

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 a student named Harper, Karl Isabella. The left sidebar contains a list of categories, with 'Re-enrollment Restrictions' (RR) highlighted in a red box. The main content area displays the 'General Demographics' section, which includes fields for Laptop Issue Date, Acknowledgement of Admissions, Parent Requirements Understood, I understand that I am responsible for pay..., Is your child currently being Homeschooled?, Grade-levels Previously Retained, Laptop Serial Number, Application Complete, Parent Notes to Admissions, Social Security, Will your child be attending Focus..., and Previously Retained. There are also sections for 'Violation of the Law Explanation' and 'Disciplinary Action Explanation'. The right sidebar shows a list of programs, including '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

Export

Filter: OFF

Toggle Columns

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	Year	School	G					
	2022-2023	Focus High School - 0041	09		03/22/2023			
	2022-2023	Focus West High School...	09		03/22/2023	(E01) In Dist...		
	2023-2024	Focus High School - 0041	09		08/10/2023	(E01) In Dist...		
	2022-2023	Focus High School - 0041	09		08/01/2022	(E01) In Dist...	03/21/2023	(W21)...
	2021-2022	Focus High School - 0041	09		08/13/2021	(E01) In Dist...	05/28/2022	(W02)...
	2020-2021	Focus High School - 0041	09		08/13/2020	(E2A) Transf...	05/28/2021	(W02)...
	2016-2017	Lemon School - 0291	05		08/17/2016	(E01) In Dist...	06/06/2017	(W3B)...
	2015-2016	Lemon School - 0291	04		08/24/2015	(E01) In Dist...	06/10/2016	(W01)...
	2014-2015	Lemon School - 0291	03		08/18/2014	(E2A) Transf...	06/08/2015	(W01)...

Errors

Enrollment Restriction

Reduced s Program

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						
View	2023-2024	Focus High School - 0041						
View	2022-2023	Focus High School - 0041						
View	2021-2022	Focus High School - 0041	10	08/13/2021	(E01) In Dist...	05/28/2022	(W02)...	<input type="checkbox"/>
View	2020-2021	Focus High School - 0041	10	08/13/2020	(E01) In Dist...	05/28/2021	(W02)...	<input type="checkbox"/>
View	2019-2020	Focus High School - 0041	09	08/14/2019	(E01) In Dist...	05/29/2020	(W01)...	<input type="checkbox"/>
View	2018-2019	Owl Hoot School - 0321	08	08/15/2018	(E01) In Dist...	05/31/2019	(W02)...	<input type="checkbox"/>
View	2017-2018	Owl Hoot School - 0321	07	08/16/2017	(E01) In Dist...	06/01/2018	(W01)...	<input type="checkbox"/>
View	2016-2017	Owl Hoot School - 0321	06	03/08/2017	(R02) From ...	06/06/2017	(W01)...	<input type="checkbox"/>
View	2016-2017	Lemon School - 0291	06	09/01/2016	(E2A) Transf...	03/07/2017	(W02)...	<input type="checkbox"/>

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.