Program Services (General)

Last Modified on 08/25/2026 11:13 am CDT

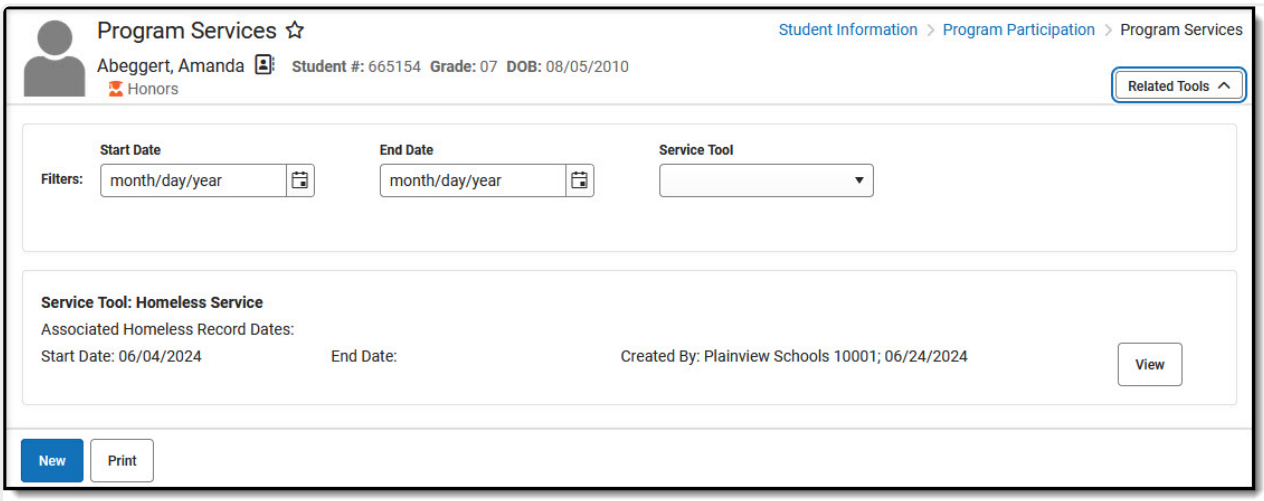
Path: Student Information > Program Participation > Program Services

The Program Services tool provides a way to enter and display records of program-related services a student has received. For example, records may be entered for students receiving Homeless, Migrant or Gifted services.

This article explains how to enter Program Services information for an individual student.

Tool and service availability varies by state. Only fields titled with an asterisk are required to be populated to save a record. Required fields may vary by state. Follow local requirements regarding if, when and how any remaining fields are to be populated.

See the Homeless Services and Migrant articles if you are a customer who uses the standalone tools rather than the Program Services tool to enter this information.

