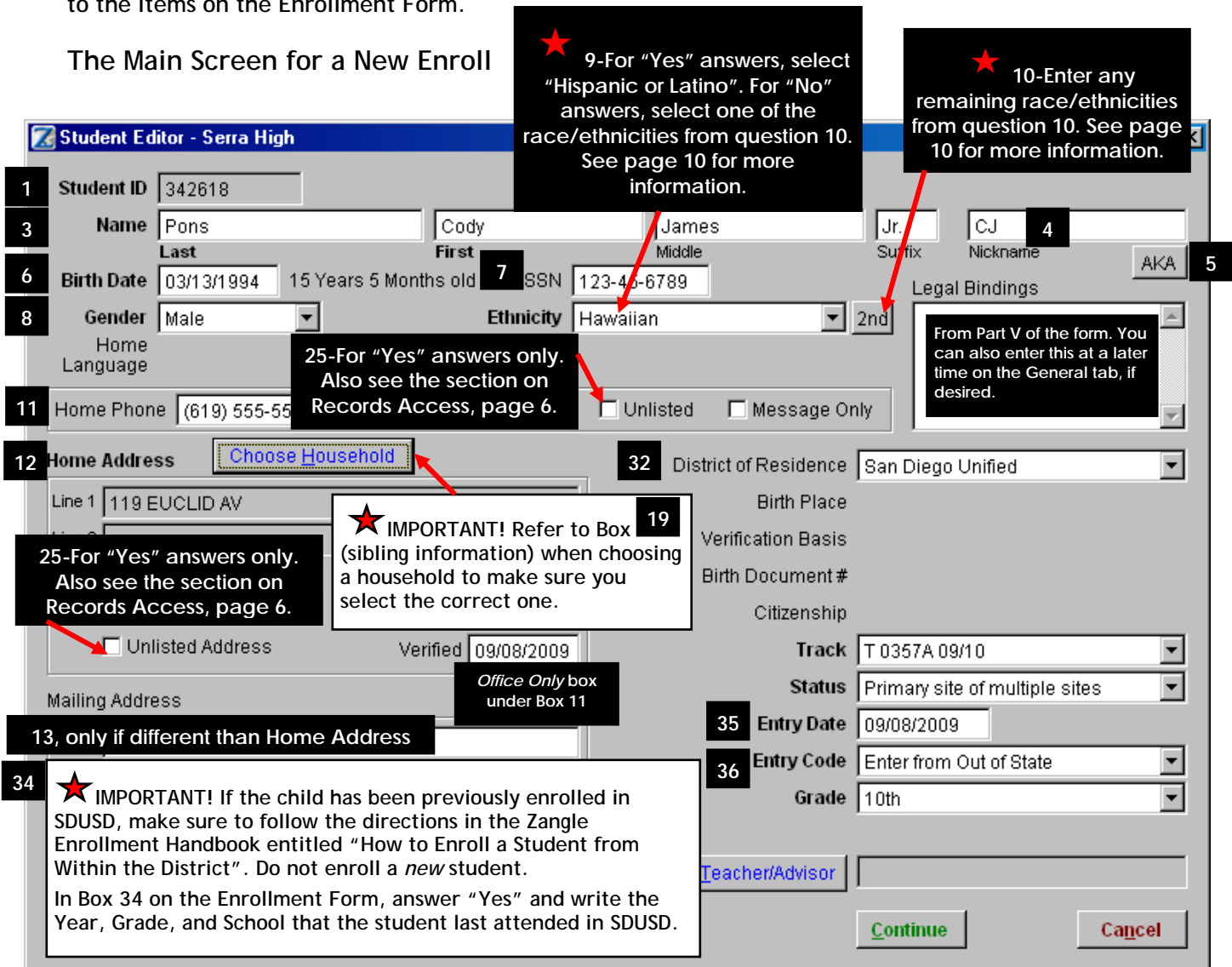


Entering PK-12 Enrollment Form Data in Zangle

Updated August 18, 2009 --- Version 3.1

These directions are for school staff that use Zangle to enroll a student. There are 41 items on the District's Enrollment Form. 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 Student ID 342618

