

Enrollment Codes

Focus enables districts to tailor Enrollment Codes to their individual needs. As a district, you will need to use state codes; however, other custom Enrollment Codes can be created for your district's or schools' specific needs.

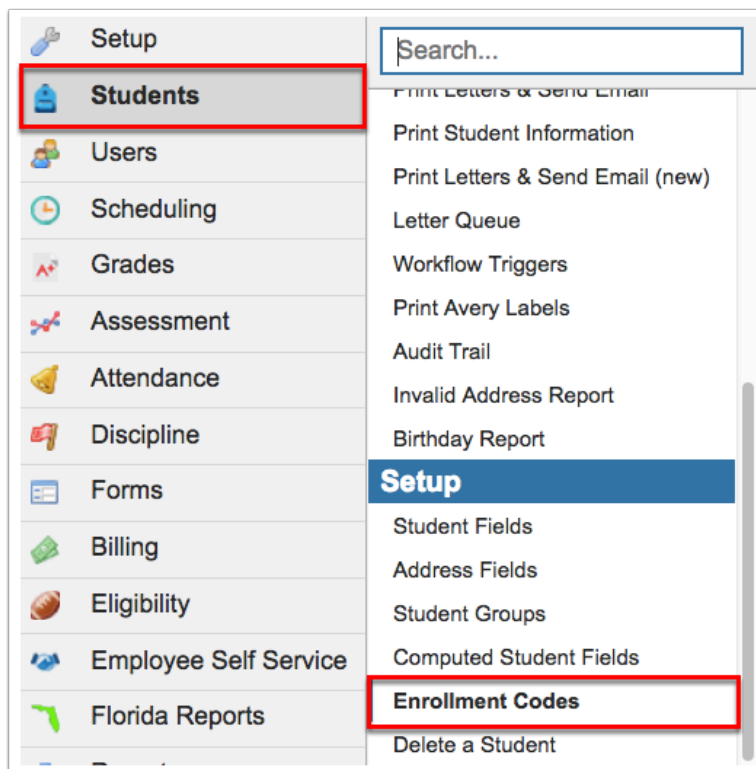
In the Re-enrollment Restriction Reasons tab, you can set up re-enrollment and withdrawal restriction reasons. When a user enters a record for a student in the [Re-enrollment Restrictions](#) category in Student Info, they can select a restriction reason. The reason message will display when a user attempts to re-enroll or withdraw a student.

In the Application Statuses tab, you can set up status options for online applications. These are used in the [Unprocessed Applications](#) tab of the Online Enrollments screen.

 In Users > [Profiles](#), there are separate View and Edit permissions for the Enrollment Codes, Re-enrollment Restriction Reasons, and Application Statuses tabs.

Adding an Enrollment Code

1. In the **Students** menu, click **Enrollment Codes**.





The Enrollment Codes tab displays enrollment codes already created and contains the opportunity to add enrollment codes as needed.

Enrollment Codes Re-enrollment Restriction Reasons Application Statuses

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Type	Title	Short Name	Min School Year	Max School Year	Gradelevels	Profiles
Add						
Drop	Moved from District	MOVE	2005-2006	2009-2010		
Drop	Expelled	EXP	2005-2006	2009-2010		
Add	Beginning of Year	EBY	2005-2006	2009-2010		
Add	From Other District	OTHER	2005-2006	2009-2010		
Drop	Transferred in District	TRAN	2005-2006	2009-2010		
Add	Transferred in District	EMY	2005-2006	2009-2010		
Add	Enrolled in Applicants School	INAPP	2012-2013			
Drop	Withdrawn from Applicants Sch	OUTAPP	2012-2013			
Add	(E01) In District Previous Year	E01				
Drop	(W02) In District Transfer	W02				
Add	(R02) From Other Schl Same I	R02				
Add	(EA1) Original Entry of Adult	EA1	1974-1975			
Add	(E02) Transferring from a publ	E02	1974-1975			

2. To begin adding a new enrollment code, select the enrollment code **Type** from the pull-down using the first blank row.

