AIM QUICK FIXES

Enrolling a Former Student

> **SCENARIO:** Student was enrolled in a prior year, returning after enrolling at another school.
>
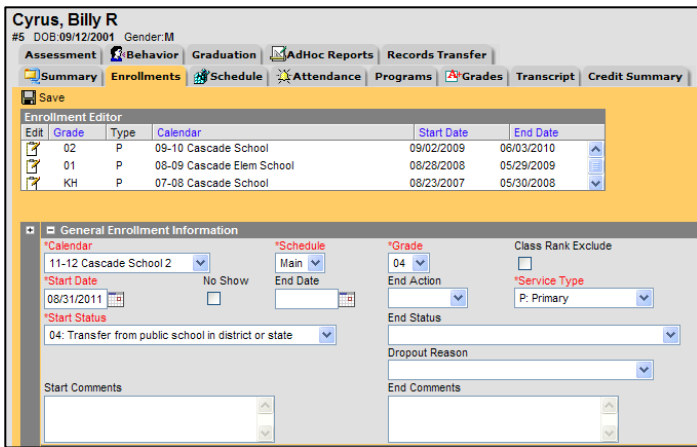> **FIX:** Re-enroll student and request records.

From the Index, expand Student Information and select Student Locator.

Enter Last Name, First Name and Gender. Click Search.

The student will appear in the Search Results with a left-facing arrow. Click the student's name.
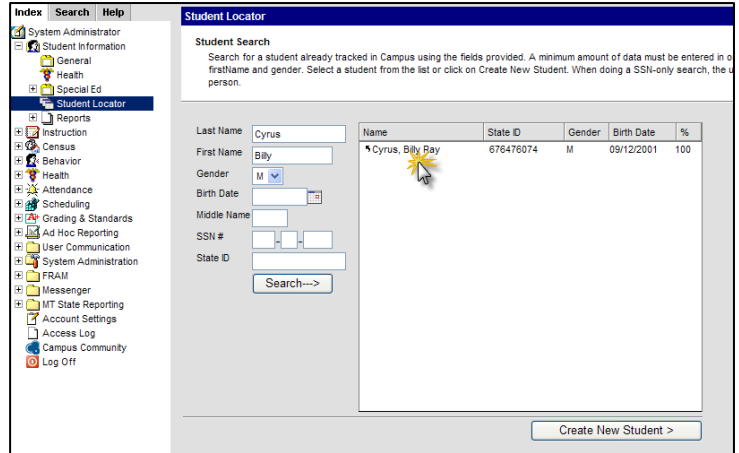
Click **Enrollments**, then **New**. Enter the *Start Date, Start Status, and Grade*. Click *Save*.

If the student is an *in-state* transfer, request the student's records from the former district.

Click the **Records Transfer** tab and *New State Transfer Request*.

Click *Submit Request*. Track the progress of the request on the **Process Inbox**.

Import records when request is received.