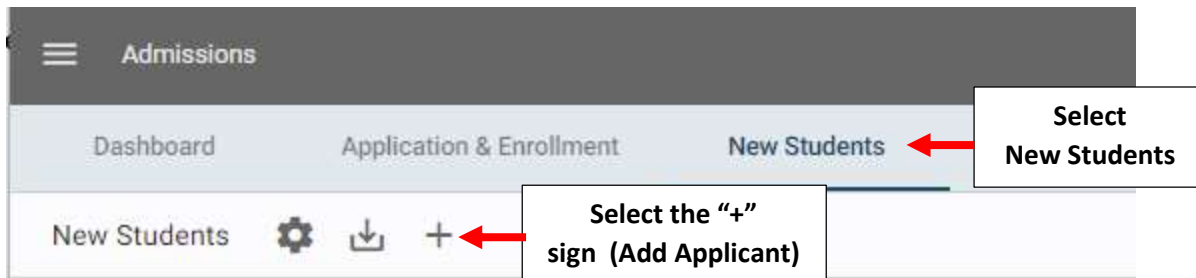# Creating Admissions Record for Enrolled Students

The following will Create an Admission Record for a New Student Admissions entered as "Pre-Enrolled"

From the Main Menu please select Admissions > New Students > Select the "+" sign (Add Applicant)

Select Grade from Grade Dropdown

Select "Existing Student " from Student Type Dropdown. Select "Enrolled" from Student Status Dropdown. Select "Student" from Student List and Select "Add Applicant".   Student will now appear in Admissions > New Students

Return to the New Students Dashboard, the Application Staus has been Updated to Paper. Select "Submitted" under Admission Status

Dashboard	Application & Enrollment	New Students	Returning Students	Reports

New Students ⚙ ⬇ +

Student (11) ↑	Grade	School	Admissions Status	Inquiry	**Application** ▼
Abbott, Emily	09		Submitted	Paper Applicant	Paper

Select Submitted ➡

Select Update Status

Emily Abbott
09 - Premier Academy

Inquiry　　　　Admissions

New Student - Submitted

Status: Submitted
Substatus: None
Grade: 09
Year: Premier Academy: 2021-2022

UPDATE STATUS ⬅ Select Update Status

Change Status to Finished and Select Update Status to Save your Changes

Update Admissions Status

Status
Finished ▼

⬅ 1. Change Status to Finished

Grade
04 ▼

Year
School Name 2022-2023

Cancel　**Update Status** ⬅ 2. Select Update Status to Save your Changes

The Student Status has now been Updated. Select Reports to View Admissions Reports

Select Enrollment > Enrollment Dashboard to view Enrollment Statuses for your school