

HOW TO PRE-REGISTER KINDERGARTEN STUDENTS IN MAPLEWOOD

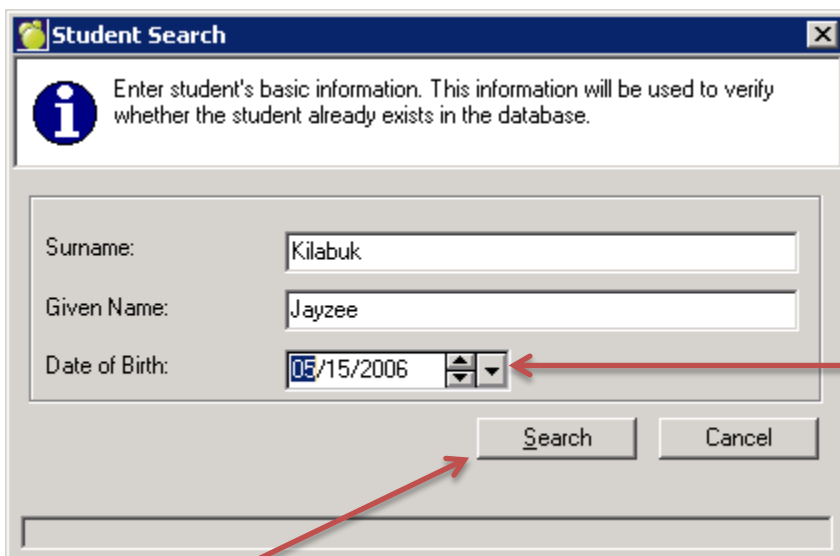
This document explains how to pre-register Kindergarten students for next school year. This is typically done in the spring in order to prepare for next fall. The Kindergarten pre-registrants are added to Maplewood using **Add New Student** using **Next Year Only** status (instead of **This Year and Next Year** status).

Typically every Kindergarten student is registering for the first time in the school system in Nunavut and a completely new student record will be created for them based on the information you put in the system. **Please make sure the information you enter is correct.**

IMPORTANT: *It is important to verify the student's **Legal Name** and **Date of Birth** using a verification document provided by the parent.* This could be a birth certificate or other government issued document. Once the student has been added to the system, the school cannot change the Legal Name or Date of Birth; the school has to contact **Student Records Registrar** for changes. Make sure the information you enter matches a legal document provided by the parent. Otherwise it may be difficult to match the record to the right student in the future because there is no document to fall back on.

STEP 1: BASIC STUDENT SEARCH

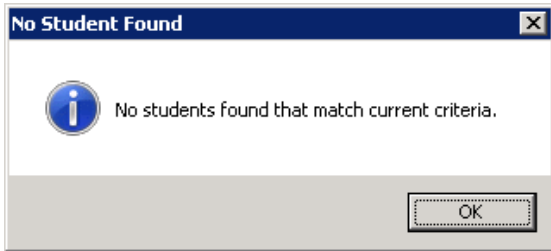
1. Select **Add New Students** from the **Students menu**. The **Student Search** screen will open
2. Enter the **Surname**, **Given name** and **Date of Birth** (*tip: use the calendar widget as shown below*). Please ensure that this information matches the student's official identification documents such as **Birth Certificate**.



Click this little arrow to open the calendar widget which will make it easier to set the birthdate

