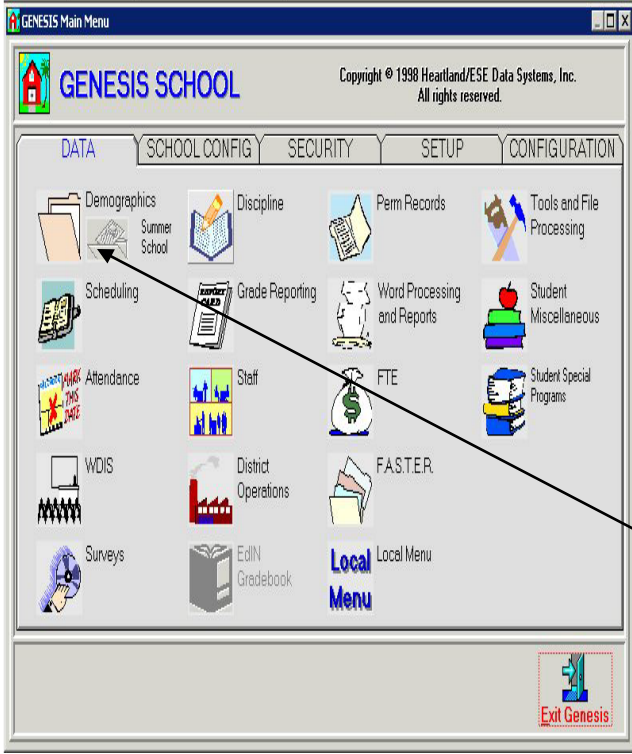
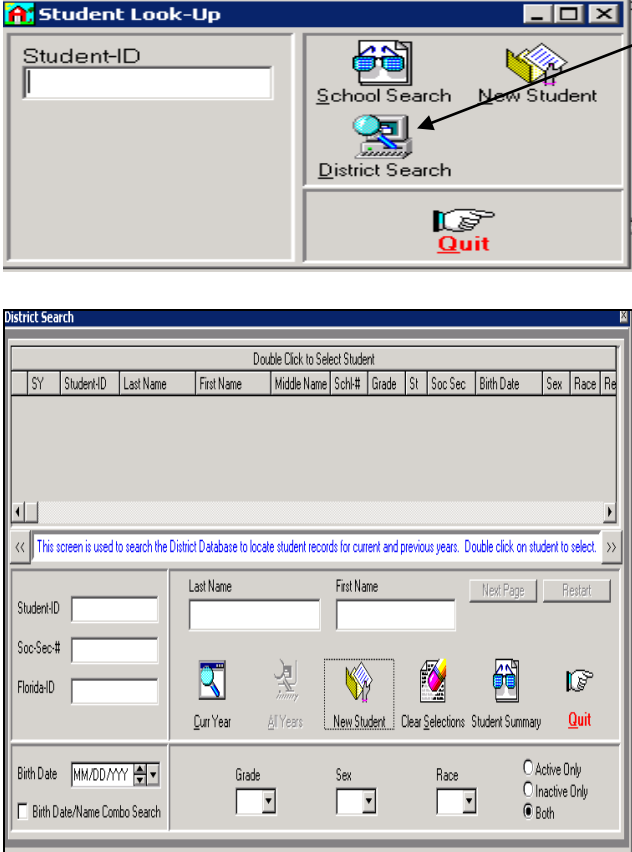
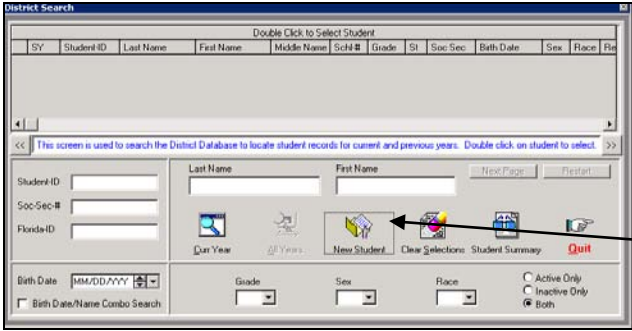
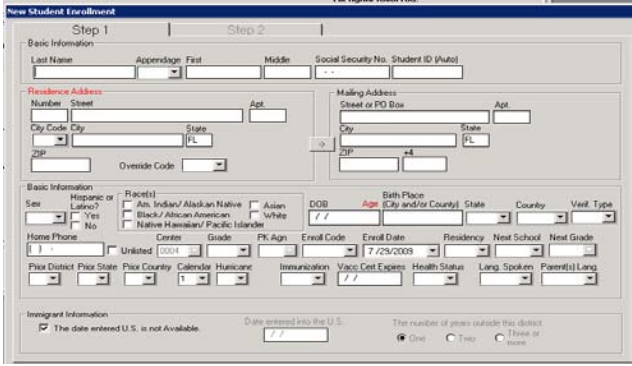

