Enrolling a Student Out of District

01/13/2025 11:50 am EST

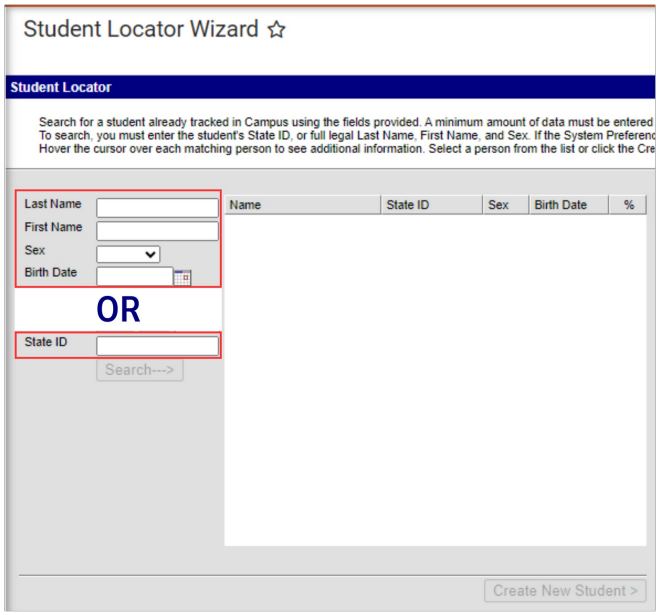
This article will assist users in properly enrolling a student that is out of district.

Navigation: Menu > Student Information > Student Locator Wizard

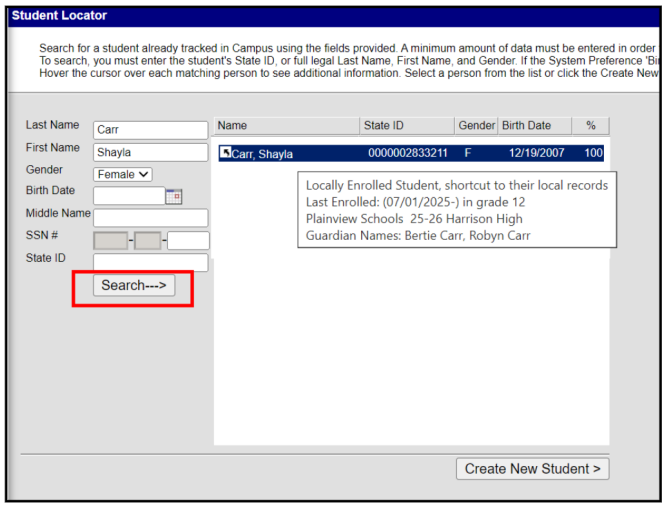
Enter search criteria for the student- always use the students legal name. Enter the **Last Name**, **First Name**, **Date of Birth**, & **Sex** or the **State ID** number.

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

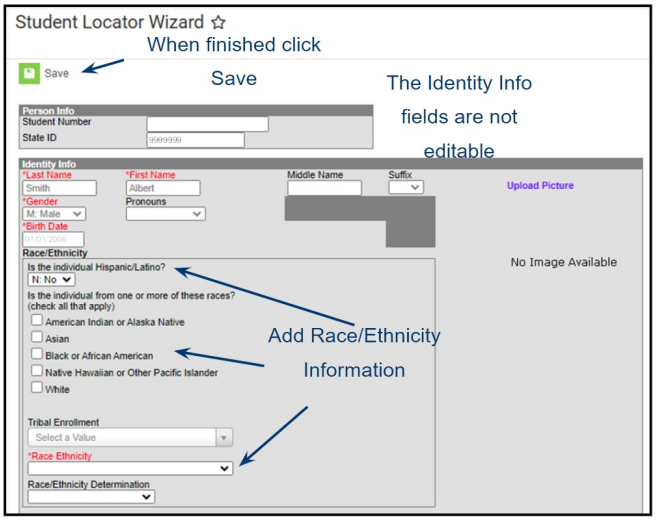
Only use the Student Locator Wizard to enroll students. Once you click on a name, you have created a person record in your PSU.



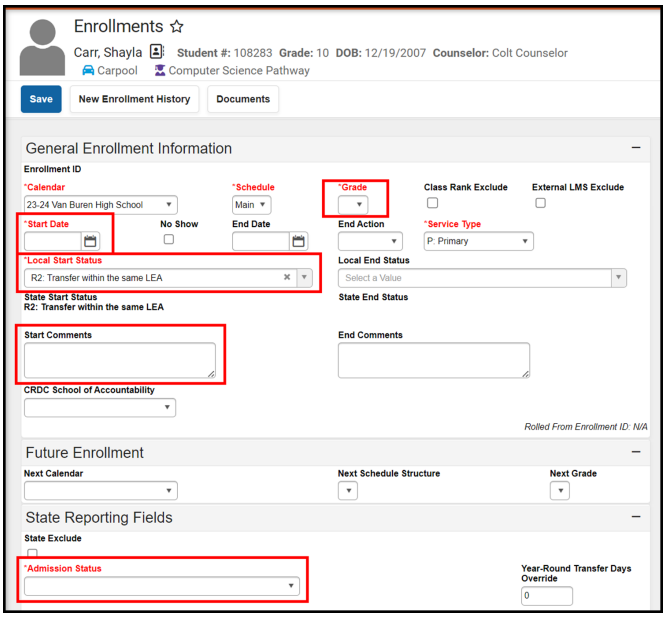
If the correct student appears in the options, **click** on the name in order to enroll.



Add **race and 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.



Continue with next steps of the enrollment process.