

# Skills Center Student Information System Guidebook



**OKLAHOMA**  
**CareerTech**

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**IMD** Information Management Division

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## Skills Center Student Information System

Welcome to the Oklahoma Department of Career and Technology Education's Skills Center Student Information System. This system was designed to assist you in keeping track of your students from their initial assessment through their post-release into the community. The sections in this guidebook will take you from start to finish on how to handle a student's record.

It is crucial that you enter accurate student information to follow the Oklahoma Department of CareerTech rules regarding the Student Accounting System. Implementation of submitting accurate data, guarantees consistency and integrity of our student data system. It also allows all data to withstand audit scrutiny.

DRAFT

## CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov), or contact:

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## [Help and Troubleshooting](#)

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov). Send a message describing your problem. Include your skills center name and your telephone number and we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

If you have forgotten your password, click the **Forgot your password?** link to reset.

For helpful tips, see the [CTIMS Helpful Hints](#) section of this document.

### **CTIMS Customer Support Contact**

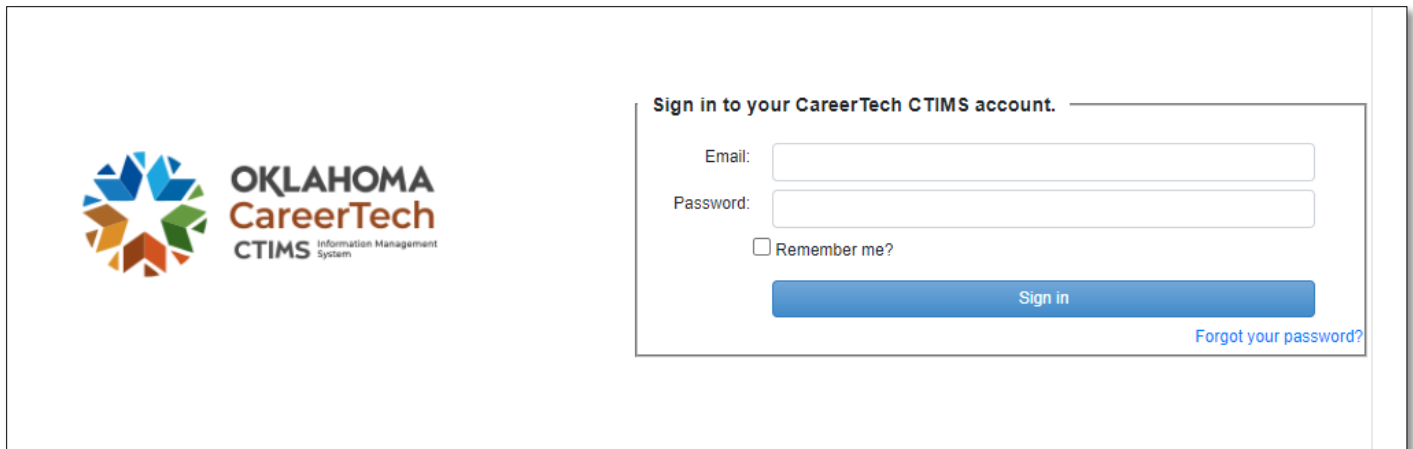
Rebecca Saxon

Office: (405) 743-5134

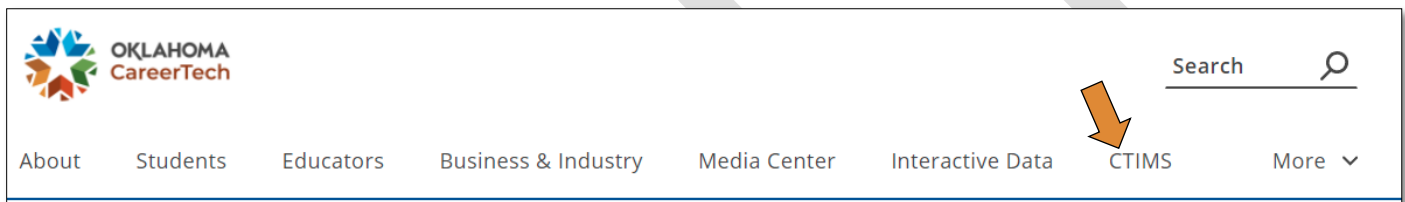
Email: [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)

## Logging in to the Skills Center Student Information System

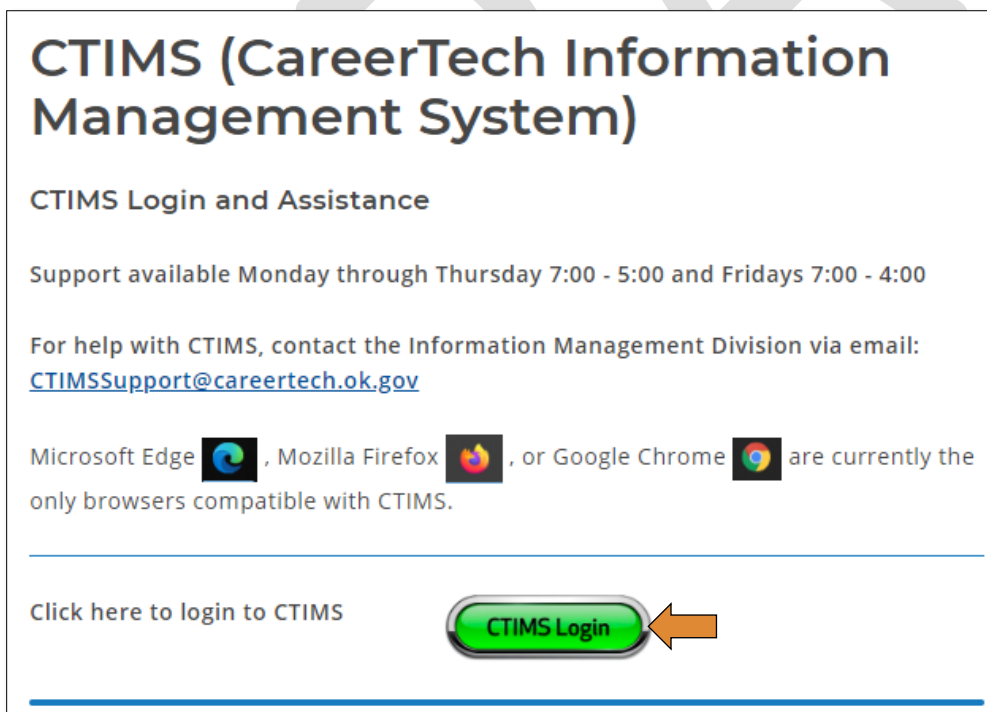
Sign in using your work email and CTIMS password at [CTIMS \(CareerTech Information Management System\) \(oklahoma.gov\)](https://ctims.oklahoma.gov).



