

# Entering Enrollments in MSIN

## Introduction

An enrollment record<sup>1</sup> is a collection of data elements that mainly describe where and when a child attends school, or in the case of non-attending children, where they *would* attend school. In MSIN, an enrollment record serves three functions at once, as follows:

1. Indicates that a migratory child is part of (i.e., “enrolled”) the Migrant Education Program (MEP) because they are eligible and present in a subgrantee’s area, and
2. Indicates which school in the local area the migratory child is attending or would be attending, and
3. Indicates which MEP-funded project (if the school district receives MEP funds) is responsible for serving the migratory child or youth.

As such, enrollment records are a mechanism for tracking MEP enrollment (i.e., eligibility for services and presence) and actual school enrollment at the same time.<sup>2</sup>

For migratory children who are attending school, enrollment records in MSIN should match the corresponding district database as closely as possible. Alternatively, for migratory children and youth who are not attending school (e.g., too young to enroll or considered Out-of-School Youth), enrollment records in MSIN help subgrantees assign the children to the appropriate MEP project, which is often at the school where the child or youth would be attending (based on their current address).

In addition to the information listed above, an enrollment record also contains the child’s grade level, enrollment type (attending or non-attending), enrollment date (if attending), withdrawal date (if attending), departure date (if they moved from the local area), whether they are home-schooled, whether they live in a different district than where they attend school, whether their local district has received transcripts from their prior district (if they are secondary students), and a text box for enrollment-related comments.

This user guide covers the following topics and related details within MSIN:

- How enrollment records relate to other system components
- How to enter an enrollment record for an individual child
  - Enrollment indicators (e.g., home-schooled, district of residence, etc.)
- How to edit an existing enrollment record
- How to enter enrollment records for a group of children

For additional details regarding enrollment information collected via the Certificate of Eligibility (COE), please consult the California Identification & Recruitment Manual, Chapter 4, which provides specific instructions for every field in the COE form.

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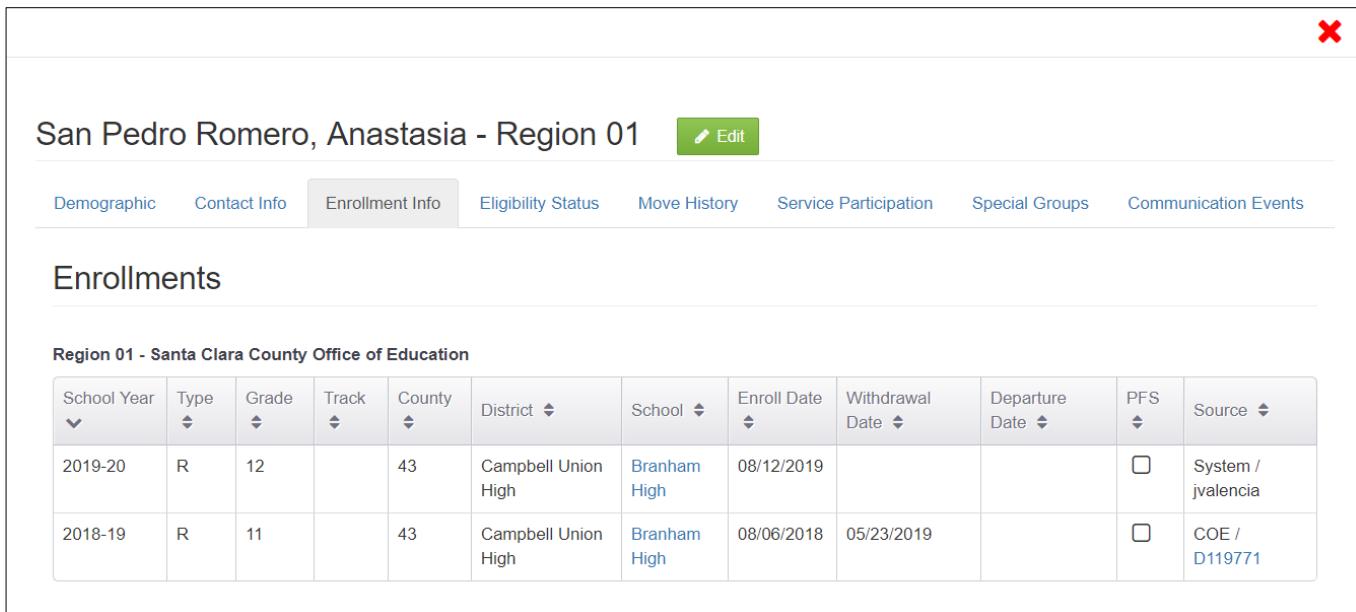
<sup>1</sup> In this guide and other MEP documents, the terms “enrollment record,” “enrollment line,” and “enrollment” are used interchangeably.

<sup>2</sup> This dual meaning of the term “enrolled” is discussed in Non-regulatory Guidance on page 97, along with related terms (e.g., eligible, entered in, participate) to clarify the differences.

