

Revised NEW STUDENT ENROLLMENT FORM
The California School Age Families Education (Cal-SAFE) Program
INSTRUCTIONS (v5 Sept 09)

LATEST: Added "Wait List" option to Item 5 and FAQ about waiting listing students. PREVIOUS: Removed references to 2008-09 and the Consolidated Application, added new FAQs, added instructions about only needing to complete *d items for Returning students. Changes from V2 to V3: Date fields no longer use drop-down menus to give the date (Now user types in date using the mm/dd/yy format.), options on Q26 about student's partner changed to collect partner's Cal-SAFE ID if in Cal-SAFE, and added a FAQ about corrections concerning the CAHSEE. Changes from v1 to v2: "Revised" added to form title, caution added to make sure student ID and agency code are correct before pressing Submit button, added TIPS on completing various items, addition of the option "Returning in the same academic year" on Item #5: *Cal-SAFE Enrollment Status for use with students you exited during 2008-09 and thought they were not going to return during the 2008-09 school year, clarification about "last day enrolled" in Item #20, clarification about Item 25. *Has the student passed BOTH sections of the CAHSEE?, and added FAQ section.

Item #	Item Name	Definitions & Instructions
		<p>You should complete the Student Enrollment Form for each student you enroll in your Cal-SAFE Program for the current academic year. For NEW students, you will need to complete the entire form. However, for RETURNING students, those who were in your Cal-SAFE Program the previous school year and are already in the GradStar Database, you only need to complete the mandatory fields (those marked with an *). All other fields are optional.</p> <p>After you complete this form for the student, you need to complete a Child Information Form for EACH child the student has birthed or fathered, whether or not that child will attend Cal-SAFE-sponsored child care while the student attends school. If the child will attend Cal-SAFE-sponsored child care, you will also need to complete a Child Care Enrollment Form for the child.</p> <p>NOTE: Questions marked with an asterisk (*) are mandatory.</p>
	Student Name	For confidentiality purposes, no student names should be entered into the state-wide data system. Rather, you will need to (1) complete the form online, (2) review it for accuracy, (3) PRINT a hard copy for your files, (4) click the Submit button, and then (5) hand write the student's name on the
1	1. *Is this a correction/change to a STUDENT ENROLLMENT FORM previously completed during this school year?	<p>This is a REQUIRED field. Select NO if you have not previously entered this form for this student into the data system during the current academic year. You will need to complete the entire form if the student is a NEW student. If the student is a RETURNING student you only need to complete the mandatory items marked with an *. All other fields are optional.</p> <p>Select YES if you have previously submitted this form (during the current academic year) for this student and realized that you made a mistake and need to make a correction OR if you have new data to enter for this student OR if you are now enrolling a student whom you put on your Wait List by completing a previous Student Enrollment Form.</p> <p>If you are making a correction, you will need to complete the ENTIRE form including the field(s) you wish to correct/change. The Data Manager will then delete the previously completed form and substitute this one into the system.</p>

		<p>Because making a change/correction is so time consuming, we highly suggest that you review for accuracy your answers on the computer screen and make changes then BEFORE you hit the Submit button. Furthermore, we suggest that you submit a change form only if you have IMPORTANT new information on the student. By "important," we mean information that answers a required question one marked with an *</p>
2	2. *Student ID Number	<p>This is a REQUIRED field. Enter the Student ID Number. You should use the student's ID number assigned by the district's Student Information Management System or you can assign an ID number for use within your agency. Please keep in mind that the ID number MUST be UNIQUE to the student within your agency and should remain the same throughout the time the student is enrolled in your Cal-SAFE Program. If the student withdraws from your Cal-SAFE Program and then reenrolls in your agency's Cal-SAFE Program at a later date, you should use the same, unique student ID number for the student. However, if you receive a student from another Cal-SAFE Program in the state, you do not need to use the student ID number assigned by that Cal-SAFE Program. The student ID number simply needs to be unique within your own agency. Also please double check that the student's ID number is entered correctly before submitting this form to the online GradStar Database.</p>
3	3. Date When Form Completed	<p>Using the format mm/dd/yy, type in the date this form (Student Enrollment) was completed. Generally, it will be the date when the agency staff person enrolled the student. This means that if the agency staff member completed a paper form to enroll the student on Sept 5 but the information was not keyed into the online form until Sept 12, the date in this field would be Sept 5 and not Sept 12.</p>
4	4. *Agency code	<p>This is a REQUIRED field. Type in your 7 digit Agency Code assigned by the CDE in Sacramento. This code consists of your 2- digit county code plus your 5-digit district code. You can find the list of agency codes at www.gradstar.com in the file AgencyCodes09-10.pdf. Once you enter this code into the form, in the future the data system will prompt you with this number and you should not have to retype it each time.</p>