Export:   Filters: OFF



Type ▾	Title ▾	Short Name ▾	Min School Year ▾
Add ▾			▾
Filter	Moved from District	MOVE	2005-2006 ▾
Add	Expelled	EXP	2005-2006 ▾
Drop	Beginning of Year	EBY	2005-2006 ▾

3. Enter the **Title** of the enrollment code. The Title entered here will display along with the code (Short Name).

Export:   Filters: OFF

Type ▾	Title ▾	Short Name ▾	Min School Year ▾	Max School Year ▾
Add ▾	From Other District		▾	▾
Drop ▾	Moved from District	MOVE	2005-2006 ▾	2009-2010 ▾
Drop ▾	Expelled	EXP	2005-2006 ▾	2009-2010 ▾
Add ▾	Beginning of Year	EBY	2005-2006 ▾	2009-2010 ▾

4. Enter the **Short Name** that you would like to display in enrollment code pull-downs.

Export:   Filters: OFF

Type ▾	Title ▾	Short Name ▾	Min School Year ▾	Max School Year ▾
Add ▾	From Other District	OTHER	▾	▾
Drop ▾	Moved from District	MOVE	2005-2006 ▾	2009-2010 ▾
Drop ▾	Expelled	EXP	2005-2006 ▾	2009-2010 ▾
Add ▾	Beginning of Year	EBY	2005-2006 ▾	2009-2010 ▾

5. Select the **Min School Year** from the pull-down; this identifies the minimum school year the enrollment code can be used. I.e. The enrollment code cannot be selected for a school year before the selected Min School Year. Note: If you do not need to set a Min School Year, leave the pull-down blank.

Export: Filters: OFF

Type	Title	Short Name	Min School Year	Max School Year	Profiles
Add	From Other District	OTHER			
Drop	Moved from District	MOVE	Filter	2009-2010	
Drop	Expelled	EXP		2009-2010	
Add	Beginning of Year	EBY	1969-1970	2009-2010	
Add	From Other District	OTHER	1970-1971	2009-2010	
Drop	Transferred in District	TRAN	1971-1972	2009-2010	
Add	Transferred in District	EMY	1972-1973	2009-2010	
Add	Enrolled in Applicants	INAPP	1973-1974	2009-2010	
Drop	Withdrawn from Applicant	OUTAPP	1974-1975		
Add	(E01) In District Previous	E01	1975-1976		
Drop	(W02) In District Transfer	W02	1976-1977		
			1977-1978		

6. Select the **Max School Year** from the pull-down; this identifies the maximum school year the enrollment code can be used. I.e. The enrollment code cannot be selected for a school year after the selected Max School Year. Note: If you do not need to set a Max School Year, leave the pull-down blank.

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Type	Title	Short Name	Min School Year	Max School Year	Gradelevels	Profiles
Add	From Other District	OTHER	2005-2006			
Drop	Moved from District	MOVE	2005-2006	2009-2010		
Drop	Expelled	EXP	2005-2006	2009-2010		
Add	Beginning of Year	EBY	2005-2006	2009-2010		
Add	From Other District	OTHER	2005-2006	2009-2010		
Drop	Transferred in District	TRAN	2005-2006	2009-2010		
Add	Transferred in District	EMY	2005-2006	2009-2010		
Add	Enrolled in Applicant	INAPP	2012-2013			

7. To limit the enrollment code to specific **Gradelevels**, select the appropriate grade levels from the corresponding pull-downs.

Max School Year	Gradelevels	Profiles
<input type="text"/>	<input type="text"/>	<input type="text"/>
2009-2010	<input type="text"/> <div> <input type="text"/> Filter... <input type="checkbox"/> Exact <input type="button" value="Check all"/> <input type="button" value="Clear"/> </div> <div> <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 </div>	
2009-2010		
2009-2010		
2009-2010		
2009-2010		
2009-2010		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		

8. To limit the enrollment code to specific profile(s), select the **Profiles** from the corresponding pull-down. Note: Leave the pull-down blank to allow all profiles to access the enrollment code.

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Type	Title	Short Name	Min School Year	Max School Year	Gradelevels	Profiles
Add	From Other Distric	OTHER	2005-2006	<input type="text"/>	<input type="text"/>	Data Entry, Data Sup...
Drop	Moved from Distric	MOVE	2005-2006	2009-2010	<input type="text"/>	<input type="text"/>
Drop	Expelled	EXP	2005-2006	2009-2010	<input type="text"/>	<input type="text"/>
Add	Beginning of Year	EBY	2005-2006	2009-2010	<input type="text"/>	<input type="text"/>
Add	From Other District	OTHER	2005-2006	2009-2010	<input type="text"/>	<input type="text"/>
Drop	Transferred in Distr	TRAN	2005-2006	2009-2010	<input type="text"/>	<input type="text"/>
Add	Transferred in Distr	EMY	2005-2006	2009-2010	<input type="text"/>	<input type="text"/>

9. When all information has been entered/selected, click in one of the text boxes and press the **Enter** key to commit and save the line of data. You also have the option to click the **Save** button located in the upper right corner of the screen.

