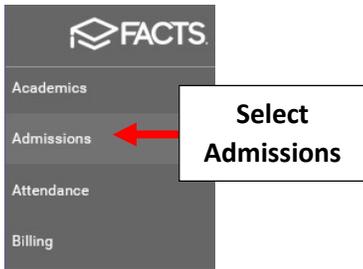


Manual Reenrollment Process for RCDOB

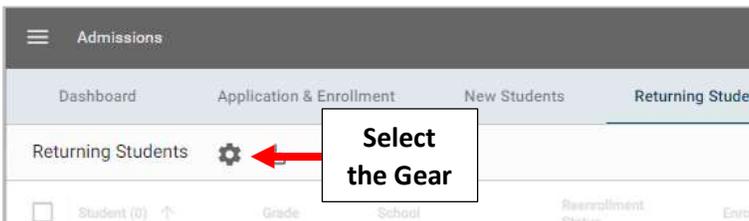
Once logged into FACTS please select **Admissions**



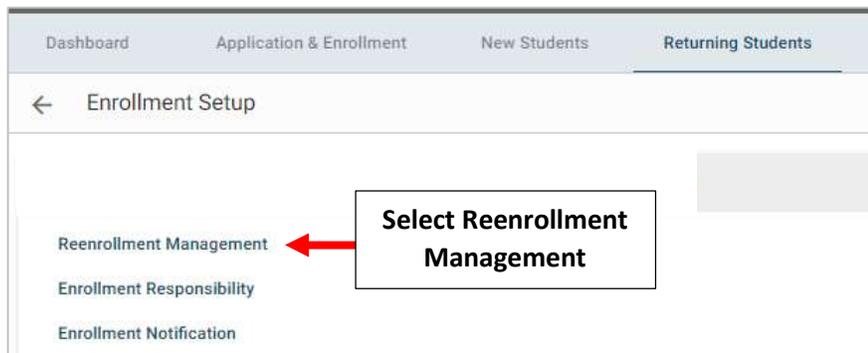
Select **Returning Students**



Select the **Gear** to begin Setup



Step 1 – Select **Reenrollment Management**



A List of **Currently Enrolled** Students are listed, Select **Create Reenrollment** to Generate a list of Students Eligible for Reenrollment

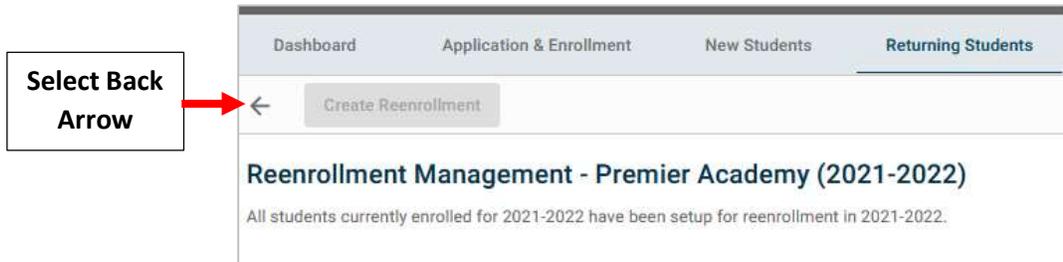


Reenrollment Management - Premier Academy (2021-2022)

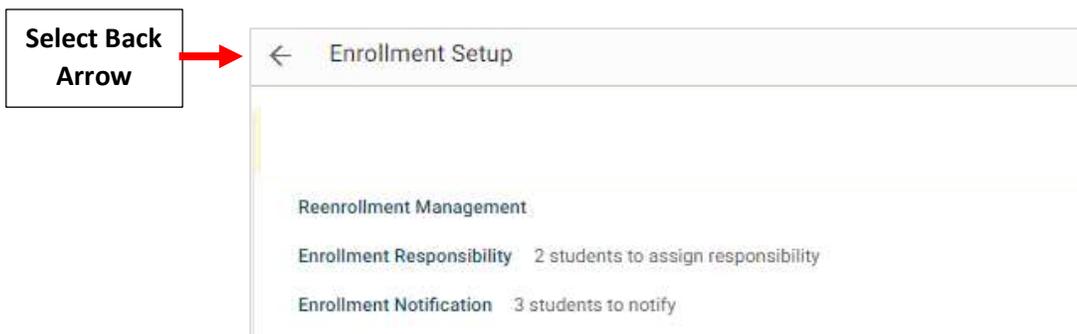
The following students are currently enrolled for 2021-2022 but have not been setup for reenrollment in 2021-2022. Click **Create Reenrollment** to start their reenrollment process.

