



Chancery SMS

Registrar Training

(Part 3)

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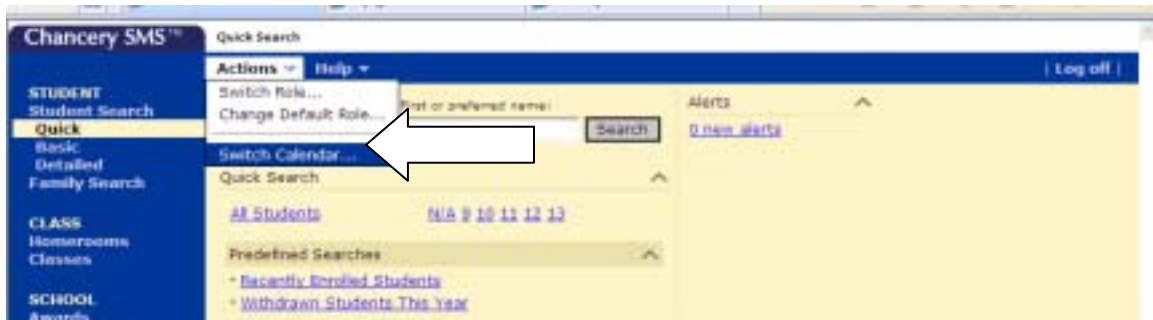
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Switching from Active to Planning Calendar

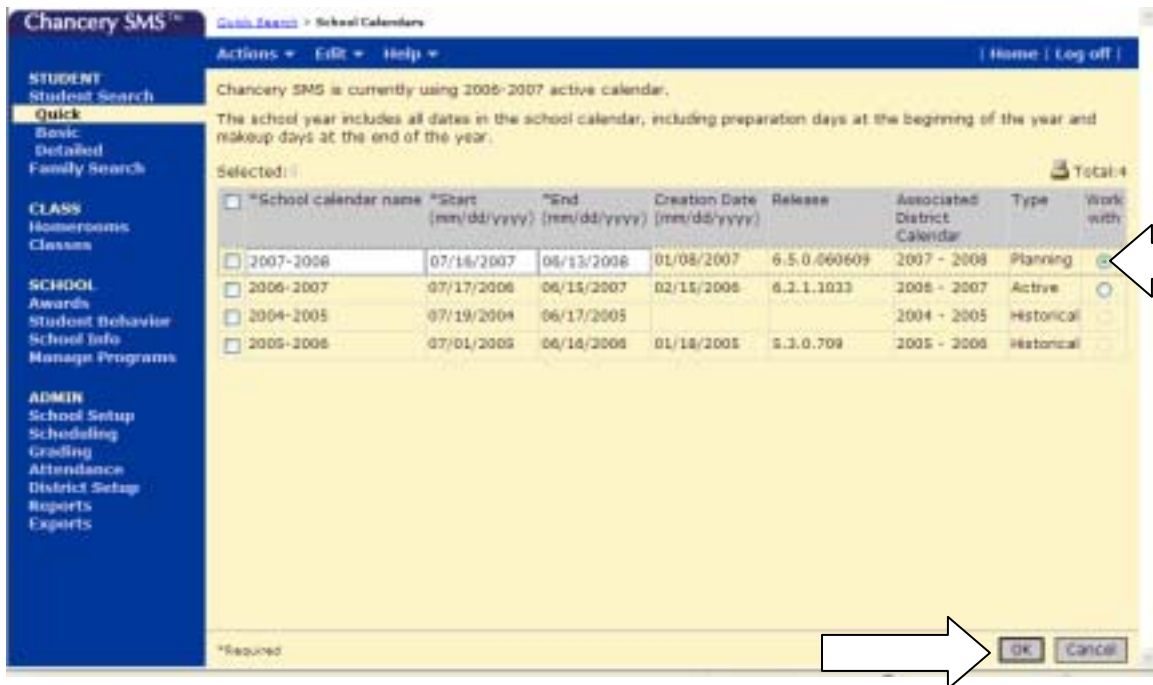
Chancery has a Planning Calendar and an Active Calendar. The Active Calendar is the current year and the Planning Calendar is for the next school year. As the word “Planning” implies, use the Planning Calendar for next year preparation.

To switch from the Active Calendar to the Planning Calendar:

1. From the homepage, go to **Actions**.
2. Select **Switch Calendar**.



3. Select the radio button for Planning Calendar under the **Work with** column.
4. Click **OK**.



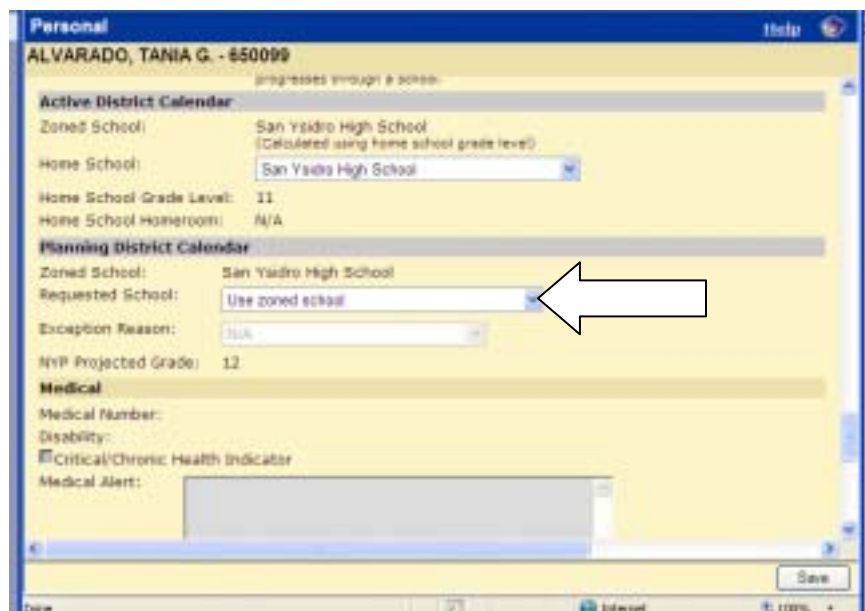


Importance of the Enrollment Date and Home School when the Planning Calendar Exists

In Chancery, the Active Calendar is the current school year and the Planning Calendar is the next school year. Chancery has an automated process that promotes the student from the Active Calendar into the Planning Calendar. (Example: A 7th grader in the Active Calendar will be promoted automatically to the Planning Calendar as an 8th grader).

There are two factors that affect the promotion of the student to the Planning Calendar: the Home School and the Enrollment Date.

Home School in Chancery is the current primary school of enrollment. If a Home School exists, do not change it. SUHSD Support Copy is a valid home school for our district. If you change the Home School, you can jeopardize losing the enrollment for your student. Select your school as the Home School when enrolling a brand new student in the district. If the student belongs to a different zone and you would like them to promote to your school in the Planning Calendar, select your school in the Requested School dropdown of the Planning District Calendar panel instead of the default Use Zoned School. (See screenshot below)



Also whenever the Planning Calendar exists, use the date 07/01 when enrolling a student for the next school year. It's very important to use the correct date; the enrollment date will have a direct effect on how the student is promoted. For example, if your intention is to enroll a 7th grader for next year, enroll the student with an enrollment date of 07/01 because if a 7th grader is enrolled with an enrollment date before the start of the district's Planning Calendar, the student will be enrolled as a 7th grade in the Active Calendar and promoted as an 8th grader to the Planning Calendar. (See screenshot for the Enrollment Date)

The screenshot shows an enrollment form for a student named AMBRIZ, ALEXIS M. with ID 662836. The form is titled "Enrollment" and has a blue header. On the left side, there are buttons for "OK" and "Cancel". The form fields are as follows:

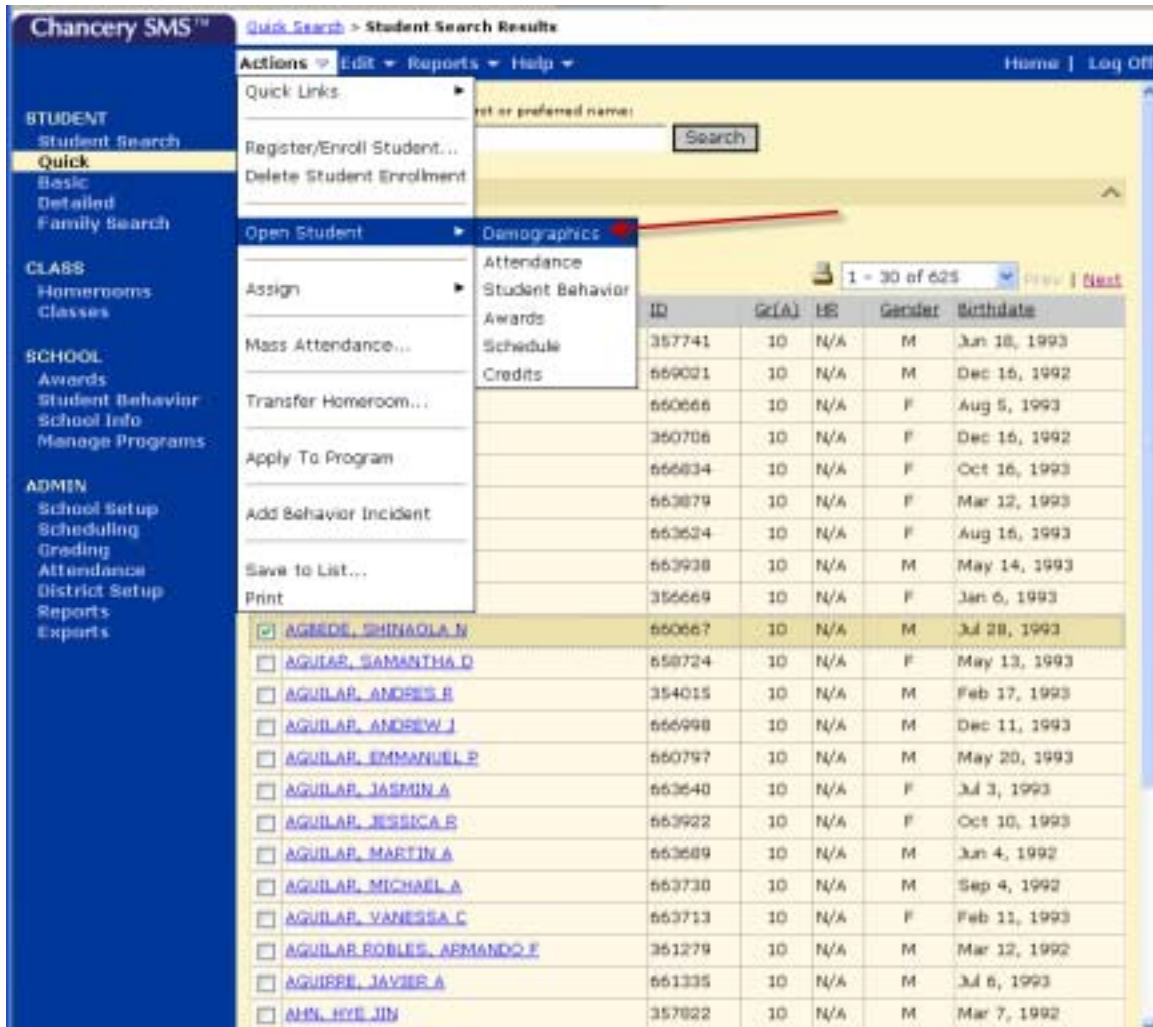
- Home School: Castle Park Middle School
- +Date (mm/dd/yyyy): 02/08/2007 (indicated by a white arrow)
- +Status Code: Enrolled
- +Grade: 08
- Zoned School: N/A
- +School of Enrollment: Castle Park Middle School
- Exception Reason: Homeless
- Distance from School: (miles)
- Home address is in school's area
- Comment: (empty text area)
- Secondary Enrollment
- Interdistrict Transfer
- District of Residence: N/A

