

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

From:

<https://schoolpathways.com/knowledgebase/> - School Pathways Knowledge Base

Permanent link:

<https://schoolpathways.com/knowledgebase/doku.php?id=plsis:archvingenrollmentrecord&rev=1478545149>

Last update: **2016/11/07 18:59**