

## **Reporting Summer Withdrawal Codes and Late Enrolling Students – CSR Version**

### **Report S Codes for:**

- Students who completed last year at your school and who were expected to return this year based on their grade level.
- Students who were expected to attend your school this year because they completed last school year at your regular feeder school(s) and were promoted. This is true even if the feeder is not in your district!

Students have 10 school days to attend your school. If after 10 days you have not received a request for transcripts or been notified by the parent or guardian as to the whereabouts of the student, you must drop the student from your rolls. For more accurate reporting, many schools take a “white of the eyes” count for each of the first 10 days of school. Teachers record the students who are physically in their class, all other students are dropped from the rolls.

If a student returns to school after the first day, special procedures are required to correct the date of the E code. See below.

### **General notes:**

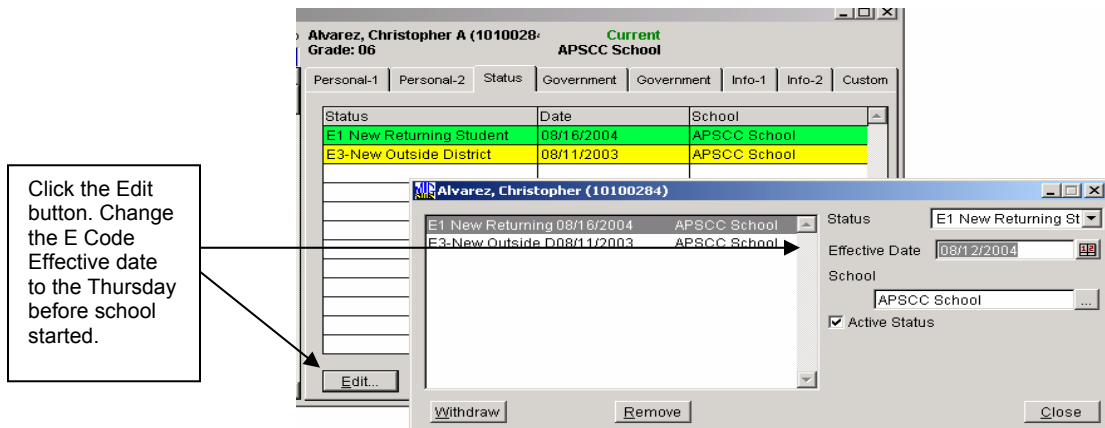
1. Schools on CSR must follow different procedures to ensure that the CSR database is correctly updated. CSR “owns” the enrollment records, so in some cases, the ETC or someone at the district level must be notified to remove the enrollment records from CSR or they will come back at the school level.
2. Within SAIS, a student cannot have both an S code and an E code in the same school year. In the past, we deleted the S code when a student returned to school. This is no longer necessary, and certain SIRS reports will be more accurate if the S code is left in place. Do not delete the S code if a student returns to school late. SIRS automatically sends a delete transaction for the S code if it is followed by an E code.
3. All S codes should be reported using the same date. Use the Friday before school starts.
4. The “Prev School” field on the Personal 2 tab must have the name of the school last attended. In most cases it is the school reporting the S code, but it could be the feeder school.

