

Student Enrollment Checklist

08/26/2024 9:14 am EDT

Use the checklist below to enroll a student.

Search/Enroll

| | Task | <input checked="" type="checkbox"/> Completed |
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| 1. | Student UID Search (NC Student Identification System) | <input type="checkbox"/> |
| | Student Locator Wizard: Student Information >> Student Information General >> Student Locator Wizard | |
| 2. | Used to search for an existing student or create a new student & create their enrollment record. Always search for the student by their legal name. Required fields: Last Name, First Name, Sex https://kb.infinitecampus.com/help/student-locator | <input type="checkbox"/> |
| 3. | Verify Record if found to make sure that it is absolutely the correct student. | <input type="checkbox"/> |
| 4. | Create New Student if the student is not found in Infinite Campus' State Edition. If a record is found in the Student UID system for the student, enter data exactly as it appears in Student UID. | <input type="checkbox"/> |
| 5. | Complete enrollment following the steps applicable below. (Current drafts under Enrollment) Enrolling a Student Within District Enrolling a Student Out of District Enrolling a New Student | <input type="checkbox"/> |
| 5. | Assign NC Student UID: Steps to follow if a Student UID Number is needed. State Specific Information >> North Carolina >> North Carolina State Tools | <input type="checkbox"/> |

Student Tools

| | Task | <input checked="" type="checkbox"/> Completed |
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| 6. | Records Transfer: Student Information >> Student Information General >> Records Transfer Import Wizard Tools available to assist with the records transfer process: <ul style="list-style-type: none"> • Transcript Import Wizard • Extended Census Import Wizard • Enrollment History Import Wizard • Assessment Import Wizard • Immunization Import Wizard • Health Condition Import Wizard • Health Screening Import Wizard | <input type="checkbox"/> |

| | Task | <input checked="" type="checkbox"/> Completed |
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| 7. | Demographics: Census >> Census People >> Demographics Update student contact information (Ex. Student email address) https://kb.infinitecampus.com/help/demographics | <input type="checkbox"/> |
| 8. | Enrollments: Student Information >> Student Information General >> Enrollments Update any state reported or other fields for Enrollments if not already completed. Current Enrollment > Click on the Start Date - verify Start Date, Local Start Status, Grade Level, Admission Status, enter brief Start Comment if required to include type of school if it is not in the name of the school (i.e. full name of school, city, state: ABC Christian School Raeford NC). https://kb.infinitecampus.com/help/enrollments | <input type="checkbox"/> |
| 9. | Student/Parent Portal Account: Follow your PSUs procedure for the creation of Student/Parent portal accounts. Infinite Campus Portal Account Creation - Letters | <input type="checkbox"/> |
| 10. | Flags: Student Information >> Student Information General >> Flags (Guardian, School Pick-Up) Select New -> Select Flag Type -> Select Start Date -> Save https://kb.infinitecampus.com/help/flags-student | <input type="checkbox"/> |
| 11. | Transportation: Please follow your PSUs process for Transportation. Transportation information will be included on this document at a later date. | <input type="checkbox"/> |
| 12. | Immunizations: Student Information >> Health >> Immunizations Follow your PSUs process for student immunizations. If your PSU enters immunizations, please follow the steps below. 1. Expand the Vaccine (if it is not already expanded) that needs to be updated by clicking the plus (+) sign next to the name of the vaccine. 2. Enter the date(s) the vaccination took place in <i>mm/dd/yy</i> format in the Shots field. 3. Click the Save button when finished. The new immunization will be added to the student's list of vaccines. If the new entry satisfies compliancy, the indication of such will be changed https://kb.infinitecampus.com/help/immunizations NC Immunization Rules - Immunization Rules (North Carolina) Infinite Campus | <input type="checkbox"/> |
| 14. | Schedule: Student Information >> Student Information General >> Schedule https://kb.infinitecampus.com/help/schedule-student | <input type="checkbox"/> |
| 15. | Programs: Add a program Sate Specific Information >> North Carolina >> North Carolina State Tools >> Programs | <input type="checkbox"/> |

