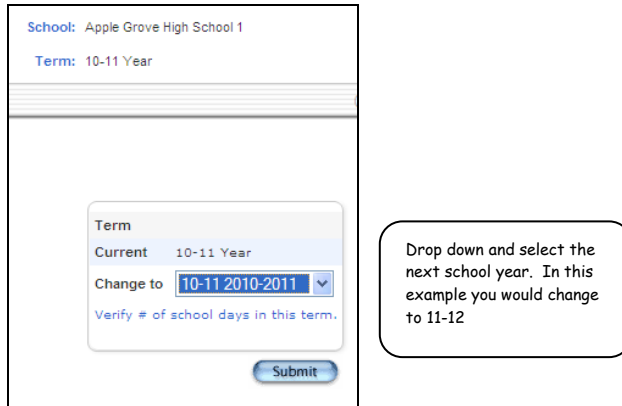


Pre-Enrollment for Next School Year

Years and Terms must be setup for the next school year in order to pre-enroll students. Change the term to the next school year.



School: Apple Grove High School 1
Term: 10-11 Year

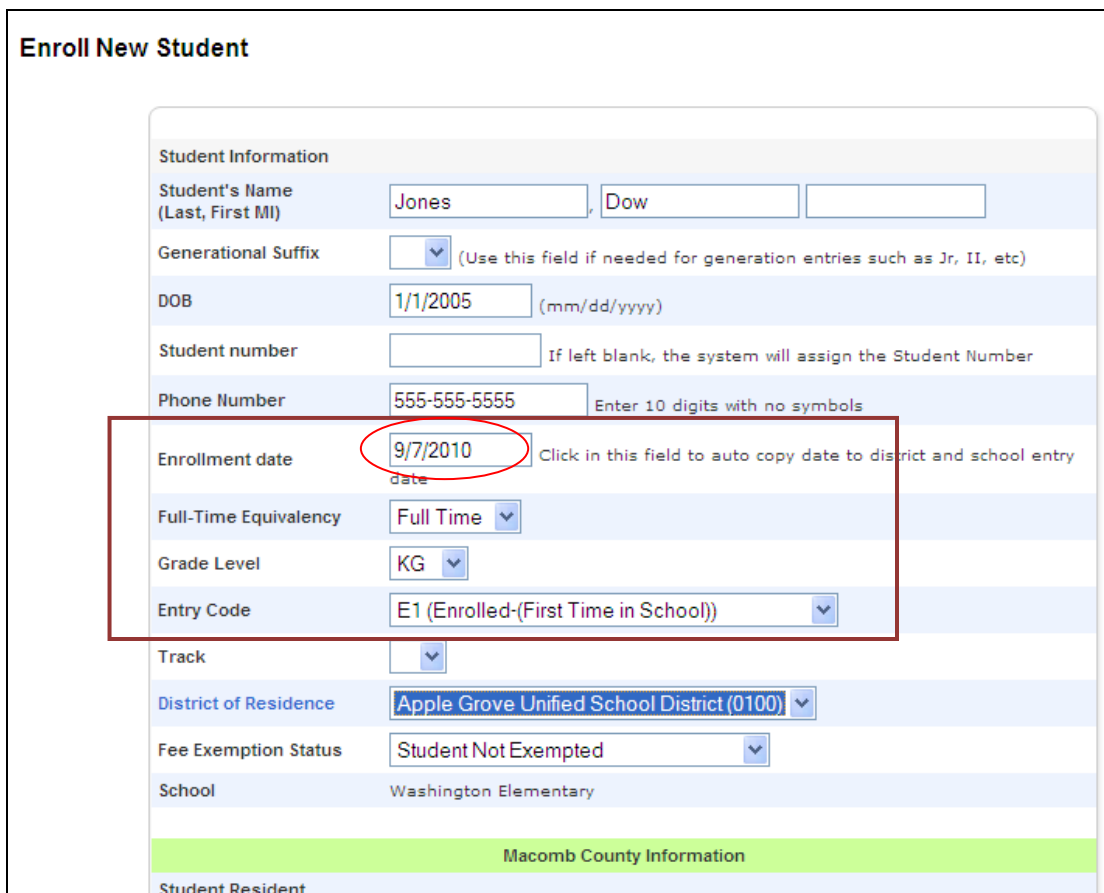
Term
Current 10-11 Year
Change to 10-11 2010-2011
Verify # of school days in this term.

Submit

Drop down and select the next school year. In this example you would change to 11-12

From the Start page select **Enroll New Student** and complete the registration.

Enter the new student's **Enrollment Date** as the **first day of the new school year** and the student's **grade level for the new school year**.



Enroll New Student

Student Information

Student's Name (Last, First MI) Jones, Dow

Generational Suffix (Use this field if needed for generation entries such as Jr, II, etc)

DOB 1/1/2005 (mm/dd/yyyy)

Student number If left blank, the system will assign the Student Number

Phone Number 555-555-5555 Enter 10 digits with no symbols

Enrollment date 9/7/2010 Click in this field to auto copy date to district and school entry date

Full-Time Equivalency Full Time

Grade Level KG

Entry Code E1 (Enrolled-(First Time in School))

Track

District of Residence Apple Grove Unified School District (0100)

Fee Exemption Status Student Not Exempted


School Washington Elementary

Macomb County Information

Student Resident

To find a list of the students that were pre-enrolled into the next school year, you will need to search for Pre-registered students using the command `/enroll_status=-1`

Search Students


[View Field List](#) [How to Search](#)

Which will display a list of the pre-enrolled students

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Search: 

Matches: (3)

(20048)	(9)	Boy, Big
(20044)	(9)	Eastwood, Clint
(20046)	(10)	Smith, Richard