

# SMART Tip Sheets Education

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## Education

This tip sheet explains how to enter education information for each client.

**Total Pages: 2**

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### Documenting Education

This module allows for the documentation of a client's education status throughout his/her participation in the program. It is intended that the education status is documented as a client moves from grade level to grade level but at minimum, the Highest Grade Completed should be documented for each client.

1. **Entry Steps:** Login, Select Facility, Client List, select client, Activity List, ECourt, Education.
2. After clicking **Education**, click **Add New** to document the education entry.
3. Enter the **Highest Grade Completed** and the **Date Completed**.
4. If the client is currently attending a school or training center, document the **School/Vocational Training Status-Enrollment**, the **Name of School/Training Center** and the **Enrollment Start Date**.
5. Click **Save** or **Finish** after completing the data entry. The record will then be posted to the list above.
6. When the client has completed a grade level, click **Review** on the list above and enter the **Enrollment End Date** and **Reason for Termination of Enrollment**. **Note:** GPAs, Suspensions, Detentions, Days, Absent and Expulsions can be entered by marking period in the gray section to the right.
7. Click **Save** or **Finish** after completing the data entry. The record will then be posted to the list above.

Education Status	Date Enrolled	School Name	Enrollment End Date	Reason for Termination	Actions
Some Post-College/Graduate School	10/1/2007	Yale University			<a href="#">Review</a>   <a href="#">Delete</a>
12/High School Diploma/GED	9/1/2007	The Gilmore Training Center			<a href="#">Review</a>   <a href="#">Delete</a>

**Education Completed**

Highest Grade Completed: 9 Date Completed: 6/1/1989

**Current Education Detail**

School/Vocational Training Status - Enrollment: 12/High School Diploma/GED

Name of School/Training Center: The Gilmore Training Center

Enrollment Start Date: 9/1/2007

Enrollment End Date:

Reason for Termination of Enrollment:

Grade Period	1	2	3	4	5
GPA					
Suspensions					
Detentions					
Days Absent					
Expulsions					

Cancel Save Finish