

Enrollment Start Status Codes

When an enrollment is created, a start status for that enrollment must be entered. The fields that need to be filled out for each start status code being used are listed below each code. The Start Comments allow more detailed information on the movement of the student. We have provided a format of how to fill out the start comments under each start status.

Enrollments end dated as of the last day of school should **ONLY** have an end status of Remained Advanced or Remained Retained. The student **MUST** have an enrollment entered for the following year with a start status that matches.

***NOTE:** No matter when notification is received that the student will not be attending the upcoming school year, if they were enrolled on the last day of school, their enrollment must show an end status of Remained Advanced or Remained Retained. The next year's enrollment would be marked as a No Show with a Start Status of Remained Advanced or Remained Retained and the appropriate end status. Please refer to the Use of No Show documentation to see how to handle these enrollments.

Initial Entry Codes 2

E100: Initial Entry

Remained Codes 2

R101: Remained: Advanced

R102: Remained: Retained

R103: Remained: Other

R104: Remained Changed a Grade

Stopout Codes 3

S100: Stopout

Transfer Codes 5

T100: Tran In (UNK)

T101: Tfer from pub schl outside district in state

T102: Tfer from pub schl within district

T103: Tfer from home Schl in state

T104: Tfer from private Schl in state

T105: Tfer from pub schl out of state

T106: Tfr from private schl out of state

T107: Tfr from home schl out of state

T108: Tfr from drop-out

T109: Tfr from another country

Initial Entry Codes

E100: Initial Entry

This code is used when a student has an initial entry into education. These are pre-school, kindergarten, and Nichols Career Center (1st year as grade 13) students. If a student enrolls in the pre-school program and continues on to kindergarten, both of these enrollments will have a start status of E100: Initial Entry.

***NOTE:** *On rare occasions a 1st grader does not attend kindergarten. When enrolling these students, the start status for their 1st grade enrollment will be E100: Initial Entry.*

****NOTE (NCC):** *If a student is enrolled in NCC as a senior, graduates and comes back the next year as a grade 13, their enrollment will be E100: Initial Entry.*

The following fields need to be filled out

- Grade
- Start Date
- Start Status
- Start Comments (if the student is a 1st grader Initial Entry)
 - Did not attend Kindergarten, Initial Entry into 1st grade.

Remained Codes

If you have a start status on an enrollment of a remained code, you must have the end status of the same remained code in the previous enrollment, with the exception of Pre-School to Kindergarten. If a student is enrolled in pre-school and has a remained advanced end status, the Kindergarten start status will be E100: Initial Entry.

R101: Remained: Advanced

*This code is **ONLY** to be used at the **beginning** of the year when a student follows the standard progression of grades through the schools **OR** when a Nichols Career Center student enters their second year in the program. This code, start date, and grade will have been set in February for the previous school year by the Office of Student Information, Planning and Assessment.*

***NOTE:** *If a student enrolls in school after this time frame, you will have to create a new enrollment and enter the information below.*

The following fields need to be filled out

- Grade
- Start Date
- Start Status

R102: Remained: Retained

*This code is **ONLY** to be used at the **beginning** of the year when a student is retained in a grade level. If an enrollment has a end status of R002, the start status for the following year's enrollment should be R102 and the grade on both enrollments should be the same.*

The following fields need to be filled out

- Grade
- Start Date
- Start Status
- Start Comments
 - Repeating grade #

R103: Remained: Other

This code is **ONLY** to be used **during** the year when a student has remained in the building but has changed one or more of the following statuses: Residency Status, Full-Time/Part-Time status **OR** when a student moves between the Jefferson City High School calendar and the Jefferson City Academic calendar **during** the year.

The following fields need to be filled out

- Grade
- Start Date
- Start Status
- Start Comments
 - Changed from full time status to part time status (Grade) (Periods #, #, #)/(Music)/(AM only)
 - Changed from part time status to full time status (Grade)
 - Changed from Jefferson City High School to Jefferson City Academic Center (Grade)

R104: Remained Changed a Grade

This code is **ONLY** to be used **during** the year to show a grade change in the middle of the year.

The following fields need to be filled out

- Grade
- Start Date
- Start Status
- Start Comments
 - Changed from grade # to grade #

Example: A student starts the school year in the 11th grade and moves up to the 12th grade mid-year.

