

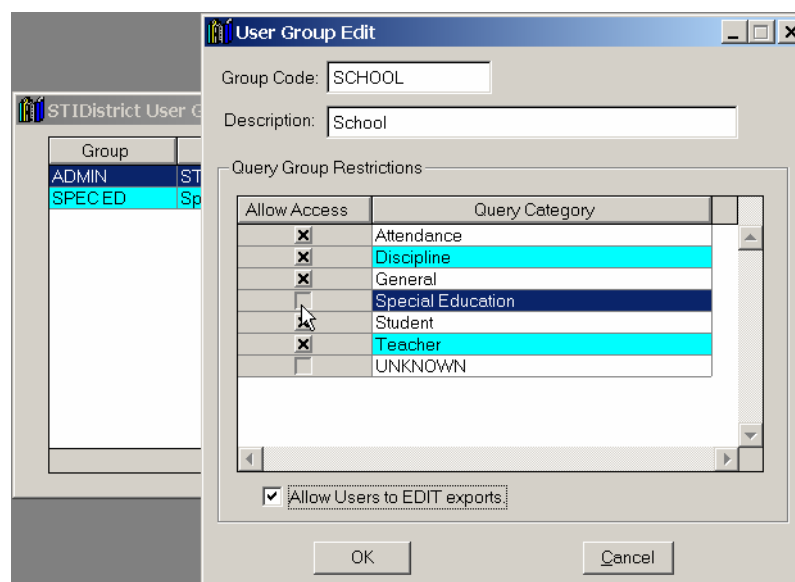
STIDistrict Enrollment – Basics

District Level Setup

To set up the District database in order to use the STIDistrict Enrollment program, open the STIDistrict Workstation and perform the steps that are provided in this document.

Before installing and using STIDistrict Enrollment at schools, do the following in the STIDistrict Workstation:

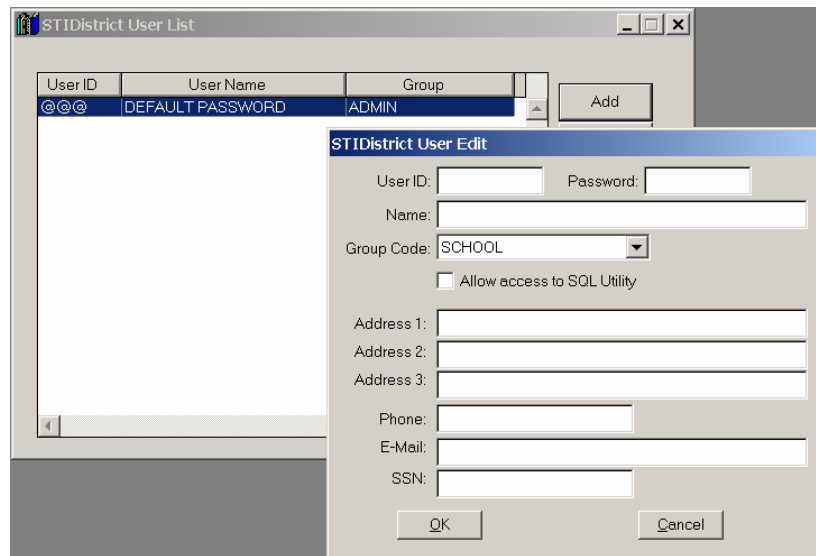
- Go to **File | User Security Setup Menu | Edit User Groups** and **Add** a user account that may be used by schools to log into the program.



