



EDUCATIONAL SERVICES

Genesis Student Information System

Guide To Open Registration

Guide to Open Registration – Table of Contents

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Guide to Open Registration – Introduction and Overview

I. Overview of Genesis Open Registration

A. How Open Registration Works

Open Registration is designed to streamline the Registration process by allowing parents and guardians to **pre-enter** basic demographic information about students online, before they visit a school or district offices to complete the registration process.

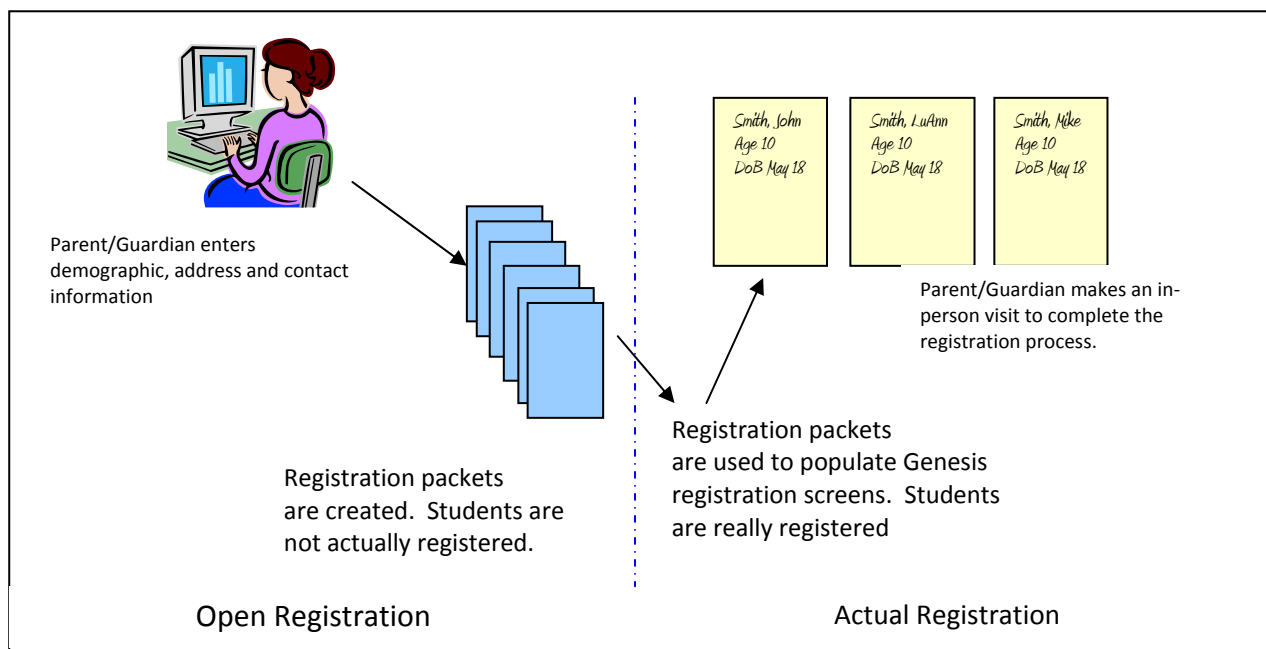
Open Registration does not **replace** in-person registration: it streamlines it and should speed up and shorten the actual visit a parent or guardian makes to the school or district office where the registration process is to be completed.

This is an important point: Registration still must be completed with an actual visit to a school or district office. Parents and guardians must present certain information, such as a student’s birth certificate, in person.

What Happens When a Parent/Guardian Uses Open Registration?

When a parent or guardian accesses the Genesis Open Registration site online, they enter basic demographic, address and contact information and create a “packet” that will later be used – when the parent or guardian makes a face-to-face visit – to populate the regular Genesis Registration/Pre-registration screens with students’ information.

Entering information online via the “Open Registration” process **does not** register a student: it merely starts the registration process. The process still must be completed in person.



B. What the Parents and Guardians See – The External Open Registration Process

There are five Open Registration screens that are presented to the parent/guardian who is starting the registration process for one or more students, including a “Welcome” screen that protects against robot software.

The five screens include:

- The Welcome screen which acts only as a gateway
- The Students screen which allows parents/guardians to enter information for all of their students
- An Addresses screen where they must enter at least a “Legal Residence” address and can enter as many addresses as they need.
- A Contacts screen where they must enter a “Home” contact number and can enter as many contacts as they need to.
- The Submit screen where the packet is submitted.



Figure 1 – The Open Registration Welcome screen requires the parent/guardian to click on the named item to enter the site

The Welcome Screen

The Open Registration Welcome screen asks the user to click on one of the 12 pictures. The request is different each time the screen is entered.

The Students Screen

The first active screen the parent or guardian encounters is the “Students” screen. The Students screen is used to collect basic demographic information about one student at a time – though ultimately a parent can enter multiple students into a single “registration packet”.

The Students screen collects information that is pertinent to NJ Smart.

Figure 2 – The Open Registration “Students” screen collects information on one or more students

A parent or guardian uses the Students screen to enter information about one student at a time. When the parent/guardian clicks the Add Student button, the student’s information is packaged up, the student is listed on the upper right part of the screen (see above) and the fields are cleared so information can be entered for an additional student.