The screenshot shows a software interface for "General Enrollment Information". The form is for a student at "11-12 Jefferson City High Scho". Key fields are highlighted with red boxes: "Start Date" is set to "10/18/2011"; "Start Status" is set to "R104: Remained Changed a Grade"; "Start Comments" contains the text "Changed from grade 11 to grade 12"; "Grade" is set to "12"; and "End Date" is empty. Other visible fields include "Schedule (read only)" set to "Main", "Class Rank Exclude" (unchecked), "Service Type" set to "P: Primary", "End Action", "End Status", "Transfer To District", "Transfer To School", and "End Comments".

Stopout Codes

S100: Stopout

This code is used when a student initially recorded as a dropout returns to school with one of the two scenarios listed below.

1. **ON OR BEFORE** the fall count date (last Wednesday in September) of the subsequent school year. See Example 1.
2. **AFTER** 20 consecutive **CALENDAR** Days. See Example 2.

The initial enrollment (the one coded as a Drop Out) will need to be changed to an end status of S000: Stopout.

***NOTE:** If the student returns **AFTER** the fall count date to any school in the district, the start status is coded as [T108: Tfr from drop-out](#)

The following fields need to be filled out

- Grade
- Start Date
- Start Status
- End Comments
 - Returned from Drop Out Status

Example 1: A student originally drops out due to non-attendance. This student returns to school on or before the count date (last Wednesday of September) of the next school year.

Previous Year Enrollment before the student returns

The screenshot shows the 'General Enrollment Information' form for a student at Jefferson City High School. The form is divided into several sections. The 'Start' section includes 'Start Date' (08/17/2010), 'Start Status' (R101: Remained: Advanced), and 'Start Comments'. The 'End' section includes 'End Date' (4/14/2011), 'End Status' (D01: Dropped Out: Other), and 'End Comments' (due to non-attendance (11)). The 'Grade' is set to 11, and the 'Service Type' is P: Primary. The 'End Action' is set to 'Dropped Out: Other'.

Change the End Status from D01: Dropped Out: Other to S000: Stopout

This screenshot shows the same 'General Enrollment Information' form as the previous one, but with the 'End Status' changed to 'S000: Stopout'. The 'End Date' remains 4/14/2011, and the 'End Comments' remain 'due to non-attendance (11)'. The 'Start' section and other fields are unchanged.

Create the new enrollment with a Start Status of S100: Stopout, with the start date as when the student returned.

General Enrollment Information

Calendar: 11-12 Jefferson City High Scho

Schedule (read only): Main

*Grade: 12

*Start Date: 08/18/2011

*Start Status: S100: Stopout

Start Comments: returned from Drop Out Status

End Date:

End Action:

End Status:

Transfer To District:

Transfer To School:

End Comments:

Example 2: A student originally drops out due to non-attendance. This student returns to school after 20 consecutive calendar days.

Drop Out Enrollment before the student returns

General Enrollment Information

Calendar: 11-12 Jefferson City High Scho

Schedule (read only): Main

*Grade: 11

*Start Date: 08/18/2011

*End Date: 09/08/2011

*Start Status: R101: Remained: Advanced

End Status: D01: Dropped Out: Other

End Comments: due to non-attendance (11)

Transfer To District:

Transfer To School:

Change the End Status from D01: Dropped Out: Other to S000: Stopout

General Enrollment Information

Calendar: 11-12 Jefferson City High Scho

Schedule (read only): Main

*Grade: 11

*Start Date: 08/18/2011

*End Date: 09/08/2011

*Start Status: R101: Remained: Advanced

End Status: S000: Stopout

End Comments: due to non-attendance (11)

Transfer To District:

Transfer To School:

Create the new enrollment with a Start Status of S100: Stopout with a Start Date as when the student returned.

General Enrollment Information

Calendar: 11-12 Jefferson City High Scho

Schedule (read only): Main

*Grade: 11

*Start Date: 09/14/2011

*Start Status: S100: Stopout

Start Comments: returned from Drop Out Status

End Date:

End Action:

End Status:

Transfer To District:

Transfer To School:

End Comments:

Transfer Codes

T100: Tran in (UNK)

ONLY use this code when there is no transfer information.

***NOTE:** This should be used sparingly.

The following fields need to be filled out

- Grade
- Start Date
- Start Status
- Start Comments
 - Safe House

T101: Tfer from pub schl outside district in state

The following fields need to be filled out

- Grade
- Start Date
- Start Status
- Start Comments
 - School transferring to from School transferring from , City and State of school transferring from (Grade)

The following fields will need to be cleared if a student has transferred out of the district and returned.

