

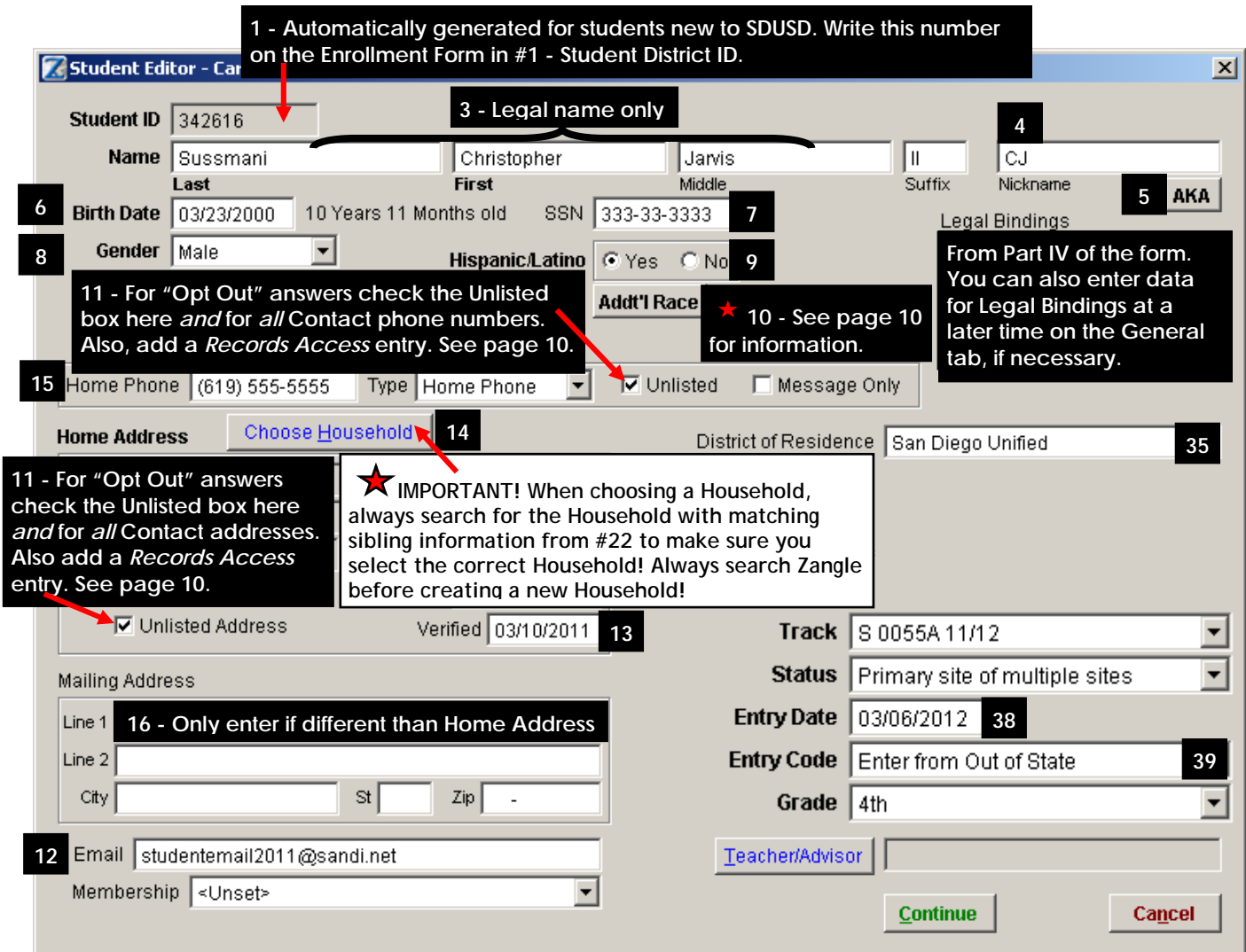
# Entering SDUSD PK-12 Enrollment Form 2012-13 Data in Zangle

Updated March 8, 2012 --- Version 5.1

These directions are for school staff that use Zangle to enroll a student. There are 44 items on the SDUSD PK-12 Enrollment Form 2012-13. Use this document to help you understand where much of the information from the Enrollment Form is entered in Zangle. For detailed steps on how to enroll students into SDUSD, please see the latest [Zangle Enrollment Handbook](#) for more information.

The numbered black boxes correspond to the items on the Enrollment Form.

## The Main Screen for a New Enroll



**1** - Automatically generated for students new to SDUSD. Write this number on the Enrollment Form in #1 - Student District ID.

**3** - Legal name only

**4**

**5** AKA

**6** Birth Date 03/23/2000 10 Years 11 Months old SSN 333-33-3333 **7**

**8** Gender Male Hispanic/Latino Yes No **9**

**11** - For "Opt Out" answers check the Unlisted box here and for all Contact phone numbers. Also, add a Records Access entry. See page 10.

**10** - See page 10 for information.

**15** Home Phone (619) 555-5555 Type Home Phone  Unlisted  Message Only

**11** - For "Opt Out" answers check the Unlisted box here and for all Contact addresses. Also add a Records Access entry. See page 10.