5	5. *Cal-SAFE Enrollment Status	This is a REQUIRED field. Select only ONE of the options below. NOTE: You will need to complete the ENTIRE form no matter which of the enrollment options you select below: <ul style="list-style-type: none"> • First time enrolling in Cal-SAFE (Select this option for a student who has never before been in your Cal-SAFE Program. You need to complete the entire form.) • Re-enrolling for a new school year (For RETURNING students who are already in the GradStar Database from last year, you need to complete ONLY the items marked with an *. All other fields are optional.) • Transferring from another Cal-SAFE Program (For a student who was enrolled at another Cal-SAFE agency and is now enrolling in your Cal-SAFE Program. You will need to complete the entire form.) • Returning in the same academic year (for a student who attended your Cal-SAFE Program in this SAME academic year, exited, and now has returned in this SAME academic year.) • Wait List, no Cal-SAFE openings at this time. (You need to complete ONLY the items marked with an *. All other fields are optional at this time.) Later, if a slot opens up and participates in your Cal-SAFE Program, at that time complete another Student Enrollment form for the student but this time mark on Item 1 that you are making a correction and on this item 5, mark one of the above options: First time enrolling, re-enrolling, transferring from another program, or returning in the same academic year.
6	6. School of record: Please enter the NAME of the school where the student will be attending in the box below.	Type into the box the name of the school or the Cal-SAFE site where the student will attend. TIP: On school of record, you can abbreviate locations or names.
7	7. *TYPE of School Site where the student will be attending	This is a REQUIRED field. Select one of the following options that describes the school where the student will be attending: Comprehensive high school Junior high or middle school Adult School Alternative School or Magnet School Continuation High School Community Day School Opportunity School Court School County Community School Charter School ROC/ROP Other, Please Specify in Item #8.
8	8. If you marked OTHER for Item 7, please specify in the box below.	If you selected OTHER for Item #7, please specify the type of school here.
	Demographic Information	
	Student's street address and city	For confidentiality purposes, no student addresses should be entered into the state-wide data system. Rather, you will need to (1) complete the form online, (2) review it for accuracy, (3) PRINT a hard copy for your files, (4) click the Submit button, and then (5) hand write the student's address on the <u>hard copy</u> .
9	9. * Zip Code of student's home address:	This is a REQUIRED field. Please type in the student's home address zip code in the box.
10	10. Student's date of birth	Use the format mm/dd/yy to enter the student's date of birth.

11	11. * Student's gender	This is REQUIRED field. Please select one of the following options: <ul style="list-style-type: none"> • Female • Male
12	12. Student's race/ethnicity	Select one of the following options: <ul style="list-style-type: none"> • Asian or Pacific Islander • African American (Black) • Caucasian (White) • Hispanic/Latino • Native American/Alaskan • Other • Declined to answer
13	13. *Pregnancy/Parenting Status at Enrollment (if male, partner's status):	This is a REQUIRED field. Select one of the following options: <ul style="list-style-type: none"> • Expectant, not parenting other children • Expectant and parenting another child or children • Parenting only, not expectant
14	14. Total number of children the student has given birth to (or fathered):	Do NOT count the current pregnancy. Count only live births. Do not count miscarriages or abortions. Select one of the following options: <ul style="list-style-type: none"> • 0 • 1 • 2 • 3 • More than 3 • Unknown <p>Reminder: You will need to complete a separate Child Information form for each of the student's children. However, if both the child's mother and father are in your Cal-SAFE Program only fill out ONE Child Information Form for the child.</p>
15	15. Total number of children currently in student's CUSTODIAL care:	In this item, you need to give the number of children the student currently cares for (custodial care) whether or not the student birthed or fathered the child. Do NOT count current pregnancy. (See FAQs below for a definition of "custodial.") Select one of the following options: <ul style="list-style-type: none"> • 0 • 1 • 2 • 3 • 4 • More than 4 • Unknown
16	16. *Student's marital status	This is a REQUIRED field. Select one of the options for the students CURRENT marital status: <ul style="list-style-type: none"> • Single, never married • Married • Separated • Divorced • Widowed
17	17. Student's legal guardian	Select one of the following options: <ul style="list-style-type: none"> • Parent(s) • Grandparent(s) • Other relative(s) • Foster care • Student (legally emancipated/married/18+ years old) • Adult non-relative caregiver • Other

