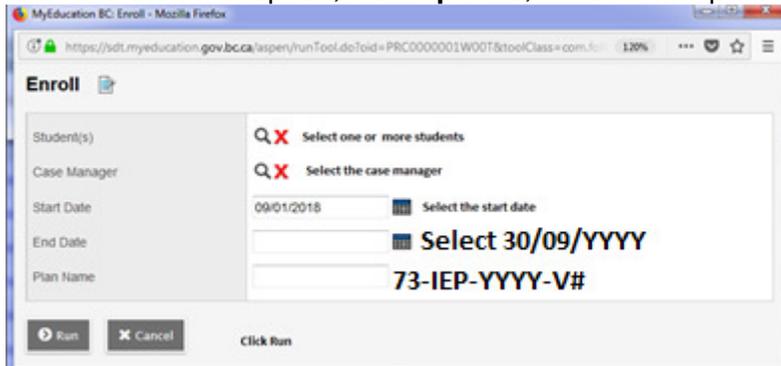## Enrolling one or more NEW students in Student Services

This work is done by school based student services staff. School psychologists and school and family consultants do NOT enroll students in student services

Change view to: *Student Services View*
Click the **Student** top tab, then **Options**, **Enroll**. Complete the dialogue box.

Notes:
1. If you can't find the student in the list either:
   a. They are already enrolled in Student Services (use the filter: All Records)
   b. They haven't yet enrolled at your school (In the school view, student top tab search for the student)
2. If a Case Manager is assigned here, they are the case manager for the selected students.
3. The start date is:
   a. October 1st of the current school year,
   b. The day after the student is designated,
   c. The day after the student enrolls at your school
   d. The day after the student's grade has been changed
4. The end date is September 30th of the next school year
5. The plan name is: 73-IEP-YYYY-V#. For example, 73-IEP-2018-V1 (version1 – first IEP of the 2017/2018 school year)

Notes:

1. If a case manager was assigned, the student will appear in the **Student** Top Tab using the Filter: *My Current Cases*
2. If a case manager was NOT assigned, the student will appear in the **Student** Top Tab using the Filter: *All Records*