



## **Add Demographic Information**



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The following steps describe adding a student who has never had a record in the district.

### **Registration > Maintenance > Student Enrollment**



Leave **Student** and **Texas Unique Stu ID** blank, and click **Retrieve**.

Depending on the setting of the **Auto Assign Student I** field on Registration > Maintenance > District Profile > District Information > District Maintenance > Control Info, the following occurs:

- If **Auto Assign Student ID** is selected, the next state ID is automatically assigned to students. The following pop-up message is displayed:



Click **OK**.

- If **Auto Assign Student ID** is *not* selected, you must enter an ID number for the student. The following message is displayed at the top of the page:



- In the **Student** field, type an unused six-digit student ID.
- Click **Retrieve**.

The Demo1 tab opens with blank fields allowing you to enter the student's full name and all required demographic data for the student.

## **Add Demographic Information**

The Demo1 tab is one of three tabs where you can enter the student's demographic data.

### **Registration > Maintenance > Student Enrollment > Demo1**



The following fields are required to create a student record; however, the more complete the student's record, the more useful the data is throughout the Student system.

- **Grade**
- **Entry Dt**
- **First** and **Last Name**
- **Elig Code**
- Either **SSN** or **Social Security Num Denied**
- **Sex**
- **Date of Birth**
- At least one race must be selected.

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Other bolded fields are required for PEIMS reporting and should be entered.  
See online Help for descriptions of each field.

If a photo exists for the student ID, the student photo is displayed. You can add or change the student photo:

- Hover over the image and click **Change**.



The Change Student Photo window opens.



- Click **Choose File**. Locate and open the file for the new image.
- Click **Save** to close the window.

Click **Save**.

When enrolling a new student, you must save the information on the Demo1 tab before continuing. You are not allowed to proceed to any other tabs until the information is saved.

**Note:** Once data is saved on the Demo1 tab, it is not necessary to click **Save** on each tab. You can make changes on multiple tabs and then click **Save** once.



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