<div> <div> <div>Prev</div> <div>Page: 1 / 3</div> <div>Next</div> </div> <div> <div>Export</div> <div></div> </div> <div>Filter: OFF</div> </div> <div>Save</div>							
Type	Title	Short Name	Min School Year	Max School Year	Gradelevels	Profiles	
Add							
Add	From Other District	OTHER	2005-2006			Data Entry, Data Sup...	
Drop	Moved from Distric	MOVE	2005-2006	2009-2010			
Drop	Expelled	EXP	2005-2006	2009-2010			
Add	Beginning of Year	EBY	2005-2006	2009-2010			

Editing an Enrollment Code

1. In the **Students** menu, click **Enrollment Codes**.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Employee Self Service

Florida Reports

Search...

Print Letters & Send Email

Print Student Information

Print Letters & Send Email (new)

Letter Queue

Workflow Triggers

Print Avery Labels

Audit Trail

Invalid Address Report

Birthday Report

Setup

Student Fields

Address Fields

Student Groups

Computed Student Fields

Enrollment Codes

Delete a Student

The Enrollment Codes tab displays enrollment codes already created and contains the opportunity to add or edit enrollment codes as needed.

Enrollment Codes Re-enrollment Restriction Reasons Application Statuses

< Prev Page: 1 / 3 Next > Export Filter: OFF Save

Type	Title	Short Name	Min School Year	Max School Year	Gradelevels	Profiles
Add						
Drop	Moved from District	MOVE	2005-2006	2009-2010		
Drop	Expelled	EXP	2005-2006	2009-2010		
Add	Beginning of Year	EBY	2005-2006	2009-2010		
Add	From Other District	OTHER	2005-2006	2009-2010		
Drop	Transferred in District	TRAN	2005-2006	2009-2010		
Add	Transferred in District	EMY	2005-2006	2009-2010		
Add	Enrolled in Applicants School	INAPP	2012-2013			
Drop	Withdrawn from Applicants Sch	OUTAPP	2012-2013			
Add	(E01) In District Previous Year	E01				
Drop	(W02) In District Transfer	W02				
Add	(R02) From Other Schl Same I	R02				
Add	(EA1) Original Entry of Adult	EA1	1974-1975			
Add	(E02) Transferring from a publ	E02	1974-1975			

2. If any existing enrollment codes need to be edited, click the field in question and apply changes. For example, if the Short Name of a code needed to be updated, click the Short Name field. Clicking the field will activate it and allow you to make changes.

Export Filters: OFF

Type	Title	Short Name	Min School Year	Max School Year
Add				
Drop	Moved from District	MOVE	2005-2006	2009-2010
Drop	Expelled	EXP	2005-2006	2009-2010
Add	Beginning of Year	EBY	2005-2006	2009-2010
Add	From Other District	OTHER	2005-2006	2009-2010
Drop	Transferred in District	TRAN	2005-2006	2009-2010
Add	Transferred in District	EMY	2005-2006	2009-2010







3. Once edits have been made, clicking out of the field will save changes. You also have option to click the **Save** button, as needed.


4. To edit data contained within a pull-down, click the pull-down and make a different selection. For select multiple pull-downs, click **Clear selected** to start over, then make new selections.

Max School Year	Profiles	Gradelevels
	504 Coordinators, Asse...	
2009-2010	Filter	
2009-2010	Check all visible Clear selected	
2009-2010	<input type="checkbox"/> 504 Coordinators	
2009-2010	<input type="checkbox"/> Activities	
2009-2010	<input type="checkbox"/> Alternate Ed	
2009-2010	<input checked="" type="checkbox"/> Assessment & Accountability	
2009-2010	<input type="checkbox"/> Athletics	
	<input checked="" type="checkbox"/> Attendance District level	
	<input type="checkbox"/> Attendance Manager	
	<input checked="" type="checkbox"/> Attendance Secretary	
	<input checked="" type="checkbox"/> Certification Specialist	
	<input type="checkbox"/> CTE	

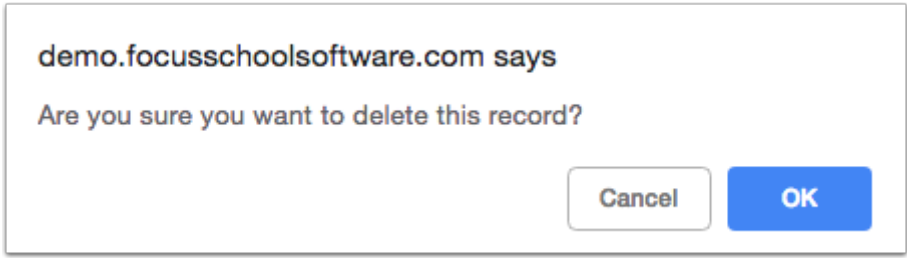
Changes save automatically.

