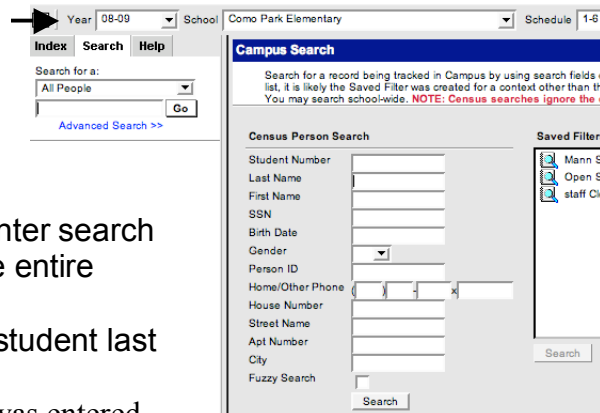


Campus Add School Enrollment Record

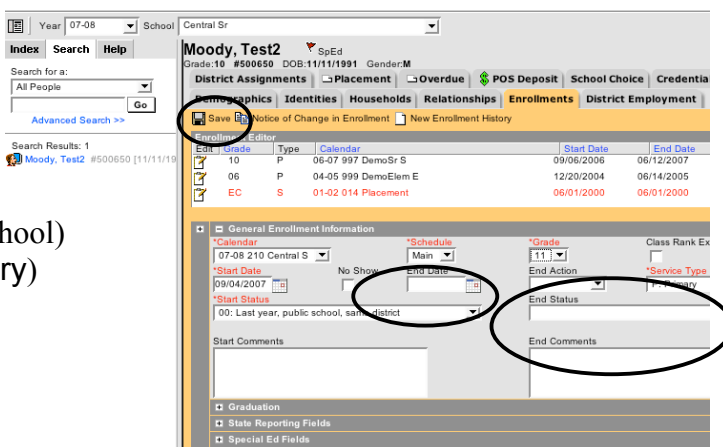
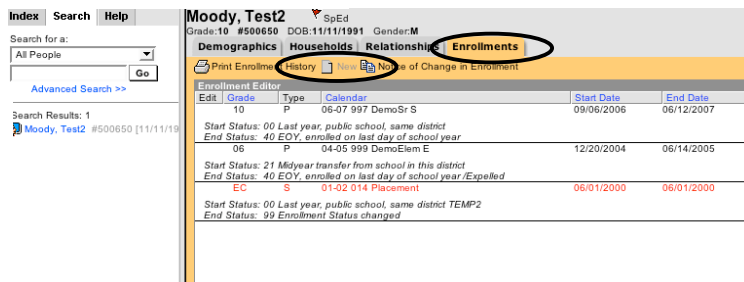
Search for Student/Person in Census

1. Before beginning, be sure that you have selected the correct year and school on the gray bar. (If your school has multiple schedules, choose the correct Schedule.)
2. From the left Search column, search for student:
 - a. Select All People from drop-down list.
 - b. Click on Advanced Search>> and then enter search criteria (be specific—Census includes the entire district).
Or in the space below “All People” enter student last name, first name or Student ID number.
 - c. Click Search (or Go button if search criteria was entered in search column).
3. Search results will appear in left column.



Add Enrollment Record

1. Click on the student’s name from the left Search column.
2. Select Enrollment tab.
3. Click on New to add enrollment record.
4. Complete General Enrollment Information:
 - Calendar (already set)
 - Schedule (select Main at secondary schools or choose 1-6 or KG at elementary schools)
 - Grade (select student grade level)
 - Start Date (Date student starts school)
 - Service Type (leave set as Primary)
 - Start Status (For descriptions, see separate Start Status listing)
4. Save (at top of page).



To add/verify Household information next, see documentation: *Census Household Maintenance*.