

# Enrollments (Nevada)

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Tool Search: Enrollments

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

By default, enrollments are sorted by grade level first and then by enrollment start date second. 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

Under General Enrollment Information, both the *Start* and *End Status* fields are unique to the state of Nevada. Nevada reporting also relies heavily on *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 is necessary. For more information on these fields, see the [Enrollments](#) page.

### General Enrollment Information

<b>Calendar</b> 18-19 High School	<b>Schedule (read only)</b> Main ▾	<b>*Grade</b> ▾	<b>Class Rank Exclude</b> <input type="checkbox"/>	<b>External LMS Exclude</b> <input type="checkbox"/>
<b>*Start Date</b> 08/13/2018	No Show <input type="checkbox"/>	<b>End Date</b> <input type="text"/>	<b>End Action</b> ▾	<b>*Service Type</b> P: Primary ▾
<b>*Local Start Status</b> E1: First entry in a school for the current school year × ▾		<b>Local End Status</b> Select a Value ▾		
<b>State Start Status</b> E1: First entry in a school for the current school year		<b>State End Status</b>		
<b>Start Comments</b> <input style="width: 100%; height: 40px;" type="text"/>		<b>End Comments</b> <input style="width: 100%; height: 40px;" type="text"/>		

General Enrollment Information Editor

## Local Start Status and Start Date

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.

▶ [Click here to expand...](#)

The Start Status Codes listed here are from a state-defined list. See your district administrator if your list varies from the list provided here.

Code	Start Status Description	Does Start Status Report?	Definition
E1	First Entry in a school for the current school year	Yes	Apply to a student's <i>first</i> enrollment for the current school year
E3	PK w/o IEP or <3 yrs; other non-PCFP-funded not specified in other code; adult program; w/o full load	No	Pre K students without an IEP; any other non-PCFP (Pupil-Centered Funding Plan) funded students not specified in another code; students in an Adult Program or without a full academic load (5th Yr Seniors)
E4	Part Time enrollment for a homeschool student, incl.those under compulsory age for attendance	No	Part-Time enrollment for a home-school student.
E5	Part Time enrollment for a private school student	No	Part-Time enrollment for a private-school student.
E6	Part Time enrollment for a charter school student	No	Part-Time enrollment for a charter-school student.
E7	Student living out-of-state and attending a Nevada school	No	Student who lives <i>out-of-state</i> but attends school in your district
E8	Student living in Nevada attending school out-of-state	Yes	Student who lives <i>in NV</i> attends school out-of-state
E9	Student resides in another Nevada District and attends online courses, full-time	Yes	This student resides in another NV district, but attends online classes, <b>full-time</b> , in <i>your</i> district
E10	Student resides in another Nevada District and attends online courses, part-time	No	Student resides in another NV district, but attends online classes, <b>part-time</b> , in <i>your</i> district

Code	Start Status Description	Does Start Status Report?	Definition
<b>E11</b>	Out-of-district service in a State-approved/reimbursed facility providing educational service	Yes	Student receives services in a State-approved / reimbursed facility located outside of the district boundary.
<b>E12</b>	Expelled student, but still enrolled solely for SPED services	No	Pending additional information from state of Nevada
<b>H3</b>	Student under the age of 18 enrolled in an Adult Program for HSE purposes only	No	Allows districts to track a student who is under the age of 18 and is enrolled in a High School Equivalency Program.
<b>R2</b>	Full-time re-enrollment in same school in same school year (student's previous Start Status was E1)	Yes	Applies to students re-enrolling in the same school in the same year. (Only for use with students who were originally coded E1)
<b>RC</b>	Real Concurrent Enrollment	No	Student is attending two in-district sites, enrolled primarily at one level and concurrently attending at a higher grade level

## Local End Status and End Date

End Status indicates the reason for ending the enrollment, such as leaving the school or moving to another grade. All students with an end-dated enrollment must also have an End Status assigned to the end-dated enrollment. Users cannot save an end-dated enrollment without an assigned End Status. However, this condition does not apply if the **No Show** checkbox is marked. If the No Show checkbox is marked, you can enter an End Status without an End Date.

