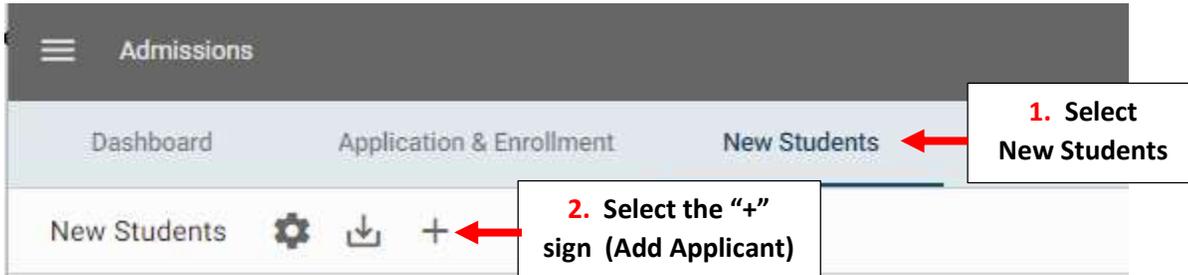


# Add a Paper Applicant for Existing Student

## 1. Enter a Paper Application into Admissions

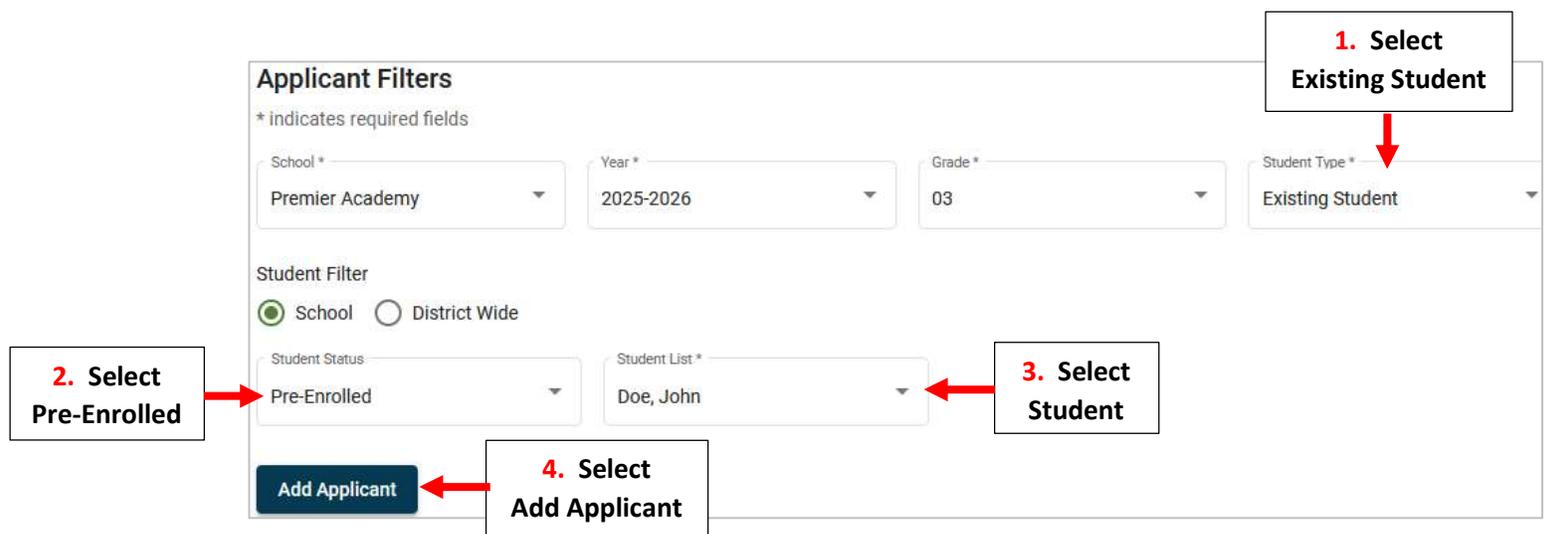
From the Main Menu please select **Admissions > New Students > Select the "+" Sign** (Add Applicant)



Verify **Year** and Select **Grade** from Grade Dropdown



Select **Existing Student** for Student Type and **Pre Enrolled** for Student Status . Select **Student** from Student List than **Add Applicant**



Confirm Informtaion is Correct and Select **Save Applicant**

Add Applicant Summary

✕

Existing Student	John Doe
Year	2025-2026
Grade	03

Cancel **Save Applicant**

Select Save Applicant

Step 2: Update Admissions Status

Select **"Submitted"** under **Admission Status**

New Students

Student (1) ↑	Grade	School	Admissions Status
Doe, John	03	Premier Academy	<b>Submitted</b>

Select Submitted

Select **Update Status**

**John Doe**  
03 - Premier Academy

Admissions

**New Student - Submitted**

Status: Submitted  
Grade: 03  
Year: Premier Academy: 2025-2026

**UPDATE STATUS**

Select Update Status

Change Status to **Finished** and Select **Update Status** to **Save** your Changes. The Student Status has now been Updated. Select Reports to View Admissions Reports

**Update Admissions Status**

Status: Finished

Grade: 03

Year: Premier Academy: 2025-2026

Cancel **Update Status**

1. Change Status to Finished

2. Select Update Status