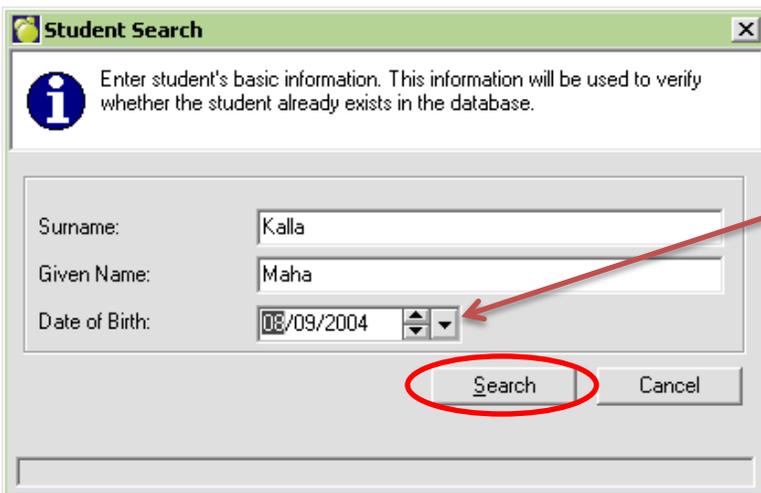


ADDING (REGISTERING) A NEW STUDENT TO A SCHOOL IN MAPLEWOOD

This document explains how to register (add) a student in Maplewood. Kindergarten students get a *new registration* and a completely new record is created. On the other hand, for students who are transferring from school to school a record should already exist. The trick is to find that record in Maplewood and pull that into the school electronically. **It is important to always search carefully for existing student records to avoid the creation of a duplicate student record.**

START HERE

1. Select **Add New Students** from the **Students** menu. The **Student Search** screen will open.
2. Enter the **Surname, Given Name** and **Date of Birth** (TIP: use the Calendar Widget)



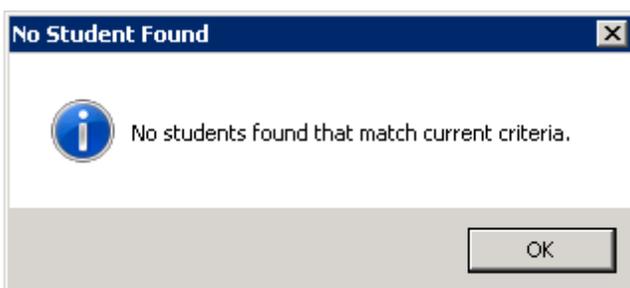
The screenshot shows a window titled "Student Search" with a close button (X) in the top right corner. Below the title bar is an information icon (i) and a text box that reads: "Enter student's basic information. This information will be used to verify whether the student already exists in the database." Below this are three input fields: "Surname:" with the text "Kalla", "Given Name:" with the text "Maha", and "Date of Birth:" with a calendar widget showing "08/09/2004". At the bottom of the form are two buttons: "Search" and "Cancel". The "Search" button is circled in red. A red arrow points from a tip box to the Date of Birth field.

TIP: Click the pulldown arrow to open the Calendar Widget to make it easier to enter a student's date of birth.

3. Click **Search** to search for the student in Maplewood's database.
4. One of two things will happen: a) the person is found in the database and you are taken into the Add New Student screen with their information pre-filled **OR** b) no students were found that match the criteria.

NO STUDENTS FOUND THAT MATCH CURRENT CRITERIA

You clicked **Search** and got this:



The screenshot shows a dialog box titled "No Student Found" with a close button (X) in the top right corner. Below the title bar is an information icon (i) and a text box that reads: "No students found that match current criteria." At the bottom of the dialog box is an "OK" button.

This means that no match was found. This does not necessarily mean the student does not have an existing student record: it is possible you searched with the wrong name or wrong birth date. Click **OK**.

In the next step, the **Advanced Student Search** screen shows matches that are **close** to your search criteria. Close matches are listed under **Search Results**. Look carefully through the close matches!

Multiple matches found based on surname, given name and birthdate. Please select one of the entries from the following list or enter other names to search on.

