

Enrolling Students from Other Districts

State reporting requires that school districts report students whose place of residence is a school district other than the enrolling/attending district. If a student resides anywhere other than Jordan District (and most likely are here on permit) the "Entry/Withdraw tab" and the "School Path tab" in the Student Profile screen must reflect this.

When enrolling a student for the first time (using the "Add" button), there is a field on the Enrollment Information portion of the "Add" which indicates the "Resident District". If a student is coming from a district outside of Jordan, click the ***Resident District:** link and choose the district code the student's current (enrolling) address is in. (If a student is moving here from another district, but currently HAS a Jordan District address, use Jordan District's code, which is 14.) Change this field only if a student's current address is out of Jordan District's boundary.

New Student Enrollment
Enter Enrollment Information for STUDENT TEST (TEST STU000)

Enrollment Information

* Enrollment Date: 08/21/2018
* Entry Code: XX GENERAL ENTRY
Percent Enrolled: 100 PSEO Hrs: 0
Comment:
* School: 109 BLUFFDALE ELEMENTARY
* Calendar: 109 TRADITIONAL

* Student Type: R REGULAR
* Resident District: 14 Jordan School District
Transportation:

Save and Add Family
Finish
Back
Default E/W Options

Enrollment History - No Prior Enrollment

Default Entity	Entity	Enrollment Date	Enroll Code	Entry Description	% Enr
There are no records to display; check your filter settings.					

0 records displayed
Asterisk (*) denotes a required field

District Codes

Views: General Filters: *All District Codes

Code	District Name	State	Type
39	Logan City	UT	REG
40	Murray	UT	REG
42	Canyons	UT	REG
99	Non Utah Resident	OK	REG

New Student Enrollment
Enter Enrollment Information for STUDENT TEST (TEST STU000)

Enrollment Information

* Enrollment Date: 08/21/2018
* Entry Code: XX GENERAL ENTRY
Percent Enrolled: 100 PSEO Hrs: 0
Comment:
* School: 109 BLUFFDALE ELEMENTARY
* Calendar: 109 TRADITIONAL

* Student Type: R REGULAR
* Resident District: 42 Canyons
Transportation:

Save and Add Family
Finish
Back
Default E/W Options

If a student's district of residence changes, or information needs to be corrected, click "Edit" in the Entry/Withdraw tab, enter the new data, and click "Save".

Entry/Withdrawal Maintenance

Expand All Sections Collapse All Sections

Entry Information

Student: TEST, STUDENT Current Entity: 109

* Entry Date: 08/21/2018 % Enrolled: 100
Grade/Grad Yr: 11 2020 GLO:
* Entry Code: XX GENERAL ENTRY
Comment:
* School: 109 BLUFFDALE ELEMENTARY Nbr: 0109
* Calendar: 109 TRADITIONAL
* Student Type: R REGULAR
* Res Dist: 42 Canyons UT

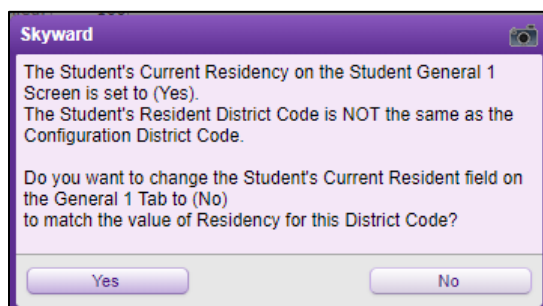
Do Not Report as School of Record ?