U.S. Department of Education, Office of Elementary and Secondary Education, Office of Migrant Education, Non-Regulatory Guidance for the Title I, Part C Education of Migratory Children, Washington, D.C., 2017.

## How Enrollments Relate to Other System Components

As stated earlier, enrollment records help us track MEP enrollment and actual school enrollment simultaneously. In addition, they are important to the proper functioning of other components in MSIN. A child's initial enrollment record comes from a verified COE, which documents the child's eligibility to participate in MEP-funded services. Subsequent enrollment records, which might be added in the following school year, must be associated with a verified COE with remaining eligibility (i.e., the Qualifying Arrival Date, or QAD, for the child is still within 3 years of the beginning of the school year). For example, the following screenshot shows the "Enrollment Info" tab in a (fictitious) child's statewide record.



School Year	Type	Grade	Track	County	District	School	Enroll Date	Withdrawal Date	Departure Date	PFS	Source
2019-20	R	12		43	Campbell Union High	Branham High	08/12/2019			<input type="checkbox"/>	System / jvalencia
2018-19	R	11		43	Campbell Union High	Branham High	08/06/2018	05/23/2019		<input type="checkbox"/>	COE / D119771

Notice that the initial, or oldest, enrollment line is at the bottom and came from a COE created in 2018-19 (see the **Source** column). The subsequent enrollment was added by the user "jvalencia" in the following school year (2019-20). Both enrollment lines are linked to COE number D119771, which was previously verified and still valid when the subsequent enrollment line was added.

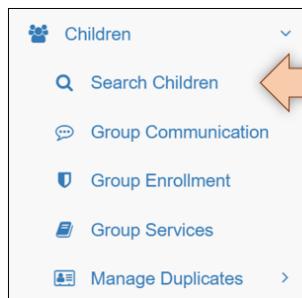
The dates in the **Enrollment Date** and **Withdrawal Date** columns are used by other system components as well. For example, the calculations for "Eligibility Status" (the next tab to the right) use enrollment record dates as evidence that the child was present in the district, which helps determine migratory child counts and MEP funding. Furthermore, enrollment record dates are also referenced in the "Service Participation" tab (and the Group Services feature) to ensure that service dates do not conflict with a child's school enrollment history. These relationships between system components prevent illogical data, such that the information in any of the tabs shown above makes sense relative to all the others.

## Entering an Enrollment Record for an Individual Child

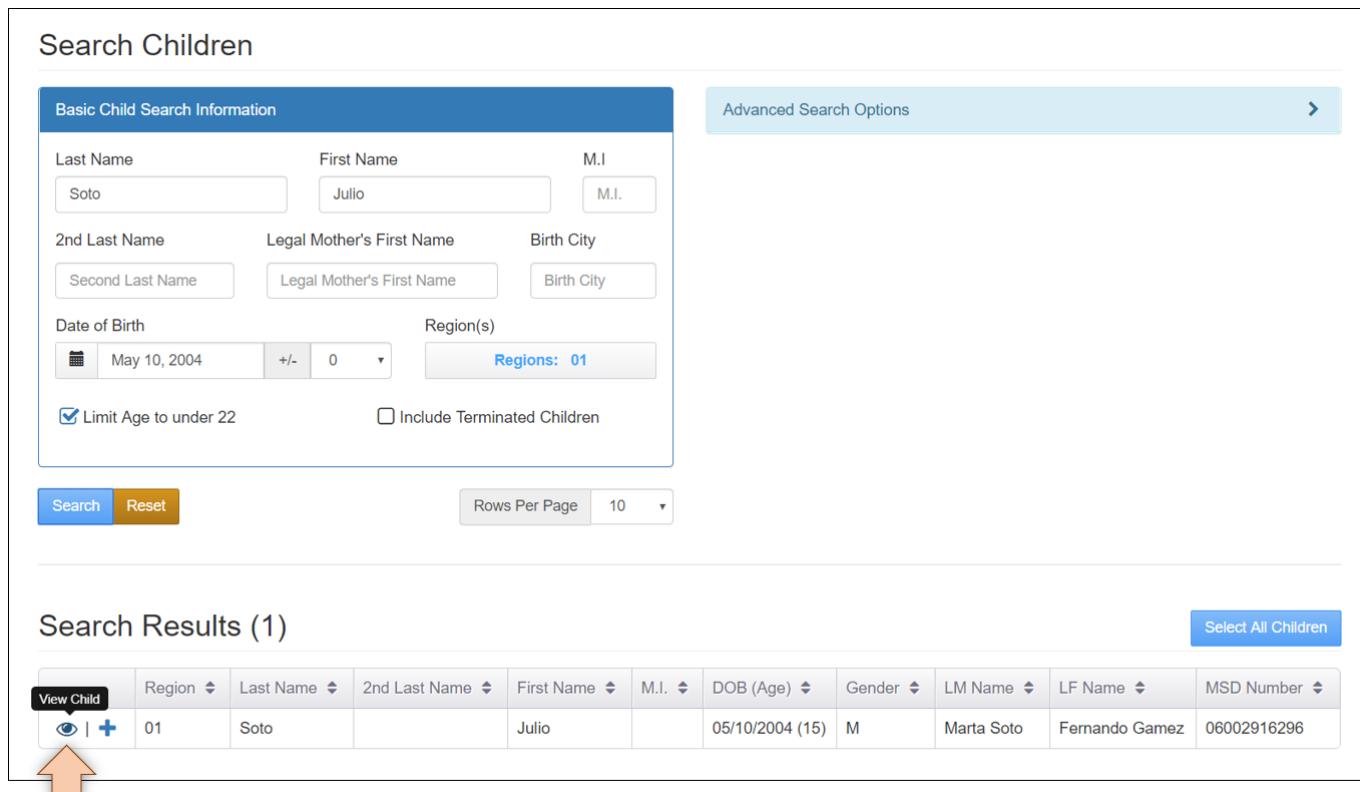
The following steps describe the process of entering an individual enrollment record, also known as an "enrollment line," or simply "enrollment." To access the screens shown below, you must have an active account in MSIN 6.0, and the Data Specialist role must be assigned to your account.