Find Student

Surname: Ignore Surname Birthdate: Ignore Date of Birth

Given Name: Ignore Given Name Gender: Male Female Ignore Gender

Middle Name(s): Ignore Middle Name(s)

GN Student ID: Ignore GN Student ID

Search

Search Results

| Name | AKA | Date of Birth | Gender | School | Entry to Elem/Sec | GN Student ID |
|-------------------|-----|---------------|--------|-------------------|-------------------|---------------|
| Kelly, Moe Simiga | 1 | 6/8/2004 | Male | Sam Pudlat School | 8/20/2009 | 002007674 |
| Kolola, Mae | | 1/1/2009 | Female | Qaqqalik School | 8/27/2014 | 003000607 |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Look here for close matches. There may be several. Check to see one of these could be the student you were looking for!

Accept and enrol the selected student

Enrol this student as a new student (Student not found in Maplewood)

Details

Step 5

OK Cancel

5. If one of the close matches is the student you were looking for, highlight/select the student and choose **Accept and enroll the selected student**. Otherwise, choose **Enrol this student as a new student (Student not found in Maplewood)**. You will create a new student record. **Note that you should only use the second option with Kindergarten registrations or with students who have just arrived in Nunavut from elsewhere.**

Click **OK**.

ACCEPT AND ENROLL SELECTED STUDENT

If you selected an existing student record using **Accept and enroll the selected student** in **Step 5**, some details need to be filled out to complete the registration. Fill out the mandatory fields and the information under **Enrolment** and **This Year** regions and click **OK** when done. **Also see the end of this document for linking Siblings, filling Contact information, ISSPs, French Eligibility, and such.**

The screenshot shows the 'Add New Student' form with the following data:

| Section | Field | Value | |
|--|-----------------------------|---|--------------------------------|
| Name | Legal Name | Legal Surname: Angmarlik Given Name: Madison | |
| | Middle Name(s) | | |
| | Verification Document | Passport | |
| | Document Number | 2140 | |
| | Preferred name | Surname: Abakumova Preferred Name: Donna | |
| | GN Student ID | 778-403-281 | |
| | Alias Names | Smith, Donna | |
| | Current Home School | Ulaajuk School | |
| | * Indicates required fields | | |
| | Enrolment | Status | This Year and Next Year |
| Entry to Elem. | | | |
| Entry date to this school | | 12/10/2012 | |
| Reg. Ent. Status | | Unknown | |
| Origin School | | Unknown | |
| Exit Date | | MM/DD/YYYY | |
| Exit Description | | Unknown | |
| Dest. School | | Unknown | |
| Ethnicity | | Inuit | |
| Mother Tongue | | Inuinnaqtun | |
| Preferred Language of the Student | English | | |
| 1st Reporting Language | Inuinnaqtun | | |
| 2nd Reporting Language | English | | |
| <input type="checkbox"/> French Language Entitlement | | | |
| Biographics | Date of Birth | 07/29/1982 | |
| | Gender | Female | |
| | This Year | | |
| | Grade | K | |
| | Homeroom | | |
| | Advisor Group | | |
| | Next Year | | |
| | Grade | K | |
| | Homeroom | | |
| | Advisor Group | | |
| Defined Characters | | | |
| | | | |

Enrolment

1. **Status:**
 - a. If the student is registering for this school year, set the Status to **“This Year and Next Year”**
 - b. If you are pre-registering the student for next school year, set the Status to **“Next Year Only”**
2. **Entry to Elem.** should be set to the first day of elementary school (if known)
3. **Entry date to this school** should be set to the actual date the student starts school
4. Set **Registration Entry Status** by picking from the dropdown. Select most appropriate value. This field describes *how* this student came into this school.
5. If the student came from another school in Nunavut, pick the **Origin School** using the dropdown. The Origin School cannot be your school.

Biographics

- a. **This Year** : set Grade and Homeroom to the correct values for the current school year
- b. **Next Year**: set Grade and Homeroom to the correct values for Next Year if you are pre-registering the student for the next school year.

CREATING A NEW STUDENT RECORD

If you instead chose *Enrol this student as a new student* in **Step 5** on **Page 2**, you are brought to the screen below. A *completely new student record will be created*. There are fields with red asterisks (*) beside them in the form. These fields require information to be entered in order to continue. Also enter as much additional information in the non-mandatory fields as you can.

