

## Online Registration: Jefferson

In this program, the user will be able to see a list of students who have registered from the [Online Registration System](#), review them, and approve the students into 2021 Student Master.

## Terms to Understand:

- **Submitted:** The parent/guardian has signed off with a date indicating the application is ready to go.
- **Verified:** The School has reviewed and verified all the documentation associated with the application.
- **Approved:** The School has approved the application and brought the student into 2021 Student Master.

## Getting Started

On the left navigation panel, select **Student Master -> Loaders -> Online Registration System Editor -> Review Application** or just do a search for “Online” in the Search box.

- **Tip:** Make this program a “**Favorite**” so that you do not have to search for it in the future.
  - When performing a “Search”, click the favorite icon (heart) to store in the favorites listing (heart icon in the upper right).

○

## Setup Options

- **Year** – Set Year to “2122”.
- **Grade** – Normally, leave blank. Set to a desired grade range if needed.
- **Show Submitted Applications Only** – Select to show only applications that have been submitted with a parent/guardian signature and date. Toggle off to see all applications to the school.
- **Show** – Normally set to “All”, but “Approved Only” can be helpful when reviewing students.,
  - “Approved Only” will show the students brought into Student Master.
- **As-Of Date** - Current date of application.
- **OK** - Click to continue.
- Click the “**Review Applications**” tab at bottom.

Setup-03.18.2020 BES

Year : 2122

District : 026

Zone School : 005

Grade :

Gender :

Ethnic :

Show Only OOZ Students

Show Submitted Applications Only

Show Current Enrolled Students

Show :  All  Approved Only  Not Approved Only

Student :  All  Existing Only  New Applicant Only

School : 700

Include Non-District Schools

Non-District Schools :

As Of Date : May 18 2020

OK

## Main Screen

A screen showing the applicants will appear on the screen.

The most important column is the “Submitted” column. This indicates that the parent/guardian has applied and indicates that they are finished with the application.

