

## 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:

**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
1 39	Logan City	UT	REG
2 40	Murray	UT	REG
3 42	Canyons	UT	REG
4 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:

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**

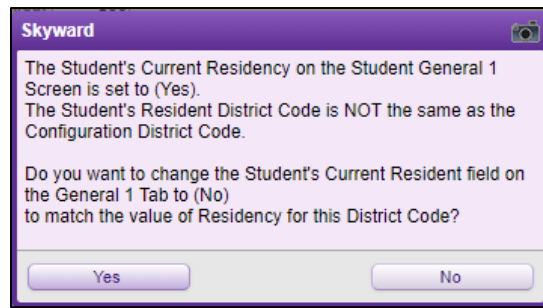
Student: TEST, STUDENT Current Entity: 109

\* 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 ?

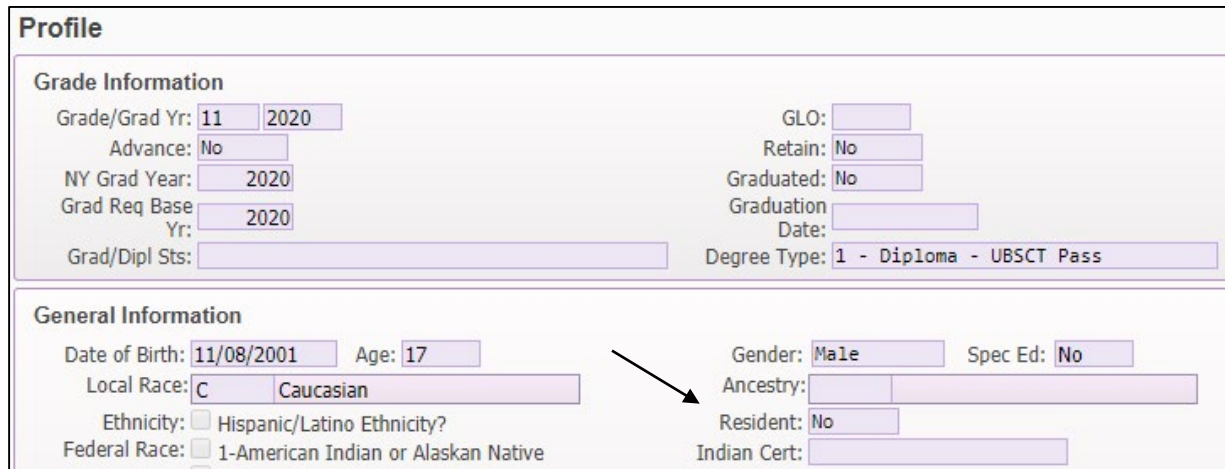
**Withdrawal Information**

Asterisk (\*) denotes a required field

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



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



The "Profile" screen is divided into two sections: "Grade Information" and "General Information".

**Grade Information:**

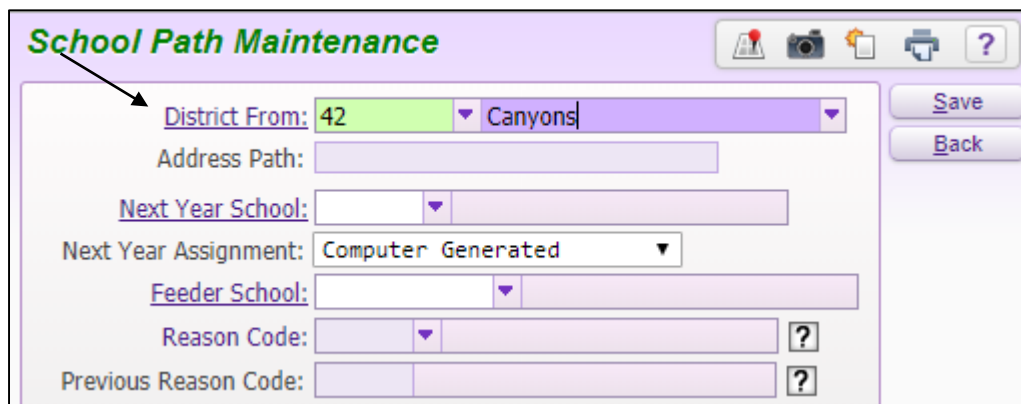
Grade/Grad Yr:	11	2020	GLO:	
Advance:	No		Retain:	No
NY Grad Year:	2020		Graduated:	No
Grad Req Base Yr:	2020		Graduation Date:	
Grad/Dipl Sts:			Degree Type:	1 - Diploma - UBSCT Pass

**General Information:**

Date of Birth:	11/08/2001	Age:	17	Gender:	Male	Spec Ed:	No
Local Race:	C	Caucasian		Ancestry:			
Ethnicity:	<input type="checkbox"/> Hispanic/Latino Ethnicity?						
Federal Race:	<input type="checkbox"/> 1-American Indian or Alaskan Native						
				Resident:	No		
				Indian Cert:			

An arrow points from the "Local Race" field to the "Resident" 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.



The "School Path Maintenance" screen has a purple header with the title in green. It contains several fields and a "District From:" dropdown menu. An arrow points to the "District From:" field, which is set to "42" and "Canyons".

Fields include:

- District From: 42 (highlighted in green) | Canyons
- Address Path: [Empty]
- Next Year School: [Empty]
- Next Year Assignment: Computer Generated
- Feeder School: [Empty]
- Reason Code: [Empty] ?
- Previous Reason Code: [Empty] ?

Buttons: Save, Back

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