**14** Home Address Choose Household **14**

**13** Verified 03/10/2011

**16** - Only enter if different than Home Address

**17** District of Residence San Diego Unified **35**

**18** Track S 0055A 11/12

**19** Status Primary site of multiple sites

**20** Entry Date 03/06/2012 **38**

**21** Entry Code Enter from Out of State **39**

**22** Grade 4th

**23** Email studentemail2011@sandi.net

**24** Membership <Unset>

**25** Teacher/Advisor

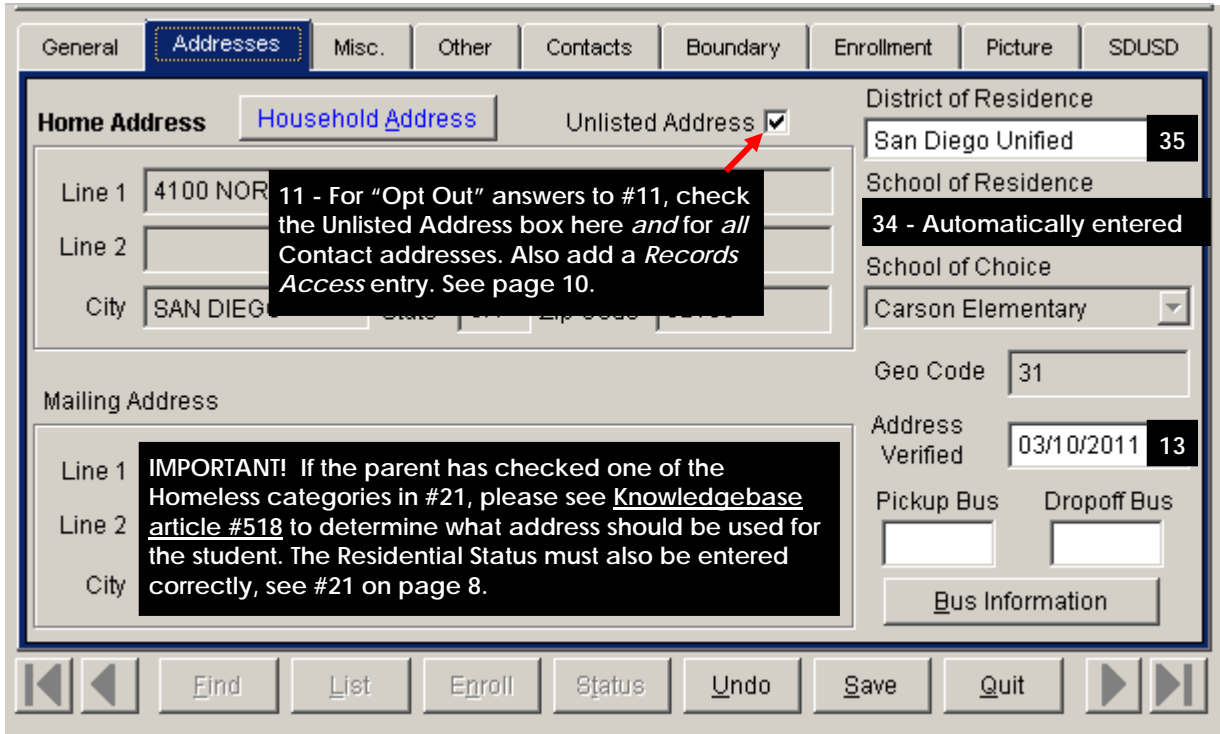
**26** Continue **27** Cancel

**28** Legal Bindings

**29** From Part IV of the form. You can also enter data for Legal Bindings at a later time on the General tab, if necessary.

**30** Add'l Race  **31**

### Addresses tab



**Home Address** Household Address Unlisted Address

Line 1 4100 NOR 11 - For "Opt Out" answers to #11, check the Unlisted Address box here *and for all Contact addresses. Also add a Records Access entry. See page 10.*

Line 2

City SAN DIEGO

District of Residence San Diego Unified 35

School of Residence 34 - Automatically entered

School of Choice Carson Elementary

Geo Code 31

Mailing Address

Line 1 IMPORTANT! If the parent has checked one of the Homeless categories in #21, please see Knowledgebase article #518 to determine what address should be used for the student. The Residential Status must also be entered correctly, see #21 on page 8.

