


Student Info: Enrollment

The Enrollment screen displays the student's enrollment records, including previous school information and grade promotion status. Depending on your profile permissions, you may be able to add, edit, and delete enrollment records, withdraw students, and enroll students in a second school.

Viewing Enrollment Records

The ability to view the Enrollment screen is controlled by the **View Enrollment** menu permission in **Users > Profiles**. The ability to view individual enrollment fields is controlled by the View permission for each Enrollment student field in **Users > Profiles**.

 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 **Enrollment** link at the top of the screen, or the **Enrollment** category in the categories list at the left side of the screen.

Focus Writers02 | Weiss, Kayla | 00088087 - 09 | Student Info | Ashley Weiss | Focus High School - 0041 | 2022-2023 | 4th 9 Weeks | SIS | ERP

Enrollment | Schedule | Requests | Grades | Absences | Activities | Referrals | Test History | Audit Trail | Grad | ISP Page | Files | SSS | Choice | Billing | Save | Print

Filter fields... | **General Demographics** | Print a Form/Letter

Enrollment (selected in sidebar)

General Demographics

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 i...: ☐ N/A ☐ No ☐ Yes

Grade-levels Previously Retained: | Previously Retained: ☐

Violation of the Law Explanation:

Has your child ever been charged with a violation ...: ☐ N/A ☐ No ☐ Yes

Disciplinary Action Explanation:

The student's enrollment information is displayed, with the most current enrollment record at the top and the oldest enrollment record at the bottom. The Year, School, Grade Level, Enrollment Date, and Enrollment Code columns are frozen in place. Scroll to the right to view additional enrollment fields.

2. To customize the columns that are displayed on the screen, click **Toggle Columns**.

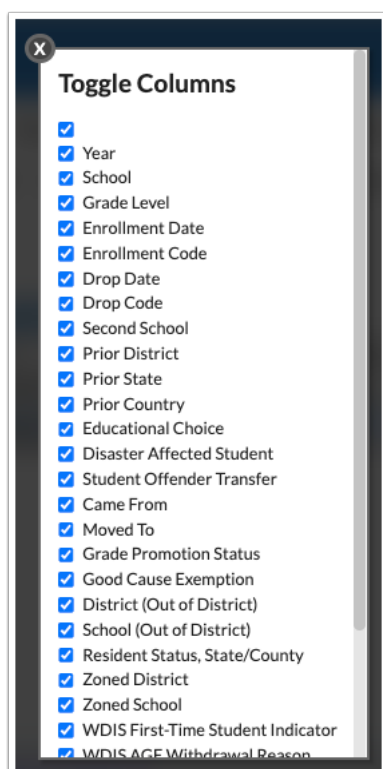
Enrollment

Export | Filter: OFF | **Toggle Columns** | Page Size: 20

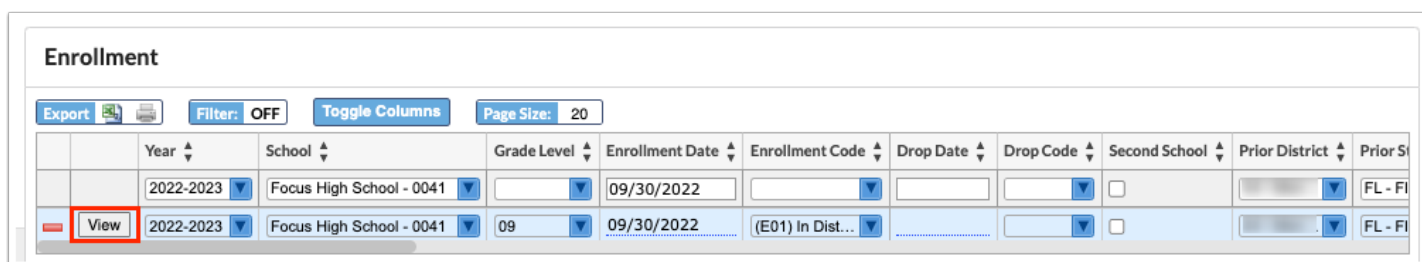
	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second School	Prior District	Prior School
	2022-2023	Focus High School - 0041	09	09/30/2022	(E01) In Dist...					FL - FI
View	2022-2023	Focus High School - 0041	09	09/30/2022	(E01) In Dist...					FL - FI

3. In the Toggle Columns pop-up window, select or deselect the columns you want to view or hide.

4. Click the **X** when finished.



5. To view an enrollment record in detail, click **View** next to the record.



The enrollment information for the selected record is displayed vertically for easier viewing. The Calendar, Rolling/Retention Options, Next Grade, Include in Class Rank, Graduation Requirement Program, Team, and Progression Plan fields can only be viewed from this screen.

