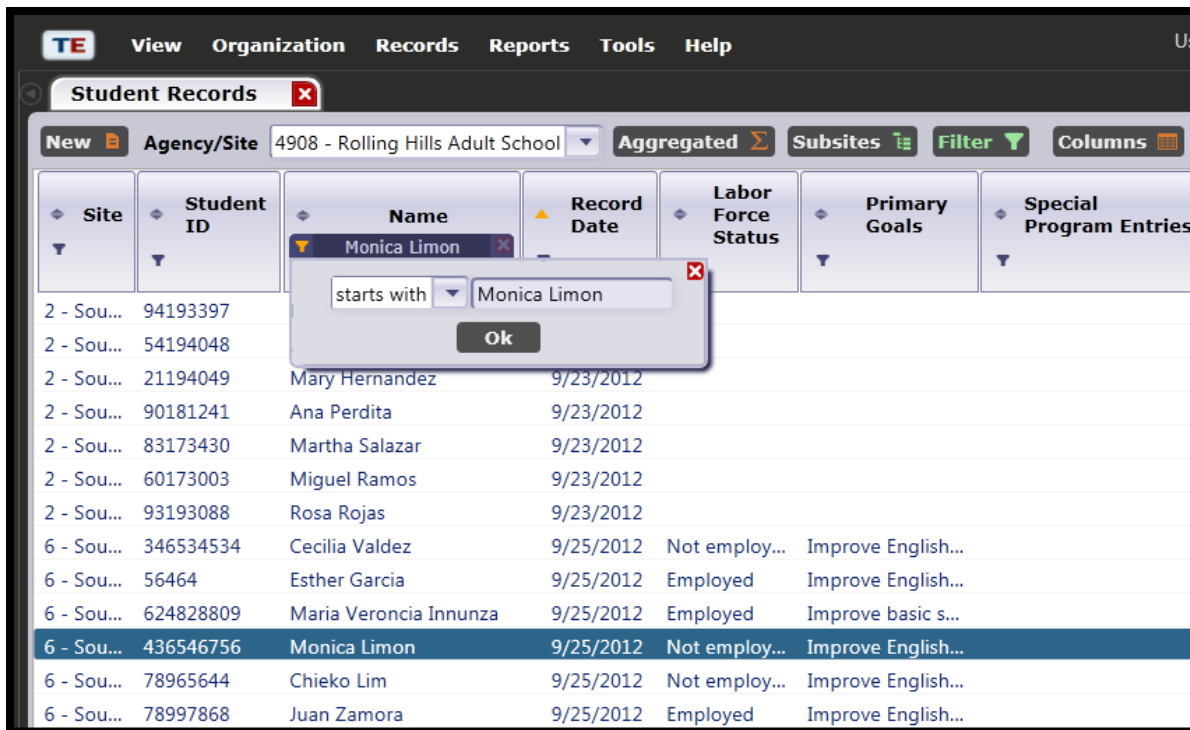


How to Add a Returning Student

In TE, go to **Records/Students/Records**

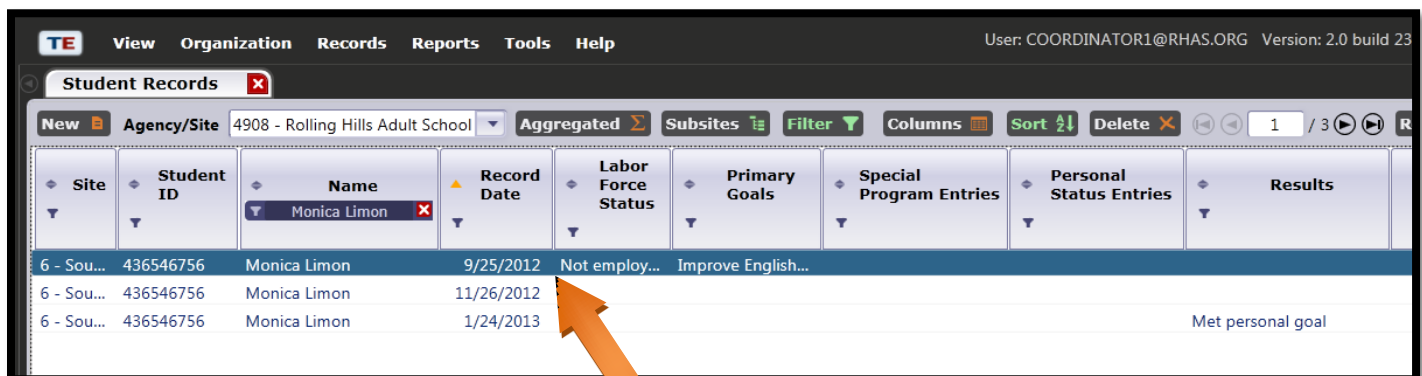
1. Filter by Student to find all records for that student



