

## **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.

Enrollment Detail						
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*Start Date 4/16/2024	No Show	End Date		End Action	*Service Type P: Primary	*
*Local Start Status				Local End Status		
E1: Init enroll - this year			×	Select a Value		*
State Start Status E1: Init enroll - this year				State End Status		
Start Comments				End Comments		
Out of State Public: Arizona	High School					
CRDC School of Accountabil	ity 🖌					
L					1	Rolled From Enrollment ID: N/A

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		Infolte Campus Campus Student NC 091 Lookup	×
Student State ID	Assign	NC DPI State ID	Search for a shuteri lateady tracked in NC DPI using the fields provided. A minimum ansure of data must be entend in order to search. To search, you must enter the subdent's full logal Last Name, Trim Name, and Exit Data. Hower the curve over each multilang periors to see additional information. Search a perior thorn the list chick the Typeter with NC. The future.	or
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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

			N	lessenger Pre	eferences C	ontact Re	asons		
Contact Information	Private	Delivery Device	Emergency	Attendance	Behavior Messenger	General	Food Service	Priority	Teacher
Email:		Email							
Secondary									
Email:		Email							
Cell Phone:		Voice							
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Next navigate to Student>General>Enrollments: Complete Admission Status, Resident District, Resident School and Serving District and School if different from the Resident District.

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Enrollment Editor			
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