

Enrolling a New Student

When a new student is added in the STU.301 program several things happen.

The basic information screen is completed as normal and the user presses ENTER. At this time the system will check the statewide-enrolled student pool for a match on the students first name and last name. The other fields used for comparison are social security number, sex and birth. If a match is found it is displayed in an index screen called ***Index of Possible Duplicate Students – Enrolled***. If multiple matches are found they are displayed in order of a point value. If there is a match on social security number, a value of 5 is given, this record will display first. The other four fields each receive a value of one so the higher the value the higher they display on the index.

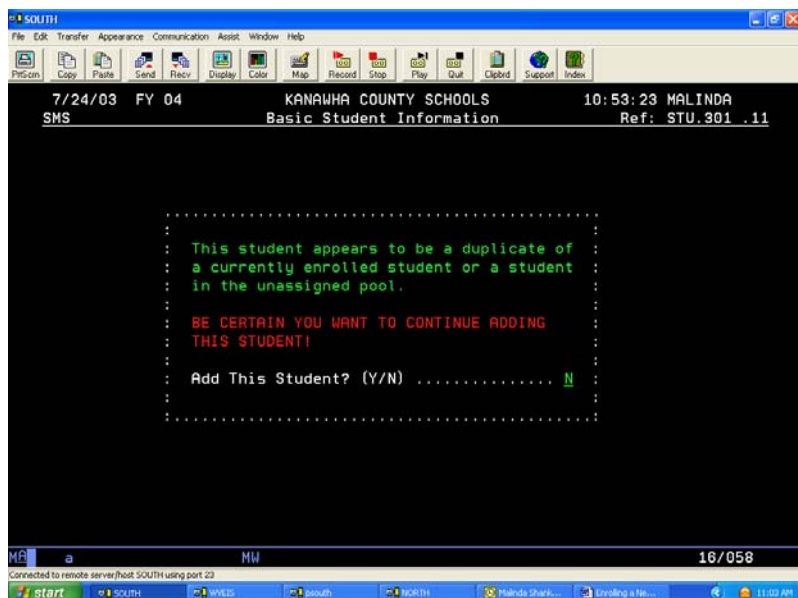
By placing the cursor over any line on the display and pressing ENTER additional information will be displayed about the student, including the district name, school name and school telephone number.

If there are no duplicate records found the index will display NO RECORDS.

When the user presses ENTER on the ***Index of Possible Duplicate Students – Enrolled***, without making a selection, they will see ***the Index of Possible Duplicate Students – Unassigned***. This index displays in the same order as the Enrolled index. By placing the cursor over any student and pressing ENTER additional information about the student will be displayed. If the record selected is the one that needs to be imported then the question: *Import/Restore Data for This Student? (Y/N)* at the bottom of the screen needs to be answered Y. The student's information will be retrieved from the STU.301 program without having to exit the program. The information that was entered on the basic screen will remain as the user entered it.

If there are no duplicate records found the index will display NO RECORDS.

When the user presses ENTER on the ***Index of Possible Duplicate Students – Unassigned*** screen, the following screen will appear if there were duplicate records found in either the Enrolled file and/or the Unassigned file.



If none of the records displayed matches the student to be enrolled, then the default value for the question: *Add this Student? (Y/N)* should be changed from N to Y. This will allow additional information for the student to be entered.