The screenshot shows the TE Student Records interface. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The main area is titled 'Student Records' and shows a table of records for '4908 - Rolling Hills Adult School'. A search filter is applied to the 'Name' column, showing 'Monica Limon'. A dialog box is open over the filter, with 'starts with' selected and 'Monica Limon' entered in the search field. The table below shows several records, with the record for Monica Limon (Student ID 436546756, Record Date 9/25/2012) highlighted in blue.

Site	Student ID	Name	Record Date	Labor Force Status	Primary Goals	Special Program Entries
2 - Sou...	94193397					
2 - Sou...	54194048					
2 - Sou...	21194049	Mary Hernandez	9/23/2012			
2 - Sou...	90181241	Ana Perdita	9/23/2012			
2 - Sou...	83173430	Martha Salazar	9/23/2012			
2 - Sou...	60173003	Miguel Ramos	9/23/2012			
2 - Sou...	93193088	Rosa Rojas	9/23/2012			
6 - Sou...	346534534	Cecilia Valdez	9/25/2012	Not employ...	Improve English...	
6 - Sou...	56464	Esther Garcia	9/25/2012	Employed	Improve English...	
6 - Sou...	624828809	Maria Veroncia Innunza	9/25/2012	Employed	Improve basic s...	
6 - Sou...	436546756	Monica Limon	9/25/2012	Not employ...	Improve English...	
6 - Sou...	78965644	Chieko Lim	9/25/2012	Not employ...	Improve English...	
6 - Sou...	78997868	Juan Zamora	9/25/2012	Employed	Improve English...	

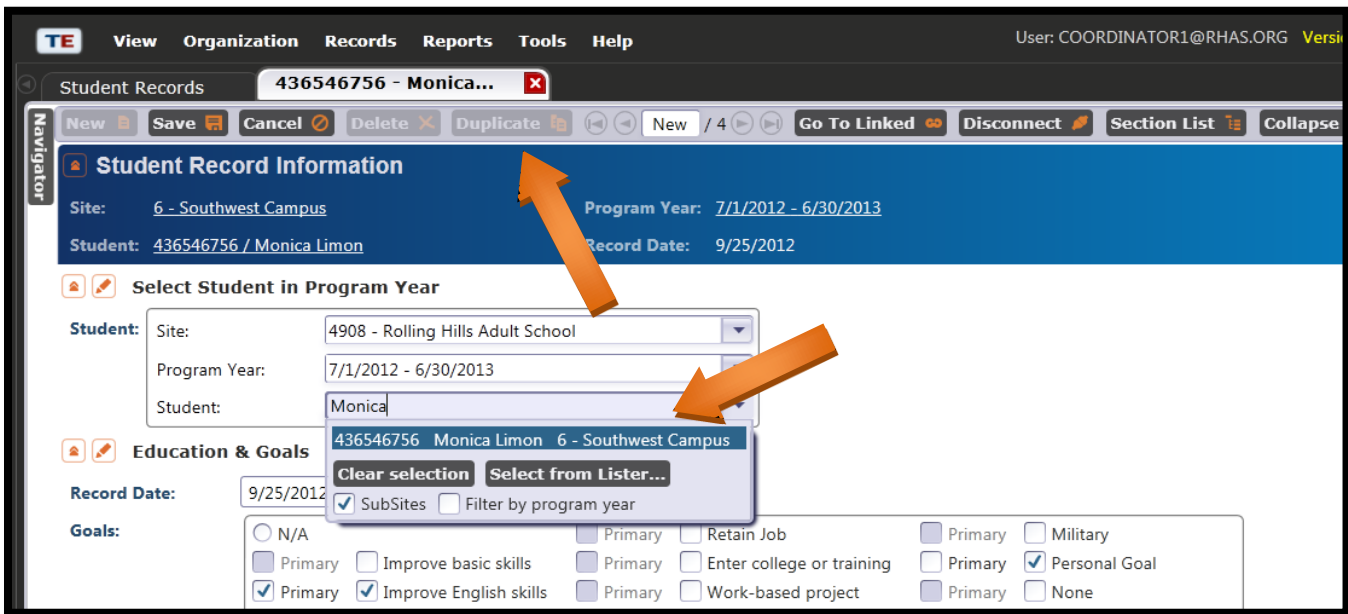
2. Open the student's Entry Record (first date, shows Labor Force Status.)



