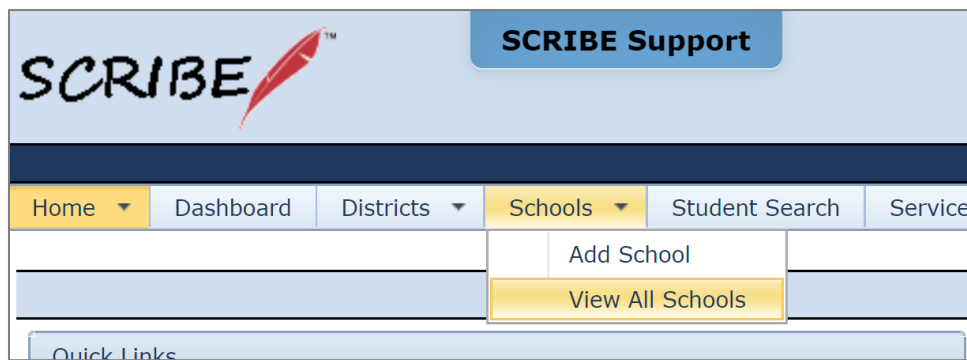# How to Enroll a Student Manually

A student must be enrolled in (added to) SCRIBE whenever they enroll in a school served by the GEAR UP grant, transfer schools within the GEAR UP grant and at the beginning of each school year. Keeping enrollment current is important because it can affect the reliability of associated records like grades, participation, attendance, etc.

Students can be enrolled in SCRIBE manually and through an import. Enrolling students manually is best used for a handful of students, typically those who transfer into a school mid-term. However, for enrolling a large group of students, especially at the start of the school year or term, it is typically more efficient to enroll them all at once through a student enrollment import. See How to Enroll a Student via Import on the SCRIBE Help Desk for more information.

Watch the Video: How to Enroll a Student Manually that corresponds to this tutorial.

Enroll a Student

1. From the SCRIBE main menu, click **Schools** > **View All Schools**.

2. Click **View** next to the school where you want to enroll the student.

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3. Click on the **Students** tab. Students enrolled in this school for the current school year, if any, will be displayed in the Student List.

TIP: Click the grey circle next to **Search** to uncover the Search Box. Confirm the School Year is the correct school year for which you want to enroll the student. If not, select the correct school year from the dropdown menu and click the **Search** button at the bottom of the box.

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4. Click **Add** to add a new student.

5. Enter the student's **Student ID**. Click **Next**.

Note on Student ID: The Student ID is the unique identifier SCRIBE uses to identify each student in the grant. It is important to enter the correct student ID when enrolling students and use the same student ID for the entire time the student is in the GEAR UP grant so that all records associated with that student will remain in the same student file.

You cannot edit a student ID once the student has been enrolled. Contact your data team or your Xcalibur contact if you entered an incorrect student ID or have questions about which ID to use.

6. SCRIBE will search for the student ID in the database to see if it already being used by another student.

    a. If the Student ID does not match a student already enrolled in SCRIBE, you will need to create the student record. Enter the student's **First Name** and **Last Name** in the Demographics box and select a **Grade Level** from the dropdown menu in the Enrollment box (located near the bottom of the page). Those three fields are required to enroll a student, all other fields are optional. Enter any other available data for the student (e.g., gender, ethnicity, etc.).

    Click **Save**.

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School Name: West Beverly High School   **School Year:** 2019 - 2020

There were no matches found for the Student ID you entered on the previous screen. You can click the previous button to search for another Student ID or you can enter demographic information for the new student, select a grade level to enroll the new student and then click the save button to save.

Demographics

Student ID: 567321 *

First Name: _____ *   **Middle Name:** _____

Last Name: _____ *   **Suffix:** _____

Gender: ○ Male ○ Female ● Unknown   **Birthdate:** _____

Ethnicity:
- ☐ 2 or More Races   ☐ Hispanic or Latino
- ☐ American Indian or Alaskan Native ☐ Native Hawaiian or other Pacific Islander
- ☐ Asian   ☐ White
- ☐ Black or African American

Primary Language Spoken at Home: --- Select One --- ▼

If Other, specify: _____

Father's Highest Level of Education: --- Select One --- ▼

Mother's Highest Level of Education: --- Select One --- ▼

Household Income: _____

Address

Address 1: _____

Address 2: _____

City: _____

State: --- Select One --- ▼

Postal Code: _____

Ward: _____

Contact

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Other Phone Name: _____

Other Phone Num: _____

Email Address: _____

Other Email Address: _____

Programs

	Program	First Year in Program	Last Year in Program	Entry Date	Exit Date
☐	GEAR UP	--- Select On ▼	--- Select On ▼		
☐	Talent Search	--- Select On ▼	--- Select On ▼		
☐	EIP	--- Select On ▼	--- Select On ▼		
☐	Upward Bound	--- Select On ▼	--- Select On ▼		
☐	Outreach	--- Select On ▼	--- Select On ▼		

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Student Record

Student Release Form Status:	--- Select One --- ⌄
Texting Consent Form Status:	--- Select One --- ⌄
Research Assent Form Status:	--- Select One --- ⌄
Research Consent Form Status:	--- Select One --- ⌄
Photo/Media Permission:	○ Yes ○ No ⦿ Unknown
Morning Bus:	
Evening Bus:	
21st Century Certificate:	○ Yes ○ No ⦿ Unknown
Career Preference:	
Date of Career Preference:	⌄
Completed High School:	○ Yes ○ No ⦿ Unknown
Applied to 2 Year Institution:	○ Yes ○ No ⦿ Unknown
Applied to 4 Year Institution:	○ Yes ○ No ⦿ Unknown
Enrolled In 2 Year Institution:	○ Yes ○ No ⦿ Unknown
Enrolled In 4 Year Institution:	○ Yes ○ No ⦿ Unknown
Joined Armed Forces:	○ Yes ○ No ⦿ Unknown
Joined Work Force:	○ Yes ○ No ⦿ Unknown
Expected High School Graduation Date:	⌄
FAFSA Submission Date:	⌄
Estimated Family Contribution:	
High School Graduation Date:	⌄

