

# Individual Enrollment Directions

Individual enrollment allows districts to enter data student-by-student. This is helpful in the following types of situations:

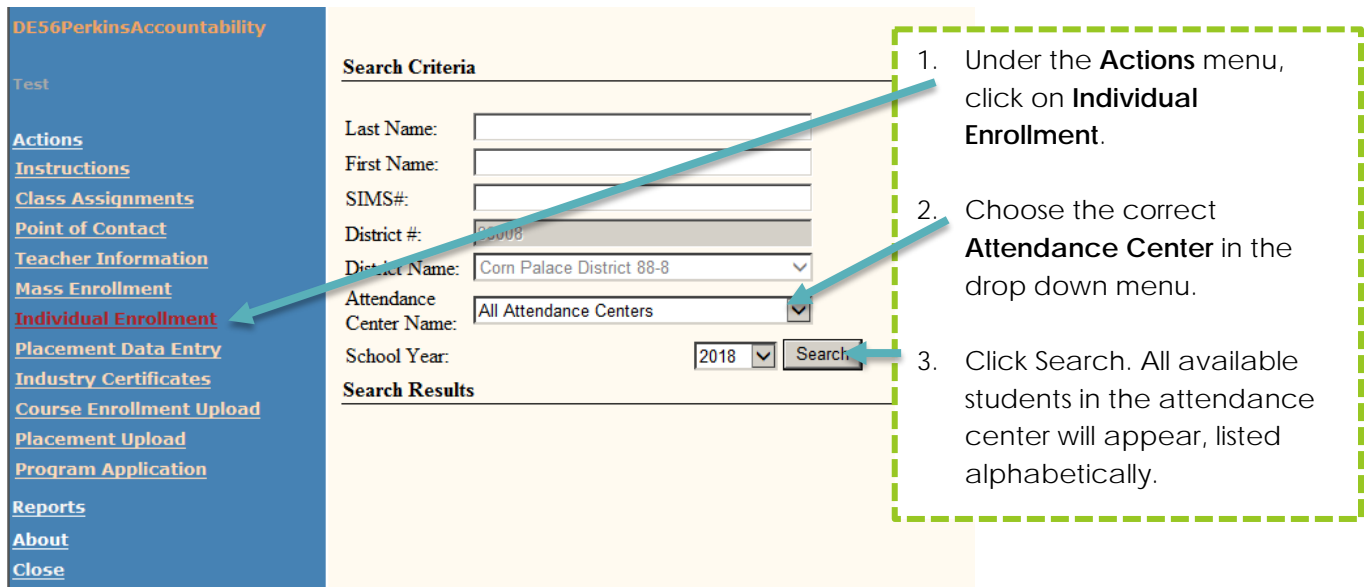
1. Student was the only one taking a virtual school course.
2. Student left secondary education prior to grade 12 (graduated early or dropped out).
3. Student's status as a single parent (expecting or currently parenting).
4. Student earned an industry certification during the school year.
5. Student had prior CTE credit that wasn't yet entered into the Perkins Data Collection System.

For schools that enter data via Mass Enrollment, Individual Enrollment can be used to tweak students' records as necessary.

For data imported for schools using Infinite Campus-District Edition, course data imported into the system needs to be corrected in the Infinite Campus system and will then be imported into the Perkins system the following night.

## Individual Enrollment

After logging into the Perkins Data Collection system at <http://doe.sd.gov/octe/data>, enter student data via Individual Enrollment by following these directions:



**DE56PerkinsAccountability**

Test

**Actions**

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**Search Criteria**

Last Name:

First Name:

SIMS#:

District #:

District Name:

Attendance Center Name:

School Year:

**Search Results**

1. Under the **Actions** menu, click on **Individual Enrollment**.
2. Choose the correct **Attendance Center** in the drop down menu.
3. Click Search. All available students in the attendance center will appear, listed alphabetically.

\*\* Student data contained in screenshot are fictitious\*\*

**Search Results**

	Last Name	First Name	SIMS	Date of Birth
	Abraham	Lithan	010518837	10/24/2000
	Adams	Austin	084420576	7/19/2000
	Adams	Dallas	040683989	8/17/2000
	Adams	Evelyn	032688575	6/27/2000
	Adams	Jose	066161155	10/6/2000
	Adams	Rochelle	045765449	8/31/2000

4. Click on icon beside the student who needs an adjustment made to his/her data.

Use the small "+" symbols to expand or collapse the individual sections.

