



District Enrollment Setup (MOSIS Modifications)

Overview

The following outlines tables which need to be established in District Setup before using the **WeBSIS Student Demographic** application. These steps will direct you through these tables for district and state student information management. WeBSIS blends both district and state data reporting requirements uniquely to allow district staff to perform their district duties while at the same time facilitating the districts state reporting obligations as well.

Phase 1. Establishing District Tables

The following tables are defined under the **District Setup** menu.

Step 1. District Gender Codes

Here you establish the gender codes you wish to use. These can be different from the state if needed. Once you define a gender code you are also able to assign the gender state code to your district code definition. For state reporting and file creation the system will use the state definition automatically.

Step 2. District Grade Levels

Here you establish the grade levels you wish to use. These can be different from the state if needed. Once you define a grade level you are also able to assign the grade level state code to your district code definition. For state reporting and file creation the system will use the state definition automatically.

Step 3. State District Schools

Lumen Software provides a state list of all schools for your state. If for some reason a school does not exist you are able to add them yourself. However we recommend you select the **Merge** option which will automatically load all of your states school codes into your system.

Step 4. Student Enrollment Codes

Here you establish the Student Enrollment Codes you wish to use. These can be different from the state if needed. Once you define a Student Enrollment Code you are also able to assign the Student Enrollment Code state code to your district code definition. For state reporting and file creation the system will use the state definition automatically.

Step 5. Withdrawal Codes

Here you establish the Withdrawal Codes you wish to use. These can be different from the state if needed. Once you define a Withdrawal Code you are also able to assign the Withdrawal Code state code to your district code definition. For state reporting and file creation the system will use the state definition automatically.

Step 6. District Followup Placement Relation Codes

Here you establish the District Followup Placement Relation Codes you wish to use. These can be different from the state if needed. Once you define a District Followup Placement Relation Code you are also able to assign the District Followup Placement Relation Code state code to your district code definition. For state reporting and file creation the system will use the state definition automatically.

Step 7. District Followup Status Codes

Here you establish the District Followup Status Codes you wish to use. These can be different from the state if needed. Once you define a District Followup Status Code you are also able to assign the District Followup Status Code state code to your district code definition. For state reporting and file creation the system will use the state definition automatically.

Step 8. District Resident Status Codes

Here you establish the District Resident Status Codes you wish to use. These can be different from the state if needed. Once you define a District Resident Status Code you are also able to assign the District Resident Status Code state code to your district code definition. For state reporting and file creation the system will use the state definition automatically.

Step 9. Sp Ed Instructional Time

Here you establish the Sp Ed Instructional Time Codes you wish to use.

Step 10. LEP Status

This is updated in a different area. **District, LEP Student Assessment, LEP Settings.** Here you define the **LEP Status** only at this time. It is most likely this has not been established before. If it has not when you select the LEP Status application you will receive the message below. You will want to answer yes to this option. This will populate your table with the State of Missouri status for **NRC – Not Receiving Services** and also convert all student records to that status. *Note: If you do not accept you will need to enter the LEP Codes and assign them to the state codes and enter on each student.* The **LEP Status** field is entered under the **Student Demographic, NLCB** tab.

LEP - LEP Settings

File View

Back Next Search Clear Refresh LEP Settings

General **LEP Status** 0.073

LEP Status **Total:** 0 **Delete** **Add New**

#	Status	Sequence	End date	State Code
There is no data...				

<< 1 of 0 Recs: 25

The page at https://websis.lumensoftware.com says:

Do you want to create default LEP status NRC (Not Receiving Services) and assign it to all students?

OK Cancel

Phase 2. Managing Student Demographic and Enrollment Information

The following describes the way in which you enter student enrollment information.

Step 1. Maintaining a Students Enrollment Status

Student tab

Student Status

This is a WeBSIS field which is used by some programs to determine what students should be included on lists etc. This field should be active as long as a student has some affiliation with the school district. It is important to note that this field is often NOT what determines if a student is ENROLLED however. The Enrollment tab and the information here is what determines if a student is enrolled by many reports and applications. For example, if a student is not showing enrolled then they should not be included in attendance. The **Student Status** field was created as a means by which any user could understand if a student was active or inactive. Analyzing the enrollment information requires a user to understand how enrollment controls a student's information. See the screen shot below.

Enrollment Status

This is a WeBSIS field as well which can be used by certain states to identify such students. It is also helpful a general information.

State ID Number

This holds a student's assigned state unique student ID number. This field will have an automated update application found under **District State Functions – (your state)**. You may also enter this number directly into the students record here as well.

Resident Type, County, Attending School, Resident School, Enrollment Code

These fields have been replaced by new fields under the **Enrollment History** (*Enrollment tab*) (Enrollment History. Even though they still appear here they are *read only*. For previous installed clients these fields were converted automatically and moved to the **Enrollment History**.

