

Printing the Enrollment Verification Form Report

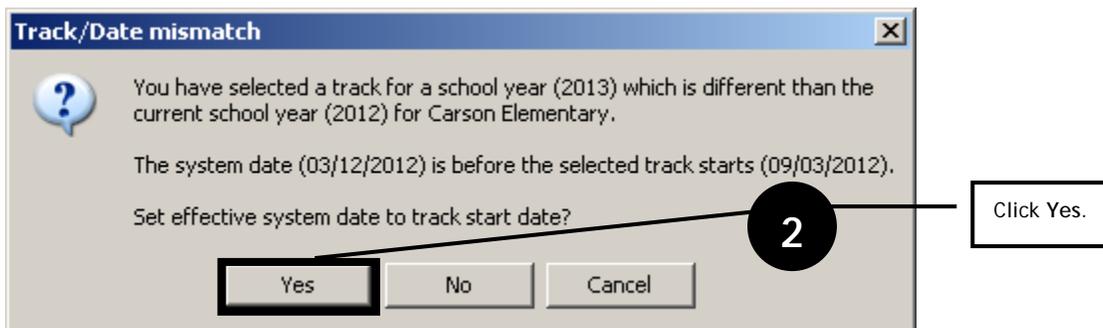
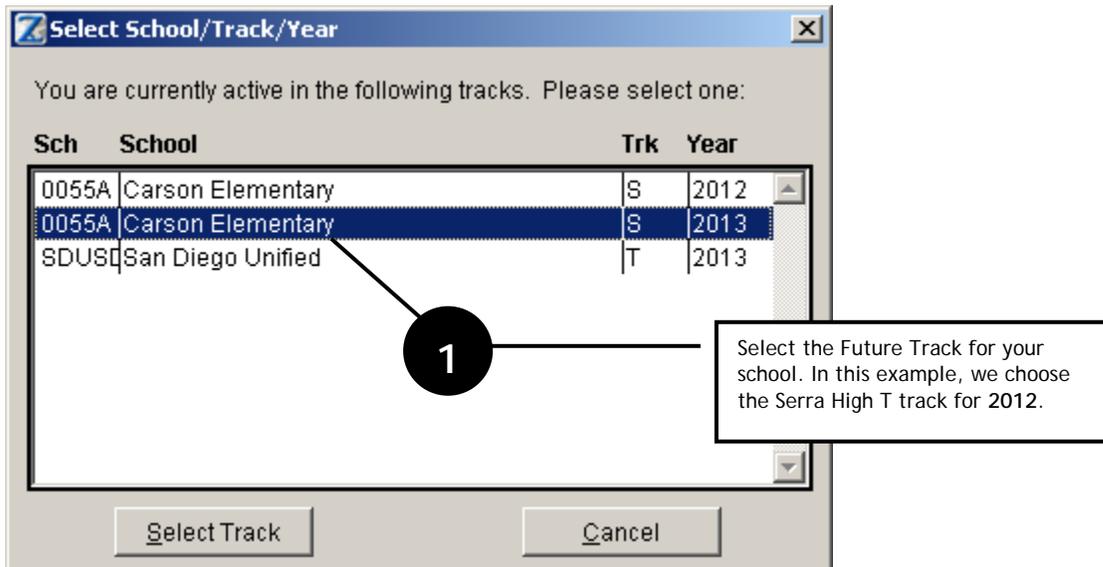
Version 1.4 • Updated March 16, 2012

Schools should use the Zangle Enrollment Form Report to print a pre-filled SDUSD Enrollment Form with student information that has been entered in Zangle. Schools are to use this report to verify enrollment information from Parent/Guardians each school year rather than having a parent fill out a blank form for their children every year.

Important: To print the Enrollment Form Report for your returning and incoming students for the next school year for verification purposes, log into *next* year's track in Zangle.

Follow the steps below to run the Enrollment Form Report

- Open Zangle. Select the Future Track for your school. See step 1 below.





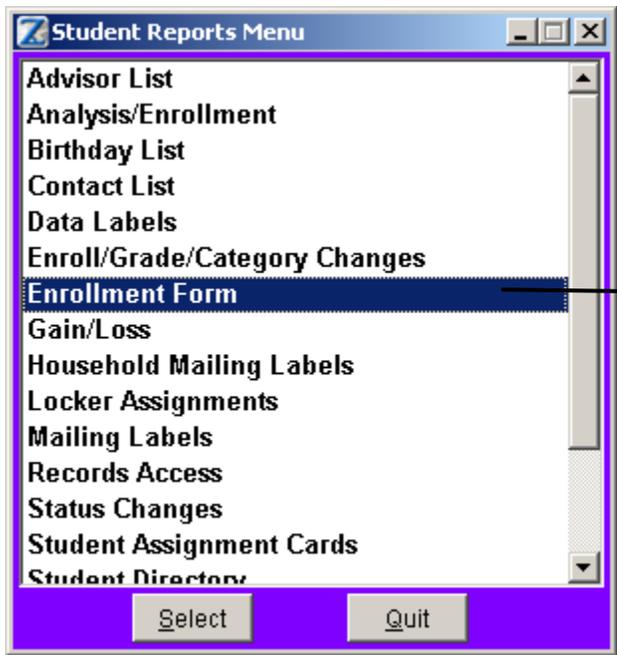
3

Click Enrollment.



4

Click Reports.



5

Double-click Enrollment Form (or click once and then click the Select button.)

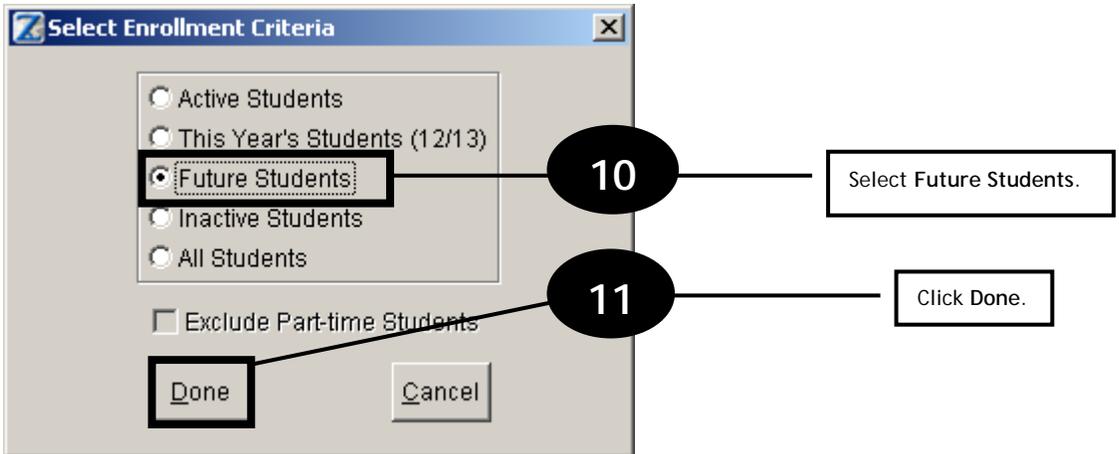
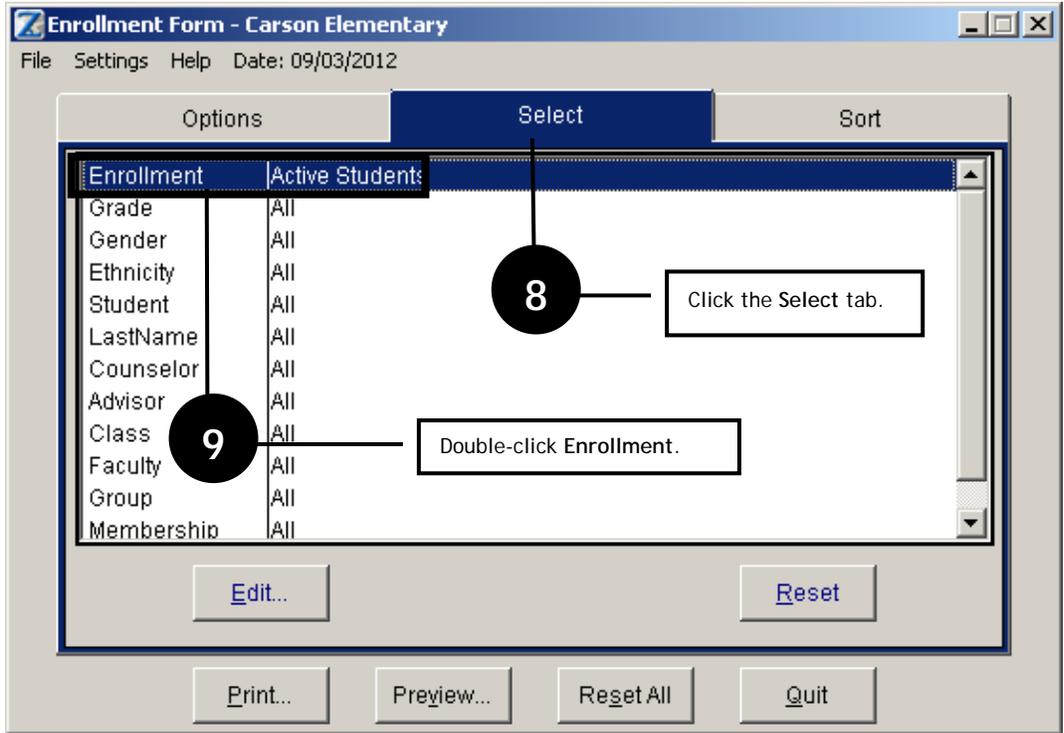
The screenshot shows the 'Options' tab of the Enrollment Form dialog box. The 'Track' dropdown is set to 'S - S 0055A 12/13'. The 'Type of Enrollment Form' section has 'Parent Copy (Enrollment Verification)' selected. The 'Language of Enrollment Form' section has 'English' selected. Callouts provide instructions: one about printer settings, one about the current track, one about selecting 'Parent Copy' or 'Office Copy', and one about selecting 'English' or 'Spanish' for the language.

