

Synergy – Enrollment Changes Guide

This guide will explain how to make changes to a student's enrollment in Synergy. The changes are made on the Student screen and users must first have their focus at the school level:

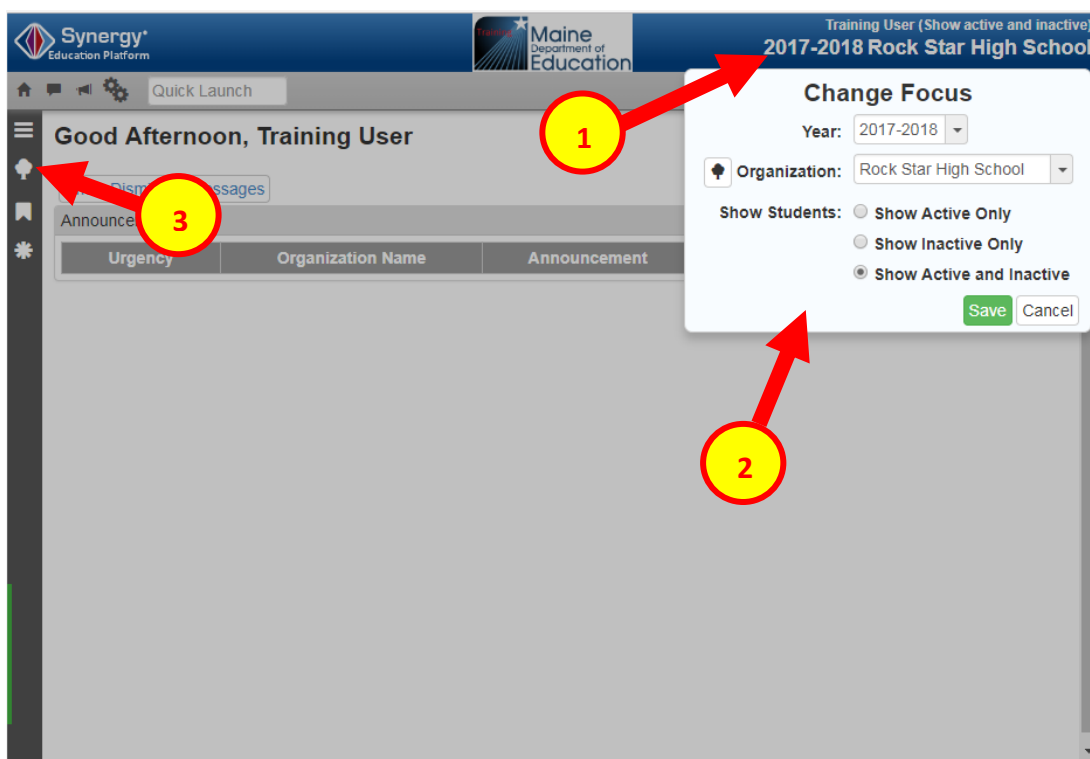
1. In the top right, click the school year or school/district name and the Change Focus box appears.
2. Select the following in the Change Focus box and click **Save**:

Year: Select the current school year (the example picture shows 2017-2018)

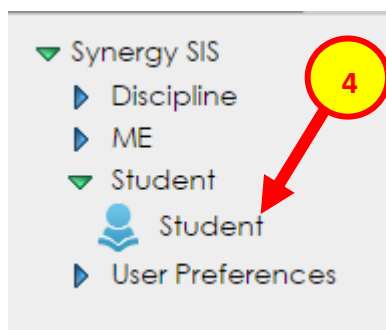
Organization: Choose your school (the example picture shows Rock Star High School)

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).