## STEP 1: ACCESS THE CHILD'S RECORD

The most common way to bring up a child's record is by conducting a child search. From the main menu on the home page, click on "Children" and navigate to the "Search Children" submenu.



This will open the search screen, where you can enter search parameters and obtain matching results. In this example, we will search for a (fictitious) high school student named Julio Soto. After entering his last name, first name, and birth date, we click on the blue "Search" button.



View Child	Region	Last Name	2nd Last Name	First Name	M.I.	DOB (Age)	Gender	LM Name	LF Name	MSD Number
 	01	Soto		Julio		05/10/2004 (15)	M	Marta Soto	Fernando Gamez	06002916296

The results show only one matching child. Next, click on the eye-shaped icon (arrow above). This will bring up a window known as the **Child Record Modal**, which has several tabs along the top so that different aspects of the child's statewide record can be accessed from a single screen. The default is the "Demographics" tab, as shown below.



Soto, Julio - Region 01 Edit

Demographic	Contact Info	Enrollment Info	Eligibility Status	Move History	Service Participation	Special Groups	Communication Events
Child's Last Name*	Second Last Name	Child's First Name*	Middle Initial				
Soto	Second Last Name	Julio	M.I.				
<b>Child's Information</b>							
Suffix	Gender*	Race* (show more)		<span style="border: 1px solid blue; padding: 2px 10px; border-radius: 5px; color: blue;">Terminate Julio Soto</span>			
- Suffix -	Male	American Indian or Alaska Native, ... (2)					
Date of Birth*	Birth Verification*	Birth City					
05/10/2004	07 – parent's affidavit, incl	✓	MOUNT VERNON				
Birth State	Birth Country	Medical Alert*					
✓ Washington	✓ United States	N – No identified problem					
<input checked="" type="checkbox"/> Latino	<input type="checkbox"/> Health Note	<input type="checkbox"/> Multi Birth					

The green “Edit” button next to the region number applies to the selected tab. The Data Specialist role will see this button when selecting any tab with editable information.

## STEP 2: ACCESS THE ENROLLMENT INFORMATION

Click on the “Enrollment Info” title to open the tab with the child’s enrollment lines. The table is organized by region number and displays the child’s statewide enrollment history.

Soto, Julio - Region 01 Edit 

Demographic	Contact Info	Enrollment Info	Eligibility Status	Move History	Service Participation	Special Groups	Communication Events				
<b>Enrollments</b>											
Region 01 - Santa Clara County Office of Education											
School Year	Type	Grade	Track	County	District	School	Enroll Date	Withdrawal Date	Departure Date	PFS	Source
2018-19	R	09		43	Campbell Union High	Branham High	08/06/2018	05/24/2019		<input type="checkbox"/>	COE / D119769

Click the green “Edit” button to go into edit mode (arrow above).

## STEP 3: ACCESS THE NEW ENROLLMENT DATA ENTRY SCREEN

To add a new enrollment line, click on the blue button labeled “Add new school enrollment” (arrow below). This will bring up the data entry screen.

Soto, Julio - Region 01 Editing... X

Demographic

Contact Info

Enrollment Info

Eligibility Status

Move History

Service Participation

Special Groups

Communication Events

**Enrollments** Add new school enrollment 

**Region 01 - Santa Clara County Office of Education**

	School Year	Type	Grade	Track	County	District	School	Enroll Date	Withdrawal Date	Departure Date	PFS	Source
 	2018-19	R	09		43	Campbell Union High	Branham High	08/06/2018	05/24/2019		<input type="checkbox"/>	COE / D119769

#### STEP 4: ENTER SCHOOL ENROLLMENT INFORMATION

The data entry screen for new enrollments contains the same elements shown in the child's enrollment history table, along with additional elements needed for the Migrant Student Information Exchange (MSIX) system.

