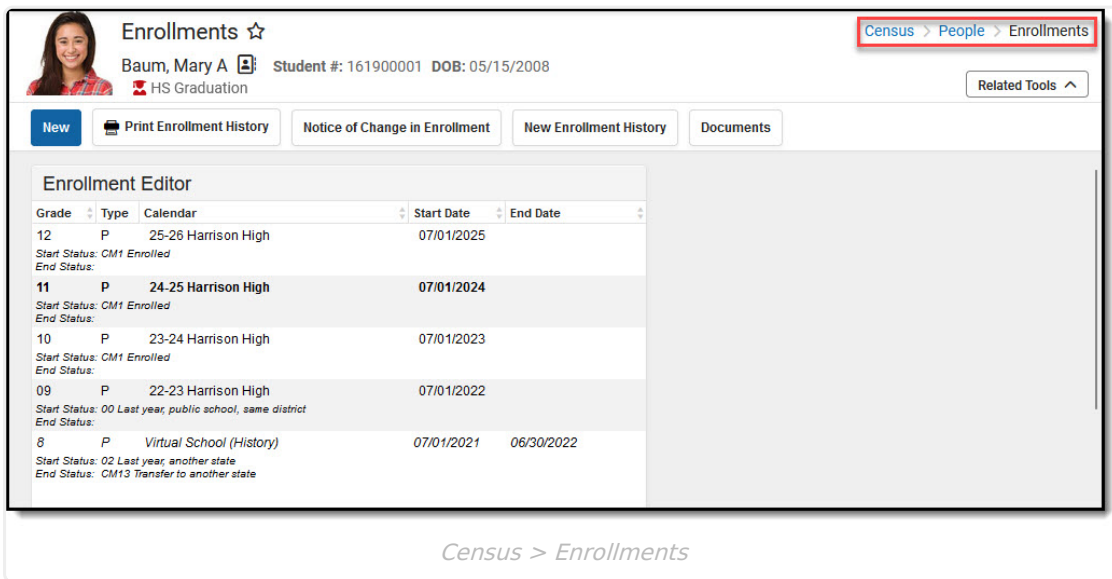


# Census Enrollments Tool Rights

Last Modified on 12/23/2025 1:55 pm CST

The Enrollments tool is used to enter and manage student enrollments inside and outside of the district. This tool is found in Student Information > General > Enrollments and in Census > People > Enrollments.

See the [Enrollments \(Census\)](#) article to learn how to use this tool.



The screenshot shows the 'Enrollments' tool interface. At the top, there's a header with a student profile for 'Baum, Mary A' (Student #: 161900001, DOB: 05/15/2008) and a navigation breadcrumb 'Census > People > Enrollments'. Below the header, there are buttons for 'New', 'Print Enrollment History', 'Notice of Change in Enrollment', 'New Enrollment History', and 'Documents'. The main area is titled 'Enrollment Editor' and contains a table with columns: Grade, Type, Calendar, Start Date, and End Date. The table lists enrollment history for grades 8 through 12, including start and end dates and status details. At the bottom, there's a breadcrumb 'Census > Enrollments'.

Grade	Type	Calendar	Start Date	End Date
12	P	25-26 Harrison High	07/01/2025	
Start Status: CM1 Enrolled End Status:				
11	P	24-25 Harrison High	07/01/2024	
Start Status: CM1 Enrolled End Status:				
10	P	23-24 Harrison High	07/01/2023	
Start Status: CM1 Enrolled End Status:				
09	P	22-23 Harrison High	07/01/2022	
Start Status: 00 Last year, public school, same district End Status:				
8	P	Virtual School (History)	07/01/2021	06/30/2022
Start Status: 02 Last year, another state End Status: CM13 Transfer to another state				

Additional rights can be granted in each section of the Enrollment tool as detailed below. See [Enrollment Tool Right Recommendation](#) at the end of this article for more information.

## General Enrollment Information

The General Enrollment Information editor displays when an Enrollment is selected from the Enrollment Editor, or when a New enrollment is being added. The School of Accountability field is used in Civil Rights Data Collection reporting. Not all users need rights to this field.