The screenshot shows a software window titled "Add New Student" with three main sections: Name, Enrolment, and Biographics. The Name section includes fields for Legal Name (Surname: Muckpah, Given Name: Marcell), Verification Document (No Document Provided), and Preferred Name (Surname: Muckpah, Given Name: Marcell). The Enrolment section includes Status (This Year and Next Year), Entry to Elem. (MM/DD/YYYY), Entry date to this school (08/21/2014), Reg. Ent. Status (200 - New Registrator), Origin School (Unknown), Exit Date (MM/DD/YYYY), Exit Description (Unknown), Dest. School (Unknown), Ethnicity (Metis), Mother Tongue (Other), Preferred Language of the Student (English), 1st Reporting Language (English), and 2nd Reporting Language (English). The Biographics section includes Date of Birth (08/17/2010), Gender (Male), This Year Grade (K), This Year Homeroom (138 KJPM Quvianaqtuliaq, Casey), Next Year Grade (K), and Defined Characters (0, 0, 0, 0). A legend at the bottom left indicates that red asterisks denote required fields. The form has "Add" and "Delete" buttons at the bottom left and "OK" and "Cancel" buttons at the bottom right.

Figure 1: The creation of a completely new student record.

Name

1. **Legal Surname** and **Given Name** should be taken directly from the **Verification Document** (birth certificate, passport, etc). Please make sure that the student's name is spelled correctly.
2. **Verification document** should *always* be requested from the student to verify the spelling of their name as well as the birthdate.
3. If there are other names the student uses, such as nicknames, they should be entered as either the **Preferred Name** or an **Alias**. Click the **Add** button to add aliases.

6. **Status:**
 - a. If you are pre-registering the student for next school year, set Status to “**Next Year Only**”
 - b. If the student is registering for the current school year, set Status to “**This Year and Next Year**”
7. **Entry to Elem.** should be set to the first day of elementary school (if known)
8. **Entry date to this school** should be set to the date that the student actually starts school. Typically this is the first day of school for all students based on the school calendar.
9. Set **Registration Entry Status** field to “**200 – New Registration**” to indicate that a new record was created.
10. Choose the appropriate value for **Ethnicity**.
11. Set **1st Reporting Language** (and preferably also **2nd Reporting Language** if a student’s family should receive reporting in two languages – English and Inuktitut for example.)

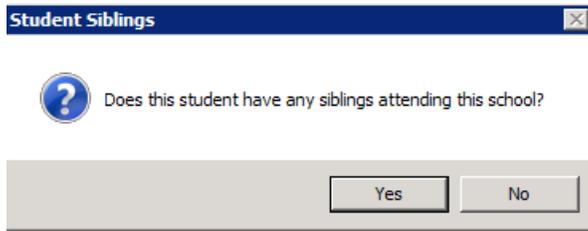
Biographics

12. **This Year:** set **Grade** and **Homeroom** to the correct values for this school year if the student is registered for the current school year
13. **Next Year:** set **Grade** and **Homeroom** to the correct values under **Next Year** if you are pre-registering the student for the next school year.

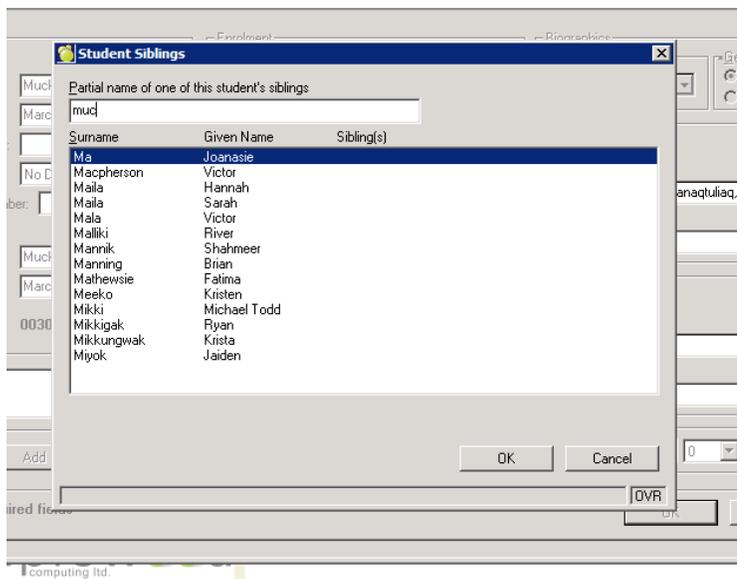
A student is typically pre-registered for Next Year when they first enter Kindergarten. But there are situations where you may pre-register a student who is not a Kindergarten student, for example when the students’ parents make arrangements for enrolment in anticipation of a move to the community for the fall.

