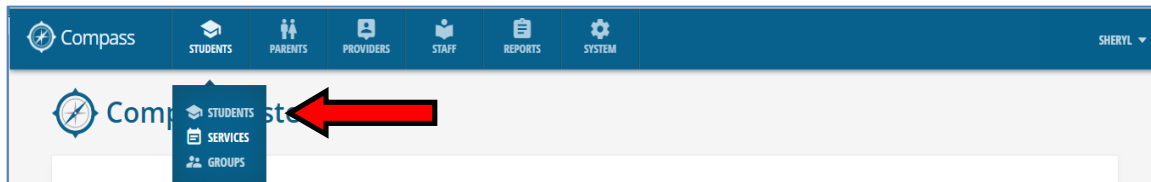# ROLL STUDENTS TO NEW SCHOOL YEAR / NEW SCHOOL

Roll Students to New School Year or New School

To roll a student to a new school year or to a new school:

(1) Click **STUDENTS** on main menu. From the drop-down menu that appears, click **STUDENTS**.

(2) From the **STUDENTS** window that opens, select student that needs to be enrolled into a new school year or needs to be enrolled into a new/different school and click Enter.

(3) A **STUDENT DETAILS** window for the selected student opens. Click the **Enrollment** tab.

(4) The **Enrollment** screen opens and displays the student's current enrollments.
Click the **EDIT** button.

STUDENT DETAILS : ADAMS, MARIA								
ℹ Demographics	🏢 Enrollment	📋 Services	👥 Parents	★ Grades	⊘ Absences	✎ Testing	📊 GPA	

SCHOOL YEAR *	SCHOOL *		GRADE LEVEL *	START DATE *	END DATE
2014/2015	John Adams High school		11	08/18/2014	--
IEP	**LEP**	**END REASON**	**FREE/REDUCED LUNCH**		
No IEP	Non LEP	--	Yes		

SCHOOL YEAR *	SCHOOL *		GRADE LEVEL *	START DATE *	END DATE
2013/2014	John Adams High school		10	08/19/2013	06/06/2014
IEP	**LEP**	**END REASON**	**FREE/REDUCED LUNCH**		
No IEP	Non LEP	--	Yes		

1 - **2** of **2** results   ‹   **1**   ›

EDIT

(5) Click the **CREATE** button **+ CREATE** that appears at top right of screen.
A new screen will appear with a blank enrollment form at the top:

STUDENT EDIT : ADAMS, MARIA								
ℹ Demographics	🏢 Enrollment (1)	📋 Services	👥 Parents	★ Grades	⊘ Absences	✎ Testing	📊 GPA	

1   **+ CREATE**

SCHOOL YEAR *	SCHOOL *		GRADE LEVEL *	START DATE *	END DATE	✕
▾	▾		▾	📅	📅	
IEP	**LEP**	**END REASON**	**FREE/REDUCED LUNCH**			
▾	▾	▾	○ Y ○ N ⦿ UNK			

SCHOOL YEAR *	SCHOOL *		GRADE LEVEL *	START DATE *	END DATE	✎ 🗑
2014/2015	John Adams High school		11	08/18/2014	--	
IEP	**LEP**	**END REASON**	**FREE/REDUCED LUNCH**			
No IEP	Non LEP	--	Yes			

SCHOOL YEAR *	SCHOOL *		GRADE LEVEL *	START DATE *	END DATE	✎ 🗑
2013/2014	John Adams High school		10	08/19/2013	06/06/2014	
IEP	**LEP**	**END REASON**	**FREE/REDUCED LUNCH**			
No IEP	Non LEP	--	Yes			

No changes will be saved until SAVE button is clicked.   **SAVE**   **CLOSE**

SCHOOL YEAR*:   Select student's enrollment school year from drop-down list *(required field)*.

SCHOOL*:   Select student's school name from dropdown list *(required field)*.

GRADE LEVEL*:   Select student's enrollment grade level from dropdown list *(required field)*.

START DATE*:   Enter student's enrollment start date (mm/dd/yyyy) or select from dropdown calendar *(required field)*.

END DATE: Enter enrollment end date (mm/dd/yyyy) or select from dropdown calendar.

IEP: Select student's IEP status from dropdown list.

LEP: Select student's LEP status from dropdown list.

END REASON: Select reason for end of student's enrollment from dropdown list.

FREE/REDUCED LUNCH: Select student's free/reduced lunch status.

* **SCHOOL YEAR**, **SCHOOL**, **GRADE LEVEL** and **START DATE** are required fields.

(6) Complete the fields accordingly, review and re-check your entries.

Note: To create additional enrollments, click the **CREATE** button. A new enrollment form will appear. Repeat for each additional enrollment you want to add.

Click the **SAVE** button to save the new enrollment(s).