
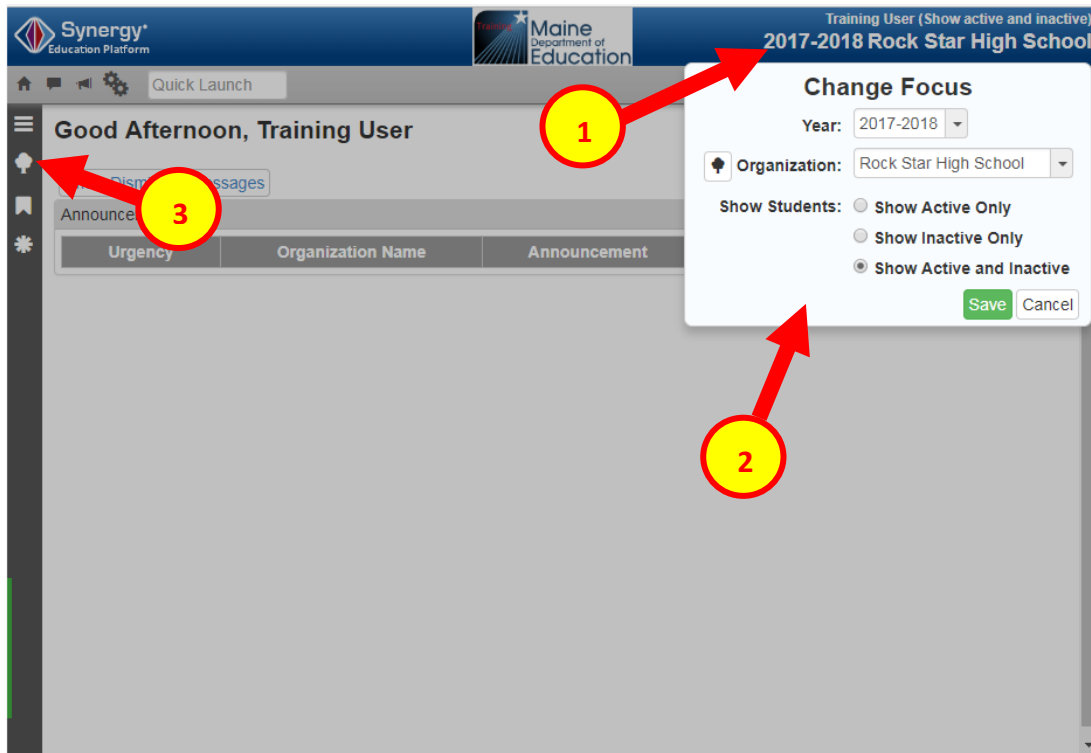


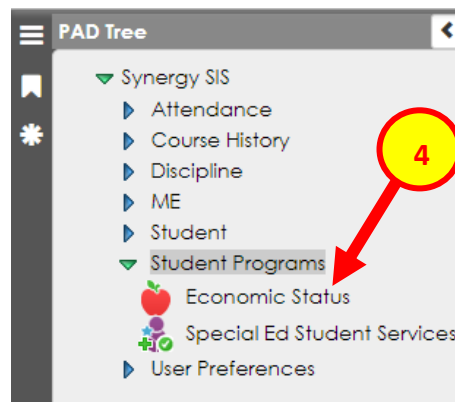
## Synergy – Economic Status Manual Entry Guide

This guide explains how to manually enter economic status data into Synergy. The data is entered on the Economic Status screen and users must first have their focus at the school level:

- In the top right, click the school year or school/district name and the Change Focus box appears.
- Select the following in the Change Focus box and click **Save**:
  - Year:** Select the current school year (the example picture shows 2017-2018)
  - Organization:** Choose your school (the example picture shows Rock Star High School)
  - Show Students:** Show Active and Inactive
- Click on the PAD Tree icon. 



- In the PAD Tree, Click **Economic Status** to navigate to the Economic Status screen. (You may need to click the arrows next to Synergy SIS and Student Programs to expand).