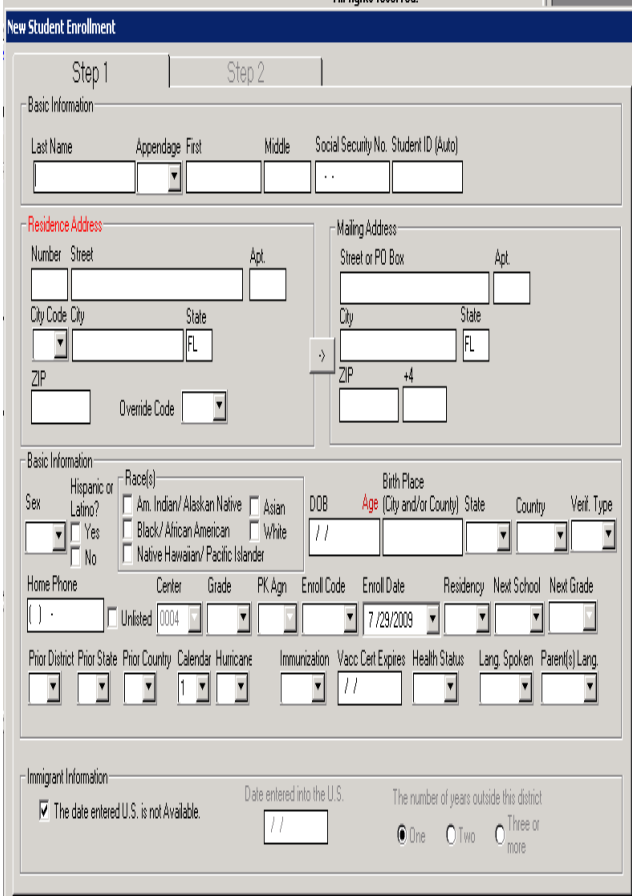


Genesis

Enrolling a New Student PK-12

Steps	Screen Displayed	Procedures
1		<p>Logon to Genesis using the Logon documentation.</p> <p>To Enroll a New Student to Polk County Schools:</p> <p>The PK- 12th grade New Student Enrollment process has two steps. (Steps 1 & 2)</p> <p>Step 1 = (Required) Basic Student Information, Residence and Mailing Address, Race, Birth Place, Immigration Info Step 2 =Mother and Father names.(from birth certificate)</p> <p style="text-align: right;">● Click the Demographic Icon</p>
2		<p style="text-align: right;">● Click District Search</p> <p><u>IMPORTANT: Before creating a new student record, thoroughly check the system to make certain the student has never been issued a Student ID Number. Duplicate student numbers cause major problems for the student and the school district.</u></p> <p>You can search by any one or any combination of the following information.</p> <ul style="list-style-type: none"> ● Social Security Number ● Birth date ● Last Name ● Last Name and First Name

Genesis Enrolling a New Student PK-12

Steps	Screen Displayed	Procedures
3	 	<p>Once you have exhausted all inquiries and you are satisfied that your student has never been issued a Student Id Number in Polk County, continue with the New Student Enrollment process.</p> <p>Click New Student icon on the District Search screen</p>  <p><u>New Student Enrollment form is displayed.</u></p> <p>As throughout the entire Genesis system, there are 2 ways to enter data. You can type the correct information in each of the required fields or you can use the drop down help screen to select the valid information for that field.</p>
4		<p><u>Step 1: Basic Information, Residence and Mailing Address (Required)</u></p> <p>Begin all proper names with capital letters, use appropriate upper/lower case.</p> <p>Example: Samson III, Wayne John</p> <p><u>Top Section-Basic Information:</u></p> <p>The cursor begins in the Last Name field.</p> <ul style="list-style-type: none"> • Type Last Name, Press Tab • Type Appendage when applicable, or Click the down arrow and select the appropriate code, Press Tab • Type First Name, Press Tab • Type Middle Name or Initial, Press Tab • Type Student Social Security Number, if available, Press Tab <p>Note: Only enter a social security number if you see the SS card and can verify the number.</p> <ul style="list-style-type: none"> • Student ID (Auto): Leave blank, the system will automatically generate