3 Name Pons Cody James Jr. CJ **4**

6 Birth Date 03/13/1994 15 Years 5 Months old **7** SSN 123-45-6789

8 Gender Male Ethnicity Hawaiian **2nd**

11 Home Phone (619) 555-5555 Unlisted Message Only

12 Home Address **Choose Household** **32** District of Residence San Diego Unified

25-For "Yes" answers only. Also see the section on Records Access, page 6.

9-For "Yes" answers, select "Hispanic or Latino". For "No" answers, select one of the race/ethnicities from question 10. See page 10 for more information.

10-Enter any remaining race/ethnicities from question 10. See page 10 for more information.

19 **IMPORTANT!** Refer to Box (sibling information) when choosing a household to make sure you select the correct one.

25-For "Yes" answers only. Also see the section on Records Access, page 6.

13, only if different than Home Address

34 **IMPORTANT!** 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. In Box 34 on the Enrollment Form, answer "Yes" and write the Year, Grade, and School that the student last attended in SDUSD.

35 Entry Date 09/08/2009

36 Entry Code Enter from Out of State

Grade 10th

Teacher/Advisor

Continue **Cancel**

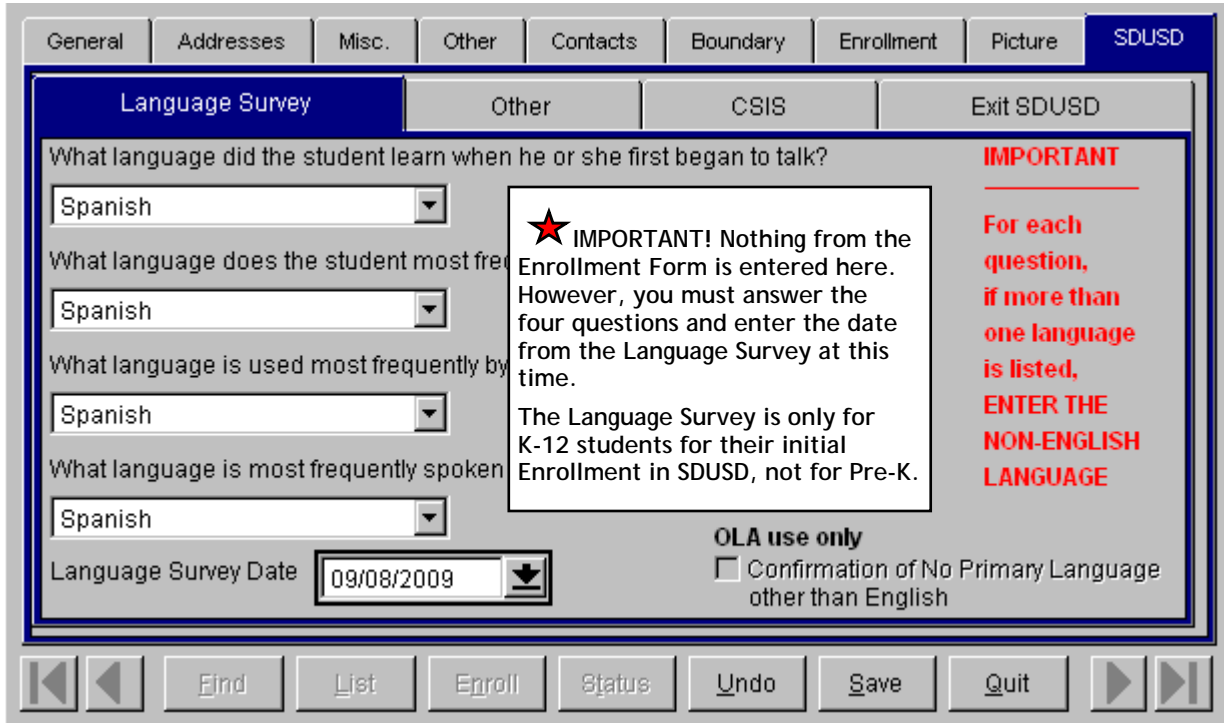
NOTE: The student's district ID is generated automatically by Zangle when you enroll a new student to SDUSD. Write this number on the Enrollment Form in Box 1 Student District ID.

