

Instructions on adding NEW students (students who need numbers for the first time)...

Type ADD in the student id field (on S313).

Go to S301 or prompt with F4 (as the screen instructs) -- (so you can alpha search to see if this student has ever been here before).

When you are returned to S313 (from S301 or the prompt), you will have a number that has been "generated" for you.

This number will always start with our district number "32".

Type the student information as you always have...

If the student provided a Social Security Number, then enter it in the SSN field.

If there is NOT a Social Security Number, then enter all zeros in the SSN field.

LEAVE (or make) THE EXTERNAL ID FIELD AND THE ALIAS FIELD **BLANK**.

When you hit the enter key later to add the record, these fields will be filled in for you.

Instructions for adding SSN to existing student record

If you have a student who has been here for a while, who did not originally give a SSN--

And then you get a SSN on him--

Enter the SSN, blank out the external id and hit enter.

Leave the Alias alone--the alias should never change