

# Entry/Withdrawal/Transfer

KuspuK School District Enrollment Process as of 8/12/2012

## Entry

### New Students

(Never been in KSD before)

- ✓ Create New Perm Folder – Record necessary info on the folder itself such as name, dob, etc.
- ✓ Have student and parent fill out one page enrollment form complete with parent signature. Bottom must be filled out by school official. **Original Copy must be kept in perm file at all times.** A copy should be faxed or scanned to Patty.
- ✓ **Obtain Student ID # from Patty before you attempt to enter in KIDSS.**
- ✓ In KIDSS, click on Demographics – Click on Enroll – Click on New – enter the newly obtained Student ID# enter all demographic things including guardian contact, school code and grade level. (See Next Page)
- ✓ Click on Enrollment history – Click on New – Add entry code and entry date. Click on Insert. Click on Cancel. (to get out of insert mode)

## Entry

### Old Students

(Have history in KSD before)

- ✓ Locate Perm Folder – through Bertha or Erich.
- ✓ Have student and parent fill out one page enrollment form complete with parent signature. (Older students may fill out their own, but parent must sign if they are 17 or younger) Bottom must be filled out by school official. **Original Copy must be kept in perm file at all times.** A copy should be faxed or scanned to Patty.
- ✓ In KIDSS, click on Demographics – Click on “Enroll or Transfer Students” – Search for the student using the Quick search. Once there, click on “Transfer Info” and change the students grade level to the appropriate number and change the school code to the appropriate code (See next page)
- ✓ Update the parent contact - phone and address for the student.
- ✓ Click on Enrollment history – Click on New – Add entry code and entry date. Click on Insert. Click on Cancel. (to get out of insert mode)

## Exit

### Current Students

(transfer or drop out)

- ✓ Record Exit Date and Exit Code on Enrollment form at the bottom. **Original Copy must be kept in perm file at all times.** A copy should be faxed or scanned to Patty.
- ✓ In KIDSS, click on Demographics – Click on “Enroll or Transfer Students” – Search for the student using the Quick search. Once there, click on “Transfer Info” and change school code to 29INAC. (See Next Page)
- ✓ Click on Enrollment history – Complete the existing line of enrollment by entering the exit date and the exit code. You may need to check with Patty if you are unsure. Click on UPDATE.
- ✓ Please keep cum file at the site until requested by another KSD site or by Bertha. If it is not requested, send back to the DO at the end of the year with all the others. Do not ever give the file to the student or mail to a school outside the district.

# Entry/Withdrawal/Transfer

Kuspuk School District Enrollment Process as of 8/12/2012 (Old Students)

## Enrollment Changes (Entry or Exit) in KIDSS (not for brand new students)

[demographics](#)

Click on Demographics link

Enroll or transfer a

Click on Enroll or Transfer Students [Enroll or Transfer Students](#)

Search for student by last name, etc Click “Quick Search”

lastname gregory Quick search

Find the student you are looking for and click the pencil to the left of the student name



STEP 1) change school code, and then click Update at the bottom. Leave grade as is.

Exit Enrollment History Guardian Information Completed Standards

Demographics Transfer Info Enrollment Forms

schoolid 29INAC - Inactive **Change**

gradelevel 11

datefirstenrolled 08/22/2001 mm/dd/yyyy

graddate mm/dd/yyyy

expectedgraddate mm/dd/yyyy

datelastenrolled mm/dd/yyyy

New **Update**

STEP 2) Add a new line in Enrollment History

Enrollment History

Click New at the bottom

New  
Add New

Carefully complete the lines –see directions.

<input type="checkbox"/>	290011 - ajsha	04/09/2012	2 - Transfer from a different district in Alaska		
<input type="checkbox"/>	290011 - ajsha	11/01/2010	2 - Transfer from a different district in Alaska		
<input type="checkbox"/>		05/18/2011	14 - Ended as a PK-11 and is expected to return		

REMINDER: The directions on this page are NOT for students who have been with us before.

