

Chapter 3

ADMISSION and WITHDRAWALS

3.1 SIS SITUATION CODES

Students can be associated with different districts, other than their own, while earning a diploma. The following tables list the correct combination of codes required in the SIS **STUD**ent file in order to accurately describe each situation.

UNCLEMIS automatically updates the EMIS Student Status and Attend/Home Indicator, based on the SIS **STUD** Status and **ATT** code combination, except for non-resident, 3-way situations, in which case these EMIS fields must be manually entered.

General Rules:

Foreign exchange students should be reported as any other resident student.

All districts will report all 3-way situations involving open enrollment and court-placement.

Here are some guidelines on some special situations:

- For Fy'06, School-age (non-preschool) student receiving instruction from the ESC are to be reported under the contracted staff rules defined in Appendix A of the EMIS guide. Under these reporting guidelines the coding the the student's Status and **ATT** fields in McSIS are to reflect the normal coding of the student as if they were being instructed by the local district for the time contracted with the ESC.
 - See the new A/5 and Q/5 combinations used for reporting resident students attending the ESC.
 - An example of a Non-resident student scenario – Resident of A comes Open Enrollment to District B and also receives full-time contracted courses by the ESC. Previously this used the N/3 combinations for three-way students with a zero percent of time. Now, since the ESC contracted courses is considered being

instructed by District B, this would be the normal non-resident coming Open Enrollment and be coded as N/O with the percent of time being the combined time at the ESC and the local district.

- Student resides in District A and enrolls in District B under open enrollment, foster placement or court placement AND receives instruction from the ESC or the JVS:
District A (resident district) reports District B as the Attending District.
District B then reports the JVS as the attending district, and reports District A as the district of residence.
- Resident student both attends the JVS and receives special ed services from the ESC. The resident district reports the JVS as the attending district.
- **Student resides in District A, is open enrolled to District B, attends the JVS AND receives special ed services from the ESC:**
 - **District A reports District B as the attending district, using the R/O combination and zero percent.**
 - **District B reports District A as the district of residence, and reports the JVS as the attend/home district.**
 - **District B reports the ESC's courses, ESC's attendance.**
 - **For percent of time, District B includes time spent with ESC staff (do not include time spent with JVS instructors).**
- Non-resident student living in foster home in your district receives special ed services from your district. You report him as a foster student.
- Non-resident, open enrollment student receives special ed services from your district. You report him as open enrollment.
- District of Residence reports JVS over ESC when student attends both.
- In EMIS, you must manually enter the Attend/Home IRN when necessary to indicate another district.
- In EMIS, you must manually enter the correct District of Residence IRN for Non-Resident Students.

New FY '07 Rules for Community School Students

- **For October Count Week Only**, for students who were attending a community school last year, who have **NOT** reenrolled in their resident district by the end of October Count Week, withdraw these students using July 1, 2006, and a withdrawal reason of "41".
- **New for FY '07**, (7-1-06), when a resident student transfers to a community school the resident district should follow the normal withdrawal procedure, withdraw the student using the appropriate withdrawal date and a withdrawal code of 41. If the student returns to the resident district the resident district should use the same procedure and coding that they would

use for any student returning to the district.

- **New for FY '07:** New students in the district who have NOT previously attended the resident district AND are NOW attending a community school do not have to register with the district prior to enrolling in a community school. The resident district is not required to report these students in EMIS unless the student leaves the community school and enrolls in the resident district.

Table 1 RESIDENTS - Educated by the Resident District Full or Part-Time: ACTIVE in SIS

(*For Percent of Time, See EMIS Guide, Chapter 2, "Student Percent of Time")

	SIS STUD				EMIS	
			% of Time	Withdrawal	Student	Att/Home
Situation	Status	ATT	SPED	Date	Status	Indicator
Contract Vocational - Part-time	A	V	1-99	No	0	2
Court-Placed Resident Within Your District	A	3	>0	No	C	0
ESC – Part-time (School-age)	A	5	*	No	0	0
ESC – Part-time (Preschool Only)	A	C	1-99	No	0	4
Excluded - Split Student	A	E	1-99	No	EXCLUDED	STUDENT
Foster-Placed Resident Within Your District	A	3	>0	No	C	0
Full-time Resident or Home-Tutored	A	A	*	No	0	0
Institution-Placed Resident Within Your District (Not Court-Ordered or Foster Care)	A	Q	>0	No	T	0
JVS - Part-time	A	J	1-99	No	0	3
JVS Satellite @ Home Dist. - Part-time	A	H	1-99	No	0	3