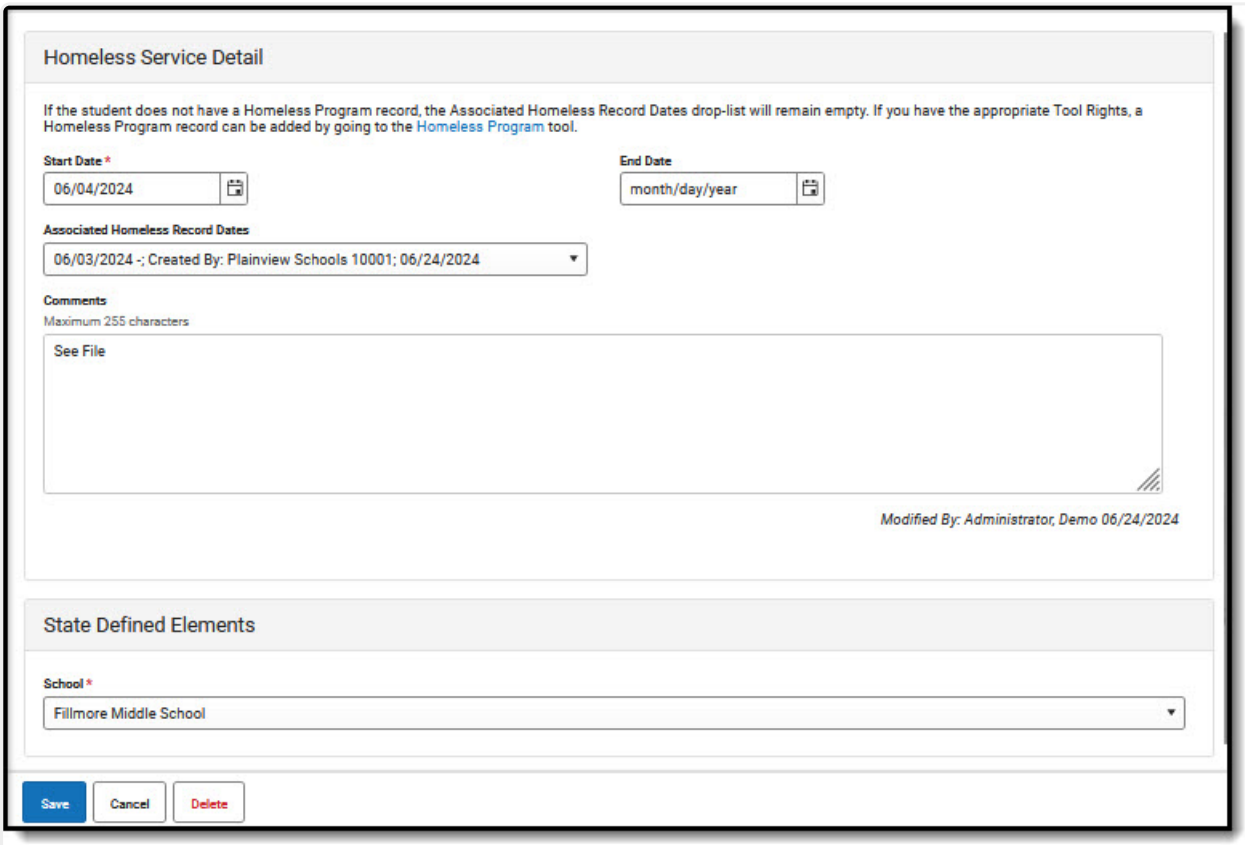


The Program Services tool captures information about services a student receives related to programs they participate in, such as Migrant or Homeless.

