enroll_new_student_step4

Table of Contents

Any existing students added to your account are listed.
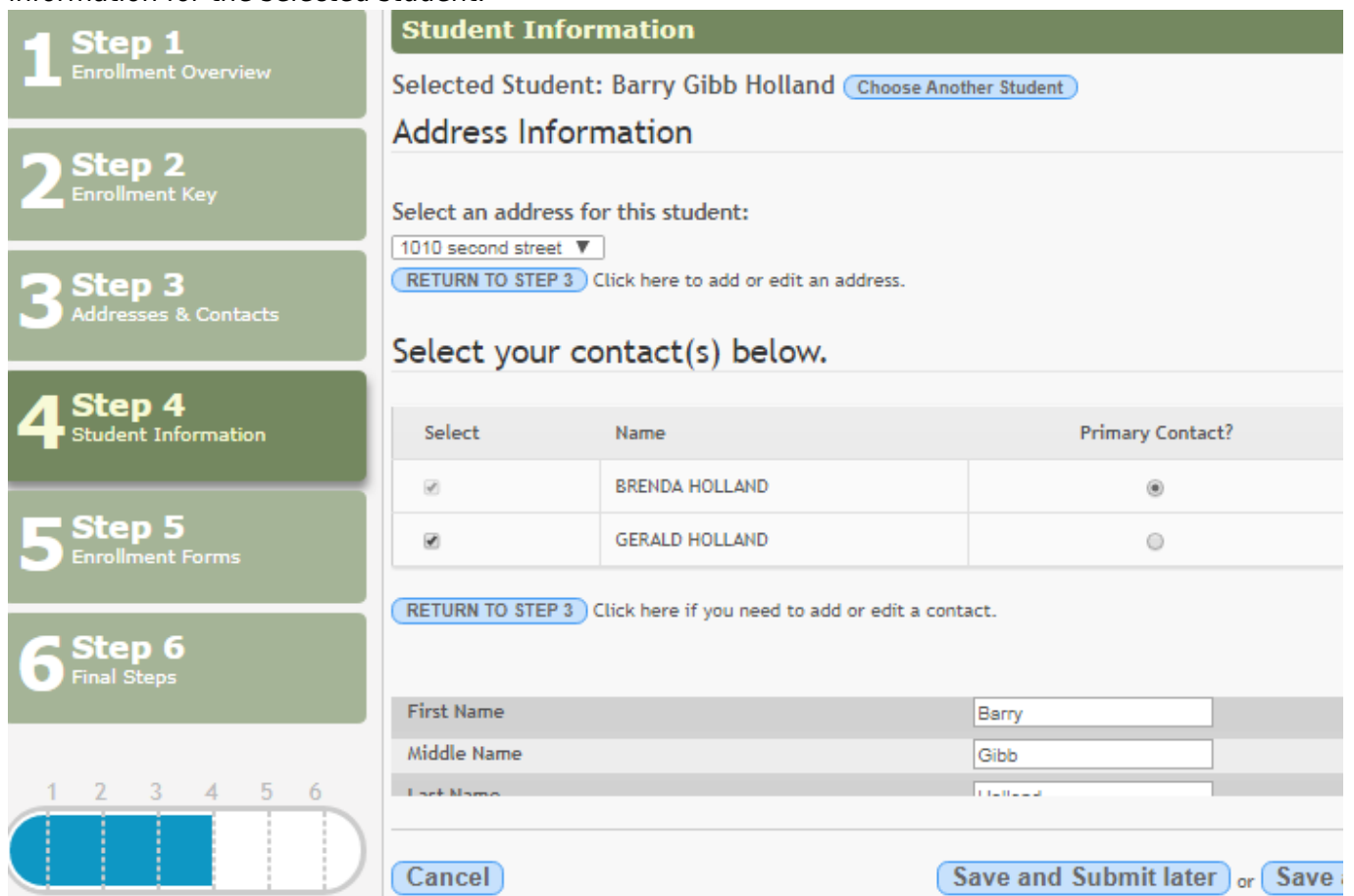
Click **Enter Student Info** for the student.

