

Instructions for the Enrollment Verification Report

Each student must have a Student Demographic record and an Enrollment record in order for their respective Assessment data to be attached to their student ID.

A new verification report, which joins the student demographic data with students' enrollment data, can be found by following these instructions.

Login to the Level 1 Data Warehouse (dataview.wnyric.org)

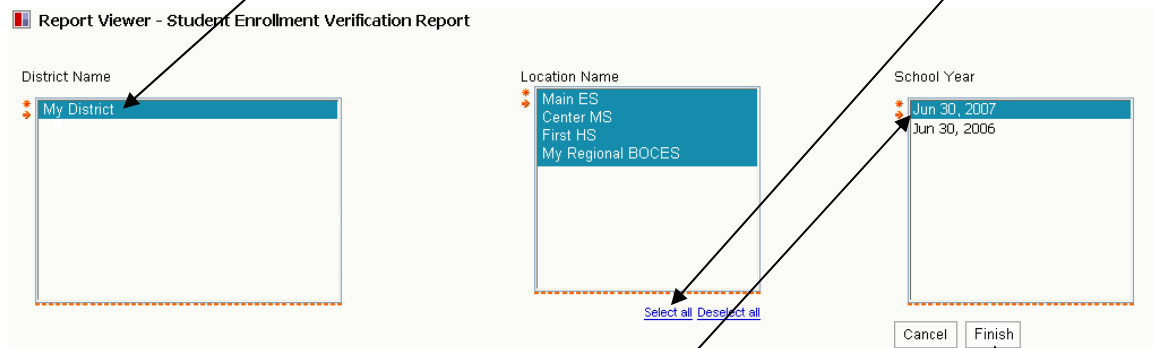
Go to 'Public Folders' → 'District Reports' → 'Verification Reports - Other'

Then click on 'Student Enrollment Verification Report'.



Click to highlight your district name.

For location, you can run one building at a time, or run everything at once by clicking on 'Select All'.



Finally, click on this school year, and then click on 'Finish'.

The report will be in order by building, and alpha by last name within each building.

A student's name, ID, and grade (demographic data) shows in the first three columns, and their respective enrollment data shows in the last three columns.

This is an example of good data.

Barnstable, Alex	000012345	3rd	Enroll Date	Enroll Grade	Enroll Status
			Jul 1, 2006	03	1

Here, the enrollment data shows an entry and an exit enrollment. This is OK too.

Newport, Barbra	000012346	5th	Enroll Date	Enroll Grade	Enroll Status
			Jul 1, 2006	05	1
			Aug 16, 2006	05	-1

This student was entered and exited twice. This is still OK.

Sandwich, Shawn	000012349	8th	Enroll Date	Enroll Grade	Enroll Status
			Jul 1, 2006	08	1
			Sep 5, 2006	08	-1
			Sep 6, 2006	08	1
			Sep 25, 2006	08	-1

An 'Enroll Status' of 0 (zero) refers to a 'walk-in' enrollment, has no effect and is OK.

Yarmouth, Cody	000012350	4th	Enroll Date	Enroll Grade	Enroll Status
			Jan 8, 2007	04	0
			Jan 9, 2007	04	-1
			Jan 10, 2007	04	1

Chatham, Cathy	000012347	4th	Enroll Date	Enroll Grade	Enroll Status
			Jul 1, 2006	05	1
			Sep 8, 2006	05	-1
			Sep 11, 2006	04	1
Harwich, Holly	000012348	3rd			
Mar 5, 2007			- 3 -		

Sometimes, at the end of a page, the name & ID will show, but the enrollment data spills onto the next page.

Student Enrollment Verification Report

Student Name	Student ID	Grade	Enrollment Information		
			Enroll Date	Enroll Grade	Enroll Status
			Jul 1, 2006	03	1

This student was first entered as 3rd grader, with one ID, and then entered again as a 5th grader, with another ID. Make sure all of his assessment answer sheets use the correct ID number, so his scores will attach properly.

Mashpee, Mark	000012352	3rd	Enroll Date	Enroll Grade	Enroll Status
Mashpee, Mark	000012354	5th	Enroll Date	Enroll Grade	Enroll Status
			Aug 22, 2006	05	1

This student has 2 consecutive enrollment records, on 11/20 and 11/29. Either this was supposed to be an exit code (-1), or the enrollment record was mistakenly entered twice. This must be fixed.

Brewster, Charlie	000012351	9th	Enroll Date	Enroll Grade	Enroll Status
			Oct 11, 2006	09	1
			Nov 19, 2006	09	-1
			Nov 20, 2006	09	1
			Nov 29, 2006	09	1

This student has NO enrollment record. There are three possible scenarios to consider:

1. If the student is not currently enrolled, and also did NOT take any assessment in 06-07, then no action is required.
2. If the student is not currently enrolled, and DID take one or more assessments, you must enter an enrollment record for this student.
3. If the student is currently enrolled, you must enter an enrollment record.

Waltham, Wade	000012355	3rd	Enroll Date	Enroll Grade	Enroll Status
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