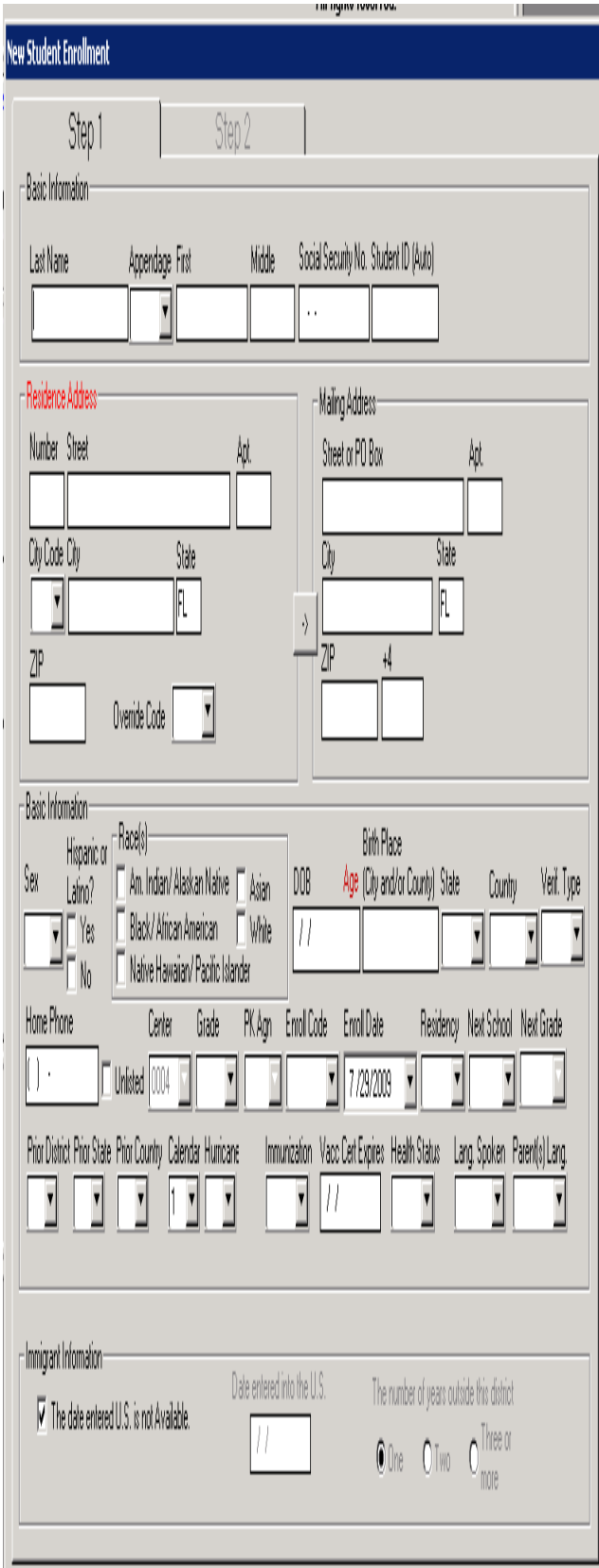
Genesis Enrolling a New Student PK-12

Steps	Screen Displayed	Procedures
5		<p><u>Middle Section-Residence Address and Mailing Address:</u></p> <p><i>The cursor should be on the Number field of the Residence Address.</i></p> <ul style="list-style-type: none"> • Type the Number for the Residence Street Address, Press Tab • Type the Street Address, Press Tab • Type Apt. Number if applicable, Press Tab • Type City Code or Click down arrow and select the appropriate City Code. (When the City Code is entered, the City field will populate.) Press Tab • Type City Name, if the City Code is not entered. City Code field will populate if the city is in Polk County, Press Tab • State: Defaults to FL, Press Tab • Type Zip, Press Tab • Override Code: If the system does not recognize the Residence Address, Click the down arrow on right and Select appropriate Override code <p><u>Override Codes:</u> O = Out of County X = Invalid Address</p> <ul style="list-style-type: none"> • Press Tab <p>If the Mailing Address is the same as the Residence Address:</p> <ul style="list-style-type: none"> • Click on button Mailing Address fields will be populated with the same information as the Residence Address. <p>If the Mailing Address is <u>not</u> the same as the Residence Address enter the appropriate Mailing Address information.</p> <p>Mailing Address will not have a City Code.</p> <p>Mailing Address also has a field for the additional four-digit zip code extension if known.</p>