General Enrollment Information

Enrollment ID 87283

Calendar

24-25 Harrison High

Schedule (read only)

Main

\*Grade

11

Class Rank Exclude

External LMS Exclude

\*Start Date

07/01/2024

No Show

End Date

\*Local Start Status

CM1: Enrolled

State Start Status

00: Last year, public school, same district

Start Comments

End Comments

CRDC School of Accountability

Rolled From Enrollment ID: 83145

Enrollments

All

Read

Write

Add

Delete

General Enrollment Information

All

Read

Write

Add

Delete

School Of Accountability

All

Read

Write

Add

Delete

Enrollments - General Enrollment Information

## Available Tool Rights - General Enrollment Information

R	W	A	D
<b>General Enrollment Information</b>			
User can view the student's General Enrollment Information editor.	Allows the user to edit existing enrollment information located on the General Enrollment Information editor.	N/A	N/A
<b>School Of Accountability</b>			
Allows users to view students enrolled in a school that is different than the school in which they report for CRDC.	N/A	N/A	N/A

## Future Enrollment

Future Enrollment indicates what the selected student's enrollment will be in the upcoming school year.

Future Enrollment

Next Calendar

Next Schedule Structure

Next Grade

FutureEnrollment

☐ All
☐ Read
☐ Write
☐ Add
☐ Delete

Future Enrollment

## Available Tool Rights - Future Enrollment

R	W	A	D
Allows the user to view the student's Future Enrollment editor.	Allows the user to edit existing enrollment information located on the Future Enrollment editor.	N/A	N/A

## State Reporting

State Reporting fields vary by state. Not all employees need access to State Reporting information. Some options may be hidden in states that do not use them. Field names in the Editor may differ from the tool right name. For example, Meal Status may display as Economic Indicator in the State Reporting Fields editor.

State Reporting Fields

State Exclude

Title 1

Gifted/Talented

Migrant Indicator

Homeless

Ward of State

Citizenship

Single Parent

Displaced Homemaker

Supplemental Services

Percent Enrolled

Membership Override

Attendance Override

PSEO

Post-Secondary HS Hours

Independent Study

Enrolling School

Enrolling District

Placing District

Enrolling Public School

CIS PSEO Concurrent Enr

Military-Connected Youth

Special Pupils for Care/Treatment

Immigrant

Membership/Attendance Type

Effective Date

State Aid Category

Resident District

School

Homebound

State Reporting

☐ All
☐ Read
☐ Write
☐ Add
☐ Delete

Homeless

Meal Status

Migrant

Ward of State

☐ All
☐ Read
☐ Write
☐ Add
☐ Delete

Enrollments - State Reporting

## Available Tool Rights - State Reporting

R	W	A	D
<b>State Reporting</b>			
View the student's State Reporting Enrollment editor.	Edit existing enrollment information located on the State Reporting Enrollment editor.	N/A	N/A
<b>Homeless</b>			
View the Homeless field on the State Reporting Enrollment editor.	Edit the existing status of the student's homeless detail on the State Reporting Enrollment editor.	N/A	N/A
<b>Meal Status</b>			
View the Meal Status field on the State Reporting Enrollment editor.	Edit the existing status of the student's meal status detail on the State Reporting Enrollment editor.	N/A	N/A
<b>Migrant</b>			
View the Migrant field on the State Reporting Enrollment editor.	Edit the existing status of the student's meal status detail on the State Reporting Enrollment editor.	N/A	N/A
<b>Ward of State</b>			
View the Ward of State field on the State Reporting Enrollment editor.	Edit the existing status of the student's ward of state detail on the State Reporting Enrollment editor.		

## Special Education

Access to Special Education information should be limited per your local practices.

