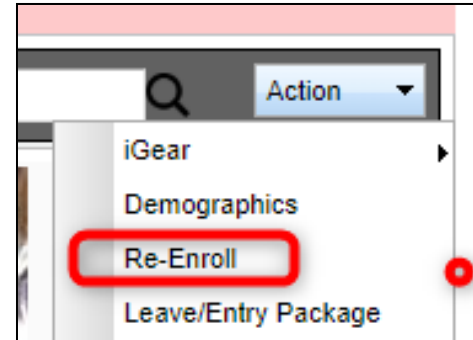


**JCampus Student Master
Enrolling and Exiting Students
02/13/2023**

Enroll a Student Using Re-Enroll

(used for enrolling students that **have previously** been in a JCampus system – Calcasieu or other district that uses JCampus)

1. If working on a student, before enrolling another, click the **Save** button to save any work being done on a current student.
2. Click the Clear button on the lower center portion of the student master screen. Click in the blank field next to *Name* and the *Contact Information* window will open.
3. Enter all or part of the **first** and **last name** of the student, OR enter all or part of the student's ssn in the ssn field.
 - If any part of the name contains an apostrophe, use the key left of #1 and above the Tab key on the keyboard.
 - If the student's name is an uncommon name, try using the first two or three letters of the first and last name instead of the whole name.
 - **TIP:** If the name matching is too difficult, and no results are returned, clear the names and search by putting the ssn in the ssn field.
4. (Optional) Click **Close**.
5. Click **Action** in the upper right of the screen. Choose **Re-Enroll**.
6. Check the appropriate items to import.

A screenshot of a dialog box titled 'Student Master Re-Enroll'. It contains a warning about PII, instructions for name entry, a list of checkboxes for data to import (Demographics, Discipline, Transcript, Attendance, Grades, Test Scores, IBC), and a dropdown menu for selecting a district. A speech bubble points to the checkboxes with the text 'Select all items to bring in from another district.' The district dropdown is set to '010 Calcasieu - calcasieu'. There are 'OK' and 'Cancel' buttons at the bottom.

7. **Always at least choose the home district to search from. If the student is coming from a JCampus district, choose the district from the drop down menu.**

If district name has .doe behind the name, they do NOT use JCampus.

8. Click **OK**.
9. If any matches appear on the screen in the home district, check to make sure that for the current year, the student has a leave code from the previous school. If none are present, contact the previous school in the district to post a leave code, then repeat the search.
 - For in district searches, be sure to choose the **most recent entry** (top entry) for the current year.

A screenshot of a form titled 'Resides With'. It has fields for 'Name', 'Student Address' (with '103 DERRICK ST' entered), 'Address 2', and 'Student City' (with 'PIERRE PART' entered). There is an 'Import' button at the bottom, which is highlighted with a black rectangular box.

10. If any matches appear from the other JCampus district, be sure to choose the most recent entry.

Last Name	First Name	Middle Name	Suffix	SIDNO	Grade	Birth Date	School	ECode	EDate	LCode	LDate	Di...	Year	Record
					12		052 SULPHUR H...	E1	2019-08-13	L2	010	1920	14911...	
					11		052 SULPHUR H...	E1	2018-08-14		010	1819	14804...	
					10			E1	2017-08-15				14689...	
					09			E1	2016-08-12				14345...	
					08			E1	2015-08-12				14275...	
					07		036 MAPLEWO...	E1	2014-08-13				14205...	

Click student in list for review. Data will be retrieved from the sending district and placed in the form below for certification before data is placed in receiving system. When certain this is the correct

Choose most current year record.

MUST HAVE A LEAVE CODE FROM PREVIOUS SCHOOL.

11. When a row is selected, an initial view of the student’s data will be presented at the bottom half of the screen to make sure the correct student is being selected.

Student Address : Apt/Lot/Ste :
 City : State : Postal Code :

12. After verifying the information, if it is the correct student, click **Import**.

13. Enter the following in the ReEnrollment Window, then click **OK**.

ReEnrollment Window

Please choose a new school for this student.
026 **A**

Please choose a new Entry Code for this student.
E4 **B** See valid entry codes.