An "Update" button is located to the right of the Zoned School field.

Assigning a Counselor to a Student

After enrolling the student to the school, you can now assign the counselor code to the student. To assign the counselor code, complete the following steps:

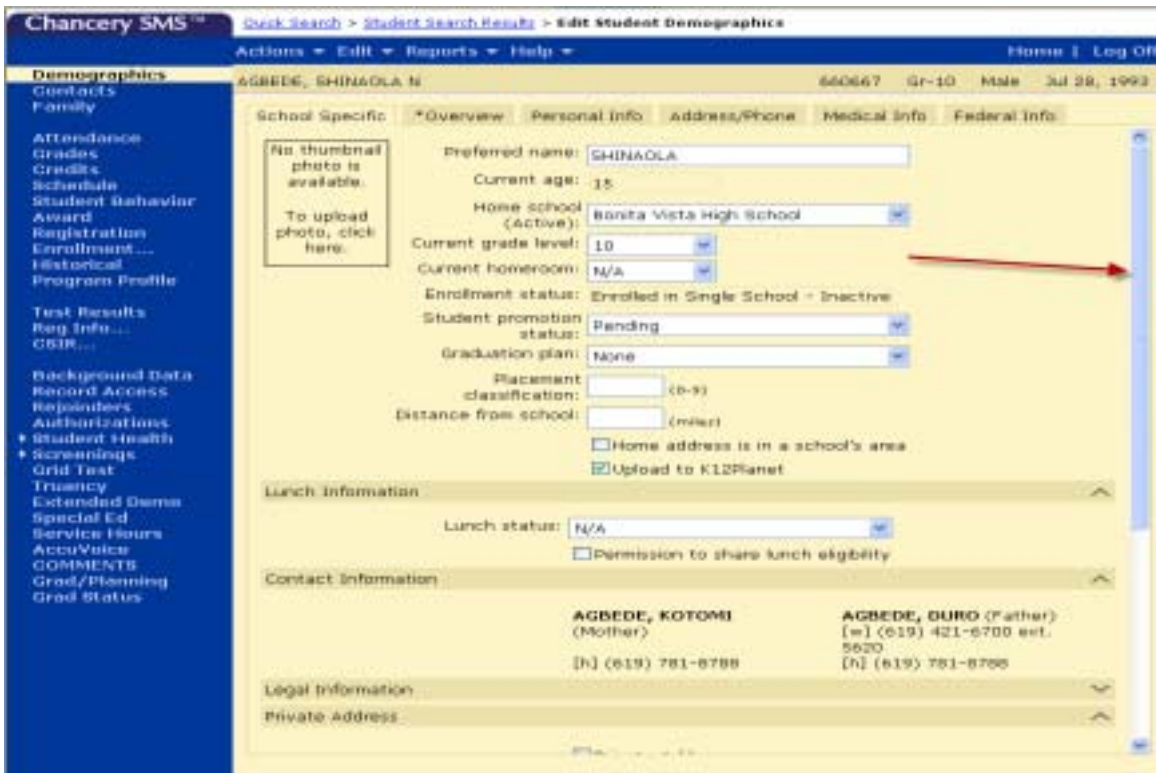
1. Select the student by clicking on the check box beside the student's name. From **Actions**, select **Open Student** and select **Demographics**.



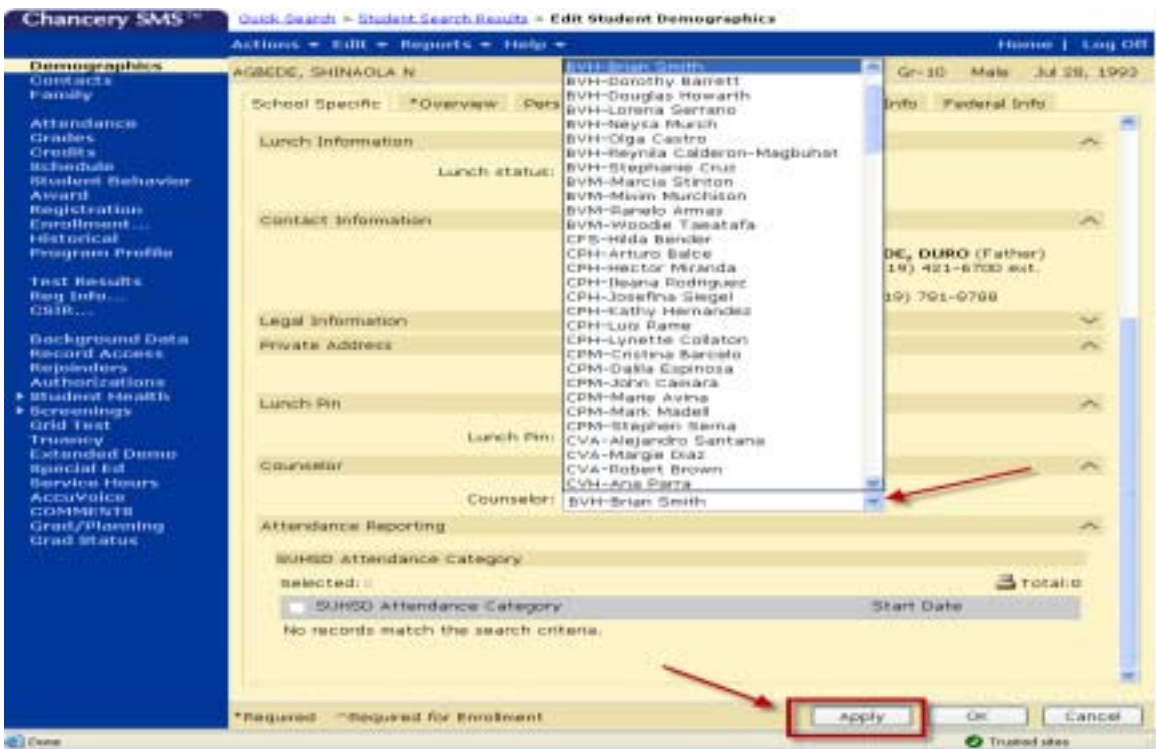
The screenshot shows the Chancery SMS interface. On the left is a navigation menu with categories: STUDENT, CLASS, SCHOOL, and ADMIN. The 'STUDENT' section is expanded to show 'Quick', 'Basic', 'Detailed', and 'Family Search'. The 'Quick' option is selected. The main area displays 'Student Search Results' with a search bar and a table of students. The student 'AGBIDE, SHINAOLA N' is selected, indicated by a checked checkbox. A red arrow points to the 'Demographics' option in the 'Open Student' dropdown menu. The table below shows the following data:

ID	Gr(A)	SE	Gender	Bthdate	
357741	10	N/A	M	Jun 18, 1993	
669031	10	N/A	M	Dec 16, 1992	
660666	10	N/A	F	Aug 5, 1993	
350706	10	N/A	F	Dec 16, 1992	
666834	10	N/A	F	Oct 16, 1993	
663879	10	N/A	F	Mar 12, 1993	
663634	10	N/A	F	Aug 16, 1993	
663938	10	N/A	M	May 14, 1993	
356669	10	N/A	F	Jan 6, 1993	
<input checked="" type="checkbox"/> AGBIDE, SHINAOLA N	660667	10	N/A	M	Jul 28, 1993
<input type="checkbox"/> AGUIAR, SAMANTHA D	658724	10	N/A	F	May 13, 1993
<input type="checkbox"/> AGUILAR, ANDRES B	354015	10	N/A	M	Feb 17, 1993
<input type="checkbox"/> AGUILAR, ANDREW J	666998	10	N/A	M	Dec 11, 1993
<input type="checkbox"/> AGUILAR, EMMANUEL P	660797	10	N/A	M	May 20, 1993
<input type="checkbox"/> AGUILAR, JASMIN A	663640	10	N/A	F	Jul 3, 1993
<input type="checkbox"/> AGUILAR, JESSICA B	663922	10	N/A	F	Oct 10, 1993
<input type="checkbox"/> AGUILAR, MARTINA	663689	10	N/A	M	Jun 4, 1992
<input type="checkbox"/> AGUILAR, MICHAELA	663730	10	N/A	M	Sep 4, 1992
<input type="checkbox"/> AGUILAR, VANESSA C	663713	10	N/A	F	Feb 11, 1993
<input type="checkbox"/> AGUILAR ROBLES, ARMANDO F	351279	10	N/A	M	Mar 12, 1992
<input type="checkbox"/> AGUIRRE, JAVIER A	661335	10	N/A	M	Jul 6, 1993
<input type="checkbox"/> AMN, HYE JIN	357822	10	N/A	M	Mar 7, 1992

