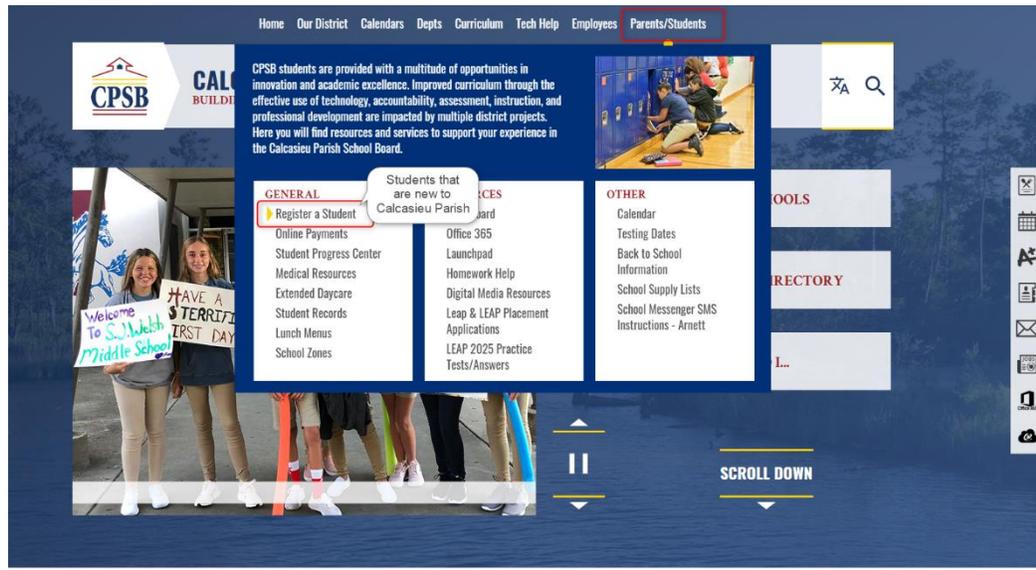


# Registering Students JCampus Online Registration System

## For Parents:

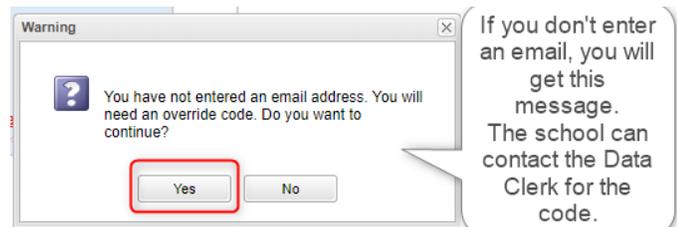
Parents of **new** students to Calcasieu Parish Schools can register their students by going to [www.cpsb.org](http://www.cpsb.org) and clicking on Online Registration Application.

Or by typing the following address:  
<https://jcampus.cpsb.org/register>



Once they have created a username and password, they will need to check their email for a 6 – Digit validation code. If the parent does not have an email account, contact your data clerk for the daily validation code. (this code changes every day)

**\*\*email your data clerk if you would like to get an ANS report each day with the validation code.**



Once entered, this code allows them to create a new login, and begin the registration process.

They will have to create a username and password. And complete all other required\* information. Click **Submit**.

January 14, 2020

\*\*\*The ORS username and password the parent creates will now work as the SPC login information. (no PSN needed)

### Welcome!

Create your new login

tracey.winn@cpsb.org

Password

Confirm Password

Secret Question #1

Secret Answer #1

Secret Question #2

Secret Answer #2

Tell us some more about you

BROWN \*

Middle Name

BETTY \*

Date of Birth (mm/dd/yyyy)

Male  Female

Email

Phone

Home Phone

(337) 274-8697

Work Phone

Work Exten

Physical Address

St. No. Street Name St. Type

Apt/Lot Number

City

State

Zip

Zip 4

Cancel

Submit

The parents will follow the easy to read instructions on the screen.

Online Registration System

**Parent/Guardian**

Students

Documents

Review & Submit

Logout

**Getting Started**

**Please have the following documents available:**

- \* Birth Certificate
- \* Social Security Card
- \* Immunization Records
- \* Photo ID of Parent/Guardian
- \* Custody Papers if needed
- \* Address Verification - electric bill and another utility bill

Please make sure **spelling, capitalization, and punctuation** are correct. Your input will be saved exactly as it is entered.

Dates should be entered as **MM/DD/YYYY** and phone numbers as **XXX-XXX-XXXX**.

Required fields are indicated with a **red asterisk (\*)**.

Click the **Parent/Guardian** button on the left to begin your application.

**Read directions carefully. Then click "Parent/Guardian" to begin.**

## ENTER PARENT/GUARDIAN INFORMATION

**Online Registration System**

**Parent/Guardian**

Students

Documents

Review & Submit

Logout

### Parent/Guardian Information

Add all guardians and emergency contacts in this section of the application.

Click the **Add Parent/Guardian** button below to add each parent/guardian/emergency contact.

To edit a contact already listed below, click the contact's name.

When you are finished adding all guardians and emergency contacts, click the **Students** button on the left to continue your application.

Last Name	First Name	Middle Name	Suffix	Birthday	Email
DATA	CLERK				
CLERK	DAD				
CLERK	AUNT				

**Add Parent/Guardian**

**You want to create at least 3 names.**

**ENTER STUDENT INFORMATION BY CLICKING “Students” on the left side of the screen, then “Add Student Application”.**

**Online Registration System**

Parent/Guardian

**Students**

Documents

Review & Submit

Logout

### Student Information

To add a student to your application, click the **Add Student** button below.

To edit a student already listed below, click the student's name.

When you are finished adding all students, click the **Documents** button on the left to scan the required documents or take them to your child's school.