18	18. Work/Employment status at Enrollment (Please specify hours per week of Work and Job Training in Question 19 below.)	Select one of the following options: <ul style="list-style-type: none"> • Not working or seeking employment • Seeking employment • Working (Please specify hours per week in Question 19 below.) • In job training (Please specify hours per week in Question 19 below.)
19	19. Work/Job Training Hours per week	Select one of the following options: <ul style="list-style-type: none"> • None • 1 to 5 hrs. • 6 to 10 hrs. • 11 to 15 hrs. • 16 to 20 hrs. • More than 20 hrs. • Unknown
SCHOOL HISTORY		
20	20. Date when the student was last enrolled in school:	Use the format mm/dd/yy to enter the date when the student was last enrolled in school. For example, the student was enrolled in a regular, non-Cal-SAFE school from the beginning of this school year and is not enrolling in your Cal-SAFE Program today, "the last day enrolled" for this student would be yesterday's date. However, if the student enrolled with you on the first day of the 2008-09 school year, "the last day enrolled" would be the last day of the 2007-08 school year.
21	21. How many units/credits are required for graduation in	Type into the box the number of units/credits required for graduation by this student's district or school of record.
22	22. How many units/credits has student currently earned?	Type into the box the number of units/credits towards high school graduation the student has EARNED as of today's enrollment. If the student has not yet taken any courses for high school credit, simply enter 0.
23	23. Last grade COMPLETED prior to today's enrollment	The "last grade completed" is determined by how the student's last school classified the student. For example, if the student's last school said she completed 10th grade, then you would enter 10th grade as the "last grade completed" no matter how few credits she might have. Select from the following options: <ul style="list-style-type: none"> • None • Below 7th grade • 7th grade • 8th grade • 9th grade • 10th grade • 11th grade • Unknown

24	24. * CURRENT Grade placement:	<p>This is a REQUIRED field. Select one of the following options:</p> <ul style="list-style-type: none"> • Below 6th grade • 6th grade • 7th grade • 8th grade • 9th grade • 10th grade • 11th grade • 12th grade • Adult School <p>You should enter the current grade placement as determined by the student's current School of Record.</p>
25	25. * Has the student passed BOTH sections of the CAHSEE?	<p>This is a REQUIRED field. You should answer this question as to the student's status regarding the CAHSEE at the time of today's enrollment. If the student takes the CAHSEE and passes one or both of the sections after today's enrollment, you will report this outcome in the Spring when you enter into the online GradStar Database the student's information from the REVISED Support Services/Needs Assessment v.2 form. You do NOT need to resubmit this Student Enrollment Form should the student pass the CAHSEE sometime during this school year. Furthermore, if a student is currently in the 9th grade and has not yet had the opportunity to take the CAHSEE, you should mark the "not applicable" box. Finally, if the student has just entered the 10th grade and has not yet sat for the CAHSEE, you should mark "No, has NOT passed either section, English/Language Arts OR Math." Later in the school year, if the student does pass one or both of the sections of the CAHSEE, you will report this outcome in the Spring when you complete the student's Support Services RECEIVED form. You do NOT need to resubmit a corrected Student Enrollment form should the student pass the CAHSEE sometime during this school year.</p> <p>As you enroll the student today, mark the student's current status on the CAHSEE:</p> <ul style="list-style-type: none"> • Yes, passed BOTH sections, English/Language Arts AND Math • No, has passed ONLY the English/Language Arts section • No, has passed ONLY the Math section • No, has NOT passed either section, English/Language Arts OR Math • Not applicable because student is in middle school or 9th grade
INFORMATION ABOUT STUDENT'S PARTNER (BABY'S/CHILD'S OTHER PARENT)		
26	26. Baby's/Child's other parent:	<p>If the child's other parent is also in your Cal-SAFE Program, select the option: "Other Parent's Cal-SAFE Student ID#" and enter the other parent's ID numbers. Otherwise, select one of the other following options:</p> <ul style="list-style-type: none"> • Attends school but not in the Cal-SAFE Program • Works full time • No other parent specified • Other • Other Parent's Cal-SAFE Student ID # [If you selected this option, type the student ID number of the child's other parent in the box.]

