

Registrar | Employee Manual

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Introduction

Welcome to Waco Independent School District. The Public Education Information Management System (PEIMS) Team would like to welcome you to Waco Independent School District.

As a Campus Registrar/PEIMS Specialist, your role is to ensure efficient operation of the campus collection and receipt of student data according to the guidelines established by the Texas Education Agency and the administration of Waco Independent School District. This guide is intended to cover the systems and processes in place across the district.

Major Responsibilities and Duties

1. Perform registration and withdrawal procedures, including leaver documentation, of all students as assigned.
2. Process student records, set up cumulative folders and enter student data into appropriate databases as assigned.
3. Prepare and furnish student records upon request, including information for colleges and universities as assigned.
4. Work with counselors in all matters related to the academic records of students.
5. Attend all district PEIMS training sessions relevant to current job responsibilities and disseminate information to appropriate campus staff.
6. Verify, file and maintain district reports, including PEIMS reports and file/store according to district and state policies.
7. Enter, validate and correct campus-level PEIMS information through the use of edits, email/faxed requests, PEIMS reports and on-campus verification/audit checks.
8. Help to maintain the Academic Achievement Record (AAR) for all students as assigned according to district and state guidelines, including the timelines established.
9. Maintains student cumulative folders as assigned by including the necessary documentation, including testing labels and other information on the C-13 card, as stated in the district and state guidelines.
10. Respond to all correspondence from local or state agencies regarding requested student information.

Enrolling and Withdrawing Students

Overview - [Video](#)

Use the Enroll/Transfer entry point to enter new student records into the district database. After searching the database to verify that the student is not already enrolled at a campus, you can add the student and record information, including demographic, contact, and enrollment details.

Enroll/Transfer Entry Point

The screenshot shows the 'Student Search' interface. At the top, there are two buttons: 'Search' and 'Search Results'. Below this is a section titled 'Student Search' with a 'Status:' label and four radio button options: 'All' (selected), 'Enrolled', 'Not Enrolled', and 'Requested for my campuses'. A yellow arrow points to the 'Requested for my campuses' option. Below the status options are search criteria fields: 'Last Name:', 'First Name:', 'Middle Name:', and 'Birthdate:'. Below these are two radio button options: 'Begins With' (selected) and 'Exact'. Below this is an 'OR' separator and four more search criteria fields: 'Local ID:', 'SSN/State ID:', and 'Web conf #:'. Yellow circles with numbers 1, 2, 3, and 4 are placed next to the 'First Name:', 'Local ID:', 'SSN/State ID:', and 'Web conf #:' fields respectively. At the bottom right, there is a blue 'Search' button with a magnifying glass icon.

There are 4 different ways to search for students in the enroll/transfer entry point: 1) By name or birthdate, 2) By Local ID, 3) Social Security Number, and 4) Web Confirmation # received during the online registration process (Can be obtained from the *Campus - Student Online Registration Status* report under report profiles).

To view all students who have registered online and requested a specific campus, select the *Requested for my campuses* radio button and select the appropriate campus on the drop-down menu that appears for campus and select the appropriate fiscal year. Click the Search button to view students.

The screenshot shows the 'Student Search' interface. At the top, there is a search bar and a 'Search Results' button. Below this is a table of 'Matching Students' with columns for Local ID, Student ID, First Name, Middle Name, Last Name, Last Entry Date, GN, Birthdate, Sch, and Grad. The table contains five rows of student data. To the right of the table, there is a 'Status' dropdown menu that is open, showing a list of 'Enrolled' options. Two yellow arrows point from the table to the dropdown menu. At the bottom of the interface, there are three blue buttons: 'Select and Enroll', 'Select and Schedule Enroll', and 'Set Next Year Line'.

Local ID	Student ID	First Name	Middle Name	Last Name	Last Entry Date	GN	Birthdate	Sch	Grad	Status	Leave Reason	Prog/Req Sch
53456	608416788	Cesar	Ethan	Alcira Castillo	08-20-19	M	07-26-03	Waco High	11	Enrolled		
60717	690057065	Angel	Rosal	Alcira Martinez	08-20-19	M	10-15-04	Waco High	09	Enrolled		
60722	52371587	Diego		Alcira Martinez	08-20-19	M	10-21-02	Waco High	10	Enrolled		
49726	627965722	Thomas		Adame Buhelo	08-20-19	M	05-14-05	Waco High	09	Enrolled		
44055	642842749	Alice	Jewel	Aguilar	08-20-19	F	01-20-03	Waco High	11	Enrolled		

Enrollment Status Definitions

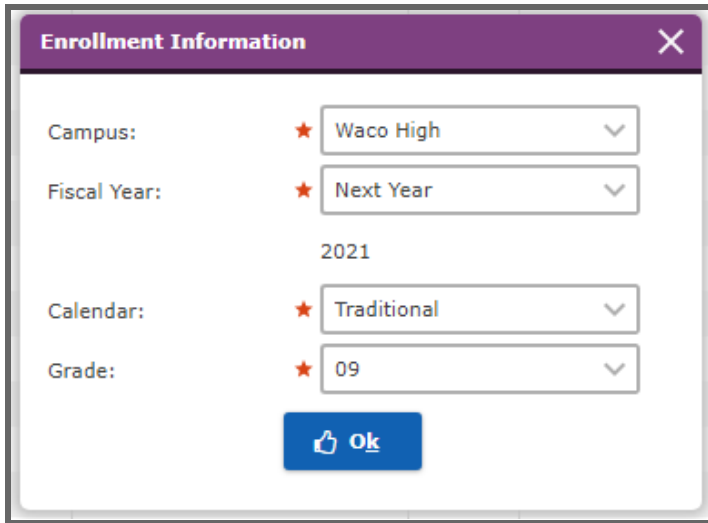
All search results returned by the system are displayed with a current status. Status options include:

- **Accepted:** Indicates that a student's enrollment record has been processed by the district but enrollment has not been completed.
- **Enrolled (E):** Indicates that the student has completed the enrollment process and only needs verification of required documents.
- **Withdrawn (W):** Indicates that the student withdrew from a campus either this year or last year, students will have to be enrolled and verification of required documents.
- **Requested:** If your district allows students who are new to the district to register using the TEAMS Student Online Registration application, this status indicates the student information originated from the Student Online Registration application and that a registrar has not verified the data or started the enrollment process.
- **Graduated:** Indicates the student graduated from a campus.
- **No Show (N):** Indicates that the student failed to show up for school and was marked as a No Show by the campus, students will have to be enrolled and verification of required documents.
- **Schedule Enrolled (S):** Indicates that the student is enrolled on a campus in addition to his or her primary campus. This status is commonly used for Night School and Summer School students. (Not Currently Used)
- **Schedule Withdrawn (X):** Indicates that the student has withdrawn from a secondary campus. This status is used when a student who was previously schedule enrolled remains enrolled on his or her primary campus but withdraws from the secondary campus. (Not Currently Used)

Select and Enroll

To complete the enrollment process for a student, highlight the student in the search menu list and click the *Select and Enroll* button.