**Add a new School Enrollment**

**Region \*** 01 - Santa Clara County Office of Education

**County \*** - Choose County -

**School District \*** - Choose School District -

**School \*** - Choose School -

**Enrollment Type \* ** - Select Enrollment Type - **School Year \* ** - Select School Year - **Enrollment Date ** 

**Grade \* ** - Select Grade - **Track** Track **Withdrawal Date ** 

**Intend To Graduate From ** Q Type R and 9-12 Students only **Departure Date ** 

**Enrollment Comment  NEW** For example: The student has course completion documents from his home country. [Do not enter PII or health information] 0/1000

\* Required fields  Create

This screen has sixteen fields and four of them are new (see red “new” labels in screenshot above). Given that many of the titles are also special terms, please refer to the following definitions and field instructions, as needed.

**Region** – This field automatically selects the user’s region number. No input is necessary.

**County** – Select the county where the child attends school or where they *would* attend school (i.e., if they are non-attending children or youths).

**School District** – Select the school district where the child attends school or where they *would* attend school (i.e., if they are non-attending children or youths).

**School** – For attending children, select the school where they are enrolled. For non-attending children and youths, select the school where they *would* attend, based on their current address.

**Child is being home-schooled** – Check this box if applicable. “Home-schooled” means that the child receives instruction in the home and does not attend a local school or attends on a modified schedule that the district classifies as home-schooled. By default, a child who meets this definition will also be considered “non-attending.” To ensure logical consistency within this screen, adding a check mark will trigger automatic selections in related fields, as follows: the Enrollment Type will automatically select “N – Non-attending,” the Enrollment Date field will be cleared and then disabled (grayed out), and the Withdrawal Date field will be cleared and then disabled (grayed out). These dates are cleared because non-attending children will not have an active enrollment record in the school where they would attend.

At this point, you may be asking, “*Where will I get this information and how will I know that I need to enter it in the child’s Enrollment Info tab?*” If a child is home-schooled, and the enrollment line comes from a COE, the recruiter should add a note in Section XII, Local Comments. The note should identify the child by name, as several children could be on a COE. For example, a note for the fictitious child in the screenshots would read, “*Julio Soto is home-schooled.*” If you are a Data Specialist and a State Education Agency (SEA) Reviewer (i.e., your account has been assigned both roles), then you would know to enter this information in the child record modal after approving each COE. If you are not an SEA Reviewer, then you would depend on the SEA Reviewers in your region or district to let you know which children in their recently-approved COEs are home-schooled. This task must be incorporated into local subgrantee data management practices in order to meet federal MSIX MDE requirements.

In addition, during the annual re-enrollment cycle, Data Specialists will add new enrollment lines for children who are attending school (Enrollment Type will be “R—Regular Term Enrollment”) after confirming their presence and enrollment dates with district staff (or MEP staff with access to district databases). These children are attending school; therefore, they are *not* “home-schooled.” Non-attending children and youths, however, could be home-schooled. Regional or district staff typically contact each family who may have non-attending children (e.g., age/grades P3-P5 and NA) through Annual Verification or other activity to confirm that they are still living in the local area. The staff who speak to the families should incorporate a question to find out which children are home-schooled. The result is that Data Specialists will add an “N – Non-attending” enrollment record for each child or youth who is not enrolled in school but resides locally. They can also check “home-schooled,” if applicable.

Information about home schooling is collected because it is an MSIX “minimum data element” (MDE 69). It may also help subgrantees plan their service delivery, since knowing that a child receives instruction at home can help them provide appropriate interventions.

**Child lives in a different school district** – Check this box if the child attends school in one district, as indicated in the “School District” field, but actually lives within the boundaries of another district. If this is checked, a new field will appear underneath the checkmark and the user must enter the school district where the child lives.

If a child is attending a school outside their “district of residence” and the enrollment line comes from a COE, the recruiter should add a note in Section XII, Local Comments. The note should identify the child by name, as several children could be on a COE. For example, a note for the fictitious child in the screenshots would read, “Julio Soto’s school district of residence is XYZ District.” If you are a Data Specialist and an SEA Reviewer (i.e., your account has been assigned both roles), then you would enter this information in the child record modal after approving each COE. If you are not an SEA Reviewer, then you would depend on the SEA Reviewers in your region or district to let you know which children in their recently-approved COEs live within the boundaries of a different school district than where they attend school. This task must be incorporated into local subgrantee data management practices in order to meet federal MSIX MDE requirements.

