Nebraska Enrollment
Dropping, Inactivating, or Deleting Students

February 2020
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

Summer Transfers

For Nebraska, these can either be done as an exit at the end of the old year *(preferred by NDE)* or as a Drop Day 0 at the start of the new year.

▸ If the drop date is before July 1 then it needs to be in the old (prior) year as Drop Student for that date. Then inactivate the student in the new school year before you submit data for ADVISER for the new year.

If the drop date is on or after July 1 it needs to be handled in the new year as a Drop Day 0.

Drop/Inactivate/Delete

Attendance – Student – Drop Student – Day 0

When to use: if a student never attended during the current school year (summer transfers), then a "drop day 0" is appropriate. In this case the enrollment history and Last Location Code* are updated as such that the student will not have any days of enrollment reported for the current school year.

* Last Location Code can be found on Attendance – Student – Edit Attendance. Not normally edited by the user but important in cases like Drop Day 0.

Drop/Inactivate/Delete

Attendance – Student – Drop Student – Day 0

Drop/Inactivate/Delete

Edit – Student Data "inactivating"

Note – inactivating a student by unchecking the Active, Attend, and State Reporting flags is not advised for Nebraska clients. Instead, you should do a Drop Student for Day 0. This will ensure that no attendance is reported for the student. Inactivating a student in the fall would cause an error if the student had been actively enrolled in that school in the spring (and not exited properly).

Inactivate – student attended the previous year but has not attended at all during the current school year. To inactivate, use Edit – Student Data 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 that is relatively easy (New Student Wizard – Returning Student).

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

Extreme Support Issues with botched attendance
- Added or re-entered for wrong dates

May need to:
- Delete enrollment history record for this student
  - Then create new default record for student by making some change on student data page and clicking Save button
- 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, Drop, Re-enter

Drop/Inactivate/Delete

Updates to ADVISER for Drop/Inactivate/Delete Student via SIF

Update normally via ADVISER
- Near Real Time
- ADVISER Update Student
- ADVISER Update Grade

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.

JMC prides itself on keeping up-to-date on all Nebraska state reporting requirements. JMC ties all of the necessary data together in the JMC database so you can more easily fulfill your state reporting requirements.

ADVISER Video Series - 2019-2020 Updates

Note: these have been updated since the JMC Summer Conference in Norfolk, NE 7.24.19

ADVISER Updates for 2019-2020	PDF 9/11/2019	Video 9/11/2019
ADVISER Enrollment History and Ed-Fi SSAs	PDF 9/11/2019	Video 9/11/2019
ADVISER Programs and Characteristics	PDF 9/11/2019	Video 9/11/2019

New State Reporting Videos

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

ADVISER Video Series

ADVISER Miscellaneous	PDF 2/27/2019	Video 4/24/2019
ADVISER Start Year	PDF 2/19/2019	Video 2/19/2019
ADVISER Near Real Time vs. Batch	PDF 2/19/2019	Video 2/19/2019
ADVISER Near Real Time	PDF 2/19/2019	Video 2/19/2019
ADVISER Discipline	PDF 4/24/2019	Video 4/24/2019
ADVISER Attendance	PDF 4/24/2019	Video 4/24/2019

DOCUMENTATION

Nebraska State Reporting	Updated 8/01/2019
Discipline NE	12/13/2017
Attendance NE	Updated 4/24/2018

JMC Nebraska State Reporting News

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