23 There is no place in Zangle to enter Box 23-Special Education Services received. This stays on the form.

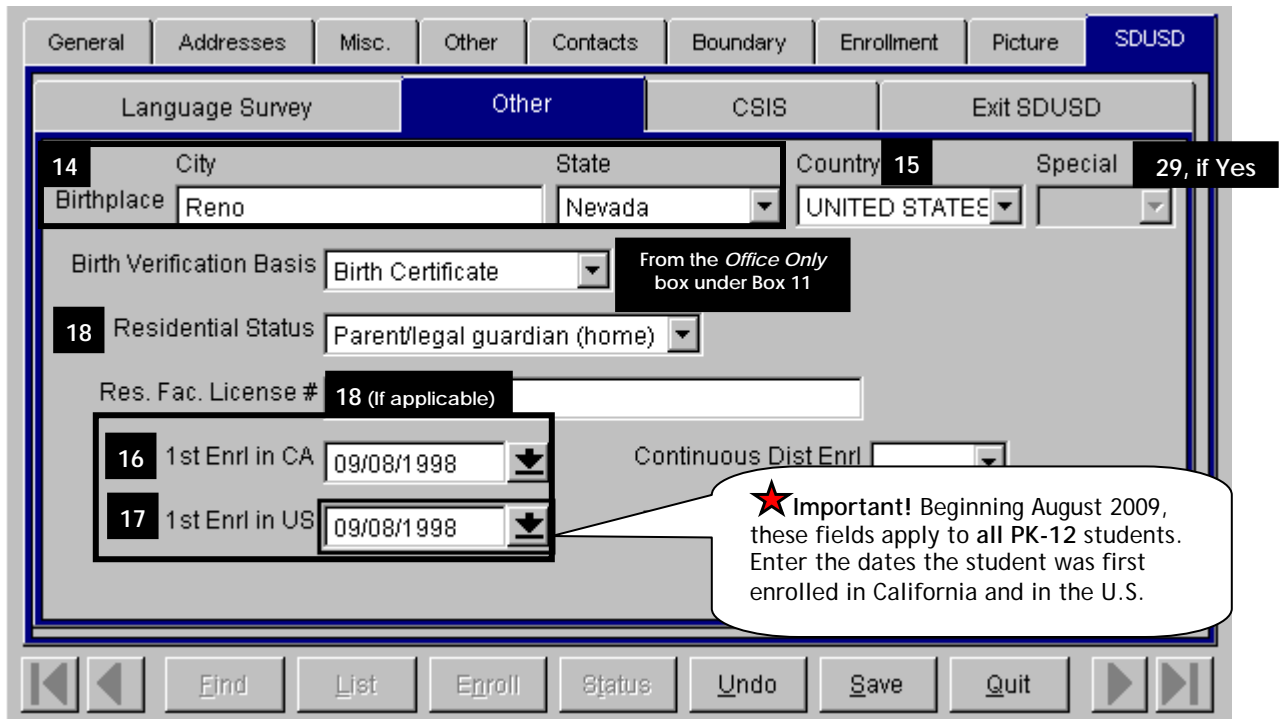
27 There is no place in Zangle to enter Box 27-Interscholastic Participation (High School only). This stays on the form.

