

Student Info: Re-enrollment

While required and optional re-enrollment forms can be assigned to students in specific schools and grade levels in the [Student Re-enrollment Setup](#) tab in the Application Editor, the Re-enrollment tab in Student Info is used to assign a required or optional re-enrollment form to an individual student.

 The "Profiles Allowed to Assign" setting on the form in the [Application Editor](#) dictates which administrator profiles are allowed to assign this form to students in the Re-enrollment tab in Student Info. Therefore, you may only be able to assign certain forms to students.

Setting Up Re-enrollment for an Individual Student

 See [Searching for Students](#) for detailed instructions on the various ways to search for students.

After searching for and selecting the student, the student's record is displayed.

1. Click the **Re-enrollment** category.

The screenshot shows the 'Student Info' page for Dexter D Acosta. The 'General Demographics' section contains the following fields:

- Laptop Issue Date
- Laptop Serial Number
- Acknowledgement of Admissions Statement
- Application Complete
- Parent Requirements Understood? N/A No Yes
- Parent Notes to Admissions
- I understand that I am responsible for paying a...
- Social Security
- Is your child currently being Homeschooled? N/A Yes
- Will your child be attending Focus School L... N/A No Yes
- Grade-levels Previously Retained
- Previously Retained

Below these fields are two large text areas for 'Violation of the Law Explanation' and 'Disciplinary Action Explanation'. There are also radio buttons for 'Has your child ever been charged with a violation ...' and 'Print a Form/Letter'.

2. In the blank row, select the **Form** to assign the student.

 Only the forms your profile has permission to assign will be available for selection. This is designated using the "Profiles Allowed to Assign" pull-down in the [Application Editor](#).

3. Select the **Publish Date** (when the form will be available on the Portal).

4. If desired, select the **Cancel Date** (when the form will be removed from the Portal).

5. Select **Re-enroll Student** to re-enroll the inactive student into the Applicants school once the form is submitted.

6. Select a **School Year** option. This determines the schools that will receive the Portal alert for a form that needs processing and can review and approve the form.

Current - The form will be visible in the student's currently enrolled school only.

Future Year - The form will be visible in the student's next year enrollment school only.

All Years - The form will be visible in both the student's current and next year enrollment schools.

When the field is set to null, it will be considered as All Years.

7. Select **Parent Portal** or **Student Portal** to dictate where the form will be available for active students.

8. To assign the form to an inactive student, select **Parent Portal of Inactive Students** or **Inactive Student Portal** to dictate whether the form will be available for the inactive student on the Parent Portal or Student Portal.

i The profile permission "Show Previous Year Inactive Students" for parents must be enabled in Users > Profiles in order for parents to be able to see their previous year inactive students in the Parent Portal.

9. Select **Custodial Parent Portal** to only provide the linked user that has a contact record flagged as "Custody" access to the form.

10. Select **Do Not Require Approval** to automatically approve any changes the student submits to their information. The student's information in Focus is immediately updated each time a page of the form is submitted. Do not select this option if changes should require approval in Students > Online Enrollments > Unprocessed Forms. The student's form will display in the **Processed** tab on the Online Enrollment screen.

11. Select **Optional** to make the form available to the parent or student, but not required.

Form	Publish Date	Cancel Date	Re-Enroll Student	School Year	Parent Portal	Student Portal	Parents of Inactive Students Portal	Inactive Students Portal	Custodial Parent Portal	Do Not Require Approval	Optional	Started Date	Co
O..	08/10/2023		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
R..	09/29/2022		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/29/2022	09
R..	08/17/2020		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/16/2020	09

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

13. Click **Save**.

Form	Publish Date	Cancel Date	Re-Enroll Student	School Year	Parent Portal	Student Portal	Parents of Inactive Students Portal	Inactive Students Portal	Custodial Parent Portal	Do Not Require Approval	Optional	Started Date	Co
O..	08/10/2023		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
R..	09/29/2022		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/29/2022	09
R..	08/17/2020		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/16/2020	09

For required forms, when the parent/student logs into the Portal, a message will display indicating the re-enrollment form must be completed, along with a link to the form. Optional forms are available on the Forms Summary screen for parents or students.

