

AIM USER GUIDE:
*ENROLLING A FORMER
STUDENT*

THIS AIM USER GUIDE
PROVIDES INSTRUCTION FOR
ENROLLING A FORMER
STUDENT WITHIN INFINITE
CAMPUS.

Enrolling a Former Student

[AIM User Guide](#)

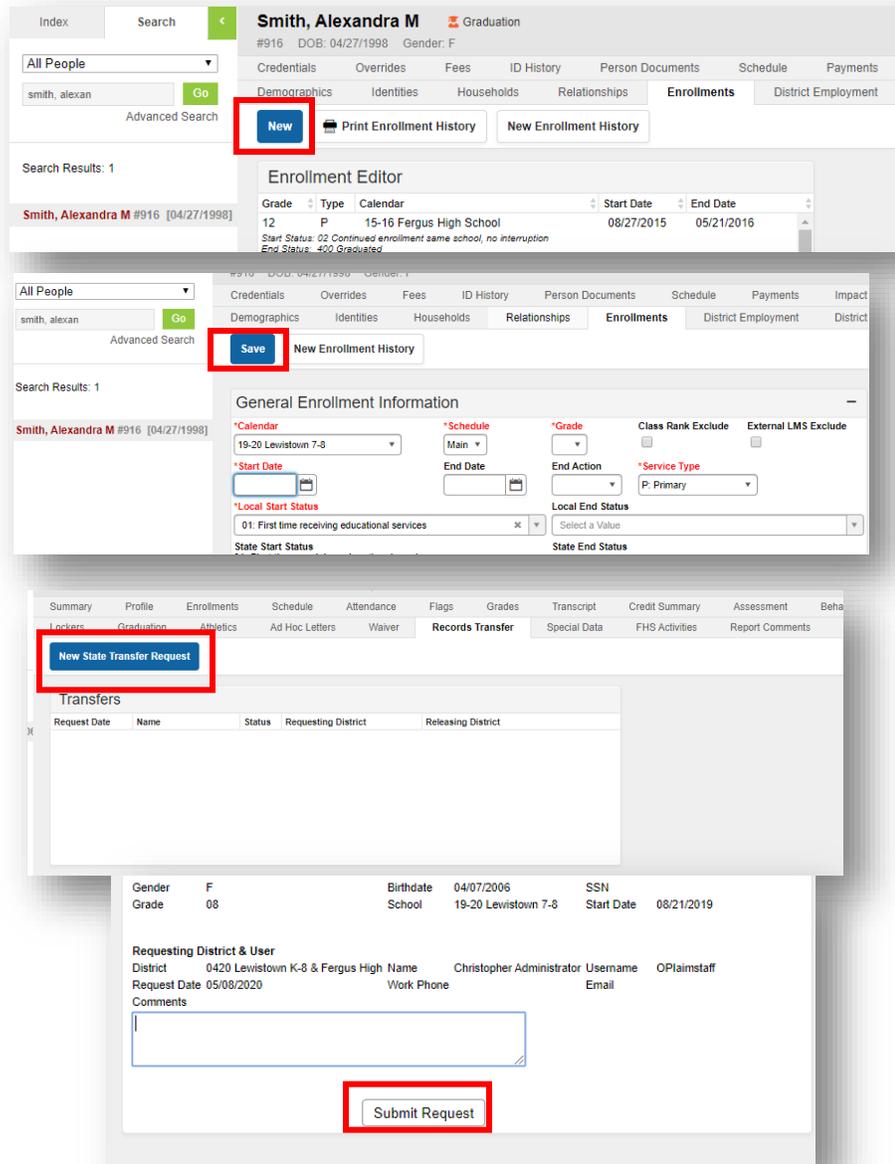
This AIM User Guide provides instruction for enrolling a former student in Infinite Campus. For example: A student was enrolled in a prior year, returning after enrolling at another school. The student should be re-enrolled and a request for records transfer submitted.

Enrolling a Former Student:

1. From the **Search** Tab, select **All People** as the search criteria.
2. Enter the student's last name, and first name, then click **Go**.
3. Select the appropriate person from the search results list and click on the **Enrollments** Tab.
NOTE: If you don't find the right person, double check the spelling or call the AIM Help Desk 877-464-6681.
4. Click **New**.
5. Enter the **Start Date, Start Status, Grade Level** and **Comments** (if applicable).
6. Click **Save**.

NOTE: If the student is transferring from another district in the state of Montana, a records request will have to be initiated.

1. Click on the **Records Transfer** Tab.
2. Click on **New State Transfer Request**.
3. Scroll to the bottom and click **Submit Request**. A request will be submitted to the former district and will appear on the main screen under Process Alerts.



For more information, contact the AIM Help Desk at 1- 877-464-6681 or [Submit an AIM Help Desk Ticket](#)