

Adding a New Student to the Student Census

Instructions

1. Print an “**Add New Student to Student Census Form**”.
2. Indicate your school name, the school year for which you are adding data, and whether you are requesting changes to be made to the fall census, the spring update or both.
NOTE: We will only make additions to the census indicated on the form. If you wish to have the data added to multiple school years or collections it must be indicated on the form.
3. You will need to fill out one form for each student record that needs to be added.
4. Provide information for all fields listed on the form. Please refer to the “**Code Sets for Student Census Additions**” sheet for the proper values of several fields.
5. For the following fields, please enter a Y (yes) or N (no):
 - a. Race fields (Am. Indian, Asian, Af. American, Nat. Hawaiian, White),
 - b. Ethnicity (enter Y if the student is Hispanic),
 - c. Section 504 (SS504),
 - d. ESS,
 - e. School Lunch-Free,
 - f. School Lunch-Reduced and
 - g. School Lunch-Not Elig.
6. If you are adding a student to the spring census you will also need to report attendance and absence information.
7. Please provide contact information in case we have questions about your request. We ask for a name, phone number and fax number.

Questions? Call (802) 828-3777

Add New Student to Student Census Form

Please use this form only to add a student missing from a student census. Complete all information. We will only make changes for the year and census requested. If you want these revisions made to multiple collections please indicate so.

Enrolling School _____

For School Year _____ - _____ **Fall?** _____ **Spring?** _____

PERM NUMBER	<input type="text"/>	GENDER	<input type="text"/>	LOCAL STUDENT ID #	<input type="text"/>
FIRST NAME	<input type="text"/>	ETHNICITY	<input type="text"/>	TOWN OF RESIDENCE	<input type="text"/>
MIDDLE NAME	<input type="text"/>	ADMIN STAT	<input type="text"/>		
LAST NAME	<input type="text"/>	ENTRY TYPE	<input type="text"/>		
POST NAME	<input type="text"/>	ENR BEGIN DATE	<input type="text"/>		
DATE OF BIRTH	<input type="text"/>	ENR END DATE	<input type="text"/>	SCHOOL LUNCH - FREE	<input type="text"/>
AM. INDIAN	<input type="text"/>	EXIT TYPE	<input type="text"/>	SCHOOL LUNCH - REDUCED	<input type="text"/>
ASIAN	<input type="text"/>	GRADE	<input type="text"/>	SCHOOL LUNCH - NOT ELIG.	<input type="text"/>
AF. AMERICAN	<input type="text"/>	SS504	<input type="text"/>		
NAT. HAWAIIAN	<input type="text"/>	ESS	<input type="text"/>		
WHITE	<input type="text"/>	FUND SOURCE	<input type="text"/>		

FOR SPRING CENSUS ONLY

ATTENDANCE DAYS	<input type="text"/>	EXCUSED ABSENCES	<input type="text"/>	UNEXCUSED ABSENCES	<input type="text"/>
KP MORNING ATT.	<input type="text"/>	KP MORNING EX. ABS.	<input type="text"/>	KP MORNING UNEX. ABS.	<input type="text"/>
KP AFTERNOON ATT.	<input type="text"/>	KP AFTERNOON EX. ABS.	<input type="text"/>	KP AFTERNOON UNEX. ABS.	<input type="text"/>

Contact information for these revisions:

Name: _____

Phone: _____ **Fax:** _____

Please return to:
 IT Team: Data Management & Analysis
 120 State Street
 Montpelier, VT 05620-2501
 (802) 828-3777 (Phone) (802) 828-1444 (Fax)

Code Sets for Student Census Additions

Code	Entry Type Description
01	Transfer from public school in VT
02	Transfer from an independent school in VT
03	Transfer from a school in different state/country
04	Transfer from an institution
05	Transfer from home study
06	Matriculation from another school
07	Re-entry after withdrawal
08	Original entry in to a US school
09	Original entry in to a US school from a foreign country with no interruption in schooling
10	Original entry in to a US school from a foreign country with interruption in schooling

Code	Exit Type Description
01	Transfer to a public school in VT
02	Transfer to a VT public school under Act 150
03	Transfer to an independent school in VT
04	Transfer to a school in a diff state/country
05	Transfer to an Institution
06	Transfer to home study
07	Matriculation to another school
08	Graduated with regular diploma
09	Completed school with other credentials
11	Death
12	Illness
14	Discontinued schooling
15	Absence/Status Unknown
16	Moved, not known to be continuing
18	Transfer to GED, NOT operated by VT s.d.
19	Transfer to college program

Code	Funding Source Description
01	Operating School District
02	Other VT School District
03	Non-VT School District
04	VT State Agency
05	Agency of Another State
06	Federal Agency
07	Private Funding
08	Employee Benefit
09	Sponsored by Operating District
98	Other

Code	Admission Status Description
00	Student was never enrolled at this organization
01	Regular Student
02	Act 150 Student
03	Exchange Student
04	Home-study student taking academic credit
05	Home-study student participating in extra or co-curricular activities only
06	Guest Student
07	Student is receiving services at this school, and enrolled in a different organization
08	Student is enrolled at this school, but receiving services in a different organization
09	HSCP Student – attending the high school completion program

Questions? Call (802) 828-3777