Name	Submitted	Approved	Year	Relationship	Language	Physical Address	Mailing Address	Phone	Health	Special Needs	Pe
No items to show.											

**Add Student Application**

Parent/Guardian

Students

Documents

Review & Submit

Logout

Student Information

Name

Enter the first, last and middle name of your child exactly as it is listed on the birth certificate. Verify that the date of birth and Social Security number are entered correctly prior to proceeding.

All fields with a red \* are required.

Student Name

First Name \*

Middle Name

Last Name \*

Jr/Sr etc.

SSN \*

01/10/2020 \*

Male Female \*

Click here if student is Hispanic: Yes No

Primary Ethnicity \*

Click for multiple ethnicities

Grade \*

Save and Continue

The parent must enter the student information from the Birth Certificate.

Parent/Guardian

Students

Documents

Review & Submit

Logout

Student Information

Relationships

Enter information here for all guardians and emergency contacts.

Click Choose Relationship to add each contact's relationship to the student.

Mother and Father, must be listed on the Birth Certificate.

Select Resides With, Emergency, and Primary Guardian as applicable.

Resides With must be selected for at least one contact.

Emergency should Not be Mother, Father, or Primary Guardian.

Primary Guardian must be selected for at least one contact.

One of each of these must be checked.

Relationships

CLERK DATA	Mother *	<input checked="" type="checkbox"/> Resides With	<input type="checkbox"/> Emergency *	<input type="checkbox"/> Primary Guardian *
DAD CLERK	Father *	<input type="checkbox"/> Resides With	<input type="checkbox"/> Emergency *	<input checked="" type="checkbox"/> Primary Guardian *
AUNT CLERK	Other Relative *	<input type="checkbox"/> Resides With	<input checked="" type="checkbox"/> Emergency *	<input type="checkbox"/> Primary Guardian *

Add Parent/Guardian

Save and Continue

Parent/Guardian

**Students**

Documents

Review & Submit

Logout

### Student Information

Physical Address

Click the drop-down arrow to choose the **Same As** address for the student.

**Physical Address**

CLERK DATA \*

3310 \* BROAD \* ST

Apt, Lot, etc.

LAKE CHARLES \*

Louisiana \*

70615 \* Zip 4

District of Residence

Temporary Living Arrangement :  Yes  No

Temporary Living Arrangement Hardship :  Yes  No

Choose the mode of transportation for your child then click **Save and Continue**.

A list of **Possible Matches** for the address entered will appear; select the correct address from the list and click **Save and Continue** to proceed to the next screen.

**Transportation**

Private Car \*

Morning Daycare Name

Is Afternoon same as Morning?

Private Car \*

Afternoon Daycare Name

[Address Verification 1](#)

Once you enter submit on this page, if you are in Ward 3, this Warning message will appear.

**Warning**

 In order for your child's school to approve this application, you must provide the school with a **Permit to Register** which must be obtained from **Child Welfare and Attendance** at 2423 6th Street in Lake Charles. CWA requires **copies** of two different recent **utility bills** for address verification, one of which must be an **electric bill**, in order to issue the Permit to Register. You must also provide **copies** of your child's **birth certificate**, **social security card**, **custody papers** if applicable, and **photo ID of parent/guardian**.

Parent/Guardian

**Students**

Documents

Review & Submit

Logout

### Student Information - SON CLERK

Attendance Zone

**Attendance Zone**

Your District Zoned School is: 038 RAY D. MOLO MIDDLE MAGNET SCHOOL

**Previous School**

Last School Attended

Previous Grade

Exit Date

Private School :  Yes  No

**\*\*This screen will tell you which school they are zoned for. \*\*But the permit, will still be the official document to use.**

**Online Registration System**

Parent/Guardian

Students

Documents

Review & Submit

Logout

### Student Information - SON CLERK

Health

Only medical conditions diagnosed by a physician that might require school health services should be checked/entered below.

If none, click Save and Continue at the bottom of this screen.

**Health**

History of/Diagnosed with?

<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Anemia	<input type="checkbox"/> Asthma	<input type="checkbox"/> Autism
<input type="checkbox"/> Bone Disease	<input type="checkbox"/> Breathing Problems	<input type="checkbox"/> Cancer	<input type="checkbox"/> Cerebral Palsy
<input type="checkbox"/> Chicken Pox	<input type="checkbox"/> Clumsiness	<input type="checkbox"/> CMV	<input type="checkbox"/> Cochlear Implant
<input type="checkbox"/> Color Blind	<input type="checkbox"/> Convulsions	<input type="checkbox"/> Cystic Fibrosis	<input type="checkbox"/> Dental Problems
<input type="checkbox"/> Depression	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Digestive Disorder	<input type="checkbox"/> Eczema
<input type="checkbox"/> Emotional Psychological	<input type="checkbox"/> Fainting	<input type="checkbox"/> Feeding Tube	<input type="checkbox"/> Frequent Colds
<input type="checkbox"/> Frequent Earaches	<input type="checkbox"/> Frequent Headaches	<input type="checkbox"/> Frequent Nose Bleeds	<input type="checkbox"/> Frequent Sore Throat
<input type="checkbox"/> Frequent Urination	<input type="checkbox"/> Hay Fever	<input type="checkbox"/> Hearing Problems	<input type="checkbox"/> Heart Condition
<input type="checkbox"/> Hemophilia	<input type="checkbox"/> Meningitis	<input type="checkbox"/> Mouth Breather	<input type="checkbox"/> Obesity

Do not check if you don't have documentation from a physician.

**The screens below will allow you to electronically sign the Permissions needed.**

Parent/Guardian

Students

Documents

Review & Submit

Logout

### Student Information - SON CLERK

Permissions

Read each Permission and select I agree or I decline under each Permission.