This information is collected because it is an MSIX “minimum data element” (MDE 68, District of Residence). Some of the situations that can cause a difference in school districts include the following:

- Services required by the student are not available in his or her district of residence.
- The district of residence is overpopulated, and the student is re-directed to a neighboring school district.
- Parents prefer to have their child in a different school district than where they live (e.g., low-performing schools, lack of diversity, not enough support programs, etc.).
- The child’s district of attendance and of residence used to be the same, but after having to move across district boundaries, parents did not want to interrupt the child’s schooling and decided to have the student continue attending their previous school district.

This information may also help subgrantees plan their service delivery, since the common expectation is that the local school district will serve local children. In this case, the school where the child attends should be the primary service provider.

Note that this item can only apply to an attending student. In contrast, an enrollment line for a non-attending child will already include the school information for the school they would attend, based on their current address.

**Received transcript(s) from another state** – Check this box if the school selected earlier has received student transcripts from another state, such as when a secondary student (grades 9-12) arrives from a state where they previously attended high school, or the equivalent. Specifically, checking this box will trigger MSIN to send MDE 72 (Out of State Transcript Indicator) to the MSIX system. This indicator means that the school displayed in the enrollment record has obtained student transcripts from another state.

Local procedures must be developed to collect this information from school districts upon a secondary student’s arrival from another state. Once student transcripts are obtained, Data Specialists should edit the enrollment record by checking this box. *Note:* This item only applies to secondary students in grades 9-12 who arrive from other states.

**Enrollment Type** – Select “R – Regular Term Enrollment” for a child or youth who is attending a school. Select “N – Non-attending” for a child or youth who is not attending a school. Note that if a child is recruited (i.e., a new COE created), the enrollment type is based on the facts at the time of the interview, such that children recruited during the summer break would be non-attending at that time. When they begin school again, a new “R – Regular Term Enrollment” line should be added with the first day of school as the Enrollment Date.

**School Year** – Select the appropriate year from the drop-down menu. For our purposes, the school year starts on the first day of the regular term for a given instructional year. The last day of the school year is the day before the next school year starts. Both the first and last days of a district’s school year are based on the district’s own calendar.

**Enrollment Date** – For an attending child or youth (i.e., Enrollment Type = R), enter the most recent date when they were enrolled in the selected school year. This date should match the district database. Note that a non-attending child or youth will not have an Enrollment Date (i.e., the field should be blank).

**Grade** – Select the appropriate grade or grade/age (e.g., P0-P5) from the drop-down menu. For an attending child or youth, choose the grade that matches their district database. For non-attending children, choose their likely grade if they were attending school.

During the summer, select the grade in which the student will be placed once the new school year begins (unless the child was retained in the same grade).

**Track** – A track is a designation used in Year-Round Education (YRE) school programs where groups of students follow different in-session calendars, causing school to be in session at different times of the year. Enter the letter that corresponds with the track designation assigned by the school (e.g., A, B, C, G, R, T, etc.). Note that this field only applies to attending children in year-round schools; in all other instances, leave the field blank.

**Withdrawal Date** – For an attending child or youth (i.e., Enrollment Type = R), enter the date when the regular term ended. This field only becomes active after an Enrollment Date has been entered and the selection calendar only allows dates after the Enrollment Date. The Withdrawal Date should match the district database. Note that a non-attending child or youth will not have a Withdrawal Date (i.e., the field should be blank).

**Intend to Graduate From** – Enter the school from which the student expects to graduate. This field only applies to attending secondary students in grades 9-12.

**Departure Date** – Enter a date to indicate when a child or youth has moved away from the local area (i.e., direct-funded district or region). For an attending child or youth (i.e., Enrollment Type = R), this field only becomes active after a Withdrawal Date has been entered and the selection calendar only allows dates after the Withdrawal Date. For non-attending children (Enrollment Type = N), the selection calendar allows a date no earlier than July 1<sup>st</sup> of the selected year and is unrestricted after that, allowing for an edit in the future if the child moves away.

**Enrollment Comment** – If applicable, enter comments that focus on enrollment-related special circumstances or information. For example, “Student was granted credits from a foreign school,” “Student has been exempt from assessments for the last two years due to Special Education status,” or “Although student is typically in three different States during the year, he plans to graduate from California.” *Note that health or personally identifiable information (PII) must not be entered in this field.* If there are no comments to include, this field can be left blank.

Like the “Child is being home-schooled” and “Child lives in a different school district” fields discussed earlier, this information may be collected by the recruiter during the initial eligibility interview with a family. As a recruiter adds the initial enrollment information for each child, she or he can add an enrollment-related note in Section XII, Local Comments. The note should identify the child by name, because several children could be on a COE. If you are a Data Specialist and an SEA Reviewer (i.e., your account has been assigned both roles), then you would enter this information in the child record modal after approving each COE. If you are not an SEA Reviewer, then you would depend on the SEA Reviewers in your region or district to let you know which children in their recently-

approved COEs need to have enrollment comments added in their COE-derived enrollment lines. Alternatively, as a Data Specialist, you may be asked by other MEP staff to add an enrollment-related comment to a child's statewide record at any time, as needed. Subgrantees should develop specific procedures to meet local needs and incorporate the task of adding enrollment comments, as needed, according to their local data management practices.