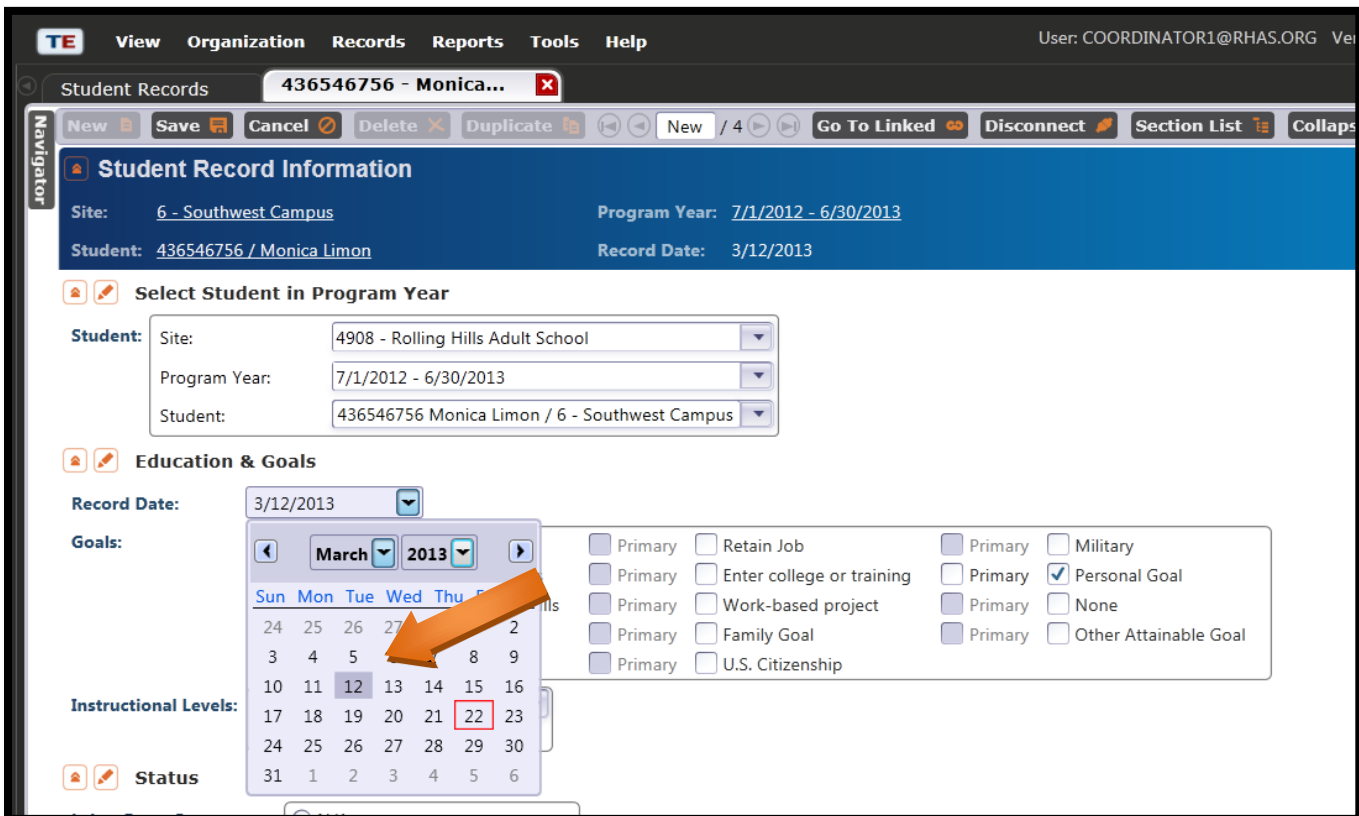
The screenshot shows the TE Student Records interface with the entry record for Monica Limon selected. The table shows three records for Monica Limon (Student ID 436546756) at the site '6 - Sou...'. The first record (9/25/2012) shows 'Not employ...' for Labor Force Status and 'Improve English...' for Primary Goals. The second record (11/26/2012) shows 'Not employ...' for Labor Force Status and 'Improve English...' for Primary Goals. The third record (1/24/2013) shows 'Met personal goal' for Results. An orange arrow points to the first record.