SIBLINGS

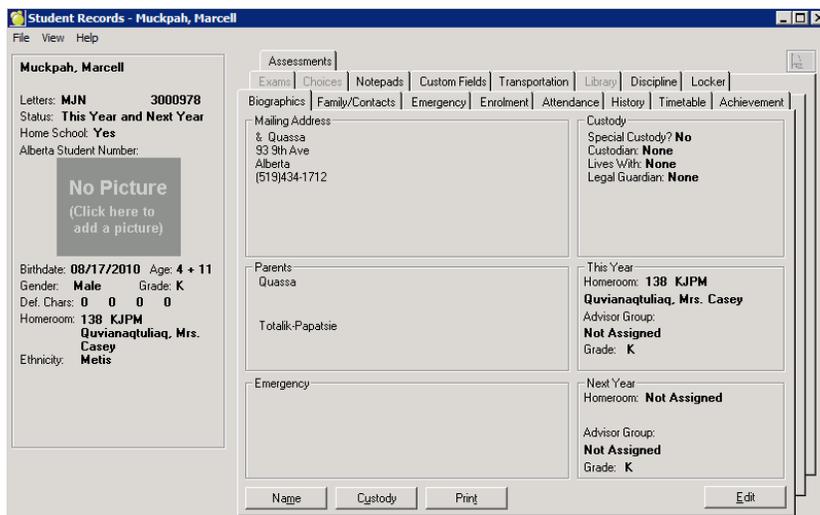
When you click **Ok** in the **Add New Student** screen (**Page 3** or **Page 4** of this document), Maplewood will ask if the student has any siblings currently attending your school:



If you click **Yes**, you will be given a search in which you can add any sibling a student has in your school. This can be helpful if the existing sibling's contact information matches the student you are adding. The new student's record will be populated with the sibling's contact information (parents, emergency contacts, etc).



You again can click **OK** and Maplewood brings you to the student's record window. Please see **Page 7**.



COMPLETE STUDENT RECORD INFORMATION

After registering students as described in the above pages, fill in as much information as you have available about the student directly in the Student Record. Go to **Student Records** to search for the student's record if it is not already open.

Contact information

Adding **Family/Contact information** will make it easier in the future for teachers to connect with a student's parents or emergency contacts if necessary. Do this by editing the **Family/Contacts** tab in **Student Records**.

ISSP and French Eligibility

If the student is on an **ISSP** (Individual Student Support Plan), go to his/her Student Record, go to **Enrolment** tab, and click **Edit**. Check the boxes as appropriate. See illustration below. Click **OK** once done.

The screenshot shows the 'Enrolment' tab of a student record form. The 'Language' section has 'Preferred Language' set to 'Unknown' and '1st Reporting Language' set to 'English'. The 'French Entitlement' checkbox is circled in red, with a callout box stating: 'Check this box if the student is eligible for French language instruction under Section 23.' The 'Programs' section has 'ISSP' checked, with 'IEP', 'IBP', and 'IAP' options below it. This section is also circled in red, with a callout box stating: 'Check any applicable ISSP boxes'. The 'Ethnicity' is set to 'Inuit'. At the bottom, the 'OK' button is circled in red, with a callout box stating: 'Click OK once done'. Other fields include 'Status' (This year and Next year), 'Origin' (Entry to Elem. School: 09/02/2014), 'Registration Entry Status' (310 - Transfer-in from a school within), 'Registration Status' (Unknown), 'Origin School' (Nakasuk Elem. School (Iqaluit) (Nu.)), 'Resident Board' (Unknown), and 'Born in Canada' (checked).

Home-schooling

If the student is home-schooled, edit the **Enrolment** tab and set **Registration Type** field to one of the home schooling options as illustrated below. Then click **OK**.

The screenshot shows the 'Enrolment' tab of a student record form. The 'Registration Type' dropdown menu is open, showing options: 'Group Home', 'Home Schooling < 50 %', 'Home Schooling 50-100 %', 'Home Schooling 100 %', 'Magnet Facility < 50 %', 'Magnet Facility 50-100 %', 'Magnet Facility 100 %', and 'Non-Attendee'. The 'Home Schooling < 50 %' option is selected. The 'Ethnicity' is set to 'Inuit'. At the bottom, the 'OK' button is visible. Other fields include 'Verification Document' (Unknown), 'Document Number', 'Doc. Issue Date', 'Mother Tongue' (Inuktitut), 'Born in Canada' (checked), and 'Entry Date to Canada' (Birth).