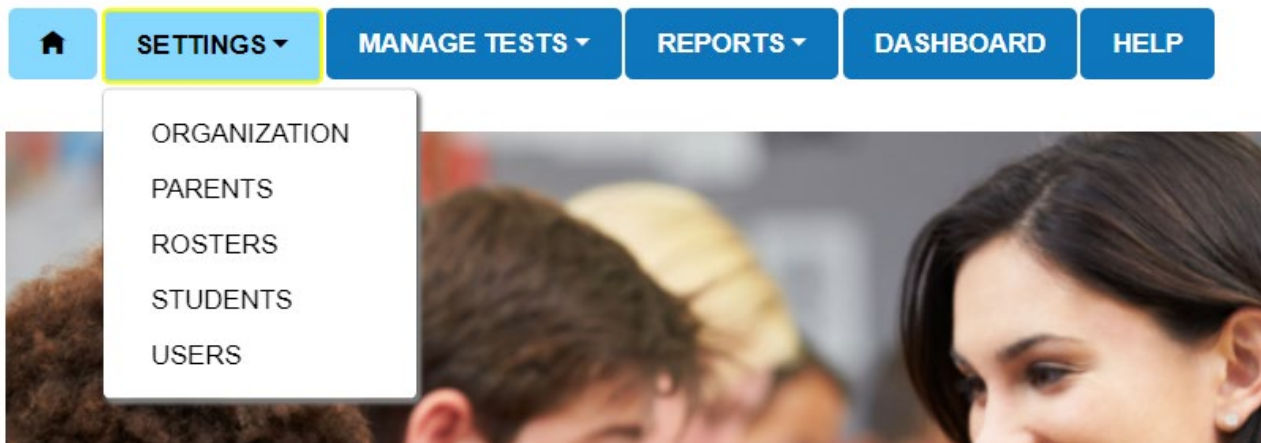


# DLM- Add a Student Record Manually



Students can be manually enrolled to DLM on Educator Portal, as long as, the student has not already been uploaded with a TASC or TEST upload to Educator Portal. If a student is already appearing in KAP a DLM upload enrollment template must be used to move the student to the DLM. Refer to the Data Management Manual for using the upload enrollment template.

1. On Educator Portal (DLM), Click **Settings** then **Students**.



2. Select **Add Student**. Type the 10-digit SSID and click **Add**.

**Add Student: Enter State Student Identifier**

STATE STUDENT IDENTIFIER:\*

3. An orange box may appear with 1 of 2 messages. If the student has previously been in the system, an orange box will appear asking if you would like to activate the student. Select yes. If the student is already active in another program, an upload enrollment template will need to be completed in order to move the student from the KAP to the DLM.

# DLM- Add a Student Record Manually



- All fields with a red asterisk are required. Fill in as many fields as possible. However, the Gifted field must say NO. If the student is accountable to a different district and building make sure to enter that information.

Student		
LEGAL FIRST NAME*	LEGAL MIDDLE NAME:	LEGAL LAST NAME*
<input type="text"/>	<input type="text"/>	<input type="text"/>
GENERATION:		
<input type="text" value="Select"/>		
Demographic		
GENDER*	DATE OF BIRTH*	FIRST LANGUAGE:
<input type="text" value="Select"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Select"/>
COMPREHENSIVE RACE*	HISPANIC ETHNICITY*	
<input type="text" value="Select"/>	<input type="text" value="Select"/>	
Profile		
PRIMARY DISABILITY CODE*	GIFTED STUDENT:	ASSESSMENT PROGRAM*
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Dynamic Learning Maps"/>
ESOL PARTICIPATION CODE*	ESOL ENTRY DATE:	USA ENTRY DATE:
<input type="text" value="Select"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
School Enrollment for 2021		
DISTRICT*	SCHOOL*	GRADE*
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
ACCOUNTABILITY DISTRICT:	ACCOUNTABILITY SCHOOL:	LOCAL STUDENT IDENTIFIER:
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>
STATE ENTRY DATE:	DISTRICT ENTRY DATE:	SCHOOL ENTRY DATE*
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
		<input type="button" value="Save"/> <input type="button" value="Reset"/>

- Select **Save**.
- A message will appear. **This student record has successfully saved.** However, if each required field is not entered, a message in red will appear under any unfilled required field.

For more information, contact:

Cary Rogers  
Special Education and Title Services Team  
(785) 296-0916  
crogers@ksde.org



Kansas State Department of Education  
900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212

(785) 296-3201

www.ksde.org

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.