Complete all fields in the Enrollment Information popup and click the *Ok* button.

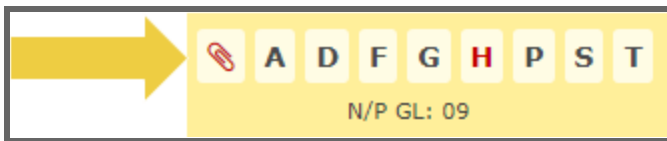


The Enrollment Information popup contains the following fields:

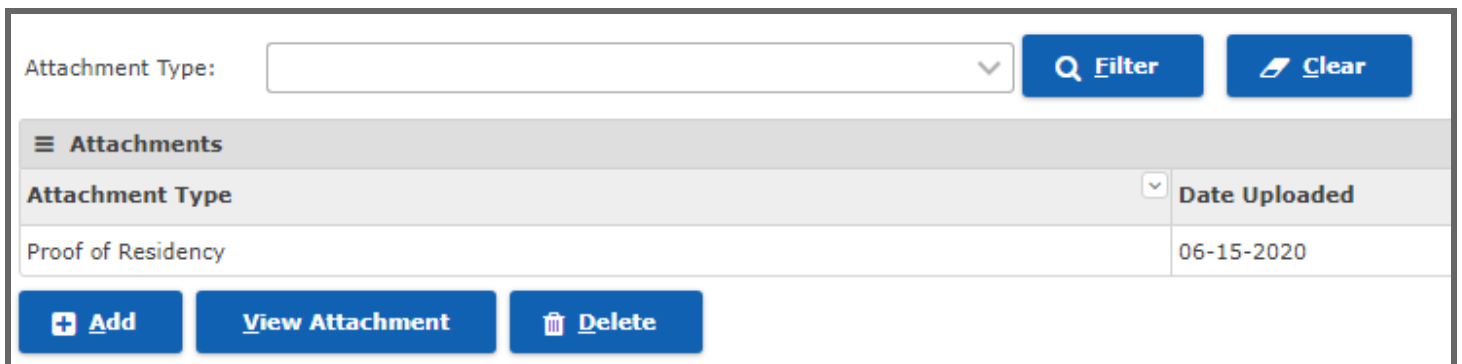
- Campus: Waco High
- Fiscal Year: Next Year
- Calendar: Traditional
- Grade: 09

There is an "Ok" button at the bottom.

You are now taken into the *Maintain Student* entry point to verify all required information. If parents submitted the required documents in the online registration process, the attachment icon in the student header will appear in red.



Click the attachment icon to view the documents.

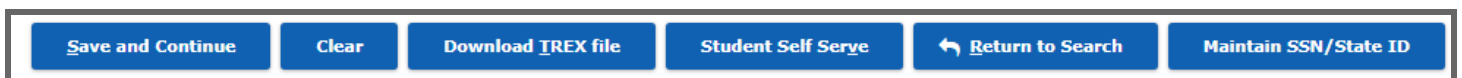


The Attachments section includes a filter and clear button, a table of attachments, and action buttons.

Attachment Type	Date Uploaded
Proof of Residency	06-15-2020

Buttons: Add, View Attachment, Delete

After reviewing all information on the student demographic tab, click on the *Save and Continue* button at the bottom of the screen.



Buttons: Save and Continue, Clear, Download IREX file, Student Self Serve, Return to Search, Maintain SSN/State ID

Student Records Request

TREx - Texas Records Exchange System

[Texas Records Exchange Central Support Resources](#)

District and TEA Policies

The primary purpose of TREx is to provide a means of transferring student records within Texas electronically. It provides the mechanism and tools to transfer a standardized set of student information between authorized campuses and districts. TREx does not change or supersede state or local policy in reference to transferring student information between campuses and districts.

The TREx provides a convenient and easy to use interface that enables authorized users to:

- Request records/transcripts from other institutions
- Send records/transcripts to other institutions
- Search TEA records for the last campus attended by a particular student
- Track inbound and outbound transactions
- Add or edit student data manually (once a record is created it can no longer be edited)
- Attach additional information to student records
- Receive email notification of aged requests
- Ensure validation of data upload to TREx
- Reporting for evaluation of general performance and of electronic transfers
- Fulfill requests initiated by other institutions
- Receive record transmissions initiated by other institutions

Both state and federal law protect the right of access to student records. Entities that have access to students' private information must safeguard this information from unauthorized access. Student records/transcripts that are transmitted using TREx are encrypted during transmission and storage. Once a TREx user downloads student records/transcripts from TREx however, the responsibility for safeguarding the data falls to the receiving district or campus.

All users of TREx are required to follow the regulations of the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student records and applies to all schools that receive funds under an applicable program of the US Department of Education.

No student records should be transferred through email at any time. When documents must be transferred outside of the TREx portal, use of US Mail or fax is appropriate.

Student Enrollment Checklist

Description	Status	Notes
Online Registration Completed	Not Received ▾	
Copy of Parent/Guardian Identification	Not Received ▾	All Enrollments updated annually
Student Immunization Record	Not Received ▾	*MUST HAVE for enrollment, verified by school nurse
Social Security Card	Not Received ▾	New Enrollments (NOT Required for Enrollment)
Birth Certificate	Not Received ▾	New Enrollments
Proof of Residency	Not Received ▾	New Enrollments
TREx Records Request	Not Received ▾	New Enrollments from Texas Public School System
For Out of Date or Private School Students, complete the Request for Student Records form	Not Received ▾	Request for Student Records
Identification of Special Program Participation <i>*additional information provided in this document below</i>	Not Received ▾	Based on TREx records, if a student is identified as receiving services under special programs, contact you campus lead and provide copies of the documentation to the counselor for proper scheduling <ul style="list-style-type: none"> • Special Education documentation forward to barbara.ridings@wacoisd.org • Gifted and Talented forward to celeste.sodergren@wacoisd.org • LEP/Bilingual documentation forward to yadira.burciaga@wacoisd.org
Entry of Student Transcript Information	Not Received ▾	Middle (applicable courses) and High School ONLY
Distribution of Current Grades to teachers	Not Received ▾	All levels for midyear transfers
Create Cumulative Folder	Not Received ▾	New to District Students
Attach Birth Certificate to Student Attachments	Not Received ▾	Maintain Student entry point, paperclip attachment icon on header
Attach Social Security Card to Student Attachments	Not Received ▾	Maintain Student entry point, paperclip attachment icon on header

Identification of Special Program Participation

Entry of Student Transcript Data

Instructional Video | <https://www.youtube.com/watch?v=E607VtDM950>

Upon enrollment of a new or returning student to Waco ISD and receipt of the student's official records through the Texas Records Exchange (TREx), registrars can add all

out-of-district records to the students transcript using the TEXAS Academic Achievement Record from the TReX documentation.