CONNECTIONS WITH OTHER AGENCIES		
27	27. Does the student receive any of the following services from other agencies?	<p>Please Check ALL THAT APPLY, and list each case worker and contact information for each service in the box below, under item #28.</p> <p>Select from the following options:</p> <ul style="list-style-type: none"> • AFLP-(Adolescent Family Life Program) List case worker and contact info in the box below item 28. • Cal-Learn-List case worker and contact info in the box below item 28. • Cal-Works-List case worker and contact info in the box below item 28. • Probation (formal or informal)-List case worker and contact info in the box below item 28 • Other Please specify agency, case worker and contact info in the box in Item #28 below.
28	28. Please specify the case worker and contact information below, for each service indicated on item #27.	Please specify the case worker(s) and contact information below, for each service indicated on item #27. AFLP, Cal-Learn, Cal-Works, Probation, Other.
PLEASE COMPLETE THE FOLLOWING IF THE STUDENT (OR IF MALE, PARTNER) IS CURRENTLY PREGNANT		
29	29. Expectant student's due date:	Use the format mm/dd/yy to enter the student's (or partner's) due date.
30	30. Please check all that apply to the student's if male, partner's pregnancy.	<p>Select ALL that apply for the student's (or partner's) pregnancy. Please note that a pregnancy test done by a clinic/health care provider is not required nor is an ultrasound. This information is simply gathered to help you to better serve students.</p> <ul style="list-style-type: none"> • A pregnancy test has been done by a clinic or a health care provider • Receiving Medi-Cal/Cal-Optima • Receiving WIC • Taking prenatal vitamins • An ultrasound has been done

