



# **LPSS Student Registration Update**

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## Find a Student using the Find button

1. Click the **Find** button located at the bottom of the **Student Master** screen. This brings up a list of students in alphabetical order.
2. Use the keyboard or the keypad at the top of the list to type the last name in the search box or scroll down the list and select the appropriate name.
3. The student information will appear on the **Student Master** screen.

## Find a Student using the Search Bar

1. The search field is the blank field to the right of **Action** at the top of the screen. Search by typing all or part of the student's last name, first name, social security number, or student ID number and hit **Enter** on the keyboard.
2. A list of possible matches is displayed and can be sorted using any column heading.
3. Select the desired student. The student information will appear in the **Student Master** screen.
4. **TIP:** In this field, the user can search Student Name, Father Name, Mother Name, Guardian Name, and any phone number. Simply type in what is being searched for. Any matches will show in **bold**.

## Using the Gear Box

1. Find the student using the **Search** box or the **Find** button.
2. Click on the **gear icon** at the end of the **Student Name** field.
3. Make a selection.
  - Student
  - Attendance
  - Discipline
  - Schedule
  - Grades
  - Print Transcript
  - Student Test Analysis
  - Communication

## Print Student Demographic Sheet

1. Click on the **Action** button at the top of the screen.
2. Select **Demographics**.
3. A print preview will open displaying the student's demographic information. Choose either Print or Save.

## Enroll a Student Using Re-Enroll

1. If working on a student, before enrolling another, click the **Save** button to save any work being done on a current student.
2. Click the **Clear** button on the lower center portion of the student master screen. Click in the yellow field next to *Name* and the *Student Information* window will open.
3. Enter all or part of the **first** and **last name** of the student, OR enter all or part of the student's ssn in the ssn field.
  - If any part of the name contains an apostrophe, use the key left of #1 and above the Tab key on the keyboard.
  - If the student's name is an uncommon name, try using the first two or three letters of the first and last name instead of the whole name.
  - **TIP:** If the name matching is too difficult, and no results are returned, clear the names and search by putting the ssn in the ssn field.
4. Click **Action** in the upper right of the screen. Choose **Re-Enroll**.
5. Check the appropriate items to import.
6. **Always at least choose the home district to search from. If the student is coming from a JCampus district, choose the district from the drop down menu.**
7. Click **Ok**.

8. If any matches appear on the screen in the home district, check to make sure that for the current year, the student has a leave code from the previous school. If none are present, contact the previous school in the district to post a leave code, then repeat the search.
  - For in district searches, be sure to choose the **most recent entry** (top entry) for the current year.
  - If any matches appear from the other JCampus district, be sure to choose the most recent entry.
  - When a row is selected, an initial view of the student’s data will be presented to make sure the correct student is being selected.
  - After verifying the information, if it is the correct student, click **Import**.
  - Enter the appropriate **entry code**, **entry date**, and **grade**, then click **Ok**. The student’s information will be brought in and a new student master record will be displayed on the screen.
  - Don’t assume information from the other school site is correct. Verify all information; including ssn, date of birth, etc..
9. If no match appears, close the reenroll box and begin entering student’s information from scratch.

## Entering / Editing Demographic Information in Student Master

### Student Name

1. Click in the yellow field next to *Name* and the *Student Information* window will open.
2. Enter the student’s **first** and **last name**.
3. If any part of the name contains an apostrophe, use the key left of #1 on the keyboard.

### Student Address information:

1. Work with the **physical address** first, then copy to the **mailing address** if the same.
2. If the address does not match the map suggestion provided, check for spelling inaccuracies, proper suffix information, and correct numbering.
3. If the address still does not match the map suggestion, click on the left “Address Entered”, then give a reason at the bottom of the screen for why the address does not match.
4. If the mailing address is not deliverable, check with **usps.com** for the correct deliverable address.

### Address Standards and Abbreviations

When entering addresses, it is important to be consistent. Below are suggested address standards for abbreviations and formats when entering any address for students, parents, or emergency contacts.