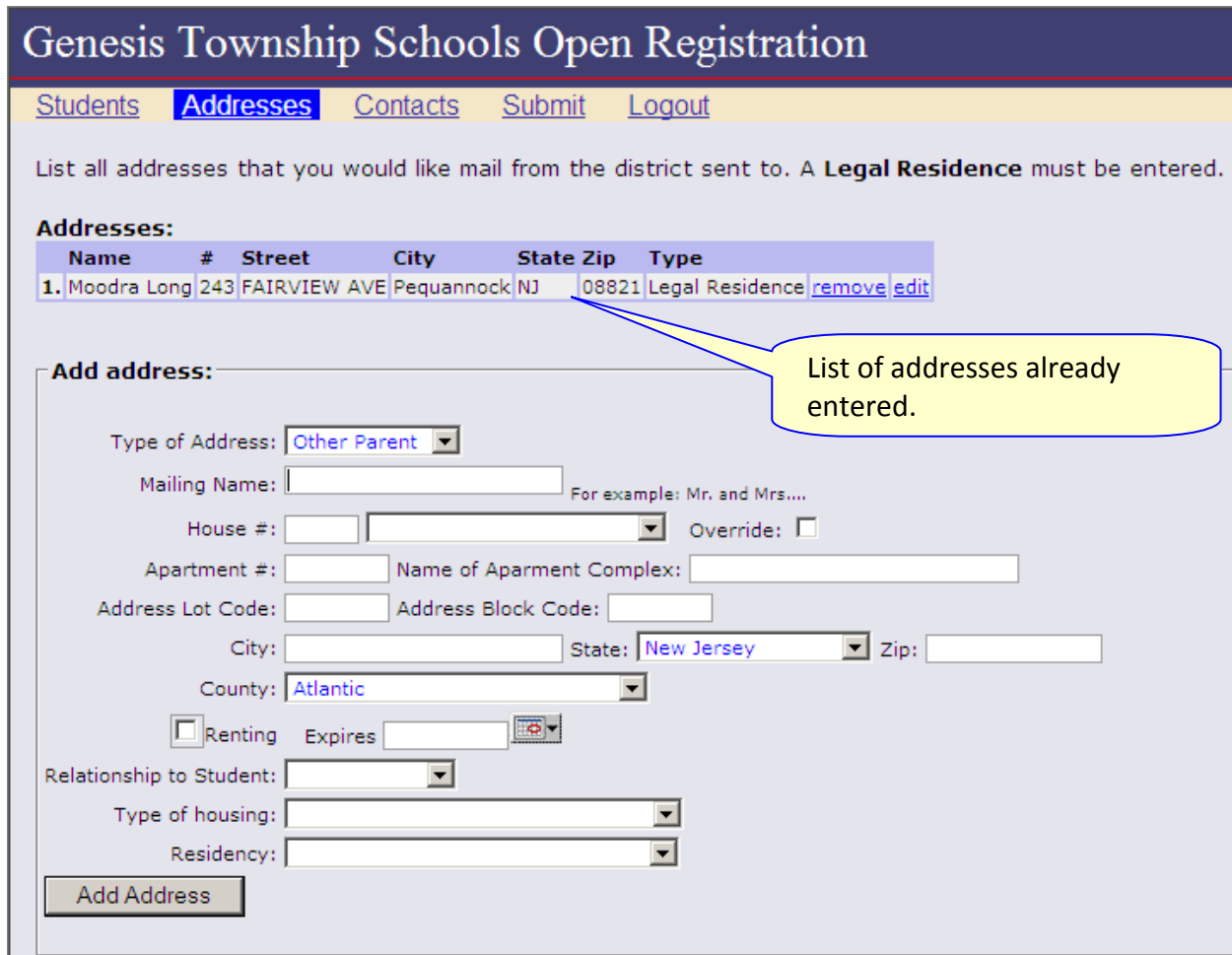
There is no limit to how many students can be entered in a single “open registration” action.

When the parent or guardian is finished entering students, they must click the “Addresses” tab to move to the next screen.

The Addresses Screen

The second active screen the parent or guardian encounters is the “Addresses” screen. This screen is used to collect Address information that applies to *all* of the students entered on the Students tab.

The parent/guardian *must* enter a Legal Residence address. Following that, they *can* enter as many addresses as they need or want to, including work addresses, emergency addresses, doctors addresses, etc. All addresses are associated with every student entered on the Students tab.



Genesis Township Schools Open Registration

[Students](#) [Addresses](#) [Contacts](#) [Submit](#) [Logout](#)

List all addresses that you would like mail from the district sent to. A **Legal Residence** must be entered.

Addresses:

Name	#	Street	City	State	Zip	Type
1. Moodra Long	243	FAIRVIEW AVE	Pequannock	NJ	08821	Legal Residence remove edit

Add address:

Type of Address:

Mailing Name: For example: Mr. and Mrs....

House #: Override:

Apartment #: Name of Apartment Complex:

Address Lot Code: Address Block Code:

City: State: Zip:

County:

Renting Expires

Relationship to Student:

Type of housing:

Residency:

List of addresses already entered.

Figure 3 – The Addresses screen allows parents/guardians to enter as many addresses as they need to

A parent or guardian uses the Addresses screen to enter information about one student at a time. When the parent/guardian clicks the Add Address button, the address information is packaged up and added to the list on the upper right part of the screen; the fields are cleared so information can be entered for an additional address.

There is no limit to how many addresses can be entered in a single “open registration” action – but every address is associated with each of the students.

When the parent or guardian is finished entering addresses, they must click the “Contacts” tab to move to the next screen.

The Contacts Screen

The third and final active screen the parent or guardian encounters is the “Contacts” screen. This screen is used to collect Contact information that applies to **all** of the students entered on the Students tab. Contact information includes phone numbers – both land lines and cell numbers – as well as pager numbers and email addresses.