	<p>Now that you have completed all the fields, do NOT hit the Submit button until you do the following:</p> <ul style="list-style-type: none">A. Review all fields for accuracy. In particular please double check that the Student's ID number and your agency's code are entered correctly. If you need to change information, please do so now.B. PRINT a copy of the completed form for your files. (If you already have a hand-completed paper version there is no need to print a hard-copy of the completed online form. However, you should write a note on the paper copy giving the date when you entered the information into the online GradStar Database.)C. Handwrite the student's name on the paper copy for your files.D. Then hit the Submit button to enter the information into the state-wide Cal-SAFE Data Base. <p>After you hit the Submit button, the system will notify you of any REQUIRED items that you have not yet answered. Simply return to those items, provide the data, and then hit the Submit button again. The online system will then let you know it has received your completed form. To return to the GradStar Forms site, simply click on the CLICK HERE message.</p> <p>Three times a year (at the end of the 1st quarter, at the end of the 1st semester, and in June) your agency will receive an Excel file that includes all the data that you have submitted during the current academic year using this Student Enrollment Form.</p> <p>As part of the Student Enrollment process, you also need to complete a Child Information Form on each of the student's children (all children the student has birthed or fathered). You can access these forms at http://gradstar.com/secure/form.html.</p>
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	Frequently Asked Questions	Answers
re: Wait Listed students	What forms do I complete for a student who needs Cal-SAFE Program services but we don't have a slot open at this time?	Because of fund cuts and increased pregnancy rates among teens, you may find that you don't have room in your program for all the students that come to you needing services. We highly suggest that you create a waiting list. The information will be invaluable in the coming months to show the need for continuing -- even expanding your Cal-SAFE Program. To create a waiting list of students, please fill out a Student Enrollment on the student and then on Item 5 of the form mark "Wait List, no Cal-SAFE openings at this time." You then need to complete ONLY the items marked with an *. All other fields are optional at this time. Later, if a slot opens up and participates in your Cal-SAFE Program, at that time complete another Student Enrollment form for the student but this time mark on Item 1 that you are making a correction and on this item 5, mark one of the above options: First time enrolling, re-enrolling, transferring from another program, or returning in the same academic year. If the student has a child who needs child care, we also suggest that you complete a Child Care Enrollment on the child and no Cal-SAFE openings at this time." for the child as well.
re: logging in	After we complete a form and move onto a new form for the same student, we're having to log in each time. Is there a way around this?	Here are two ways to avoid logging in each time. (1) When you first encounter the user ID/name & password dialog box, you can tell your browser to "Remember this password in my keychain" usually by clicking a box. From then on, the browser will automatically fill in both the user ID/name and password when you see the dialog box and all you would have to do is click "Log In". Note: Some of the exact wording of these phrases and selections vary depending on the browser you are using, such as FireFox, Explorer, Safari etc. (2) After completing and entering the online form and you see the on-screen message: "You have completed the STUDENT ENROLLMENT FORM of the Cal-SAFE Program. Please CLICK HERE to return to the GradStar Forms page." Don't click on "CLICK HERE" but instead go into the History menu of your browser and select the URL for the online GradStar forms. It should say "Eval Forms Online." This will take you directly back to the URLs on the secure GradStar forms and you can select another form without filling in the access codes. Again, you might find the phrases/wording slightly different depending on the browser you are using. bookmark the www.gradstar.com/secure webpage and return to the list of URLs for the forms without having to reenter the access codes.
re: agency code	When I enter my agency code should I enter it using the hyphen or not? For example, my agency code is XX-XXXXX. Should I enter it as XX-XXXXX or without the hyphen as XXXXXXXX?	It's up to you -- without or without the hyphen works just fine. All we ask that everyone in your district use the same method -- everyone entering the agency code with the hyphen or everyone entering the agency code without the hyphen. Being consistency makes it simpler for the Branagh folks to easily extract your agency's data from the statewide database.
re: agency code	How do I know what my agency code is?	At the www.gradstar.com website under the Evaluation Forms and Material section, you can download the file: AgencyCodes09-10.pdf. This file contains the agency code that your agency should be using.

	Frequently Asked Questions	Answers
re: case manager	I have all the Student Enrollment information for a student except the name of the student's Cal-Learn case manager. Can I put in what I have and come back later and add in the case manager's name?	First of all, much of the information gathered on the Student Enrollment form -- and the other forms as well -- is intended for local use. Indeed, the only items absolutely needed for the various state-wide reports are those fields marked MANDATORY with an *. All other fields are optional for entry into the online GradStar Database. Second, we highly suggest that you not enter a correction into the GradStar Database unless you are correcting one of these mandatory fields. Since the Cal-Learn case manager's name is not mandatory and is intended for local use only, we suggest that you enter all the Student Enrollment information that you now have into the GradStar Database and do NOT come back later to add the case manager's name. You can simply add the case manager information to your local database or handwrite it on the student's paper form.
re: documentation for student file	I forgot to print a copy of the completed online GradStar form before hitting Submit. What should I do to document that I entered the student's form into GradStar?	If you were inputting the information from a hand completed paper copy of the form then, you really don't have to print the online form because you already have a paper copy of the information -- albeit hand completed. You should, however, write on the paper form the date when you entered the information into the online GradStarsystem. If you were interviewing the student as you filled out the form online and forgot to print it out before hitting the Submit key, then you can complete by hand a paper version of the form and put it in the student's folder. This will provide documentation in the student's folder.
re: interruption while entering form	Often I get interrupted as I'm entering a form into the online GradStar Database. Can I leave a form and come back and complete later?	If you simply keep the form open on your computer's desk, you can come back and complete it. GradStar will not time you out. BUT if you close and leave the browser window showing the www.zoomerang.com site where the GradStar forms are located, then you will not be able to finish the form and submit. However, in most browsers you can open up new windows while keeping other Internet site windows open. This way you can keep the incomplete GradStar form open (and actually hidden from view if you wish) while you take care of interruptions. Then later, you can complete and submit the form.
re: Item #30 Medi-Cal	Do I need to answered Item #30 about Medi-Cal if the student is not pregnant even if she is on Medi-Cal?	No, Item #30 is a non-mandatory item and collects data that you might want to use locally in working with your expectant students.
re: Item 15 custodial care	What is the meaning by "custodial care" on Q15 that asks "How many children are in the students custodial care?"	The Cal-SAFE Reference Handbook, Chapter 2 states that the custodial parent is the parent who has physical custody of the minor child (Family Code Section 3800). A custodial parent in the Cal-SAFE program generally is the birth mother who is the primary caregiver of the minor child(ren). However, a teen father might be the custodial parent, but usually has established himself as the custodial parent through the legal process.
re: Item 18 job training	Item 18 asks about the student's Work/Employment status at Employment. If the student is attending a ROC/ROP (Regional Occupational Centers or Program) or OWE (Occupational Work Experience) does this count as job training?	Yes, and you should I chose the option "In job training" for Item 18.

