LPSS Student Registration Guide

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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. **Student names in a pink shade are student master records where the student dropped.**
4. The student's information will appear on the *Student Master* screen.

Find a Student using the Search Bar

1. The search bar is the blank field to the left of **Action** at the top of the screen.
2. Search by typing all or part of the student's last name, first name, social security number, student ID number, state ID, or phone number and hit *Enter* on the keyboard.
3. A list of possible matches is displayed and can be sorted using any column heading.
   a. **Need to find a student in a different year?** In the search results, click the option "**Search All Years**".
      i. Selecting a previous year search result allows you to see data from that year.
4. Select the desired student. The student information will appear in the Student Master screen.
5. In this field, the user can search additional strings such as 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 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 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 all the items to bring in from the other district.
6. **If the student is coming from a JCampus district, choose the district from the drop-down menu. For any other condition, always choose "028 Lafayette".**
7. Click **Ok.**

Student Master Re-Enroll

Warning: You are about to access sensitive Personally Identifiable Information (PII) distributed, and disposed of in accordance with all local, state, and federal privacy without prior authorization of the student's parent/guardian.

This Option will check the Statewide or District database for similar student names

1. Must have name or partial name entered on the Student Master main screen.
2. Must check application data to load to your system below.

- ☑ Demographics
- ☑ Discipline
- ☑ Transcript
- ☑ Attendance
- ☑ Grades
- ☑ Test Scores
- ☑ IBC

Choose a district to search for students below. If the district selected is the same a master setup window then the selected district data warehouse is engaged. If the than the district on your student master setup window then the state wide data war district selected below. If "ALL" is selected then the complete state wide data ware similar names set forth in the student master as referenced in item one above

028 Lafayette - lafayette

OK   Cancel

8. If any matches appear on the screen from a Lafayette enrollment, 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.
   - 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 following, then click "**OK**".
     a. *School code*
     b. *Entry code (Click link to see LPSS Entry Codes)*
     c. *Grade*
     d. *Entry Date*
     e. *Transferred from*
   - The student's information will be brought in and a new student master record will be displayed on the screen.

ReEnrollment Window

Please choose a new school for this student. **A**
002

Please choose a new Entry Code for this student. **B**
E4

Please choose a new Grade for this student. **C**
09

Please choose the new Enrollment Date **D**
Aug 08 2018

Transferred From **E**
028001 ACADIAN MIDDLE SCHOOL

5. **Don't assume information from the other school site is correct. Verify all information; including ssn, date of birth, etc...**
6. **If no match appears, don't give up**. Recheck the spelling of the student's name or try fewer letters of the student's name to get a match.

7. If no match still occurs, begin entering the 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 from the child's birth certificate**.
3. If any part of the name contains an apostrophe, use the key left of #1 on the keyboard.

Student Address information:
It is crucial that LPSS address information be as accurate as possible. **The physical address is used to determine the student's current zone, which is displayed on the student master screen. This data is also used by other systems, such as Transportation for route creation and bus assignment.**
1. Work with the **physical address** first, then copy to the **mailing address** if the same.
2. Click on the student's physical address field and begin typing.
    a. Apt #, Lot #, and Unit information are entered on address line 2.
    b. As information is typed in, map matches will appear on the left.
    c. Click on the matching address suggestion. It will populate the student's physical address fields.
    d. When an address matches the map system, a green check will appear on the screen.

