
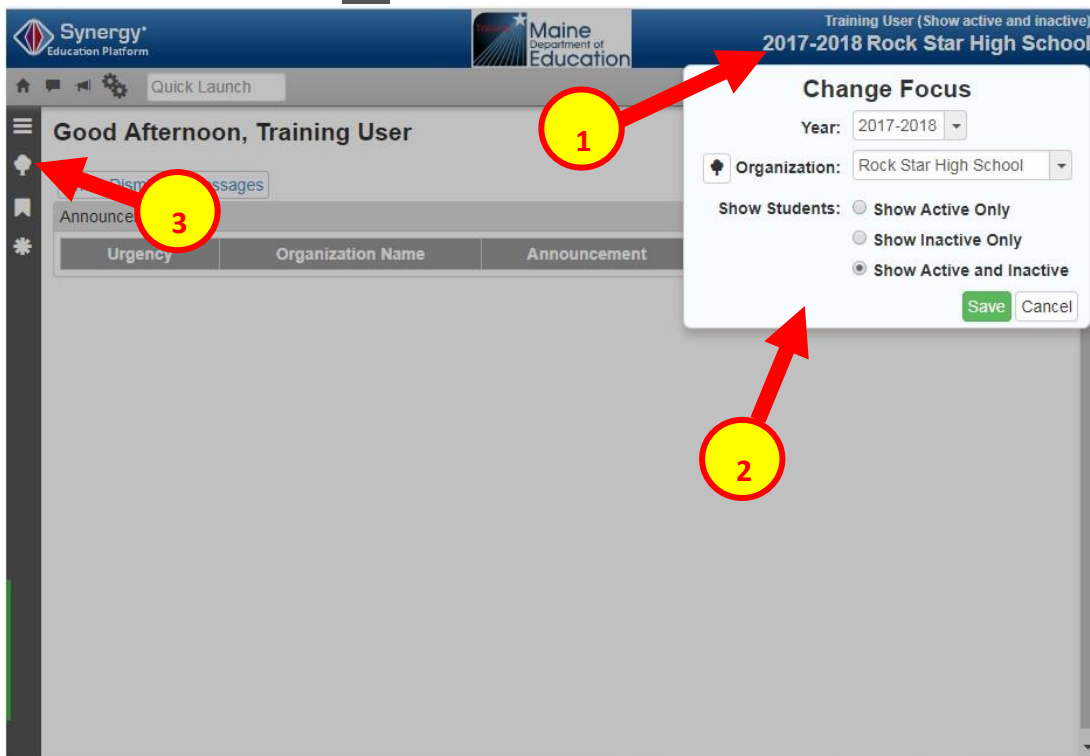
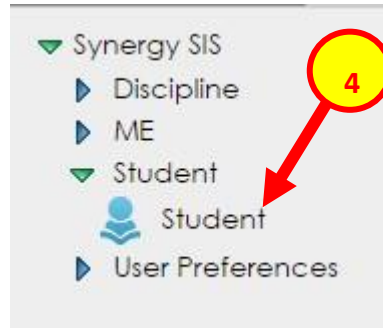


Synergy – Locating and Adding Students Guide

- Use this guide to search for existing State IDs (Steps 1-7)
 - Use this guide to locate transferring students and enroll them in your school (primary enrollments or concurrent enrollments)
 - Use this guide to manually create new State IDs (schools with primary enrollments only)
 - Users must first have their focus at the school level:
1. In the top right, click the school year or school/district name and the Change Focus box appears.
 2. Select the following in the Change Focus box and click **Save**:
 - Year:** Select the current school year (the example picture shows 2017-2018)
 - Organization:** Choose your school (the example picture shows Rock Star High School)
 - Show Students:** Show Active and Inactive
 3. Click on the PAD Tree icon. 



4. In the PAD Tree, Click **Student** to navigate to the Student screen.
(You may need to click the arrows next to Synergy SIS and Student to expand).