Line 2

City

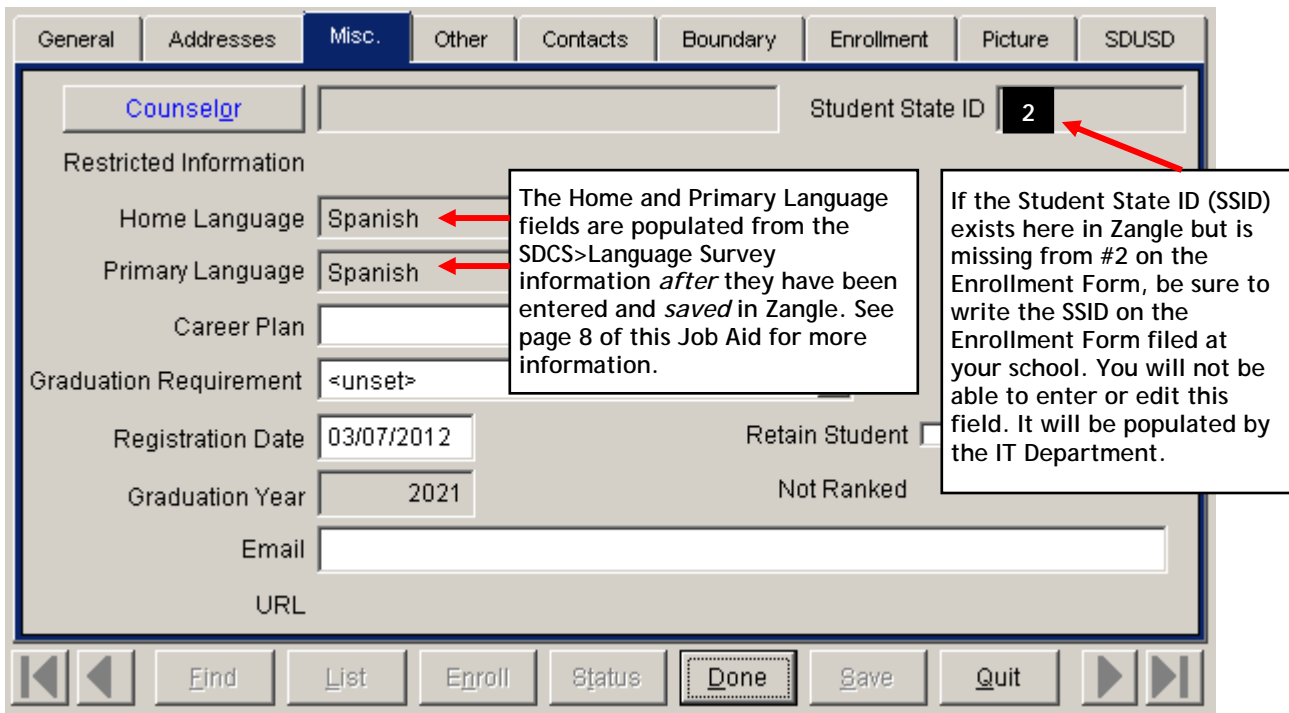
Address Verified 03/10/2011 13

Pickup Bus Dropoff Bus

Bus Information

Find List Enroll Status Undo Save Quit

### Miscellaneous tab



General Addresses Misc. Other Contacts Boundary Enrollment Picture SDUSD

Counselor Student State ID 2

Restricted Information

Home Language Spanish

Primary Language Spanish

Career Plan

Graduation Requirement <unset>

Registration Date 03/07/2012 Retain Student

Graduation Year 2021 Not Ranked

Email

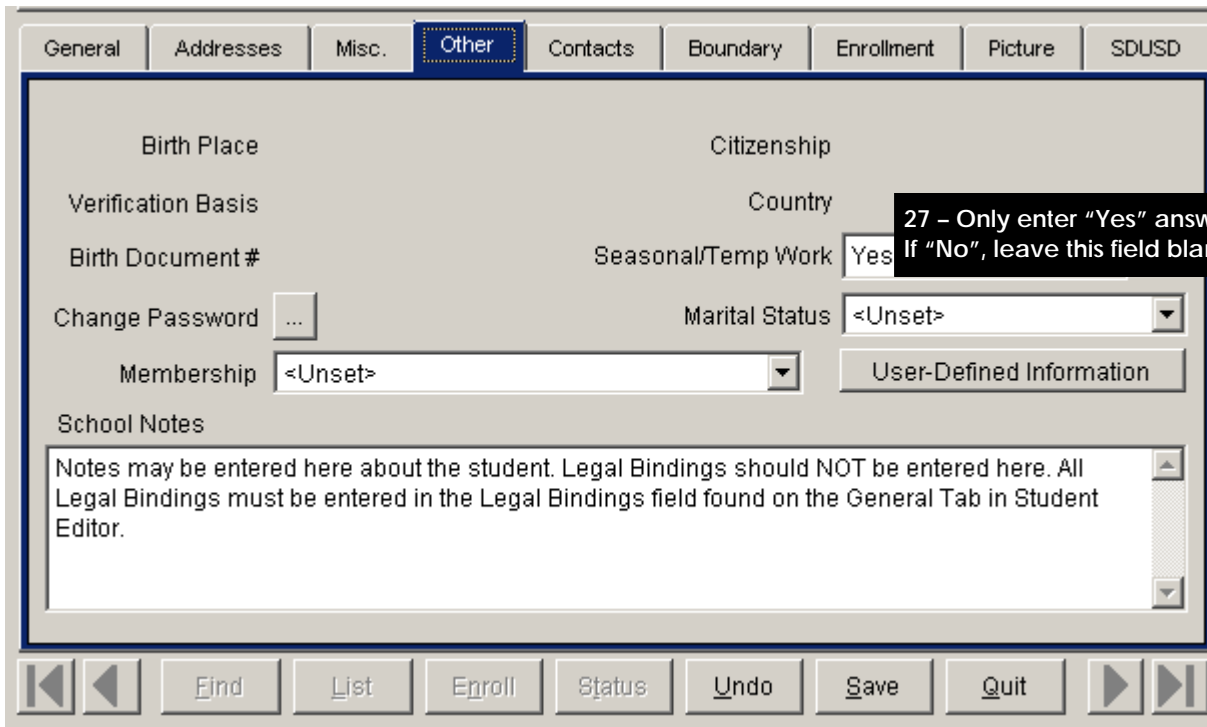
URL

The Home and Primary Language fields are populated from the SDCS>Language Survey information *after* they have been entered and *saved* in Zangle. See page 8 of this Job Aid for more information.

If the Student State ID (SSID) exists here in Zangle but is missing from #2 on the Enrollment Form, be sure to write the SSID on the Enrollment Form filed at your school. You will not be able to enter or edit this field. It will be populated by the IT Department.

Find List Enroll Status Done Save Quit

## Other tab



**26** There is no place in Zangle to enter the answer to #26 - Has your child ever received Special Education Services?

**30** There is no place in Zangle to enter the answer to #30 - (For high school students only) Has your child ever played interscholastic athletics?

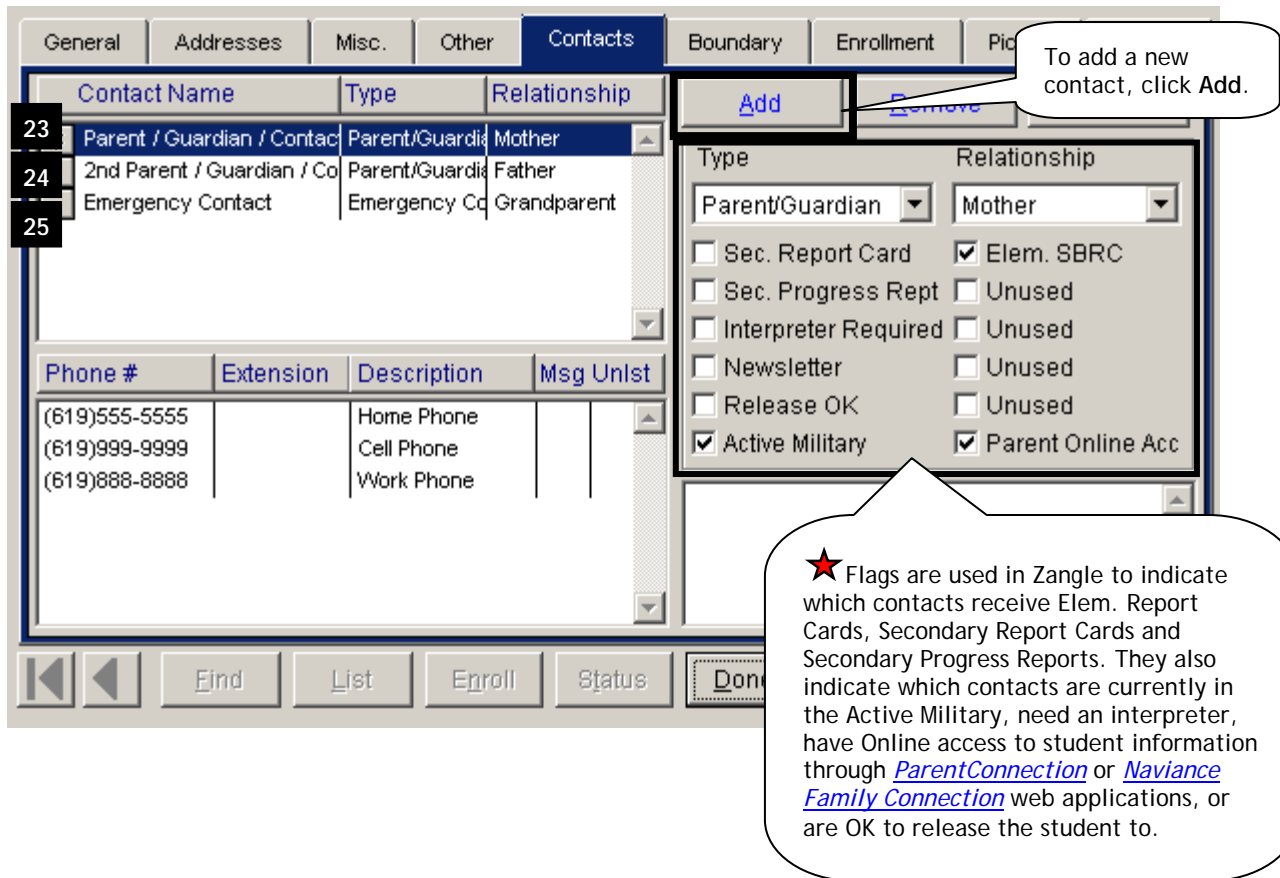
**32** NOTE: There is no place in Zangle to enter #32, the Address verification document. On the form, write down the document used to verify the residence of the primary parent/guardian.

