

Other Schools - TBD

In PEMS, the term "schools" refers to the general grade levels like elementary school, middle school, and high school. "Other Schools" are the schools where students transferred in from or transfers to. There is a need to maintain the contact information to request transcripts or to forward transcripts and other student records.

A key part of the student intake process is to email an document that has been electronically signed by the student's legal guardian to the other school's registrar email address. Students are not dis-enrolled from their previous school unless the current school sends this request.

Fields

The user enters the official school name. A school has a 'registrar' which is an individual person who is identified as responsible from student records. The email of the registrar will be where the student records request is sent. The physical address is where the student records are forward to.

Action Items JAN 2023 - update actions after CRM

When the enrollment form is received from the external website to the SIS dashboard, the form contains a typed-in name for the previous school. When the enrollment form is approved, the user should link the student to the other schools record as the student's previous school. If the record is not in the other schools table, then the user should add the record during the student's intake.

The workflow to automate emailing the electronically signed document needs to be addressed. The third party website can collect a signed form, but the specific school name and registrar email is maintained in the SIS. When the previous school is determined from the typed-in other school name, the form from the third party website needs to be sent to the associated registrar email from Studia Nova.

[See Page 4 of Enrollment Workflow Specification](#)

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