## **Instructions for entering S codes for students**

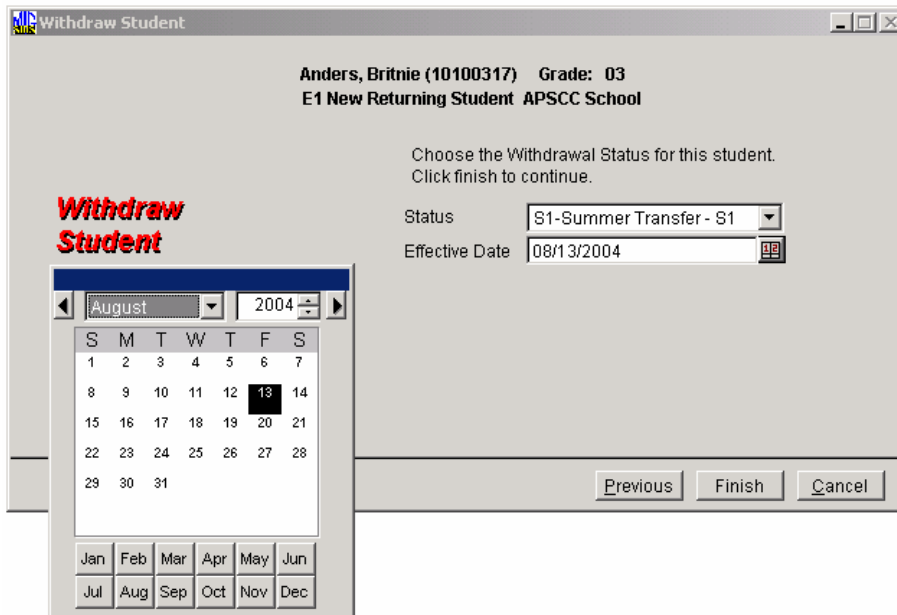
### **Example 1: Student has an E on first day of school**

S codes must be reported with dates outside of the school year and the E code on the first day of school is no longer correct. The E will be removed once the S code has become the active status, it cannot be removed before.

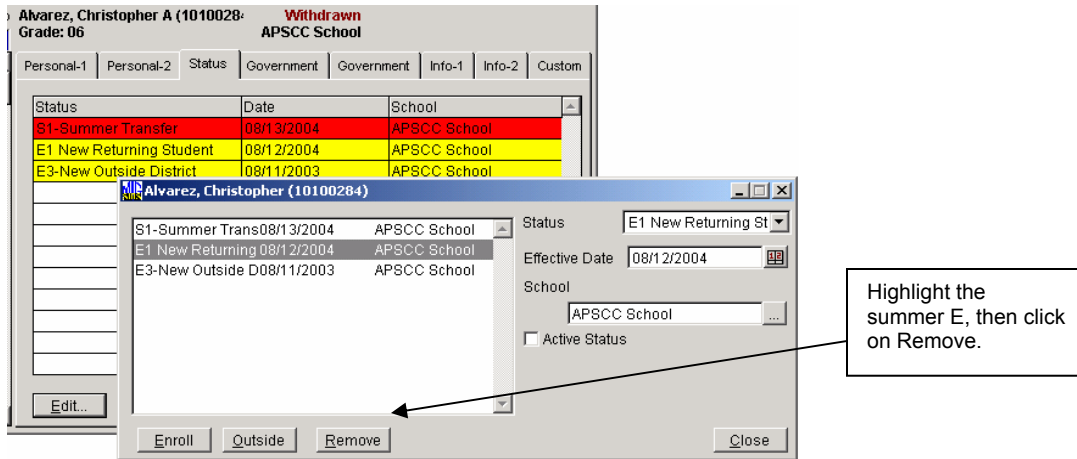
First, use the Edit button to modify the effective date of the E code. Use the Thursday before school started as the new E code effective date.



Next, withdraw the student. Use the Student/Withdraw Student menu option to ensure that CSR is correctly updated. Select the student, press Next, then select the correct S code and effective date. Use the Friday before school started as the Effective date. Click on Finish to complete the process.

