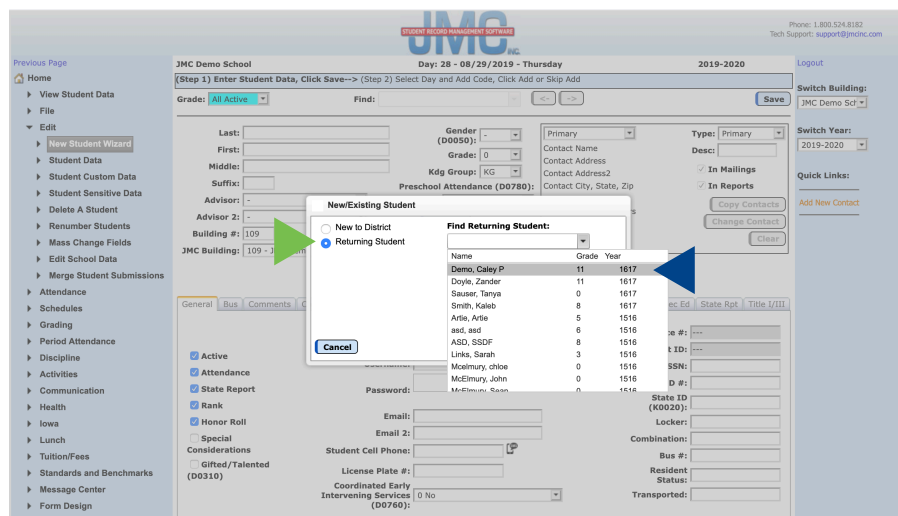


Re-entering a returning student

Often times a student will re-enter a district he or she has already attended. In the past, you've had to add them as a new student even though their records may already exist in jmc. Well, not anymore! Now, upon trying to add a new student, you will be asked if this is a returning student. In the Office module click on Edit > New Student Wizard to begin.



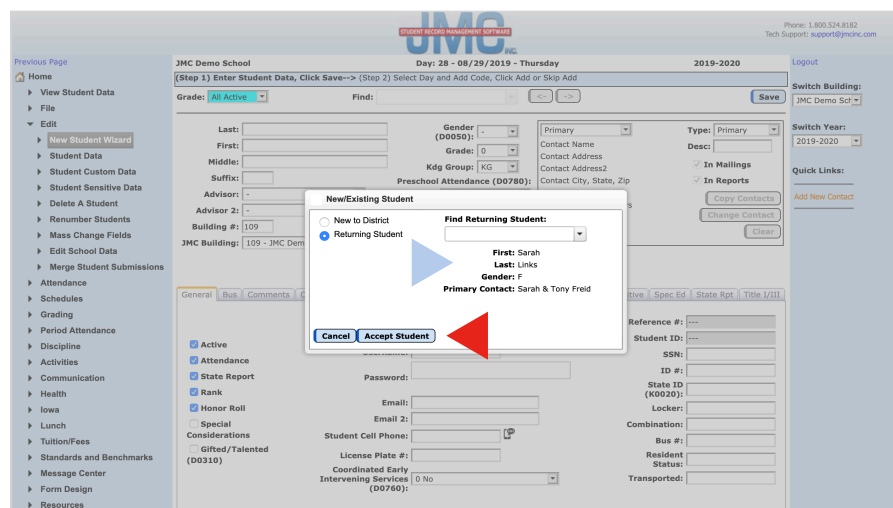
Step 1:

Choose the "Returning Student" radio button.

Step 2:

Begin to search for your returning student from past years.

Helpful Tip: This process is also used for that pesky 5th year senior! You've already graduated them out of your district but now they're back.



Step 1:

Verify the information found in jmc about your student.

Step 2:

If the info checks out, click "Accept Student". That's it!

Fun Fact: Adding returning students back into your system is a great way to prevent duplicate students in jmc!