Please choose a new Grade for this student.
12 **C**

Please choose the new Enrollment Date
Sep 28 2019 **D**

Transferred From
010052 SULPHUR HIGH SCHOOL **E**

- a. School Code
- b. Entry Code (See valid codes) *****IMPORTANT*****
- c. Grade
- d. Entry Date **** (Can't use the same date as the Leave date from the other school). Please communicate with the sending school to work out the dates.**
- e. Transferred From- ****Required****

Valid Entry Codes: Most common-highlighted
****Never use E1****

Value	Description
E0	C7 Gain Entry or Other not meeting any other code criteria
E1	E1 Original enrollment within same district
E2	E2 Gain from outside state: Registered after the last day of the pr...
E3	C2 Gain from within district: Expulsion Alt Site
E4	C2 Gain from within district: Registered after the last day of the pr...
E5	C3 Gain from within the state: Registered after the last day of the ...
OE	C3 Out of Parish Employee Privilege
CH	C3 Transfer From charter
GR	C4 Re-Entry for Re-assignment for Another Grade
A1	A1 Entry under SBESE Academic School Choice Policy
A2	A2 Entry under SBESE Unsafe School Choice Policy

14. **Don't assume information from the other school site is correct. Verify all information; including ssn, date of birth, etc.. Update address and contact information. Click Save at the bottom of the page.**

15. If no match was found after repeated attempts with checking for name spelling variations, then proceed to enter the student from scratch.

Enrolling a student from scratch

Click in the blank field next to the Name and the *Contact Information* window will open. Any field that is red must be completed to enroll the student.

1. Enter the *student's first and last name from the child's birth certificate.*

- If any part of the name contains an apostrophe, use the key left of #1 and above the Tab key on the keyboard.

2. Complete the mailing address.

It is crucial that CPSS address information be as accurate as possible. The **Physical Address** is used to determine the student's current zone, which is displayed on the student master screen. This data is also used by other systems, such as Transportation for route creation and bus assignment.

- Click on the student's physical address first, then copy to the mailing address if the same.
 - a. As an address is typed in, map matches will appear on the left.
 - b. Click on the matching address suggestions. It will populate the student's physical address fields.
 - c. When an address matches the map system, a green check will appear on the screen.

- If no proper match is found after putting in the address information, check for spelling inaccuracies, proper suffix information, correct street number, and zip.
- If the address still does not match the map suggestion, close the address match box to continue working. The unmatched physical address must have a complete set of address parts: number, street name, street suffix, City, State, and Zip.
- If the physical address is the same as the mailing address, hit the "Copy" button and copy from the student physical to the student mailing and any other applicable fields.
- For mailing address: "PO Box ###" can be entered in the Street field.

See next page for Address Standards and Abbreviations.

Address Standards and Abbreviations

When entering addresses, it is important to be consistent. Below are suggested address standards for abbreviations and formats when entering any address for students, parents, or emergency contacts. Your district will have the final say on the proper way to use address standards and abbreviations.

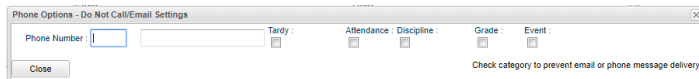
- No commas or periods
- Use the following abbreviations:
 - **AVE** for Avenue
 - **BLVD** for Boulevard
 - **CIR** for Circle
 - **CT** for Court
 - **DR** for Drive
 - **HWY** for Highway
 - **LN** for Lane
 - **PKWY** for Parkway
 - **RD** for Road
 - **RT** for Route
 - **ST** for Street
 - **THRWY** for Thruway
 - **TR** for Trail

When you enter an address, Jcampus will use the AVS (Address Validation System) to find the correct format for the address and validate it.

- Numbered streets from First through Tenth should be spelled out. Above Tenth, use the figures.
 - Examples: 123 THIRD ST, 382 14TH ST
- Abbreviate all directions without the period.
 - Examples: 320 W JEFFERSON ST, 938 E JEFFERSON ST,
 - **Note:** If the street's name is North Street, do not abbreviate North.
 - Example: 103 NORTH ST

3. Enter a **Student Phone Number**-

If the *Phone Options* box comes up, this will be a number contacted through School Messenger.



Please verify with parents/guardians which number(s) should be receiving phone calls.

4. Enter the **Social Security number** in the *SS Number field*. It is best to verify SSN information with a card, even after doing a reenroll from another district. If a parent does not supply a SSN, double click in the *SSN* box and the system will generate a temporary SSN.

