

Enrolling Students In A CSR Environment

To enroll a student for the current school year or next year:

1. From the Menu Bar

Select **Student\Add Student for Current Year** to enroll a student for this year.

Select **Student\Add Student for Next Year** to enroll a student for next year.

A dialog displays, indicating Sirs is connecting to CSR.

2. On the Add Student form, enter the student's ID Number if known.

If the ID number is not known, choose **Partial Name Match** and enter available information, press the **Next** button.

3. If a matching student is not found, a dialog displays, indicating that a match was not found, and prompts for whether or not the student is new to the school.

Choose **Yes** to add an enrollment status record for a new student on the Adding Student Status form.

Choose **No** to close the dialog box and return to the opening screen.

If matching students are found, the Student Select List form displays. Use the scroll bar to view additional information.

If the correct student displays,

Click on the student's name and press the **Select** button to add a new enrollment status for the student on the Adding Student Status form.

If the correct student does not display,

Press the **Previous** button to return to the opening screen

OR

Press the **New Student** button to add an enrollment status record for a new student. A list of possible siblings may display depending on your system setup.

4. Select the correct Enrollment Code, enter the effective date, and press the **Next** button to add Student Demographics.

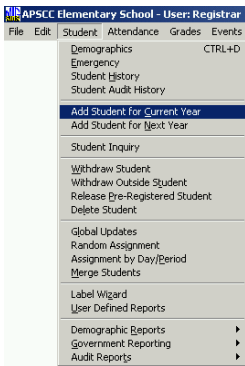
If the student is new to the district, only the information entered on the opening screen displays.

If the student's information existed in CSR, any information for that student in CSR transfers to Sirs. Verify all information for accuracy.

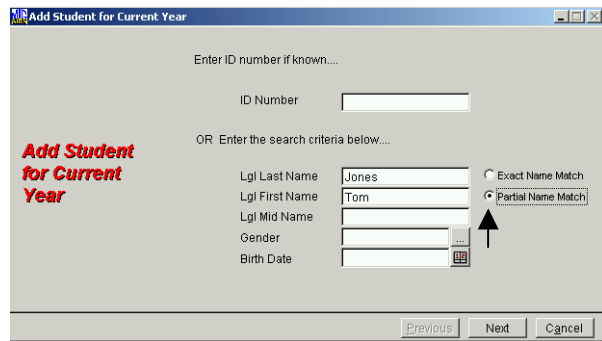
Gender, Grade Level, and Track are required on this form. Be sure the Grade Level is correct for this school if the field has a value in it.

Press the **Contact** and **Custom** buttons to enter additional information on those forms.

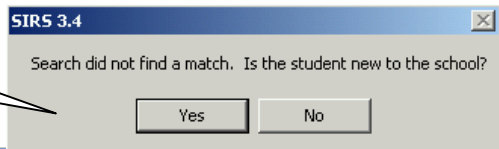
5. Press the **Next** button.
Enter the Graduation year and Subdivision (if used).
If the student is being enrolled for next year, enter Next Year information.
6. Press the **Next** button to enter Government Information.
Enter all required information; even if the student is being added to the system for the first time, much of this information is added by default. Again, be sure to verify the information for accuracy.
7. Press the **Finish** button. A dialog displays the ID number the student has been assigned and prompts to add another student.
Choose **Yes** to add another student.
OR
Choose **No** to close the Add Student form.



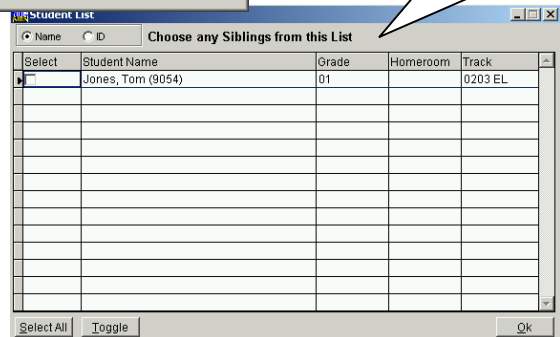
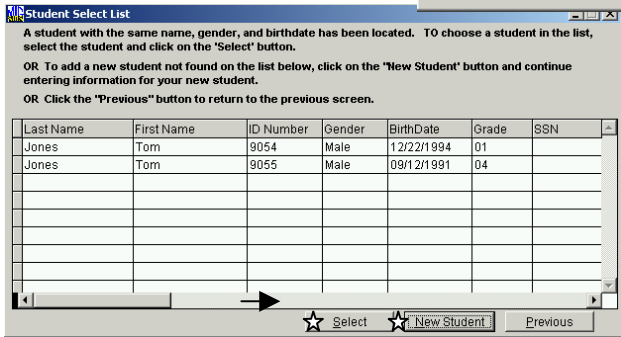
Establishing Connection to Board Databases



