

Enrollments (Arizona)

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The Enrollment tool displays all occurrences of a student’s enrollment in the district. Because this is an historical view, this list could be long.

By default, enrollments are first sorted by grade level and sorted by enrollment start date second. To reorder the list of enrollments, click the blue headers in the Enrollments Editor list. The list of enrollments can be sorted by Grade, Calendar, Start Date or End Date.

See the core [Enrollments](#) article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Enrollment records.

General Enrollment Information

Under General Enrollment Information, both the *Start* and *End Status* fields are unique to the state of Arizona. These fields are further described below. All other fields in General Enrollment Information do not require unique, state-specific data. However, many of these fields are required and data entry in these fields is necessary. For more information on these fields, see the [Enrollments](#) article.

The screenshot shows the 'General Enrollment Information' editor form. It includes the following fields and controls:

- Calendar:** 2021 - High School
- Schedule (read only):** Main (dropdown)
- *Grade:** 09 (dropdown)
- Class Rank Exclude:**
- External LMS Exclude:**
- *Start Date:** 08/05/2020 (calendar icon)
- No Show:**
- End Date:** (calendar icon)
- End Action:** (dropdown)
- *Service Type:** P: Primary (dropdown)
- *Local Start Status:** Select a Value (dropdown)
- Local End Status:** Select a Value (dropdown)
- State Start Status:** (dropdown)
- State End Status:** (dropdown)
- Start Comments:** (text area)
- End Comments:** (text area)

General Enrollment Information Editor

Start Status (Local and State)

The Start Statuses indicates the reason for beginning the student enrollment, whether entering the

school or district or continuing on from another grade. When creating an enrollment for a student, students must have a Start Date and a Start Status. An enrollment cannot be saved without an entry in these fields.

When a Local Start Status value is selected, the correlating State Start Status is auto-filled. State Start Statuses can only be modified by selecting a different Local Start Status.

For additional guidance in setting up Start Statuses, please see the [Enrollment \(System Administration\)](#) article.

The values in the State Start Status field are automatically mapped to Arizona defined values. Please consult your district Ed-Fi administrator for any variations of these mapped values.

▶ [Click here to expand...](#)

Start Date

The date on which the student enrollment begins. Enrollments *must* have a start date.

▶ [Click here to expand...](#)

End Status (Local and State)

The End Status, referred to as Exit/Withdrawal Status in Arizona, indicates the reason a student has ended their enrollment with their current school. Population of this field is only required if the student is withdrawing from the school and is NOT planning to attend the same school the following year.

When a Local End Status value is selected, the correlating State End Status is auto-filled. State End Statuses can only be modified by selecting a different Local End Status.

For additional guidance in setting up End Statuses, please see the [Enrollment \(System Administration\)](#) article.

It is important to note that this status will NOT report if either of the following fields are populated: [Graduation \(Year End Status\)](#) OR [End Action](#). If the [Graduation \(Year End Status\)](#) or [End Action](#) fields are not populated, users MUST populate the End Status field.

The values in the State End Status field are automatically mapped to Arizona defined values. Please consult your district Ed-Fi administrator for any variations of these mapped values.

▶ [Click here to expand...](#)

End Date

The date of the first day after the date of an individual's last attendance at a campus (if known), the day on which an individual graduated, or the date on which it becomes officially known that an individual left school. In Arizona, this is referred to as the Exit/Withdraw Date.

▶ [Click here to expand...](#)

End Action

The End Action field, referred to as Grade Exit in Arizona, is used when a student changes grade levels within the same school. Use this field for students who are enrolling in the same school the following year and are changing grade levels. The student is NOT withdrawing from school.

The End Action Status reports only if **Graduation (Year End Status)** is NOT populated. If End Action IS populated, it is important to know that the **End Status** does NOT report.

▶ [Click here to expand...](#)

No Show

A no show student is defined as a student who is enrolled in the school but never attends class and does not officially withdraw from the school. These enrollment records are ended after a certain number of school days, depending on district and/or state policy.

▶ [Click here to expand...](#)

State Reporting Fields

Data entries made in the State Reporting Fields section of the Enrollments tool are unique to the state of Arizona and may directly affect the way students are reported to the state department of education.

