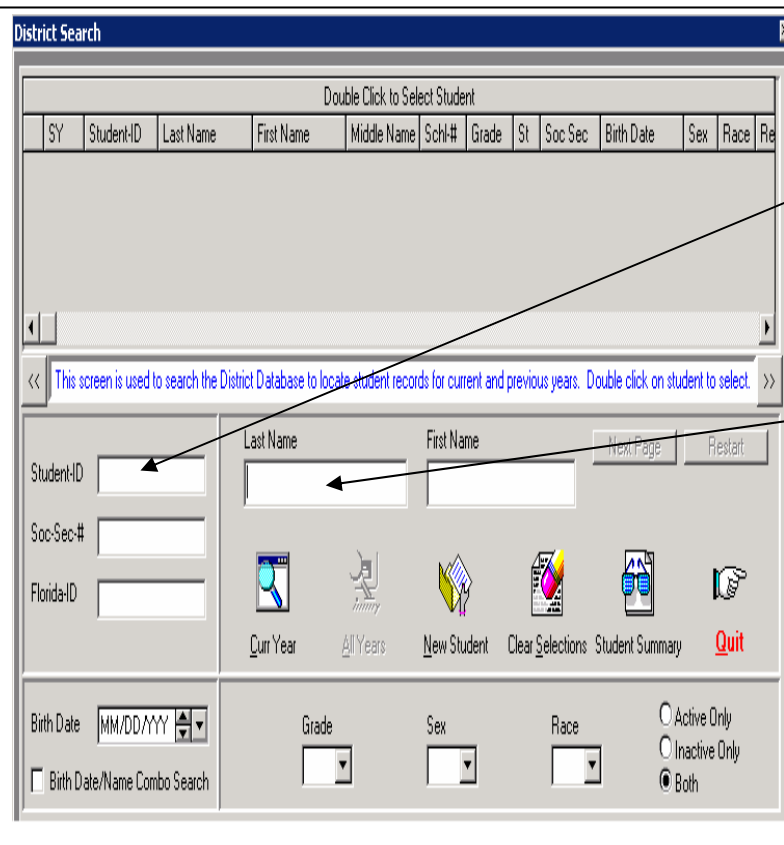
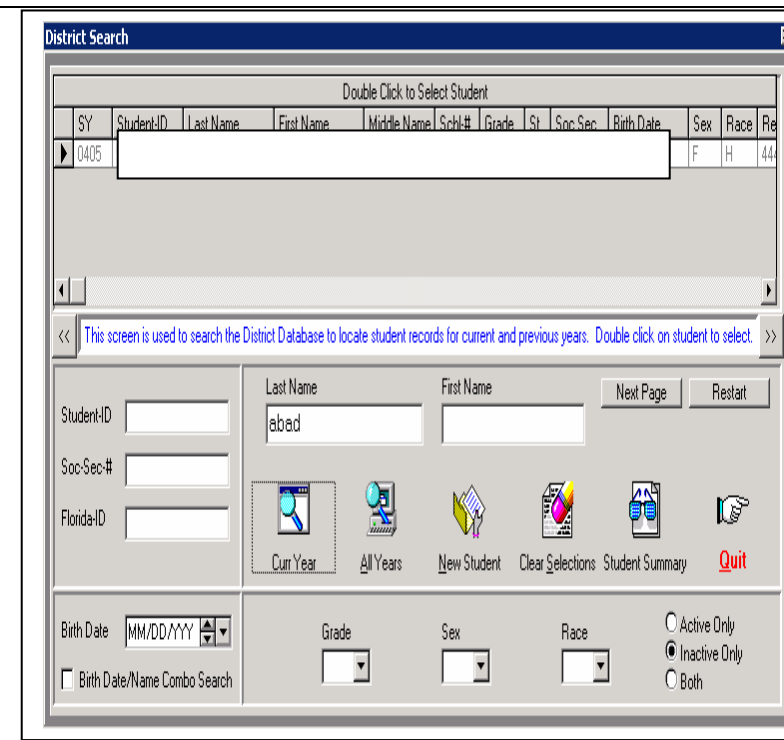


Genesis District Search Enroll Existing Polk Student

Steps	Screen Displayed	Procedures
1		<p>After logging onto Genesis, the Genesis School Menu is displayed.</p> <p>The student to be enrolled must not currently be enrolled in another school in the district.</p> <p>If the student does not have a Withdrawal Form at the time of enrollment:</p> <ul style="list-style-type: none"> • A District Search should be done to verify the student has been withdrawn from the previous school. (see documentation) • If the student <i>has not</i> been withdrawn the school will need to be notified and asked to complete the withdrawal so the student can be enrolled at the correct school. <ul style="list-style-type: none"> • <i>Click the Demographics icon</i>
2		<p>The Student Look-Up screen is displayed.</p> <p>To enroll an existing Polk County student not currently enrolled in another district school:</p> <ul style="list-style-type: none"> • <i>Click the District Search icon</i>