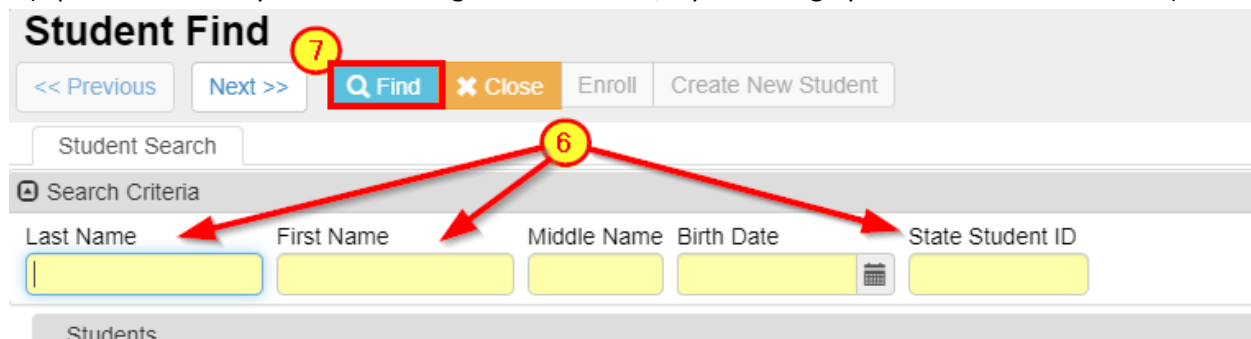
5. In the Student screen, click **Add** and a Student Find screen will pop up.

Note: if the Add button does not appear on the Student screen, please make sure your focus is set to the school level (see page 1).



6. In the Student Find screen, type in Last Name and First Name or State ID.
7. Click **Find**.

(Tip: If the student you are searching for is not found, try searching by Last Name and Birth Date)



8.
 - a. Students who appear with a white row are currently enrolled in a school.
 - a concurrent enrollment could be created for this student.
 - if you are trying to create a primary enrollment you will need to contact the school where the student is enrolled to have them exit the student.
 - b. Students who appear with a yellow row are **not** currently enrolled in a school.
 - a primary enrollment could be created for this student.
 - if you are trying to create a concurrent enrollment you will need to contact the sending school to have them create a primary enrollment.

Student Find

<< Previous Next >> Find Close Enroll Create New Student

Student Search

Search Criteria

Last Name First Name Middle Name Birth Date State Student ID
 Test Student

Line	Status	Student Name	Sex	Birth Date	Perm ID	Current/Previous Enrollment						
						School	School Year	Grade	Graduated	Enter Date	Leave Code	Leave Date
1		Test, Student	Female	12/15/2007	150057838	Cony	2019-2020	09		12/10/2019		
2		test, student	Male	01/07/2006	150028248	No Enrollment Data	--	--				
3	I	Test, Student	Female	06/05/2004	150057837	Bangor High School	2019-2020	09		10/10/2019	03502	12/09/2019

9. If the student you are searching for is listed below, click on the line that has the student to select the student.
- Students with a white row will turn blue when selected.
 - Students with a light blue row exist, but have never been enrolled anywhere.
 - Students with a yellow row will stay yellow when selected.
10. Click **Enroll**.

Note: double clicking on the line with the student will accomplish the same as clicking the Enroll button.

Student Find

<< Previous Next >> Find Close Enroll Create New Student

Student Search

Search Criteria

Last Name First Name Middle Name Birth Date State Student ID
 Test Student

Students





Line	Status	Student Name	Sex	Birth Date	Perm ID	Current/Previous Enrollment		
						School	School Year	Grade
1		Test, Student	Female	12/15/2007	150057838	Cony	2019-2020	09
2		test, student	Male	01/07/2006	150028248	No Enrollment Data	--	--
3	I	Test, Student	Female	06/05/2004	150057837	Bangor High School	2019-2020	09

11. If you are not able to find the student you are searching for and you are certain the student does not already have a State ID, click **Create New Student**.


NOTE: You Cannot Create New IDs manually until you are ready to enroll the student.

*****Warning: clicking the Create New Student button will generate a new State ID*****

Student Find

<< Previous Next >>  Find  Close Enroll **Create New Student**  

Student Search

 Search Criteria

12. Enter the student's information on the **Demographics**, **Parent/Guardian**, and **Enrollment** tabs.
The green fields are required and some data may be prepopulated from a previous enrollment.
13. Click **Save**.

For definitions of each field please see the [Student Data Standards Document](#).

Note: schools are set up to either have primary enrollments (public schools, private schools) or concurrent enrollments (SPPS, CTE schools, Regional Programs).

The Enrollment Type does **not** need to be selected when creating the enrollment – it will automatically either be a primary enrollment or concurrent enrollment based on the type of school.