▶ [Click here to expand...](#)

Code	End Status Description	Definition
<b>W1A</b>	To enroll in the same school or a program within the same school, include. another grade level/track	Pupil is withdrawn to enroll in the same school, or a program within the same school, including another grade level or track

Code	End Status Description	Definition
<b>W1A1</b>	Completed school year (end of school year rollover, except for graduates)	Student completed school year. This code is only used by IS support staff for the final withdrawal code for the year. W/D date is the last day of the school calendar.
<b>W1B</b>	To enroll in another school in the same district or under the same charter	Pupil is withdrawn to enroll in another school, other than a charter school, in the same district
<b>W1C</b>	To enroll in a district-sponsored charter school within the same district	Pupil is withdrawn to enroll in a district-sponsored charter school.
<b>W2A</b>	To enroll in a different Nevada district (includes university school)	Pupil is withdrawn to enroll in a different district in NV. (Includes University schools.)
<b>W2B</b>	To enroll in a Nevada private school	Pupil is withdrawn to enroll in private school in NV
<b>W2C</b>	To receive instruction as a home-schooled student (not part of public education)	Pupil is withdrawn to receive instruction as a homeschooled student
<b>W2D</b>	To enroll in a school in another state	Pupil is withdrawn to enroll in a school in another state
<b>W2E</b>	To enroll in a school in another country	Pupil is withdrawn to enroll in a school in another country
<b>W2F</b>	To enroll in a State Public Charter School Authority school	Pupil is withdrawn to enroll in a State Public Charter School Authority school
<b>W2G</b>	To enroll in an ed. program for adults or other diploma program not within the same school district	Pending additional information from state of Nevada
<b>W2H</b>	To enroll in a district-sponsored charter school in a different Nevada district	Pending additional information from state of Nevada
<b>W3A</b>	Not known to be receiving K-12 educational services: withdrawn by the pupil, parent, or guardian	Pending additional information from state of Nevada
<b>W3B</b>	Not known to be receiving K-12 educational services: student exceeds max age for public education	Withdraw pupil who will not be receiving K-12 Educational Services. Student exceeds maximum age for public education

<b>Code</b>	<b>End Status Description</b>	<b>Definition</b>
<b>W3C1</b>	Not known to be receiving K-12 educational services: permanent expulsion	Withdraw pupil who will not be receiving K-12 Educational Services. Permanent Expulsion
<b>W3C2</b>	Not known to be receiving K-12 educational services: disciplinary or other eligibility reasons	Withdraw pupil who will not be receiving K-12 Educational Services. Disciplinary or other eligibility reasons
<b>W3C3</b>	Not known to be receiving K-12 educational services: incarceration	Withdraw pupil who will not be receiving K-12 Educational Services. Incarceration
<b>W3D1</b>	To enroll in an ed. program for adults or other non-diploma program: HSE exam	Withdraw pupil to enroll in an educational program for adults or other program which does not offer a diploma. High School Equivalency (HSE) exam.
<b>W3D2</b>	To enroll in an ed. program for adults or other non-diploma program: vocational or technical	Withdraw pupil to enroll in an educational program for adults or other program which does not offer a diploma. Vocational or Technical
<b>W3E1</b>	As a result of absence: 10 consecutive school days if whereabouts are unknown	Withdraw pupil as a result of absence. Ten consecutive school days and whereabouts are unknown.
<b>W3E2</b>	As a result of absence: 20 consecutive school days (no matter the reason)	Withdraw pupil as a result of absence. Twenty consecutive school days and expected date of return is not known.
<b>W3E3</b>	Unexplained absence: did not return on expected date (not out of the country)	Did not return on expected date, not out of country.
<b>W3E4</b>	Runaway: 10 days whereabouts unknown	Runaway 10 days whereabouts unknown. Student whereabouts unknown and the event to DF number is entered into the comment section in IC.
<b>W3E5</b>	Did not return next school year: reason unknown	Did not return next school year and reason unknown.
<b>W3F</b>	Student completed 12 grades (grad, early grad, or non-grad)	Student completed 12 grades. Grad, Early Grad or Non-Grad.
<b>W3H</b>	Not known to be receiving K-12 educational services: physical or mental long-term condition	Pending additional information from state of Nevada
<b>W4A</b>	As a result of death	Withdraw pupil as a result of death.

