

**A JOYA INDEPENDENT SCHOOL DISTRICT**  
**(Registration for CODE 98 students)**

Student's Name: \_\_\_\_\_ ID# \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ STATION #1: COUNSELOR'S OFFICE  
 Counselor must facilitate enrollment process for this student.

- Provide Student Orientation
- Obtain transcript and grade information
- Obtain testing scores
- Produce schedule
- Notify Migrant Strategist (if applicable)
- Notify Nurse of student enrollment

\_\_\_\_\_ STATION #2: ADMISSION'S OFFICE  
 Attendance clerk must facilitate student activation.

**CAMPUS ADMINISTRATOR HAS 2 DAYS (FROM DATE OF ENROLLMENT) TO  
 VERIFY STUDENT'S ENROLLMENT AS OUTLINED BELOW.**

Enrollment Task	Yes / No	Administrator's Initials
Has student's transcript been reviewed and grades verified by counselor?		
Has nurse verified student's immunizations?		
Has student obtained an id card?		
Has student been verified / checked by the migrant strategist?		
Has attendance clerk properly enrolled student on computer system?		
Has testing coordinator been informed of new student (for testing purposes)?		
Does student have a correct schedule?		
Other: _____		

\_\_\_\_\_ Administrator's Signature

\_\_\_\_\_ Date

## ENROLLMENT PROCEDURES

\*\* This form MUST be kept by the Attendance Clerk

- STEP #1      When a student with a code (98) comes to enroll, the attendance clerk MUST use this form to proceed with enrollment. – USE A NEON GREEN FOLDER.
- STEP #2      This student MUST proceed to the counselor so that the enrollment procedure is facilitated.
- STEP #3      The counselor issues a schedule and returns the NEON GREEN FOLDER to the attendance clerk. The attendance clerk delivers the enrollment form and folder to the ATTENDANCE ADMINISTRATOR who will make sure the 2 day verification of enrollment, as outlined on form, is completed.
- STEP #4      Attendance Administrator returns enrollment form and neon green folder is returned to attendance clerk who will make sure form is properly filed.
- STEP #5      NEON GREEN FOLDER must be recycled. It will need to be used with the next student enrolling (who has a code 98).    NOTE: If attendance clerk receives 10 neon green folders, then at the end of each day clerk must make sure she/he has accounted for each one of those folders. Extreme care must be taken so that the NEON GREEN FOLDER is only used when a code 98 student is enrolling. This will help to maintain the commitment that the campus has made to facilitate the enrollment procedures for these students.