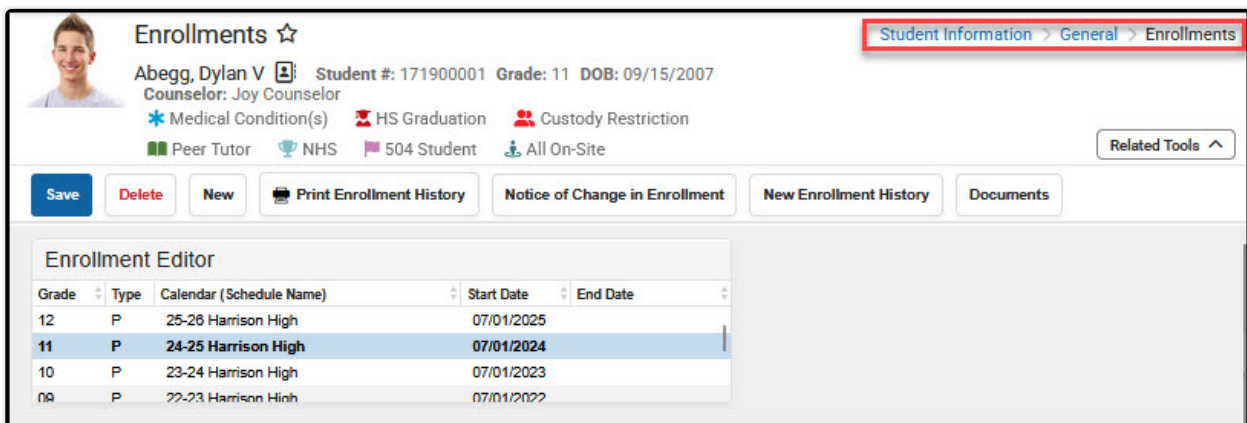


Student Enrollments Tool Rights

Last Modified on 12/23/2025 1:49 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](#) article to learn how to use this tool.



The screenshot shows the 'Enrollments' tool interface for a student named Abegg, Dylan V. The breadcrumb trail at the top right is 'Student Information > General > Enrollments'. The student's information includes Student #: 171900001, Grade: 11, and DOB: 09/15/2007. Below this, there are icons for Medical Condition(s), HS Graduation, Custody Restriction, Peer Tutor, NHS, 504 Student, and All On-Site. A row of buttons includes Save, Delete, New, Print Enrollment History, Notice of Change in Enrollment, New Enrollment History, and Documents. The 'Enrollment Editor' table is visible below the buttons.

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	25-26 Harrison High	07/01/2025	
11	P	24-25 Harrison High	07/01/2024	
10	P	23-24 Harrison High	07/01/2023	
09	P	22-23 Harrison High	07/01/2022	

Student Information > General > Enrollments

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.

The Census > People Enrollments tool and the Student Information > General > Enrollments tool contain the same functionality and display the same 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

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
General Enrollment Information			
Access and view the student's General Enrollment Information editor.	Modify existing enrollment information located on the General Enrollment Information editor.	N/A	N/A
School Of Accountability			
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 <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	Next Schedule Structure <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	Next Grade <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	
Future Enrollment		<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
View the student's Future Enrollment editor.	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 ☐

Citizenship
1: U.S. Citizen

Percent Enrolled
100

Enrolling School

Military-Connected Youth ☐

Membership/Attendance Type
01: Days

Effective Date
07/01/2024

Title 1
N: No

Single Parent
N: No

Membership Override

Enrolling District
Select a Value

Special Pupils for Care/Treatment
N: No

State Aid Category
00: Regular: enrolled at resident district

Gifted/Talented
N: No

Displaced Homemaker
N: No

Attendance Override

Placing District
Select a Value

Immigrant ☐

Resident District

Migrant Indicator
N: No

Homeless
Y: Yes

Ward of State
N: No

Supplemental Services
Select a Value

PSEO ☐

Post-Secondary HS Hours

Enrolling Public School ☐

CIS PSEO Concurrent Enr ☐

School ☐

Homebound
N: No

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

Enrollments - State Reporting

Available Tool Rights - State Reporting

R	W	A	D
State Reporting			
View the student's State Reporting Enrollment editor.	Edit existing enrollment information located on the State Reporting Enrollment editor.	N/A	N/A
Homeless			
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
Meal Status			
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
Migrant			
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
Ward of State			
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/IMP

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

☐ All ☐ Read ☐ Write ☐ Add ☐ Delete

Service Hours

☐ All ☐ Read ☐ Write ☐ Add ☐ Delete

Service Hrs Percent Reported

☐ All ☐ Read ☐ Write ☐ Add ☐ Delete

Enrollments - Special Ed Fields

Available Tool Rights - Special Education

R	W	A	D
Special Education			
View the Special Education enrollment editor .	Edit existing records located on the Special Education enrollment editor.	N/A	N/A
Service Hours			
View the student's service hours.	Edit the service hours field.	N/A	N/A
Service Hours Reported			
View the Service Hours Percent Report field.	Edit the Service Hours Percent Reported field.	N/A	N/A

Enrollment History

Users may require Enrollment History rights that differ 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
<i>Enrollment History</i>			
View the student's enrollment history information.	Edit existing enrollment information and enrollment history information.	Add enrollments and enrollment history information.	Grants 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 effect.

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.