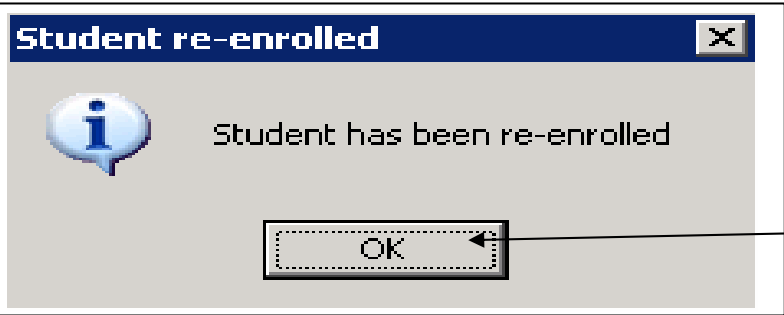
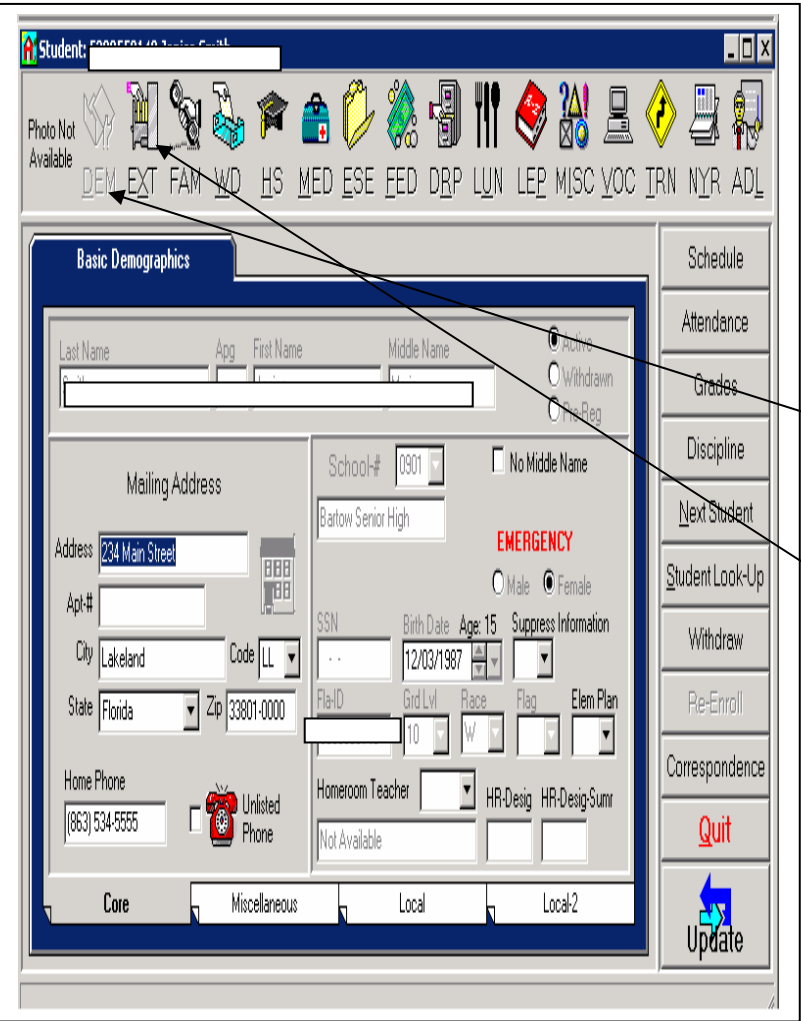
Genesis District Search Enroll Existing Polk Student

Steps	Screen Displayed	Procedures
3		<p>The cursor is in the Student ID field.</p> <p><u>If a student's ID number is available:</u></p> <ul style="list-style-type: none"> • Type in ID number • Click on Curr Year icon <p><u>If a student's ID number is not known:</u></p> <ul style="list-style-type: none"> • Click on Last Name field • Type the Student's Last Name • Press Tab • Type the Student's First Name • Click on Curr Year icon
4		<p>If the Status is A, the student is active and must be withdrawn before re-enrolling.</p> <p>If the Status is W, the student is withdrawn and ready to be re-enrolled.</p> <ul style="list-style-type: none"> • Double click on the row with the Student's Name and other information

Genesis District Search Enroll Existing Polk Student

Steps	Screen Displayed	Procedures
5		<p>The student's ID number and name are displayed on the blue line at the top of the screen.</p> <ul style="list-style-type: none"> • Enroll Code: Type the Enrollment Code OR Click on drop down and Select code <p><i>The selected Enrollment Code will determine the entries into the Prior District, Prior State, and Prior Country fields.</i></p> <ul style="list-style-type: none"> • Enroll School: Defaults to your School Number • Grade Level: Type the current Grade Level for the student being re-enrolled • Enroll Code • Calendar-#: Defaults to current School Year Calendar • Enroll Date: Defaults to Current Date. Type in correct date if different than today's date, or Click on drop down and Select a date • Hurricane Code – If the student is changing schools due to a hurricane • Prior District, Prior State, or Prior Country fields will be determined by the selected Enrollment Code • Next Center #: Type appropriate center number for next year's enrollment • Next Grade Lvl: Type appropriate grade level for next year <p><i>If the student's addresses changed, then you would need to go to the EXT folder on the student's demographics and change their residences address. Also, go to DEM to change the mailing address.</i></p> <p>Click on Re-Enroll button</p>

Genesis District Search Enroll Existing Polk Student

Steps	Screen Displayed	Procedures
6		<p>An information window will display the message:</p> <p style="text-align: center;">“Student Has Been Re-Enrolled”</p> <ul style="list-style-type: none"> • <i>Click OK</i>
7		<p>The Basic Demographics is displayed with the student’s ID number and name appearing on the blue line at the top of the screen.</p> <p>The following information must be updated for any re-enrolled student whose addresses have changed</p> <ul style="list-style-type: none"> • Mailing Address: <i>Update the Mailing Address</i> on the Basic Demographics Core page. • Residence Address: <i>Update the Residence Address</i> on the Extended Demographics Residence Address page. <p>Refer to the Student Addresses and Family Information documentation for updating addresses instructions.</p> <p>Once the student’s residence and mailing addresses are updated the student can be scheduled. Refer to the appropriate Elementary or Secondary Scheduling documentation.</p>