
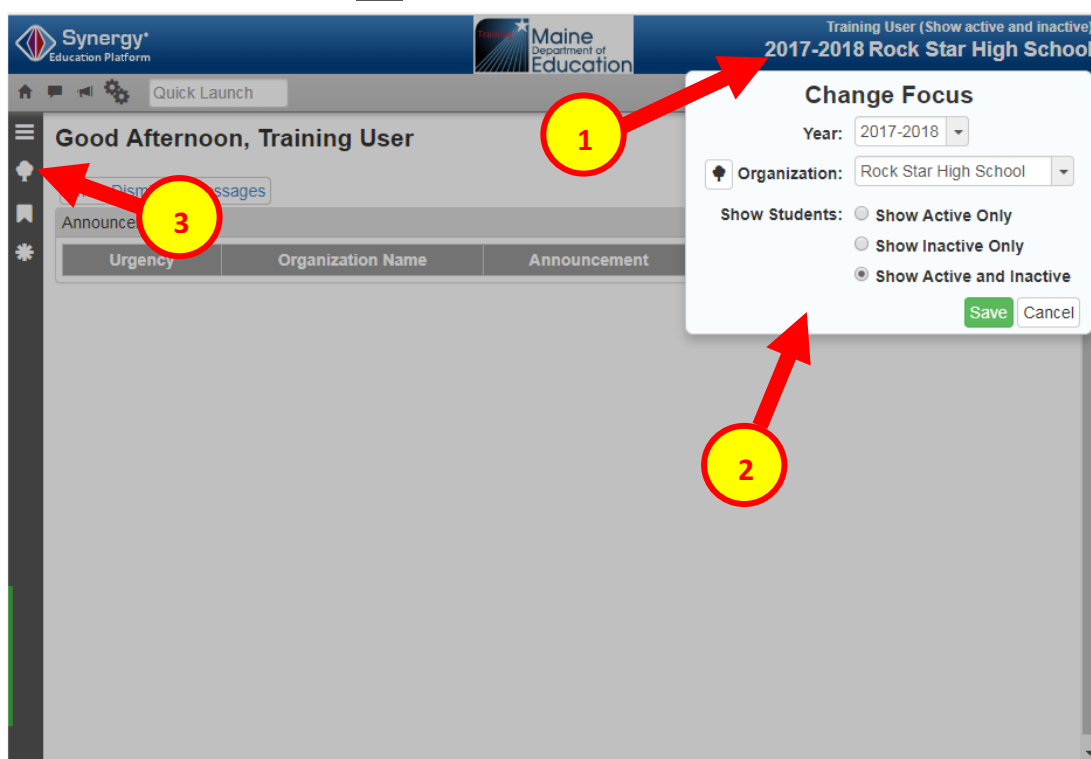


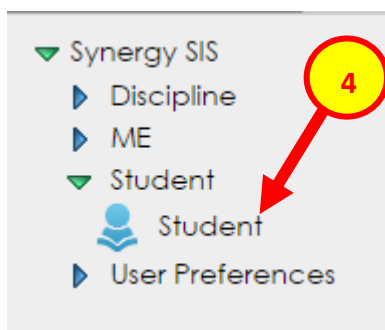
Synergy – Enrollment Changes Guide

This guide will explain how to make changes to a student's enrollment in Synergy. The changes are made on the Student screen and 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).



Contents

Exiting a Student’s Enrollment..... 3

Re-Activating a Student (Remove Exit Date and Exit Status)..... 5

Change the Start Date of an Enrollment..... 7

Change the Exit Date of an Enrollment..... 9

Change the Start Status or Exit Status of an Enrollment 10

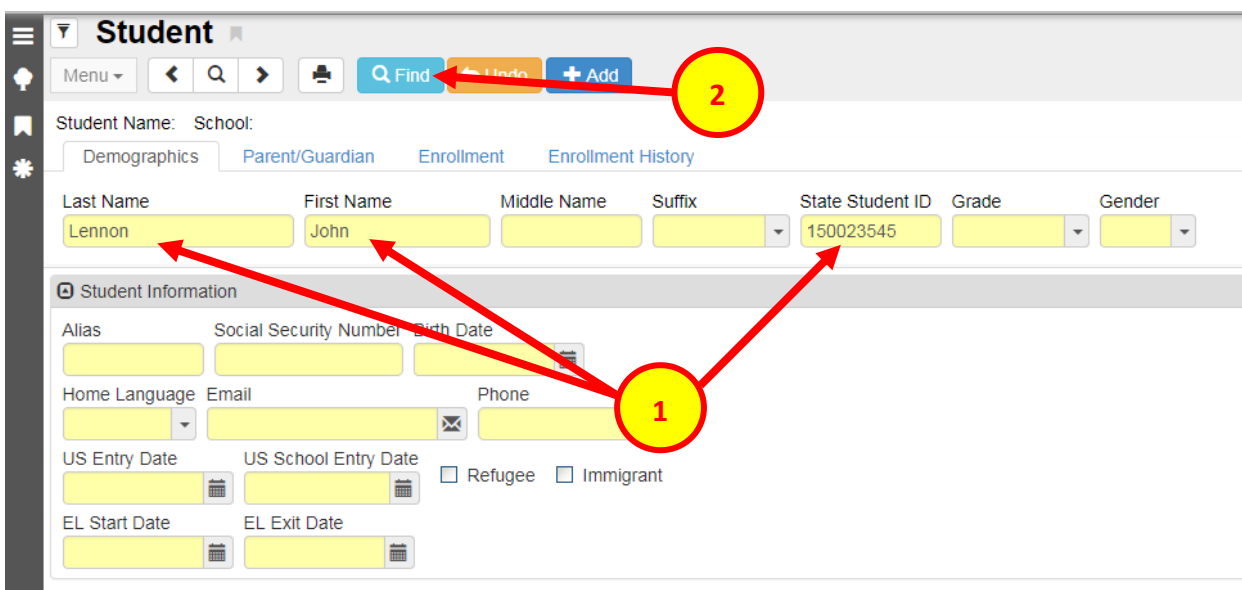
Change a Student’s Name or Gender 11

Change a Student’s Grade..... 13

Change the Resident SAU, Resident Town, and Fiscal Responsibility..... 16

Exiting a Student's Enrollment

1. Type in the student's Last Name and First Name or their State ID.
2. Click **Find**.



Student

Menu ◯ ◀ 🔍 ▶ 🖨️ 🔍 Find ◀ Undo ➕ Add

Student Name: School:

Demographics Parent/Guardian Enrollment Enrollment History

Last Name First Name Middle Name Suffix State Student ID Grade Gender

Lennon John 150023545

1 (Annotation pointing to the Find button)

2 (Annotation pointing to the Find button)

Student Information

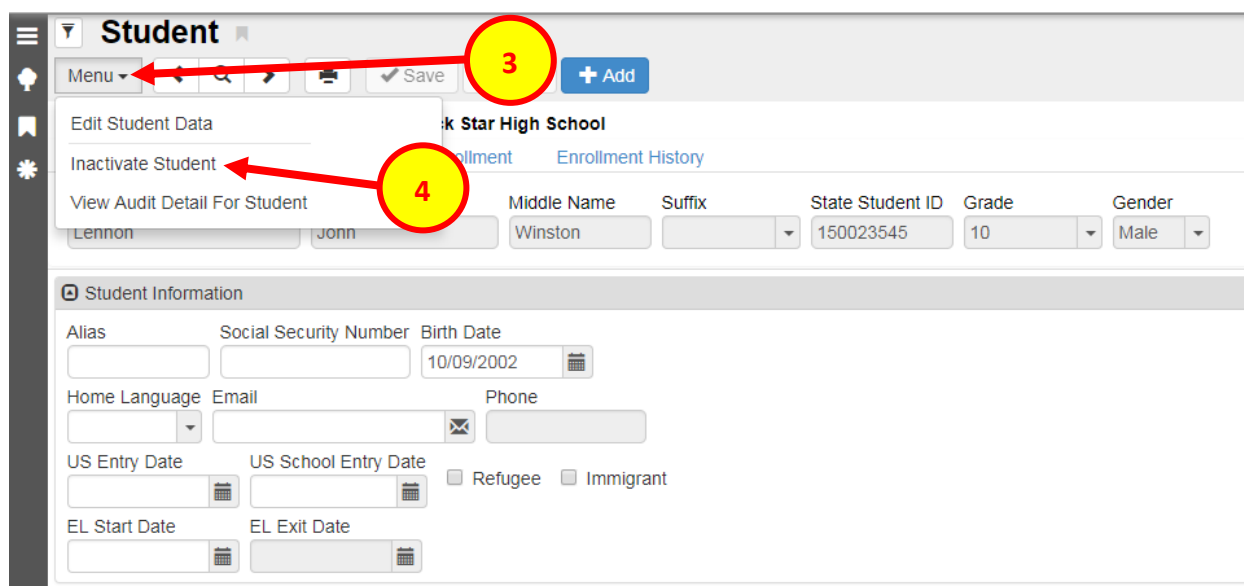
Alias Social Security Number Birth Date

Home Language Email Phone

US Entry Date US School Entry Date ☐ Refugee ☐ Immigrant

EL Start Date EL Exit Date

3. Hover the cursor over the Menu drop down.
4. Click **Inactivate Student** in the drop down – this will create a pop up box.