All information has been removed from the sample student record used in the production of this document. All information should still be considered confidential and only for use for training purposes in the Waco Independent School District.

The TEXAS Academic Achievement Record for the enrolling student will be found on the final pages of the official student record received through the TReX platform.

TEXAS Academic Achievement Record									
Student Name:				District ID:		161914			
Student ID:				District Name:		Waco Independent School District			
Texas Student Unique ID:				Campus ID:		161914002			
Prior ID:				Campus Name:		Waco High			
Local ID:				Campus Address:		2020 N 42nd St			
Student Address:				City/State/Zip:		Waco TX 76710-3012			
City/State/Zip:				Country:					
Date of Birth:				Campus Phone:		(254) 776-1150			
Gender: Female				Campus Fax:		(254) 741-4830			
Ethnicity: Hispanic/ Latino				CB / ACT:		447300			
Parent/Guardian:									
GPA:				Assessments					
Total Number in Class:				Required Exit Level Assessment			Date Exit Level Requirement Met		
Rank:									
Date of Ranking:									
Quartile:									
Certificate of Completion Date:				Assessment Name			Assessment Date		Highest Achieved Performance Level
High School Program:				Algebra I (EOC)			Spring/2017		Approaches
Graduation Date:				Biology (EOC)			Spring/2017		Meets
Speech Requirement Met Date:				English I (EOC)			Spring/2017		Meets
PO Instr Date:				English II (EOC)			Spring/2018		Approaches
CPR Date:				U.S. History (EOC)			Spring/2019		Approaches
Academic Year: 2019-2020				Campus Awarding Credit: 161914002					
Category	Course ID	Course Name	Sem 1	Sem 2	Final Grade	Credit	Explanation	Pass/Fail Code	
English LA	03220400	English IV (1 Unit)						00	
Total Credits for Year									
Academic Year: 2019-2020				Campus Awarding Credit: 161914002					
Category	Course ID	Course Name	Sem 1	Sem 2	Final Grade	Credit	Explanation	Pass/Fail Code	
English LA	03220400	English IV (1 Unit)	53			0.0		02	
Social Studies	03310300	Economics with Emphasis on the Free Enterprise System and Its Benefits	33			0.0		02	
	03330100	United States Government (1/2 Unit)	70			0.0		04	
Total Credits for Year						0.0			

Student - Maintain Transcript

1. From your Frontline dashboard find the **Student - Maintain Transcript** entry point.
2. Search for the student you will be entering transcript records by name or local id.

Student Transcript Search

Student Transcript Search
Search Results

Search Criteria

Campus: ★

Search By: ★ Name Local ID Grade Filter Students

Last Name: ★ Begins With Exact

First Name: Begins With Exact

Status: ★ All Enrolled Not Enrolled

Q Search

3. If searching by name, choose the correct student according to matching Name, Local ID, and Birth Date from the list provided, click Select.

Student Transcript Search Results

Campus: 003 - University High

Student Transcript Search
Search Results

≡ Students

Name	Local ID	Gender	Birth Date	Enr Sch	Enr GL
[REDACTED]	[REDACTED]	F	03-01-1992	003	12
[REDACTED]	[REDACTED]	M	08-01-1976	003	12
[REDACTED]	[REDACTED]	M	11-02-2002	003	11
[REDACTED]	[REDACTED]	M	02-29-1996	003	12
[REDACTED]	[REDACTED]	F	10-31-1997	003	12
[REDACTED]	[REDACTED]	F	07-09-1982	003	12
[REDACTED]	[REDACTED]	M	06-18-1990	003	12
[REDACTED]	[REDACTED]	M	12-14-1996	003	12
[REDACTED]	[REDACTED]	M	05-30-2001	003	12
[REDACTED]	[REDACTED]	M	03-29-2005	003	09
[REDACTED]	[REDACTED]	M	06-10-1989	003	09
[REDACTED]	[REDACTED]	F	03-22-1995	003	10
[REDACTED]	[REDACTED]	F	11-03-2003	003	10

Select ←

4. Scroll to the bottom of the Student Transcript Records and select the Add (Out of District) option.

2019		S1	411005	ENVIRSYS	2019	Dec	2018	002			11	S1	
2019		S1	211005	MTHMOD	2019	Dec	2018	002			11	S1	
2019		S1	111003	ENG3	2019	Dec	2018	002			11	S1	

↓

Save

Edit

Delete

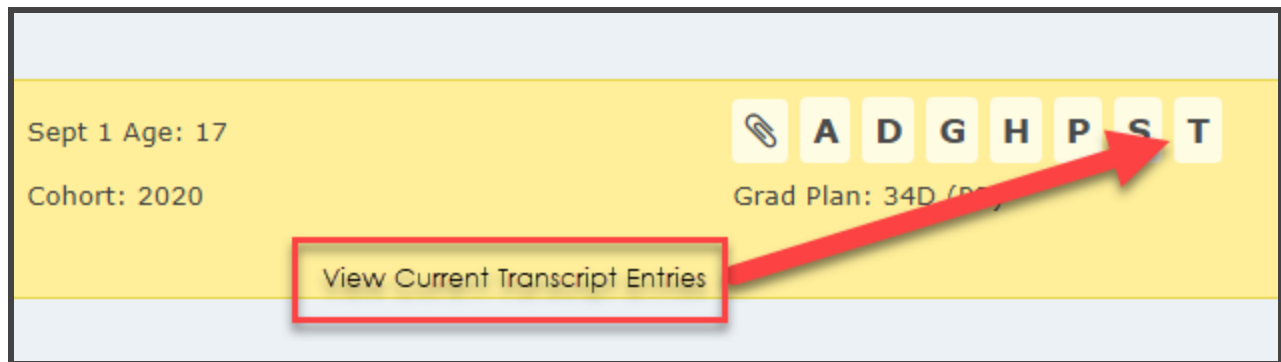
Add (In District)

