

Enrolling a New Student

01/06/2025 11:38 am EST

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.

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

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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.

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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.

'Calendar		*Schedule		*Grade	Class Rank Exclude	External LMS Exclude	
23-24 Harrison High	~	Main 🗸		09 🗸			
Start Date	No Show	End Date	-	End Action	*Service Type		
4/16/2024				~	P: Primary	~	
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E1: Init enroll - this year			×	 Select a Value 			Ŧ
State Start Status E1: Init enroll - this year				State End Status			
Start Comments				End Comments			
Out of State Public: Arizo	na High School						

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



Scroll down to Person Identifiers. Click on **Assign NC DPI State ID** then Search for student you are enrolling- use 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.

Person Identifiers				
Local Student Number	241900003		Network Campus Student NC 091 Lookup	×
Student State ID	Assign	NC DPI State ID	Search for a shuderd already hacked in INC DPI using the fields provided A minimum amount of data must be entended in order to search. To search, you must enter the student's full legal Last Name, Frist Name, and Eith Data. How the custor over each instituting person to see additional information. Select a person from the list click the Tregister with NC DPI buffin.	or
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		training083.infinitecam	npus.com says	
training083.infinitecampus.co	om says	NC DPI system.	il create a new State ID for the student in the	
Student successfully registered wi	th NC DPI.	This should ONLY be used i North Carolina. Continue?	If the student has NEVER been enrolled in	
	ox 🔶		Cox Cancel	

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

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Contact Information	Private	Delivery Device	Emergency	Attendance	Behavior Messenger	General	Food Service	Priority	Teach
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Secondary						0	0		0
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Cell Phone:		Voice							
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Other Phone:		Voice							
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Work Phone:		Voice							
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Pager:		Text							
Preferred Language									
en_US: US English 🔹									
Comments									

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

New 🚔 Print Enrollment History	New Enrollment History	Documents	
Enrollment Editor			
Grade Type Calendar 09 P 23-24 Harrison High Start Status: E2 Init enroll from non-NC Public Sc End Status:		024	
(3-24 Harrison High from non-NC Public School Out of S	04/16/2024 State Public: Arizona High School
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