**37** If the child has been previously enrolled in SDUSD, make sure to follow the directions in the [Zangle Enrollment Handbook](#) entitled "How to Enroll a Student from Within the District". Do not enroll a new student. For #37 on the Enrollment Form, answer "Yes" and write the Year, Grade, and School that the student last attended in SDUSD. You may refer to #28 or a transcript from the student's previous school for this information.

**42 & 43** These should only be used when a student is withdrawing from your school.

**44a & 44b** Beginning in 2010, all student immunizations are entered in the [San Diego Immunization Registry](#), also known as the SDIR. After verifying a student's immunization record, check one of the boxes in #44a. For more information about student immunizations, please contact Eileen Griffiths at [egriffiths@sandi.net](mailto:egriffiths@sandi.net) or at (858) 636-4380. Answer #44b accordingly. See the School Nurse, health Technician or Health Assistant for confirmation.

**Contacts tab** - At least one contact **MUST** be entered for each student! For detailed information on how to enter contact information, please refer to the [Zangle Enrollment Handbook](#).



Contact Name	Type	Relationship
23 Parent / Guardian / Contact	Parent/Guardian	Mother
24 2nd Parent / Guardian / Contact	Parent/Guardian	Father
25 Emergency Contact	Emergency Contact	Grandparent

Phone #	Extension	Description	Msg Unlst
(619)555-5555		Home Phone	
(619)999-9999		Cell Phone	
(619)888-8888		Work Phone	

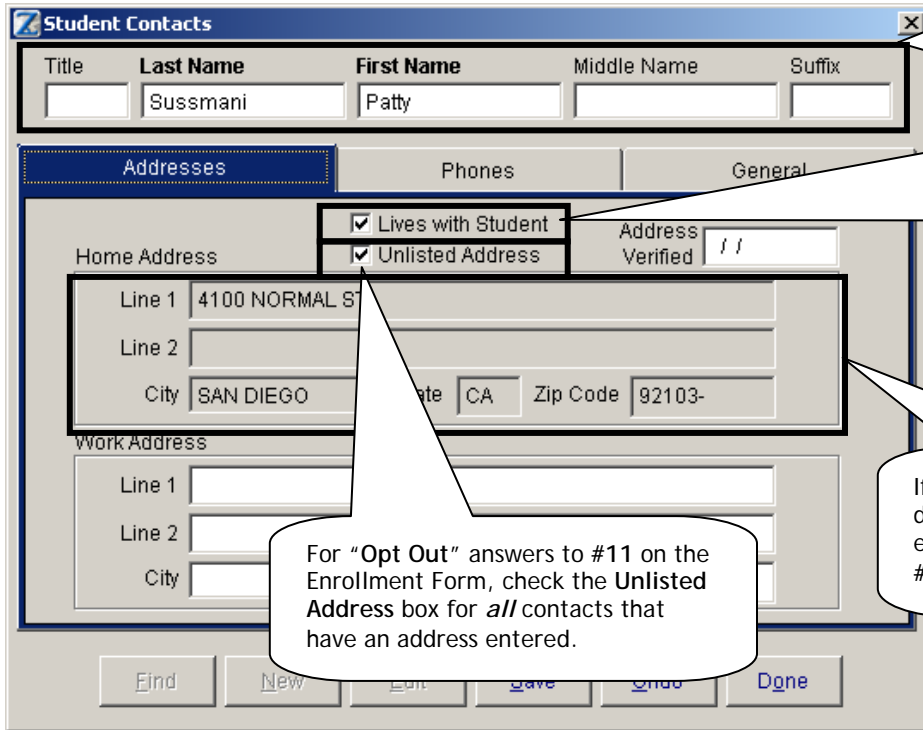


**IMPORTANT!** All contact information needs to be entered in Zangle including:

- If a Parent/Guardian/Contact in #23 or #24 is currently serving in the **Active Military**
- If any contact needs an **Interpreter**
- Whether #24, the 2<sup>nd</sup> Parent/Guardian/Contact, needs to receive a **Report Card and/or Progress Reports** if they do *not* live with the student
- If a Parent/Guardian/Contact in #23 or #24 has access to student information online using web applications such as [ParentConnection](#) or [Naviance Family Connection](#)
- If it is **OK to release the student** to the 2<sup>nd</sup> Parent/Guardian/Contact, #24, or the Emergency Contact, #25

Look at the front side of the Enrollment Form for each contact to find this information. The next two pages of this job aid show where more contact information is entered in Zangle.

Contacts tab > Student Contacts Editor > Addresses tab



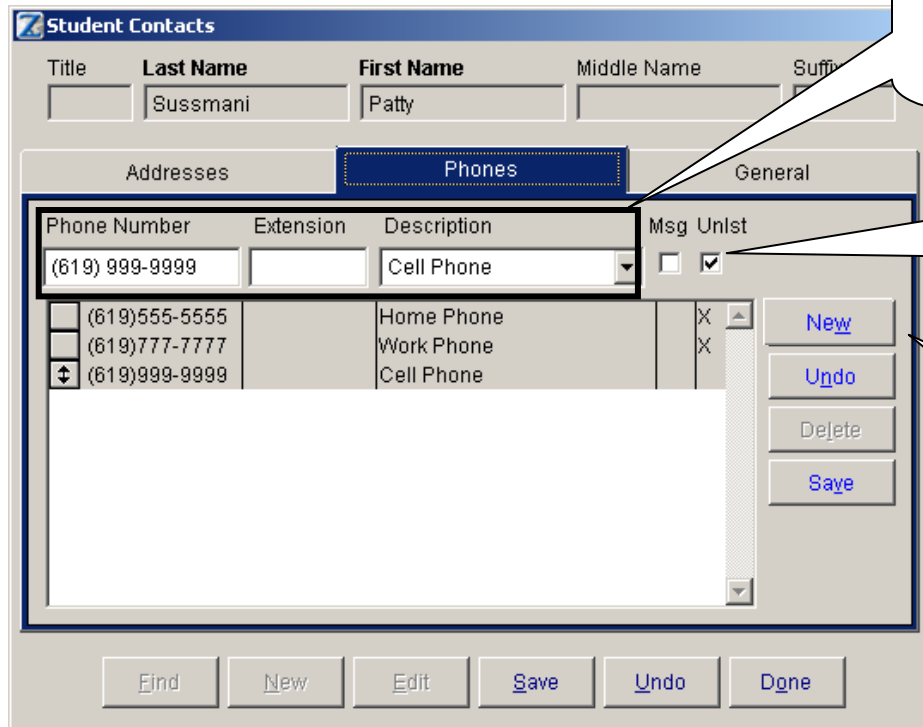
For "Opt Out" answers to #11 on the Enrollment Form, check the **Unlisted Address** box for *all* contacts that have an address entered.