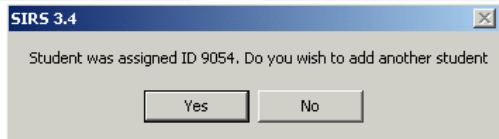
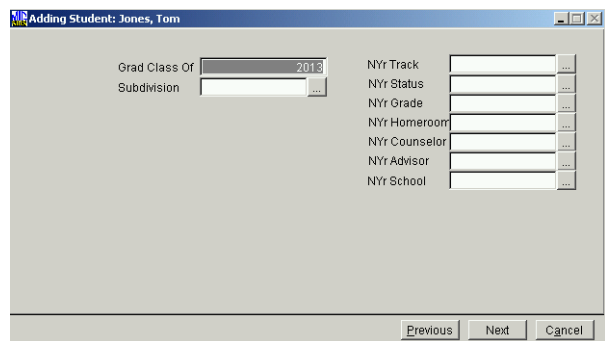
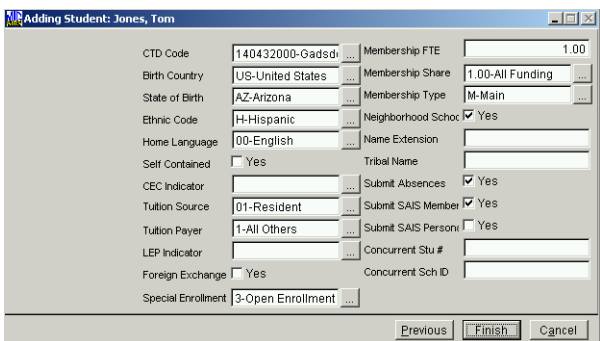
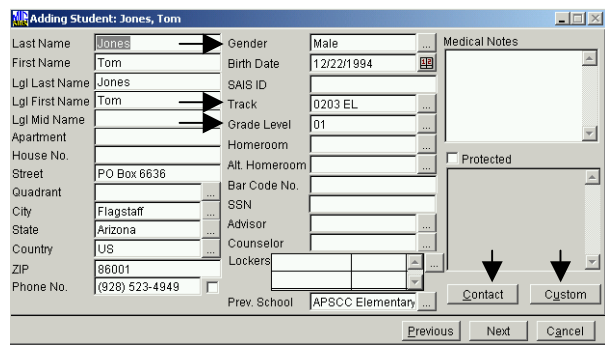
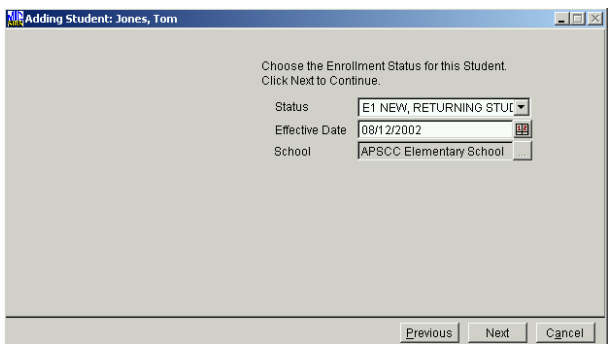
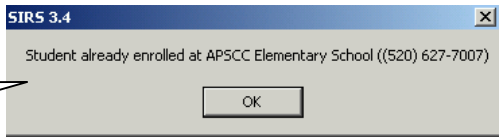
Displays only when a match is not found.



Displays when possible siblings are found.



Displays when student is currently enrolled at any school in the district.



Withdrawing Students In A CSR Environment

To withdraw a student:

1. From the Menu Bar

Select Student\Withdraw Student

A dialog displays, indicating Sirs is connecting to CSR.

2. Select the student to withdraw from the list of currently enrolled students on the Withdraw Student form by clicking on the student name to highlight it.
3. Press the **Next** button to enter the withdraw status and effective date on the Withdraw Student Status form.
4. Press the **Finish** button. A dialog displays to confirm the withdrawal.
Choose **Yes** to continue

OR

Choose **No** to stop the withdraw process. This action returns a dialog stating the student has not been withdrawn. Click **OK** to return to the opening Withdraw Student form.

NOTE:

For schools using class schedules, a dialog displays, prompting whether or not to withdraw the student from classes.

Choose **Yes** to withdraw the student from all classes. A second dialog displays to select the class withdraw code and effective date for each class.

OR

Choose **No** to stop the withdraw process. This action returns a dialog stating the student has not been withdrawn. Click **OK** to return to the opening Withdraw Student form.

5. Once the withdrawal is completed, a dialog prompts the user to choose whether or not to withdraw another student.

Choose **Yes** to withdraw another student.

OR

Choose **No** to close the Withdraw Student form.