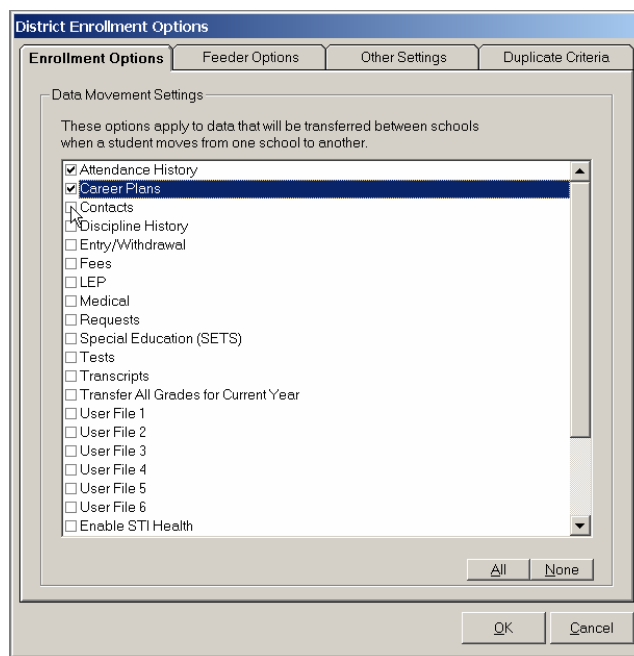
- Give the account a *Group Code* and *Description* of your choosing. Then select the access options to provide to users within that group.

- Go to **File | User Security Setup Menu | Edit Users** and **Add** a new user, selecting the new group code of *School*.
- Enter other applicable information as necessary. The *User ID* and *Password* entered here will be used by schools to log in to the program.

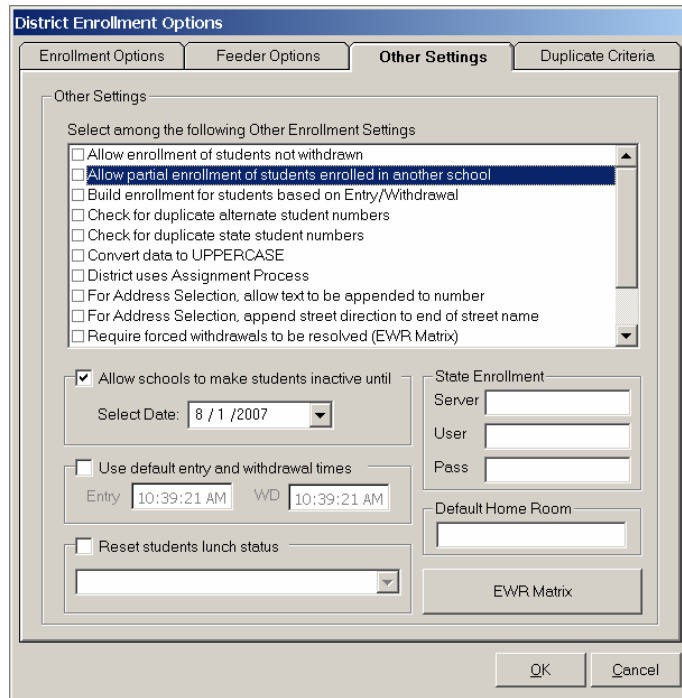
Note: The district may elect to create a single account for all school users, or individual accounts may be set up for each school user.



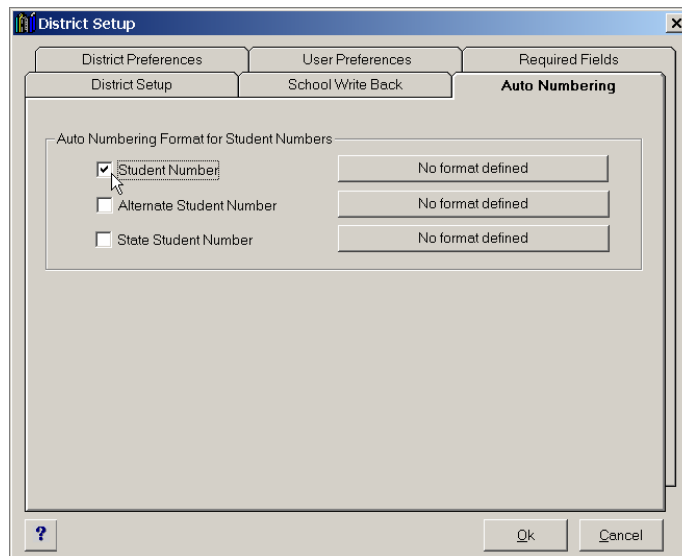
- Click on **File | District Setup Menu | Enrollment Settings**. In the *Enrollment Options* tab, choose your data movement settings by checking each type of data that is to be transferred when students move from one school within the district to another.