6. To delete an enrollment code, click the **delete** button (red minus sign).

Prev		Page: 1 / 3	Next		Export	Filter: OFF	Save	
Type	Title	Short Name	Min School Year	Max School Year	Gradelevels	Profiles		
Add								
 Add	From Other District	OTHER	2005-2006			Data Entry, Data Sup...		
 Drop	Moved from Distric	MOVE	2005-2006	2009-2010				
 Drop	Expelled	EXP	2005-2006	2009-2010				
 Add	Beginning of Year	EBY	2005-2006	2009-2010				
 Add	From Other District	OTHER	2005-2006	2009-2010				
 Drop	Transferred in Distr	TRAN	2005-2006	2009-2010				

 The delete function should be used with caution. You should not delete an enrollment code already in use.

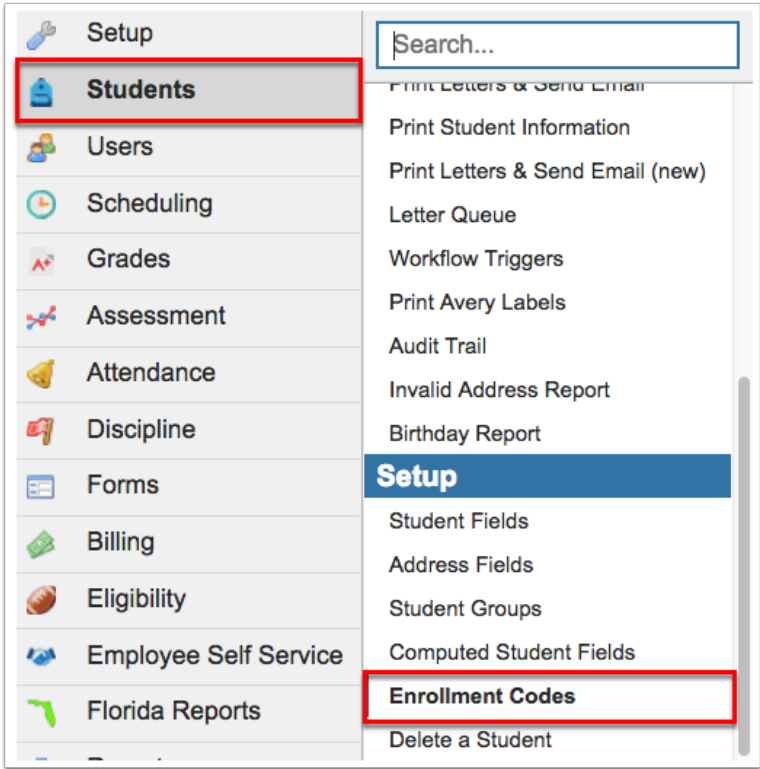
a. When the delete button is selected, a pop-up will display: **Are you sure you want to delete this record?** Click **OK** to delete the enrollment code. You also have the option to click **Cancel** and return to the Enrollment Codes screen.



Adding a Re-enrollment Restriction Reason

Re-enrollment restriction reasons are set up for use in the [Re-enrollment Restrictions](#) category in Student Info. When a record is added to the Re-enrollment Restrictions category for a student, a restriction reason is selected. The reason message will display when a user attempts to re-enroll or withdraw the student.

