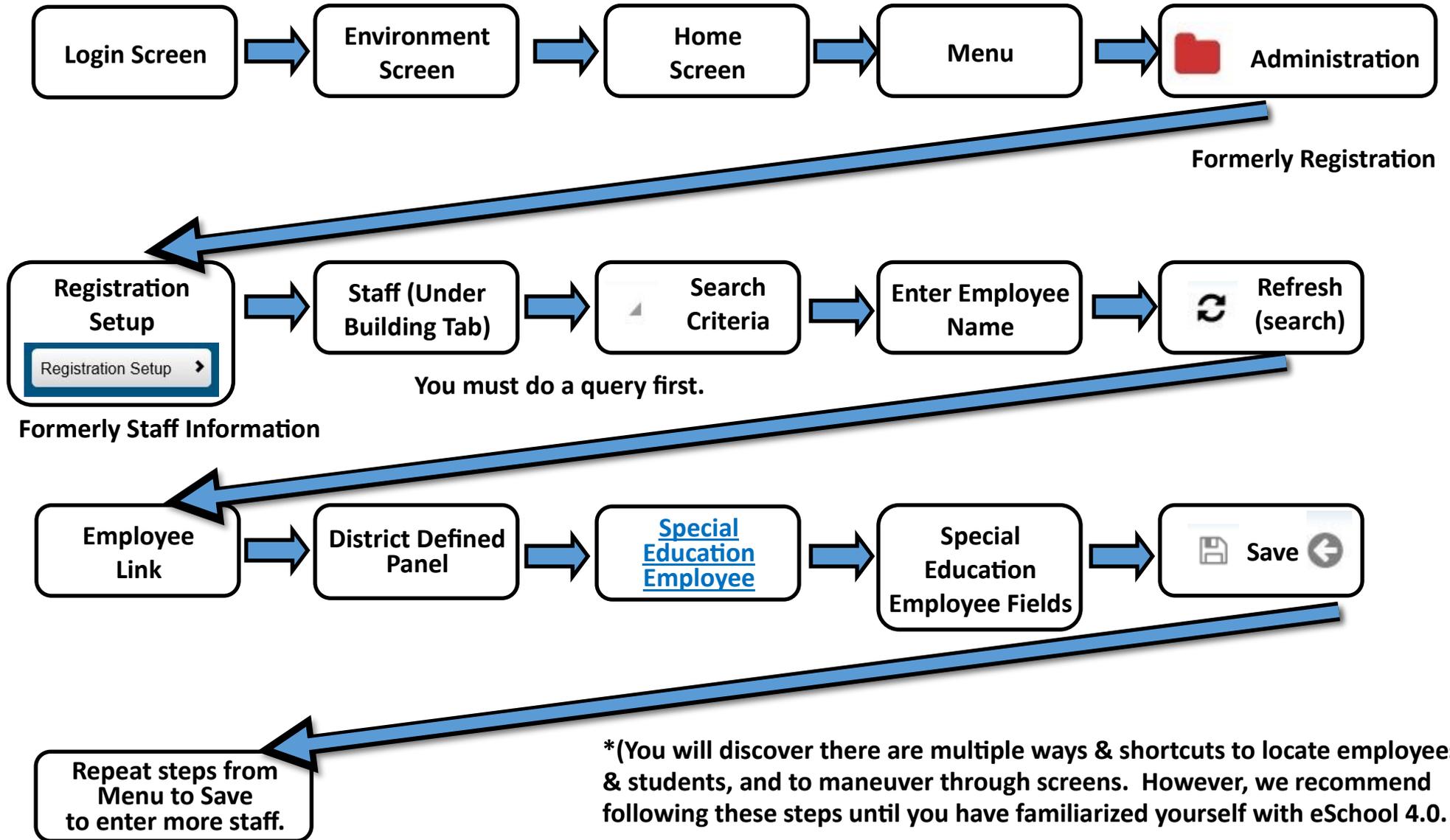


# Employees (District Employee)

## Flow Chart

\*(Look for notes and old terminology in the parenthesis.)

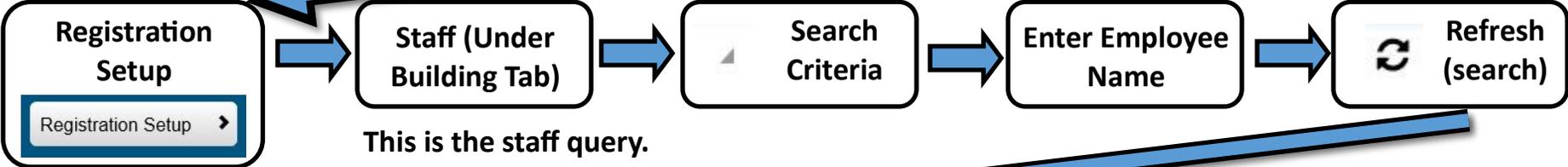


# Employees (Contract Employee)

## Flow Chart

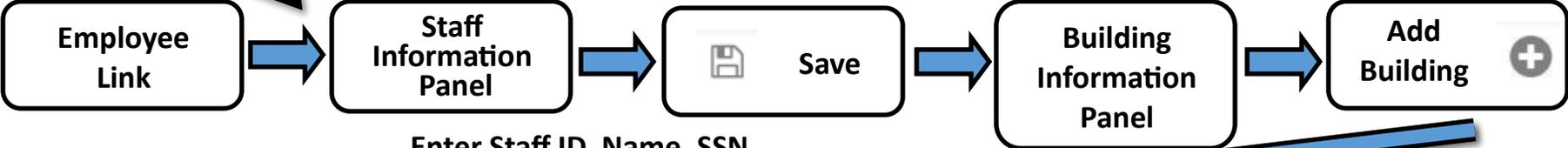


Formerly Registration



This is the staff query.