The parent/guardian **must** enter a Home telephone – whether or not the “Home” phone is an actual landline to the home or a mother’s or father’s cell phone. Following the definition of a Home phone, they **can** enter as many contacts as they need or want to. All the entered contacts are associated with LR address for every student entered on the Students tab.

Figure 4 – The Open Registration Contacts screen allows parents/guardians to enter contact information

When the parent/guardian is finished submitting Contact information, they must click on the “Submit” tab. This brings up “Submit” screen.

To complete the Open Registration process, the parent/guardian clicks the “Submit” button.

Genesis Township Schools Open Registration

Students Addresses Contacts **Submit** Logout

Print the PDF below and take it in with you.

1 / 1 100% Sign Find

Genesis Township Schools Open Registration

DE96D3H7BG

Summary of Students

#	Last Name	Middle	First	Date of Birth
1	Long	D	Bingo	10/23/2000

Summary of Addresses
Legal Residence
 Moodra Long
 243 FAIRVIEW AVE
 Pequannock, NJ 08821

Summary of Contacts

#	Type	Address	Name	Number	Ext.	E-Mail
1	Home Telephone	LR	Moodra Long	000-555-9191		

Figure 5 – Users can print a receipt to take with them to the actual Registration in-person visit

The an Open Registration “receipt” is displayed. The parent/guardian is instructed to print this ticket out so that they can take it with them to the actual registration visit.

C. What the Registrar Sees – The Internal “Open Registration” Process

When a parent/guardian arrives in the school or district office for the actual “registration visit”, the registrar uses the [Registration→Open Registration](#) screen to bring up the information that the parent/guardian has previously entered. This information is then used to partially populate the standard Genesis [Registration→New Student](#) or [Registration→Pre-Registration](#) screens.

The screenshot shows the 'Open Registration Search Form' interface. At the top, there is a navigation menu with tabs for Student Data, Registration, Scheduling, Next Year Scheduling, Grading, Attendance, Calendar, Transcript, Setup, and Next. Below this is a secondary menu with options like New Student, Pre-Register, Open Reg., Transfer In District, Withdrawal From District, Re-entry, Homebound, Summer School, and Reports. The 'Open Reg.' tab is selected. Below the menu is a search bar with the text 'Enter barcode id: [input] or Family Last Name: [input] (Blank for all)' and a 'Search' button. Below the search bar is a table with the following columns: Last, First, Reg ID, DOB, LR, School Year, Grade, Date, PreReg, Reg, and Delete. The table contains 8 rows of student data.

Last	First	Reg ID	DOB	LR	School Year	Grade	Date	PreReg	Reg	Delete
Smith	Louise	5	01/14/2003	213 FAIRVIEW AVE	2008-09	K	04/02/2008			
Dolan	Amanda	3	02/20/2003	21 12TH ST	2008-09	K	02/26/2008			
Dolan	Kristina	3	02/20/2003	21 12TH ST	2008-09		02/26/2008			
Jones	William	4	03/18/1992	302 DARBY LA	2008-09	10	03/17/2008			
Jones	Brianna	4	03/24/1994	302 DARBY LA	2008-09	08	03/17/2008			
Johnson	Adam	2	05/05/1991	6 MABEL ST	2007-08	11	02/22/2008			
Russak	Jan	6	11/08/1994	293 ANGELA CT	2007-08	09	04/11/2008			
Zinn	Chris	7		75 CAMBRIDGE ST	2008-09		10/22/2008			

Figure 2 – Registration→Open Registration screen illustrating a list of students

II. Using Open Registration: The In Person Visit and The Registration→Open Reg Screen

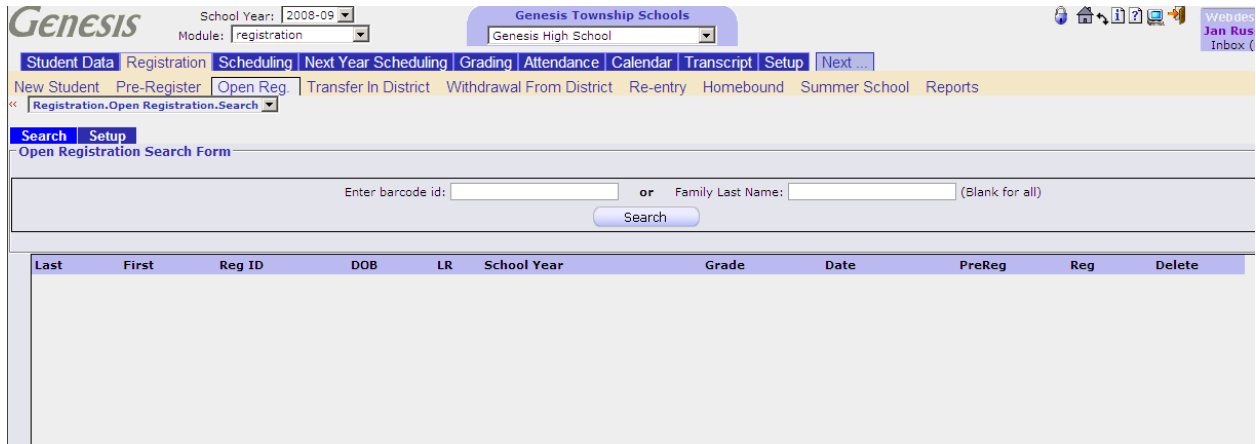


Figure 6 – Registration→Open Registration screen

Searching for Registration Packets on the Open Reg Screen

1. Go to the **Registration→Open Reg** screen. Initially this screen will be blank.
2. There are three options:
 - a. Do not enter any information – this will bring up **all** registration packets
 - b. Enter the last name of the student – this will bring up all packets which exactly match the entered name.
 - c. Enter the barcode printed on the parent or guardian’s “Open Registration Receipt”. This will bring up all the students that were included in their “open registration” action.
3. Enter information – or not – and click “Search”. This will bring up all matching registration packets:

