



Enrolling a New Student

Guide: Enrolment Management & Student Demographics

You enrol a student who will be your Primary student. You create Secondary School Associations (cross-enrol) students who will be your Secondary students.

Primary and Secondary do not refer to grade levels. Primary means that you are the School of Record, and Secondary means that the student is cross-enrolled to you.

1. 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!

2. Do you know that the student is at another school? The other school will need to either transfer or withdraw the student.

3. If not, Do a Restrictive Query to See if the Student Has a Record

- 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. Click the Next Button.

3. If you find a matching student record:

- Enrolment Status = Withdrawn or Graduate, click OK.
Continue with enrolment of the existing student (page 9-14 of the guide).
- Enrolment Status = Active or Inactive, click Cancel.
 - A. **If you are to be the Primary school**, click on the school link in the student record for their contact number. They will need to either transfer or withdraw the student.
 - B. **If you are to be the Secondary school**, create a Secondary School Association (page 17-19 of the guide)

4. If you do not find a matching student record:

Continue with creation of a **new record** for the new student (page 9-14 of the guide).

You will need to enter the YOG (Year of Graduation) to set their grade level. Here is a list for the 2015-2016 school year:

Grade Level	YOG
12	2016
11	2017
10	2018
9	2019
8	2020
7	2021
6	2022
5	2023
4	2024
3	2025
2	2026
1	2027
KF	2028
EL	2029

Instructions on changing a student's grade level:

1. Student TopTab
2. Search for the student you want
3. Options Menu > Show Selected
4. Options Menu > Registration > Promote/Demote Student
5. Enter effective date (for a new student: date of entry; for an existing student: the first day of the current school year)
6. Choose a reason from the pick list
7. Enter appropriate YOG (year of graduation)
8. Remember to save