



Aurora Public Schools

Information Technology Services
Application Services

Enrollment Guide

Table of Contents

District Standards - Entering enrollment data.....	3
Last US Entry Date and Last CO Enrollment Date Scenarios	5
CDE School numbers	7
Enrolling a student	9



DISTRICT STANDARDS Entering Enrollment Data

It is imperative that only these standards be used when entering or maintaining enrollment data in the Student Information System.
Listed below are a variety of abbreviations or drop down menu box explanations.

Student Enrollment Procedures

<u>Enrollment Codes:</u>	<u>Withdrawal Codes:</u>
00 Used only for summer dropouts (MS to HS Only)	01 Reached maximum age for services
01 New to educational system	02 Death
02 Continuous in same school	06 Exited to an unknown educational status (K-6)
03 Cont. in school that closed or grade range changed	10 Grade reassignment within same school
06 Entry from an unknown educational status (K-6)	11 Transfer to another APS school
10 Grade reassignment within same school	12 Transfer to a detention center within district **
11 Transfer from another APS school	13 Transfer to a CO Public school
12 Transfer from detention center within district **	14 Transfer to a different state or country
13 Transfer from a CO Public school	15 Transfer to a non-public school
14 Transfer from a different state or country	16 Transfer to home-based education
15 Transfer from a non-public school	18 Transfer to Voc program not by District/BOCES
16 Transfer from home-based education	19 Transfer to a State Facility on grounds school
18 Transfer from Voc program not by District/BOCES	20 Transfer to a facility administered by the district
19 Transfer from a State Facility on grounds school	21 Transfer to Dept of Corrections/Youth Corrs
20 Transfer from a facility administered by the district	25 Extended absence
21 Transfer from Dept of Corrections/Youth Corrs	30 Illness/Injury
25 Return from an extended absence	40 Discontinued school/dropped out
30 Re-entry after Illness/Injury	50 Expulsion
40 Re-entry after dropping out from same district	70 Exit to external GED program
50 Re-entry after expulsion from same district	90 Graduated with regular diploma
70 Re-entry after transferring to external GED program	91 Graduated by meeting IEP requirements
92 Re-entry after receiving a certificate of completion	92 Completed with other diploma
93 Re-entry after receiving a GED certificate	93 Completed a district administered GED program
	94 Completed a non-district GED program

** Do Not Use Code 12 for a Start or End Status — APS has no district run detention centers.**

Student Withdrawal

Students PK-6 who are no-shows at the beginning of the school year or who stop attending without notice should be coded with an 06 End Status. Students 7th - 12th who are no-shows at the beginning of the school year or who stop attending without notice should be coded as a 40 End Status. If you receive a request for records for these students during the school year, change the End Status to the appropriate leave code.

Birth Country must be filled in by Central Admissions:

Dropdown includes all countries listed alphabetically by code. Students born in the United States will now be identified by country; no longer by state of birth.

Resident District or State must be updated by each site: (no blanks)

If a student lives within district boundaries, select Aurora Public Schools (0180). Dropdown includes all school districts within CO followed by all states and "Other than United States". If the student is a non-resident, the district where the student lives, needs to be selected here.

School of Accountability must be updated by each site:

School of Accountability should be the CDE 4-digit school number where the student resides for in-district Special Education students only who are placed at your site for a specific SPED program. All others can be left blank.

Funding Code must be updated by each site: (no blanks)

80: Full time for grades 01-12.

82: Part time for all Pre-K, K's, Part-time students who are taking a minimum of 2 classes but not more than 4 classes (1/2 day students).

Language Background, Language Proficiency, ELPA Year and ESL

These fields will be maintained by the ELA Dept.

Pupil Attendance must be updated by each site: (no blanks)

01 Resident, Designated School	22 Licensed Eligible Facility or State Program
02 Resident, School of Choice	23 Licensed Facility, Attending Public School
03 Resident, Non-District Site	24 Court-Mandated Juvenile Detention
04 Non-Resident, Choice	26 Home Based Education (Home Schooling)
05 Non-Residency, Non-Choice	27 Non-Public School
06 Resident, Post-Secondary	28 Outside of Colorado Public Education Agency
07 Non-Resident, Post-Secondary	29 Outside of Colorado Non-Public School
08 Resident, Non-Choice	30 Colorado Public Agency (Contractual Agreement)
	31 Administrative Unit (Contractual Agreement)

Select code in conjunction with Resident District and School of Accountability entries. Contact the Budget Department with any questions regarding special situations.