Student

Save Close

Demographics Parent/Guardian Enrollment

Last Name Lennon First Name John Middle Name Suffix State Student ID Grade Gender

Student Information

Alias Social Security Number Birth Date

Home Language Email Phone

US Entry Date US School Entry Date Refugee Immigrant

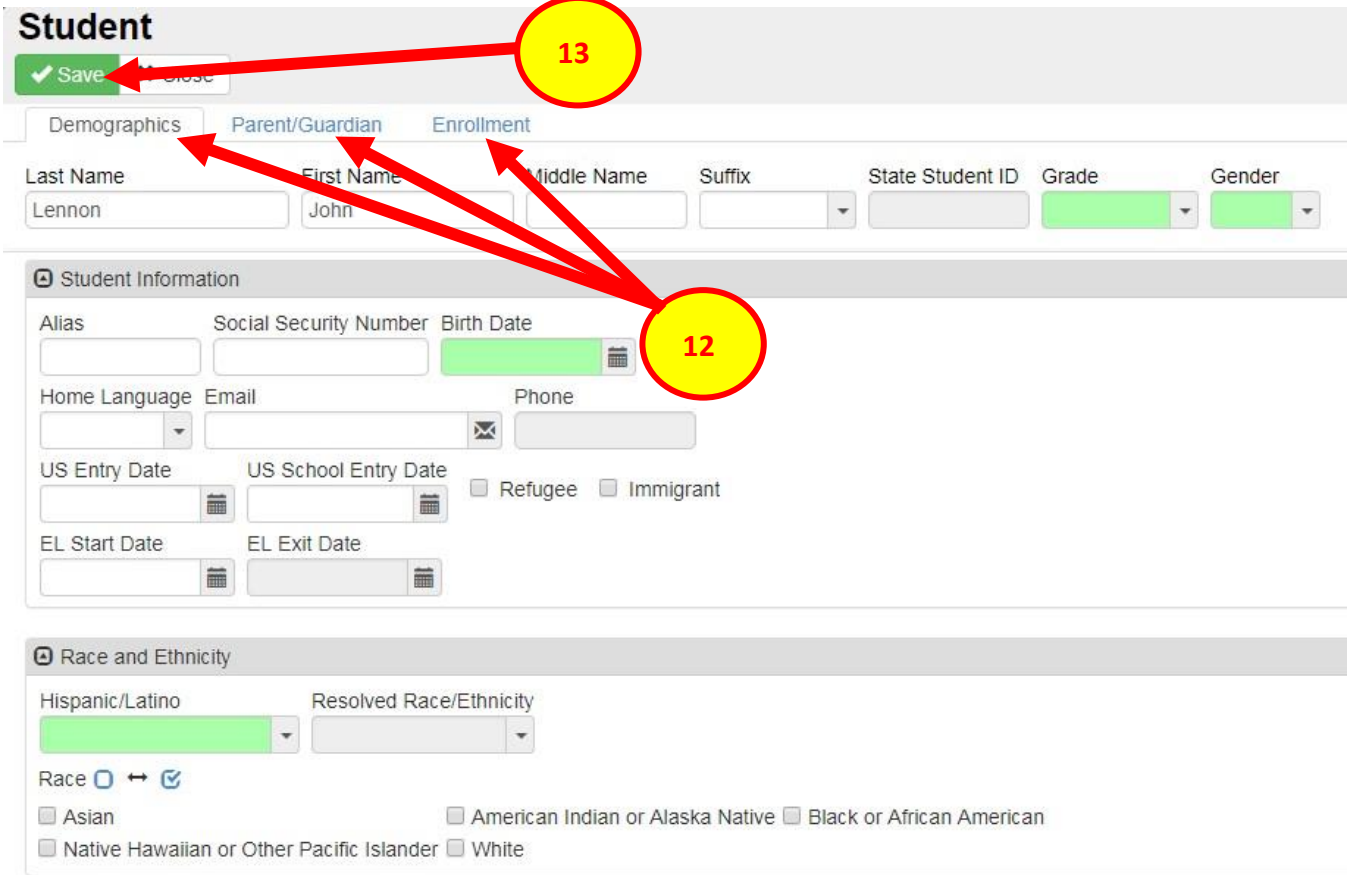
EL Start Date EL Exit Date

Race and Ethnicity

Hispanic/Latino Resolved Race/Ethnicity

Race

Asian American Indian or Alaska Native Black or African American
 Native Hawaiian or Other Pacific Islander White



14. The student is now enrolled at your school and can be searched on the Student screen.

Note: only students who are enrolled at your school or have been enrolled at your school will be searchable on the Student screen.

Student

Menu

Student Name: **Lennon, John W.** School: **Rock Star High School**

Demographics Parent/Guardian Enrollment Enrollment History

Last Name	First Name	Middle Name	Suffix	State Student ID	Grade	Gender
Lennon	John	Winston		150023545	10	Male

Student Information

Alias Social Security Number Birth Date

Home Language Email Phone

US Entry Date US School Entry Date Refugee Immigrant

EL Start Date EL Exit Date

Race and Ethnicity

Hispanic/Latino Resolved Race/Ethnicity

Race

Asian American Indian or Alaska Native Black or African American
 Native Hawaiian or Other Pacific Islander **White**