

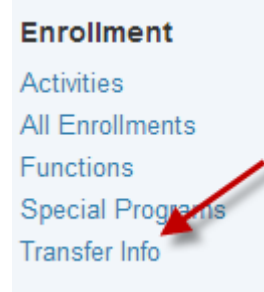
Changing Class Enrollment Dates

When a new student enrolls at your school it is important that they are scheduled in classes on the same date they are enrolled in school.

If the date is not correct it can be changed later.

The first step is to verify when a student was enrolled in your school. Click 'Transfer Info' under Enrollment on the left side.

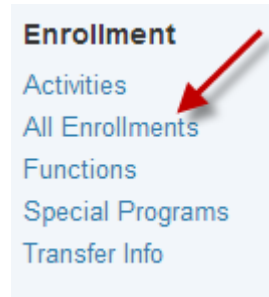
Look at the top Entry Date, this is the date the student enrolled at your school.



Current Enrollment		
Entry Date / Code		Exit Date / Code
08/22/2013	07	05/24/2014

To view the enrollment dates for classes click 'All Enrollments' on the left also under Enrollment.

Look at the dates in the 'Entered' column. To change a date click 'Edit' on the right.



Once the class enrollment dates match the school enrollment dates you are done!

Entered	Exited	Exp	Course	Teacher	View	Edit
08/21/2013	05/24/2014	P1(A)	Inupiaq		View	Edit
08/21/2013	05/24/2014	P1(A)	Writing		View	Edit
08/21/2013	05/24/2014	P1(A)	Social Studies		View	Edit
08/21/2013	05/24/2014	P1(A)	Learning Habits		View	Edit
08/21/2013	05/24/2014	P1(A)	Physical Education		View	Edit
08/21/2013	05/24/2014	P1(A)	Science		View	Edit
08/21/2013	05/24/2014	P1(A)	Art		View	Edit
08/21/2013	05/24/2014	PM(A)	PM Attendance		View	Edit
08/21/2013	05/24/2014	P1(A)	Mathematics		View	Edit
08/21/2013	05/24/2014	P1(A)	Reading		View	Edit
08/21/2013	05/24/2014	AM(A)	AM Attendance		View	Edit
08/21/2013	05/24/2014	P1(A)	Technology		View	Edit
08/21/2013	05/24/2014	P1(A)	Music		View	Edit