1. In the **Students** menu, click **Enrollment Codes**.



2. Click the **Re-enrollment Restriction Reasons** tab.

Enrollment Codes **Re-enrollment Restriction Reasons** Application Statuses

Save

Filter: OFF Page Size: 25

Code	Title	Message

3. In the blank row, enter a **Code**.

4. Enter a **Title**.

5. Enter a **Message**.

6. Press **Enter** to add the row.

Enrollment Codes **Re-enrollment Restriction Reasons** Application Statuses

Save

Filter: OFF Page Size: 25

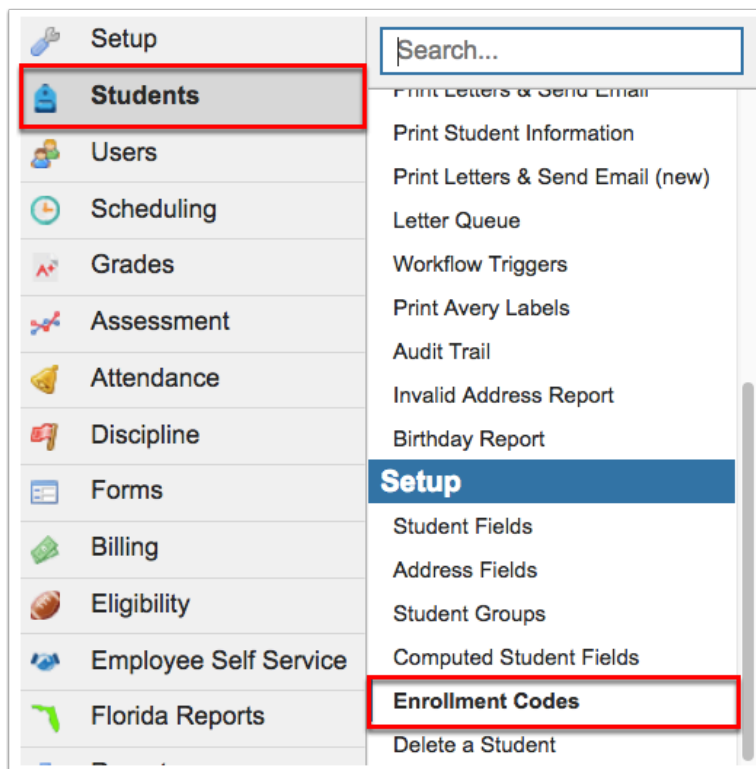
Code	Title	Message
01	Enrollment	You cannot enroll this student due to restrictions. Please contact the district office at !

7. Continue adding additional restriction reasons as needed.

8. Click **Save**.

Editing a Re-enrollment Restriction Reason

1. In the **Students** menu, click **Enrollment Codes**.



2. Click the **Re-enrollment Restriction Reasons** tab.

Any existing re-enrollment restriction reasons are displayed.

Enrollment Codes **Re-enrollment Restriction Reasons** Application Statuses

Save

Filter: OFF Page Size: 25

Code	Title	Message
02	Withdrawal	You cannot withdraw this student due to restrictions. Please contact the district office
01	Enrollment	You cannot enroll this student due to restrictions. Please contact the district office at :

3. After making an edit to a **Code**, **Title**, or **Message**, click **Save**.

Enrollment Codes **Re-enrollment Restriction Reasons** Application Statuses

Save

Filter: OFF Page Size: 25

Code	Title	Message
02	Withdrawal	You cannot withdraw this student due to restrictions. Please contact the district office
01	Enrollment	You cannot enroll this student due to restrictions. Please contact the district office at :

4. To delete a restriction reason, click the **delete** button (red minus sign).

Enrollment Codes **Re-enrollment Restriction Reasons** Application Statuses

[Save](#)

Filter: OFF Page Size: 25

Code	Title	Message
02	Withdrawal	You cannot withdraw this student due to restrictions. Please contact the district office
01	Enrollment	You cannot enroll this student due to restrictions. Please contact the district office at !

a. When the delete button is selected, a pop-up will display: **Are you sure you want to delete this record?** Click **OK** to delete the reason code. You also have the option to click **Cancel** and return to the Re-enrollment Restriction Reasons screen.

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Are you sure you want to delete this record?

[Cancel](#) [OK](#)

b. Click **Save** to complete deletion.

Enrollment Codes **Re-enrollment Restriction Reasons** Application Statuses

[Save](#)