Last CO Enr Date: (mandatory field)

Indicates when the student entered a Colorado public school or the most recent date the student entered school in Colorado after being out of state or after breaking continuous enrollment.

Last US Entry Date: (mandatory field)

Indicates when the student entered a US public school or the most recent date the student entered school after breaking continuous enrollment.



Aurora Public Schools

Last US Entry Date and Last CO Enrollment Date Scenarios

Scenario 1

Parent informs the school that they are moving to a different district in Colorado and their student is withdrawn. Three weeks later the parent returns to the school stating that their moving plans fell through and that the student has not attended any school.

The student has broken continuous US enrollment and CO enrollment. Both dates should be changed to the date of re-enrollment.

Scenario 2

Parent informs the school that they are withdrawing the student to go out of state to care for an ailing relative. Student is enrolled in a school in another state. The student is brought in to re-enroll a month later.

The student has not broken continuous US enrollment, but has broken CO enrollment. Only the Last CO enrollment date is changed to the date of re-enrollment.

Scenario 3

Parent informs the school that they are withdrawing the student to attend another CO public school. Two months later they return to re-enroll the student who attended school in another district.

The student has not broken continuous US enrollment or continuous CO enrollment. The Last US and Last CO enrollment date are not changed upon re-enrollment.

Scenario 4

Parent informs the school that their student is withdrawing to move back to Mexico where the student will be attending school. They return two months later to re-enroll the student.

The student has broken continuous US enrollment and CO enrollment. Both dates should be changed to the date of re-enrollment.

Scenario 5

A student stops attending without notice and is withdrawn back to his/her last date of attendance. The student has been withdrawn more than two weeks and returns to re-enroll. They have not attended school anywhere else during that time.

The student has broken continuous US enrollment and CO enrollment. Both dates should be changed to the date of re-enrollment.

Scenario 6

A student is absent unexcused from school more than 10 days. The school has determined that the student still lives at the home and after communicating with the family, the student returns to school.

The student has broken continuous US enrollment and CO enrollment. Whether or not the student returns to the school or is eventually withdrawn, they have broken continuous enrollment.

School Number	CDE School Number	School Name
104	0214	Altura Elementary School
105	0310	Arkansas Elementary School
506	0914	Boston K-8 School
107	1470	Century Elementary School
109	1720	Clyde Miller Elementary School
110	1948	Crawford Elementary School
111	2095	Dalton Elementary School
112	2114	Dartmouth Elementary School
114	2618	Elkhart Elementary School
116	3272	Fulton Elementary School
117	4270	Iowa Elementary School
119	2998	Fletcher Primary
529	2995	Fletcher Intermediate (4 th & 5 th)
120	4426	Jewell Elementary School
121	8858	Tollgate Elementary School
122	4646	Kenton Elementary School
124	4970	Lansing Elementary School
126	4973	Laredo Elementary School
128	5361	Lyn Knoll Elementary School
132	6068	Montview Elementary School
134	6728	Paris Elementary School
135	6869	Peoria Elementary
136	6758	Park Lane Elementary School
537	7232	Aurora Quest K-8
138	7558	Sable Elementary School
139	7865	Side Creek Elementary School
140	7932	Sixth Avenue Elementary School
141	9059	Vassar Elementary School
142	9060	Vaughn Elementary School
144	9140	Virginia Court Elementary School
146	9514	Wheeling Elementary School
148	9756	Yale Elementary School
508	0465	Aurora Frontier K-8
527	6189	Murphy Creek K-8
250	0464	Aurora Hills Middle School
251	1800	Columbia Middle School
252	2384	East Middle School
254	6160	Mrachek Middle School
256	6310	North Middle School
258	8078	South Middle School
260	9396	West Middle School
530	9083	Vista PEAK Exploratory
370	1458	Aurora Central High School
372	3354	Gateway High School
374	4024	Hinkley High School
376	7250	Rangeview High School
378	8356	William Smith High School

Enrolling a student

Step 1 - Verifying that this is not a duplicate student

Index **Search** **Help**

Search for a:

All People ▼

Go

[Advanced Search >>](#)

From the Search tab search All People.

Click on Advanced Search.

