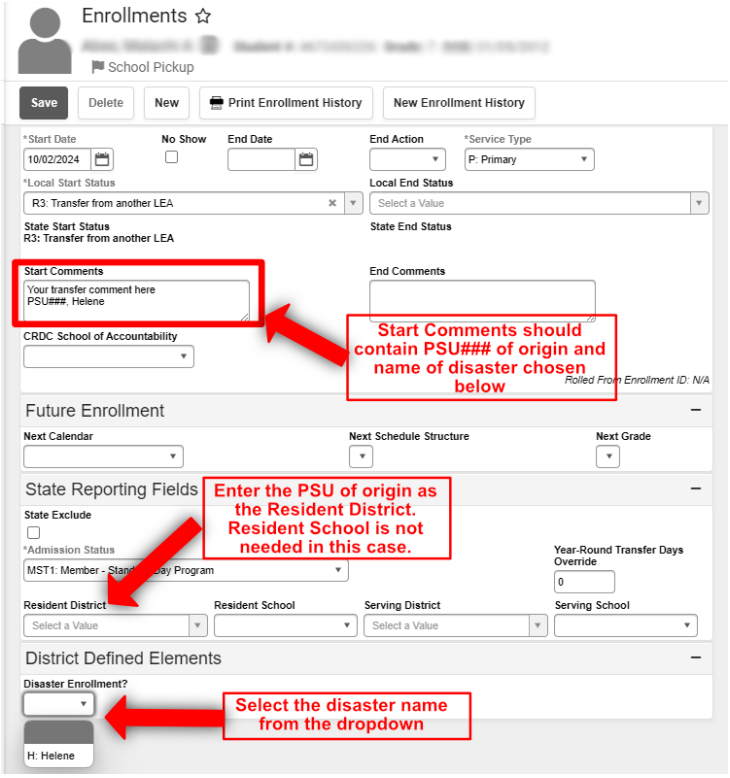
Disaster Relief Enrollment

10/31/2025 12:31 pm EDT

Use the following steps to enroll students who have been displaced due to a disaster event.

Disaster Enrollment in Infinite Campus

Navigation: Menu > Student Information > General > Student Enrollment > Choose Current Enrollment



After enrolling a new student who has been displaced by a disaster, please complete the fields shown in **Red** above on the enrollment detail screen.

1. The **Start Comment** should contain "*PSU###*" where ### is the number of the PSU of origin and "Helene" as pictured above.
2. Set the **Resident District** field to the PSU of origin.
3. Set the **Serving District** and School to the district and school where the student is enrolling.

4. Under District Defined Elements, select *Helene* from the **Disaster Enrollment** drop down menu.
5. Click on **Save**.