

# Enrolling a Student Out of District

08/16/2024 8:49 am EDT

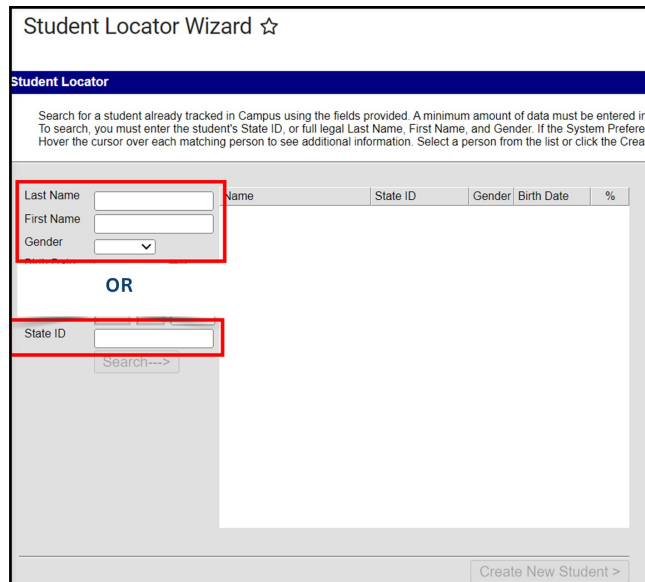
This article will assist users in properly enrolling a student that is out of district.

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

Enter search criteria for the student- always use the students 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', you can search by State ID only. 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  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 to "Yes", 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 >

Add **race and ethnicity** information.

**Student Locator Wizard** ☆

When finished click **Save**

Save

The Identity Info fields are not editable

Person Info  
 Student Number: [ ]  
 State ID: 999999

Identity Info  
 \*Last Name: Smith | \*First Name: Albert | Middle Name: [ ] | Suffix: [ ]  
 Gender: M Male | Pronouns: [ ]  
 \*Birth Date: [ ]

Race/Ethnicity  
 Is the individual Hispanic/Latino? [ N, No ]  
 Is the individual from one or more of these races? (check all that apply)  
 American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White

Tribal Enrollment  
 Select a Value: [ ]


\*Race Ethnicity: [ ]

Race/Ethnicity Determination: [ ]


Upload Picture  
 No Image Available



Add Race/Ethnicity Information

Verify **Calendar, Schedule, and Service Type**. Then 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  
[Calendar Icon]

No Show

End Date  
[Calendar Icon]

End Action  
[Dropdown]

\*Service Type  
P: Primary

\*Local Start Status  
R2: Transfer within the same LEA

Local End Status  
[Dropdown]

\*State Start Status  
R2: Transfer within the same LEA

State End Status  
[Dropdown]

Start Comments  
[Text Area]

End Comments  
[Text Area]

CRDC School of Accountability  
[Dropdown]

Rolled From Enrollment ID: N/A

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**Future Enrollment**

Next Calendar  
[Dropdown]

Next Schedule Structure  
[Dropdown]

Next Grade  
[Dropdown]

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**State Reporting Fields**

State Exclude

\*Admission Status  
[Dropdown]

Year-Round Transfer Days Override  
0

Continue with next steps of the enrollment process.