- No commas or periods
- Use the following abbreviations:
  - **AVE** for Avenue
  - **BLVD** for Boulevard
  - **CIR** for Circle
  - **CT** for Court
  - **DR** for Drive
  - **HWY** for Highway
  - **LN** for Lane
  - **PKWY** for Parkway
  - **RD** for Road
  - **RT** for Route
  - **ST** for Street
  - **THRWY** for Thruway
  - **TR** for Trail
- Numbered streets from First through Tenth should be spelled out. Above Tenth, use the figures.

- Examples: 123 THIRD ST, 382 14TH ST
- Abbreviate all directions without the period.
  - Examples: 320 W JEFFERSON ST, 938 E JEFFERSON ST,
  - **Note:** If the street's name is North Street, do not abbreviate North.
    - Example: 103 NORTH ST
- A post office box should be PO. No space and no periods.
  - Examples: PO BOX 235, PO DRAWER 309
- Leave off the number sign (#) between Lot and Apartment. LOT and APT must be on the second address line. Put a space before the number.
  - Example: 23 COLE RD LOT 16, 1834 GREEN ACRES HWY APT 32

### Enter Student Phone Number, then Student Social Security Number

1. It is best to verify SSN information with a card, even after doing a reenroll from another district.
2. Enter the Social Security number in the **SS Number** field.
  - If a parent does not supply a SSN, double click in the SSN box and the system will generate a temporary SSN.

### Enter Guardian, Father, Mother, Resides With, and Emergency Information

1. **Guardian:** Use if the student resides with someone other than Father or Mother. Enter Guardian information. Don't forget to enter relationship in top right.
2. **Father:** Enter birth certificate father information.
3. **Mother:** Enter birth certificate mother information.
4. **Resides with:** In the *Resides with* field, enter the person(s) that the student resides with.
5. **Emergency:** Enter Emergency contact person. If additional emergency contacts are needed, place them in the "Comments" area at bottom.

### Homeroom

1. **Note:** If an elementary school, or middle school using blocks: Assigning a block will give a student a homeroom, therefore it may not be necessary to enter a homeroom here.
2. Click in the **Homeroom** field. A list of staff members will appear. Click on the staff member's name to be the homeroom teacher for this new student.

### Enter State Reported Special Codes

1. Click in the **Special Codes** field to get the *Special Codes* box.
2. Click on the drop down arrow to choose the appropriate state reported special code.
3. Click **Close** when finished.
4. Click **Save** to store the code selection.
5. Elementary state reported special codes:

#### PreK Funding Special Codes (Needed for all PreK students)

- P01 Title 1
- P02 INVALID
- P03 Starting Points
- P04 Even Start
- P05 8(g) Block Grant
- P06 Locally Funded
- P07 Head Start (4 yr olds)
- P08 Head Start (3 yr olds)
- P09 LA 4(formerly Early Childhood Dvlpmnt)
- P10 Rural Education Achievement Prgm. (REAP)
- P11 Education Excellency Fund (EEF)
- SE1 Preschool Special Ed

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### Kindergarten Special Codes (Needed for all K students)

- K01 PUBLIC School Prekindergarten
- K02 NONPUBLIC Prekindergarten
- K03 LICENSED Childcare
- K04 Family Day Care Home Program
- K05 Head Start Programs
- K06 Tribal Schools
- K07 Home (No Pre-K)

6. For Lafayette Parish special codes of importance, see the following document: [Lafayette Program Special OoZ Codes Listing](#)
7. Easiest way to manage special codes? Use the Special Code Loader. Go to **Student Master / Loaders / Special Code Loader**.

### Enter Alert Codes

1. Click in the **Alert Codes** field to get the *Alert Information* box.
2. Click on the drop down arrow to choose one (or more) alarms.
3. Click **Close** when finished.
4. Click **Save**.
5. Once an alarm code has been entered, the field will be red. You will also receive notification that a student has an alarm code when checking the student out.

