What settings should I use to Mass Enroll students that are new to our district this year?

The Mass Enroll program will allow you to enroll one or more students with the same enrollment codes.

You do not use the Copy option for students who are new to your District.

- Academic Year to Copy â€" Select *No Update*.

- Entry/Withdrawal Code â€" Select *the appropriate code* from the pull-down list for students who are new to the district. For special groups like new incoming Preschool and Kindergarten you might select *Original Entry in State* and for new incoming High School students at a Vocational School you might select *Enrolled from Public School in State* or *Re-Enrolled â€" Same District*.

NOTE: The Entry/Withdrawal code defines whether the student is enrolled, withdrawn, or graduated. <u>ANY</u> code that has an Enrollment Status of â€œenrolledâ€ will work.

- Enrollment Reason â€" Select *the appropriate code* from the pull-down list for students who are new to your district. Example: School Choice would be mass enrolled as a group separately from Residents.

- Enrollment Status â€" Select 01 â€"Enrolled

- Reporting Reason â€" Select *the appropriate code* from the pull-down list for students who are new to your district. Example: School Choice would be mass enrolled as a group separately from Residents.

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Biographical -> FAQ -> What settings should I use to Mass Enroll students that are new to our district this year?

http://www.imgsoftware.com/kb/entry/626/