

Clearing the Work Queue in Jeffco Connect

There are only three types of Status items that you will regularly see in your school's work queue. Address change, Guardian Approval, and Pending Approval. Follow the tips below to work through each type of Status.

Address Change-

1. Click on an "Address Change" record in the work queue. Compare the "Previous Address" to the "Current Address".
 - A. If the address is the same, click on "Mark As Reviewed And Move To Next". This will take you to any remaining "Address Change" in your queue. (The *current* address change may be as simple as four digits being added to the end of the zip code.)
 - B. If the address has truly changed, go to the summary page of the student in question. Scroll down to the enrollment section to determine the correct "School Of Residency".
 - I. If the "School Of Residency" is **NOT** your school, open the enrollment line in Campus for the student and make the appropriate corrections to the "Pupil Attendance Code" and/or "Resident District or State" fields.
 - II. If the "School Of Residency" **IS** your school, you may need to make changes to the "Pupil Attendance" and/or "Resident District or State" fields if the student has moved **into** your school's boundaries. You can then return to the work queue to mark the student as "Reviewed and Move To Next".

Guardian Approval-

1. Click on a Guardian Approval record in the work queue. In this case, a parent and/or guardian have been added to the list of contacts for the student. You must confirm that the person added is a legal parent and/or guardian for the student.
 - A. A legal document such as a birth certificate or court documents must be made available to determine if the added parent/guardian is a legal parent or guardian. Any other person will need to be listed as an emergency contact.
 - B. Use documents you have in the student's file OR contact the parent for the needed documentation.

Pending Approval-

1. Click on a Pending Approval record in the work queue. Students with Pending Approvals are new students that have been added in Jeffco Connect.
 - A. Open Campus and do a thorough search for the student using All People. If the student is not found, search again by using the Advanced Search option. Enter the student's birth date in the date of birth in the Date of Birth field on the Advanced Search screen. Click Search.
 - B. IF the student **IS** found in Campus with a VALID Student number, go back to your work queue in Jeffco Connect and DECLINE the student. Contact the parent and direct them to sign into Jeffco Connect and "Add an Existing Student" to their account. They will need the student ID from Campus.
 - C. IF the student is **NOT** found in Campus, you can approve the student in Jeffco Connect and a Campus student ID will automatically be assigned. You will now be able to find the new student in Campus and enroll them in your school.

NOTE: Before Approving, you may need to complete the Birth Verification or Race/Ethnicity fields. If this is the case, you will see a notification in red at the top of the student's Summary page in Jeffco Connect. If parents have missed providing any required information, you will see a less than "full" green bar at the bottom of each page in the Jeffco Connect record. By clicking on the "What's Missing?" link, you can determine what still needs attention. Until this is complete, you will not be able to SUBMIT the record and the information will not transfer to Campus.