

# 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**NOTE:** The Entry/Withdrawal code defines whether the student is enrolled, withdrawn, or graduated. ANY code that has an Enrollment Status of âœenrolledâ 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.

---

Article ID: 626

Last updated: 20 Aug, 2015

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/>