Enrollment

Grade Level:	--- Select One --- ⌄ *
School-Student Id:	
Reduced-Price Lunch:	○ Yes ○ No ○ Unknown
ESL?:	○ Yes ○ No ○ Unknown
ELP:	--- Select One --- ⌄
IEP?:	○ Yes ○ No ○ Unknown
Is Eligible for ACT Fee Waiver:	○ Yes ○ No ○ Unknown
Homeless?:	○ Yes ○ No ○ Unknown
In Foster Care?:	○ Yes ○ No ○ Unknown
On-Track to Graduate High School?:	○ Yes ○ No ○ Unknown
Student Pathway:	⌄
Entry Code:	--- Select One --- ⌄
Entry Date:	⌄
Entry Note:	

* - Required Field

Previous Save Cancel

Now the student will appear in the Student List for the school and they can have grades, participation, attendance, etc. assigned to them.

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b. If the student ID entered matches the student ID of a previously or currently enrolled student, the student's name and demographic information will be automatically populated.

Select the **Grade Level** from the dropdown menu. Select Yes for **Is Primary School?** Verify and/or correct information as needed.

Click **Save**.

SCRIBE Home > School List > School Details > **Add Student**

School Name: Bayside Middle School   School Year: 2019 - 2020

> Another student was found in the system with the same ID. ID's are required to be unique. You can transfer this existing student by selecting the grade level of the student enrolling and specifying whether this new school is student's primary school or not and then clicking the save button. To go back and enter a different ID click the previous button.

Id: 432124
Name: Banner , Bruce
Birthdate: 12/18/2004
Home Phone:
Address: 1962 Incredible Ave.

Grade Level: --- Select --- ✔ *
Is Primary School? ○ Yes ○ No *
School-Student Id:
Reduced-Price Lunch: ○ Yes ⦿ No ○ Unknown
ESL?: ○ Yes ⦿ No ○ Unknown
ELP: --- Select --- ✔
IEP?: ⦿ Yes ○ No ○ Unknown
Is Eligible for ACT Fee Waiver: ○ Yes ○ No ⦿ Unknown
Homeless?: ⦿ Yes ○ No ○ Unknown
In Foster Care?: ⦿ Yes ○ No ○ Unknown
On-Track to Gradudate High School?: ○ Yes ○ No ⦿ Unknown
Student Pathway: ✔
Entry Code: --- Select --- ✔
Entry Date:
Entry Note:
Exit Code: --- Select --- ✔
Exit Date:
Exit Note:

Student Enrollment History

School Name	School Year	Grade	Is Primary School?
West Beverly High School	2019 - 2020	12	Yes

[Previous] [Save] [Cancel]

Now the student will appear in the Student List for the school and they can have grades, participation, attendance, etc. assigned to them.

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a. If the student ID entered matches the student ID of a student currently enrolled in the same school, a message saying so will appear.

If you think you received this message in error and this is not the student you wanted to enroll in SCRIBE, click **Previous** to return to the previous screen and reenter the student ID.

Click **Cancel** to return to the Student List.

SCRIBE Home > School List > School Details > **Add Student**

School Name: West Beverly High School   **School Year:** 2019 - 2020

Another student was found in the system with the same ID. ID's are required to be unique. You can transfer this existing student by selecting the grade level of the student enrolling and specifying whether this new school is student's primary school or not and then clicking the save button. To go back and enter a different ID click the previous button.

Id: 123456
Name: Danvers , Carol
Birthdate: 10/4/2000
Home Phone: 316-999-9999
Address: 123 Kree St. Apt. 2

Student is already enrolled at West Beverly High School for 2019-2020.
Click "Previous" to change your search criteria or "Cancel" to exit.

Student Enrollment History

School Name	School Year	Grade	Is Primary School?
West Beverly High School	2019 - 2020	12	Yes
Bayside Middle School	2018 - 2019	7	Yes
Bayside Middle School	2017 - 2018	7	Yes

Previous   Save   Cancel

How to Enroll a Student Manually

Notes on Student Enrollment

a. Students must be enrolled in SCRIBE:

   i. **at the beginning of each school year** – student enrollment does not automatically "roll over" in SCRIBE from one school year to the next. Students must be enrolled in SCRIBE at the beginning of each school year. Check with your data team to see when they enroll students at the beginning of each school year. This is typically done through an import.

   ii. **when they transfer into a school in the grant from a school not in the grant** – check with your data team to see how frequently they ask for updated student enrollment lists from the schools/districts and how frequently the student enrollment in SCRIBE is updated.

   You may find that you need to enroll a student manually in SCRIBE if they have transferred mid-term, especially if you need to assign participation or other data for that student.

   iii. **when they transfer between schools within the grant** – students must be "exited" from one school and enrolled in the new school. It is important to keep the student enrollment up to date so that the school rosters reflect the correct enrollment. This makes it easier for data entry and tracking students if they are enrolled in the correct school.

   See Deleting vs. Exiting Students for more information on how to do both and the differences between the two.

b. SCRIBE users with the proper permissions can edit a student's demographic information manually or by importing a Student Update Import.

Additional Resources

Video: How to Enroll a Student Manually
How to Enroll a Student via Import
How to Import a Student Update
How to Edit Student Demographics Manually
Deleting vs. Exiting Students

Log into the SCRIBE Help Desk using your SCRIBE log in.