	Frequently Asked Questions	Answers
re: Item 20 date last enrolled	When I complete item 20: "Date when the student was last enrolled in school," do I go back and put the date she first entered into our Cal-SAFE Program?	You put the last date when the student attended school (whether the student was in a Cal-SAFE Program or not). For example, if the student was enrolled in a regular, non-Cal-SAFE school from the beginning of this school year and is not enrolling in your Cal-SAFE Program until today, "the last day enrolled" for this student would be yesterday's date. Of if, the student enrolled with you on the first day of the 2009-10 school year, "the last day enrolled" would be the last day of the 2008-09 school year.
re: Item 20 date last enrolled	How do I answer Item 20. "Date when the student was last enrolled in school" for a student who as enrolled but excessive absences.	Use the student's last day enrolled whether she actually attended that day or not.
re: Item 23: last grade completed	On item 23: "Last grade completed prior to today's enrollment" should I enter the student's grade as determined by the credits completed or the student's social grade determined by the number of years the student has been in school?	The last grade completed should be determined by how the student's last school classified the student. For example, if the student's last school placement classified her as a 10th grader but she really has no high school credits, they you should put down her "last grade completed prior to today's enrollment" as a 10th grader.
re: Item 24 grade placement	Item #24 asks for the student's current grade placement. Do I decide by the number of credits she's earned or go by what the school says is her current grade placement?	You should go with how the school of record has placed her. If the school of record classifies her as an 11th grader, you enter her that way no matter the number of credits she might have.
re: Item 24 grade placement	When I enrolled the student this Fall, the school of record classified her as an 11th grader (junior). During the Fall semester she earned enough credits that she is now classified as a senior for the Spring semester. Do I need to submit another Student Enrollment Form to report this Change/Correction?	You can if you wish. However, you can report the change in her grade placement in late Spring when complete the student's Support Services RECEIVED form. This form will include a place to give the student grade placement as of the end of the school year.
re: Item 25 CAHSEE	Help! Do I need to make corrections in the following situation: For some 10th graders who enrolled in August, I answered Q25: "Has the student passed both sections of the CAHSEE?" as "Not Applicable" because they are beginning 10th graders and have not yet had the opportunity to take the CAHSEE yet. They'll take it for the first time in the Spring. Now, I understand I should have marked "No, has NOT passed either section, English/Language Arts OR Math." What should I do about correcting this?	You should not go back and redo the full Student Enrollment forms to correct Q 25 for these 9 students. Instead, in the late spring when you complete the students' Support Services RECEIVED form online, you will be given an opportunity to mark the students' status again on the CAHSEE. Perhaps they will pass it on the first attempt.

