

### Change a student's Year of Graduation

1. Log on to the District (Root Organization) or School view.
2. Click the **Student** tab.
3. Select the student to promote or demote.
4. Select **Options > Registration > Promote/Demote Student**.
5. Enter the information in the pop-up, including the student's new year of graduation.

6. Click **OK**. The system updates the student's YOG.

### Create medical, legal, and other alerts

Use alerts to let users know about a student's legal situation, medical condition, or any other pertinent information. After you enter an alert, the Legal Alert  or Medical Alert  icon appears next to the student's name on the Student pages in Aspen. Only users with appropriate privileges can see these icons.

#### To enter Medical, Legal, or Other alerts:

1. Log on to the District (Root Organization) or School view.
2. Click the **Student** tab.
3. Search for and select the student.
4. Select **Details > Alerts**. Any Legal, Medical, or Other alerts already created for the student appear.
5. Do one or more of the following:
  - To add a Legal alert, below **Legal**, click **Add**.
  - To add a Medical alert, below **Medical**, click **Add**.
  - To add an Other alert, below **Other**, click **Add**.

The Student Alert pop-up appears.
6. Type the sequence number (order you want this alert to appear in) and a description.
7. Click **OK**.
8. Click **Save**. The system displays the appropriate icon next to the student's name.
9. To view the alert, click the icon.

### Transfer a student

Transfer a student from your school to another school in your district. Your Aspen school administrator defined how Aspen handles student transfers in your district's enrollment preferences.

#### To push students to the receiving school:

1. Log on to the District or School view.
2. Click the **Student** tab.
3. Search for and select the checkbox next to the student's name.
4. Select **Options > Registration > Transfer Student**. The Transfer Student pop-up appears.
5. Enter the withdrawal information for the current school and the entry information for the destination school.
6. Click **OK**. The system transfers the student to the destination school, creating a W (withdrawal) enrollment record for the transferring school and an E (entry) enrollment record for the destination school.

### Change a student's enrollment status

Some schools might need to manually change a student's enrollment status. For example, you could pre-register a student in May so that his or her information is in the system, even though the student won't attend your school until the fall. Then, in September, you will need to update the student's status to active.

#### To change a student's enrollment status:

1. Log on to the District or School view.
2. Click the **Student** tab.
3. Search for and select the student.
4. On the **Options** menu, click **Registration**, then **Change Student Status**. The Update Enrollment Status pop-up appears. Enter the information, and click **OK**. The system creates an **S** enrollment record for the student with the entered date and reason. The system also updates the student's enrollment status.

## Register a student

Register students in your district (Root Organization), intermediate organization, or school from the Student List. You can register students who are new or returning to your school.

### To register students:

1. Log on to the District, Intermediate Organization, or School view.
2. Select **Student > Options > Registration > Register Student**. Step 1 of the Student Registration wizard appears.
3. Type the student's **First name** and **Last name**, select a **Gender**, and type or click  to enter a **Date of birth**.
4. Do one of the following:
  - If this student is not related to another student in the district, click **Next** and go to Step 5.
  - If this student is related to another student in the district, do the following:
    - a. Select the **Search for related student** checkbox. Additional fields appear.
    - b. Enter any required fields (determined by your root organization's preferences).
    - c. Type a name at the **Related student** field, and then click **Search**.
    - d. In the pick list, find the related student, and then click **OK**.
    - e. Select the **Relationship** to the student you are registering (such as sibling).
    - f. Click **Next**.
5. Enter general demographic information for the student.
6. Click the **Address/Ethnicity** tab to enter the student's address information. Type the address, and then click the **Validate Format** icon  (if available) to validate the address format.

**Note:** Other tabs may appear in Step 2 of the wizard, depending on your district's settings. Click each tab and enter the information as needed.
7. Click **Next**. The Student Registration wizard displays Step 3.
8. Type or select the student's enrollment information, such as the school being entered.
9. Click **Next**. The Student Registration wizard displays Step 4.
10. Click **Finish** to register the student. Staff members can now enter demographic information and create a schedule for the student.

## Withdraw a student

Withdraw a student from your school who will no longer be in your district. For example, you might withdraw a student who dropped out of school, or who moved to another state.

1. Log on to the District (Root Organization), Intermediate Organization or School view.
2. Click the **Student** tab.
3. Search for and select the student.
4. On the **Options** menu, click **Registration > Withdraw Student**. The Withdraw Student pop-up appears.
5. Enter the information in the Withdraw Student pop-up.
6. Click **OK**.