

Enrolling a New Student

03/13/2026 3:20 pm EDT

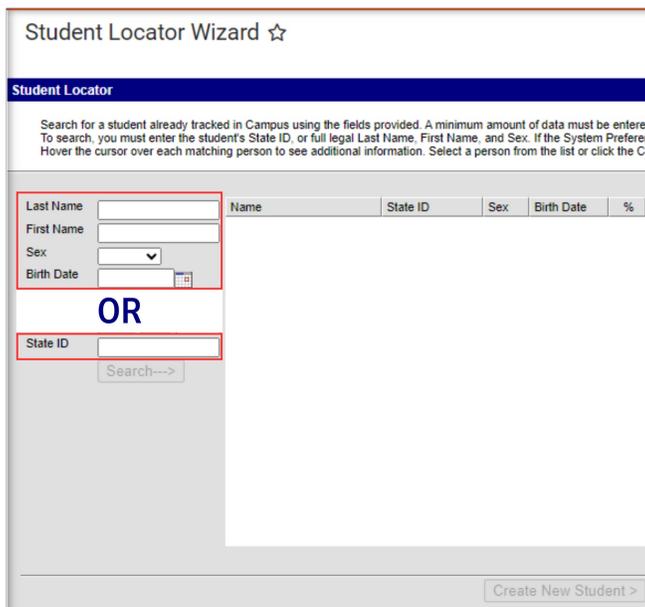
This article will assist users in properly enrolling a new student who has not attended a North Carolina Public School.

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, 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.

Last Name	<input type="text"/>	Name	State ID	Sex	Birth Date	%
First Name	<input type="text"/>					
Sex	<input type="text"/>					
Birth Date	<input type="text"/>					

OR

State ID	<input type="text"/>
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Search-->

Create New Student >

If there is not a student match, choose the **Create New Student** option.

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 "Full Name", you must enter the student's Last Name, First Name, and Gender. 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	State ID	Gender	Birth Date	%
Thomas	Holly		Female		

No matches found

Last Name:
First Name:
Gender:
Birth Date:
Middle Name:
SSN #:
State ID:

Enter the **Birth Date**, **Race/Ethnicity** fields, **Birth Country**, **Birth Verification**, and **Language** fields. You may have to complete the Tribal Enrollment, Date Entered US fields also if applicable.

Note: Please do not update the Name or Date of Birth on this screen.



Save

Person Info	
Student Number	Automatically Generated
State ID	<input type="text"/> <input type="button" value="Assign NC Student ID"/>

Identity Info			
*Last Name	*First Name	Middle Name	Suffix
<input type="text" value="Thomas"/>	<input type="text" value="Holly"/>	<input type="text"/>	<input type="text" value=""/>
Upload Picture			
*Sex			
<input type="text" value="F: Female"/>			
*Birth Date			
<input type="text" value="01/01/2010"/>			
Race/Ethnicity			
*Is the individual Hispanic/Latino?			
<input type="text" value="N: No"/>			
*Is the individual from one or more of these races? (check all that apply)			
<input type="checkbox"/> American Indian or Alaska Native			
<input type="checkbox"/> Asian			
<input type="checkbox"/> Black or African American			
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander			
<input checked="" type="checkbox"/> White			
Tribal Affiliation:			
<input type="text" value="Select Values"/>			
*Race Ethnicity			
<input type="text" value="W: White"/>			
*Race/Ethnicity Determination			
<input type="text" value="01: Parent Identified"/>			
Birth Country			
<input type="text" value="Select a Value"/>			
Date Entered US	Date Entered US School	Immigrant Record	
<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	
	Date Entered State School	Birth Verification	
	<input type="text"/>	<input type="text" value=""/>	
Multiple Birth			
<input type="checkbox"/>			
Verified Home Primary Language			
<input type="text" value="Select a Value"/>			
Primary Home Language			
<input type="text" value="Select a Value"/>			
Language First Acquired			
<input type="text" value="Select a Value"/>			
Language Most Spoken			
<input type="text" value="Select a Value"/>			
Comments			
<input type="text"/>			

Once demographic data has been updated, navigate to the top of the screen and locate the **Assign NC Student ID** button.

Person Info	
Student Number	Automatically Generated
State ID	<input type="text"/> <input type="button" value="Assign NC Student ID"/>

Click on **Assign NC DPI State ID** then **Search** for student you are enrolling using the student's legal name. If no result is found, click on **Register with NC DPI**. Read the message that appears and click **OK** if the student has never been enrolled in a NC public school. Read message that states the student has been registered with NC DPI.

Under Enrollment Detail, complete the required fields in **Red** and **Start Comments**. End Dates and Local End Status fields should not be populated until the student withdraws.

Next, view the Student Summary tool. Click on **Show More** and then click on **Census>People>Demographics**.

Summary ☆
Thomas, Holly M Student #: 241900003 Grade: 09 DOB: 01/01/2010

Person Information

Full Name	Grade	Birth Date	Age	Student Number
Thomas, Holly Marie	09	1/1/10	14	241900003

Primary Home Language
en-US English

Show More

Households

Household PRIMARY

Household Address Self Thomas, Holly Marie

ENROLLMENT

23-24 Harrison High
Grade 09

Click to View/Edit: Census > People > Membership in Households

Person ID: 9901 Race(s): White Person GUID: A2CE8FF48E87 Gender: F
State Race/Ethnicity: H Hispanic or Latino Ethnicity: 1 Hispanic/Latino Hispanic/Latino: Y Yes

Click to View/Edit: Census > People > Demographics
Modified by Administrator: 11/16/2023 12:00:00 PM

Complete additional student contact information according to your PSUs processes. Voice/Text options will not show if your PSU is not using Messenger with Voice. Click on **Save**.

Definitions/Explanations for all fields (<https://kb.infinitecampus.com/help/demographics#personal-contact-information>)

Personal Contact Information

Contact Information

Private

Delivery Device Emergency Attendance Behavior Messenger General Food Service Priority Teacher

Email: Email

Secondary Email: Email

Cell Phone: Voice

Other Phone: Voice

Work Phone: Voice

Pager:

Preferred Language
en_US: US English

Comments

- Modified by: Unknown

Next navigate to *Student>General>Enrollments*: Complete **Admission Status**, **Resident District**, **Resident School** and **Serving District** and **School** if different from the Resident District.

Now Print Enrollment History New Enrollment History Documents

Enrollment Editor

Grade: 09 Type: P Calendar: 23-24 Harrison High Start Date: 04/16/2024 End Date:

Start Status: E2 Init enroll from non-NC Public School Out of State Public: Arizona High School
End Status:

09 P 23-24 Harrison High 04/16/2024
Start Status: E2 Init enroll from non-NC Public School Out of State Public: Arizona High School
End Status:

State Reporting Fields

State Exclude

*Admission Status Year-Round Transfer Days Override: 0

Dropout Reason

Resident District: Resident School: Serving District: Serving School:

If a student is in grade 9 or above, verify that the **Graduation Tool** (*Student>General>Graduation*) has the correct date entered in the Date First Entered the 9th Grade. Please verify that the date correctly reflects the first year they attended 9th grade according to

their official transcript.

General Graduation Information

GRAD Score: 112 ⓘ

Diploma Date: 

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade: ⓘ 

NGA Cohort End Year: Converted data

NCLB Cohort End Year:

Post Grad Plans:

Student Post Grad Confirmation:  ⓘ
Indicates the most recent student acknowledgement of their Post Graduation Plans.