

Registering a New Student

Chancery SMS

May 2006

Registering and Enrolling a New Student

Overview

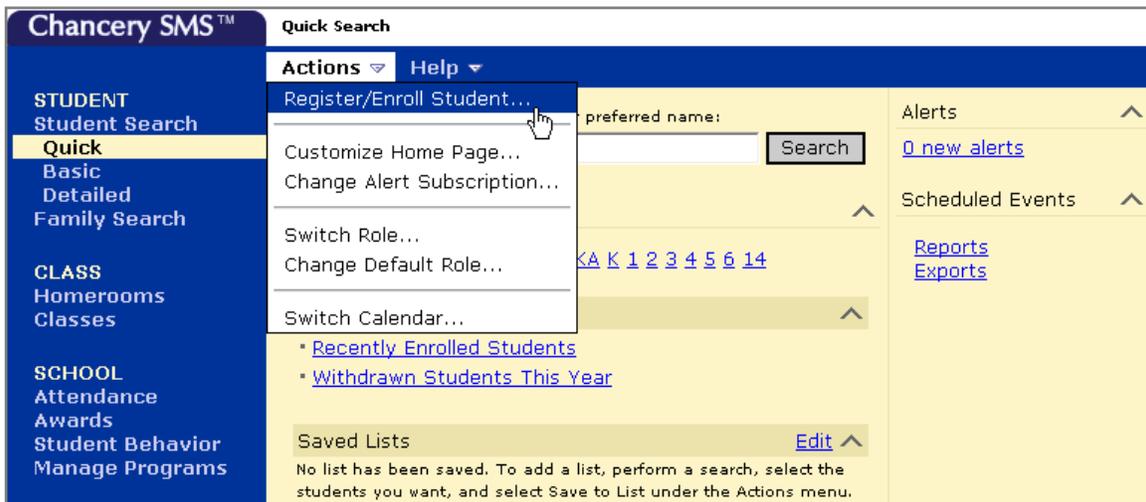
Registration and enrollment are two different concepts in SMS. Students are first registered in the district and then enrolled in a school. The term *district* in SMS usage refers to the area in which the student attends school—DDESS/DoDDS-Cuba, DoDDS-Europe; or DoDDS-Pacific/DDESS-Guam.

When registering and enrolling students you will work through a process of several steps:

1. Determining if the student is already registered in the district and enrolled in a school.
2. Entering student data demographic data.
3. Entering student contacts and their data.
4. Enrolling the student in a school.
5. Entering additional information from the Form 600.
6. If the student has siblings, you can then register/enroll them.

Part I: Determining the Students Registration Status

From the Home page, choose *Actions* from the menu and select *Register/Enroll Student*.



The best way to determine if the student is new to our area is to perform a search using the student number because it is more reliable than the name. The student number is the student's social security number without the hyphens. Once you have entered the number, click on the *Search* button. If you have a reason to believe the student was previously enrolled in the area, you can try entering the student's name. If a match comes up, you can check the student birthday and other information to verify that you have found the right student.

Chancery SMS™ Quick Search > Registration/Enrollment Search

STUDENT Student Search

Quick

Basic Detailed Family Search

CLASS Homerooms Classes

SCHOOL Attendance Awards Student Behavior Manage Programs

ADMIN School Setup Scheduling Grading Attendance District Setup Reports Exports

Student Enrollment Search

Search by:

Student Number equals 012345678

Last Name equals

First Name equals

Birthdate equals mm/dd/yyyy

Phone (with formatting) equals

Search

List: Student Number equals "012345678"

Search Results

Selected: 0 Total: 0

| <input type="checkbox"/> | Student Name | ID | Gender | Birthdate | Home Phone | Home school |
|--|--------------|----|--------|-----------|------------|-------------|
| No students match the search criteria. | | | | | | |

Open New Copy

TOP

In this case, no matches were found. Therefore, click on the *New* button to start the process.

It is very important to fill out this screen carefully and completely. It is critical to change the Registration Status to *Registered* at this point before moving to the next screen. Make sure that the Student ID is the SSN without the dashes.

Chancery SMS™ Quick Search > Registration/Enrollment Search > Register In District

STUDENT Student Search

Quick

Basic Detailed Family Search

CLASS Homerooms Classes

SCHOOL Attendance Awards Student Behavior Manage Programs

ADMIN School Setup Scheduling Grading Attendance District Setup Reports Exports

Help

Home | Log off

New Student

Register Student In District

*Student ID: 012345678

*Last Name: Waterhouse

First Name: Daniel

Middle Name: Edward

Generation:

*Gender: Male

Birthdate: 08/16/2001 mm/dd/yyyy

Registration Information

Registration Grade Level: Kindergarten - Full

Grade when entering district. The Registration Grade Level does not change as the student progresses through a school.

Registration Status: Registered

Click *Continue* once you have finished.

Part II: Entering Student Demographic Data

The screen below is the main registration screen. Notice that Steps 1 and 2 are the only ones highlighted at this time. Step 3 will become active once we complete the first two. [Update Registration Information](#) was completed above. Therefore, click on the link to [Enter Address Information and Other Student Data](#).

Chancery SMS™ Quick Search > Registration/Enrollment Search > Register In District > Registration/Enrollment Steps

Actions Help | Home | Log off |

STUDENT Student Search

Quick

- Basic
- Detailed
- Family Search

CLASS

- Homerooms
- Classes

SCHOOL

- Attendance
- Awards
- Student Behavior
- Manage Programs

ADMIN

- School Setup
- Scheduling
- Grading
- Attendance
- District Setup
- Reports
- Exports

Waterhouse, Daniel E

Suggested steps for completing registration and enrollment of student

After you enroll a student, click the browser Refresh button to update the available links on the Registration/Enrollment Steps page.