	Frequently Asked Questions	Answers
re: Item 25 CAHSEE	I was interviewing the student and completing the Student Enrollment Form online. When I got to Item #25 *Has the student passed BOTH sections of the CAHSEE? I realized that I did not have this information and the student herself did not know either. This is a mandatory item and I could not submit the form without the answering the item. I decided to simply back out of the form and come back and do it again later. What could I have done to avoid this hassle?	First, before you start entering a form online, you should make sure that you have all the mandatory information you will need to complete the form. Unfortunately, the system will not allow you to leave a half-completed form and come back later to finish it. Once you start on a form, you must finish it and submit it. If you do not know the student's status on passing the CAHSEE at the time you enroll her, you have several choices as how to proceed: 1. Call the student's school to see about the student's status on the CAHSEE. 2. Fill out a paper Student Enrollment Form and later when you find out the student's status on the CAHSEE, enter the student's Enrollment form into the online GradStar Database.
re: Item 28 case worker info	On Item 28, it asks for the name and contact information for the student's case worker if she is in AFLP, Cal-Learn, Cal-Works, or on probation. Is that for our internal-use only or do you need it for the Evaluation Report?	The information on the student's caseworkers is for your local use in serving the student. This information will not be used as part of any state-wide report. That's why this field is not mandatory.
re: making corrections	When should I enter a correction into the GradStar system?	Please enter a correction to a GradStar form only if the correction rectifies the information in a MANDATORY field marked with an *. Otherwise, simply log the change of information on the student's paper form and any other local student/child database that you might have. For example, you do not need to enter a corrected Student Enrollment form each time a student changes where she attends school in your district. You would note this change on the student's paper Student Enrollment form and in your local database.
re: Returning students	Do I need to fill out an online Student Enrollment form for a RETURNING student?	Yes, you need to complete an online Student Enrollment form for a student returning to your program from the previous school year. However, you do NOT need to fill out all the fields on the forms. You ONLY have to complete the fields marked with an asterisk (*). All other fields are optional.
re: saving paper	When I print out a copy of a completed online GradStar form, it takes SOOO much paper. How can I print it out without killing so many trees?	You can reduce the number of pieces of paper you use by telling your printer to print several pages to one piece of paper. Right before you hit the Submit button, go into the main menu of your Internet browser and select "Print." Your printer will then show its Print dialogue box that asks you to specify such things as the number of copies, layout, paper handling, color/b&w, and print quality. At this stage, you can specify that the printer reduce the size of the GradStar form so that you can get 2 or more pages on one piece of paper. Some printers even allow you to specify that the printer print the GradStar form on both sides of the piece of paper. For example, I use an Epson Office Jet 4300 series printer and under the Layout section of the printer dialogue box I can select "4" under the Pages Per Sheet option. The printer would then automatically reduce the pages of the completed GradStar Student Enrollment, printing 4 pages on each piece of paper. Generally, thus for each of the GradStar forms I could print out the completed online form on one piece of paper for documentation.

	Frequently Asked Questions	Answers
re: skipping items	If I don't skip a field on a form, does GradStar automatically fill in with a default answer?	GradStar has no default answers on the forms. If you skip a MANDATORY field marked with an *, you must answer the question before you can submit the form. If you skip a non-mandatory field, GradStar will simply leave that field blank.
re: student changes address	Do I have to submit a correction to the Student Enrollment Form if a student changes addresses during the school year?	No, you do not need to submit a correction if the student changes address or zip code during the school year. However, you will, of course, want to note this change in your local records.
re: student changes address	If a student has moved to a new zipcode, do I need to submit a corrected Student Enrollment form showing the new zipcode for Item 9. "Zip Code of student's home address"?	No, you don't need to keep the zipcode for the student's home address accurate throughout the school year. Once you enter the student's zipcode at the beginning of the year, you don't need to make any changes throughout the year in the online GradStar Student Enrollment form. However, if the student moves mid-year, you can make the change on your hardcopy Student Enrollment form and in any local data base that you maintain.
re: student changes schools	When a student changes a school, do I need to input an updated enrollment form?	When a student changes a school within your agency you do not need to update the enrollment form in the online GradStar Database. The information about the school of record is mainly for your use locally. You can just update the information by hand on your paper copy in the student's folder.
re: Student Exit	I exited a student that didn't show up as expected this school year. Now, she just walked into my office. What should I do?	Don't worry about the Exit form. Simply complete a Student Enrollment Form for this student for the current academic year, marking that she is a RETURNING student.
re: student ID	What if the school does NOT issue an ID number for students?	In such a case, we suggest that you create ID numbers for the students. Let's say a student attends XYZ Charter School. You might create an ID for this student by using the student's birthdate plus adding a 1 for XYZ Charter School. So if this student attending XYZ was born on March 15, 1992, then her ID number would be 31519921. You just want to make sure that you do not give that same ID number to another student AND that you keep a list somewhere (perhaps in an Excel file) that includes the student's name and her assigned ID number.