2. On the Demographics page, use the scroll bars to scroll down to the **Counselor** panel.



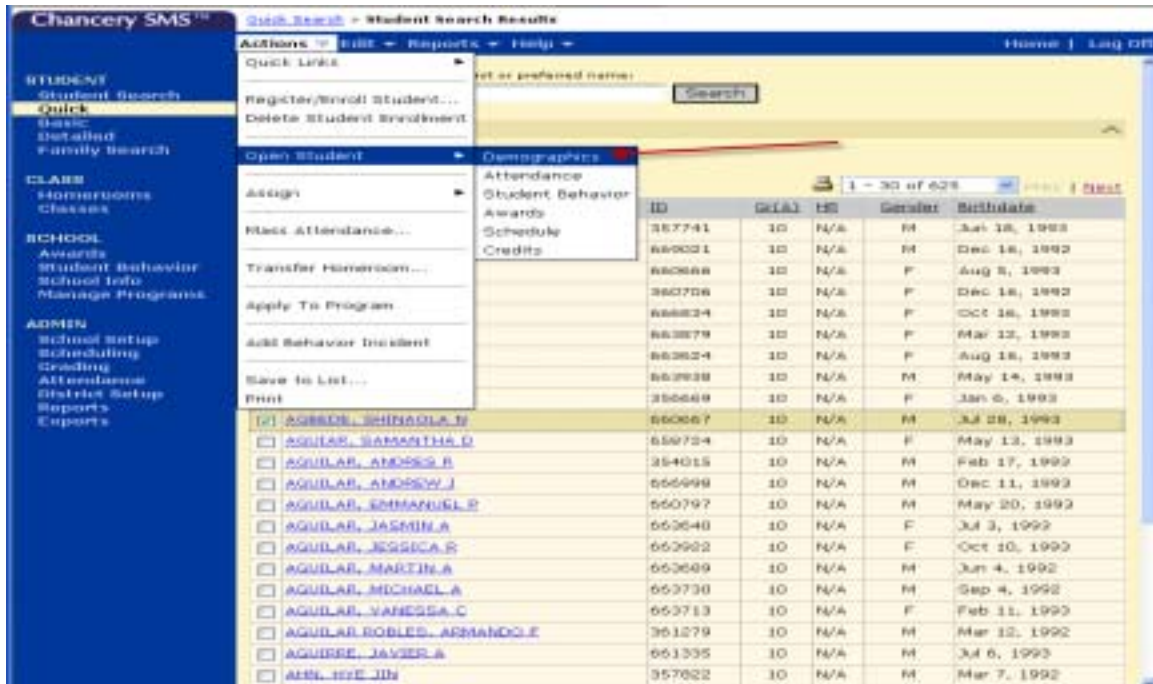
3. In the **Counselor** dropdown, select the Counselor you would like to be assigned for this student.
4. Click **Apply**.



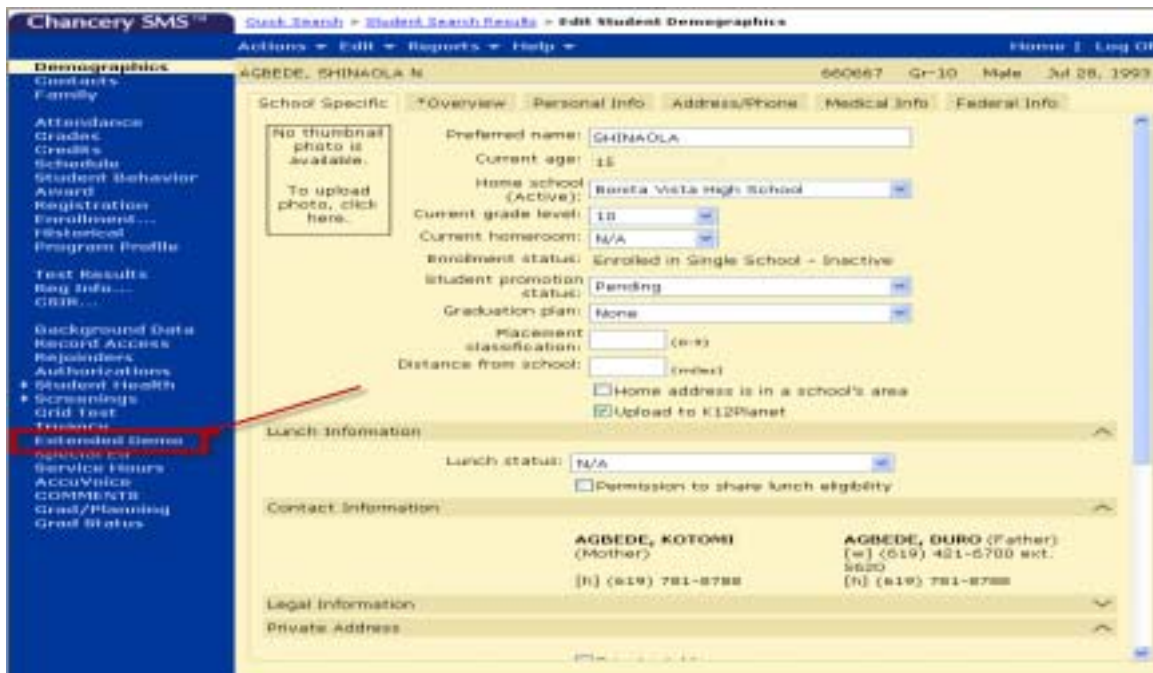
Verifying Student Residency

To verify student residency, complete the following steps:

1. Select the student by clicking on the check box beside the student's name. From **Actions**, select **Open Student** and select **Demographics**.



2. From the **Control Bar**, click **Extended Demographics**.



3. On the Extended Demographics page, use the scroll bar to scroll down to the **Identification** panel.
4. Enter necessary information. (Select the **Residency Requirement Met** check box if residency is met and select **Joint Requirements Met** check box if applicable)
5. Click **Apply**
6. Click **OK**.

Chancery SMS™ Quick Search > Student Search Results > Edit Extended Demographics

AGBEDE, SHENAOLA MORISUKE

Level: Graduate school/post graduate training

Identification

AKA First Name:

AKA Middle Name:

AKA Last Name:

AKA Suffix: Ex: Jr., III...

Name/Address Verification: 5/17/2006 Latest date verified

Verification Type: Gas/Electric

Residency Requirement Met

Joint Residents Name:

Joint Requirements Met

Housing

Dwelling Type: N/A

Other Dwelling Type: if previous is Other

Residential Status: N/A

Other

Student Has Debt

Compact For Success Flag

CTE Programs Completed

CTE Programs Available: Completed: N/A Selected:

Click Applly first. Then Click OK

*Required

Apply OK Cancel

Trusted sites

Editing Student Demographics

To edit student data, complete the following steps:

1. Select the student by clicking on the check box beside the student's name. From **Actions**, select **Open Student** and select **Demographics**.

The screenshot shows the Chancery SMS interface. On the left is a navigation menu with categories: STUDENT, CLASS, SCHOOL, and ADMIN. The 'STUDENT' section is expanded to show 'Quick', 'Basic', 'Detailed', and 'Family Search'. The 'Quick' option is selected. The main area displays 'Student Search Results' with a search bar and a table of student records. A red arrow points to the 'Demographics' option in the 'Open Student' menu.

ID	Gr(A)	HS	Gender	Birthdate	
357741	10	N/A	M	Jun 18, 1993	
669021	10	N/A	M	Dec 16, 1992	
660666	10	N/A	F	Aug 5, 1993	
360706	10	N/A	F	Dec 16, 1992	
666834	10	N/A	F	Oct 16, 1993	
663879	10	N/A	F	Mar 12, 1993	
663824	10	N/A	F	Aug 16, 1993	
663938	10	N/A	M	May 14, 1993	
356669	10	N/A	F	Jan 6, 1993	
<input checked="" type="checkbox"/> AGREDE, SHINOBU N	660667	10	N/A	M	Jul 28, 1993
<input type="checkbox"/> AGUILAR, SAMANTHA D	658724	10	N/A	F	May 13, 1993
<input type="checkbox"/> AGUILAR, ANDRES B	354015	10	N/A	M	Feb 17, 1993
<input type="checkbox"/> AGUILAR, ANDREW J	666998	10	N/A	M	Dec 11, 1993
<input type="checkbox"/> AGUILAR, EMMANUEL P	660797	10	N/A	M	May 20, 1993
<input type="checkbox"/> AGUILAR, JASMIN A	663640	10	N/A	F	Jul 3, 1993
<input type="checkbox"/> AGUILAR, JESSICA B	663922	10	N/A	F	Oct 10, 1993
<input type="checkbox"/> AGUILAR, MARTIN A	663689	10	N/A	M	Jun 4, 1992
<input type="checkbox"/> AGUILAR, MICHAEL A	663730	10	N/A	M	Sep 4, 1992
<input type="checkbox"/> AGUILAR, VANESSA C	663713	10	N/A	F	Feb 11, 1993
<input type="checkbox"/> AGUILAR ROBLES, ARMANDO F	361279	10	N/A	M	Mar 12, 1992
<input type="checkbox"/> AGUIRRE, JAVIER A	661335	10	N/A	M	Jul 6, 1993
<input type="checkbox"/> AHN, HYE JIN	357822	10	N/A	M	Mar 7, 1992

- Select the tab you would like to edit in the Student's Demographics. The six tabs below are in red squares.

Chancery SMS™ Quick Search > Student Search Results > Edit Student Demographics

Actions > Edit > Reports > Help > Home | Log Off

Demographics AGBEDE, SHINAOLA N 660667 Gr-10 Male Jul 28, 1993

School Specific *Overview Personal Info Address/Phone Medical Info Federal Info

No thumbnail photo is available.
To upload photo, click here.