Physical Address Validated ✅

3. If no proper match is found after putting in the address information, check for spelling inaccuracies, proper suffix information, correct street number, and zip.
4. If the address still does not match the map suggestion, close the address match box to continue working.
    a. The unmatched physical address must have a complete set of address parts: number, street name, street suffix, City, State, and Zip.
5. If the physical address is the same as the mailing address, hit the "**Copy**" button and copy from the student physical to the student mailing and any other applicable fields.
    a. In the example below, "**Copy**" is used to copy the physical address to the student mailing address and the mother's address.
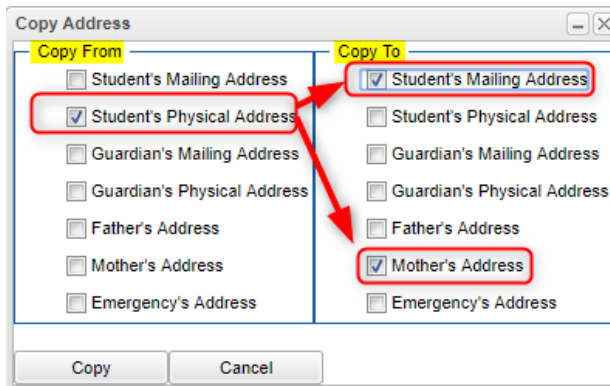
Address Standards and Abbreviations
When entering addresses, it is important to be consistent. Below are suggested address standards for abbreviations and formats when entering any address for students, parents, or emergency contacts.

- 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

- Abbreviate all directions without the period.
  - Example: 320 **W** JEFFERSON ST
- A post office box should be PO. No space and no periods.
  - Examples: **PO** BOX 235
- APT, LOT, and UNIT are entered on the second address line. Leave off the number sign (#).
  - Example: **APT** 32   **LOT** 13   **UNIT** B

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
Phone Numbers Note: Cell phone numbers go in the "**Cell Phone**" field.
   Reason: These numbers can receive SMS texts in the communication system. Home phone numbers cannot.

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 Special Codes

1. Click in the *Special Codes* field to get the *Special Codes* box.
   a. On the insert (first) row, click in the "**Code**" field.
   b. A list of codes to select from will appear. Click on the special code needed.
   c. Enter the **Begin Date** that the code will apply.
   d. Enter the **End Date** for the code condition.
   e. Tap the "**Save**" button on the right. The code will store in a row and move down out of the insert row.

2. Need to remove a code? Click the red "**Delete**" cell.
3. Click *Close* when finished.
4. For Lafayette Parish special codes listing, click this link: LPSS Special Codes
5. 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 in the attendance module.
6. Easiest way to manage alert codes? Use the Alert Code Loader. Go to **Student Master / Loaders / Alert Code Loader**.

Grade Level

1. Use the drop-down menu to select student's grade.
   - Kindergarten code: 00 (Kindergarten special code with "K" required LPSS Special Codes)
   - Pre-K code: -1 (PreK Funding Special Code required LPSS Special Codes)

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.
   - **01 Transported at Public Expense**: Select if student is to ride a regular bus. (*Information goes to Transportation*)
   - **05 Private car**: Select if student is a car rider
   - **08 Walker**: Select if student walks to school
   - **10 Special Needs Bus**: Select if student is to ride a special ed bus (*Information goes to Transportation*)

2. For **Morning** and **Evening** bus, and bus stop address, the information will populate in a data exchange from Transportation. Leave these fields alone.

Entry Information
1. Click in the *Entry Date* field. The Entry Information window will appear*.
3. Select an **Entry code.**
   - Click to see a listing of LPSS Entry Codes (LPSS Entry Codes}
4. Select the **Entry date** from the drop-down menu. The date should be an instructional day in the 1819 year.
5. Enter the **Transferred From** information. A Louisiana school site list will appear.
   - Search the listing and select the correct Louisiana school site.
   - If the school is not a Louisiana site on the listing, close the listing selection. You will see a cursor blinking in the transferred from field. Just start typing in the site.
6. **Entry Comments**: If there is a special note to be entered regarding the entry, type in the comment here.
   *.

Leave Information
1. Click on the **Leave Date** field to begin the process of exiting a student.
2. Select the **Leave Code** from the drop-down menu.
   a. **Assigning a Leave code that contains a "D" is automatically sending a "dropout" code to the state department. Please choose carefully**. If any question, discuss with an administrator.
   b. For a listing of LPSS Leave codes, click here: LPSS Leave Codes
3. In the **Leave Date** field, select the first **non-attendance date** as the leave date.