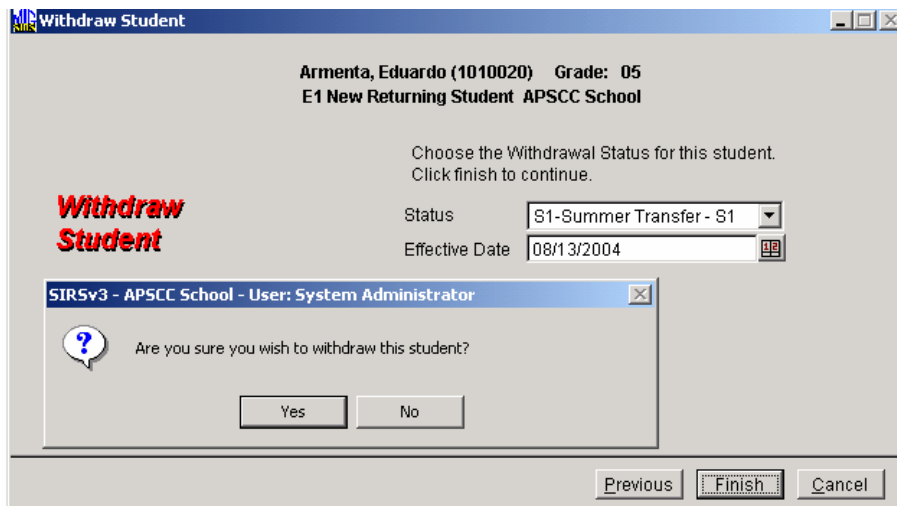


Notify the ETC or your district level CSR person to remove the E code that was modified from CSR. In your data, highlight the record and click the Remove button. Be sure to fill in the Prev. School field on Personal 2 for the student with the name of the school.



### Example 2: Student has an E from a previous school year

If a student has a “carry over” E code from a previous school year, simply withdraw the student with the correct S code. Use the Friday before school starts as the effective date. You must use the Student/Withdraw Student menu option to ensure that CSR is updated correctly. Select the student from the list, then select the S code and the effective date. Click Finish to complete the task.

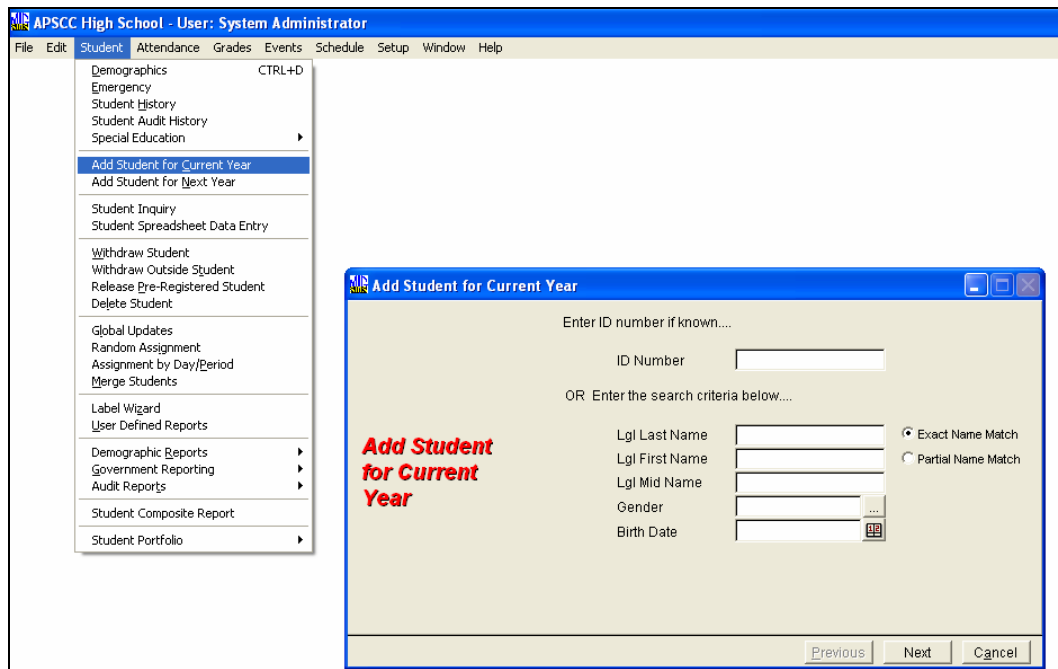


Be sure to fill in the Prev. School field on Personal 2 for the student with the name of the school.

## Enrolling S Coded Students

In the past when a student returned to school after an S code, the student was enrolled with an E code and the S code was removed. The student should be enrolled with the appropriate E code, but do not remove the S code. SIRS automatically sends a delete transaction for the S code to ADE with the next SAIS submission.

Note the ID number of the student, then use Add Student for Current Year. Enter the ID number and update the forms with the new E code and effective date. Update any demographic information as well.



When the process is complete the status screen looks like this.