The SDUSD tab has four sub-tabs: *Language Survey, Other, CSIS and Exit SDUSD.*

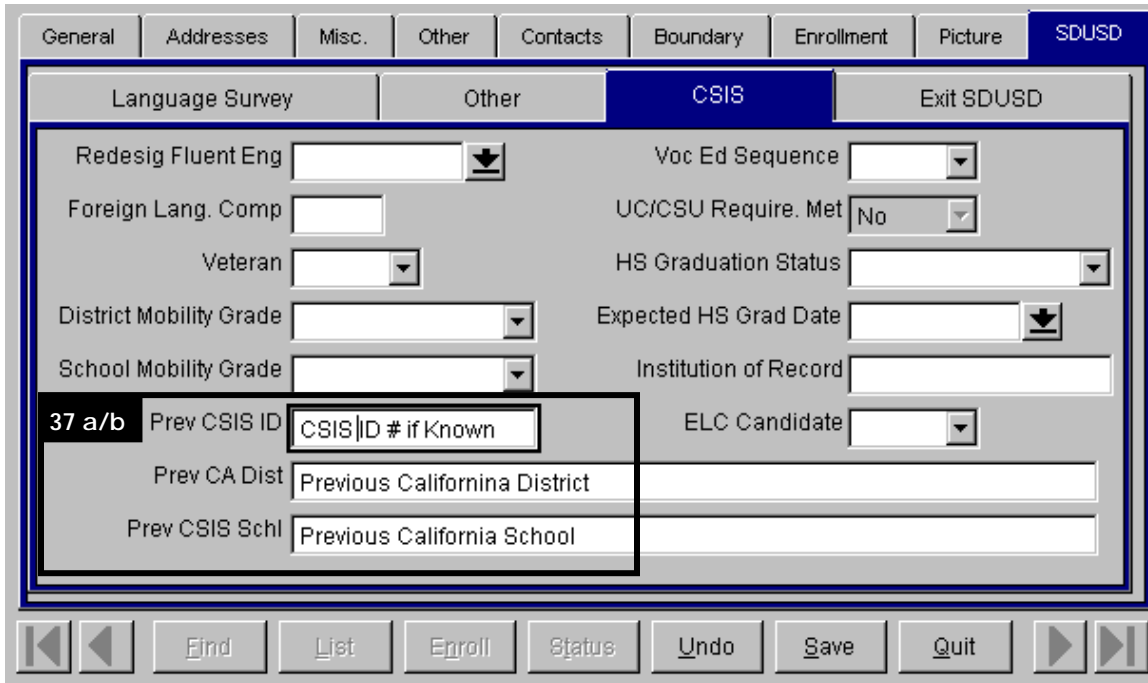
SDUSD > Language Survey tab - The SDUSD Language Survey is a separate form. This information is not found on the Enrollment Form.