Code	End Status Description	Definition
W4B	As a result of student being under the compulsory age of 6 years	Withdraw pupil as a result of student being under the compulsory age of 6.
W4D	Upon completion of a course/program/activity	Withdraw pupil upon completion of a course/program/activity (Homeschool, Private, Charter or Adult Schools only).

## No Show

A No Show student is defined as a student who is enrolled in a future calendar but does not return as expected when school begins, regardless of whether the reason is known.

▶ [Click here to expand...](#)

### Reports:

The following reports will exclude an enrollment if the No Show checkbox *is* marked:

- [ADE Reports](#)
- [ADE Audit](#) (State Edition users only)
- [NV01 - Monthly Enrollment and Attendance Report](#)
- [CTE Data Extracts](#)
  - [Student Data Report](#)
  - [Courses Taken](#)
  - [Course Grade](#)
  - [Student Dropout](#)
  - [Survey Results](#)
  - [Student Completion](#)
- [DF18 - Student Teacher Ratio Report](#)
- [DF19 - Average Class Size Report](#)
- [DF20 - Credit Deficiency Report](#)
- [DF20 - Grade Level Retention Report](#)
- [DF21 - Transiency Report](#)
- [DF22 - Discipline and Truancy Report](#)
- [DF24 - Student Dropout Report](#)
- [NV02 - Ethnic Report](#)
- [SPED Disciplinary Removal Report](#)
- [NV Gains and Losses Report](#)
- [GATE Report](#)
- [HM01 - Homeless Report](#)
- [NV Master Register](#)
- [Special Ed Count Day Report](#)
- [SPED Exit Report](#)

# Service Type

The Service Type indicates the type of enrollment and the intended service the student receives. Service Types include (P) Primary, (S) Partial, and (N) Special Education Services.

Be aware that most Nevada extracts report students based on specific Service Types.

▶ [Click here to expand...](#)

Please see your state documentation for more information to ensure you assign the proper service types to enrollments.

## Service Types

Code	Description	Notes
P	Primary	This type of enrollment is a student's main enrollment. This is the school the student attends all or most of the time. System settings determine whether a student can have multiple active primary enrollments at one time.
S	Partial	A partial enrollment indicates a student attends a school <i>part</i> of the time. One example might be a middle school student who attends a high school class and has a partial enrollment at the high school.
N	Special Ed Services	A Special Education enrollment indicates the student <b>ONLY</b> attends the school to receive special educations service.

### Reports:

These reports populate using ONLY P: Primary enrollments:

- [ADE Reports](#)
- [CTE Student Data Report](#)
- [CTE Student Completion Report](#)
- [CTE Student Dropout Report](#)
- [CTE Courses Taken Report](#)
- [DF18 - Student Teacher Ratio Report](#)
- [DF19 - Average Class Size Report](#)
- [DF20 - Credit Deficiency Report](#)
- [DF20 - Grade Level Retention Report](#)
- [DF22 - Discipline and Truancy Report](#)
- [NV02 - Ethnic Report](#)
- [NV Gains and Losses Report](#)
- [GATE Report](#)
- [HM01 - Homeless Report](#)

These reports populate using BOTH P: Primary or S: Secondary enrollments:

- [Special Ed Count Day Report](#)
- [DF24 - Student Dropout Report](#)
- [NV Master Register](#)
- [SPED Exit Report](#)

These reports do NOT consider Service Type when populating the extracts:

- [CTE Survey Results Report](#)
- [CTE Course Grades Report](#)
- [Attendance Summary Report](#)
- [DF17 - Average Daily Attendance \(ADA\) Report](#)
- [DF21 - Transiency Report](#)
- [SPED Disciplinary Removal Report](#)

## State Reporting Fields

Data entries made in the State Reporting Fields section of the Enrollments tool are unique to Nevada and may directly affect how 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

