

Admission Tips:

1. Serious state reporting errors occur when an admit/withdraw, or, withdraw/admit occur on the same date. Either enroll the student for the next school day or contact the eSIS Help Desk for assistance. This tip also applies to cross-enrollments.
2. Use the right (or left) arrow at the bottom of the Basic screen to page through all screens required to complete the enrollment process.
3. Always use the '?' button to query an address. Otherwise, catchment areas will not be assigned properly. Contact the eSIS Help Desk if an address is not in eSIS.
4. Select logical Admission Reasons and Status codes. For example: A student living outside the district should not have 'Attendance Zone Resident' as their Admission Status code.
5. The Admission Reason for homeschool students that are attending your school part-time is "part-time home school". Please use this reason for any student that is in this situation. For example: student is home schooled for 5 classes and attends your school for 1 class.
6. A student's birth place is now required for new enrollees. Update current student records as time allows. This information will assist with state and district reporting.
7. At the beginning of the school year, you have the option of using the Admission Reason 'No Show 1st 4 days' to exclude a student from reporting on the P223. Remember to correct the Admission Reason if the student returns to school. Remember, only students who have attended your building within the first four days of school can be counted on the P223 report.
8. The 2011-12 WA State Enrollment Handbook can be located on the District Website at: District Website > For Staff > Online Tools > eSIS Information > State Documentation > Enrollment Handbook 2011-12 Final

Withdrawal Tips:

1. Select a logical withdrawal reason. Note: The following withdrawals can be considered a confirmed transfer- Home based students, J1 and F1 Visa students, Private School students, a confirmed records request, and enrollment information obtained from the Student Records Exchange.
2. Planned Destination field – type what is known, e.g. mom says students will attend Federal Way HS in Federal Way SD – type Federal Way HS and select the appropriate value from the drop down menu next to the and/or field.
3. 'No Show' button – Use with caution, this button deletes data. All data at the student's current school location will be deleted. Data from a previous school location will not be deleted. Example: Middle School records will not be deleted when selecting 'no-show' to withdraw a 9th grade student who did not show up at High School. Most commonly used when a student is enrolled by mistake or when a student does not show up at a new school for the beginning of the school year.
4. 'No Show' withdrawal code- Use this withdrawal code at the beginning of the school year when the student has attended your building previously and did not return to your school or when you pre-enrolled a student and they did not show.
5. Send a 'Confirmed Records Request' form to the eSIS Help Desk after receiving an official records request for a previously withdrawn student with a Transfer-Out-Not Confirmed withdrawal code. SIS staff will update the withdrawal code to Transfer Out-Confirmed and update the destination info, improving the school and district drop-out rate.