Enter the contact's name in the *proper* case, not in uppercase. Title is optional, but not recommended.

★ **IMPORTANT!** If the contact lives with the student, you must check the **Lives with Student** box. This is the *only* way a contact can put into a Zangle Household and it will also fill in the address for you.

If the Parent/Guardian/Contact does *not* live with the student, enter the **Address** from #23 and/or #24 on the Enrollment Form.

Contacts tab > Student Contacts Editor > Phones tab



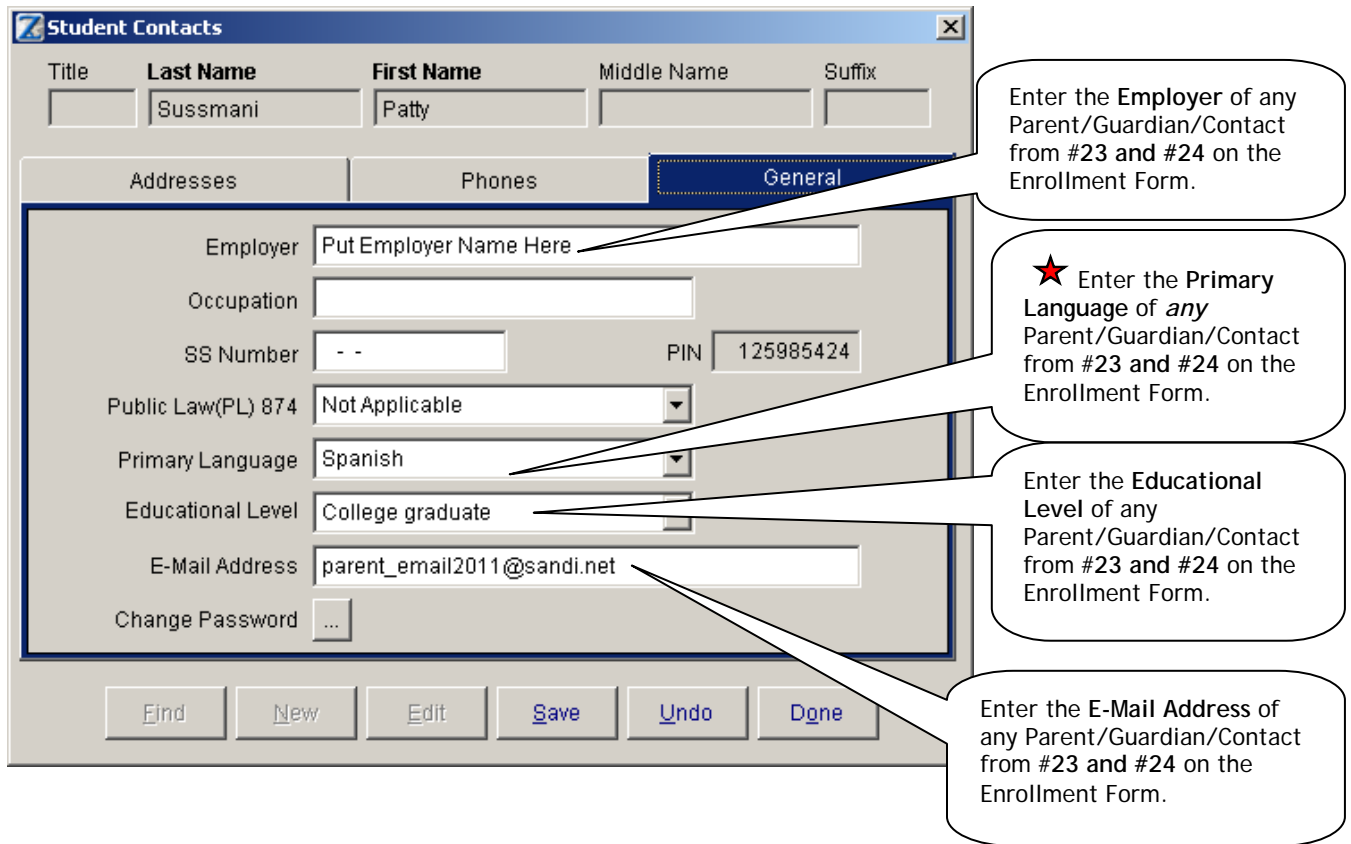
Phone Number	Extension	Description	Msg Unlst
(619) 999-9999		Cell Phone	<input type="checkbox"/>
<input type="checkbox"/>	(619)555-5555	Home Phone	X
<input type="checkbox"/>	(619)777-7777	Work Phone	X
<input checked="" type="checkbox"/>	(619)999-9999	Cell Phone	<input checked="" type="checkbox"/>

Click **New** to enter a new phone number for a contact.

Enter all Phone Numbers of *all* contacts. Be sure to include any **Extensions** and the **Description** from #23, #24 and #25 on the Enrollment Form.

For "Opt Out" answers to #11 on the Enrollment Form, check the **Unlisted** box for *all* contact phone numbers.

Contacts tab > Student Contacts Editor > General tab



The screenshot shows the 'Student Contacts' window with the 'General' tab selected. The contact information is as follows:

Title	Last Name	First Name	Middle Name	Suffix
	Sussmani	Patty		

Below the name fields are tabs for 'Addresses', 'Phones', and 'General'. The 'General' tab contains the following fields:

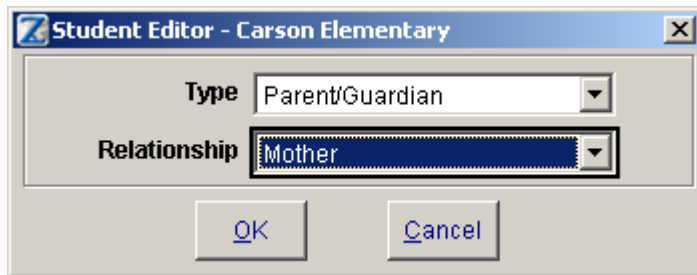
- Employer: Put Employer Name Here
- Occupation: [Empty]
- SS Number: -- [Empty]
- PIN: 125985424
- Public Law(PL) 874: Not Applicable
- Primary Language: Spanish
- Educational Level: College graduate
- E-Mail Address: parent\_email2011@sandi.net
- Change Password: ...