This information is collected because it is an MSIX "minimum data element" (MDE 71). *Keep in mind that comments added in this field will be visible to MSIX users throughout the country and are intended to help receiving MEP programs with placement and enrollment-related accommodations.*

**Note:** Most fields in the new enrollment data entry screen have an information icon ("i") next to the field title that brings up definitions, instructions, and reminders.

After entering all applicable enrollment information, you can save the new enrollment line by clicking the green "Create" button (arrow above).

#### STEP 5: CONFIRM THE NEW ENROLLMENT RECORD

The new enrollment line will appear in the child's running enrollment history as the top row, since it is the most recent entry. For instance, Julio Soto's enrollment history shows his new 2019-20 enrollment line first, progressing from the most recent to the oldest.

Soto, Julio - Region 01
 Edit

Demographic
Contact Info
Enrollment Info
Eligibility Status
Move History
Service Participation
Special Groups
Communication Events

#### Enrollments

Region 01 - Santa Clara County Office of Education											
School Year	Type	Grade	Track	County	District	School	Enroll Date	Withdrawal Date	Departure Date	PFS	Source
2019-20	R	10		43	Campbell Union High	Branham High	08/12/2019			<input type="checkbox"/>	System / jvalencia
2018-19	R	09		43	Campbell Union High	Branham High	08/06/2018	05/24/2019		<input type="checkbox"/>	COE / D119769

As a final step, the Data Specialist should confirm that the information shown in each column is correct.

#### Editing an Existing Enrollment Record

Within the Enrollment Info tab, you can click on the green "Edit" button to access the edit mode and bring up two icons next to each enrollment line. One is the edit icon (pencil image) and the second is the delete icon (trash can image).

Soto, Julio - Region 01 Editing...  1

[Demographic](#) [Contact Info](#) [Enrollment Info](#) [Eligibility Status](#) [Move History](#) [Service Participation](#) [Special Groups](#) [Communication Events](#)

**Enrollments** Add new school enrollment

**Region 01 - Santa Clara County Office of Education**

	School Year	Type	Grade	Track	County	District	School	Enroll Date	Withdrawal Date	Departure Date	PFS	Source
	2019-20	R	10		43	Campbell Union High	Branham High	08/12/2019			<input type="checkbox"/>	System / jvalencia
	2018-19	R	09		43	Campbell Union High	Branham High	08/06/2018	05/24/2019		<input type="checkbox"/>	COE / D119769

Click on the pencil icon to bring up the enrollment data entry screen, which is just a completed version of the screen used to enter the enrollment record (e.g., as shown in step 4 above). Editing is essentially adding or changing information on that screen.

**Tip:** Many reports in MSIN make it easy to bring up the child record modal for editing simply by clicking on a child's MSD number.

## Entering Enrollment Records for a Group of Children

Instead of working with individual records, there are times when it is more efficient to enter enrollment records for a group of children using the “Group Enrollments” feature. This is most commonly used during the annual re-enrollment cycle, when children with remaining eligibility are enrolled in the next school year and promoted to the next grade. The following example walks you through the steps to re-enroll a group of fictitious children who are attending Stonegate Elementary School in the 2019-20 school year.

### STEP 1: ACCESS THE GROUP ENROLLMENT SCREEN

From the main menu on the home page, click on “Children” and navigate to the “Group Enrollment” submenu.

Children

- [Search Children](#)
- [Group Communication](#)
- [Group Enrollment](#) 2
- [Group Services](#)
- [Manage Duplicates](#)

## STEP 2: SEARCH FOR A GROUP OF CHILDREN BASED ON PRIOR ENROLLMENTS

Enter the search parameters for the group of children you want to re-enroll. In the example below, the Data Specialist created a list of all the children, both attending and non-attending, who were enrolled at Stonegate Elementary School in the prior school year (i.e., 2018-19).

Group Enrollment Search Individual Children Search

**School and Enrollment**

01 Santa Clara County Office of Education

43 Santa Clara

Franklin-McKinley Elementary

Schools: 1

School Year 2018-19

**Enrollment Type**

Regular School Year - Attending
  Regular School Year - Not Attending

Search Reset
Rows Per Page 10

**Filters**

Include children without eligibility in period
  Include children with expired QAD
  Only include those not withdrawn from school