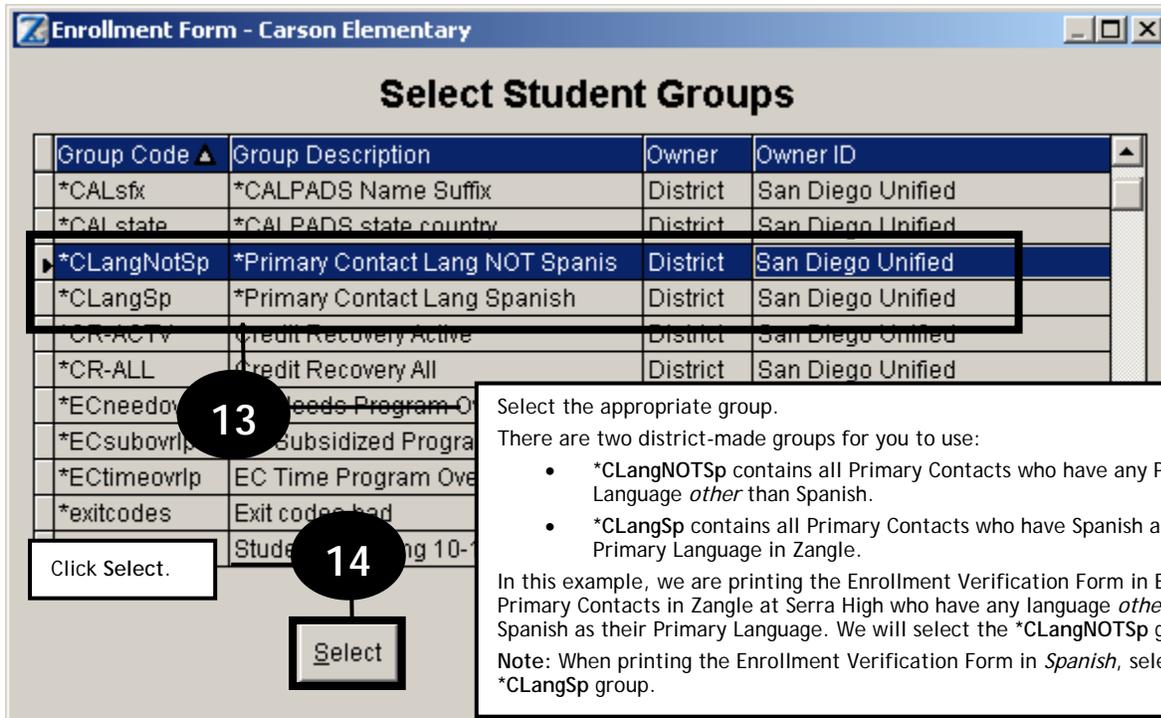
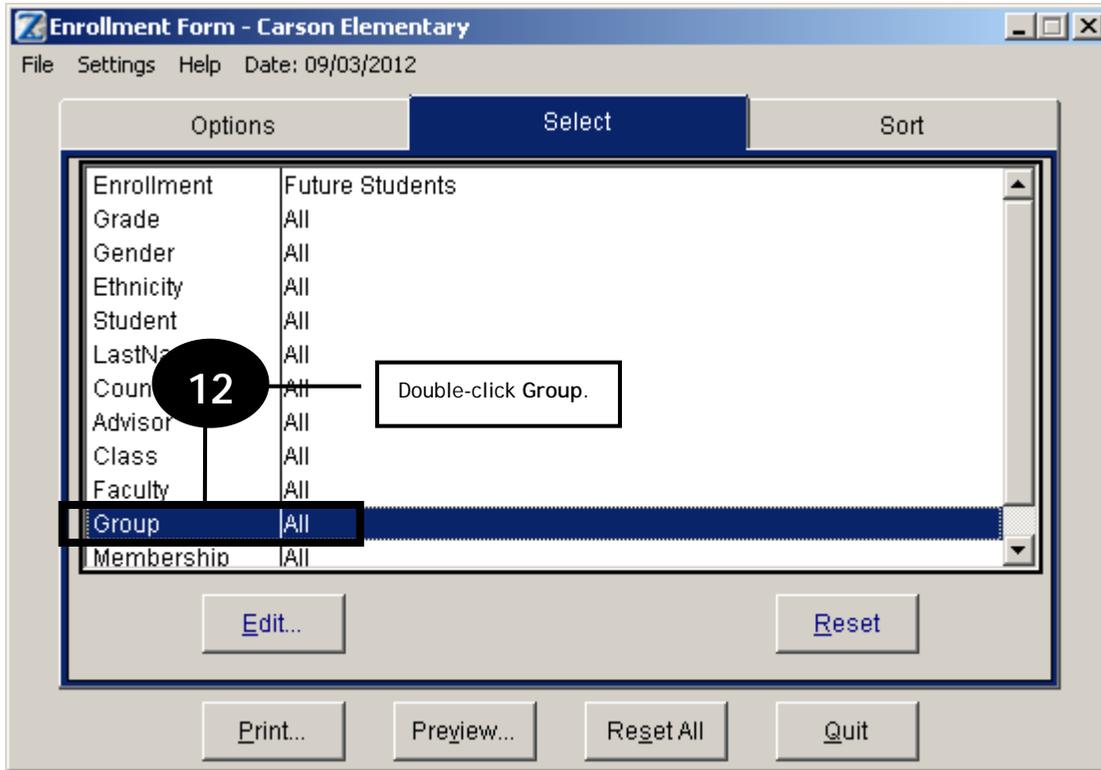
You may need to make changes to your printer settings if you wish to print the Enrollment Form back-to-back *and if* your printer has this feature. See page 11 for directions.