Callout boxes provide instructions for several fields:

- Employer:** Enter the Employer of any Parent/Guardian/Contact from #23 and #24 on the Enrollment Form.
- Primary Language:** ★ Enter the Primary Language of any Parent/Guardian/Contact from #23 and #24 on the Enrollment Form.
- Educational Level:** Enter the Educational Level of any Parent/Guardian/Contact from #23 and #24 on the Enrollment Form.
- E-Mail Address:** Enter the E-Mail Address of any Parent/Guardian/Contact from #23 and #24 on the Enrollment Form.

Buttons at the bottom include Find, New, Edit, Save, Undo, and Done.

NOTE: After clicking the Save button when entering a new contact for a student, select the Type and Relationship of the contact, then click OK to continue.



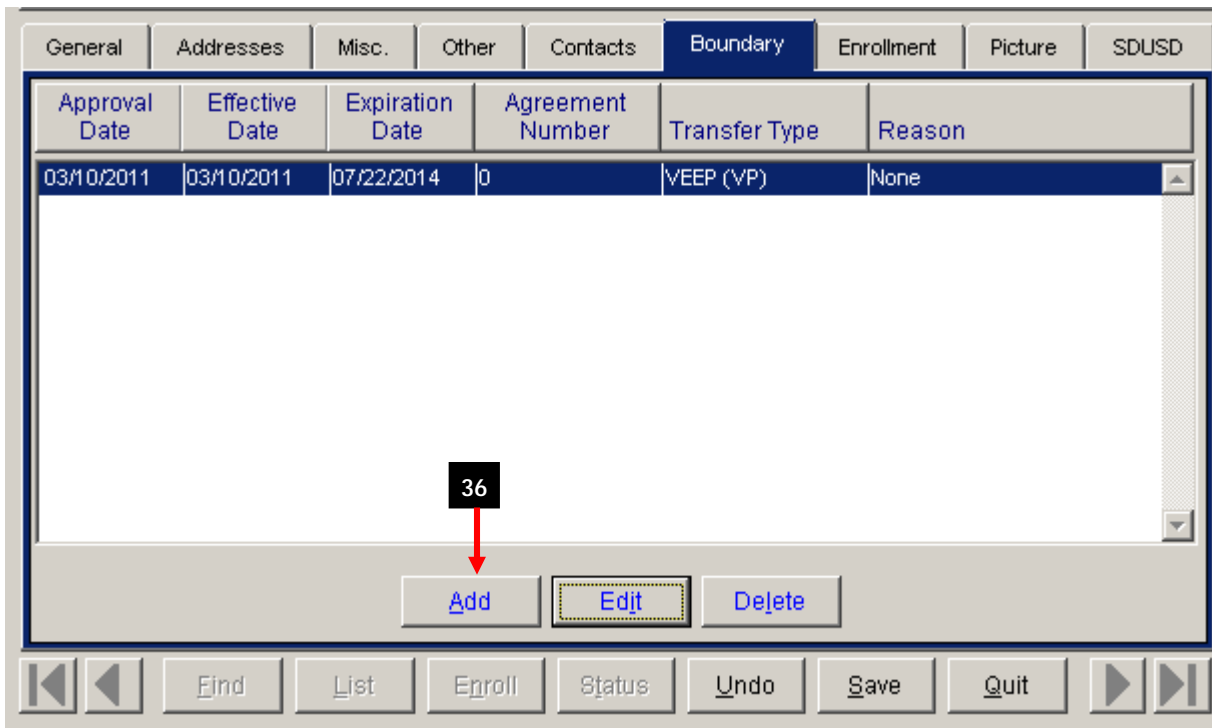
The 'Student Editor - Carson Elementary' dialog box shows the following configuration:

- Type: Parent/Guardian
- Relationship: Mother

Buttons for OK and Cancel are visible at the bottom.

## Boundary tab

**36** ★ If the student is attending your school but lives outside your school neighborhood boundary, the Parent/Guardian/Contact should present appropriate documentation from the Enrollment Options Office or the student should be on a list provided to the school from the Enrollment Options Office. You must enter the information from #36 on the Enrollment Form in the Boundary Tab in Student Editor. It is important that the students who live outside your school boundary have the correct Boundary Exception. If you are unsure, please check the student's address using the online SDUSD School Finder at: <http://www.sandi.net/schoolfinder/> or contact the Enrollment Options Department at (619) 725-5672 or [eoptions@sandi.net](mailto:eoptions@sandi.net). For instructions on how to enter a Boundary Exception in Zangle, please refer to the [Zangle Enrollment Handbook](#).



Approval Date	Effective Date	Expiration Date	Agreement Number	Transfer Type	Reason
03/10/2011	03/10/2011	07/22/2014	0	VEEP (VP)	None