Add (Out Of District)

Group

5. Using the information provided in the TEXAS Academic Achievement Record from the TReX documentation, you will begin to enter the transcript records completed outside of Waco ISD. For ease of entry as well as documentation to be added to the students cumulative folder, **print 2 copies** of the TEXAS Academic Achievement Record (AAR) pages. (one copy will be kept for the cumulative folder, one will be sent to the counselor with the completed transcript for verification)

6. **Before entering new records to the transcript, check the current transcript entry to prevent any duplicate courses from being added.** For a condensed view of the current courses, select the Transcript option in the student header menu.+



7. Find the listing of courses completed by the student in the TEXAS AAR.
- Academic Year** for course completion (*Fiscal Year will always be the second year listed in the Academic Year, Semester 1 will always be the first year listed, Semester 2 will always be the second year listed*)
 - Campus Awarding Credit** - campus awarding credit should be provided in a nine digit format
 - 161xxxxxx - first 3 digits are the County Number
 - Xxx914xxx - next 3 digits are the District Number
 - Xxxxxx002 - last 3 digits are the Campus Number
 - Category** - this will be used as the Transcript Print Category
 - Course ID** - the course ID provided is the Service ID (C022) of the course. This is the only course identifier needed to add the entry to the student transcript.
 - Course Name** - based on the C022 Service ID table, this will be the description added to the student's transcript
 - Sem 1/Sem 2/Final Grade/Credit** - these are the Grade Values that will be entered for each Part of Course on the TEXAS AAR
 - Each Part of Course will be entered separately
 - Pass/Fail Code** - the column provides further clarification of the credit awarded, 01 - PASS, 02 - FAIL

**The explanation column provides further details for the course. Coding descriptions can be found in the Course Explanation Codes: table found at the bottom of the TEXAS AAR code record.*

Academic Year: 2019-2020		Campus Awarding Credit:						
Category	Course ID	Course Name	Sem 1	Sem 2	Final Grade	Credit	Explanation	Pass/Fail Code
English LA	03220400	English IV (1 Unit)						00
Total Credits for Year								
Academic Year: 2019-2020		Campus Awarding Credit:		161914002				
Category	Course ID	Course Name	Sem 1	Sem 2	Final Grade	Credit	Explanation	Pass/Fail Code
English LA	03220400	English IV (1 Unit)	53			0.0		02
Social Studies	03310300	Economics with Emphasis on the Free Enterprise System and Its Benefits	33			0.0		02
	03330100	United States Government (1/2 Unit)	70			0.0		04
Total Credits for Year								0.0
Academic Year: 2018-2019		Campus Awarding Credit:						
Category	Course ID	Course Name	Sem 1	Sem 2	Final Grade	Credit	Explanation	Pass/Fail Code
English LA	03220300	English II (1 Unit)	81			0.5		01
	03220300	English III (1 Unit)	42			0.0		02
Math	03102400	Mathematical Models with Applications	71			0.5		01
	03102400	Mathematical Models with Applications		85		0.5	R	01
Science	03040000	Chemistry (1 Unit)		82		0.5		01
	03020000	Environmental Systems (1 Unit)	40			0.0		02
Social Studies	03340100	Us History Since Reconstruction (1 Unit)	75			0.5		01
	03340100	Us History Since Reconstruction (1 Unit)	37			0.0		02
	03340100	Us History Since Reconstruction (1 Unit)		82		0.5	R	01

8. Entered the required information into the Transcript Record Detail using the information from the TEXAS AAR record.

Student Transcript Records | **Transcript Record Detail** | Graduation Plan | Advanced

Add/Modify Student Transcript Record

Second Year listed in Academic Year: 2019-2020

Fiscal Year:

Month: Semester 1 - December
Semester 2 - May

Year:

Campus to base data entry on:

Calendar ID to base data entry on:

Grade Level: Grade Level when Course Completed

Term: S1 - Semester 1
S2 - Semester 2

Grade Type:

Course:

Course Short Description:

Section:

Service ID: Course ID from TEXAS AAR

Service ID Short Description:

Grade Value:	★	<input type="text"/>	←	Grade Value from TEXAS AAR	
Part of Course:	★	<input type="text"/>	←		
Course Sequence Code Override:		<input type="text"/>	←	i.e. English 1 - 2 part course, Part 1 - Sem 1, Part 2 - Sem 2	
Credit Attempted:	★	<input type="text"/>	←		
Credit Earned:	★	<input type="text"/>	←	based TEXAS AAR	
Average Pair:		<input type="text"/>	←		
Final Average Grade Value:		<input type="text"/>	←	based on TEXAS AAR	
415 Pass/Fail Indicator:		<input type="text"/>			
GPA Level:	★	<input type="text"/>	←	Tier 1 - 1.0 Standard Academic/Local Courses Tier 2 - 1.10 Eligible Pre-AP (PAP) and College Readiness (CR) Courses Tier 3 - 1.15 Eligible Advanced Placement (AP) and Dual Credit Courses (DC) <i>*if level is not clearly articulated in the course description, default to Tier 1 and note for counselor verification</i>	
GPA Counter:		<input type="text"/>			
Graduation Requirement		<input type="text"/>			
Category:		<input type="text"/>			
Exclude from Grad Plan Cat		<input type="checkbox"/>			
Update:		<input type="checkbox"/>			
Transcript Print Category:	★	<input type="text"/>	←		based on TEXAS AAR Category
Dual Credit Indicator:		<input type="text"/>			
OnRamps Indicator:		<input type="text"/>			
ATC Indicator:		<input type="text"/>	←		based on TEXAS AAR Explanation
Distance Learning Indicator:		<input type="text"/>			
AAR Codes:		<input type="text"/>			

Instruction Type:		<input type="text"/>		
County Number:	★	<input type="text"/>	←	First three digits of Awarding Campus Number 161 xxxxxx
District Number:	★	<input type="text"/>	←	
Campus Number:	★	<input type="text"/>	←	Second three digits of xxx 914 xxx
Origination:		Manual Out of District Entry		
Manually Edited:		Y		Last three digits of Awarding Campus Number xxxxxx 002

9. Once all required information has been entered (as noted by the **red asterisks**) select the Save option at the bottom of the screen.

