bueneke	Louis	M	5			

Record: 1 of 98

LOCATE: Backward, Get, Forward

UPDATE: Add, Change, Delete, Input

OTHER: eXit, Print, Staff

Show Inactives ☒

The following message will display.

MOVE ALL STUDENTS?

Move ALL students to teacher number 5?

Yes No

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.

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
5	Grade 5				5	0		20	0	20	0	0

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

Display By: ☒ Tch Name ☐ Tch Num

ENTER STUDENT NUMBERS

Enter student numbers to add to this teacher

20 84 102 104 164 141 136

☐ Input Students with Dropdown List

Record: [Navigation Buttons]

LOCATE UPDATE Show Inactives ☒ OTHER

Backward Get Forward Add Change Delete Input eXit Print Staff

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.

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
5	Grade 5				5	0		20	0	20	0	0

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

Display By: ☒ Tch Name ☐ Tch Num

ENTER STUDENT NUMBERS

Enter student numbers to add to this teacher

20 84 102 104 164 141 136

☐ Input Students with Dropdown List

Record: [Navigation Buttons]

LOCATE UPDATE Show Inactives ☒ OTHER

Backward Get Forward Add Change Delete Input eXit Print Staff

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	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	

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.

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

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."