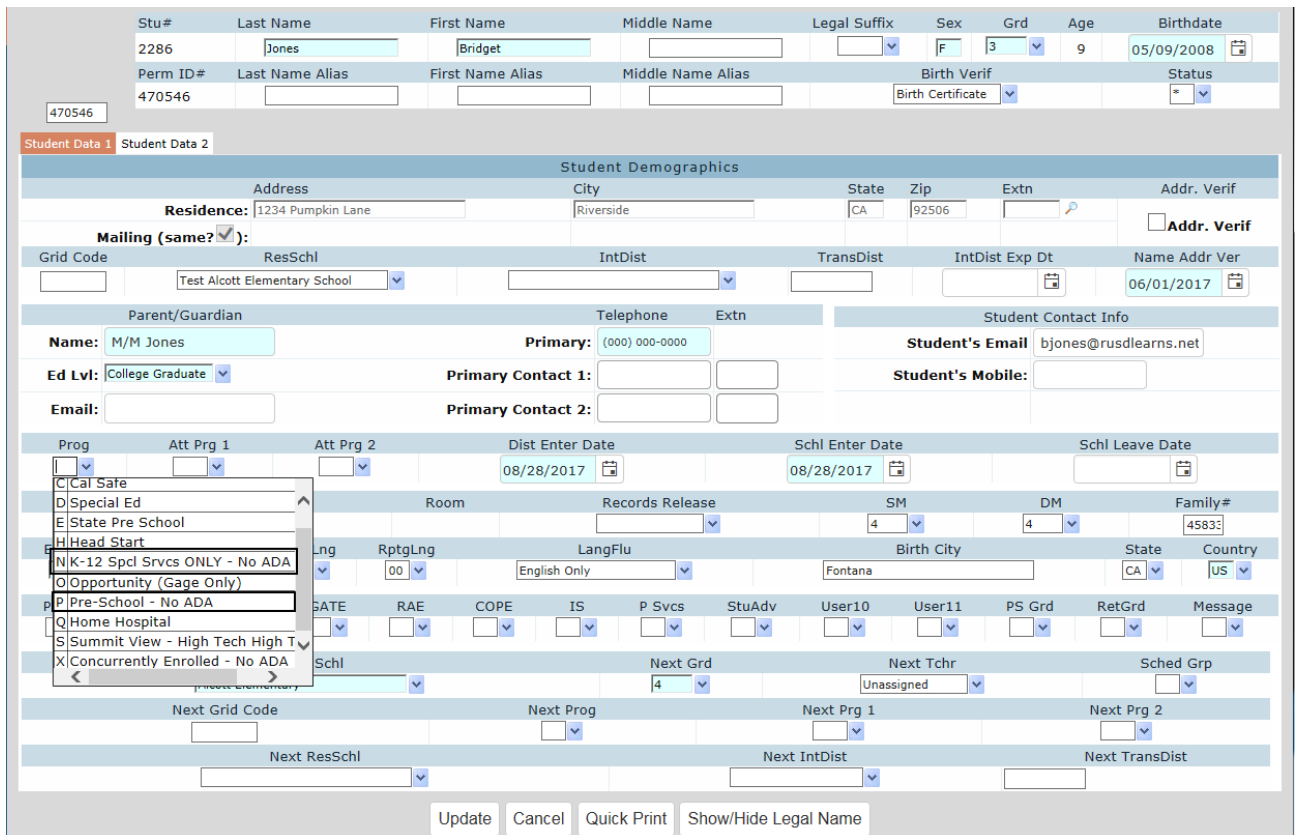


## Enrolling a Test Only Student (Speech Only or Other Testing)

1. From the **Navigation Tree**, click on **Student Data** → **Demographics**
2. Click on the **Add** button at the bottom of the screen
3. In the **Search Criteria** window, search for a student in one of the following ways:
  - Enter Student's Last Name and First Name
  - Enter Student's Birthdate
  - Enter Permanent ID number
4. Click on the **Search** button to confirm the student **does not** exist in the district's database
5. Click on **Student Not Found**
6. A new window will appear stating, **Would you like to search for a sibling?** If the student does not have a sibling already in RUSD, click **No**. Click **Yes** if the student being enrolled has a sibling in the district; this will then prompt you to search for the sibling's name and allows for certain information to be copied over.
7. Once the **Student Demographics** form displays, begin inputting the student's records to complete the enrollment process, remembering that all highlighted fields are mandatory
8. In the **Teacher** field, add the testing teacher
9. Populate the **Program** field:
  - Pre-School – **"P"** Pre-School-No ADA **OR**
  - K-6<sup>TH</sup> Grade – **"N"** K-12 Spcl Svcs ONLY-No ADA



Stu#	Last Name	First Name	Middle Name	Legal Suffix	Sex	Grd	Age	Birthdate
2286	Jones	Bridget			F	3	9	05/09/2008
Perm ID#	Last Name Alias	First Name Alias	Middle Name Alias	Birth Verif	Status			
470546				Birth Certificate				

Student Demographics										
Address		City	State	Zip	Extn	Addr. Verif				
Residence: 1234 Pumpkin Lane		Riverside	CA	92506		<input type="checkbox"/> Addr. Verif				
Mailing (same? <input checked="" type="checkbox"/> ):										
Grid Code	ResSchl	IntDist	TransDist	IntDist Exp Dt	Name Addr Ver					
	Test Alcott Elementary School				06/01/2017					
Parent/Guardian			Telephone	Extn	Student Contact Info					
Name: M/M Jones		Primary: (000) 000-0000		Student's Email: bjones@rusdlearns.net						
Ed Lvl: College Graduate		Primary Contact 1:		Student's Mobile:						
Email:		Primary Contact 2:								
Prog	Att Prg 1	Att Prg 2	Dist Enter Date	Schl Enter Date	Schl Leave Date					
			08/28/2017	08/28/2017						
Room		Records Release	SM	DM	Family#					
			4	4	45833					
Lang	RptgLang	LangFlu	Birth City	State	Country					
	00	English Only	Fontana	CA	US					
SATE	RAE	COPE	IS	P Svcs	StuAdv	User10	User11	PS Grd	RetGrd	Message
Schl	Next Grd	Next Tchr	Sched Grp							
	4	Unassigned								
Next Grid Code	Next Prog	Next Prg 1	Next Prg 2							
Next ResSchl	Next IntDist	Next TransDist								

Update Cancel Quick Print Show/Hide Legal Name

10. Click the **Update** button when all student information has been updated
11. Press the **Update Attendance** button at the bottom of the student screen
12. In the **Attendance Enrollment Form**, fill in the **Effective Date** with the enrollment date

Attendance Enrollment Form											
Effective Date	Grade	Program	Att Pgm1	Att Pgm2	Track	Teacher	Rptg Schl	Intr Dist	District of Residence	of	Reason
6/1/2017	3					37 - Berry, B.	0				
Update Student Enter Date? <input checked="" type="checkbox"/>											
<input type="button" value="OK"/> <input type="button" value="Cancel"/>											

13. Click **OK**

**Please Note** – Students with an “N” Program Code will appear on your weekly enrollment count. Please be sure to cross off these students and deduct them from your **General Education** count.