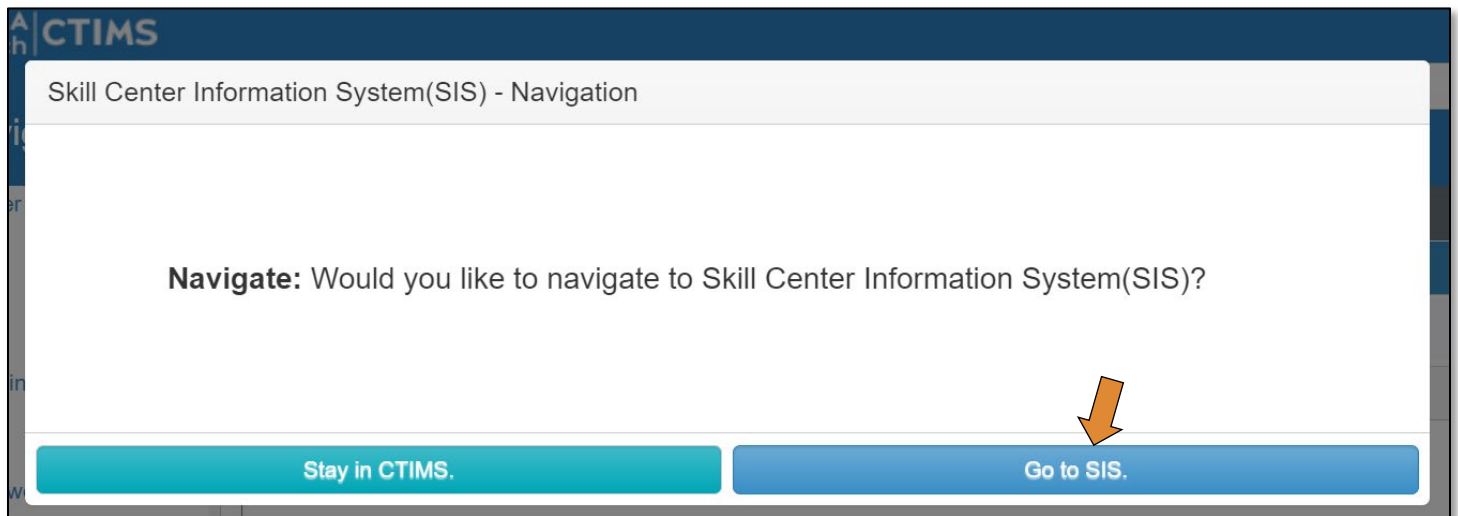
Or, go to [CareerTech \(oklahoma.gov\)](https://careertech.oklahoma.gov) and click on the CTIMS tab.



On the CTIMS website, select the green **CTIMS Login** button.



Once you log in, you will see a pop-up box asking if you would like to navigate to Skill Center Information System (SIS)? You will click on the 'Go to SIS.' button on the right.



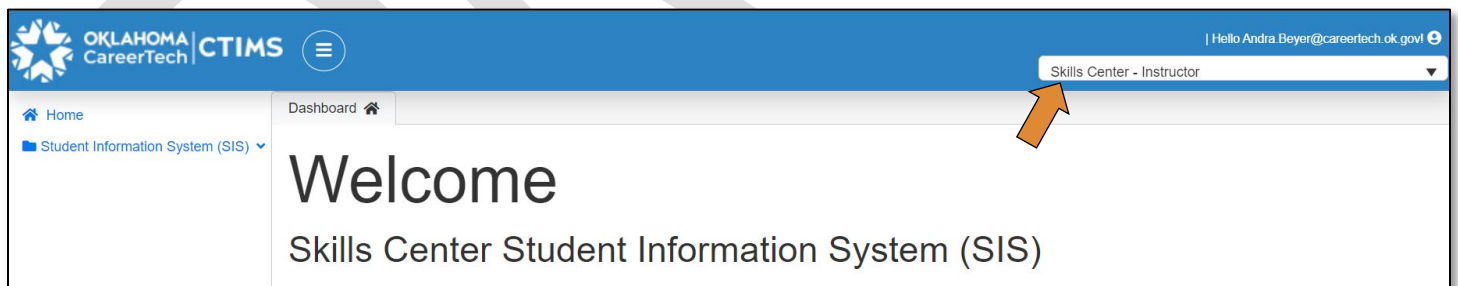
Or,

*[Click to Navigate: Skills Center Information System \(SIS\).](#)*



If you have more than one role in SIS make sure you have the correct role selected. Verify that you are signed in with the role of **Skills Center – Instructor** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **Skills Center – Instructor**, contact [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)



## Creating a Potential Student

*Potential Students* are students who meet the criteria for placement into a skills center class or who have expressed an interest in participating in the class. Entering a student as a potential student will not enroll them into the class or place them on the waiting list. It only puts the student's information into the system.

- Click on the down arrow next to (SIS) v
- *Student New Registration* link on the left side menu.

The screenshot shows the 'New Student Registration' form in the SIS system. The left sidebar contains a menu with 'New Student Registration' highlighted by an orange box and an arrow. The main form has the following fields:

Calendar Year*	2022-2023
Organization Type*	Skill Centers
Element Type*	Skills Center Fulltime
Organization Name*	
DOC # *	
First Name *	
Middle Name	
Last Name *	
Suffix	Select
Date of Birth*	
Gender*	Select
Marital Status*	Select
Student Email	name@example.com

- Some information will auto-populate.
- **Organization Name**, select your facility by typing in the first 3 characters and select it.

