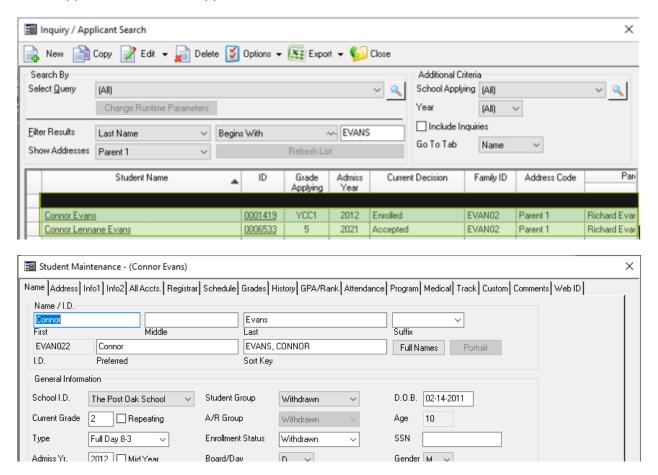# How Do I Process Enrollment for a Previously Withdrawn Student

On occasion, students will return to the school after having Withdrawn in a past year, and it is not realized until the student's Application has been approved and contract is about to be issued.
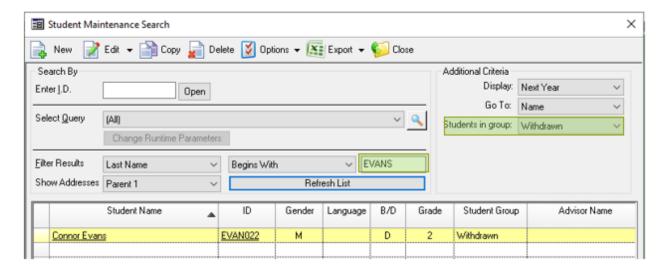

While Student records cannot be merged, the original record can be reactivated for Enrollment purposes, and the new contract can be issued to that record. This will avoid duplications in Enrollment Management, as well as the Registrar and Accounts Receivables New Student Transfer process.
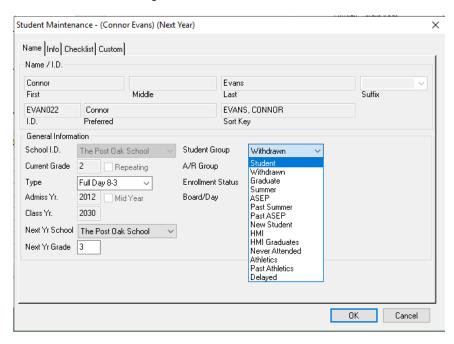
In a situation like this, the best thing to do, to maintain history on one Student record ONLY, is to re-activate the original record, and leave the new item in Admissions, in case the school wants to report on Next Year (ex. 2021) Admissions.
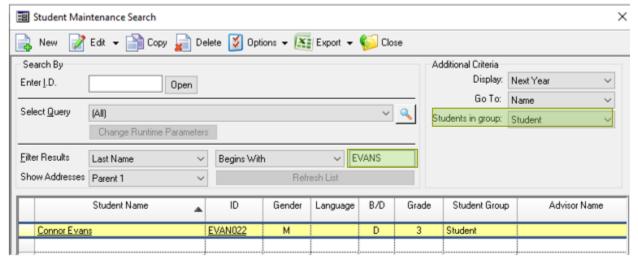
First, go to Registrar> Student Maintenance and adjust the Students in Group filter to show "Withdrawn". Next, search for the "new" Applicant by Last Name, to find the original Student record.

Once the record is found, open it, and change the Student Group to Student on the Next Year record…this will make the record visible in Enrollment Management.
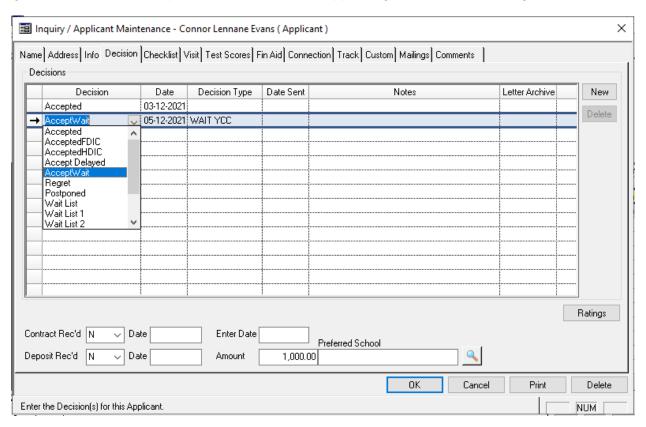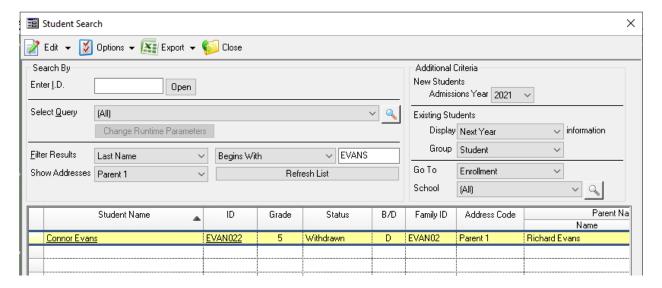
While still in Registrar, open the record and make any adjustments to Address/parent information, using any data from the new Applicant record. Adjust the Current and Next Year grades, as well, to reflect the "incoming" grade information.
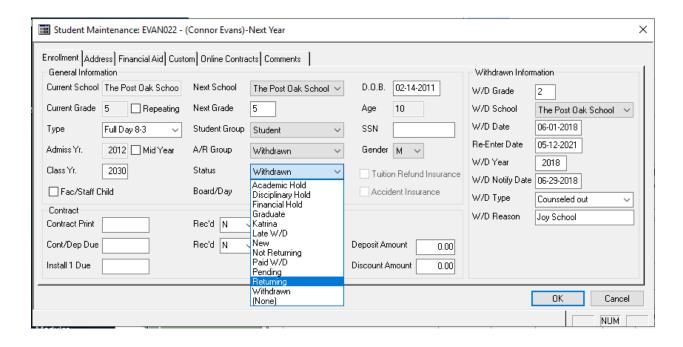
Go to Admissions and add a Decision other than Accepted to the incoming Applicant record. This will allow for reporting in Admissions but will prevent the record from appearing in Enrollment Management.

Go back to Enrollment Management>Student Maintenance and search for the student by Last Name. There should now only be the original record available. Open the record and update the Enrollment Status to one that is active in My BackPack Online Enrollment for re-enrolling students.

At this point, a new contract can be published to the P1 and/or P2 address(es) on the Student record and will be available to the parents in My BackPack for submittal.