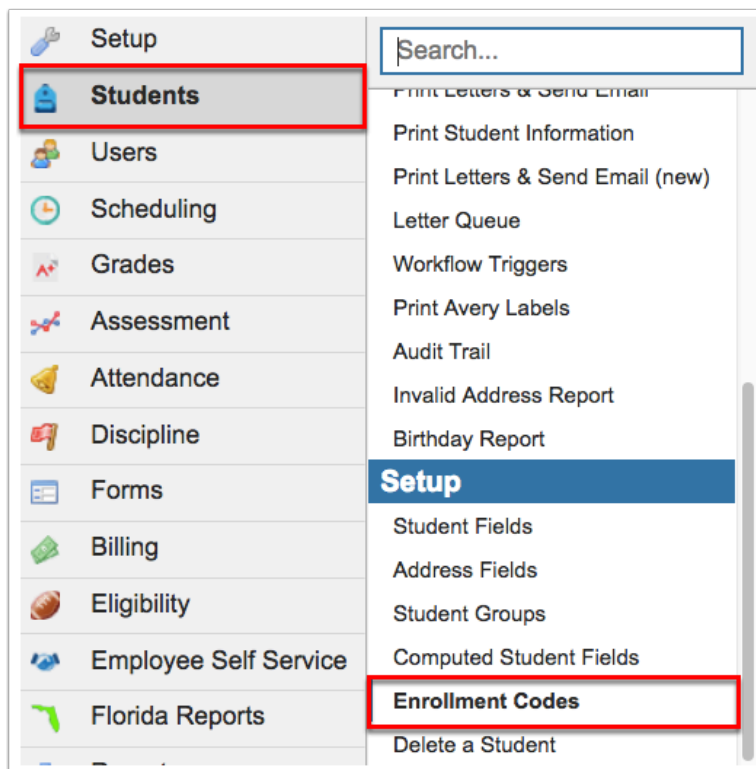
Filter: OFF Page Size: 25

Code	Title	Message
02	Withdrawal	You cannot withdraw this student due to restrictions. Please contact the district office
01	Enrollment	You cannot enroll this student due to restrictions. Please contact the district office at !

Adding an Application Status

The Application Statuses tab allows you set up status options for online applications. These are used in the [Unprocessed Applications](#) tab of the Online Enrollments screen.

1. In the **Students** menu, click **Enrollment Codes**.



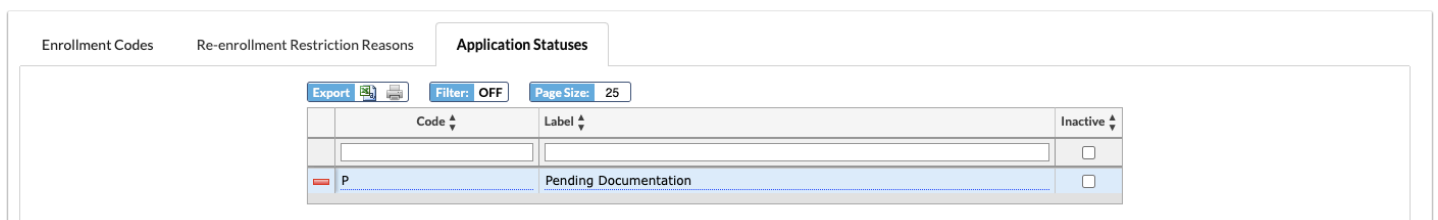
2. Click the **Application Statuses** tab.



3. In the blank row, enter a **Code**.

4. Enter a **Label**.

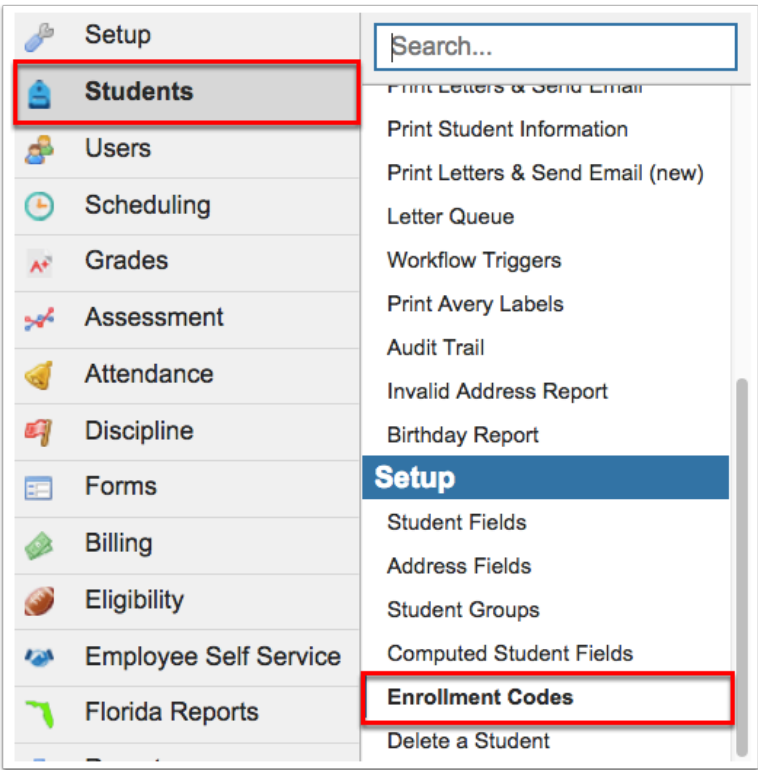
5. Press **Enter** to add the row.