<p><b>Gifted Served</b></p> <input type="checkbox"/>	<p><b>Gifted and Talented Identified Date</b></p> <input type="text" value=""/>	<p><b>Gifted Status</b></p> <input type="text" value=""/>	<p><b>Served by Cert Teacher</b></p> <input type="checkbox"/>
<p><b>Variance Date</b></p> <input type="text" value=""/>	<p><b>Variance Code</b></p> <input type="text" value=""/>		
<p><b>1st Grade Config</b></p> <input type="text" value=""/>	<p><b>2nd Grade Config</b></p> <input type="text" value=""/>	<p><b>3rd Grade Config</b></p> <input type="text" value=""/>	<p><b>Class Sized Reduction</b></p> <input type="text" value=""/>
	<p><b>Resident District</b></p> <input type="text" value="Douglas(03)"/>		
<p><b>Foster</b></p> <input type="checkbox"/>	<p><b>Alternate Assessment</b></p> <input type="checkbox"/>		

State Reporting Fields Editor

## Gifted Served

The Gifted Served checkbox indicates if a gifted student is receiving a minimum of 150 minutes, per week, of services from a certified instructor. The Gifted Served designation is not included in a student's data in the [Enrollment Roll Forward](#) process. This status should be reviewed and updated with each new enrollment.

▶ [Click here to expand...](#)

### Database Location:



EnrollmentNV.giftedServed

**Reports:**

[GATE Report](#)

## Gifted and Talented Identified Date and Gifted Status

The Gifted and Talented Identified Date field is used to enter the date on which the student was identified as Gifted and Talented while the Gifted Status field indicates the specific gifted label for the student.

▶ [Click here to expand...](#)

**Database Location:**

*Gifted and Talented Identified Date:* Enrollment.highlyGiftedTalentedDate

*Gifted Status:* EnrollmentNV.giftedStatus

**Notes:**

Identifying a student as Gifted and Talented provides funding for the education of students who qualify for Gifted and Talented Education (GATE) programs. Only students identified through annual State-approved assessment/processes are eligible.

**Reports:**

- [GATE Report](#)
  - The GATE Report only reports students identified as GT (Gifted and Talented) or HG (Highly Gifted and Talented).
  - The Gifted and Talented Date must be within the Start and End Date of the calendar being reported in order for the student to report.
- [Special Ed Count Day Report](#) (Gifted and Talented Date)
  - The Gifted and Talented Date must be BEFORE the Effective Date set in the Extract Editor in order for the student to report. If the date occurs *after* the set Effective Date, the student will not report

## Served by Cert Teacher

The Served by Cert Teacher checkbox indicates if a certified teacher teaches a gifted student's services. The Served by Cert Teacher designation is not included in a student's [Enrollment Roll Forward](#) process data. This status should be reviewed and updated with each new enrollment.

▶ [Click here to expand...](#)

**Database Location:**

Enrollment.servedByCertTeacher

**Reports:**

[GATE Report](#)

## Variance Date and Code

Students who want to attend a school not associated with their home address must request a variance to attend another school. If the variance is approved, a Date of Variance and a Variance Code must be entered for these students. The Variance Date and Code are used only for district-tracking purposes, not state reporting.

▶ [Click here to expand...](#)

**Database Location:**

*Variance Date:* EnrollmentNV.varianceDate

*Variance Code:* EnrollmentNV.varianceCode

## 1st, 2nd, and 3rd Grade Config fields

The 1st, 2nd, and 3rd Grade Configurations. The 1st, 2nd, and 3rd Grade Config fields are used only for district-tracking purposes and not for state reporting.

▶ [Click here to expand...](#)

**Database Location:**

*1st Grade Config:* Enrollment.firstGradeConfig

*2nd Grade Config:* Enrollment.secondGradeConfig

*3rd Grade Config:* Enrollment.thirdGradeConfig

## Class Sized Reduction

Class Sized Reduction aims to reduce the pupil-to-teacher ratio in schools. This measure focuses primarily on early elementary education. This field is used only for district-tracking purposes and not for state reporting.

▶ [Click here to expand...](#)

**Database Location:**

Enrollment.classSizedReduction

## Resident District

The school district in which the student resides.