Formerly Staff Information



Enter Staff ID, Name, SSN



Click back arrow to return to employee record

ALL Drop Down Menus (including advance search) are now in alphabetical order.

Repeat steps from Menu to Save to enter more staff.

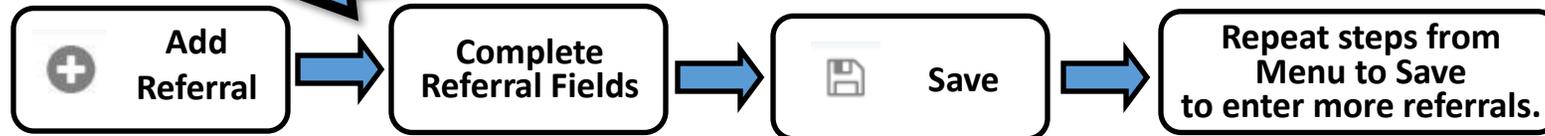
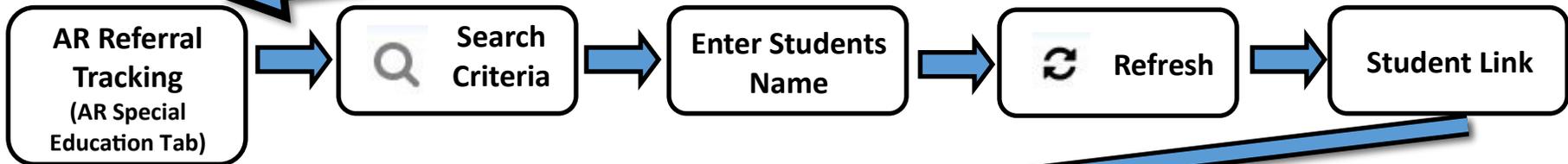


# Referral Tracking

## Flow Chart



In eSchool 3.1 you located the student first. In eSchool 4.0, you find the module before locating the student.



To delete a referral, follow the steps to locate the student's **School Age Student** screen, mark the **Temporary Student box**, and **save** the change. Follow the steps to return to the student's Referral List.

Click on the **Trash Can(1)** to delete the referral and **save(2)** the changes.

Follow the steps above to enter a new referral.

Referral ID	Referral Date	School Year	Building	Referral Complete	
57	03/05/2018	2018	16 - Building 16	Y	

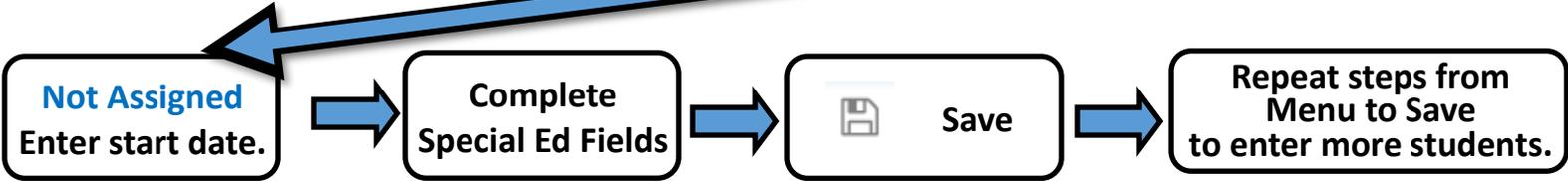
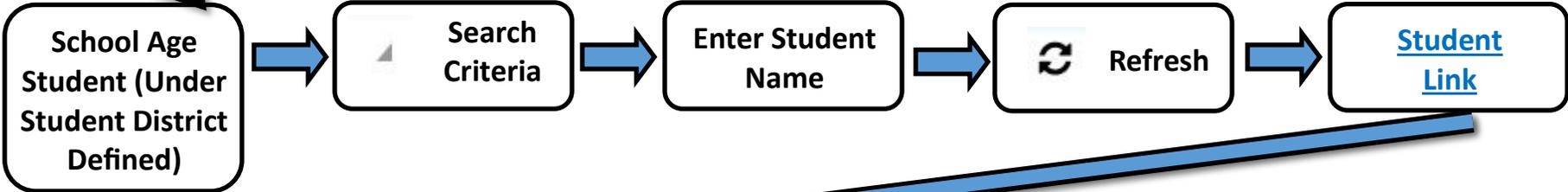
# School Age Student Screen

## Flow Chart



In eSchool 3.1 you located the student first. In eSchool 4.0, you find the module before locating the student.