Special Ed Fields

Special Ed Status

1: None

Special Ed Disability Setting

00: No IEP/IFSP/MLP

Primary Disability

00: Not Disabled

Secondary Disability 1

00: Not Disabled

Secondary Disability 2

00: Not Disabled

Service Hours

Service Hrs Percent Reported

Special Ed	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Service Hours	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Service Hrs Percent Reported	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Enrollments - Special Ed Fields

## Available Tool Rights - Special Education

R	W	A	D
<b>Special Education</b>			
View the <a href="#">Special Education enrollment editor</a> .	Edit existing records located on the Special Education enrollment editor.	N/A	N/A
<b>Service Hours</b>			
View the student's service hours.	Edit the service hours field.	N/A	N/A
<b>Service Hours Reported</b>			
View the Service Hours Percent Report field.	Edit the Service Hours Percent Reported field.	N/A	N/A

## Enrollment History

Users may need Enrollment History rights that are different from their Enrollment rights. For example, some staff may be allowed to enter and maintain both in-district enrollments and enrollment history information, while others may be allowed to enter and maintain in-district enrollments with read-only access to enrollment history.

### Enrollment History

**\*Calendar Name**

**\*Grade**  **NCES Grade**

**\*Start Date**  **End Date**

**\*Service Type**

**\*Local Start Status**

**Local End Status**

**State Start Status**  
**02: Most recent enrollment was in a school in another state**

**State End Status**  
**05: Student moved to another state and enrolled in school, or student moved out of the country**

**Start Comments**

**End Comments**

**New Enrollment History**

Documents

### Enrollment History

**\*Calendar Name**

**\*Grade**  **NCES Grade**

**\*Start Date**  **End Date**

**\*Service Type**

**\*Local Start Status**

**Local End Status**

**State Start Status**

**State End Status**

**Start Comments**

**End Comments**

**Print Enrollment History**

Notice of Change in Enrollment

Enrollment History

Documents

## Enrollment History Report

The Enrollment History report lists all enrollments a student has had at the district.

Grade Level

☒ Local Grade Level Code
 ☐ State Grade Level Code

Enrollment History

☐ All
 ☐ Read
 ☐ Write
 ☐ Add
 ☐ Delete

Enrollments - Enrollment History

## Available Tool Rights - Enrollment History

R	W	A	D
View the student's enrollment history information.	Edit existing enrollment information and enrollment history information.	Add enrollments and enrollment history information.	Delete enrollment history records.

## Enrollment Tool Right Recommendation

Due to the complex nature of the Enrollments access rights, when feasible, access rights to the Enrollments editors should be set in the same manner as the editor sub-rights.

If RWAD is assigned to the State Reporting editor, sub-rights such as Ward of State, Meal Status, Migrant, etc. should also be RWAD.

Modifying specific sub-rights to control field-level access is possible, but may warrant additional user testing to ensure that setup complies with district, state and federal privacy standards.

Consider the following scenarios:

## Singular Access to the Enrollment Editors

If a user can have the same level of access to all editors/sub-rights, assign the user R or RW rights to that editor of the entire Enrollments tab, as applicable.

A and D rights only affect the Enrollments tab and the Enrollment History rights. Choosing A or D on any other Enrollment editors/sub-rights has no affect.

With full access rights, the user is allowed to see and/or edit all Enrollment editors and fields. The user is also able to add and delete current and historical enrollments.

Enrollments	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
General Enrollment Information	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
School Of Accountability	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
State Reporting	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Homeless	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Meal Status	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Migrant	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Ward of State	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Special Ed	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Service Hours	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Service Hrs Percent Reported	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Enrollment History	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
FutureEnrollment	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

*Enrollments Rights*



## Varying Access to the Enrollments Editors and Sub-Rights

If a user needs varying levels of access to the Enrollments editors and sub-rights, the highest level of access rights assigned to any of those areas must also be assigned to the direct parent editor and to the Enrollments tab. Sub-rights cannot allow more access than the rights of the parent editor.

When rights are assigned to a parent area (editor or tab), the system always marks the child rights to reflect parent rights by default. This means that all areas that should be restricted from the user MUST BE manually removed.

Enrollments	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
General Enrollment Information	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
School Of Accountability	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
State Reporting	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Homeless	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Meal Status	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Migrant	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Ward of State	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Special Ed	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Service Hours	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Service Hrs Percent Reported	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Enrollment History	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Future Enrollment	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete

*Enrollments Subrights*

## Suggested User Groups

- [Counselors](#)
- [Front Office Staff](#)
- [Principals](#)
- [Registrars](#)

See [User Groups and Suggested Roles](#) for more information.