Preferred name: SHINAOLA
Current age: 15
Home school (Active): Bonita Vista High School
Current grade level: 10
Current homeroom: N/A
Enrollment status: Enrolled in Single School - Inactive
Student promotion status: Pending
Graduation plan: None
Placement classification: (0-9)
Distance from school: (miles)
 Home address is in a school's area
 Upload to K12Planet

Lunch Information
Lunch status: N/A
 Permission to share lunch eligibility

Contact Information

AGBEDE, KOTOMI (Mother) [w] (619) 781-8788	AGBEDE, DURD (Father) [w] (619) 421-6700 ext. 5620 [h] (619) 781-8788
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Legal Information
Private Address

*Required ^Required for Enrollment

Apply OK Cancel

Trusted sites

3. If you select the Personal Info tab just click on it.

Chancery SMS™ Quick Search > Student Search Results > Edit Student Demographics

Actions > Reports > Help > Home | Log Off

Demographics AGBEDE, SHINOLA N 660667 Gr-10 Male Jul 28, 1993

School Specific *Overview **Personal Info** Address/Phone Medical Info Federal Info

State number:

Alternate number: 0000550576

Full legal name (if different):

Registration grade level: 07 Grade when entering district. The Registration Grade doesn't change as the student progresses through a school.

Registration status: Registered

Enrolment status: Enrolled in Single School - Inactive

Graduation plan: None

Student type: Fulltime

Year entered 9th grade: (vvs)

Active District Calendar

Zoned school (Active): N/A (Address not valid)

Home school (Active): Bonita Vista High School

Home school grade level (Active): III The student's grade level at their home school (active calendar) or at their single school of enrollment. If the student is not enrolled in a home school or is enrolled in multiple schools of enrollment, manually select the grade level.

Home school homeroom: N/A

Planning District Calendar (For Home School)

Zoned school (Planning): N/A (Address not valid)

Requested school: Use zoned school

Exception reason: N/A

*Required ^Required for Enrollment

Apply OK Cancel

Done Trusted sites

4. After editing the information, click **Apply** and then click **OK**.

Entering Community Service Hours

Community service hours are entered by the Social Science Teacher or the Registrar. To enter community service hours, complete the following steps:

1. Select the student by clicking on the check box beside the student's name. From **Actions**, select **Open Student** and select **Demographics**.

The screenshot shows the Chancery SMS Student Search Results page. The 'Open Student' menu is open, and 'Demographics' is selected. A table of student records is visible below.

ID	Gr(A)	HS	Gender	Birthdate	
357741	10	N/A	M	Jun 18, 1993	
660021	10	N/A	M	Dec 16, 1992	
660066	10	N/A	F	Aug 5, 1993	
360706	10	N/A	F	Dec 16, 1992	
666834	10	N/A	F	Oct 16, 1993	
663879	10	N/A	F	Mar 12, 1993	
663024	10	N/A	F	Aug 16, 1993	
663938	10	N/A	M	May 14, 1993	
356669	10	N/A	F	Jan 6, 1993	
<input checked="" type="checkbox"/> AGREDE, SHINOLA W	660667	10	N/A	M	Jul 28, 1993
<input type="checkbox"/> AGUILAR, SAMANTHA D	658724	10	N/A	F	May 13, 1993
<input type="checkbox"/> AGUILAR, ANDRES B	354015	10	N/A	M	Feb 17, 1993
<input type="checkbox"/> AGUILAR, ANDREW J	666998	10	N/A	M	Dec 11, 1993
<input type="checkbox"/> AGUILAR, EMMANUEL D	660797	10	N/A	M	May 20, 1993
<input type="checkbox"/> AGUILAR, JERMIN A	663640	10	N/A	F	Jul 3, 1993
<input type="checkbox"/> AGUILAR, JESSICA B	663922	10	N/A	F	Oct 10, 1993
<input type="checkbox"/> AGUILAR, MARTIN A	663689	10	N/A	M	Jun 4, 1992
<input type="checkbox"/> AGUILAR, MICHAEL A	663730	10	N/A	M	Sep 4, 1992
<input type="checkbox"/> AGUILAR, VANESSA C	663713	10	N/A	F	Feb 11, 1993
<input type="checkbox"/> AGUILAR DOBLES, ARMANDO F	361279	10	N/A	M	Mar 12, 1992
<input type="checkbox"/> AGUIRRE, JAVIER A	661335	10	N/A	M	Jul 6, 1993
<input type="checkbox"/> AHN, HYE JIN	357822	10	N/A	M	Mar 7, 1992

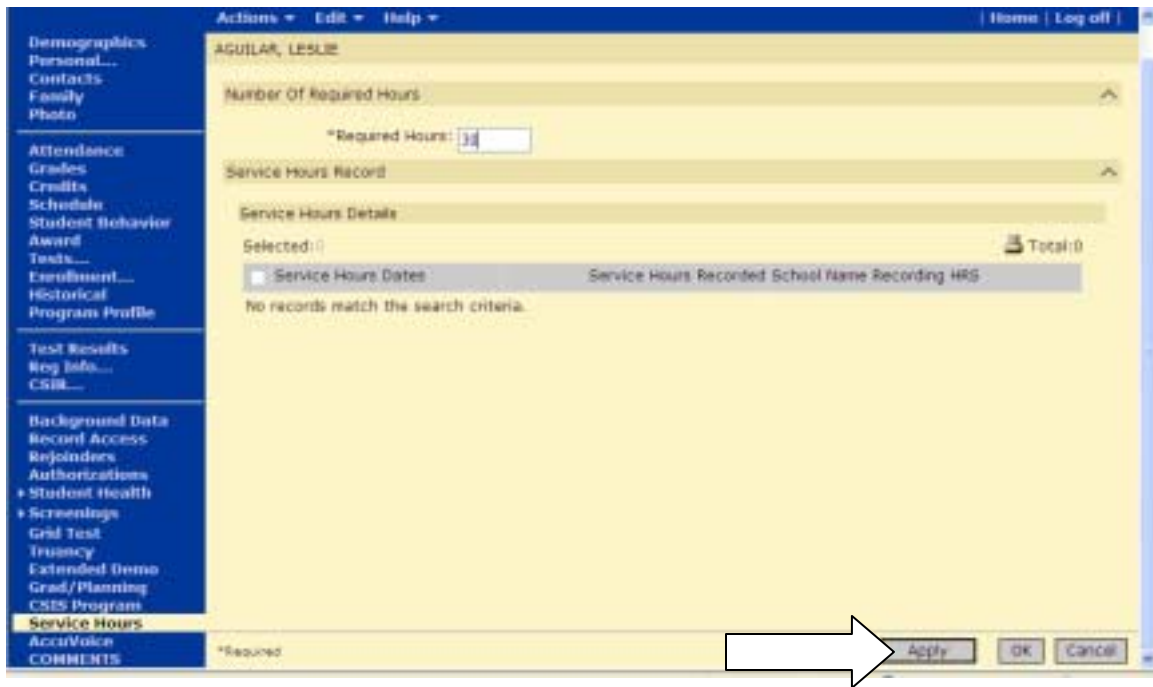
2. Click on **Service Hours** link on the **Control Bar**.

The screenshot shows the 'Edit Student Demographics' page for student SHINAOLA N. The left navigation menu has 'Service Hours' highlighted with a red box and a red arrow pointing to it. The main content area shows student information such as preferred name, current age, home school, and enrollment status. There are several expandable sections like 'Lunch Information', 'Contact Information', and 'Legal Information'.

3. Enter **Required Hours** (if needed.)

The screenshot shows the 'Service Hours' section for student LESLIE AGUTLAR. A white arrow points to the 'Required Hours' input field, which contains the number '1'. Below this is a 'Service Hours Record' table with columns for 'Service Hours Recorded', 'School Name', and 'Recording HRS'. The table is currently empty, showing 'No records match the search criteria.' There are 'Apply', 'OK', and 'Cancel' buttons at the bottom right.

4. Click **Apply**.



5. From **Actions**, select **Add Service Hour Details**.



6. Enter the **Service Hours Dates**, **Service Hours Recorded** and the **School Name Recording HRS**.



7. Click **OK**.

The screenshot shows a web application window with a blue header and a left-hand navigation menu. The main content area is titled 'AGUILAR, LESLIE' and 'Service Hours Details'. The form contains the following fields:

- *Service Hours Dates: 1/6/2007
- *Service Hours Recorded: 0
- School Name Recording: San Ysidro High School

At the bottom right of the form, there are three buttons: 'Apply', 'OK', and 'Cancel'. A white arrow points to the 'OK' button. The left-hand menu includes categories like 'Demographics', 'Attendance', 'Test Results', 'Background Data', and 'Service Hours'.

NOTE: If you need to add more hours, repeat steps 6 to 8.

Viewing a Student's Schedule

To view a student's schedule, complete the following steps:

1. Select the student by clicking on the check box beside the student's name.

NOTE: You can view multiple students in the Scheduling page by selecting multiple students before you open the student schedule.

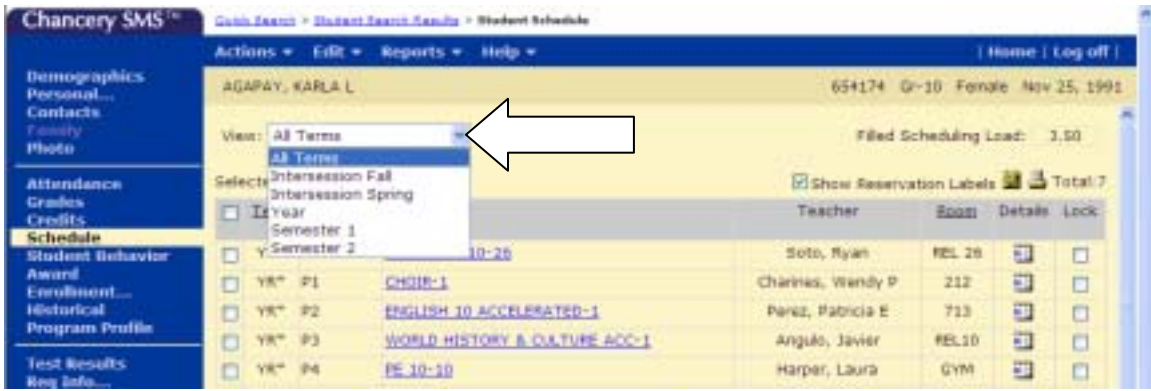
2. From **Actions**, select **Open Student** and then select **Schedule**.