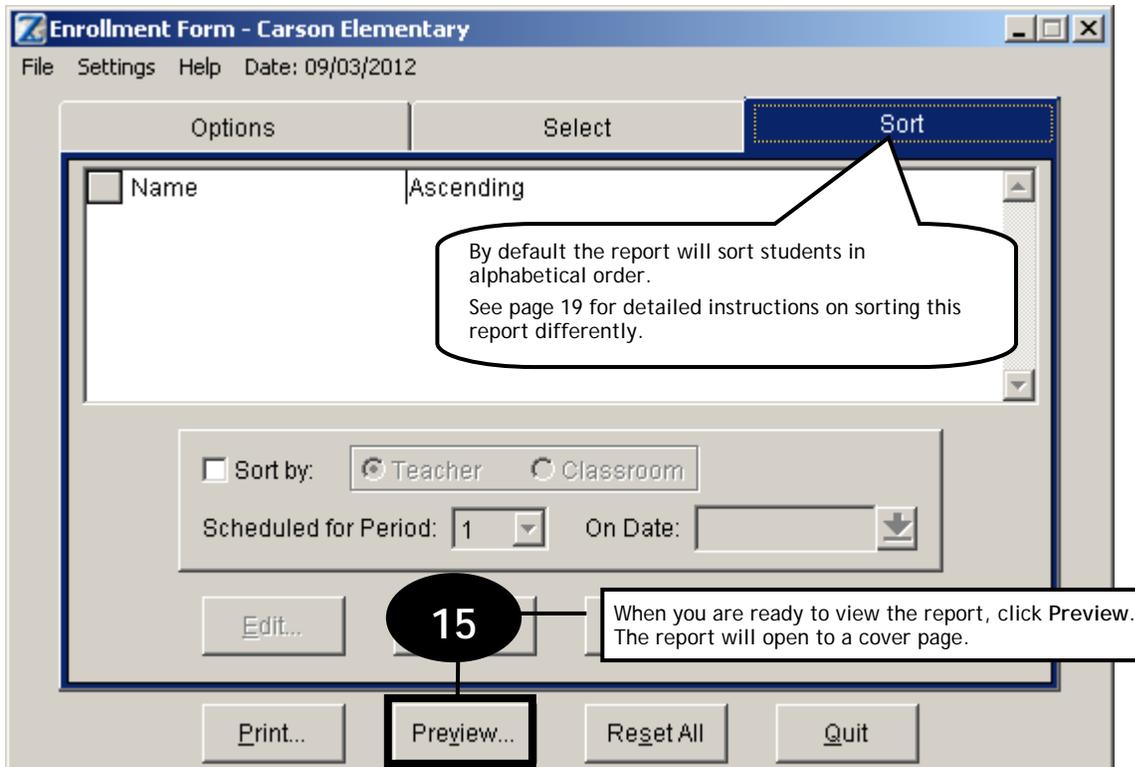
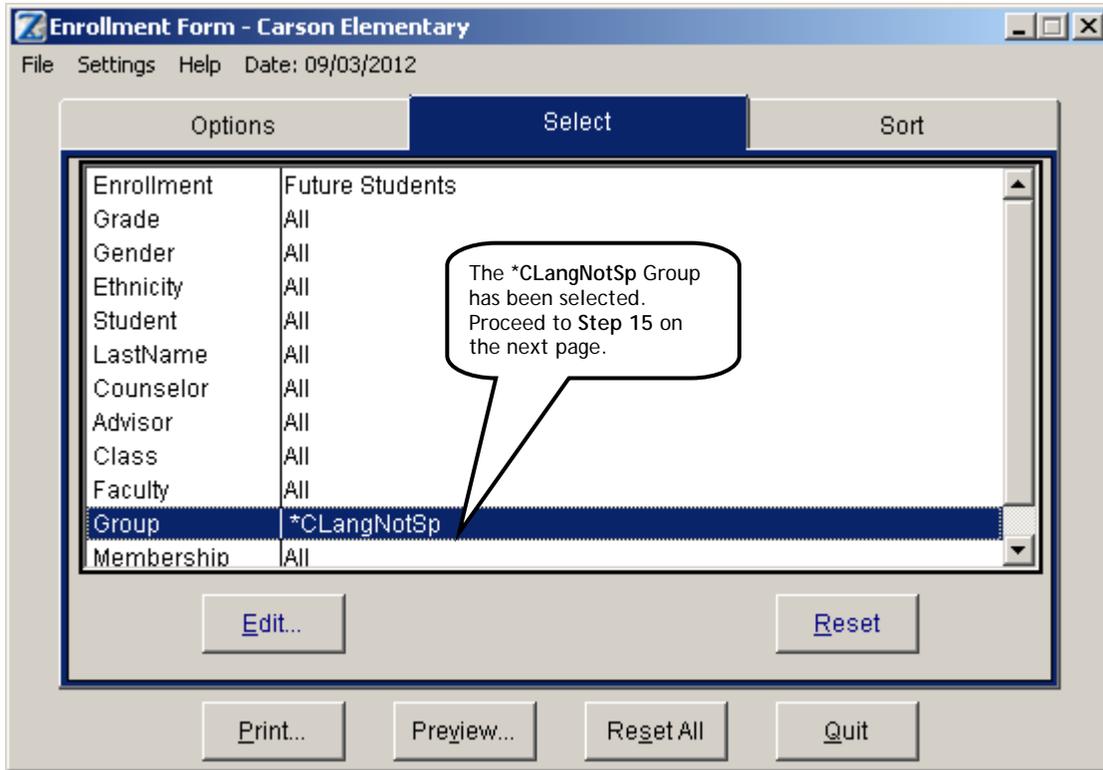
The track will default to the track you are currently logged in to. Change if need be.

Click Parent Copy (for Enrollment Verification) or Office Copy. The Parent Copy instructs Parent/Guardian/Contacts to make necessary changes and has a signature line on the second page where the Parent/Guardian/Contact must sign the form and check a box indicating if changes were made or not. The Office Copy indicates no signature is required and can be used if additional copies of the form are needed for school records.

Select what language you would like the Enrollment Form to be printed in: English or Spanish. **Note:** To print in the Primary Contact's Primary Language, use the Select tab to select the appropriate Group. See the next page for details on how to select the correct district Group.







Printed 03/12/2012 13:35 **SDUSD Enrollment Verification Form** Page 1
Carson Elementary

Report Parameters Cover Sheet

Report Application Information:
App ID: XSDNSTD0010
Name: Enrollment Form
Version: Version 2009.3.2
App Date: March 11, 2011

Include:
Print:
Parent Co
English v

Selection:
Track - S
Enrollmen
Grade - All
Gender - All
Ethnicity - All
Student - 505507, 502481, 506868, ...
LastName - All
Counselor - All
Advisor - All
Class - All
Faculty - All
Group - *CLangNotSp
Membership - All

Sort:
Name - Ascending

Number of Records:
9

Click either X in the upper right corner to close the cover sheet and reveal the report. (You can also use the Close Preview icon located in the Print Preview bar in the upper left corner of the screen if you prefer.)

16

17

Click the single red arrow to see the next page of the report.
There are two pages per student.

The Parent Copy includes the Enrollment Verification Form header, instructing the Parent/Guardian to make all necessary changes in blue or black pen and to sign and date the back of the form.

SDUSD Enrollment Verification Form

Print Preview

100%

SAN DIEGO UNIFIED SCHOOL DISTRICT
PK-12 ENROLLMENT VERIFICATION FORM 2012-13

The pre-filled information on this form in Sections I-III reflects responses in a previous enrollment form received from you. Please make corrections to Sections I-III, sign the back of the form (even if no corrections are needed), and return to your child's school. Please print legibly using black or blue pen. For full directions, please refer to *Completing Your Child's Enrollment Form* available at www.sandi.net/enrollment.

OFFICE ONLY 1. Student District ID: 506983 **OFFICE ONLY** 2. Student State ID (SSID): 9999994042

I. STUDENT INFORMATION

3. Last name (LEGAL NAME ONLY): Aguilera
 First: Connor Middle: Estevan Suffix: (I, II, III)

4. Nickname: Steve
 5. Other name(s) used previously (AKA): Connor Smith
 6. Birth date: 7 / 3 / 2004
 7. Social Security Number (optional): See student information system.

8. Gender: M F
 9. Is student Hispanic or Latino? Yes No
 10. Race (select one or more):
 White Black or African American Japanese Asian Indian Other Asian
 Laotian Guamanian Other Pacific Islander
 Cambodian Vietnamese Chinese Filipino American Indian or Alaska Native Hawaiian Hmong Korean Tahitian Samoan

11. Your address/phone number may be shared with District-approved school-related organizations that are authorized to receive this directory-type information (e.g. PTA). If you do **not** want your information to be shared, you must select "Opt Out."
 Opt Out: 506983@msdoo.edu
OFFICE ONLY Address Verified 13. Date: 9 / 2 / 2011
 14. Household address: 7225 CHAMOUNE AV # 5 City, State: SAN DIEGO, CA ZIP Code: 92105
 15. Home phone: (619) 554-4773
 16. Mailing address (if different from household): City, State: ZIP Code:

17. City, State of birth: San Diego, CA
 18. Country of birth: UNITED STATES
 19. First enrolled in a CA school (K-12 only): Date: 9 / 7 / 2009
 20. First enrolled in a US school (K-12 only): Date: 9 / 7 / 2009

21. Student residential status (check one):
 Parent/legal guardian (home) Homelessness - doubling up (living with someone)*
 Foster Family Home (FFH) Homelessness - hotel/motel*
 Foster Group Home (FGH) (FFA) Homelessness - sheltered*
 Formal Kinship Care (including NREFM) Homelessness - unsheltered*
 * Temporary Residence due to financial hardship
 Foreign exchange student
 Residential facility
 Hospital (not state hospital)
 Other _____

22. Only if applicable complete and include siblings who are currently in Grades PK-12 in SDUSD.
 Sibling 1 full name: Grade: School name:
 Sibling 2 full name: Grade: School name:
 Sibling 3 full name: Grade: School name:

