

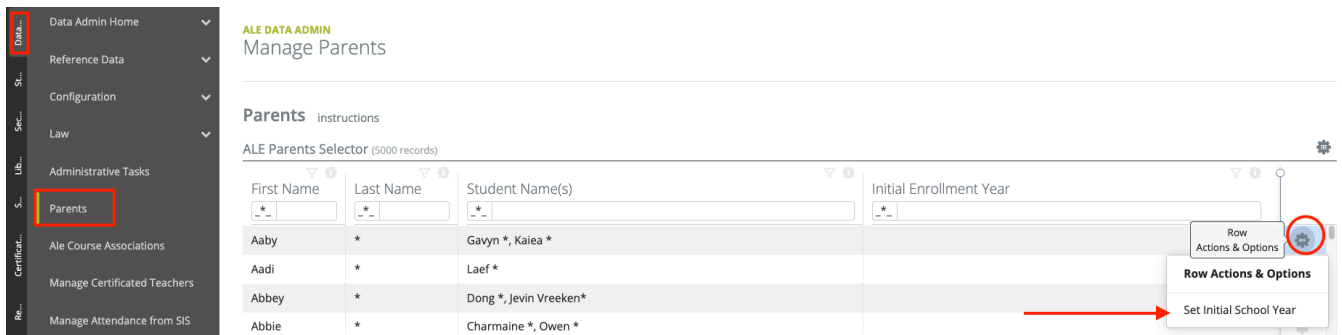
ALE Setting Initial Enrollment Year for Parents

The Initial Enrollment Year is a field that can be set for parents with students enrolled in the ALE program. The SIS does not automatically populate this field and must be set manually for each parent. This field can be used with Parent groups to set up Seniority-Based class enrollment in the ALE application.

Set Initial Enrollment Year for Parents

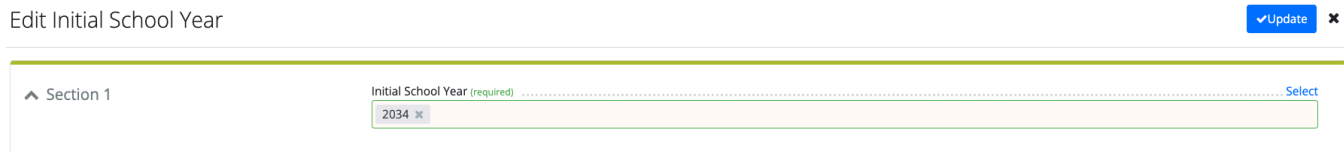
A Parent's initial enrollment year can be set for each parent in the **Data Admin Role** at any time.

1. Click **Parents** from the left-hand navigation menu to open the **Manage Parents Table**.
2. Find the parent you want to set the initial enrollment year for and click **Set Initial School Year** in the **Row Actions & Options** gear for that parent.



First Name	Last Name	Student Name(s)	Initial Enrollment Year
Aaby	*	Gavyn *, Kailea *	
Aadi	*	Laef *	
Abbey	*	Dong *, Jevin Vreeken*	
Abbie	*	Charmaine *, Owen *	

3. This will open a menu with a field labeled "**Initial School Year**". Click **Select** to the right of the name to open a list of selectable school years.
4. Click the **checkmark** for the school year you want to set as the initial school year.
5. Click **Update** to save.



Edit Initial School Year ✓ Update ✕

Section 1

Initial School Year (required) Select

6. Once the initial enrollment year is set, it will be displayed in the **Manage Parents Table** under the **Initial Enrollment Year Column**. This data is also available for filtering when selecting parents to add to registration groups.

ALE DATA ADMIN
Manage Parents

ALE Parents Selector (421 records)

First Name	Last Name	Student Name(s)	Initial Enrollment Year
Aaron	*	Jadine *, Shawnee *	2020/21
Adaline	*	Nicholaus *, Sue *	2018/19
Adge	*	Kelisi *, Savana *	2018/19
Aj	*	Riffe *	2020/21
Alex	*	Chayce *, Job *, Koby *	2019/20
Alyshia	*	Nicholaus *, Sue *	2018/19
Amalia	*	Deacon *	2020/21
Amanda	*	Lucas *, Ranaye *	2020/21
Amie	*	Rashal Slippy *	2020/21
Angelina	*	Aniyah *	2019/20
Anissa	*	Christina *, Tyrone *	2020/21

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