Student

Menu ◯ ◀ 🔍 ▶ 🖨️ ✓ Save ➕ Add

Edit Student Data

Inactivate Student

View Audit Detail For Student

Star High School

Enrollment Enrollment History

Last Name First Name Middle Name Suffix State Student ID Grade Gender

Lennon John Winston 150023545 10 Male

3 (Annotation pointing to the Menu dropdown)

4 (Annotation pointing to the Inactivate Student option)

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

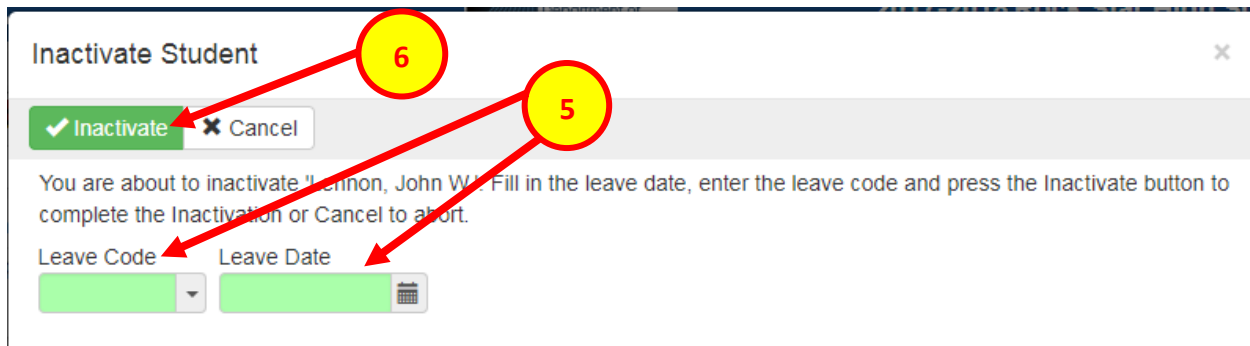
- In the pop up box, select a Leave Code (Exit Status) in the drop down and enter the Leave Date (Exit Date).

A list of Exit Status codes can be found at this link:

https://www.maine.gov/doe/data/student/Synergy_upload.html

Please note that the old exit code 98: End of School Year has been replaced by 03502: Not Enrolled, Eligible to Return

- Click **Inactivate**.



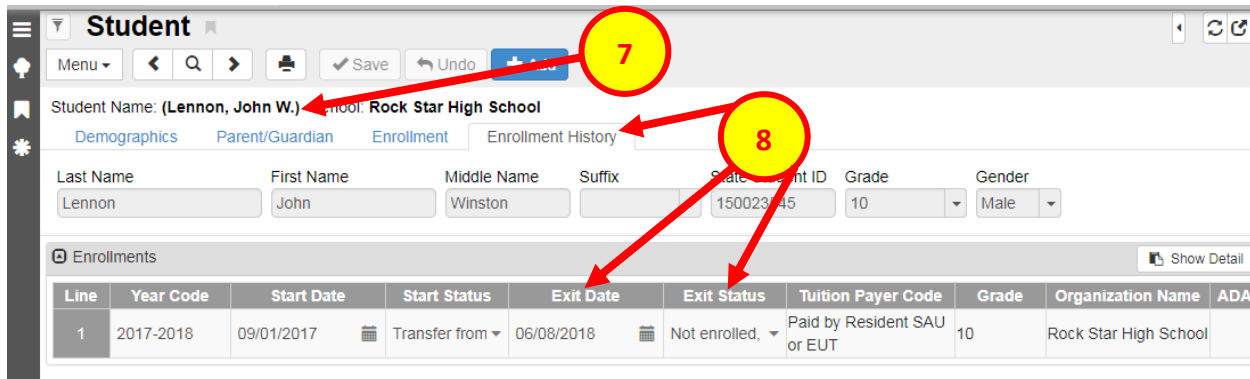
Inactivate Student

✓ Inactivate ✕ Cancel

You are about to inactivate "Lennon, John W.". Fill in the leave date, enter the leave code and press the Inactivate button to complete the Inactivation or Cancel to abort.

Leave Code: Leave Date:

- On the Student screen, the student's name now shows in parenthesis to indicate they are inactive.
- The student will also show an Exit Date and Exit Status on the **Enrollment History** tab.



Student

Menu ◀ ▶ 🔍 🖨️ ✓ Save ↶ Undo ➕ Add

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

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Winston Suffix: State Student ID: 15002345 Grade: 10 Gender: Male

Enrollments Show Detail

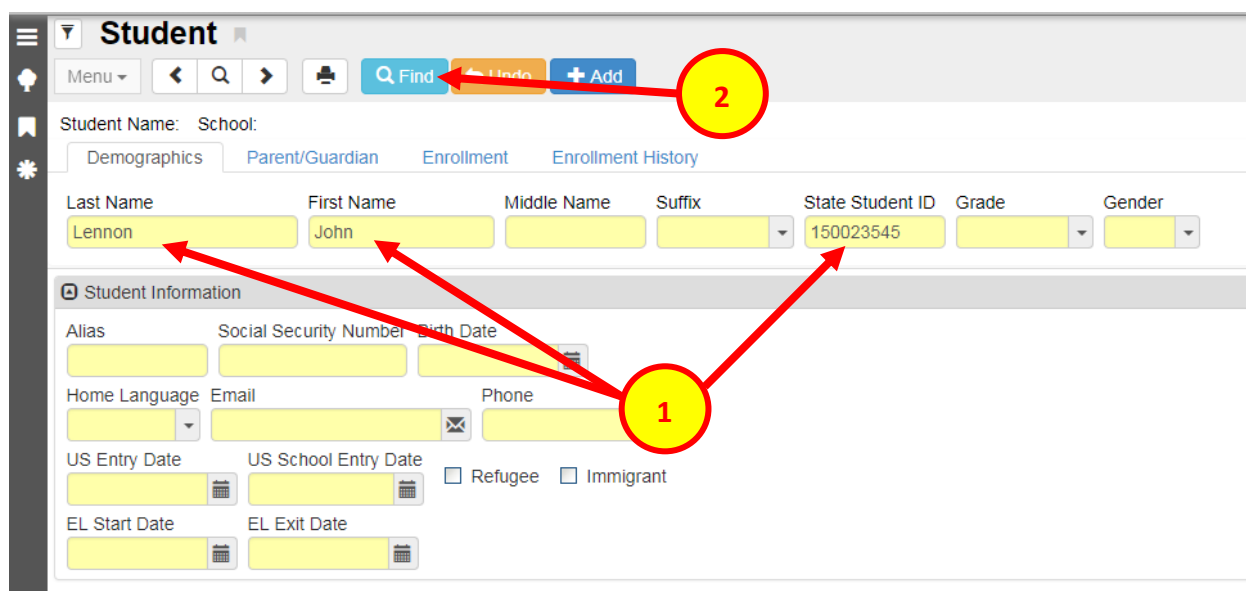
Line	Year Code	Start Date	Start Status	Exit Date	Exit Status	Tuition Payer Code	Grade	Organization Name	ADA
1	2017-2018	09/01/2017	Transfer from	06/08/2018	Not enrolled	Paid by Resident SAU or EUT	10	Rock Star High School	

Re-Activating a Student (Remove Exit Date and Exit Status)

If a student was accidentally exited or the student never left the school as anticipated, the Exit Date and Exit Status can be removed to make the student's enrollment active again.

Please note these instructions are not for the situation when a student transfers out and is enrolled at another district and then returns – in this situation a new enrollment must be created.

