

## Synergy – Locating and Adding Students Guide

- Use this guide to search for existing State IDs (Steps 1-7)
- Use this guide to locate transferring students and enroll them in your school (primary enrollments or concurrent enrollments)
- Use this guide to manually create new State IDs (schools with primary enrollments only)
- Users must first have their focus at the school level:

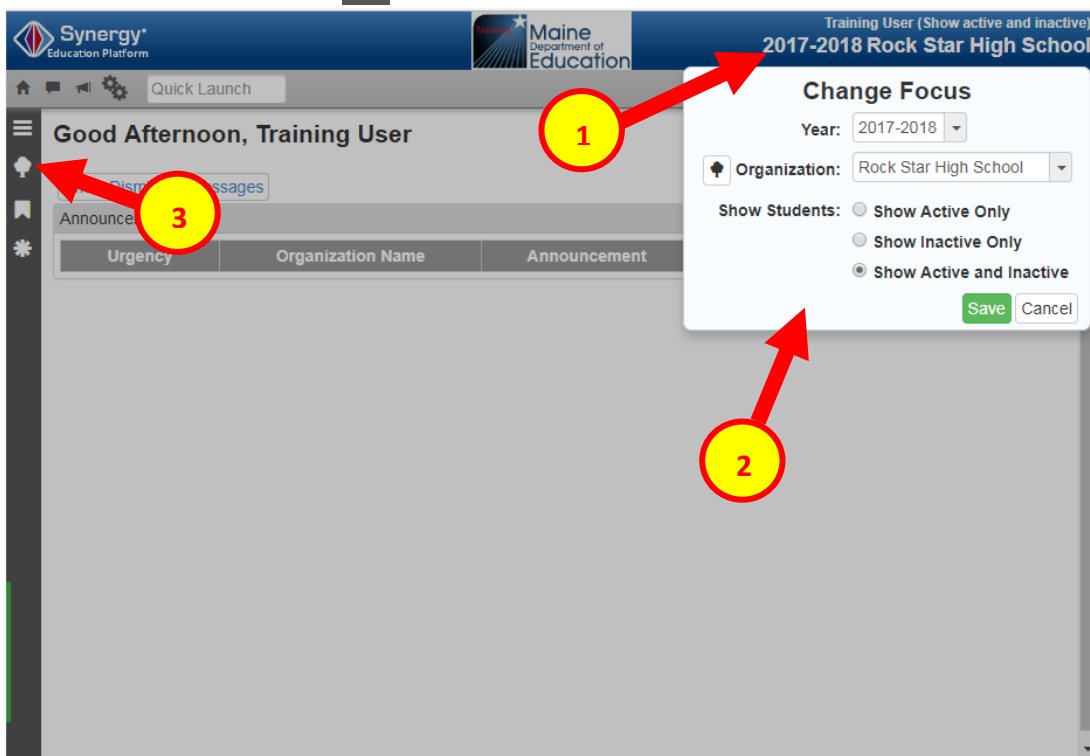
1. In the top right, click the school year or school/district name and the Change Focus box appears.
2. Select the following in the Change Focus box and click **Save**:

**Year:** Select the current school year (the example picture shows 2017-2018)

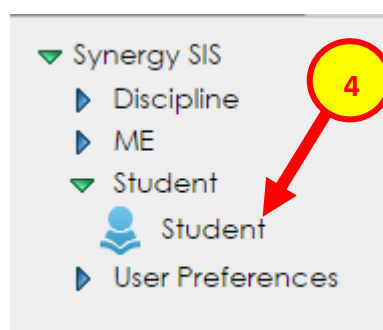
**Organization:** Choose your school (the example picture shows Rock Star High School)

**Show Students:** Show Active and Inactive

3. Click on the PAD Tree icon. 

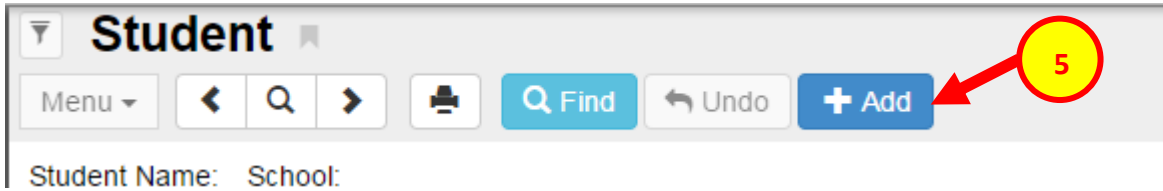


4. In the PAD Tree, Click **Student** to navigate to the Student screen.  
(You may need to click the arrows next to Synergy SIS and Student to expand).