SDUSD > Other tab



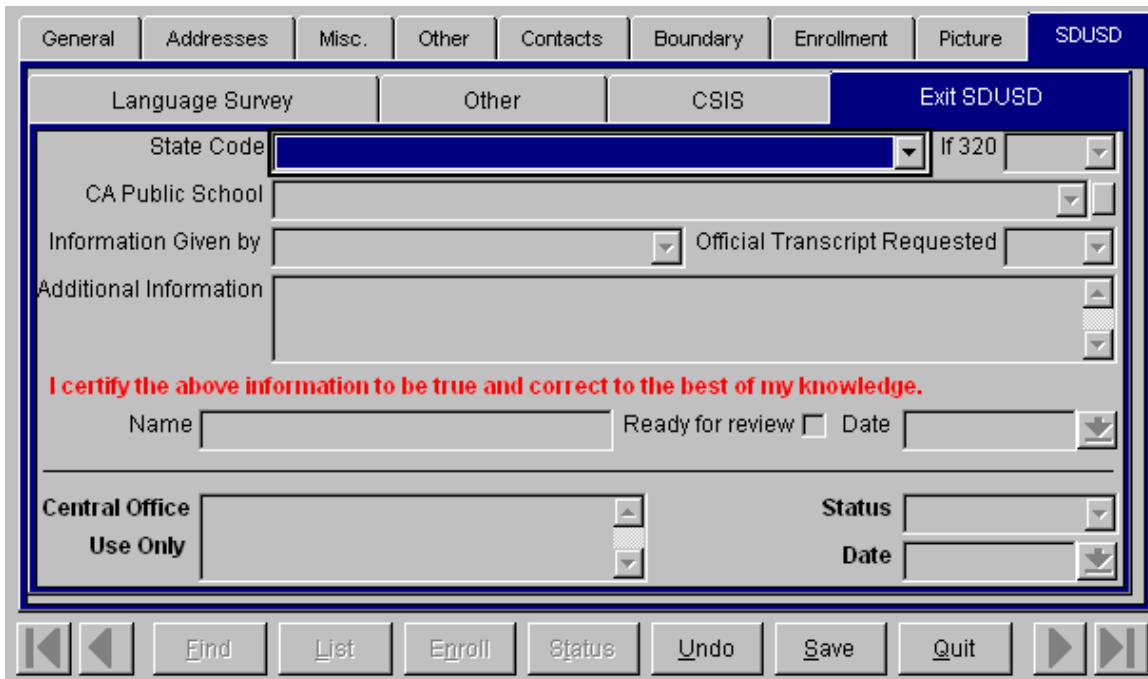
SDUSD > CSIS tab



If the student already has a California Student State ID (CSIS ID) entered in the Misc. tab in Zangle, you will not need to enter information from boxes 37 a/b. Check the Miscellaneous tab to see if they already have a California Student State ID entered. If you do not know the Student State ID, please see the Zangle Enrollment handbook or the Job Aid entitled "Entering Previous CA School Information" on the Zangle Read and Learn Webpage: <http://www.sandi.net/zangle/readandlearn/index.asp>

SDUSD > Exit SDUSD tab

This tab is used when withdrawing secondary students from SDUSD. It is not used for enrolling students.