1. Type in the student's Last Name and First Name or their State ID.
2. Click **Find**.



Student

Menu < > Find Add

Student Name: School:

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Suffix: State Student ID: 150023545 Grade: Gender:

Student Information

Alias: Social Security Number: Birth Date:

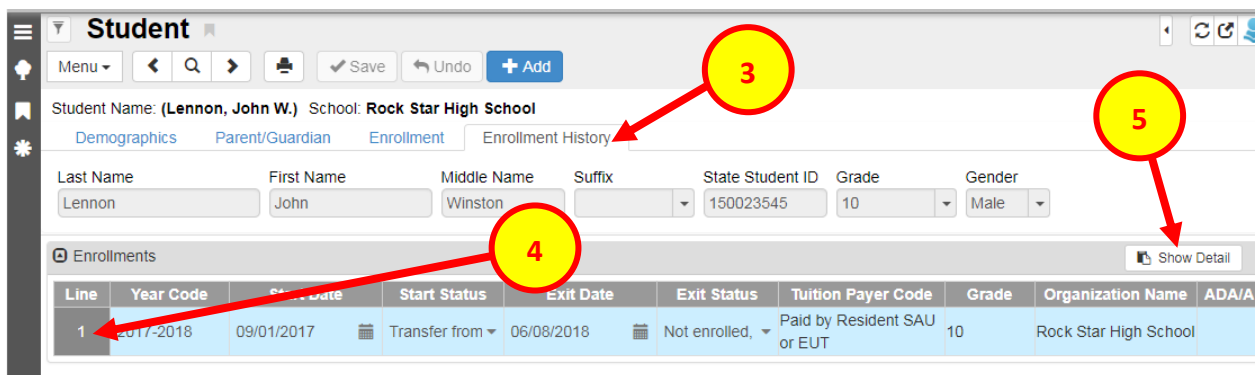
Home Language: Email: Phone:

US Entry Date: US School Entry Date: ☐ Refugee ☐ Immigrant

EL Start Date: EL Exit Date:

Red arrows and numbered circles indicate steps: 1 points to the 'Find' button, 2 points to the 'Add' button.

3. Click on the **Enrollment History** tab.
4. In the Line column, click on the Line number of the enrollment to select the row – the selected row will turn blue.
5. Click **Show Detail** to expand the enrollment.



Student

Menu < > Save Undo Add

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

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Winston Suffix: State Student ID: 150023545 Grade: 10 Gender: Male

Enrollments Show Detail

Line	Year Code	Start Date	Start Status	Exit Date	Exit Status	Tuition Payer Code	Grade	Organization Name	ADA/A
1	2017-2018	09/01/2017	Transfer from	06/08/2018	Not enrolled	Paid by Resident SAU or EUT	10	Rock Star High School	

Red arrows and numbered circles indicate steps: 3 points to the 'Enrollment History' tab, 4 points to the '1' in the Line column, 5 points to the 'Show Detail' button.

6. In the Student Enrollment section, remove the Exit Date and select blank from the Exit Status drop down.
7. Click **Save**.

Student

Menu

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

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Winston Suffix: State Student ID: 150023545 Grade: 10 Gender: Male

Enrollments

Line	Year Code
1	2017-2018

Student School

Alternative Education Student ☐ Night Time Residence ☐ Unaccompanied Youth ☐ Gifted Talented Academic ☐ Gifted Talented Artistic ☐

Bilingual Services ☐ Sheltered English ☐ Heritage Language Services ☐ Section 504 Plan ☐ Title 1A Math ☐ Title 1A ELA ☐

Military Family ☐

Days Enrolled Days Present Days Excused Absences

Student Enrollment

Start Date: 09/01/2017 Start Status: 01823 Exit Date: 06/08/2018 Exit Status: 03502 Grade: 10 FTE: 0

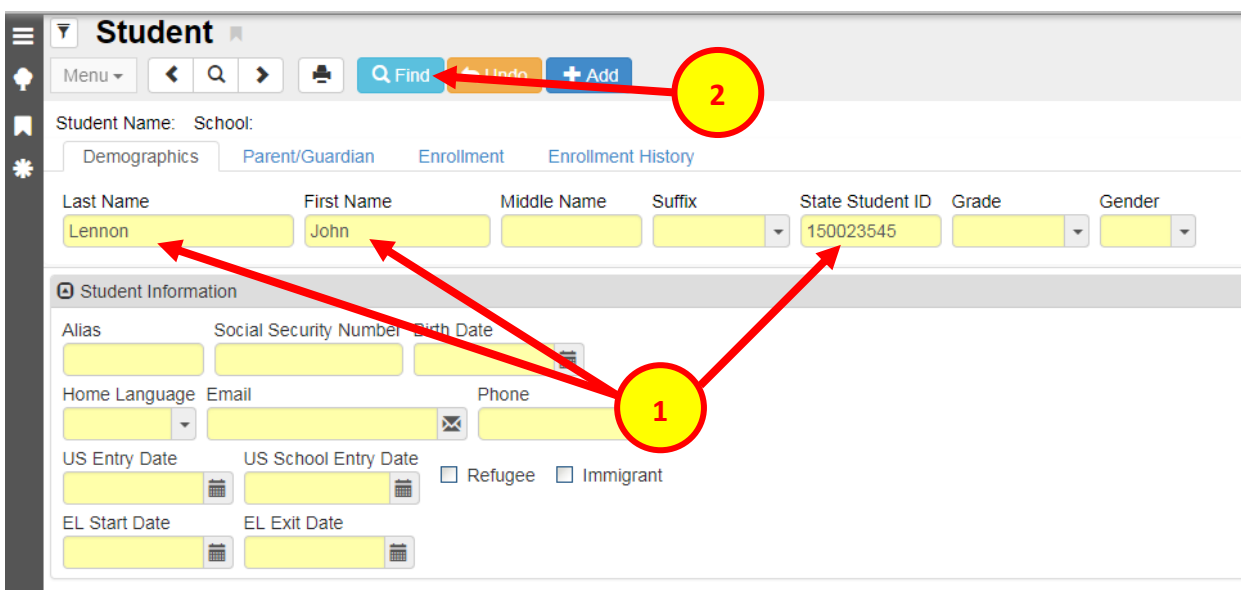
Tuition Payer Code: Paid by Resident SAU or EUT Resident District: 28: Augusta Public Schools Resident Town: 021: Augusta ADA/ADM: Home Schooled ☐

Enrollment Activities

Line	Effective Date	Grade	FTE Code	Fiscal Responsibility	Resident SAU	Resident Town	Home Schooled
1	09/01/2017	10	0	Paid by Resident SAU or EUT	Augusta Publi	Augusta	<input type="checkbox"/>

Change the Start Date of an Enrollment

1. Type in the student's Last Name and First Name or their State ID.
2. Click **Find**.



Student

Menu < > Find Undo Add

Student Name: School:

Demographics Parent/Guardian Enrollment Enrollment History

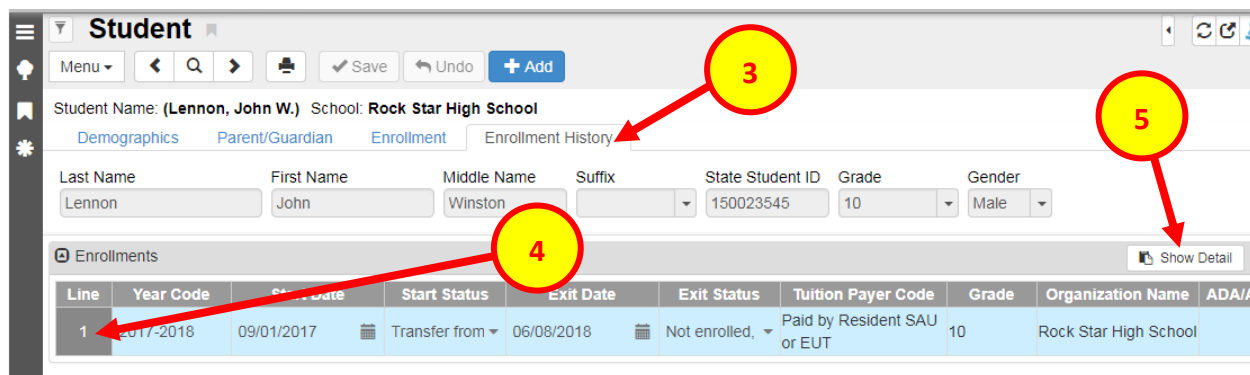
Last Name: Lennon First Name: John Middle Name: Suffix: State Student ID: 150023545 Grade: Gender:

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:

Red arrows indicate the search process: Arrow 1 points to the 'Find' button, and Arrow 2 points to the 'Find' button.

3. Click on the **Enrollment History** tab.
4. In the Line column, click on the Line number of the enrollment to select the row – the selected row will turn blue.
5. Click **Show Detail** to expand the enrollment.



Student

Menu < > Save Undo Add

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

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Winston Suffix: State Student ID: 150023545 Grade: 10 Gender: Male

Enrollments

Line	Year Code	Start Date	Start Status	Exit Date	Exit Status	Tuition Payer Code	Grade	Organization Name	ADA/A
1	2017-2018	09/01/2017	Transfer from	06/08/2018	Not enrolled	Paid by Resident SAU or EUT	10	Rock Star High School	

Red arrows indicate the steps: Arrow 3 points to the 'Enrollment History' tab, Arrow 4 points to the '1' in the Line column, and Arrow 5 points to the 'Show Detail' button.

6. In the Student Enrollment section, change the Start Date. In the Enrollment Activities section, change the corresponding Effective Date – both fields must be changed at the same time and must have the same date.
7. Click **Save**.