88008 Corn Palace District 88-8  
01 Jim Thorpe HS-01

Student Detail

Summary of Credits

Industry or State Recognized Certificates

**Enrollment**

CC#	Career Cluster	Class Assignment	Class Type
4	Business Management & Administration	Algebra I	Academic
4	Business Management & Administration	Algebra I	Academic
1	Agriculture, Food & Natural Resources	Fundamental Ag Mechanics	Cluster
1	Agriculture, Food & Natural Resources	Fundamental Ag Mechanics	Cluster
1	Agriculture, Food & Natural Resources	Youth Internships	Capstone

Prior Credits

5. To change special populations ( Single Parent) and placement data, click here.

6. To review prior credit and concentrator status click here.

7. To enter certifications click here.

8. To add prior credits click here.

\*\* Student data contained in screenshot are fictitious\*\*

## To Change Special Populations and Placement Data

\*\* Student data contained in screenshot are fictitious\*\*

Student Detail

SIMS: \_\_\_\_\_ Gender: M Race/Ethnicity: White DOB: 5/17/2000

Grade Level: 11 Math: 0 Reading: 0 Disabled:

Single Parent:  LEP: \_\_\_\_\_

Dropout: N Graduate: \_\_\_\_\_ Completer: \_\_\_\_\_ Placement:

9. If the student is a Single Parent, choose Yes in the drop down menu.

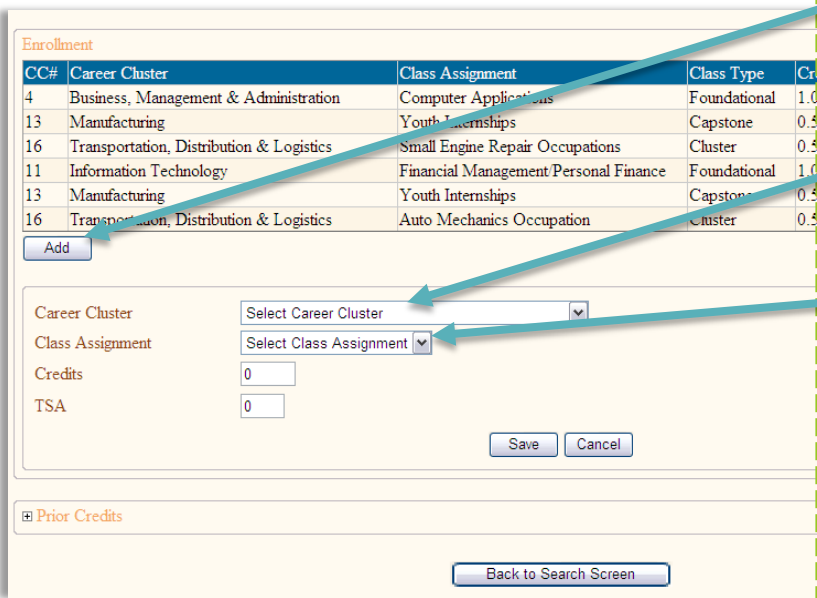
10. Schools that do not use Infinite Campus-District Edition will need to update a student's IEP status

11. If the student is leaving secondary education, choose the correct placement data in the dropdown box.

12. Click **Save**.

## To Add Course Credit or Change Awarded Credits:

\* Only for data directly entered into the Perkins Data System



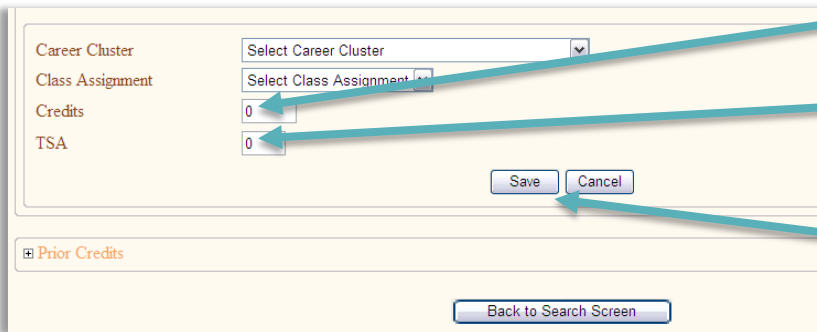
CC#	Career Cluster	Class Assignment	Class Type	Cr
4	Business, Management & Administration	Computer Applications	Foundational	1.0
13	Manufacturing	Youth Internships	Capstone	0.5
16	Transportation, Distribution & Logistics	Small Engine Repair Occupations	Cluster	0.5
11	Information Technology	Financial Management Personal Finance	Foundational	1.0
13	Manufacturing	Youth Internships	Capstone	0.5
16	Transportation, Distribution & Logistics	Auto Mechanics Occupation	Cluster	0.5

Career Cluster:    
 Class Assignment:    
 Credits:    
 TSA:

Buttons: Add, Save, Cancel, Back to Search Screen

13. Select the student you wish to modify credits/courses for (see step 4). Click **Add** under the Enrollment heading.
14. Click on the Career Cluster drop down menu and choose the appropriate Career Cluster.
15. Click on the Class Assignment drop down menu and choose the appropriate course title.