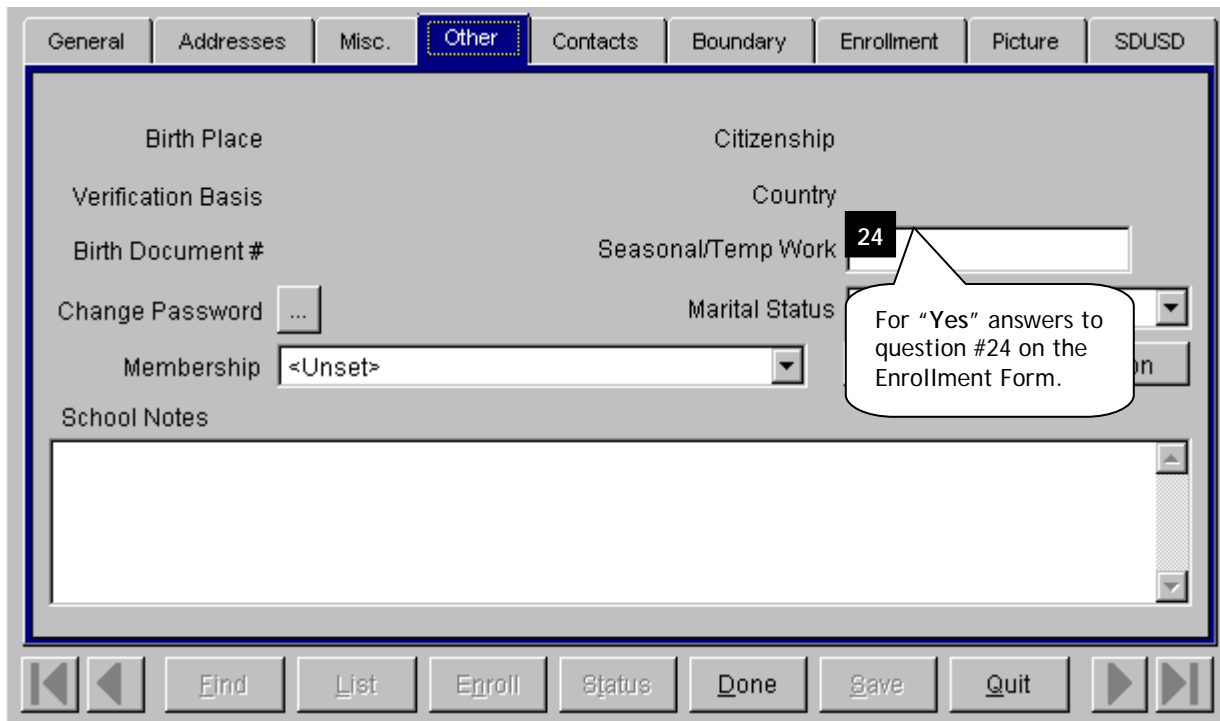


Addresses tab

30 NOTE: There is no place in Zangle to enter Box 30 Address verification document. This stays on the form.

Miscellaneous tab

Other tab



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

Birth Place | Citizenship
Verification Basis | Country
Birth Document # | Seasonal/Temp Work **24**
Change Password ... | Marital Status
Membership <Unset>
School Notes

For "Yes" answers to question #24 on the Enrollment Form.

Find | List | Enroll | Status | Done | Save | Quit

38/39 Boxes 38 and 39 are only used when a student withdraws from your school.

40 Box 40 is only used when you have requested records from another school.

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.

To add a new contact, click Add.

★ Flags are also used to indicate which contacts receive Elem. Report Cards, Secondary Report Cards and Secondary Progress Reports.

★ **IMPORTANT!** Flags such as OK for Release Contact, RC for Report Card, PR for Progress Report, INT for Interpreter, PC for ParentConnection, and AM for Active Military are entered by using the checkboxes on this screen. Look at the bottom of the front side of the Enrollment Form under each contact for these flags.

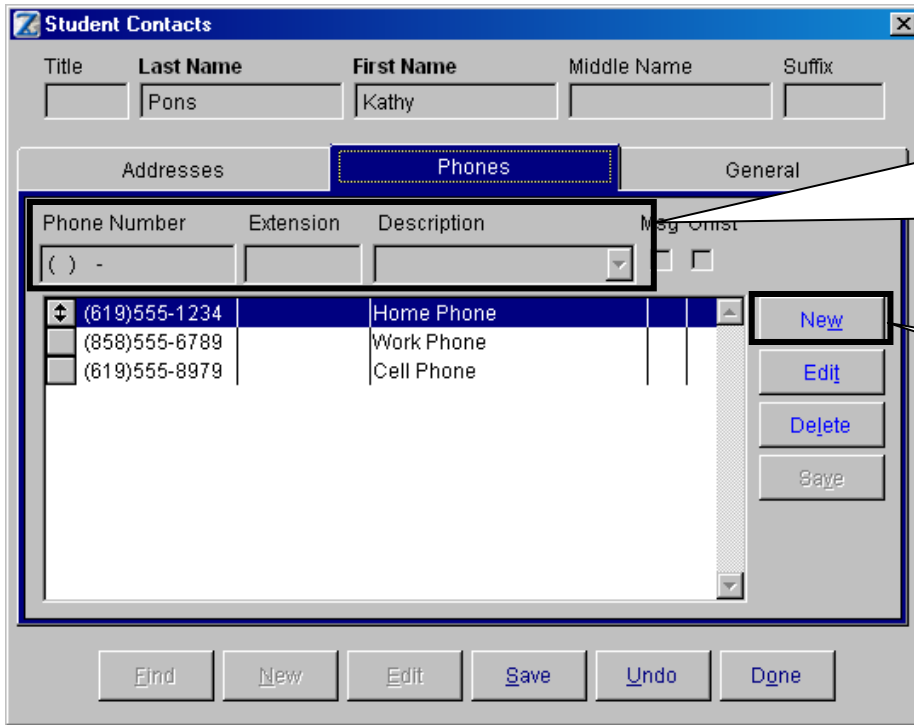
Contacts tab > Student Contacts Editor > Addresses tab

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

★ **IMPORTANT!** If the contact is the Primary Parent Guardian and lives with the student, click the Lives with Student box. This is the *only* way contacts get put into a Zangle Household and it will also fill in the address for you.

