

How to Enroll a Student

1. From Index, click Census.
2. Click People. Click Search Tab.
3. The Search screen appears.
4. Make sure **Search For a** is on All People.
To search, type lastname, first initial

Index Search Help

Search for a:

All People

Go

[Advanced Search >>](#)

If You Find the Student

1. Click the Student in the list.
2. Click the Enrollments Tab.

Demographics Identities Households Relationships **Enrollments** District Employment District Assignments

Print Enrollment History New New Enrollment History

Enrollment Editor

Edit Grade Type Calendar Start Date End Date

3. See if the student already has a 07-08 line of Enrollment
4. If today is BEFORE the first day of school, and there is line of enrollment for another school for 07-08 the other school must delete that line of enrollment before you can add your line of enrollment—CALL THE OTHER SCHOOL.
5. If today is AFTER the first day of school, and there is a line of enrollment for another school for 07-08 there must be an end date entered before you can add your line of enrollment—CALL THE SCHOOL.
6. To add a line of enrollment for your school click New. Make sure your calendar is displayed under Calendar.
7. For Schedule, click the drop down arrow and choose Main.
8. Click and choose the appropriate Grade Level.
9. Enter the start date of the student.
10. Choose appropriate Start Status.
11. Click Save.

Ponder, Jeanie

Demographics Identities Households Relationships **Enrollments** District Employment District Assignments

Save New Enrollment History

Enrollment Editor

Edit Grade Type Calendar Start Date End Date

General Enrollment Information

*Calendar: BHS 06-07 *Schedule: No Show End Date *Grade: Class Rank Exclude *Service Type: P. Primary

*Start Status: C: Continuing in same school End Status: End Comments

Graduation State Reporting Fields Special Ed Fields

If You Did NOT Find the Student

1. Click Index.
2. Under Census, click Add Person.

Index Search Help

- Jeanie Ponder
- Student Information
- Instruction
- Census
 - People
 - Households
 - Addresses
 - Add Person
 - Add Household
 - Add Address
- Reports

4. Type in Last Name.
5. Type the First Letter of the First Name.
6. Click Search.
7. After searching again for the student, click Create New Person.
8. Last Name should already be populated, Type in First name, Middle Name Gender, Birthdate, Social Security Number and Race.
9. Click Save.

Person Search

Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Student.

*Last Name: MILLER
 First Name: J
 Middle Name:
 Birth Date:
 Gender:

Details	Name	PersonID	Gender	Birth Date
Details	MILLER, JACOB	40994	M	02/23/1998
Details	MILLER, JACOB	2248		
Details	MILLER, JACOB	39351	M	02/16/1996
Details	MILLER, JAMES	13247		
Details	MILLER, JAMES	25269	M	06/01/1984
Details	MILLER, JAMES	26752		
Details	MILLER, JAMES	7214	M	09/27/1980
Details	MILLER, JAMI	42733		
Details	MILLER, JAMI	12929	F	08/02/1982
Details	MILLER, JAMIE	37112		
Details	MILLER, JAMIE	12214	F	03/12/1984
Details	MILLER, JAMIE	47364		
Details	MILLER, JASON	7053	M	02/19/1979
Details	MILLER, JASON	34853		

10. Click the Enrollment Tab.

Ponder, Jeanie

Demographics | Identities | Households | Relationships | **Enrollments** | District Employment | District Assignments

Save New Enrollment History

Enrollment Editor

Edit | Grade | Type | Calendar | Start Date | End Date

General Enrollment Information

*Calendar: BHS 06-07
 *Schedule:
 *Grade:
 Class Rank Exclude:
 *Start Date:
 No Show:
 End Date:
 End Action:
 *Service Type: P. Primary
 *Start Status: C. Continuing in same school
 End Status:
 Start Comments:
 End Comments:
 Graduation:
 State Reporting Fields:
 Special Ed Fields:

11. Click **New** – Make sure your calendar is displayed under Calendar.
12. For **Schedule**, click the drop down arrow and choose Main.
13. Click and choose the appropriate **Grade Level**.
14. Enter the **Start Date** of the student.
15. Choose the appropriate **Start Status**.
16. Click Save.