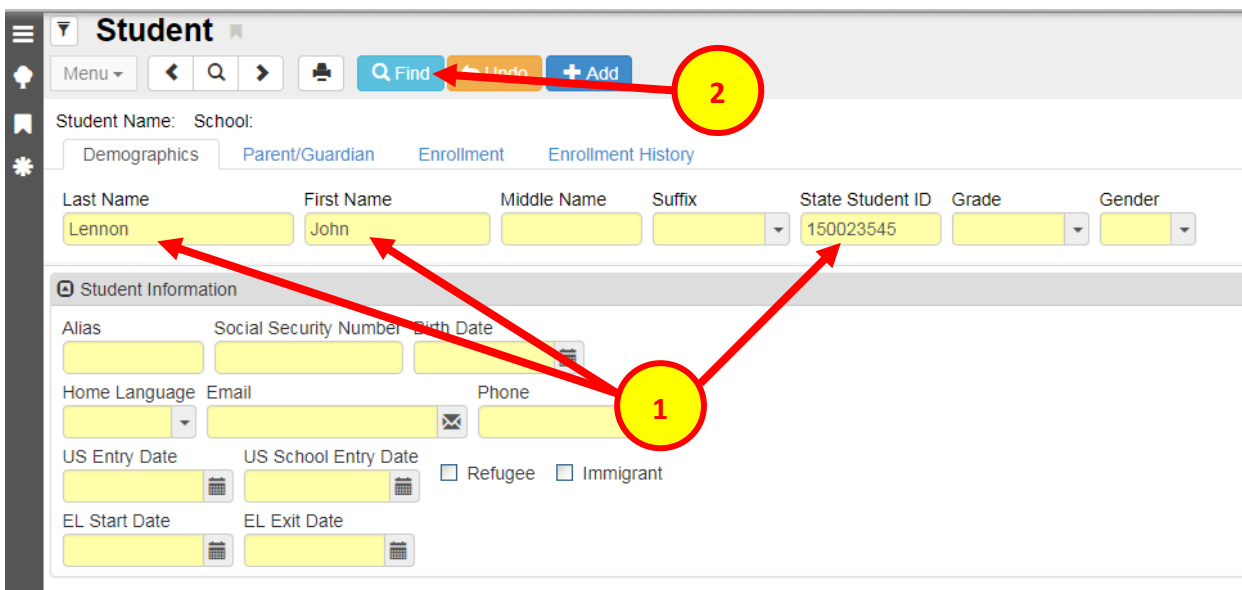


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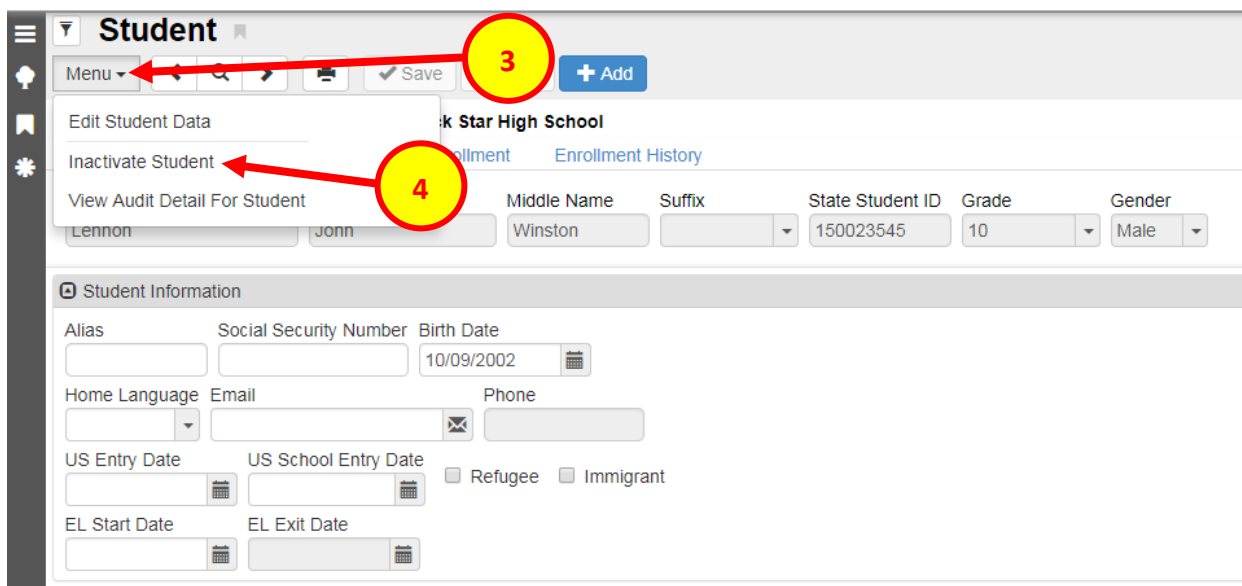
Exiting a Student's Enrollment

1. Type in the student's Last Name and First Name or their State ID.
2. Click **Find**.



The screenshot shows the 'Student' interface. At the top, there is a search bar with a 'Find' button circled in red and labeled '2'. Below the search bar, there are tabs for 'Demographics', 'Parent/Guardian', 'Enrollment', and 'Enrollment History'. The 'Enrollment' tab is selected. Below the tabs, there are input fields for 'Last Name' (Lennon), 'First Name' (John), 'Middle Name', 'Suffix', 'State Student ID' (150023545), 'Grade', and 'Gender'. Below these fields is a section titled 'Student Information' with various fields like 'Alias', 'Social Security Number', 'Birth Date', 'Home Language', 'Email', 'Phone', 'US Entry Date', 'US School Entry Date', 'EL Start Date', and 'EL Exit Date'. A red arrow labeled '1' points to the 'Find' button.

3. Hover the cursor over the Menu drop down.
4. Click **Inactivate Student** in the drop down – this will create a pop up box.



The screenshot shows the 'Student' interface with the 'Menu' dropdown open. The 'Menu' dropdown is circled in red and labeled '3'. The 'Inactivate Student' option is circled in red and labeled '4'. The 'Find' button is also visible. Below the menu, there are tabs for 'Demographics', 'Parent/Guardian', 'Enrollment', and 'Enrollment History'. The 'Enrollment' tab is selected. Below the tabs, there are input fields for 'Last Name' (Lennon), 'First Name' (John), 'Middle Name' (Winston), 'Suffix', 'State Student ID' (150023545), 'Grade' (10), and 'Gender' (Male). Below these fields is a section titled 'Student Information' with various fields like 'Alias', 'Social Security Number', 'Birth Date' (10/09/2002), 'Home Language', 'Email', 'Phone', 'US Entry Date', 'US School Entry Date', 'EL Start Date', and 'EL Exit Date'.

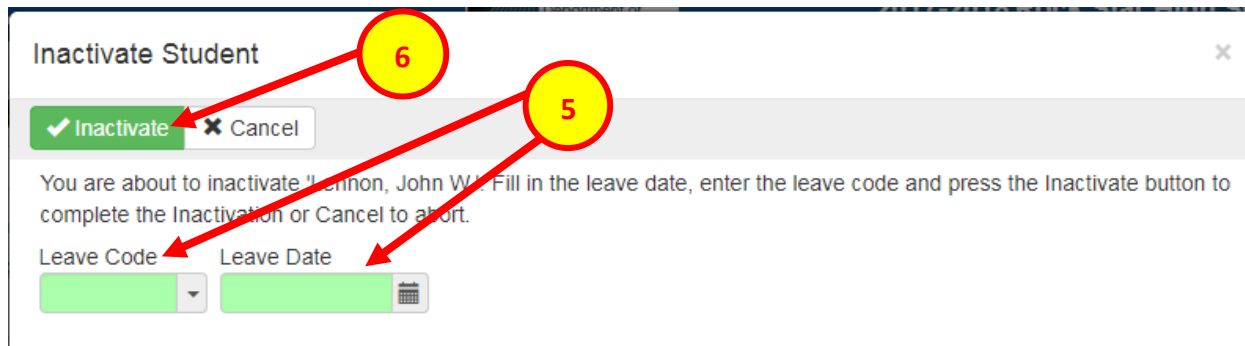
- 5. In the pop up box, select a Leave Code (Exit Status) in the drop down and enter the Leave Date (Exit Date).