II. CONTACT INFORMATION Provide at least three contacts - if additional space is needed use Notes on back of form.

23. Parent/Guardian/Contact		24. Parent/Guardian/Contact		25. EMERGENCY CONTACTS (OTHER THAN PARENTS)	
Contact full name	Aguilera, Geraldine	Contact full name	Aguilera, Eduardo	Full name:	Tinoco, Sam
Relationship to student	Mother	Relationship to student	Father	Relationship to student:	Uncle or Aunt
Lives with student?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no, provide address here:	Lives with student?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no, provide address here:	Home phone (619) 563-4490	Work phone ()
Home phone	(619) 554-4773	Home phone	(619) 554-4773	Call phone (619) 563-4489	
Work phone	(619) 563-6695	Work phone	(619) 563-4487	Cell phone (619) 563-4489	
Cell phone	(619) 563-6696	Cell phone	(619) 563-4483	<input type="checkbox"/> Interpreter required	
Email address (optional)		Email address (optional)		<input checked="" type="checkbox"/> OK to release student	
Employer	Brillante	Employer	Contra	Full name:	

Grade: _____ Teacher: _____ Room #: _____

IMPORTANT! A parent must check one of the following boxes:

- Yes, changes were made
- No changes were made

If no corrections were made to the form, the Parent/Guardian must check the *No changes were made* box and sign and date the form.

If corrections were made by the Parent/Guardian, they must check the *Yes, changes were made* box and sign and date the form.

This is the second page of the report. If your printer supports duplex printing, this will be the back side of the report.

Close the report when finished previewing.

18

Note: The Office Copy not only has a different header but does *not* require a parent signature.

30. (For students only) Has your child ever played competitive sports? Yes No

31. (For students born outside the U.S. - see #18) Was this student born in a foreign country to diplomatic, military personnel or other U.S. citizen and granted U.S. citizenship? Yes No

The information provided in Sections I-III is true to the best of my knowledge.
Check one: Yes, changes were made No changes were made

X Parent/Guardian signature (required) _____ Date _____

IV. DISTRICT ADMINISTRATIVE INFORMATION - FOR OFFICE USE ONLY

32. Address verification document: _____

33. Birth verification documents:
 Birth certificate Affidavit Church Records
 Passport School Records Unverified

34. School of residence: Rosa Parks Elementary (0230A)

35. District of residence: San Diego Unified
 Interdistrict attendance permit InterSELPA agreement

36. Boundary exception for non-resident student
 Type: Open Enrollment (Choice - CH) Reason: None

ENTRY INFORMATION

37. Previously enrolled in SDUSD? Yes * No
 * If Yes: Last year 2011-12 School Carson Elementary (0055A) Grade 1

38. Entry date: ___/___/___

39. Entry reason (check one):
 Enter from within SDUSD Enter from Out of District Initial Enrollment - Preschool
 Enter from Out of State Initial Enrollment K-12 Preschool Enroll - Not Initial
 Enter from Charter School within SDUSD

40. For students new to SDUSD entering from **within** California:
 Student State ID (SSID) (if known): _____
 Previous CA district: _____
 Previous CA school name: _____

41. For students new to SDUSD entering from **outside** of California:
 Previous school: _____

LEGAL BINDINGS
 Legal Bindings information is entered in the information system.

NOTES/ADDITIONAL INFORMATION

Select Report Destination

Printer Cover Page

File

Mail Merge

Continue... Cancel

19

To print the report, click Continue.
 If you do *not* want to print the report, click Cancel.

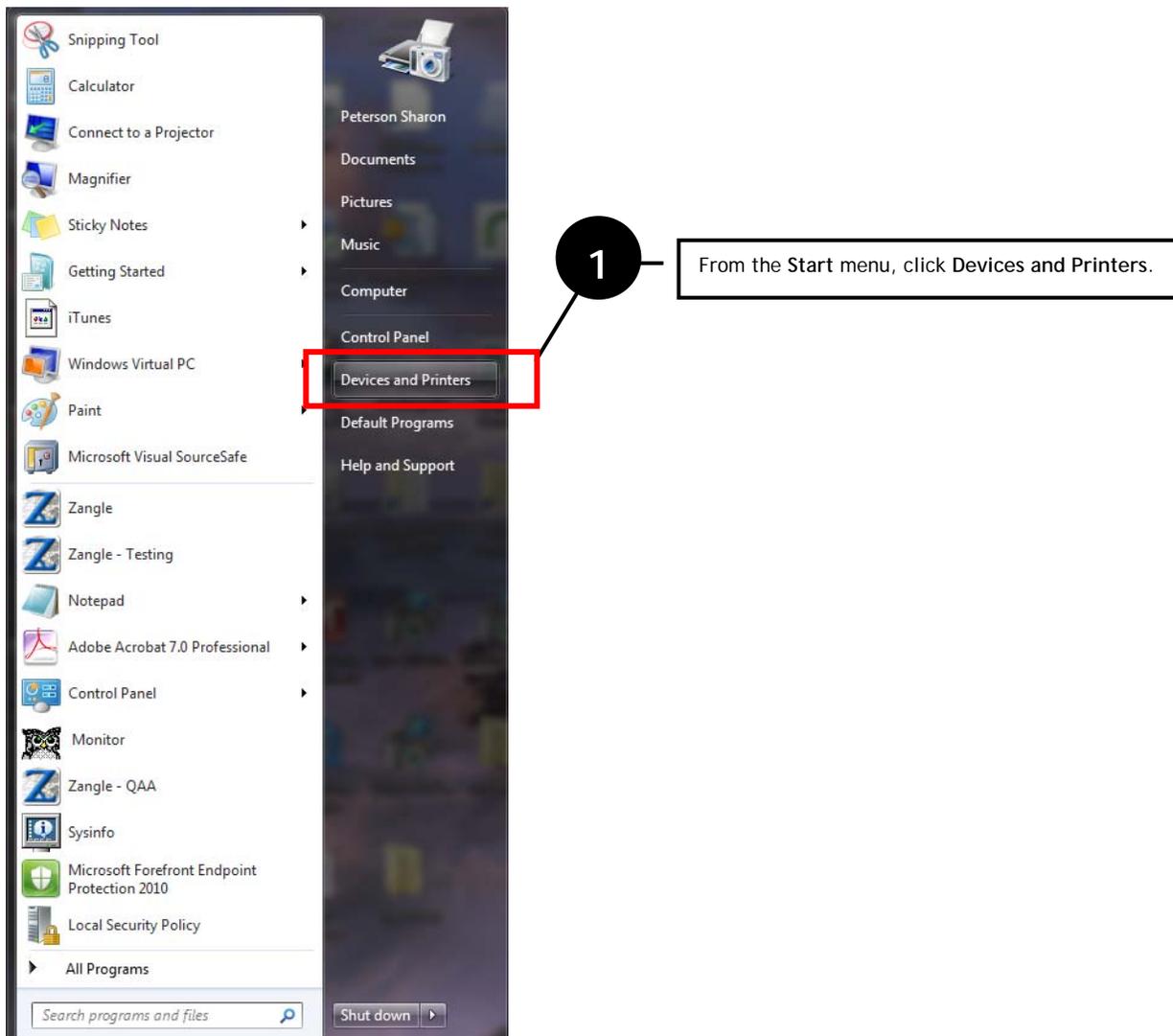
How the Enrollment Form Report should be used