5. Enter **Mother, Father, Guardian, and Emergency**

Information by clicking the appropriate tab at the top of the *Contact Information* window.

- **Mother:** Enter birth certificate information.
- **Father:** Enter birth certificate information.
 - If the father is not on the birth certificate, leave the Father name fields blank.
 - Type "Father not on Birth certificate" in the comment box at the bottom of the Father screen.
- **Guardian:** If it is someone other than the mother or father, don't forget to enter relationship in the top right.
- **Emergency:** Enter emergency contact.
- **Contact:** If additional emergency contacts are needed. *Must save record first.*
- Click **Close** when *finished*.

6. Enter **Resides with**. Click in the *Resides with* field, enter the person(s) that the student resides with.

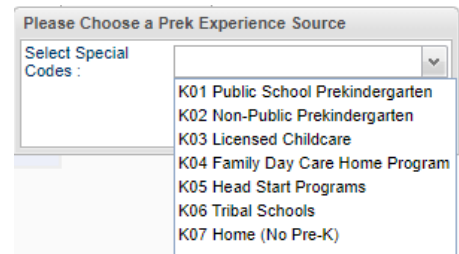
7. Enter a **Homeroom**. Click in the **Homeroom field**. A list of staff members will appear. Click on the Staff member's name to be the homeroom teacher for this new student.

- If an Elementary school, or middle school uses blocks: Assigning a block will give a student a homeroom, therefore it is not necessary to enter a homeroom here.

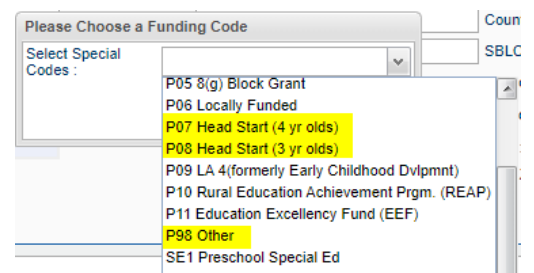
8. Enter Alert codes, if needed.

9. Enter the **Student's Grade**. Use the drop down menu to select **student's grade**.

- Kindergarten code: 00
(Kindergarten special code with "K" **required**)



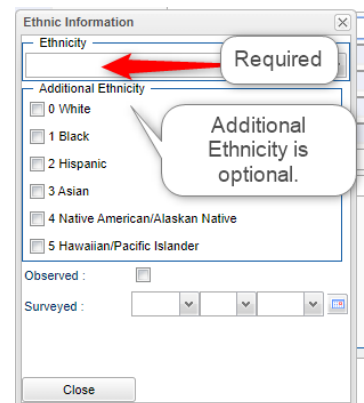
- Pre-K code: -1 (PreK Funding Special code is **required**).
Calcasieu uses: P07, P08, or P98.



10. Enter **Gender**. Use the drop down menu to select gender.

11. Enter the **Ethnicity**. Click in the *Ethnic* field. Select the **Primary Ethnicity** and click **Close**.

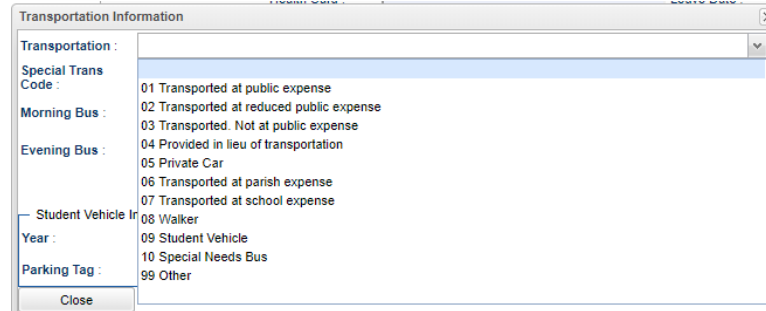
- Only *Primary Ethnicity* is required, but a *Secondary Ethnicity* may be selected by checking all boxes that apply.



12. Enter the **Birth Date**. It is best to verify the Birth Date with a copy of the birth certificate. Click in the *Birth Date* field. Select the month, date, and year from the drop down menu. Click **Close** when finished. The age of the student will appear by the birth date in parenthesis.