6. Click **Return to Enrollment** to go back to the list of enrollment records.

Enrollment

Return to Enrollment

Year	2022-2023	
School	Focus High School - 0041	
* Grade Level	09	
* Enrollment Date	09/30/2022	
* Enrollment Code	(E01) In District Previous Year	
Drop Date		
Drop Code		
* Calendar	Standard District Calendar	
Rolling/Retention Options	* Next Grade at Current School *	
Next Grade	Automatic	
Include in Class Rank	Yes	
Graduation Requirement Program	24 Credit	
Team		

Adding an Enrollment Record

Enrollment records can be manually added to the Enrollment screen, though usually students are enrolled using [Add a Student](#) in the current or next school year when the student is enrolled in a new school. The ability to add enrollment records is controlled by the "Create" permission for Enrollment student fields in Users > Profiles.



When an enrollment record is manually added, the student's Calendar is not assigned. This method of enrolling a student should not be used at the school level.



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 **Enrollment** link at the top of the screen, or the **Enrollment** category in the categories list at the left side of the screen.

FOCUS s Writers02 Weiss, Kayla 00088087 - 09 **Student Info** Ashley Weiss Focus High School - 0041 SIS 2022-2023 4th 9 Weeks ERP

Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad ISP Page Files SSS Choice Billing Save Print Help

Filter fields... Print a Form/Letter

General Demographics

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

Violation of the Law Explanation:

Has your child ever been charged with a violation... ☐ N/A ☐ No ☐ Yes

Disciplinary Action Explanation:

2. In the blank row at the top of the screen, select the appropriate **Year**, **School**, and **Grade Level** for the new enrollment record.

Enrollment

Export Filter: OFF Toggle Columns Page Size: 20

	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second School	Prior Di
View	2022-2023	Focus High School - 0041	12	09/30/2022					
	2021-2022	Focus High School - 0041	11	08/13/2021	(E01) In Dist...	05/28/2022	(W02)...		

3. Select the **Enrollment Date** and **Enrollment Code**.

Enrollment

Export Filter: OFF Toggle Columns Page Size: 20

	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second School	Prior D
View	2022-2023	Focus High School - 0041	12	09/30/2022	(E04) From ...				
	2021-2022	Focus High School - 0041	11	08/13/2021	(E01) In Dist...	05/28/2022	(W02)...		



A validation check is in place to ensure the Enrollment Date entered is a day that school is in session per [Setup > Attendance Calendar](#).

💡 Use the **Notes** field to add any comments regarding the enrollment record. Enable the View and Edit permissions for this field for the relevant profiles.

Enrollment

Export Filter: OFF Toggle Columns Page Size: 20

	Year	School	Grade Level	Enrollment Date	Enrollment Code	ot Discipline)	Next Year EduChoice	EduChoice Duration	Notes
	2022-2023	Focus High School - 0041		10/17/2023					

4. Press **Enter** to add the record.

5. Click **Save**.

Enrollment


Export Filter: OFF Toggle Columns Page Size: 20

	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second School	Prior D
	2022-2023	Focus High School - 0041	09	09/30/2022					
View	2022-2023	Focus High School - 0041	12	09/30/2022	(E04) From ...				
View	2021-2022	Focus High School - 0041	11	08/13/2021	(E01) In Dist...	05/28/2022	(W02)...		