Lumen Car Red - Mozilla Firefox

http://setup1.lumensoftware.com/uplinkos/lumen.php

Faculty Portal Lic | GeKL - KC Office - 1.8 | Lumen Car Red | KeywordSpy

System Thursday 10/19/2007 8:52 am

School Student Demographics (Admin Access) - School Student Demographics (Abbott Iesha Lumen ID 19873)

File View Search Clear Refresh Menu

Guardians Groupings Emergency Enrollment Transportation Locker State Info

Enrollment History for 0.02

Total: 1 Delete Add New

#	Attending School	Enrollment Date	Withdrawal Date	Withdrawal Code
1	District: CARUTHERSVILLE 18 (078012) School: CARUTHERSVILLE ELEM.	01/25/2006	-	

<< >> 1 of 1 Recs: 25

Student Status: Active In-Active

Enrollment Status: Full Time Part Time

Date of Birth: 10-01-1997 Today ... (mm-dd-yyyy)

Gender: Female

Race/Ethnicity: 05/White

External ID Number:

Student ID Number (Ext2):

Federal ID Number: 497066445

State ID Number: 8490513244

Medicaid Number:

Homeroom Instructor: CLAYTON, KAREN

Homeroom #: 7

Resident Type: Resident Non-Resident Parent Tuition

County: 001 - Adair

Attending School: District: WeBSIS Demo School District (078012)
School: Elementary School PK-5

Resident School: District: WeBSIS Demo School District (078012)
School: Elementary School PK-5

Enrollment Code: None Selected

To List Save & Edit Save & Add

EzStart WeBSIS MOSIS Report School Student Demog School State Functions 40:03

undefined

start Search Web Russ Buddy List iTunes Inbox in iDele... 2 Microsoft Of... Lumen Car Red ... 8:52 AM

General tab

Screen shot below.

Enrollment Date, Withdrawal Date, Withdrawal Code

These fields have been replaced by new fields under the **Enrollment History** (*Enrollment tab*) (Enrollment History. Even though they still appear here they are *read only*. For previous installed clients these fields were converted automatically and moved to the **Enrollment History**.

Grade Level

This field indicates the grade level of a student.

The screenshot displays the Lumen Car Red software interface within a Mozilla Firefox browser window. The browser address bar shows the URL: `http://setup1.lumensoftware.com/uplinkos/lumen.php`. The page title is "School Student Demographics (Admin Access) - School Student Demographics (Abbott Iesha Lumen ID 19873)".

The interface is divided into two main sections:

- Add/Edit Student (0.008):** This section contains various fields for student information:
 - Enrollment Date:** 01/25/2006 (Today) (mm-dd-yyyy)
 - Grade Level:** 04
 - Anticipated Graduation School Year:** None Selected
 - Sp Ed Student:** No Yes
 - 504 Student:** No Yes
 - Gifted Program:** No Yes
 - Title I:** No Yes
 - Migrant:** No Yes
 - Career Education:** No Yes
 - Primary Language or Comm. Model(s):** 0400 - English
 - Language Used at Home:** 0400 - English
 - Language of Parent:** 0400 - English
 - Withdrawal Date:** (mm-dd-yyyy)
 - Withdrawal Code:** None Selected
 - Graduation Date:** (mm-dd-yyyy)
- Adjust Enrollment History for (0.003):** This section contains fields for enrollment and withdrawal details:
 - Enrollment Date:** 01/25/2006 (Null) (Today) (mm-dd-yyyy)
 - Enrollment Code:** Not Selected
 - Resident Status Code:** N - Not Resident
 - Attending School:** CARUTHERSVILLE 18 - CARUTHERSVILLE ELEM.
 - Resident School:** Search
 - County:** Not Selected
 - Withdrawal Date:** (mm-dd-yyyy)
 - Withdrawal Code:** Not Selected
 - Followup Status Codes:** Not Selected
 - Followup Placement Relation Codes:** Not Selected

At the bottom of the "Add/Edit Student" section, there are buttons for "To List", "Save & Edit", and "Save & Add". The "Adjust Enrollment History" section has buttons for "Cancel", "Save & Finish", and "Save & Add".

The system status bar at the top right indicates "Thursday 10/19/2007 9:23 am". The taskbar at the bottom shows the Windows Start button, search bar, and several open applications including "EzStart", "WeBSIS MOSIS Report", "School Student Demog...", and "School State Functions". The system clock shows "34:47".

Phase 3. Enrollment History (*Enrollment tab*)

The following describes the way in which you enter student enrollment information. This is a very important area which controls whether a student is enrolled or not enrolled in school. It is also used by attendance calculations and other areas as well. The purpose of the **Enrollment History** is to track when a student was enrolled in a school and district. The Student Course Enrollment tracks when enrolled in a course but **Enrollment History** tracks when the student was enrolled in the district.

