

# PreEnrollment of Students

*Please remember these important facts when working in the SIS.*

*The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.*

You can now set a Pre-Enrollment date for students in SpSIS so teachers can pick up the student in ReportWriter before they are actually enrolled for attendance

- Step 1. Create program in Admin»Settings»Program Options  
See [this page](#) to review more information on creating programs
- Step 2. Any Student that is currently on the intake roster can be enrolled in this new Pre-Enroll program. To get to the Intake Roster:
- Step 3. Go to Admin»Student Info»Intake Roster...OR you can directly enroll a new student and give them an enrollment date in this new program.
- Step 4. Create a new enrollment record
  - ✖
    - Set enrollment start date
    - Choose the learning center
    - Choose the track
    - Choose the Program- PreEnroll
    - Choose the Graduation Requirement
    - Choose the gradelevel
    - SAVE RECORD
- Step 5. Set the Staff Record by choosing IS Staff Assoc Tab
  - ✖
    - Add New Assignment
    - Enter PreEnroll Date
    - SAVE Record

## Teachers in Report Writer

1. In ReportWriter choose FILE> Import Student to select student
2. When the student's actual enrollment date is set to SpSIS and the teacher completes a synch, this will change the enrollment date in ReportWriter and the teacher can make adjustments to the learning period dates at this time.

— Last Updated by [Max Williams](#) on 2016/03/29 20:54

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