**Click on a row to see the contents of the application from the parent.**

| Search: <input type="text"/> |                          |         |              |              |             |       |        |               |             |           |                     |               |               |               |         |        |           |
|------------------------------|--------------------------|---------|--------------|--------------|-------------|-------|--------|---------------|-------------|-----------|---------------------|---------------|---------------|---------------|---------|--------|-----------|
|                              | Student Name             | SIDNO   | Relationship | Physical Add | Mailing Add | Phone | Health | Special Needs | Permissions | Submitted | Signed Date/Time    | Current Sch   | Zone Sch      | Request Sch   | App/Rej | Source | # Changed |
| 1                            | ALAJMI, AMJAD            | 9069946 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         |                     | 006 DEMO S... | 999 null      |               | ✓       | STU    | 2         |
| 2                            | ARDOIN, DAVID            | 9109899 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         |                     |               |               |               | ✓       | STU    |           |
| 3                            | AUGUSTINE, ANGELA ADELLE | 8109968 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         | 2018-10-24 11:40:38 | 010 DEMO S... | 006 DEMO S... |               |         | SPC    | 1         |
| 4                            | AUGUSTINE, BOB           |         | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✗           | ✓         | 2018-10-16 09:49:53 |               | 999 null      |               |         | ORS    |           |
| 5                            | BREAD, RAISIN            | 9049949 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         |                     | 004 DEMO S... | 999 null      |               | ✓       | STU    |           |
| 6                            | CABRA, RAY BAY           | 7049953 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✗         |                     | 006 DEMO S... | 999 null      |               |         | SPC    | 31        |
| 7                            | DIAGLE, JAY              | 7089964 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         |                     | 006 DEMO S... | 999 null      |               | ✓       | STU    | 1         |
| 8                            | DOE, JOHN                |         | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✗         |                     |               | 999 null      |               |         | ORS    | 4         |
| 9                            | ELLIOTT, SHAUNA          | 5109933 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         |                     | 002 DEMO S... | 999 null      |               | ✓       | STU    | 1         |
| 10                           | ESCUDE, ANDREW           | 9049947 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         |                     | 004 DEMO S... | 999 null      |               | ✓       | STU    | 1         |
| 11                           | FAUL, CATHERINE          | 9109949 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         |                     | 004 DEMO S... | 999 null      |               | ✓       | STU    | 1         |
| 12                           | JUNIOR, BOB              | 8999997 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         |                     | 010 DEMO S... | 999 null      |               | ✓       | STU    | 1         |
| 13                           | LEBLANC, DAVID           | 9109976 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         |                     | 010 DEMO S... | 006 DEMO S... |               | ✓       | STU    | 1         |
| 14                           | MORGAN, ALLIE            | 9999999 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         |                     | 999 null      | 999 null      |               | ✓       | STU    |           |
| 15                           | MURRAY, JEFF             | 1109901 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         |                     | 010 DEMO S... | 006 DEMO S... |               | ✓       | STU    | 1         |
| 16                           | O'REAR, CAROLINE MARIE   | 7049972 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         |                     | 002 DEMO S... | 999 null      |               | ✓       | STU    |           |
| 17                           | PICKLES, JAY             | 1109997 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         |                     | 010 DEMO S... | 006 DEMO S... |               | ✓       | STU    |           |
| 18                           | RAIN, STORMIE            | 9049948 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         | 2018-06-07 10:19:24 | 004 DEMO S... | 999 null      | 004 DEMO S... | ✓       | STU    | 3         |
| 19                           | REX, T                   | 9049945 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         |                     | 004 DEMO S... | 999 null      |               | ✓       | STU    |           |
| 20                           | REX, T4                  | 9069942 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         |                     | 006 DEMO S... | 999 null      |               | ✓       | STU    |           |
| 21                           | SMITH, AARON             | 9999998 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         | 2018-07-10 15:31:05 | 999 null      | 999 null      |               | ✓       | STU    | 1         |
| 22                           | STEWART, DARCY           | 9999997 | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✓           | ✓         |                     | 999 null      | 999 null      |               | ✓       | STU    | 1         |
| 23                           | THOMAS, ROB              |         | ✓            | ✓            | ✓           | ✓     | ✓      | ✓             | ✗           | ✗         |                     |               | 999 null      |               |         | ORS    |           |

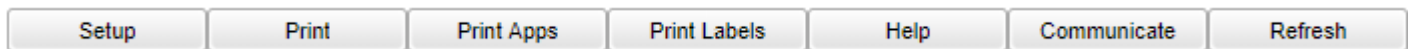
Summary Review Applications

Setup Print Print Apps Print Labels Help Communicate Refresh

## Column Descriptions on Screen and On Application View:

- **Student Name** - Student's Name (Click on the name and a box will pop up allowing you to change the name if incorrectly spelled.)
- **SIDNO** – If approved into Student Master, Student's Student Identification Number
- **Relationship** - Students relationship has been entered by the parent
- **Physical Address** - Student's physical address has been entered by the parent
- **Mailing Address** - Student's mailing address has been entered by the parent
- **Phone** - Student's phone number has been entered by the parent
- **Health** - Student's health has been entered by the parent
- **Special Needs** - Student's special needs have been entered by the parent
- **Permissions** - Student's permissions have been entered by the parent
- **Submitted** - Parent has signed and submitted the application for approval

- **Signed Date/Time** - The date/time parent signed and submitted the application for approval
- **Signed Days** – Number of days since the parent “submitted” the application.
- **Current School** – Will be blank until moved to Student Master.
- **Zone School** - Current school based on attendance zone. “999” means address could not be verified.
- **Requested School** - Parent/Guardian requested school if address not matched.
- **Approval/Rejection** - Status of the student’s application
- **Changed** - Total number of times this application has been modified



### Buttons at Bottom

- **Setup** - Click to go back to the Setup box.
- **Print** - This will allow the user to print the Review Application table.
- **Print Apps** - This will allow the user to print the student applications for selected students.
- **Print labels** - This will allow the user to print Mail/Folder labels for the students with a (sidno) student identification number (have been approved to Student Master).
- **Help** – Click to go to the help system of JCampus. Do a search for “Online” to get to topics.
- **Communicate** - Select students to send an email to the parent/guardians of the applicants.
- **Refresh** - This will allow the user to refresh the Review Application window.

