

# Mass Enroll Students into a Special Program

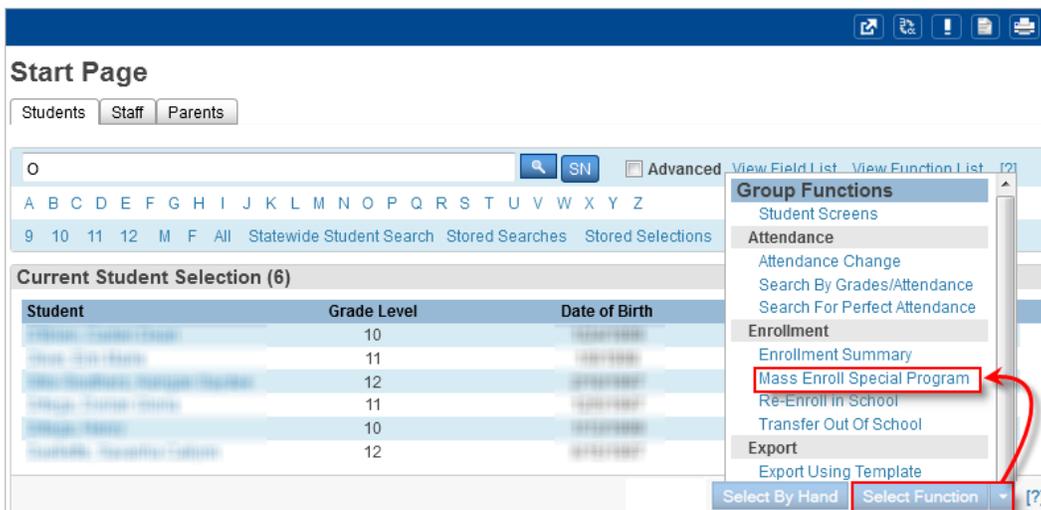
This document will assist users in mass enrolling a group of students into a Special Program.

## Mass Enroll Students into Special Program

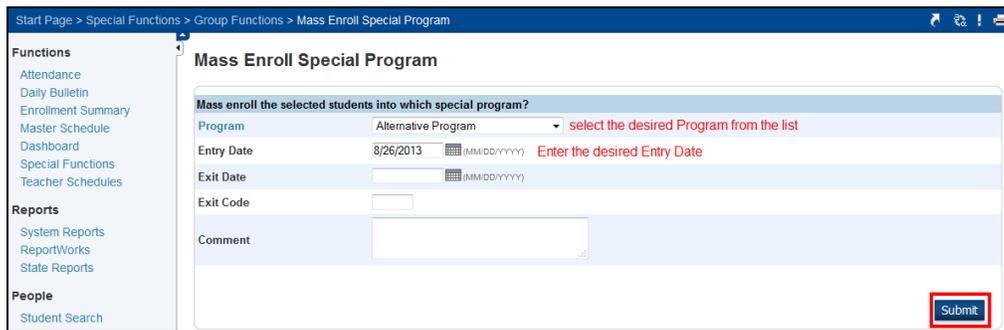
**Navigation:** Start page > Student Selection > **Special Functions** > Group Functions > **Enrollment** section > **Mass Enroll Special Program**

OR

**Navigation:** Start page > Student Selection > **Functions** > **Enrollment** section > **Mass Enroll Special Program**



1. Enter the following:
  - a. **Program** = select the desired Program from the drop-down list.
  - b. **Entry Date** = enter the date of entry into the Program.
2. Click **Submit**.



The selected students have now been enrolled into the desired program.

## Mass Enroll Students into a Special Program

### Viewing/Printing Special Program Student Lists

To view a list of students enrolled in a Special Program, follow the instructions below.

**Navigation:** Start Page > Special Functions > Special Program Enrollment

1. On the **Special Programs** screen, click **Display** next to the desired **Program Name** to display a list of students currently enrolled in that program.

Program Name	Show Current Students
504	Display
Administrative Transfer	Display
Alternative Program	Display
DSS Custody	Display
Early Release	Display
EC Homebound	Display
Express Transportation	Display
Federal/Military Impacted	Display
Fifth Year or More in US Schools	Display
First Year in US Schools	Display
Future Seekers	Display
Homebound	Display
Homeless	Display
Initial Enrollee	Display
Language Minority Student (NOM)	Display
LEP	Display

2. Click the printer in the upper right corner to print a list of the students.

Students	Student Number	Grade Level
Brown, Charles	526354	10
Bird, Tweety	938372892	10
Buggs, Bunny	73265494	10
Snowman, Frosty	152638292	10
Frost, Jack	827262	10
Bell, Tinker	92800292	10

This document is the property of the NCDPI and may not be copied in whole or in part without the express written permission of the NCDPI.