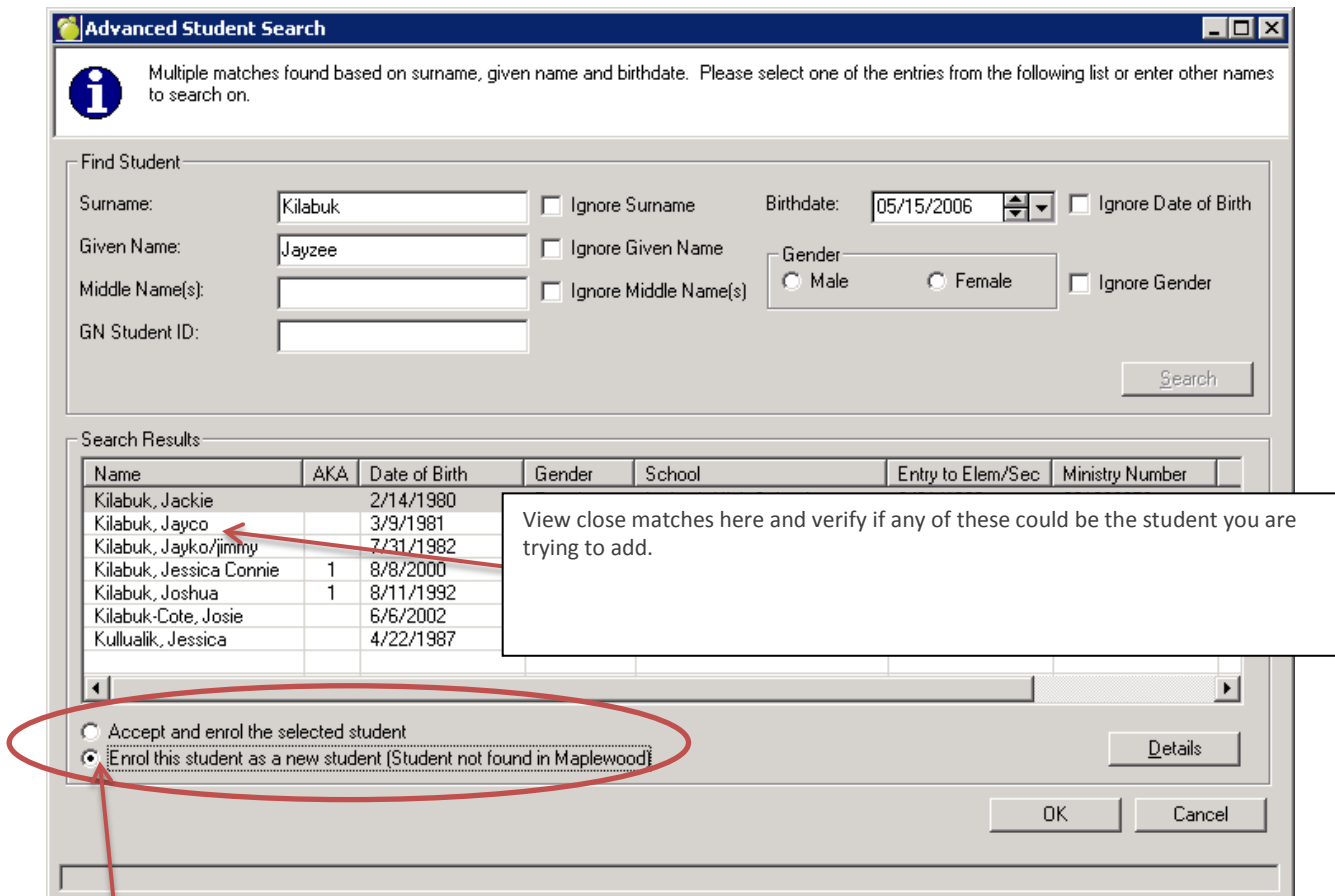
3. Click **Search** to search for the student in the territory-wide student database

4. You should get this notification for new registrants. The system is saying the no previous student record exist for this specific name and date of birth. This makes sense. Click **OK**.



STEP 2: ADVANCED STUDENT SEARCH

In the next step, the **Advanced Student Search** allows you to view close matches. This is a further check to prevent duplication of records and is necessary. Close matches are displayed under **Search Results**. See if one of the close matches could be the student you are trying to add to your school.