### Grade Level

1. Use the drop down menu to select student's grade.
  - Kindergarten code: 00
  - Pre-K code: -1

### Gender / Ethnic / Date of Birth Information

1. Click in the **Gender** field and select the correct gender of the student.
2. Click in the *Ethnic* field. Select the **Primary Ethnicity** and click **Close**.
  - Only **Primary Ethnicity** is required, but a *Secondary Ethnicity* may be selected by checking all boxes that apply.
3. It is best to verify the Birth Date with a copy of the birth certificate. Click in the **Birth Date** field. Select the month, date, and year from the drop down menu. Click **Close** when finished. The age of the student will appear by the birth date in parenthesis.

### Transportation Information

1. Click in the **Transportation** field. In the *Transportation Information* window, click the drop down menu next to **Transportation** and make the appropriate selection.
  - If the child rides a bus, select **01 Transported at Public Expense**.
  - If the child is a walker or car rider, select **05 Private Car or Walker**.
  - Click **Close**.
2. For **Morning** and **Evening** bus, it is often helpful to enter the bus number, especially when working with little children. This helps to be able to pull lists of students who ride a given bus.

### Entry Information

1. Click in the *Entry Date* field. The Entry Information window will appear.
3. Select an **Entry code** and **Entry date** from the drop down menu.
4. \*If the student is transferring from within the state of Louisiana, click in the **Transferred From** field to generate a Louisiana State School list. Select the school. Click **Close**.

## Leave Information

1. Click on the **Leave Date** field to begin the process of exiting a student.
2. Select the appropriate Code from the drop down menu for **Leave Code**.
3. In the **Leave Date** field, select the first **non-attendance date** as the leave date.
4. \*Enter the **Transferred To** information.
5. Click **Close**.
6. If all information is correct, click **Save**.

## Leave Information: Print Leave/Entry Packet

1. After finding the student in Student Master and exiting them or after entering a new student, click **Action** at the top of the screen.
2. Choose **Leave/Entry Package**.
3. Check all appropriate boxes to print.
  - By default, social security numbers do not print on reports. It must be selected in order to print.
  - Check **Demographic Information Page** to print student demographic information.
  - (Optional) Check **Current Grades Not Recorded** and select the current semester from the drop down menu to print out a list of the student's current schedule with a place for teachers to write the average for the class.
  - Check **Current Grades** to print a report card for the student.
  - Check **Current Progress Report** and select the current grading period from the drop down menu to print out a detailed progress report for the student that lists all assignments and grades for each class.
  - Check **Historical Grades Detail** to print a transcript for the student.
  - Check **Attendance History** to get a detailed history of the student's attendance.
  - Check **Discipline History** to get a summary history of the student's discipline.
  - Check **Discipline Referral Detail** to get a detailed history of the student's discipline.
  - Check **Test Score Card** to get a list of state tests the student has taken and the scores received.
4. Click **Print**.

Leave/Entry Package Setup

- Print SSN
- Lunch Room Notification
- Nurse Notification
- Bus Notification
- Demographic Information Page
- Current Grades Not Recorded Semester 1
- Current JPams Grades
- Current Progress Report 1st Six Weeks
- Historical Grades Detail
- Attendance History
- Discipline History
- Discipline Referral Detail
- Test Score Card

Print

## Country Information (Limited English Proficiency or ESL)

1. Needs to be completed if the student is not proficient in English or if the student was born in another country.
2. Enter the following:
  - **Entry Date:** Enter the date the student entered, or was born in the United States
  - **Country of Citizenship:** If born in another country, indicate that country in this field.
  - **Language Code:** Indicate language spoken by student.
  - **English Proficiency:** Enter whether the student is Fully English Proficient, or Limited English Proficient.
  - **Funding Source:** If the student is Limited English Proficient, identify the funding source for ESL assistance. Check with your JCampus District Coordinator for correct local funding source for ESL. Typically this is code "11 Local Funding".
3. When done, click the **Close** button, then click the **Save** button on Student Master.