10. Complete the same steps for all courses on the TEXAS Academic Achievement Record.

Print Transcript for Counselor Verification

1. Access your **Report Profiles** entry point from the Frontline main menu.

2. Access the report profile by going to **Student > Grading > Transcript By Service ID and AAR Code**. Create a profile and save for future use when enrolling students with Out-of-District Transcripts.

Printing Student Transcripts for Counselor Verification

Throughout the students' secondary education there will be various request requiring the printing of student transcripts. This could be transcript audits by cohort counselors, scholarship applications, college applications, etc. There will be two types of transcripts printed, working and final transcripts, and parameters for each can be found below.

- 1) From the Frontline Dashboard, select the Report Profiles entry point and find the 'Transcript by Service ID and AAR Code'.

The screenshot shows the 'Position Report Profile' interface. On the left, a list of report profiles is displayed, with 'Transcript By Service ID and AAR Code' selected and circled in red. The 'Working' parameter is also highlighted. On the right, the configuration for the selected report profile is shown, including the following settings:

Transcript By Service ID and AAR Code	
Transcript Detail combined by Service ID and AAR Code	
Campus:	★ University High
Fiscal Year:	★ 2023
Calendar ID:	★ Traditional
Begin Grade:	★ 09

- 2) For the working copy of the student transcript use the settings listed below. All student transcripts printed prior to graduation should be printed using the Working parameter setting. For the Final student transcript, use the Final Copy Format parameters listed below.

Working Copy Format

- a) Campus: **{Campus Name}**
- b) Fiscal Year: **{fiscal year for requested transcript}**
- c) Calendar ID: **Traditional**
- d) Begin Grade: **9**
- e) End Grade: **12**
- f) Student ID (comma-separated IDs or ALL): **{Student ID, List, or ALL}**
- g) Include Withdrawn Students: **Yes**
- h) Include Schedule Enrollment: **Yes**
- i) Print Average: **Yes/Excluding Alpha Grades**
- j) Print Rank: **High School Weighted (2024)**
- k) Print GPA: **High School Weighted (2024)**
- l) Begin Grade for Transcript Data: **07**
- m) End Grade for Transcript Data: **12**
- n) Print courses where high school credit is earned in lower grade: **Yes**

- o) Print AAR Codes Legend: **Yes**
- p) Print Exit-Level Assessment Dates: **Yes**
- q) Print TAKS/STAAR EOC scores: **Most Recent Exit/Highest**
- r) Print TSI Scores: **No**
- s) Print SAT/ACT Scores: **Yes**
- t) Print AP Scores: **Yes**
- u) Print Additional Header Page: **Yes**
- v) Is this a Working Copy: **Yes w/no ssn**
- w) Search All Campuses/Years: **Yes**
- x) Special Program (Select Program or NONE): **NONE**
- y) Special Program Values: **NONE**
- z) Campus Team: **ALL**
- aa) Expected Grad Year: **ALL**
- bb) Sort Order: **Alpha by Campus**
- cc) Use Active Filter Profile: **N**
- dd) Transcript Type: **Order by Parent/Course Content**
- ee) Suppress Incomplete: **No**

Final Copy Format *ONLY printed upon program completion*****

- a. Campus: **{Campus Name}**
- b. Fiscal Year: **{fiscal year for requested transcript}**
- c. Calendar ID: **Traditional**
- d. Begin Grade: **9**
- e. End Grade: **12**
- f. Student ID (comma-separated IDs or ALL): **{Student ID, List, or ALL}**
- g. Include Withdrawn Students: **Yes**
- h. Include Schedule Enrollment: **Yes**
- i. Print Average: **Yes/Excluding Alpha Grades**
- j. Print Rank: **High School Weighted (2024)**
- k. Print GPA: **High School Weighted (2024)**
- l. Begin Grade for Transcript Data: **07**
- m. End Grade for Transcript Data: **12**
- n. Print courses where high school credit is earned in lower grade: **Yes**
- o. Print AAR Codes Legend: **Yes**
- p. Print Exit-Level Assessment Dates: **Yes**
- q. Print TAKS/STAAR EOC scores: **Most Recent Exit/Highest**
- r. Print TSI Scores: **No**
- s. Print SAT/ACT Scores: **Yes**
- t. Print AP Scores: **Yes**
- u. Print Additional Header Page: **Yes**
- v. Is this a Working Copy: **No**
- w. Search All Campuses/Years: **Yes**
- x. Special Program (Select Program or NONE): **NONE**

- y. Special Program Values: **NONE**
- z. Campus Team: **ALL**
- aa. Expected Grad Year: **ALL**
- bb. ab) Sort Order: **Alpha by Campus**
- cc. Use Active Filter Profile: **N**
- dd. Transcript Type: **Order by Parent/Course Content**
- ee. Suppress Incomplete: **No**

3. **Print 2 Working copies** of the transcript.

4. Attach a working copy of the transcript to the TEXAS Academic Achievement Record and provide it to the appropriate counselor for verification.

5. Attach the second copy of the transcript to the second copy of the TEXAS AAR for documentation in the student cumulative folder.

Additional Notes - Transcript Entry

**Any courses that do not have a state Service ID provided, please refer to the guidance of a school counselor to identify the appropriate course id for credit.*

****All changes to student transcripts should be documented and records kept in the student cumulative folder.**

Transcript Entry Edits (audit adjustments)

For any transcript edits requested through the transcript audit process, a copy of the student transcript with requested edits must be provided to the registrars' office for entry. This documentation will be maintained, but **does NOT** have to be placed in a student cumulative folder. A full digital audit trail is available through the Frontline SIS database as documentation and comments will be added to all transcript changes as shown in the steps below.

1) To edit a student transcript record, go to the **Student - Maintain Transcripts** entry point.

2) Search the student by Campus and either name or local id.

3) Select the transcript record that will be edited by clicking on the FY column of the appropriate row.

Search Criteria

Filter: Search: By:

Student Transcript Records

FY	SCH	Enr	Trm	Course	Description	FY	Mon	Yr	SCH	SCH	Enr	Cal	Grd	Lvl	Trm	Grd	Type	Course	Description
2022	002	S1	311002	US HIST	2022	Dec	2021	002	002	Traditional	11	S1	S1	311002	US HIST				
2022	002	S1	913001	CAREERP1	2022	Dec	2021	002	002	Traditional	11	S1	S1	913001	CAREERP1				

4) Select the **Edit** option at the bottom of the window.

