

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 navigation breadcrumb: [Census](#) > [People](#) > [Enrollments](#). Below this, the student's name 'Baum, Mary A' is displayed along with their ID '161900001' and birth date '05/15/2008'. A 'New' button is visible on the left, and a 'Related Tools' dropdown is on the right. A row of action buttons includes '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 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>				

Who is typically assigned Enrollment tool rights?

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

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

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 <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>
*Start Date 07/01/2024 <input type="text"/>	No Show <input type="checkbox"/>	End Date <input type="text"/>	End Action <input type="text"/>	*Service Type P: Primary ▾
*Local Start Status CM1: Enrolled x ▾		Local End Status Select a Value ▾		
State Start Status 00: Last year, public school, same district				
Start Comments <input type="text"/>		End Comments <input type="text"/>		
CRDC School of Accountability <input type="text"/>				

Rolled 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

R	W	A	D
General Enrollment Information			

R	W	A	D
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
School Of Accountability			
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

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

R	W	A	D
State Reporting			
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
Homeless			
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
Meal Status			

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
Migrant			
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
Ward of State			
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

R	W	A	D
Special Education			
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
Service Hours			
Allows the user to view the student's service hours.	Allows the user to edit the service hours field.	N/A	N/A
Service Hours Reported			
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: [Dropdown]

*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: [Text Area]

End Comments: [Text Area]

New Enrollment History Documents

Enrollment History

*Calendar Name: [Text Field]

*Grade: [Text Field]

NCES Grade: [Dropdown]

*Start Date: [Text Field]

End Date: [Text Field]

*Service Type: P: Primary

*Local Start Status: Select a Value

Local End Status: Select a Value

State Start Status: [Text Field]

State End Status: [Text Field]

Start Comments: [Text Area]

End Comments: [Text Area]

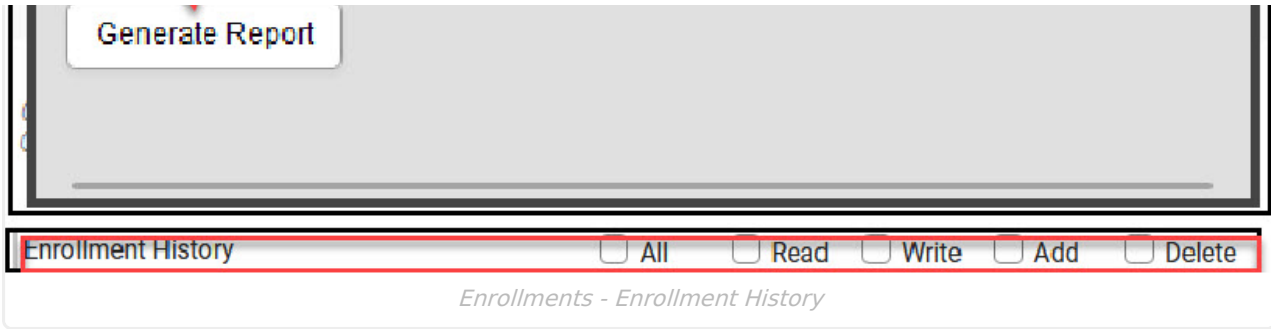
Print Enrollment History Notice of Change in Enrollment

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



R	W	A	D
Enrollment History			
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