Add Student

Enrollment · https://docs.dacapoinventory.com/doc/add-student/

If you are trying to add one or two students to your building, this is the most efficient way to do it. If you are trying to add more than a few students, it may be beneficial to use the 'Upload Students' method of adding students.

> It is very important that when adding students, that their ***actual student ID number*** be used (ie. from E-Schools or PowerSchool or Infinite Campus)

If the system recognizes the Student ID number of a student, it will alert you to that fact, and you can transfer the student from another building into your building, if necessary.