

Steps to Import a Student from Online Enrollment – Quick Reference Guide

Student Data > Demographics > Import

Filter By Status:

- Pending - new enrollments
- Partial - incomplete
- Imported – enrolled in Aeries
- Delete – Use with caution

Select Limit

- Show All – District wide
- Resident School – current
- Preferred School – if asked in online enrollment

Set As Incomplete – Sets the enrollment record to Partial - Incomplete . Can be used to change/add information and resubmit the enrollment

View – Displays the enrollment confirmation page that the parent completed. Can be view, saved to computer and/or printed

Step 8

Find Matches – Use to search the database for a prior or existing enrollment for this student. If no match is found - click **“Student Not Found”**
See Step 8 if a match is found

Match found - If you have reviewed all fields and there is a match to the student - click **“Details”** to see the enrollment status of the student and import (if not currently enrolled)

Step 9

Review all Tabs – Student details form displays with information to be reviewed and edited, if necessary, prior to importing record.

Step 10

Import Student: Prior to importing verify the status of the student (active or pre-enrolled) -- click **“Import Student Data”**

Step 11

IMPORT SUCCEEDED!

Click on **“View Student”**

Step 12

Student Demographics form displays with the student information. Check all pages in Aeries into which data has imported
CONGRATULATIONS!!