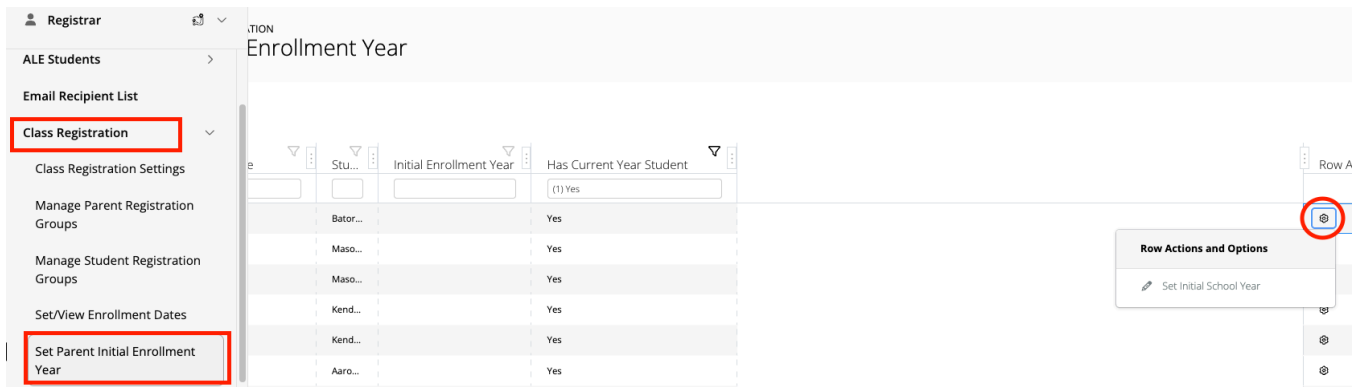


ALE Registrar: Set Parent Initial Enrollment Years(Connect)

Here, you will learn to surface parents, and the school year a family is enrolled in your school. This can be used when weighing enrollment classes or building parent registration groups.

1. Start under Class **Registration** in the left navigation menu and choose **Parent Initial Enrollment Year**.
2. You will see a table listing the parents, students, initial enrollment year, and whether each has a current-year student.
3. Click the **Row Actions Gear** at the right and choose **Set Initial School Year**.
 - a. Click the **Initial School Year** field and click the **checkbox** for the year.
 - b. Click **Save**.



The screenshot shows the Registrar interface with the following elements:

- Left Navigation Menu:**
 - Registrar
 - ALE Students
 - Email Recipient List
 - Class Registration** (highlighted with a red box)
 - Class Registration Settings
 - Manage Parent Registration Groups
 - Manage Student Registration Groups
 - Set/View Enrollment Dates
 - Set Parent Initial Enrollment Year** (highlighted with a red box)
- Main Content Area:**

Enrollment Year

Parent	Stu...	Initial Enrollment Year	Has Current Year Student
			(1) Yes
Bator...			Yes
Maso...			Yes
Maso...			Yes
Kend...			Yes
Kend...			Yes
Aaro...			Yes
- Row Actions and Options:**
 - Row A
 - Row Actions and Options** (gear icon highlighted with a red circle)
 - Set Initial School Year