The screenshot shows the 'New Student Registration' form with the 'Organization Name' dropdown menu open. The dropdown is highlighted with an orange box, and an orange arrow points to the 'Organization Name' field. The dropdown list contains the following options:

- Alva Skills Center
- Ardmore Skills Center
- Boley Skills Center
- Butler Skills Center
- Eddie Warrior Skills Center
- Elk City Skills Center
- Enid Skills Center

The form also includes the following fields:

Calendar Year*	2022-2023
Organization Type*	Skill Centers
Element Type*	Skills Center Fulltime
Organization Name*	
DOC # *	skills
First Name *	
Middle Name	
Last Name *	
Suffix	
Date of Birth*	
Gender*	
Marital Status*	
Student Email	
Student Testing Number (STN)	
Social Security Number (SSN)	
Last 4 SSN	
Registration Date*	05-24-2023 13:37:45
Status*	ACTIVE
Program Enroll Status*	YES



- Fill out the student information in the form. Categories with a red asterisk\* are required categories.
- If the student has already been entered into the system, a window will pop-up stating what facility that student is already registered to.

New Student Registration ✕ 📄

Calendar Year\*

Organization Type\*

Element Type\*

Organization Name\*

DOC # \*

First Name \*

Middle Name

Last Name \*

Suffix

Date of Birth\*

Gender\*

Marital Status\*

Student Email

Student Testing Number (STN)

Social Security Number (SSN)

Last 4 SSN

Registration Date\*

Status\*  ACTIVE

Program Enroll Status\*  YES

- **Other Information**, select those categories that apply to the student. If you do not know, leave them blank.
  - If the student has a disability, choose the *type of disability* they have.
  - You can start typing in the *select search bar* to narrow down your search.

Other Information

Out Of Work  Single Parent  Limited English  Academically Disadvantaged  Economically Disadvantaged  Migrant  Homeless Individuals  Individuals in Foster Care  Military  Disability

Disability Type

- **Race\***, select the race of the student. You can choose multiple races.
  - If American Indian is chosen, you will need to choose the student’s tribe under the Native American Affiliation Tribes drop-down menu. There will be a five-digit code before each of the tribal name. Oklahoma tribes will start with “OK” followed by 3 numbers.
  - You can start typing in the *select search bar* to narrow down your search.
- Click **Save Changes**.
  - The student is now in the system as a potential student.

**Race\***

American Indian
  Asian
  Black
  Hispanic
  Native Hawaiian or Pacific Islander
  White
  Unknown

Native American Affiliation Tribes:

- You will be directed to a page that has multiple sections to enter additional student information, for example: •Upload the Ability to Benefit, •IHAP, or •upload other documents. Each category below (i.e., Student: Address and Contacts, Student: Education, etc.) can be expanded by clicking on the down arrow.
- Once you have entered information, always click **Save Changes** before going to the next page.
- Close the tab at the top by clicking on the **x** when you are finished entering all information.

Dashboard [Home](#) Student New Registration **x**

**Student Name:** - **DOC#: 123456, Facility: Skills Center.**

Organization Information - [New](#)

Calendar Year\*

Organization Name\*

Element Type\*

Organization Name\*

Student : Basic Information – New / Edit - [New](#)

Student : Address and Contacts - [New](#)

Student : Education - [New](#)

Student : Health and Medical - [New](#)

Student : Work Keys - [New](#)

Student : Assessment - [New](#)

Student : Pre-release Contact - [New](#)

Employment History - [New](#)

Manage Comments - [New](#)

## View or Find a Potential Student

- Click on **Manage Potential Students** in the panel on the left.

\*Some sections will auto-populate.

- **Organization Name\***, start typing the first 3 letters of your facility, select your facility.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.

Dashboard Manage Potential Students

### Manage Student Information

All / Calendar Year \* Select Calendar

Organization Type\* Skill Centers

All / Element Type \* Skills Center Fulltime

All / Organization Name \*

Search Option ALL

Search By

Search...

Drag a column header and drop it here to group by that column

- Find the student by filtering any column, by clicking on the black funnel.
- On the left side of their row, you will see **New Enroll** or **Manage** in blue. Click on that link to bring up the student's information page.

Search...

Drag a column header and drop it here to group by that column

Manage Student	Calendar Y...	DOC #	Organization Name	Short Name
<a href="#">New Enroll</a>	2223	10142022	Granite Skills Center	Granite SC
<a href="#">Manage</a>	2223	6544646	Granite Skills Center	Granite SC
<a href="#">New Enroll</a>	2223	3423	Granite Skills Center	Granite SC

## Placing a student on waiting list

Once the student is listed as a potential student, you can now place that student on the waiting list for your class, if they are at your facility. It doesn't matter who places the student in the system as a potential student, all instructors will have access to the potential student list.

- Click on **Manage Waiting List** on the left menu.

\*Some sections will auto-populate like All / Calendar Year, All / Organization Name & All / Element Type.

- **Organization Name\***, start typing the first 3 letters of your facility, select your facility.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.

Dashboard Manage Waiting List

### Manage Student Information

All / Calendar Year \* Select Calendar

Organization Type\* Skill Centers

All / Element Type \* Skills Center Fulltime

All / Organization Name \*

Search Option ALL

Search By

Search

Export to Excel Search...

Drag a column header and drop it here to group by that column

- Find the student by filtering any column, by clicking on the black funnel.
- On the left side of their row, you will see **New Enroll** in blue. Click on that link to bring up the student's information page.

Export to Excel Search...

Drag a column header and drop it here to group by that column

Manage Student	Calendar Y...	DOC #	Organization Name	Short Name	First Name
<a href="#">New Enroll</a>	2223	123456	Alva Skills Center	Alva SC	Andra

- Click on **Student: New/Edit Enroll Program(s) – Request**.

Dashboard Place on Waiting List -65465456

Student Name:	- DOC#:	, Facility:	Skills Center.
Organization Information	-		
Student : Basic Information – New / Edit	-		
Student : New/Edit Enroll Program(s) - Request	-		
Student : Address and Contacts	-		
Student : Education	-		
Student : Health and Medical	-		
Student : Work Keys	-		
Student : Assessment	-		
Student : Pre-release Contact	-		
Employment History	-		
Manage Comments	-		

\*Some sections will auto-populate.

- If you need to change the **Allocated Facility Name**, choose the facility by clicking the down arrow and clicking on the facility name.
- Under **Program Type**, choose whatever options applies to this student.
- Under **Full-Time / Short Term Program**, choose the program that applies to this student.
- Ensure the correct Instructor is chosen under **PID (Instructor)**.
- Under **This Program Request is the Latest (Current)?**, select *Yes*.
- Under **Program Requested Date**, put the date that the student is being placed on the waiting list.
- Under **Program Enroll Status**, choose *Place on Waiting List*.
  - If you are not placing the student on a waiting list, but are enrolling them directly into the program, you can choose *Enrolled in Program*. This will open the grayed-out boxes below.
    - See the section on enrolling the student for more information on completing those.
- If the student has participated in a CareerTech skills center program within the past 5 years, you will need approval from the Superintendent for the student to be enrolled. Please select *Yes* if you have received the approval email from the superintendent.
  - Upload a copy of this email in the [attachments](#) section.
- Click **Save Changes**. The student has now been placed on the waiting list.

