

Pre-Enrolling Students for Next Year

Schools **CAN**:

- Pre-Enroll students in the **current** school year for the **new** school year or
- Pre-Enroll student in the new school year **after the new school year has been created in Aeries**.

From the **Navigation tree**, click on:

- **Student Data > Demographics**
2. From the **Student Demographics** form, click on the **Add** button at the bottom of the form.
 3. From the **Search Criteria** window, you have the following options to search for a student:
 - Student's Last Name and/or First Name
 - Birthdate
 - Student (Permanent) ID number
 4. Click on the **Search** button.
 5. If the student does not display in the **Search Criteria** window, click on the **Student Not Found** button.
 6. The next window, "**Would you like to search for a sibling?**" will appear.
 7. If the student that you're enrolling has a sibling enrolled at another RUSD school, click **OK** to begin the search to locate the sibling (If not skip to step 11).
 8. From the **Sibling Search Criteria** form you can search for a sibling using several options:
 - Student Last Name
 - First Name
 - Birth Date
 - Student ID
 - Phone Number
 - Parent Last Name
 - Parent First Name
 - Address
 - Email Address



9. Click on the **Search** button to locate a sibling.
10. Select the Siblings Name and click on the **Use Sibling** button at the bottom of the form.



Selecting this option allows the mailing/residence address, parent/guardian name, home telephone, education level and family # to copy from the record of the existing sibling into the new siblings' record.

11. If the student does not have a sibling in the district, click **Cancel**.
12. The **Student Demographics** form will appear.
13. Click in the **Last Name** field and begin entering/updating your student's demographic data.
14. Enter the students' grade level and press the **Tab** key.



When Pre-Enrolling students in the current year, it is recommended that the student is assigned the Grade level that he/she will be in the new year.

15. The **school mobility** window will appear, leave both boxes checked and click **OK**.
16. Use the **date picker** (calendar) or type the students birthdate, i.e. 05/11/2000, then press the **Tab** key.
17. In the **Status** field, select the **(*) Pre-Enrolled**.
18. Enter/update the student's **Residence Address, City, State and Zip Code**. *(If a message appears indicating that the address is in another RUSD school's enrollment area, please refer parent to Pupil Services or the correct school of residence).*
19. Populate/update the **Name Addr Ver** field with the current date and the **Addr. Verif** checkbox **must** be checked.
20. Using **District Standards**, type the student's **Parent/Guardian** name.
21. Include the area code when entering the student's home phone number in the **Area/Telephone** number field.
22. Enter/update all other mandatory fields on the **Student Demographics** page.



If Mailing Address is the same as the Residence Address, leave the checkmark in the (same?) box. If the Mailing Address is different, uncheck the box and input the address.

23. Enter/update the student's **Birth City, State, and Country**.



When Pre-Enrolling students in the current year, for the new school year:

<p>Schl and Dist Enter Date fields must be the first day of school if the student is;</p>	<ul style="list-style-type: none"> • <u>New</u> to RUSD • <u>Returning</u> to RUSD after being withdrawn for 30 days or greater from RUSD
<p>Schl Enter Date fields must be the first day of school if the student is;</p>	<ul style="list-style-type: none"> • Matriculating or transferring into your school from another RUSD school
<p>The Nxt Schl and Next Grd are the two <u>most important</u> data elements to ensure the student will roll into the correct school and the correct grade.</p>	
<p>For Pre Enrolled students the Nxt Schl field must be populated with the school number the student will be attending in the new year.</p>	
<p>For Pre Enrolled students the Nxt Grd field must be populated with the grade level the student will be in the new year.</p>	
<p>Elementary schools or secondary schools that do not have a master schedule <u>CAN</u> assign the student(s) to the teacher he/she will be assigned in the new year by populating the Nxt Tch field.</p>	
<p>Schools should <u>NOT</u> Pre-Enroll students that are actively enrolled in the current year or who already have an Inactive record at your site.</p>	