Iowa Enrollment
Dropping, Inactivating, or Deleting Students

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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

If you know a student will be transferring over the summer, do not exit them at the end of the school year.

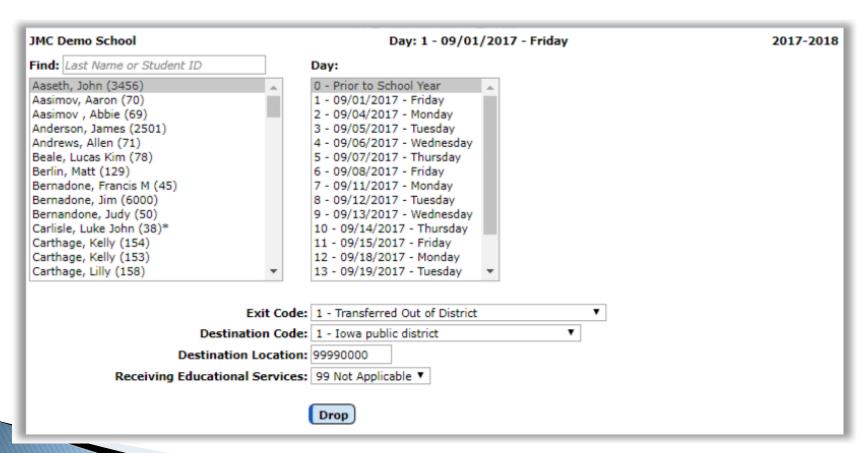Instead do this as a Drop Student Day 0 in the fall

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 Iowa 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.

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

A POSSIBLE MISTAKE: Editing Enrollment History exit information instead of Drop Student

It has been discovered during support calls that some clients, rather than using Attendance – Student – Drop Student, they will instead simply edit the exit information directly on Edit – Student Data in the Enrollment tab.

If done this way, attendance calculations will likely be off because the attendance data will not have been updated correctly for the drop, only the enrollment history.

Drop/Inactivate/Delete

Extreme Support Issues with botched attendance

- Example: Student was Dropped 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.)
- Edit – Student Data – General tab – check Active
- 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 Drop Student
- Manually edit the enrollment history record *exit information only*

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

Drop/Inactivate/Delete

Updates to IDOE for Drop/Inactivate/Delete Student 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

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

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.

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