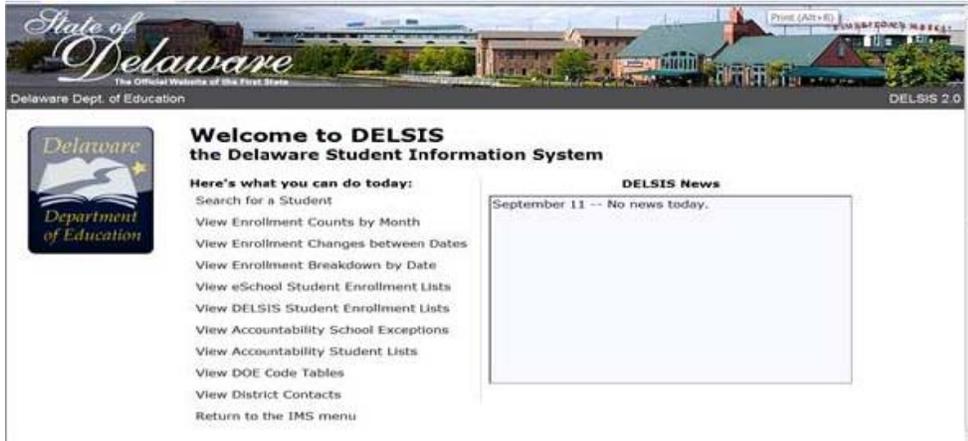# Info from DELSIS needed for DeSSA student data issues

All information is pasted into one excel document including DELSIS enrollment and kicker.
Add a column stating the issue (e.g. student not listed in TIDE). Below are the screen shots of how to get to the information you need to put on the Excel Form.
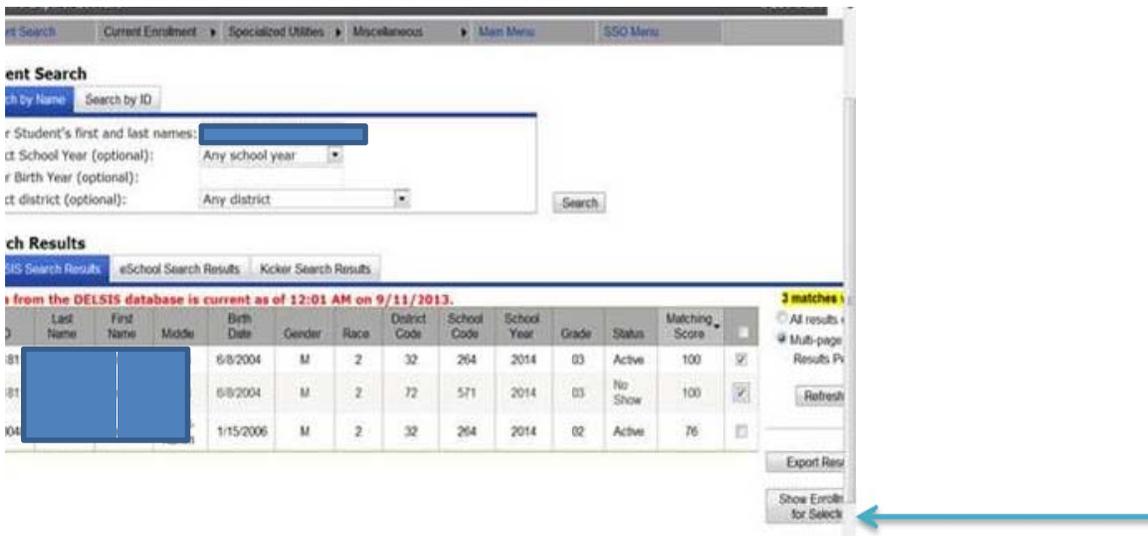
This screen you will select "Search for a Student"

State of Delaware
The Official Website of the First State
Delaware Dept. of Education
DELSIS 2.0

Welcome to DELSIS
the Delaware Student Information System

Here's what you can do today:
Search for a Student
View Enrollment Counts by Month
View Enrollment Changes between Dates
View Enrollment Breakdown by Date
View eSchool Student Enrollment Lists
View DELSIS Student Enrollment Lists
View Accountability School Exceptions
View Accountability Student Lists
View DOE Code Tables
View District Contacts
Return to the IMS menu

DELSIS News
September 11 -- No news today.