The screenshot shows the Chancery SMS interface. On the left is a navigation menu with categories: STUDENT, CLASS, SCHOOL, and ADMIN. The 'STUDENT' section is expanded to show 'Quick', 'Basic', 'Detailed', and 'Family Search'. The 'ADMIN' section includes 'School Setup', 'Scheduling', 'Grading', 'Attendance', 'District Setup', 'Reports', and 'Exports'. A red arrow points to the 'Scheduling' option in the ADMIN menu.

The main content area is titled 'Quick Search > Student Search Results'. It features a search bar with the text 'First or preferred name:' and a 'Search' button. Below the search bar is a table of student records. The table has columns for 'ID', 'Gr(A)', 'HB', 'Gender', and 'Birthdate'. The first row is highlighted in yellow and has a checkmark in the left margin. A red arrow points to this checkmark. A white arrow points to the 'Open Student' menu, and a red arrow points to the 'Schedule' option within that menu.

ID	Gr(A)	HB	Gender	Birthdate	
357741	10	N/A	M	Jun 18, 1993	
669021	10	N/A	M	Dec 16, 1992	
660666	10	N/A	F	Aug 5, 1993	
360706	10	N/A	F	Dec 16, 1992	
666834	10	N/A	F	Oct 16, 1993	
663879	10	N/A	F	Mar 12, 1993	
663624	10	N/A	F	Aug 16, 1993	
663938	10	N/A	M	May 14, 1993	
356669	10	N/A	F	Jan 6, 1993	
<input checked="" type="checkbox"/> AGBEDE, SHINAOLA N	660667	10	N/A	M	Jul 28, 1993
<input type="checkbox"/> AGUIAR, SAMANTHA D	658724	10	N/A	F	May 13, 1993
<input type="checkbox"/> AGUILAR, ANDRES R	354015	10	N/A	M	Feb 17, 1993
<input type="checkbox"/> AGUILAR, ANDREW J	666998	10	N/A	M	Dec 11, 1993
<input type="checkbox"/> AGUILAR, EMMANUEL P	660797	10	N/A	M	May 20, 1993
<input type="checkbox"/> AGUILAR, JASMIN A	663640	10	N/A	F	Jul 3, 1993
<input type="checkbox"/> AGUILAR, JESSICA R	663922	10	N/A	F	Oct 10, 1993
<input type="checkbox"/> AGUILAR, MARTIN A	663689	10	N/A	M	Jun 4, 1992
<input type="checkbox"/> AGUILAR, MICHAEL A	663730	10	N/A	M	Sep 4, 1992
<input type="checkbox"/> AGUILAR, VANESSA C	663713	10	N/A	F	Feb 11, 1993
<input type="checkbox"/> AGUILAR ROBLES, ARMANDO F	361279	10	N/A	M	Mar 12, 1992
<input type="checkbox"/> AGUIRRE, JAVIER A	661335	10	N/A	M	Jul 6, 1993
<input type="checkbox"/> AHN, HYE JIN	357822	10	N/A	M	Mar 7, 1992

3. Under the **View** dropdown, select the term you would like to see. (The Chancery default display is **All Terms**)



NOTE: If you selected multiple students in step 1, you will have a dropdown list, previous and next links to navigate through the selected student records.



Viewing a Student's Attendance

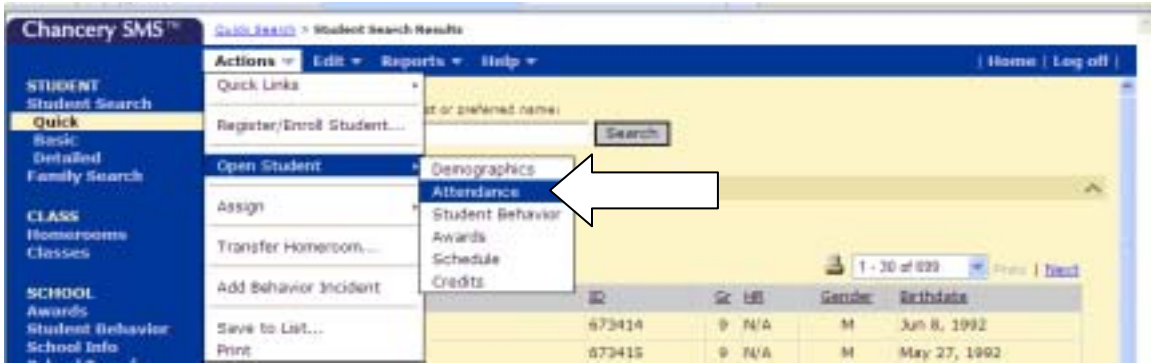
To view a student's attendance, complete the following steps:

1. Select the student by clicking on the check box beside the student's name.

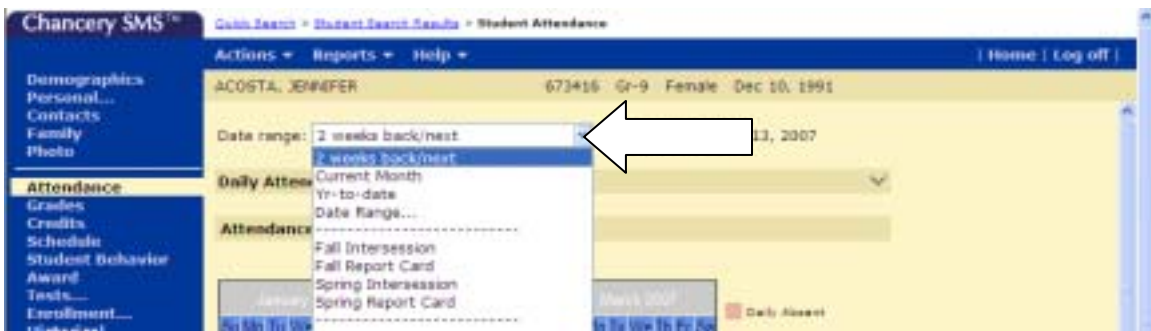


NOTE: You can view multiple students in the Attendance page by selecting multiple students before you open the student attendance.

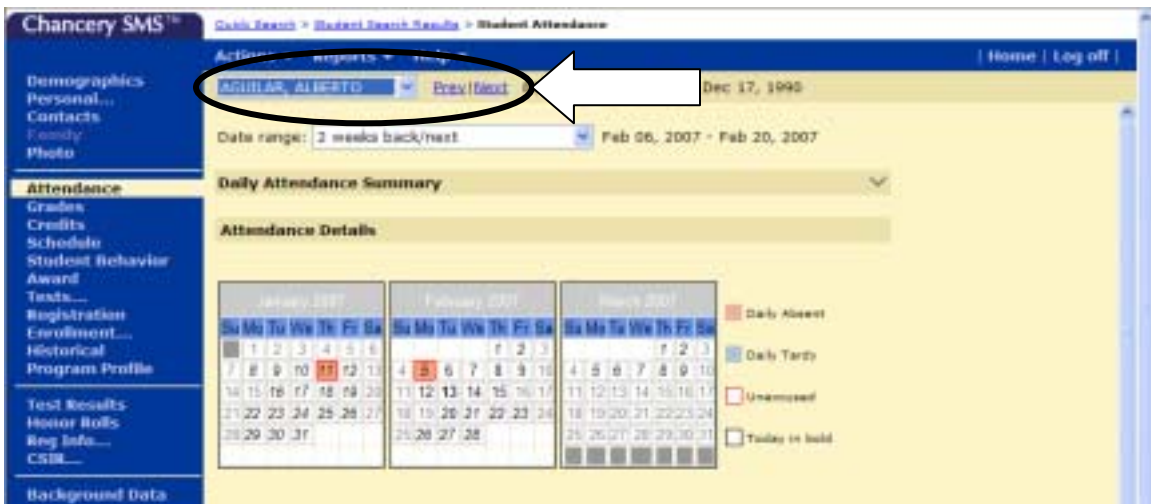
2. From **Actions**, select **Open Student** and select **Attendance**.



3. Under **Date range** dropdown, select desired dates. (The Chancery default view is **2 weeks back/next**, which displays 1 week before and 1 week after the current date.)



NOTE: If you selected multiple students in step 1, you will have a dropdown list, previous and next links to navigate through the selected student records.