Co-Enrolling a Student

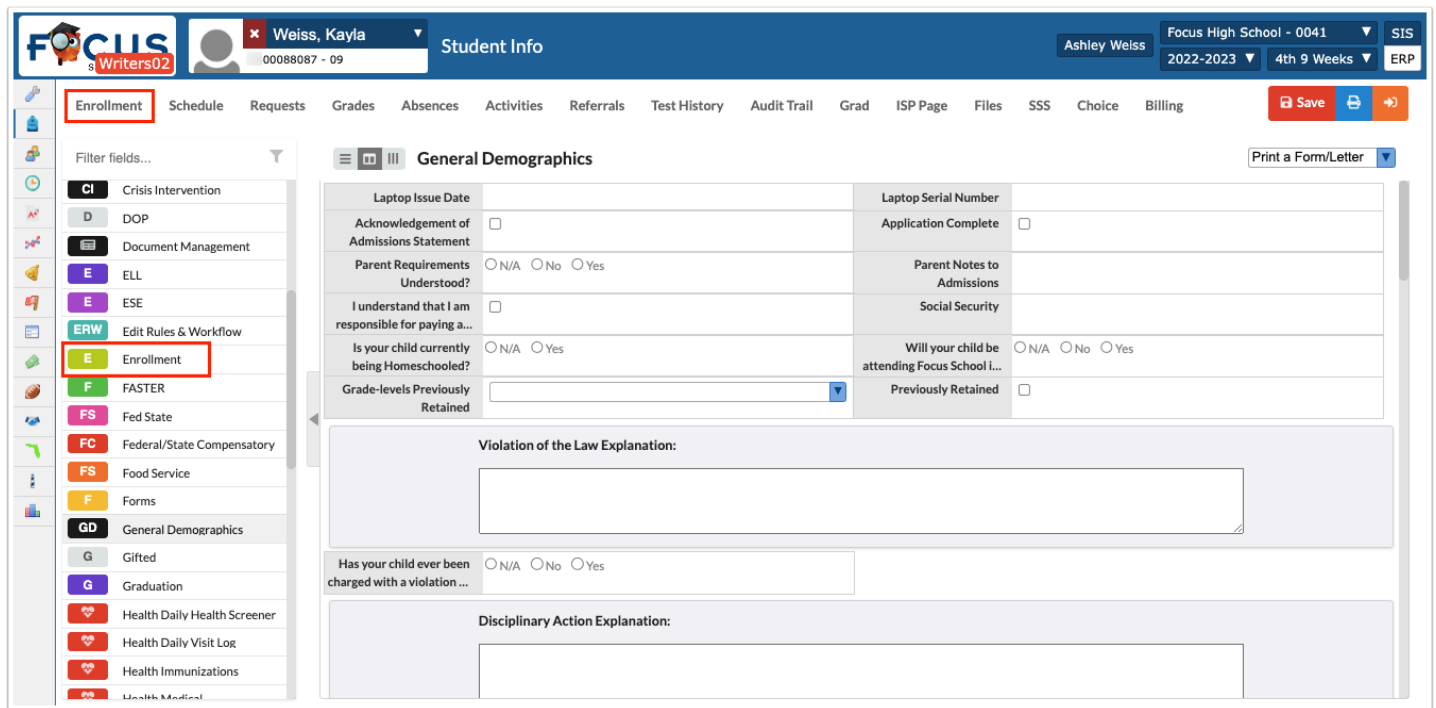
In some cases, a student will be attending two schools at the same time during the same school year. For example, a student enrolled in a high school as their primary school might also be enrolled in a post-secondary school as their secondary school. Focus has a Second School feature that allows the two schools to view the student's schedule and grades from both schools. The student's primary school will complete the following process. The ability to add enrollment records is controlled by the "Create" permission for Enrollment student fields in Users > Profiles.

A student can also be co-enrolled on the [Add a Student](#) screen by selecting the Second School option.