MR/DD - State School - Part-time	A	M	1-99	No	0	6
Non-public - Part-time	A	N	1-99	No	6	0
Postsecondary - Part-time	A	P	1-99	No	0	5
Proprietary - Part-time	A	B	1-99	No	0	9
Resident Part-time & Open Enrollment	A	O	1-99	No	0	E
Special Ed. (NOT ESC) - Part-time	A	S	1-99	No	0	7
Supt's Agreement	A	4	1-99	No	0	S
Tuition - Part-time (District Pays)	A	T	1-99	No	0	1

Table 2 RESIDENTS - Educated by the Resident District FULL or PART-TIME: INACTIVE in SIS
 (*For Percent of Time, See EMIS Guide, Chapter 2, "Student Percent of Time")

Situation	SIS STUD				EMIS	
	Status	ATT	% of Time	Withdrawal	Student	Att/ Home
			SPED	Date		Indicator
Court-Ordered Institutional Placements Other Than Foster Care (Includes Handicapped)	Q	7	0	Yes	0	P
Non-Instructional Support, Supplementary or Related Services (Not enrolled)	Q	I	*	Yes	0	
Non-Public Receiving Special Ed or Title I Services Only	Q	N	0	Yes	0	6
School-age, Attends ESC Full-Time	Q	5	100	Yes	0	0
Vocational Evaluation Only	Q	L	0	Yes	0	F

Table 3 RESIDENTS - Educated by Another District FULL-TIME: INACTIVE in SIS

Situation	SIS STUD				EMIS	
	Status	ATT	% of Time	Withdrawal	Student	Att/Home
			SPED	Date		Indicator

Contract Vocational	R	V	0	Yes	0	2
Court-Ordered Institutional Placement (Other Than Foster Care or DYS; Includes Handicapped)	R	7	0	Yes	0	P
Dept. of Youth Services (DYS)	R	Y	0	Yes	0	8
ESC – School-age	Q	5	100	Yes	0	0
ESC – Preschool Only	R	C	0	Yes	0	4
Excluded from EMIS	R	E	0	Yes	EXCLUDED	STUDENT
Following a Teaching Parent	R	4	0	Yes	0	S
Foster Student (now includes handicapped)	R	F	0	Yes	0	C
JVS - Full-time	J	J	0	Yes	0	3
JVS Satellite	J	H	0	Yes	0	3
Institutional Placement NOT Court-Ordered or Foster Care	R	Q	0	Yes	0	T
MR/DD - State School	R	M	0	Yes	0	6
Open Enrollment	R	O	0	Yes	0	E
Open Enrollment & Post Secondary	R	O	0	Yes	0	E
Postsecondary	R	P	0	Yes	0	5
Residing With Grandparent	R	4	0	Yes	0	S
Special Ed. (NOT ESC)	R	S	0	Yes	0	7
Superintendent's Agreement	R	4	0	Yes	0	S
Tuition (District Pays)	R	T	0	Yes	0	1

NOTE: Use the withdrawal code "***" for all above situations.

Table 4 RESIDENTS - Educated by Another District FULL-TIME: ACTIVE in SIS
 (*For Percent of Time, See EMIS Guide, Chapter 2, "Student Percent of Time")

	SIS STUD				EMIS	
			% of Time	Withdrawal	Student	Att/Home
Situation	Status	ATT	SPED	Date	Status	Indicator
Contract Vocational	U	V	0	No	0	2
Court-Ordered Institutional Placement (Excludes Foster Care or DYS; Includes Handicapped)	U	7	0	No	0	P
Dept. of Youth Services (DYS)	U	Y	0	No	0	8
ESC – School-age	A	5	100	No	0	0
ESC – Preschool Only	U	C	0	No	0	4
Excluded from EMIS	U	E	0	No	EXCLUDED	STUDENT
Foster Student (Now Includes Handicapped)	U	F	0	No	0	C
Institutional Placement NOT Court-Ordered or Foster Care	U	Q	0	No	0	T
MR/DD - State School	U	M	0	No	0	6
Open Enrollment	U	O	0	No	0	E
Open Enrollment & Post Secondary	U	O	0	No	0	E
Postsecondary	U	P	0	No	0	5
Proprietary	U	B	0	No	0	9
Special Ed. (NOT ESC)	U	S	0	No	0	7
Superintendent's Agreement	U	4	0	No	0	S
Tuition (District Pays)	U	T	0	No	0	1