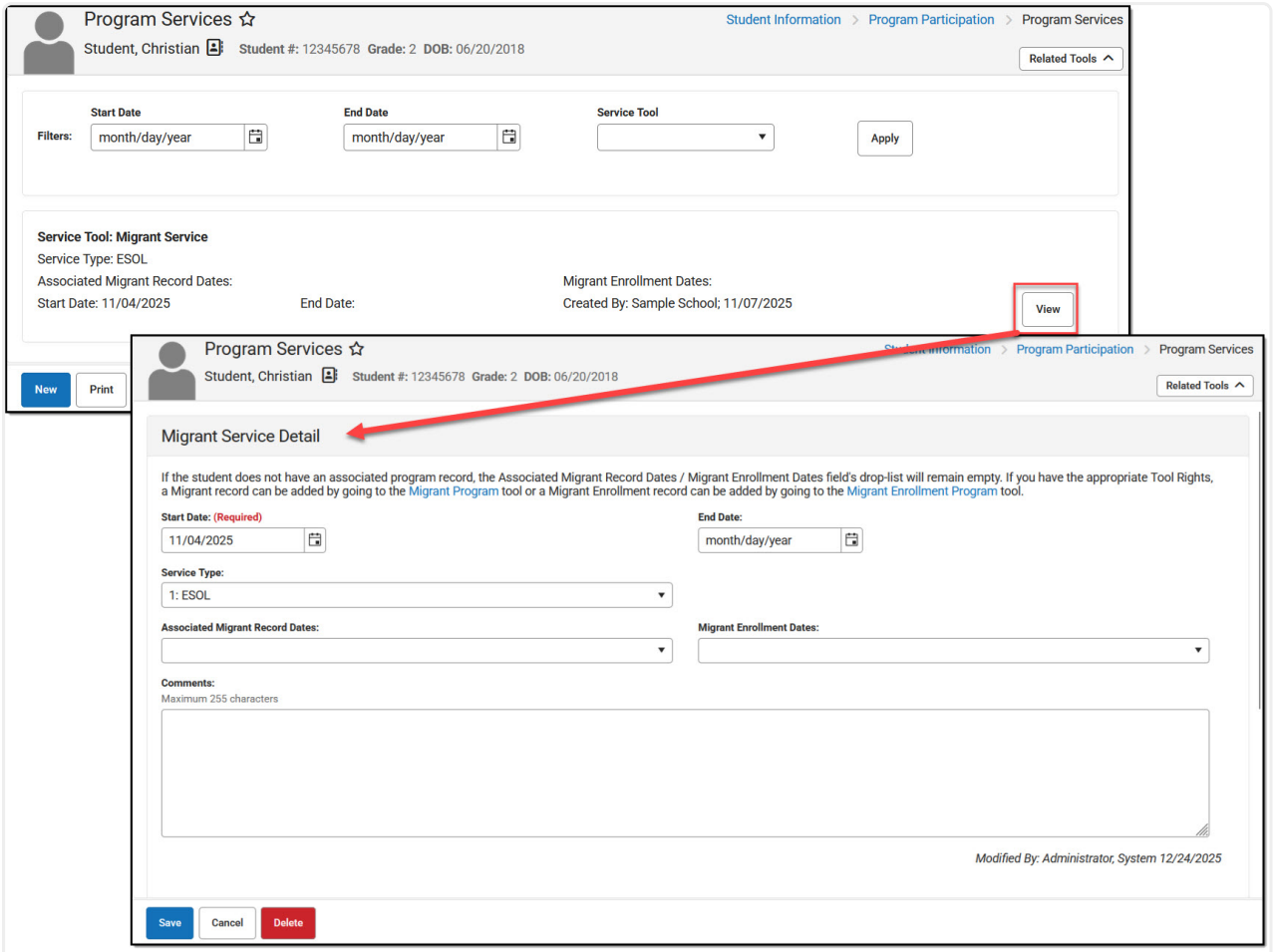
See the Program Participation Tools Tool Rights article to learn about rights needed to use this tool.