Student

Menu

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

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Winston Suffix: State Student ID: 150023545 Grade: 10 Gender: Male

Enrollments

Line	Year Code
1	2017-2018

Enrollment

Student School

Alternative Education Student ☐ Night Time Residence ☐ Unaccompanied Youth ☐ Gifted Talented Academic ☐ Gifted Talented Artistic ☐

Bilingual Services ☐ Sheltered English ☐ Heritage Language Services ☐ Section 504 Plan ☐ Title 1A Math ☐ Title 1A ELA ☐

Military Family ☐

Days Enrolled Days Present Days Excused Absences

Student Enrollment

Start Date: 09/01/2017 Start Status: 01823 Exit Date: 06/08/2018 Exit Status: 03502 Grade: 10 FTE: 0

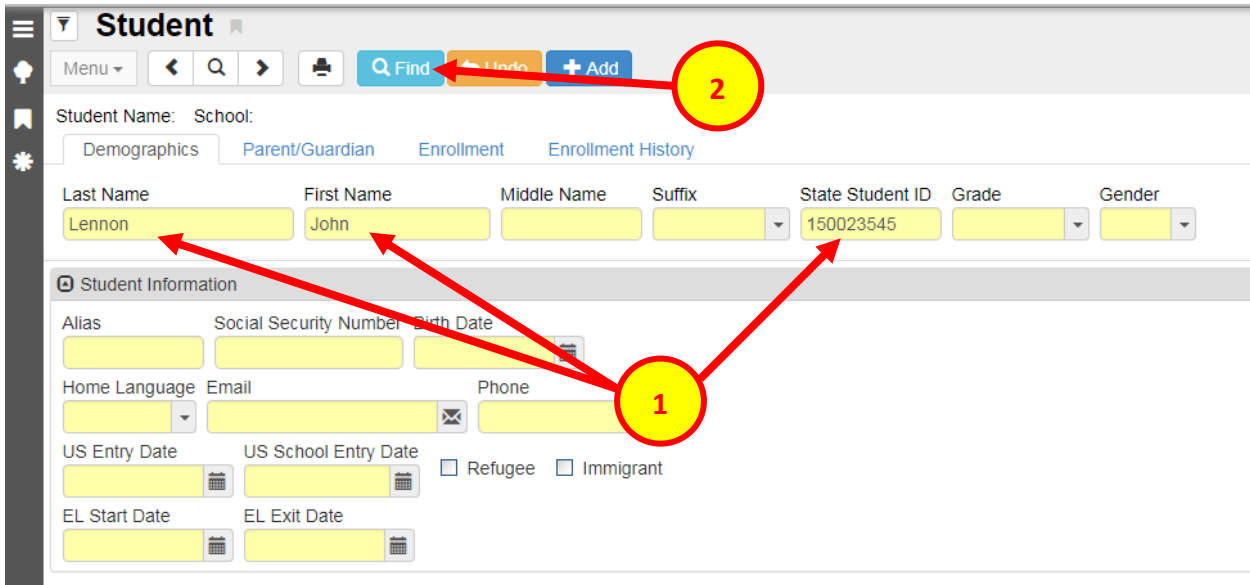
Tuition Payer Code: Paid by Resident SAU or EUT Resident District: 08: Augusta Public Schools Resident Town: 021: Augusta ADA/ADM: Home Schooled ☐

Enrollment Activities

Line	Effective Date	Grade	FTE Code	Fiscal Responsibility	Resident SAU	Resident Town	Home Schooled
1	09/01/2017	10	0	Paid by Resident SAU or EUT	Augusta Publi	Augusta	<input type="checkbox"/>

Change the Exit Date of an Enrollment

1. Type in the student's Last Name and First Name or their State ID.
2. Click **Find**.



Student

Menu < > Find Undo Add

Student Name: School:

Demographics Parent/Guardian Enrollment Enrollment History

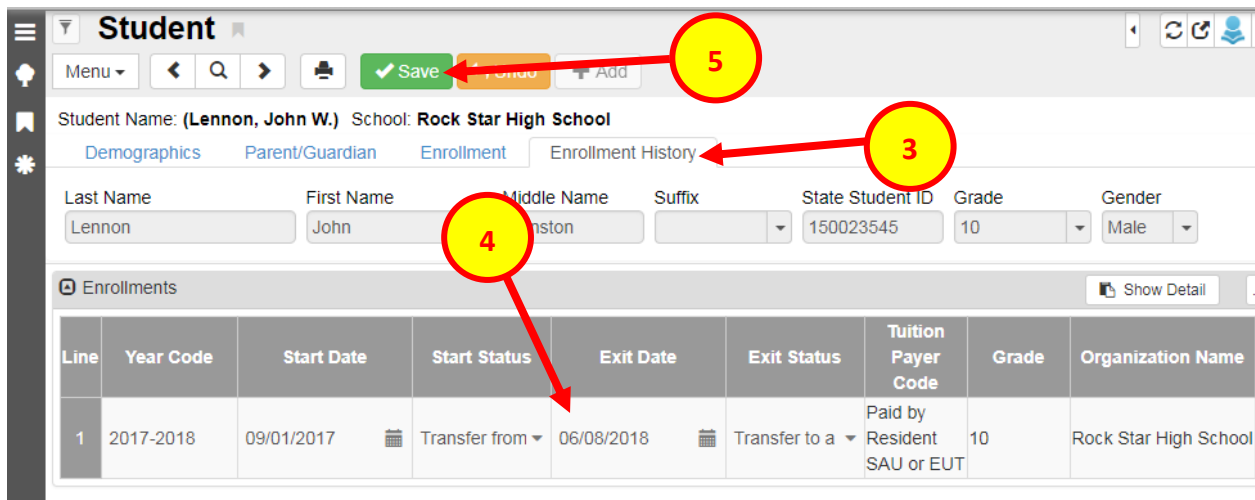
Last Name: Lennon First Name: John Middle Name: Suffix: State Student ID: 150023545 Grade: Gender:

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:

Red arrows indicate the workflow: Arrow 1 points to the 'Find' button. Arrows 2, 3, and 4 point to the 'Last Name', 'First Name', and 'State Student ID' fields respectively.

3. Click on the **Enrollment History** tab.
4. Change the Exit Date.
5. Click **Save**.



Student

Menu < > Save Undo Add

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

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: nston Suffix: State Student ID: 150023545 Grade: 10 Gender: Male

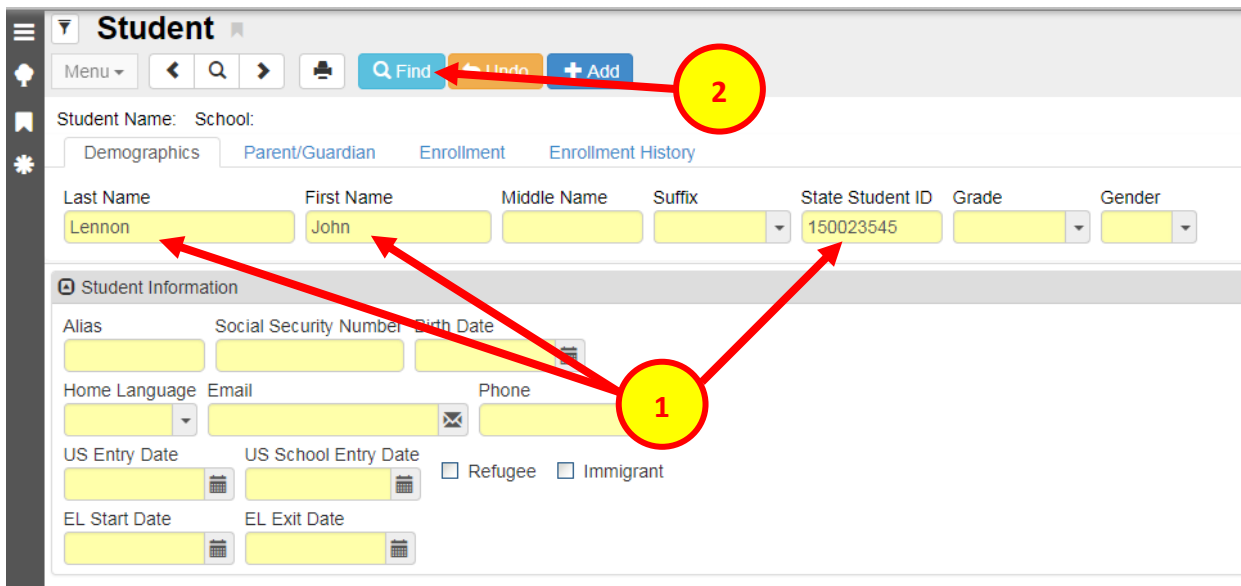
Enrollments Show Detail

Line	Year Code	Start Date	Start Status	Exit Date	Exit Status	Tuition Payer Code	Grade	Organization Name
1	2017-2018	09/01/2017	Transfer from	06/08/2018	Transfer to a	Paid by Resident SAU or EUT	10	Rock Star High School

Red arrows indicate the workflow: Arrow 3 points to the 'Enrollment History' tab. Arrow 4 points to the 'Exit Date' field in the enrollment table. Arrow 5 points to the 'Save' button.