Table 5 NON-RESIDENTS - Educated by Your District 0-100%-ACTIVE in SIS

	SIS STUD				EMIS	
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			% of Time	Withdrawal	Student	Att/Home
Situation	Status	ATT	SPED	Date	Status	Indicator
Contract Vocational	N	V	>0	No	2	0
Excluded From EMIS	N	E	>0	No	EXCLUDED	STUDENT
Foster (Now Includes Handicapped)	N	F	>0	No	C	0
Residing with Grandparent(s)	N	G	>0	No	7	0
Direct-Pay Tuition (Parents Pay)	N	D	>0	No	D	0
Following Teaching Parent	N	Z	>0	No	A	0
Non-Public or Home Schooled w/Services	Q	N	=0	No	6	0
Not enrolled; ESC or District Not Providing Instruction	N	I	=0	No	I	0
Open Enrollment	N	O	>0	No	9/L	0
Open Enrollment Counted in Oct (Valid for June Only)	N	2	>0	No	L	0
Out-of-State Tuition	N	W	>0	No	4	0
Out-of-State Non-Tuition	N	X	>0	No	5	0
Returning Senior	N	R	>0	No	8	0
Special Ed. Co-op. (NOT ESC) - Do Not Use for Non-Public	N	S	>0	No	B	0
Superintendent's Agreement	N	4	>0	No	S	0
Tuition (District Pays) - Should Never Happen	N	T	>0	No	1	0
Unauthorized	N	U	>0	No	3	0

Table 6 NON-RESIDENTS - Educated by Your District 0-100% - INACTIVE in SIS**SIS STUD****EMIS**

			% of Time	Withdrawal	Student	Att/Home
Situation	Status	ATT	SPED	Date	Status	Indicator
Contract Vocational	O	V	>0	Yes	2	0
Excluded From EMIS	O	E	>0	Yes	EXCLUDED	STUDENT
Foster (Now Includes Handicapped)	O	F	>0	Yes	C	0
Residing with Grandparent(s)	O	G	>0	Yes	7	0
Direct-Pay Tuition (Parents Pay)	O	D	>0	Yes	D	0
Following Teaching Parent	O	Z	>0	Yes	A	0
Non-public or Home Schooled w/Services	O	N	=0	Yes	6	0
Open Enrollment	O	O	>0	Yes	9/L	0
Open Enrollment Counted in Oct (Valid for June Only)	O	2	>0	Yes	L	0
Out-of-state Tuition	O	W	>0	Yes	4	0
Out-of-state Non-Tuition	O	X	>0	Yes	5	0
Returning Senior	O	R	>0	Yes	8	0
Special Ed. Coop. - NOT ESC - (Do Not Use For Non-Public)	O	S	>0	Yes	B	0
Superintendent's Agreement	O	4	>0	Yes	S	0
Tuition (District Pays) - Should Never Happen	O	T	>0	Yes	1	0
Unauthorized	O	U	>0	Yes	3	0

Table 7 NON-RESIDENTS - Going on to a Third District - (Requires Manual Setting of EMIS Status & Att/Home Indicator)

	SIS STUD			EMIS		
			% of Time	Withdrawal	Student	Att/Home

Situation	Status	ATT	SPED	Date	Status	Indicator
Court-Ordered Institutional Placement & Your District (Excludes Foster or DYS; Includes Handicapped)	N	3	>0	No	P	0
Court-Ordered & JVS (Non-Spec. Ed.)	N	3	*	*	P	3
Court-Ordered & JVS (Spec. Ed.)	N	3	*	*	P	3
Court-Ordered & Miscellaneous	N	3	*	*	Manually	Manually
Court-Ordered & Post-Secondary	N	3	*	*	P	5
Court-Ordered Into Your Spec. Ed Unit/Program & Going to MR/DD	N	S	>0	No	P	6
Foster Care & JVS	N	3	*	*	C	3
Foster Care & Post-Secondary	N	3	*	*	C	5
Foster Care & Receiving Spec Ed from YOUR District	N	F	>0	No	C	0
Open Enrollment & JVS	N	3	*	*	9/L	3
Open Enrollment & Miscellaneous	N	3	*	*	Manually	Manually
Open Enrollment & Post-Secondary	N	3	*	*	9/L	5
Open Enrollment & Special Ed from YOUR District	N	O	<0	No	9/L	0
Special Ed (Not Court-Ordered) & 3rd Dist.	N	3	*	*	B	Manually
Special Ed (Not Court-Ordered) & JVS	N	3	*	*	B	3
Special Ed (Not Court-Ordered) & Post Secondary	N	3	*	*	B	5
Your District & a 3rd District	N	3	>0	No	Manually	Manually

NOTE: If Percent of Time is zero, withdrawal date and withdrawal code of "" are**

required.

