samegoal

Manage Students

If your student information system (SIS) is integrated with SameGoal:

- Student and parent demographics on each student's **Basics** and **Details** tabs are automatically updated nightly.
- If you find a student's information is incorrect in SameGoal, correct the information in your SIS. After the nightly integration runs, you will see the information updated in SameGoal the following morning.
- Avoid changing student and parent demographics in SameGoal directly, unless a given student is not included in your SIS (and was entered manually). Changed demographics in SameGoal for any student also entered in your SIS will be overwritten within 24 hours by the integration. The SIS is considered the "canonical" source of student and parent demographics when the two systems are integrated.
    - Tip The only exception to this may be if the student is inactive and no longer included in the nightly feed from your SIS.

Update students:

- Update SIS Student ID
- Update Student Basics
- Update Student Details (prefill/copy information)

Search students

Steps *To search for students:*

- Visit **Students / create new** in the left menu.
- Search by **Last Name**, **First Name** and/or **Student Id**.
- To include only students participating in a given program, select the program from the **Program** dropdown.
- To include students with an inactive district enrollment status, check **Include inactive**.

- To include only deleted students, check **Deleted**.
- Click the **Search** button.

Update SIS Student ID

Update a student's **SIS Student ID** when:

- You find the current number entered for the student is wrong
- The student was previously given a temporary ID (e.g. student was a non-enrolled preschooler) and is now about to enroll/become added to the SIS (and you know what the student's new ID will be)

Steps *To update a student's **SIS Student ID**:*

1. Visit **Students / create new** in the left menu.
2. Search for the student you wish to update.
3. Visit the **Basics** tab.
4. Next to the current **SIS Student ID**, click the **change** link.
5. Enter the **New SIS Student ID**.
6. Click **Save**.

Update Student Basics

Each student's **Basics** tab contains information used on list pages:

- Student first and last name
- Print SIS Student ID (printed in documents)
- Building (affects user access via user roles)

Steps *To update student **Basics** information:*

1. Visit **Students / create new** in the left menu.
2. Search for the student you wish to update.
3. Visit the **Basics** tab.
4. Update the relevant information.
5. Click **Save**.

Update district enrollment status

Updating a student's enrollment status manually is only necessary when the student will not be updated automatically by a SIS demographics integration.

Tip Only users with admin privileges have necessary access to students' **Basics** tab.

Steps *To update a student's enrollment status manually:*

1. Visit **Students/create new** in the left menu. Search for the student.
2. Click on the student's **Basics** tab.
3. Select the appropriate enrollment status from the dropdown menu. Click Save.

Update Student Details

Student and parent demographics entered on each student's **Details** tab prefill/copy into documents. If no information is entered, none will be available for document prefill/copying.

Steps *To update student details:*

1. Visit **Students / create new** in the left menu.
2. Search for the student you wish to update.
3. Visit the **Details** tab.
4. Update the relevant information. Information will autosave.

Tip Simply updating the **Details** tab for a given student will NOT automatically update any existing documents (so as to not overwrite intentional changes/additions or overwrite historical documents). However, the next time a document is created for this student, the newly updated information will be used for prefill. To update student/parent demographics in existing incomplete documents, visit the document and click the **Update Student/Parent Info** button (found at the top of most documents when relevant).

SIS support

Support for district enrollment status varies by student information system (SIS). Below are common SISs and their support.

	Pre-Enrolled	Enrolled	Withdrew	Transferred	Dropped Out	Graduated	Historic/Other	Historic/Idle
eSchoolPlus	✓	✓					✓	✓
Infinite Campus	✓	✓					✓	✓
PowerSchool	✓	✓		✓		✓	✓	✓
ProgressBook	✓	✓	✓	✓	✓	✓	✓	✓