Change the Start Status or Exit Status of an Enrollment

1. Type in the student's Last Name and First Name or their State ID.
2. Click **Find**.



Student

Menu < > Find Undo Add

Student Name: School:

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Suffix: State Student ID: 150023545 Grade: Gender:

Student Information

Alias: Social Security Number: Birth Date:

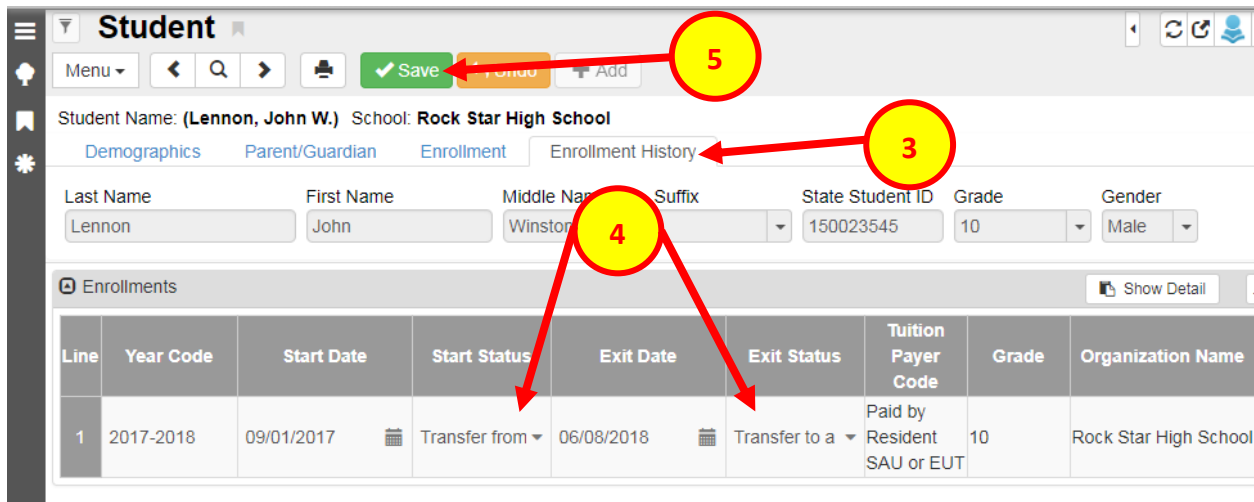
Home Language: Email: Phone:

US Entry Date: US School Entry Date: ☐ Refugee ☐ Immigrant

EL Start Date: EL Exit Date:

Red arrows and yellow circles indicate steps: 1. Type in the student's Last Name and First Name or their State ID. 2. Click **Find**.

3. Click on the **Enrollment History** tab.
4. Select the Start Status or Exit Status from the drop down.
A list of Start Status and Exit Status codes can be found at this link:
https://www.maine.gov/doe/data/student/Synergy_upload.html
5. Click **Save**.



Student

Menu < > Find Undo Add Save

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

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Winston Suffix: State Student ID: 150023545 Grade: 10 Gender: Male

Enrollments Show Detail

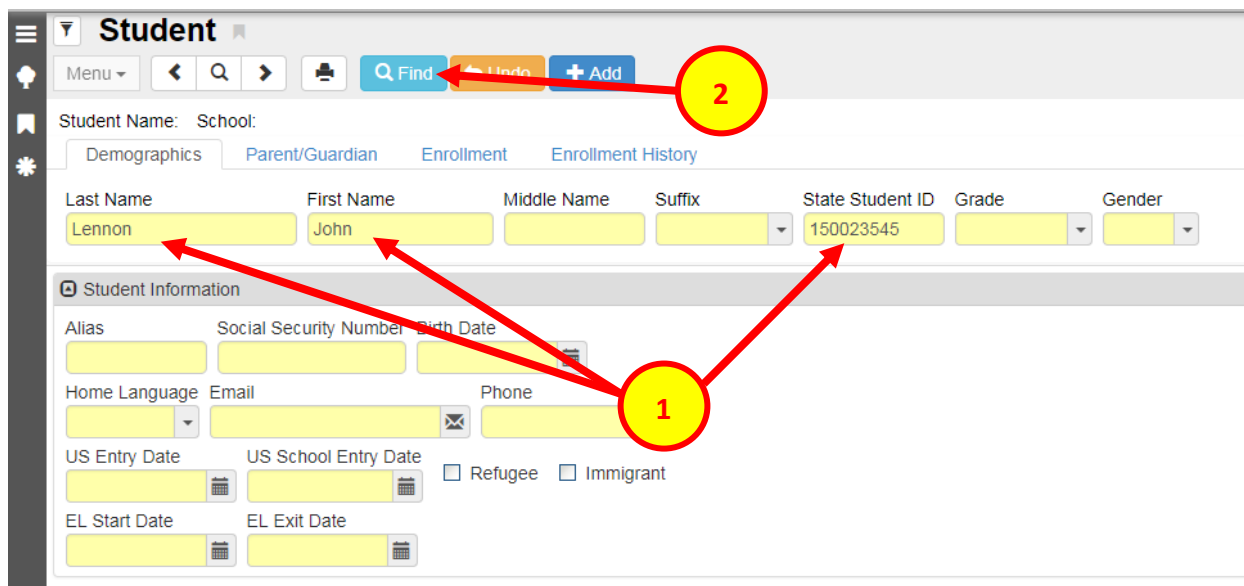
Line	Year Code	Start Date	Start Status	Exit Date	Exit Status	Tuition Payer Code	Grade	Organization Name
1	2017-2018	09/01/2017	Transfer from	06/08/2018	Transfer to a	Paid by Resident SAU or EUT	10	Rock Star High School

Red arrows and yellow circles indicate steps: 3. Click on the **Enrollment History** tab. 4. Select the Start Status or Exit Status from the drop down. 5. Click **Save**.

Change a Student's Name or Gender

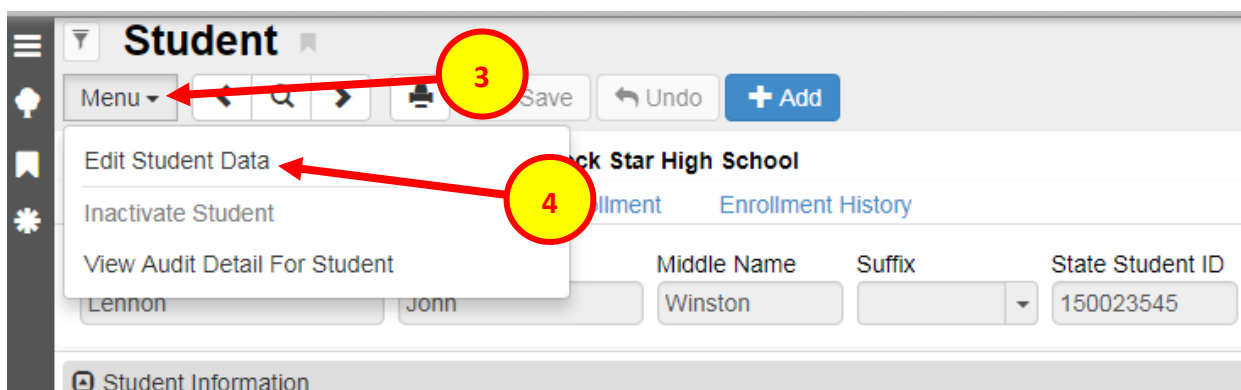
These steps should only be completed to update the student's legal name or legal gender.

1. Type in the student's Last Name and First Name or their State ID.
2. Click **Find**.



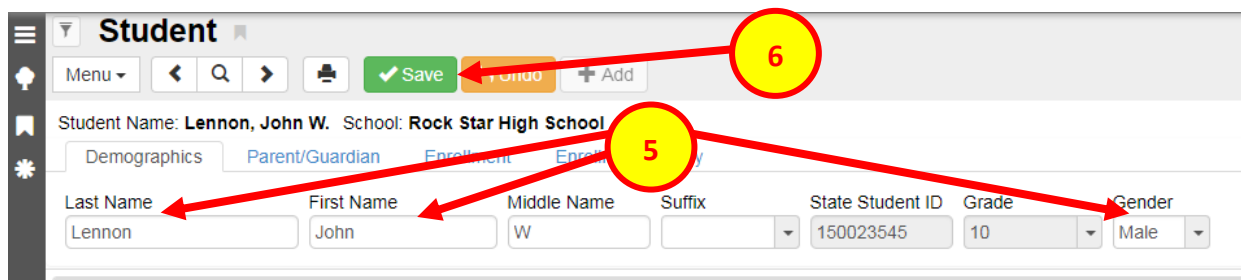
The screenshot shows the 'Student' form interface. At the top, there is a 'Menu' dropdown and navigation buttons. A red circle labeled '2' highlights the 'Find' button. Below this, there are tabs for 'Demographics', 'Parent/Guardian', 'Enrollment', and 'Enrollment History'. The 'Demographics' tab is active, showing input fields for 'Last Name' (Lennon), 'First Name' (John), 'Middle Name', 'Suffix', 'State Student ID' (150023545), 'Grade', and 'Gender'. A red circle labeled '1' highlights the 'Find' button again, with red arrows pointing from it to the 'Last Name', 'First Name', and 'State Student ID' fields.