Table 8 NON-RESIDENTS - Going on to a Third District - INACTIVE in SIS (Requires Manual Setting of EMIS Status & Att/Home Indicator)

Situation	SIS STUD				EMIS	
	Status	ATT	% of Time	Withdrawal	Student Status	Att/Home Indicator
			SPED	Date		
Court-Ordered & JVS (Spec. Ed.)	O	3	0	Yes	B	3
Court-Ordered & JVS (Non-Spec. Ed.)	O	3	0	Yes	C	3
Court-Ordered / Miscellaneous	O	3	0	Yes	Manually	Manually
Open Enrollment & JVS	O	3	0	No	9/L	3
Open Enrollment / Miscellaneous	O	3	0	Yes	Manually	Manually
Open Enrollment & Post Secondary	O	3	0	Yes	9	5
Providing Non-Instructional Services Only	Q	I	0	Yes	I	Manually
Your District & a 3rd District	O	3	1-99	Yes	Manually	Manually
Your District but Excluded (ESC)	O	E	0-100	No	EXCLUDED	STUDENT

NOTES: Don't forget to manually update the District of Residence in EMIS. Use the withdrawal code "***" for all above situations that require a withdrawal date.

Table 9 JVS TABLE - To Be Used by JVS School Only

Situation	SIS STUD				EMIS	
	Status	ATT	% of Time	Withdrawal	Student Status	Att/Home Indicator
			SPED	Date		
Attending the JVS From Resident District	A	A	>0	No	0	0

Attending the JVS From Resident District - Excluded from EMIS	A	E	any	no	Excluded	Student
Attending the JVS From Resident District- Inactive in SIS	Q	A	1-100	No	0	0
Attending the JVS as a / Satellite Student	A	H	>0	No	0	0
Contract Vocational Agreement	N	V	>0	No	2	0
Foster Care Into Sending District, Receiving Special Ed from JVS	N	F	>0	No	C	0
GRAD Courses by Satellite (Inactive in SIS)	Q	H	=5	No	0	0
Inactive	I	any code				
Not enrolled; PUBLIC Student Receiving Career-Tech Eval Services Only	Q	L	=0	Yes	F	0
Open Enrolled to the Sending District	N	O	100	No	9	0
Open Enrolled to the Sending District, Taking JVS Satellite Course(s)	N	H	100	No	9	0

Table 10 ESC TABLE - To Be Used by ESC's Only

Situation	SIS STUD				EMIS	
	Status	ATT	% of Time	Withdrawal	Student	Att/ Home
			SPED	Date	Status	Indicator
Attending the ESC	A	A	>0	No	0	0
Attending the ESC but Excluded from EMIS	A	E	>0	No	Excluded	Student
ESC Providing Instruction in Name of District of Residence	A	S	>0	No	H	0

ESC Providing Non-Instructional Support, Supplementary or Related Services	A	I	0	No	I	0
Open Enrolled to the Sending District, Receiving ESC Spec. Ed & Related Serv.	N	S	>0	No	9	0

Table 11 INACTIVE STUDENTS

		SIS STUD			EMIS	
			% of Time	Withdrawal	Student	Att/ Home
Situation	Status	ATT	SPED	Date	Status	Indicator
Inactive	I	DO NOT	CHANGE	Valid Date		

NOTE: Any combination of "I" status and the ATT field is valid **ONLY IF** the student has a more recent withdrawal date than admission date *AND IF* the withdrawal code is a numeric value (for withdrawn from district).

Table 12 DELETED STUDENTS

		SIS STUD			EMIS	
			% of Time	Withdrawal	Student	Att/ Home
Situation	Status	ATT	SPED	Date	Status	Indicator
Deleted	D	DO NOT	CHANGE			

NOTE: UNCLEMIS does not process "D" status students EXCEPT to warn if the student is marked as "D" and there is still a matching EMIS record which has no withdrawal information. *These errors must be corrected should they occur*, notify NWOCA so we can delete the EMIS records.

