

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 not 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