

Quick Guide for Admit-Enroll – Basic Student Demographics

If this is a new student, follow the instructions below for Basic Student Demographics data entry. If this is a returning/continuing student, but new to your school, update any student information, especially the Admission Status field. **** New State & Federal reporting requirements for Race & Ethnicity****

A minimum of one selection is required for both Ethnicity and Race fields. Click on the ? button to view and select the code(s).


Ethnicity- Identify students as having one or more Hispanic/Latino ethnicity or as Not Hispanic/Latino. 'Multi-Ethnicities' will display on the screen when multiple Hispanic/Latino ethnicities have been selected. No other ethnicity selection is allowed when selecting 'Not Hispanic/Latino'.

Race- Select one or more Race options. 'Multi' will display on the screen if more than one race option has been selected.

Important:

Address: Type in the house number, then click the question mark icon to the right to **query** the correct street number. This is *not* a free-form typing field.

Admission Status: For accurate reporting, be sure to choose the appropriate status from the drop-down menu, if different from the default.

1. All **required** information fields on the Basic screen are bolded. Follow the enrollment form carefully as you enter or update each field.
2. When all fields have been entered, click the **Save** icon in the lower right corner. At the prompts:
 - Consult the student's enrollment form to verify **Release of Information** status.
 - When asked about **creating an attendance record**, click **Yes**, then type the student's first date of attendance at your school. The default is the current date. You can enter a future date if the student is not starting school the same day you enter the admission information.
 - If you choose **No** when asked about an Attendance Record, the student will be enrolled at your school; however, you will need to go back and register them before assigning courses and/or taking attendance.
3. To add or update other student information from the enrollment form, including Parents, Contacts, Medical, etc., click on the  arrow to navigate to the next screen.

Need Help?

Try the **Help** feature located on each eSIS screen **OR** call the eSIS Help Line at **571.eSIS (3747)**