3.2 PROCEDURE FOR ADDING NEW or READMITTING STUDENTS

- A. Always search the system to avoid creating multiple records for the student. There are several ways this can be done.
1. First, search the system using the **NAME** screen or use the name-search feature in the **STUD** screen. (Remember that SIS is case-sensitive.)
 2. Use the **CENT** file, a central file of all student I.D.s for your district for the current year. Typing "**D CENT**" at your command prompt will access this screen. When your cursor lands on Line 1, under the heading of "Student ID", use your backspace key to leave the ID blank and to move your cursor to the "Last Name" field. Type the student's last name (case-sensitive) and press enter. Again use your backspace key to move your cursor through "Given Name" and "Birthdate" fields. A list of names will appear beginning with the first record that matches the name you typed, or the next record found alphabetically close to that name.
 3. Go into the prior year's archived SIS accounts by typing "**BUNNYYYY**" (YYYY=YEAR) at your menu prompt. Example: for the "01/02" school year, type "**BUNNY2001**". If you have access to multiple SIS accounts, a menu will appear listing all your buildings. Using your arrow keys, highlight a building and press **RETURN**. The school name and year will appear at the top of all screens. Then search for the student using the **STUD** screen.
 4. Search the high school's **Inactive/GRAD** account. This account/building will show up on your school selection menu if you have been granted access to it. Prior to the summer following the 01/02 school year, graduates and inactive students were copied into this account--for high schools only. The number of previous years worth of graduates' records stored in the inactive account was determined in most cases by the high school principal.

If a record is found, please send mail to NWOCA at mail_staff_stu@nwoca.org, requesting that the student be copied to your active account. In the message include the student's name, grade level, status, and admission date for re-enrollment.

- B. Using Add or Change mode in the **STUD** file, enter the Student ID (if new student), name, address, etc. and make sure to do the following:
1. Enter the student's Social Security Number in the SSN field.
 2. Enter an appropriate student Status. See SIS Situation Codes in this chapter.
 3. Enter Grade and School Year. (For new students for NEXT school year, be sure to enter Next school year.)
 4. NWOCA WEST Schools: Enter an appropriate Program Code in the "Program" field. See P103 for Program Codes. "JVS" is suggested, other codes are optional (ie, HS, DH, MH, ELEM).

5. NWOCA EAST Schools (except PEHS) and North Central: Enter the applicable disability code. See P103 for Program codes.
 6. Enter the actual Admission Date.
 7. Optional - enter an appropriate "Admission Code". See P111 for Admission Code descriptions.
 8. Enter an appropriate Calendar if other than "1" (default). KG students usually have half day or alternating days of attendance and require a different calendar than used by the other students; hence they usually are assigned calendar #2 or #3 for AM and PM respectively.
 9. If status = J, status/att = Q/N OR status = R (ESC or JVS Satellite is optional) enter a Withdrawal Date and Code = "***".
 10. If student attends a JVS, enter "FCVH", "PEHS", "PEOW" or "PETE" in the Transfer To School field.
 11. NWOCA West: If student attends a JVS, enter "J" in the Data Flag 4 (full or part time JVS).
 12. Enter an appropriate Percent of Time in the SPED (%FTE) field representing time in your building instructed by your teachers.
 13. Enter an appropriate student Attendance Code (ATT). See SIS Situation Codes in this chapter.
- B. Go to **SCHE** and add the desired classes to the student's schedule. (If this is a reinstatement of a student who left during the same reporting period during which he returned, you may get the following message: "SCHE unable to add CLIS for scheduled course" when you attempt to add classes back into the schedule. If this occurs, use CHANGE mode in the appropriate CLIS record and blank out the "W" which appears in the "Mark" field. This re-enrolls the student in the class he/she was in before he/she left.)
- C. Run **UNCLEMIS** to import or construct the EMIS Demographic/Attendance data from the STUD file in SIS. At the MENU> prompt type in: UNCLEMIS. After running UNCLEMIS print the UNCLEMIS.TXT report to verify there are no errors.
- D. Go into **EMIS DEMOG/ATTEND** and update the following fields to represent the new situation:
1. IF status = "N" or ATT code = "3", enter the District of Residence.
 2. IF status = "R" or "N", enter the Attending/Home IRN.
 3. IF ATT code = "3", enter in the appropriate Attending/Home Indicator & Student Status.
- E. Enter past courses and grades (not in the system) using **COHI** if you want to maintain history records. This is IMPORTANT if the student is to be ranked with his/her class. This automatically includes ALL high school students (9-12).