Step 1: Enter Student Demographic Data

- [Update Registration Information](#)
- [Enter Address Information and Other Student Data](#)
- [DoDEA Registration](#)
- [Add Student Contacts](#)

Step 2: Enter Student Enrollment Data

- [Apply To Program](#)
- [Enroll Student in a School](#)

Step 3: Enter Additional Student Data

- [Manage Student's Family Data](#)
- [Open Student Record](#)
- [Register and Enroll a Sibling](#)

What to Do When You Are Interrupted

When you must stop entering enrollment information and do something else, what do you do? First, be sure to save the information you have entered. After you have dealt with the interruption, you can easily return to where you were. However, if you try to find the student by doing a Quick search, you will not find him or her if you exited the process before completing Step 2 [Enroll Student in a School](#). This is because students who are registered in the area but not enrolled in a school cannot be accessed through the Quick search. Here's what you have to do.

Search for the student by following the steps in Part I above. You can find the student this way, and SMS will take you back to the main registration page so you can continue through the process without skipping any steps. It is best not to enroll a student until you have completed all parts of Step 1 on the main registration page. This ensures that you do not skip any substeps such as [Add Student Contacts](#).

The Personal screen is lengthy and has been split it into several different screen shots below. You will need to use the scroll bar on the right to move down the screen. As you work through the pages, enter all information from the Form 600 and other registration forms.

Preferred Name: Do not leave Preferred Name blank. If the family did not list a preferred name on the Form 600, simply add in the student's first name.

Gender: Choose the correct value.

Social Security #: Enter the social security number with hyphens.

Phone Numbers: After entering the student's home phone number, add any other numbers

The screenshot shows a web form titled "Personal" for a student named Daniel E. Waterhouse. The form is divided into several sections:

- Basics:** Fields for *Student Number (012345678), State Number, Alternate Number, *Last Name (Waterhouse), First Name (Daniel), Middle Name (Edward), Generation, Preferred Name (Danny), Full Legal Name (If Different), *Gender (Male), and Social Security # (012-34-5678).
- Phone Numbers:** A table with columns for Place, Phone, Listing, and Type. It contains two rows: Home (111-2233, Listed, Phone) and Work (empty, Listed, N/A).
- Additional Communication Numbers:** Four rows, each with a Communication Number field and a Communication Type dropdown menu (all set to N/A).

such as the student's cell phone in the Additional Communication Numbers section.

Scrolling down the screen you will come to the Languages section.

Home Language: Enter the home language from the Home Language Survey form. There is no need to enter any other languages.

Home Language Survey: Next check the appropriate boxes in the Home Language Survey as indicated from the registration packet. A check means Yes.

Birth Information: Indicate whether or not the birthdate has been verified by setting the Birthdate Verification flag to Yes or No.

Citizenship: Select the student’s Country of Citizenship. You will actually enter the student’s country of citizenship in two places—here and on the DoDEA Registration page.

| Personal | | | | Help |
|--|------------------------|--|------------------------|----------------------|
| Waterhouse, Daniel E. - 012345678 | | | | |
| Languages | | | | |
| Home Language: | English | | | |
| Dominant Language: | N/A | | | |
| Native Language: | N/A | | | |
| Other Language: | N/A | | | |
| Home Language Survey | | | | |
| <input type="checkbox"/> Is a language other than English spoken at home? | | | | |
| <input type="checkbox"/> Does the student speak a language other than English? | | | | |
| Demographics | | | | |
| Birth Information: | Birthdate (mm/dd/yyyy) | Birth Cert. on file | Birthdate Verification | |
| | 08/16/2001 | N/A | Yes | |
| | Birthplace | | Birth Country | |
| | | | N/A | |
| Citizenship: | Citizenship Status | | Country of Citizenship | |
| | N/A | | United Kingdom | |
| Immigration: | Year Immigrated (yyyy) | Year Started School (yyyy) | Immigrated From: | |
| | | | N/A | |
| Migrant Status: | N/A | | | |
| Lunch Status: | N/A | <input type="checkbox"/> Permission to Share Lunch Eligibility | | |
| <input type="checkbox"/> Receives Specialized Services | | | | |
| Ethnic Category: | N/A | | | |

Scroll farther down to the Federal Ethnicity/Race section.

Federal Ethnic Category: This is the ethnicity of the student. If the sponsor declined to enter an ethnicity, choose *Decline to State*.

Federal Race Categories: This is the race of the student. Check all races indicated by the sponsor. If the sponsor declined to enter ethnicity or race information, choose *Decline to State*.

Email Address: Enter the student’s email address from the Form 600.

Physical Address: Next enter the student’s physical address. Before entering any addresses please read Attachment 1—Entering Addresses. The appendix explains the rules to follow and explains why they are as they are.

Enter in the address where the student lives in the *Physical Address* section. Local cities are available in the *City* drop-down list, and the *State* is entered for Guam students only.

Personal [Help](#)

Waterhouse, Daniel E. - 012345678

Federal Ethnicity/Race

Federal Ethnic Category:

Federal Race Categories:

- Amer Ind or Alaskan Native
- Asian
- Black/African American
- Decline to State
- Hawaiian or Oth Pac Islander
- White

Addresses

Email address:

Physical Address

Line 1

Line 2

City: State: Zip Code:

Area: County: Country:

Geocode: Active Calendar: Planning Calendar:

Scroll down further to the *Mailing Address* section.

Mailing Address: Enter in the mailing address information. If the student lives off base and receives mail at that address rather than at a military postal address, re-enter the physical address information here.

Registration Status: Make sure to mark the student as *Registered*.

