

Enrollment Check – Before the Start of School

A. Check In-District Students

By August 22, all schools should have verified student enrollments, as much as possible. The easiest way to do this is to do a *Detailed Search*. Set the search window as shown below to get a list of all students who still have a *Registration Status* of *In-District*.

The screenshot shows a search criteria form with a yellow background. At the top, there is a 'Category:' label followed by a dropdown menu set to 'Registration'. Below this is a search criteria box containing three dropdown menus: 'Registration status', 'is', and 'In District'. To the right of these is a grey 'Add Criteria' button. Below the search criteria box is a section titled 'Search Criteria' with two radio buttons: 'All criteria' (selected) and 'Any criteria'. At the bottom, a text box displays the search criteria: 'Registration status is "In District"'. The entire form is enclosed in a light blue border.

In a large school, you may want to make separate lists for each grade. You can do this by changing the *Category* to *Personal*, selecting *Grade level (current)*, and choosing a grade level.

The screenshot shows a search criteria form with a yellow background. At the top, there is a 'Category:' label followed by a dropdown menu set to 'Personal'. Below this is a search criteria box containing three dropdown menus: 'Grade level (current)', 'is', and '9'. To the right of these is a grey 'Add Criteria' button. Below the search criteria box is a section titled 'Search Criteria' with two radio buttons: 'All criteria' (selected) and 'Any criteria'. At the bottom, a text box displays the search criteria: 'Registration status is "In District"' and 'Grade level (current) is "9"'. The entire form is enclosed in a light blue border.

If any of the names on the resulting list are in italics, click on *Edit* on the menu bar, and then click on *Hide Withdrawn* students. The students remaining on the list are the ones who need to be checked. If you have **completed registration forms** for these students, change the *Registration* field on the *Personal* screen to *Registered*. Do not change the *Registration Grade* (unless it is N/A).

Registration

Enrollment Status:

Student Type:

^Registration Status:

^Registration Grade:

Grade when entering district. The Registration Grade doesn't change as the student progresses through a school.

B. Remove Students Were Never In Your School And Will Not Be Coming

If the student has **NEVER** attended your school, send the student name and number, and your school name to your district SMS ET. These students will be removed from your school. This situation happens for students who were automatically promoted from a feeder school, or who registered and then withdrew without ever attending the school.

C. Withdraw Students Who Are Not Returning

If a student has withdrawn, click on *Enrollment*. Click *Add*. If the student has already enrolled in another DoDDS school in Europe, that will be indicated here.

Complete the screen shown below. If the *Home School* has been changed to match the **next** school of enrollment, do **NOT** change it. Otherwise, change it to N/A. The *Date* should be the last day that the student attended school last year – usually 06/16/2006. The *Status Code* that you select should indicate where the student will be attending school in the coming school year. The most common choices are shown below. Do **not** use *Withdrew at Parent's Request* unless the student is dropping out of school.:

Add Status Code -- Web Page Dialog

^Home School:

*Date (mm/dd/yyyy):

*Status Code:

*School of Enrollment:

Comment:



Do **not** use the mass assign to add entry or withdrawal data. This frequently results in duplicate entries. If the date, or reason for an entry or withdrawal needs to be changed, click on the existing entry and change it. Do not add another entry of the same type for the same school.

If the student has **NOT** enrolled in another DoDDS-Europe school, change the *Registration Status* on the *Personal* screen to *Withdrawn*. If he has enrolled in another school, and the *Registration Status* is *Registered*, do not change it. It has probably been set by the other school.

If any students remain in the *In-District* category, parents should be contacted to determine whether the student will be returning. Parents should come in and register students who will be returning. The others should be withdrawn, with an effective date of the last day that they attended school. See directions in sections B and C for entering withdrawal information.

D. Check Registered Students

After the above steps are completed, print a list of *Registered* students. Again, this may be done by grade. Make sure that you have registration forms for all of these students.

If a student has an enrollment category of *Registered*, and you do **not** have an enrollment form for him, check the *Enrollment* screen for that student. If he has enrolled in another school, add an entry to this screen to withdraw him from your school. Use a *Date* of the last day that he attended school, and use the *Status Code* of *To DoDDS School*.

If you do **not** have a registration form for the student, and he is **not** enrolled in another DoDDS-E school, his *Registration Status* should be changed to *In-District* until you can verify whether he will be returning. If he will be returning, contact the parent and ask them to register the student. If he will not be returning, complete the *Enrollment* tab to show the withdrawal date (last day of previous school year) and the appropriate *Withdrawal Code*. If the student has **not** enrolled in another DoDDS-E school, change the *Registration Status* to *Withdrawn*.

E. Check Withdrawn Students

Do a *Detailed Search* for students who have a *Registration Status* of *Withdrawn*. If any students appear on this list, make sure that you have hidden withdrawn students. In a few cases, you may have a valid registration form for a student who was enrolled in

another school and left. The other school may have changed the *Registration Status* to withdrawn. If you have a registration form, and the student has not been withdrawn from the previous school, you should contact the registrar at that school. Determine which school the student will be attending. The school that the student will be attending should set the *Registration Status*. The school that the student will not be attending should complete the *Enrollment* screen to show the withdrawal information, **if** the student attended that school last year. Also, see section F below.

If the student never attended the other school, and will not be attending it, please send a message to your district SMS ET.

F. Student Transfer

If a student is transferring from one DoDDS-E school to another, the *Transfer* option may be used. This may only be done when the **receiving school** registrar has received the completed registration form. The registrar then calls the school that the student is leaving, and asks the registrar from the previous school to transfer the student. The example below shows the settings to be used during the summer. The *Withdrawal Date* from the first school is the last day that the students attended classes. The *First Day in New School* is the start date for the new school. Enter the appropriate school names, and leave all boxes that appear below this window checked. (They don't apply anyway.) This process will automatically withdraw the student from the previous school and enroll him in the new one. Leave all boxes checked.

Transfer To School [Help](#)

1 student(s) selected.

Select	Number	Name	Birthdate	Home Phone
<input checked="" type="checkbox"/>	586374640	Cepeda, Zohn M.	07/07/1998	+49-9827-240-766

Status Codes

*Withdrawal Date: mm/dd/yyyy

*Withdrawal Code:

*Current School:

Comment:

*First Day in New School: mm/dd/yyyy

*Entry Code:

*New School: Make this the Home School

Comment:

G. Final Check

After completing the above steps, run a final check, as described here. Do a *Detailed Search*, using the following settings. Any students who appear on this list should be checked individually to determine what the problem is. In most cases, it will be *Partially Registered*. If so, the missing forms should be obtained.

The screenshot shows a search criteria configuration interface. At the top, there is a 'Category:' label followed by a dropdown menu set to 'Registration'. Below this, there is a search criteria builder with three dropdown menus: 'Registration status', 'is', and 'In District'. An 'Add Criteria' button is located to the right of these dropdowns. Below the search criteria builder, there is a section titled 'Search Criteria' with two radio buttons: 'All criteria' (which is selected) and 'Any criteria'. Below the radio buttons, there is a list of search criteria:

- Registration status is not "Registered"
- Registration status is not "Withdrawn"
- Registration status is not "In District"