



Minnesota Enrollment Adding, Re-entering, or Activating Students

March 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



Edit – Student Data “activating”

Activate a student if:

- ▶ Student attended starting on day 1 for the current school year.
- ▶ Student for whatever reason is not checked as Active (Edit – Student Data in General tab)

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.

Note: there is no Add Day 1 for Minnesota

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 (pretty much just entry code for NE at this time)
- 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 entry information for appropriate record

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

Add/Re-enter/Activate



Updates to Ed-Fi data for Add/Re-enter/Activate via Ed-Fi

Update normally via Ed-Fi

- Near Real Time
- CAS - Update Student
- CAS - Update Grade

JMC Resources



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

Update Software
Resources
Office
Tech
Administrators
Teachers
State Reporting
Food Service
Health

2020
Move-up Packet

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 Minnesota state reporting requirements. All Minnesota state reporting options are contained in the JMC Minnesota module and include options for MARSS, MCCC, Early Education Student, Perkins, STAR, and Graduation Standards reporting. Before you upload your files to the Minnesota Department of Education, most file generation options in the JMC Minnesota module will generate an error report for you. This means you can correct nearly all issues with your data before uploading your files to MDE.

[Early Education](#) [MARSS](#) [MCCC](#) [Perkins](#) [STAR](#)

New State Reporting Videos

MARSS 2019-2020 Updates	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

Counting All Students (Ed-Fi) Video Series

MDE/JMC Webinar 1: MARSS to Ed-Fi	PDF	9/19/2019
MDE/JMC Webinar 2: MARSS to Ed-Fi	PDF	10/21/2019
Counting All Students - 2019-2020 and Beyond	PDF	5/13/2019 Video 5/20/2019
Counting All Students - Ancestry Data Collection	PDF	9/19/2019 Video 2/19/2019
Counting All Students - Miscellaneous	PDF	3/21/2019 Video 3/21/2019
Counting All Students - Start Year	PDF	3/07/2019 Video 3/11/2019
Counting All Students - Ed-Fi / MARSS Staging Comparison	PDF	5/30/2019 Video 5/30/2019
Counting All Students - Near Real Time vs. Batch Processing	PDF	3/07/2019 Video 3/11/2019
Counting All Students - Near Real Time	PDF	5/20/2019 Video 5/20/2019
Counting All Students - Error Correction	PDF	5/30/2019 Video 5/30/2019

RECENT PRESENTATIONS

MDE Ed-Fi Overview from JMC 2018 Summer Conference in Chaska	PDF	8/2/2018
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DOCUMENTATION

Minnesota State Reporting	Updated 5/02/2019
Attendance MN	Updated 4/26/2018

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