

Enrolling a Student Out of District

01/06/2025 11:41 am EST

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, Date of Birth, & 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. To search, you must enter the student's State ID, or full legal Last Name, First Name, and Sex. If the System Preference is set to 'Full Name', you must enter the student's Last Name, First Name, and Sex. Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New Student button.

<p>Last Name <input style="width: 90%;" type="text"/></p> <p>First Name <input style="width: 90%;" type="text"/></p> <p>Sex <input style="width: 90%;" type="text"/></p> <p>Birth Date <input style="width: 90%;" type="text"/></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name</th> <th style="width: 10%;">State ID</th> <th style="width: 10%;">Sex</th> <th style="width: 10%;">Birth Date</th> <th style="width: 10%;">%</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center; height: 150px;"> <div style="font-size: 2em; font-weight: bold; margin: 0;">OR</div> </td> </tr> </tbody> </table>	Name	State ID	Sex	Birth Date	%	<div style="font-size: 2em; font-weight: bold; margin: 0;">OR</div>				
Name	State ID	Sex	Birth Date	%							
<div style="font-size: 2em; font-weight: bold; margin: 0;">OR</div>											

State ID

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' Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New

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: 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:

Rolled From Enrollment ID: N/A

Future Enrollment

Next Calendar: Next Schedule Structure: Next Grade:

State Reporting Fields

State Exclude:

*Admission Status: Year-Round Transfer Days Override:

Continue with next steps of the enrollment process.