Enrolling a Former Student

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