

HELPFUL RESOURCES AND TIPS

For Secondary School Registrars

What is a Registrar?

Registrar (n.) – *An official recorder or keeper of records.*

- Review, acceptance, and enrollment of all students
- Academic Advisor - make sure all students can graduate
- Testing Coordinator – MAP, PSAT, ACT, SAT
- Master schedule and student class assignments
- Foreign Student Advisor
- College counseling
- Career counseling
- UC a-g Course Manager
- Graduation & Awards Ceremonies
- WASC Coordinator or support

...AND MUCH MORE!

OPENING REPORTS – Where does the information come from?

SAMPLE

School Opening El Dorado Adventist School 2023-2024 School Year

School Information

Name: El Dorado Adventist School **School ID:** ANPI1E

Union: Pacific Union Conference **Conference:** Northern California Conference of

Address: 1900 Broadway **City:** Placerville **State:** CA **Zip:** 95667-

Telephone: 530-622-3560 **FAX:** 530-622-2604 **E-mail:** martin.sutton@nccsda.com

Principal: Martin Sutton

Type of School: PK-8

Size of School: 1 teacher 2 teachers 3 teachers 4 or more teachers

Constituent Organizations:
Placerville SDA Church, Camino SDA Church

Student Information

A. Enrollment

PK	TK	K	1	2	3	4	5	6	7	8	9	10	11	12	Grand Total
0	0	9	3	16	8	5	5	6	5	9	0	0	0	0	66

Enrollment Subtotals:	66	0	0
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eAdventist

OPENING REPORTS – Troubleshooting version, why it's your best friend!

My Schools

Warning: This school has 2 unresolved [import warnings](#). Do not expect this report to be accurate until those are fixed. See the [Closing Report Assistant](#).

Instructions: This version of the report shows the same data as the regular [PDF version](#) but contains additional information to help with troubleshooting discrepancies.

To use this report, simply click on the total that you have a question about and it will explain **how** it is coming up with that total and show you exactly **which** students are being included in that total.

Each data point that has additional information available is underlined like this (your pointer may also change to a ? mark when you move over it).

School Information

See also: the record browser page for [Pine Hills Adventist Academy](#).

Name of School: Pine Hills Adventist Academy **School ID:** ANPI99
Union: Pacific Union Conference **Conference:** Northern California Conference of SDA
Address: 13500 Richards Ln **City:** Auburn **State:** CA **Zip:** 95603-9071
Phone: 530-885-9447 **Fax:** 530-885-5237 **E-mail address:**
frontdesk@phaaonline.com
Principal: David Carreon
Type of School: PK-12
Size of School: 4+ teachers
Begin date: August 16, 2023 **End date:** June 7, 2024 **Planned teaching days:** 179

Student Information


A. Total of all students PK-12 registered during the entire school year regardless of whether or not they are still enrolled at the close of school.

PK	TK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
0	0	12	9	6	10	3	9	15	14	13	19	21	7	6	144

OPENING REPORTS: Common errors and how to fix them

1. Student enrollment numbers are wrong.
 - Withdrawal date
 - Missing NAD ID#
2. SDA affiliation of students is wrong.
 - FACTS: Student User Defined
 - One or More Parent/Guardian Adventist? Yes/No
 - Is Baptized Adventist? Yes/No
 - Jupiter: Student Data Rollup
 - Is Baptized Adventist? checkbox
 - One or more parent/guardian is Adventist? checkbox
 - AE Connect: Student Account
 - Is Baptized Adventist? checkbox & date
 - Parent/Guardian edit screen: Is Adventist? checkbox
3. Staff information is wrong.
 - FACTS: Staff User Defined
 - Jupiter: Staff Data Rollup
 - AE Connect: Staff Account

Name: [Galt Adventist School](#) **Division:** [North American Division](#)
Org ID: [ANPI54](#) **Union:** [Pacific Union Conference](#)
Org Type: [PK-08 School](#) **Conference:** [Northern California Conference of SDA](#)
Website: [www.galtadventistschool.com](#)
Phone: [209-745-3577](#)
Receives government funding? [No](#)



[Edit](#) [eCertifications](#) [CSV Export](#)

People

Legal name	Preferred name	E-mail address	Role	Training	Working hours	Educator ID
Edelia Dube		edeliadube1914@gmail.com	School Staff of Galt Adventist School		Part time	117703
Linnea Elias		linnea.elias@nccsda.com	School Teacher of Galt Adventist School	Elementary Encounter	Full time	118548
Lois Gifford		l1o9i7s0@att.net	School Staff of Galt Adventist School		Full time	12332
Deshon Gyamfi		deshon@galtadventistschool.org	<ul style="list-style-type: none"> School Staff of Galt Adventist School School Data Manager of Galt Adventist School 		Part time	117704
Jennifer Ann Lalas		jennifer.lalas@nccsda.com	School Teacher of Galt Adventist School	Elementary Encounter SBL	Full time	112917
Vernice Sally Mohr		vernice.mohr@nccsda.com	School Staff of Galt Adventist School		Part time	114521
Noellene Pullen		lnpullen@gmail.com	School Staff of Galt Adventist School		Part time	115414
Lisa D. Willis		lisa.willis@nccsda.com	School Teaching Principal of Galt Adventist School	Elementary Encounter SBL	Full time	112809

NAD Dashboard – Keep it clean!

