

Enrollments (Indiana)

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Tool Search: Enrollments

The Enrollment tool displays all occurrences of a student’s enrollment in the district. Because this is an historical view, this list could be long.

Enrollments are first sorted by grade level, then by the enrollment start date. To reorder the list of enrollments, click the blue headers in the Enrollments Editor list. The list of enrollments can be sorted by Grade, Calendar, Start Date or End Date.

See the core [Enrollments](#) article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Enrollment records.

General Enrollment Information

[Start Date](#) | [Start Status](#) | [End Date](#) | [End Status](#) | [No Show](#) | [Service Type](#)

Under General Enrollment Information, **both the Local Start Status and Local End Status fields are unique to the state of Indiana. State reporting also relies heavily on the Service Type when populating reports.** These fields are further described below. **All other fields in General Enrollment Information do not require unique, state-specific data.** However, many of these fields are required and data entry in these fields is necessary. For more information on these fields, see the [Enrollments](#) article.

The screenshot shows the 'Indiana General Enrollment Information Editor' interface. At the top, it displays 'Enrollments ☆' and navigation links for 'Student Information > General > Enrollments'. Below this, student information is shown: 'Team: 8th Grade Orange', 'Student #: 12345678', 'Grade: 08', and 'DOB: 09/24/2010'. There is a 'Save' button and a 'New Enrollment History' link. The main form area is titled 'General Enrollment Information' and contains several sections:

- Enrollment ID:** A dropdown menu.
- *Calendar:** A dropdown menu.
- *Schedule:** A dropdown menu with 'Main' selected.
- *Grade:** A dropdown menu.
- Class Rank Exclude:** A checkbox.
- External LMS Exclude:** A checkbox.
- *Start Date:** A date picker.
- No Show:** A checkbox.
- End Date:** A date picker.
- End Action:** A dropdown menu.
- *Service Type:** A dropdown menu.
- *Local Start Status:** A dropdown menu with 'Select a Value'.
- Local End Status:** A dropdown menu with 'Select a Value'.
- State Start Status:** A dropdown menu.
- State Exit/Withdrawal Code:** A dropdown menu.
- Start Comments:** A text area.
- End Comments:** A text area.

 At the bottom right of the form, it says 'Rolled From Enrollment ID: N/A'.

Indiana General Enrollment Information Editor

Start Date

Indicates the student's first day of enrollment in the selected calendar.

▶ [Click here to expand...](#)

Start Status

Start Status indicates the reason for beginning the student enrollment, whether entering the school or district or continuing on from another grade. When creating an enrollment for a student, students must have a Start Date and a Start Status. An enrollment cannot be saved without an entry in these fields.

Two options are available:

- 01: Enrolled
- 02: Retained

▶ [Click here to expand...](#)

End Date

Indicates the student's last day of enrollment in the selected calendar.

▶ [Click here to expand...](#)

End Status

The End Status indicates the reason a student's enrollment ends in the school. **Enrollments with an end date must also have an End Status.** However, this condition does not apply if the No Show checkbox is marked. If the No Show checkbox is marked, an End Status can be entered without an End Date.

▶ [Click here to expand...](#)

No Show

A no show student is defined as a student who is enrolled in the school but never attends class and does not officially withdraw from the school. These enrollment records are ended after a certain number of school days, depending on district and/or state policy. See the [No Show](#) section on the Enrollments article for more information.

Records are not sent when the No Show checkbox is marked.

▶ [Click here to expand...](#)

Service Type

The Service Type is used to indicate the type of enrollment and the intended service the student receives. Service Types include: (P) Primary, (S) Partial, and (N) Special Ed Services.

▶ [Click here to expand...](#)

State Reporting Fields

[State Exclude](#) | [Membership Exclude](#) | [IPS Student](#) | [Foreign Exchange](#) | [ADM Type](#) | [Corporation of Legal Settlement](#) | [County of Legal Residence](#) | [Serving School](#) | [Accountable School](#) | [Expulsion Date](#)

Data entries made in the State Reporting Fields section of the Enrollments tool are unique to the state of Indiana and may directly affect the way students are reported to the state department of education.

Updates to State Reporting fields will overwrite previously entered data. To preserve this historical information, create a new Enrollment record when changes are needed. Deleting an Enrollment record is NOT recommended.

State Reporting Fields

<input type="checkbox"/> State Exclude	<input type="checkbox"/> Membership Exclude	<input type="checkbox"/> IPS Student	<input type="checkbox"/> Foreign Exchange
ADM Type <input type="text"/>	Corporation of Legal Settlement <input type="text"/>		County Of Legal Residence <input type="text"/>
Serving School <input type="text"/>	Accountable School <input type="text"/>		Expulsion Date <input type="text"/>
Resident District <input type="text"/>	Serving District <input type="text"/>		
Dual Credit <input type="text"/>	Daily Dual Enroll Instr Min <input type="text"/>	<input type="checkbox"/> Virtual Student	<input type="checkbox"/> Distance Learning

Full Day Kindergarten Funding

<input type="checkbox"/> Full Day KG Grant	<input type="checkbox"/> General Fund	<input type="checkbox"/> Fees(parent paid fees)	<input type="checkbox"/> Other Funds
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Testing Fields