### Review of Student Applications.

Go to **Review Applications** tab at the bottom of the page. Click on the student’s name to view the application.

- **Demographics:** (Underlined elements can be edited)
  - **Name**: Click on name to fix.
  - **Application Year**: Click to change year if incorrect.
  - **Date of Birth**: Click to fix if needed.
  - **Languages** section: If Student Language is something other than 034, refer to contacts for ESL and processing.
  - **Physical Address / Mailing Address**: Click to fix if needed.
  - **Address** should have a green check as normal in Student Master.
    - If address does not match zone, the student probably needs to go through Compliance Dept. for processing.
    - Click on address if change is needed to correct entry.
  - **Temporary Living Arrangement?** May be an indicator of homeless. Refer to homeless contact for possible processing or outreach.

- Go to the **Documents** section and **View** and **Approve/Reject** each document that was uploaded. **Verify** when all documents are present.
  - Open the document by clicking on **View**.

| Documents                    |      |                      |                        |        |          |          |            |                  |  |
|------------------------------|------|----------------------|------------------------|--------|----------|----------|------------|------------------|--|
| Document Title               | Type | View                 | Upload                 | Viewed | Approved | Rejected | App/Rej By | Category         |  |
| Birth Certificate - official | 01   | <a href="#">View</a> | <a href="#">Upload</a> |        |          |          |            | Birth certifi... |  |
| Current Custody PW           | 10   |                      | <a href="#">Upload</a> |        |          |          |            | Legal Doc...     |  |
| Driver's License/State ID    | 03   |                      | <a href="#">Upload</a> |        |          |          |            | Drivers/Sta...   |  |
| Immunization                 | 04   |                      | <a href="#">Upload</a> |        |          |          |            | Immunization     |  |
| Proof of Income 1st          | 14   |                      | <a href="#">Upload</a> |        |          |          |            | Proof of In...   |  |
| Proof of Income 2nd          | 14   |                      | <a href="#">Upload</a> |        |          |          |            | Proof of In...   |  |
| Proof of Income 3rd          | 14   |                      | <a href="#">Upload</a> |        |          |          |            | Proof of In...   |  |
| Proof of Residency           | 03   |                      | <a href="#">Upload</a> |        |          |          |            | Proof of R...    |  |
| SSN                          | 02   |                      | <a href="#">Upload</a> |        |          |          |            | SSN              |  |

I verify the documents provided for this student's information.

- If you simply view the document, a check mark will be placed under the **Viewed** column.

| Documents                    |      |                      |                        |        |          |          |            |                  |  |
|------------------------------|------|----------------------|------------------------|--------|----------|----------|------------|------------------|--|
| Document Title               | Type | View                 | Upload                 | Viewed | Approved | Rejected | App/Rej By | Category         |  |
| Birth Certificate - official | 01   | <a href="#">View</a> | <a href="#">Upload</a> | ✓      |          |          |            | Birth certifi... |  |
| Current Custody PW           | 10   |                      | <a href="#">Upload</a> |        |          |          |            | Legal Doc...     |  |
| Driver's License/State ID    | 03   |                      | <a href="#">Upload</a> |        |          |          |            | Drivers/Sta...   |  |
| Immunization                 | 04   |                      | <a href="#">Upload</a> |        |          |          |            | Immunization     |  |
| Proof of Income 1st          | 14   |                      | <a href="#">Upload</a> |        |          |          |            | Proof of In...   |  |
| Proof of Income 2nd          | 14   |                      | <a href="#">Upload</a> |        |          |          |            | Proof of In...   |  |
| Proof of Income 3rd          | 14   |                      | <a href="#">Upload</a> |        |          |          |            | Proof of In...   |  |
| Proof of Residency           | 03   |                      | <a href="#">Upload</a> |        |          |          |            | Proof of R...    |  |
| SSN                          | 02   |                      | <a href="#">Upload</a> |        |          |          |            | SSN              |  |

I verify the documents provided for this student's information.