A list of Exit Status codes can be found at this link:

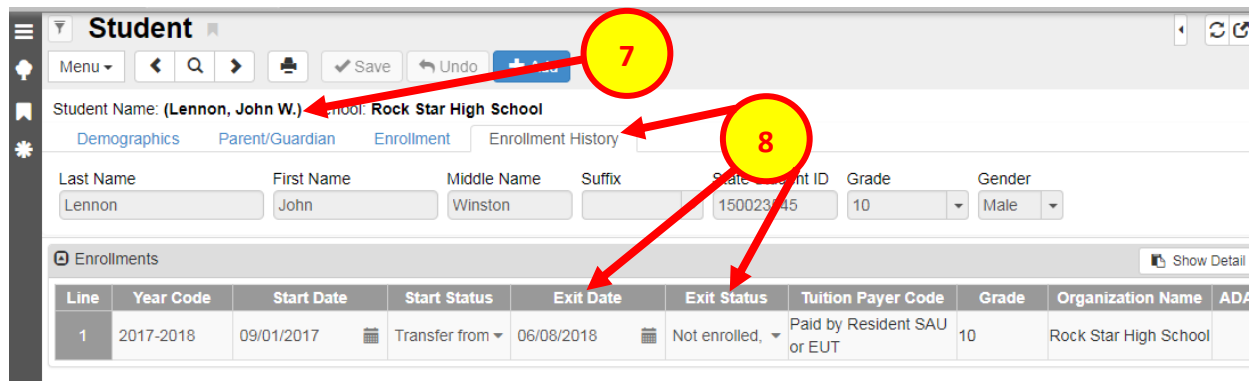
https://www.maine.gov/doe/data/student/Synergy_upload.html

Please note that the old exit code 98: End of School Year has been replaced by 03502: Not Enrolled, Eligible to Return

- 6. Click **Inactivate**.



- 7. On the Student screen, the student's name now shows in parenthesis to indicate they are inactive.
- 8. The student will also show an Exit Date and Exit Status on the **Enrollment History** tab.



Re-Activating a Student (Remove Exit Date and Exit Status)

If a student was accidentally exited or the student never left the school as anticipated, the Exit Date and Exit Status can be removed to make the student’s enrollment active again.

Please note these instructions are not for the situation when a student transfers out and is enrolled at another district and then returns – in this situation a new enrollment must be created.

1. Type in the student’s Last Name and First Name or their State ID.
2. Click **Find**.

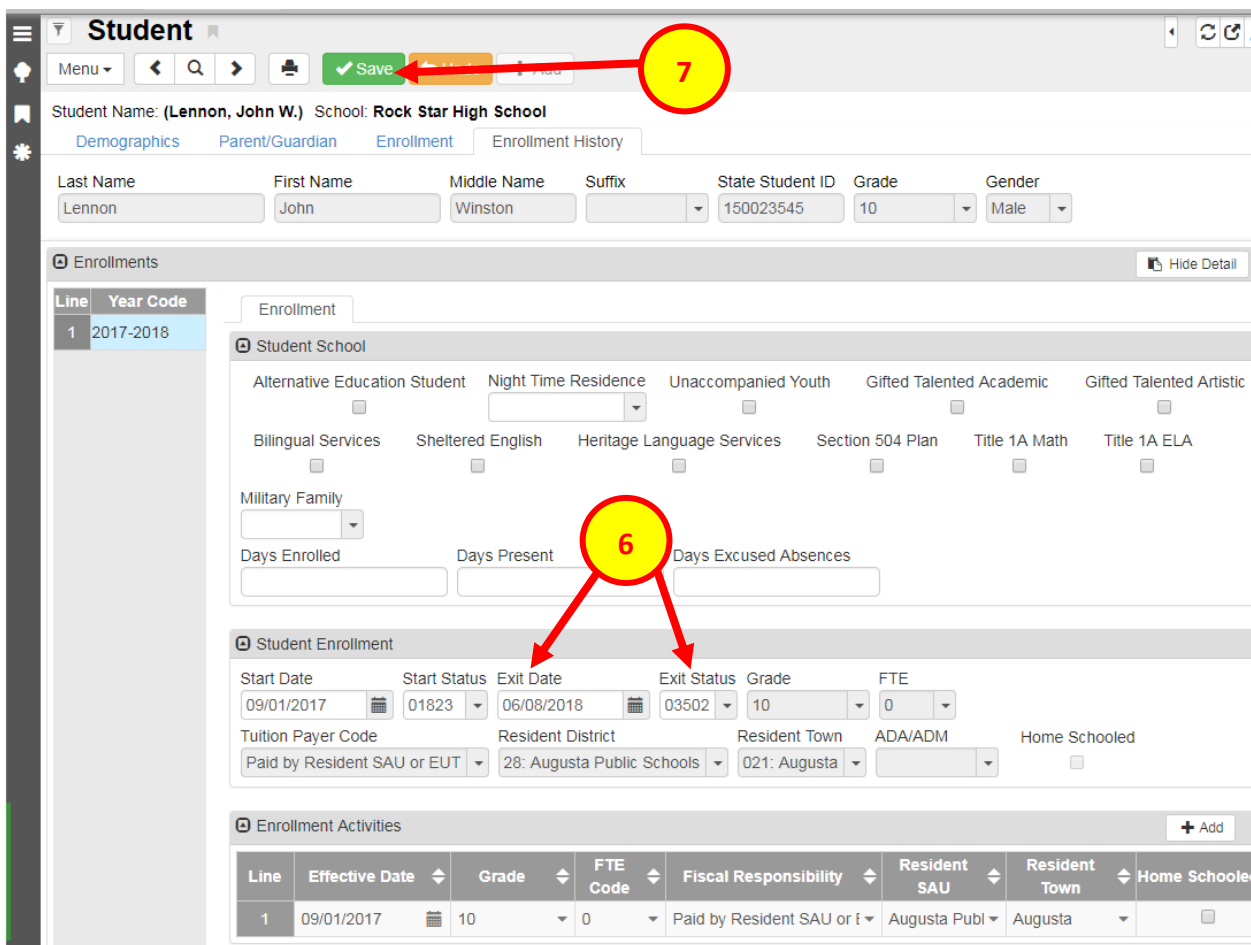
The screenshot shows the 'Student' search interface. A red circle labeled '2' highlights the 'Find' button. Red arrows point from a red circle labeled '1' to the 'Last Name' (Lennon), 'First Name' (John), and 'State Student ID' (150023545) fields.

