

# How Do I Process Enrollment for a Previously Withdrawn Student

On occasion, students will return to the school after having Withdrawn in a past year, and it is not realized until the student's Application has been approved and contract is about to be issued.

The screenshot shows the 'Inquiry / Applicant Search' window. The 'Search By' dropdown is set to '(All)'. The 'Filter Results' section shows 'Last Name' as 'EVANS'. The 'Additional Criteria' section shows 'School Applying' as '(All)' and 'Year' as '(All)'. The 'Go To Tab' is set to 'Name'. The table below lists the search results:

Student Name	ID	Grade Applying	Admiss Year	Current Decision	Family ID	Address Code	Parent
Connor Evans	0001419	YCC1	2012	Enrolled	EVAN02	Parent 1	Richard Evar
Connor Lennane Evans	0006533	5	2021	Accepted	EVAN02	Parent 1	Richard Evar

The screenshot shows the 'Student Maintenance - (Connor Evans)' window. The 'Name / I.D.' section shows the student's name as 'Connor Evans' and the I.D. as 'EVAN022'. The 'General Information' section shows the student's school as 'The Post Oak School', current grade as '2', and enrollment status as 'Withdrawn'. The 'D.O.B.' is '02-14-2011' and the 'Age' is '10'.

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 Student Maintenance and adjust the Students in Group filter to show "Withdrawn".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.

**Student Maintenance Search**

New Edit Copy Delete Options Export Close

Search By  
Enter I.D.  Open

Select Query (All)

Change Runtime Parameters

Filter Results Last Name Begins With EVANS

Show Addresses Parent 1 Refresh List

Additional Criteria  
Display: Next Year  
Go To: Name  
Students in group: Withdrawn

Student Name	ID	Gender	Language	B/D	Grade	Student Group	Advisor Name
Connor Evans	EVAN022	M		D	2	Withdrawn	

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.

**Student Maintenance - (Connor Evans) (Next Year)**

Name | Info | Checklist | Custom

Name / I.D.  
 Connor Evans  
 First Middle Last Suffix  
 EVAN022 Connor EVANS, CONNOR  
 I.D. Preferred Sort Key

General Information  
 School I.D. The Post Oak School Student Group Withdrawn  
 Current Grade 2 Repeating A/R Group Student  
 Type Full Day 8-3 Enrollment Status Withdrawn  
 Admiss Yr. 2012 Mid Year Board/Day Graduate  
 Class Yr. 2030 Summer  
 Next Yr School The Post Oak School New Student  
 Next Yr Grade 3 HMI  
 HMI Graduates  
 Never Attended  
 Athletics  
 Past Athletics  
 Delayed

OK Cancel

**Student Maintenance Search**

New Edit Copy Delete Options Export Close

Search By  
Enter I.D.  Open

Select Query (All)

Change Runtime Parameters

Filter Results Last Name Begins With EVANS

Show Addresses Parent 1 Refresh List

Additional Criteria  
Display: Next Year  
Go To: Name  
Students in group: Student

Student Name	ID	Gender	Language	B/D	Grade	Student Group	Advisor Name
Connor Evans	EVAN022	M		D	3	Student	

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.

**Inquiry / Applicant Maintenance - Connor Lennane Evans (Applicant)**

Decisions

Decision	Date	Decision Type	Date Sent	Notes	Letter Archive
Accepted	03-12-2021				
Accept/Wait	05-12-2021	WAIT YCC			

Contract Rec'd: N Date: Enter Date: Preferred School: Amount: 1,000.00

Buttons: OK, Cancel, Print, Delete

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.

**Student Search**

Search By: Enter I.D. Open

Select Query: (All) Change Runtime Parameters

Filter Results: Last Name EVANS Begins With EVANS

Show Addresses: Parent 1 Refresh List

Additional Criteria: New Students Admissions Year 2021

Existing Students: Display Next Year information Group Student

Go To: Enrollment School (All)

Student Name	ID	Grade	Status	B/D	Family ID	Address Code	Parent Name
Connor Evans	EVAN022	5	Withdrawn	D	EVAN02	Parent 1	Richard Evans

Student Maintenance: EVAN022 - (Connor Evans)-Next Year

Enrollment | Address | Financial Aid | Custom | Online Contracts | Comments

General Information

Current School: The Post Oak School Next School: The Post Oak School D.O.B.: 02-14-2011

Current Grade: 5 ☐ Repeating Next Grade: 5 Age: 10

Type: Full Day 8-3 Student Group: Student SSN:

Admiss Yr.: 2012 ☐ Mid Year A/R Group: Withdrawn Gender: M

Class Yr.: 2030 Status: Withdrawn

☐ Fac/Staff Child Board/Day: Academic Hold

Contract Contract Print: Rec'd: N Disciplinary Hold

Cont/Dep Due: Rec'd: N Financial Hold

Install 1 Due: Graduate

☐ Tuition Refund Insurance

☐ Accident Insurance

Deposit Amount: 0.00

Discount Amount: 0.00

Withdrawn Information

W/D Grade: 2

W/D School: The Post Oak School

W/D Date: 06-01-2018

Re-Enter Date: 05-12-2021

W/D Year: 2018

W/D Notify Date: 06-29-2018

W/D Type: Counseled out

W/D Reason: Joy School

OK Cancel

NUM

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.