- In the *Other Settings* tab, check the options desired.



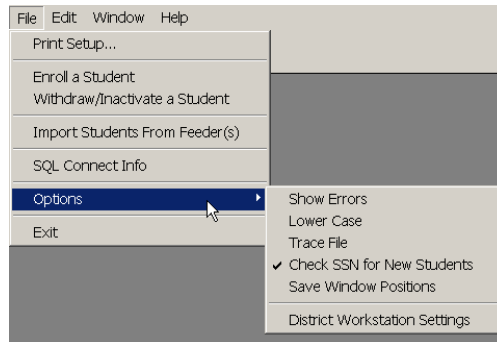
- To have the program automatically generate Student Numbers, Alternate Student Numbers and/or State Numbers, click on **File | District Setup Menu | District Setup** and select the *Auto Numbering* tab. Then select the appropriate options.



School Level Setup

To set up the STIDistrict Enrollment Workstation options, open the STIDistrict Enrollment workstation (these options will need to be set up on each STIDistrict Enrollment workstation) and perform the following steps:

- Click on **File | Options**.



- Select setup options by clicking on each item. Note that the menu will close after a single option is selected (indicated by a checkmark). Re-open the *Options* menu as necessary to select all desired options.

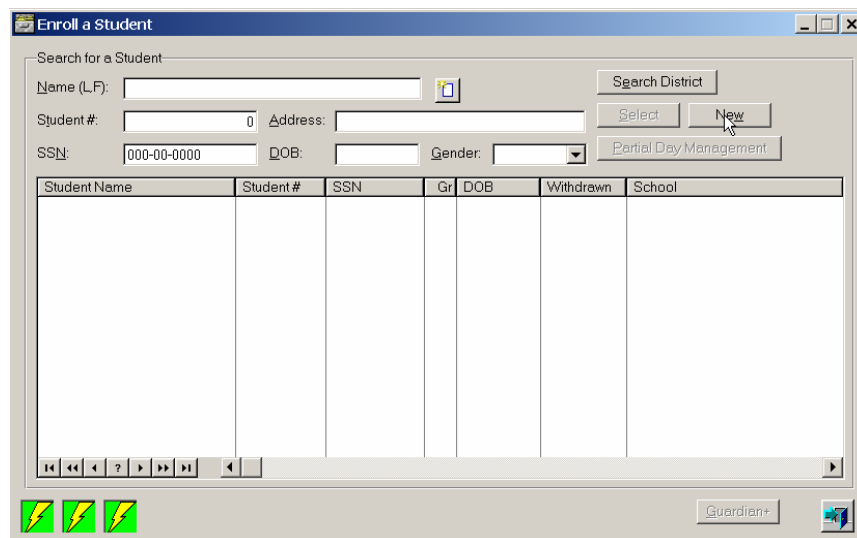
Enrolling a New Student

To enroll a new student into your district-level and school-level databases, open STIDistrict Enrollment and perform the following steps:

Note: If you use STIState, the following procedure should only be done if the student is enrolling in the state for the first time.

New for 2007-2008: When enrolling a new student, the user must select a *Primary Language*.

- Click on **File | Enroll a Student** (or click the + button).
- Click **New**.



- Enter the student's information and then click **Enroll**.

