

Enrolling a New Student

10/01/2024 1:15 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, & 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 in order to search. 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	<input type="text"/>	Name	State ID	Gender	Birth Date	%
First Name	<input type="text"/>					
Gender	<input type="text" value="v"/>					

OR

State ID	<input type="text"/>
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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. 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 'Show All', you may also search by Birth Date. 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: Thomas Name: State ID: Gender: Birth Date: %

First Name: Holly No matches found

Gender: Female ▼

Birth Date: []

Middle Name: []

SSN #: []

State ID: []

Search-->

Create New Student >

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: []

Identity Info

Last Name: Thomas First Name: Holly Middle Name: [] Suffix: [] Upload Picture

Gender: F. Female ▼ Pronouns: []

Birth Date: []

Race/Ethnicity

Is the individual Hispanic/Latino? []

Is the individual from one or more of these races? (check all that apply)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Tribal Enrollment: Select a Value []

Race Ethnicity: []

Race/Ethnicity Determination: []

Birth Country: Select a Value []

Date Entered US: [] Date Entered US School: []

Date Entered State School: [] Birth Verification: []

Primary Home Language: Select a Value []

Language First Acquired: Select a Value []

Language Most Spoken: Select a Value []

Comments: []

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](#)

Personal Contact Information		Messenger Preferences Contact Reasons							
Contact Information	Private	Delivery Device	Emergency	Attendance	Behavior Messenger	General	Food Service	Priority	Teacher
Email:	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Email:	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone:	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Phone:	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone:	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pager:	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.

New | 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

Dropout Reason

Resident District Resident School Serving District Serving School