This screen shows where you will "Search by Student Name or Search by ID"

Delaware Dept. of Education   DELSIS 2.0
Student Search | Current Enrollment ▶ | Specialized Utilities ▶ | Miscellaneous ▶ | Main Menu | SSO Menu

Student Search
Search by Name | Search by ID

Enter Student's first and last names:
Select School Year (optional):   Any school year
Enter Birth Year (optional):
Select district (optional):   Any district   Search

This screen you will check the block(s) of the student you wish to search and then click on "Show Enrollment Records for Selected Students"

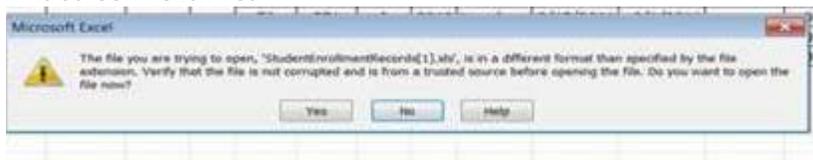Search | Current Enrollment ▶ | Specialized Utilities ▶ | Miscellaneous ▶ | Main Menu | SSO Menu

ent Search
h by Name | Search by ID

r Student's first and last names:
t School Year (optional):   Any school year
r Birth Year (optional):
t district (optional):   Any district   Search

ch Results
IS Search Results | eSchool Search Results | Kicker Search Results

from the DELSIS database is current as of 12:01 AM on 9/11/2013.

Last Name	First Name	Middle	Birth Date	Gender	Race	District Code	School Code	School Year	Grade	Status	Matching Score	
81			6/8/2004	M	2	32	264	2014	03	Active	100	☑
81			6/8/2004	M	2	72	571	2014	03	No Show	100	☑
04			1/15/2006	M	2	32	264	2014	02	Active	76	☐

3 matches
All results
Multi-page
Results Pr

Refresh

Export Res

Show Enroll
for Select

This screen you will click "Export to Excel" then click "Open"

This Screen you click "Yes"

This screen "Click Yes"

This is the screen of the information exported into an Excel Spreadsheet that you will use to collect data (DESLIS Search Results and Kicker Search Results) from the "Search Results Section".

This is the screen for "Kicker Search Results". For this particular student there are no kickers so you do not need to add anything to the spreadsheet. *IF there are kickers, be sure to click the View Kicker Detail button and paste in those results.*

Search Results

| DELSIS Search Results | eSchool Search Results | Kicker Search Results |

Sorry, there were no kickers matching your search criteria. Be sure to click the 'DELSIS Search Results' and 'eSchool Search Results' tabs to see if there are matches there.

This is the screen of the Excel Spread Sheet that you collected the DELSIS Search Results and Kicker Results that you need to put onto the Excel form. You will add a column explaining the issue.

ID	Student	Birthdate	Gender	Race	Enrollment History									Issue
					District	School	Grade	Year	Status	Entry	Exit	Exit Code	SPED	LEP	
'1811	H	6/8/2004	M	2	32	264	4	2015	Active	7/1/2014			0	N	Student is not in TIDE
					72	571	3	2014	No Show	8/26/2013	8/26/2013	40	0	N	
					32	264	3	2014	Active	8/15/2013			0	N	
					72	571	2	2013	Active	8/30/2012			0	N	
					32	264	2	2013	Inactive	8/27/2012	9/6/2012	999	0	N	
					32	264	2	2012	Active	9/1/2011			0	N	
					72	571	2	2012	Inactive	8/15/2011	9/1/2011		0	N	
					72	571	1	2011	Active	8/30/2010			0	N	
					72	571	KN	2010	Active	8/31/2009			0	N	