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.
- 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.

All Deeple	-			_			-		
All People		Credentials	Overrides	Fees	ID History	Person I	Documents	Schedule Pa	aymen
smith, alexan	Go Advanced Searc	h New	ics Identities	Househ	New Enrolln	lationships nent History	Enrollments	s District Emp	loyme
Search Results: 1	l	Enrollr	nent Editor						
Smith, Alexandra	a M #916 [04/27/1	998] Grade \$ 12 Start Status: End Status:	Type Calendar P 15-16 Ferg 02 Continued enrollmer 400 Graduated	jus High Schoo ht same school, no) interruption	\$ Start Da 08/27/2	te	ie ¢ 2016 ^	
		#310 DOD. 04/2	maso Gender. I						
All People	•	Credentials	Overrides Fee	es ID Hist	ory Perso	n Documents	Schedule	Payments	mpact
mith, alexan A	Go Advanced Search	Demographics Save New	Identities F	louseholds	Relationships	Enrolin	nents Distric	ct Employment I	District
arch Results: 1		General En	rollment Inforn	nation					_
nith, Alexandra M	#916 [04/27/1998]	*Calendar		*Schedule	*Gra	de C	Class Rank Exclude	External LMS Exclu	de
		19-20 Lewistown 7-	-8 *	Main 🔻		•			
		*Start Date		End Date	End.	Action *	Service Type P: Primary	*	
		*Local Start Status			Loca	I End Status			
		01: First time rece	iving educational service	+e	X Y Sel	ect a Value			Ŧ
		01.11010000	-						
Summary Lockers	Profile Enrol Graduation At	State Start Status ments Schedule aletics Ad Hoc Let	Attendance tters Waiver	Flags G Records Tran	sfer Speci	End Status script Cre al Data F	edit Summary HS Activities	Assessment Beh Report Comments	a
Summary Lockers New State T	Profile Enrol Graduation At Fransfer Request	State Start Status	Attendance tters Waiver	Flags G Records Tran	state rades Tran sfer Speci	End Status	adit Summary HS Activities	Assessment Beh Report Comments	ıa
Summary Lockers New State T Transfers Request Date	Profile Enrol Graduation At Transfer Request S Name	State Start Status	Attendance tters Waiver	Flags G Records Tran Releasing Distric	state rades Tran sfer Specia	End Status script Cree al Data F	edit Summary HS Activities	Assessment Beh Report Comments	ia
Summary Lockers New State T Transfer: Request Date	Profile Enrol Graduation At Transfer Request S Name	State Status iments Schedule vents Ad Hoc Let	Attendance tters Waiver ting District	Flags G Records Tran Releasing Distric	State state ster Specia	End Status script Crrc al Data F	odit Summary HS Activities	Assessment Beh	a
Summary Lockers New State T Transfer: Request Date	Profile Enrol Graduation At fransfer Request S Name Gender F Grade G	State State State ments Schedule Vetics Ad Hoc Let Status Request	Attendance tters Waiver ting District Birthdi Schoo	Flags G Records Tran Releasing Distric ate 04/07/20 I 19-20 Ld	state rades Tran sfer Speci at 006 bevistown 7-8	End Status script Crrc al Data F SSN Start Date	odit Summary HS Activities	Assessment Ber Report Comments	a
Summary I octors New State T Transfer: Request Date	Profile Enrol Graduation At Fansfer Request S Name Gender E Grade G Requesting Dir District G Request Date G Comments	State State States iments Schedule iments Ad Hoc Let Status Request Status Request strict & User H20 Lewistown K-8 &	Attendance tters Waiver ting District Fergus High Name Work I	Flags G Records Tran Releasing Distric ate 04/07/20 I 19-20 Lo Christop Phone	state	script Crore al Data F al Data F SSN Start Date or Username Email	odit Summary HS Activities	Assessment Ber Report Comments	a

For more information, contact the AIM Help Desk at 1- 877-464-6681 or <u>Submit an AIM Help Desk Ticket</u>

September 2020

Enrolling a Former Student