Advanced Student Search

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

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

GN Student ID:

Gender: ☐ Male ☐ Female ☐ Ignore Gender

Search Results

Name	AKA	Date of Birth	Gender	School	Entry to Elem/Sec	Ministry Number
Kilabuk, Jackie		2/14/1980				
Kilabuk, Jayco		3/9/1981				
Kilabuk, Jayko/jimmy		7/31/1982				
Kilabuk, Jessica Connie	1	8/8/2000				
Kilabuk, Joshua	1	8/11/1992				
Kilabuk-Cote, Josie		6/6/2002				
Kullualik, Jessica		4/22/1987				

View close matches here and verify if any of these could be the student you are trying to add.

☐ Accept and enrol the selected student

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

If one of the close matches is in fact your student, highlight/select the student and choose **Accept and enrol selected student** at the bottom, then click **OK**.

Most likely the student does not exist in the database and there is no match. In this case, select **Enrol this student as a new student** and click **OK** to create a completely new student record.

STEP 3: FILLING IN THE DETAILS FOR A COMPLETELY NEW STUDENT

If you selected **Enrol this student as a new student**, you will be brought to the **Add New Student** screen below. In this form, there are fields with red asterisks (*) indicating that they are **mandatory** fields to fill. However, fill out as much information as you can. Click **OK** once Done!

Add New Student

Name

Legal Name

* Legal Surname: Kilabuk

* Given Name: Jayzee

Middle Name(s):

* Verification Document: Canadian Birth Certificate

Document Number:

Preferred name

Surname: Kilabuk

Preferred Name: Jay

GN Student ID:

Alias Names

Kilabuq, Jay

Add Delete

Enrolment

Status: Next Year Only

Entry to Elem.: 08/15/2013

Entry to Sec. School: MM/DD/YYYY

Entry date to this school: 08/15/2013

* Reg. Ent. Status: 200 - New Registration

Origin School: Unknown

Exit Date: MM/DD/YYYY

Exit Description: Unknown

Dest. School: Unknown

* Ethnicity: Inuit

Mother Tongue: Unknown

Preferred Language of the Student: Unknown

* 1st Reporting Language: Inuktitut

2nd Reporting Language: English

☐ French Language Entitlement

Biographics

Date of Birth: * 05/15/2006

* Gender: ☒ Male ☐ Female

This Year

Grade: K

Homeroom: NA NA Not Assigned

Advisor Group:

Next Year

Grade: K

Homeroom: GK K-PM Eetoolook, Kevin

Advisor Group:

Defined Characters

OK Cancel

OVR

* Indicates required fields

Field	Description
*Legal Surname	Should be taken directly from the Verification Document (such as a Birth Certificate). Please take care in ensuring that the student's legal name is used here.
*Given Name	Should be taken directly from the Verification Document (such as a Birth Certificate). Please take care in ensuring that the student's legal name is used here.
*Verification Document	Should always be requested from the parents to verify legal name and date of birth. <u>If not available, please choose No Document Provided.</u>
Document Number	Leave blank (reason: protection of student privacy)
Preferred Name	Fill in Preferred Name (Surname, Given Name) if different from Legal Name
GN Student ID	Leave blank. This will be assigned by the Department of Education at a later date.
Alias Names	If the student is known to use other alternative names (aliases), use Add button to add them

Field	Description
Status	Set status to Next Year Only for Kindergarten pre-registrants
Entry to Elem.	Should be set to the first day of school for the student in the fall
Entry to Sec. School	Leave blank. Not applicable.
Entry date to this school	Should be set to the first day of school for the student in the fall (same as Entry to Elem.)
*Registration Entry Status	Use 200 – New Registration for Kindergarten pre-registrants, indicating that a completely new record is created.
Origin School	Leave blank. Not applicable.
*Ethnicity	Set Ethnicity to one of: First Nations, Inuit, Metis or Non-Aboriginal
Mother Tongue	Student's mother tongue, typically the language the student grew up speaking in
Preferred Language	Student's preferred tongue for correspondence - may be different from mother tongue
*1 st Reporting Language	Set the primary language in which reports should go to the student's home (e.g. Inuktitut)
*2 nd Reporting Language	Set the secondary language in which reports should go to the student's home (e.g. English)
French Language Entitlement	Check the box if the student is eligible for French language programs

