Once logged into **OptionC** please go to **Administration > Directories > Students** 

o	My Classes	My Information 🖕	Administration 🖕	Reports 🔶	Support 🚽	Fundraising 🚽
Option Welcome,		Directories		Directorie	Directories Dashboard	
Home		Billing		Students	Students	
Welcome To Your Learning Mana			Calendar Administration		Staff	
			Class Administration		Relatives	Relatives
		Communication		Families	Families	

You will now see the list of **Active Students**.

From the Navigate to Drop Down Select Demographics

Student List							
CU	CURRENT STUDENTS   Disabled Users   Alumni   Staff   Relatives						
⊕ <u>N</u>	A New Student						
	Last Name Filter:       A   B   C   D   E   F   G   H   I   J   K   L   M   N   O   P   Q   R   S   T   U   V   W   X   Y   Z   All         Grade Level Filter:       Pre-3   1   2   3   4   5   6   7   8   9   ALL						
		♦ <u>Name</u>		Navigate to	Telephone	Grade [section]	Homeroom (teacher)
$\times$	1.			-	(555) 156-4256	Sixth	
$\times$	2.			Profile:	(555) 156-4256	Sixth	
$\times$	з.			Profile Demographics	(414) 555-1214	Seventh	
				Discipline Government Programs Sacraments Security Profile Emergency Contacts Medical Info: Immunizations Medical Profile Nurse Profile Nurse Visit	Powered By: Option		

The First Section you will see is Ethnicity. There are Two Required Fields: Hispanic & Ethnicity

- From the Drop Down Select "Yes" or "No" if Student is of Hispanic Ethnicity
- From the **Drop Down** Select you *must* select a **Primary Ethnicity** for **NCEA & Federal Reporting**. You will than have the option to **Select** up **4** Additional Ethnicities for each Student.

## Demographics

Navigate to:	From the <b>Drop Down</b> Select <i>"Yes"</i> or <i>"No"</i> if Student is of <b>Hispanic</b>				
Save Cancel	Ethnicity	* indicates a required field			
Ethnicity					
Hispanic? *	No 💌	[	From the	Drop Down Select	
Ethnicity * * Indicates NCEA Approved Value	Multi Racial *		you <b>mus</b>	st select a Primary	
Ethnicity 2	Chinese	•	•	for NCEA & Federal	
Ethnicity 3	Caucasian		•	<b>ng</b> . You will than option to <b>Select</b> up	
Ethnicity 4	(Select)	-	4 Additic	onal Ethnicities for	
Ethnicity 5	(Select)	Ŧ	ea	each Student	

## Section 2. Birth Information.

From the Drop Down select the Country of Birth i.e. United States, Mexico, China etc. Enter the Students Birth State and Birth City.

**\*\*Please Note**\*\* If an **Country** is Selected **Outside** of the **United States** you will be prompted to **Enter** the **Student's Immigration Information.** 

Birth Information Birth Country	Mexico	From the Drop Down select the Country of Birth i.e. United States, Mexico, China etc .
Birth State Birth City	Mexico City	Enter the Students Birth State and Birth City
Immigration Information		
Immigrant?	Yes 💌	
Date of US Entry	February 💌 22 💌 2007 💌	
Date of First Day in US Schools	August • 31 • 2009 •	
**Please Note** If an Country is S United States you will be prompted Immigration Infor	d to <b>Enter</b> the <b>Student's</b>	

## Section 3: Home Languages

You may **Enter** up to **3 Languages** for **Each Student**. **\*\*Please Note\*\*** Once a **Language** is **Selected** it will be **Removed** from the **Drop Down** for the **Secondary** and **Third Language** to **Prevent Duplication**.

Home Languages		
Primary Language *	English	**Please Note** Once a Language is Selected it will be Removed from the
Second Language	Spanish 💽	Drop Down for the Secondary and Third
Third Language	Chinese	Language to Prevent Duplication

Be sure to Select to Save to Save your Changes.