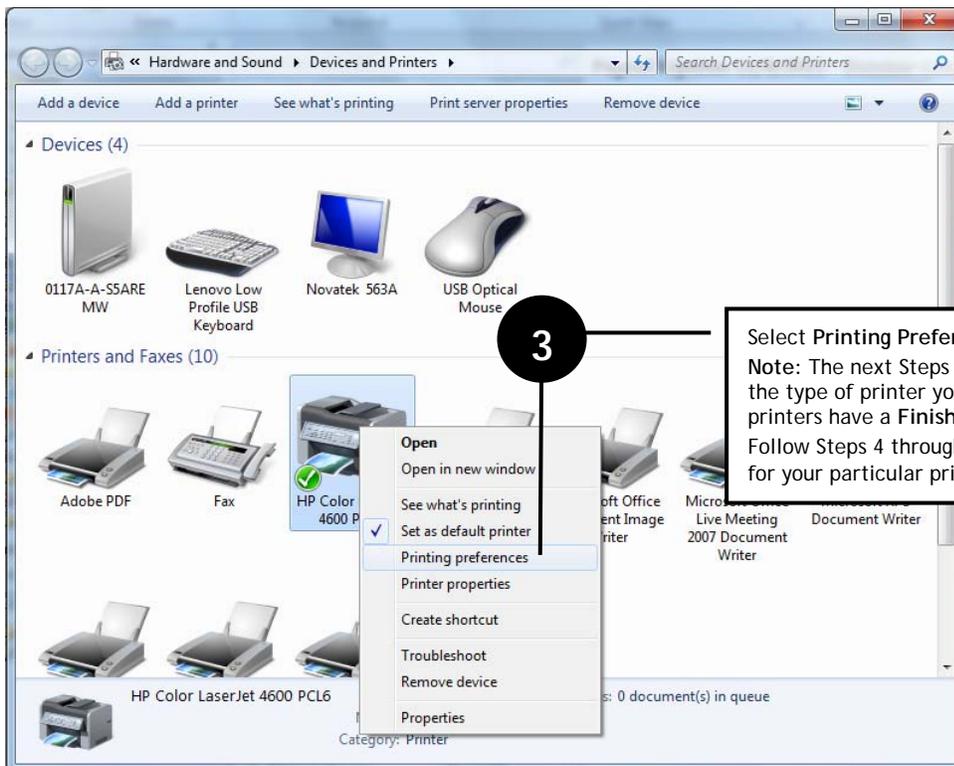
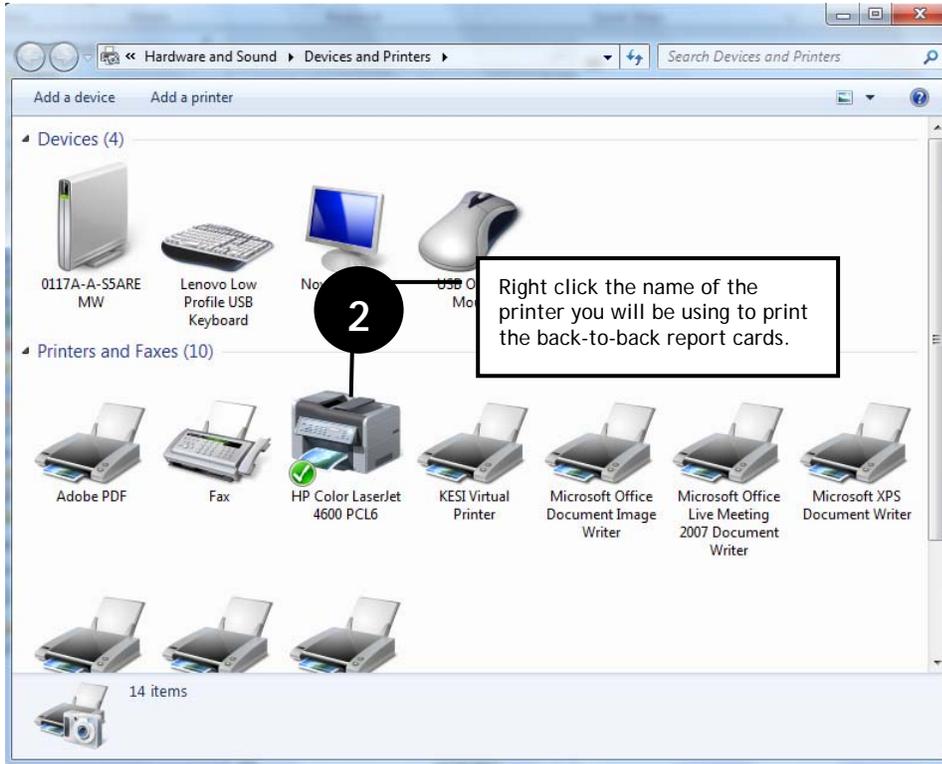
Schools are to use the Enrollment Form report in order to verify enrollment information with parents of returning students each school year. Additional recommendations and guidelines for using this report can be found below:

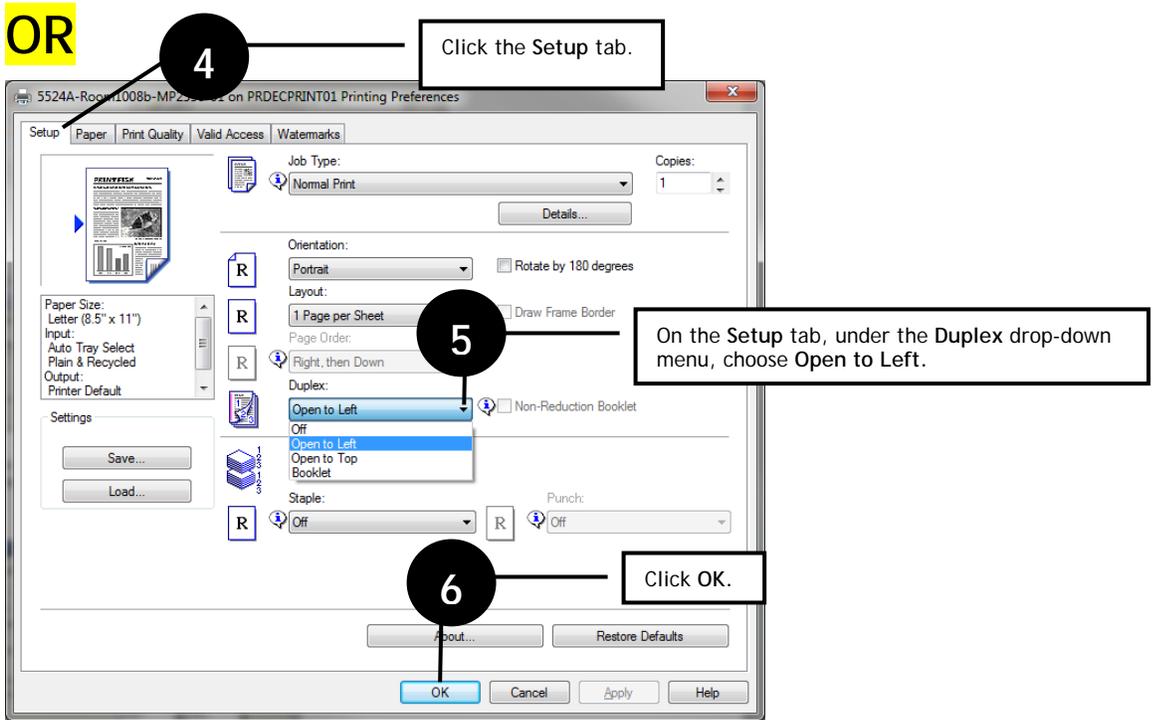
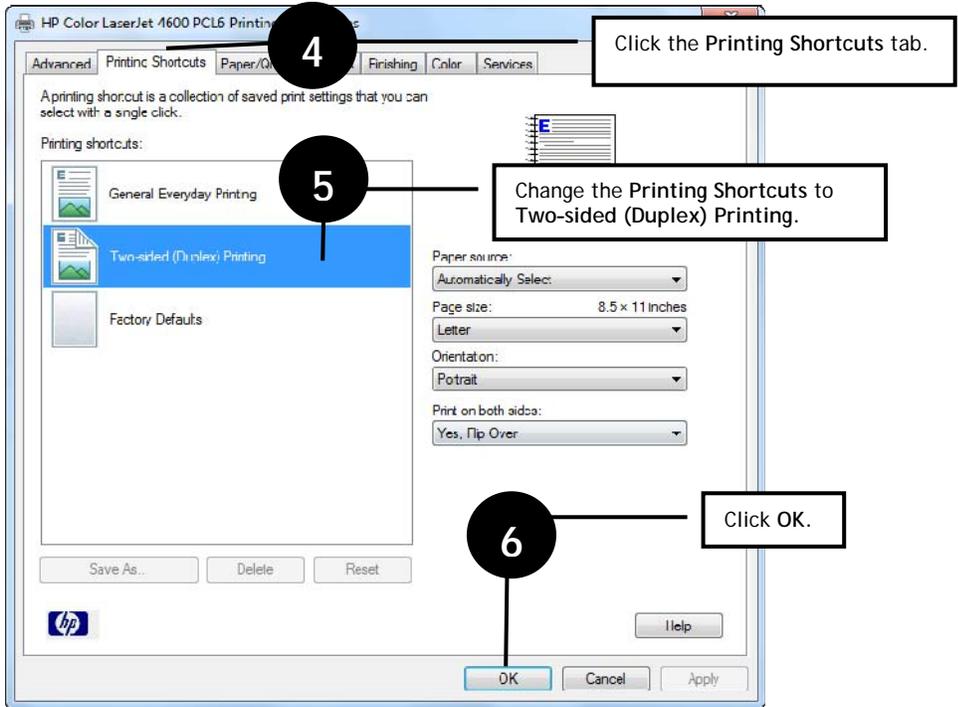
1. Schools should send the Parent Copy (Enrollment Verification Form) home with students.
 - a. It is recommended that schools should also include the job aid entitled, “**Completing your Child’s Enrollment Form**” from the district **Registration** web site under the **Enrollment Forms** link (<http://www.sandi.net/Page/2557>).
 - b. It is recommended that schools include a cover sheet with any additional instructions for parents.
2. Corrections must be made by the Parent/Guardian in blue or black ink only. The Parent/Guardian/Contact *must* sign the back of the form even if no changes were made. If the Parent/Guardian/Contact neglected to sign the form, the school should make every effort to obtain a signature. Student or parent information should *only* be updated in Zangle if a signature was provided.
3. The signed Enrollment Verification Form returned by a Parent/Guardian/Contact should be filed by the school in the secure area where other enrollment forms are kept. If many corrections were made to the enrollment form for a student, schools may wish to print a new, updated version of the Office Copy for filing purposes, but this is not required.
4. If the school receives a corrected, signed Enrollment Verification Form and the Home Address has changed, proof of residence is required. Please refer to Admin Circular No. 10 from September 5, 2007 (<http://www.sandi.net/staff/circulars/0708/ac010.pdf>) for more information. Please also be sure to update the **Address Verified Date** in Zangle.
5. If the school receives a corrected, signed Enrollment Verification Form, and the Ethnicity/Race has changed, make the necessary update in Zangle. If you have questions, contact the SDUSD Enrollment Options Department at (619) 725-5672 or eooptions@sandi.net.
6. Some situations require the home address to be kept completely confidential. In these situations, enter the school’s address in the **Home Address** field in Zangle. If the Parent/Guardian/Contact has a P.O. Box that can be used, enter the P.O. Box address in the **Mailing Address** field in Zangle. The Principal should be provided with a document that indicates the true, confidential address for the Parent/Guardian/Contact and student. The confidential address should be kept in a safe and secure location. An appropriate note must be entered in the **Legal Buildings** field in Zangle to indicate that the address is confidential.