3. Click on the **Enrollment History** tab.
4. In the Line column, click on the Line number of the enrollment to select the row – the selected row will turn blue.
5. Click **Show Detail** to expand the enrollment.

The screenshot shows the 'Enrollment History' tab selected. A red circle labeled '3' points to the 'Enrollment History' tab. A red circle labeled '4' points to the '1' in the 'Line' column of the first row. A red circle labeled '5' points to the 'Show Detail' button.

Line	Year Code	Start Date	Start Status	Exit Date	Exit Status	Tuition Payer Code	Grade	Organization Name	ADA/A
1	2017-2018	09/01/2017	Transfer from	06/08/2018	Not enrolled	Paid by Resident SAU or EUT	10	Rock Star High School	

6. In the Student Enrollment section, remove the Exit Date and select blank from the Exit Status drop down.
7. Click Save.



The screenshot shows the 'Student Enrollment' section of a web application. At the top, there is a 'Save' button highlighted with a red circle and the number '7'. Below this, the 'Student Enrollment' section contains several fields. A red circle with the number '6' is positioned over the 'Exit Date' and 'Exit Status' fields. The 'Exit Date' field is currently set to '06/08/2018' and the 'Exit Status' field is set to '03502'. The 'Start Date' is '09/01/2017' and the 'Start Status' is '01823'. The 'Grade' is '10' and the 'FTE' is '0'. The 'Tuition Payer Code' is 'Paid by Resident SAU or EUT', the 'Resident District' is '28: Augusta Public Schools', and the 'Resident Town' is '021: Augusta'. The 'Enrollment Activities' table at the bottom shows a single row with the following data:

Line	Effective Date	Grade	FTE Code	Fiscal Responsibility	Resident SAU	Resident Town	Home Schooled
1	09/01/2017	10	0	Paid by Resident SAU or EUT	Augusta Publ	Augusta	<input type="checkbox"/>

Change the Start Date of an Enrollment

1. Type in the student’s Last Name and First Name or their State ID.
2. Click **Find**.

Student

Menu < > Find Undo Add

Student Name: School:

Demographics Parent/Guardian **Enrollment** Enrollment History

Last Name: Lennon First Name: John Middle Name: Suffix: State Student ID: 150023545 Grade: Gender:

1 (points to search fields) **2** (points to Find button)

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

3. Click on the **Enrollment History** tab.
4. In the Line column, click on the Line number of the enrollment to select the row – the selected row will turn blue.
5. Click **Show Detail** to expand the enrollment.

Student

Menu < > Save Undo Add

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

Demographics Parent/Guardian **Enrollment** Enrollment History

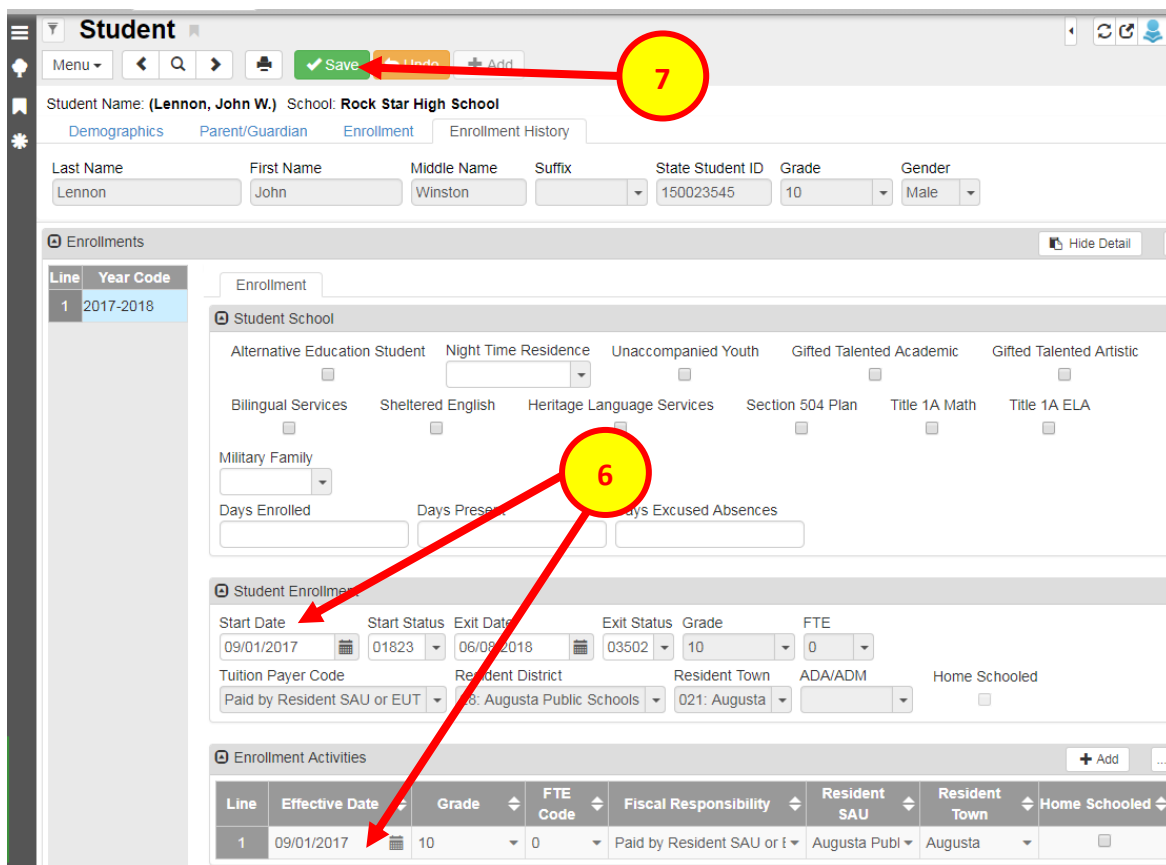
Last Name: Lennon First Name: John Middle Name: Winston Suffix: State Student ID: 150023545 Grade: 10 Gender: Male