Home School: In the Active District Calendar section, be sure to use the drop-down list to select **your** school as the students *Home School*.

| Personal | | | Help |
|---|--|------------------------------------|----------------------|
| Waterhouse, Daniel E. - 012345678 | | | |
| Mailing Address (if different from Physical) | | | |
| Line 1 | | | |
| <input type="text" value="PSC 456 BOX 1722"/> | | | |
| Line 2 | | | |
| <input type="text"/> | | | |
| City | State | Zip Code | |
| <input type="text" value="APO"/> | <input type="text" value="AP"/> | <input type="text" value="96326"/> | |
| Area | County | Country | |
| <input type="text" value="N/A"/> | <input type="text" value="N/A"/> | <input type="text" value="N/A"/> | |
| Registration | | | |
| Enrollment Status: | <input type="text" value="Not Enrolled"/> | | |
| Student Type: | <input type="text" value="Fulltime"/> | | |
| Registration Status: | <input type="text" value="Registered"/> | | |
| Registration Grade: | <input type="text" value="Kindergarten – Full"/> | | |
| | <small>Grade when entering district. The Registration Grade doesn't change as the student progresses through a school.</small> | | |
| Active District Calendar | | | |
| Home School: | <input type="text" value="Yokota East Elementary School"/> | | |
| Home School Grade Level: | N/A | | |
| Home School Homeroom: | N/A | | |
| Planning District Calendar | | | |
| Zoned School: | Not enrolled in home school | | |

Doctor Information: If a doctor's name, address, and phone numbers are provided on the Form 600, enter the information in the Medical section. Check the Call Doctor, Call Ambulance, and Can Treat boxes unless the sponsor has noted exceptions on the Form 600.

Personal

Waterhouse, Daniel E. - 012345678

Medical

Medical Number:

Disability:

Critical/Chronic Health Indicator

Medical Alert:

Permission to Call Doctor Call Ambulance Treat

Doctor's Name:

Doctor's Phone

| Place | Phone | Listing | Type |
|-------|----------------------|---------|------|
| Home | <input type="text"/> | Listed | N/A |
| Work | <input type="text"/> | Listed | N/A |

Doctor's Address

Line 1

Line 2

City State Zip Code

Area County Country

Click on the Save button and then click on the  at the top right to close the screen. This returns you to the main registration screen. The next step is to click on the link for [DoDEA Registration](#). Note: It may appear gray, but it is still an active link.

Citizenship: Enter the student's country of citizenship again.

Tuition Billing: *Tuition Billing* is generally *N/A* unless the sponsor is paying (*Individually Billed*) or a company or government agency is paying centrally (*Centrally Billed*).

Other Fields: If the sponsor has signed the internet permission and media release forms, put checks next to those boxes to indicate you have the forms on file. Check the Orders on File box if the sponsor's orders are on file, and the Records Release box. If the student is a high school student and you can get the Passport number, it will help if the student participates in a school sponsored international trip.

DoDEA Registration
Waterhouse, Daniel E. - 012345678

CITIZENSHIP:

TUITION BILLING:

INTERNET PERMISSION
 MEDIA RELEASE
 ORDERS ON FILE
 RECORDS RELEASE
 FEEDER SCHOOL EXCEPTION

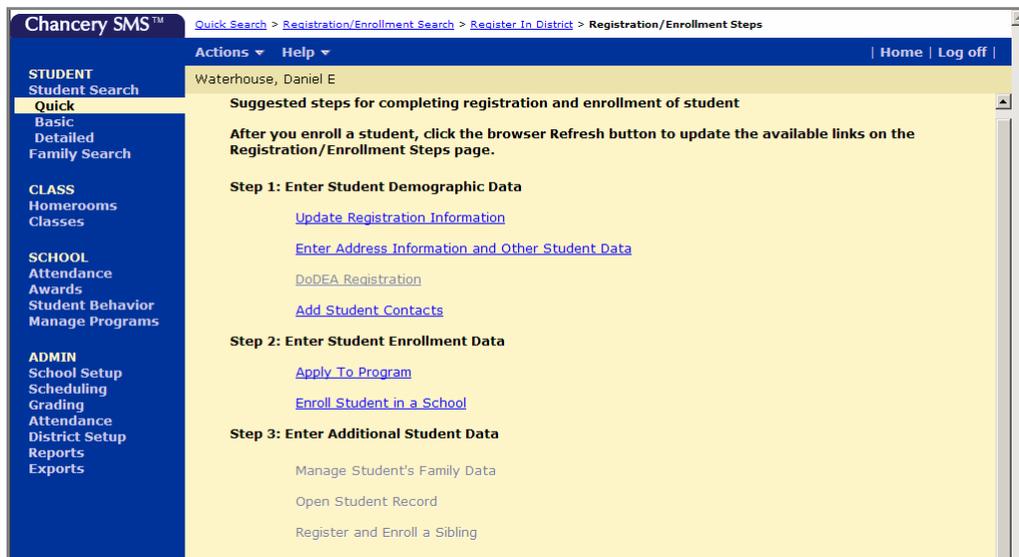
FEEDER SCHOOL EXP COMMENT:

(Optional, Secondary Schools Only)
 PASSPORT NUMBER:

Click on the Save button and then the  at the top right to close the screen and return to the main registration page.

Part III: Adding Contact Information

Click on the link to [Add Student Contacts](#).



Chancery SMS™ Quick Search > Registration/Enrollment Search > Register In District > Registration/Enrollment Steps

Actions Help | Home | Log off |

Waterhouse, Daniel E

Suggested steps for completing registration and enrollment of student

After you enroll a student, click the browser Refresh button to update the available links on the Registration/Enrollment Steps page.