4. Enter the **Transferred To** information. A Louisiana school site list will appear.
   a. Search the listing and select the correct Louisiana school site.
   b. If the school is not a Louisiana site on the listing, close the listing selection. You will see a cursor blinking in the transferred to field. Just start typing in the site, Click **Close***.*
5. **Leave Comments**: If there is a special note to be entered regarding the entry, type in the comment here.
6. If all information is correct, click **Save***.* The student's name will be in a pink color to denote a dropped student.

Leave Information: Print Leave/Entry Packet

1. In Student Master, find the student to print the packet.
2. Click **Action** at the top of the screen, then choose **Leave/Entry Package**.
3. Check boxes to print.
   - Check **Demographic Information Page** to print student demographic information.
   - 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 verify checkout.
   - 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. (Now works for elementary grade levels too)
   - 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.
   - Check **Out of State / Country** to print a form for parent to sign.
   - Check **Print IGP Form** if for a high school student.

Leave/Entry Package-02.02.2018 ✕

☐ Add Personalized Text to the Cover Sheet

Personalized Text : [   ]

☐ Print SSN

☐ Lunch Room Notification

☐ Nurse Notification

☐ Bus Notification

☑ Demographic Information Page

☑ Current Grades Not Recorded   Semester 1 ▾   **High schools: Set to 2nd semester after Christmas break**

☑ Current Grades

☑ Current Progress Report   1st Nine Weeks   **Set to current grading period**

☑ Historical Grades Detail   ☐ Include Current Year Grades

☑ Attendance Current Year History

Skip Codes : [   ]

☑ Discipline Current Year History

☑ Discipline Referral Detail   ☐ Major Referrals Only

☑ Test Score Card

☑ Out of State/Country   **Get parent signature on this form.**

☑ Print IGP Form   **High Schools Only**

[Print]

4. Click **Print**. Give it a little time to generate a print preview.

Country Information (Limited English Proficiency or ESL)

1. Notify ESL department if a student registers who may not be English Proficient.
2. Needs to be completed if the student is not proficient in English or if the student was born in another country.
   - **US Entry Date**: Enter the date the student entered, or was born in the United States
   - **Country of Origin:** If born in another country, indicate that country in this field.
   - **Language Code:** Indicate language spoken by student.
   - **Home Language:** Indicate primary language spoken in home.
   - **English Proficiency**: Enter whether the student is **01 Fully English Proficient**, or **02 Limited English Proficient**.
   - **Funding Source**: If the student is 02 Limited English Proficient, identify the funding source for ESL assistance.

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.

Other Programs for LPSS

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 and select program code needed.
    a. For a listing of LPSS Program Codes, click here: LPSS Program Codes
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.

Out Of Zone (OOZ) information

The Out of Zone tab (OOZ) lets us enter information for students attending a school outside their school zone. ANY student that is not attending their zoned school MUST have a valid out of zone record. This is used in the student roll forward as well as district level reports.

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**: Student's Zoned School.
    - **NZ School**: Not needed for LPSS. Next Year School zone.
    - **Code**: Approval code (For a list of LPSS Out of Zone codes, click here: LPSS OOZ Codes)
    - **Begin Date**: Begin date for Out of Zone Request
    - **End Date**: End date for Out of Zone Request. Must be entered when student is no longer attending the Request School.
    - **Year**: No entry needed. Save of record will auto post the year.
    - **Save**: Click to save data on this row.

	Delete	District	Request School	Current School	Zone School	NZ School	Code	Begin Date	End Date	Year	Comment	Save
1												
2		028	019	005	055	019	A23	2017-08-09		1718	GT	

3. 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**.
4. Fastest way to do a bunch of these? Use the OOZ Loader. Go to **Student Master / Loader / Out of Zone Loader**.

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.