## Program Tab Information

### Homebound

1. In **Student Master**, click **Find** to locate the desired student.
2. Across the bottom of the student master screen are tabs. Click on the tab labeled **Programs**.
3. On screen are rows of fields to enter multiple program information items.
4. On the first available row, click the drop down arrow under **Program**. Scroll to **17 Hosp./Homebound**.
5. In the **Area/Reason/Score** field, enter the reason for the homebound condition.
6. In the **Begin Date** field, enter the start date of homebound services.
7. In the **End Date** field, enter the anticipated end of homebound services.
8. In the Refer Name, enter the staff member providing homebound instruction.
9. Click **Save** at the bottom of the **Student Master** screen.
10. **Note:** For the date range indicated, when a homebound student is marked absent, an alert will appear indicating this is a homebound student.

### LPSS Programs of Importance

1. In **Student Master**, click **Find** to locate the desired student.
2. Across the bottom of the student master screen are tabs. Click on the tab labeled **Programs**.
3. On screen are rows of fields to enter multiple program information items.
4. On the first available row, click the drop down arrow under **Program**. Scroll to program codes at the end **starting with letter "C"**.
5. In the **Begin Date** field, enter the start date the student being in the program.
6. In the **End Date** field, enter the anticipated end of the student being in the program.
7. Click **Save** at the bottom of the **Student Master** screen.
8. For a listing of LPSS Program Codes of importance, click here: [Lafayette Program Special Ooz Codes Listing](#)

## Out Of Zone (OOZ) information

The Out of Zone tab (OOZ) lets us enter information for student attending school outside their school zone.

1. Locate the student in Student Master, then at the bottom tabs, click on the **Out of Zone** tab.
2. On the insert row (first blank row), work from left to right filling in the following details:
  - **District:** No entry needed. Save of record will auto post the district.
  - **Request School:** Student's Out of Zone Transfer to Request School
  - **Current School :** Student's Current School
  - **Zone School:** School Zone Student lives in
  - **NZ School:** Not needed for LPSS. Next Year School zone.
  - **Code:** Approval or denial code (A = Approved code, D = Denied code)
  - **Begin Date:** Begin date for Out of Zone Request
  - **End Date:** Not needed for LPSS. End date for Out of Zone Request
  - **Year:** No entry needed. Save of record will auto post the year.
  - **Save:** Click to save data on this row.
3. For a listing of Ooz codes of importance to LPSS, click this link: [Lafayette Program Special Ooz Codes Listing](#)
4. Need a list or count of your Ooz students? Go to the Student Master navigation, then either **Lists / Out of Zone List** or **Count / Out of Zone Count**.
5. Have a lot of these to enter? Use the Ooz Loader. Go to **Student Master / Loader / Out of Zone Loader**.

## Student Fees

Students can be assigned fees in Student Master. Reports can be run to check for students who owe fees. A fee assigned to a student will show on the Parent Command Center.

### Assigning a Fee to a Single Student

1. Open the student master record of the student.
2. Click the **Sports & Fees** tab at the bottom.
3. Click in the **Fee 1** box, then select type of **Fee**.
4. **Amount:** Enter amount owed for fee.
5. To remove a fee, click the **Clear** button.
6. Click **Save** to save the record.
7. The fees assigned in **Student Master** will display in the **Student Progress Center** in the **Fees** tab.
8. The fees will also show when printing a **Leave / Entry Package**.

### Assigning Fees to Multiple Students

Using the **Fees Loader**, many students can be loaded with a fee at one time. As an example, we will give all 9th grade students a locker fee of \$5.00

1. Under Student Master, click **Loaders**, then **Fees Loader**.
2. At the setup box, set the **Year**, **Grade**, and **As Of** date.
3. Select the **Fee** to be loaded.
4. Click **OK**.
5. At the bottom right of the screen, locate the **Add Fee** button.
6. In the Click in the field and type the fee amount to be assigned to multiple students. Click the **OK** button.
7. Click in the column underneath the type of fee for the students you wish to assign a fee to, then click the fee on the right to assign.

### Printing a Fees Report

1. Under **Student Master**, expand **Lists**, then **Fee List**.
2. At the setup box, set the **Year**.
3. **District** and **School** should be defaulted based on security.
4. Set the **As of Date**.
5. Leave **Grade**, **Gender**, and **Ethnic** blank to include all criteria; otherwise click in the field to make selections.
6. Click **Ok**.
7. On screen you will see a listing of students associated with fees. To print the report as seen, click **Print**.
8. To print columns that are to the far right, click and hold on the column label and “drag” to the left into the printable area of the screen.