Step 1: Enter Student Demographic Data

- [Update Registration Information](#)
- [Enter Address Information and Other Student Data](#)
- [DoDEA Registration](#)
- [Add Student Contacts](#)

Step 2: Enter Student Enrollment Data

- [Apply To Program](#)
- [Enroll Student in a School](#)

Step 3: Enter Additional Student Data

- Manage Student's Family Data
- Open Student Record
- Register and Enroll a Sibling

A Contacts Overview window will open. Click on the Add button to enter a contact.

| Contacts Overview | | |
|---|--------------|------------------|
| Add... | | |
| Help | | |
| Waterhouse, Daniel E. - 012345678 | | |
| Contacts currently assigned to the student | | |
| Name | Relationship | Contact Position |
| There are no contacts assigned to the student. | | |
| Other contacts in the family | | |
| There are no other contacts in the family. | | |

Or you may see a screen like the one below if had to stop date entry and return later. Click on *Add Contact* from the Actions menu.

The screenshot shows the Chancery SMS interface. On the left is a navigation menu with categories: STUDENT (Student Search, Quick, Basic, Detailed, Family Search), SCHOOL (Student Behavior, School Info, School Transfers...). The main area is titled 'Contact List' and shows a table with one row for 'Waterhouse, Daniel E.'. The 'Actions' menu is open, highlighting 'Add Contact...'. Other options in the menu include 'Print' and 'Contact Name' (with a checkbox). Below the table, it says 'There are no records in this list.'

Enter contact information from the Form 600 as indicated in the table below. It is very important that the contacts are entered as described in the table because many reports used this information.

| Contact Position | Contact Type | Form 600 Section |
|---------------------|--|------------------|
| First Contact | Sponsor | Section II |
| Second Contact | Sponsor's Spouse (if applicable – otherwise blank) | Section II |
| Third Contact | Permanent US Contact | Section IV |
| Fourth Contact | Follow-up Address – Collected at PCS for HS | Not on Form 600 |
| Emergency Contact 1 | Emergency I | Section III |
| Emergency Contact 2 | Emergency 2 | Section III |

The fourth contact information is not entered from the Form 600. The information is only collected and entered when students graduate or withdraw from high school (grades 9-12).

Under Basics, enter these fields.

Title: Be sure to pick the correct title abbreviation for a sponsor's military rank. Ranks with the same name are sometimes abbreviated differently by different services. Attachment 2 provides a list of title abbreviation by service. You can print it out to use as a reference.

Sponsor's Name: Enter complete name if provided.

Relationship to Student: Chose the sponsor's relationship to the student.

Add Contact

Basics

Title:

*Last Name:

First Name:

Middle Name:

Relationship

Relationship to Student:

| Contact Position for Schools | Position Occupant |
|---|-------------------|
| <input checked="" type="checkbox"/> First Contact | |
| <input type="checkbox"/> Second Contact | |
| <input type="checkbox"/> Third Contact | |
| <input type="checkbox"/> Fourth Contact | |
| <input type="checkbox"/> Emergency Contact 1 | |
| <input type="checkbox"/> Emergency Contact 2 | |

Lives with Waterhouse, Daniel E.

Has custody of Waterhouse, Daniel E.

Gets mailings for Waterhouse, Daniel E.

Emergency

Has permission to pickup Waterhouse, Daniel E. Password:

Scroll down to the Personal section.

Social Security Number: Enter in the sponsor's Social Security # using hyphens.

Contact Type: The Contact Type of the sponsor must be set to *Sponsor* because the contact type is used in many reports. Students may be omitted from reports if the first contact is not given the *Sponsor* Contact Type. Additionally, you need to ensure that only **one** contact is designated as the *Sponsor*.

Phone Number: Enter in the home and work phone numbers.

Additional Communication Numbers: Enter any other contact numbers such as cell phones or email addresses taken from the Form 600 or other sources. Be sure to mark at least one email address as the *Primary Email* so it will print on the email address report.

Home Address: Note that the Home Address on this screen is actually the Mailing Address carried over from the student's information. If this is not the sponsor's mailing address for some reason, enter the sponsor's mailing address.

| Add Contact | | | |
|---|--|--|------------------------------------|
| Personal | | | |
| Social Security #: | <input type="text" value="533-33-3333"/> | | |
| Contact Type: | <input type="text" value="Sponsor"/> | | |
| Education: | <input type="text"/> | | |
| Home Language: | <input type="text" value="English"/> | <input type="checkbox"/> Requires Translator | |
| Phone Numbers | | | |
| Place | Phone | Listing | Type |
| <input type="text" value="Home"/> | <input type="text" value="111-2233"/> | <input type="text" value="Listed"/> | <input type="text" value="Phone"/> |
| <input type="text" value="Work"/> | <input type="text" value="222-2222"/> | <input type="text" value="Listed"/> | <input type="text" value="Phone"/> |
| Additional Communication Numbers | | | |
| Communication Number | Communication Type | | |
| <input type="text" value="011-111-1111"/> | <input type="text" value="Cell Phone"/> | | |
| <input type="text" value="dwaterhouse@whatever.mil"/> | <input type="text" value="Primary Email"/> | | |
| <input type="text"/> | <input type="text" value="N/A"/> | | |
| <input type="text"/> | <input type="text" value="N/A"/> | | |
| Home Address <input type="button" value="Copy address from..."/> | | | |
| Line 1 | | | |
| <input type="text" value="PSC 456 BOX 1722"/> | | | |
| Line 2 | | | |
| <input type="text"/> | | | |
| City | State | Zip Code | |
| <input type="text" value="APO"/> | <input type="text" value="AP"/> | <input type="text" value="96326"/> | |
| Area | County | Country | |
| <input type="text" value="N/A"/> | <input type="text" value="N/A"/> | <input type="text" value="N/A"/> | |

Scroll down to the Employment Section.

Employer Name: Enter in the sponsor’s organization from the Form 600 (Section II, item 8) in the Employer Name field.

