



Nebraska Enrollment Adding, Re-entering, or Activating Students

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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



ADD or RE-ENTER AFTER DROP DAY 0?

From jmc tech support: If a student comes back to a Nebraska school in the same school year the student is dropped on Day 0, they should do an Add student. That is consistent with the definition of Add Student, which is you use Add Student when a student has not attended for at least one day in the school year you are adding them into.

- ▶ ***No net difference if you Added vs. Re-entered the student after a Drop Day 0, but doing an Add Student is more consistent with what we expect in this scenario***
 - ***Re-enter implies that the student had attended prior during this school year which is not the case for a Drop Day 0 student***
 - ***Re-enter Student would work, however it would require an extra step of editing the Attendance flag on the Student Data page, otherwise will not be able to select the student on the Re-enter Student Page***

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 Nebraska

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 ADVISER for Add/Re-enter/Activate 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.

[Minnesota](#) [Wisconsin](#) [Nebraska](#) [Iowa](#) [Other States](#)

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

Update Software
Resources
Office
Tech
Administrators
Teachers
[State Reporting](#)
Food Service
Health

2020
Move-up Packet



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