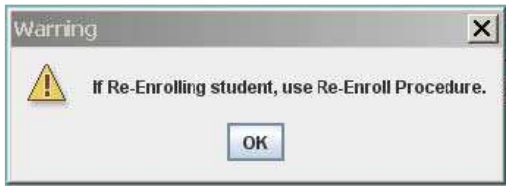


Entry Codes



This is warning you that you should not pull up an old enrollment record and simply change the enrollment date. Instead, you should follow the consolidated re-enroll procedures.

Click on "OK" and the following Entry Information screen will appear.

Entry Code -Choose an Entry Code by clicking on the down arrow in the entry code box and choose the correct code.

Here is a list of the entry codes:

E0 C7 Gain Entry or Other not meeting any other code criteria	E9 C8 Entry ONLY to take GEE	H2 D3 Outside State Disaster Enrollment – Katrina
E1 E1 Original enrollment within same district	A1 A1 Entry under SBESE Academic School Choice Policy	H4 D1 Gain Within District Disaster Enrollment – Katrina
E2 E2 Gain from outside state: Registered after the last day of the prev school	A2 A2 Entry under SBESE Unsafe School Choice Policy	H5 D1 Gain Within State Disaster Enrollment – Katrina
E4 C2 Gain from within district: Registered after the last day of the prev school	NR NR Receiving SPED Services Only – Not Reported On SIS	H7 D2 Entry from Non Public Disaster Enrollment – Katrina
E5 C3 Gain from within the state: Registered after the last day of the prev school	F1 NR Student Paid Tuition – F1 VISA	D7 D4 Gain Within District – Disaster Rita
B6 C4 Re-entry into school: Stu has not registered at any other public school since exit	EV NR Sped Evaluation Only-Not Reported on SIS	D4 D4 Gain Within State Disaster Rita
E7 C5 Entry or gain from a Non-public school within state	PP NR Parental –Not Reported on SIS	D5 D5 Entry from Non Public – Disaster Rita
E8 C6 Entry or gain from home school from within state	AE NR – Adult Education – Not Reported on SIS	D6 D6 Gain outside state – Disaster Rita

Special Notes:

A rollover is a student that either ended the prior year at your school or at a feeder school.

Code E1 is only to be used for rollovers or beginning kindergarteners or pre-schoolers.

Entry Date – Enter the Entry Date by clicking inside the white box and choosing the correct date from the calendar. Once you click on the date, the calendar will disappear and the date will be inside the Entry Date field.

Note: The Entry Date should be the first day that the student attends a class at your school. Do not enter the date that the student registered. The only exception would be kindergarteners. If all kindergarteners at your school start several days after the first day of school because of testing, then enter their entry date as the first day of school. Otherwise, we will receive an error from the State Department because all Original Enrollments must have the first day of school as their Entry date.

Transferred From – This should be the name of the school where the student transferred from. If possible, please choose the name from the list on the dropdown menu.

School District	School Name	Site ID
Calcasieu Parish	A. A. Nelson Elementary School	010042
St. Charles Parish	A. A. Songy Sr. Kindergarten Center	045016
Vermillion Parish	Abbeville High School	057001
St. Tammany Parish	Abita Springs Elementary School	052001
St. Tammany Parish	Abita Springs Middle School	052002
RSD-Pelican Educationa...	Abramson Science & Technology ...	389001
Lafayette Diocese	Academy of the Sacred Heart (Girl...	504001
New Orleans Archdiocese	Academy of the Sacred Heart (Girl...	506051
Acadia Christian Academy	Acadia Christian Academy	717001
Lafayette Parish	Acadiana High School	028002
Acadiana Preparatory Sc...	Acadiana Preparatory School	834001
Terrebonne Parish	Acadian Elementary School	055001
Rapides Parish	Acadian Elementary School	040001
Lafayette Parish	Acadian Middle School	028001

You may either scroll down to find the name of the school or click on the first few letters of the school name using the keypad on the screen. Click on "Insert School" and the school name will now be in the "Transferred From" field.

Address, City, State and Zip – The address of the school that the student transferred from may be entered here. This field is optional.

Date Request Sent – This should be the date that a request for records was made. This field is optional.