

Enrollment – Important Fields to Enter in FOCUS

Make sure all required information is entered when enrolling students.

These fields, among many others, cannot be left blank.

- Primary Home Language
- Student Native Language
- Student Second Language
- Parent Contact Language
- **English Language Learner** – If the parent indicates a language other than English in 1 or more of the fields (native, second, or home), then this field should be coded as TT for new students. If the parent answers English to all three fields, the field is coded as ZZ.

* Student Native Language	Spanish [SP]	* Primary Home Lang	English [EN]
		Student Second Language	Spanish [SP]
English Language Learner	TT - To be Tested [TT]		

- **Home Language Survey** – The date the parent signed the enrollment form.
- **Date Entered US School** – The date should be the first day the student sits in a US school chair receiving instruction in grades KG-12. For KG students, it is their first day of kindergarten (this does not include US territories – PR, Guam, and Virgin Islands).
- **Immigrant Student** – The coding for this field is based on the answers to the following three questions.
 - Between the ages of 3-21.
 - Country of birth is not US or US territory.
 - Has less than 3 years of instruction in the centennial US.

If you can answer “Yes” to all three questions, then the student should be coded as “Y” for immigrant student. If not all three are “Yes”, then the student is coded as “N” for this field.

- Other fields that need to be completed:
 - Ethnicity and Race fields
 - Gender
 - Birthdate
 - Student Lives With
 - Country of Birth
 - Resident Status
 - Residence County
 - Address & Contacts
 - Enrollment
 - Last School Attended/City/State (if applicable)
 - Immunizations
 - Medical and Health Conditions

Upon enrolling the student, the parent should complete the following forms:

- CCPS UID (parent ID)
- Emergency Information form
- Media Release form
- Media Center Books Permission form

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- Name Deviation form

The school will need to:

- Schedule
- Check attendance for the first day based on the student course enrollment date entered.
- Enter any test history or transfer grades (if applicable).
- Check DocVault to verify that records have been imaged.
- Request records from previously attended school (if applicable)

Note: If records were requested at registration, the records would be in the IRR or Category A folder, or there would be a records request form in DocVault. If there is no records request form present, you will need to request records from the previously attended school.