## Enrollment Audit

The enrollment audit is an important report that checks for dual or overlapping enrollments, birthdays that seem off of the normal grade level, grade levels that don't match the grades offered by the school, and other items. There is a legend at the bottom of the report to assist the user.

1. In the left navigation panel, select **Student Master**, then **Lists**, then **Enrollment Audit**.
2. At the setup box, set the **Year**, and **School**, then click **OK**.
3. In a few moments, a listing will be produced on screen of students that have possible enrollment details to be checked on in student master.
4. On the far right, click on the column labeled **Error Type** to sort the report by error type. On the various rows, the user will see that possible errors have an asterisk next to them.
5. At the bottom of the screen, a legend of the error codes will be displayed. Common ones are highlighted below.



1 Illegal chars.	9 Grade not at sponsor site	17 Missing ethnic code	25 Missing entry code or date
2 Generation suffix in name	10 No calendar for grade	18 SSN length not 9	26 Invalid leave code
3 Empty name field	11 Missing fund. code, Pre-K	19 SSN has illegal chars.	27 Missing leave code or date
4 Duplicate sidno	12 Grade not 2 digit	20 Duplicate SSN	28 Overlapping enrollment
5 Spaces in sidno	13 Missing grade	21 Missing SSN	29 School/dist. not in sysfile
6 Sidno with length > 7	14 Invalid sex code	22 Suspicious birthdate	30 Missing school
7 Missing sidno	15 Missing sex code	23 Missing birthdate	31 Missing district
8 Invalid grade	16 Invalid ethnic code	24 Invalid entry code	32 Invalid school/district
			33 Missing PreK Experience Code

6. Using the report, go to the student master record of each student and resolve any issues found.
7. Common Error Codes And What To Do With Them:
  - a. **28 Overlapping enrollment:** The student has an enrollment date conflict with another school in the district. To fix, do one of the following in the **Student Master** record of the student...
    - i. Click to check the **Enroll History** of the student.
      - You may see that the student has an enrollment that does not have a leave code at the other school, or at your school. This would mean that the student is enrolled at two sites. Contact the other school and resolve with a leave code at the proper site.
      - You may see that the student has a leave code from a previous site that is not in agreement with the entry code at your site. Work with other school site to correct the proper leave/entry date at the school sites.
  - b. **2 Generation suffix in name:** This is caused when the generation suffix, such as JR, is not matching one of the generation suffix choices in JCampus. To fix, do one of the following in the **Student Master** record of the student...
    - i. Click on the Name of the student to see name details:
      - If the generation suffix of “Jr”, “II”, etc..., is in the first name or last name field rather than in the suffix field; edit out the generation suffix from the first or last name, and click the correct choice in the **Suffix** field, then click **Save**.
      - If the generation suffix does not match of the available choices in the **Suffix** drop down; Click on the generation suffix; pick one of the choices, then click **Save**.
  - c. **9 Grade not at sponsor site:** This is caused when the grade level of the student does not match the grades offered at the school. To fix, do the following in the **Student Master** record of the student...
    - i. Adjust the grade level of the student to a grade that is offered at the school, then click **Save**.
  - d. **11 Missing fund code, PreK:** This is caused when a PreK student (-1) does not have a funding code required for state reporting. To fix, do the following in the **Student Master** record of the student...
    - i. Locate the student in **Student Master**. Click on the **Special Codes** area of **Student Master**, and then assign a PreK funding code per **Special Codes for State Reporting** section of this guide.
  - e. **18 SSN length not 9:** A student who does not have a 9 digit SSN will be listed with this code. To fix, do the following in the **Student Master** record of the student...
    - i. Check cumulative records for the correct SSN of the student.
    - ii. If you have rights to change **SSN**, click on the name of the student to see the SSN field. Edit the SSN, then click **Save**.
    - iii. If you do not have rights to change the **SSN**, contact your JCampus district administrator to make the change.