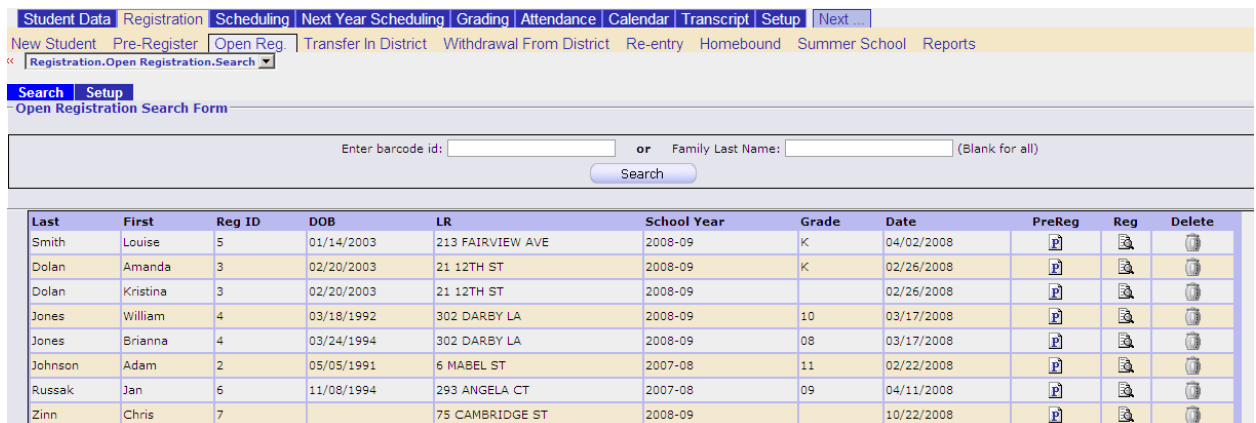











Figure 2 – Registration→Open Registration screen illustrating a list of students

Once a search has been done, the **Registration→Open Registration** screen should contain a list of one or more Registration packets. Each packet contains information for **one student**. If a parent entered information for, say, 3 children, there will be three separate packets listed on this screen, one for each student.

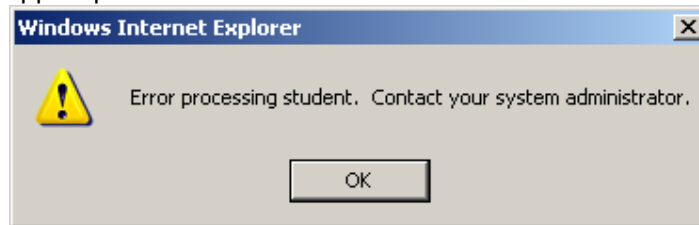
The registrar will use the separate packets to register each child – separately.

Three options exist for each student’s “registration packet”:


PreReg	Reg	Delete
		
		

-  - Pre-Register a Student for Next Year (e.g. 2009-2010)
-  - Register the Student for this School Year (e.g. 2008-09)
-  - Delete the Registration Packet

If the following error appears when registering or pre-registering a student via Open Registration, contact your Genesis support person:



Pre-Register a Student for Next Year

1. Select a record and click the  icon corresponding to the packet. This brings up the standard Registration→Pre-Registration→Required screen pre-populated with all of the information in the open registration packet.

Screen 1: Required

The screenshot shows the 'Registration Wizard Step 1: New Student Information' screen. The form is pre-populated with student information from an open registration packet. The fields are organized into several sections:

- Registration Information:**
 - *School: Pre-Registration School
 - *Student ID: Automatically Assigned
 - *Registration Date: 10/27/2008
 - Home School: [Dropdown]
 - Home School Reason: [Dropdown]
 - Middle Name: Jane
 - Suffix: [Dropdown]
 - Vice Principal: [Dropdown]
 - Social Security Number: [Input]
 - High School Entry Date: [Input]
- Personal Information:**
 - *First Name: Amanda
 - *Last Name: Dolan
 - Nick Name: [Input]
 - *Birth Date: 02/20/2003
 - Ethnicity:
 - White
 - Black
 - Hispanic
 - American Indian / Alaskan
 - Asian
 - Hawaiian native/other Pacific Islander
 - *Grade Level: [Dropdown] Session: [Dropdown]
 - *Gender: Female [Does Student Exist?](#)
 - *Year of Graduation: [Dropdown]
 - *Class Of: [Dropdown]
 - *Resident District: [Dropdown]
 - Counselor: [Dropdown]
 - Career: [Dropdown]
- Residential Information:**
 - Home Room: [Input]
 - *District: 4130-Genesis Township Schools
 - *Resident County: 23-Middlesex
 - Resident School: [Dropdown]
 - Municipality Code: [Dropdown]
 - Shared Times: [Dropdown]
 - Spec. Ed.: No
 - Spec.Ed. Self Contained: No
 - Tuition: [Input]
 - Birth City: Naptune
 - Birth State: NJ-New Jersey
 - Birth Country: 2330-United States
 - Citizenship: 2330-United States
 - Immigration Status: [Dropdown]
- Language and Other Information:**
 - Birth Certificate #: [Input]
 - Primary Language: 000-English
 - Home Language: 000-English
 - US Entry Date: [Input]
- Registration Information (Bottom Section):**
 - *Program Type: [Dropdown]
 - *Entry Code: [Dropdown]
 - Previous County: [Dropdown]
 - Previous District: [Dropdown]
 - Previous School: [Dropdown]
 - *Next School: [Dropdown]
 - Next Homeroom: [Input]
 - *Current School Entry Date: 10/27/2008
 - Previous Grade: [Dropdown]
 - *Next Grade: [Dropdown]
 - Next Counselor: [Dropdown]