For **Windows 7** Users: Setting your printer to print the Enrollment Form report back-to-back on one sheet *before* you launch Zangle

To print the Zangle Enrollment Form report back-to-back on one sheet of paper for a two-page report card for Windows 7 users, you need to change the **Printing Preferences** for your printer *before* you launch Zangle. Follow the instructions below to change the **Printing Preferences**.







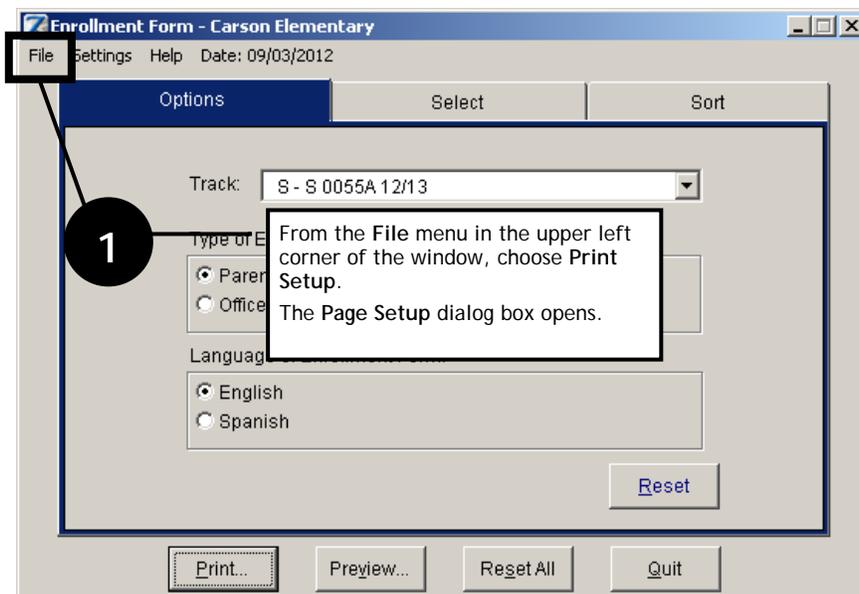
7 You should now be able to print the Enrollment Forms back-to-back. Follow the steps beginning on page 1.

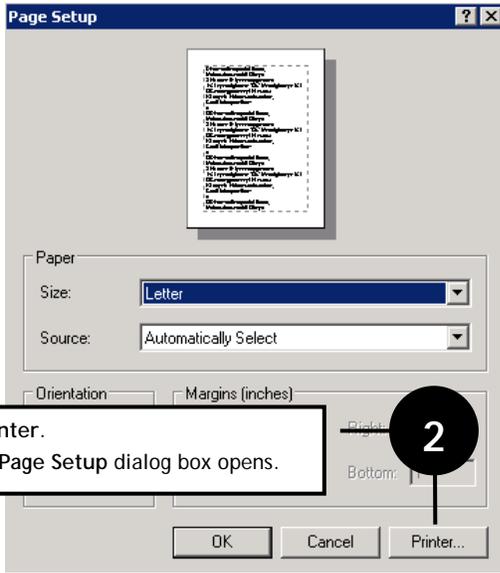
IMPORTANT! Don't forget to reset your settings after you finish printing the Enrollment Forms! If you don't reset your settings, everything you print from your computer will be two-sided!

For **Windows 2003** and **Windows XP** Users: Printing the Enrollment Form report back to back on one sheet

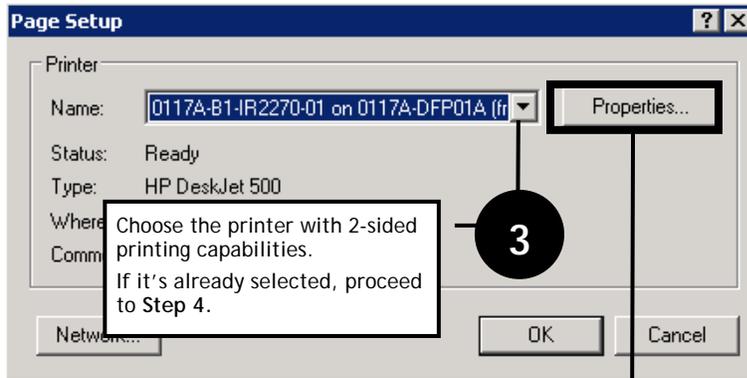
To print the Enrollment Form report back to back on one page, follow the directions below. This option also works for many other Zangle reports.

Follow the steps below to run the Enrollment Form Report back to back





Click Printer.
Another Page Setup dialog box opens.



Choose the printer with 2-sided printing capabilities.
If it's already selected, proceed to Step 4.

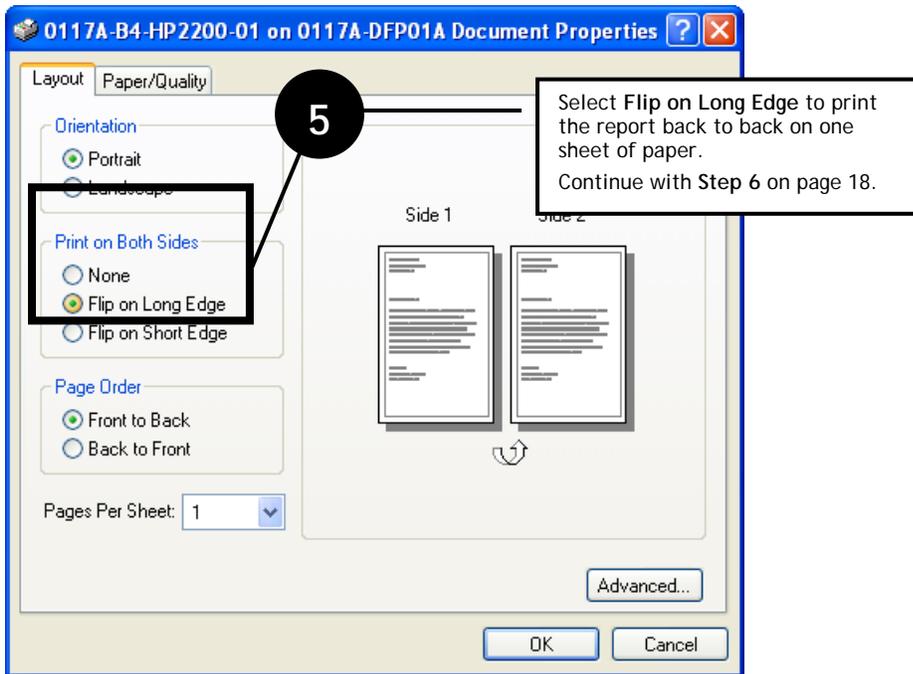
Click Properties.

