

Enrolling a Student Restrictive Query - Wizard Step 1

Primary and Secondary do not refer to grade levels:

- Primary Student = you are the School of Record and therefore you enrol the student
- Secondary Student = the student is cross-enrolled to you therefore you create a Secondary School Association

Make sure that your popup blockers for your web browser are NOT on. If you have them on, windows will not pop up, and you will create a duplicate record!

1. **Do a Restrictive Query to see if the student has a record (see Registration Wizard Flowchart)**
 - a. Student TopTab
 - b. Options Menu > Registration > Register Student
 - c. You will only enter three pieces of information (no first name):
 - Last Name
 - Gender
 - Date of Birth (Make sure that you are not confusing month/day. Use something like Jan 10 2010, and it should never get mixed up).
 - d. If the student has a family member **in the school**, click the "New family member" checkbox, otherwise leave it blank. See the "Registering Related Students" section.
 - e. Click the Next Button.
2. **If you find a matching student record, select the record**
 - a. If the selected student is currently active in a school clicking OK will return to step 1 of the registration wizard. A message will appear "The selected student is already active." Current school information is provided. After reviewing current school information, **Cancel** the page.
 - b. If you are to be the **Primary** school and the student is enrolled in a Yukon school, request a transfer. If from a school outside of the Yukon, request a withdraw (even from BC).
 - c. If you are to be the Secondary school, create a Secondary School Association (Pg 15-17 of the guide)
 - d. If enrolment status is Withdrawn or Graduate, click OK and continue with enrolment of the existing student (page 6-9 of the guide)
3. **If you do not find a matching student record (see the Registration Wizard Flowchart for information to insure that you have exhausted all search parameters)**
 - a. Select "Create a new student" from the drop down and continue with creation of a **new record** for the new student (Pg 8 of the guide).