- If you view and approve the document, a check will be placed under the **View** and **Approved** columns. Continue for each document uploaded by the parent.

| Documents                    |      |                      |                        |        |          |          |                     |                  |  |
|------------------------------|------|----------------------|------------------------|--------|----------|----------|---------------------|------------------|--|
| Document Title               | Type | View                 | Upload                 | Viewed | Approved | Rejected | App/Rej By          | Category         |  |
| Birth Certificate - official | 01   | <a href="#">View</a> | <a href="#">Upload</a> | ✓      | ✓        |          | Override/2020-05-04 | Birth certifi... |  |
| Current Custody PW           | 10   |                      | <a href="#">Upload</a> |        |          |          |                     | Legal Doc...     |  |
| Driver's License/State ID    | 03   |                      | <a href="#">Upload</a> |        |          |          |                     | Drivers/Sta...   |  |
| Immunization                 | 04   |                      | <a href="#">Upload</a> |        |          |          |                     | Immunization     |  |
| Proof of Income 1st          | 14   |                      | <a href="#">Upload</a> |        |          |          |                     | Proof of In...   |  |
| Proof of Income 2nd          | 14   |                      | <a href="#">Upload</a> |        |          |          |                     | Proof of In...   |  |
| Proof of Income 3rd          | 14   |                      | <a href="#">Upload</a> |        |          |          |                     | Proof of In...   |  |
| Proof of Residency           | 03   |                      | <a href="#">Upload</a> |        |          |          |                     | Proof of R...    |  |
| SSN                          | 02   |                      | <a href="#">Upload</a> |        |          |          |                     | SSN              |  |

I verify the documents provided for this student's information.

- **Important:** If a parent is missing documentation, reach out to them and ask to email or drop off needed information, or ask to upload in the ORS system.
  - **To Communicate with a parent:** Browse down to the parent's name on the application. Click the little "telephone" icon. Enter the text tile, enter the text information, and click "Send in Home Language".
  - If performing an upload of documentation for the parent, click the "Upload" button. Browse to the area where the documentation is needed. Browse to the file containing the information, then select. Click the "Upload" button at bottom.
  - **View and Approve** the uploaded documents.
- **Important step:** After all documents are viewed and approved, click the box to **verify** all documents are approved.

**Documents**

| Document Title               | Type | View                 | Upload                 | Viewed | Approved | Rejected | App/Rej By          | Category         |
|------------------------------|------|----------------------|------------------------|--------|----------|----------|---------------------|------------------|
| Birth Certificate - official | 01   | <a href="#">View</a> | <a href="#">Upload</a> | ✓      | ✓        |          | Override/2020-05-04 | Birth certifi... |
| Current Custody PW           | 10   |                      | <a href="#">Upload</a> |        |          |          |                     | Legal Doc...     |
| Driver's License/State ID    | 03   |                      | <a href="#">Upload</a> |        |          |          |                     | Drivers/Sta...   |
| Immunization                 | 04   |                      | <a href="#">Upload</a> |        |          |          |                     | Immunization     |
| Proof of Income 1st          | 14   |                      | <a href="#">Upload</a> |        |          |          |                     | Proof of In...   |
| Proof of Income 2nd          | 14   |                      | <a href="#">Upload</a> |        |          |          |                     | Proof of In...   |
| Proof of Income 3rd          | 14   |                      | <a href="#">Upload</a> |        |          |          |                     | Proof of In...   |
| Proof of Residency           | 03   |                      | <a href="#">Upload</a> |        |          |          |                     | Proof of R...    |
| SSN                          | 02   |                      | <a href="#">Upload</a> |        |          |          |                     | SSN              |

I verify the documents provided for this student's information. : Override/05/04/20 09:09

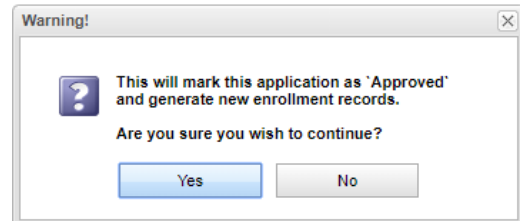
- **Previous School:** If a student has indicators of 504, Special Ed, Speech, etc. refer to the appropriate contact person.
- **Special Needs:** If student has indicators of special needs, please route to appropriate contact person.