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

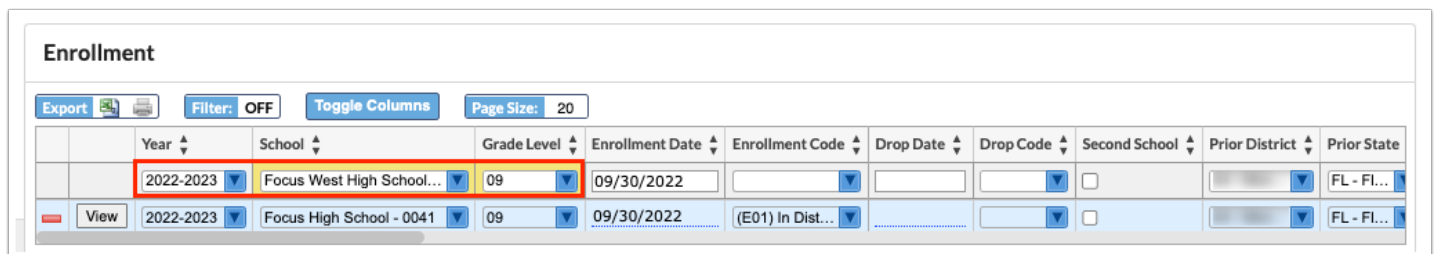
After searching for and selecting the student, the student's record is displayed.

1. Click the **Enrollment** link at the top of the screen, or the **Enrollment** category in the categories list at the left side of the screen.



The screenshot shows the 'Student Info' page for Kayla Weiss. The 'Enrollment' category is highlighted in the left sidebar. The main content area displays the 'General Demographics' section, which includes fields for Laptop Issue Date, Acknowledgement of Admissions Statement, Parent Requirements Understood?, I understand that I am responsible for paying a..., 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 School i..., and Previously Retained. There are also sections for Violation of the Law Explanation and Disciplinary Action Explanation.

2. In the blank row at the top of the screen, select the appropriate **Year**, **School**, and **Grade Level** for the second school enrollment record.



The screenshot shows the 'Enrollment' table with columns: Year, School, Grade Level, Enrollment Date, Enrollment Code, Drop Date, Drop Code, Second School, Prior District, and Prior State. The second row is highlighted, showing the year 2022-2023, Focus West High School..., and Grade Level 09. The first row shows the year 2022-2023, Focus High School - 0041, and Grade Level 09.

3. Select the **Enrollment Date** and **Enrollment Code**.

Enrollment

Export Filter: OFF Toggle Columns Page Size: 20

	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second School	Prior District	Prior State
	2022-2023	Focus West High School...	09	09/30/2022	(R02) From ...			<input type="checkbox"/>		FL - FL...
View	2022-2023	Focus High School - 0041	09	09/30/2022	(E01) In Dist...			<input type="checkbox"/>		FL - FL...

A validation check is in place to ensure the Enrollment Date entered is a day that school is in session per [Setup > Attendance Calendar](#).

4. Select the **Second School** check box.

Enrollment

Export Filter: OFF Toggle Columns Page Size: 20

	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second School	Prior District	Prior State
	2022-2023	Focus West High School...	09	09/30/2022	(R02) From ...			<input checked="" type="checkbox"/>		FL - FL...
View	2022-2023	Focus High School - 0041	09	09/30/2022	(E01) In Dist...			<input type="checkbox"/>		FL - FL...

Use the **Notes** field to add any comments regarding the enrollment record. Enable the View and Edit permissions for this field for the relevant profiles.




Enrollment

Export Filter: OFF Toggle Columns Page Size: 20

	Year	School	Grade Level	Enrollment Date	Enrollment Code	ot Discipline)	Next Year EduChoice	EduChoice Duration	Notes
	2022-2023	Focus West High School...	09	09/30/2022	(R02) From ...				

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

6. Click **Save**.

Enrollment										
Export 		Filter: OFF	Toggle Columns		Page Size: 20					
	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second School	Prior District	Prior State
	2022-2023	Focus High School - 0041	09	09/30/2022				<input type="checkbox"/>		FL - Fl...
 View	2022-2023	Focus West High School...	09	09/30/2022	(R02) From ...			<input checked="" type="checkbox"/>		FL - Fl...
 View	2022-2023	Focus High School - 0041	09	09/30/2022	(E01) In Dist...			<input type="checkbox"/>		FL - Fl...

