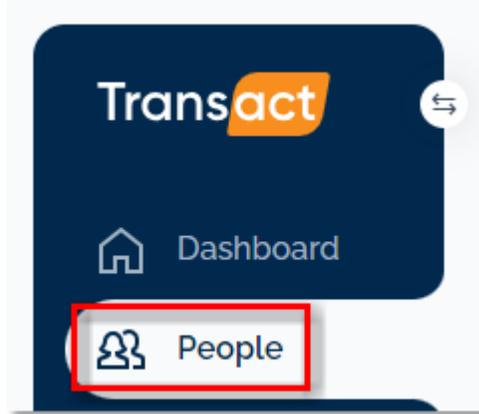


Managing Registration Information

Registration Information records can be updated manually or via a data-import process from your district's SIS. Most of this article discusses how to add/edit Registration Information manually. For further questions about syncing student information from a Student Information System, contact support at sss-support@transact.com

To manage a participant's Registration Information, click the "People" tab in your lefthand navigation menu.



Open the "List of People"

People

List of People

Access lists of people associated with this organization and add new people.



Locate the participant in your List of People.

List of Participants

Add Participant +

Participant ID	Name	Actions
1234567890	John Johnson	 
9876543210	Susan Jones	 

Click on the pencil icon to open the participant's record.

1234567890	John Johnson	 
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Navigate to the "Registration Information" tab of the participant's record. Existing Registration information is already listed in the table.

John Johnson



Contacts

Registration information

Referrals

Requ



Existing Registration Information is listed in the table.

The dates identify the service dates for a participant - the start date should be the day they were identified as needing services, and the end date is the date they stopped receiving services at the school site, which may be the end of the school year. There may be more than one Registration Information record present. This indicates that the participant started receiving services, left the school site, and returned.

Registration Period 	Registration Site	Registration date range	Actions
2023-2024 Registration Period (07/01/2023 - 06/30/2024)	Washington High	07/01/2023 - 11/29/2023	 
2023-2024 Registration Period (07/01/2023 - 06/30/2024)	Washington High	12/06/2023 - 12/30/2023	 
2023-2024 Registration Period (07/01/2023 - 06/30/2024)	Washington High	01/01/2024 - 02/29/2024	 

If Using an SIS data sync:

If a data sync from a Student Information System is in place, you may not need to add Registration Information records manually.

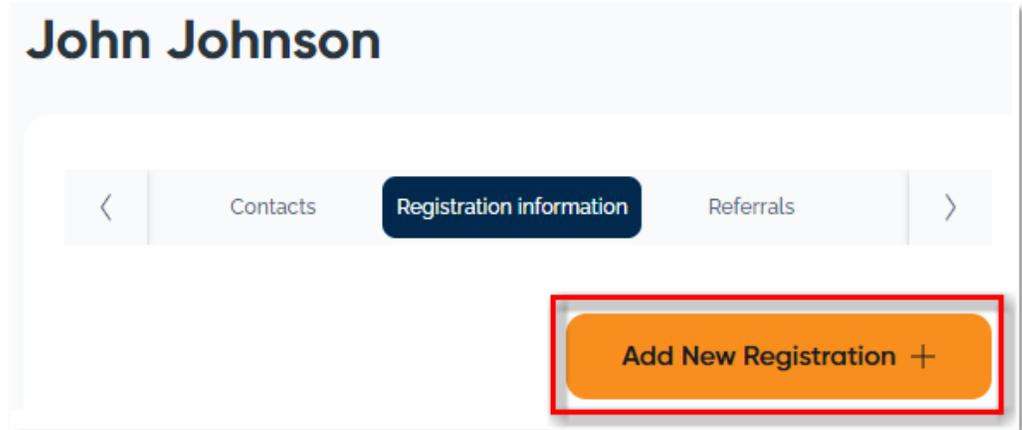
The start date of the Registration Date Range is when the student was identified as needing services and imported into SST from the SIS. The end date will default to the end of the school year.

If the participant transfers to another school site or withdraws from the district, the end date is updated to when they left the school site. If they return to the school site, another Registration Information record will be created automatically to preserve the history of such school site transfers. The pencil icon allows you to edit these dates, but this should not be needed with the SIS import process, as the dates are set automatically

Manually Adding Registration Information:

Participants should have a separate record for each date range in which they were actively being served at the school site. That way, if they transfer to a different school site and come back, their transfer history will be preserved.

Click the *"Add New Registration +"* button to create a new Registration Information record.



Select the Registration Period and the start and end dates of service when adding the person.

A screenshot of the 'Add Registration' form. The form has a title 'Add Registration' and a close button (X) in the top right corner. It contains four main input fields: 1. 'Registration Site *' with a dropdown menu showing 'Washington High'. 2. 'Registration Period *' with a dropdown menu showing '2023-2024 Registration Period (07/01/2023 - 06/30/2024)'. 3. 'Start Date *' with a text input field containing '03/25/2024' and a calendar icon. 4. 'End Date *' with a text input field containing '03/29/2024' and a calendar icon. At the bottom right of the form is an orange button labeled 'Save Registration'.

The Registration Start and End Dates will default to your selected registration period's start and end date. If you want to change those dates, the dates you choose must fall inside the dates for the Registration Period selected.

Use the calendar icon to open the calendar selection tool and select the start date by clicking on the date. Repeat this for the end date.

Any dates with a line through them do not fall in the Registration Period dates and are not selectable.

Use the left and right arrows at the top of the calendar to navigate between different months.

To switch years, click on the year. To switch months, click on the month.

Add Registration

Registration Site *
Washington High

Registration Period *
2023-2024 Registration Period (07/01/20...

Start Date *
03/25/2024

Calendar: March 2024
Today: 03/29/2024

Save Registration

Once the form is complete, click "Save."

Add Registration



Registration Site *

Washington High



Registration Period *

2023-2024 Registration Period (07/01/2023 - 06/30/2024)



Start Date *

03/25/2024



End Date *

03/29/2024



Save Registration

Editing Registration Information

To edit Registration Information dates, click the pencil icon.

Registration Period ?	Registration Site	Registration date range	Actions
2023-2024 Registration Period (07/01/2023 - 06/30/2024)	Washington High	07/01/2023 - 11/29/2023	 

You may want to edit the start date if the participant began receiving services before entering the system (for example, if data entry lags service delivery). You will want to manually edit the end date if the participant leaves your program; change the end date to that date.

Deleting Registration Information

To delete a Registration Information record, click the trash can icon.

Registration Period ?	Registration Site	Registration date range	Actions
2023-2024 Registration Period (07/01/2023 - 06/30/2024)	Washington High	07/01/2023 - 11/29/2023	 