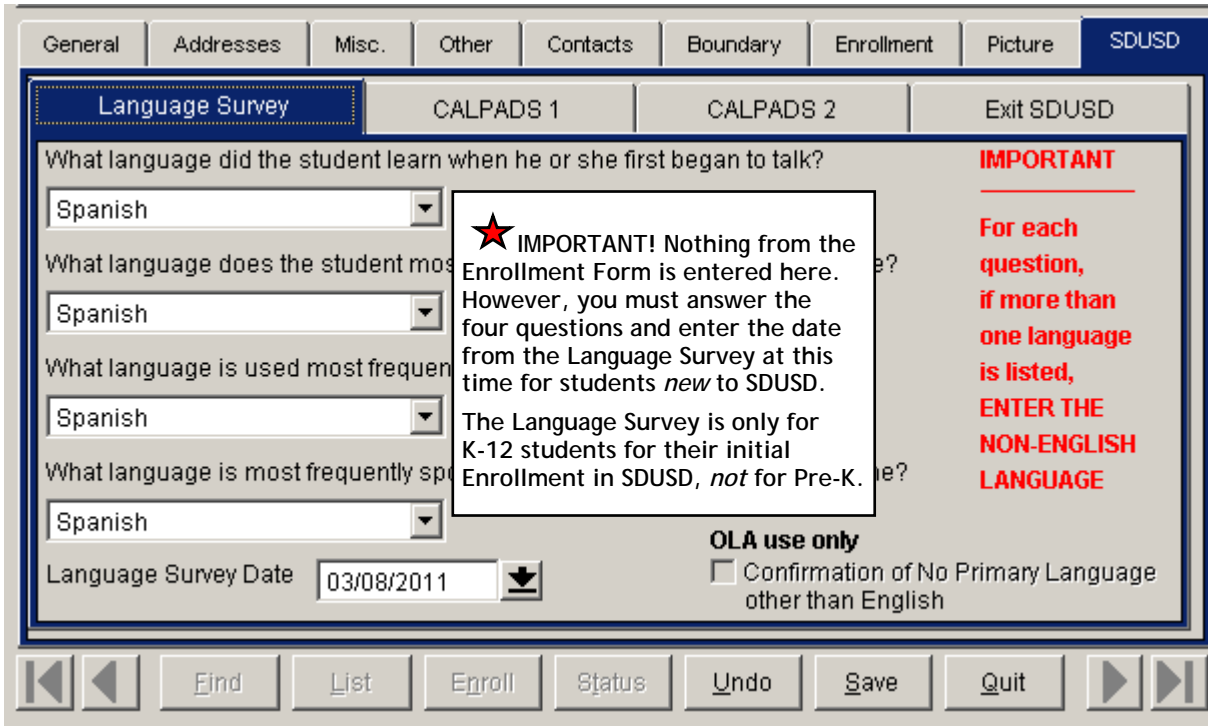
36

Add Edit Delete

Find List Enroll Status Undo Save Quit

The SDUSD tab has four sub-tabs: *Language Survey*, *CALPADS 1*, *CALPADS 2*, and *Exit SDUSD*.

**SDUSD > Language Survey tab** - The SDUSD Language Survey is a separate form. This information is not found on the Enrollment Form.



General | Addresses | Misc. | Other | Contacts | Boundary | Enrollment | Picture | **SDUSD**

**Language Survey** | CALPADS 1 | CALPADS 2 | Exit SDUSD

What language did the student learn when he or she first began to talk?  
Spanish

What language does the student most often speak at home?  
Spanish

What language is used most frequently in the home?  
Spanish

What language is most frequently spoken by the student?  
Spanish

Language Survey Date: 03/08/2011

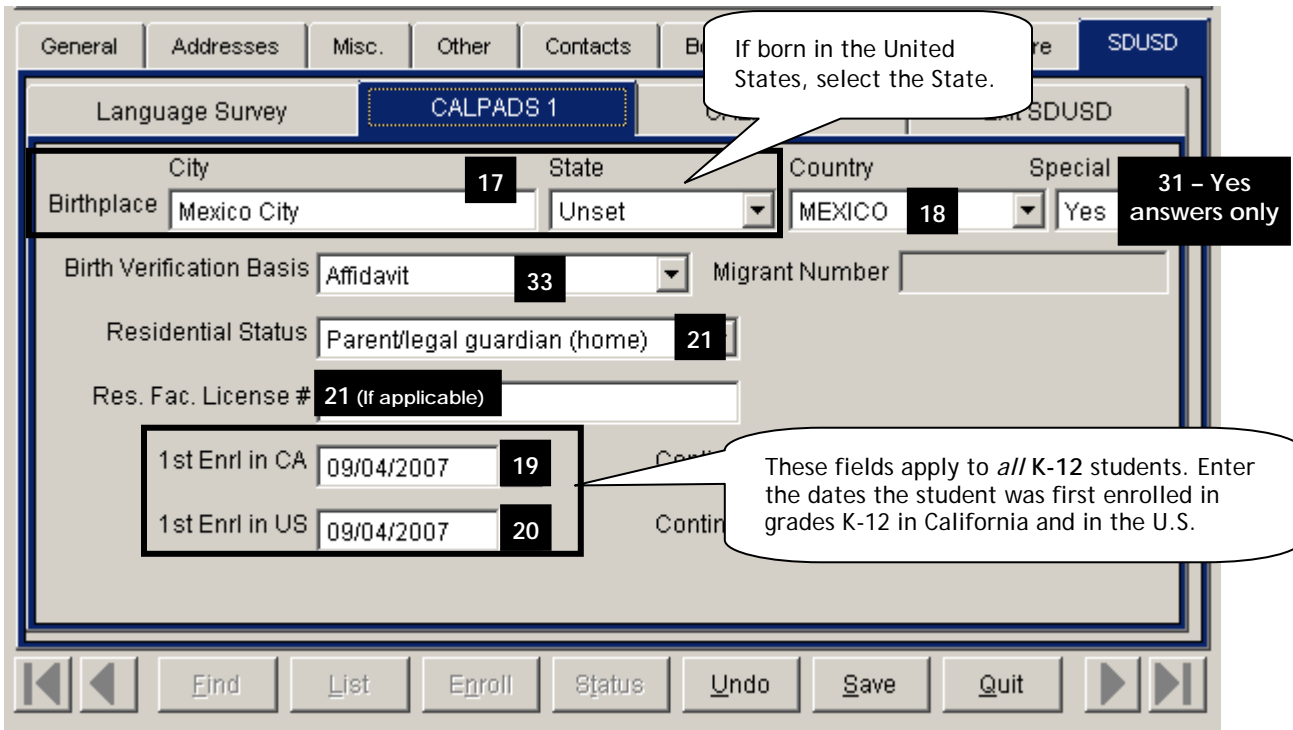
**IMPORTANT!** Nothing from the Enrollment Form is entered here. However, you must answer the four questions and enter the date from the Language Survey at this time for students *new* to SDUSD. The Language Survey is only for K-12 students for their initial Enrollment in SDUSD, *not* for Pre-K.

**IMPORTANT**  
For each question, if more than one language is listed, ENTER THE NON-ENGLISH LANGUAGE

**OLA use only**  
 Confirmation of No Primary Language other than English

Find | List | Enroll | Status | Undo | Save | Quit

**SDUSD > CALPADS 1 tab**



General | Addresses | Misc. | Other | Contacts | Boundary | Enrollment | Picture | **SDUSD**

Language Survey | **CALPADS 1** | CALPADS 2 | Exit SDUSD

City: Mexico City **17** | State: Unset | Country: MEXICO **18** | Special: Yes **31 - Yes answers only**

Birth Verification Basis: Affidavit **33** | Migrant Number: [ ]

Residential Status: Parent/legal guardian (home) **21**

Res. Fac. License #: 21 (If applicable)