Grade

- Select Grade -

**Search Results (6 Children)**

	School	MSD Number	SSID	Name	DOB	Gender	Grade	QAD	EOE	Enroll Date	Withdrawal Date	Departure Date	Track	Enroll Type	PFS
	Stonegate Elementary	06002916293	8765432112	Carrillo Nunez, Graciela	05/19/2009 (10)	F	04	08/04/2018	08/03/2021	08/06/2018	05/24/2019	06/15/2019		R	
	Stonegate Elementary	06002916288	2345678912	Gamez, Marlen	05/11/2010 (9)	F	03	06/11/2018	06/10/2021	08/06/2018	05/24/2019			R	
	Stonegate Elementary	06002916291	1234567891	Gamez Soto, Cindy	05/11/2010 (9)	F	03	06/11/2018	06/10/2021	08/06/2018	05/24/2019			R	
	Stonegate Elementary	06002916285	9876543211	Gamez Soto, Arturo	01/05/2009 (10)	M	04	06/11/2018	06/10/2021	08/06/2018	05/24/2019			R	
	Stonegate Elementary	06002916295	4567891234	Nunez, Sandy Olivia	09/13/2010 (9)	F	03	08/04/2018	08/03/2021	08/06/2018	05/24/2019	06/01/2019		R	
	Stonegate Elementary	06002916294	6789123456	San Pedro, Aden	09/28/2010 (9)	M	04	06/18/2018	06/17/2021	08/06/2018	05/22/2019	05/25/2019		R	

1
2
3

Select All Children

By focusing on the “Grade” column, we can see that this group of (fictitious) children is comprised of 3<sup>rd</sup> and 4<sup>th</sup> graders (arrow #1 above). All of them were withdrawn in May of 2019 (arrow #2) and three students moved away from Region 1 (arrow #3).

In our example, the 2019-20 school year has started and every student who was enrolled in 2018-19 has returned. We know this because MEP staff have checked the district database or obtaining confirmation from district staff.

After confirming that the children are back at school, the general strategy to re-enroll this group is to work with one grade level at a time, starting with the lowest.

### STEP 3: SEARCH AGAIN AND FILTER FOR LOWEST GRADE

Go to the light blue “Filters” area in the Group Enrollment screen and select 03 in the “Grade” drop-down menu (arrow #1 below). Next, click “Search” (arrow #2) to bring up just the 3<sup>rd</sup> graders.

**Group School Enrollments**

Group Enrollment Search
Individual Children Search

**School and Enrollment**

01 Santa Clara County Office of Education

43 Santa Clara

Franklin-McKinley Elementary

Schools: 1

School Year: 2018-19

**Enrollment Type**

Regular School Year - Attending

Regular School Year - Not Attending

**Filters**

Include children without eligibility in period

Include children with expired QAD

Only include those not withdrawn from school

Grade: **03 (Third Grade)**

2
1

**Search Results (3 Children)**

	School	MSD Number	SSID	Name	DOB	Gender	Grade	QAD	EOE	Enroll Date	Withdrawal Date	Departure Date	Track	Enroll Type	PFS
	Stonegate Elementary	06002916288	2345678912	Gamez Soto, Marlen	05/11/2010 (9)	F	03	06/11/2018	06/10/2021	08/06/2018	05/24/2019			R	
	Stonegate Elementary	06002916291	1234567891	Gamez Soto, Cindy	05/11/2010 (9)	F	03	06/11/2018	06/10/2021	08/06/2018	05/24/2019			R	
	Stonegate Elementary	06002916295	4567891234	Nunez, Sandy Olivia	09/13/2010 (9)	F	03	08/04/2018	08/03/2021	08/06/2018	05/24/2019	06/01/2019		R	

3
Select All Children

At this point, focus on the “End of Eligibility” (EOE) column (arrow #3 above) and confirm that all children will still be eligible after the enrollment date you intend to enter.

### STEP 4: SELECT THE CHILDREN YOU WANT TO RE-ENROLL AND PROMOTE

With small groups, you can use the “+” icon to add just certain children to your working list. With large groups, it is more efficient to select all children, then remove specific ones with conflicting dates. In our example, we use the blue “Select All Children” button (arrow #1 below) to select all three 3<sup>rd</sup> graders in one step.

Search Results (3 Children)

1
[Select All Children](#)

	School	MSD Number	SSID	Name	DOB	Gender	Grade	QAD	EOE	Enroll Date	Withdrawal Date	Departure Date	Track	Enroll Type	PFS
All Children Selected															

Chosen Children (3)

[Clear Chosen Children](#)

	School	MSD Number	SSID	Name	DOB	Gender	Grade	QAD	EOE	Enroll Date	Withdrawal Date	Departure Date	Track	Enroll Type	PFS
   <span style="color: red;">-</span>	Stonegate Elementary	06002916295	4567891234	Nunez, Sandy Olivia	09/13/2010 (9)	F	03	08/04/2018	08/03/2021	08/06/2018	05/24/2019	06/01/2019		R	
   <span style="color: red;">-</span>	Stonegate Elementary	06002916291	1234567891	Gamez Soto, Cindy	05/11/2010 (9)	F	03	06/11/2018	06/10/2021	08/06/2018	05/24/2019			R	
   <span style="color: red;">-</span>	Stonegate Elementary	06002916288	2345678912	Gamez Soto, Marlen	05/11/2010 (9)	F	03	06/11/2018	06/10/2021	08/06/2018	05/24/2019			R	

2
[Add new school enrollment for 3 children](#)
Update school enrollments for 3 children
Delete school enrollments for 3 children

Make any necessary adjustments to your working list, such as removing a child using the red “-“ icon. Next, click on the blue button on the lower left that reads “Add new school enrollment for 3 children” (arrow #2 above)

**Tip:** A group of enrollment lines can be edited in a limited way. The blue button on the lower right that reads “Update school enrollment for 3 children” can be used to add the same Withdrawal Date to a group of children. The red button on the lower right that reads “Delete school enrollment for 3 children” can be used to delete multiple enrollment lines at the same time.

