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

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)
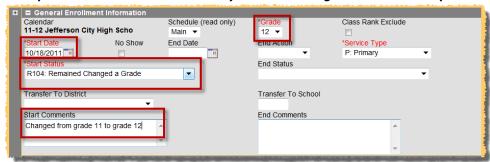
R104: Remained Changed a Grade

*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.

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.

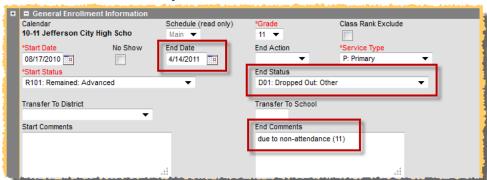The initial enrollment (the one coded as a Drop Out) will need to be changed to an end status of S000: Stopout.

*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](T108:%20Tfr%20from%20drop-out)

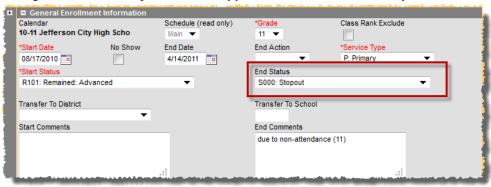The following fields need to be filled out

- 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.**
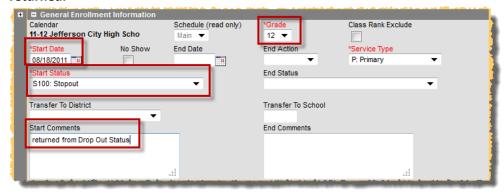
Previous Year Enrollment before the student returns

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

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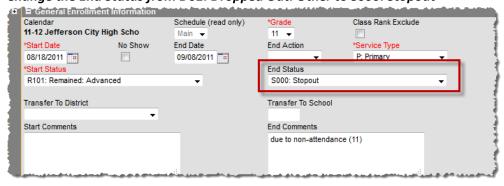

Example 2: A student originally drops out due to non-attendance. This student returns to school after 20 consecutive calendar days.
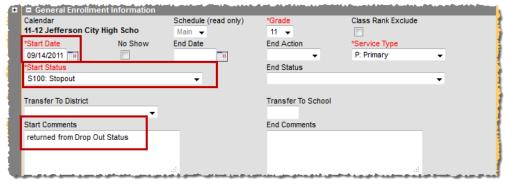
Drop Out Enrollment before the student returns

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

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

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

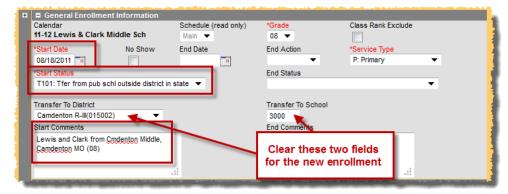## T101: Tfer from pub schl outside district in state

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.

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.*
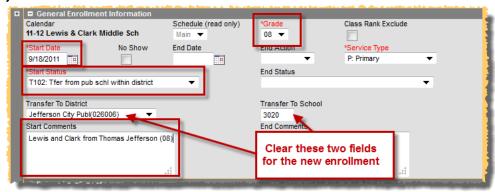
The following fields need to be filled out

- 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.
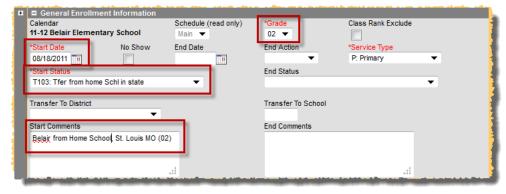

T103: Tfer from home Schl in state

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.
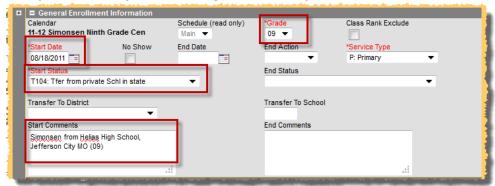
T104: Tfer from private Schl in state

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_)

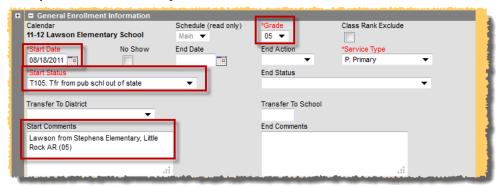***Example: A student from Helias High School transfers to Simonsen***

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_)

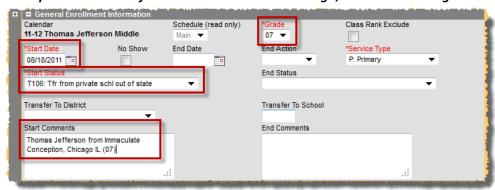***Example: A student moves from Little Rock, AR and enrolls at Lawson.***

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.**
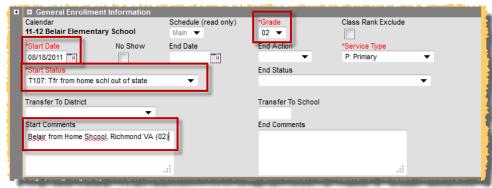

T107: Tfr from home schl out of state

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.**

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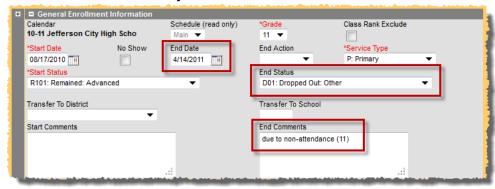
***NOTE:** If the student returns **ON OR BEFORE** the count date, the start status is coded as S100: Stopout and the previous school year's end status needs to be changed from Drop-out to Stopout*

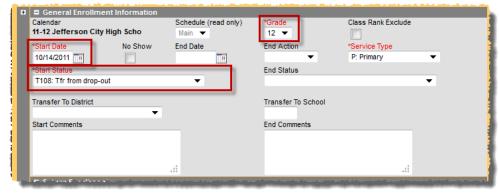The following fields need to be filled out on the new enrollment

- 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

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

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