Student : New/Edit Enroll Program(s) - Request -

Program Request Numbers: 2223-281000800-TR0116001-65465456-FTP-29632E2900006  
 Program Request Number: 2223-281000800-TR0116001-65465456-FTP-29632E2900006  
 Calendar Year: 2022-2023  
 Allocated Facility Name: Skills Center  
 DOC #: 65465456  
 Student Name: PUKU REGMI  
 Date of Birth: 11/01/1980  
 Program Type: FTP - Full-time Program  
 Full-Time / Short Term Program: A & P Mechanic - TR0116001  
 PID (Instructor): Tiffany McCollum - 72415 - 066 (Active)  
 This Program Request is Latest(Current)?  Yes  No  
 Program Requested Date: 10-01-2022 00:00:00  
 Program Enroll Status: Place on Waiting List  
 Needs Approval from Superintendent, Do you have Approval Email?  Yes  No  
 Program Completion Status: Select  
 Program Start Date:   
 Program Graduation Date:   
 Last Suspension Begins Date:   
 Last Suspension End Date:   
 Student projected release/discharge Date:   
 Last Date Student Attended Date:   
 Last Date Student Attended Date Hours:   
 Drop Code: Select  
 Browse:   
 Attachment Note:

Active/Inactive Status
  Cancel changes

Attachment Status	File Name	Attachment Note	Uploaded By	Uploaded Date	Updated By	Updated Date	Action
Active	DataRequestForm.pdf	Data Request Form attached.	Andra.Beyer@careertech.ok.gov	12/06/2022 08:07:36			<a href="#">Download</a>
Active	replace Stillwater jr single CESI Students.xlsx		kumarendra.mishra@omes.ok.gov	11/02/2022 13:51:45			<a href="#">Download</a>

Add Comments

## Uploading Documents

Most sections will have the ability to upload documents, those documents will stay the student's record. This allows documents to be stored, electronically, for anyone that has access to student records.

- Select *Files* next to **Browse**.
- Enter a note, describing the attached document in the **Attachment Note** box.
- Click **Save Changes** at the bottom.

Browse:

Attachment Note:

## Enrolling a student in a class

Once the student's time is up on the waiting list, you can enroll the student into the class.

- Click on **Manage Program Enrollments** on the left menu

\*Some sections will auto-populate like All / Calendar Year, All / Organization Name & All / Element Type.

- **Organization Name\***, start typing the first 3 letters of your facility, select your facility.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.

Dashboard Manage Program Enrollments

### Manage Student Information

All / Calendar Year\* Select Calendar

Organization Type\* Skill Centers

All / Element Type\* Skills Center Fulltime

All / Organization Name\*

Search Option ALL

Search By

Search

Export to Excel Search...

Drag a column header and drop it here to group by that column

- Find the student by filtering any column, by clicking on the black funnel.
- On the left side of their row, you will see **Manage** in blue. Click on that link to bring up the student's information page.

Export to Excel Search...

Drag a column header and drop it here to group by that column

Manage Student	Calendar Y...	DOC #	Organization Name	Short Name	First Name
<a href="#">Manage</a>	2223	365478	Alva Skills Center	Alva SC	

- Change **Program Enroll Status** to *Enrolled in Program*. This will open the gray boxes below for editing.
- Change **Program Start Date** to the date the student will start the program.
- Add any other information to this section you may have, such as Student Projected Release/Discharge Date, comments, or upload a document.
- Click on **Save Changes**.
  - The student is now enrolled in the program.
- Put in any comments or open another section below (i.e., Student: Address and Contact, Student: Education, Student: Health and Medical, etc.) to add more information if you choose to do so.

- When finished, always click on **Save Changes** before navigating to a different page.

Student Name: \_\_\_\_\_ - DOC#: \_\_\_\_\_ , Facility: Alva Skills Center.

Organization Information -

Student : Basic Information - New / Edit -

Student : New/Edit Enroll Program(s) - Request -

Program Request Numbers: 2223-76I001800-FN0016000-365478-FTP

Program Request Number\*: 2223-76I001800-FN0016000-365478-FTP

Calendar Year\*: 2022-2023

Allocated Facility Name\*: Alva Skills Center (Active)

DOC #: 365478

Student Name\*: \_\_\_\_\_

Date of Birth: 01/01/1989

Program Type\*: FTP - Full-time Program

Full-Time / Short Term Program\*: Accounting - FN0016000

PID (Instructor)\*: - 43545 - 066 (Active)

This Program Request is Latest(Current)?  Yes  No

Program Requested Date\*: 09-12-2022 00:00:00

**Program Enroll Status**: Enrolled in Program

Needs Approval from Superintendent, Do you have Approval Email?  Yes  No

Program Completion Status: Select

**Program Start Date**: 09-14-2022 00:00:00

Program Graduation Date: 09-18-2022 00:00:00

Last Suspension Begins Date:

Last Suspension End Date:

Student projected release/discharge Date: 09-30-2022 00:00:00

Last Date Student Attended Date: 09-18-2022 00:00:00

Last Date Student Attended Date Hours: 2.00

Drop Code: Select

Browse:

Attachment Note: \_\_\_\_\_

Active/Inactive Status  Cancel changes

Attachment Status	File Name	Attachment Note*	Uploaded By	Uploaded Date	Updated By	Updated Date	Action
Add Comments							
Format							



## Updating Student Information

As the instructor, you can edit student information as needed.

- Click on **Manage Program Enrollments** on the left menu

\*Some sections will auto-populate like All / Calendar Year, All / Organization Name & All / Element Type.

- **Organization Name\***, start typing the first 3 letters of your facility, select your facility.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.

Manage Student Information

All / Calendar Year \* Select Calendar

Organization Type\* Skill Centers

All / Element Type \* Skills Center Fulltime

All / Organization Name \*

Search Option ALL

Search By

Search

Export to Excel Search...