▶ [Click here to expand...](#)

### Database Location:

Enrollment.residentDistrict

### Reports:

[ADE Reports](#)

## Attending School

The school code of the school the student is currently attending. This field is used only for district-tracking purposes and is not used for state reporting.

▶ [Click here to expand...](#)

### Database Location:

Enrollment.attendingSchool

## Foster

Mark this option if the student is in foster care. This field is used only for district-tracking purposes and is not used for state reporting.

▶ [Click here to expand...](#)

### Database Location:

Enrollment.foster

## Alternate Assessment

Mark this option for students taking the Alternate Assessment. The AA assesses student academic performance on Nevada Content Standards through direct observation of specific tasks linked to a specific academic skill aligned to grade level content. Students must meet strict criteria requirements in order to be assessed with the AA.

This field is used only for district-tracking purposes and is not used for state reporting.

▶ [Click here to expand...](#)

### Database Location:

Enrollment.alternativeAssessment

# Special Ed Fields

**Classic View:** Student Information > General > Enrollments > Special Ed Fields

The Special Ed Fields provide users with a student's special ed status, primary and secondary disabilities, and student placement. Users can also enter a Special Ed Exit Date and Exit Reason. The grayed-out fields are synced directly from the corresponding fields in the Student's IEP (Student Information > Special Ed > General > Documents). For more information on these fields, see the Special Education section of the Enrollments article.

To ensure that Special Ed settings properly report, be sure the IEP is *locked*.


### Special Ed Fields

**Special Ed Status**

**Primary Disability**

**Secondary Disability**

**Student Placement**

**Special Ed Exit Date**  
 

**Special Ed Exit Reason**

*Special Ed Fields Editor*

## Special Ed Status

A read-only view of the student's Special Ed Status. This field is populated by the Special Ed Status field in the Enrollment Status section of the NV SPED Data Plan. This field will only report the Special Ed Status if the SPED Data Plan is locked.

[▶ Click here to expand...](#)

**Database Location:**

planstate.specialEdStatus

## Primary Disability

A read-only view of the student's Primary Disability. This field is populated by the Primary Disability field in the Enrollment Status section of the NV SPED Data Plan. This field will only report the

Primary Disability if the SPED Data Plan is locked.

[▶ Click here to expand...](#)

**Database Location:**

planstate.disability1

## Secondary Disability

This field provides a read-only view of the student's Secondary Disability. This field is populated by the Secondary Disability field in the Enrollment Status section of the NV SPED Data Plan. This field will only report the Secondary Disability if the SPED Data Plan is locked.

[▶ Click here to expand...](#)

**Database Location:**

planstate.disability2

## Student Placement

This field is read-only and is populated by the Federal Placement Code field in the Placement editor of the NV SPED Data Plan or IEP. This field only reports the Special Ed Setting when the SPED Data Plan or IEP is locked.

[▶ Click here to expand...](#)

**Database Location:**

planstate.specialEdSetting

## Special Ed Exit Date

The Special Ed Exit Date indicates the day the student stopped receiving Special Ed Services.

The Special Ed Exit Date is independent of a student's IEP and can reflect *very* different data. When entering information here, be sure to understand the impact this data will have on reporting.

[▶ Click here to expand...](#)

**Database Location:**

Enrollment.spedExitDate

**Notes:**

Be aware that an entry in the Special Ed Exit Date is often necessary in order for students to properly report.

**Reports:**

- [ADE Reports](#)
- [ADE Audit \(State Edition users only\)](#)
- [NV01 - Monthly Enrollment and Attendance Report](#)
- [NV02 - Ethnic Report](#)
- [SPED Exit Report](#)

## Special Ed Exit Reason

The Special Ed Exit Reasons field allows users to select the reason for the student's exit from receiving special ed services.

The Special Ed Exit Reason is independent of a student's IEP and can reflect *very* different data. When entering information here, be sure to understand the impact this data will have on reporting.

▶ [Click here to expand...](#)

**Database Location:**

Enrollment.spedExitReason

**Reports:**

[SPED Exit Report](#)