5. On the Economic Status screen, type in the student's Last Name and First Name or State ID.
6. Click **Find**.

**Economic Status**

Menu < > Find Undo

Student Name: School: Status: Room Name:

Economic Status

Last Name	First Name	Middle Name	Suffix	State Student ID	Grade	Gender
Lennon	John			150023545		

7. Click the **Add** button and a row appears below to enter data.
8. In the row that was created:
  - Type in the Enter Date – this is the date the segment begins and must be within the school year. It cannot be a date before the student's enrollment starts. The Enter Date may populate the current date which you will likely want to change.
  - Select a Code – available codes are Free, Full Price, and Reduced. The Code drop down will be green until you chose a code.
  - Type in the Exit Date – only if the student has left or another row needs to be added later to reflect a change in status (more information on the next page)

9. Click **Save**.

**Economic Status**

Menu < > Save Undo

Student Name: **Lennon, John W.** School: **Rock Star High School** Status: **Active** Room Name:

Economic Status

Last Name	First Name	Middle Name	Suffix	State Student ID	Grade	Gender
Lennon	John	Winston		150023545	10	Male

Options

Economic Status + Add ...

×	Line	Enter Date	Code	Exit Date
■	1	09/01/2017	F: Free	

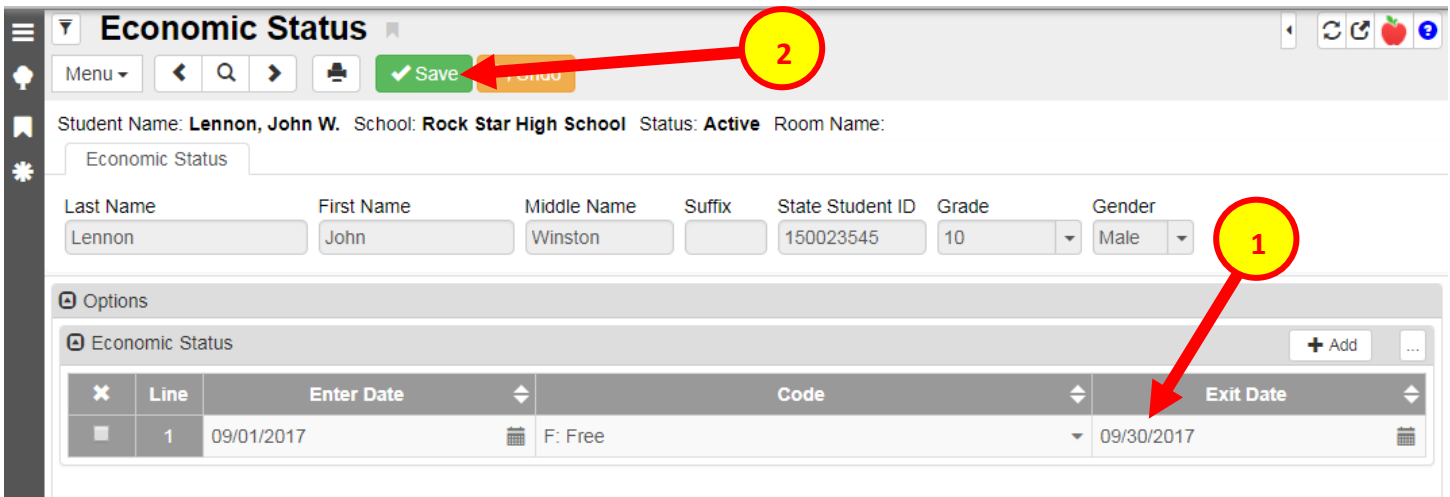
### Changes to Economic Status:

Economic Status data should only be updated to reflect a change in Economic Status or if the student transfers to a new district then a new segment should be created.

When a student's enrollment is exited, the Economic Status segment automatically will get exited with the same Exit Date as the Enrollment Exit Date.

The current Economic Status segment must have an Exit Date to create a new Economic Status segment.