1st Enrl in CA: 09/04/2007 **19**

1st Enrl in US: 09/04/2007 **20**

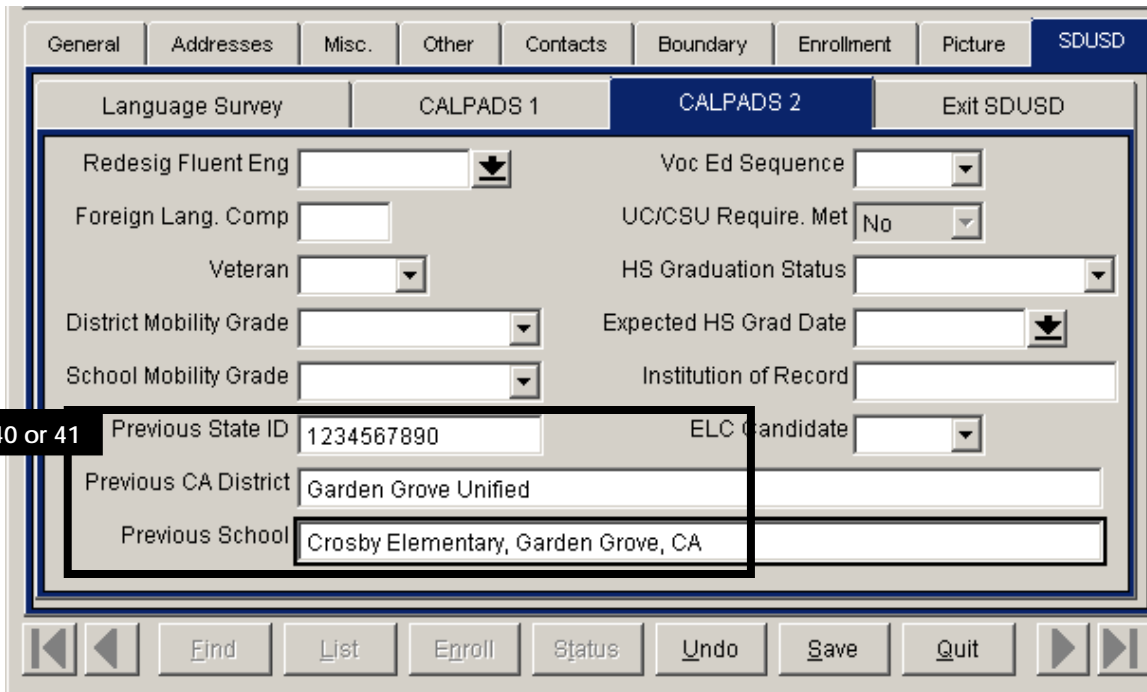
If born in the United States, select the State.

These fields apply to *all* K-12 students. Enter the dates the student was first enrolled in grades K-12 in California and in the U.S.

Find | List | Enroll | Status | Undo | Save | Quit



### SDUSD > CALPADS 2 tab



If the student already has a California Student State ID (SSID) entered in the Misc. tab in Zangle, you will not need to enter information from #40 or #41. Check the Misc. tab to see if the student already has a Student State ID entered. If you do not know the CA Student State ID, please see page 20 of the Zangle [CALPADS Handbook](http://www.sandi.net/page/2310) found on the Zangle Handbooks Webpage at <http://www.sandi.net/page/2310> for directions on how to enter the correct data in the appropriate fields. You may refer to #28 or a transcript from the student's previous school for this information.

### SDUSD > Exit SDUSD tab

This tab is only used when *withdrawing* secondary students from SDUSD. It is *not* used when enrolling students and should not be used in any way for *enrolling* students.





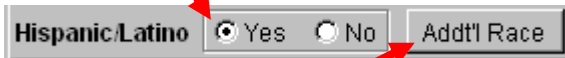
**9 10 ★ Race/Ethnic Requirements**

Federal and State requirements indicate Race/Ethnicity information must be identified using a two-part question:

1. Is the Student Hispanic or Latino?
2. What Race or Races is the student?

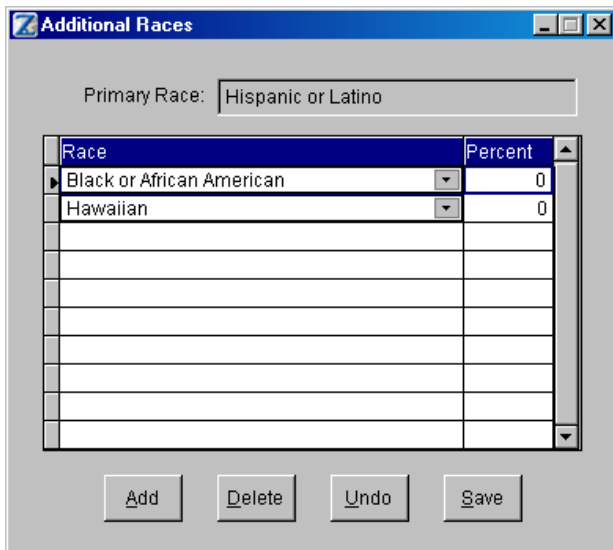
For students who are Hispanic or Latino:

- A. Choose Yes for Hispanic/Latino. (This will assign Hispanic/Latino as the student's Ethnicity in Zangle.)



Hispanic/Latino  Yes  No Addtl Race

- B. **AND** click the Addtl Race button to select one or more Races for the student (see screenshot below.) These Races were selected by the parent in #10 on the SDUSD Enrollment Form. Do *not* enter percentage values for the Races.



Additional Races

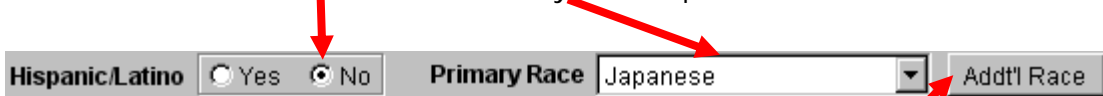
Primary Race: Hispanic or Latino

Race	Percent
Black or African American	0
Hawaiian	0

Add Delete Undo Save

For students who are *not* Hispanic or Latino:

- A. Choose No, then select the Primary Race which the parent selected in #10 on the SDUSD Enrollment Form from the Primary Race drop-down menu.



Hispanic/Latino  Yes  No Primary Race Japanese Addtl Race

If the parent selects more than one Race in #10, click the Addtl Race button to select additional Races for the student. Do *not* enter percentage values for the additional Races.

For more information about Race and Ethnicity definitions, please see the following handout:

[http://www.sandi.net/cms/lib/CA01001235/Centricity/Domain/208/documents/2010-11\\_race\\_ethnic\\_definitions.pdf](http://www.sandi.net/cms/lib/CA01001235/Centricity/Domain/208/documents/2010-11_race_ethnic_definitions.pdf)