DIFFERENT PRINTERS AND DIFFERENT PROPERTIES

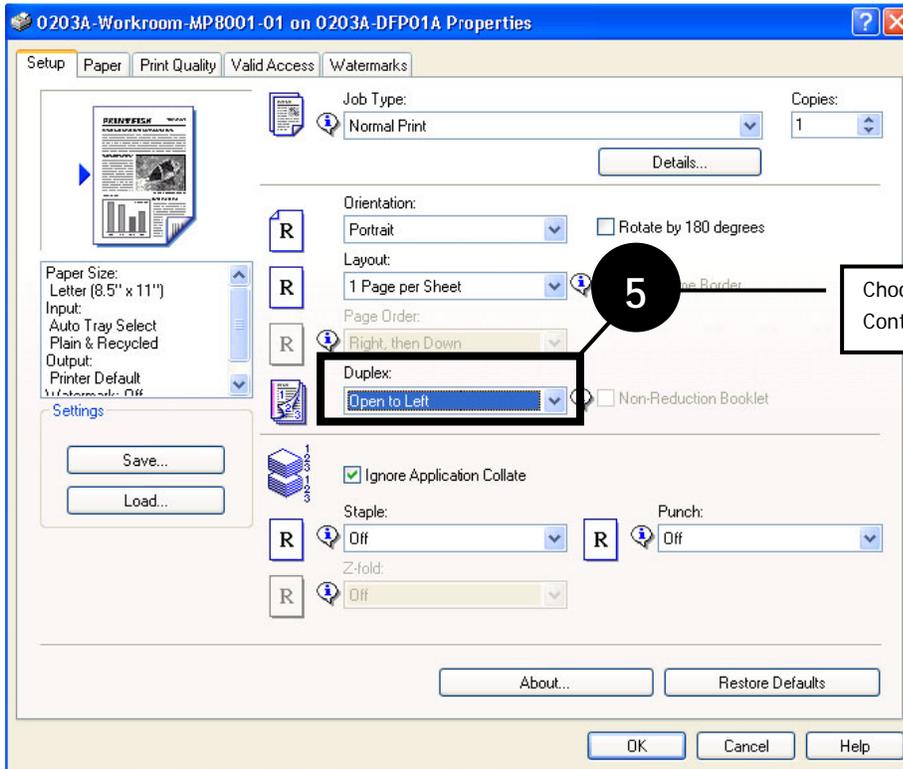
Because our schools have different types and brands of printers, we have shown screenshots of the most commonly used printers in SDUSD schools and how to set the **Properties** for each of the examples.

Match the Properties screen you are viewing on your computer screen with one of the four displayed in this handout below and then execute Step 5:

Properties A

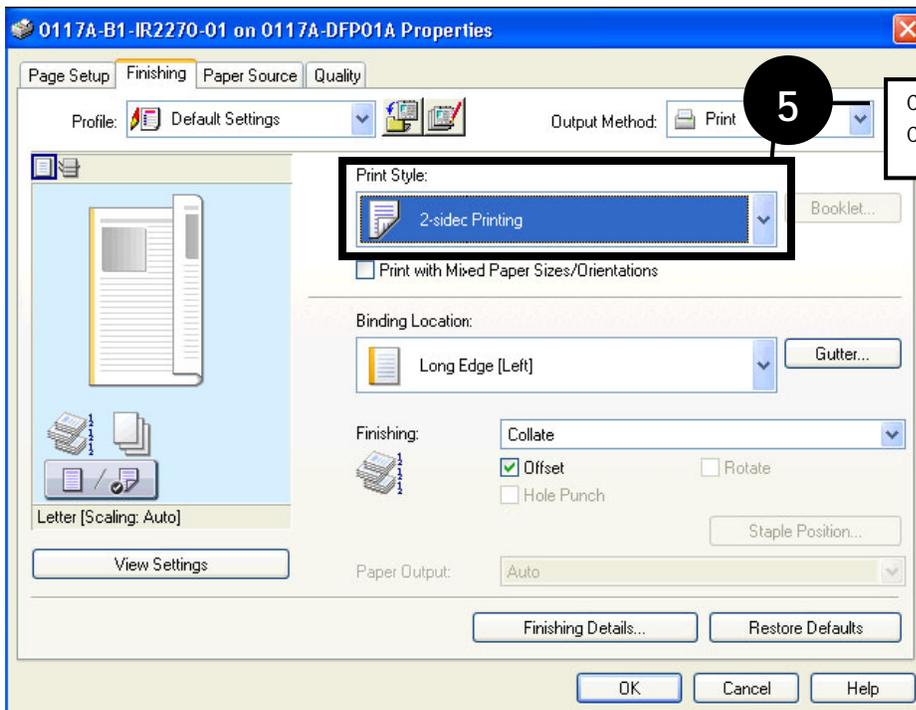


Properties B



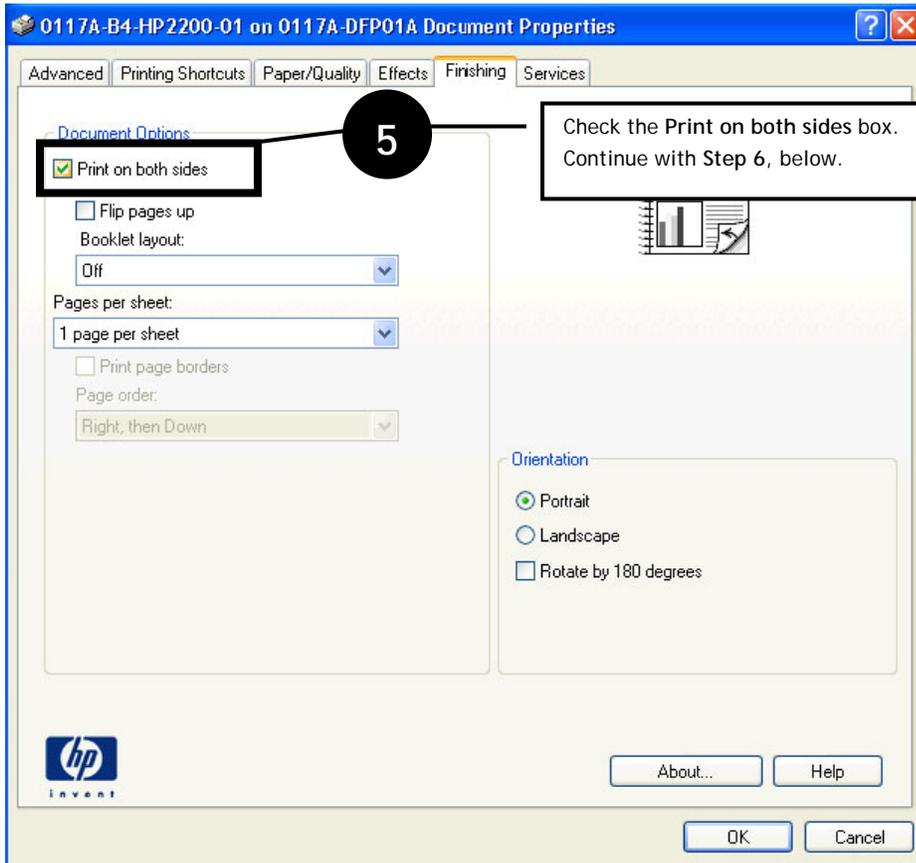
Choose Open to Left.
Continue with Step 6 on page 18.

Properties C

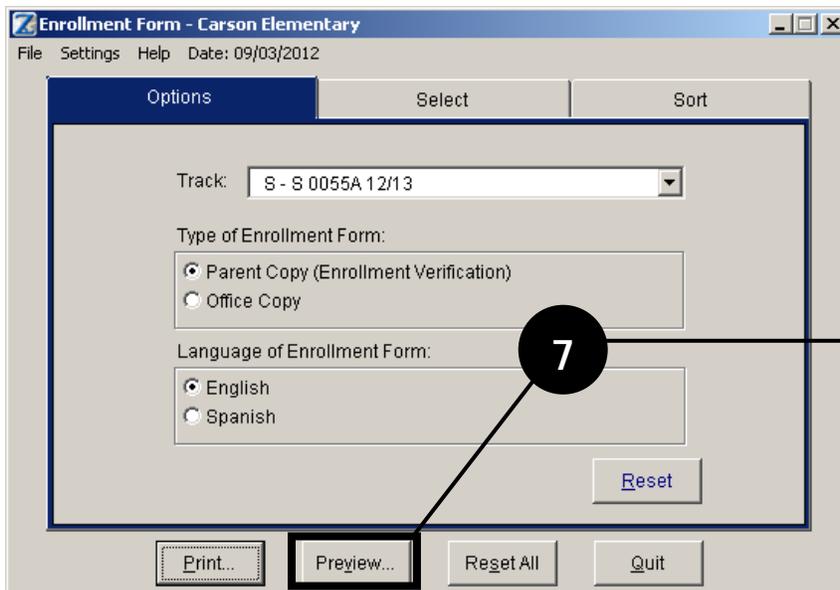


Choose 2-sided Printing.
Continue with Step 6 on page 18.