#### STEP 5: ENTER NEW ENROLLMENT INFORMATION, INCLUDING NEW GRADE

The system requires you to make a selection in fields with an asterisk (\*) next to the field title. In our example, we select the county, district, and school information for Stonegate using the applicable drop-down menus. Then we select the regular year enrollment type, the school year, and enter the enrollment date. Finally, we select the 4<sup>th</sup> grade, since all three children were promoted.

## Add a new School Enrollment

Region \*

01 - Santa Clara County Office of Education

County \*

43 - Santa Clara

School District \*

Franklin-McKinley Elementary

School \*

Stonegate Elementary

Enrollment Type \* 

R – Regular Term Enrollment

School Year \*

2019-20

Enrollment Date \* 

 August 19, 2019

Grade \* 

04 (Fourth Grade )

Track

Withdrawal Date 



Intend To Graduate From 

 Type R and 9-12 Students only

Departure Date 



\* Required fields



Create

After confirming that each field is correct, click on the green “Create” button to add the enrollment line to all three children.

**Note:** The group enrollment screen does not have the indicators and comments box found in the enrollment screen for an individual child. This is because individual children may have unique combinations of indicators and child-specific comments.

### STEP 6: SEARCH AGAIN TO CONFIRM THAT NEW ENROLLMENT INFORMATION WAS ADDED CORRECTLY

After adding the enrollment lines, confirm that the new information displays correctly. Conduct a search using the new school year (arrow #1 below) and verify that the new enrollment date (arrow #2) is accurate.

Group School Enrollments

Group Enrollment Search Individual Children Search

**School and Enrollment**

01 Santa Clara County Office of Education  
43 Santa Clara  
Franklin-McKinley Elementary  
Schools: 1

School Year 2019-20 1

**Enrollment Type**  
 Regular School Year - Attending  
 Regular School Year - Not Attending

**Filters**

Include children without eligibility in period  
 Include children with expired QAD  
 Only include those not withdrawn from school

Grade  
- Select Grade -

Search Reset Rows Per Page 10 2

Search Results (3 Children) 2 Select All Children

	School <span style="font-size: small;">▼</span>	MSD Number <span style="font-size: small;">▼</span>	SSID <span style="font-size: small;">▼</span>	Name <span style="font-size: small;">▲</span>	DOB <span style="font-size: small;">▼</span>	Gender <span style="font-size: small;">▼</span>	Grade <span style="font-size: small;">▼</span>	QAD <span style="font-size: small;">▼</span>	EOE <span style="font-size: small;">▼</span>	Enroll Date <span style="font-size: small;">▼</span>	Withdrawal Date <span style="font-size: small;">▼</span>	Departure Date <span style="font-size: small;">▼</span>	Track <span style="font-size: small;">▼</span>	Enroll Type <span style="font-size: small;">▼</span>	PFS <span style="font-size: small;">▼</span>
 	Stonegate Elementary	06002916288	2345678912	Gamez Soto, Marlen (9)	05/11/2010	F	04	06/11/2018	06/10/2021	08/19/2019				R	
 	Stonegate Elementary	06002916291	1234567891	Gamez Soto, Cindy (9)	05/11/2010	F	04	06/11/2018	06/10/2021	08/19/2019				R	
 	Stonegate Elementary	06002916295	4567891234	Nunez, Sandy Olivia (9)	09/13/2010	F	04	08/04/2018	08/03/2021	08/19/2019				R	

## STEP 7: REPEAT THIS PROCESS FOR EACH GRADE LEVEL IN THE SCHOOL

This concludes the re-enrollment and promotion process for the Stonegate students who are now in the 4<sup>th</sup> grade. *The same steps should be repeated for each grade level with migratory children.* As shown in this example, many schools will not have migratory children in every grade.

## Resources

Before using the individual child and group enrollment features in the production MSIN site for the first time, we strongly recommend practicing on the TrainingMSIN site (<https://trainingmsin.wested.org>). This is a safe place to try every scenario possible in your local area. This is also a great site to refresh your knowledge before the annual re-enrollment cycle.

If you have specific questions not covered in this guide, please free to contact the MSIN Service Desk by email ([msinsupport@wested.org](mailto:msinsupport@wested.org)) or phone (1-800-342-2964, option 1).