Step 2

Census Person Search

Last Name	<input type="text" value="thom"/>
First Name	<input type="text" value="dar"/>
Student Number	<input type="text"/>
SSN	<input type="text"/>
Birth Date	<input type="text"/>
Gender	<input type="text"/>
Home/Other Phone	<input type="text" value="() - x"/>
House Number	<input type="text"/>
Street Name	<input type="text"/>
Apt Number	<input type="text"/>
City	<input type="text"/>
Fuzzy Search	<input type="checkbox"/>
<input type="button" value="Search"/>	

Search Results: 6

-  Thomas, Daren L
-  Thomas, Daria E #40046911 [10/12/1997]
-  Thomas, Darlene K
-  Thompson, Darian D #40049243 [01/25/2000]
-  Thompson, Darius D #40064903 [04/06/1991]
-  Thompson, Darius L #14600228 [04/26/1993]

Enter a partial spelling of the last name and the first name.

Click Search.

Look at your search results to see if there is a possible duplicate student.

Step 3

Census Person Search

Last Name	<input type="text"/>
First Name	<input type="text"/>
Student Number	<input type="text"/>
SSN	<input type="text"/>
Birth Date	<input type="text" value="4/6/1991"/>
Gender	<input type="text"/>
Home/Other Phone	<input type="text" value="() - x"/>
House Number	<input type="text"/>
Street Name	<input type="text"/>
Apt Number	<input type="text"/>
City	<input type="text"/>
Fuzzy Search	<input type="checkbox"/>
<input type="button" value="Search"/>	

Enter the students' birth date.

Click Search.

Step 4 - Enrolling the student

Index Search Help

Search for a:

All People Go

[Advanced Search >>](#)

Search Results: 11

- Carter, Johnathon T #11800033 [04/06/1991]
- Escobar Scott, Juan Carlos #50019597 [04/06/1991]
- Hunnicutt, Demarkus T #40037046 [04/06/1991]
- Hurlburt, Haley L #14800571 [04/06/1991]
- Islas, Diane G #14000364 [04/06/1991]
- Nieto, Stephanie #40021398 [04/06/1991]
- Parsons, Taylor C #40042908 [04/06/1991]
- Riojas, Robert B #50007177 [04/06/1991]
- Simental Garcia, Jennifer B #40003647 [04/06/1991]
- Thompson, Darius D #40064903 [04/06/1991]
- Varela Gonzalez, Jesus A #40060596 [04/06/1991]

Look at your search results to see if there is a possible duplicate student.

If there is no match click on the student link.

If there is a possible match verify the information and use the record that has all of the past enrollment information.

Contact District Admissions to notify them which record is a duplicate student so they can put in a work order to have that record deleted.

Step 5

Summary **Enrollments** Schedule Attendance

Print Enrollment History **New** New Enrollment History

Enrollment Editor

Edit Grade Type Calendar

Click on the Enrollments tab.

Click on New.

Step 6 - Entering the State Reporting Fields

General Enrollment Information

*Calendar 104 07-08 *Schedule Main *Grade 02 Class Rank Exclude ☐

*Start Date 10/16/2007 No Show ☐ End Date End Action *Service Type P: Primary

*Start Status 14: Transfer from a different state/country End Status

Start Comments End Comments

Graduation State Reporting Fields Special Ed Fields

Verify that the calendar is correct.

The Schedule should be Main.

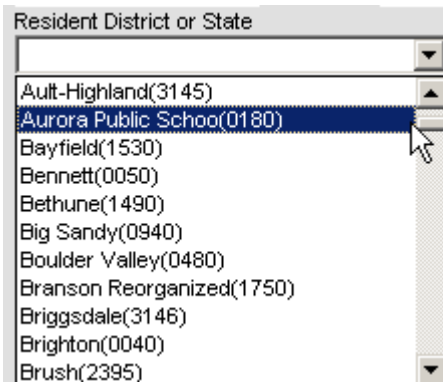
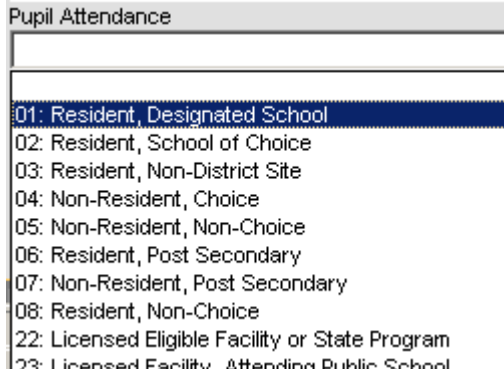
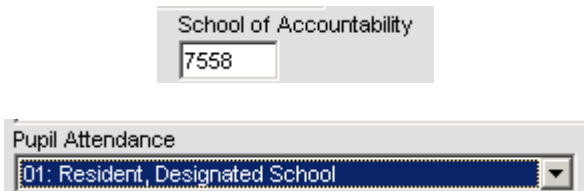
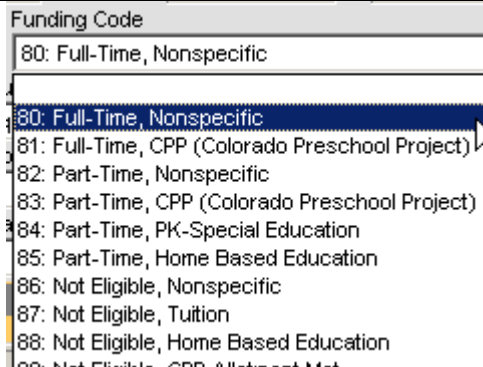
Enter the Grade.