Sign and date at the bottom of this screen then click Save and Continue.

Some permissions may not apply to your child at this time, but clicking I agree now will take care of that permission if needed in future years.

**Permissions**

**Parent AUP**

Read the CPSB Acceptable Use Policy for your child's access to Internet and District Network Resources. For a printable version of the AUP, click [here](#) to open a new tab. Close the new tab to return here and finish your application.

Internet access is available to students, employees and guests in the Calcasieu Parish School System. We are very pleased to bring this access, and we believe that the Internet offers vast, diverse, and unique educational resources to all participants. The Internet is an extraordinary educational resource of tremendous value to all members of our world. Our goal is to provide this resource to students to enhance their learning and to provide educational opportunities for children through access to online resources.

I accept     I decline

**Parental Consent to Seek Medicaid Reimbursement**

I hereby authorize Calcasieu Parish School Board to seek reimbursement for Medicaid-covered health services provided to my child if my child is eligible to receive decrease in available lifetime coverage, may not result in any cost to me or my family, may not increase any premiums or lead to the discontinuation of my child's community based waivers based on total health related expenditures. I understand that my refusal to allow access to the Medicaid benefits does not relieve the school from its obligation to provide services to my child.

I accept     I decline

Initials

01/13/2020

Save and Continue

January 14, 2020

This page will show the pages you filled out. You can back to any page needed by clicking on the check mark.

Online Registration System

Parent/Guardian

Students

Documents

Review & Submit

Logout

Student Information

To add a student to your application, click the **Add Student** button below.

To edit a student already listed below, click the student's name.

When you are finished adding all students, click the **Documents** button on the left to scan the required documents or take them to your child's school.

Name	Submitted	Approved	Year	Relationship	Language	Physical Address	Mailing Address	Phone	Health	Special Needs	Permissions	Documents
SON CLERK	X		1920	✓	✓	✓	✓	✓	✓	✓	✓	✓

**Add Student Application**

Online Registration System

Parent/Guardian

Students

Documents

Review & Submit

Logout

Required Documents

SON CLERK - 1920

\*\*\*You may skip this step by clicking **Review and Submit** at the left of this screen and take your required documents to your child's school\*\*\*

Click **Choose File to Upload**.

If you are using a desktop computer and scanner, choose the location where the document is stored on your computer. Click on the document.

If you are using a portable device (cell phone or tablet), the system will default to your device camera.

Take a picture of the document to upload it to your application.

Click the green **Upload Documents** button for each student.

After you have uploaded all documents for all students, click **Review and Submit** to continue your application.

**Address Verification 1**

**Choose File to Upload**

Max size 10.00 MB

**Address Verification 2**

**Choose File to Upload**

Max size 10.00 MB

**Birth Certificate**

**Choose File to Upload**

Max size 10.00 MB

**Custody Papers**

**Choose File to Upload**

Max size 10.00 MB

**CWA Permit (Lake Charles Residents Only)**

**Choose File to Upload**

Max size 10.00 MB

**Immunization Record**

**Choose File to Upload**

Max size 10.00 MB

**SSN Card**

**Choose File to Upload**

Max size 10.00 MB

**Upload Documents**

Make sure you click "Upload Documents" after uploading files.

It is not required to load documents. You may skip this step.

**Online Registration System**

Parent/Guardian

Students

Documents

**Review & Submit**

Logout

### Review

If there is a Red X in any categories, it will not let you submit.

Prior to clicking the **Submit** button, please take a moment to review your application. Click on your student(s) name to verify that all of the information entered is accurate.

Name	Submitted	Approved	Year	Relationship	Language	Physical Address	Mailing Address	Phone	Health	Special Needs	Permissions	Documents
SON CLERK		✘	1920	✔	✔	✔	✔	✔	✔	✔	✔	✔

When you see green checks under each of the categories for each of your children, **sign and date** at the bottom of the screen. If there is a red **X** for any of the categories, you can click the **X** to return to that item to complete it.

Your electronic signature indicates that you have reviewed and verified all of the information on your application. Enter your name and click **Submit**. If you receive an error message, please make the necessary corrections and return to this screen by clicking **Review and Submit** on the menu to the left.