3.3 Procedure for **WITHDRAWING** a Student from your **BUILDING**

IMPORTANT:

If current status = "R", "J" or "N/N" - **NEVER withdraw a student who has a current withdrawal code of "***" WITHOUT ENTERING A NEW ADMISSION DATE FIRST!**

3.3.1 Standard Procedure

A. Go to **SCHE** and proceed as follows:

1. Display the student's current school year schedule.
 - a. Even if the message, "Student is Inactive" appears, proceed with the displaying of his schedule, because a student can be "Inactive" and still be enrolled in classes, OR
 - b. Even if the message, "Student's Schedule is Empty" appears, proceed with the following withdrawal:
2. Use option #5 to withdraw the student from all of his/her classes or from school if he's not enrolled in any classes.
 - a. Withdrawal Mark:, enter a "W" or a valid withdrawal mark from P109. This response will be assigned to all courses in which the student is enrolled.
 - b. Enter the actual Withdrawal Date.
 - c. Withdrawal Code:
 - If student's district of residence is changing: enter a valid withdrawal code from P112.
 - If student's district of residence is NOT changing: enter "***" for the withdrawal code.
 - d. Transfer To School:, enter the four-letter code for the school that the student is going to or press RETURN to leave blank. The School Codes list is at the end of the chapter.
 - e. Type "Y" or "N" for File Sent.
 - f. Press RETURN at the "Periods Possible" prompt, it does not apply.
 - g. Status:

- For an intradistrict transfer OR if student is withdrawing from the district, use Status "I".
- If student's district of resident is NOT changing, use an appropriate active Status code. See SIS Situation Codes in this chapter.

3. Use option #7 to save the schedule (you are actually saving the WITHDRAWAL).
 4. If a student has requests entered for the next school year, display next year's schedule and use option #9 (drop all current requests) for next year.
- A. Go to **STUD** and do the following **ONLY IF** the new Status is "R", "U" or "J" **AND** the Withdrawal Code is "***". *Otherwise, DO NOT change the Percent of Time and ATT fields.*

Enter the new Percent of Time in the SPED field
Change the ATT field to reflect the new situation

- C. Do the following in **STUD ONLY IF** the student attends a JVS:

NWOCA WEST Only: Set the Program to "JVS" for JVS.

NWOCA WEST: Set the "Transfer To School" field to "FCVH" or "PENH".

NWOCA EAST: Set the "Transfer To School" field to PEHS/PETE/PEOW for Penta County buildings.

Set the Data flag 4 to "J"

- D. If you wish the student to receive a FINAL grade (end of term) such as "WF" because it is a late withdrawal in the current reporting period, manually enter "WF" for the Semester Grade using the **IMMD** or **SLIS** screen for each course to be assigned a "WF".
- E. Run **UNCLEMIS** to import or create the EMIS Demographic/Attendance data from the STUD file in SIS. At the MENU> prompt type in: UNCLEMIS. After running UNCLEMIS print the UNCLEMIS.TXT report to verify there are no errors.
- F. IF the student is withdrawing to be instructed by another district, go into **EMIS DEMOG/ATTEND** to update the Attending/Home IRN.

3.4 COMMON SIS STATUS CHANGES FOR JVS & ESC STUDENTS

Below are the most frequent SIS Status changes for JVS and ESC Students:

3.4.1 JVS student back into the Home District

- A. Change the **STUD** record as per the following steps:
 1. Set the Status to "A" if a resident of your district - otherwise use "N".
 2. WEST Schools Only (except North Central): Set the Program to "HS" for high school or home school.
 3. Enter new Admission date.
 4. WEST Schools Only: Remove the "J" from Data flag 4
 5. Change the Percent of Time in the SPED field.
 6. Change the ATT field to an appropriate code.
 7. Blank out the "Transfer To" field.
- B. Go to **SCHE** and add the desired classes to the student's schedule.
- C. Run **UNCLEMIS** to import the EMIS Demographic/Attendance data from the STUD file in SIS. At the MENU> prompt type in: UNCLEMIS. After running UNCLEMIS print the UNCLEMIS.TXT report to verify there are no errors.
- D. IF the student has a Status = "N", go into the **EMIS DEMOG/ATTEND**, and update the Attending/Home IRN.

3.4.2 ESC Students returning to the Local District

Following are several situations and how the student should be coded:

IMPORTANT: NEVER DELETE/WIPE OUT A WITHDRAWAL DATE IN SIS without contacting NWOCA first!