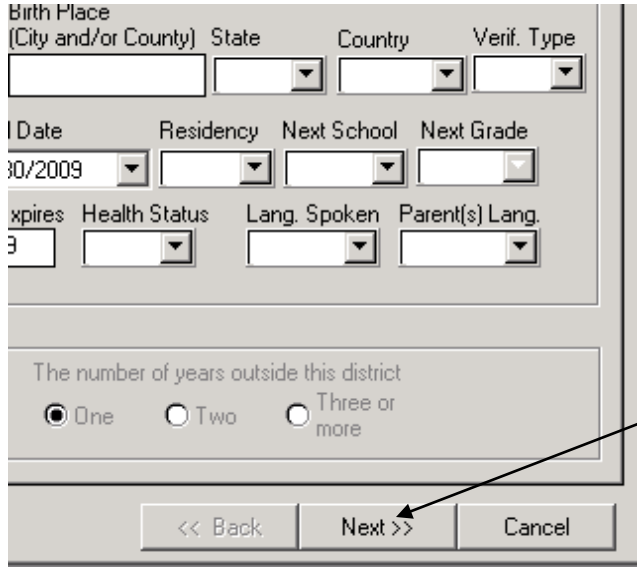
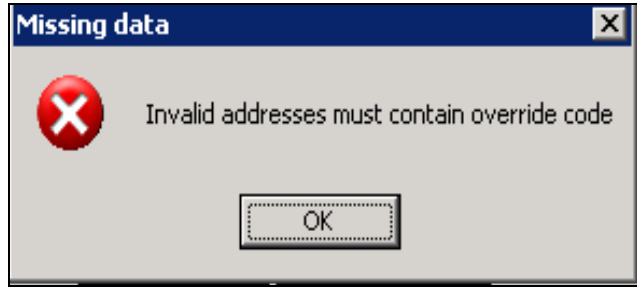
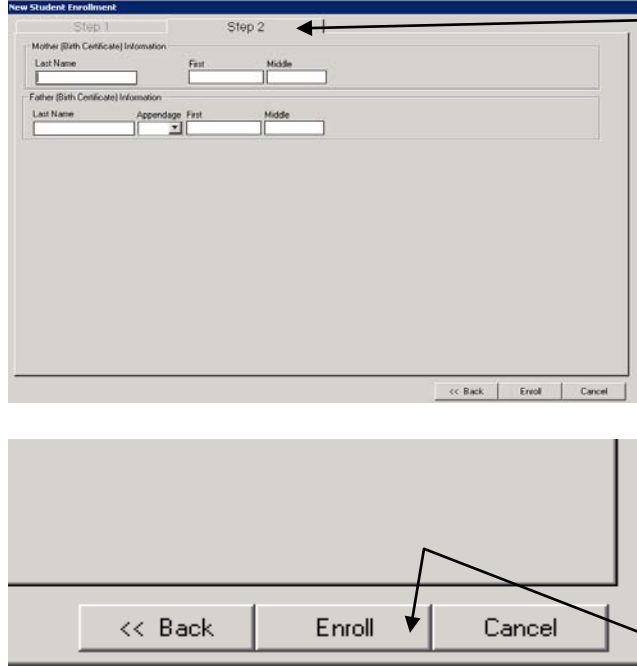
Genesis Enrolling a New Student PK-12