Updates to State Reporting fields will overwrite previously entered data. To preserve this historical information, create a new Enrollment record when changes are needed. Deleting an Enrollment record is NOT recommended.

State Reporting Fields

***Local Service Type**

Attendance Type

Withdrawal Reason

Previous School State

Previous LEA (Charter)

Resident School

State Exclude

Graduation (Year End Status)

Serving District

Total CTE Hours

Total CC CTE Credits

Effective Date	Resident District	FTE	Tuition Payer	Special Enrollment
<input type="text" value="09/06/2022"/>	<input type="text" value="Chandler Unified Sc(070280000)"/>	<input type="text" value="100%"/>	<input type="text" value="1: Normal"/>	<input type="text"/>
* <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

State Reporting Fields Enrollments Editor

Local Service Type

Local Service Type, referred to as Membership Type in Arizona, indicates the degree of responsibility for managing a student’s curriculum.

The values in the Local Service Type field are automatically mapped to Arizona defined values. Please consult your district Ed-Fi administrator for any variations of these mapped values.

▶ [Click here to expand...](#)

State Exclude

Mark this option to exclude a student from Arizona reports and resources. Please see below for a list of reports/resources that recognize the State Exclude option for a student.

▶ [Click here to expand...](#)

Attendance Type

Attendance Type is typically assigned to a Calendar. If the student has a different Attendance Type than the Calendar in which they are enrolled, enter the Attendance Type for the student here.

The Attendance Type entered here is the value that will report. If left blank, the Attendance

Type assigned to the Calendar in which the student is enrolled, will report.

▶ [Click here to expand...](#)

Withdrawal Reason

Only used when the reason for withdrawal from school meets one of the criteria listed in the descriptions below. These fields are available as additional withdrawal reasons outside of Graduation (Year End Status), End Action, And End Status.

▶ [Click here to expand...](#)

Graduation (Year End Status)

Graduation (Year End Status), referred to as Year End Status in Arizona, indicates the Enrollment Exit Status for a student who IS NOT returning to school after this enrollment. Fill out this field when there will not be subsequent enrollments.

If a value is entered in this field, it is important to note that this IS the reported value. Values entered in the [End Status](#) and [End Action](#) fields will NOT report.

▶ [Click here to expand...](#)

Adult ED ID

Adult Ed ID is used only for district-tracking purposes and is not used for state reporting.

▶ [Click here to expand...](#)

Previous School State

Previous School State is used only for district-tracking purposes and is not used for state reporting.

▶ [Click here to expand...](#)

Serving District

Serving District is used only for district-tracking purposes and is not used for state reporting.

▶ [Click here to expand...](#)

Previous LEA (Charter)

The name of the district or charter school the student attended in the previous school year. This field is only used for the Estimated Enrollment Extract and is not used for state reporting.

▶ [Click here to expand...](#)

Resident School

The Resident School field is used to indicate the student's resident school when the student's special education school is not within the resident district.

▶ [Click here to expand...](#)

Enrollment Split Fields

The bottom portion of the State Reporting Fields section houses a group of fields that allow the information to be split from the actual enrollment start and end dates. The user can add a new row when a new date is identified for any of the elements. The Effective Date applies to all elements filled in.

Effective Date	Resident District	FTE	Tuition Payer	Special Enrollment
08/05/2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enrollment Split Fields Editor

Resident District

Identifies the district responsible for funding the student's enrollment. Since a student's Resident District could change over a school year, all changes should be captured as a separate split-field row.

▶ [Click here to expand...](#)

FTE

The Full Time Equivalency (FTE) field identifies the percentage that the student is enrolled. Since a student's percentage could change over a school year, all percentage changes should be captured as a separate split-field row.

▶ [Click here to expand...](#)

Tuition Payer

Indicates how the membership is being funded.

The values in the Tuition Payer field are automatically mapped to Arizona defined values. Please consult your district Ed-Fi administrator for any variations of these mapped values.

▶ [Click here to expand...](#)

Special Enrollment

This field is used conditionally for students with a special enrollment. Most students will not have a Special Enrollment Code and the field will be left blank.

▶ [Click here to expand...](#)
