

Enrolling Students

NC WISE allows a student to have one record that transfers from each NC WISE school in the state; however, there is a risk of duplicate records for a given student.

Duplicate student records negatively impacts school business in a variety of ways:

Data clean up will be required at all levels. The data manager will have to update the student record, the LEA Coordinator will need to update the student record where the Data Manager has read only access, and the SIMS/NC WISE Service Desk will also have to merge the information that the LEA is not able to touch.

Important: If duplicate data exists, the student information may not be complete and accurate! Always query the repository exhaustively!

Querying the Repository

The Repository allows LEAs and schools to transfer student records. If a student is transferring from one school to another, the student must be withdrawn from the previous school before the next school can perform the admit process.

Navigation: eSIS Main Start Screen > Main Menu > Admit Student

1. From the **Admit Student** screen, query for the student.

Note: Use the eSIS wild card (%) and begin with the broadest query possible.

Legal Name, First Name, Birth Date will provide the most information. Be mindful that students may have hyphenated last names. Some students will not have provided a **SSN #**.

2. Determine if a record exists for the student:

- a. Highlight the record, click **Select**.

The Student Demographics screen opens in **Admit Mode**.

3. If a student record does not exist, click **Enroll New**.

The Student Demographics screen opens in Admit Mode.

Updating the Basic Student Demographics screen in Admit Mode

The Student Demographic screen is the first screen in the Demographic Loop. This screen is the only screen that must be completed during the Admit process; however, every screen should be reviewed and updated for each student.

1. From the **Student** section, verify or update the following fields:

- **Gender**
- **Legal Last Name**, Legal First Name, Usual Last Name.
- **Birth Date**.
- **Proof of Age**

Enrolling Students

2. Verify or update the **Ethnicity/Race** field.

CAUTION: It is important to identify the student's Ethnicity and document both Ethnicity and Race using the **Adhoc Field** button after the record is saved.

3. From the **Reason** drop-down list, click the applicable admission reason code.
4. Verify or update the **Date** field.
5. Click the ellipsis to the right of the **Grade** field.
 - a. From the **Grades** dialog box, click the appropriate grade.
 - b. Click **OK**.
6. From the **Status** drop-down, click the applicable member status code.
7. From the **Property Address** section, update the following fields:
 - a. Type the house number and the street name in the **Street** field.
 - b. Click the ellipsis to the right of the **City/Municipality** field, click the applicable city. Click **OK**.
 - c. Type the zip code into the **Zip Code** field.
8. Verify the **Mailing Address** is the same as the **Property Address**.
 - a. Click the **Same as Property Address** checkbox.

Note: If the address is not the same, type the complete address into the field. Format the address as it would appear on a mailing label.
9. Click **Save**.

Two questions appear after Save.
10. From the **Admission** dialog box, click the appropriate answer.
11. From the **Student Registration** dialog box, click the appropriate answer.

If the answer is **YES**, type the appropriate date, click **Continue**.

Important: A student should never be registered until they begin attending classes.

Verifying Ethnicity and Race

1. Click the **Adhoc Field** button.
2. Verify:
 - the **All** radio button is selected
 - **Sub Category** is **Ethnicity**
 - **Category** is **Student**
 - **Situation** is the student in question
3. Click the **Change** button.
4. From the Data Entry screen, click the **Value** drop-down, make the appropriate selection.
5. Click **Save** to return to the **Enter Adhoc Fields** screen.
6. From the **Sub Category** field, arrow to **Race**.
7. Highlight the applicable row, click the **Change** button.
8. From the **Data Entry** screen, click the **Value** check box.

Enrolling Students

9. Click **Save**.
10. Repeat steps 7 - 9 for each applicable **Race**.

More Info

As a reminder, the remaining Demographic Loop screens must be reviewed for each student. Click the **Next** and **Previous** buttons to navigate through the loop.

This document is the property of the NC DPI and may not be copied in whole or in part without the express written permission of the NC DPI.