Entering Legal Alerts

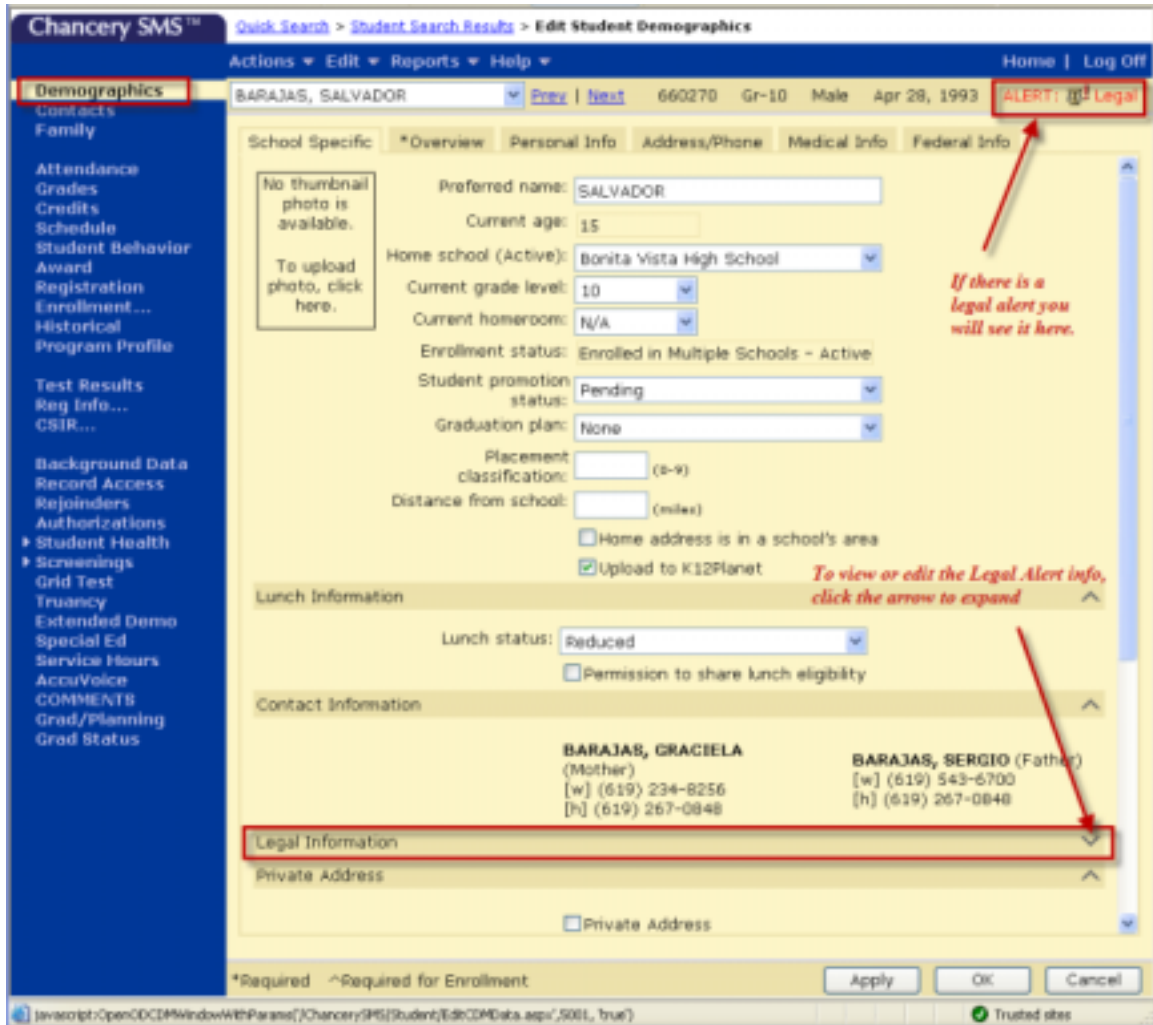
To enter/edit legal alerts, complete the following steps:

1. Select the student by clicking on the check box beside the student's name. From **Actions**, select **Open Student** and select **Demographics**.

The screenshot shows the Chancery SMS interface. The 'Actions' menu is open, and the 'Open Student' option is selected, which has opened a sub-menu with 'Demographics' highlighted. A red arrow points to 'Demographics' in the sub-menu, and a white arrow points to the search box in the background. Below the menu, a table of student records is displayed with columns for ID, Gr(A), HR, Gender, and Birthdate. The first row in the table is highlighted, and a checkmark is visible in the left margin next to the student name 'AGREDE, SHINAOLA N'.

ID	Gr(A)	HR	Gender	Birthdate	
357741	10	N/A	M	Jun 18, 1993	
669021	10	N/A	M	Dec 16, 1992	
660666	10	N/A	F	Aug 5, 1993	
360706	10	N/A	F	Dec 16, 1992	
666834	10	N/A	F	Oct 16, 1993	
663879	10	N/A	F	Mar 12, 1993	
663624	10	N/A	F	Aug 16, 1993	
663938	10	N/A	M	May 14, 1993	
356669	10	N/A	F	Jan 6, 1993	
<input checked="" type="checkbox"/> AGREDE, SHINAOLA N	660667	10	N/A	M	Jul 28, 1993
<input type="checkbox"/> AGUIAR, SAMANTHA D	658724	10	N/A	F	May 13, 1993
<input type="checkbox"/> AGUILAR, ANDRES R	354015	10	N/A	M	Feb 17, 1993
<input type="checkbox"/> AGUILAR, ANDREW J	666998	10	N/A	M	Dec 11, 1993
<input type="checkbox"/> AGUILAR, EMMANUEL P	660797	10	N/A	M	May 20, 1993
<input type="checkbox"/> AGUILAR, JASMIN A	663640	10	N/A	F	Jul 3, 1993
<input type="checkbox"/> AGUILAR, JESSICA R	663922	10	N/A	F	Oct 10, 1993
<input type="checkbox"/> AGUILAR, MARTIN A	663689	10	N/A	M	Jun 4, 1992
<input type="checkbox"/> AGUILAR, MICHAEL A	663730	10	N/A	M	Sep 4, 1992
<input type="checkbox"/> AGUILAR, VANESSA C	663713	10	N/A	F	Feb 11, 1993
<input type="checkbox"/> AGUILAR ROBLES, ARMANDO E	361279	10	N/A	M	Mar 12, 1992
<input type="checkbox"/> AGUIBRE, JAVIER A	661335	10	N/A	M	Jul 6, 1993
<input type="checkbox"/> AHN, HYE JIN	357822	10	N/A	M	Mar 7, 1992

2. If the student has a legal alert, you will see it in red in the upper right hand corner of the page.



3. In order to view or change the Legal Alert, scroll down to Legal Information and expand it by clicking on the down arrow.

The screenshot shows a web-based form for student demographics. On the left is a blue navigation menu with items like 'Historical Program Profile', 'Test Results', 'Background Data', 'Student Health', and 'Screenings'. The main form area is yellow and contains several sections: 'Legal Information' with a 'Legal alert:' text box containing the text 'Stu and parents failed to appear to sarb meeting, fan received certified sarb letter, sarb effective as of 11/26/08.'; 'Private Address' with a checkbox; 'Lunch Pn' with a text box containing '25712'; 'Counselor' with a dropdown menu showing 'SV4-Brian Smith'; and 'Attendance Reporting' with a table for 'SUHSD Attendance Category'. A red arrow points to the 'Legal alert:' text box. At the bottom are 'Apply', 'OK', and 'Cancel' buttons, and a 'Trusted sites' icon.

4. In the **Legal Alert** text box, type in the legal alert message you want to appear on the demographics screen.
5. Click **Apply and OK**.

After entering the Legal Alert, refresh your window and you will see the Legal Alert icon in the student's demographics page.

Entering Medical Alerts and Viewing Student Health

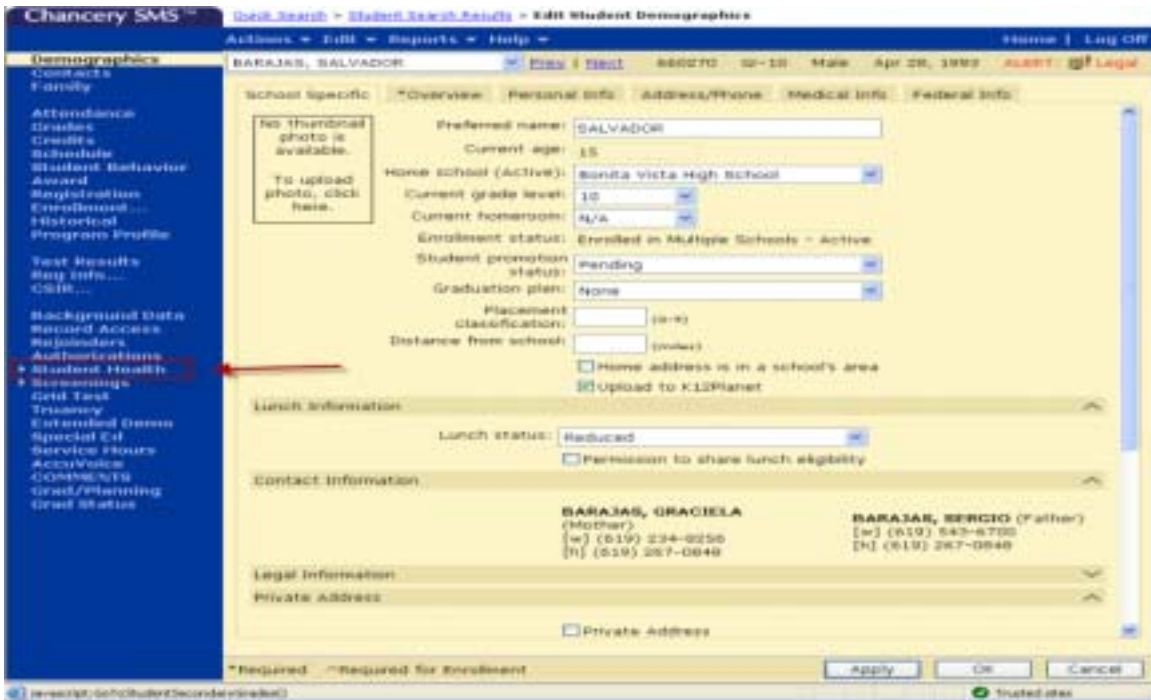
To enter/edit Medical alerts, complete the following steps:

1. Select the student by clicking on the check box beside the student's name. From **Actions**, select **Open Student** and select **Demographics**.

