

## Student Enrollment Checklist

**Complete the following steps when enrolling a new student.**

- \_\_\_\_\_ 1. **EIS** - perform a student search on the state web site.
- \_\_\_\_\_ 2. **Enroll New Student** screen or **Re-enroll Student** screen - enter all requested information.
- \_\_\_\_\_ 3. **State/Province - TN** - enter requested information
- \_\_\_\_\_ 4. **Student Classification(s)** - add as many as necessary
- \_\_\_\_\_ 5. **Demographics Modify** - enter requested information
- \_\_\_\_\_ 6. **Transportation** - complete To and From record for bus riders.
- \_\_\_\_\_ 7. **Special Program(s)** - create records for any special program.
- \_\_\_\_\_ 8. **Medical/Emergency Contact** - enter additional contacts, immunization information and any alerts.
- \_\_\_\_\_ 9. **Guardian Alert** - enter an alert, if necessary.

**Complete the following steps when enrolling an SCS transfer student.**

- \_\_\_\_\_ 1. **Verify SSN/PIN information as correct**
- \_\_\_\_\_ 2. **Re-enroll Student** screen - enter all requested information.
- \_\_\_\_\_ 3. **State/Province - TN** - enter requested information
- \_\_\_\_\_ 4. **Student Classification(s)** - add new classifications and make sure classifications from transferring school have proper end dates.
- \_\_\_\_\_ 5. **Demographics Modify** - update necessary information
- \_\_\_\_\_ 6. **Transportation** - complete new To and From record for bus riders. Make sure that transportation records from transferring school have end dates.
- \_\_\_\_\_ 7. **Special Program(s)** - create new records for any special programs.
- \_\_\_\_\_ 8. **Medical/Emergency Contact** - update additional contacts, immunization information and any alerts.
- \_\_\_\_\_ 9. **Guardian Alert** - update alert, if necessary.

