

SSMS Star Student Enrollment/Withdrawal Checklist

After enrolling a new student or withdrawing an existing student, please be sure to check the following Student Pages:

1. Student Main Page: **Current School** should be where the student is now
2. Student School Page: **Active or Reactive** if the student is enrolled in your school – Inactive or Transfer if he is not longer in your school – Do not use Home Instruction
3. Student PCC Page: PCC Code – E, E1, and TR indicate the student is enrolled in your school. 00 – 014 indicate the student is no longer in your school. The **Serving and Responsible School on the PCC page should ALWAYS be yours**. Serving and Responsible District is always 220. Track Code for 2007 – 2008 is 31.
4. Student Attendance Page: Enter and Left Dates should match the last Enter and Left Dates on the PCC page – Date should be the date of the last line of the PCC page – **Calendar Detail should show 'X' for dates student is NOT enrolled in your school**.