Enrolling a New Student

01/06/2025 11:38 am EST

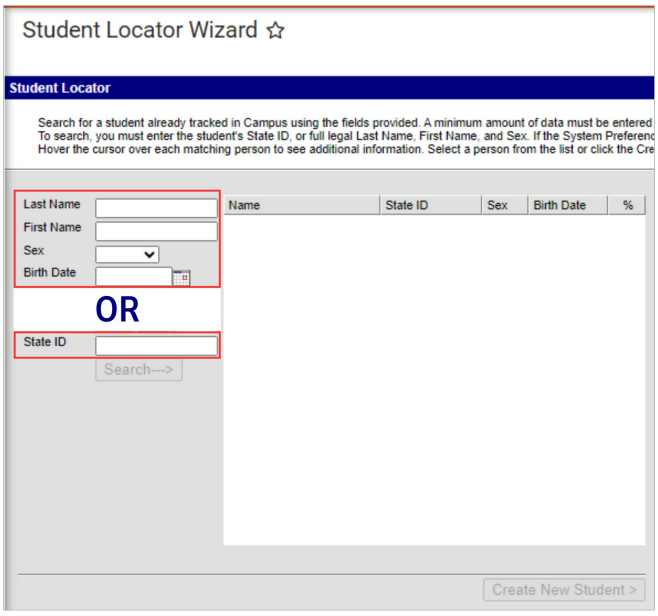
This article will assist users in properly enrolling a new student who has not attended a North Carolina Public School.

Navigation: Menu > Student Information > Student Locator Wizard

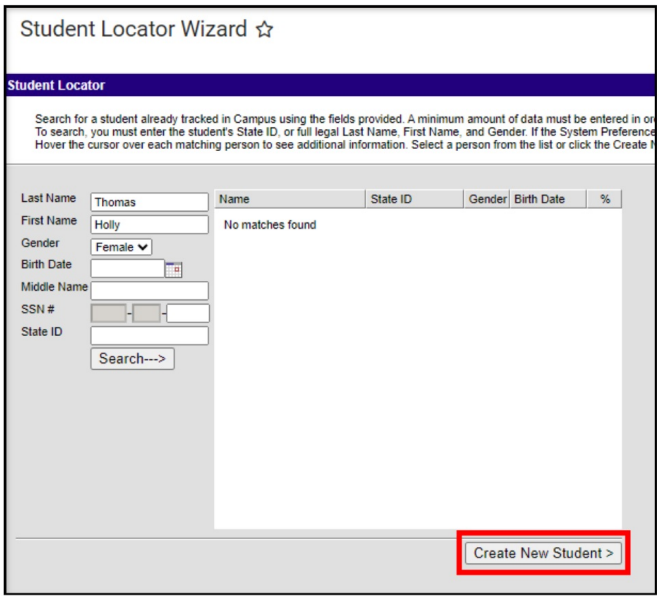
Enter search criteria for the student- always use the student's legal name. Enter the **Last Name**, **First Name**, **Date of Birth** & **Sex** or the **State ID** number.

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.

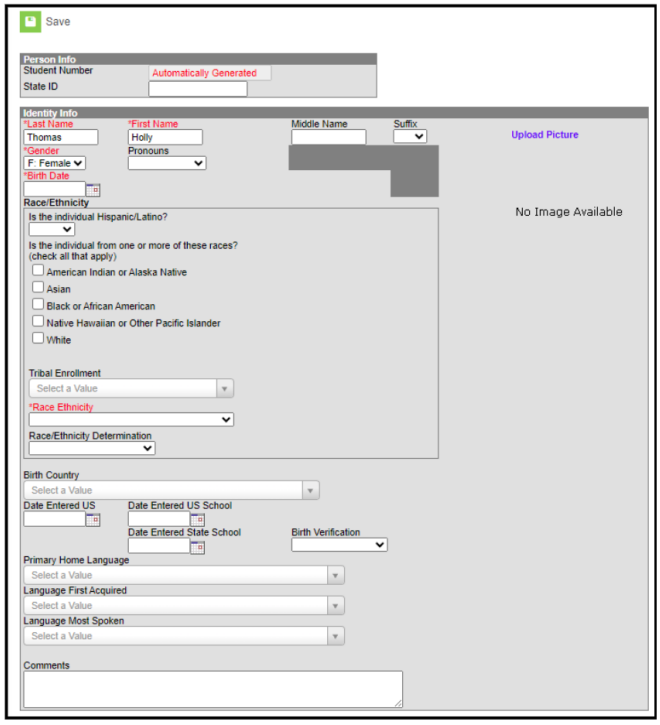


If there is not a student match, choose the **Create New Student** option.

