



Enrolling a Student

Enrollment and Confirmation- Wizard Step 3 & 4

Information relating to the student in the school is in this screen. Required fields are marked with a * and any information not entered in the wizard can be entered in the student details.

- **Year of Graduation** - the Year of Graduation (YOG) determines the grade level of the student
- **Enrollment status** - When registering a student, the status will be Active or PreReg
 - Active - The student is currently active in the school for this school year
 - PreReg - The student will become active in the school on a future date after End Of Year Rollover (EOYR)
 - Pre Registering a student allows for future course scheduling and reporting. When Pre Registering a student, use the current date.
- **Calendar** - The student calendar is required for attendance, select from the pick list
- **PSR Grade** - For current year registrations, PSR = current grade level; and for Pre-Registered students, PSR = next year grade level
- **Date** - The date of registration
- **Code** - Select the appropriate registration code from the pick list
- **Reason** - Do not enter anything in this field

Click **Next**

Confirm and select the **Finish** button or return to previous screens to edit information if required.

Update the student demographics in the Student > Details screen for any additional changes to the student information. For more about the information on the Student Details page, see the section "Student Demographics".