STISets Student Data Movement

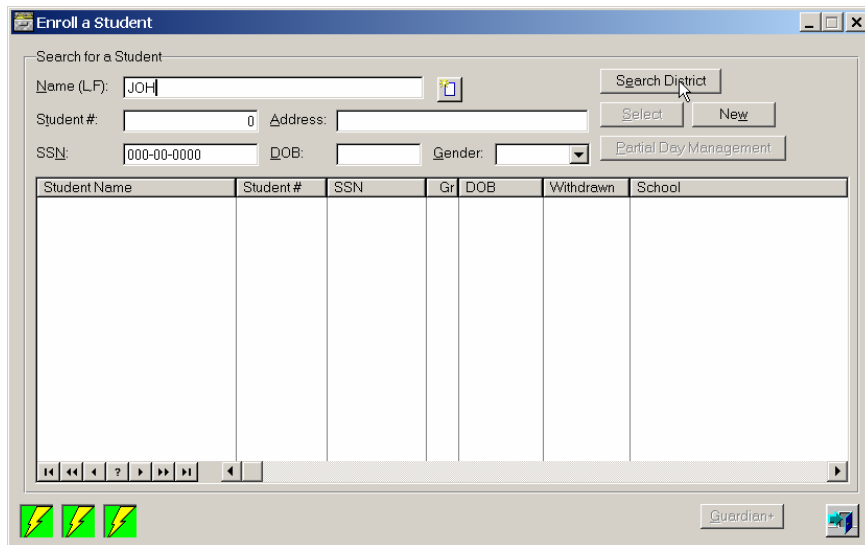
If the district wishes to move STISets data along with the student, the installer should select this option when prompted during installation. However, if STISets data movement is added after installation has been performed, or if the datapath to the STISets data is changed at any point, the user must edit the *enrini.tps* file (located in the *ssts2* directory on the STIOffice data server), using Microsoft Notepad to open the file, and type in the STISets datapath in the space provided.

Note: AL users will NOT move STISets data via STIDistrict Enrollment due to STISETSWeb.

Transferring an Existing Student

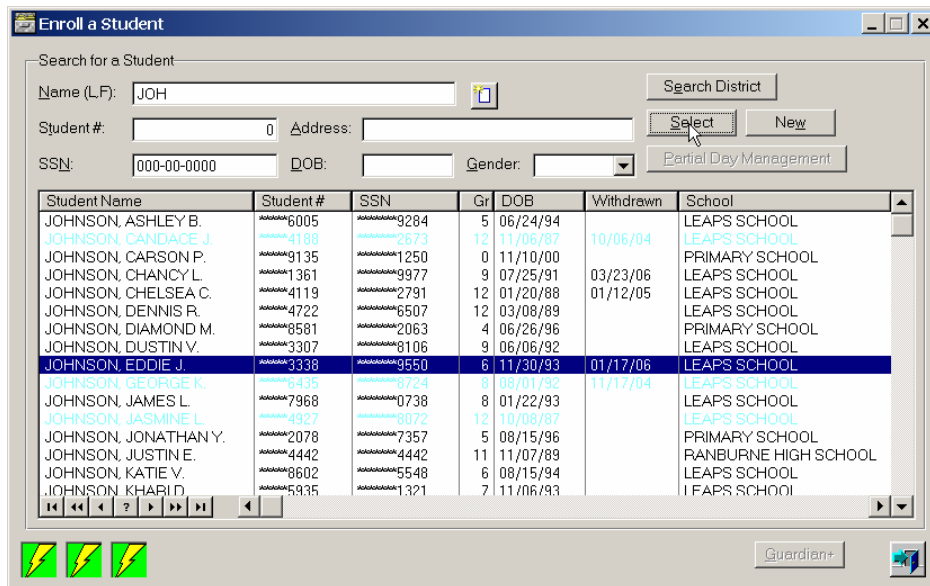
To transfer an existing student from one school to another, open the STIDistrict Enrollment Workstation and perform the following steps:

- Click on **File | Enroll a Student** (or click the + button).
- Type in at least two characters of the student’s last name and click **Search District**.



- A list of students whose last names begin with the characters entered above will appear. Click on the student to enroll and then click **Select**.

