

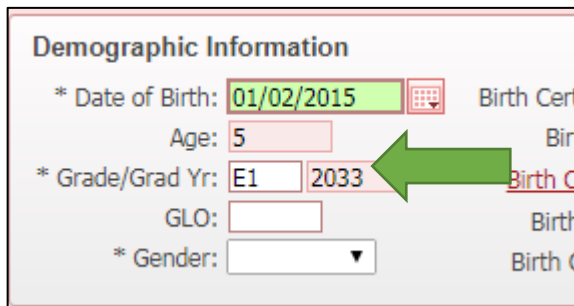
Enrolling New Kindergarten Students for Next Year

This document is for office staff in buildings where they will be enrolling new Kindergarten students after Kindergarten Round-Up for the following school year. It only pertains when still in the current school year and enrolling for the next school year.

When, in the current school year, you're going to be enrolling KDG students for the next year, follow these instructions in order for the students to be processed correctly when the RESA runs their year-end rollover process. You'll enroll the student as you would normally enroll any other student, with the exception of the following options:

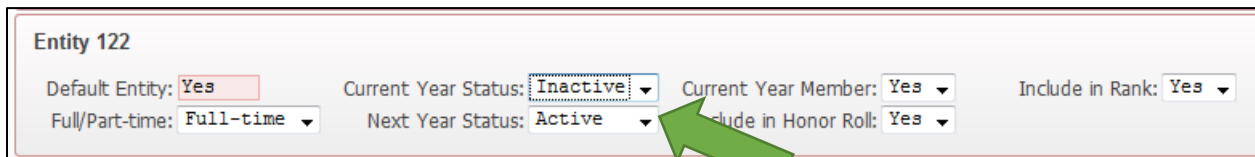
These options are found on the New Student Enrollment screens:

- The **Grade** field will be calculated based on the student's age. If it's not already, change it to **E1**:



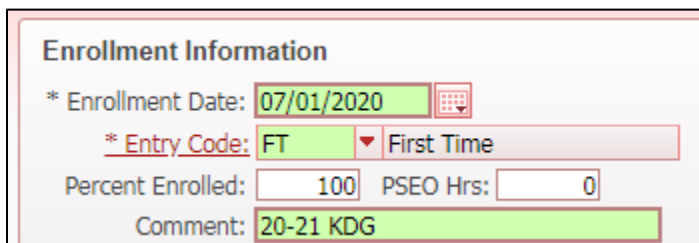
A screenshot of the 'Demographic Information' form. The fields shown are: * Date of Birth: 01/02/2015, Age: 5, * Grade/Grad Yr: E1 2033, GLO: (empty), and * Gender: (dropdown menu). A green arrow points to the 'E1' value in the Grade/Grad Yr field.

For **Current Year Status**, select **Inactive** from the dropdown menu. Make sure the **Next Year Status** indicates **Active**.



A screenshot of the 'Entity 122' form. The fields shown are: Default Entity: Yes, Full/Part-time: Full-time, Current Year Status: Inactive, Next Year Status: Active, Current Year Member: Yes, and Include in Rank: Yes. A green arrow points to the 'Active' value in the Next Year Status dropdown menu.

- For the **Enrollment Date**, use **7/1** of the current school year
- For **Entry Code**, select **First Time in District** (or the equivalent)
- In the **Comment** area, enter next year's school year, along with KDG. This helps, after the year end process has been run, to identify any potential issues



A screenshot of the 'Enrollment Information' form. The fields shown are: * Enrollment Date: 07/01/2020, * Entry Code: FT First Time, Percent Enrolled: 100, PSEO Hrs: 0, and Comment: 20-21 KDG. A green arrow points to the 'FT First Time' value in the Entry Code dropdown menu.

Complete the enrollment process as normal for the remaining fields.