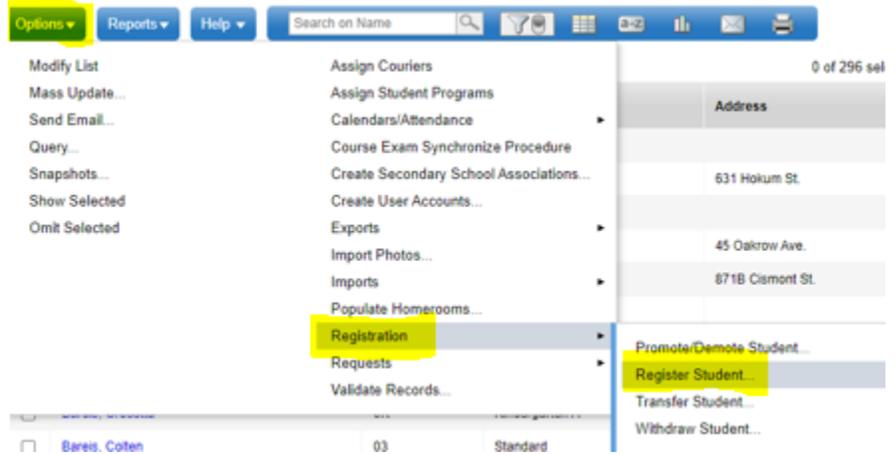


# Enrolling/Registering an Existing Student in School

- Student TT
- Options
  - Transfers between schools are done using the Withdrawal and Register functions
- Register Student
- **Leave First Name blank**
- Enter student's last name
- Enter Gender
- Enter Birthdate
- Next



**New student**

Legal First Name

Legal Last Name \*

Gender \*

Birthdate \*  Age 15

## Existing Student

- Check the student(s) listed in the popup for the student you are enrolling.
- Scroll to the right and check the Status.
  - **Active**

**Matching Student Found!**  
Please verify data to avoid creating a duplicate student record.  
Select 'Activate existing student record' to activate this student with their existing student information.  
Select 'Create new student' to create a new student record.  
Select 'Go back to Registration Wizard Step 1' to correct input data and start over.

Activate existing student record

1 record

Name	ID	Legal Last Name	Legal First Name	Legal Middle Name	Gender	Birthdate	Learning ID	Grade	Status	Last Withdrawal	Contact
<input checked="" type="radio"/> Albaugh, Mordikai		Albaugh	Mordikai	Sandhya	F	10/28/2006	228291670	09	Active	8/15/2019	Dalmeny High School , Prairie Spirit SD 206

OK

- Scroll to the right and note the school
- X out of the screen
- Contact the school to release the student.

- **Withdrawn** and the only student in the list

	Name	ID	Legal Last Name	Legal First Name	Legal Middle Name	Gender	Birthdate	Learning ID	Grade	Status	Last Withdrawal	Contact
<input checked="" type="radio"/>	Adjel, Jazmyn		Adjel	Jazmyn	Sarra	M	11/13/2005	870948312	11	Withdrawn	2/7/2022	Allan Composite School , Prairie Spirit SD 206

- Check the Name (preferred), Legal Last and First Name, gender, birthdate and learning ID (if known) to ensure it is the correct student
  - Select OK
- Complete/update the demographics information including
  - Homeroom
  - Next School
  - Calendar