3. Hover the cursor over the Menu drop down.
4. Click **Edit Student Data** in the drop down - this will unlock the Last Name, First Name, and Gender fields.



The screenshot shows the 'Student' form interface with the 'Menu' dropdown open. A red circle labeled '3' highlights the 'Menu' dropdown. A red circle labeled '4' highlights the 'Edit Student Data' option in the dropdown menu. The 'Find' button is also visible. Below the dropdown, there are tabs for 'Demographics', 'Parent/Guardian', 'Enrollment', and 'Enrollment History'. The 'Demographics' tab is active, showing input fields for 'Last Name' (Lennon), 'First Name' (John), 'Middle Name' (Winston), 'Suffix', 'State Student ID' (150023545), 'Grade', and 'Gender'.

5. Type in the Last Name or First Name fields (if applicable)
Select the Gender in the drop down (if applicable)
6. Click **Save**.

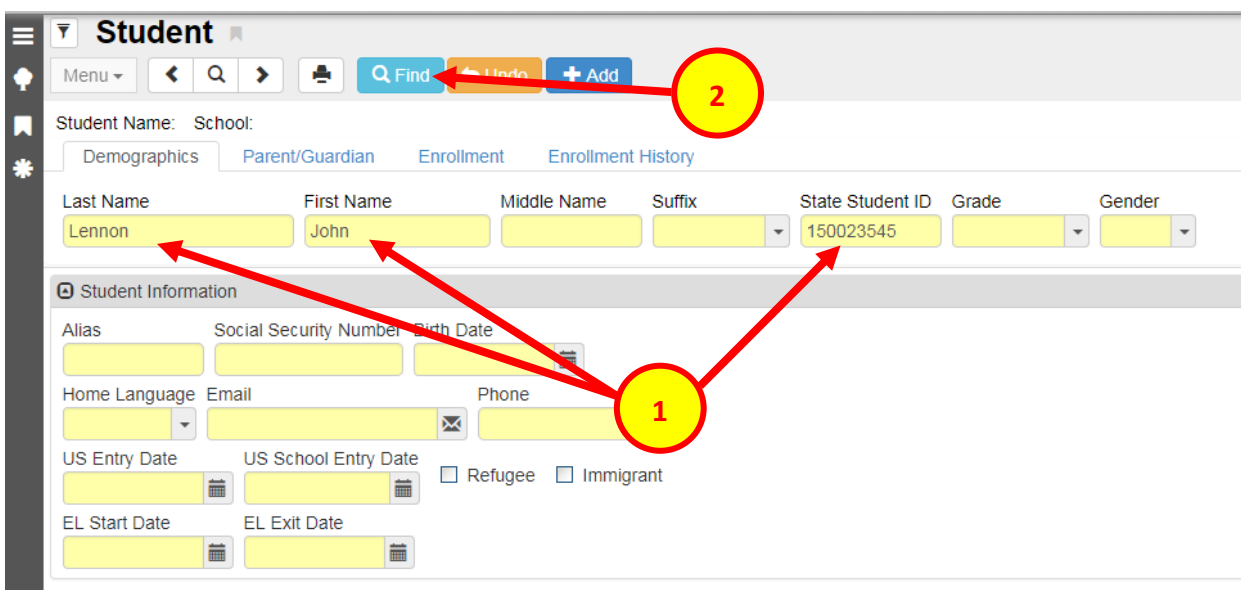


The screenshot shows the 'Student' form in the Synergy system. The form is titled 'Student' and includes a 'Menu' dropdown, navigation arrows, a search icon, a print icon, a green 'Save' button, an orange 'Undo' button, and a grey 'Add' button. The student information is displayed as 'Student Name: Lennon, John W. School: Rock Star High School'. Below this, there are tabs for 'Demographics', 'Parent/Guardian', 'Enrollment', and 'Enrollment History'. The 'Demographics' tab is active, showing fields for 'Last Name' (Lennon), 'First Name' (John), 'Middle Name' (W), 'Suffix' (a dropdown menu), 'State Student ID' (150023545), 'Grade' (10), and 'Gender' (Male). Red arrows and yellow circles highlight the 'Save' button (labeled 6) and the 'Last Name' and 'First Name' fields (labeled 5).

Note: Synergy does not keep a record of name changes and the student is only searchable using the current name.

Change a Student's Grade

1. Type in the student's Last Name and First Name or their State ID.
2. Click **Find**.



Student

Menu < > Find Undo Add

Student Name: School:

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Suffix: State Student ID: 150023545 Grade: Gender:

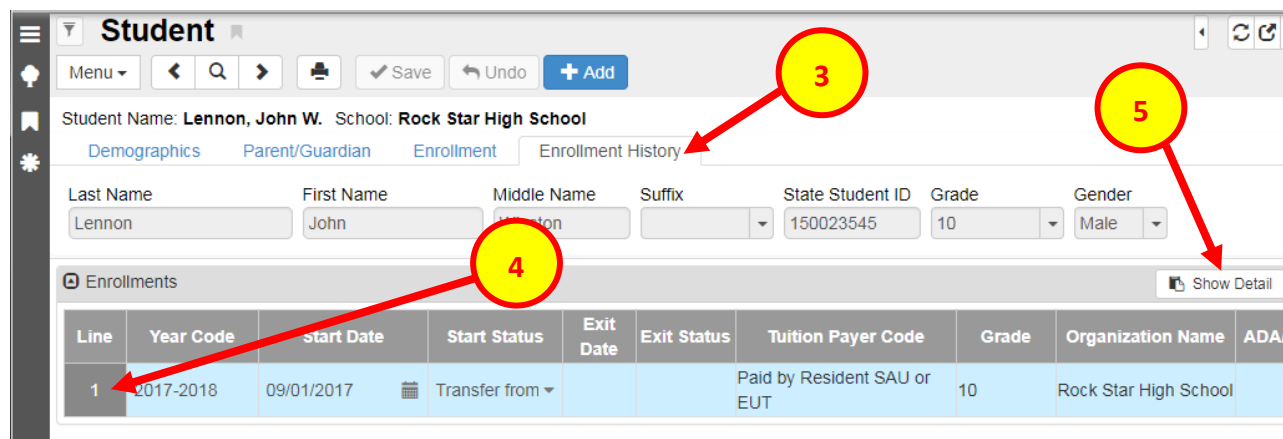
Student Information

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:

Use Steps 3 through 7 to correct a student's grade

Use Steps 8 through 9 when the student's grade changes during the school year.

3. Click on the **Enrollment History** tab.
4. In the Line column, click on the Line number of the enrollment to select the row – the selected row will turn blue.
5. Click **Show Detail** to expand the enrollment.



Student

Menu < > Save Undo Add

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

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Suffix: State Student ID: 150023545 Grade: 10 Gender: Male

Enrollments Show Detail

Line	Year Code	Start Date	Start Status	Exit Date	Exit Status	Tuition Payer Code	Grade	Organization Name	ADA/
1	2017-2018	09/01/2017	Transfer from			Paid by Resident SAU or EUT	10	Rock Star High School	

6. In the Enrollment Activities section, select the Grade in the drop down.
7. Click **Save**.

Student

Menu

Save

Update

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

Lennon

John

Winston

150023545

10

Male

Enrollments

Hide Detail

Line

Year Code

1

2017-2018

Enrollment

Student School

Alternative Education Student

Night Time Residence

Unaccompanied Youth

Gifted Talented Academic

Gifted Talented Artistic

Bilingual Services

Sheltered English

Heritage Language Services

Section 504 Plan

Title 1A Math

Title 1A ELA

Military Family

Days Enrolled

Days Present

Days Excused Absences

Student Enrollment

Start Date

Start Status

Exit Date

Exit Status

Grade

FTE

Tuition Payer Code

Resident District

Resident Town

ADA/ADM

Home Schooled

09/01/2017

01823

06/08/2018

03502

10

0

Paid by Resident SAU or EUT

28: Augusta Public Schools

021: Augusta

Enrollment Activities

Line

Effective Date

Grade

FTE Code

Fiscal Responsibility

Resident SAU

Resident Town

Home Schooled

1

09/01/2017

10

0

Paid by Resident SAU or EUT

Augusta Publi

Augusta

8. Click on the **Enrollment** tab.
9. In the Enrollment Activity section, type in the Effective Date (the day the grade change occurred) and select the Grade in the drop down.
10. Click **Save**.