5) Make the requested edit to the student transcript record and enter a comment noting the edit date, edit requestor, initial of person entering (ex. 11/9/2022, requested by Patrick Uptmore, PCU)

Service ID Short Description: US HIST

Service ID Short Description

Override:

Credit Type: State Local

Use in GPA for each GPA Formula:

Calculation defined:

High School Weighted {2024} Yes No

Non-Weighted by Year Yes No

Middle School by Term Yes No

Middle School by Year Yes No

High School Weighted Yes No

MS Current GPA SM1 Yes No

Comments: Characters remaining: 64 (64 max)

6) Select the **Save** option at the bottom of the window.

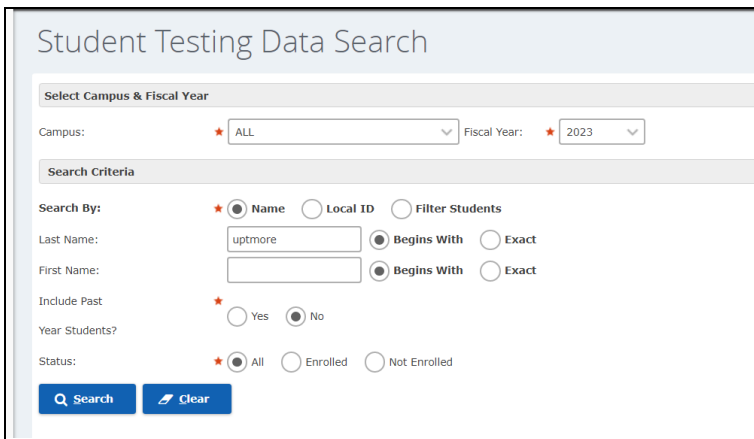
7) Place the request documentation in a file alphabetized by student cohort.

Entry of Student Testing Details

Upon enrollment of a new or returning student to Waco ISD and receipt of the student's official records through the Texas Records Exchange (TReX), registrars can add all out-of-district records to the students testing detail screen using the TEXAS Academic Achievement Record from the TReX documentation. Assessments added to the student record for transcript purposes are: **End-of-Course (EOC) Assessments, PSAT 8/9, SAT, ACT, AP, TSIA2**. All additional student assessment records will be maintained in the student cumulative folder.

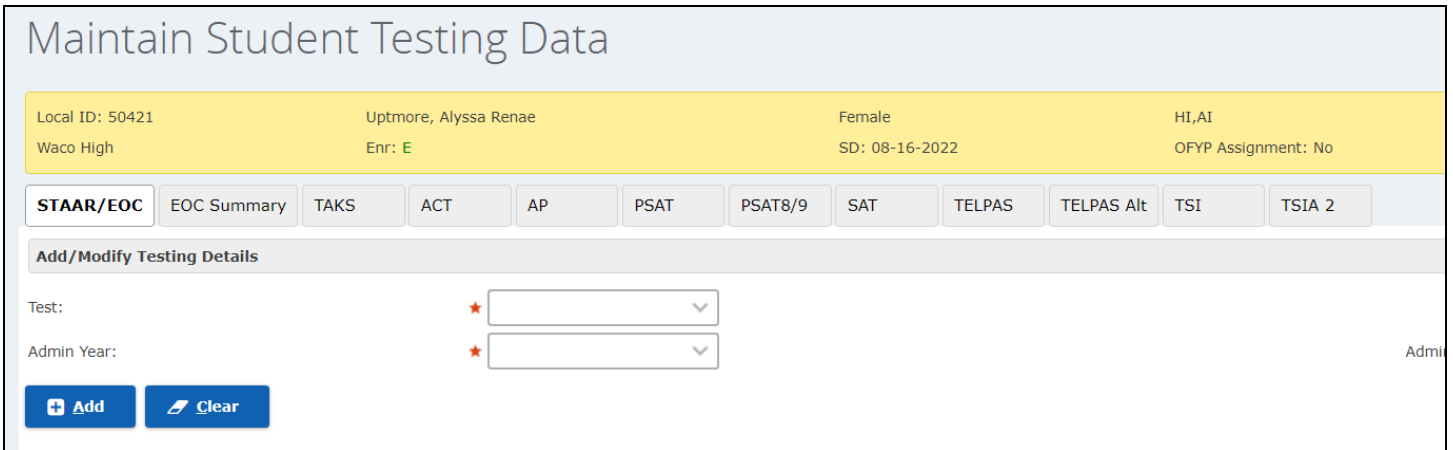
Manual entry of student assessment data should only be completed for students entering the district who did not test with Waco ISD. All assessments completed within Waco ISD will be mass uploaded upon receipt of the data files from the specified testing coordinator.

- 1) Navigate to the **Student - Maintain Testing Details** entry point and search for the student using either Local ID or student name.



The screenshot shows the 'Student Testing Data Search' interface. It includes a 'Select Campus & Fiscal Year' section with 'Campus' set to 'ALL' and 'Fiscal Year' set to '2023'. Below this is the 'Search Criteria' section with 'Search By' options for 'Name', 'Local ID', and 'Filter Students'. The 'Name' search is further refined by 'Last Name' (with 'uptmore' entered) and 'First Name', both with 'Begins With' selected. There are also options for 'Include Past' (Yes/No) and 'Year Students?' (Yes/No). At the bottom, there are 'Search' and 'Clear' buttons.

- 2) The available assessments for entry are STAAR/EOC, TAKS, ACT, AP, PSAT, PSAT8/9, SAT, TELPAS, TELPAS Alt, TSI, and TSIA 2.



The screenshot shows the 'Maintain Student Testing Data' interface for a student with Local ID 50421, named Alyssa Renae Uptmore. The student is female, attending Waco High, with an enrollment status of 'Enr: E' and a start date of 'SD: 08-16-2022'. The interface features a navigation bar with buttons for 'STAAR/EOC', 'EOC Summary', 'TAKS', 'ACT', 'AP', 'PSAT', 'PSAT8/9', 'SAT', 'TELPAS', 'TELPAS Alt', 'TSI', and 'TSIA 2'. Below this is the 'Add/Modify Testing Details' section, which includes 'Test' and 'Admin Year' dropdown menus. At the bottom, there are 'Add' and 'Clear' buttons.

- 3) Select the appropriate assessment for manual entry, complete the required fields and select the **Add** option on the left side of the window.