If the class assignment names listed are not the ones you need, the Point of Contact for the PRF system at your school makes those changes (see the School Directory at <http://doe.sd.gov/ofm/edudir.aspx>). Then contact DCTE at 605.773.3423 to add the new assignment code to the Perkins Data Collection System.



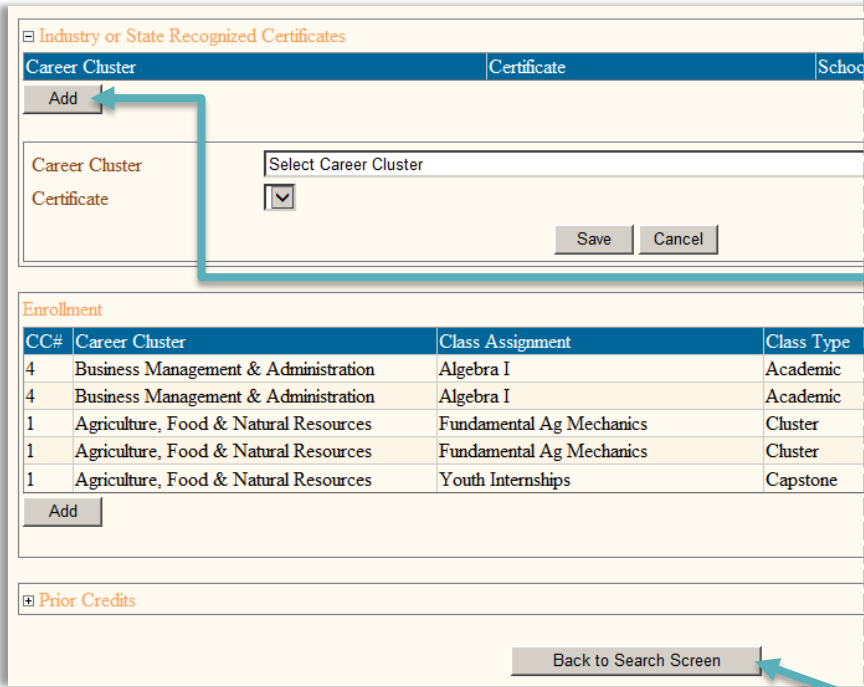
Career Cluster:    
 Class Assignment:    
 Credits:    
 TSA:

Buttons: Save, Cancel, Back to Search Screen

16. Enter the number of **credits** the student earned.
17. Enter the **Technical Skill Attainment (TSA)** the student earned for the course.
18. Click **Save**.

*Repeat steps 13-18 for each course the student is enrolled in.*

## To Add Students' Industry Certifications or Licensures:



**Industry or State Recognized Certificates**

Career Cluster	Certificate	School
<b>Add</b>		
Career Cluster	Select Career Cluster	
Certificate	▼	
<b>Save</b> <b>Cancel</b>		

**Enrollment**

CC#	Career Cluster	Class Assignment	Class Type
4	Business Management & Administration	Algebra I	Academic
4	Business Management & Administration	Algebra I	Academic
1	Agriculture, Food & Natural Resources	Fundamental Ag Mechanics	Cluster
1	Agriculture, Food & Natural Resources	Fundamental Ag Mechanics	Cluster
1	Agriculture, Food & Natural Resources	Youth Internships	Capstone
<b>Add</b>			

**Prior Credits**

**Back to Search Screen**

There are two methods to enter student's licensures and certifications. One method is through Individual Enrollment and the other is through a mass Industry Certificates method.

18. Click **Add** to enter a student's industry certification or licensure under the "Industry or State Recognized Certificates" area.
19. Select the appropriate Career Cluster from the drop down menu.
20. Choose the student certification from the drop down menu.
21. Click **Save**.
22. Click **Back to Search Screen** to enter data for a different student.

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**NOTE:** Industry Certificates and Licensures can be entered for a class by selecting the Industry Certificates menu option. Instructions for entering data using this method can be found in the Industry Certifications Entry Directions.

## To Add Prior Credits Earned by a Student:

CC#	Career Cluster	Class Assignment
4	Business Management & Administration	Economics

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☐ Prior Credits

CC#	Career Cluster

☐ Prior Credits

CC#	Career Cluster

Career Cluster:

Credits:

TSA:

23. Click **Add** to enter a student's prior credits earned under the "Prior Credits" area. Prior credits may come from CTE courses taken but not recorded in a prior year, for students who transferred in from out-of-state with CTE credits on their transcript, etc.

24. Select the appropriate Career Cluster from the drop down menu.

25. Enter the credits the student earned in the class.

26. Enter the TSA the student earned in the course.

27. Click **Save**.

28. Click **Back to Search Screen** to enter data for a different student.