

# Re Enroll Students

## Re-enroll Students

As an administrator, you can re-enroll students who are returning back to your school.

Navigate to **Menu >> Students >> Re-enroll Student**

The system will show a list of inactive students that you can select to re-enroll.

Select the students by clicking on the check box and fill out the Re-enrollment Date, Enrollment Code, and Grade Level.



Click on '**Re-enroll Selected Students**' and the students will be re-enrolled in the school.

You can view the student's record and go to the enrollment tab where you will see the new enrollment record has been created.

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