## Approval of Application to Student Master

- Now go to the bottom of the screen and click the **Approve** button.
- The process to bring the student from the ORS system into the specified year in JCampus Student Master.



- The program will next Run Audits before moving forward.



The next part of the process will continue:

**Enter the Entry Code** to be used on the student.

Remember if a new preschool student or kindergarten student who has not attended preschool, then use E1. Otherwise use the proper code.

**Enter the Entry Date** – usually the first day of next school year.

**Entry School:** If the school is correct, go to the next step. If not correct, select the correct school. The School Name will appear when you select the school number.

**Transferred From:** If applicable, enter the school the student is transferring from.

**Special Codes** can be entered at this time or can be entered later using the Special Code Fast Loader.

**Begin Date** is the date for the Special Code if you enter one here.

**“Pending” check boxes:** Do not use for Jefferson Parish.

 An "Entry Information" dialog box with several input fields:
 

- Entry Code: [text box]
- Entry Date: [month/year/day dropdowns]
- Entry School: [dropdown menu]
- Entry Sch Name: [text box]
- Transferred From: [text box]
- Special Codes: [text box]
- Begin Date: [month/year/day dropdowns]
- Pending Home Verification
- Pending Grade Verification

 At the bottom are "OK" and "Cancel" buttons.

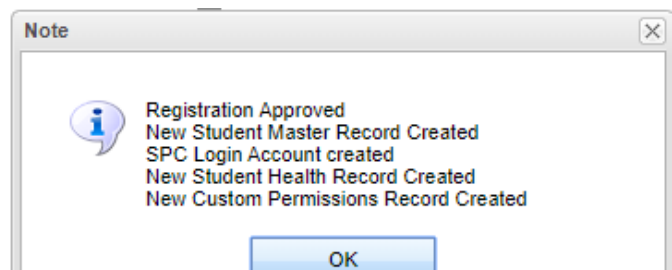
Click **OK** to move to the next step.

After the process is complete you will get a message before completing importing the student from the ORS system using the Re-enroll process.

The Student Master Record has been created.

The login from the ORS system the parent created is moved to the SPC Login Account.

If Health and Permissions were used in the process then they are created in the Student Master and Health modules.



You will be asked to give an Approval Reason for Internal Documentation.

Provide the reason and then click the **Next** button at the bottom of the window.

An Approval Email message will go out at this time to the parent/guardian. Click OK at the bottom of the window

You should see a **Note** at this time.

If the parent has an email address the Note will indicate the email went out. If the parent has no email address the Note will indicate this (as shown on right).

You are now ready to begin the Re-enroll process to finalize the student in Student Master. This flow is familiar to staff who reenroll students and works in the same manner.

Check off all that apply and are needed.

Your district should be in the drop-down box since you are importing the student from the Online Registration System.

If this is the correct student listed, click on the student's name to populate the bottom portion of the window.

When transferring a student from the ORS system, you will want to:

- 1) Check off "Use Previous Address" to bring the address(es) into Student Master.
- 2) Check off "Allow Transfer from sending school without leave code" which is only used in the ORS process. The district usually requires that a student is brought into a school only if the previous school has entered a leave date.

| Last Name | First Name | Middle Name | Suffix | SIDNO   | Grade | Birth Date | School           | ECode | EDate      | LCode | LDate | Di... | Year | Record   |
|-----------|------------|-------------|--------|---------|-------|------------|------------------|-------|------------|-------|-------|-------|------|----------|
| NGUYEN    | KIM        |             |        | 1109885 | -1    | 2016-04-23 | 010 DEMO ORS ... | E1    | 2020-08-03 |       |       | 027   | 2021 | 13886... |

