

# Enrolling a Student Within District

08/20/2024 8:15 am EDT

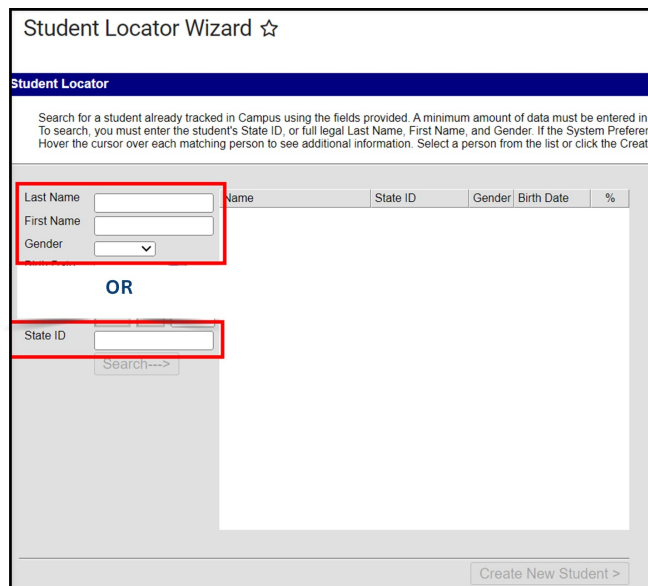
This article will assist users in properly enrolling a student that is within the PSUs district.

## **Navigation: Menu > Student Information > Student Locator Wizard**

Enter search criteria for the student- always use the student's legal name. Enter the **Last Name, First Name, & Sex** or the **State ID** number.

The Student Locator Wizard searches all person records in your PSU and all person records in the state edition.

Only use the Student Locator Wizard to enroll students. Once you click on a name, you have created a person record in your PSU.



Student Locator Wizard ☆

**Student Locator**

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search, you must enter the student's State ID, or full legal Last Name, First Name, and Gender. If the System Preference is set to show all records, you can also search by State ID. Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New Student button.

Last Name  Name State ID Gender Birth Date %

First Name

Gender

**OR**

State ID

Search---->

Create New Student >

If the correct student appears in the options, click on the **name** in order to enroll.

**Student Locator**

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search, you must enter the student's State ID, or full legal Last Name, First Name, and Gender. If the System Preference 'BI' is set, you must also enter the student's Birth Date. Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New Student button.

Last Name: Carr | Name: Carr, Shayla | State ID: 0000002833211 | Gender: F | Birth Date: 12/19/2007 | %: 100

First Name: Shayla

Gender: Female

Birth Date: [ ]

Middle Name: [ ]

SSN #: [ ]

State ID: [ ]

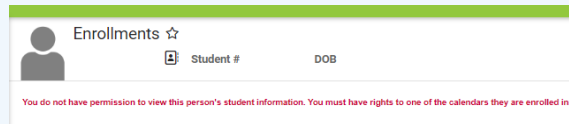
**Search---**

Locally Enrolled Student, shortcut to their local records  
 Last Enrolled: (07/01/2025-) in grade 12  
 Plainview Schools 25-26 Harrison High  
 Guardian Names: Bertie Carr, Robyn Carr

Create New Student >



**\*NOTE:** If an error appears regarding calendar permissions, navigate to Menu > Census > People > Enrollments and proceed with the steps below.



Add an enrollment for your school by clicking **New**.

**Enrollments** ☆

Carr, Shayla | Student #: 108283 | Grade: 10 | DOB: 12/19/2007 | Counselor: Colt Counselor

Carpool | Computer Science Pathway

**New** | Print Enrollment History | New Enrollment History | Documents

**Enrollment Editor**

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
10	P	23-24 Harrison High	07/01/2023	
Start Status: CM1 Enrolled End Status:				
09	P	22-23 Harrison High	07/01/2022	
Start Status: CM1 Enrolled End Status:				
08	P	21-22 Fillmore Middle School	07/01/2021	
Start Status: 00 Last year, public school, same district End Status:				
07	P	20-21 Fillmore Middle School	07/01/2020	
Start Status: 00 Last year, public school, same district End Status:				
06	P	19-20 Fillmore Middle School	07/01/2019	06/19/2020
Start Status: 00 Last year, public school, same district End Status: 40 EOY, enrolled on last day of school year				
05	P	18-19 Arthur Elementary (1-5)	07/02/2018	
Start Status: 00 Last year, public school, same district End Status:				
04	P	17-18 Arthur Elementary (1-5)	07/03/2017	
Start Status: 00 Last year, public school, same district End Status:				
03	P	McKinlev Elementary School 10-	06/29/2016	

The **Calendar/Schedule** will populate based on your context. Add **Grade, Start Date, Local Start Status, Start Comments,** and **Admission Status**. Click **Save** and the student is now enrolled.

Enrollments ☆

Carr, Shayla Student #: 108283 Grade: 10 DOB: 12/19/2007 Counselor: Colt Counselor

Carpool Computer Science Pathway

Save New Enrollment History Documents

### General Enrollment Information

Enrollment ID

\*Calendar: 23-24 Van Buren High School \*Schedule: Main \*Grade: 10 Class Rank Exclude:  External LMS Exclude:

\*Start Date:  No Show:  End Date:  End Action:  \*Service Type: P: Primary

Local Start Status: R2: Transfer within the same LEA Local End Status:

State Start Status: R2: Transfer within the same LEA State End Status:

Start Comments:  End Comments:

CRDC School of Accountability:

Future Enrollment

Next Calendar:  Next Schedule Structure:  Next Grade:

State Reporting Fields

State Exclude:  Admission Status:  Year-Round Transfer Days Override: 0

**Navigation: Menu > Student Information > General > Enrollments**

If you navigate to the Enrollments tool for the student, you can view all of the enrollment history for the student. The previous school enrollment will have an end date populated.

Enrollments ☆

Carr, Shayla Student #: 108283 Grade: 10 DOB: 12/19/2007 Counselor: Colt Counselor

Carpool Computer Science Pathway

New Print Enrollment History New Enrollment History Documents

### Enrollment Editor

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
10	P	23-24 Van Buren High School	06/17/2024	
10	P	23-24 Harrison High	07/01/2023	06/14/2024
09	P	22-23 Harrison High	07/01/2022	
08	P	21-22 Fillmore Middle School	07/01/2021	
07	P	20-21 Fillmore Middle School	07/01/2020	
06	P	19-20 Fillmore Middle School	07/01/2019	06/19/2020
05	P	18-19 Arthur Elementary (1-5)	07/02/2018	
04	P	17-18 Arthur Elementary (1-5)	07/03/2017	

Modified By: Administrator, System - 07/18/2018