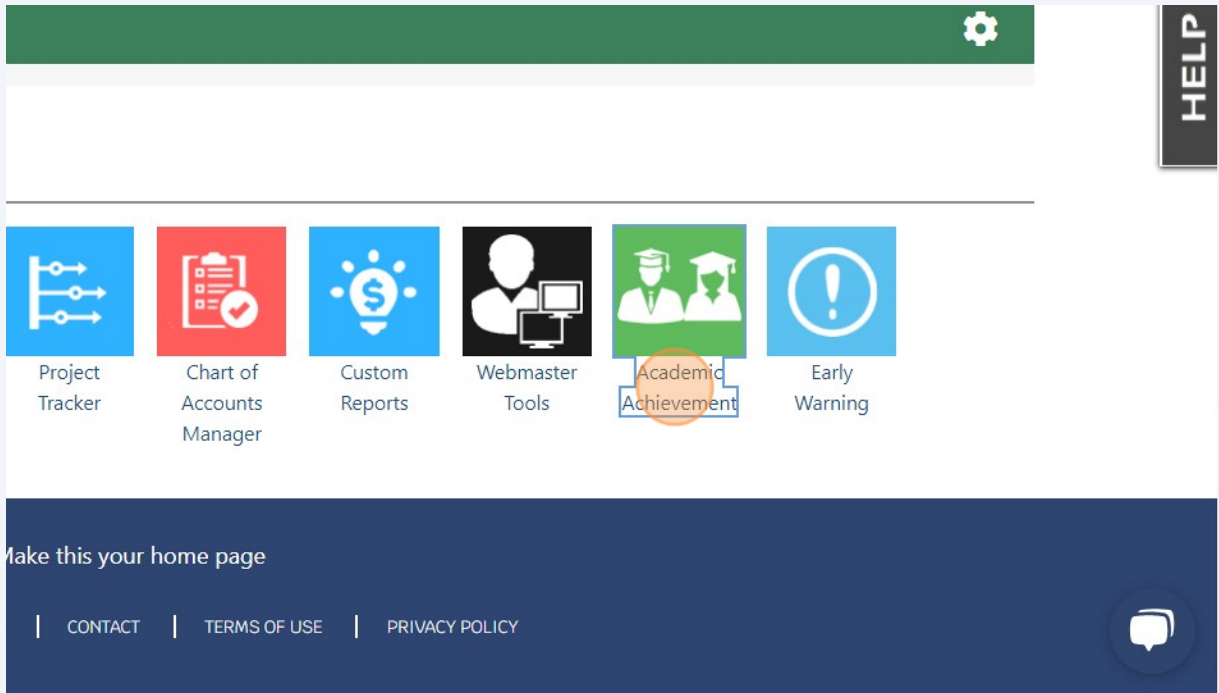


# Administration: Assign Individual Students to 31a Programs

Assign individual students to 31a programs.