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## Adding a new Student KIDSS. Important: Get Student ID # from Patty or Erich

[demographics](#)

Enroll or transfer a

Click on Demographics link

Click on Enroll or Transfer Students [Enroll or Transfer Students](#)

Click on New...



Click on each of the three tabs and enter all the information you can based on the enrollment form.

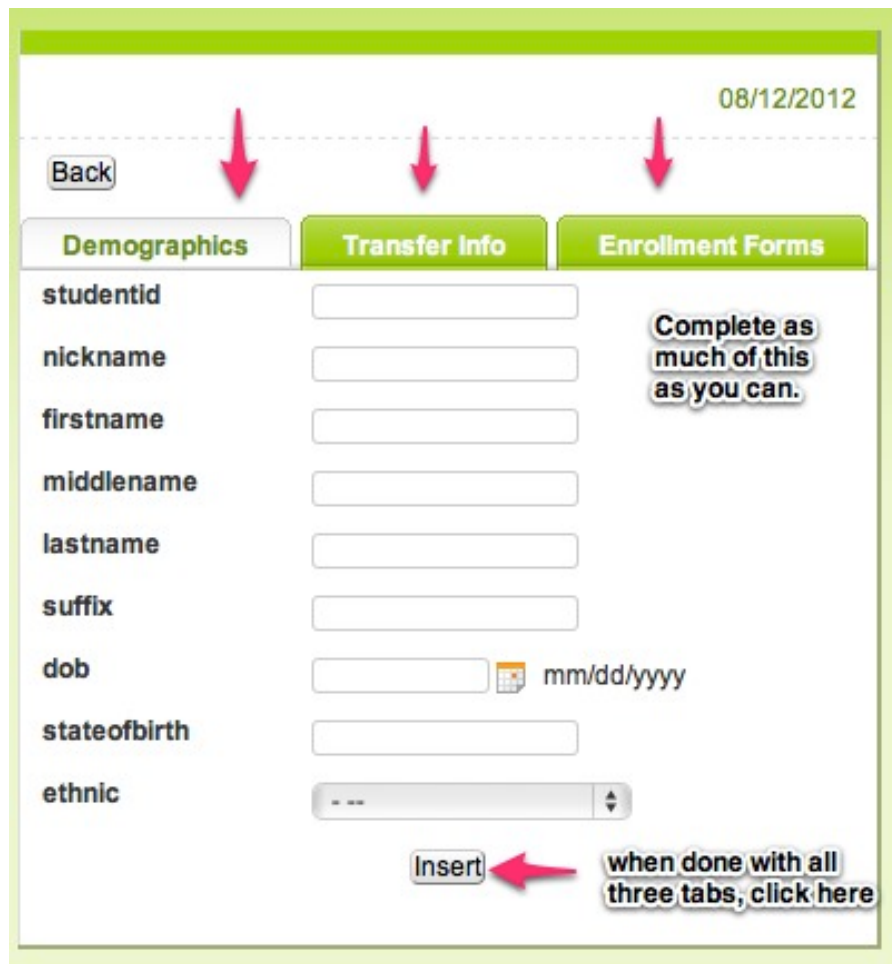
STEP 1) click on "Demographics". add all the information

STEP 2) click on "Transfer Info". add all the information

STEP 3) click on "Enrollment Forms". add all the information that is applicable

Step 4) click on "Insert"

Step 5) If you are finished entering new students, click "Cancel" If you have more new students, go back to Step 1 and repeat.



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STEP 6) Add a new line in Enrollment History

Enrollment History

New  
Add New

Click New at the bottom **Carefully place in the school code, the entry date and the entry code (Left side). Do not put anything on the right side until the end of the year or the student transfers out.**

260011 - ajsha 04/09/2012 2 - Transfer from a different district in Alaska