

# Create New Enrollment (R1)

12/09/2025 9:51 am EST

Some changes to student data can have a negative impact on the Principal's Monthly Report (PMR) if not handled correctly. When it is necessary to change one of the following for a student, the Create New Enrollment process must be followed.

- Grade level changes
- Membership Status changes

Using this process will allow the user to make the necessary change(s) in the system without losing the student schedule or attendance.



Before ending the student's current enrollment, navigate to *Student Information > General > Attendance* and print the period or daily attendance report to maintain a record of the attendance for the student.

## End Current Enrollment

**Navigation:** *Menu > Student Information > General > Enrollments*

1. **Select a Student:** If a student is not selected, click Open Student Search tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open the Enrollments tool. If a student was already selected, the Enrollments tool will open automatically.



A Person is needed to use this tool.

Open Person Search

Or

Open Student Search

Open Household Search

Open Staff Search

2. Select the **current enrollment**.

3. Enter an **End Date**, which should be the last day the student was in the current grade and/or membership.

4. Enter a Local End Status of **W1: Transfer Withdrawal**.

Save

Delete

New

Print Enrollment History

New Enrollment History

Documents

General Enrollment Information

Enrollment ID 98271

Calendar

24-25 Jameson Elementary Schoo

Schedule (read only)

Main ▾

\*Start Date

09/03/2024

No Show ☐

End Date

10/01/2024

\*Local Start Status

E1: Init enroll - this year ⌵

State Start Status

E1: Init enroll - this year

Start Comments

Initial Enrollment

\*Grade

0 ▾

Class Rank Exclude

☐

External LMS Exclude

☐

End Action

▾

\*Service Type

P: Primary ▾

Local End Status

W1: Transfer Withdrawal ⌵

State End Status

W1: Transfer Withdrawal

End Comments

5. Enter an **End Comment** (optional).

6. Click **Save**.

The student's current enrollment has now been ended.

## Create New Enrollment

**Navigation: Menu > Student Information > General > Enrollments**

1. **Select a Student:** If a student is not selected, click Open Student Search tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open the Enrollments tool. If a student was already selected, the Enrollments tool will open automatically.

A Person is needed to use this tool.

Open Person Search

Or

Open Student Search

Open Household Search

Open Staff Search

2. Click **New**.

[New](#)
[Print Enrollment History](#)
[New Enrollment History](#)
[Documents](#)

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### Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
0	P	24-25 Jameson Elementary School	09/03/2024	

*Start Status: E1 Init enroll - this year Initial Enrollment*  
*End Status:*

3. Verify **Calendar** and **Schedule** are populated correctly.

General Enrollment Information

Enrollment ID 98272

Calendar: 24-25 Jameson Elementary School  
 Schedule (read only): Main  
 \*Grade: 0  
 Class Rank Exclude: ☐  
 External LMS Exclude: ☐

4. Select the correct **grade** from the dropdown.

5. Enter the **Start Date**. This is the student's first day in the new grade or membership.



The previous enrollment end date and new enrollment start date should not overlap.

6. Choose the correct **Service Type** from the dropdown.

7. Choose **R1: Re-Entry - prev in W1** as the Local Start Status.

8. Add a **Start Comment** (optional).

General Enrollment Information

Enrollment ID

\*Calendar: 24-25 Jameson Elementary School  
 \*Schedule: Main  
 \*Grade: 1  
 Class Rank Exclude: ☐  
 External LMS Exclude: ☐

\*Start Date: 10/2/2024  
 No Show: ☐  
 End Date:

\*Local Start Status: R1: Re-Entry - prev in W1  
 State Start Status: R1: Re-Entry - prev in W1  
 Start Comments:

End Action:   
 \*Service Type: P: Primary  
 Local End Status: Select a Value  
 State End Status:   
 End Comments:

9. Locate the State Reporting Fields and select the correct **Admission Status** from the drop down.

10. Select the correct **Resident District**, **Resident School**, **Serving District**, and **Serving School**.

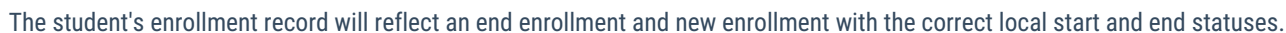
State Reporting Fields

State Exclude: ☐

\*Admission Status: MST1: Member - Standard Day Program  
 Year-Round Transfer Days Override: 0

Resident District: 100:Brunswick County Sch  
 Resident School: 5724:Jameson Elementary  
 Serving District: 100:Brunswick County Sch  
 Serving School: 5724:Jameson Elementary

11. Click **Save**.



## Update Student's Schedule

If the student will remain in the same sections, use the restore rosters steps below. If the student will be in new sections, search and select the new sections ensuring that the effective date is the same as the student's enrollment start date.

## Restore Rosters

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Restore Rosters

The student's schedule will be restored as of 7/15/2024.

If these classes exceed capacity, they will be overloaded. Previous constraints for students in the same section will also be restored.

Cross-Site courses will not be included and must be manually added to the student's schedule.

**Start Date \***

Please enter an effective date for recently dropped courses.

Today

Clear

Cancel

Restore

- A green pop-up will verify Schedule has been Restored



Cross-site enrollment sections will have to be added back to the student's schedule manually.



Any attendance that occurred after the student's original enrollment end date, will have to be added back to the student's attendance record. Refer to the attendance reports saved at the beginning of this process.

For School Track Enrollment changes, the student must be enrolled in the correct school calendar. Follow the steps in [Student Enrollment Checklist](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/enrollment-checklist) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/enrollment-checklist>) to enroll a student in another school calendar.

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