Iowa Enrollment
Adding, Re-entering, or Activating Students

January 2020
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Overview

Students can be "included" in your database in a variety of ways

Attendance – Student – Add Student
Attendance – Student – Re-enter Student
Edit – Student Data "activating"

Each option has a similar purpose but a slightly different net effect

Add/Re-enter/Activate

Attendance – Student – Add Student

Add a student if:
▸ Student was not enrolled on Day 1 (normal for any state) (see slide 6 also)
▸ Student is attending your school district for the first time for the current school year

Add/Re-enter/Activate

Attendance – Student – Re-enter Student

Re-enter a student if:

▸ Student already attended your school district during the current school year, and was dropped during the current school year, and is returning for an additional span of enrollment

Add/Re-enter/Activate

Attendance – Student – Re-enter Student

~~RE-ENTER AFTER DROP DAY 0:~~

~~If a student was dropped Day 0 and the student comes back sometime during the year then we want the initial enrollment history record showing the drop.~~

~~During Drop Day 0 student had Attendance flag unchecked, which would keep them from showing in list of students on Re-enter Student page.~~

~~So, a district needs to click 'Attendance' on Student Data page and then go to Attendance – Student – Re-enter Student, selecting the correct day number.~~

NOTE: it was discovered after this slide was used in an Iowa State Reporting internal training session on 1.30.20 that there was no net difference if you Added vs. Re-entered the student after a Drop Day 0. It is likely that an earlier version of Add Student did not handle the Drop Day 0 process correctly, therefore the notion the Re-enter was preferred to Add for this scenario. Therefore, although Re-enter is acceptable to use in this case it does require the extra step of editing the Attendance flag on the Student Data page, therefor the Add Student is preferable

Edit – Student Data "activating"

~~Activate a student if:~~

- ~~student attended starting on day 1 for the current school year.~~

- # NOTE – not generally advised for Iowa clients. INSTEAD, do an Add Student for Day 1

~~To activate a student (make student "active"), use Edit – Student Data and check the student's Active flag. Under most circumstances you will also check the student's Attendance and State Reporting flags as well.~~

Add/Re-enter/Activate

Extreme Support Issues with botched attendance

- Example: Student was Added or Re-entered for wrong date

- DO NOT Delete enrollment history record for this student
  - Would lose default entry information brought over by Import Enrollment History from Prior Year process (IEP, open enrollment entry codes, resident county, etc.)
- Attendance – Student – Edit Attendance
  - If no period attendance module or not using it
    - May need to print/record attendance data
  - Clear button (wipes out all attendance data on page, makes all days active)
- Period Attendance – Data – Edit Reasons and Cutoffs
  - Retroactive button (recalculates attendance from period attendance) *(requires password from JMC tech support)*
- Redo Add or Re-enter Student
- Verify the enrollment history records and manually edit if needed

Note: there are sometimes shortcuts to this process, tech support will know

Add/Re-enter/Activate

Updates to IDOE for Add/Re-enter/Activate via SIF

Update normally via SIF, assuming SIF agent is running and the SIF zones are functioning

JMC Resources

- http://resources.jmcinc.com/state_reporting
- Documentation Updates
  - Attendance (any state) (PDF)
  - Instructional Videos
  - Sign up for free web-based training
  - All will be updated on ongoing basis

State Reporting

All State Reporting resources are available for you on this page. Please click on the tab that contains the state reporting information you need.

| Minnesota | Wisconsin | Nebraska | Iowa | Other States |

JMC prides itself on keeping up-to-date on all Iowa state reporting requirements. The Iowa Module is re-certified each summer. Before you upload your files to the Iowa Department of Education the Iowa module runs an error report for you. This means you can correct nearly all issues with your data before uploading your files to IDOE.

Iowa State Reporting Videos

SRI Updates for 2019-2020	PDF 7/2/2019	Video 7/8/2019
Enrollment: Adding, Re-entering, or Activating Students	PDF 7/2/2019	Video 7/8/2019
Enrollment: Dropping, Inactivating, or Deleting Students	PDF 7/2/2019	Video 7/8/2019
SRI Start Year	PDF 3/21/2019	Video 3/21/2019
ISASP	PDF 3/21/2019	Video 3/21/2019

DOCUMENTATION

Iowa State Reporting	Updated 5/06/2019
Attendance Iowa	Updated 4/26/2018

RECENT PRESENTATIONS

IDOE (Rachel Kruse) PowerPoint Slides from JMC Summer Regional Conference in Ankeny	PDF 7/29/19

JMC Iowa State Reporting News

JMC Regional Conference in Des Moines area on July 29, 2019

JMC held its annual regional conference in Ankeny on 7/29/2019 at the FFA Enrichment Center (near DMACC Campus). Attendees of this event included representatives of some Iowa state departments.

PowerPoints from some of those sessions are posted above in the RECENT PRESENTATIONS section. Look for videos of many of these sessions to be posted to this page soon.

Iowa SRI update 7/30/2019

The Iowa SRI Certified build of JMC's Next Gen software was recently released. Schools using build 7.30.19 or later can now begin working with enrollment history and Drop/Add/Reenter processes in the Attendance module of the Next Gen web application for the 2019-2020 school year. The certification is completed for "flat file" submission. Certification for the SIF agent will conclude shortly.

Iowa Department of Education links

Click here for the link to IDOE's web page.

jmc training
jmc
YouTube

Questions?

- Feel free to contact us:
- JMC Technical Support
  - Talk with Us: 800-524-8182 extension 1
  - Resources: http://resources.jmcinc.com
  - Support Tickets: http://tickets.jmcinc.com/
  - Email: Support@jmcinc.com