If the Parent/Guardian does *not* live with the student, enter the Address from boxes 20 and 21 on the Enrollment Form.

Contacts tab > Student Contacts Editor > Phones tab

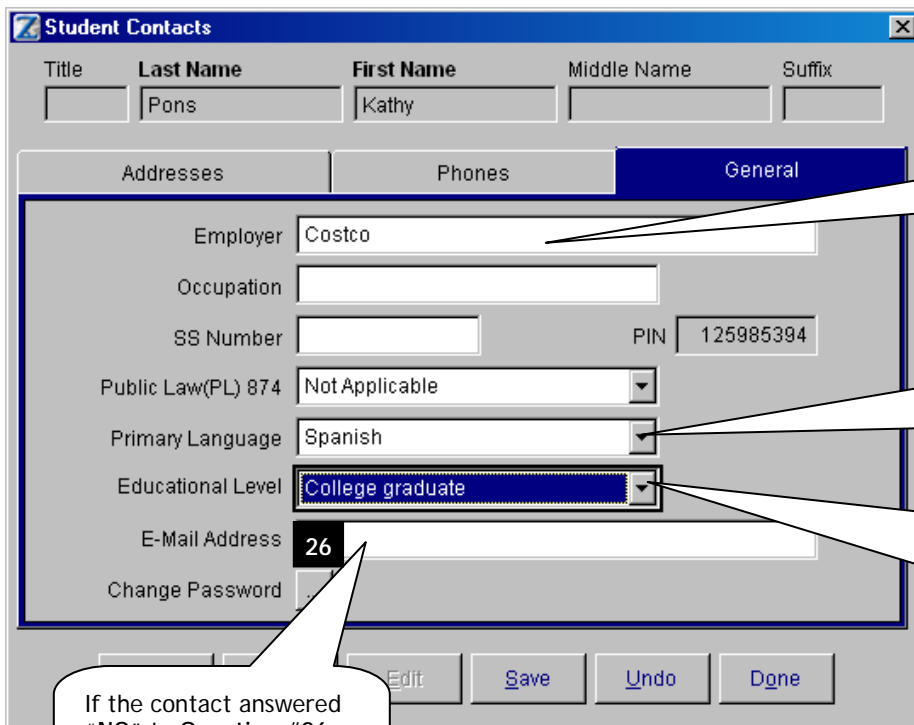


The screenshot shows the 'Student Contacts' window with the 'Phones' tab selected. At the top, there are input fields for Title, Last Name (Pons), First Name (Kathy), Middle Name, and Suffix. Below these are tabs for 'Addresses', 'Phones', and 'General'. The 'Phones' tab contains a table with columns for Phone Number, Extension, and Description. The table lists three phone numbers: (619)555-1234 (Home Phone), (858)555-6789 (Work Phone), and (619)555-8979 (Cell Phone). To the right of the table are buttons for 'New', 'Edit', 'Delete', and 'Save'. At the bottom of the window are buttons for 'Find', 'New', 'Edit', 'Save', 'Undo', and 'Done'.

Enter all Phone Numbers of all contacts. Be sure to include any Extensions and the Description from boxes 20, 21 and 22 on the Enrollment Form.

Click New to enter new phone numbers for a contact.

Contacts tab > Student Contacts Editor > General tab



The screenshot shows the 'Student Contacts' window with the 'General' tab selected. It contains various input fields: Title, Last Name (Pons), First Name (Kathy), Middle Name, Suffix, Employer (Costco), Occupation, SS Number, PIN (125985394), Public Law(PL) 874 (Not Applicable), Primary Language (Spanish), Educational Level (College graduate), E-Mail Address (26), and Change Password. At the bottom are buttons for 'Edit', 'Save', 'Undo', and 'Done'.