Drag a column header and drop it here to group by that column















- Find the student by filtering any column, by clicking on the black funnel.
- On the left side of their row, you will see **Manage** in blue. Click on that link to bring up the student's information page.

Export to Excel Search...

Drag a column header and drop it here to group by that column

Manage Student	Calendar Y...	DOC #	Organization Name	Short Name	First Name
<a href="#">Manage</a>	2223	365478	Alva Skills Center	Alva SC	

- Choose the section that you need to update (i.e., Student: Address and Contacts, Student: Education, Student: Health and Medical, etc.).
- When finished, always click on **Save Changes** before navigating to a different tab.

Student Name:		- DOC#: 365478, Facility:	Skills Center.
∨	Organization Information -		
∨	Student : Basic Information – New / Edit -		
∨	Student : New/Edit Enroll Program(s) - Request -		
∨	Student : Address and Contacts -		
∨	Student : Education -		
∨	Student : Health and Medical -		
∨	Student : Work Keys -		
∨	Student : Assessment -		
∨	Student : Life Success Plan -		
∨	Student : Pre-release Contact -		
∨	Student : Manage Relocation -		
∨	Employment History -		
∨	Manage Comments -		
∧	Student Hours -		

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## Adding / Updating Student Daily Hours

Student hours can be updated as a group to save time. For the sake of record keeping, student hours should be entered each day they attend. This can be done daily, weekly, or monthly. The SIS is designed to make this task more efficient.

\*Some sections will auto-populate.

- Click on **Attendance: Daily Hours** on the left menu.
- **Organization Name\***, make sure your facility/skills center is selected.
- Choose the **Program Type**, **Program Name**, and **Instructor Name**.
- Choose the **Attendance Collection Date\***.
  - This is the date of the day you are entering the hours for, you cannot enter future dates, but you can go back and enter past dates.
- Click **Search Students**.
  - This will bring up a list of students who were participating in your class on that date.
- Put the number of hours the students were in the class in **Daily Hours\***.
  - For example, if your students normally attend 6 hours a day, put 6 in the Daily Hours box.

Home | Dashboard | Attendance: Daily Hours

Student Information System (SIS) ▾

- New Student Registration
- Manage Potential Students
- Manage Waiting List
- Manage Program Enrollments
- Life Success Plan
- Manage Graduated Students
- Manage Dropped Programs
- Manage Post Release - Follow-up
- Attendance: Daily Hours**
- Attendance: Monthly Hours

### Manage Skill Center Student Hours - Filters

Organization Type\* Skill Centers ▾

Element Type\* Skills Center Fulltime ▾

Organization Name\* Alva Skills Center ▾

School Calendar Year\* 2023-2024 ▾

Program Type\* Select ▾

Program Name\* Select ▾

Instructor Name\* Select ▾

Search between Attendance Collection Dates

Attendance Collection Date\*

Attendance Collection Date To\*

Daily Hours\*

- Click on the checkboxes next to the line with each student who was there for that amount of time. If you click the checkbox on the top blue line, it will *select all* the students. Make sure any students that had a different number of hours are unchecked. If the student was absent, then under the **Attendance** column, change the selection from *Present* to *Absent*.
- Click **Save changes**.

Save changes  Cancel changes

Attendance...	DOC #	Student Name	Student Status	Program Start ...	Month	Attn. Entry On	Daily Hours
Present	3256410	Stephen Doug	Enrolled in Program	09-05-2022 00:00:00	December	12-01-2022 00:00:00	0.00

- Click **Update Daily Hours** for selected Students.

Attendance Collection Date\* 5/17/2023

Attendance Collection Date To\*

Search Student(s)

Daily Hours\*

Update Daily Hours for selected Student(s)

- Repeat Steps 6 through 8 until all students' hours are entered for that day. If you need to do another day, change the date on **Attendance Collection Date**.
- If you want to enter records a week or more at a time, click the checkbox beside Search Between Attendance Collection Dates. This will pull up the records for the students for each date. You can then do steps 6-8 above to save hours to those records.

Instructor Name\* Avery Butler - 43545 - 066

Search between Attendance Collection Dates

Attendance Collection Date\* 5/17/2023

Attendance Collection Date To\*

Search Student(s)

Daily Hours\*

Update Daily Hours for selected Student(s)

## Checking Student Monthly Hours

Hours can be checked by month or by year to get a total of how many hours a student has completed. It uses the daily hours you entered into the system, to calculate the totals.

- Click on **Student Monthly Attendance Hours** on the left side menu.
- **Organization Name\***, make sure your facility/skills center is selected.
- Choose the **Instructor PID**, **Program Type** and **Program Name**.
- **Student Project Start Date from Month\***, Choose a start month and an end month (**To Month\***).
- Click **Load Students**.
- This will bring up a list of students who were participating in your class on that date. Select the appropriate calendar year in **Attendance Collection School Calendar Year**.

DOC #	Student Name	Student Status	Program Start ...	Attn. Year	2022 - July	2022 - August	2022 - September	2022 - October	
<input type="checkbox"/>	446193	James	Enrolled in Program	10-17-2022 00:00:00	2022-2023	0.00	0.00	0.00	0.00
<input type="checkbox"/>	204508	Joey	Enrolled in Program	10-17-2022 00:00:00	2022-2023	0.00	0.00	0.00	0.00

- The report will initially pull up with all 0's in the months. Select the students you want to update their monthly hours by clicking the checkbox on their line and clicking on **Update selected Student(s) hrs from the Sum of Daily Attendance**.
- Check the checkbox next to the month you want to sum the hours in. Then click **OK**.
- The hours for that student(s) are now updated for that month. If you need a paper copy of those hours, you can click on **Export to PDF** to save it to your computer.

DOC #	Student Name	Student Status	Program Start ...	Attn. Year	2022 - July	2022 - August	2022 - September	2022 - October	
<input type="checkbox"/>	446193	James	Enrolled in Program	10-17-2022 00:00:00	2022-2023	0.00	0.00	0.00	0.00
<input type="checkbox"/>	204508	Joey	Enrolled in Program	10-17-2022 00:00:00	2022-2023	0.00	0.00	0.00	0.00

## Life Success Plan

- Click on **Life Success Plan** on the left menu

\*Some sections will auto-populate.

- **All / Organization Name\***, start typing the first 3 letters of your facility, select your facility or select the checkbox for **All**.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the *Search By* box.
- Click **Search**. The search results will populate in a grid below.

