New Student Registration Workflow

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This article provides information on adding a new student to the Campus database, adding household information for that student and then enrolling the student into a school. Tools needed in this process are linked to the appropriate Product Information page. Use this page as a guide to ensure all necessary steps are completed.

This article should be used as a guideline only. Due to the various ways districts may require data to be entered, it is advised that district policy be referenced first.

The Census Wizard consolidates these steps into one location and allows the creation of a new person, a new household, a new address and a new enrollment record. Or, use the following tasks.

District Edition - new student registration

Done	Task
	Add a Student using the Add Person Wizard.
	Add an Address for the new student using the Add Address Wizard.
	Add a Household for the student using the Add Household Wizard.
	Add additional Family Members to the household using the Add Household Wizard.
	Add Relationships for the new student by entering information on the Relationships tab.
	Enroll the student by entering data on the Census Enrollment tab.
	Schedule the student into courses for the school year.

State Edition - new student registration

These steps are for District Edition sites linked to State Edition applications.

Done	Task
	Use the Student Locator to search the state database for a record of a student being enrolled in another district in the state.
	Review the search results to ascertain if this is the correct student. Altering an existing record to match an enrolling student will cause student records to be merged and will affect data integrity.

Done	Task
	If a student was found at another district that meets the entered search criteria, select that student and follow the steps for enrolling the student in the new district.
	If a student was not found, click the **Create New Person** button.
	Enter Demographic information for the student.
	Enter Enrollment information for the student.
	Add an Address for the new student using the Add Address Wizard.
	Add a Household for the student using the Add Household Wizard.
	Use the Add Person option to create additional family members and guardians for this student.
	Add Relationships for the new student by entering information on the Relationships tab.
	Schedule the student into courses for the school year.