

# Enrollments Tool Rights

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The Enrollments tool is used to enter and manage student enrollments inside and outside of the district.

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

Let us know what you think! Submit feedback for the Tool Rights Catalog by posting in the [Tool Rights Catalog](#) forum.

The screenshot shows the 'Enrollments' tool interface for a student named Mary A. Baum. At the top, there is a breadcrumb trail: 'Census > People > Enrollments'. Below this, the student's name 'Baum, Mary A' is displayed along with their student ID '161900001' and date of birth '05/15/2008'. A 'Related Tools' dropdown menu is visible on the right. The main interface features a 'New' button and several action buttons: 'Print Enrollment History', 'Notice of Change in Enrollment', 'New Enrollment History', and 'Documents'. The central part of the screen is the 'Enrollment Editor', which contains a table with the following data:

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

**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

End Action

\*Service Type  
P: Primary ▾

\*Local Start Status  
CM1: Enrolled × ▾

Local End Status  
Select a Value ▾

State Start Status  
**00: Last year, public school, same district**

State End Status

Start Comments

End Comments

CRDC School of Accountability

Rolloled From Enrollment ID: 83145

Enrollments	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
General Enrollment Information	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
School Of Accountability	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
FutureEnrollment		
<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete		

## 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: N: No     
 Gifted/Talented: N: No     
 **Migrant Indicator: N: No**     
 Homeless: Y: Yes     
 Ward of State: N: No

Citizenship: 1: U.S. Citizen     
 Single Parent: N: No     
 Displaced Homemaker: N: No     
 Supplemental Services: Select a Value

Percent Enrolled: 100     
 Membership Override:     
 Attendance Override:     
 PSEO:      
 Post-Secondary HS Hours:     
 Independent Study: N: No

Enrolling School:     
 Enrolling District: Select a Value     
 Placing District: Select a Value     
 Enrolling Public School:      
 CIS PSEO Concurrent Enr:

Military-Connected Youth:      
 Special Pupils for Care/Treatment: N: No     
 Immigrant:

Membership/Attendance Type: 01: Days

Effective Date: 07/01/2024     
 State Aid Category: 00: Regular: enrolled at resident district     
 Resident District:     
 School:     
 Homebound: N: No

State Reporting	All	Read	Write	Add	Delete
Homeless	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meal Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Migrant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward of State	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Enrollments - State Reporting*

## Available Tool Rights - State Reporting

R	W	A	D
<b>State Reporting</b>			
Allows the user to view the student's State Reporting Enrollment editor.	Allows the user to edit existing enrollment information located on the State Reporting Enrollment editor.	N/A	N/A
<b>Homeless</b>			
Allows the user to view the Homeless field on the State Reporting Enrollment editor.	Allows the user to edit the existing status of the student's homeless detail on the State Reporting Enrollment editor.	N/A	N/A
<b>Meal Status</b>			

R	W	A	D
Allows the user to view the Meal Status field on the State Reporting Enrollment editor.	Allows the user to edit the existing status of the student's meal status detail on the State Reporting Enrollment editor.	N/A	N/A
<b>Migrant</b>			
Allows the user to view the Migrant field on the State Reporting Enrollment editor.	Allows the user to 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>			
Allows the user to view the Ward of State field on the State Reporting Enrollment editor.	Allows the user to 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/IIIP

**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>			
Allows the user to view the <u>Special Education enrollment editor</u> .	Allows the user to edit existing records located on the Special Education enrollment editor.	N/A	N/A
<b>Service Hours</b>			
Allows the user to view the student's service hours.	Allows the user to edit the service hours field.	N/A	N/A
<b>Service Hours Reported</b>			
Allows the user to view the Service Hours Percent Report field.	Allows the user to 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**  
Virtual School

**\*Grade** 8 **NCES Grade**

**\*Start Date** 07/01/2021 **End Date** 06/30/2022

**\*Service Type** P: Primary

**\*Local Start Status** 02: Last year, another state (Valid 00-01 thru 23-24) **Local End Status** CM13: Transfer to another state (Valid 23-24 thru current)

**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** P: Primary

**\*Local Start Status** Select a Value **Local End Status** Select a Value

**State Start Status**  **State End Status**

**Start Comments**  **End Comments**

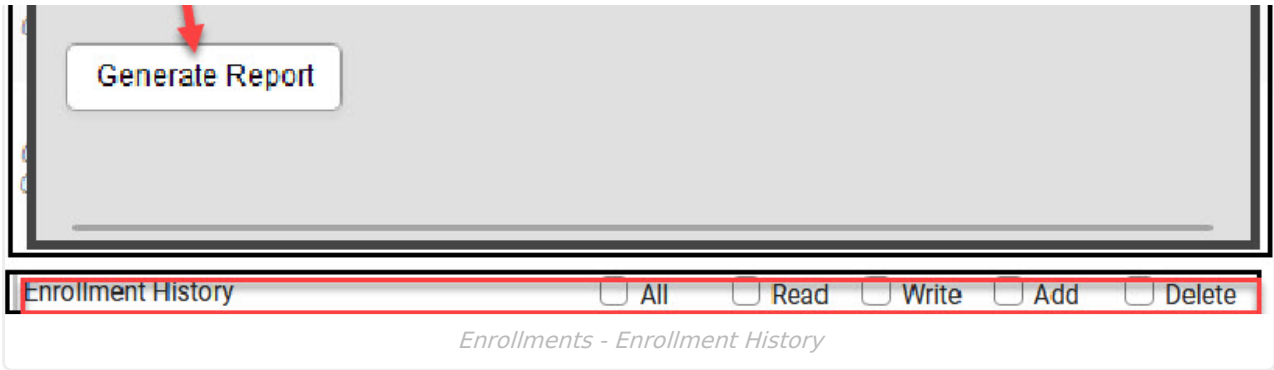
**Print Enrollment History** Notice of Change in Enrollment

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



## Available Tool Rights - Enrollment History

R	W	A	D
<b>Enrollment History</b>			
Allows the user to view the student's enrollment history information.	Allows the user to edit existing enrollment information and enrollment history information.	Allows the user to add enrollments and enrollment history information.	Allows the user full access to all options available on the enrollment tab.

## 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
FutureEnrollment	<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.