1

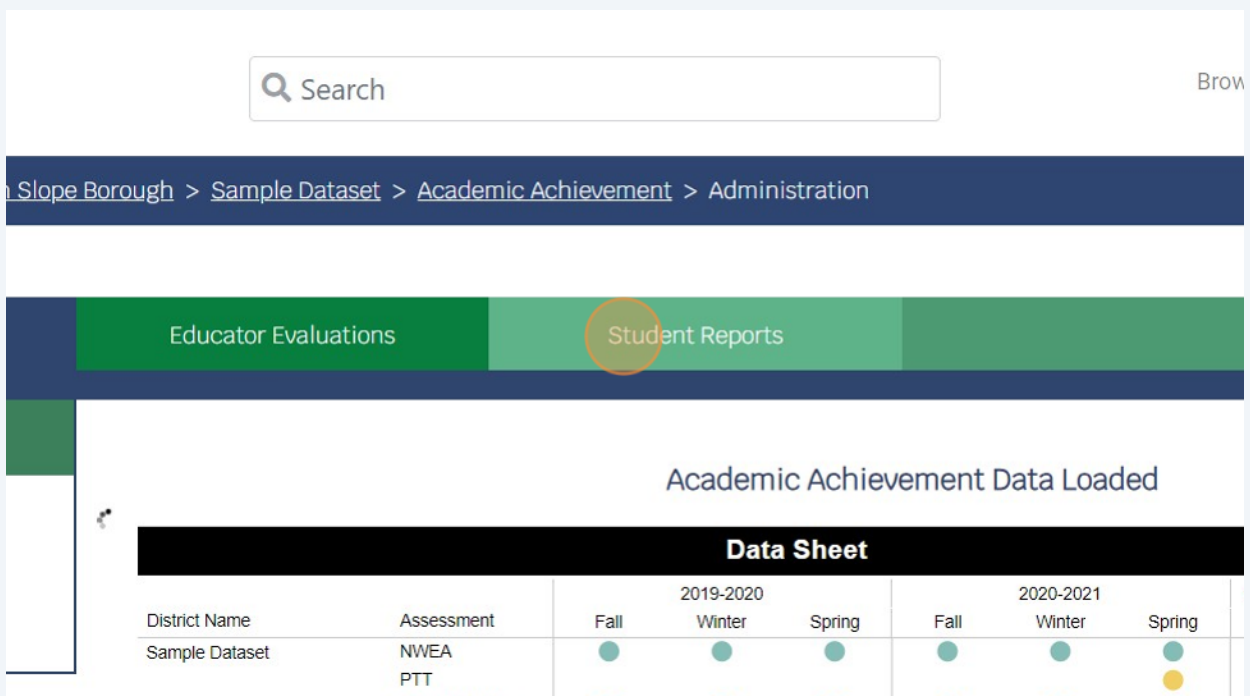
Navigate to the **app tray** at the bottom of the Munetrix District Homepage. Click **Academic Achievement**.



2 Click **Administration**.



3 Click **Student Reports**.



4 Click **Student Master**.

The screenshot shows a sidebar menu titled 'My Apps' with a sub-menu 'Student Reports'. The 'Student Master' option is highlighted with an orange circle. To the right, there are three input fields: 'District Name' with '(None)', 'Building' with '(None)', and 'School Year' with '(None)'. A black bar is visible at the bottom of the right-hand section.

5 Select the **current year** from the **term dropdown menu**.

The screenshot shows the 'Master Student List' page. The 'Term' dropdown menu is open, and 'Spring 2020-2021' is selected, highlighted with an orange circle. Below the dropdown is a table with columns: SIS ID, Term Name, Street Address, City, Building, Eligibility, and Programs. The first row contains the following data:

SIS ID	Term Name	Street Address	City	Building	Eligibility	Programs
20008434	Spring 2020-2021			Maple Elementary School	<a href="#">Edit</a>	<a href="#">Edit</a>

**6** Click **Search**.

— Student Reports

- Attendance
- Student Locations
- 31a Eligibility
- 31a Programs
- 31a Annual Report
- Childcare Facilities
- Student Master

Last Name \_\_\_\_\_ State ID \_\_\_\_\_

Building \_\_\_\_\_ Grade \_\_\_\_\_

**SEARCH** **RESET**

ID	Student Name	State ID	SIS ID	Ter
3195813	Adair, James J	0000000000	20008434	Spr
3195518	Adams, James K		20006287	Spr
3194752	Adams, James D	0000000000	20006335	Spr

**7** Click Edit for the student you wish to assign to a 31a program(s).

ID	Term Name	Street Address	City	Building	Eligibility	Programs
08434	Spring 2020-2021			Maple Elementary School		
06287	Spring 2020-2021			Maple Elementary School		
06335	Spring 2020-2021			Aspen Middle School		
08719	Spring 2020-2021			Elm Elementary School		
06945	Spring 2020-2021			Maple Elementary School		
07608	Spring 2020-2021			Elm Elementary School		
06853	Spring 2020-2021			Birch High School		
03227	Spring 2020-2021			Birch High School		

**HELP**

8

Check the **31a programs** to assign to the student.