Enrollments Show Detail

Line	Year Code	Start Date	Start Status	Exit Date	Exit Status	Tuition Payer Code	Grade	Organization Name	ADA/A
1	2017-2018	09/01/2017	Transfer from	06/08/2018	Not enrolled,	Paid by Resident SAU or EUT	10	Rock Star High School	

3 (points to Enrollment History tab) **4** (points to line 1) **5** (points to Show Detail button)

- In the Student Enrollment section, change the Start Date. In the Enrollment Activities section, change the corresponding Effective Date – **both fields must be changed at the same time and must have the same date.**
- Click **Save**.



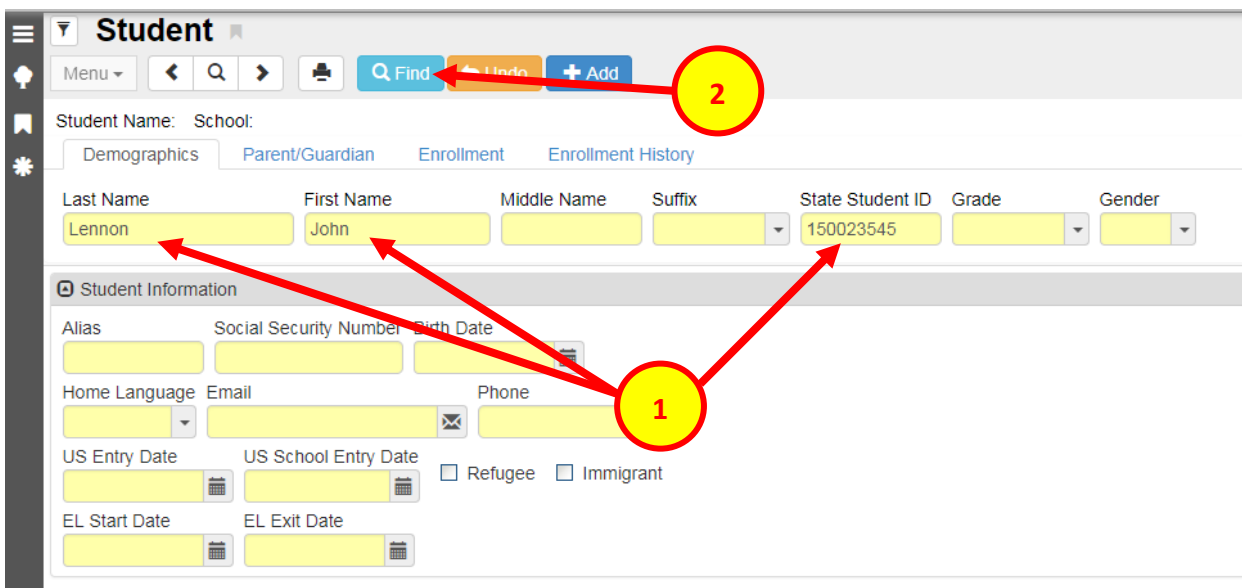
The screenshot shows the 'Student Enrollment' form for Lennon, John W. at Rock Star High School. The form is divided into several sections: Student Demographics, Student School, Student Enrollment, and Enrollment Activities. Two red circles with arrows point to specific fields: circle 6 points to the 'Start Date' field in the 'Student Enrollment' section, and circle 7 points to the 'Save' button at the top of the form. The 'Start Date' is currently set to 09/01/2017. The 'Enrollment Activities' table below shows a single row with an 'Effective Date' of 09/01/2017.

Line	Year Code
1	2017-2018

Line	Effective Date	Grade	FTE Code	Fiscal Responsibility	Resident SAU	Resident Town	Home Schooled
1	09/01/2017	10	0	Paid by Resident SAU or EUT	Augusta Publi	Augusta	<input type="checkbox"/>

Change the Exit Date of an Enrollment

1. Type in the student's Last Name and First Name or their State ID.
2. Click **Find**.



Student

Menu

Student Name: School:

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Suffix: State Student ID: 150023545 Grade: Gender:

