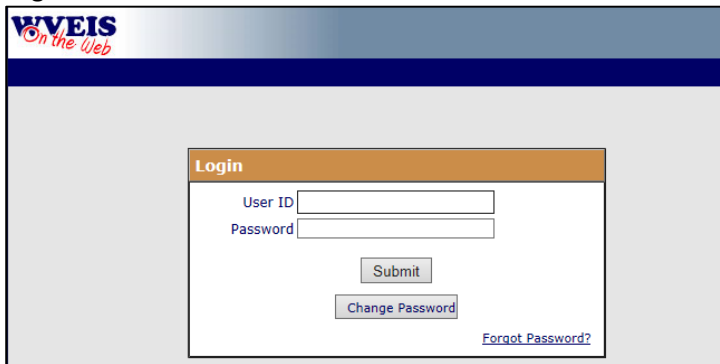


Identifying Option Pathway Students in WVEIS

Option Pathway students should be identified in WVEIS on the Web (WOW) using the 'Option Pathway Attribute.' Though information is officially submitted during the End of Year Data Collection for Option Pathway students, it is recommended that each school update its Option Pathway participant list year-round, as changes occur. Instructions for identifying a student as an Option Pathway participant are contained in the remainder of this document.

To use the Option Pathway Attribute

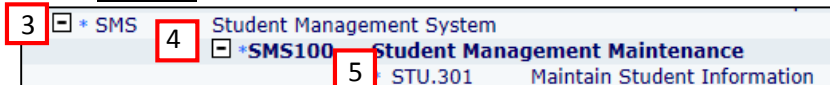
1. Log in to WOW.



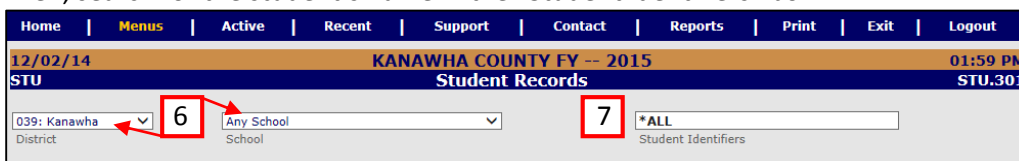
2. Select Menu



3. Find **SMS Student Management System**
4. Find **SMS100 Student Management Maintenance**
5. Select **STU.301 Maintain Student Information**



6. In STU.301 you will see a student record search page. If needed, select the district and school for the student you are identifying as an Option Pathway participant.
7. Then, search for the student's name in the "Student Identifiers" box.



8. Select the student you are identifying as an Option Pathway participant from the search results by clicking on their name. A student page will appear on the screen.
9. Scroll down to the bottom portion of the screen.
10. You should see a section for Option Pathway.

Home | **Menus** | Active | Recent | Support | Contact | Reports | Print | Exit | Logout

2015

Student Information is presented here...

Basic

LOOKUP

Privacy Act Restricted

ID: *Student Information is presented here...*

Name: *Student Information is presented here...*

Birth: *Student Information is presented here...*

Lives with: *Student Information is presented here...*

Phone: *Student Information is presented here...*

Enrollment: *Student Information is presented here...*

Last year: *Student Information is presented here...*

This year: *Student Information is presented here...*

Next year: *Student Information is presented here...*

Race Info: Hispanic: White: Black: Asian: AmerInd: Pacific:

Immigrant Info: Not Born in the USA? Years attended school in the USA: Date Changed:

Year of Graduation:

Native Language: EN ENGLISH

Race: W White

Transporation: 02 BUS STUDENT

Option Pathway:

Graduation Plan: 14 GRAD PLAN 2014

Title I:

Transcript Exchange:

Print Search

11. If the box next to Option Pathway is blank, click on the hand/paper icon.

Option Pathway

12. A pop-up window will appear. Click on the appropriate Option Pathway (1, 2, or 3) in which the student is enrolled.

Select: X

Option Pathway

01 [OPTION 1](#)

02 [OPTION 2](#)

03 [OPTION 3](#)

13. Click on the submit button on the bottom to save the information.