

Enrollments - State Edition users

Last Modified on 10/06/2026 2:11 pm CDT

Path: Student Information > General > Enrollments

State level State Edition users can view and print [enrollment information](#) recorded for students in their state's districts. These include both enrollment records created as part of normal district enrollment processes and manually created records that districts enter to capture non-standard enrollments, for example when a student received education while residing in a facility or for certain out-of-state enrollments.



Enrollments

Student, Test A

New


Print

Filter:
☒ All Enrollments
☐ General Enrollments
☐ Enrollment History

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
12	P	West Public School 26-27 West High School	09/01/2026	
Start Status: 01 First time receiving educational services End Status:				
12	P	! West Public School 25-26 West High School	12/09/2025	
Start Status: 04 Transfer from public school in district or state End Status:				
09	P	! South Public Schools 25-26 South High School	09/01/2025	
Start Status: 09 Transfer from home school within the state End Status:				
10	P	East High School (History)	09/01/2024	06/11/2025
Start Status: 06 Transfer from an out of state school End Status:				

Enrollments

When accessing the Enrollments tool, users are prompted to conduct a student search and choose which student's records to display.

State Edition users can:

- **Enter** a [new enrollment](#) for a student.
- **Print** a report of a student's enrollments.
- **View** and **edit** individual enrollment records for a student.

State Edition users **CAN NOT** enter a new **Enrollment History** for a student.

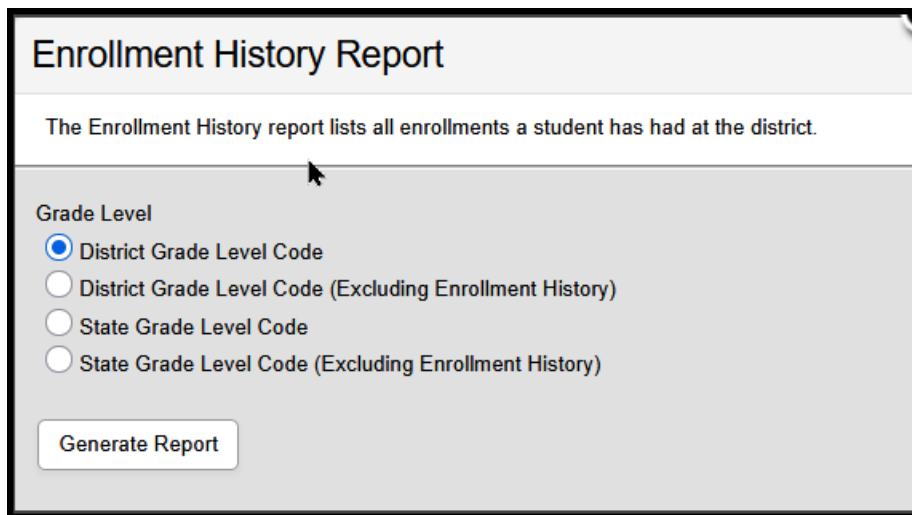
Enrollment editor

The Enrollment Editor displays all of a student's enrollment records. This display is not dependent on the year, school, or calendar selected in the context switcher. As enrollment records are synchronized between districts and the state, this list may become very large for some students.

To limit the records being displayed, filter by:

- **All Enrollments** (enrollments entered as part of the district's standard enrollment process, plus enrollments manually entered to capture historical non-standard enrollments)
- **General Enrollments** (ONLY enrollments entered as part of a district's standard enrollment process)
- **Enrollment History enrollments** (ONLY manually entered enrollments that capture historical enrollments not part of a district's normal enrollment process, indicated by the word "history")

Print enrollment information



The screenshot shows a dialog box titled "Enrollment History Report". Below the title bar, there is a descriptive text: "The Enrollment History report lists all enrollments a student has had at the district." Below this text, there is a section labeled "Grade Level" with four radio button options: "District Grade Level Code" (which is selected), "District Grade Level Code (Excluding Enrollment History)", "State Grade Level Code", and "State Grade Level Code (Excluding Enrollment History)". At the bottom left of the dialog box is a button labeled "Generate Report".

1. Select the **Print** button.
2. Choose one of the following:
 - **District Grade Level Code:** Prints all the student's enrollments. applies the district's grade level code
 - **District Grade Level Code (Exclude History Enrollments):** Excludes manually entered enrollment history records, applies district's grade level code.
 - **State Grade Level Code:** Prints all the student's enrollments, applies the state's grade level code.
 - **State Grade Level Code (Exclude History Enrollments):** Excludes manually entered enrollment history records, applies district's grade level code.
3. Select **Generate Report** to generate the report, or click the X in the upper right corner of the dialog box to exit without printing.