1. Type in an Exit Date of when the change occurred to end the current Economic Status segment.
2. Click **Save**.



**Economic Status**

Student Name: **Lennon, John W.** School: **Rock Star High School** Status: **Active** Room Name:

Economic Status

Last Name: Lennon First Name: John Middle Name: Winston Suffix: State Student ID: 150023545 Grade: 10 Gender: Male

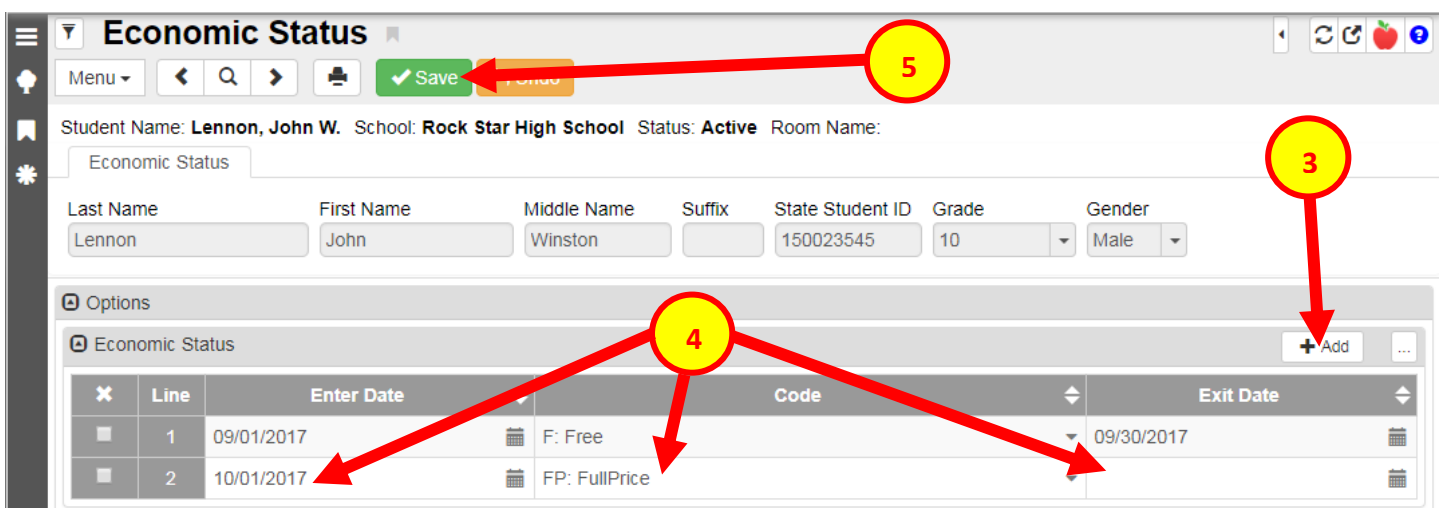
**Options**

**Economic Status**

Line	Enter Date	Code	Exit Date
1	09/01/2017	F: Free	09/30/2017

Annotations: A red arrow labeled '2' points to the 'Save' button. A red arrow labeled '1' points to the 'Exit Date' field in the table.

3. Click the **Add** button and a new row appears.
4. In the row that was created:
  - Type in the Enter Date – this is the date the segment begins and must be within the school year. It cannot be a date before the student's enrollment starts. The Enter Date may populate the current date which you will likely want to change. If there is a previous segment, the Enter Date must be a date after the previous Exit Date.
  - Select a Code – available codes are Free, Full Price, and Reduced. The Code drop down will be green until you chose a code.
  - Type in the Exit Date – only if the student has left or another row needs to be added later to reflect a change in status.
5. Click **Save**.



**Economic Status**

Student Name: **Lennon, John W.** School: **Rock Star High School** Status: **Active** Room Name:

Economic Status

Last Name: Lennon First Name: John Middle Name: Winston Suffix: State Student ID: 150023545 Grade: 10 Gender: Male

**Options**

**Economic Status**

Line	Enter Date	Code	Exit Date
1	09/01/2017	F: Free	09/30/2017
2	10/01/2017	FP: FullPrice	

Annotations: A red arrow labeled '5' points to the 'Save' button. A red arrow labeled '3' points to the '+ Add' button. A red arrow labeled '4' points to the 'Enter Date' field of the new row. Another red arrow labeled '4' points to the 'Code' dropdown of the new row. A third red arrow labeled '4' points to the 'Exit Date' field of the new row.