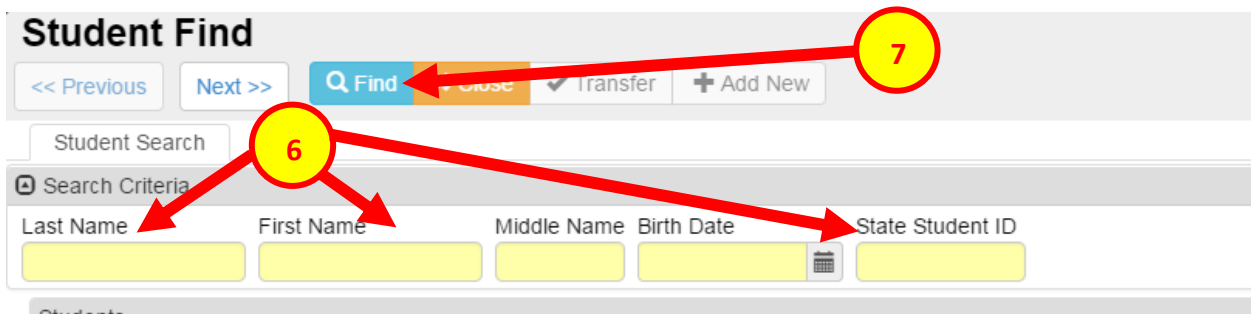
- In the Student screen, click **Add** and a Student Find screen will pop up.

Note: if the Add button does not appear on the Student screen, please make sure your focus is set to the school level (see page 1).

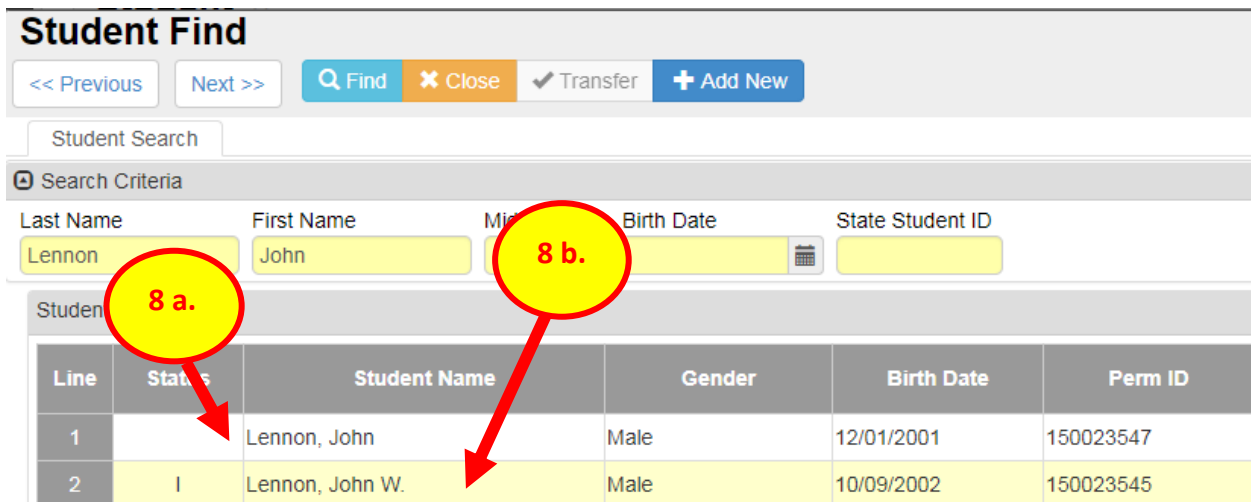


- In the Student Find screen, type in Last Name and First Name or State ID.
- Click **Find**.