<input type="checkbox"/> English Learner Program Services	<input type="checkbox"/> English Learner Program Services
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Mathematics
<input checked="" type="checkbox"/> Reading	<input type="checkbox"/> Reading
<input type="checkbox"/> Science	<input type="checkbox"/> Science
<input type="checkbox"/> Social Studies	<input type="checkbox"/> Social Studies
<input type="checkbox"/> Writing	<input type="checkbox"/> Writing
<b>Professional Learning</b>	<b>School Breakfast Programs</b>
<input type="checkbox"/> Coaching Model Implementation	<input type="checkbox"/> School Breakfast Programs
<input type="checkbox"/> MTSS K-12	
<input type="checkbox"/> Read by Grade 3 Law	
<b>Direct Non-Instructional Supports</b>	<b>Other Supports</b>
<input type="checkbox"/> Activities to Reduce Chronic Absenteeism	<input type="checkbox"/> Anti-bullying
<input type="checkbox"/> Counseling Services	<input type="checkbox"/> Crisis Intervention
<input type="checkbox"/> Medical	<input type="checkbox"/> Parent, Family & Community Engag
<input type="checkbox"/> Mental Health	<input type="checkbox"/> School Security
<input type="checkbox"/> School Health Clinics	
<input type="checkbox"/> Social Worker	

9

Click **Save**.

<input type="checkbox"/> Social Studies	<input type="checkbox"/> Social Studies
<input type="checkbox"/> Writing	<input type="checkbox"/> Writing
<b>Professional Learning</b>	<b>School Breakfast Programs</b>
<input type="checkbox"/> Coaching Model Implementation	<input type="checkbox"/> School Breakfast Programs
<input type="checkbox"/> MTSS K-12	
<input type="checkbox"/> Read by Grade 3 Law	
<b>Direct Non-Instructional Supports</b>	<b>Other Supports</b>
<input type="checkbox"/> Activities to Reduce Chronic Absenteeism	<input type="checkbox"/> Anti-bullying
<input type="checkbox"/> Counseling Services	<input type="checkbox"/> Crisis Intervention
<input type="checkbox"/> Medical	<input type="checkbox"/> Parent, Family & Community Engagement I
<input type="checkbox"/> Mental Health	<input type="checkbox"/> School Security
<input type="checkbox"/> School Health Clinics	
<input checked="" type="checkbox"/> Social Worker	

3195320	<input type="checkbox"/>	Ahumada, Kenneth R	20006466	Spring 2020-2021
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10

Use the **filters to narrow the list or search** for a student by last name, state ID, SIS ID, building, or grade.

Navigation: Data | Educator Evaluations | Student Reports

Menu: Student Reports

- Attendance
- Student Locations
- 31a Eligibility
- 31a Programs
- 31a Annual Report
- Childcare Facilities
- Student Master

Search Form:

Text Input: aguirre (highlighted with orange circle)

Buttons: SEARCH (highlighted with orange circle), RESET

Table Headers: ID, Student Name, State ID, SIS ID, Term Name

11

Click **Search**.

Menu: Student Reports

- Attendance
- Student Locations
- 31a Eligibility
- 31a Programs
- 31a Annual Report
- Childcare Facilities
- Student Master

Search Form:

Text Input: aguirre

Buttons: SEARCH (highlighted with orange circle), RESET

ID	Student Name	State ID	SIS ID	Term Name
3195813	Adair, James J	0000000000	20008434	Sp
3195518	Adams, James K		20006287	Sp
3194752	Adams, James D	0000000000	20006225	Sp

12 Click **Reset** to return to the list of all students.

Student Reports

Attendance

Student Locations

Eligibility

Programs

Annual Report

Care Facilities

Print Master

Master Student List

aguirre x State ID

Building v Grade

SEARCH RESET

ID	Student Name	State ID	SIS ID	Term Name	Street
3195080	Aguirre, John A		20003327	Spring 2020-2021	

One record



**Note:** All data and screenshots used in this article are taken from a sample data set.