Let your conference office know if there are changes needed in your User list

A TOTAL OF 6 ERRORS

1	Missing Educator ID!	+
1	Missing State	+
1	Missing Postal code	+
1	Missing Title	+
1	Missing City	+
1	Missing Address line 1	+
1	Missing Gender	+

Data Rollup ERRORS!

- Expand each error to get more information.

A TOTAL OF 6 ERRORS

1	Missing Educator ID!	-	
	DESCRIPTION Charlene Williams	ISSUE Educator ID was nil	Data is critically required for Educator ID!
1	Missing State	-	
	DESCRIPTION Charlene Williams	ISSUE State was nil	Data is required for State!
1	Missing Postal code	+	
1	Missing Title	+	
1	Missing City	+	
1	Missing Address line 1	+	
1	Missing Gender	+	

- User Guides & FAQs: <https://support.datarollup.info/category/school-user-guide/errors-school/559>

Important Websites

Pacific Union Conference - [Adventistfaith.com/education](https://adventistfaith.com/education)

- 2023 Education Code
- Registrars' Handbook
- Forms
- Calendars

NAD - adventisteducation.org/

- Resources
 - Secondary Textbooks
 - Curriculum
 - Report Cards

School Committees

What is your responsibility?

Academic Standards Committee

- **Members:** Principal, Registrar, one board member, one high school teacher
- **Purpose:** To review and/or recommend policies on academic standards such as grading, graduation requirements, waiver requirements, remediation, and academic dishonesty.

Academic Variance Committee

- **Members:** Principal, Registrar, and all high school teachers
- **Purpose:** To review and approve/deny requests made by students for a variance to current academic policies

Admissions Committee

- **Members:** Principal, Registrar, and one teacher
- **Purpose:** To review all student applications for enrollment and determine acceptance, including review of secondary transfer credits from home school/non-accredited schools to determine acceptance of credits.

Report Cards - Elementary

Three different report cards using three different grading scales

- Kindergarten
 - All development skills = I, P, NT or E, S, N
- 1st & 2nd grade
 - All summative grades = I, P, NT or E, S, N
 - All skill grades = 1, 2, 3, 4
 - All Social Development/Work Ethic grades = O, S, N
- 3rd – 8th grade
 - All summative grades = A, B, C, D, F
 - All skill grades = 1, 2, 3, 4
 - All Social Development/Work Ethic grades = O, S, N

Download
sample
report cards.

Common Errors

- Incorrect Skill Grade
- Incorrect Social Development/Work Ethic grade (remember to capitalize!)
- Incorrect Attendance

Transcripts

What belongs on a transcript?

- All grades and classes a student has taken during their high school years, even if there are repeated classes
- Standardized Test Scores (SAT, ACT)
- GPA
- Graduation Date

Letter grade vs. Pass/Fail grade?

- Classes taken at your school should receive a letter grade on the transcript
- All classes taken at another accredited school and transferred to your school should receive a letter grade on the transcript unless they were P/F classes at the prior school
- Any classes taken at a home school or non-accredited school and transferred to your school may ONLY be recorded as Pass/Fail with no GPA calculation.

UC a-g Course Management

Make sure to check/update the following annually:

- Course list for current school year
- Course list manager & contact information
- School accreditation status and submit any necessary documents

A-G course submission deadlines:

- Primary Phase: February 1-June 30
- Course Management Month: July 1-July 31
- Supplementary Phase: August 1-August 31

User guide for submitting courses: <https://hs-articulation.ucop.edu/guide/update-your-a-g-list/submitting-courses/>

Annual update checklist

When the annual course submission period opens on February 1, you should log into the [A-G CMP](#) and go through the annual update checklist:

➔ Verify your institution's information is up to date

- A-G course/reference list manager
- Head of institution
- Accreditation

➔ Check your institution's A-G list for accuracy

➔ Add and/or revise courses

- [Submit](#) new and/or modeled after courses
- [Add](#) program or ROC/P courses
- [Self-report](#) online publisher courses
- [Revise](#) courses
- [Activate](#) archived courses

➔ Remove courses

- Archive courses that will not be taught in the upcoming academic year

If there are no changes to your A-G list, verification of your institution's information is all that is required.

Helpful Resources

Adventist Learning Community - <https://www.adventistlearningcommunity.com/>

- Free courses available
 - *Adventist Education Dashboard for Educators*
 - *Data Rollup for NAD School Administrators, Registrars, and Data Managers*

Reach out to other Registrars in your conference or union. Tap into their knowledge and expertise!

REGISTRAR

(n) /'reɪdʒə'strær/

**The people solving the
problems you didn't
know existed.**