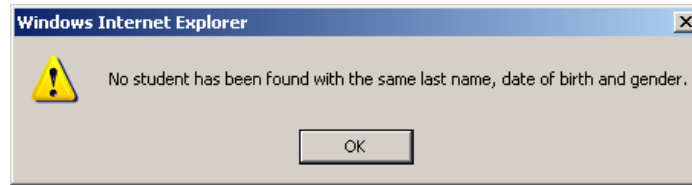
Buttons: Reset, Next

[Does Student Exist?](#)

Figure 7 – The Pre-Registration “Required” screen with the student’s information from the Open Registration packet pre-loaded into the screen

Testing to Determine if the Student Exists

- a) Locate the [Does Student Exist?](#) button at the bottom of the screen and click it. This attempts to determine if this student is already registered in the district. If similar information is not located, the following message is displayed:



- b) Click the OK button to continue.
2. Complete the required information on this page - All required fields, identified by a red asterisk ('*'), must be filled in, including:
- **Grade Level** – Grade student will enter *next year*.
 - **Year of Graduation** – Expected year this student will graduate high school
 - **Class Of** – Initially this should be the same year as the Year of Graduation. However, if a student has already enrolled in high school, and has fallen behind their initial class, then the Class Of field should be set to their actual entering 'class of'. This determines both state-dictated graduation requirements as well as athletic eligibility.
 - **Resident District** - Student's resident district.
 - **Program Type** – State program type code.
 - **Entry Code** – State entry code.
 - **Next School** – School student will attend *next year* when they actually enter the district.
 - **Next Grade** – Grade level the student will be next year.
3. When all required information has been filled in, click the button. As with the normal Registration process, the next screen is the "Addresses" screen. This is displayed containing the information that was contained in the Open Registration packet.


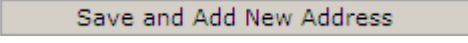
4. Vetting and Adding Addresses

Screen II: Addresses

On the Addresses screen the list of pre-entered addresses appears at the upper left of the screen.

Figure 8 – The Pre-Registration Addresses screen – note the list of Addresses at the upper left

The addresses listed at the upper left can be selectively added to the student’s record:

- Review the list of addresses and click the  icon for the address you wish to add to the student’s record. This will populate the Address fields below with the information for the stored address.
- Review the information for the selected address (which now populates the fields on the screen). Make sure that the required address fields are completed:
 - Mailing Name
 - Relationship (e.g. Mother)
 - Street Number
 - Street Name
 - Mailing Line 1 (this should be automatically generated from the above two fields).
- Review additional fields.
- Check the “Send to” checkboxes for all types of mailings to be sent to this address.
CAVEAT: If this is the Legal Residence address, all checkboxes should be checked.
- Click the  button to store the Address in the new student’s record.
- Repeat steps a) to e) to incorporate additional addresses into the student’s record.
- Add any additional addresses the parent/guardian wishes to add.

Addresses:

Name	#	Street	City	State	Zip	Type
1. Mr. N. Smith	213	FAIRVIEW AVE	Basking Ridge	NJ		Legal Residence

Registration Wizard Step 2: Addresses (You Must Enter a Legal Residence)

Type of Address: Legal Residence

*Mailing Name: Mr. N. Smith

Renting: No

*Street Number: 213

*Mailing Line 1: 213 FAIRVIEW AVE

Apartment Number:

City: Basking Ridge

Zip Code: [New Zipcode](#)

Resident Housing Type: Rent/Lease Home

Address Lot Code:

*Relationship: Mother

Rental Expiration:

*Street Name: Override:

Mailing Line 2:

Apartment Complex:

State: NJ-New Jersey

County: 35-Somerset

Residency Code: Resident

Address Block Code:

Address Affidavit Renewal:

Copy of Attendance: Copy of Schedules: Copy of Report Card:

Copy of Discipline: Copy of General Info:

Save and Add New Address

Reset Back Next

Figure 9 – The Pre-Registration Addresses screen is populated when the address “edit” icon is clicked

When the icon button is clicked, the fields in the Address form are populated from the pre-entered address. This address is not stored in the new student’s record until the **Save and Add New Address** button is clicked.

The registrar may additionally add new address information that was **not** pre-entered by the parent/guardian. To add a brand new address on this screen, do the following:

- a) Enter the information for the address into the required fields:
 - Mailing Name
 - Relationship (e.g. Mother)
 - Street Number
 - Street Name
 - Mailing Line 1 (this should be automatically generated from the above two fields).
- b) Add information, if available, into the additional fields.
- c) Check the “Send to” checkboxes for all types of mailings to be sent to this address.
- d) Click the **Save and Add New Address** button to store the Address in the new student’s record.

5. When you are ready to continue and proceed to the Contacts screen, click the **Next** button at the bottom of the Addresses screen.


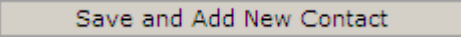
6. Vetting and Adding Contacts



Screen III: Contacts

The final required step in the New Student or Pre-Registration action is to process the “Contacts” information that are included in the “Open Registration” packet.