Employment Type: This field is very important when entering the sponsor’s information, but is not entered for other contacts. It was called the Employer Type field in Win School and is also referred to as the Enrollment Category Code in other contexts. If this information is not entered, the student will not be counted in systemwide enrollment reports, and if the field is entered incorrectly, the students will not be counted correctly when reports using the sponsor’s military affiliation are run.

Employment Address Line 1: Enter location of the sponsor’s unit that is found in box 9 of Section II of the Form 600 in this field.

Add Contact

Employment

Employer Name:

Employment Type:

Job Position:

Employment Address

Line 1

Line 2

City: State: Zip Code:

Area: County: Country:

You have finished the first contact. Click OK to save changes. If you return to the main registration screen, click on the link to [Add Student Contacts](#).

Chancery SMS™ [Quick Search](#) > [Registration/Enrollment Search](#) > [Register In District](#) > [Registration/Enrollment Steps](#)

Actions Help | Home | Log off |

Waterhouse, Daniel E

Suggested steps for completing registration and enrollment of student

After you enroll a student, click the browser Refresh button to update the available links on the Registration/Enrollment Steps page.

Step 1: Enter Student Demographic Data

- [Update Registration Information](#)
- [Enter Address Information and Other Student Data](#)
- [DoDEA Registration](#)
- [Add Student Contacts](#)

Step 2: Enter Student Enrollment Data

- [Apply To Program](#)
- [Enroll Student in a School](#)

Step 3: Enter Additional Student Data

- Manage Student's Family Data
- Open Student Record
- Register and Enroll a Sibling

Or you may be taken to the screen below.

Chancery SMS™ [Quick Search](#) > [Registration/Enrollment Search](#) > [Registration/Enrollment Steps](#) > [Contact List](#)

Actions Edit Help | Home | Log off |

Waterhouse, Daniel E 012345678 M Aug 16, 2001

Selected: 0 Total: 1

| Contact Name | Relationship | Position |
|--|--------------|---------------|
| <input type="checkbox"/> Waterhouse, Drake | Father | First Contact |

Other Family Contacts

No other family contacts to display.

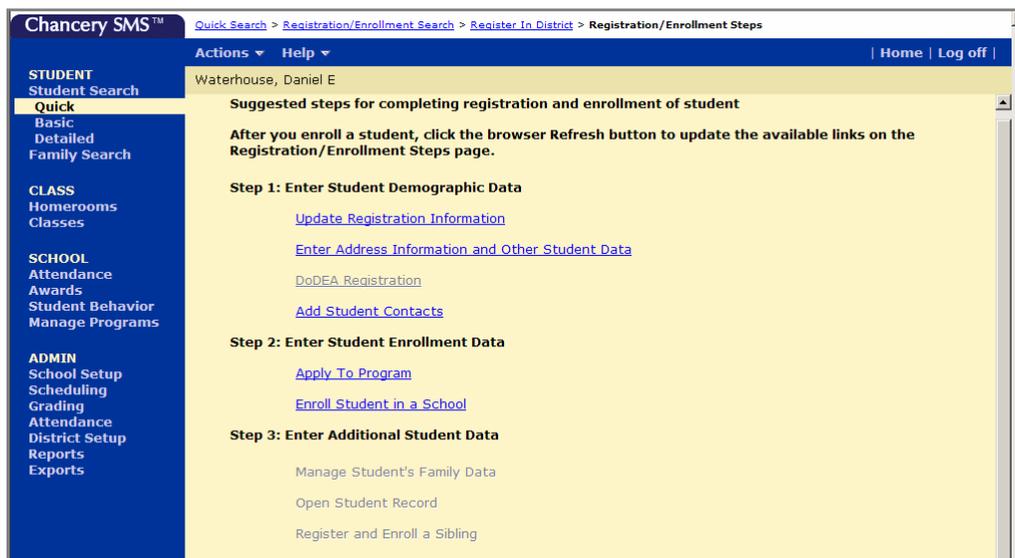
Use the same basic process outlined above to enter the other contacts. Be sure to enter all information from the Form 600, and be sure to associate the contact type with the contact position as noted above and repeated in the table below:

| Contact Position | Contact Type | Form 600 Section |
|---------------------|----------------------------------|------------------|
| First Contact | Sponsor | Section II |
| Second Contact | Sponsor's Spouse (if applicable) | Section II |
| Third Contact | Permanent US Contact | Section IV |
| Fourth Contact | Follow-up Address | Not on Form 600 |
| Emergency Contact 1 | Emergency I | Section III |
| Emergency Contact 2 | Emergency 2 | Section III |

The fourth contact information is not entered from the Form 600. It is only entered when students graduate or withdraw from high school (grades 9-12).

Part IV: Enrolling the Student in a School

Under Step 2, click on the link to [Enroll Student in a School](#).



All of the information on this page is critical to the registration process so pay especially close attention.

Home School: Ensure that **your** school is listed as the **Home School**.

Status Code: It is very important that you enter the correct Status Code because the code tells us where the student came from, and *Enrolled*, for example, does not provide sufficient information and should never be selected. The table below provides a list of the acceptable entry codes:

| Acceptable Entry Codes |
|------------------------------|
| Child Find |
| Correspondence Study Program |
| First Time Student |
| From DDESS School |
| From DoDDS – Another Area |
| From DoDDS-Within Area |
| From Foreign School |
| From Home Schooling |
| From Host Nation School |
| From Other |
| From Private School |
| From US Public School |
| Returned After Dropping Out |

