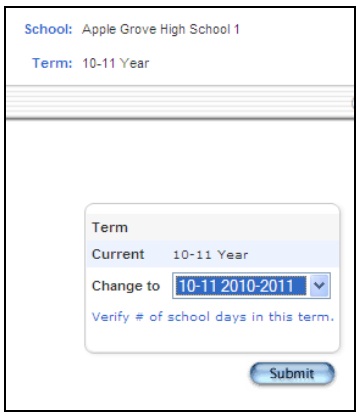
Pre-Enrollment for Next School Year

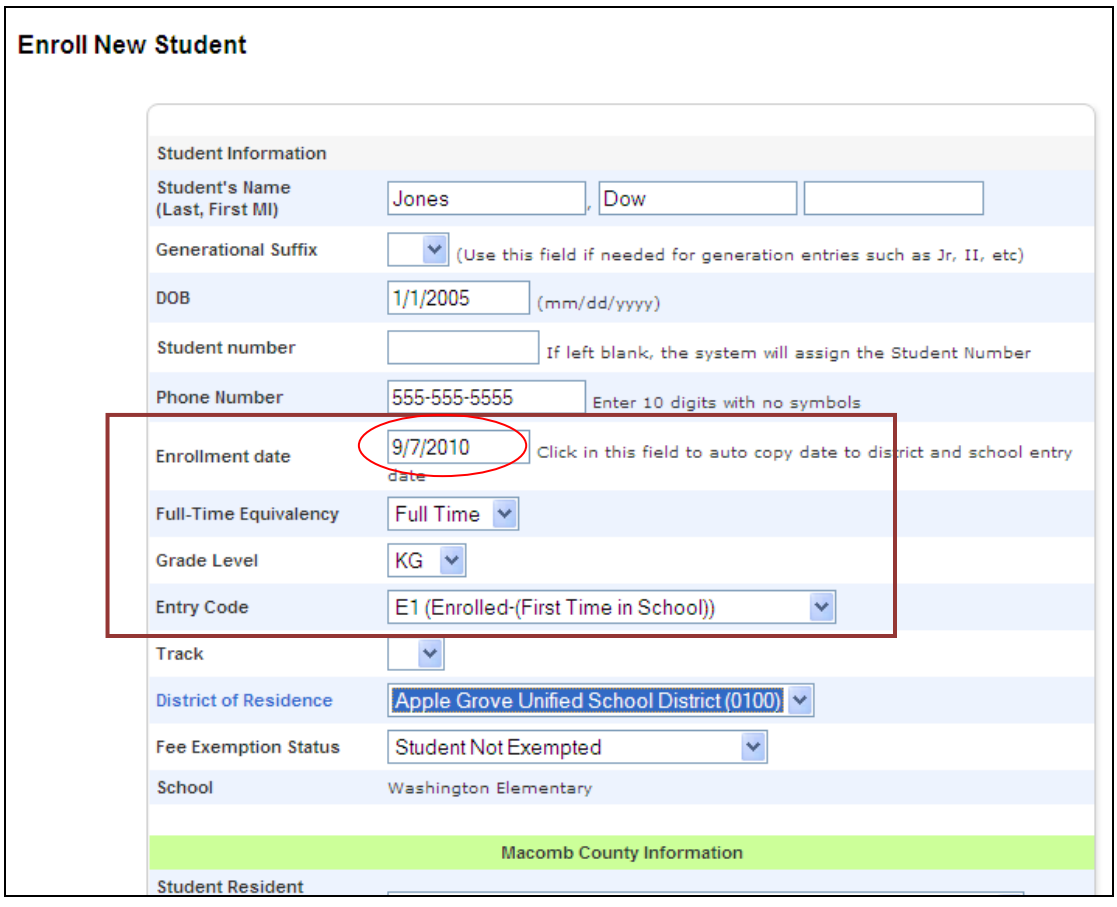
Years and Terms must be setup for the next school year in order to pre-enroll students. Change the term to the next school year.



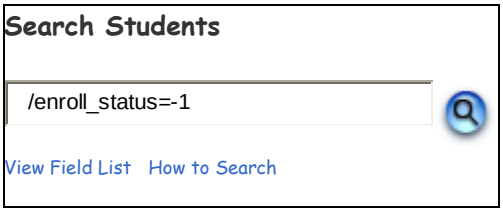
Drop down and select the next school year. In this example you would change to 11-12

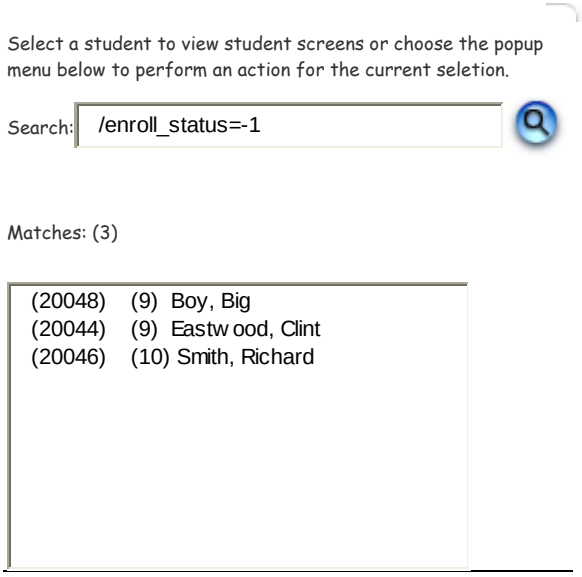
From the Start page select **Enroll New Student** and complete the registration.

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.**



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**



Which will display a list of the pre-enrolled students

Student Selection