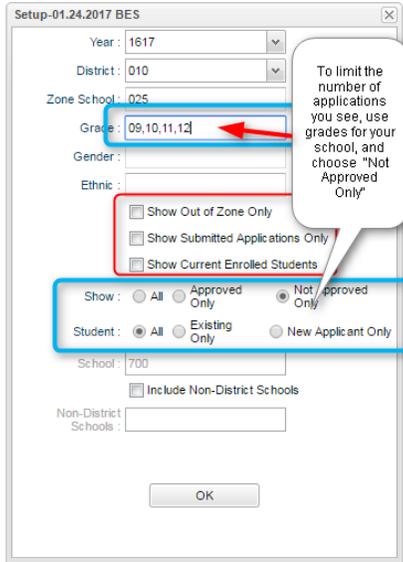
Submit

**After you submit, the screen will show “Submitted Successfully”.**

# The registrar at the school will:

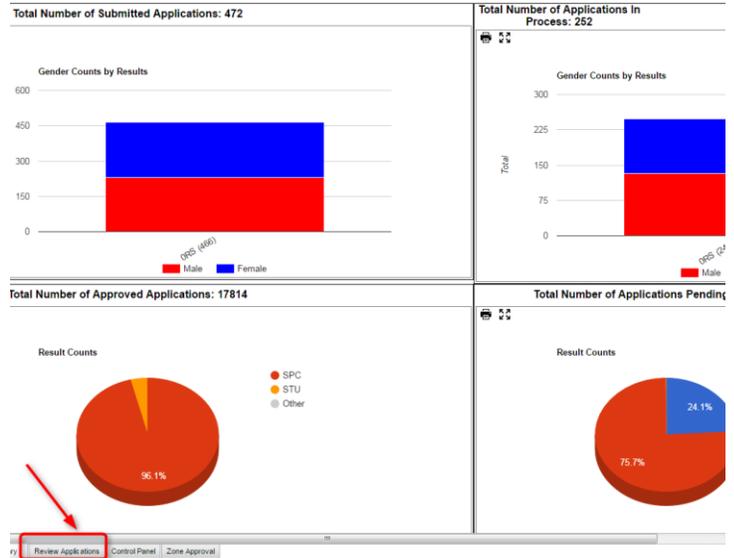
Log on using: <https://icampus.cpsb.org/icampus>

Go to Student Master>Loaders>Online Registration System (ORS) Editor



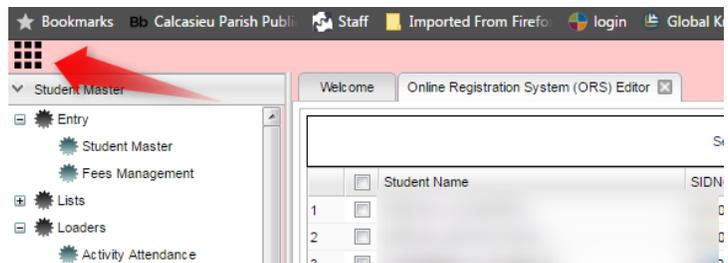
The screen that comes up is a "Summary" of your ORS Editor.

Click on the "Review Applications Tab" at the bottom of the screen, to see student ORS/SPC records.

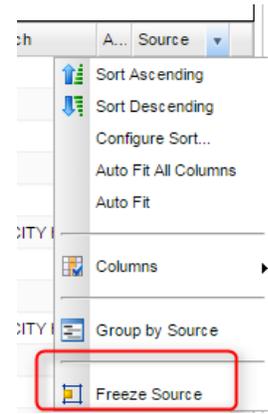


The screen takes a few minutes to load.

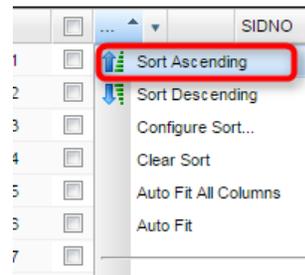
It's a great practice to maximize your screen.



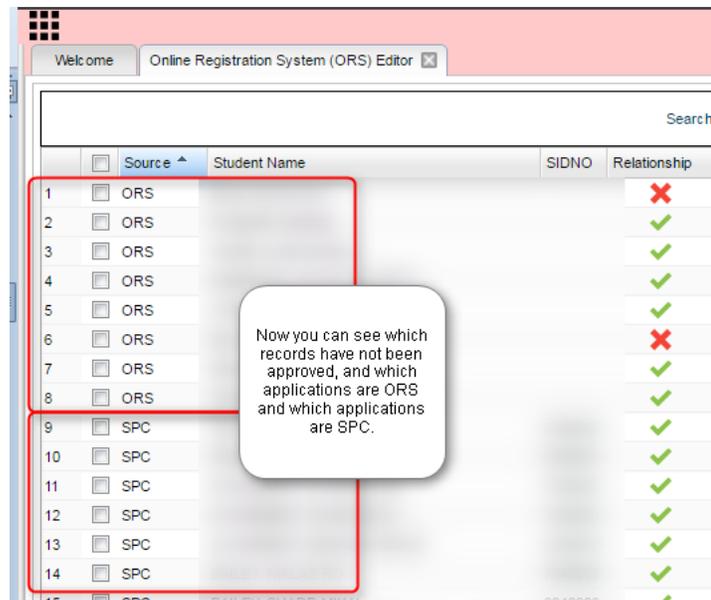
To make it easier to view, click on the small arrow of the “Source” Column to the far right and scroll down to “Freeze Source.”



Click on the little arrow next to the column titled “Source”. Click Ascending. This will put the records in order of the source. Ex. ORS, SPC



Your screen should look like this:



You are now viewing which applications **have not** been approved, and you know which ones are ORS (Online Registration System) and which are SPC (Student Progress Center).

**ORS records** should be students that are applying to CPSB schools (didn't roll up from the previous year) that don't have Student Master records.

\*We are seeing that many parents that should have used SPC to update information, created ORS records as if they were new to CPSB. These can still be approved.

Applicants will show on the screen. A select box is on the left of each student’s name. A green check means that this part of the application is complete. A red check means that this part of the application may need some more information.

	<input type="checkbox"/>	Delete	Student Name	SIDNO	GD	Relationship	Physical Add	Mailing Add	Phone	Health	Special Needs	Permissions	Submitted
1	<input type="checkbox"/>	<input type="checkbox"/>	[Redacted]	[Redacted]	12	✓	✓	✓	✓	✓	✓	✓	✓
2	<input type="checkbox"/>	<input type="checkbox"/>	[Redacted]	[Redacted]	11	✓	✓	✓	✓	✓	✓	✓	✓
3	<input type="checkbox"/>	<input type="checkbox"/>	[Redacted]	[Redacted]	10	✓	✓	✓	✓	✓	✓	✓	✓

You can look at a student application by clicking on the name of the student or any of the checks to the right of their name.

This will bring up the information that would be in the “Student Master.” You will be able to see if the address is validated, any out of zone information, relationships, permissions, etc.

If the addresses, SS#, or birthdates are incorrect, you can edit the application by clicking on area. If the address needs to be validated, please fix it and SAVE. When you click SAVE a box will pop up and you will need to type-“Address Validated” in the box.

