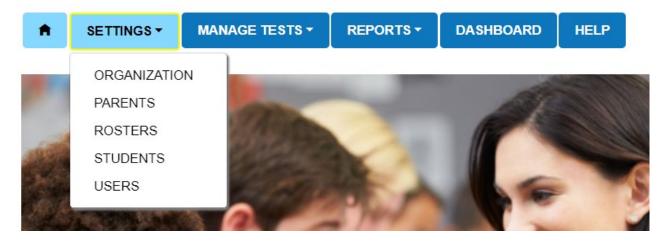
KANSAS STATE DEPARTMENT OF EDUCATION DLM- Add a Student Record Manually



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 Identifie STATE STUDENT IDENTIFIER:*

Add

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.

KANSAS STATE DEPARTMENT OF EDUCATION DLM- Add a Student Record Manually



4. 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 PREST NAME* LEGAL MICDLE NAME* LEGAL LAST NAME* Image:			
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mm/dd/yyyy mm/dd/yyyy			
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			Save Reset

- 5. Select Save.
- 6. 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 cary.rogers@ksde.gov



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