Below is a screen shot of the **Enrollment** tab. In this case it shows one entry for a student. A student could have many entries in this location depending on how many times a student may have left and returned to the district. This is important to track this information in this manner as the federal government has asked to track how long a student has been enrolled in your district not only for the current school year but for the student's entire public education experience. Because of this states are now asking for such information. **Note:** *WeBSIS is setup to calculate such state required fields for you automatically.*

There should be **NO OVERLAPPING** enrollment dates. The system allows you to enter whatever dates you need into the system to make the appropriate adjustments but these dates should never overlap.

The screenshot displays the Lumen Car Red web application interface. The main window is titled "School Student Demographics (Admin Access) - School Student Demographics (Abbott Iesha Lumen ID 19873)". The interface is divided into two main sections: "Add/Edit Student" and "Enrollment History".

Add/Edit Student (0.008):

- ELL Information:** Includes fields for Country of Origin, Immigrant status (No/Yes), Year Entered the United States, Date first enrolled in U.S. Schools (mm-dd-yyyy), Number of Months in USA, ELL Monitoring (No/Yes), ELL (Receiving Services) (No/Yes), ELL Title III (No/Yes), and ELL Primary Language Spoken (0400 - English).
- Miscellaneous:** Includes Federal Lands (No/Yes).
- Update Information:** Shows Last User (gsupport) and Last Update (06-14-2007 09:30:37am).
- Buttons: To List, Save & Edit, Save & Add.

Enrollment History for (0.094):

#	Attending School	Enrollment Date	Withdrawal Date	Withdrawal Code
1	District: CARUTHERSVILLE 18 (079012) School: CARUTHERSVILLE ELEM.	01/25/2006		

Navigation: 1 of 1, Recs: 25

When enrolling a student into the district the first time you should select the **Add New** option. If you wish to edit or view an existing Enrollment History record you click on the enrollment record listed you wish to access. Please see the screen shot below.

Enrollment Date

This is the date the student is enrolling into the district. This may also be a re-enrolling into the district date.

Enrollment Code

This allows you to select from your district enrollment codes. These codes may also be associated to state codes as well where you define your enrollment codes to be used by the district.

Resident Status Code

This allows you to select from your resident status codes. These codes may also be associated to state codes as well where you define your resident status codes to be used by the district.

Attending School

Here you select the school the student is attending.

Resident School

Here you select the resident school the student would have attended.

County

Select the county the student lives within.

Withdrawal Date

Enter the date the student withdrew from your school district. If this date is blank this indicates to the system this student is still enrolled.

Withdrawal Code

This allows you to select from your district withdrawal codes. These codes may also be associated to state codes as well where you define your withdrawal codes to be used by the district.

Followup Status Codes

This allows you to select from your district followup status codes. These codes may also be associated to state codes as well where you define your followup codes to be used by the district.

Followup Placement Relation Codes

This allows you to select from your district followup placement relation codes. These codes may also be associated to state codes as well where you define your followup placement relation codes to be used by the district.

Phase 4. State Info (Your states information tab(s))

The following describes how state specific fields are maintained on a student. Many states track information that is specific to that state and would not be used by others. WeBSIS provides for State tabs to access this information. The screen shot below is for Missouri specific requirements but the processing of this screen is the same for all states.

Automated Updates of Fields and Locking of Field

The system provides for an automated update to the state fields whenever possible. This application is found under the **District State Functions – (your state)** menu.

In the example below the **MO In building less than a year** is a field that is updated by the **MO State Information Mass Update** application. The lock icon at the end of this field may be clicked on to **lock** the data however so the mass update process will not update this field when processed. This is helpful when handling some unusual circumstance for state reporting.

The screenshot shows the 'Add/Edit Student' form in the Lumen Car Red application. The 'State Info' tab is selected, displaying Missouri-specific information. The form includes fields for 'MO In building less than a year', 'MO In District less than a year', 'MO Voluntary Transfer Student', 'MO Option Program', 'Membership FTE', 'One Prior 10 Day Attendance', 'Enrolled On Count Date', 'Enrolled All Year', 'First Year Freshman', 'Homeless', and 'A+ Student'. Each field has radio buttons for 'Yes' or 'No' and a lock icon. The 'Homeless' field has a dropdown menu set to 'NOT HOMELESS'. The 'A+ Student' field has a dropdown menu set to 'NO'. The 'Save' button is visible at the bottom right of the form.

Missouri State Information Processing

The mass update of this information is found under **EzStart, District State Functions – MO, WeBSIS MOSIS Reporting, MO State Information Mass Update**.

Fields Which Need Entered Manually

MO Voluntary Transfer Student

MO Option Program

Homeless

Unique Field Information

A+ Student

A+ student's are flagged based on the data entered in the **EzStart, District State Functions – MO, Missouri A+ Program application.**