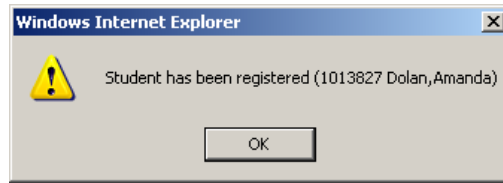
Figure 10 –The Pre-Registration Contacts screen is populated when the address “edit” icon is clicked

The contacts listed at the upper left can be selectively added to the student’s record:

- a) Review the list of contacts and click the  icon for the contact you wish to add to the student’s record. This will populate the Contact fields below with the information for the stored contact.
- b) Review the information for the selected contact (which now populates the fields on the screen). Make sure that the required Contact Name field is completed, along with one of the “contact types””:
 - Phone Number – If this is a Cell Phone number, the “Provider” field should also be filled in if at all possible (this enables text messaging).
 - Email Address
- c) Review additional fields.
- d) Click the  button to store the Contact in the new student’s record.
- e) Repeat steps a) to d) to incorporate additional contacts into the student’s record.
- f) Add any additional addresses the parent/guardian wishes to add.

7. **When you are done processing Contacts for the new student you are ready to register the student – OR you can proceed to the remaining, optional, screens (“Categories” and “Family”). To continue and proceed to the Family screen, click the  button. To register the student now, click the  button.**

When the button is clicked, a verification dialog is displayed (see below):



8. Click OK to dismiss the dialog box and complete the registration action.

9. Additional Registration Screens

Screen IV (optional): Family Information

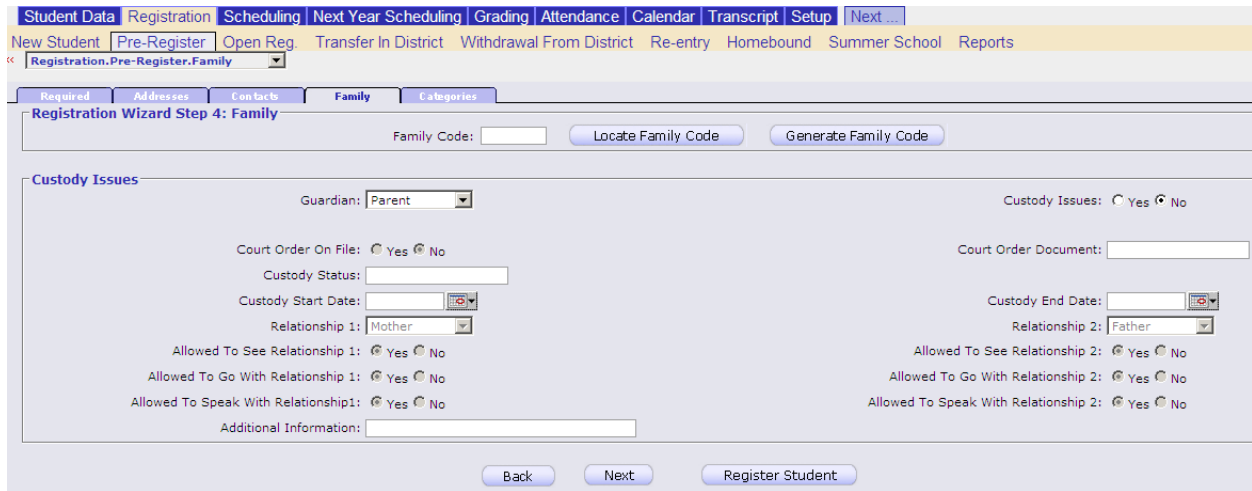


Figure 11 – The New Student/Pre-Registration Family Screen

The Family Screen

This screen will not have been pre-populated with information. It is used to capture both a family code and any custody information that applies to the student being registered.

10. When you are done with the Family screen you can again choose to either register the student or proceed to the optional Categories screen. To continue, click the **Next** button. To register the student now, click the **Register Student** button.

Screen V (optional): Categories – assorted Student Information

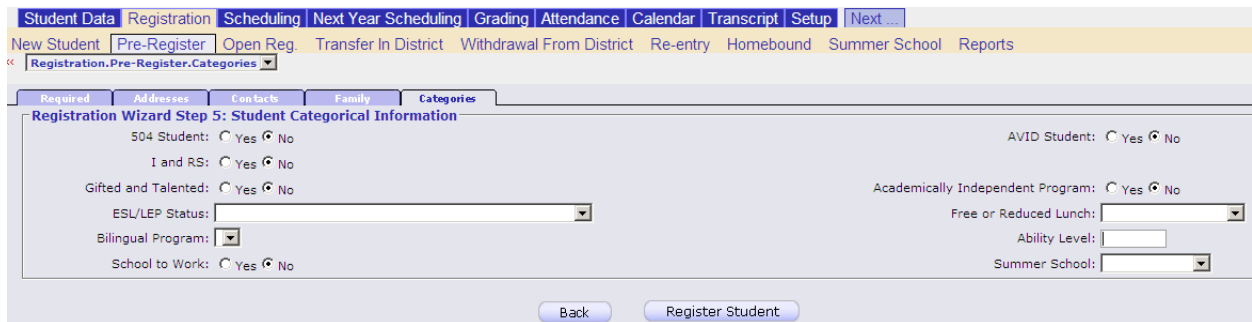


Figure 12 – The New Student/Pre-Registration Categories Screen

The Categories Screen

This screen will not have been pre-populated with information. It is used to capture “categorization” information about the student being registered, including the following:


- 504 Categorization
- AVID Student
- Gifted and Talented program
- Academically Independent Program
- ESL/LEP status
- Free or Reduced Lunch

11. When you are done with the Categories screen click the  button to register the student.

Register a New Student for the Current School Year

This is almost exactly the same operation as pre-registering a student for next year. The primary differences are:

- Next School/Next Grade is not required at the time of registration (though should be filled in if available).
- The student must also be placed into a homeroom or given a schedule.