Student Information

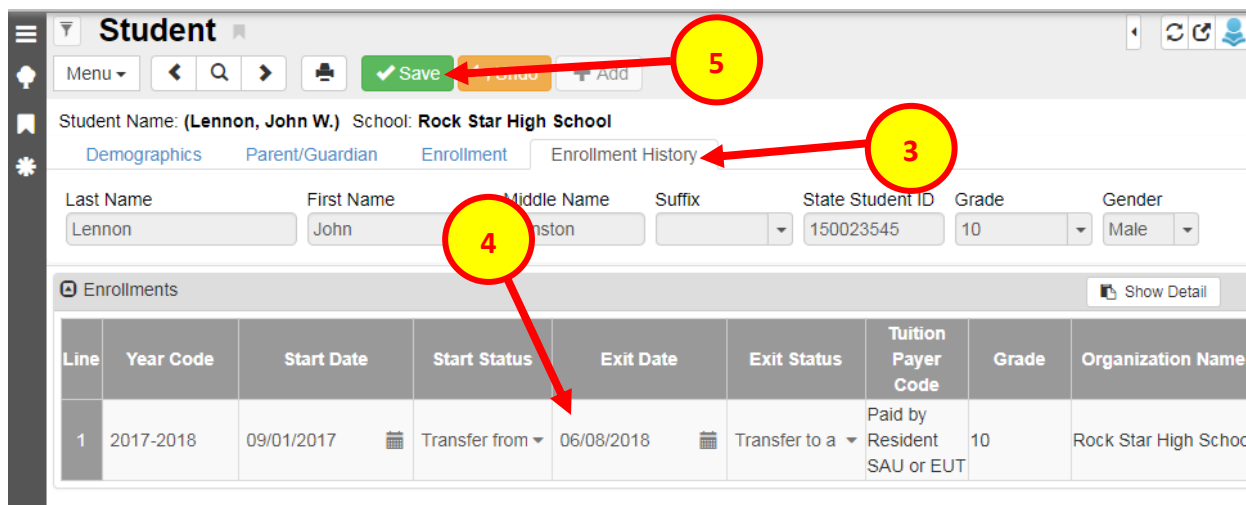
Alias Social Security Number Birth Date

Home Language Email Phone

US Entry Date US School Entry Date Refugee Immigrant

EL Start Date EL Exit Date

3. Click on the **Enrollment History** tab.
4. Change the Exit Date.
5. Click **Save**.



Student

Menu

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

Demographics Parent/Guardian Enrollment Enrollment History

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

Enrollments

Line	Year Code	Start Date	Start Status	Exit Date	Exit Status	Tuition Payer Code	Grade	Organization Name
1	2017-2018	09/01/2017	Transfer from	06/08/2018	Transfer to a	Paid by Resident SAU or EUT	10	Rock Star High School

Change the Start Status or Exit Status of an Enrollment

1. Type in the student's Last Name and First Name or their State ID.
2. Click **Find**.

Student

Menu

Student Name: School:

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Suffix: State Student ID: 150023545 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

3. Click on the **Enrollment History** tab.
4. Select the Start Status or Exit Status from the drop down.
A list of Start Status and Exit Status codes can be found at this link:
https://www.maine.gov/doe/data/student/Synergy_upload.html
5. Click **Save**.

Student

Menu

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

Demographics Parent/Guardian Enrollment Enrollment History

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

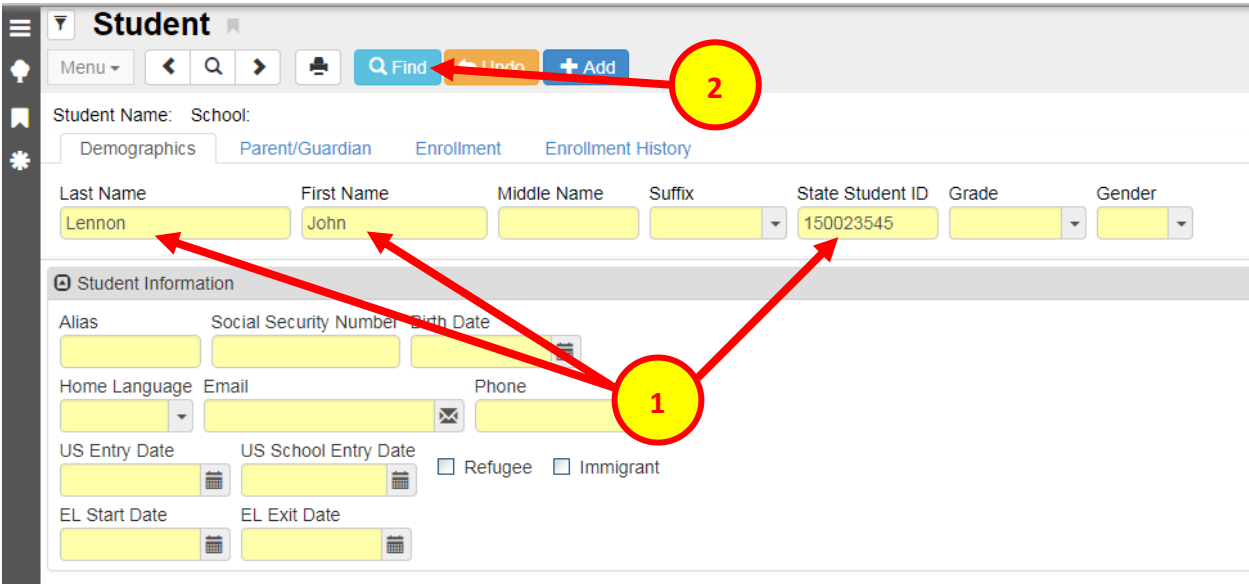
Enrollments

Line	Year Code	Start Date	Start Status	Exit Date	Exit Status	Tuition Payer Code	Grade	Organization Name
1	2017-2018	09/01/2017	Transfer from	06/08/2018	Transfer to a	Paid by Resident SAU or EUT	10	Rock Star High School

Change a Student's Name or Gender

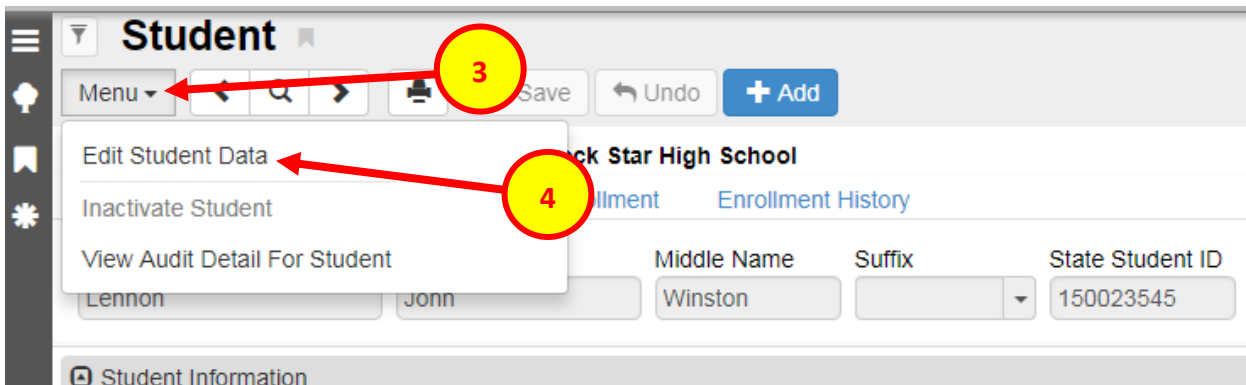
These steps should only be completed to update the student's legal name or gender.