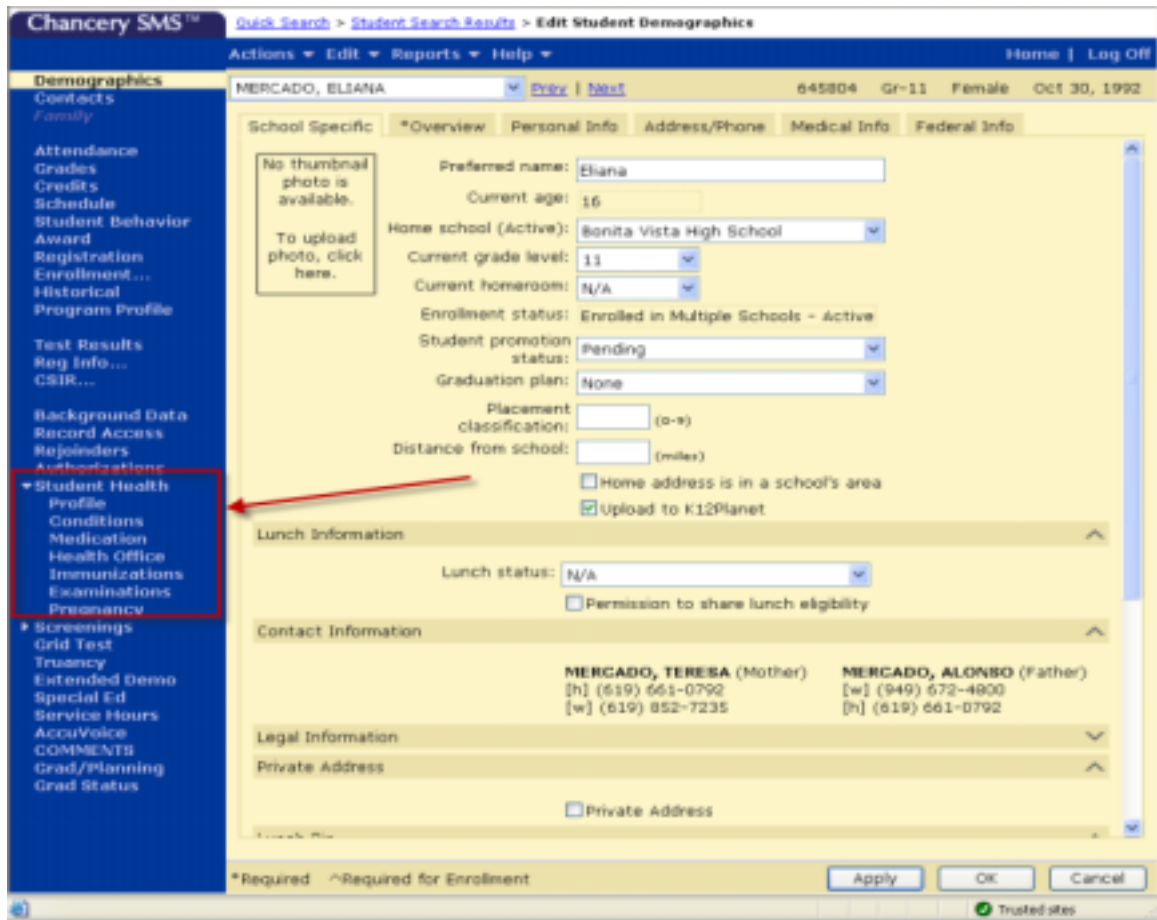
The screenshot shows the Chancery SMS interface. On the left is a navigation menu with categories: STUDENT, CLASS, SCHOOL, and ADMIN. The main area displays 'Student Search Results' with a search bar and a table of students. A dropdown menu is open under 'Actions', with 'Open Student' selected, and a sub-menu is open showing 'Demographics' selected. A red arrow points to 'Demographics' and a white arrow points to the search bar.

ID	Gr(A)	HR	Gender	Birthdate	
357741	10	N/A	M	Jun 18, 1993	
669021	10	N/A	M	Dec 16, 1992	
660666	10	N/A	F	Aug 5, 1993	
360706	10	N/A	F	Dec 16, 1992	
666834	10	N/A	F	Oct 16, 1993	
663879	10	N/A	F	Mar 12, 1993	
663624	10	N/A	F	Aug 16, 1993	
663938	10	N/A	M	May 14, 1993	
356669	10	N/A	F	Jan 6, 1993	
<input checked="" type="checkbox"/> AGBEDE, SHINAOLA N	660667	10	N/A	M	Jul 28, 1993
<input type="checkbox"/> AGUIAR, SAMANTHA D	658724	10	N/A	F	May 13, 1993
<input type="checkbox"/> AGUIAR, ANDRES R	354015	10	N/A	M	Feb 17, 1993
<input type="checkbox"/> AGUIAR, ANDREW J	666998	10	N/A	M	Dec 11, 1993
<input type="checkbox"/> AGUIAR, EMMANUEL P	660797	10	N/A	M	May 20, 1993
<input type="checkbox"/> AGUIAR, JASMIN A	663640	10	N/A	F	Jul 3, 1993
<input type="checkbox"/> AGUIAR, JESSICA R	663922	10	N/A	F	Oct 10, 1993
<input type="checkbox"/> AGUIAR, MARTIN A	663689	10	N/A	M	Jun 4, 1992
<input type="checkbox"/> AGUIAR, MICHAEL A	663730	10	N/A	M	Sep 4, 1992
<input type="checkbox"/> AGUIAR, VANESSA C	663713	10	N/A	F	Feb 11, 1993
<input type="checkbox"/> AGUIAR ROBLES, ARMANDO F	361279	10	N/A	M	Mar 12, 1992
<input type="checkbox"/> AGUIRRE, JAVIER A	661335	10	N/A	M	Jul 6, 1993
<input type="checkbox"/> AHN, HYE JIN	357822	10	N/A	M	Mar 7, 1992

2. Next, in the control bar, click on Student Health



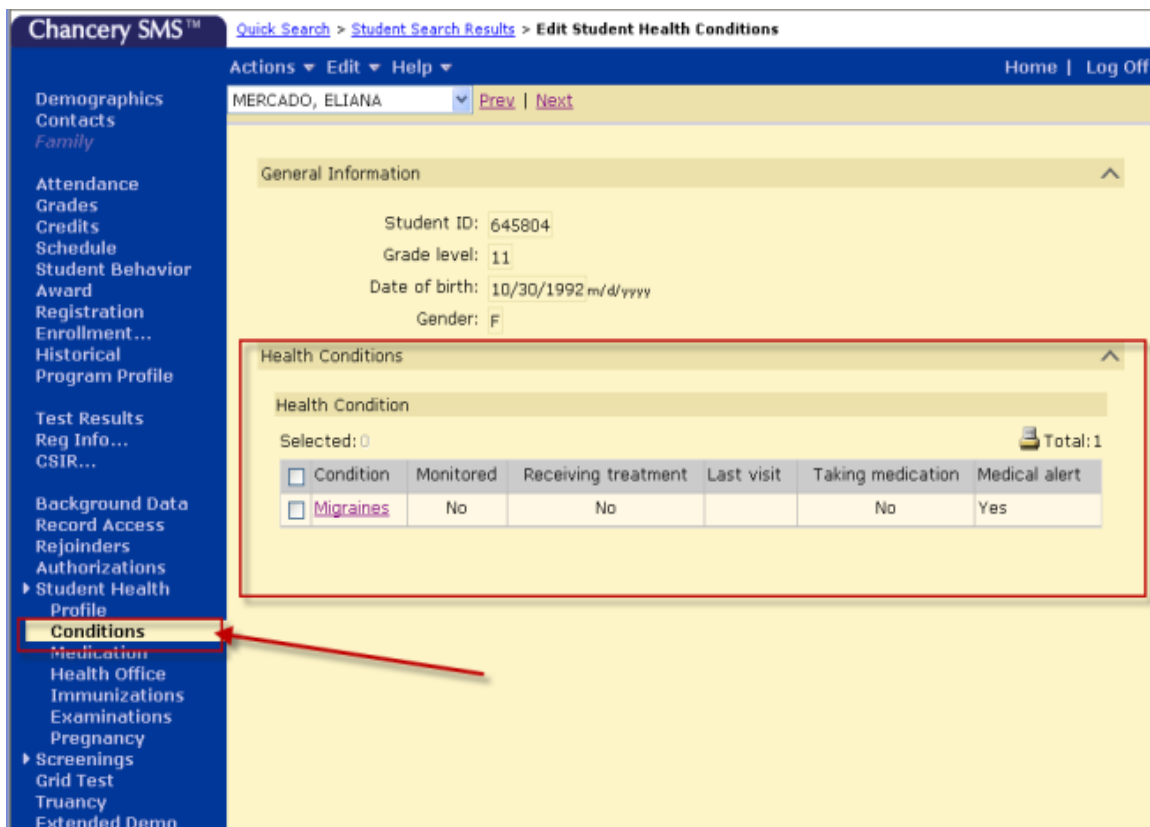
- Next, in the control bar, click on Student Health



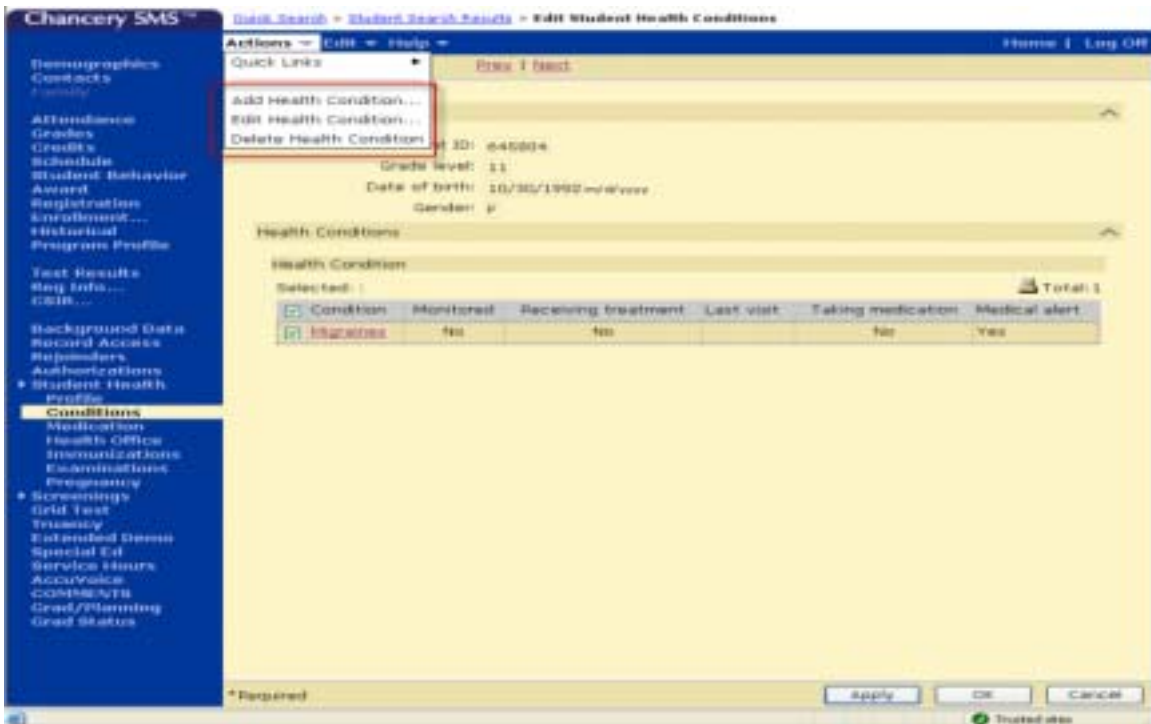
4. Next, choose what you would like to view:
 - a. Profile—Overview of the student’s health
 - b. Conditions—Any medical condition the student might have
 - c. Medication—Any medication student is taking
 - d. Health Office—Any Health Office visits
 - e. Immunizations—List of the immunization record
 - f. Examinations—Any examinations given
 - g. Pregnancy—Pregnancy tracking