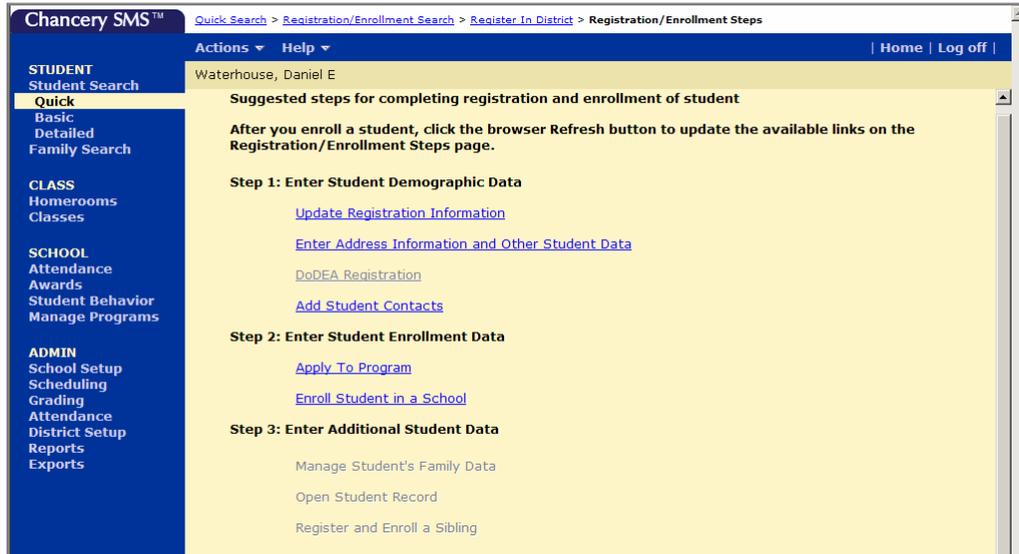
Two of the codes need special attention because they are often used incorrectly.

- Child Find:** This code is used when students are being assessed for placement in our schools. Only minimal information needs to be entered into SMS until it is determined that the student should be enrolled in school. At that time the student would be given the appropriate entry code such as *First Time Student* and all Form 600 information would be entered in SMS.
- First Time Student:** This code is intended for students who have never been in school before. These would typically be preschool, Sure Start, or kindergarten students. It is **not** to be used for students who have been in school before and are simply new to your school.

Use the dropdown menu to select the appropriate grade level for the student. Click on *OK* to save and close the window.

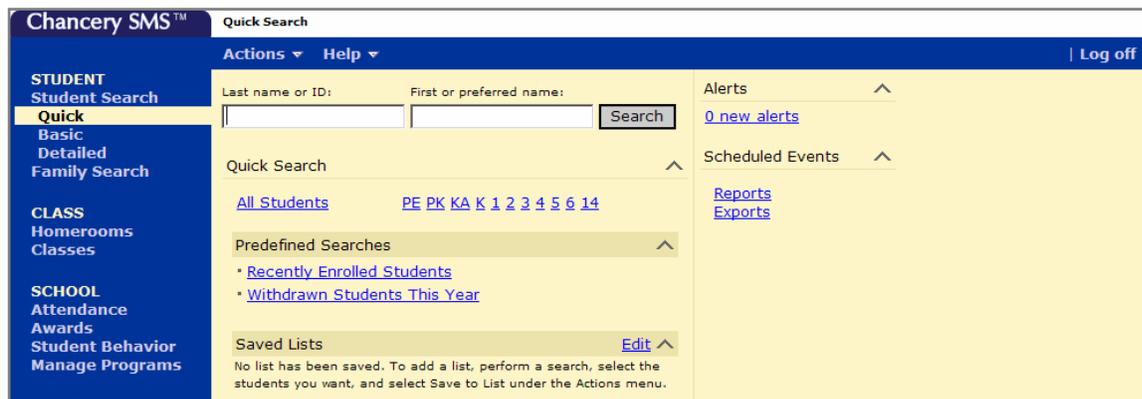
The screenshot shows an "Enrollment" window for a student named Daniel E. Waterhouse. The window has a blue header with "Enrollment" and a "Help" link. Below the header, the student's name and ID "Waterhouse, Daniel E. - 012345678" are displayed. The form contains several fields: "Home School" (Yokota East Elementary School), "*Date (mm/dd/yyyy)" (04/27/2006), "*Status Code" (Enrolled), "*Grade" (Kindergarten - Full), "*School of Enrollment" (Yokota East Elementary School), "Distance from School" (empty), and a checkbox for "Home address is in school's area". A red 'X' is drawn over the "Enrolled" status code dropdown menu. There are "OK" and "Cancel" buttons on the left side of the window.

You have finished Steps 1 and 2, but will need to return later to complete Step 3 if you plan to register a sibling.



Part V: Adding Additional Fields from the Form 600

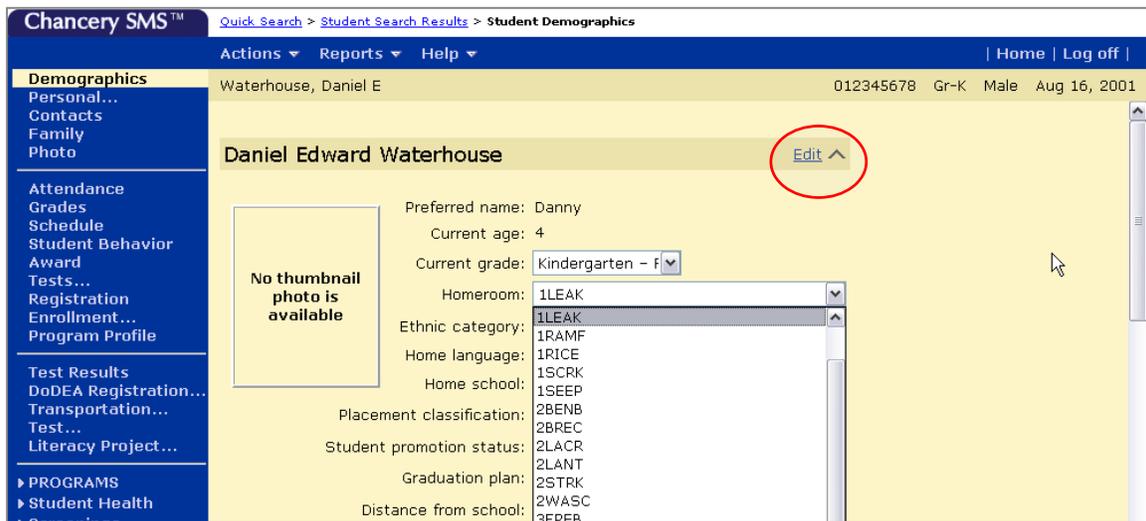
Find the record of the student you just entered by click on the link to [Recently Enrolled Students](#) or by doing a Quick search on the students last name or ID.