Student	Current Grade	Current School	Reenroll Grade
Connolly, Abby	06	Premier Academy	06
Connolly, Ben	06	Premier Academy	06
Connolly, Carly	06	Premier Academy	06
Tucker, Claire	02	Premier Academy	02

Select **Back Arrow** to return to Enrollment Setup Menu



Select **Back Arrow** to return to Returning Students Menu



Step 2 – Update **Reenrollment Status**

There are two ways to Update Reenrollment Status

- Individual Update (One Record at a Time)
- Batch Update

1. Individual Update (One Record at a Time)

Click on the **Reenrollment Status**

Dashboard	Application & Enrollment	New Students	Returning Students		
Returning Students  					
<input type="checkbox"/>	Student (352)	Grade	School	Reenrollment Status	↑
<input type="checkbox"/>	Bachman, Kayla	08	Premier Academy	Open	←
<input type="checkbox"/>	Benavides, Greyson	10	Premier Academy	Open	

Click on the **Reenrollment Status**

Select **Update Status**

 **Kayla Bachman**
08 - Premier Academy

Reenrollment

Returning Student - Open

Status: Open
Grade: 08

[UPDATE STATUS](#)

Select **Update Status**

Select **“Finished”** from Status Dropdown. Select **“Update Status”** to **Save** your Changes

****Please Note: Status Should NOT be Marked Finished Until Registration Fee Has Been Paid****

Update Reenrollment Status

Status

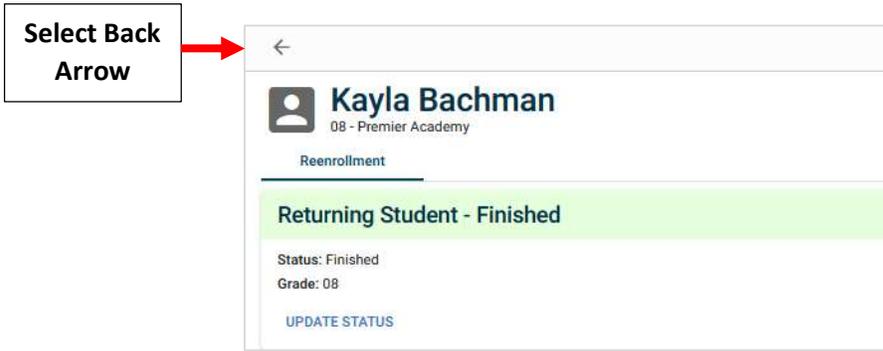
An optional status change email can be sent.

Grade

Select **Finished**

Select **“Update Status”** to **Save** your Changes

Select **Back Arrow** to return to Returning Students Menu



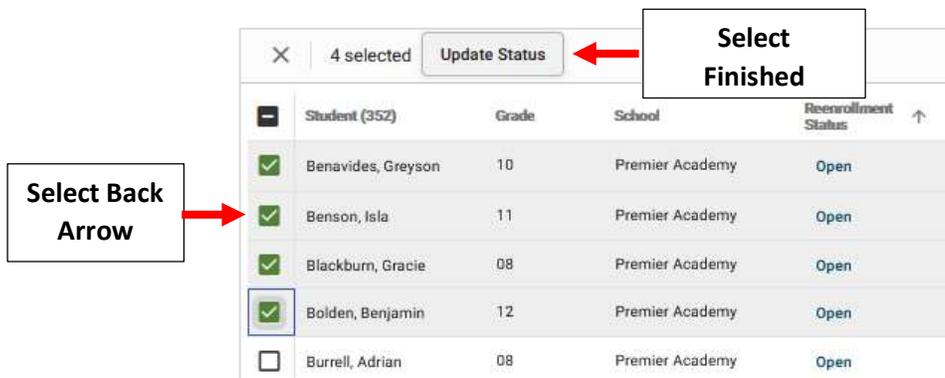
Reenrollment Status has been Updated and will be Reflected on the **Enrollment Dashboard Report**

<input type="checkbox"/>	Student (352) ↑	Grade	School	Reenrollment Status	Enroll
<input type="checkbox"/>	Bachman, Andrea	04	Premier Academy	Open	
<input type="checkbox"/>	Bachman, Kayla	08	Premier Academy	Finished	
<input type="checkbox"/>	Barnett, Alexandra	12	Premier Academy	Open	

A callout box labeled 'Updated Reenrollment Status' with a red arrow points to the 'Finished' status in the row for Kayla Bachman.

