



enroll_reenroll_historical_student

Table of Contents

The Historical Directory allows you to search for students who were enrolled in the district in a prior school year and select a student for re-enrollment.

Registration > Maintenance > Student Enrollment



To locate a student, leave **Student** and **Texas Unique Stu ID** blank, and click **Hist Directory**.

The Historical Directory opens.



Enter data in one or more of the following fields, or leave all fields blank.

- **Last Name** - Type all or part of the student's last name to retrieve students whose last name *begins* with the letters you have typed.
- **First Name** - Type all or part of the student's first name to retrieve students whose first name *begins* with the letters you have typed.
- **Stu ID** - Type all or part of the student's ID to retrieve students whose ID *begins* with the characters you typed.
- **Texas Unique Stu ID** - Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins* with the characters you typed.
- **SSN** - Type all or part of the student's social security number to retrieve students whose SSN *begins* with the characters you typed.

All except the **SSN** field are autosuggestion fields. As you begin typing, a drop-down list displays students whose data begins with the numbers or characters you have typed. From the drop-down list you can select the student.

Click **Search**.

The students who meet the criteria entered are displayed. The records are sorted ascending by last name and first name, and then descending by year.



- If more students are retrieved than can be displayed on one page, you can page through the list.
- The list can be re-sorted by clicking an underlined column heading.
The list include enrollment records from the current year and previous years.
- A blue link indicates a student who is not currently enrolled and can be re- enrolled.
- A black link indicates a student who is currently enrolled; **these students cannot be re-enrolled**.
- **You can only click a row for the most recent year the student was enrolled**; records for earlier school years are not hyperlinked.

When you locate the student you want to re-enroll, click the blue link for either the student ID or school year.

- If the student's latest enrollment is in the current school year (i.e., if you clicked a black link), a message indicates that the student is currently enrolled.



Click **OK**.

- If the student was last enrolled in a previous school year, a warning message prompts you to confirm that you want to re-enroll the student in the current year.



Click **Yes**.

The Dem1 tab opens allowing you to re-enroll that student. The student ID (as displayed in the **Student** field must be the same as used previously.



- You must enter the **Grade** and **Entry Dt** fields for the student.
- Add or update additional data for the student.
- Click **Save**.



Back Cover