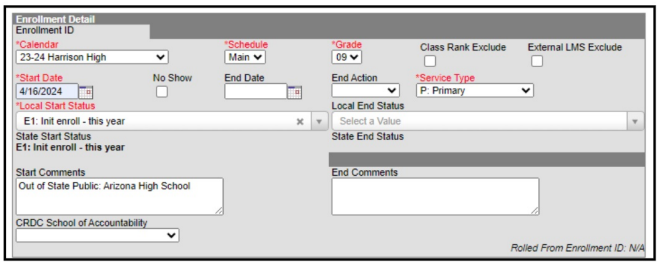


Enter the **Birth Date, Race/Ethnicity** fields, **Birth Country**, **Birth Verification**, and **Language** fields. You may have to complete the Tribal Enrollment, Date Entered US fields also if applicable.

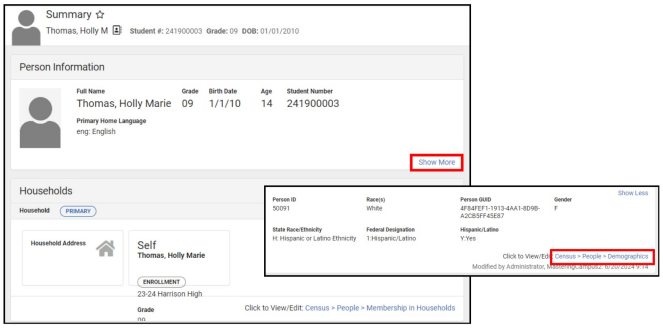
Note: Please do not update the Name or Date of Birth on this screen.



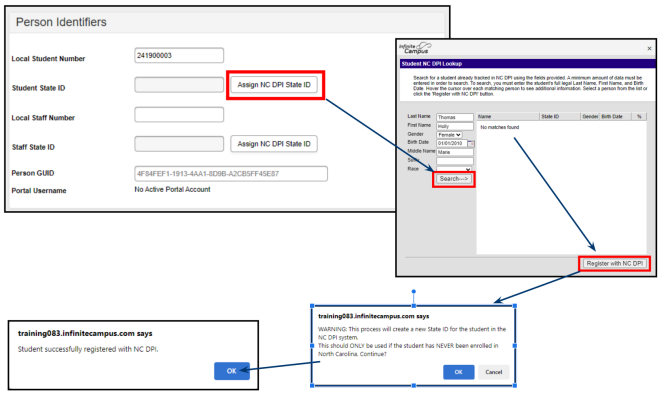
Under Enrollment Detail, complete the required fields in **Red** and **Start Comments**. End Dates and Local End Status fields should not be populated until the student withdraws.



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

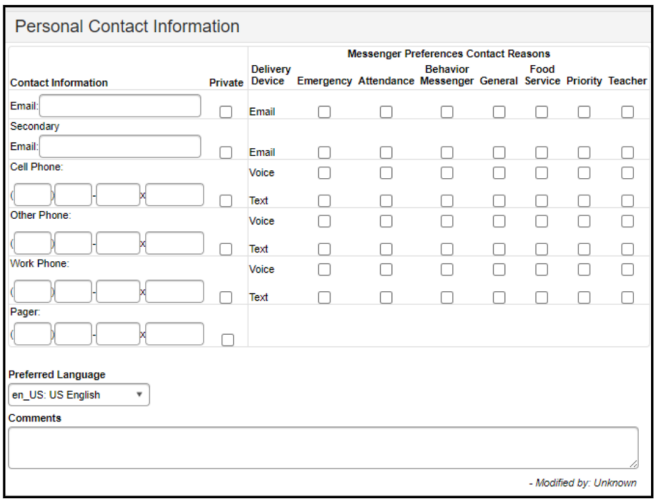
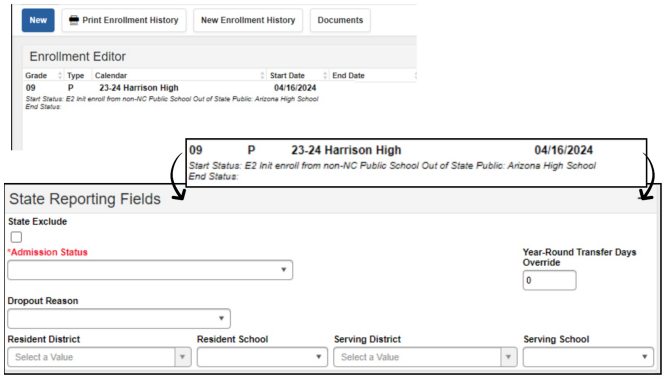


Scroll down to Person Identifiers. Click on **Assign NC DPI State ID** then Search for student you are enrolling- use the student's legal name. If no result is found, click on **Register with NC DPI**. Read the message that appears and click OK if the student has never been enrolled in a NC public school.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



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



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