# Enrollment – Dropping, Inactivating, or Deleting Students

July 2019

Paul Freid & Greg Gilman

# Overview

Students can be "removed" from your database in a variety of ways

Attendance – Student – Drop Student
Edit – Student Data "inactivating"
Edit – Delete a Student
Ed-Fi – Delete a Student

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

# Drop/Inactivate/Delete

Attendance – Student – Drop Student

When to use: if a student attended for at least one day of the current school year but has since left the school

# Drop/Inactivate/Delete

Edit – Student Data "inactivating"

Inactivate – student attended the previous year but has not attended at all during the current school year. To inactivate, use <u>Edit – Student Data</u> and uncheck the student's Active, Attendance, and State Reporting flags.

# Drop/Inactivate/Delete

Edit – Delete a Student

Delete - this is the most severe and is not generally advised unless the student will never attend the school again and there has been no data submitted to the state department for this student for the current year.  Deleting the student gives you no further opportunities to view or otherwise work with the student's data.

*Note: There is a way to re-input the student into JMC but it will take time and effort.*

# Drop/Inactivate/Delete

Edit – Delete a Student

An example of where this is an issue is in state reporting if the student was inadvertently submitted as attending for the current school year – if the student was deleted from the current year then there is no way to correct the student's records at the state level for some states (Ed-Fi, SIF). To delete a student, use Edit – Delete A Student (only available at the district level).

# Drop/Inactivate/Delete

Ed-Fi – Delete a Student
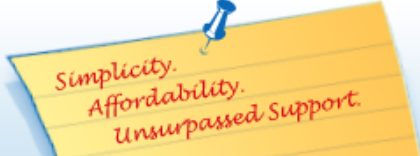
State-reporting option for Ed-Fi States
- Minnesota
- Nebraska
- Wisconsin

Options are used to remove the claim (enrollment records and related resources) on a student who never actually attended that school during the year but was inadvertently reported to the state as doing so.

# JMC Resources

- http://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

Phone: 1.800.524.8182
Tech Support: support@jmcinc.com
Client FTP Login

*Online*
TECHNICAL SUPPORT

STUDENT RECORD MANAGEMENT SOFTWARE

**JMC INC.**

**CURRENT BUILD DATE:**
*NextGen: 1/11/19*

Download / Update Software
Resources
Secretary / Office Professionals
Technology Professionals
Administrators
Teachers
State Reporting
Food Service Professionals
Health Professionals
Prospective Clients
Contact Us
Office Supplies
Upcoming Events

*News*

There are a lot of changes happening with state reporting. Please refer to the appropriate tab at right for your state for information about documentation updates, deadlines, and related news.

**Remote Technical Support**

# 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 Start Year | PDF 3/1/2019 | Video 3/21/2019 |
| ISASP | PDF 3/1/2019 | Video 3/21/2019 |

## DOCUMENTATION

| Iowa State Reporting | Updated 1/24/2019 |
| Attendance Iowa | Updated 4/26/2018 |

## RECENT PRESENTATIONS

| IDOE PowerPoint Slides from JMC Summer Regional Conference in Ankeny | PDF 7/30/18 |

## JMC Iowa State Reporting News

## JMC Regional Conference in Des Moines area on July 30, 2018

JMC held a regional conference in Ankeny on 7/30/2018.  Attendees included representatives of some IDOE departments.

A PowerPoint from MDE's presentation at the conference is posted above in the RECENT PRESENTATIONS section.  Another PowerPoint used in some Lunch breakout sessions is available on the JMC Food Professionals page found at this link.

# Questions?

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