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 : NGUYEN KIM Student Grade : -1

Guardian Name : NGUYEN NATALIE

Father Name : NGUYEN TOI

Mother Name : NGUYEN NATALIE

Resides With Name : NGUYEN NATALIE

Use Previous Address  Allow transfer from sending school without leave code

Student Address : 25697 LAKESHORE DR Apt/Lot/Ste :   
 City : NEW ORLEANS State : LA Postal Code : 70148

Import

Click the **Import** button at the bottom of the screen. The student has been imported into Student Master and has been assigned a Student ID. Close the Import window if it remains open.


You will Agree to confirm Federal Student Privacy Laws.

Certification

By clicking the Agree button, you confirm that the student's imported information will be used for enrollment purposes only, in compliance with State and Federal Student Privacy Laws.

Agree Cancel

You can check that the student was entered into Student Master successfully by going to the year 2122 and finding the student. The paper clip indicates that the student has documents in the DAS system.

NGUYEN, KIM (1109885) 

Name : NGUYEN KIM

Nickname :

#### NOTES:

- On the approval process, allow five (5) special codes to added to a student at one time. A begin date for special codes can be added when entered.
- On the approval process, student will be searched for a near match. If near match is found, a window will appear to allow the user to select the near matched record to use the sidno or select no match.



- During the approval process, if there is an existing setup box year record that has the same first name, last name, gender and date of birth as the applicant, give user a question of whether to update the existing record with this applicant, create a new student master record with this applicant or cancel.
- When approving a student that has a relationship of Foster Parent, Foster Father or Foster Mother; it will post the program code of **FOS** on the Program tab of Student Master, using the start date of the ORS approval.
- After the student has been approved, and all near matches have been chosen, then display the re-enroll system that allows the user to choose the information to import along with the district standard re-enroll process.
- When the registration is approved, relationship information is added to the [Student Master](#) Record. For the blank fields, the flow now depends on what was checked on the **ORS Relationships** page.

#### Relationships

Resides With
  Emergency
  Primary Guardian

If "Primary Guardian" is checked, the flow is to first add the ORS data to the Student Master Guardian's information, if applicable.

Then it checks the Father, if applicable, and then the Mother.

- Father and Mother can be any instance of father or mother for example: step-father/mother, natural father/mother, adopted father/mother, etc.

Then it will check the "Resides With", if applicable.

After those four are processed, next it will check the "Emergency" field. If there is more than one emergency contact, it will add their information to the Comments.

## Can I Reenroll a Student After Approving into Student Master?

**Situation:** Student was approved into student master, and you learn the student was a student in Terrebonne Parish, a district that uses JCampus. You would like to get the Terrebonne information in, but not make a mess of the current information. How can a user do this? Yes, but with the following steps:

1. Find the student in student master.
2. Click **ACTION**, then **Renroll** as normal.
3. **Crucial and Important:** Don't select "Demographic" but select all of the other items.

**Student Master Re-Enroll**

Warning: You are about to access sensitive Personally Identifiable Information (PII). It is to be controlled, handled, distributed, and disposed of in accordance with all local, state, and federal privacy laws. This information shall not be used without prior authorization of the student's parent/guardian.

This Option will check the Statewide or District database for similar student names. A list will be provided for selection.

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 as your district on the student master setup window then the selected district data warehouse is engaged. If the district selected is different than the district on your student master setup window then the state wide data warehouse is engaged for the district selected below. If "ALL" is selected then the complete state wide data warehouse is searched for similar names set forth in the student master as referenced in item one above

055 Terrebonne - terrebonne

OK Cancel

4. Select the JCampus district the student is coming from (Terrebonne in this case).
5. Perform the import as normal.
6. Because you are not asking for demographics, no request to enter entry code, entry date will be done by JCampus. Just check that the grades, test scores, transcripts, etc... came across from the district.