

# How to Pre-register Students for Next School Year

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To pre-register a student for the upcoming school year, follow the steps below.

1. Log into the appropriate school.
2. Change the term at the top of the page to the year term for the upcoming school year.
3. Navigate to Start Page > Special Functions > Enroll New Student.
4. Populate the fields. For enrollment date, enter the first day of next year's school year. Also, verify that the grade level and school are correct for the upcoming school year.
5. Submit the page.

Correctly pre-registering students will create a student record with an enroll status of -1 (Pre-Registered). It also creates a pending enrollment that will become active during nightly process at 12 am on the date entered on the "Enroll New Student" page.

Incorrect pre-registering can cause enrollment summary issues. Students that are incorrectly pre-registered may receive an enroll status of 0 (Active) and will be promoted during End-of-Year (EOY) process. They will also receive a dual enrollment and re-enrollment record resulting in duplicate numbers on the enrollment summary report.