(Tip: If the student you are searching for is not found, try searching by Last Name and Birth Date)



- Students who appear with a white row are currently enrolled in a school.
    - a concurrent enrollment could be created for this student.
    - if you are trying to create a primary enrollment you will need to contact the school where the student is enrolled to have them exit the student.
  - Students who appear with a yellow row are **not** currently enrolled in a school.
    - a primary enrollment could be created for this student.
    - if you are trying to create a concurrent enrollment you will need to contact the sending school to have them create a primary enrollment.



9. If the student you are searching for is listed below, click on the line that has the student to select the student.
  - a. Students with a white row will turn blue when selected.
  - b. Students with a yellow row will stay yellow when selected.
10. Click **Transfer**.

Note: double clicking on the line with the student will accomplish the same as clicking the Transfer button.

### Student Find

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Student Search

Search Criteria

Last Name: Lennon  
 First Name: John  
 Middle Name:   
 Birth Date:    
 State Student ID:

Students

Line	Student Name	Gender	Birth Date	Perm ID
1	Lennon, John	Male	12/01/2001	150023547
2	Lennon, John W.	Male	10/09/2002	150023545

9 a.
9 b.

11. If you are not able to find the student you are searching for and you are certain the student does not already have a State ID, click **Add New**.

**\*\*\*Warning: clicking the Add New button will generate a new State ID\*\*\***

### Student Find

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Student Search

Search Criteria

12. Enter the student's information on the **Demographics, Parent/Guardian, and Enrollment** tabs.  
The green fields are required and some data may be prepopulated from a previous enrollment.
13. Click **Save**.

For definitions of each field please see the [Student Data Standards Document](#).

Note: schools are set up to either have primary enrollments (public schools, private schools) or concurrent enrollments (SPPS, CTE schools, Regional Programs).

The Enrollment Type does **not** need to be selected when creating the enrollment – it will automatically either be a primary enrollment or concurrent enrollment based on the type of school.

### Student

✓ Save
Close

Demographics
Parent/Guardian
Enrollment

Last Name

First Name

Middle Name

Suffix

State Student ID

Grade

Gender

**Student Information**

Alias

Social Security Number

Birth Date

Home Language

Email

Phone

US Entry Date

US School Entry Date

Refugee
  Immigrant

EL Start Date

EL Exit Date

**Race and Ethnicity**

Hispanic/Latino

Resolved Race/Ethnicity

Race  ↔

Asian

American Indian or Alaska Native

Black or African American

Native Hawaiian or Other Pacific Islander

White

14. The student is now enrolled at your school and can be searched on the Student screen.

Note: only students who are enrolled at your school or have been enrolled at your school will be searchable on the Student screen.

Student

Menu ◀ 🔍 ▶ 🖨 ✓ Save ↶ Undo + Add

Student Name: **Lennon, John W.** School: **Rock Star High School**

Demographics Parent/Guardian Enrollment Enrollment History

Last Name	First Name	Middle Name	Suffix	State Student ID	Grade	Gender
<input type="text" value="Lennon"/>	<input type="text" value="John"/>	<input type="text" value="Winston"/>	<input type="text" value=""/>	<input type="text" value="150023545"/>	<input type="text" value="10"/>	<input type="text" value="Male"/>

Student Information

Alias	Social Security Number	Birth Date
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="10/09/2002"/>
Home Language	Email	Phone
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
US Entry Date	US School Entry Date	<input type="checkbox"/> Refugee <input type="checkbox"/> Immigrant
<input type="text" value=""/>	<input type="text" value=""/>	
EL Start Date	EL Exit Date	
<input type="text" value=""/>	<input type="text" value=""/>	

Race and Ethnicity

Hispanic/Latino	Resolved Race/Ethnicity
<input type="text" value="Non-Hispanic"/>	<input type="text" value=""/>

Race  ↔

Asian
  American Indian or Alaska Native
  Black or African American
  Native Hawaiian or Other Pacific Islander
  **White**