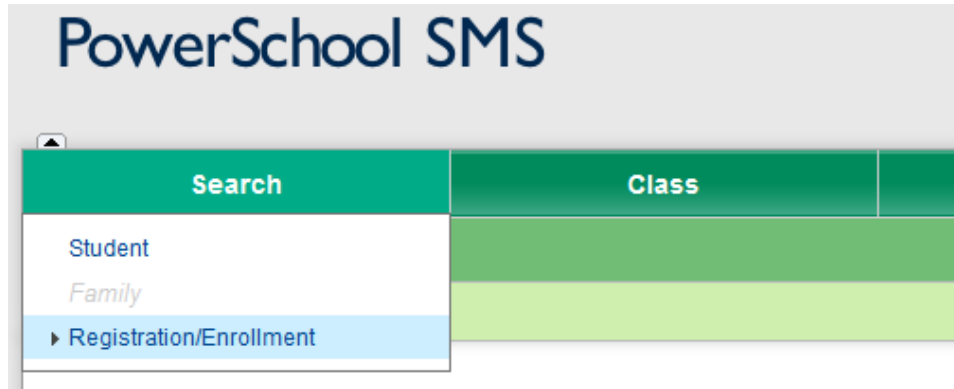


How To Enroll / Withdraw / Register a Student in SMS

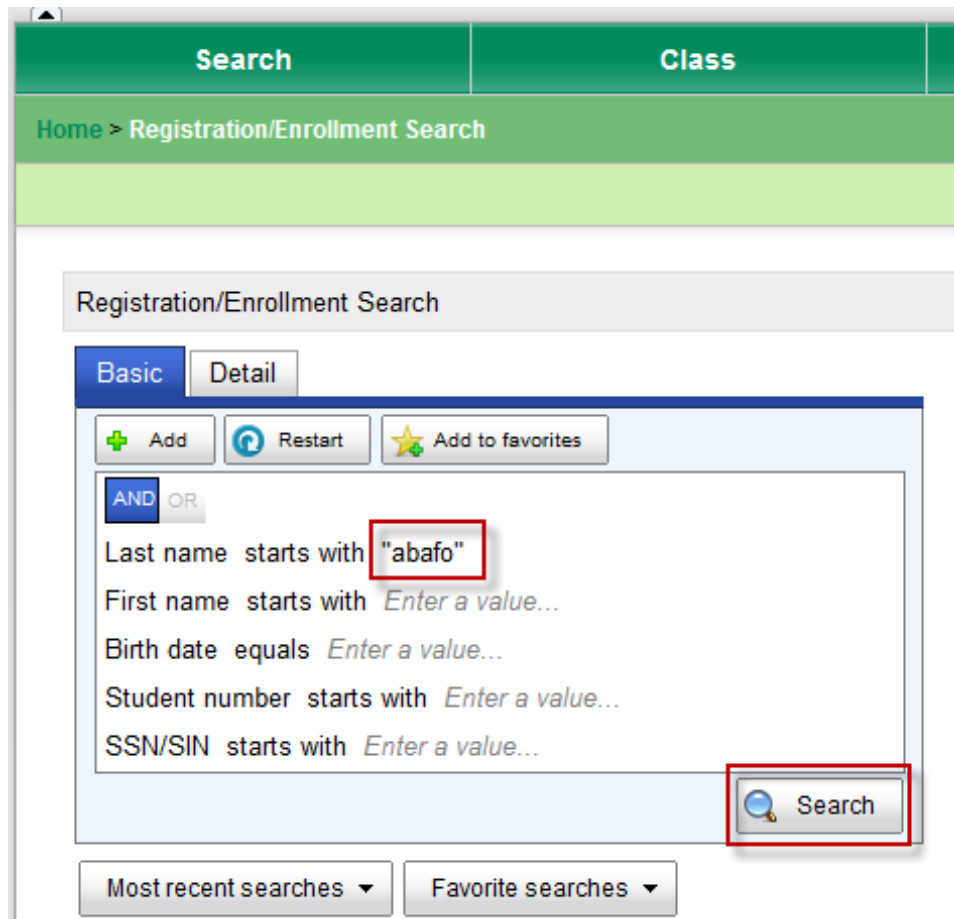
ENROLLMENT

1. Search > Registration / Enrollment



2. Basic Search > Enter Last Name > Select Search

- Recommend Search on LN, FN, DOB, and Address to find exact match



3. Find Student Listed > Select correct Student (check for duplicates)

Registration/Enrollment Search

Basic Detail

Add Restart Add to favorites

AMB

Last name starts with "abafo"

