



## **Entering Neglected and Delinquent Students into eSIS**

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## **Introduction**

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The objective of this document is to outline the Best Practices for handling neglected and delinquent student information in eSIS.

## **Definition of a Neglected or Delinquent Student**

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Students identified as neglected or delinquent are those residing in a facility defined as follows:

INSTITUTION FOR NEGLECTED OR DELINQUENT CHILDREN AND YOUTH - The term institution for neglected or delinquent children and youth means:

- (A) A public or private residential facility, other than a foster home, that is operated for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable State law, due to abandonment, neglect, or death of their parents or guardians; or
- (B) A public or private residential facility for the care of children who have been adjudicated to be delinquent or in need of supervision.

## Entering Neglected and Delinquent Student Information in eSIS

To enter neglected and delinquent student's information in eSIS, follow these steps:

1. Perform a query by using the **F7** and **F8** hot keys on the **eSIS Main Start** screen to find the appropriate student.
2. Verify that the correct student is displayed on the screen.
3. Access the **Program Assignments** screen by using the following path:

**Navigation:** Common View > Programs > Student Program Assignment

The **Program Assignments** screen opens.

Program Assignments screen – Program Types displayed

Year	Program	Start Date	End Date	School	Entry Reason
2005	?			180308	
	?				
	?				
	?				
	?				
	?				
	?				
	?				
	?				
	?				
	?				

4. Enter the appropriate year in the **Year** field. For example, if the school year is 2005-2006, 2005 should be entered.
5. Click on the **?** for a list of programs and select the desired program description – **Neglected** or **Delinquent**.
6. Enter the **Start Date**. The **Start Date** is the first day of status enrollment in the **Neglected** or **Delinquent** institution. The **School** field defaults with the six digit LEA and school code, but can be modified if necessary.
7. Once you have completed entering data, click **Save**.

An example of a completed Neglected record is shown below.

Program Assignments – Neglected program entered

The screenshot shows a software window titled "Program Assignments". At the top, there are several input fields: "308" in a box, "Wise County 6 High School 1" in a dropdown, "Homeroom" with "F6 - Thorsen Don" in a dropdown, a "Not Registered" button, and an "Alert" button. Below these are fields for "Pupil Number" (756088), "Legal Last Name" (Davis), "Suffix", "Legal First Name" (Secoya), "Gender" (F), "Birth Date" (03/30/1990), "Grade" (09), and "Middle Name".

The main section is titled "Program Assignment" and contains a table with the following columns: Year, Program, Start Date, End Date, School, and Entry Reason. The first row is populated with: Year: 2005, Program: Neglected, Start Date: 08/30/2005, End Date: (empty), School: 180308, and a dropdown menu for Entry Reason. The remaining rows in the table have question marks in the Program and Start Date columns.

At the bottom of the window, there are navigation buttons: "Detail", "Curriculum Assignment", "Available Programs", "ADD", "DEL", and a mouse cursor icon.

Some students may have multiple start/end dates within a year as some students leave institutions and return in the same school year (i.e. duplicated counts in these cases).

**Note:** Students may have several active Programs Types at one time.

## **Inactivating a Neglected or Delinquent Student**

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If a student is no longer eligible for Neglected or Delinquent services, then the **End Date** field should be populated with the last day of status identification, the date that the student exits the program, or the date of official withdrawal from the institution.