STAAR/EOC	EOC Summary	TAKS	ACT	AP	PSAT	PSATS/9	SAT	TELPAS	TELPAS Alt	TSI	TSIA 2
Add/Modify Testing Details											
Test:	* STAAR EOC										
Admin Year:	* 2022		Admin Season:	* 15 - Spring		Admin Month:					
Grade Level:	* 12 - Grade 12										
Access Cd: <input type="text"/>											
Subject	Test Version	Score Code	Scale Score	Substitute Assessment	Student's Performance Level			Student Standard			Written CS1
A1 - Algebra 1	S - STAAR	S - Score	xxx		Meets GL			2 - Approaches GL 1st EOC on or after Dec 2018			
<input type="button" value="Add"/>		<input type="button" value="Clear"/>									

- 4) Information entered should be based on a student's AAR records or from the specified testing documentation ONLY. Without proper documentation, student assessment data should not be entered.

Student Withdrawal Checklist

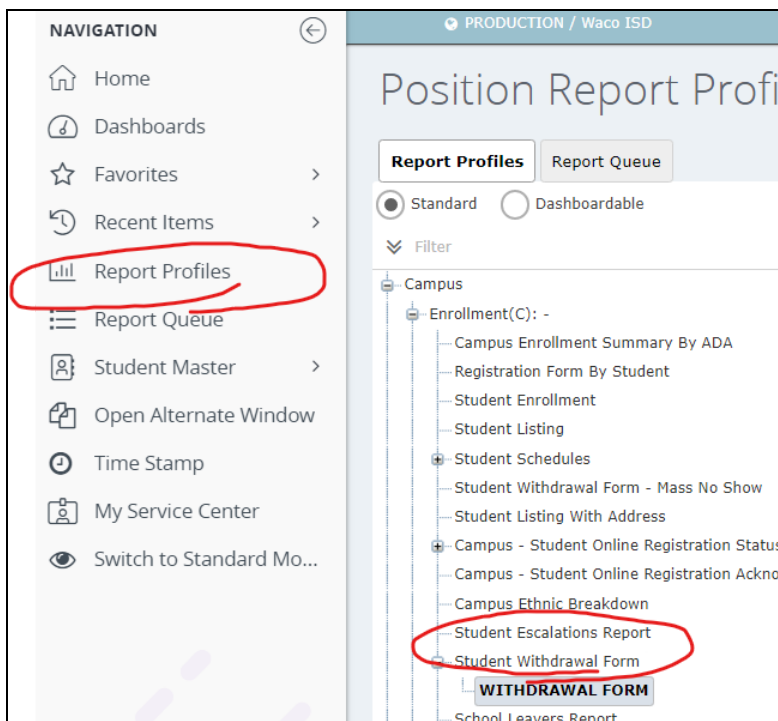
Description	Status	Notes
Print the Student Withdrawal Form	Not Received ▾	Frontline Report Profiles
Verify All Current Grades with Classroom Teachers	Not Received ▾	
Obtain All Signatures on the Student Withdrawal Form	Not Received ▾	Cohort Counselor, Cohort Principal, Parent/Guardian, Registrar
If withdrawal request is over the phone or through conversation with parent/guardian refusal to sign, complete the Documentation of Oral Statement	Not Received ▾	Documentation of Oral Statement form
If withdrawal request is submitted through email, print email and attach to withdrawal form as parent/guardian signature	Not Received ▾	
If student indicates intent to attend a public/private school, complete the Verification of Student Enrollment	Not Received ▾	Verification of Student Enrollment
Make Copies of the Completed Student Withdrawal Form, providing copy to parent/guardian	Not Received ▾	
Combine Student Withdrawal Form and additional documentation/forms, scan and attach in Maintain Student entry point	Not Received ▾	Attach to the paperclip icon under Attachment Type 'Withdrawal'
Place documentation in student cumulative folder	Not Received ▾	All original documentation should be maintained on campus

Processing Student Withdrawal in Waco ISD

The following steps provide the district standards for completing a student withdrawal in Waco ISD. All steps should be followed to ensure the accuracy of required documentation to meet federal, state and local guidelines.

All withdrawals must have a completed student withdrawal form generated from the Report Profiles entry point in the Frontline SIS platform.

1. Navigate to the Frontline SIS at <https://waco.teams.hosting> and go to the Report Profiles entry point found in the Navigation Bar.



2. Complete the required fields as follows:
 - a. Campus: **{Enrolled Campus}**
 - b. Fiscal Year: **{Current Enrollment Year}**
 - c. Calendar ID: **Traditional**
 - d. Student ID: **{Withdrawing Student}**
 - e. Term of Schedule: **ALL**
 - f. Schedule Date: **{Date of Withdrawal}**
 - g. Absence Attendance Group: **State Reporting**
 - h. Print Schedule Detail: **Yes**
 - i. Print Grades: **Yes**
 - j. Print Immunization Detail: **Yes**
 - k. Print Screening Detail: **Yes**
 - l. Print Special Ed Information: **Yes**
 - m. Print Free/Reduced Lunch Status: **Yes**
 - n. Print Gifted/Talented Information: **Yes**
 - o. Print LEP Information: **Yes**
 - p. Print Migrant Information: **Yes**
 - q. Print 504 Information: **Yes**
 - r. Print At Risk Information: **Yes**
 - s. Print Official Attendance: **Yes**
 - t. Print TAKS/STAAR Information: **Yes**

3. Complete all components of the Student Withdrawal Form as documented in the [attached .pdf sample](#). **ALL withdrawals must contain the required signatures. Parents requesting withdrawal through oral or electronic communication, or parents who refuse to provide the requested information must all be documented using the District Documentation of Oral Communication form.**
4. If moving, identify the location as accurately as possible to include City, State and Country if applicable. (physical address would be ideal but not required)
5. Document the name of the receiving school and district.
6. Document the address of the receiving school.
7. Complete the section regarding if the student does or does not intend to continue their education.
 - a. For homeschool withdrawals, indicate the start date for instruction and if provided by the parent/guardian, the curriculum utilized for instruction **(this is not required for withdrawal)**
8. Verify current grades with teachers. Any changes made to grades displayed on the withdrawal form should be documented with a signature from the classroom teacher.
9. Have all signatures from the Registrar, Campus Administrator, and Parent/Guardian completed and all dates entered. If the Parent/Guardian is completing the withdrawal through oral or electronic communication, note and attach the appropriate district standard documentation.

Documentation of Oral Communication

Processing a withdrawal of a student through oral communication or documentation of the refusal to provide communication should include the Documentation of Oral Communication form with the student withdrawal form.

- 1) Complete the [Documentation of Oral Statement form](#).
- 2) Record the Date and Time of the communication.
- 3) Identify the Student referenced in the communication.
- 4) Identify the individual(s) involved in the communication and their relationship to the student.
- 5) Record the factual details of the communication.
- 6) Obtain all required signatures and attach to the Student Withdrawal Form.