SITUATION 1: Last year you had ESC students attending ESC classes elsewhere, and were coded in STUD as Status = "R", ATT = "C" (R/C status/att). This year, the students will be attending Local Classes full-time.

In SIS, change the STUD Status = "A"

In SIS, enter a new admission date in STUD

In SIS, change the SPED (% of time) field from zero to 100

In SIS, change the ATT = "A"

Run **UNCLEMIS** to import the EMIS Demographic/Attendance data from the STUD file in SIS. At the MENU> prompt type in: UNCLEMIS. After running UNCLEMIS print the UNCLEMIS.TXT report to verify there are no errors.

*****In EMIS, blank out the Attend/Home IRN*****

SITUATION 2: Last year you had ESC students attending ESC classes elsewhere, and were

coded in STUD as Status = "R", ATT = "C" (R/C status/att). This year, the students will be attending Local Classes part-time.

In SIS, change the STUD Status = "A"

In SIS, enter a new admission date in STUD

In SIS, change the SPED (% of time) field from zero to time in district

Run **UNCLEMIS** to import the EMIS Demographic/Attendance data from the STUD file in SIS. At the MENU> prompt type in: UNCLEMIS. After running UNCLEMIS print the UNCLEMIS.TXT report to verify there are no errors.

SITUATION 3: Last year you had ESC students attending ESC classes elsewhere, and were coded in STUD as Status = "R", ATT = "C" (R/C status/att). This year, the students will be attending ESC classes housed in your building AND you would like to track attendance or class lists.

In SIS, enter a new admission date in STUD

In SIS, change the status to "U" in STUD.

3.4.3 Non-Resident ESC Students attending in your building

ESC classes will be housed in your building AND you would like to track attendance or class lists AND you have Non-Residents attending.

In SIS, STUD Status = "N"

In SIS, SPED (% of time field) = zero

In SIS, ATT = "E" - excluded from EMIS

3.5 PROCEDURE FOR REMOVING A STUDENT FROM SIS

In the event that a student does not show up at the beginning of the school year and has never been enrolled in any classes, OR, if it is discovered that there are two STUD records for the same student, one of the STUD records should be eliminated. Since the "Delete" option is not available for the STUD file, please *contact NWOCA* to have appropriate cleanup steps taken.

3.6 SCHOOL CODES

The next page lists alpha codes to use for all home districts in the STUD fields: "From School" and "Transfer To". These are the same codes that users having BUNNY privileges are currently using.

Please DO NOT use the numeric school codes that are also displayed when the help screen appears.

Anthony Wayne High School	AWHS	Montpelier High Sch.	
MNTH			
Anthony Wayne Jr High	AWJR	Superior Middle Sch.	SUPE
Anthony Wayne M.S.	AWMS	Montpelier Primary	
MNTE			
A.W. Monclova Elem.	AWMO	Napoleon High School	
NAPH			
A.W. Waterville Elem.	AWWA	Napoleon Middle Sch.	
NAPM			
A.W. Whitehouse Elem.	AWWH	C.D. Brillhart Elem.	BRIE
Archbold High School	ARCH	Central Elementary	CENE
Archbold Middle School	ARCM	West Elementary	WESE
Archbold Elementary	ARCE	North Central High Sch.	PIOH
Ayersville High School	AYRH	North Central Jr. H.	PIOJ
Ayersville Elementary	AYRE	North Central Elem.	PIOE
Bryan High School	BRYH	Northeastern (Tinora) HS	
TINH			
Bryan Middle School	BRYM	Tinora Jr. High	
TINJ			
Central (Beech St.)	BEEE	Noble Elementary	
NOBE			
Lincoln Elementary	LINE	N. Richland Adams	NORE
Washington Elementary	WASE	Tiffin Elementary	
TIFE			
Central Loc. (Fairview) HS	CENH	Oregon Clay High Sch.	ORHS
Fairview Middle School	CENJ	Eisenhower Middle Sch.	ORMS
Farmer Elementary	FARE	Fassett Middle Sch.	ORFA
Sherwood Elementary	SHEE	Coy Elementary	ORCO
Defiance High School	DEFH	Jerusalem Elem.	ORJE
Defiance Junior High	DEFJ	Starr Elementary	ORST
Defiance Middle School	DEFM	Otsego High School	OTHS
Anthony Wayne Elem.	ANTE	Otsego Middle School	OTJR
Brickell Elementary	BRKE	Grand Rapids Elem.	OTGR
Slocum Elementary	SLOE	Haskins Elem.	OTHA
Spencer Elementary	SPEE	Weston Elementary	OTWE
Edgerton High School	EDGH	Ottawa Hills High School	OHHS
Edgerton Middle School	EDGM	Ottawa Hills Elem.	OHEL