Search

Most recent searches Favorite searches

Search Results

View: (G) DistrictRegEnrollSearchView Edit

Selected: 0 Rows: 30

Student Name (LFM)	Student Number	State Number	Gender	Birth Date	Physical Address	Federal Ethnic Category
Abafo, Asahi Kaiona P	5019021		M	Sep 12, 1979	1370 Akalani Place, Kailua Hawaii 96734	N/A
Abafo, Callen M	5026293		M	Feb 27, 2008	28 Halai Street, Hilo Hawaii 96720	N/A
Abafo, Daytnck K	1165949		M	Jun 23, 2010	357 Ulua Road, Kaunakakai Hawaii, United States 96748	N/A
Abafo, Kaide K	1103667		M	Aug 1, 1997	94-1077 Lumihohu Street, Waipahu Hawaii 96797	N/A
Abafo, Kamalii A	5002280		F	Nov 4, 2007	5801 Waipoli Road, Kapaa Hawaii 96746	N/A
Abafo, Onahokunonakiuokalani N	1065385		F	Aug 25, 1994	41-1011 Nenue Street, Waimanalo Hawaii 96795	N/A

4. Validate Student Information > Select **ENTER ADDRESS & CONTACT DATA**

Search Class School Admin

Home > Registration/Enrollment Search > Register Student

Abafo, Callen M

Student Information

* Student number * Last name * First name Middle name * Birth date (mm/dd/yyyy)

5026293 Abafo Callen Michael Shiro K 02/27/2008

Generation * Gender Federal ethnic category

N/A Male N/A

5. Validate Student Physical Address > Select **ENROLL**

Search Class School Admin

Home > Registration/Enrollment Search > Register Student (Abafo, Callen M) > Contact Information

Abafo, Callen M 5026293, Gr-03, Male, Feb 27, 2008

Student Physical Address

Number Street Type Direction Apt. City State Zip Code

28 Halai Street N/A Hilo Hawaii 96720

Area County Country

N/A N/A N/A

Student Mailing Address

Number Street Type Direction Apt. City State Zip Code

N/A N/A N/A N/A N/A N/A

Area County Country

N/A N/A N/A

6. Enrollment > Enter DATE, ENTRY STATUS, SCHOOL OF ENROLLMENT

Abafo, Callen M 5026293, Gr-03, Male, Feb 27, 2008

Enrollment History

Start date	Entry status	School of enrollment	Is home school	Grade level	End date	Most recent status
6/2/2013	Enrolled	KS Hawaii Summer School	Yes	01	5/31/2014	Completed Program
6/2/2014	Return Non-KS Campus Stdnt	KS Hawaii Summer School		02	6/5/2015	Completed Program
6/7/2015	Return Non-KS Campus Stdnt	KS Hawaii Summer School	Yes	03		

Total: 3

Enrollment

* Start date (mm/dd/yyyy)	* Entry status	Grade level	* School of enrollment	Set as home school	Distance from school (miles)
03/10/2015	N/A	2	N/A	No	

7. DO NOT CHANGE "SET AS HOME SCHOOL" (Exception : student is only enrolled in your school)

Enrollment History

Start date	Entry status	School of enrollment	Is home school	Grade level	End date	Most recent status
6/2/2013	Enrolled	KS Hawaii Summer School	Yes	01	5/31/2014	Completed Program
6/2/2014	Return Non-KS Campus Stdnt	KS Hawaii Summer School		02	6/5/2015	Completed Program
6/7/2015	Return Non-KS Campus Stdnt	KS Hawaii Summer School	Yes	03		

Total: 3

Enrollment

* Start date (mm/dd/yyyy)	* Entry status	Grade level	* School of enrollment	Set as home school	Distance from school (miles)
06/07/2015	Return Non-KS Campus Stdnt	2	KS Hawaii Summer School	No	

WITHDRAW

- Repeat Steps 1-3
- Enrollments > Select enrollment record (edit record by selecting pencil icon at far right of entry)

Abafo, Callen M 5026293, Gr-03, Male, Feb 27, 2008

Enrollment

* Start date (mm/dd/yyyy)	* Entry status	Grade level	* School of enrollment	Set as home school
06/07/2015	Return Non-KS Campus Stdnt	3	KS Hawaii Summer School	Yes