Verification of Enrollment

- 1) Complete the [Verification of Student Enrollment](#) form and send it to the receiving campus/district for completion.
- 2) Attach completed documentation to the Student Withdrawal Form.

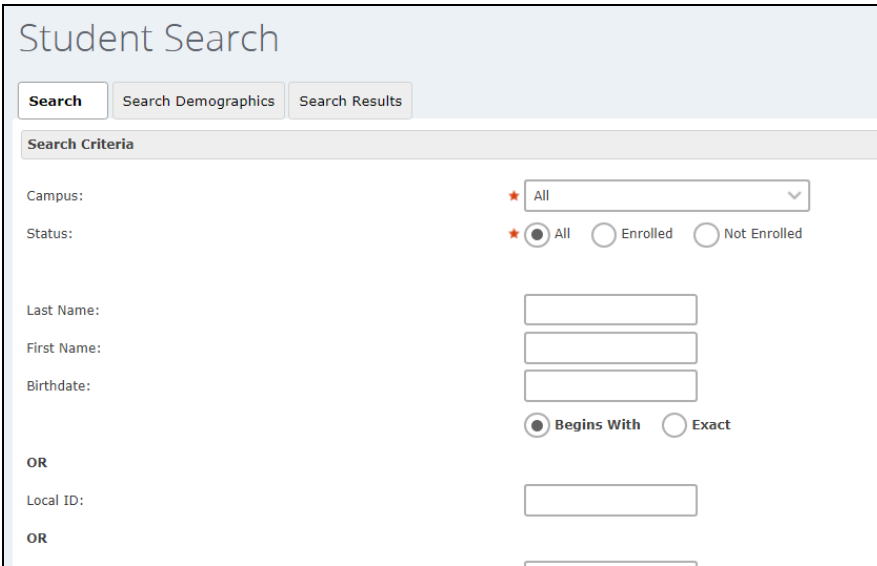
Request for Student Records

For students entering Waco ISD from Private, Charter, or Out-of-State institutions who come without records, work with the Parent/Guardian and complete the [Request for Students Records](#) form.

Documentation of Student Withdrawal Inside the Frontline Platform

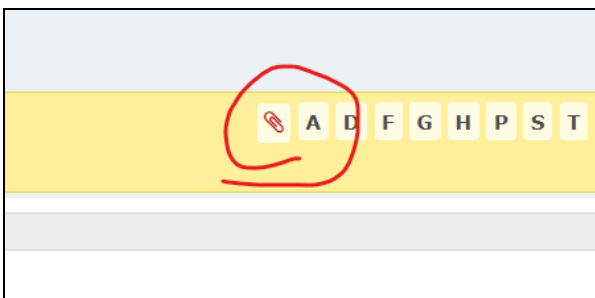
Upon completion of the student withdrawal process all information should be scanned and attached to the student profile under the student attachments icon.

- 1) Navigate to the Frontline SIS at <https://waco.teams.hosting> and go to Maintain Student Entry point.

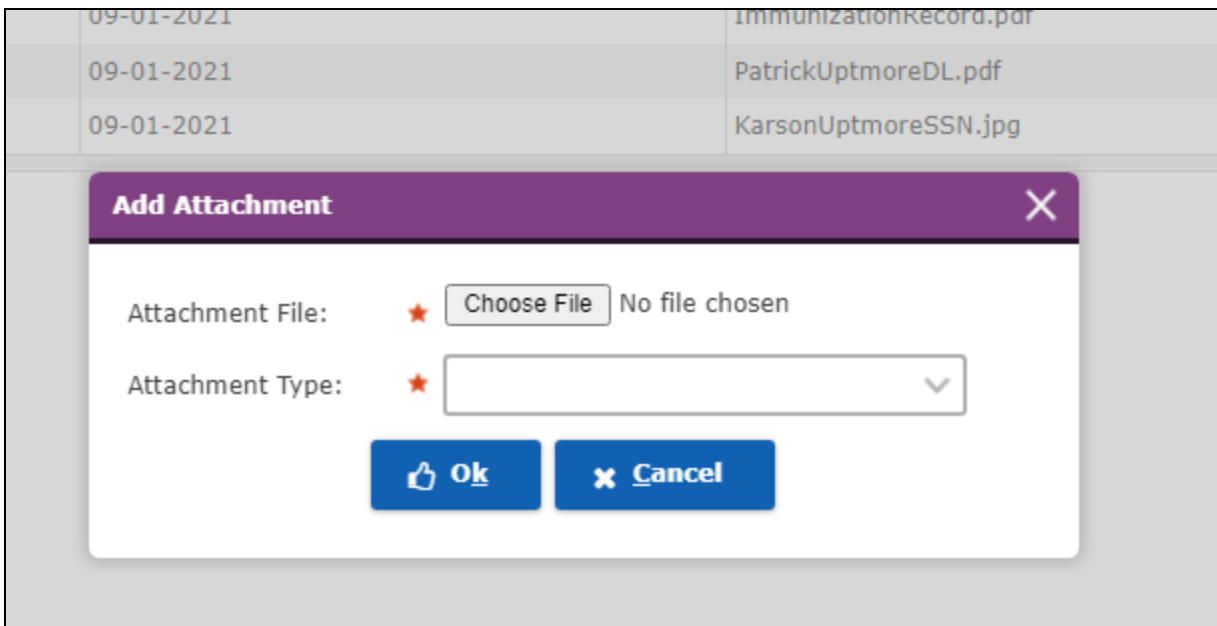


The screenshot shows the 'Student Search' interface. At the top, there are three tabs: 'Search', 'Search Demographics', and 'Search Results'. Below the tabs is a 'Search Criteria' section. It includes a 'Campus' dropdown menu set to 'All', a 'Status' section with radio buttons for 'All' (selected), 'Enrolled', and 'Not Enrolled', and input fields for 'Last Name', 'First Name', and 'Birthdate'. There are also radio buttons for 'Begins With' (selected) and 'Exact'. Below these are 'OR' sections with input fields for 'Local ID' and another empty field.

- 2) Search for the student by name or local id.
- 3) Select the Attachment Icon (Paperclip) at the top right-hand corner of the student header.



4) Select the Add option at the bottom of the window.



5) Select the file saved on your computer using the Choose File option.

6) Select the Attachment Type of Withdrawal and select the Ok option.

7) A copy of the completed Student Withdrawal Form should be provided to the Parent/Guardian and the original should be placed in the student's cumulative folder.