

Re-Enrolling Students

Parents can request to re-enroll their children for a new school year by navigating to **Enrollment > Re-Enrollment**.

The screenshot shows the 'HeadMaster ONLINE' interface. At the top, it says 'Welcome Rodriguez, Serena'. Below this is a navigation bar with links: Overview, My Profile, Homework, Academics, Attendance, Behavior, Schedule, and Calendar. The current page is 'Re-enrollment', which has a 'Date' column header. A note states: 'Note: Students that are grayed and have a checked box (☑) are already re-enrolled or a request has been made for it. Also, Students that are in the last grade level will be grayed. Go to My Profile and update student's and/or family information (if necessary)'. Under the heading 'Steps to re-enroll students', there are two instructions: '1. Select students you want to re-enroll.' and '2. Click **Submit**'. Below this is a section titled 'Request Re-enroll for new school year 2013-2014' with a list of students. The first student, 'Rodriguez, Alicia Monica', has a grayed-out checkbox. A 'Submit' button is located at the bottom left of the form area.

When the school approves the student's re-enrollment, a confirmation message appears next to their name in this window.

If a student's name is grayed, as shown in the image above, this means that the student is currently in the highest grade level at their school and there is no higher grade to which they can be re-enrolled.