Entering/Editing Medical Alert

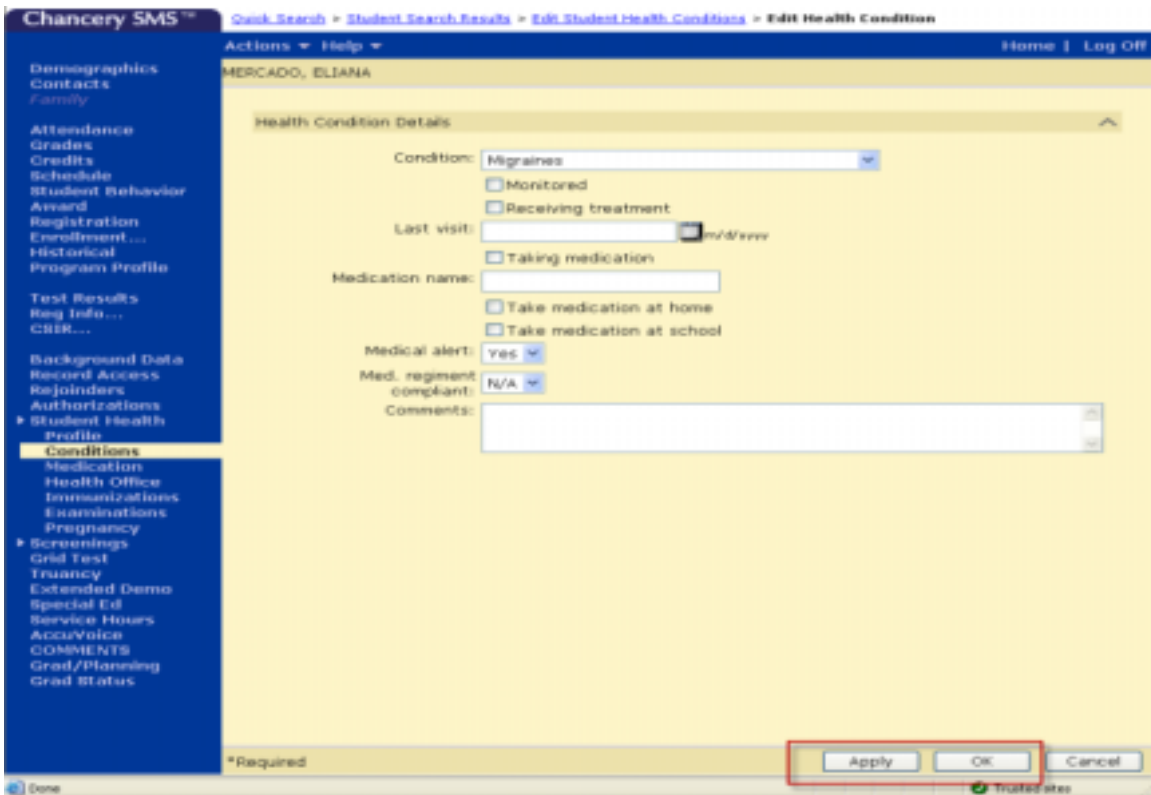
1. Click on Conditions under Student Health in the control bar.
2. If there is a medical condition, you will see it listed.



3. To Add, Edit, or Delete a Condition, click on Actions and select the action you want to take



- To Edit, check the box next to the existing condition and go to Actions, Edit Health Condition.



- Update the information and click Apply and OK.
- To Add a new condition, go to Actions → Add Health Condition and repeat Steps 4-5.

Adding Comments

To add student comments, complete the following steps:

1. Select the student by clicking on the check box beside the student's name. From **Actions**, select **Open Student** and select **Demographics**.

The screenshot shows the 'Chancery SMS' interface. The 'Actions' menu is open, and 'Open Student' is selected, which has opened a sub-menu where 'Demographics' is highlighted. Below the menu is a table of student search results.

ID	Gr(A)	HR	Gender	Birthdate	
357741	10	N/A	M	Jun 18, 1993	
669021	10	N/A	M	Dec 16, 1992	
660666	10	N/A	F	Aug 5, 1993	
360706	10	N/A	F	Dec 16, 1992	
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663624	10	N/A	F	Aug 16, 1993	
663938	10	N/A	M	May 14, 1993	
356669	10	N/A	F	Jan 6, 1993	
<input checked="" type="checkbox"/> AGREDE, SHINOLA N	660667	10	N/A	M	Jul 28, 1993
<input type="checkbox"/> AGUILAR, SAMANTHA D	658724	10	N/A	F	May 13, 1993
<input type="checkbox"/> AGUILAR, ANDRES R	354015	10	N/A	M	Feb 17, 1993
<input type="checkbox"/> AGUILAR, ANDREW J	666998	10	N/A	M	Dec 11, 1993
<input type="checkbox"/> AGUILAR, EMMANUEL P	660797	10	N/A	M	May 20, 1993
<input type="checkbox"/> AGUILAR, JASMIN A	663640	10	N/A	F	Jul 3, 1993
<input type="checkbox"/> AGUILAR, JESSICA R	663922	10	N/A	F	Oct 10, 1993
<input type="checkbox"/> AGUILAR, MARTIN A	663689	10	N/A	M	Jun 4, 1992
<input type="checkbox"/> AGUILAR, MICHAEL A	663730	10	N/A	M	Sep 4, 1992
<input type="checkbox"/> AGUILAR, VANESSA C	663713	10	N/A	F	Feb 11, 1993
<input type="checkbox"/> AGUILAR ROBLES, ARMANDO F	361279	10	N/A	M	Mar 12, 1992
<input type="checkbox"/> AGUIRRE, JAVIER A	661335	10	N/A	M	Jul 6, 1993
<input type="checkbox"/> AHN, HYE JIN	357822	10	N/A	M	Mar 7, 1992

2. In the **Control Bar**, Click **COMMENTS**.

The screenshot shows the 'Edit Student Demographics' form for a student named MERCAÑO, ELIANA. The 'Comments' tab is selected in the left-hand navigation pane. The form contains various fields for student information, including preferred name, current age, home school, current grade level, enrollment status, and contact information for parents.

Student Information:
 Preferred name: Eliana
 Current age: 18
 Home school (Active): Bonita Vista High School
 Current grade level: 11
 Current homeroom: N/A
 Enrollment status: Enrolled in Multiple Schools - Active
 Student promotion status: Pending
 Graduation plan: None
 Placement classification: (0-1)
 Distance from school: (miles)
 Home address is in a school's area:
 Upload to K12Planet:

Lunch Information:
 Lunch status: N/A
 Permission to share lunch eligibility:

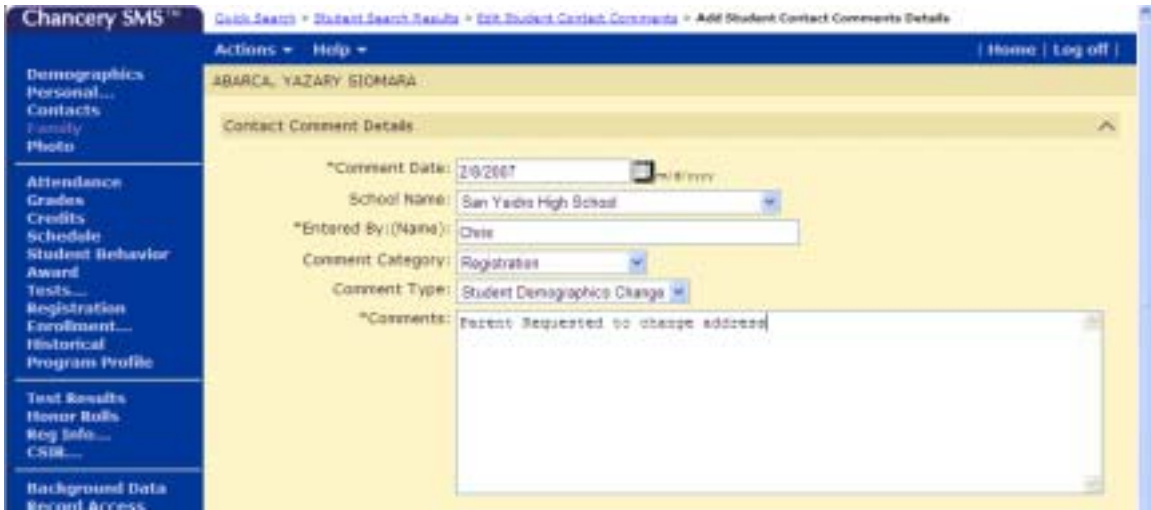
Contact Information:
 MERCAÑO, TERESA (Mother) [P] (619) 661-0792 [W] (619) 852-7236
 MERCAÑO, ALONSO (Father) [W] (949) 672-4800 [P] (619) 661-0792

Legal Information:
 Private Address:

3. From **Actions**, select **Add Student Contact Comments...**



4. Enter the necessary information.



NOTE: The required fields are marked by an asterisk (*).

5. Click **Apply** and **OK**.