Site	Student ID	Name	Record Date	Labor Force Status	Primary Goals	Special Program Entries	Personal Status Entries	Results
6 - Sou...	436546756	Monica Limon	9/25/2012	Not employ...	Improve English...			
6 - Sou...	436546756	Monica Limon	11/26/2012	Not employ...	Improve English...			
6 - Sou...	436546756	Monica Limon	1/24/2013					Met personal goal

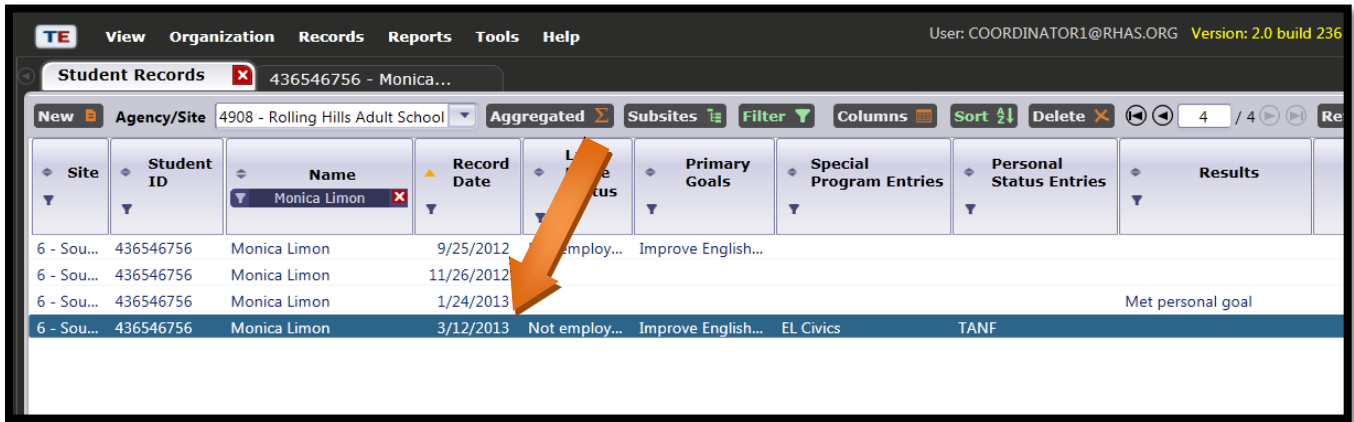
- Once the record is open, click "Duplicate."
- In the **Student** drop down menu, type in the student's name. Click on the selection provided.



- Change the record date to the date the student returned to class.



6. Click **Save**. When you return to the lister you'll see the new Entry Record information in Monica's list:



The screenshot shows a web application interface for 'Student Records'. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is identified as 'COORDINATOR1@RHAS.ORG' and the version is '2.0 build 236'. The main content area displays a table of records for 'Monica Limon' at '4908 - Rolling Hills Adult School'. The table has columns for Site, Student ID, Name, Record Date, Employment Status, Primary Goals, Special Program Entries, Personal Status Entries, and Results. An orange arrow points to the 'Record Date' column of the most recent entry.

Site	Student ID	Name	Record Date	Employment Status	Primary Goals	Special Program Entries	Personal Status Entries	Results
6 - Sou...	436546756	Monica Limon	9/25/2012	Not employ...	Improve English...			
6 - Sou...	436546756	Monica Limon	11/26/2012					
6 - Sou...	436546756	Monica Limon	1/24/2013					Met personal goal
6 - Sou...	436546756	Monica Limon	3/12/2013	Not employ...	Improve English...	EL Civics	TANF	