- f. **22 Suspicious birthdate:** Any student more than 2 years off of the normal age for a given grade level will be listed here. To fix, do the following in the **Student Master** record of the student....
  - i. Verify the birthdate in cumulative records.
  - ii. If editing of the birth date is needed, update in the **Birth Date** field, then click **Save**.
  - iii. If the grade level of the student is the real cause, update the **Grade** field, then click **Save**.
- g. **33 Missing PreK Experience code:** A Kindergarten student (grade 00) does not have a PreK experience code (one of the Special Codes that begin with “K”). To fix, do the following in the **Student Master** record of the student....
  - i. Locate the student in **Student Master**. Click on the **Special Codes** area of **Student Master**, and then assign a PreK funding code.

## Obtain a List of Invalid Physical Addresses

1. In the left navigation panel, under **Student Master**, then **Lists**, click the link for **Audit 911 Address List**.
2. At the setup box, check the **Year**, **School**, and **As of Date**. Click the **OK** button.
3. A listing of students will be displayed showing current mailing and physical addresses.
4. On the far right is a **Reason** column.
  - a. Addresses that do not match the system will have a message of “**AVS Invalid**”.
5. Check for simple reasons for mismatch such as spelling of names, zip code missing, wrong number, etc...
6. Work to clean out any simple ones that are easily repaired.

Mailing Address	City	State	ZIP	Physical Address	Physical City	Physical State	Physical ZIP	Reason
1953 OAK LEAF FORES	SULPHUR	LA	70665	1953 OAK LEAF FORES	SULPHUR	LA	70665	AVS Invalid
123 FIRST ST.Q	LAKE CHARLE	LA	70605	123 FIRST ST.Q	LAKE CHARLE	LA	70605	AVS Invalid
1223 CHASE	LAKE CHARLE	LA	70605	1223 CHASE	LAKE CHARLE	LA	70605	AVS Invalid
1603 13 TH STREET	LAKE CHARLE	LA	70601	1603 13 TH STREET	LAKE CHARLE	LA	70601	AVS Invalid
115 MAPLE STREET	IOWA	LA	70647	115 MAPLE STREET	IOWA	LA	70647	AVS Invalid
2108 WILDFLOWERS D	LAKE CHARLE	LA	70607	2108 WILDFLOWERS D	LAKE CHARLE	LA	70607	AVS Invalid
164 MABLE	WELSH	LA	70591	164 MABLE	WELSH	LA	70591	AVS Invalid
5540 E JAKE OLIVER LI	IOWA	LA	70647	5540 E JAKE OLIVER LI	IOWA	LA	70647	AVS Invalid
5540 E JAKE OLIVER LI	IOWA	LA	70647	5540 E JAKE OLIVER LI	IOWA	LA	70647	AVS Invalid
630 11ST STREET	LAKE CHARLE	LA	70601	630 11ST STREET	LAKE CHARLE	LA	70601	AVS Invalid
223 PECANWOOD DR	LAKE CHARLE	LA	70605	223 PECANWOOD DR	LAKE CHARLE	LA	70605	AVS Invalid
P.O. BOX 212	ELTON	LA	70532	1406 MARTIN LUTHER	ELTON	LA	70532	AVS Invalid
								Physical is Blank
3552 SAINT NICK ST	LAKE CHARLE	LA	70607	3552 SAINT NICK ST	LAKE CHARLE	LA	70607	AVS Invalid
4437 GORDON WOODS	LAKE CHARLE	LA	70615	4437 GORDON WOODS	LAKE CHARLE	LA	70615	AVS Invalid

7. You may find it handy to look up the address on **Google Maps** to help resolve the issues.
  - Open a tab on Google Chrome, then enter in the URL of **maps.google.com**.
  - In the upper left there is a search box. Enter some of the address, such as the street name and city to see how it shows on the map.
  - Look for misspelled names, or maybe city information that may be incorrect in the student’s address, or perhaps new construction.
8. Remember that mailing addresses do not necessarily have to match the map system. For these, the postal system ([www.usps.com](http://www.usps.com)) is the authority for what is correct.