Home | Dashboard | Life Success Plan

Student Information System (SIS)

- New Student Registration
- Manage Potential Students
- Manage Waiting List
- Manage Program Enrollments
- Life Success Plan**
- Manage Graduated Students
- Manage Dropped Programs
- Manage Post Release - Follow-up
- Attendance: Daily Hours
- Attendance: Monthly Hours

**Manage Student Information**

All / Calendar Year \* Select Calendar

Organization Type\* Skill Centers

All / Element Type \* Skills Center Fulltime

All / Organization Name \*

Search Option ALL

Search By

**Search**

Export to Excel Search...

Drag a column header and drop it here to group by that column

- Find your student in the results. Click on the **Manage** blue link to the left of the search results.

Export to Excel Search...

Drag a column header and drop it here to group by that column

Manage Student	Calendar Y...	DOC #	Organization Name	Short Name
<a href="#">Manage</a>	2223	700007	Jess Dunn Skills Center	Jess Dunn SC

- Fill out the form.
  - Every question must be answered either yes or no. If you choose Yes in the drop down, there must be a comment in the text box.
- Enter any comments in the comment section at the bottom.
- Click **Save Changes** (at the top or bottom of the page).

## Move Student from Short Term to Long Term Program

This is for when a student is participating in the short-term Career Readiness program and will be moving onto one of the long-term programs.

- Click on **Manage Program Enrollments** on the left menu

\*Some sections will auto-populate.

- **All / Organization Name\***, start typing the first 3 letters of your facility, select your facility or select the checkbox for **All**.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.
- Find your student in the results. Click on the **Manage** blue link to the left of the search results.

M...	Registratio...	Program Y...	DOC #	Organization Name	Short Name	First Name
<a href="#">M...</a>	2022-2023	2022-2023	(i)	Jess Dunn Skills Center	Jess Dunn SC	

- Click on the **+Enroll in New Program** button.
  - After clicking this button, you will see 'New request' in the **Program Request Number** box.

Student Name: - DOC#: 405619, Facility: Jess Dunn Skills Center.

Organization Information - [icon]

Student : Basic Information - New / Edit - [icon]

Student : New/Edit Enroll Program(s) - Request - [icon]

+ Enroll in New Program Save Changes Cancel Changes

Program Request Number\* **New request**

Is student currently enrolled in selected program request number?  Yes  No

Calendar Year\* 2022-2023

Allocated Facility Name\* Jess Dunn Skills Center (Active)

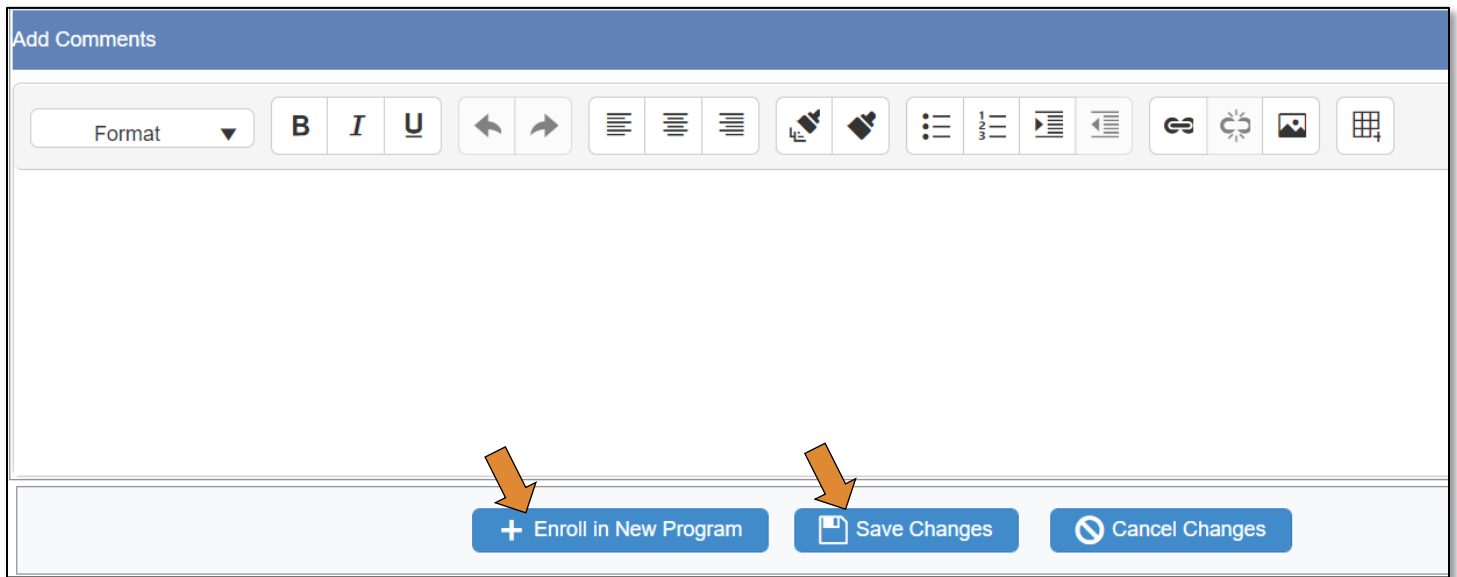
DOC # \* 405619

Student Name \*





- Click **Save Changes**.
- Click **+ Enroll in New Program**.



### Dropping a Student from the Course

- Click on **Manage Drop Programs** on the left side menu.

\*Some sections will auto-populate.

- **All / Organization Name\***, start typing the first 3 letters of your facility, select your facility or select the checkbox for **All**.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.
- Find your student in the results. Click on the **Manage** blue link to the left of the search results.

Home

Student Information System (SIS)

- Student New Registration
- Potential Student
- Place on Waiting List
- Enrolled in Program
- Life Success Plan
- Graduated Program
- Manage Exit Plan (Release) and Interview
- Manage Drop Programs**
- Student Daily Attendance Hours
- Student Monthly Attendance Hours

Dashboard Manage Drop Programs

### Manage Student Information

All / Calendar Year\* 2022-2023

All / Organization Name\* Skill Centers

All / Element Type\* Skills Center Fulltime

All / Organization Name\*

Search Option ALL

Search By

[Search](#)

[Export to Excel](#) Search...