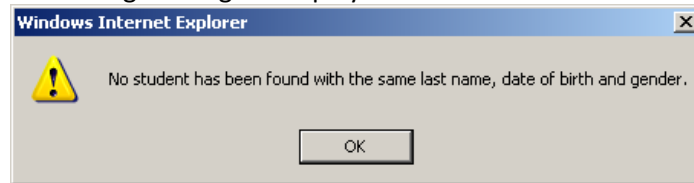
1. Select a record and click the  icon corresponding to the packet. This brings up the standard **Registration→New Student→Required** screen pre-populated with all of the information in the open registration packet.

Screen 1: Required

Figure 13 – The New Student “Required” screen with the student’s information from the Open Registration packet pre-loaded into the screen

Testing to Determine if the Student Exists

- a) Locate the [Does Student Exist?](#) button at the bottom of the screen and click it. This attempts to determine if this student is already registered in the district. If similar information is not located, the following message is displayed:



- b) Click the OK button to continue.
2. Complete the required information on this page - All required fields, identified by a red asterisk (*), must be filled in, including:
- **Grade Level** – Grade student will enter *next year*.
 - **Year of Graduation** – Expected year this student will graduate high school
 - **Class Of** – Initially this should be the same year as the Year of Graduation. However, if a student has already enrolled in high school, and has fallen behind their initial class, then the Class Of field should be set to their actual entering 'class of'. This determines both state-dictated graduation requirements as well as athletic eligibility.
 - **Resident District** - Student's resident district.
 - **Program Type** – State program type code.
 - **Entry Code** – State entry code.

Optional but always a good idea to enter:

- **Next School** – School student will attend *next year* when they actually enter the district.
 - **Next Grade** – Grade level the student will be next year.
3. When all required information has been filled in, click the [Next](#) button. As with the normal Registration process, the next screen is the "Addresses" screen. This is displayed containing the information that was contained in the Open Registration packet.


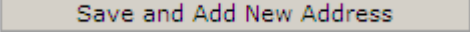
4. Vetting and Adding Addresses

Screen II: Addresses

On the Addresses screen the list of pre-entered addresses appears at the upper left of the screen.

Figure 14 – The Pre-Registration Addresses screen – note the list of Addresses at the upper left

The addresses listed at the upper left can be selectively added to the student’s record:

- h) Review the list of addresses and click the  icon for the address you wish to add to the student’s record. This will populate the Address fields below with the information for the stored address.
- i) Review the information for the selected address (which now populates the fields on the screen). Make sure that the required address fields are completed:
 - Mailing Name
 - Relationship (e.g. Mother)
 - Street Number
 - Street Name
 - Mailing Line 1 (this should be automatically generated from the above two fields).
- j) Review additional fields.
- k) Check the “Send to” checkboxes for all types of mailings to be sent to this address.
CAVEAT: If this is the Legal Residence address, all checkboxes should be checked.
- l) Click the  button to store the Address in the new student’s record.
- m) Repeat steps a) to e) to incorporate additional addresses into the student’s record.
- n) Add any additional addresses the parent/guardian wishes to add.

Addresses:

Name	#	Street	City	State	Zip	Type
1. Mr. N. Smith	213	FAIRVIEW AVE	Basking Ridge	NJ		Legal Residence

Registration Wizard Step 2: Addresses (You Must Enter a Legal Residence)

Type of Address: Legal Residence

*Mailing Name: Mr. N. Smith

Renting: No

*Street Number: 213

*Mailing Line 1: 213 FAIRVIEW AVE

Apartment Number:

City: Basking Ridge

Zip Code: [New Zipcode](#)

Resident Housing Type: Rent/Lease Home

Address Lot Code:

*Relationship: Mother

Rental Expiration:

*Street Name: Override:

Mailing Line 2:

Apartment Complex:

State: NJ-New Jersey

County: 35-Somerset

Residency Code: Resident

Address Block Code:

Address Affidavit Renewal:

Copy of Attendance: Copy of Schedules: Copy of Report Card:

Copy of Discipline: Copy of General Info:

Save and Add New Address

Reset Back Next

Figure 15 – The Pre-Registration Addresses screen is populated when the address “edit” icon is clicked

When the icon button is clicked, the fields in the Address form are populated from the pre-entered address. This address is not stored in the new student’s record until the **Save and Add New Address** button is clicked.

The registrar may additionally add new address information that was **not** pre-entered by the parent/guardian. To add a brand new address on this screen, do the following:

- e) Enter the information for the address into the required fields:
 - Mailing Name
 - Relationship (e.g. Mother)
 - Street Number
 - Street Name
 - Mailing Line 1 (this should be automatically generated from the above two fields).
- f) Add information, if available, into the additional fields.
- g) Check the “Send to” checkboxes for all types of mailings to be sent to this address.
- h) Click the **Save and Add New Address** button to store the Address in the new student’s record.

5. When you are ready to continue and proceed to the Contacts screen, click the **Next** button at the bottom of the Addresses screen.


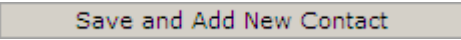
6. Vetting and Adding Contacts


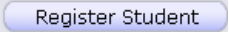
Screen III: Contacts

The final required step in the New Student or Pre-Registration action is to process the “Contacts” information that are included in the “Open Registration” packet.