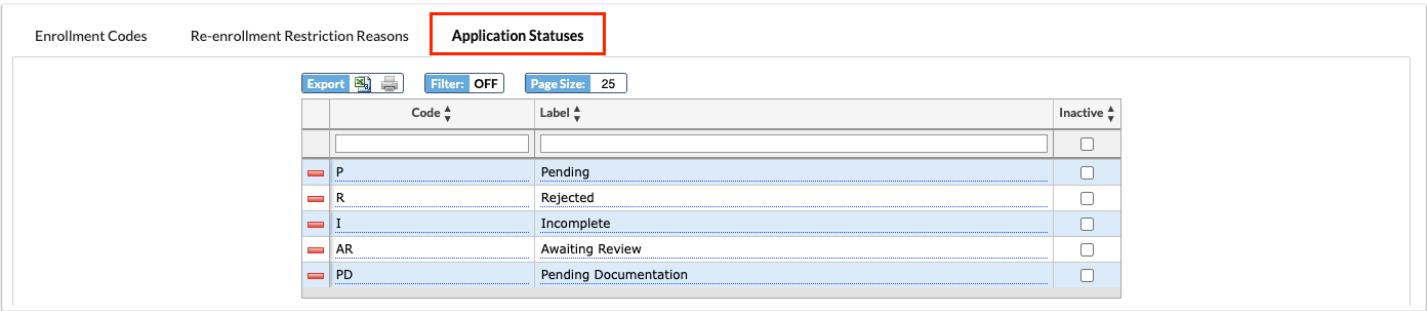
6. Continue adding additional restriction reasons as needed.

Editing an Application Status

1. In the **Students** menu, click **Enrollment Codes**.



2. Click the **Application Statuses** tab.
Any existing application statuses are displayed.




3. After making an edit to a **Code** or **Title**, the change will auto-save once you click or Tab out of the field.
4. To make an application status inactive, select the **Inactive** check box.

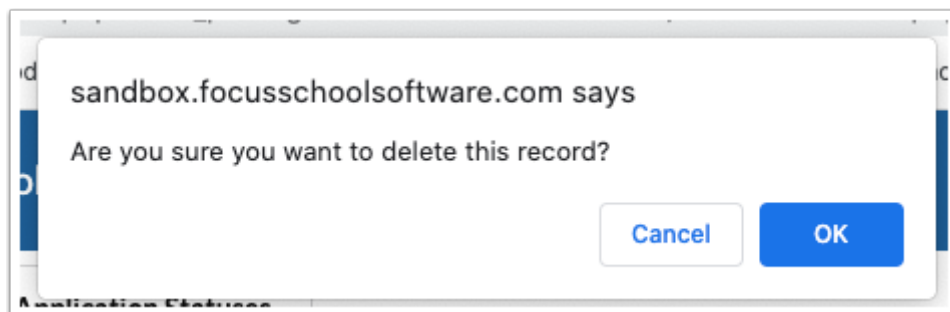
When a status is made inactive, it will no longer be an option available for selection in the Status column in the Unprocessed Applications tab of the Online Enrollments screen.

Application Statuses		
Export	Filter: OFF	Page Size: 25
Code	Label	Inactive
P	Pending	<input checked="" type="checkbox"/>
R	Rejected	<input type="checkbox"/>
I	Incomplete	<input type="checkbox"/>
AR	Awaiting Review	<input type="checkbox"/>
PD	Pending Documentation	<input type="checkbox"/>

5. To delete a status, click the **delete** button (red minus sign).

Application Statuses		
Export	Filter: OFF	Page Size: 25
Code	Label	Inactive
P	Pending	<input checked="" type="checkbox"/>
 R	Rejected	<input type="checkbox"/>
I	Incomplete	<input type="checkbox"/>
AR	Awaiting Review	<input type="checkbox"/>
PD	Pending Documentation	<input type="checkbox"/>

a. When the delete button is selected, a pop-up will display: **Are you sure you want to delete this record?** Click **OK** to delete the status. You also have the option to click **Cancel** and return to the Application Statuses screen.



Additional Features

Use the **Filter** text box located at the top of each pull-down for a quick search. Begin typing the name or number of the desired field.

Short Name ▲	Min School Year ▲	Max School Year ▲	Gradelevels ▲	Profiles ▲
MOVE	2005-20			
EXP	2005-20			
EBY	2005-20			
OTHER	2005-20			
TRAN	2005-20			
EMY	2005-20			
INAPP	2012-20			
OUTAPP	2012-20			
E01				
W02				
R02				

☐ Exact
[Check all](#)
[Clear](#)

- ☐ AE Admin
- ☐ IT Admin
- ☐ ESE Admin
- ☐ TSIC Admin
- ☐ School Admin
- ☐ System Admin Support
- ☐ System Admin View
- ☐ SIS Sys Admin
- ☐ Title 1 Admin
- ☐ Homeless Program Admin

a. Select the **Exact** check box to display results that have an exact match only and hide partial matches to the entered text.

