

# Student Info: Re-enrollment Restrictions

The Re-enrollment Restrictions category in Student Info is used to prevent a student from being re-enrolled in the district. The student cannot be enrolled from [Add a Student](#) or the [Enrollment](#) screen when there is an active re-enrollment restriction record in the Re-enrollment Restrictions tab for the student. Student withdrawal can also be restricted.

**!** In Users > [Profiles](#) in the Student Fields permissions, permissions must be given to Create and Delete Re-Enrollment Restrictions form records and to View and Edit the fields.

Re-enrollment R...	Create	Delete	View	Edit	Require Approval
Form Records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Start Date			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
End Date			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allowed Schools for Enrollment/Withdrawal			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Restrict Enrollment			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Restrict Withdrawal			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Re-enrollment Restriction Reasons			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Adding a Re-enrollment Restriction to a Student

**i** 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 Restrictions** category.

The screenshot shows the 'Student Info' page for Karl Isabella Harper. The left sidebar contains a list of categories, with 'Re-enrollment Restrictions' (RR) highlighted in a red box. The main content area is titled 'General Demographics' and contains several form fields and sections:

- General Demographics:** Fields for Laptop Issue Date, Laptop Serial Number, Acknowledgement of Admissions, Application Complete, Parent Requirements Understood?, Parent Notes to Admissions, I understand that I am responsible for pay..., Social Security, Is your child currently being Homeschooled?, Will your child be attending Focus..., Grade-levels Previously Retained, and Previously Retained.
- Violation of the Law Explanation:** A large text area for providing details.
- Has your child ever been charged with a...:** Radio buttons for N/A, No, and Yes.
- Disciplinary Action Explanation:** Another large text area for providing details.

On the right side of the page, there are two red 'X' icons indicating restrictions: 'Free/Reduced Meals Program' and 'Birthdate'.

2. Enter a **Start Date** and/or **End Date**.

Either a Start Date or an End Date is required. The Start Date and End Date determine when the restriction is active.

3. Enter any **Comments**, if desired.

4. To exclude schools from the restriction, select the schools in the **Allowed Schools for Enrollment/Withdrawal** pull-down.

The student will be allowed to enroll in or withdraw from the schools selected in the pull-down.

5. Select **Restrict Enrollment** to prevent the student from being enrolled; select **Restrict Withdrawal** to prevent the student from being withdrawn.

6. Select a **Re-enrollment Restriction Reason**.

The custom message associated with this reason will display when a user attempts to enroll or withdraw the student. A default message will display if the Re-enrollment Restriction Reasons column is not in use.

 [Re-enrollment restriction reasons are set up in Students > Enrollment Codes > Re-enrollment Restriction Reasons tab.](#)

Re-enrollment Restrictions							
Export		Filter: OFF	Page Size: 20				
Start Date	End Date	Comments	Allowed Schools for Enrollment/Withdrawal	Restrict Enrollment	Restrict Withdrawal	Re-enrollment Restriction Reasons	
03/21/2023	05/25/2023		Owl Juven. Detention Ctr - 0294	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01 - Enrollment	

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

The row turns yellow to indicate a record was added. A new, blank row is available to add another re-enrollment restriction, if needed.

8. Click **Save**.

When attempting to enroll a student with an active re-enrollment restriction record from [Add a Student](#), the warning message will be displayed.

**Warning**

This student cannot be enrolled.

- Eddie Sophia Harper has an enrollment restriction between 03/21/2023 and 05/25/2023

Cancel

When attempting to add an enrollment record on the [Enrollment](#) screen for a student with an active re-enrollment restriction record, the record will not save, and the Enrollment Restriction error will display in the Errors column. Hovering over the error will display the warning message in a tool-tip.

Enrollment										Errors
Export		Filter: OFF	Toggle Columns							
Year	School	Grade	Start Date	End Date	Restrict Enrollment	Restrict Withdrawal	Re-enrollment Restriction Reasons			
2022-2023	Focus High School - 0041	09	03/22/2023		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
View	2022-2023	Focus West High School...	09	03/22/2023	(E01) In Dist...					
View	2023-2024	Focus High School - 0041	09	08/10/2023	(E01) In Dist...					
View	2022-2023	Focus High School - 0041	09	08/01/2022	(E01) In Dist...	03/21/2023	(W21)...			
View	2021-2022	Focus High School - 0041	09	08/13/2021	(E01) In Dist...	05/28/2022	(W02)...			
View	2020-2021	Focus High School - 0041	09	08/13/2020	(E2A) Transf...	05/28/2021	(W02)...			
View	2016-2017	Lemon School - 0291	05	08/17/2016	(E01) In Dist...	06/06/2017	(W3B)...			
View	2015-2016	Lemon School - 0291	04	08/24/2015	(E01) In Dist...	06/10/2016	(W01)...			
View	2014-2015	Lemon School - 0291	03	08/18/2014	(E2A) Transf...	06/08/2015	(W01)...			

**Enrollment Restriction from 03/21/2023 to 05/25/2023**

You cannot enroll this student due to restrictions. Please contact the district office at 555-555-5555.

**Errors**

- Reduced Enrollment Program
- ✖ Enrollment Restriction

When attempting to withdraw a student on the [Enrollment](#) screen for a student with an active withdrawal restriction record, the record will not save, and the Enrollment Restriction error will display in the Errors column. Hovering over the error will display the warning message in a tool-tip.

### Enrollment

Export 
Filter: OFF
Toggle Columns
Page Size: 20

	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second Sch
	2022-2023	Focus High School - 0041						
	<a href="#">View</a>	2023-2024	Focus High School - 0041					
	<a href="#">View</a>	2022-2023	Focus High School - 0041					
	<a href="#">View</a>	2021-2022	Focus High School - 0041	10	08/13/2021	(E01) In Dist...	05/28/2022	(W02)...
	<a href="#">View</a>	2020-2021	Focus High School - 0041	10	08/13/2020	(E01) In Dist...	05/28/2021	(W02)...
	<a href="#">View</a>	2019-2020	Focus High School - 0041	09	08/14/2019	(E01) In Dist...	05/29/2020	(W01)...
	<a href="#">View</a>	2018-2019	Owl Hoot School - 0321	08	08/15/2018	(E01) In Dist...	05/31/2019	(W02)...
	<a href="#">View</a>	2017-2018	Owl Hoot School - 0321	07	08/16/2017	(E01) In Dist...	06/01/2018	(W01)...
	<a href="#">View</a>	2016-2017	Owl Hoot School - 0321	06	03/08/2017	(R02) From ...	06/06/2017	(W01)...
	<a href="#">View</a>	2016-2017	Lemon School - 0291	06	09/01/2016	(E2A) Transf...	03/07/2017	(W02)...

### Errors

- Free/Reduced Meals Program
- Enrollment Restriction

Withdrawal Restriction from 03/21/2023 to 05/25/2023  
 You cannot withdraw this student due to a restriction. Please contact the district office at 555-555-5555.