Open the student record by clicking on the name. This opens is the student demographic main page as shown below.

Homeroom: Elementary schools should select a homeroom and use the dropdown menu to assign the student to a class. A schedule for that student will be built automatically based on the homeroom selection.

Secondary schools can use the homeroom to reflect Seminar teachers or Teams. If set-up properly, this will enable secondary schools to sort reports more efficiently.



Counselor: Enter the student’s counselor if appropriate.

Rotation Date: Scroll down further to enter in the sponsor Rotation Date—the year an month the student will PCS back to the States or move to another Stateside base. The example below shows the code for October 2009.

Locker Number and Combination: Schools may also make use of the Locker Number and Locker Combination fields. Click on Save when finished. Note: You can quickly pull up various pages to edit student/contact information by clicking on the [Edit](#) links as circled in red above.

The screenshot shows the DoDEA Additional Information form. It contains the following fields: Counselor (with a dropdown menu and the example 'Jones' and 'ex. Ms. T.'), Rotation Date (with a dropdown menu and the example '200910'), Locker Number, and Locker Combination.

Sponsor’s Pay Grade: The final step is to enter the Sponsor Pay Grade. Click on the link to Contacts at the top left side of the screen. Locate the Sponsor and click on the name.

Chancery SMS™ Quick Search > Student Search Results > Contact List

Actions Edit Help Home | Log off |

Waterhouse, Daniel E 012345678 Gr-K M Aug 16, 2001

Selected: 0 Total: 5

| Contact Name | Relationship | Position |
|--|--------------|---------------------|
| <input type="checkbox"/> De Ruyter, Charlotte | Neighbor | Emergency Contact 1 |
| <input type="checkbox"/> Hyde, Anne | Neighbor | Fourth Contact |
| <input type="checkbox"/> Waterhouse, Calvin | Father | Third Contact |
| <input type="checkbox"/> Waterhouse, Drake | Father | First Contact |
| <input type="checkbox"/> Waterhouse, Elizabeth | Mother | Second Contact |

Other Family Contacts
No other family contacts to display.

In the Sponsor's Pay Grade section, use the dropdown menu to select the appropriate Pay Grade. Chose the *Other* pay grade if the pay grade is unknown.

Chancery SMS™ Quick Search > Student Search Results > Contact List > Contact

Actions Help

Contact - Maj Drake Waterhouse

Contact for student Daniel Waterhouse

Relationship to student: Father
Contact position: First Contact
Contact type: Sponsor

Contact settings: Lives with student
 Has custody of student
 Gets mailings for student
 Emergency
 Has permission to pick up student
Password:

Phone numbers: [Home Phone] 111-2233
[Work Phone] 222-2222
Home address: PSC 456 BOX 1722 APO, AP 96326

Sponsor's Pay Grade
(required for Sponsor only)
Pay Grade:

Click on the Save button and the registration is complete. Click on the *Home* button to return to the main screen.

Part VI: Adding a Sibling

To add a sibling, first open the student you just entered. Click on the *Registration* link on the left side of the screen and click on the *Continue* button to move to the next screen.

Notice that Step 3 now has active links available. Click on the link to [Register and Enroll a Sibling](#).

The screenshot shows the Chancery SMS interface for a student named Daniel E. Waterhouse. The left sidebar contains a navigation menu with categories like Demographics, Attendance, and PROGRAMS. The main content area displays three registration steps:

- Step 1: Enter Student Demographic Data**
 - [Update Registration Information](#)
 - [Enter Address Information and Other Student Data](#)
 - [DoDEA Registration](#)
 - [Add Student Contacts](#)
- Step 2: Enter Student Enrollment Data**
 - [Apply To Program](#)
 - [Enroll Student in a School](#)
- Step 3: Enter Additional Student Data**
 - [Manage Student's Family Data](#)
 - [Open Student Record](#)
 - [Register and Enroll a Sibling](#) (circled in red)

Work your way through the screens entering the student's information as you did with the first family member. The address information will be copied over from the first student.

Contact information will also copy to the new student. From the main registration page, click on the [Add Student Contacts](#) link to verify the contacts are listed correctly. Edit the contact information where it is not the same for both siblings. For example, the sponsor may be the mother of one student but the stepmother of another.

The screenshot shows the 'Contacts Overview' page for Emma Waterhouse (ID: 098765432). It includes buttons for 'Add...', 'Edit Relationships...', and 'Help'. Below the header, it lists 'Contacts currently assigned to the student' in a table:

| Name | Relationship | Contact Position |
|---------------------------------------|--------------------------|-------------------------------------|
| Waterhouse, Drake C. | Father | First Contact |
| Waterhouse, Elizabeth | Mother | Second Contact |
| Waterhouse, Calvin | Father | Third Contact |
| De Ruyter, Charlotte | Neighbor | Emergency Contact 1 |
| Hyde, Anne | Neighbor | Fourth Contact |

Below the table, it states: 'Other contacts in the family: There are no other contacts in the family.'

Continue to add students until all have been entered.