Pending Forms

The district and/or school has requested that the following form(s) be completed at this time in order to update your student information

	Student Name	Form	Status
	Acosta, Dexter D	Re-Enrollment Form	Not yet started - Click to begin in English [EN]

When the parent/student has begun the re-enrollment form, the Started Date will display in the Re-enrollment tab in Student Info. When the re-enrollment form has been completed, the Completed Date will display. When an administrator has approved or denied the changes requested by the parent/student, the Processed Date will display. If the form was automatically processed because approval was not required, the Processed Date will display the same date as the Completed Date. Administrators view, approve, and deny re-enrollment change requests in the [Online Enrollments](#) screen.

Re-enrollment

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	Student Portal	Parents of Inactive Students Portal	Inactive Students Portal	Custodial Parent Portal	Do Not Require Approval	Optional	Started Date	Completed Date	Processed Date
View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/29/2022	09/29/2022	
View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/16/2020	09/16/2020	10/23/2020

 Click the **View** button next to a form to view the re-enrollment fields in a list view.

Re-enrollment

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	Form	Publish Date	Cancel Date	Re-Enroll Student	School Year	Parent Portal	Student Portal	Parents of Inactive Students Portal	Inactive Students Portal	Custodial Parent Portal
View	O..	08/10/2023		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View	R..	09/29/2022		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View	R..	08/17/2020		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Re-enrollment		Return to Re-enrollment
* Form	Re-Enrollment Form	
* Publish Date	09/29/2022	
Parent Portal	<input checked="" type="checkbox"/>	
Student Portal	<input type="checkbox"/>	
Parents of Inactive Students Portal	<input type="checkbox"/>	
Inactive Students Portal	<input type="checkbox"/>	
* Do Not Require Approval	<input type="checkbox"/>	
Optional	<input type="checkbox"/>	
Started Date	09/29/2022	
Completed Date	09/29/2022	
Completed By	Acosta, Robert	
Processed Date		
Processed By		

Marking Outstanding Required Forms as Processed

There may be some instances where a required form that has not been completed in Focus should be marked as processed for a student. For example, if a parent turned in a paper form to the school and did not complete the form in Focus, the form would need to be marked as processed so that the parent/student can access the Parent or Student Portal.

 See [Searching for Students](#) for detailed instructions on the various ways to search for students.

After searching for and selecting the student, the student's record is displayed.

1. Click the **Re-enrollment** category.

2. In the **Outstanding Required Forms** pull-down, select the form you want to mark as processed.

3. Click **Mark as Processed**.

The re-enrollment form information is populated in the table, with today's date at the Started Date, Completed Date, and Processed Date.

Form	Publish Date	Cancel Date	Re-Enroll Student	School Year	Parent Portal	Student Portal	Parents of Inactive Students Portal	Inactive Students Portal	Custod
			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In Students > [Online Enrollments](#), the student will display in the Processed tab. The Parent Portal and/or Student Portal (depending on form settings) will be unlocked and accessible to the parent/student.

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Student ID	Student	Grade Level	Form	Publish Date	Completed Date	Processed Date	Form Type	Requested By	Processed By	# of Changes		Auto Processed	Reacti
										Approved	Denied		
00085279	Anthony, Blanca	01	Re-Enrollment Form	09/30/2022	09/30/2022	09/30/2022	Requested		Weiss, Ashley	0	0	<input type="checkbox"/>	<input type="checkbox"/>
00074408	Bahena, Mailen	01	Re-Enrollment Form	08/10/2023	08/10/2023	08/10/2023	Requested		Weiss, Ashley	0	0	<input type="checkbox"/>	<input type="checkbox"/>
00082353	Brown, Ruth	01	Re-Enrollment Form	09/30/2022	01/23/2023	01/23/2023	Requested		Weiss, Ashley	0	0	<input type="checkbox"/>	<input type="checkbox"/>