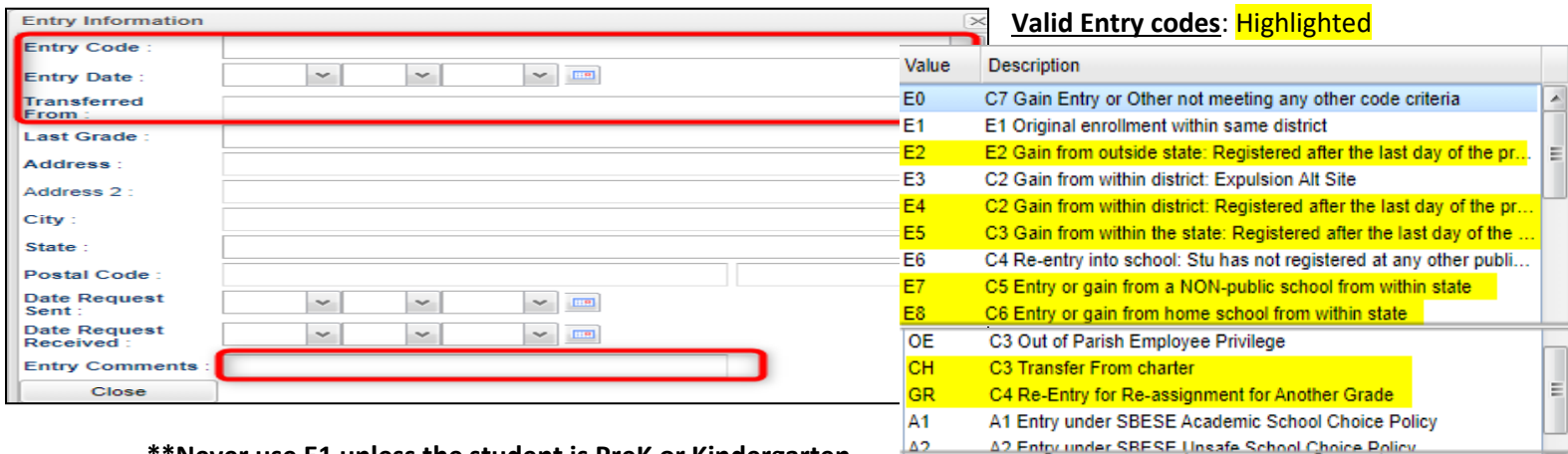
13. Enter **Transportation, required to save record**. Click in the **Transportation** field. In the **Transportation Information** window, click the drop down menu next to **Transportation** and make the appropriate selection.

- If the child rides a bus, select **01 Transported at Public Expense**.
- If the child is a walker or car rider, select **05 Private Car or Walker**.
- Click **Close**.
****See attachment-“Transportation Codes in JCampus”**



14. Click in the **Entry Date** field. The **Entry Information** window will appear.

- Select an **entry code** and **entry date** from the drop down menu.
- Click in the **Transferred From** field to generate a Louisiana State School list. If the student is transferring from within the state of Louisiana, select the school. Click **Close**.
- If the school is not a Louisiana site on the listing, close the listing selection. You will see a cursor blinking in the transferred from field. Just start typing the site.
- Entry comments: If there is a special note to be entered regarding the entry, type in comment here.



****Never use E1 unless the student is PreK or Kindergarten that was not enrolled in a school for PreK. coming from home.**

- Click **SAVE** at the bottom of the Student Master window.



****If you have additional contacts to enter, do at this time by clicking in the Student Name field then the Contact tab at the top. Select the ADD button to add more contacts.**

Exit a Student

(Do not exit a student without a Request for Records from the new school.)

1. After finding the student in *Student Master*, click on the **Leave Date** field to begin the process of exiting a student.
2. Select the appropriate **Leave Code** from the drop down menu.
 - **Please choose carefully.** If any questions, discuss with an administrator.
 - See a list of Leave Codes below.
3. In the *Leave Date* field, select the first **nonattendance date** as the leave date.
4. Enter the **Transferred To** information (if known).
 - Search the listing and select the correct Louisiana school site.
 - If the school is not a Louisiana site on the listing, close the listing selection. You will see a cursor blinking in the transferred to field. Just start typing in the site.
5. Click **Close**.
6. If all information is correct, click **Save**.