Editing an Enrollment Record

The ability to edit individual enrollment fields is controlled by the Edit permission for each Enrollment student field in **Users > Profiles**. The ability to edit previous year enrollment records is controlled by the **Edit Previous Year Enrollment** menu permission in **Users > Profiles**. The ability to edit previous year enrollment records from other schools is controlled by the **Edit Previous Year Enrollment Other Schools** menu permission in **Users > Profiles**. Otherwise, users can only edit enrollment records that are associated with their school(s).

 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 **Enrollment** link at the top of the screen, or the **Enrollment** category in the categories list at the left side of the screen.

FOCUS sWriters02 Weiss, Kayla 00088087 - 09 **Student Info** Ashley Weiss Focus High School - 0041 SIS 2022-2023 4th 9 Weeks ERP

Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad ISP Page Files SSS Choice Billing Save Print Refresh

Filter fields... Print a Form/Letter

General Demographics

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

Violation of the Law Explanation:

Has your child ever been charged with a violation ... ☐ N/A ☐ No ☐ Yes

Disciplinary Action Explanation:

2. Click the field to edit and make the desired change.

The field turns yellow to indicate a change was made.

i A validation check is in place to ensure the Enrollment Date entered is a day that school is in session per **Setup** > [Attendance Calendar](#).

3. Click **Save**.

Enrollment



Export Filter: OFF Toggle Columns Page Size: 20

	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second School	Prior District	Pri
	2022-2023	Focus High School - 0041		09/30/2022						FL
View	2022-2023	Focus High School - 0041	09	10/03/2022	(E01) In Dist...					FL
View	2022-2023	Focus West High School...	09	09/30/2022	(R02) From ...			<input checked="" type="checkbox"/>		FL

4. To edit a field from the View screen, click **View** next to the record.

Enrollment



Export



Filter: OFF

Toggle Columns

Page Size: 20

	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second School	Prior District	Pri
	2022-2023	Focus High School - 0041		09/30/2022				<input type="checkbox"/>		FL
 View	2022-2023	Focus High School - 0041	09	10/03/2022	(E01) In Dist...			<input type="checkbox"/>		FL
 View	2022-2023	Focus West High School...	09	09/30/2022	(R02) From ...			<input checked="" type="checkbox"/>		FL

5. Click the field to edit and make the desired change.


The field turns blue to indicate a change was made.

6. Click **Save**.

Enrollment


Return to Enrollment

Year	2022-2023
School	Focus High School - 0041
* Grade Level	09
* Enrollment Date	10/04/2022
* Enrollment Code	(E01) In District Previous Year
Drop Date	
Drop Code	
* Calendar	Standard District Calendar
Rolling/Retention Options	* Next Grade at Current School *
Next Grade	Automatic
Include in Class Rank	Yes
Graduation Requirement Program	24 Credit
Team	

 Use the **Notes** field to add any comments regarding the enrollment record. Enable the View and Edit permissions for this field for the relevant profiles.

Enrollment

Export



Filter: OFF

Toggle Columns

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		Year ▾	School ▾	Grade Level ▾	Enrollment Date ▾	Enrollment Code ▾	ot Discipline) ▾	Next Year EduChoice ▾	EduChoice Duration ▾	Notes ▾
		2022-2023 ▾	Focus High School - 0041 ▾	<div></div> ▾	10/17/2023	<div></div> ▾		<div></div> ▾	<div></div> ▾	
<div><div></div></div>	View	2023-2024 ▾	Focus High School - 0041 ▾	09 ▾	08/10/2023	(E01) In Dist... ▾		<div></div> ▾	<div></div> ▾	
<div><div></div></div>	View	2022-2023 ▾	Focus High School - 0041 ▾	09 ▾	10/04/2022	(E01) In Dist... ▾		<div></div> ▾	<div></div> ▾	

Enrollment

Return to Enrollment

Grade Promotion Status		
Good Cause Exemption		
District (Out of District)	Not Applicable	
School (Out of District)		
Resident Status, State/County		
Zoned District		
Zoned School		
WDIS First-Time Student Indicator		
WDIS AGE Withdrawal Reason		
Days Present		
Days Absent		
Days Absent (Unex Not Discipline)		
Next Year EduChoice		
EduChoice Duration		
Notes		

Deleting an Enrollment Record

The ability to delete enrollment records is controlled by the "Delete" permission for Enrollment student fields in Users > Profiles.

