

# Enrolling a New Student

- If not on the list **do not assume that the student is not in the system, even PreK and Kindergarten.**

- Check the spelling of the name or variations of spelling the name
- Check using different genders (just because they are Female on the registration form, does not mean that's what they show as in MSS)
- Check with alternate birthdates (reverse, month/day, year up a year or down a year)
- Check Preferred Name
- Verify with [dataservices@spritsd.ca](mailto:dataservices@spritsd.ca)

**General** | Address

Legal First Name \* Joanne

Legal Middle Name

Legal Last Name \* Jackson

Legal Suffix

Preferred First Name

Preferred Last Name

Gender F

Birthdate \* 2/2/2016 Age 5

Primary Phone

Cell Phone

Emergency Phone

Homeroom

Calendar

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Citizenship Information

Citizenship Country CA CANADA

Country of Birth \* CA CANADA

Home Language \* ENG English

Saskatchewan Residency

- If no student list appears, a 'Student Registration: Demographics screen will pop up.
  - Complete all required fields indicated with a red asterisk
  - Select the Address Tab, Complete the Address information (required). This can be completed here or after the student is registration on their Details pages.

## Student Registration: Demographics

**General** | **Address**

Physical Address

Street Address 520 Centennial Place

RR # / PO Box

City Prov PC Aberdeen SK S0K 0A1

Land Location

Quarter Section

Section

River Lot

Mailing Address

Is identical

Street Address

RR # / PO Box Box 888

City Prov PC

Country Aberdeen SK S0K 0A1

International Address

International Address Line 1

- Next

- School > School Name should be your school.
  - If you work at more than one school select the school (as applicable)
- Select the magnifying glass icon to select the Year of Graduation (YOG)/grade level. Grade Level populates depending on the Year of Graduation entered.
- Student Status – Active
- Date – Current or future date enrolling (cannot be prior to the Last Withdrawal date (shown on the screen shot above))
- Entry/Withdraw Code
- Province and Country information, if known
- Next
- If a student or list pops up and you know these are related students, this is where you can set the student as the family courier, otherwise X out of it. *Do not change addresses for students that are not in your school.*
- Finish
- Complete student details

**Student Registration: Enrollment**

Name: Smart, Jan

School > School Name \* : Aberdeen Composite School

Year of graduation \* : 2027   Grade level \* : 07

Student Status \* : Active  Active

Pupil # : \*\*\* Auto Assign \*\*\*

Learning ID :

Date \* : 2/7/2022

Entry / Withdraw Code : From SK (PSHICC)  Transferred fr

Previous Province :

Previous Country :

	YOG	2021-2022 Grade Level	2022-2023 Grade Level
<input type="radio"/>	2035	PK	0K
<input type="radio"/>	2034	0K	01
<input checked="" type="radio"/>	2033	01	02