Short Name ▲	Min School Year ▲	Max School Year ▲	Gradelevels ▲	Profiles ▲
MOVE	2005-20			
EXP	2005-20			
EBY	2005-20			
OTHER	2005-20			
TRAN	2005-20			
EMY	2005-2006	2009-2010		
INAPP	2012-2013			

☒ Exact
[Check all](#)
[Clear](#)

- ☐ System Admin View
- ☐ System Admin Support
- ☐ System Administrator



Click **Check all** to select all check boxes displayed. Click **Clear** to clear all selections made/check boxes selected.

Max School Year	Gradelevels	Profiles
<input type="text"/>	01, 02, 03, 04, 05, 06, 07, 08, 09, ...	<input type="text"/>
2009-2010	<input type="text"/> Filter... <input type="checkbox"/> Exact Check all Clear	<input type="text"/>
2009-2010	<input type="checkbox"/> 01	<input type="text"/>
2009-2010	<input type="checkbox"/> 02	<input type="text"/>
2009-2010	<input type="checkbox"/> 03	<input type="text"/>
2009-2010	<input type="checkbox"/> 04	<input type="text"/>
2009-2010	<input type="checkbox"/> 05	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> 06	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> 07	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> 08	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> 09	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> 10	<input type="text"/>

Click the **Prev** and **Next** buttons to sift through pages when more than one page of codes is available. Enter a page number in the **Page** text box and press the **Enter** key to quickly jump to a page.

Type	Title	Short Name	Min School Year
Add			
Drop	(W40) Adult left ot	W40	1988-1989
Drop	W3E - Any PK-12 s	W3E	2020-2021
Drop	W3D - Any PK-12 s	W3D	2020-2021
Drop	(W3B) WD public s	W3B	2005-2006




The Enrollment Codes screen contains several different features, such as the Export section. To export the listed codes to an Excel spreadsheet, click on the **Excel** icon in the **Export** section.

< Prev Page: 1 / 3 Next > **Export**   **Filter: OFF**

	Type ▲	Title ▲	Short Name ▲	Min School Year ▲	Max School Year ▲
	Add ▼				
–	Drop ▼	Moved from Distric	MOVE	2005-2006 ▼	2009-2010 ▼
–	Drop ▼	Expelled	EXP	2005-2006 ▼	2009-2010 ▼
–	Add ▼	Beginning of Year	EBY	2005-2006 ▼	2009-2010 ▼
–	Add ▼	From Other District	OTHER	2005-2006 ▼	2009-2010 ▼
–	Drop ▼	Transferred in Distr	TRAN	2005-2006 ▼	2009-2010 ▼
–	Add ▼	Transferred in Distr	EMY	2005-2006 ▼	2009-2010 ▼

To print data, click on the **Printer** icon in the **Export** section.

Click **Filters** to further breakdown data.

Export   **Filter: ON**  **Save**

Type ▲	Title ▲	Short Name	School Year ▲	Gradelevels ▲	Profiles ▲
Add ▼					
– Drop ▼	Moved from District	MOVE			
– Add ▼	From Other District	OTHER			
– Drop ▼	Transferred in District	TRAN			
– Add ▼	Transferred in District	EMY			
– Add ▼	(E01) In District Previou	E01			
– Drop ▼	(W02) In District Transf	W02			
– Add ▼	(E02) Transferring from	E02	1974-1975 ▼		

Contains
Equals
 Starts with
 Ends with
 Has value
 Greater
 Greater or equal
 Less
 Less or equal
 Between

a. To add more than one filter to a column, click on the **green plus sign**.

b. To delete an added filter, click on the **red minus sign**.

c. Select the **gray arrow** for more filtering options.

 For more information see [Filters](#).

You can also sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results. In the image shown, data has been sorted by clicking Short Name twice; therefore Z is listed first.

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Next

Export

Filter: OFF

Save

Type	Title	Short Name	Min School Year	Max School Year	Gradelevels	Profiles
Add						
Drop	(ZZZ) Not Applicab	ZZZ				Optiview, System Ad...
Drop	(WXW) Student w/	WXW	2013-2014			
Drop	(WXT) Grad Acader	WXT	2013-2014			
Drop	(WXL) Graduated #	WXL	2013-2014			
Drop	(WRW) Disabled St	WRW	2013-2014			
Drop	(WPR) For Displace	WPR	2017-2018	2018-2019		
Drop	(WPO) W/D Subser	WPO	2004-2005			
Drop	High School Studer	WPC	2017-2018			
Drop	(WNS) NO SHOW -	WNS	2009-2010	2010-2011		