Create Additional Household Members

| Task | <input checked="" type="checkbox"/> Completed |
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| | Task | <input checked="" type="checkbox"/> Completed |
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| 16. | <p>Create Additional Household Members: Census >> Census People >> Add Person</p> <ol style="list-style-type: none"> 1. Enter the Last Name of the person who needs to be entered into Campus. This is a required field. Additional search criteria may be entered – First Name, Middle Name, Birth Date and Gender. 2. Click the Search button. Matching search results, if any, display in the box to the right. It is recommended that the results be thoroughly reviewed before creating a new person. To review in more detail the search results of the persons, click the Details link next to the person's name. This displays a Person Summary Report of that person's demographic data, contact information and relational information. 3. If the search results do not match the information that needs to be entered, select the Create New Person button. The Person Creation and Person Identifiers editor screen displays. Enter as much of the information that is known at this time. 4. In the Person Creation fields, enter the Last Name, First Name and Gender of the person. These are required fields. 5. Enter additional person information where known and follow recommended district procedures for creating new persons. 6. Click the Save button at the bottom of the screen. <p>https://kb.infinitecampus.com/help/add-person</p> | <input type="checkbox"/> |
| 17. | Update Contact information in Census -> People -> Demographics | <input type="checkbox"/> |
| 18. | <p>Census >> Census People >> Military Connections</p> <p>The Military Connections tool tracks parent/guardian data for those who are military personnel.</p> | <input type="checkbox"/> |
| 19. | Add additional members of household (parents, guardians) as needed. | <input type="checkbox"/> |

Add Household Address(es)

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| | Task | <input checked="" type="checkbox"/> Completed |
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| 20. | <p>Add Household Address: Census >> Census Addresses >> Add Address</p> <p>If there is a mailing address separate from the physical address, add this too.</p> <ol style="list-style-type: none"> 1. Enter the search criteria for finding the address. 2. Click the Search button. Matching results will appear to the right of the search fields. 3. If one of the results matches the desired address, select that address to view details about that address. 4. If results were not returned or the returned results are not the appropriate address, click the New Address button in the bottom right corner of the screen. 5. Enter the address fields in the appropriate areas. See the Address Fields definition for guidance. Include Number, Prefix (S, NW), Street (Name), Tag (Road, Street), Direction (N, S, SW), Apt, City, State, Zip Code, County. 6. Select the District for where students attend school when living at this address. 7. Click the Save icon when finished. 8. Upon saving, the interface will change to the Address Info tab where additional details about the address can be added. <p>https://kb.infinitecampus.com/help/add-address-376ce9d-add-address-video</p> | <input type="checkbox"/> |

Create Household

| | Task | <input checked="" type="checkbox"/> Completed |
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| 21. | Create household of Student, People, Address with Census Wizard | <input type="checkbox"/> |
| 22. | Search for and Add Students and other People, Search for and Add Address(es). | <input type="checkbox"/> |
| 23. | Add start dates for household locations and members. If mailing and physical address, make sure to check box. If this is the student's secondary household, make sure to check "Secondary" for students | <input type="checkbox"/> |
| 24. | Edit Relationships between Students and Parents/ Guardians. Infinite Campus is student-centered, so add relationships based off of the student. Add Start Date (today's date is fine) • Check relevant boxes for guardian, mailing, etc. https://kb.infinitecampus.com/help/assemble-new-household-video Census Wizard Workflow | <input type="checkbox"/> |

Add Non-Household Emergency Contacts

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| 25. | Census >> Census People >> Relationships Select the New Non-Household Relationship icon. A Person Search screen displays. | <input type="checkbox"/> |
| 26. | Enter at least the Last Name in the Search Fields . Enter additional search criteria as needed. Results display in the box to the right. | <input type="checkbox"/> |
| 27. | Locate the desired person and select their name from the search results or click the Details link to review their information. Selecting the Details link displays a Person Summary Report in a new PDF window. Select as many individuals as necessary. Their names display in the Non-Household Relationships table. If the desired person does not appear in the search results, or if no person matches were found, click the Create New Person button. A Person Creation form displays. Enter at least the required information (Last Name, First Name, Gender and Race/Ethnicity). Click the Save button. The new person will be created. Select that new person from the Person Creation window. The name displays in the Non-Household Relationships table. | <input type="checkbox"/> |
| 28. | Click the red X in the Person Search window. | <input type="checkbox"/> |
| 29. | Select the Relationship for the newly added non-household relationship. | <input type="checkbox"/> |
| 30. | Add any Comments about the relationship by clicking the note icon next to the dropdown field | <input type="checkbox"/> |
| 31. | Enter a Start Date in <i>mmddyy</i> format or use the calendar icon to select a date. | <input type="checkbox"/> |
| 32. | Enter the Emergency Priority value. | <input type="checkbox"/> |
| 33. | Mark the checkboxes for the relationship as appropriate. | <input type="checkbox"/> |
| 34. | Click the Save icon when finished. | <input type="checkbox"/> |