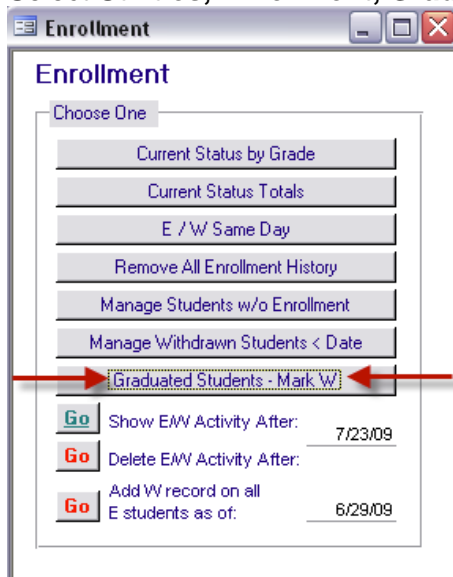


Enrollment Cleanup *(Revised 5/18/2010-New for CHIP-AZ v12)*

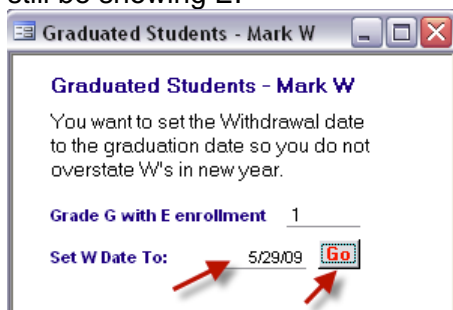
Do NOT follow these steps if you believe your Import of Enrollment History from your District or CHIPSync* is not working. If in doubt, contact Mary at CHIP Support 480.945.5787.

*CHIPSync is a separate software application available from GLS. You will know if you have CHIPSync. Please Do not contact Mary for CHIPSync support.

1. Open CHIP.
2. Go to Review, School.
3. Enter correct First Day of School for this school year.
4. Close CHIP.
5. Backup CHIP.
6. Open CHIP.
7. Select **Utilities, Enrollment, Remove Enrollment History.**
 - a. (New for v11) No longer removes enrollment history for students in grade G.
8. Many Student Information Systems do not provide a 'W' to your school on students that graduate. Assuming you already did promotion,
 - a. Select **Utilities, Enrollment, Graduated Students – Mark W**

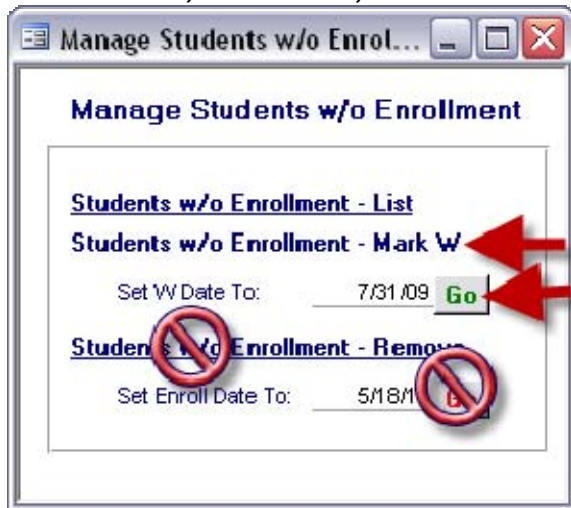


- b. Set **W Date** (below) to a date in the past summer. This will W your G's that might still be showing E.



9. Close CHIP.
10. Open CHIPSync, sync Students and Enrollment **or** run Import Enrollment from district.
11. Close CHIPSync.
12. Open CHIP.
13. Go to **Utilities, Enrollment.**
14. Click **Current Status Totals.**
15. The "E" student count should be very close to your enrollment. **(If it is far off, stop and contact support.)**

16. Close the Grade Count query.
17. Click **Utilities, Enrollment, Manage Students w/o Enrollment, Students w/o Enrollment - List**. These should be students that are no longer at your school. **(If it is not, stop and contact support.)**
18. Click **Utilities, Enrollment, Students w/o Enrollment – Mark W** and follow prompts.



19. Close the list.
20. Click **Utilities, Enrollment, Current Status Totals**. You should have a much reduced count of Missing and W students.
21. Close the query.
22. Go to Review screens, School and enter the number enrolled in Ave Enrollment field.