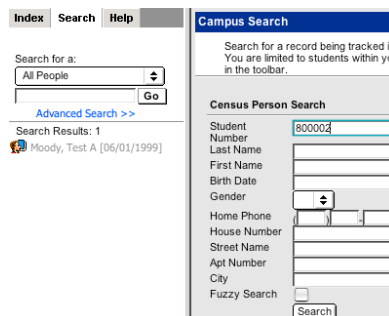


# Campus Edit/End School Enrollment Record

To edit or to end a student's school enrollment record, find the record and then click on the record to work on it. Follow the steps below.

## Search for Student in Census

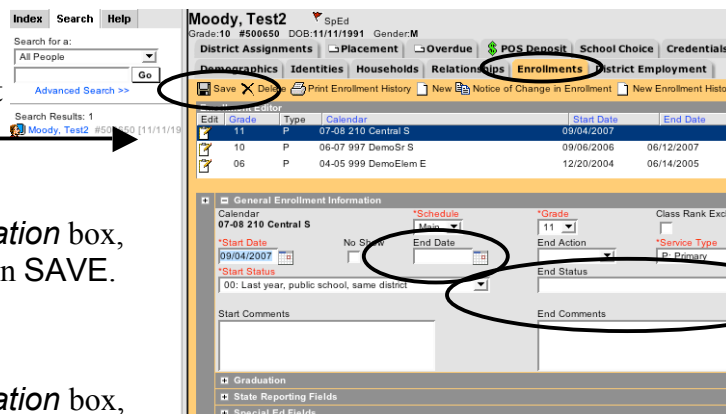
1. Search for student name or number:
  - a. Select Census in left Index column.
  - b. Click on People.
  - c. On Search tab, select All People from drop-down list.
  - d. Click on Advanced Search>>
  - e. Enter search criteria.
  - f. Click Search (or hit Enter or Return key).



2. Search results will appear. (If more than one name appears, click to select correct student.)

## Edit (Change or End) an Enrollment Record

1. Select Enrollment tab.
2. Click on the record that you will edit or end.



3. **To edit/change the record:**  
In the *General Enrollment Information* box, change the data fields as needed, then **SAVE**.  
OR:

**To end an enrollment record:**  
In the *General Enrollment Information* box, enter:

- End Date: The last day that the student attended school.
- End Status: The correct End Status (refer to separate handout: *Enrollment End Codes*).
- End Comment: If student is leaving district, type in city/state where student is going. **Caution about other comments:** *End Comments* for students who have been administratively transferred will be entered by 5<sup>th</sup> floor administrative staff only, *not by school staff*.

4. Save.

About Students Who Do Not Appear:

If a student has never appeared for school, use *Missing Students to No-Show* the student instead (See separate documentation).

End an enrollment record only when a student has attended your school this school year and then leaves.