Entering Addresses in SMS

There are a couple of things to keep in mind when entering addresses into SMS.

1. City names are entered in the *City* field only for local addresses. For permanent stateside addresses and forwarding information for high schools, city names are entered in *Address Line 2* field.

This approach was adopted because in SMS all cities listed in the city setup list are displayed when a person is entering address information. For most stateside school districts, that is not a problem because there are only a few cities in the setup table. However, if our schools entered all cities used for permanent and forwarding addresses, the list would be too large to be manageable.

2. For local, off-base addresses, the equivalent of the city and province or prefecture (where necessary) should be listed in the city list.

3. For permanent stateside addresses and forwarding information in contact 4, enter the city as *Address Line 2* but enter the state and zip codes in their respective fields.

Suggestions

1. Military base names have been added to the cities setup list for use with on-base physical addresses. Their use is optional and preferable to using the APO or FPO city codes for on-base addresses because they do not refer to physical locations. You can use *Address Line 2* for the neighborhood.

2. Be sure to follow local regulations when setting up the military mailing address. Some locations require that the Unit be entered as *Address Line 1* because sponsors receive their mail at their place of work.

3. Guam physical addresses like mailing addresses should include the city, state, and zip code.

Titles by Branch of Service

The abbreviations of titles vary by branch of service even when ranks have the same name. Use the tables below to ensure that sponsors' titles are entered in SMS correctly for their branch of service.

Army

| Rank | Code |
|----------------------------|------|
| General | GEN |
| Lieutenant General | LTG |
| Major General | MG |
| Brigadier General | BG |
| Colonel | COL |
| Lieutenant Colonel | LTC |
| Major | MAJ |
| Captain | CPT |
| First Lieutenant | 1LT |
| Second Lieutenant | 2LT |
| Chief Warrant Officer | CW5 |
| Chief Warrant Officer 4 | CW4 |
| Chief Warrant Officer 3 | CW3 |
| Chief Warrant Officer 2 | CW2 |
| Warrant Officer 1 | WO1 |
| Sergeant Major of the Army | SMA |
| Command Sergeant Major | CSM |
| Sergeant Major | SGM |
| First Sergeant | 1SG |
| Master Sergeant | MSG |
| Platoon Sergeant | PSG |
| Sergeant First Class | SFC |
| Staff Sergeant | SSG |
| Sergeant | SGT |
| Corporal | CPL |
| Specialist | SPC |
| Private First Class | PFC |
| Private | PV2 |
| Private | PVT |

Air Force

| Rank | Code |
|--|----------|
| General | Gen |
| Lieutenant General | Lt Gen |
| Major General | Maj Gen |
| Brigadier General | Brig Gen |
| Colonel | Col |
| Lieutenant Colonel | Lt Col |
| Major | Maj |
| Captain | Capt |
| First Lieutenant | 1st Lt |
| Second Lieutenant | 2nd Lt |
| Chief Master Sergeant of the Air Force | CMSAF |
| Chief Master Sergeant | CMSgt |
| Senior Master Sergeant | SMSgt |
| Master Sergeant | MSgt |
| Technical Sergeant | TSgt |
| Staff Sergeant | SSgt |
| Sergeant/Senior Airman | Sgt/SrA |
| Airman First Class | A1C |
| Airman | Amn |
| Airman Basic | AB |

Navy

| Rank | Code |
|--|---------|
| Admiral | ADM |
| Vice Admiral | VADM |
| Rear Admiral | RADM(U) |
| Rear Admiral | RADM(L) |
| Captain | CAPT |
| Commander | CDR |
| Lieutenant Commander | LCDR |
| Lieutenant | LT |
| Lieutenant Junior Grade | LTJG |
| Ensign | ENS |
| Chief Warrant Officer 4 | CWO4 |
| Chief Warrant Officer 3 | CWO3 |
| Chief Warrant Officer 2 | CWO2 |
| Warrant Officer | WO1 |
| Master Chief Petty Officer of the Navy | MCPON |
| Master Chief Petty Officer | MCPO |
| Senior Chief Petty Officer | SCPO |
| Chief Petty Officer | CPO |
| Petty Officer 1 | PO1 |
| Petty Officer 2 | PO2 |
| Petty Officer 3 | PO3 |
| Seaman | SN |
| Seaman Apprentice | SA |
| Seaman Recruit | SR |

Marine Cops

| Rank | Code |
|------------------------------------|----------|
| General | Gen |
| Lieutenant General | LtGen |
| Major General | MajGen |
| Brigadier General | BGen |
| Colonel | Col |
| Lieutenant Colonel | LtCol |
| Major | Maj |
| Captain | Capt |
| First Lieutenant | 1st Lt |
| Second Lieutenant | 2nd Lt |
| Chief Warrant Officer 5 | CWO-5 |
| Chief Warrant Officer 4 | CWO-4 |
| Chief Warrant Officer 3 | CWO-3 |
| Chief Warrant Officer 2 | CWO-2 |
| Chief Warrant Officer 1 | CWO-1 |
| Sergeant Major of the Marine Corps | SgtMajMC |
| Sergeant Major | SgtMaj |
| Master Gunnery Sergeant | MGySgt |
| First Sergeant | 1stSgt |
| Master Sergeant | MSgt |
| Gunnery Sergeant | GySgt |
| Staff Sergeant | SSgt |
| Sergeant | Sgt |
| Corporal | Cpl |
| Lance Corporal | LCpl |
| Private First Class | PFC |
| Private | Pvt |

Civilian

| Title |
|------------|
| Ambassador |
| Chaplain |
| Dr. |
| Miss |
| Mr. |
| Mrs. |
| Ms. |
| Rev. |

Bahrain Only

| Title | Code |
|----------------|------|
| His Excellency | H E |
| Sheikh | Sh. |
| Sheikha | Sha. |