Comments

3. Select WITHDRAW > Enter Date (Use the last day the student is enrolled in your program) and Withdrawal Reason

Abafo, Callen M 5026293, Gr-03, Male, Feb 27, 2008

Demographics
Contacts
Family
Attendance
Grades
Credits
Schedule
Academic Plan
Student Behavior
Award
Registration
Enrollments
Historical Info
Permanent Record
Program Profile
Health Tracking
Test Results

Enrollment

* Start date (mm/dd/yyyy) 06/07/2015 * Entry status Return Non-KS Campus Stdnt Grade level 3 * School of enrollment KS Hawaii Summer School Set as home school Yes

Comments

End date (mm/dd/yyyy) Most recent status

Withdraw N/A

Abafo, Callen M 5026293, Gr-03, Male, Feb 27, 2008

Demographics
Contacts
Family
Attendance
Grades
Credits
Schedule
Academic Plan
Student Behavior
Award
Registration
Enrollments
Historical Info
Permanent Record
Program Profile
Health Tracking
Test Results

Enrollment

* Start date (mm/dd/yyyy) 06/07/2015 * Entry status Return Non-KS Campus Stdnt Grade level 3 * School of enrollment KS Hawaii Summer School Set as home school Yes

Comments

End date (mm/dd/yyyy) Most recent status

Withdraw 06/08/2015 Declined

REGISTER

1. Repeat Steps 1 -3
2. Select SCHEDULING >
 - a. Select COURSE REQUESTS or
 - b. Select CLASS SEARCH
 - c. ADD Class > Class will be added to Student's schedule

Bryant, Mikey Boy C 1125654, Gr-10, Male, Aug 28, 2000

Demographics
Contacts
Family
Attendance
Grades
Credits
Schedule
Academic Plan
Student Behavior
Award
Registration
Enrollments
Historical Info
Permanent Record
Program Profile
Health Tracking
Test Results
Honor Rolls

Selected: 0 Total: 1

Term	Meeting Pattern	Class Name	Teacher	Room	Details	Lock
SS	05	KS00978 World History-2	Summer Staff	204 (38)		<input checked="" type="checkbox"/>

Add Class Drop Class Transfer Class

Course Requests **Class Search**

Class Search

Basic Detail

Search by:

Term equals Meeting pattern equals Class name contains Concepts in Biology Course number contains

Display All Records Search

Add Class **Drop Class** **Transfer Class**

Course Requests **Class Search**

Class Search

Class Search Results

List: - Select a search criteria -

Selected: 1 Total: 3

Status	Constraints	Term	Meeting Pattern	Class Name	Room	# Students
<input checked="" type="checkbox"/>		SS	07	KS00986 Concepts Biology-1	301 (38)	23/22
<input checked="" type="checkbox"/>		SS	07	KS00986 Concepts Biology-2	303 (38)	22/22
<input type="checkbox"/>		SS	07	KS09911 Concepts Chemistry-1	307 (38)	22/22

Bryant, Mikey Boy C 1125654, Gr-10, Male, Aug 28, 2000 Actions Edit Repo Filed Scheduling Lead: 2:00

View: [All Terms]

Selected: 0 Total: 2

Term	Meeting Pattern	Class Name	Teacher	Room	Details	Lock
SS	05	KS00978 World History-2	Summer Staff	204 (38)		<input checked="" type="checkbox"/>
SS	07	KS00986 Concepts Biology-1	Adams, Keith	301 (38)		<input checked="" type="checkbox"/>

Add Class **Drop Class** **Transfer Class**

Course Requests **Class Search**

Class Search

Class Search Results

List: - Select a search criteria -

Selected: 0 Total: 3

Status	Constraints	Term	Meeting Pattern	Class Name	Room	# Students
<input type="checkbox"/>		SS	07	KS00986 Concepts Biology-1	301 (38)	24/22
<input type="checkbox"/>		SS	07	KS00986 Concepts Biology-2	303 (38)	22/22
<input type="checkbox"/>		SS	07	KS09911 Concepts Chemistry-1	307 (38)	22/22

3. SAVE

4. PROGRAM DATA > PROGRAM COMMENTS > ADD COMMENTS (Enter comments for Enrollment and or Withdraw) > Select OK.

Program Comments

Comment

Selected: 0 Total: 4

Add **Edit** **Delete** **Add Rows**

*Date	*Comment
3/28/2012	Per request of parent, Tyler will be placed on waitlist for Sports Activities (#10) alb
4/12/2012	Declined #810 Sports Activities, wants 1st session. jp
4/19/2012	Mom accepted #810 Sports Activities, 1st session. jp
3/12/2015	