- Transfer To District
- Transfer To School

Example: A student was enrolled at a Public School in Camdenton, MO and they move to town and enroll at Lewis and Clark.

General Enrollment Information

Calendar
11-12 Lewis & Clark Middle Sch

Schedule (read only)
Main

*Grade
08

Class Rank Exclude
☐

*Start Date
08/18/2011

No Show
☐

End Date

End Action
▼

*Service Type
P. Primary

*Start Status
T101: Tfer from pub schl outside district in state

End Status
▼

Transfer To District
Camdenton R-III(015002)

Transfer To School
3000

Start Comments
Lewis and Clark from Camdenton Middle, Camdenton MO (08)

End Comments

Clear these two fields for the new enrollment

T102: Tfer from pub schl within district

Do Not Use when students are transitioning within the district from elementary school to middle school, middle school to Simonsen, Simonsen to High School, High School to JCAC, and JCAC to High School. The student should have a start status of R001: Remained Advanced if they are following the progression listed above.

The following fields need to be filled out

- Grade
- Start Date
- Start Status
- Start Comments
 - School transferring to from School transferring from (Grade)

The following fields will need to be cleared if a student has transferred within the district.

- Transfer To District
- Transfer To School

Example: A student is enrolled at Thomas Jefferson and moves to Lewis and Clark during the school year.

General Enrollment Information

Calendar: 11-12 Lewis & Clark Middle Sch

Schedule (read only): Main

*Grade: 08

*Start Date: 9/18/2011

*Start Status: T102: Tfer from pub schl within district

Transfer To District: Jefferson City Pub(026006)

Start Comments: Lewis and Clark from Thomas Jefferson (08)

Class Rank Exclude: ☐

*Service Type: P: Primary

End Action:

End Status:

Transfer To School: 3020

End Comments:

Clear these two fields for the new enrollment

T103: Tfer from home Schl in state

The following fields need to be filled out

- Grade
- Start Date
- Start Status
- Start Comments
 - School transferring to from Homeschool, City and State they are home schooled the student in (Grade)

A parent of a 2nd grader from St. Louis was home schooling their child and are enrolling their student at Belair.

General Enrollment Information

Calendar: 11-12 Belair Elementary School

Schedule (read only): Main

*Grade: 02

*Start Date: 08/18/2011

*Start Status: T103: Tfer from home Schl in state

Transfer To District:

Start Comments: Belair from Home School St. Louis MO (02)

Class Rank Exclude: ☐

*Service Type: P: Primary

End Action:

End Status:

Transfer To School:

End Comments:

T104: Tfer from private Schl in state

The following fields need to be filled out

- Grade
- Start Date
- Start Status
- Start Comments
 - School transferring to from Private School transferring from , City and State Private School is located in (Grade)

Example: A student from Helias High School transfers to Simonsen

The screenshot shows the 'General Enrollment Information' form. The 'Calendar' is set to '11-12 Simonsen Ninth Grade Cen'. The 'Schedule' is 'Main'. The 'Grade' is '09'. The 'Start Date' is '08/18/2011'. The 'Start Status' is 'T104: Tfer from private Schl in state'. The 'Start Comments' are 'Simonsen from Helias High School, Jefferson City MO (09)'. The 'End Date' is empty. The 'End Status' is empty. The 'End Comments' are empty. The 'Transfer To District' is empty. The 'Transfer To School' is empty. The 'Class Rank Exclude' checkbox is unchecked. The 'Service Type' is 'P: Primary'.

T105: Tfr from pub schl out of state

The following fields need to be filled out

- End Date
- End Status
- End Comments
 - School transferring to from School transferring from , City and State of school transferring from (Grade)

Example: A student moves from Little Rock, AR and enrolls at Lawson.

The screenshot shows the 'General Enrollment Information' form. The 'Calendar' is set to '11-12 Lawson Elementary School'. The 'Schedule' is 'Main'. The 'Grade' is '05'. The 'Start Date' is '08/18/2011'. The 'Start Status' is 'T105: Tfr from pub schl out of state'. The 'Start Comments' are 'Lawson from Stephens Elementary, Little Rock AR (05)'. The 'End Date' is empty. The 'End Status' is empty. The 'End Comments' are empty. The 'Transfer To District' is empty. The 'Transfer To School' is empty. The 'Class Rank Exclude' checkbox is unchecked. The 'Service Type' is 'P: Primary'.