Note that students listed in gray font cannot be enrolled; students listed in blue font are currently marked Inactive in the system.



- Enter all necessary information and click **Enroll**.

Withdrawing a Student

To withdraw a student from your district-level and school-level databases, open STIDistrict Enrollment and perform the following steps:

- Click **File | Withdraw/Inactivate a Student** or click the – (minus) button.
- Type in at least two characters of the student’s last name and click **Search**.

- Select the student you wish to withdraw and then click **Withdraw**.

Search for a Student

Name (L,F): JO Search Clear

Student #: 0 Withdraw Set Inactive

Student Name	Student #	Gr	Home Rm	DOB	Withdrawn
JOHNSON, EDDIE J.	[redacted]	8	0511	11/30/93	

- Enter all necessary information in the next screen and click **Withdraw** again.

Record will be Added (JOHNSON, ASHLEY B.)

Withdraw Student

Student Name: JOHNSON, ASHLEY B.

Student #: [redacted] Grade: 05

Home Room: 051 Special Ed.

Withdraw Date: 11/07/06 Time: 8:52AM

Cgde: [dropdown menu]

From/To: [text field]

Note: [text area]

Public School Choice

Withdraw Cancel

Inactivating a Student

To inactivate a student from your district-level and school-level database, perform the steps listed below in the STIDistrict Enrollment Workstation.

Note: This option must be first be set up in the STIDistrict Workstation under **File | District Setup Menu/ | Enrollment Settings | Other Settings** tab. Check the box labeled *Allow schools to make students inactive until* and then choose the appropriate date.

District Enrollment Options

Enrollment Options Feeder Options **Other Settings** Duplicate Criteria

Other Settings

Select among the following Other Enrollment Settings

- Allow enrollment of students not withdrawn
- Allow partial enrollment of students enrolled in another school
- Build enrollment for students based on Entry/Withdrawal
- Check for duplicate alternate student numbers
- Check for duplicate state student numbers
- Convert data to UPPERCASE
- District uses Assignment Process
- For Address Selection, allow text to be appended to number
- For Address Selection, append street direction to end of street name
- Require forced withdrawals to be resolved (EWR Matrix)

Allow schools to make students inactive until

Select Date: 8 / 1 / 2007

State Enrollment

Server: _____

User: _____

Pass: _____

Default Home Room: _____

EWR Matrix

Use default er

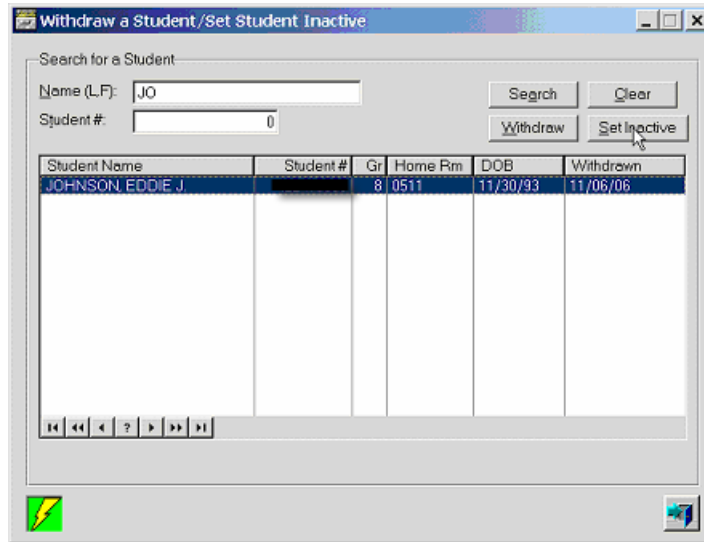
Entry: 4:06:00

Reset student

OK Cancel

- Click **File | Withdraw/Inactivate a Student** or click the – (minus) button.
- Type in at least two characters of the student’s last name and click **Search**.

- Select the student you wish to inactivate and then click **Set Inactive**.



- Select the desired options and click **Apply**.

