

Student Enrollment Checklist

10/31/2025 12:33 pm EDT

Use the checklist below to enroll a student.

Search/Enroll | Student Tools | Additional Household Members | Household Address(es) | Create Household | Emergency Contacts

Search/Enroll

	Task	☑ Completed
1.	Student UID Search (NC Student Identification System (https://cedars.ncpublicschools.gov/studentid/customerLogin.jsp))	☐
2.	Student Locator Wizard: North Carolina Student Locator Wizard - Video | Infinite Campus (https://kb.infinitecampus.com/help/north-carolina-student-locator-wizard-video) 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	☐
3.	Verify Record if found to make sure that it is absolutely the correct student.	☐
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.	☐
5.	Complete enrollment following the steps applicable below. Enrolling a Student Within District (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/enroll-within-district) Enrolling a Student Out of District (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/enrolling-a-student-outside-district) Enrolling a New Student (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/enrolling-a-new-student)	☐

Student Tools

	Task	☑ Completed
7.	Records Transfer: Student Information (https://kb.infinitecampus.com/help/d05dff6) >> Student Information General (https://kb.infinitecampus.com/help/553bfec) >> Records Transfer (https://kb.infinitecampus.com/help/records-transfer) Import Wizard Tools available to assist with the records transfer process: • Transcript Import Wizard (https://kb.infinitecampus.com/help/student-records-transfer#StudentRecordsTransfer-TranscriptImportWizard) • Extended Census Import Wizard (https://kb.infinitecampus.com/help/student-records-transfer#StudentRecordsTransfer-ExtendedCensusImportWizard) • Enrollment History Import Wizard (https://kb.infinitecampus.com/help/student-records-transfer#StudentRecordsTransfer-EnrollmentHistoryImportWizard) • Assessment Import Wizard (https://kb.infinitecampus.com/help/student-records-transfer#StudentRecordsTransfer-AssessmentImportWizard) • Immunization Import Wizard (https://kb.infinitecampus.com/help/student-records-transfer#StudentRecordsTransfer-ImmunizationImportWizard) • Health Condition Import Wizard (https://kb.infinitecampus.com/help/student-records-transfer#StudentRecordsTransfer-HealthConditionImportWizard) • Health Screening Import Wizard (https://kb.infinitecampus.com/help/student-records-transfer#StudentRecordsTransfer-health2)	☐
8.	Demographics: Census (https://kb.infinitecampus.com/help/census) >> Census People (https://kb.infinitecampus.com/help/ba0ab41) >> Demographics (https://kb.infinitecampus.com/help/demographics-d597d2f) Update student contact information (Ex. Student email address) https://kb.infinitecampus.com/help/demographics	☐
9.	Enrollments: Student Information (https://kb.infinitecampus.com/help/d05dff6) >> Student Information General (https://kb.infinitecampus.com/help/553bfec) >> Enrollments (https://kb.infinitecampus.com/help/enrollments-f5933df) 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	☐

	Task	☑ Completed
10.	Student/Parent Portal Account: Follow your PSUs procedure for the creation of Student/Parent portal accounts. Infinite Campus Portal Account Creation - Letters (https://drive.google.com/file/d/1GPAWXD4kYuayqrtLEEXdEncEYZgBwCR5/view?usp=drive_link)	☐
11.	Flags: Student Information (https://kb.infinitecampus.com/help/d05dff6) >> Student Information General (https://kb.infinitecampus.com/help/553bfec) >> Flags (https://kb.infinitecampus.com/help/b523e48) (Guardian, School Pick-Up) Select New -> Select Flag Type -> Select Start Date -> Save https://kb.infinitecampus.com/help/flags-student	☐
12.	Transportation: Please follow your PSUs process for Transportation. Transportation information will be included on this document at a later date.	☐
13.	Immunizations: Student Information (https://kb.infinitecampus.com/help/d05dff6)>> Health (https://kb.infinitecampus.com/help/student-information-health) >> Immunizations (https://kb.infinitecampus.com/help/08a01b5) 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 *mm/dd/yy* 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 (https://kb.infinitecampus.com/help/immunization-rules-north-carolina)	☐
14.	Schedule: Student Information (https://kb.infinitecampus.com/help/d05dff6) >> Student Information General (https://kb.infinitecampus.com/help/553bfec) >> Schedule (https://kb.infinitecampus.com/help/schedule) https://kb.infinitecampus.com/help/schedule-student	☐
15.	Programs: Add a program State Specific Information (https://kb.infinitecampus.com/help/state-specific-information) >> North Carolina (https://kb.infinitecampus.com/help/north-carolina) >> North Carolina State Tools (https://kb.infinitecampus.com/help/north-carolina-state-tools) >> Programs (https://kb.infinitecampus.com/help/programs-e6a0de3)	☐
16.	Graduation: Enter/Verify the **Date First Entered 9th Grade** field according to the official transcript, if applicable Student Information > General > Graduation (https://kb.infinitecampus.com/help/graduation)	☐

Create Additional Household Members

	Task	☑ Completed
16.	Create Additional Household Members: Census (https://kb.infinitecampus.com/help/census) >> Census People (https://kb.infinitecampus.com/help/ba0ab41) >> Add Person (https://kb.infinitecampus.com/help/add-person-b99314a) 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. https://kb.infinitecampus.com/help/add-person	☐
17.	Update Contact information in Census -> People -> Demographics	☐
18.	Census (https://kb.infinitecampus.com/help/census) >> Census People (https://kb.infinitecampus.com/help/ba0ab41) >> Military Connections (https://kb.infinitecampus.com/help/military-connections-51bf021) The Military Connections tool tracks parent/guardian data for those who are military personnel.	☐
19.	Add additional members of household (parents, guardians) as needed.	☐

Add Household Address(es)

	Task	☑ Completed
20.	Add Household Address: Census (https://kb.infinitecampus.com/help/census) >> Census Addresses (https://kb.infinitecampus.com/help/census-address-information) >> Add Address (https://kb.infinitecampus.com/help/add-address-376ce9d) If there is a mailing address separate from the physical address, add this too. 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 (https://kb.infinitecampus.com/help/add-address#address-info-definitions) 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 (https://kb.infinitecampus.com/help/address-info) tab where additional details about the address can be added. https://kb.infinitecampus.com/help/add-address-376ce9d-add-address-video	☐

Create Household

	Task	☑ Completed
21.	Create household of Student, People, Address with Census Wizard (https://kb.infinitecampus.com/help/census-wizard)	☐
22.	Search for and Add Students and other People, Search for and Add Address(es).	☐
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	☐

	Task	☑ Completed
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 (https://drive.google.com/file/d/1FvHFlb-YWh_TAdgZD7jU4F1jk7Ow3eg7/view?usp=drive_link)	☐

Add Non-Household Emergency Contacts

	Task	☑ Completed
25.	Census (https://kb.infinitecampus.com/help/census) >> Census People (https://kb.infinitecampus.com/help/ba0ab41) >> Relationships (https://kb.infinitecampus.com/help/relationships-405cf3a) Select the **New Non-Household Relationship** icon. A **Person Search** screen displays.	☐
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.	☐
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.	☐
28.	Click the red **X** in the Person Search window.	☐
29.	Select the **Relationship** for the newly added non-household relationship.	☐
30.	Add any **Comments** about the relationship by clicking the note icon next to the dropdown field	☐
31.	Enter a **Start Date** in *mmddyy* format or use the calendar icon to select a date.	☐
32.	Enter the **Emergency Priority** value.	☐

	Task	☑ Completed
33.	Mark the checkboxes for the relationship as appropriate.	☐
34.	Click the **Save** icon when finished.	☐