Enter the Employer of any Parent/Guardian from boxes 20 and 21 on the Enrollment Form.

★ Enter the Primary Language of any contact from boxes 20, 21 and 22 on the Enrollment Form.

Enter the Educational Level of any Parent/Guardian from boxes 20 and 21 on the Enrollment Form. This can be found on the bottom of the front side of the Enrollment Form.

If the contact answered "NO" to Question #26, do not enter the contact's email address.

Boundary tab

33 ★ If the student is attending your school but lives outside your school neighborhood boundary, please enter the appropriate information from **Question #33** in the Boundary Tab. 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.

Approval Date	Effective Date	Expiration Date	Agreement Number	Transfer Type	Reason
09/08/2009	09/08/2009	06/25/2010	0	VEEP (VP)	None

Buttons: Add, Edit, Delete

Navigation: Find, List, Enroll, Status, Done, Save, Quit

41a/41b Note: For Questions 41a and 41b, please see the School Nurse for confirmation.

9 10 ★ Race Ethnicity Requirements

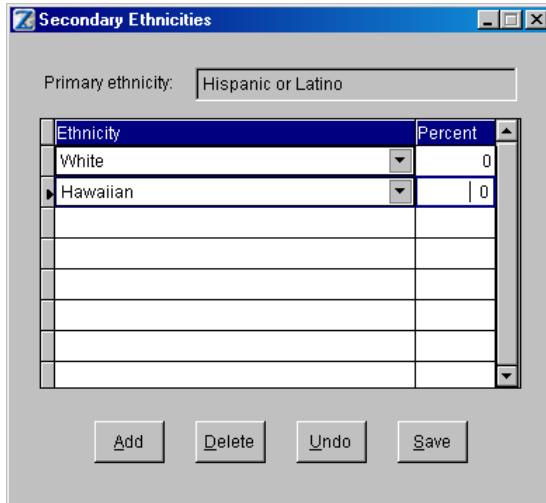
Federal and State requirements indicate race/ethnicity information must be identified using a two-part question.

For “Yes” answers to question 9:

- A. In the Ethnicity drop-down menu, select Hispanic or Latino:

Ethnicity

- B. AND in the 2nd Ethnicity window, enter all race/ethnicities answered by the parent in question #10. Do not enter percentage values for the race/ethnicities.



Ethnicity	Percent
White	0
Hawaiian	0

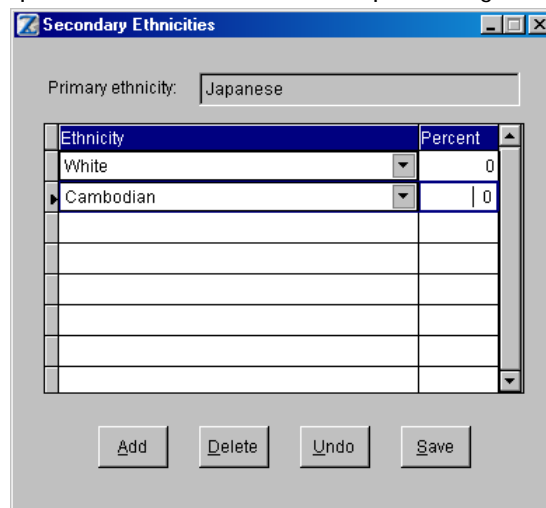
Buttons: Add, Delete, Undo, Save

For “No” answers to question 9:

- A. In the Ethnicity drop-down menu, select the race/ethnicity answered by the parent in question 10. If more than one race/ethnicity is checked, ask the parent if there is a preference regarding which one is entered in Zangle.

Ethnicity

- B. In the 2nd Ethnicity window, enter all remaining race/ethnicities answered by the parent in question 10. Do not enter the percentage vales for the race/ethnicities.



Ethnicity	Percent
White	0
Cambodian	0

Buttons: Add, Delete, Undo, Save