BABINEAUX, NANETTE – STUDENT MASTER

### Demographics

Name: BABINEAUX, NANETTE      Approved By: paula.michalko 2016-06-27  
 Application Year: 1917      Grade: 11  
 Gender: F      Date Of Birth: 2000-05-31  
 Primary Ethnicity: 0      Secondary Ethnicity:  
 SSN: 489-36-7896      SIDNO: 7039999  
 Is US Born: Yes      US Entry Date:  
 Home Language:      Primary Language:  
 Correspondence Language:  
 Home Phone: (337) 474-6388      Cell Phone: (337) 405-9181  
 Parent/Guardian:  
 Physical Address: 616 W CLAUDE ST LAKE CHARLES, LA 70605      Mailing Address: 616 W CLAUDE ST LAKE CHARLES, LA 70605  
 Physical Address Validated ✓      Mailing Address Validated ✓

### Transportation

Morning Transportation: CALCASIEU PARISH SCHOOL BOARD School Bus      Afternoon Transportation: Daycare Bus  
 Morning Daycare:      Afternoon Daycare: KinderCare

### Documents

Document Title	Type	View	Upload	Viewed	Approved	Rejected	App/Rej By	Category
No items to show.								

I verify the documents provided for this student's information.      paula.michalko@2016-06-27 15:10

### Out of Zone

Current School:      Zone School:  
 Request School:      Requested Reason:

### Out of Zone History

District	SIDNO	Request School	Current School	Zone School	NZ School	Code	Begin Date	End Date	Year
No items to show.									

- Approval Code  
 Submit Code

### Previous School

PreK Last Year:      PreK Type:  
 Previous School:      Previous Grade:  
 Exit Date:      Private School:  
 Did Student Receive Special Services?:  
 Special Ed       504       Speech       Other  
 Other Services:  
 Has Student Ever Attended a School Within This District?:  
 Year Attended:      Name of School:  
 Ever Retained:      Grades Retained:

### Relationship

**DARBONNE, JEFF**  
 Relationship: Father      Date Of Birth:  
 Resides With       Emergency Contact

Student Information      Log      Approve      Print App      Prev      Next      Close

**\*\*Before approving any ORS records, you will still need to verify all documents. Make sure the mother, father, and student names and birthdate exactly as it is on the birth certificate. Social Security number must match the card.**

Permits, immunizations, custody papers still need to be collected as they always have. Also, some parents are not adding emergency contacts. If they didn't, make sure you get information from the parent and add to the Student Master after approving.

If the parent has uploaded a document "View" will show in blue in the View column. You **must** click on "View" and Approved these documents.

If all documents are provided, and are approved, click the **"I verify the documents provided for this student's information"** box.

Documents									
Document Title	Type	View	Upload	Viewed	Approved	Rejected	App/Rej By	Category	
Address Verification 1	03	<a href="#">View</a>	<a href="#">Upload</a>	✓	✓			Enrollment	
Address Verification 2	03	<a href="#">View</a>	<a href="#">Upload</a>	✓	✓			Enrollment	
Birth Certificate	01	<a href="#">View</a>	<a href="#">Upload</a>	✓	✓			Enrollment	
Custody Papers	10		<a href="#">Upload</a>					Enrollment	
CWA Permit (Lake Charles Residents Only)	03	<a href="#">View</a>	<a href="#">Upload</a>	✓	✓			Enrollment	
Immunization Record	04	<a href="#">View</a>	<a href="#">Upload</a>	✓	✓			Enrollment	
SSN Card	02	<a href="#">View</a>	<a href="#">Upload</a>	✓	✓			Enrollment	
<input checked="" type="checkbox"/> I verify the documents provided for this student's information.									

**\*\*You should never approve an ORS record until the parent comes with documentation.**

## Approving ORS records

### Scenario I - New Student (not in Calcasieu last year)

A parent shows up at your school and they have already filled out an ORS record online.

Go to the Online Registration Loader and find the ORS record for the student. (use the setup on page 2)

Click on the name of the student. This opens the application for you to view or print.

**Once you have verified documents**, (see note above) and checked over the application, you can approve the application and it will create a Student Master for the student. ( You will still collect copies of the same things you have always needed for registration)

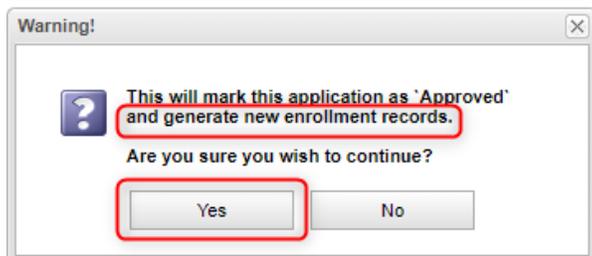
The parents have the option of uploading copies of Social Security Cards, immunization records, proof of address, etc.. which will upload the into the “Document Archive” of the Student Master once approved, or you can make copies for your records.

