

Lowell Area Schools Walk-In Scheduler – Elementary

Student moves classrooms during the current school year

1. Search for the appropriate student
2. Click “Schedule” tab
3. Click the “Walk-in Scheduler” link
4. Enter the “Effective Date” –date that the new teacher will start taking attendance
5. Click “End”
6. Click “Ok”
7. Search Course/Section and roster the student into the appropriate homeroom and courses

Student leaves the district

Simply end the enrollment in the “Enrollment” tab. Walk-in scheduler is not used for this function.

Student leaves the district – but then returns

1. Enter new enrollment for the returning student
2. Search for the appropriate student
3. Click “Schedule” tab
4. Click the “Walk-in Scheduler” link
5. Enter the “Effective Date” –date that the student is returning
6. Click “restore”

Student changes grade during current school year

1. Add new enrollment for new grade level (old enrollment with old grade level will automatically end).
2. Search for the appropriate student
3. Click “Schedule” tab
4. Click the “Walk-in Scheduler” link
5. Enter the “Effective Date” – last day student is in attendance
6. Click “End”
7. Click “Ok”
8. Search Course/Section and roster the student into the new homeroom and courses