<input type="checkbox"/> ISTAR	<input type="checkbox"/> WIDA	WIDA Tier <input type="text"/>			
<input type="checkbox"/> ECA Algebra	<input type="checkbox"/> ECA English	<input type="checkbox"/> ECA Algebra Retest/1st time Move-In	<input type="checkbox"/> ECA English Retest/1st time Move-In		
<input type="checkbox"/> ISTEP Exclude	<input type="checkbox"/> 4th Grade ISTEP without IREAD-3	<input type="checkbox"/> ISTEP AP Biology	<input type="checkbox"/> ISTEP IB Biology	<input type="checkbox"/> ISTEP+ Math Retest	<input type="checkbox"/> ISTEP+ ELA Retest
<input type="checkbox"/> IREAD-3	<input type="checkbox"/> IREAD-3 Retest	<input type="checkbox"/> EL Exemption	<input type="checkbox"/> IEP Exemption	<input type="checkbox"/> Retained Exemption	
<input type="checkbox"/> Accuplacer Math	<input type="checkbox"/> Accuplacer English	<input type="checkbox"/> ILEARN Biology	<input type="checkbox"/> ILEARN US Gov	<input type="checkbox"/> CSEP	

Additional Student Information

High Ability

Other Title 1

Migrant School Choice

Indiana State Reporting Enrollment Fields Editor

State Exclude

Excludes a student from reporting on all Indiana state reporting extracts.

Enrollment records marked as State Exclude are not included in state reports or sent to Ed-Fi.

▶ [Click here to expand...](#)

Membership Exclude

Indicates whether or not the student is excluded from the Membership Report.

▶ [Click here to expand...](#)

IPS Student

Indicates student is enrolled at an Indianapolis Public School. This field is strictly for students who are in the Indianapolis Public School District but for segregation purposes are attending a township school. This only affects schools in Marion County.

▶ [Click here to expand...](#)

Foreign Exchange

Indicates the student is a foreign exchange student.

▶ [Click here to expand...](#)

ADM Type

Indicates type of student Enrollment.

▶ [Click here to expand...](#)

Corporation of Legal Settlement

State assigned corporation number for corporation of legal settlement.

▶ [Click here to expand...](#)

County of Legal Residence

Indicates the two digit county number for the student's county of legal residence.

▶ [Click here to expand...](#)

Serving School

The school that the student attends.

▶ [Click here to expand...](#)

Accountable School

State-assigned school number of the school ultimately accountable for the education of this student.

▶ [Click here to expand...](#)

Expulsion Date

Indicates the month, day, and year when the student was expelled from the school.

▶ [Click here to expand...](#)

Resident District

The district code used to identify the students district of residence.

▶ [Click here to expand...](#)

Serving District

The district responsible for student education.

▶ [Click here to expand...](#)

Dual Credit

Indicates if student is enrolled in a state educational institution and the corporation taking college level courses.

▶ [Click here to expand...](#)

Daily Dual Enroll Instr Min

For students who have more than one enrollment, indicates how many minutes a week the student spends in each Enrollment.

▶ [Click here to expand...](#)

Virtual Student

Indicates the student is a virtual student. When 50 or more is entered, the Virtual Student field on the ME report reports Y. N reports if the value in the Virtual Student field is 49 or less.

▶ [Click here to expand...](#)

Distance Learning

Indicates the student is participating in Distance Learning as a result of COVID-19.

▶ [Click here to expand...](#)

Full Day Kindergarten Funding

Available options indicate how full day kindergarten is funded for the selected student.

▶ [Click here to expand...](#)

Testing Fields

Use the Testing Fields to indicate if the student is required to take the assessment. A checkmark indicates the student is required to take the assessment.

▶ [Click here to expand...](#)

Additional Student Information

High Ability

Indicates student level of high ability.

▶ [Click here to expand...](#)

Other Title 1

Migrant

Indicates student is a migrant.

▶ [Click here to expand...](#)

School Choice

Indicates if the student is attending this school because their school of residence did not make AYP the previous year.

▶ [Click here to expand...](#)

Special Education Fields

[Primary Disability](#) | [Secondary Disability](#) | [Service Site Providers](#) | [Facility Code](#) | [Student Placement](#) | [Special Education Status](#) | [SPED Exit Date](#)

The Special Ed Fields editor contains all Special Education items that need to be indicated on a student's enrollment record for state and local reporting purposes.

Selections CANNOT be modified from the Enrollment editor, with the exception of the SPED Exit Date field. Instead, use the [IN Special Education Data Plan](#) to manage these fields. **The enrollment editor populates once the Data Plan is locked.**

Special Ed Fields

<p>Primary Disability</p> <input type="text" value="01: Multiple Disabilities"/> <p>Service Site Providers</p> <input type="text" value="7: CENTER OF SAINT JOHN'S"/> <p>Student Placement</p> <input type="text" value="33: Separate Class"/> <p>SPED Exit Date</p> <input type="text"/>	<p>Secondary Disability</p> <input type="text" value="02: Orthopedic Impairment"/> <p>Facility Code</p> <input type="text" value="99: 99: Not applicable, state assigned school number"/> <p>Special Ed Status</p> <input type="text" value="Yes"/>
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Special Education Enrollment Editor

Primary Disability

Exceptionality area that describes the student's primary special education eligibility classification.

[▶ Click here to expand...](#)

Secondary Disability

Additional exceptionality area that describes the student's primary special education eligibility classification.

[▶ Click here to expand...](#)

Service Site Providers

Institution or Health Facility where the student receives Special Education services

[▶ Click here to expand...](#)

Facility Code

Location of where student is receiving special education services outside of the public school district.

[▶ Click here to expand...](#)

Student Placement

The type of Special Education Program in which the student is participating.

[▶ Click here to expand...](#)

Special Education Status

Indicates if student is participating in a special education program.

▶ [Click here to expand...](#)

SPED Exit Date

▶ [Click here to expand...](#)
