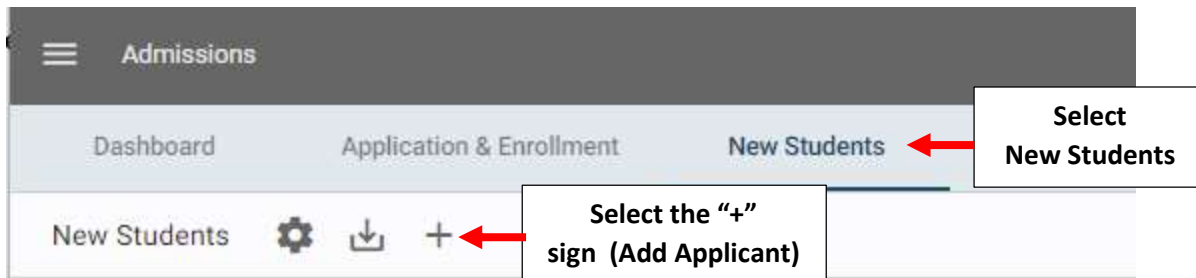


Creating Admissions Record for Enrolled Students

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'. The form contains three 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 menu with a callout box that says 'Select Grade Level'.


Select “Existing Student ” from Student Type Dropdown. Select “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. 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 'Enrolled'. The 'Student List' dropdown shows '---Select Student---'. A red arrow points to the 'Add Applicant' button at the bottom right with a callout box that says '4. Select Add Applicant'. Three other red arrows point to the 'Student Type', 'Student Status', and 'Student List' dropdowns with callout boxes that say '1. Select Existing Student', '2. Select Enrolled', and '3. Select Student' respectively.

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		Submitted	Paper Applicant	Paper

Select **Update Status**



Emily Abbott

09 - Premier Academy

Inquiry

Admissions

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




Cancel

Update 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