Properties D



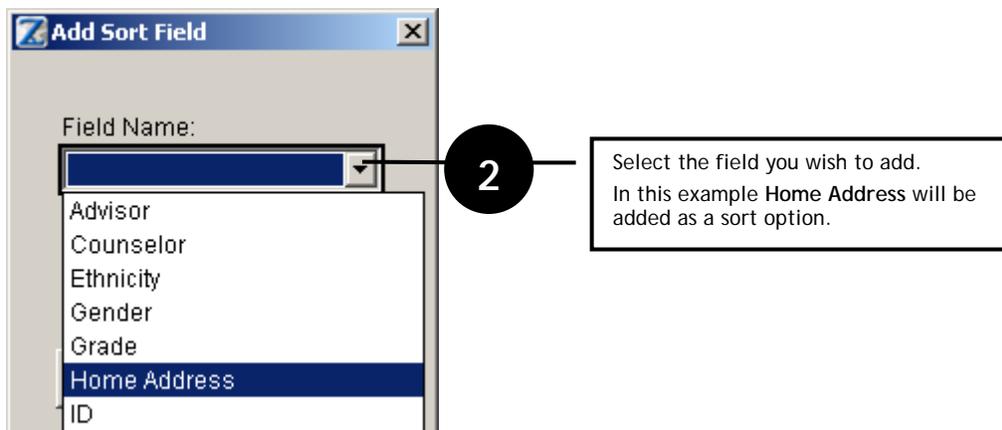
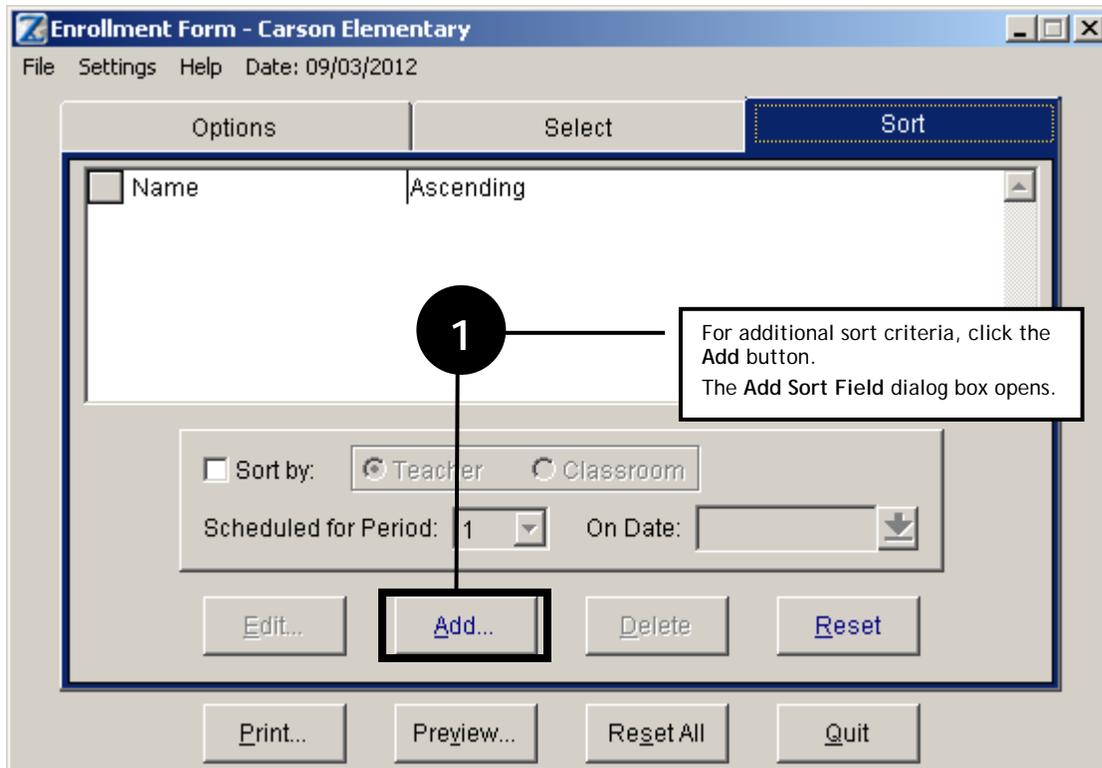
6 Click OK multiple times to return to the main Enrollment Form Report window.



After you have set your printer Properties and selected the criteria for your report, Preview the report.

Sorting the report different ways

Click the Sort tab and follow the steps below to sort the Enrollment Form Report in different ways.



Add Sort Field

Field Name:

Ascending
 Descending

3

Click Done.
Repeat steps 1-3 to add additional fields for sorting.

Enrollment Form - Carson Elementary
 File Settings Help Date: 09/03/2012

Options Select **Sort**

<input type="checkbox"/>	Name	Ascending
<input checked="" type="checkbox"/>	Home Address	Ascending

Sort by:

Scheduled for Period: On Date:

4

To change the sort order of the report, click and drag the gray box next to the field you wish to sort by to the top of the list.

Enrollment Form - Carson Elementary
 File Settings Help Date: 09/03/2012

Options Select **Sort**

<input checked="" type="checkbox"/>	Home Address	Ascending
<input type="checkbox"/>	Name	Ascending

Sort by: Teacher Classroom

Scheduled for Period: On Date:

Notice that Home Address is now above Name in the sort list. The report will sort students by the ordering shown here.

5

Click Preview to preview the sort order of the report before printing.

Printing the report for selected students

If you would like to print the report for one or more specific students but not the entire school, use the Select tab to indicate which students to print the report for.

Follow the steps below to run the Enrollment Form Report for selected students.

1 Click the Select tab.

2 Click the desired category. You can filter the report by any category listed here. In this example, a single student will be selected, so we will click Student to select one or more students.

3 Click Edit. A new window will appear.

Enrollment	Future Students
Grade	All
Gender	All
Ethnicity	All
Student	All
LastName	All
Counselor	All
Advisor	All
Class	All
Faculty	All
Group	*CLangNotSp
Membership	All

Buttons: Edit... Reset Print... Preview... Reset All Quit

4 Use the Find Students dialog box to search for specific students. To see a list of all students, simply click Find without entering any information in the fields. We are looking for one specific student, so we will narrow our search by entering a few letters of his name here.

Fields: Last Name: gom, First Name: , Student ID:

Buttons: Find... Clear Cancel

Select Students

Not Selected:

Name	Ident
Gomez, Elizabeth	505435
Gomez, Keisha May	505257
Gomez, Samantha	505285
Gomez, Vanessa	506047

Selected:

Name	Ident
------	-------

Search:

Sort by:
 Name
 Ident

Done Cancel

5

Move the desired student (or students) from the left column to the right column by either double-clicking the name or clicking the name and then clicking the right arrow.
 In this example, a single student, Samantha Gomez, will be selected for the report.

Select Students

Not Selected:

Name	Ident
Gomez, Elizabeth	505435
Gomez, Keisha May	505257
Gomez, Vanessa	506047

Selected:

Name	Ident
Gomez, Samantha	505285

Search:

Sort by:
 Name
 Ident

Done Cancel

6

When you have selected all of the desired students, click Done.

Enrollment Form - Carson Elementary

File Settings Help Date: 09/03/2012

Options **Select** Sort

Enrollment	Future Students
Grade	All
Gender	All
Ethnicity	All
Student	505285
LastName	All
Counselor	All
Advisor	All
Class	All
Faculty	All
Group	*CLangNotSp
Membership	All

Now that the student Samantha Gomez has been selected, the student's SDUSD ID number will be displayed. If several students have been selected, only the first three student ID numbers will appear.

Edit... Reset

Print... **Preview...** Reset All Quit

7 Click Preview to view the report before printing.