



Finding and Correcting Overlapping School Enrollment Records

Overlapping school enrollments exist when student have a previous and currently enrollment records where dates overlap between the two records. School enrollment overlaps cause replication issues with the district's data to the state.

Example 1: Duplication of entire enrollment record.

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
02/10/2021	E 03/23/2021	WB1 12	Sequel		Opelika High School	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
02/10/2021	E 03/23/2021	WB1 12			Opelika High School	

Note: This screen [may not be used](#) to transfer a student in or out of school. Click on Functions to find links to those operations.

In this example, the duplicated record listed under previous enrollments would need to be deleted. Click into the record and click delete located at the bottom of the screen.

The result will be a corrected enrollment listing.

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
02/10/2021	E 03/23/2021	WB1 12	Sequel		Opelika High School	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	

Note: This screen [may not be used](#) to transfer a student in or out of school. Click on Functions to find links to those operations.

Example 2: Overlap of dates within an enrollment record update. This is seen often with midyear promotion records.

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
12/17/2021	E 05/27/2022	11			Opelika High School	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/09/2021	E 05/26/2022	WA4 12			Opelika High School	

In this example a student had a grade level change(demotion); however the exit date was left to be the end of the school year and not the date the grade was changed on the student. To correct the record, click into the incorrect record and adjust the date to have no overlap.

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
12/17/2021	E 05/27/2022	11			Opelika High School	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/09/2021	E 12/16/2021	WA4 12			Opelika High School	



How to Find Overlapping Enrollment Errors – System Reports

1. Navigate to Reports > System Reports > under Membership and Enrollment click ‘School Enrollment Audit’

Membership and Enrollment	Version	Description
ADA/ADM by Date	4.7	Attendance and membership summary report by date.
ADA/ADM by Minute	3.6	Attendance and membership summary report by minute.
ADA/ADM by Student	4.4	Attendance and membership summary report by student.
Aggregate Membership Audit	1.3	Membership audit by section.
Class Size Reduction Report	3.4	Daily enrollment numbers by section.
Enrollment by Grade		Summary of student enrollment by grade level.
Enrollment by Section	4.31	Membership summary report by section.
Enrollment Summary by Date		Membership summary report by date.
MBAADA/ADM Configuration Audit		Detect errors which may result in inaccurate ADA/ADM calculation.
School Enrollment Audit		A report of possible school enrollment errors.
Section Enrollment Audit		A report of possible section enrollment errors.
Voc. Courses Agg. Membership	1.4	Membership summary of vocational courses.

2. This will result in the student listing with overlapping enrollment records. Click into each record to see the overlap and make corrections. It is most important to focus on the current years records being corrected.

Enrollment dates check for Opelika High School

Students with enrollment date overlap or misalignment

- [Redacted] Student Number: 1962247180 Grade: 10
- [Redacted] Student Number: 1964217452 Grade: 11

How to Find Overlapping Enrollment Errors – PowerTools

1. Navigate to System > under Data Management select PowerTools
2. Under Settings, click ‘ Enrollment Tools’.
3. Click ‘Overlapping Enrollments’.

Settings
Preferences
Enrollment Tools
Miscellaneous Tools
Orphan Record Tools
Maintenance Tools

Students with Overlapping School Enrollments in Opelika High School

This page displays the reenrollment record which is overlapping another enrollment. Selecting a student will take you to the Transfer Info page, where the data can be corrected. The data must be corrected manually, either by removing the invalid record, or by correcting the enrollment dates so they do not overlap.

<< first < prev 1 2 3 next > last >> 25 Rows

Search Records:

Student	Grade Level	Entry Date	Exit Date	School Name
[Redacted]	10	8/12/2020	11/11/2020	Opelika High School
[Redacted]	10	8/12/2020	10/17/2020	Opelika High School

This will produce a list showing dates of students with overlapping enrollments that need to be corrected. Again, focus on current year cleanup as a priority.