\*Note – If you are a WARD 3 school, **new** students have go to CWA and receive Permit. You will need to keep a copy of the permit. (or you can scan it into the Doc Archive)

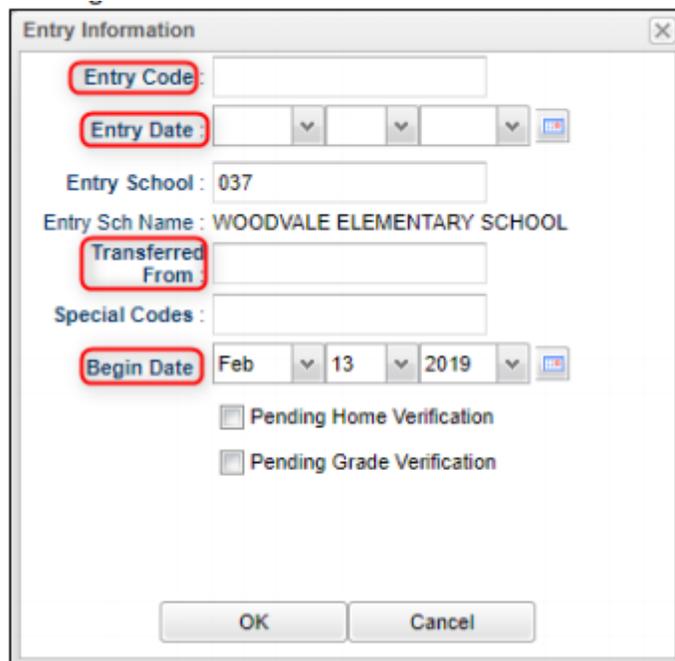
(This also applies to any student that is out of zone in Calcasieu Parish.)

**Click the “Approved” button.**

**You will see this message, click “Yes”.**



This entry window will appear. Just like in Student Master, enter the usual Entry Code, Date, Transferred From, and Begin Date information. Click **OK**.


 An "Entry Information" dialog box with several fields and checkboxes. The fields are: "Entry Code" (text box), "Entry Date" (calendar picker), "Entry School" (text box with value "037"), "Entry Sch Name" (text box with value "WOODVALE ELEMENTARY SCHOOL"), "Transferred From" (text box), and "Special Codes" (text box). The "Begin Date" field is a calendar picker showing "Feb 13 2019". At the bottom are two checkboxes: "Pending Home Verification" and "Pending Grade Verification". At the very bottom are "OK" and "Cancel" buttons. Red boxes highlight the "Entry Code", "Entry Date", "Transferred From", and "Begin Date" fields.

**Scenario II – New Student (not in Calcasieu last year)**

**A parent shows up at your school and they have not filled out an ORS record online.**

Have the parent go to the kiosk, or on their phone, to register the student. Once they have completed the application, you will need to refresh the Online Registration System loader. You can now follow the directions in Scenario I to complete registration of the student.

**Scenario III -**

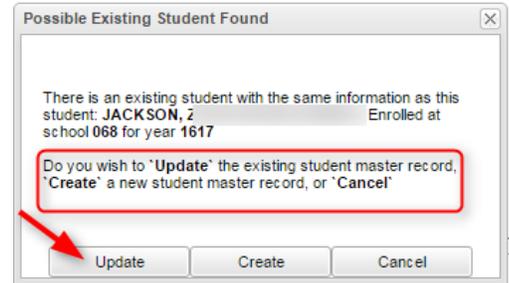
You have an ORS record that already has a Student Master record at your school, either because a clerk/counselor manually created a Student Master record, or because the parents created an ORS record when they should have updated the SPC record. But some of the information is wrong or not exactly like the Student Master record.

***You have to be very careful when doing this. (READ ALL MESSAGES CAREFULLY)***

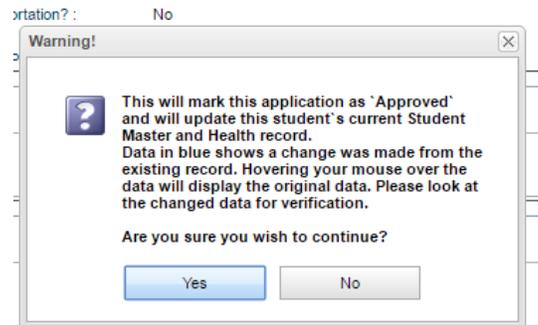
You will need to compare the two records (ORS application and the Student Master Demographics) and then approve the ORS record to pull in updated information. ( you **can** approve an application that has not yet been submitted by the parent)

In this scenario, there are **two** possibilities when you approve. You will see a Possible Matches box. Select the student you need.

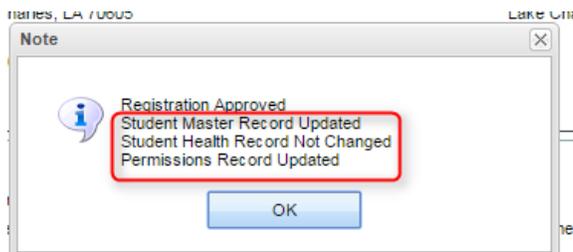
1. The First name, Last name and birthdate is same.  
The program recognizes the Student and gives you three options: Update, Create, and Cancel. Since this is a student that already has a Student Master record, you will click Update.



You will then get a “Warning,” letting you know this will mark the application as Approved and update the record. Click YES if you wish to continue.



You will get a note telling you exactly what has been updated.

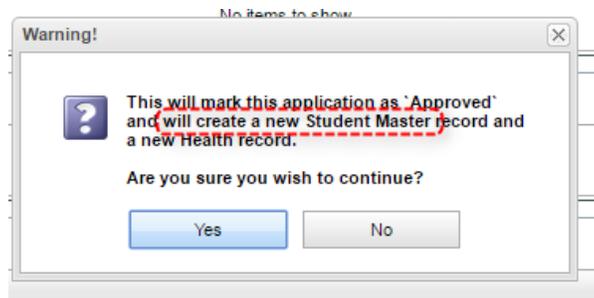


2. The First name, Last name and birthdate is different from the current Student Master record.

The program will create a brand new Student Master record with a new Student ID #.

