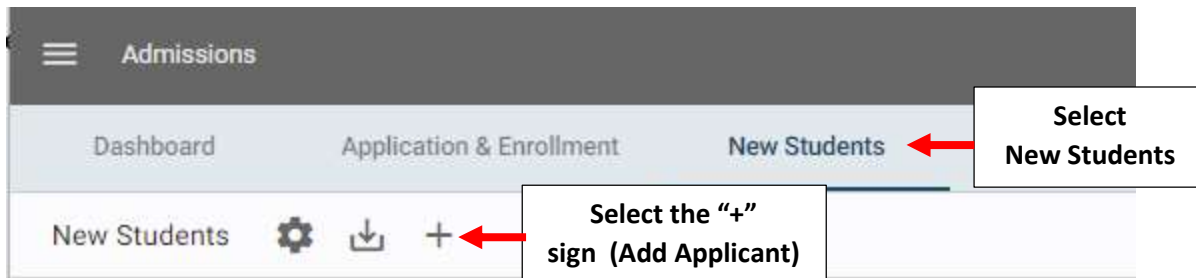


Creating Admissions Record for Pre-Enrolled Students

The following will Create an Admission Record for a New Student Admissions entered as “Pre-Enrolled”

From the Main Menu please select Admissions > New Students > Select the “+” sign (Add Applicant)



Select Grade from Grade Dropdown

This screenshot shows the 'Add Applicant' form. It has a back arrow and the title 'Add Applicant'. There are three main input fields: 'School' with a text input labeled 'School Name', 'Year' with a dropdown menu showing '2022-2023', and 'Grade' with a dropdown menu showing '---Select Grade Level---'. A red arrow points to the 'Grade' dropdown with a callout box that says 'Select Grade Level'.

Select “Existing Student” from Student Type Dropdown. Select “Pre-Enrolled” from Student Status Dropdown. Select “Student” from Student List and Select “Add Applicant”. Student will now appear in Admissions > New Students

This screenshot shows the 'Add Applicant' form with all fields filled out. The 'School' field contains 'School Name'. The 'Year' dropdown shows '2022-2023'. The 'Grade' dropdown shows 'K'. The 'Student Type' dropdown shows 'Existing Student'. The 'Student Filter' section has 'School' selected. The 'Student Status' dropdown shows 'Pre-Enrolled'. The 'Student List' dropdown shows '---Select Student---'. At the bottom, there is an 'Add Applicant' button. Four numbered instructions with red arrows point to specific elements: 1. 'Select Existing Student' points to the 'Student Type' dropdown. 2. 'Select Pre-Enrolled' points to the 'Student Status' dropdown. 3. 'Select Student' points to the 'Student List' dropdown. 4. 'Select Add Applicant' points to the 'Add Applicant' button.

Return to the New Students Dashboard, the Application Staus has been Updated to **Paper**. Select **"Submitted"** under **Admission Status**

Dashboard	Application & Enrollment	New Students	Returning Students	Reports	
New Students					
Student (11) 	Grade	School	Admissions Status	Inquiry	Application 
Abbott, Emily	09	Select Submitted	Submitted	Paper Applicant	Paper

Select
Submitted

Select **Update Status**

**Emily Abbott**
09 - Premier Academy

InquiryAdmissions

New Student - Submitted

Status: Submitted
Substatus: None
Grade: 09
Year: Premier Academy: 2021-2022

UPDATE STATUS

Select Update
Status

Change **Status** to **Finished** and Select **Update Status** to **Save** your Changes

Update Admissions Status

Status
Finished

Grade
04

Year
School Name 2022-2023

CancelUpdate Status

1. Change Status
to Finished

2. Select Update Status to
Save your Changes

The Student Status has now been Updated. Select Reports to View **Admissions Reports**

Dashboard	Application & Enrollment	New Students	Return	Select Reports	Reports
New Students					
Student (11) ↑	Grade	School	Admissions Status ▾	Inquiry	Application ▾
Abbott, Emily	04	Premier Academy	Finished	Paper Applicant	Paper

Select **Enrollment > Enrollment Dashboard** to view Enrollment Statuses for your school

Admissions Reports

Application

- [Create A Report](#)
- [Email Merge](#)
- [Feeder School](#)
- [Financial Audit](#)
- [Student Interests](#)
- [Mail Labels](#)
- [Funnel Reports](#)
- [Enrollment Dashboard](#) 

Enrollment

- [Create A Report](#)
- [Financial Audit](#)
- [Enrollment Dashboard](#)
- [Enrollment Records](#)

Select Enrollment Dashboard