

Entering Previous School Information

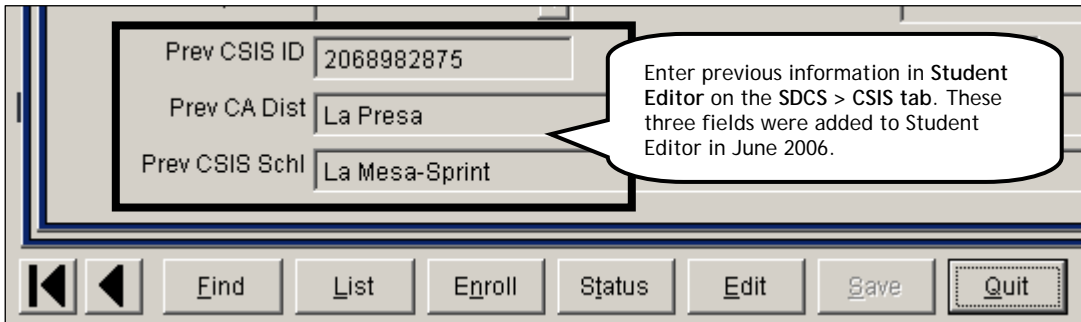
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This job aid describes how to enter three pieces of required information for a student who is entering the district. This document is meant to be a companion to the *Enrollment Handbook v5.4*, available for download at www.sandi.net/zangle. Please refer to the handbook for detailed information.

When enrolling a new student...

When enrolling a student new to the district, follow the directions specified in the Enrollment Handbook. For kindergarteners and preschoolers, verify if the student has previously attended preschool. Then do these additional steps:

1. Go to the **SDCS** tab. Click the **CSIS** sub-tab and enter data for **all three fields**.
2. **Prev CSIS ID (SSID)**: Enter the student's CSIS ID, *if you know what it is*. Transcripts or report cards from other districts may include this information. You can also ask the parents or the previous school if they have this information. If unknown, enter **NONE**.
3. **Prev CA Dist**: Type the name of the district from which the student is transferring. If the student's previous school was a private/parochial school, enter **PRIVATE**. If the school is outside of California, enter **OUT OF STATE**. If the school is outside of the United States, enter **OUT OF COUNTRY**. If the school is a public school preschool, enter the name of the district. If the child never attended any school or pre-school before today, then enter **N/A**.
4. **Prev CSIS Schl**: Type the name of the school or pre-school from which the student is transferring. If the child never attended any school or pre-school before today, then enter **N/A**.



By September 25 of each school year, enter CSIS ID information for any student that does not have one.

All students will eventually need CSIS IDs. If the student was enrolled from another district within California, then they should already have an ID.

1. Go to **Student Query Writer** and run the ***CSIS Missing ID report**. This report will list all of the students in your school who do not have SSIDs.
2. Using information from the enrollment card, complete Steps 1-4 above (enrolling new students in district).
3. Beginning 2006-07 school year, complete this process each year by September 25. This process may need to be run throughout the school year, as needed.