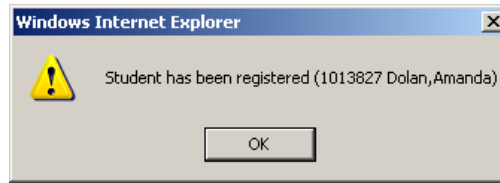
Figure 16 –The Pre-Registration Contacts screen is populated when the address “edit” icon is clicked

The contacts listed at the upper left can be selectively added to the student’s record:

- g) Review the list of contacts and click the  icon for the contact you wish to add to the student’s record. This will populate the Contact fields below with the information for the stored contact.
- h) Review the information for the selected contact (which now populates the fields on the screen). Make sure that the required Contact Name field is completed, along with one of the “contact types””:
 - Phone Number – If this is a Cell Phone number, the “Provider” field should also be filled in if at all possible (this enables text messaging).
 - Email Address
- i) Review additional fields.
- j) Click the  button to store the Contact in the new student’s record.
- k) Repeat steps a) to d) to incorporate additional contacts into the student’s record.
- l) Add any additional addresses the parent/guardian wishes to add.

7. When you are done processing Contacts for the new student you are ready to register the student – OR you can proceed to the remaining, optional, screens (“Categories” and “Family”). To continue and proceed to the Family screen, click the  button. To register the student now, click the  button.

When the button is clicked, a verification dialog is displayed (see below):



8. Click OK to dismiss the dialog box and complete the registration action.

9. Additional Registration Screens

Screen IV (optional): Family Information

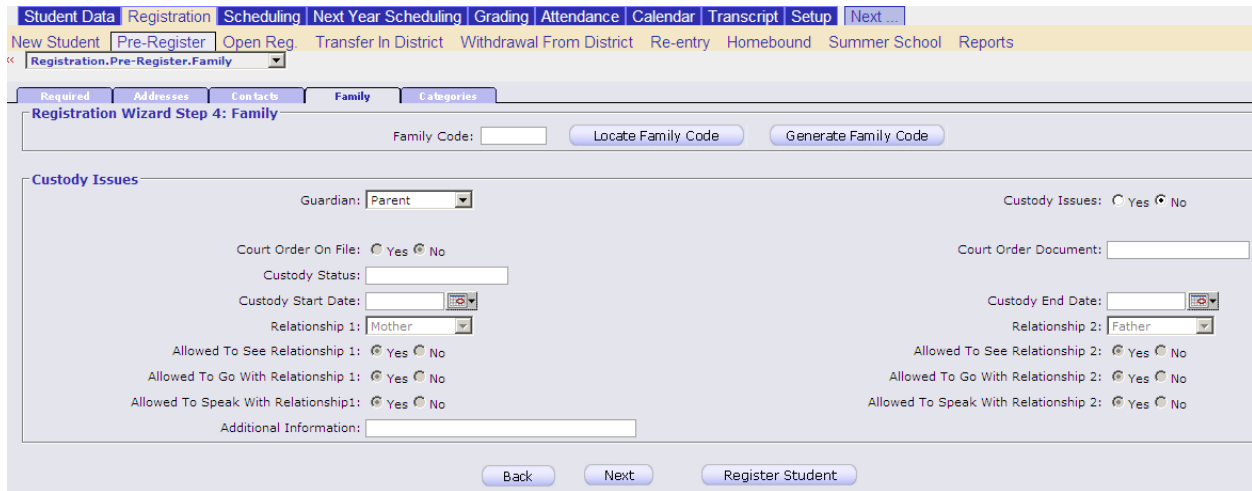


Figure 17 – The New Student/Pre-Registration Family Screen

The Family Screen

This screen will not have been pre-populated with information. It is used to capture both a family code and any custody information that applies to the student being registered.

10. When you are done with the Family screen you can again choose to either register the student or proceed to the optional Categories screen. To continue, click the **Next** button. To register the student now, click the **Register Student** button.

Screen V (optional): Categories – assorted Student Information

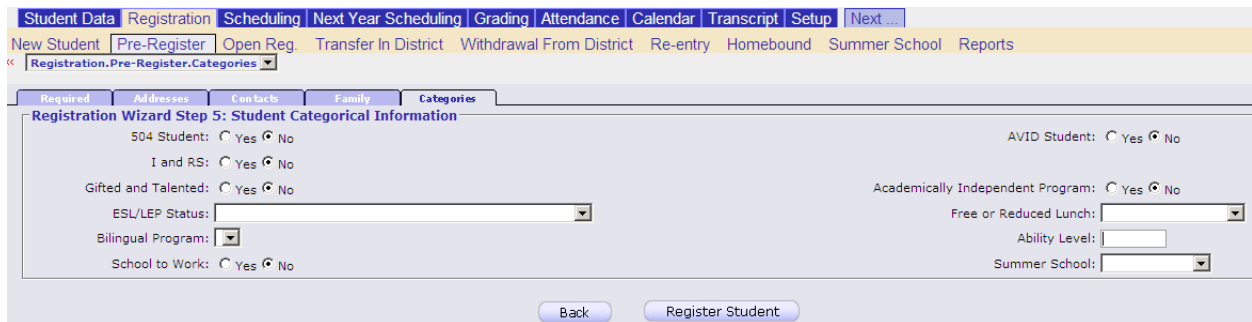


Figure 18 – The New Student/Pre-Registration Categories Screen

The Categories Screen

This screen will not have been pre-populated with information. It is used to capture “categorization” information about the student being registered, including the following:

- 504 Categorization
- AVID Student
- Gifted and Talented program
- Academically Independent Program
- ESL/LEP status
- Free or Reduced Lunch

11. When you are done with the Categories screen click the  button to register the student.

12. You should now continue to place the student into their homeroom and give them a schedule. Note that students, whether in elementary, middle or high school, will not appear in teacher gradebooks and on course rosters until they have been scheduled into classrooms.