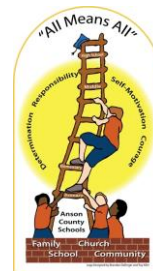

STUDENT ADMISSIONS PROCEDURE

SIS-P003

ANSON COUNTY SCHOOLS



1.0 SCOPE:

- 1.1 This procedure outlines student admissions process for Anson County Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY

- 2.1 SIS Data Manager
- 2.2 Principal
- 2.3 School Counselor
- 2.4 Parent/Guardian

3.0 APPROVAL AUTHORITY

- 3.1 SIS Administrator

(Signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 SIS - Student Information System
- 4.2 EC - Exceptional Children
- 4.3 CECAS – Comprehensive Exceptional Children's Accountability System
- 4.4 AG - Academically Gifted
- 4.5 ParentLink - District Communication System
- 4.6 ALP - Alternative Learning Program
- 4.7 NCDPI - North Carolina Department of Public Instruction
- 4.8 PowerParent - parent portal for student information

5.0 PROCEDURE:

- 5.1 Verification of Residency is established
 - 5.1.1 Utility Bill
 - 5.1.2 Lease Agreement
 - 5.1.3 Change of Address Form
 - 5.1.4 Affidavit
- 5.2 Admissions packet is given to Parent/Guardian to be completed.
 - 5.2.1 Request for Records Form - (SIS-F001)
 - 5.2.2 Application for Student Admission Form – (SIS-F002)

STUDENT ADMISSIONS PROCEDURE

SIS-P003

ANSON COUNTY SCHOOLS

- 5.2.3 Acceptable Use Policy – (TEC-F001)
- 5.2.4 Media Permission Form
- 5.2.5 Free and Reduced Lunch Application Form
- 5.2.6 Code of Conduct Form
- 5.2.7 Transportation Enrollment/Change of Address Form – (DOT-F001)
- 5.2.8 Homeless Data Submission Form – (SAS-F001)
- 5.2.9 Student Emergency Information and Health History Form – (SIS-F007)
- 5.3 Log into the SIS system.
- 5.4 Refer to *SIS Admissions and Withdrawal of Students*
- 5.5 Enter appropriate withdrawal code as set out in the NCDPI Student Attendance and Student Accounting Manual
- 5.6 Search Repository for student, verify and admit.
- 5.7 Update Basic Demographics and enter legal and medical alerts when applicable
- 5.8 Enter Language (Student Immigration Data)
- 5.9 Check immunizations for all admissions and enter immunizations and medical data for out of state and home schooled students when applicable
- 5.10 Check test scores for all admissions and enter test scores for out of state and home schooled students when applicable
- 5.11 Check box for CECAS
- 5.12 Enter AG data in Programs when applicable
- 5.13 Complete and submit Homeless Data Submission Form – (SAS-F001) (if applicable)
- 5.14 Enter student start date into Programs (LEP, Homeless) (if applicable)
- 5.15 Add student to Teams/Groups where applicable
- 5.16 Enter Student Schedule
- 5.17 Generate ParentLink Parent Account Letter
- 5.18 Create PowerParent Account
- 5.19 Entry new admission(s) on Student Entry/Withdrawal Log – (SIS-F003) and email too: SIS/SIS Administrator, District Child Nutrition Department, District EC Department, School Media Specialist, District Testing Director, District Technology Facilitator, School

STUDENT ADMISSIONS PROCEDURE

SIS-P003

ANSON COUNTY SCHOOLS

Nurse, Transportation, Destiny Textbook School Manager, Principal, School Social Worker and School Counselor.

- 5.20 Forward by fax or inner office mail to individual departments: Student Emergency Information and Health History Form, Homeless Data Submission Form– (SAS-F001), Free and Reduced Lunch Application Form, Transportation Enrollment/Change of Address Form – (DOT-F001)

6.0 ASSOCIATED DOCUMENTS

- 6.1 Records Request Form (SIS-F001)
- 6.2 Application for Student Admissions (SIS-F002)
- 6.3 Acceptable Use Policy (TEC-F001)
- 6.4 Transportation Enrollment/Change of Address Form (DOT-F001)
- 6.5 Homeless Data Submission Form (SAS-F001)
- 6.6 Student Emergency Information and Health History Form (SIS-F007)
- 6.7 Student Entry/Withdrawal Log (SIS-F003)
- 6.8 *Admission and Withdrawal of Students*
http://www.SIS.org/documents/training_group/docs/admission_withdraw/WISE_Adwi_07172012
- 6.9 NCDPI Student Attendance and Student Accounting Manual
<http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf>

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
SIS-F001	Student	Indefinite	N/A	Locked File
SIS-F002	Cumulative Folder			Cabinet

STUDENT ADMISSIONS PROCEDURE

SIS-P003

ANSON COUNTY SCHOOLS

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/14/09		Initial Release
3/12/2012	<i>A</i>	Added 5.2.9 new form; added 5.16 ParentLink Parent Account; added 5.17 Parent Assist Parent Account; added 6.6 & 6.7 documents; revised 5.18 to include log and additional personnel
8/06/2012	<i>B</i>	Under definitions deleted LEP and added ALP & NCDPI; added 5.4, 5.5; added alerts to 5.7; added out of state and home schooled to 5.10 & 5.11; changed 5.12 to read programs; added 6.8 & 6.9 under associated documents
02/26/2016	<i>C</i>	Changed NCWISE to SIS throughout document; changed SPED to CECAS throughout document; changed 4.1 definition; changed 4.3 definition; changed timetable to schedule 5.14; changed ParentAssist to PowerParent 5.17; added PowerParent Definition 4.7; removed 5.15 referring to registration; removed Lunch application from 5.2.5 & 5.14; updated 5.9 to Blackboard & PowerSchool app info; added military data and student email data to 5.10; added dress code policy, code of conduct and school calendar to 6.0

*** * * E n d o f P r o c e d u r e * * ***