Edgerton Elementary	EDGE	Patrick Henry High Sch.	PHLH
Edon Northwest High School	EDNH	Deshler Elementary	DESE
Edon Elementary	EDNE	Hamler Elementary	HAME
Edon Northwest Elem.	NWEE	Malinta Elementary	MALE
Evergreen High School	EVGH	Penta Co. JVS H.S.	PEHS
Evergreen Middle School	EVGM	Penta Co. Skill Center	PETE
Fulton Elementary	FULE	Penta Co. Skill OWE	PEOW
Lyons Elementary	LYNE	Pettisville High School	PETH
Four County JVS	FCVH	Pettisville Elem.	PEEL
(Gorham) Fayette H.S.	FAYH	Pike-Delta-York H.S.	PDYH
Fayette Elementary	FAYE	Delta Middle School	DELM
Franklin Elementary	FRAE	Delta Elementary	DELE
Hicksville High School	HICH	York Elementary	YORE
Hicksville Elementary	HICE	Rossford High School	ROHS
Holgate High School	HOLH	Rossford Junior High	ROJR
Holgate Middle School	HOLM	Eagle Point Elem.	ROEP
Holgate Elementary	HOLE	Glenwood Elem.	ROGL
Lake High School	LAHS	Indian Hills Elem.	ROIH
Lake Junior High	LAJR	Springfield High School	SPHS
Lake Elementary	LAEL	Springfield M.S.	SPMS
Millbury Elementary	LAMI	Crissey Elementary	SPCR
Wallbridge Elementary	LAWA	Dorr Elementary	SPDO
Liberty Center High Sch.	LIBH	Holland Elementary	SPHO
Liberty Center Elem.	LIBE	Holloway Elementary	SPHW
Lucas County ESC	LCEC	Stryker High School	STRH
Hilltop High School	WUNH	Stryker Elementary	STRE
Hilltop Junior High	WUNJ	Swanton High School	SWAH
Hilltop Elementary	WUNE	Swanton Junior High	SWAJ
Maumee High School	MAHS	Crestwood Elementary	CREE
Gateway Middle Sch.	MAMS	Park Elementary	PARE
Fairfield Elem.	MAFA	Township Elementary	SWAE
Fort Miami Elem.	MAFM	Wauseon High School	WAUH
Union Elem.	MAUN	Burr Road Middle Sch.	WAUM
Wayne Trail Elem.	MAWT	Elm Street Elem.	WAUE
		Leggett Street Elem.	WAUL
		Wood County ESC	WCEC

Table 13 DISTRICT IRNs

District	IRN	EMIS Prefix
Anthony Wayne Local	048207	H99
Archbold Area	047043	E47
Ayersville Local	046706	D47
Bowling Green City	043638	O71
Bryan City	043679	O55

Central Local	046714	D49
Defiance City	043869	D41
Edgerton Local	050617	O61
Edon-Northwest Local	050625	O63
Evergreen Local	047050	E49
Four County Career Center	050963	G05
Gorham Fayette Local	047068	E51
Hicksville Ex. Village	045419	D43
Holgate Local	047571	F99
Lake Local	050690	O83
Liberty Center Local	047589	G01
Lucas County ESC	048199	
Maumee City	044362	H89
Millcreek-West Unity Local	050633	O65
Montpelier Ex. Village	045526	O57
Napoleon Area	044438	F95
North Central Local	050641	O67
Northeastern Local	046722	D51
Northwest Ohio ESC	124297	n/a
Oregon City	044602	H91
Otsego Local	050724	O89
Ottawa Hills Local	048215	I01
Patrick Henry Local	047597	G03
Penta County JVS	051359	O91
Pettisville Local	047076	E53
Pike-Delta-York Local	047084	E55
Rossford Ex. Village	045609	O75
Springfield Local	048223	I03
Stryker Local	050658	O69
Swanton Local	047092	E57
Sylvania City	044875	H93
Toledo City	044909	H95

Washington Local	048231	I05
Wauseon Ex. Village	045641	E43
Wood County ESC	050666	

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