

# School Enrollment Template (New Mexico)

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Tool Search: School\_Enroll

The School Enrollment Template reports the student enrollment and withdrawal transactions at each school within each district across the school year.

SCHOOL\_ENROLL ☆

Reporting > NM State Reporting > SCHOOL\_ENROLL

School Enrollment Template

This tool will extract data to complete the School Enrollment Template. Choose the State Format to get the file in the state defined file format, otherwise choose one of the testing/debugging formats.

Extract Options

Submission Schedule

40D

Submission Start Date

Submission End Date

Ad Hoc Filter

Format

State Format(CSV)

Generate Extract

Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year
 ☐ list by school
 ☐ list by year

23-24

23-24 Bataan Elementary  
 23-24 Bell Elementary  
 23-24 Chaparral Elementary  
 23-24 Columbus Elementary  
 23-24 Deming Cesar Chavez Char  
 23-24 Deming High School  
 23-24 Deming Intermediate  
 23-24 Early College High  
 23-24 Memorial Elementary  
 23-24 Mimbres Valley High  
 23-24 Misc Preschool Program  
 23-24 My Little School  
 23-24 Red Mountain Middle  
 23-24 Ruben S Torres ES  
 23-24 Summer Camp-CO  
 23-24 Summer Camp-DHS

CTRL-click or SHIFT-click to select multiple

School Enrollment Template Editor

## Report Logic

### Submission Schedule: 40D, 80D, 120D, EOY, and Summer

Reports one record for every student enrollment and withdrawal in the calendar/s selected between school year start and the standardized reporting date of the submission schedule selected including students marked as No Show. However, if the No Show student is in a calendar marked State Exclude or in a state grade level State Exclude, a record may not report.

Should student data be captured on an enrollment change during the school year, Infinite Campus recommends ending the enrollment and creating a new enrollment in the same calendar on the next date to retain historic data. In order for these kinds of changes to NOT report in the School Enrollment Template, a **Start Status** and **End Status** code called **NSR** (Not State Reported) is available. Used as intended, the student's true enrollment Start Date record reports and when occurring during the reporting range, only the student's true enrollment exit reports. Should an NSR status be used without the correlating same-calendar enrollment, unexpected records may report.

## Submission Schedule: Open Year Round

The Open Year Round Submission Schedule was added prior to the state removing the School Enrollment Template from the Open Yr Round submission. This option is still available for district use; however, the School Enrollment Template should not be selected for state submission at Open Year Round reporting.

- One record reports per active enrollment on the snapshot date selected including students marked as No Show.
- If the Enrollment end date is the same as the Snapshot Date selected on the report editor, a record reports.
- If Enrollment Start Date is before or the same as the Snapshot date, a record reports.

## Report Editor

Field	Description
<b>Submission Schedule</b>	The Submission Schedule for which data is being submitted to the state.
<b>Submission Start Date</b>	The Start Date of the reporting range. This option does not display if the Submission Schedule is "Open YR Round."
<b>Submission End Date</b>	The End Date of the reporting range. This option does not display if the Submission Schedule is "Open YR Round."
<b>Ad Hoc Filter</b>	Ad Hoc Filters allow you to limit report results to those included in the filter. This option is useful for troubleshooting.
<b>Format</b>	The format in which the report will generate. Options include HTML, Comma Separated and XML.
<b>Select Calendars</b>	The calendar(s) from which data is pulled for the report.

## Report Example

School Enrollment Template Records:1354							
DistrictCode	LocationCode	SchoolYear	StudentID	ActivityDate	EnrollmentDate	EnrollmentCode	
042	005	2016-06-30	123456789	2015-08-17	2015-08-17	E1	
042	005	2016-06-30	123456789	2015-10-13	2015-10-13	W1	
042	005	2016-06-30	234567891	2015-08-25	2015-08-25	R1	
042	005	2016-06-30	234567891	2015-10-12	2015-10-12	W12	
042	005	2016-06-30	345678912	2015-08-17	2015-08-17	E1	
042	005	2016-06-30	456789123	2015-08-17	2015-08-17	E1	
042	005	2016-06-30	117112275	2015-08-17	2015-08-17	E2	

School Enrollment Template Example

## Report Layout

Element Name	Logic	Type, Format and Length	Campus Database	Campus Location
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Element Name	Logic	Type, Format and Length	Campus Database	Campus Location
<b>District Code</b>	A three character district code.	Numeric, 3 digits	District.number	District Information > District Number
<b>Location Code</b>	The state school number.	Numeric, 5 digits	School.number	School Information > State School Number
<b>School Year</b>	The end year of the selected calendar(s) plus the date 06-30. For example, 2016-06-30.	Date field, 10 characters YYYY-MM-DD	N/A	N/A
<b>Student ID</b>	Reports the state-assigned identifier for the student.	Numeric, 9 digits	Person.stateID	Demographic > State ID
<b>Filler</b>	N/A	N/A	N/A	N/A

Element Name	Logic	Type, Format and Length	Campus Database	Campus Location
<b>Enrollment Date</b>	<p>The actual date the mobility transaction occurred.</p> <ul style="list-style-type: none"> <li>Enrollment records report the student's active enrollment Start Date. <ul style="list-style-type: none"> <li>If that active enrollment have a start status of NSR: Not State Reported, the student's previous enrollment start date value where Start Status is not NSR reports.</li> </ul> </li> <li>Exit records report the student's enrollment End Date when it falls in the reporting range. <ul style="list-style-type: none"> <li>If that enrollment's End Status be NSR: Not State Reported, a record does not report.</li> </ul> </li> </ul>	Date field, 10 characters YYYY-MM-DD	Enrollment. startDate Enrollment. endDate	<p>Enrollments &gt; Start Date</p> <p>OR</p> <p>Enrollments &gt; End Date</p>

Element Name	Logic	Type, Format and Length	Campus Database	Campus Location
<b>Enrollment Code</b>	<p>The code that identifies the type of mobility transaction.</p> <ul style="list-style-type: none"> <li>Enrollment records report the student's active enrollment Start Status. <ul style="list-style-type: none"> <li>If that active enrollment have a Start Status of NSR: Not State Reported, the student's previous enrollment Start Status reports. A Start Status of NSR does not report.</li> </ul> </li> <li>Exit records report the student's enrollment End Status when the End Date falls in the reporting range. <ul style="list-style-type: none"> <li>If that enrollment's End Status be NSR: Not State Reported, a record does not report. An End Status of NSR does not report.</li> </ul> </li> </ul>	Alphanumeric, 6 characters	Enrollment. startStatus Enrollment. endStatus	<p>Enrollments &gt; Start Status</p> <p>Enrollments &gt; End Status</p>
<b>Filler8 - Filler18</b>	N/A	N/A	N/A	N/A

Element Name	Logic	Type, Format and Length	Campus Database	Campus Location
<b>Dental Examination Verification Code</b>	<p>Reports blank if the student was enrolled at any time prior to July 1st 2021.</p> <p>If the student does not have an active enrollment prior to July 1st 2021 then:</p> <ol style="list-style-type: none"> <li>1. Waiver reports if the student has a Dental Waiver Date field entry in the Dental section of the Screening tab.</li> <li>2. Exam reports if there is no date in the Dental Waiver Date field and the student does not have an enrollment that was active prior to July 1st, 2021.</li> </ol> <p>Otherwise, reports blank.</p> <p>Only the most recent dental screening reports that is within or before the reporting range.</p>	Alphanumeric, 25	HealthScreeningDental.dentalWaiverDate HealthScreeningDental.dentalDate	Health > Screenings