Drag a column header and drop it here to group by that column

Manage Student	Calendar Y...	DOC #	Organization Name	Short Name
<a href="#">Manage</a>	2223	700007	Jess Dunn Skills Center	Jess Dunn SC

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- Change **Last Student Enroll Status\*** to *Drop from Program*.
- Select the reason from the **Drop Enroll Type\*** drop-down menu.
- Ensure your name is listed as the **Interviewer\***.
- Change the **Date of Interview\*** to the date this information is being entered.
- Ensure that **Student Request Drop Transfer Date** and **Student Drop Date** contain what date the student was dropped. Make sure **Last Student Attend Date** has the date the student last attended class. And ensure **Student Attend Hours** has the hours attended on that last date.
- Enter any pertinent information into the **Add Comments** section.
- Click **Save Changes**.

Student Name: - DOC#: 700007, Facility: Jess Dunn Skills Center.

Drop Transfer Facility - 🏠

DOC # 700007

Student Name

Select Existing Program Request Number(s) Select

Select Existing Drop Request Number(s) Select

Release Request Number \*

Calendar Year\* 2022-2023

Last Student Enroll Status\* Drop from Program

Drop Enroll Type\* Student Transfer to Another Facility

Interviewer\* David Steele - 45329 - 066

Date of Interview\* 12-13-2022 00:00:00

Student Request Drop Transfer Date

Student Drop Date

Last Student Attend Date

Student Attend Hours 0.00

Last Suspension Begins Date

Last Suspension End Date

Browse Select files...

Attachment Note

Active/Inactive Status
  Cancel changes

Attachment Status	File Name	Attachment Note*	Uploaded By	Uploaded Date	Updated By	Updated Date	Action
Add Comments ←							

Add Comments

Format **B** *I* U [undo] [redo] [bulleted list] [numbered list] [link] [unlink] [insert image] [table]

+ New Drop Transfer Facility Request **Save Changes** Cancel Changes

## Completing the Exit plan/Interview

This needs to be completed prior to graduating the student in the system. If the Life Success plan was completed, then the information from that will auto-populate into this interview to be confirmed.

- Click on **Manage Exit Plan (release) and Interview** on the left side menu.

\*Some sections will auto-populate.

- All / Organization Name\***, start typing the first 3 letters of your facility, select your facility or select the checkbox for **All**.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.
- Find your student in the results. Click on the **Manage** blue link to the left of the search results.

Home | Student Information System (SIS)

- Student New Registration
- Potential Student
- Place on Waiting List
- Enrolled in Program
- Life Success Plan
- Graduated Program
- Manage Exit Plan (Release) and Interview**
- Manage Drop Programs
- Student Daily Attendance Hours
- Student Monthly Attendance Hours

Dashboard | Manage Exit Plan (Release) and Interview

### Manage Student Information

All / Calendar Year\* 2022-2023  
 All / Organization Name\* Skill Centers  
 All / Element Type\* Skills Center Fulltime  
 All / Organization Name\*

Search Option: ALL  
Search By: [text box]

Export to Excel Search...

Drag a column header and drop it here to group by that column

Manage Student	Calendar Y...	DOC #	Organization Name	Short Name
<a href="#">Manage</a>	2223	700007	Jess Dunn Skills Center	Jess Dunn SC

- Click the *Yes* radio button under **Release Latest Request**.
- Select the interviewer's name and date of interview.
- On **Exit Interview Type\***, choose *Release*.
  - This will open all the questions below the **Student Program Summary\*** section.
- Select the appropriate **Release or Discharge or Transfer type** and **Student Release or Transfer date**.
- Select *Yes* or *No* if the student will reside in Oklahoma after release, in the **If Within Oklahoma** drop-down menu.
- Under **Post Release City of Residence Current (if within Oklahoma) County**, select the county the student will discharge to.
- In the **City** text box, type in the city the student will be residing in after discharge.
- Under **Student Program Summary\*** section:
  - **Current Enroll Status** column to *Release*.
  - **Program Completion Status** column to *Program Completed*.
  - Enter the dates under, **Confirm Graduation Date\*** column, **Discharge Date\*** column, and **LDA\*** (*Last Date Attended*). Then put in the hours completed on the **LDA Hrs\*** column (*Last Date Attended*).
- In the section beneath **Student Program Summary\***, ensure all information is correct and/or updated, enter any necessary comments or upload documents.
- Click **Save Changes**.

Student Name: \_\_\_\_\_ - DOC#: 9696, Facility: McLeod Skills Center.

Student : Release Or Discharge or Transfer - 📄

DOC # 9696  
 Student Name \_\_\_\_\_  
 Calendar Year\* 2022-2023  
 Release Request Numbers Select  
 Release Request Number\* New request  
 Release Latest Request  Yes  No  
 Interviewer\* Select  
 Date of Interview \_\_\_\_\_  
 Exit Interview Type\* Select  
 Release or Discharge or Transfer Type \_\_\_\_\_  
 Student Release or Transfer Date\* \_\_\_\_\_  
 If within Oklahoma? Yes  
 Post Release City of Residence Current (If within Oklahoma) County Select  
 City \_\_\_\_\_

**Student Program Summary\***

Save changes
 
 Search...

DOC #	Program Request Nu...	State Prog...	Organizati...	Last Stude...	Current Enroll Status	Program Completion Status*	Confirm Graduation Date*
9696	2223-031000800-MN0070038-...	WELDING FABRI...	McLeod Skills Center	Enrolled in Program			08/29/2023 00:00:00

Search...

Discharge Date*	LDA*	LDA Hrs*	Status	Program Requ...	Program Start ...	Projected Grad...
			Active		09/05/2022 00:00:00	08/29/2023 00:00:00

Photo ID Issued ?	Select	▼
County	Select	▼
City		
Medical Needs?	Select	▼
If yes, describe.		
Mental Medical Needs ?	Select	▼
If yes, describe.		
Cloths Needs ?	Select	▼
If yes, describe.		
Has Student Ever Been Convicted of	Select	▼
If yes, describe.		
Convicted Type	Select	▼
Has Portfolio ?	Select	▼
If yes, describe.		
Required DUI School ?	Select	▼
If yes, describe.		
Required Alcohol School ?	Select	▼
If yes, describe.		
Social Security Card	Select	▼
If yes, describe.		
Birth Certificate	Select	▼
If yes, describe.		
CDIB & Tribal Membership Card(s)	Select	▼
If yes, describe.		
Selective Service Registration	Select	▼
If yes, describe.		