1. Type in the student's Last Name and First Name or their State ID.
2. Click **Find**.



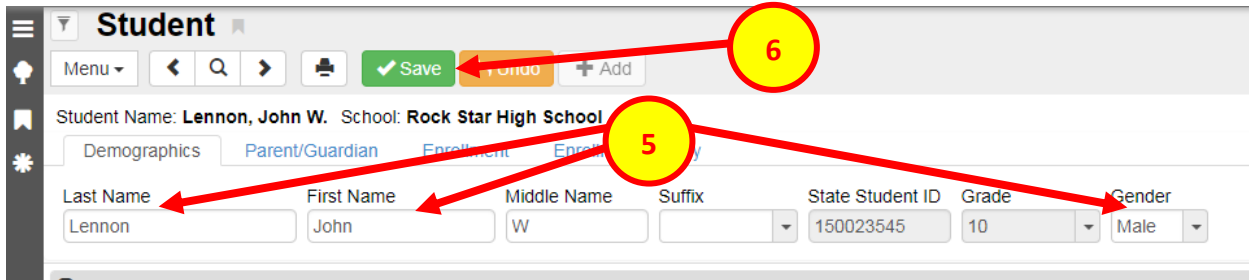
The screenshot shows the 'Student' interface with a search bar at the top. A red circle labeled '2' highlights the 'Find' button. Below the search bar, the student's information is displayed in a table-like format. A red circle labeled '1' highlights the search results for 'Lennon John' with State Student ID '150023545'. Below this, the 'Student Information' section is visible with various fields like Alias, Social Security Number, Birth Date, Home Language, Email, Phone, US Entry Date, US School Entry Date, EL Start Date, and EL Exit Date.

3. Hover the cursor over the Menu drop down.
4. Click **Edit Student Data** in the drop down - this will unlock the Last Name, First Name, and Gender fields.



The screenshot shows the 'Student' interface with the 'Menu' dropdown menu open. A red circle labeled '3' highlights the 'Menu' dropdown button. A red circle labeled '4' highlights the 'Edit Student Data' option in the dropdown menu. The student's information is visible in the background, showing 'Lennon John' with Middle Name 'Winston' and State Student ID '150023545'.

5. Type in the Last Name or First Name fields (if applicable)
Select the Gender in the drop down (if applicable)
6. Click **Save**.



The screenshot shows the 'Student' form in Synergy. The form is titled 'Student' and includes a 'Save' button. The student's name is 'Lennon, John W.' and the school is 'Rock Star High School'. The form has tabs for 'Demographics', 'Parent/Guardian', 'Enrollment', and 'Enrollment History'. The 'Demographics' tab is active, showing fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'State Student ID', 'Grade', and 'Gender'. The 'Save' button is circled in yellow and labeled '6'. The 'Last Name' field is labeled '5' and has a red arrow pointing to it. The 'First Name' field is also labeled '5' and has a red arrow pointing to it. The 'Gender' field is labeled '5' and has a red arrow pointing to it.

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

Note: Synergy does not keep a record of name changes and the student is only searchable using the current name.

Change/Update a Student’s Grade, Resident SAU, Resident Town, Fiscal Responsibility or Home Instruction Status

1. Type in the student’s Last Name and First Name or their State ID.
2. Click **Find**.

The screenshot shows the 'Student' information form. A red circle labeled '2' highlights the 'Find' button in the top navigation bar. Red arrows point from this circle to the 'Last Name' field (containing 'Lennon'), the 'First Name' field (containing 'John'), and the 'State Student ID' field (containing '150023545'). Another red circle labeled '1' is positioned over the search fields, with arrows pointing to the 'Last Name', 'First Name', and 'State Student ID' fields, indicating the search criteria.

Use Steps 3 through 7 to correct a student’s original data

Use Steps 8 through 9 when the student’s data changes during the school year.

3. Click on the **Enrollment History** tab.
4. In the Line column, click on the Line number of the enrollment to select the row – the selected row will turn blue.
5. Click **Show Detail** to expand the enrollment.

The screenshot shows the 'Enrollment History' tab selected. A red circle labeled '3' highlights the 'Enrollment History' tab. A red circle labeled '4' highlights the first row in the 'Enrollments' table, which is highlighted in blue. A red circle labeled '5' highlights the 'Show Detail' button at the end of the table. The table has the following data:

Line	Year Code	Start Date	Start Status	Exit Date	Exit Status	Tuition Payer Code	Grade	Organization Name	ADA/
1	2017-2018	09/01/2017	Transfer from			Paid by Resident SAU or EUT	10	Rock Star High School	

6. In the Enrollment Activities section, select the field you wish to change in the drop down(s).
7. Click **Save**.

Student

Menu - [Navigation icons] [7] [Save] [Undo] [Add] [Delete]

Student Name: [Student Name] School: [School Name]

Demographics Parent/Guardian Enrollment Enrollment History Special Ed Economic Status Attendance Truancy Discipline CTE

Last Name: [Last Name] First Name: [First Name] Middle Name: [Middle Name] Suffix: [Suffix] State Student ID: [State Student ID] Grade: **KG** Sex: **Female** Retired:

Enrollment History

Enrollments [Hide Detail]

Line	Year Code
1	2023-2024
2	2023-2024

Enrollment

Student School

Alternative Education Student Night Time Residence Unaccompanied Youth Gifted Talented Academic Gifted Talented Artistic Bilingual Services Sheltered English