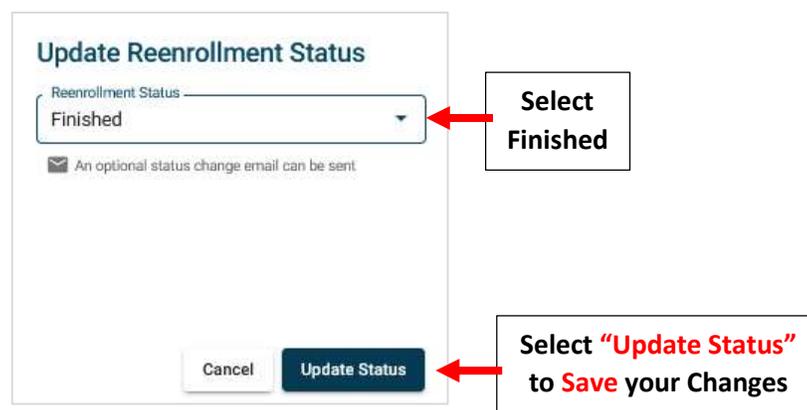
2. Batch Update

Place a **Checkmark** next to the Students to Update. Select **“Update Status”**



Select **“Finished”** from Status Dropdown. Select **“Update Status”** to **Save** your Changes

****Please Note: Status Should NOT be Marked Finished Until Registration Fee Has Been Paid****



Reenrollment Status has been Updated and will be Reflected on the **Enrollment Dashboard Report**

Returning Students				
<input type="checkbox"/>	Student (352)	Grade	School	Reenrollment Status
<input type="checkbox"/>	Benavides, Greyson	10	Premier Academy	Finished
<input type="checkbox"/>	Benson, Isla	11	Premier Academy	Finished
<input type="checkbox"/>	Blackburn, Gracie	08	Premier Academy	Finished

Updated Reenrollment Status

To Access the **Enrollment Dashboard Report** Click on **Reports**

Dashboard	Application & Enrollment	New Students	Returning Students	Reports
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Click on Reports

Select **Enrollment > Enrollment Dashboard**

Admissions Reports		
Inquiry <ul style="list-style-type: none"> Create A Report Email Merge Mail Labels Data Error Check Legacy - Web Student Inquiry Legacy - Inquiry Students 	Application <ul style="list-style-type: none"> Create A Report Email Merge Feeder School Financial Audit Student Interests Mail Labels Funnel Reports Enrollment Dashboard 	Enrollment <ul style="list-style-type: none"> Create A Report Financial Audit Enrollment Dashboard Enrollment Records

Select Enrollment Dashboard

Returning Student Statuses are Displayed on Report

Select Back Arrow

Premier Academy		2021-2022		Refresh											
	PK	K	01	02	03	04	05	06	07	08	09	10	11	12	Total
Returning Students															
Available Pool	0	6	5	7	16	37	42	43	39	21	19	15	48	44	342
Open	0	5	5	7	15	36	42	42	39	17	18	14	45	43	328
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	0	1	0	2
Rejected	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Blocked	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Finished	0	0	0	0	1	1	0	1	0	4	1	1	2	1	12
Percentage Finished	0.00	0.00	0.00	0.00	6.25	2.70	0.00	2.33	0.00	19.05	5.26	6.67	4.17	2.27	3.51
New Students															
Inquiries	1	25	4	2	4	3	7	13	13	4	7	8	3	3	97
Referred By	0	8	0	1	0	0	1	4	5	3	1	1	1	0	25
Campus Visits	0	1	0	0	0	0	0	1	0	0	1	0	0	0	3
Applicants/App Submitted	0	6	0	1	2	0	3	4	10	2	4	1	0	1	34
Application Withdrawn	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Application Rejected	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Application Wait Listed	0	0	0	0	0	0	1	0	0	1	0	0	0	0	2
Offer Sent	0	4	0	0	0	0	1	1	9	1	3	1	0	1	21
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Accepted	0	0	0	0	0	0	0	0	2	0	1	1	0	1	5
Finished	0	0	0	0	0	0	0	1	1	0	1	0	0	0	3
Percentage Finished	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	10.00	0.00	25.00	0.00	0.00	0.00	8.82
Total															
Reenrolled Students	0	0	0	0	1	1	0	1	0	4	1	1	2	1	12
New Students	0	0	0	0	0	0	0	1	1	0	1	0	0	0	3
Total Finished	0	0	0	0	1	1	0	2	1	4	2	1	2	1	15
Total Matriculation															7
Capacity	0	0	50	0	60	0	0	60	60	60	0	0	0	0	290
Students Needed	0	0	50	0	59	-1	0	58	59	56	-2	-1	-2	-1	275
2021-2022 Enrolled	0	0	8	2	0	0	7	4	2	0	1	0	1	1	26