

EBR Summer School Enrollment of students for 2121

Go to Student Master and select school **YEAR 2121**. Click in the **Name** field and enter the **Last Name** and **First Name** of the student who is enrolling in summer school. Close the window.

Click on the **Action** button and select **Re-enroll**.

Make sure all items are checked off and select the district as 017 East Baton Rouge – ebr. Click OK.

Find the student and use the line with the latest enrollment record. Check the bottom part of the screen to make sure you have the correct student.

Click student in list for review. Data will be retrieved from the sending district and placed in the form below for certification before data is placed in receiving system. When certain this is the correct student, click the 'import' button.

Import Screen

Student Name : E
Guardian Name :
Father Name :
Mother Name : E
Resides With Name : E
 Use Previous Address Allow transfer from sending school without leave code
Student Address : 1 Apt/Lot/Ste :
City : State : Postal Code :
Student Grade : 11
NO IMAGE
Import

FOR SUMMER SCHOOL ONLY:

1. The student would have the same address – check in the box.
2. The student will not have a leave date on their enrollment record so it will be necessary to “Allow transfer from sending school without leave code” option.
3. Click the Import button on the bottom left of the screen.

The ReEnrollment Window opens to enter information:

1. The school needs to be **240 EBR Summer School**.
2. Select the **Entry Code** of **E4 C2 Gain from within district: Registered after the last day of the prev school year**.
3. The grade level should be **the grade level for the 20-21 school year**.
4. New Enrollment Date will be **June 1, 2021**.
5. Transferred from needs to be the school where the student was enrolled in the 20-21 school year.
6. Click OK to import the student.

ReEnrollment Window

Please choose a new school for this student.
700

Please choose a new Entry Code for this student.


Please choose a new Grade for this student.
06

Please choose the new Enrollment Date
Jul 01 2021

Transferred From
017315

OK

SCHEDULE STUDENT for course(s) registered for:

Go to **iGear**  next to student’s name and select **Schedule>Schedule Maintenance**. Place the course(s) in the student’s schedule.