**We don't want to do this since there is already a Student Master record for this student.**

We just want to update. So, how do we know if it will do this? When you click approve, you will see this message:



When you see this message, you should click **NO** in this scenario, and then compare the Student Master record to the ORS application, and verify the Student Name, DOB, and SS#. Look for differences, and manually update the Student Master record with information from the ORS, including the Parent AUP Permission. Then email your data clerk, so that we can delete the ORS record from your list.

#### Scenario IV

You have an ORS record for a student that does not have a Student Master record at your school, and is not physically at your school. He may be in our system, but at another school.

(He will show up on your screen if your school is the Zone School or Current School)

Email your data clerk, so that they can investigate and see where the student is enrolled and proceed with registration.

---

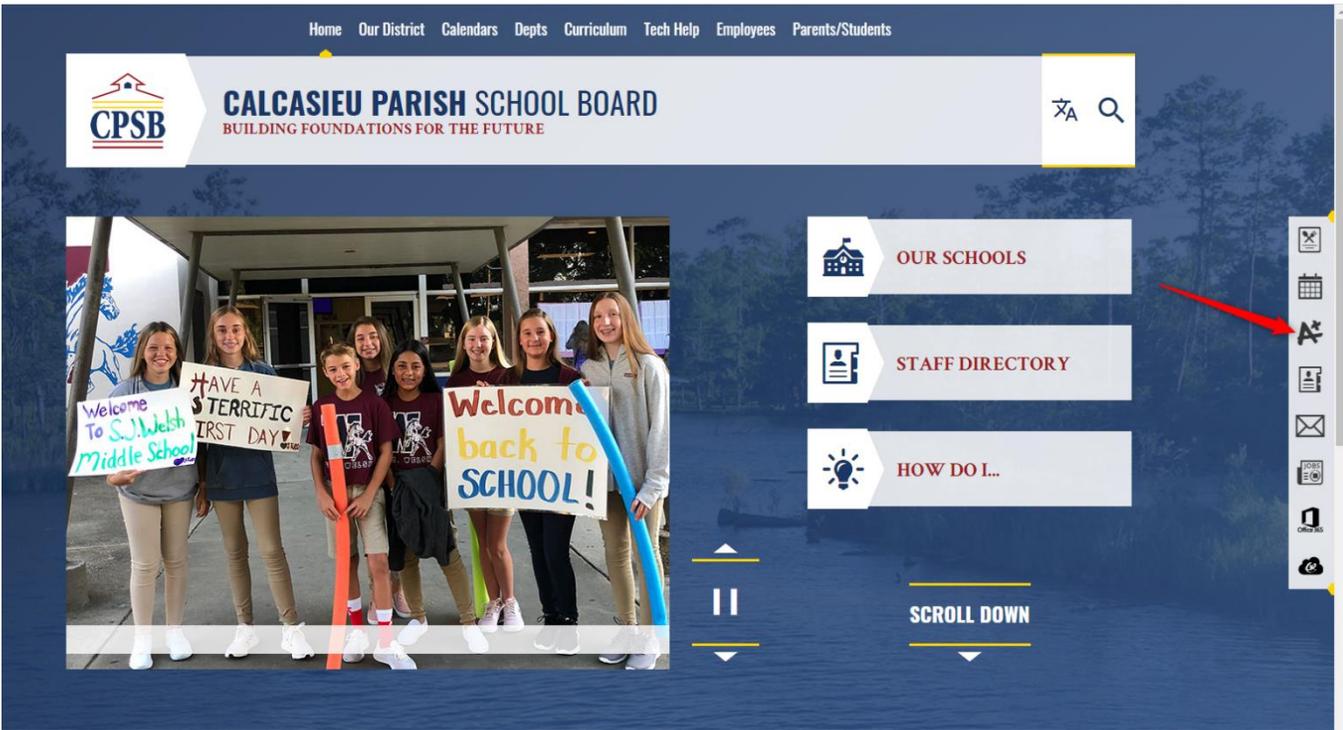
**When you approve ORS records for students that have never been in Calcasieu, they become STU records.**

**When you approve ORS records for students who have a previous Student Master record, they become SPC records.**

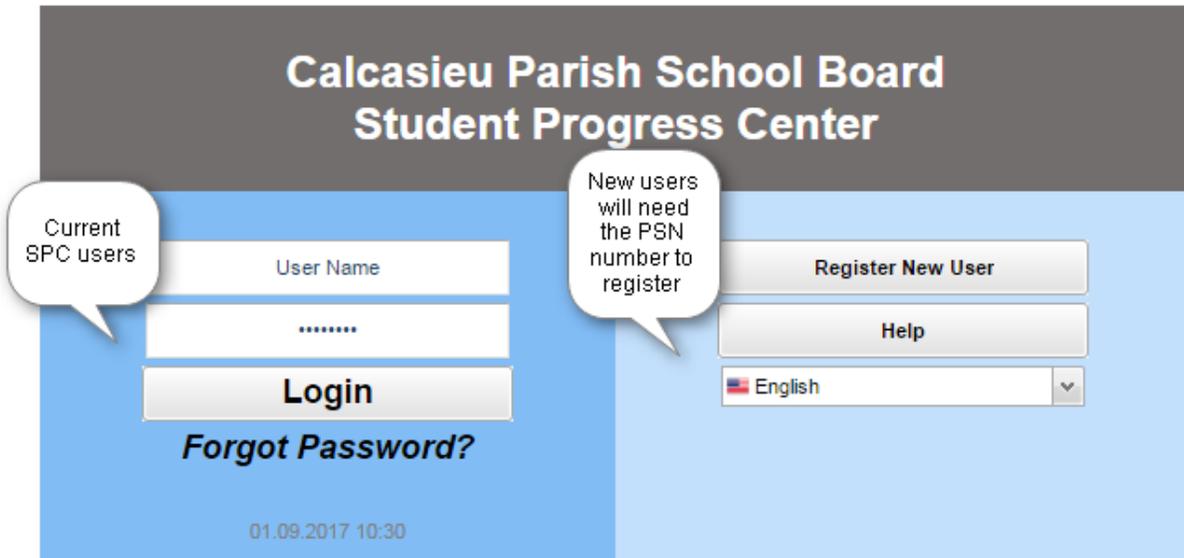
**\*\*Once you have approved an ORS record, the student has a "Student Master" record in JCampus. This is a great time to give the parents information on using SPC.**

**Parents of Calcasieu Parish students that have active student master record will verify/update their students information by going to the Student Progress Center. This will also update the AUP.**

Go to the CPSB website ([www.cpsb.org](http://www.cpsb.org)) and click on either A+ Grades or Student Progress Center.



