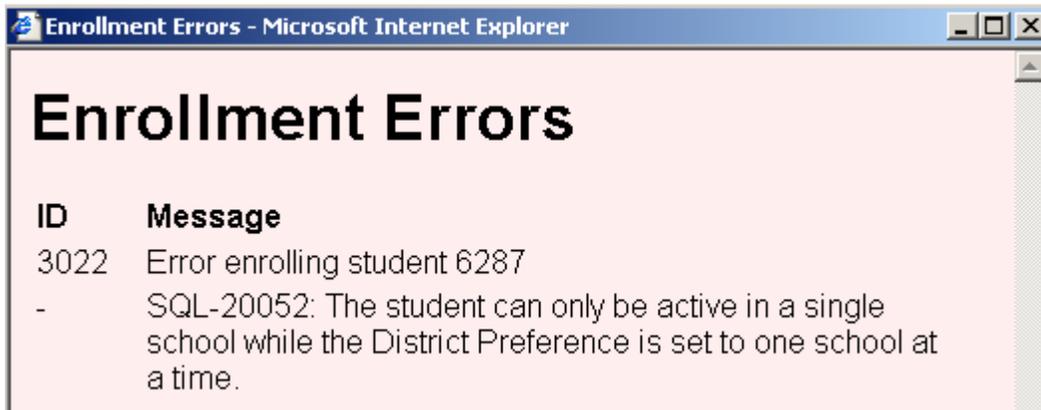


Enrolling a New Student - Update

We have temporarily implemented a change that will only allow a student to be enrolled in one school at a time. The purpose of this is to prevent accidental enrollment of a student in more than one school.

When enrolling a student, you will get the message shown below if the student is currently enrolled in another school. By checking the enrollment screen for the student, you can determine which school has enrolled him. (The first line will always be the same. It is not related to the student number.)



If the student is enrolled in the other school with an effective date in August 2006, contact your district SMS ET or the area SMS team to delete the student enrollment. If the student has actually attended the other school, ask the registrar at the other school to withdraw the student. The effective date should be the last day that the student attended school. The *Status Code* should be *To DoDDS School*.

Once the student has been removed from the other school, the enrollment process is the same as it would be for any new student.

There is also an option to use the *Transfer* procedure. Instructions for this may be found in section F of the document called *Enrollment Check – Before the Start of School*.