Entry Date : E1 08/13/2019
 Leave Date :

Leave Information

Leave Code :

Leave Date :

Transferred To :

Date Request Received :

Date Request Sent :

Leave Comments :

Close

Delete Help Clear **Save** Prev Next Setup Find

VALID LEAVE (EXIT) CODES: Most common-highlighted

If using L0, must use 1st day of school as leave date.

Use 19, if waiting on Home Study Approval letter

Value	Description
L0	18 E No show student
L2	08 E Transfer Within District
L3	09 E Transfer Within State
L4	10 E Transfer Out of State or country
L8	07 E Death or Incapacitation of Student
01	21 D Illness Health Problems
05	02 D Behavioral
07	08 D Lack of appropriate curriculum
11	15 D Parent/guardian influence
17	19 D Religion
19	97 D Exit Reason Unknown
20	15 E Exit Grade for re-assignment to another grade
21	03 E Illness: Student intends to return to school
34	13 D Military
35	20 D Substance abuse
36	22 D Enter Job Corps, Youth Challenge, and VOA
38	99 D Excessive Absences
46	09 E Transfer To Charter
47	44 E Transfer to Registered Nonpublic School (Not Seeking St...
60	01 E Expelled
61	04 E Graduation/Early Graduation-G
62	06 E Certificate of Achievement-G
63	11 E Transfer to Adult Ed (typically pursuing GED)
64	12 E Transfer to Correctional Institution/State Custody (age un...
66	14 E Transfer to Parochial/Private
68	16 E Transfer to Home Study/in school private study
73	20 E Transfer to Early College Admissions Program
77	08 E SBLC Decision
80	05 E GED Earned Only (typically, Adult Education Centers)-G
81	22 E Completer-GED/Industry Certificate-G

****All leave codes need to have documentation.**

You could possibly be audited for the following leave Codes:

- 07 E- Death or Incapacitation
- 10 E-Transfer Out of State or Country
- 14 E Transfer to Parochial/Private
- 16 E Transfer to Home Study

*****Important: If using L0, you must use the 1st day of school as the Leave date.**

Print Entry/Leave Packet

1. After finding the student in *Student Master* and exiting them or after entering a new student, click **Action** at the top right of the screen.
2. Choose **Leave/Entry Package**.
3. Check all appropriate boxes to print.
 - By default, social security numbers do not print on reports. It must be selected in order to print.
 - Check **Nurse Notification** to print any information a nurse has entered into the system, such as allergies and medication.
 - Check **Demographic Information Page** to print student demographic information.
 - Check **Current Grades Not Recorded** and select the current semester from the drop down menu to print out a list of the student's current schedule with a place for teachers to write the average for the class.
 - Check **Current Grades** to print a report card for the student.
 - Check **Current Progress Report** and select the current grading period from the drop down menu to print out a detailed progress report for the student that lists all assignments and grades for each class.
 - Check **Historical Grades Detail** to print a transcript for the student. (Now works for elementary grade levels too.)
 - Check **Attendance History** to get a detailed history of the student's attendance.
 - Check **Discipline History** to get a summary history of the student's discipline.
 - Check **Discipline Referral Detail** to get a detailed history of the student's discipline.
 - Check **Test Score Card** to get a list of state tests the student has taken and the scores received.
 - Check **Out of State/Country** to print a form for parent to sign.
 - Check **Print IGP Form** if for a high school student.
4. Click **Print**.
5. A *print preview* open. Click **Print**.

Leave/Entry Package-08.19.2022

Add Personalized Text to the Cover Sheet
Personalized Text :

Print SSN

Lunch Room Notification

Nurse Notification

Bus Notification

Demographic Information Page

Current Grades Not Recorded

Semester 1

Current Grades

2nd Nine Weeks

Current Progress Report

Current Flex Card

Historical Grades Detail

College Transcript

Attendance Current Year History

Skip Codes :

Discipline Current Year History

Discipline Referral Detail

Major Referrals Only

Test Score Card

Out of State/Country

Custom Documentation

Print IGP Form

Private or Parochial School

Home Study Program

Student Enrollment History

Parent Contact Log

SBLC Referrals, Meetings, and Interventions

RTI Referrals, Meetings, and Interventions

Print

High Schools: Set to 2nd semester after Christmas break.

Set to current marking period

For Calcasieu Parish

High School only