

PRE REGISTER STUDENT IN NEW YEAR

1. Change the term at the top of the page to the year term for the upcoming school year.
2. Navigate to Start Page > Special Functions > Enroll New Student.
3. Populate the fields. **For enrollment date, enter the first day of next year's school year.** Also, verify that the grade levels are correct for the next year.
4. Submit the page.

Correctly pre-registering students will create a student record with an enroll status of -1 (Pre-Registered). It also creates a pending enrollment that will become active during nightly process at 12 am on the date entered on the "Enroll New Student" page.