



Pre-Registering Students for the Upcoming Year (KF = 2033 YOG)

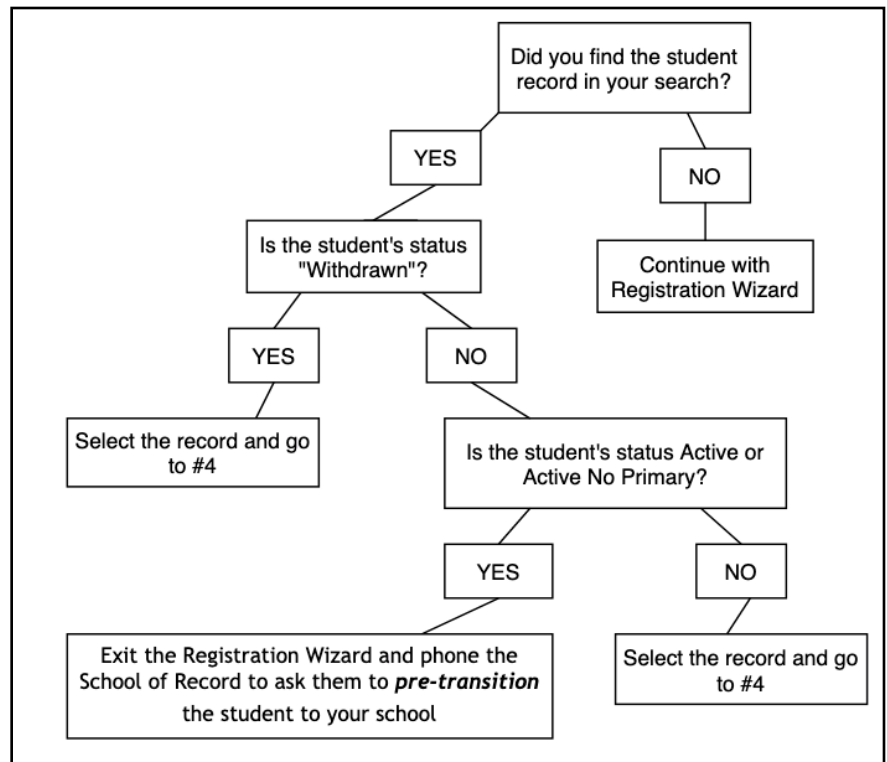
1. Begin the process of Pre-Registering a student by launching the Registration Wizard:
 Student TopTab > Options > Registration > Register Student

2. To determine whether the student has a pre-existing record, enter the following:

- Legal Last Name
- Legal Gender
- Date of Birth

Tip:
 To avoid inverted dates, enter date of birth like this: aug 24 2015

3. Critical Thinking:



Note: To pre-transition a student, complete the **Next School field** in the student's demographics screen:

4. In Step 3 of the Wizard:

- Year of Graduation: current grade
- Enrolment status = **PreReg**
- Calendar = Standard
- PSR Grade = **the grade the student will be in for the upcoming year**
- Date = **Today's Date**
- Code (choose appropriate code)

The screenshot shows a registration wizard form with the following fields and values:

Year of graduation *	2033	Grade level *	EL
Enrollment status *	PreReg		
Pupil #			
Personal Education Number			
Calendar	Standard		
PSR Grade	KF		
Date *	02/04/2020		
Code	First Time Entry		

Red arrows point to the Enrollment status, Calendar, PSR Grade, Date, and Code fields.

5. After completing the Registration Wizard, go to **Details SideTab > Demographics** for the student and enter your school's name in the Next School field:

Next School > Name

Save your work.

TIPS

- Create a snapshot of all pre-registered students prior to EOYR (End of Year Rollover) for the purpose of double-checking these students after EOYR is complete.
- Use these filters to view your incoming students:

PreReg Students
Next Year Students