Steps	Screen Displayed	Procedures
6		<p><u>Bottom Section-Additional Basic Information:</u></p> <p>Move cursor to the Sex field</p> <ul style="list-style-type: none"> • Type the Sex, or Click the down arrow and Select appropriate code, Press Tab • Click the Yes or No checkbox for Hispanic or Latino (<i>not optional</i>) • Click the appropriate Race checkbox(s). • Type the Date of Birth (MMDDYYYY). Press Tab. (The child's age will display next to the word Age above the field.) • Type the Birth Place, City and/or County is acceptable, Press Tab • Type the State, or Click the down arrow and Select appropriate code, Press Tab • The Country code defaults to US when the State code is enter. • Type the Verif Type, or Click the down arrow and Select the appropriate code, Press Tab • Type Home Phone # (<i>check box if Unlisted</i>) • Center defaults to your four-digit School Number, Press Tab • Type the Grade in which the student is being enrolled, or Click the down arrow, and Select the appropriate Grade • PK Agn field is skipped, unless the student is a PK Student. If PK, Click the down arrow and Select the appropriate PK Agn, Press Tab • Type the Enroll Code or Click the down arrow and Select the appropriate code, Press Tab • Enroll Date defaults to Current Date. If Date <u>not correct</u>, Click the down arrow and Select the correct Enroll Date, Press Tab • The Residency code defaults to a "3" for any student enrolled in grades Pk-12.

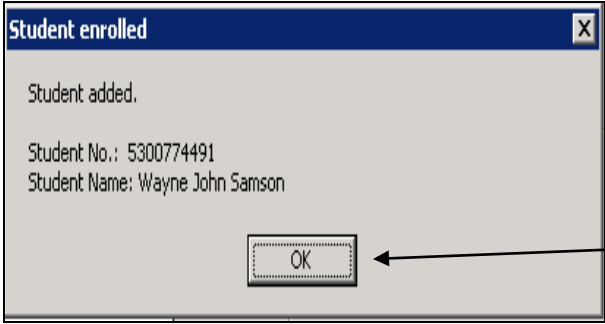
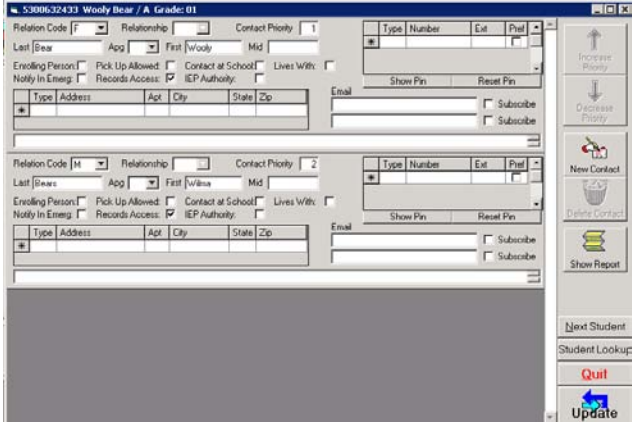
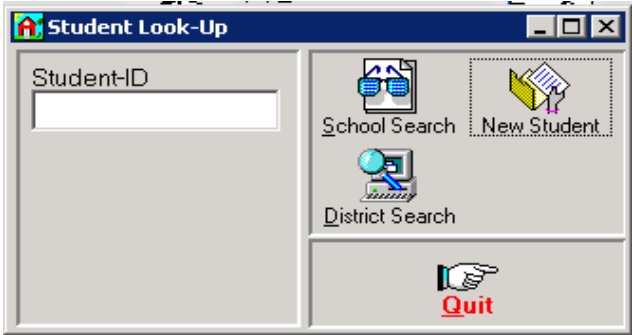
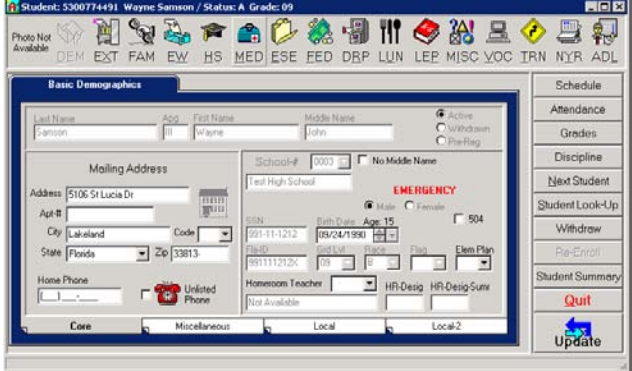
Genesis Enrolling a New Student PK-12

