samegoal

Add Students

Students

If you integrate SameGoal with your student information system (SIS), new students entered in your SIS will be added to SameGoal automatically each night. For example, if a new student is entered in your SIS on Monday, they will appear in SameGoal on Tuesday morning.

There are a few cases when adding students manually in the web interface is necessary:

- Your district does not integrate your SIS with SameGoal.
- The student is not in your SIS (e.g. preschoolers, if your district does not enter them in your SIS until and unless they enroll).
- A student will be entered in your SIS soon, but you need to start a document immediately.

Add a student

Steps *To add a student:*

1. Visit **Students / create new** in the left menu.
2. Click the **+add** link in the blue bar.
3. Enter the basic information required, including **SIS Student ID** and **Print SIS Student ID** (see below).
    - **SIS Student ID** - The student's ID number in your SIS. Nightly integrations "key" on this field to match students in your SIS with students in SameGoal (so as to determine whether to add or update).
        - Tip If you do not know a student's ID number, or the student may never be enrolled in your SIS, you may use a made-up/temporary ID and change this field later if applicable.
    - **Print SIS Student ID** - The ID which prints to documents for a given student. In most cases, **SIS Student ID** and **Print SIS Student ID** are the same. The most common reason for differences between these fields is when an organization uses SSN as a student ID in the SIS, but does not want SSN printed to student documents.
        - Tip While **SIS Student ID** must be unique, multiple students may have the same **Print SIS Student ID**.
4. Click the **Add student** button.
5. You will be redirected to the student's **Details** tab. Student and parent demographics entered on the **Details** tab prefill/copy information into documents.
    - Tip If you do not populate **Details**, no student information will prefill/copy into documents for this student. However, if you expect a nightly integration to include this information soon, you might choose to populate it minimally (student ID numbers and name only), given the integration will automatically update it for you.