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re: student ID	I made a mistake on a student ID number on a form I submitted to the GradStar Database. How do I correct it?	If you make a mistake on a student's ID when you enter it, please send Brenda LeTendre (bletendr@pittstate.edu) an email telling her your agency number, the form where you made the mistake, the wrong ID number (if you can remember it), and the correct ID number. She will make the change in the system. Please do not submit a correction since this will essentially count the student twice.
re: student ID	As a program housed in the County Office of Education, I have students who attend schools in several school districts. At the end of the Fall semester, several students will transfer to another school in different district served by our program. The change in school will result in a new student ID number. What should I do about the student's ID number in GradStar?	We suggest that you not change the student's ID number within the GradStar system. Rather, you would make a note in your local database that the student is now attending another school/district within your program and now has a new ID number. The reason for NOT changing the student's ID within the GradStar system is this: For state-wide reporting purposes, we need to be able to provide an unduplicated count of students (and children) served by a particular agency for any length of time during the academic year. This means we need a consistent GradStar ID # that a student keeps during the academic year no matter where she attends within an agency's Cal-SAFE Program.
re: student ID	As a program housed in the County Office of Education, I have students who attend schools in several school districts. Some of these districts serve students in K-8 only. This year I have a student who was at a junior high in a K-8 districts. She is now enrolled in a 9-12 district and has a new ID number. What should I do about her ID number in GradStar?	We suggest that you make no change of the student's ID number within GradStar. This way her information over the years will be grouped together. However, you would make a note in her paper file and your local database that she is now in a different school, different district and has a new ID number. One way to avoid this with future students is to use the permanent student ID number that the State of California is assigning each student within the state's student data base.
re: student ID	In our agency we simply assign a very simple ID number to a student -- such as 01, 02. My colleague at another Cal-SAFE Program says that they do their student ID numbers the very same way. Won't that get the information on our students mixed up their students?	When we extract the data for your agency, we use the student ID number AND your agency number. This way it does not matter if you duplicate another student's ID number used in another agency. However, you should not ever assign the same ID number to another student, even if that student attends your program during a future school year. This means that across the life of your program (from 2008 on), you should have only one student with the ID number 01. We suggest that you create an ID number for students -- perhaps even something as simple as using the student's birthdate plus a 1 for female and 2 for male. So if Brenda LeTendre were a student attending your program had her birthdate is March 15, 1992, then her ID number would be 31519921. You just want to make sure that you don't give that same ID number to another student AND that you keep a list somewhere (perhaps in an Excel file) that includes Brenda LeTendre ID 31519921 so you know to which ID goes with which student.
re: student ID	What if the school does NOT issue an ID number?	

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re: tracking students entered	I'm not sure which students I've entered into the GradStar Database and which I have not yet entered. How can I keep track of what I've done?	First, we suggest that you put a ✓ mark and the date entered at the top of each paper form you enter into the system. Second, we suggest that you keep an Excel spreadsheet that includes the student's name, ID number and which forms you've entered into the GradStar Database for the student. On the www.gradstar.com website under the Additional Helpful Resources subsection, you can download an Excel template (GradStarDataEntryLogV1LeT08Sept18.xls) that you can use to keep track of the students and children you enter into the GradStar Database. Later, when you receive the GradStar data files for your agency, you can use this Excel spreadsheet to double check that you've entered everyone into the system. Also, this same Excel spreadsheet can help you match the students names to their ID numbers and information in the GradStar files.
re: use wrong form	I mistakenly entered a student using the online 2008-09 form instead of the 2009-10 form. What should I do?	Notify Brenda of the mistake. Please send her the student's ID number and your agency number and she will rectify the situation, switching the student to the 2009-10 data set.
re: Adult School	If a student moves from the regular program to the Adult School, do I need to put in a change/correction?	We suggest that you don't enter a change/correction to the Student Enrollment form when a Cal-SAFE student moves from the regular program to Adult School. Rather, make a note locally that the student moved to the Adult School and then on the Support Services RECEIVED form you complete for this student, you can mark that the student went to Adult School during the school year. If, however, the student leaves your Cal-SAFE Program and goes to the Adult School, then you will need to complete a Student Exit form on the student.