Enter the Start Date.

The Service Type should be Primary.

Enter a Start Status. [Note: See attached document for a list of codes.](#)

Expand State Reporting fields.

Step 7		
	<p>Enter the Resident District or State.</p> <p>Note: This should be APS (180) unless the student resides out of the district. Select the school district code that applies.</p> <p>Example: If they are from Boulder Valley, choose Boulder Valley from the list.</p>	
Step 8		
	<p>Enter the Pupil Attendance code.</p> <p>Note: Select the code in conjunction with Resident District or State code and/or the School of Accountability code.</p> <p>Example: If they are from Boulder Valley, choose Non-Resident, choice.</p>	
Step 9		
	<p>FOR SPECIAL ED STUDENTS ONLY.</p> <p>Enter the CDE 4-digit school number where the student resides for in-district Special Ed students only who are placed at your site for a specific SPED program.</p> <p>The Pupil Attendance code will be 01.</p>	
Step 10		
	<p>Enter the Funding Code.</p> <p>80: Full-Time, Nonspecific - for grades 01-12.</p> <p>82: Part-Time, Nonspecific - for Pre-K, K's and part-time students who are taking a minimum of 2 classes but not more than 4 classes.</p>	

Step 11 - Entering District Defined elements

District Defined

Save

ELA

Last US Entry Date
08/15/1998

Refugee

Last CO Enr Date
08/15/1998

ILP

GT Nominated

Advanced

Lunch Number
2052

IB Classes
Y: Yes

Honors Classes

Rel Armed Svcs
N: Do not release/post/publish

Media Release
Y: Yes

Grade Consent
N: No

Orig US Entry Date

Home Lang Survey Date

Home Language

Monitored Start Date

Preschool

GT Identified

Gifted/Talented
4: Other Gifted

Medicaid

AP Classes

Merit Tech
N: No

Title VII

Field Trip
N: No

Internet Use
Y: Yes

User Code 7

User Code 8

Open Enrolled
Y: Yes

Open Enrolled Date
07/22/2008

Click on the District Defined tab.

Enter the Last US Entry Date and the Last CO Enrollment Date.

Last US Entry Date indicates when the student entered a **US public or private school** or the most recent date the student entered school after breaking continuous enrollment. **THIS DATE IS NOT THEIR BIRTH DATE.**

Last CO Enr Date indicates when the student entered a **Colorado public school** or the most recent date the student entered school in Colorado after being out of state or after breaking continuous enrollment. **THIS DATE IS NOT THEIR BIRTH DATE.**

THE LAST US DATE ENTRY CANNOT BE LATER THAN THE LAST COLORADO ENTRY DATE!

NEVER ENTER OR MAKE ANYCHANGES TO THE Orig US Entry Date field. This is entered by ELA.

[Note: See attached document for a list of scenarios.](#)

Enter a Yes or No for Internet Use. [Note: Media Release, Grade Consent and Field Trip will be filled out by Central Admissions.](#)

If the student is open enrolled choose Yes from Open Enrolled field and enter the date the student was accepted in the Open Enrolled Date field.

Step 12		
	Grade	Date
	K	8/1/2010
	01	8/1/2009
	02	8/1/2008
	03	8/1/2007
	04	8/1/2006
	05	8/1/2005
	06	8/1/2004
	07	8/1/2003
	08	8/1/2002
	09	8/1/2001
	10	8/1/2000
	11	8/1/1999
	12	8/1/1998
		<p>If you know the student has never been out of the US you can use the first day they entered kindergarten.</p> <p>This screen shows the dates they entered kindergarten by grade.</p>