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

Date Student ID

Grade

Gender

Lennon

John

Winston

150023545

11

Male

Enrollment Information

Start Date

Start Status

Exit Date

Exit Status

Enrollment Type

09/01/2017

01823: Transfer from a public school in a different state

Days Enrolled

Days Present

Days Excused Absences

☐ Alternative Education Student
 ☐ Gifted Talented Academic

☐ Homeless: Unaccompanied Youth
 ☐ Gifted Talented Artistic

☐ Homeless: Night Time Residence
 ☐ Bilingual Services

☐ Sheltered English
 ☐ Heritage Language Services

☐ Military Family
 ☐ Section 504 Plan

☐ Title 1A Math
 ☐ Title 1A ELA

Enrollment Activity

EffectiveDate

Grade

FTE Code

Fiscal Responsibility

Resident SAU

Resident Town

Home Schooled

11

0: Full-time student

Paid by Resident SAU or EUT

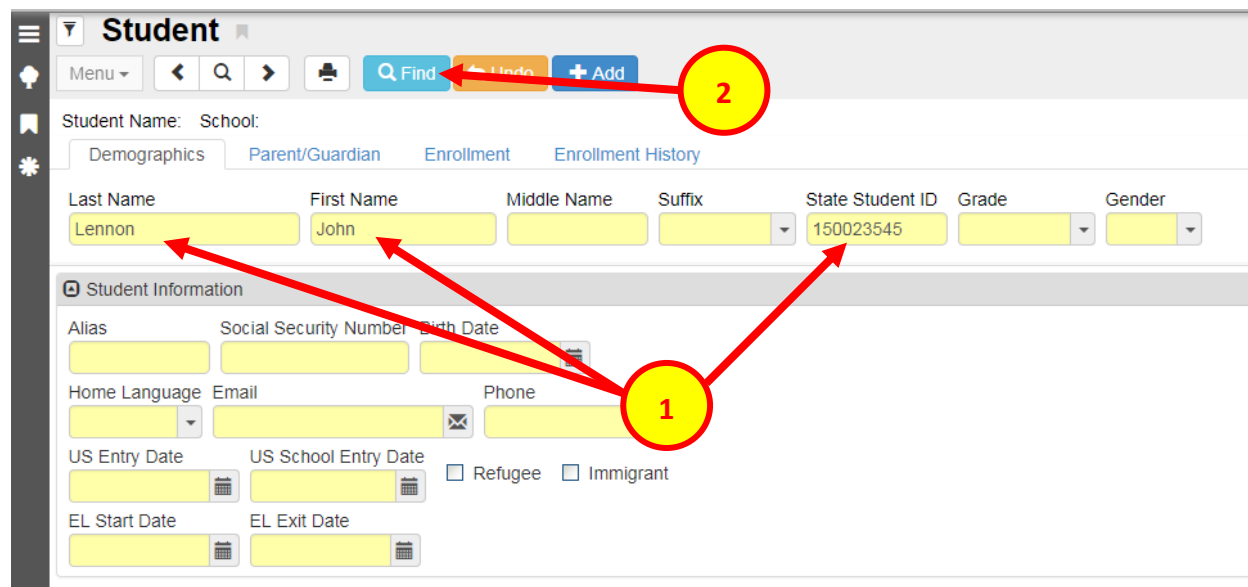
Augusta Public Schools

Augusta

☐

Change the Resident SAU, Resident Town, and Fiscal Responsibility

1. Type in the student's Last Name and First Name or their State ID.
2. Click **Find**.



Student

Menu < > Find Undo + Add

Student Name: School:

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Suffix: State Student ID: 150023545 Grade: Gender:

Student Information

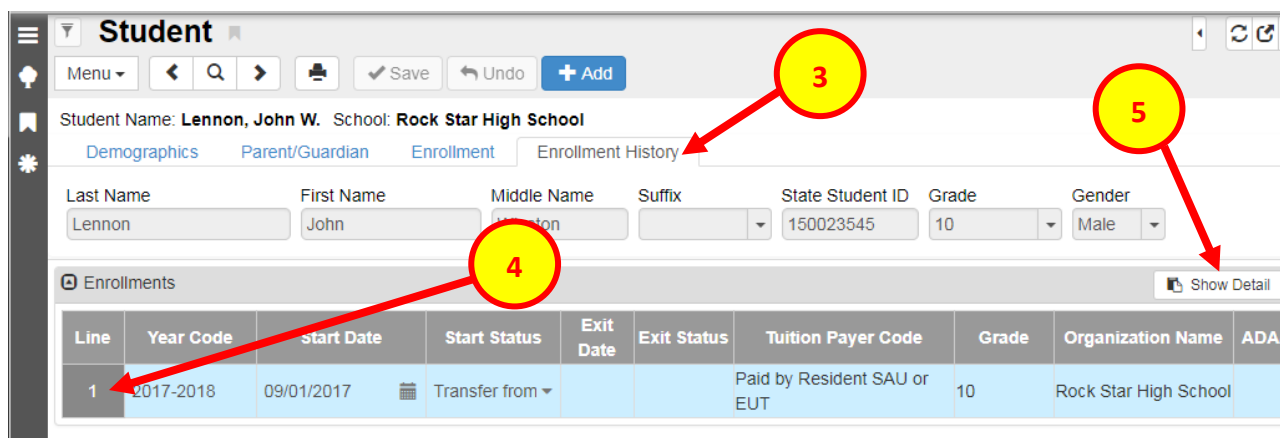
Alias: Social Security Number: Birth Date: Home Language: Email: Phone: US Entry Date: US School Entry Date: ☐ Refugee ☐ Immigrant EL Start Date: EL Exit Date:

Annotations: 1 points to the Student Information section, 2 points to the Find button.

Use Steps 3 through 7 to correct a student's Resident SAU, Resident Town, and Fiscal Responsibility.

Use Steps 8 through 9 when the student's Resident SAU, Resident Town, and Fiscal Responsibility changes during the school year.

3. Click on the **Enrollment History** tab.
4. In the Line column, click on the Line number of the enrollment to select the row – the selected row will turn blue.
5. Click **Show Detail** to expand the enrollment.



Student

Menu < > Save Undo + Add

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

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Suffix: State Student ID: 150023545 Grade: 10 Gender: Male

Enrollments Show Detail

Line	Year Code	Start Date	Start Status	Exit Date	Exit Status	Tuition Payer Code	Grade	Organization Name	ADA/
1	2017-2018	09/01/2017	Transfer from			Paid by Resident SAU or EUT	10	Rock Star High School	

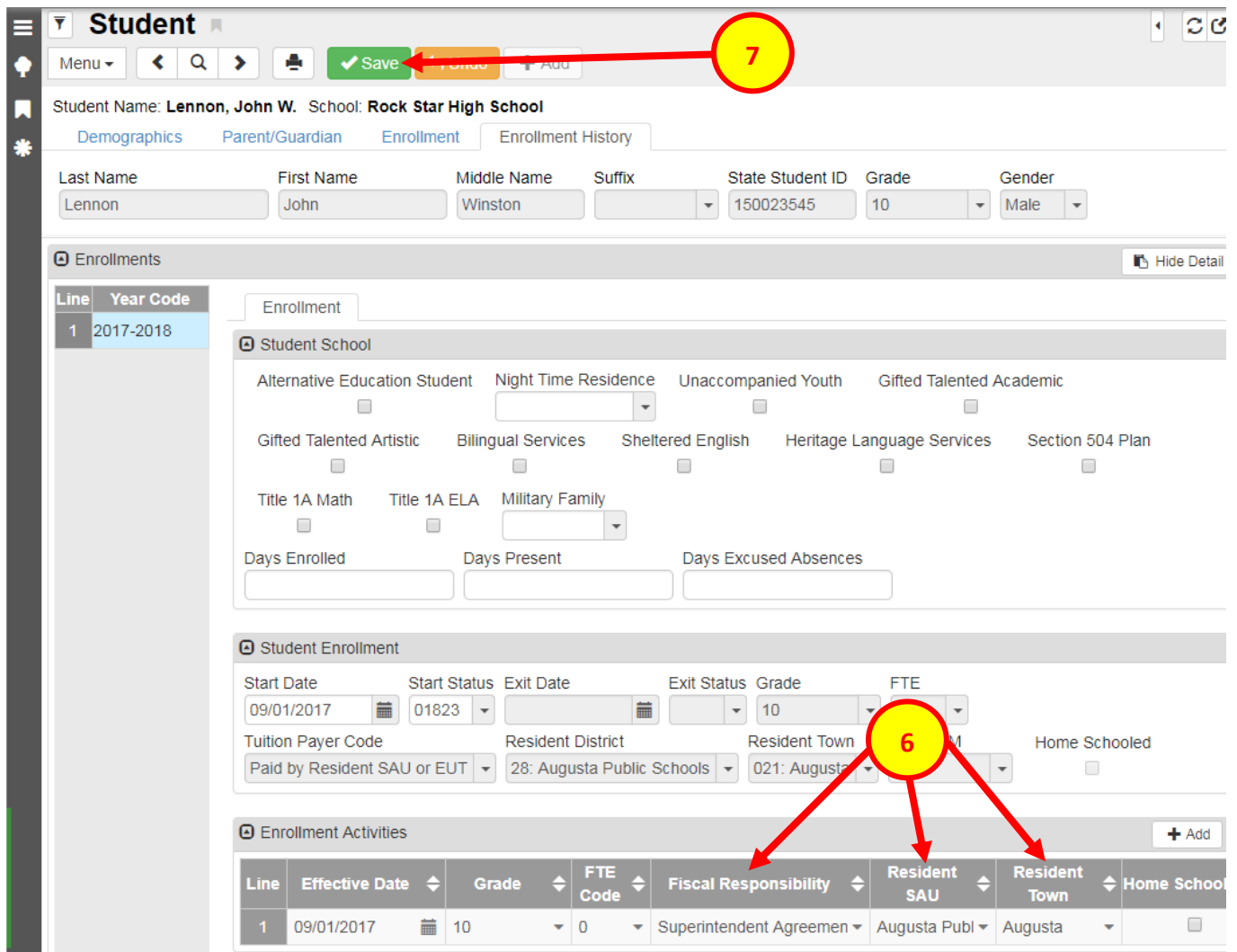
Annotations: 3 points to the Enrollment History tab, 4 points to the Line number 1, 5 points to the Show Detail button.