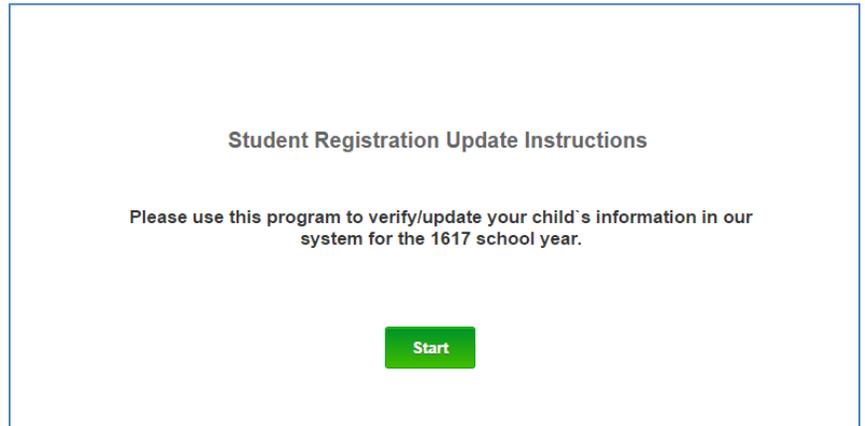
Another way is to type in this address: <https://icampus.cpsb.org/progress>



**SPC** records should be students that are verifying/updating student information to CPSB schools. These students already have a student master record (they either rolled up from the previous year or may have been re-enrolled during the year).

Parents login to their Student Progress Center (SPC) account to update student information. (If the parent is using it for the first time, they must use their PSN numbers given to them by the school)

If they originally had an ORS account, their username and password can be what they created.



Once the parent has submitted the updated SPC, the registrar will be able to view it in Student Master>Loaders>Online Registration System.

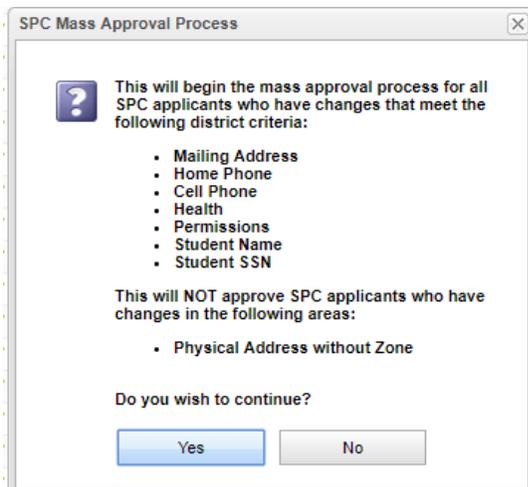
You can sort the “Source” column to see all the SPC’s. Then you can freeze this column.

Below are a couple of scenarios.

**Scenario V:** You have an SPC record that has not been approved.

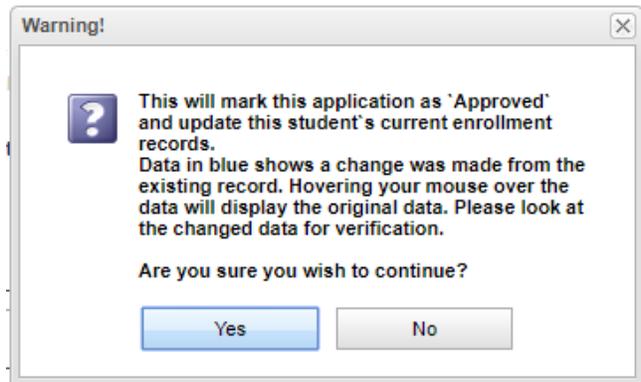
Solutions:

1. Mass Approval will take care of submitted SPC records if the physical address hasn’t changed. You should do a “Mass Approval” everyday. This updates the Student Master records with any changes parents made on submitted Student Progress Center records. Mass Approval only approves SPC records that have been submitted.



- It will not mass approve an SPC record with a *physical address* change. You will have to manually approve any SPC that has a physical address change.
- The parents must follow CPSB procedures for address verification.

- To manually approve an SPC record, verify any documents. This is the same procedure you would have done if you were creating a new Student Master the old way.



Some parents are uploading documents and you will need to view and approve each document, **OR** they may provide paper copies to you in person), and then click approve.

- You can manually approve most SPC records, but there may be some situations where your data clerk (MIS) will have to handle the approvals, depending on the Current School or Zoned School fields. Make sure you verify the documents if the address has changed. (If they are Out of Zone, or In Ward 3 – they will need to provide you with the CWA Permit)

**If you have any trouble approving records, email your data clerk.**

#### **Scenario VI:**

You have SPC records for students that do not attend your school. (This happens because a student is somehow connected to your school. Your school might be the “Zoned School”)

Email your data clerk – she can find out where the student is enrolled and help with approval.

**\*\*Remember, it is a good practice to Mass Approve everyday.**