

# What settings should I use to Mass Enroll/Re-Enroll students that were enrolled the previous year?

The Mass Enroll program will allow you to enroll one or more students.

Go to Biographical System > Mass Enroll.

You can copy information from the student's most recent Enrollment record to insure that exceptions to the DOE fields 11 & 13 are retained. It is recommended that you only use the "Copy" option for Reporting Reason (Mass DOE 11) and Enrollment Reason (Mass DOE 13), otherwise you may be copying incorrect data, such as enrollment data for students who entered in the middle of the previous school year.

- Be sure to select the **previous** Academic Year. This field **must** be defined if you intend to use the *Copy* option for any of the applicable fields.
- Entry/Withdrawal Code - Select *Re-enrolled Same School* from the pull-down list for students who are returning to your school. Select *Re-enrolled Same District* from the pull-down list for students who are entering your school from another school within the district.

**NOTE:** The Entry/Withdrawal code defines whether the student is enrolled, withdrawn, or graduated.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

- Enrollment Reason " Select *Copy*. The Enrollment Reason from the student's most recent Enrollment record will be copied into this new Enrollment record.
- Enrollment Status " Select 01 "Enrolled
- Reporting Reason " Select *Copy*. The Reporting Reason from the student's most recent Enrollment record will be copied into this new Enrollment record.
- Update Building Code " Always use the default of Yes.

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Article ID: 627

Last updated: 20 Aug, 2015

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<http://www.imgsoftware.com/kb/entry/627/>