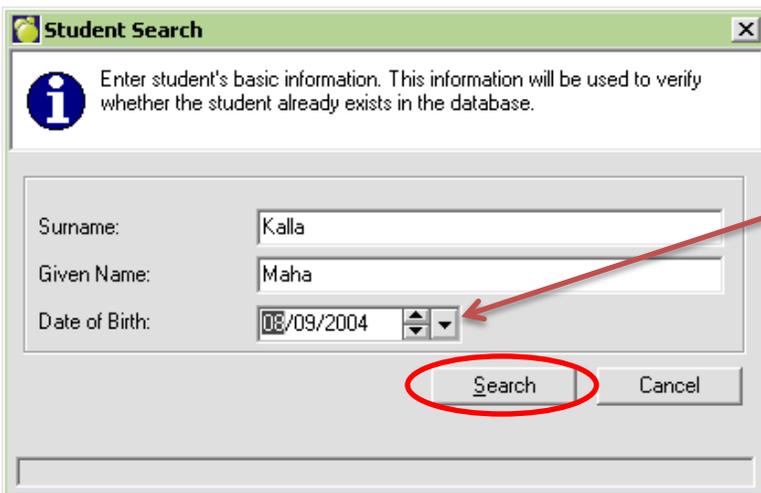## ADDING (REGISTERING) A NEW STUDENT TO A SCHOOL IN MAPLEWOOD

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)
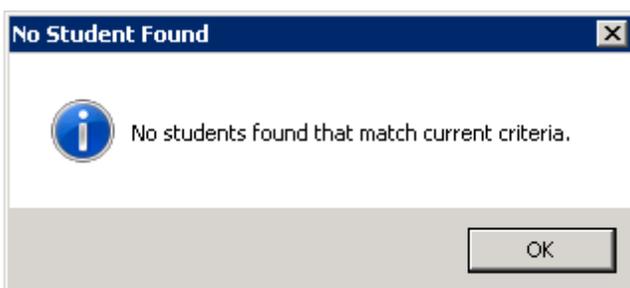

TIP: Click the pulldown arrow to open the Calendar Widget to make it easier to enter a student's date of birth.

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:

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!

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

Step 5

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.**

Updated August 11, 2015

ACCEPT AND ENROLL SELECTED STUDENT

If you selected and 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.

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 fields 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.

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.

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 n anticipation of a move to the community for the fall.

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:
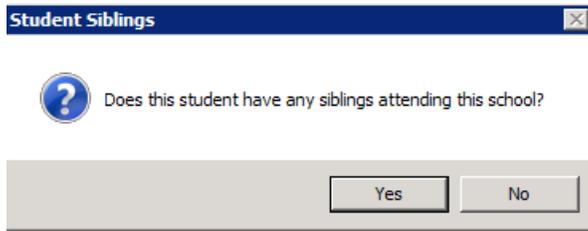
If you click **Yes**, you will be given a search in which you can add any sibling a student has in your school. This can be helpful if the existing sibling's contact information matches the student you are adding. The new student's record will be populated with the sibling's contact information (parents, emergency contacts, etc).
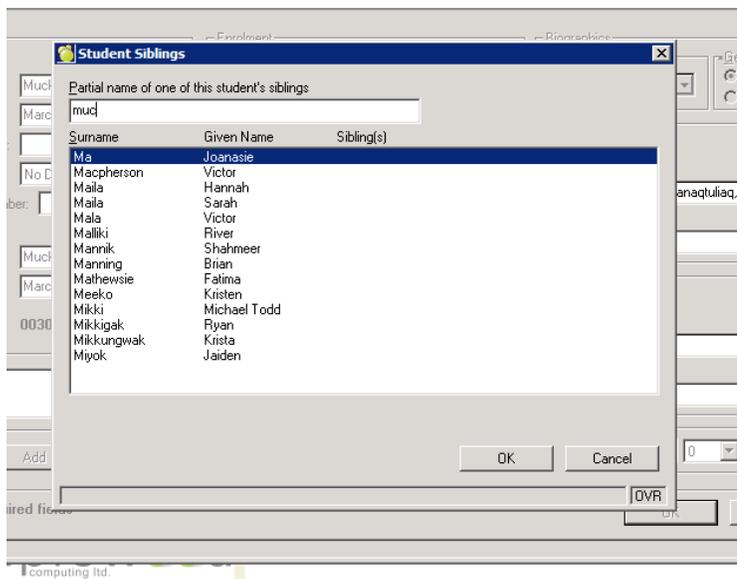
You again can click **OK** and Maplewood brings you to the student's record window. Please see **Page 7**.
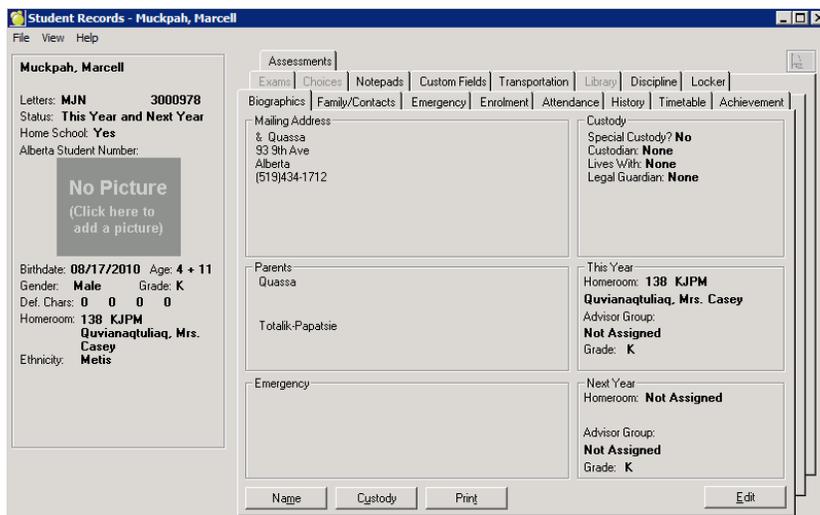
COMPLETE STUDENT RECORD INFORMATION

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 be 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.

Check this box if the student is eligible for French language instruction under Section 23.

Check any applicable ISSP boxes

Click **OK** once done

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.**