

# Archiving Enrollment Records

## I. Archiving a New Student Enrollment

- Step 1. Follow the instructions in the Enrolling a New Student into School manual.
- Step 2. Click save (located on the last page of registration).
- Step 3. Click Print Registration form as PDF.
  - This will open the registration form as a PDF and make the Archiving field show.
- Step 4. Have the Parent sign the registration form with your signing tool. Save a copy, do not change the name of the document
- Step 5. Enter the form and tracking numbers in the SIS and click Choose File. Select the PDF of the registration form.
- Step 6. Click the Archive Student Registration button to complete the archive process for student registration

## II. Archiving a Current Student's Enrollment

- Step 1. Go to Admin> Student Info>Find/Add Student.
- Step 2. Type the Student's name into the search bar.
- Step 3. Click the Reg link under Student Tabs for that Student.
- Step 4. Click Save.
- Step 5. Follow Steps 3-6 of Archiving a New Student Enrollment above.

— Last Updated by [Alexandria Barbato](#) on 2016/03/30 16:28

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