! You should never delete an enrollment record if it is the only enrollment record a student has. Students with no enrollment records cannot be found when searching for the student, even if "Include Inactive Students" is selected. Those students can only be found on the Add a Student screen.

When the system preference "Prevent all enrollments from being deleted" is enabled in the [Enrollment tab of System Preferences](#), users will be prevented from deleting a student's only enrollment record. When attempting to delete the record, the user will be presented with a validation error of "Single Enrollment" in the Errors list. When hovering the mouse over the error, the tool-tip will display the message "If a student has only 1 enrollment record, it cannot be deleted."

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 **Enrollment** link at the top of the screen, or the **Enrollment** category in the categories list at the left side of the screen.

The screenshot shows the 'Student Info' page for Kayla Weiss. The 'Enrollment' link is highlighted in the top navigation bar and the left sidebar. The 'General Demographics' section is active, showing various fields for student information. The 'Enrollment' link is highlighted in the top navigation bar and the left sidebar.

2. Click the red minus sign next to the enrollment record to delete.

	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second School	Prior District	Pri
	2022-2023	Focus High School - 0041		09/30/2022						FL
	View	2022-2023	Focus High School - 0041	09	10/04/2022	(E01) In Dist...				FL
	View	2022-2023	Focus West High School...	09	09/30/2022	(R02) From ...				FL

3. In the confirmation message, click **OK**.



sandbox.focusschoolsoftware.com says
Are you sure you want to delete this record?


Cancel OK

The row is grayed out, but is not deleted until you click Save.

4. Click **Save**.


Enrollment

Export   Filter: OFF Toggle Columns Page Size: 20

	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second School	Prior District	Pri
	2022-2023	Focus High School - 0041		09/30/2022				<input type="checkbox"/>		FL
	2022-2023	Focus High School - 0041	09	10/04/2022	(E01) In Dist...			<input type="checkbox"/>		FL
 View	2022-2023	Focus West High School...	09	09/30/2022	(R02) From ...			<input checked="" type="checkbox"/>		FL

Withdrawing a Student

When a student is withdrawn from a school, the student's status becomes inactive in the district's database. The proper way to withdraw a student is from the student's enrollment record. The withdrawal process will not delete the student's record.

 It is important that the drop date is different from the enrollment date. The drop date is when the student becomes inactive in the system. The drop date is inclusive, so the student will stay active through the drop date listed. If School A withdraws the student on Wednesday, School B will not be able to enroll the student until Thursday. If School B must enroll the student on Wednesday then School A can backdate the drop date to Tuesday, but this is not recommended by Focus because the records will be inaccurate. When selecting the DNE drop code, the drop date is the same as the enrollment date.

 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 **Enrollment** link at the top of the screen, or the **Enrollment** category in the categories list at the left side of the screen.

FOCUS sWriters02 | Weiss, Kayla | 00088087 - 09 | Student Info | Ashley Weiss | Focus High School - 0041 | SIS | 2022-2023 | 4th 9 Weeks | ERP

Enrollment | Schedule | Requests | Grades | Absences | Activities | Referrals | Test History | Audit Trail | Grad | ISP Page | Files | SSS | Choice | Billing | Save | Print

Filter fields... | General Demographics | Print a Form/Letter

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

Violation of the Law Explanation:

Has your child ever been charged with a violation... ☐ N/A ☐ No ☐ Yes

Disciplinary Action Explanation:

2. On the appropriate enrollment record, enter the **Drop Date** and select the **Drop Code**.

The fields turn yellow to indicate changes have been made.

3. Click **Save**.

Enrollment

Export | Filter: OFF | Toggle Columns | Page Size: 20

	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second School	Prior
	2022-2023	Focus High School - 0041		09/30/2022					
View	2022-2023	Focus High School - 0041	10	08/01/2022	(E01) In Dist...	09/30/2022	(W04)...		

💡 You can also drop a student by clicking View next to the enrollment record, defining the Drop Date and Drop Code from the View screen, and clicking Save.

ℹ️ If the student's schedule is not dropped and the student returns to the school during the same school year, the schedule will be reactivated. If this is not desired, please also drop the student's schedule.