Field	Description
*Date of Birth	This you already filled in earlier. Make sure it is correct.
*Gender	Set student's gender (male or female)

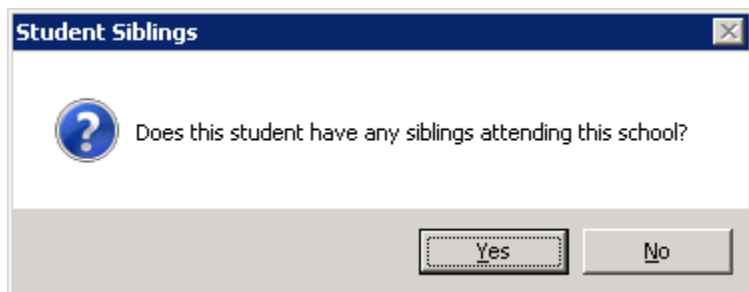
Field	Description
Grade (This Year)	This school year's grade. Not applicable.
Homeroom (This Year)	This school year's homeroom. Not applicable.
Advisor Group	This school year's Advisor Groups (e.g. School Teams). Not applicable
Grade (Next Year)	This should be set to K, indicating that students will be in grade K next school year
Homeroom (Next Year)	Set student's Homeroom, if known, for next school year
Advisor Group (Next Year)	Next school year's Advisor Groups (e.g. School Teams). If you have set up Advisor Groups, you can assign students to them here.
Defined Characters	Special "earmarks" for students. If you have used them in the past, you can assign a Defined Character for the student as per your use of the characters.

Click **OK** once Done!

STEP 4: LINKING SIBLINGS (IF APPLICABLE)

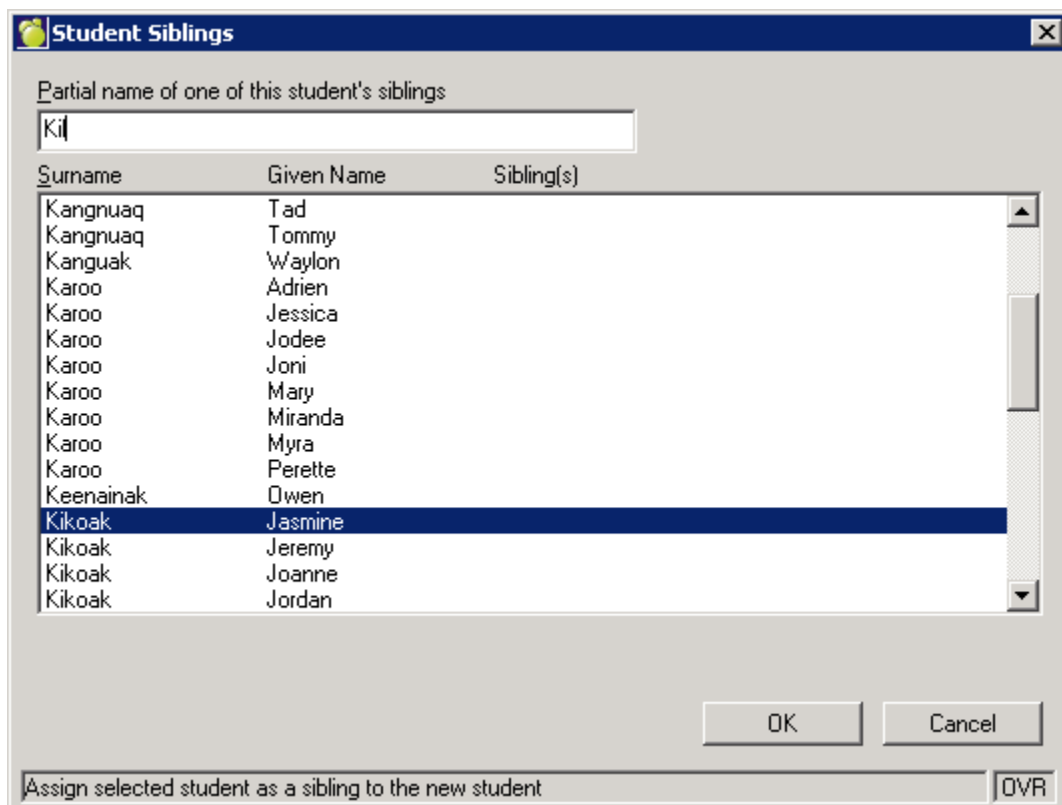
After completing the form and clicking **OK**, the system will ask if the student has any siblings in the school, allowing you to link them. Linking siblings will link their address so that you only have to fill in the information for one sibling and the other one gets updated automatically. If the siblings do not live in the same address, then you should not link them.