- In the Enrollment Activities section, select the Fiscal Responsibility, Resident SAU, Resident Town in the drop down.

A list of Fiscal Responsibility codes and Resident SAU/Resident Town codes can be found here:

https://www.maine.gov/doe/data/student/Synergy_upload.html

- Click **Save**.



Student

Menu ◀ 🔍 ▶ 🖨 ✓ Save ↶ Undo ➕ Add

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

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Winston Suffix: State Student ID: 150023545 Grade: 10 Gender: Male

Enrollments Hide Detail

Line	Year Code
1	2017-2018

Enrollment

Student School

Alternative Education Student ☐ Night Time Residence ☐ Unaccompanied Youth ☐ Gifted Talented Academic ☐

Gifted Talented Artistic ☐ Bilingual Services ☐ Sheltered English ☐ Heritage Language Services ☐ Section 504 Plan ☐

Title 1A Math ☐ Title 1A ELA ☐ Military Family ☐

Days Enrolled: Days Present: Days Excused Absences:

Student Enrollment

Start Date: 09/01/2017 Start Status: 01823 Exit Date: Exit Status: Grade: 10 FTE:

Tuition Payer Code: Paid by Resident SAU or EUT Resident District: 28: Augusta Public Schools Resident Town: 021: Augusta Home Schooled: ☐

Enrollment Activities ➕ Add

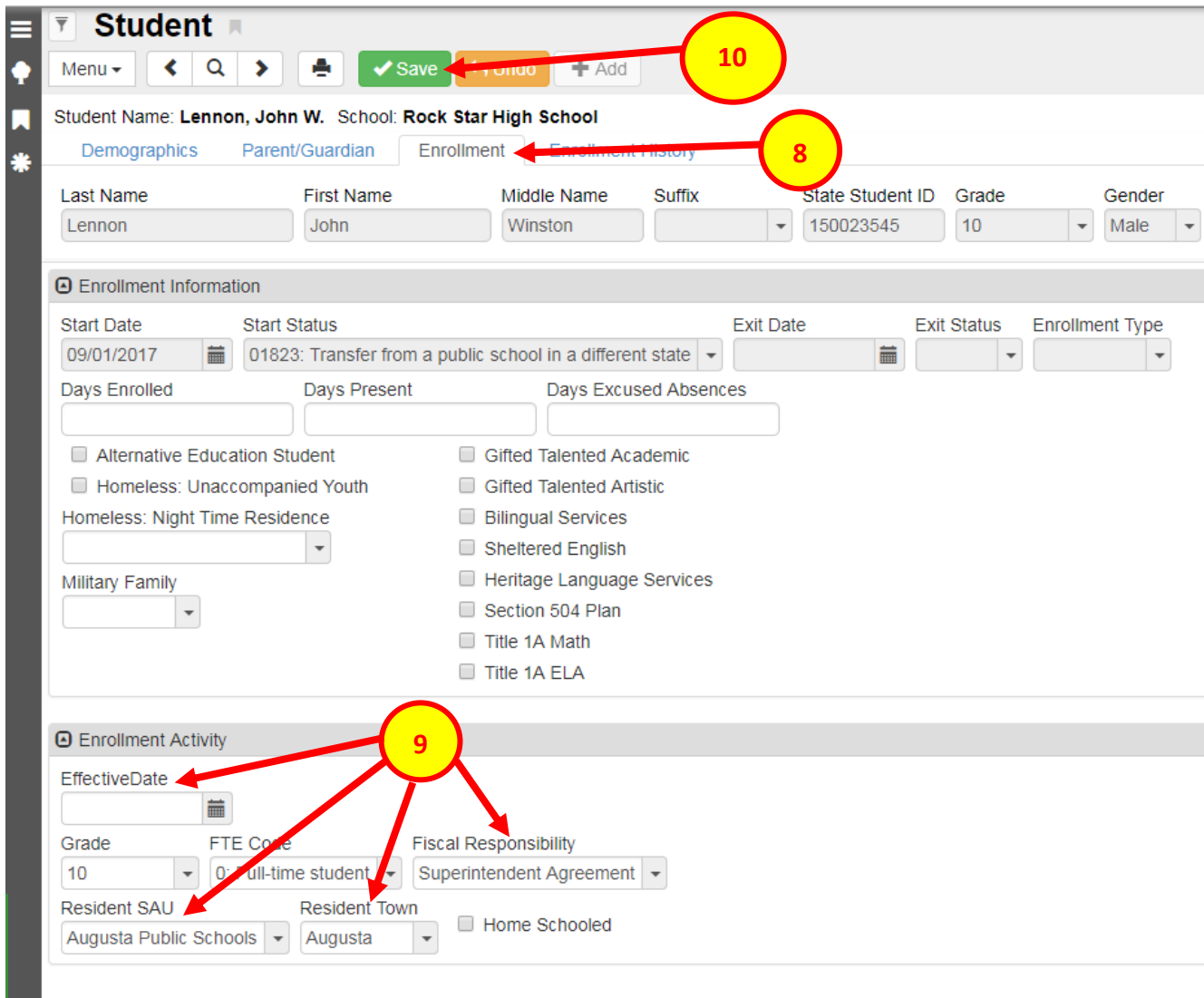
Line	Effective Date	Grade	FTE Code	Fiscal Responsibility	Resident SAU	Resident Town	Home School
1	09/01/2017	10	0	Superintendent Agreemen	Augusta Publ	Augusta	<input type="checkbox"/>

8. Click on the **Enrollment** tab.
9. In the Enrollment Activity section, type in the Effective Date (the day the change occurred) and select the Fiscal Responsibility, Resident SAU, and Resident Town in the drop down.

A list of Fiscal Responsibility codes and Resident SAU/Resident Town codes can be found here:

https://www.maine.gov/doe/data/student/Synergy_upload.html

10. Click **Save**.



The screenshot shows the 'Student' form in the Maine Department of Education system. The form is divided into several sections: Demographics, Parent/Guardian, Enrollment, and Enrollment Activity. The 'Enrollment' tab is selected, and the 'Enrollment Activity' section is expanded. Red circles with numbers 8, 9, and 10 are placed over the 'Enrollment' tab, the 'EffectiveDate' field, and the 'Save' button, respectively. Red arrows point from these circles to the corresponding elements in the form.

Student

Menu < > Save Undo + Add

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

Demographics Parent/Guardian **Enrollment** Enrollment History

Last Name: Lennon First Name: John Middle Name: Winston Suffix: State Student ID: 150023545 Grade: 10 Gender: Male

Enrollment Information

Start Date: 09/01/2017 Start Status: 01823: Transfer from a public school in a different state Exit Date: Exit Status: Enrollment Type:

Days Enrolled: Days Present: Days Excused Absences:

☐ Alternative Education Student ☐ Gifted Talented Academic
☐ Homeless: Unaccompanied Youth ☐ Gifted Talented Artistic
Homeless: Night Time Residence: ☐ Bilingual Services
☐ Sheltered English
Military Family: ☐ Heritage Language Services
☐ Section 504 Plan
☐ Title 1A Math
☐ Title 1A ELA

Enrollment Activity

EffectiveDate: Grade: 10 FTE Code: 0: Full-time student Fiscal Responsibility: Superintendent Agreement
Resident SAU: Augusta Public Schools Resident Town: Augusta ☐ Home Schooled