

Enrolling a Student Demographics- Wizard Step 2

If the student was found in the Step 1 Restricted Query and selected, the existing demographic information will automatically populate into the fields. The demographic information can be updated with any new information in this screen.

If a new student record is being created, the student demographic information can be entered in this screen. Required fields are identified with a (*) and any optional information not entered in the wizard can be entered in the student details.

Legal government issued identification is required to register a student in a Yukon school and will be used to fill in portions of the student demographics.

General Tab:

- **Legal first name, Legal middle name, Legal last name** – Found on the student identification
- **Suffix** – A dropdown list to select the legal name suffix if one appears on the student identification
- **Usual first name and Usual last name** – Enter the usual name fields only if the student has a usual name that is different from the legal name. Usual names being names that the student uses to identify themselves
- **Gender** – Gender as it appears on the student legal government issued identification
- **Preferred Gender** – The gender a student uses to identify themselves.
- **Date of birth** – The birthdate as it appears on the student identification
- **Home phone** – The student's home phone number
- **Work phone, Cell phone** – These are not used as we do not collect that information
- **Home Language** – The primary language spoken in the student's home
- **Homeroom** – The student homeroom identifier
- **Grade sub level** – Is used by TRAX which is only used in high school settings (primary grades, please do not populate this field; high schools can reference the Aspen - Grade Sub-Levels guide)

Address Tab:

- **Physical Address**
 - Street address – The street number and name of the student residence
 - RR Number/PO Box – Rural Route or Post Office Box information
 - City Prov PC – Municipality, Province and Postal Code of the student residence to be entered with no punctuation ie. Whitehorse YT Y1A 3L7
- **Mailing Address**
 - Is identical – Check this box if the mailing and physical address fields are the same, the fields will auto populate
 - Street address, RR Number/PO Box, City Prov PC – If different than the physical address, enter the information here

Click Next