New service records can be entered for any services that a district tracks for students.



A student should have a homeless program record before homeless service details are entered.



Users with rights to do so can use the View button to access a student's record and make changes to it.

Enter program services record

1. Select **New**.
2. Choose the **Service Tool** corresponding to the New Service Record you wish to enter. Different states will see different tools for which Program Services can be entered. Users will only see service tools they've been given rights to access.
3. **Start Date** is a required field. Populate other fields according to your local practices.
4. Note that if a student does not have an associated program record (Homeless, Migrant, etc.), the **Associated (Program) Records Dates** droplist will be blank. Users with rights to do so can follow the program link provided at the top of the editor to enter a program record if needed.
5. Enter **Comments** if appropriate.
6. Note that **State** and **District Defined Elements** will vary and will not appear if they have not been set up for you to use.
7. **Save** when done.

Modify Program Services Record

1. If the student has many Program Service Records, you may wish to use **Filters** to narrow the list of records being displayed.
2. Locate the record you'd like to modify. Select **View**.

3. Make changes. **Save**.

Program services editor fields

The Program Services tool includes the following fields. Field names and available selections vary by state. In Ad Hoc, Homeless Services is found under **Student > Learner > Program Services > Homeless Services.**

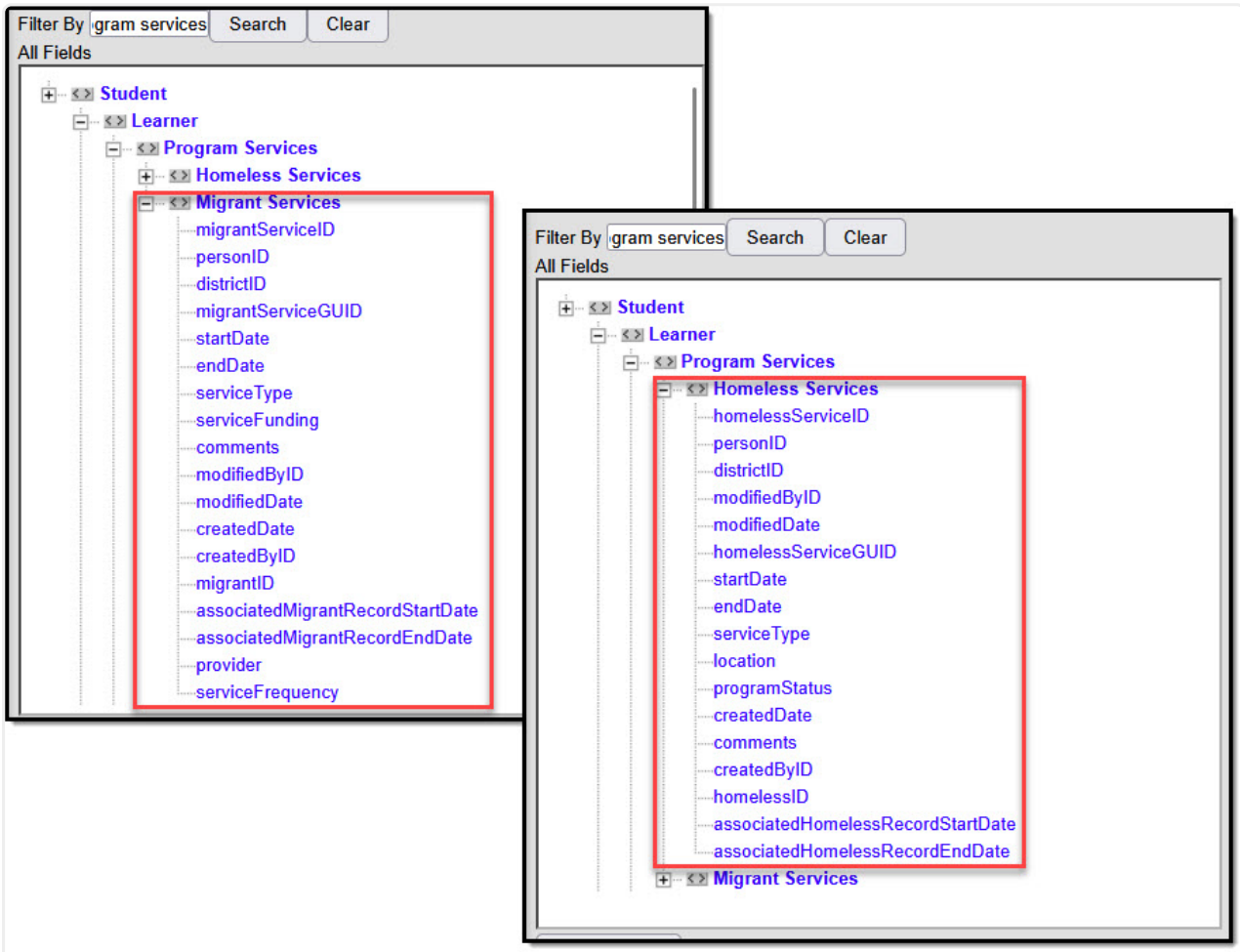
> Homeless Services information is provided as an example. Other Services will be found in the same location in Ad Hoc (Student > Learner > Program Services > (name of program service) with field names prefixed with the service name (e.g. migrantService.startDate).

Field	Description	Ad hoc Fields
Start Date *Required*	Indicates the date the student began receiving the program service. Dates can be entered in mm/dd/yy or use the calendar icon to select a date.	homelessService.startDate
End Date	Indicates the last date the student received the program service.	homelessService.endDate
Service Tool	Indicates the service associated with the record.	
Comments	Additional information can be entered in the Comments text field.	homelessService.comments
Created By	Displays in the Editor. Autogenerated name of district, date and timestamp indicating who created the entry. For State Edition customers, displays the state if the state created the entry.	homelessService.createdByID

Field	Description	Ad hoc Fields
Modified By	Displays in the Detail Editor. Indicates the person who last saved the selected record.	homelessService.modifiedByID
Associated Homeless Record Dates	Selected in droplist that corresponds to start and end dates entered on the Homeless Program record that is associated with this Homeless Service record.	homelessService.associatedHomelessRecordStartDate homelessService.associatedHomelessRecordEndDate

Program services Ad hoc fields

If needed, Student Selection Editor queries can be created using Ad hoc fields.



Users can add program service-related fields to Ad hoc filters to extract that type of information.

State-specific information

Fields may vary by state:

- Georgia
- North Carolina
- California