Heritage Language Services Section 504 Plan Title 1A Math Title 1A ELA Transitional Bilingual Education or Early Exit Dual Language or Two-way Immersion

ESL or ELD Military Family **It is unknown whether or not the student is military-connected.**

Content Classes with Integrated ESL Support Newcomer Programs

Days Enrolled: [] Days Present: [] Days Excused Absences: []

Student Enrollment

Start Date: **08/31/2023** Start Status: **01838** Exit Date: [] Exit Status: [] Grade: **KG** FTE: **0**

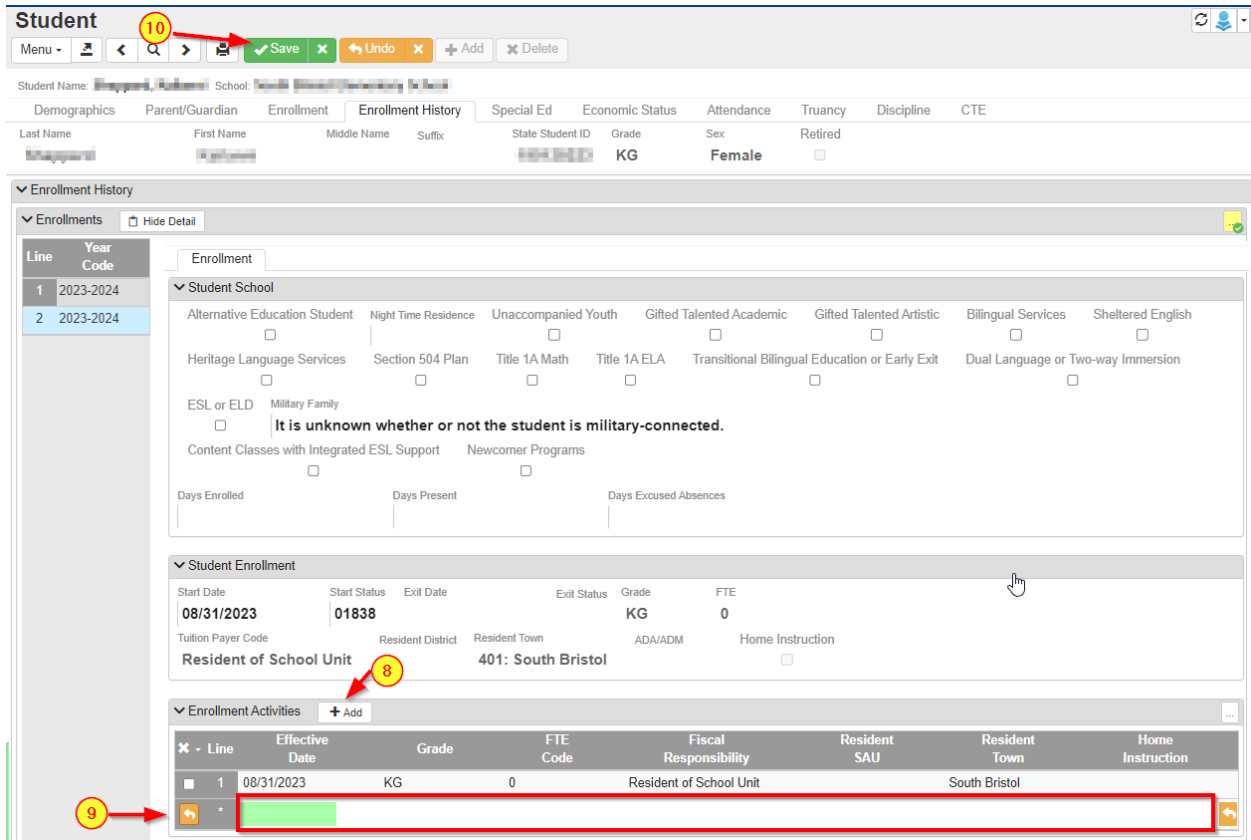
Tuition Payer Code: **Resident of School Unit** Resident District: **401: South Bristol** ADA/IAL: [] Home Instruction:

Enrollment Activities [Add]

Line	Effective Date	Grade	FTE Code	Fiscal Responsibility	Resident SAU	Resident Town	Home Instruction
1	08/31/2023	01	1	Paid by Resident SAU or EUT	[]	Sidney	[]

Residential

- Another scenario may be to alter a students' enrollment as-of a certain point in the school year. Still using the Enrollment Activities section, you may instead use the small 'Add' button to enter a new line.
- In the Enrollment Activity section, type in the Effective Date (the day the change occurred), filling in all the relevant info to complete the record such as Town, Fiscal Code, FTE, and Grade in the drop downs.
- Click **Save**.



The screenshot shows the 'Student Enrollment History' interface. At the top, there is a 'Student' header with a 'Save' button highlighted by a red arrow and a yellow circle labeled '10'. Below this is a navigation bar with tabs for 'Demographics', 'Parent/Guardian', 'Enrollment', 'Enrollment History', 'Special Ed', 'Economic Status', 'Attendance', 'Truancy', 'Discipline', and 'CTE'. The 'Enrollment History' section is expanded, showing a table of enrollment lines. Line 1 is for the 2023-2024 year, and line 2 is for the 2023-2024 year. Below the table, there are sections for 'Student School', 'Student Enrollment', and 'Enrollment Activities'. The 'Student Enrollment' section shows a start date of 08/31/2023, start status of 01838, grade of KG, and FTE of 0. The 'Enrollment Activities' section has a table with columns for Line, Effective Date, Grade, FTE Code, Fiscal Responsibility, Resident SAU, Resident Town, and Home Instruction. A red box highlights the 'Add' button and the first row of the table, with a red arrow and a yellow circle labeled '9' pointing to the 'Add' button. Another red arrow and yellow circle labeled '8' points to the 'Resident District' field in the 'Student Enrollment' section.