

## Add a Former Student to the Active Student List

### Useful Information



This option is available only with HeadMaster Pro v.11.4.1.2 and above.

When a student withdraws, their record is stored as a permanent record. If a student returns, you can re-activate their record.

The screenshot shows a software window titled "Add this record as an Active Student". Below the title bar is a toolbar with several icons. Below the toolbar is a table with the following columns: "Full Name", "First Name", "Last Name", "Phone", "Enrollment Date", "Completed Credits Earned", and "Current Grade Level". The table contains two rows of data. The first row has the following values: "John Doe", "John", "Doe", "555-123-4567", "12/15/2010", "12", and "10". The second row has the following values: "Jane Smith", "Jane", "Smith", "555-987-6543", "08/20/2011", "15", and "11".

Full Name	First Name	Last Name	Phone	Enrollment Date	Completed Credits Earned	Current Grade Level
John Doe	John	Doe	555-123-4567	12/15/2010	12	10
Jane Smith	Jane	Smith	555-987-6543	08/20/2011	15	11

1. On the Home screen, click **Permanent Records**.
2. Select the record.
3. On the toolbar, click **Actions > Add this record as an Active Student**. A confirmation window displays.
4. Click **Confirm**. The Student Assistant displays.
5. Add the student information, and click **Next** after each window.
6. When you're finished, click **Finish**.