T106: Tfr from private schl out of state

The following fields need to be filled out

- Grade
- Start Date
- Start Status
- Start Comments
 - School transferring to from School transferring from , City and State of school transferring from (Grade)

Example: A student is from a Private School in Chicago, IL and is enrolling at Thomas Jefferson.

The screenshot shows the 'General Enrollment Information' form for a student transferring from a private school out of state. The form is for '11-12 Thomas Jefferson Middle'. Key fields are highlighted with red boxes: '*Start Date' (08/18/2011), '*Start Status' (T106: Tfr from private schl out of state), '*Grade' (07), and 'Start Comments' (Thomas Jefferson from Immaculate Conception, Chicago IL (07)). Other fields include 'End Date', 'End Action', 'End Status', 'Transfer To District', 'Transfer To School', 'End Comments', 'Class Rank Exclude', and '*Service Type' (P: Primary).

T107: Tfr from home schl out of state

The following fields need to be filled out

- Grade
- Start Date
- Start Status
- Start Comments
 - School transferring to from Homeschool, City and State they were home schooling the student in (Grade)

Example: A parent of a 2nd grader from is moving from Virginia, the student was being home schooled and is enrolling at Belair.

The screenshot shows the 'General Enrollment Information' form for a student transferring from a home school out of state. The form is for '11-12 Belair Elementary School'. Key fields are highlighted with red boxes: '*Start Date' (08/18/2011), '*Start Status' (T107: Tfr from home schl out of state), '*Grade' (02), and 'Start Comments' (Belair from Home School, Richmond VA (02)). Other fields include 'End Date', 'End Action', 'End Status', 'Transfer To District', 'Transfer To School', 'End Comments', 'Class Rank Exclude', and '*Service Type' (P: Primary).

T108: Tfr from drop-out

This code is used when a student is initially recorded as a dropout from any district and returns to school **AFTER** the fall count date (last Wednesday in September) of the subsequent school year. The initial enrollment stays coded as a Drop Out and the new enrollment is coded as a T108:Tfr from drop-out.

***NOTE:** If the student returns **ON OR BEFORE** the count date, the start status is coded as S100: Stopout and the previous school year's end status needs to be changed from Drop-out to Stopout

The following fields need to be filled out on the new enrollment

- Grade
- Start Date
- Start Status

Example 1: A student originally drops out due to non-attendance. This student returns to school AFTER the count date (last Wednesday of September) of the next school year.

Previous Year Enrollment before the student returns

The screenshot shows the 'General Enrollment Information' form for a student at Jefferson City High School. The form is for the 10-11 school year. Key fields are highlighted with red boxes: 'End Date' is 4/14/2011, 'End Status' is 'D01: Dropped Out: Other', and 'End Comments' is 'due to non-attendance (11)'. Other fields include 'Start Date' (08/17/2010), 'Start Status' (R101: Remained: Advanced), 'Grade' (11), and 'Service Type' (P: Primary).

Create the new enrollment with a Start Status of T108: Tfr from drop-out

The screenshot shows the 'General Enrollment Information' form for a new enrollment for the 11-12 school year. Key fields are highlighted with red boxes: 'Start Date' is 10/14/2011, 'Start Status' is 'T108: Tfr from drop-out', and 'Grade' is 12. Other fields include 'End Date', 'End Status', 'Transfer To District', 'Transfer To School', and 'End Comments'.

T109: Tfr from another country

The following fields need to be filled out

- Grade
 - Start Date
 - Start Status
 - Start Comments
 - School transferring to from Country they are moving from (Grade)
- * **Note:** if the School and City the student attend is known, enter that information in the comments.

Example: A student moves from Germany to Pioneer Trail

The screenshot shows the 'General Enrollment Information' form for a student. The form is titled '11-12 Pioneer Trail Elementary'. The 'Calendar' is set to 'Main'. The 'Schedule (read only)' is set to 'Main'. The 'Grade' is set to '05'. The 'Start Date' is '08/18/2011'. The 'Start Status' is 'T109: Tfr from another country'. The 'Start Comments' are 'Pioneer Trail from Germany (05)'. The 'End Date' is empty. The 'End Status' is empty. The 'Transfer To District' is empty. The 'Transfer To School' is empty. The 'End Comments' are empty. The 'Class Rank Exclude' checkbox is unchecked. The 'Service Type' is 'P: Primary'.