Fields are displayed allowing you to select the student's address and contacts and enter additional information for the selected student.

Address Information	Select an address for the student from the drop-down list. These are the addresses entered in **Step 3**. If you need to add another address, you can click **Return to Step 3** to add another address, and then return to Step 4. **Address Information** Select an address for this student: 1010 second street ▼ (RETURN TO STEP 3) Click here to add or edit an address.
Contact Information	Select contacts for the student from those entered in **Step 3**: • From the list of contacts, select up to four who should be listed as contacts for the student. • Of those selected as contacts, select the **Primary Contact** option for the <u>one</u> who is the student's primary contact. If you need to add another contact, you can click **Return to Step 3** to add another contact, and then return to Step 4. Select your contact(s) below. | Select	Name	Primary Contact?
---	---	---
☑	BRENDA HOLLAND	⦿
☑	GERALD HOLLAND	○	 (RETURN TO STEP 3) Click here if you need to add or edit a contact.
student demographic information	Enter student demographic data in the fields provided. **Student Information** Selected Student: Barry Gibb Holland (Choose Another Student) 	First Name	Barry
Middle Name	Gibb
Last Name	Holland
Generation	▼
Nickname	
Date of Birth	01/19/2004
Sex	⦿ Male ○ Female
Student Email Address	barry@email.com
Student Cell Phone	(555) 324-9329
SSN	390-48-3295
Hispanic/Latino	⦿ No ○ Yes
American Indian/Alaskan Native	⦿ No ○ Yes
Asian	⦿ No ○ Yes | (Cancel) (Save and Submit later) or (Save and Continue) You may need to use both vertical and horizontal scroll bars to see all of the fields. These scroll bars are independent of the main browser window and control only the **Student Information** section.

attach document	**Attach a document:** If a field contains the **Document** button, you can click the button to upload a file related to online enrollment, such as a birth certificate, driver license, immunization record, or proof of residency. A window opens allowing you select and upload one or more files.

Document Upload	Click **Choose File**. Locate and select the file to be uploaded. The following file types are acceptable: • PDF • Text: .txt • Microsoft applications: .doc, .docx, .pps, .ppt, .pptx, .xls, and .xlsx • Images: .gif, .jpeg, .jpg, .png, .tif, and .tiff • Video: .avi, .flv, .mov, .mpe, .mpeg, .mpg, and .wmv • Audio: .wav • Zipped: .zip
Description	Type a description of the file you are uploading.

Click **Upload File**.

A message is displayed indicating that the file upload was successful, and the details are displayed.

Click **Close** to close the window.

• If a document has been uploaded for a particular field, the button displays **Documents(+)** (with a plus sign) .

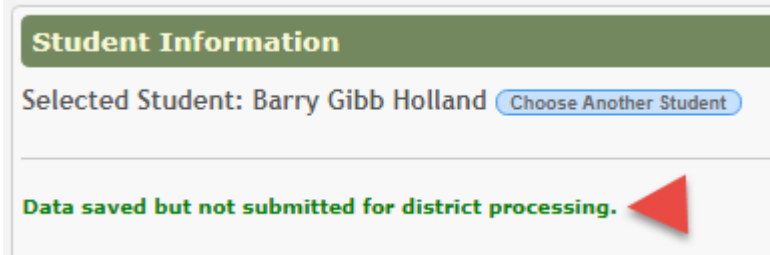• If no document has been uploaded for the field, the button displays **Documents(-)** (with a minus sign) .

View or delete an existing document:

Click **Documents(+)**.

• Click the document to view it.

• Click 🗑 next to the document to delete it. You are prompted to confirm that you want to delete the file. Click **OK**

Click **Save and Continue**. The Step 5 - Enrollment Forms page opens.

Or, click **Save and Submit later** if you have not completed all information and need to continue at a later time. A message is displayed indicating that the data is saved but not submitted for district processing. You can return at a later time to complete the process.

Back Cover