Steps	Screen Displayed	Procedures
7		<p><u>Bottom Section-Additional Basic Information section: (Cont)</u></p> <ul style="list-style-type: none"> • Next School: not required except at a certain time of the year, <i>Press Tab</i> • Next Grade: not required except at certain time of the year, <i>Press Tab</i> • Prior District: If the student comes from a District <i>within</i> the State of Florida, <i>Type</i> the Prior District Number where the student was enrolled, or <i>Click</i> the down arrow and <i>Select</i> the Prior District Name. The State and Country field will be filled in from the Prior District field • If the student comes from <i>Outside</i> the State of Florida, <i>Leave</i> the Prior County field blank, <i>Press Tab</i> • Prior State: If student is coming from <i>Outside</i> the State of Florida, but <i>Within</i> the United States, <i>Type</i> the Prior State Name Abbrev, or <i>Click</i> the down arrow and <i>Select</i> the Prior State Name. The Prior Country field will be filled in from the Prior State field, <i>Press Tab</i> • Prior Country: If student is coming from <i>Outside</i> the United States, <i>Type</i> the Prior Country Name Abbrev, or <i>Click</i> the down arrow and <i>Select</i> the Prior Country Name, <i>Press Tab</i> • Calendar: Defaults to the calendar for your center, if you have more than one calendar for you center, <i>Type</i> the Calendar code, or <i>Click</i> the down arrow and <i>Select</i> the appropriate Calendar code, <i>Press Tab</i> • Hurricane: <i>Type</i> the Hurricane code, or <i>Click</i> the down arrow and <i>Select</i> the appropriate Hurricane code, <i>Press Tab</i> • Immunization: <i>Type</i> the Immunization code, or <i>Click</i> the down arrow and <i>Select</i> appropriate Immunization code, <i>Press Tab</i> • Vacc. Cert Expires: <i>Type</i> the date from the State “Blue” card. • Health Status: <i>Type</i> the Health Status code, or <i>Click</i> the down arrow and <i>Select</i> appropriate Health Status, <i>Press Tab</i>

Genesis Enrolling a New Student PK-12

Steps	Screen Displayed	Procedures
8	 	<p><u>Language: (Required)</u></p> <ul style="list-style-type: none"> • Lang Spoken: Defaults to EN. Click the down arrow and Select a language if other than English, Press Tab • Parent(s) Lang: Defaults to EN. Click the down arrow, and Select a language if other than English, Press Tab <p>When data is entered in all the required fields:</p> <ul style="list-style-type: none"> • Click Next button at bottom of screen <p><i>If any information is not valid or required information is missing, a prompt will display with messages to assist in correcting the data</i></p> <p><u>Reminder:</u> Begin all Proper Names with a capital letter.</p> <p><u>Step 2 PK-12:</u></p> <p style="text-align: center;">Father, Mother Information <i>(must be from birth certificate)</i></p>
9		<ul style="list-style-type: none"> • Step 2 is displayed <p>Birth Mother's Information:</p> <ul style="list-style-type: none"> • Last: <i>Cursor</i> should be blinking in Last box, Type the Mother's Last Name, Press Tab • First: Type First Name, Press Tab • Middle: Type Middle Name <p>Birth Father's Information:</p> <ul style="list-style-type: none"> • Last: Click in box, Type the Father's Last Name, Press Tab • Type the Appendage if applicable, or Click the down arrow and Select appropriate Appendage (Jr, Sr, III), Press Tab • First: Type First Name, Press Tab • Middle: Type Middle Name, Press Tab • Click on Enroll button

Genesis Enrolling a New Student PK-12

Steps	Screen Displayed	Procedures
<p style="text-align: center;">10</p>	 	<p>A Message screen will display “Student Added: with Student Number and Name”</p> <p style="text-align: center;">Make a note of the Student ID Number</p> <p>Click OK</p> <p>Student Look-Up screen is displayed.</p> <p><i>(Please refer to Genesis – Demographic Add/Edit Emergency Contact Information documentation)</i></p> <p>To Add Additional Information for Student:</p> <p>Click Student Lookup button.</p>
<p style="text-align: center;">11</p>	 	<ul style="list-style-type: none"> Type the Student’s ID Number and hit enter. <p>Basic Demographics screen is displayed. Data can be added or viewed by <i>clicking</i> on the appropriate</p> <ul style="list-style-type: none"> Icons or Buttons or Pages. <p>Note: Refer to the documentation located on the Polk County School Web Site for instructions on other processes or data entry areas.</p>