Formerly the Student Center.



**Entry/Withdrawal is NOT connected to the School Age Student screen. If the student is not made active, the student WILL NOT pull as a part of your child count. ALWAYS complete Entry/Withdrawal first!**

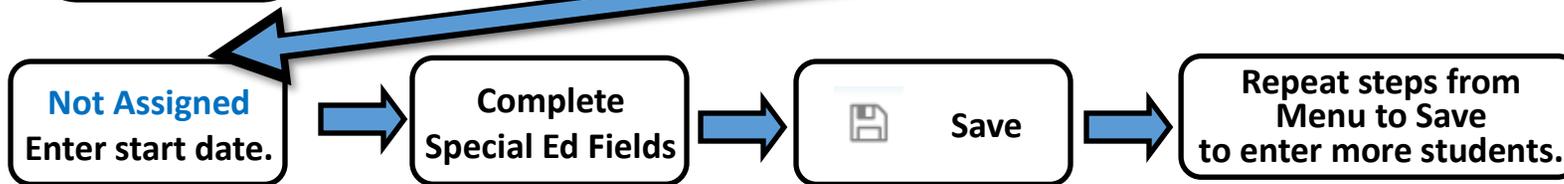
## Early Childhood Student Screen

## Flow Chart



In eSchool 3.1 you located the student first. In eSchool 4.0, you find the module before locating the student.

Formerly the Student Center.



**Entry/Withdrawal is NOT connected to the School Age Student screen. If the student is not made active, the student WILL NOT pull as a part of your child count. ALWAYS complete Entry/Withdrawal first!**

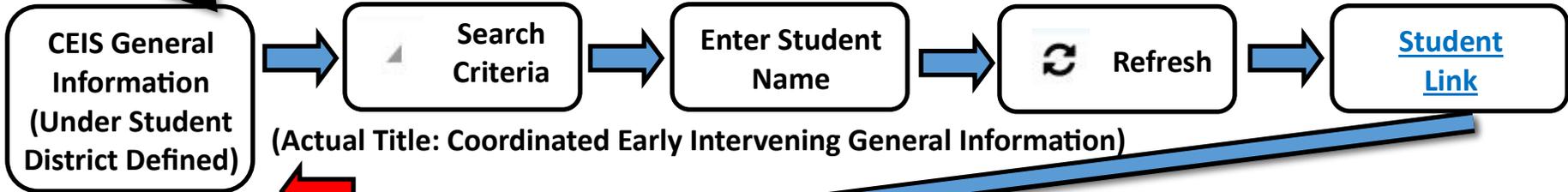
# CEIS Screen General Information

## Flow Chart

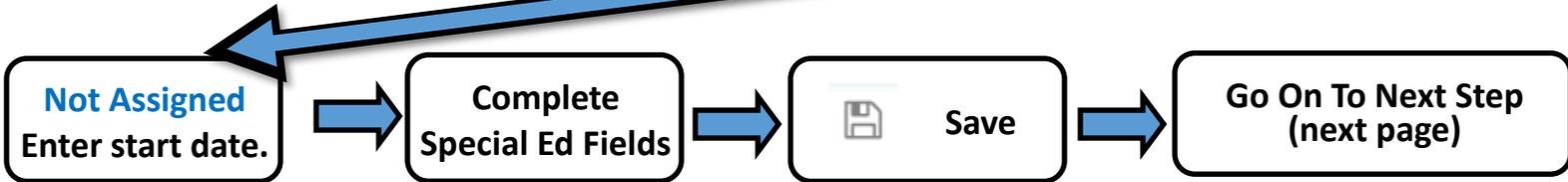


In eSchool 3.1 you located the student first. In eSchool 4.0, you find the module before locating the student.

Formerly the Student Center.



(Actual Title: Coordinated Early Intervening General Information)



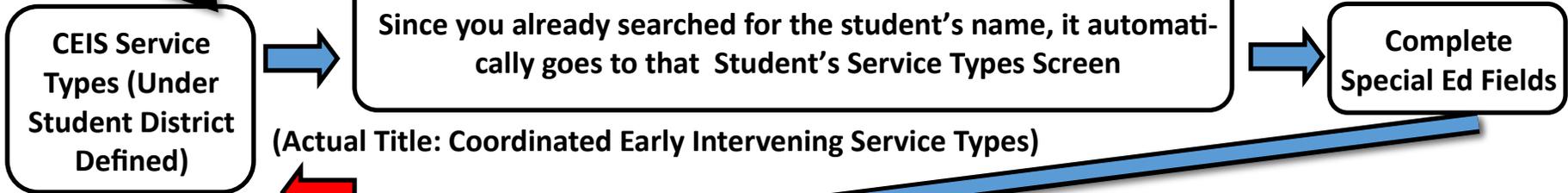
# CEIS Screen Service Types Screen

## Flow Chart



In eSchool 3.1 you located the student first. In eSchool 4.0, you find the module before locating the student.

Formerly the Student Center.



(Actual Title: Coordinated Early Intervening Service Types)