Department of Public Safety Report  ▼  
 If yes, describe.

HS Diploma/GED Documentation  ▼  
 If yes, describe.

Veteran ?  ▼  
 If yes with General or Honorable Discharge

Has DD214 or NGB ?  ▼  
 If yes, describe.

Child Support ?  ▼  
 If yes, describe.

If yes, has DHS been contacted  ▼  
 If yes, describe.

Has legal custody of any/children after release ?  ▼  
 If yes, describe.

If yes, Daycare Assistance needed?  ▼  
 If yes, describe.

Has student defaulted on student loan ?  ▼  
 If yes, describe.

Browse

Attachment Note

Active/Inactive Status
  Cancel changes

Attachment Status	File Name	Attachment Note*	Uploaded By	Uploaded Date	Updated By	Updated Date	Action
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Add Comments

Format ▼ **B** *I* U

## Graduating a Student

This is for those students who will be completing the program. For any student who will be remaining in DOC, such as those students who attended a CareerTech program to work for DOC maintenance, this will be their final step.

- Click on **Graduated Program** on the left side menu.

\*Some sections will auto-populate.

- **All / Organization Name\***, start typing the first 3 letters of your facility, select your facility or select the checkbox for **All**.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.
- Find your student in the results. Click on the **Manage** blue link to the left of the search results.

Dashboard | Graduated Program

### Manage Student Information

All / Calendar Year\* 2022-2023  
 All / Organization Name\* Skill Centers  
 All / Element Type\* Skills Center Fulltime  
 All / Organization Name\*  
Search Option ALL  
Search By  
[Search](#)

[Export to Excel](#) Search...

Drag a column header and drop it here to group by that column

Manage Student	Calendar Y...	DOC #	Organization Name	Short Name
<a href="#">Manage</a>	2223	700007	Jess Dunn Skills Center	Jess Dunn SC



- Change **Program Enroll Status** to *Graduated Program*
- Change **Program Completion Status** to *Program Graduated*.
- Enter correct dates on **Program Graduation Date** and **Last Date Student Attended Date**.
- Enter the hours on the **Last Date Student Attended Date Hours**.
- Enter any necessary information on comments.
- Click **Save Changes**.

**Student Name: James A Bond - DOC#: 700007, Facility: Jess Dunn Skills Center.**

Student : New/Edit Enroll Program(s) - Request -

Program Request Numbers 2223-51I217800-AC0036014-700007-FTP-8F79F5CE8EF9  
 Program Request Number \* 2223-51I217800-AC0036014-700007-FTP-8F79F5CE8EF9  
 Calendar Year\* 2022-2023  
 Allocated Facility Name\* Jess Dunn Skills Center (Active)  
 DOC # \* 700007  
 Student Name \* James A Bond  
 Date of Birth  
 Program Type\* FTP - Full-time Program  
 Full-Time / Short Term Program\* Construction Welding - AC0036014  
 PID (Instructor)\* 55318 - 066 (Active)  
 This Program Request is Latest(Current)?  Yes  No  
 Program Requested Date\* 09-05-2022 00:00:00  
**Program Enroll Status\*** Select  
 Needs Approval from Superintendent, Do you have Approval Email?  Yes  No  
**Program Completion Status** Select  
 Program Start Date 09-12-2022 00:00:00  
**Program Graduation Date** 09-29-2023 00:00:00  
 Last Suspension Begins Date  
 Last Suspension End Date  
 Student projected release/discharge Date 10-10-2023 00:00:00  
**Last Date Student Attended Date**  
**Last Date Student Attended Date Hours**  
 Drop Code Student Transfer to Another Facility  
 Browse Select files...

Attachment Note

Active/Inactive Status  Cancel changes

Attachment Status	File Name	Attachment Note*	Uploaded By	Uploaded Date	Updated By	Updated Date
Active	Export (4).xlsx	Test Save	kumarendra.mishra@omes.ok.gov	09/22/2022 13:11:17		
Active	RelocationData.pdf	Test Save Attachment	kumarendra.mishra@omes.ok.gov	09/22/2022 12:27:29		
Active	TransitionDetailsData (1).xlsx		kumarendra.mishra@omes.ok.gov	09/21/2022 21:19:36		
Active	TransitionDetailsData (2).xlsx	Test Note	kumarendra.mishra@omes.ok.gov	09/21/2022 21:15:52		

Add Comments

Format **B** *I* U

[+ Enroll in New Program](#)

[Save Changes](#)

[Cancel Changes](#)



DRAFT

## Manage Post Release – Employment

- Click on **Manage Post Release – Employment** on the left side menu.

\*Some sections will auto-populate.

- **All / Organization Name\***, start typing the first 3 letters of your facility, select your facility or select the checkbox for **All**.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.
- Find your student in the results. Click on the **Manage** blue link to the left of the search results.

Dashboard Manage Post Release - Employment

### Manage Student Information

All / Calendar Year\* 2022-2023  
 All / Organization Name\* Skill Centers  
 All / Element Type\* Skills Center Fulltime  
 All / Organization Name\*  
Search Option ALL  
Search By

Search...

Drag a column header and drop it here to group by that column

Manage Student	Calendar Y...	DOC #	Organization Name	Short Name	First Name
<a href="#">Manage</a>	2223	700007	Jess Dunn Skills Center	Jess Dunn SC	

[Enter verbiage and screenshots of this screen].

## Manage Post Release – Follow-up

- Click on **Manage Post Release – Follow-up** on the left side menu.

\*Some sections will auto-populate.

- **All / Organization Name\***, start typing the first 3 letters of your facility, select your facility or select the checkbox for **All**.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the *Search By* box.
- Click **Search**. The search results will populate in a grid below.
- Find your student in the results. Click on the **Manage** blue link to the left of the search results.

Dashboard Manage Post Release - Follow-up

### Manage Student Information

All / Calendar Year\* 2022-2023  
 All / Organization Name\* Skill Centers  
 All / Element Type\* Skills Center Fulltime  
 All / Organization Name\*

Search Option ALL  
Search By

Export to Excel Search...

Drag a column header and drop it here to group by that column

Manage Student	Calendar Y...	DOC #	Organization Name	Short Name	First Name
<a href="#">Manage</a>	2223	700007	Jess Dunn Skills Center	Jess Dunn SC	

[Enter verbiage and screenshots of this screen].