

Enter and View Student Registration Information

When a student registers to attend your school, you can track their re-enrollment information.

▼ [To enter student withdrawal information](#)

1. On the Home screen, click **Students**.
2. Double-click a student's name.
3. Click the **Enrollment** tab.
4. In the Registration section, select the **Re-enrolled** check box.
5. Enter a withdrawal date.
6. Enter a date in the New School Year field.
7. In the **Re-enrolled Grade Level** drop-down list, select the grade that the student will be in.
8. Click **OK**.