Withdrawal Information

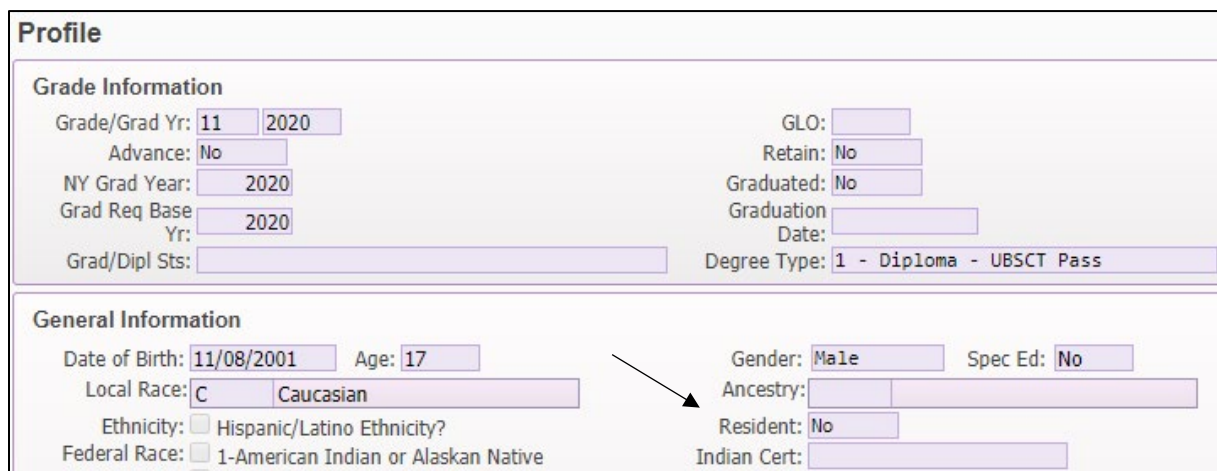
Asterisk (*) denotes a required field

Save
History
Defaults
Back

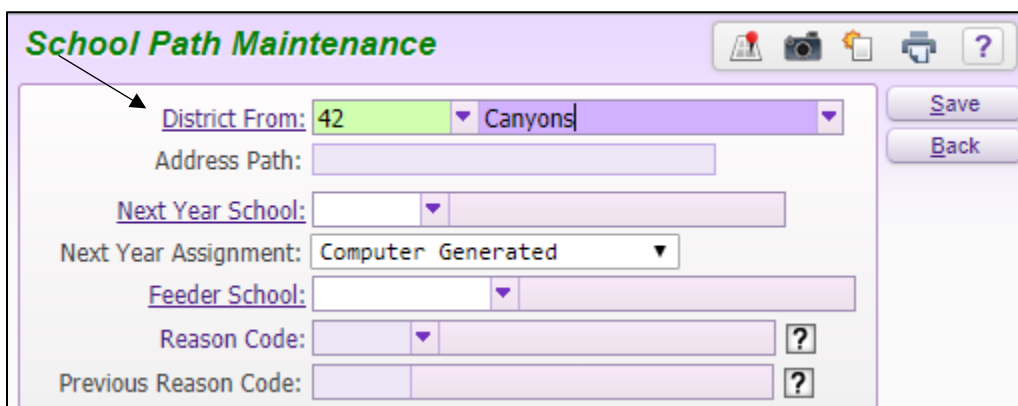
A warning may appear. Click "Yes" to agree.



The Student's General 1 Profile screen now agrees with the Entry/Withdraw tab.

A screenshot of the "Profile" screen in Skyward. It is divided into two sections: "Grade Information" and "General Information".
Grade Information:
Grade/Grad Yr: 11 2020
Advance: No
NY Grad Year: 2020
Grad Req Base Yr: 2020
Grad/Dipl Sts: [empty]
GLO: [empty]
Retain: No
Graduated: No
Graduation Date: [empty]
Degree Type: 1 - Diploma - UBSCT Pass
General Information:
Date of Birth: 11/08/2001 Age: 17
Local Race: C Caucasian
Ethnicity: [] Hispanic/Latino Ethnicity?
Federal Race: [] 1-American Indian or Alaskan Native
Gender: Male Spec Ed: No
Ancestry: [empty]
Resident: No
Indian Cert: [empty]
An arrow points from the "Resident: No" field to the "Local Race: C Caucasian" field.

In addition, the School Path tab should agree with the information entered in the Entry/Withdraw tab and the Profile screen. In the School Path tab, click "Edit". Enter the same district code number in the "District From:" field that was used in the Entry/Withdraw tab (the district of residence), and click "Save". NOTE: This field is not a "Previous District" field. If the student's current address is a Jordan District address, this field should reflect Jordan's code which is 14.

A screenshot of the "School Path Maintenance" screen. It has a purple header with the title "School Path Maintenance" in green. On the right are icons for a location pin, camera, document, printer, and help. Below the header are several fields:
District From: 42 [dropdown arrow] Canyons [dropdown arrow]
Address Path: [empty]
Next Year School: [empty] [dropdown arrow]
Next Year Assignment: Computer Generated [dropdown arrow]
Feeder School: [empty] [dropdown arrow]
Reason Code: [empty] [dropdown arrow] [?] [?] (two question mark icons)
Previous Reason Code: [empty] [dropdown arrow] [?] [?] (two question mark icons)
On the right side are two buttons: "Save" and "Back". An arrow points from the "District From:" field to the "Save" button.

Any additional questions? Call Planning and Enrollment at 801-567-8183 or XT 88183