

Texans Can Academies Best Practices for Registrars

- Monitor enrollment counts via auto notifications in eSchool which you can set up regarding. By your log in select the down arrow the Notification Subscriptions to get a daily email of enrollment/withdrawal information.

The screenshot shows the eSchoolPLUS interface. At the top, the user is logged in as 'tcaclements'. A dropdown menu is open, showing 'Change Password', 'Preferences', and 'Notification Subscriptions' (highlighted in yellow). Below the menu, the 'Notification Subscriptions' page is displayed. A yellow box highlights the text: 'If checked, bundle my emails into a single daily digest email'. The 'Registration Notifications' section contains a table with columns for 'Do Not Subscribe', 'Subscribe', 'Subscribe with Email', 'High Priority', 'Notification', and 'Home Building Only'. The 'New Student Enrolled' and 'Student Withdrawn' rows have their 'Subscribe' radio buttons selected. The 'Home Building Only' checkbox is checked for both of these notification types.

Do Not Subscribe	Subscribe	Subscribe with Email	High Priority	Notification	Home Building Only
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	New Student Enrolled	<input checked="" type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Student Withdrawn	<input checked="" type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Student's Counselor Assignment Changed	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Contact Information Updated	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Student's At-Risk Status Changed	<input type="checkbox"/>

You will get an email at the end of each day showing a list of the students in whatever field you select. Best practice is to at least check the New Student Enrollment and Student Withdrawal or other options you want to validate by monitoring.

- Use the report for Attendance Audit in Cognos to monitor teachers are submitting attendance each period of the day as in the Attendance Agreement.
- Daily monitor email notices to insure all student on Counselor Enrollment Form are showing as enrolled the following day.
- Daily enter student Enrollment coding, Withdraw students with appropriate code print forms for signatures scan to InfoSnap, At Risk coding, Attendance corrections, insure documents are handled in your in box promptly, update contact information, etc...
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