If the student has sibling's in the school click **Yes**:



A dialog box titled "Student Siblings" with a question mark icon. The text inside asks, "Does this student have any siblings attending this school?". At the bottom, there are two buttons: "Yes" and "No".

Next, select the sibling by searching on their last name – type partial name in the box and a list will appear below. Once you locate the sibling's name in the list, highlight it as shown and click **OK**.



A dialog box titled "Student Siblings" with a search bar and a list of siblings. The search bar contains the text "Ki". Below the search bar is a table with three columns: Surname, Given Name, and Sibling(s). The table lists several siblings, with "Kikoak Jasmine" highlighted. At the bottom, there are "OK" and "Cancel" buttons. A status bar at the very bottom says "Assign selected student as a sibling to the new student" and "OVR".

Surname	Given Name	Sibling(s)
Kangnuaq	Tad	
Kangnuaq	Tommy	
Kanguak	Waylon	
Karoo	Adrien	
Karoo	Jessica	
Karoo	Jodee	
Karoo	Joni	
Karoo	Mary	
Karoo	Miranda	
Karoo	Myra	
Karoo	Perette	
Keenainak	Owen	
Kikoak	Jasmine	
Kikoak	Jeremy	
Kikoak	Joanne	
Kikoak	Jordan	

STEP 5: VIEW THE NEW STUDENT RECORD

Finally, whether you added siblings or not, the new **Student Record** is opened as shown below. At this point you should at least visit the **Family/Contacts** tab and fill in student and family contact information.

The screenshot shows a software window titled "Student Records - Kilabuk, Jayzee". The window has a menu bar with "File", "View", and "Help". On the left, there is a sidebar with the student's name "Kilabuk, Jayzee" and several fields: "Letters: KXX", "9000078", "Status: Next Year Only", "Home School: Yes", "GN Student ID:", a "No Picture" placeholder with a link to add a picture, "Birthdate: 5/15/2006", "Age: 7 + 0", "Gender: Male", "Grade: K", "Def. Chars:", "Homeroom: Not Assigned", and "Ethnicity: Inuit". The main area has a tabbed interface. The "Assessments" tab is active, showing sub-tabs: "Exams", "Choices", "Notepads", "Custom Fields", "Transportation", "Library", "Discipline", and "Locker". Below these are more tabs: "Biographics", "Family/Contacts", "Emergency", "Enrolment", "Attendance", "History", "Timetable", and "Achievement". The "Family/Contacts" tab is selected, displaying sections for "Mailing Address", "Parents", "Emergency", "Custody" (with fields for Special Custody, Custodian, Lives With, and Legal Guardian, all set to "None"), "This Year" (with fields for Homeroom, Advisor Group, and Grade, all set to "Not Assigned", "K"), and "Next Year" (with similar fields, also set to "Not Assigned", "K"). At the bottom of the main area are buttons for "Name", "Custody", "Print", and "Edit". The status bar at the bottom right shows the date "5/17/2013" and time "12:07 PM".

Once you click the [x] to close the above window, the system will ask you if you want to add another student. If you are in the process of adding more students, click **Yes**. Otherwise click **No**.

The screenshot shows a small dialog box titled "Add Student". It contains a question mark icon and the text "Add another student?". At the bottom, there are two buttons: "Yes" and "No".