

# Special Pops Processing 2004-2005

To process your Special Pops please follow the process outlined below.

## **Step 1 – Log In**

Log into the Enrollment application as you would normally and select the “Special Pops” button on the main menu (Figure 1).

## **Step 2 – Update Student Data**

On the list of students that is displayed, update the information as necessary. Note that **you do not have to update every record**. Change only information that is incorrect.

There are a few things to make you aware of on this page. First, all records are displayed in red, indicating that no updates have been made (Figure 2). Once you make and save changes, the updated records will appear in blue (Figure 3).

You will also notice a new column on this page, the “Last Validated By” column. By default, the “Last Validated By” column is set to “System” (Figure 2). When you make changes to student data, the “Last Validated By” column will be updated to reflect your username (Figure 3).

## **If you are a Teacher, you are finished.**

The Teacher’s job is finished once they have entered all of the changes to their students. Normally, there will be some student records that have not been updated (information was correct and did not need to be changed). This means that the “Not Complete” button will still be visible.

## **Step 3 – Validate Remaining Special Pops Records (Administrator/Data Contact/Counselor)**

Administrators, Data Coordinators and Counselors have an extra button visible to them that is not displayed on the Teacher’s screen. The button is labeled “Set ALL Students Not Yet Validate to Validated” (Figure 4). Once all data changes have been keyed the Administrator, Data Contact or Counselor can select this button and the application will set all records to Validated. For systems with Career Tech programs at multiple schools, this process must be performed on each school separately.

After you have validated the remaining special pops records, you should see a green “Completed” button at the top of your screen (Figure 5).

If you have questions or problems, please contact **Russell Phaturos** by phone at **334-353-8434** or by email at **russellp@alsde.edu**.

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**Career Technical Education  
Current Year Enrollment  
Main Menu**

Select School Year

[Edit Rosters](#)

[Special Pops](#)

[Reports](#)

[Copy Roster](#)

[Edit Student](#) \* Name, Race, Sex, Grade

**Figure 1 – Main Menu**

All Students For This School Have Not Been Validated.  
Please Click Button On Right To View And Edit Those Entries.

Not Complete

B

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Warning : You must save changes on a per screen basis or changes will be lost!!!

[Update Record\(s\)](#)   [Main Menu](#)

SSN	Last Name	First Name	Single MI Parent	Limited English Proficiency	Other Educational Barriers	Disabled	Economically Disadvantaged	No Special Pops	Last Validated By
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	System
<i>820 82020 8202020</i>	<i>8202020</i>	<i>8202020</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	System

\*\*\*Note Students in italics (and red) have not been validated or updated.

**Figure 2 – List of students before any data has been modified (Student SSN and Name data has been intentionally obscured).**



