

Re-Enrolling An Existing Student

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1. Go to the **Settings** tab on the left sidebar.
2. Uncheck the box **Hide Re-Enroll tab on parent interface**.
3. Click the **Save Changes** button at the bottom of the page.

The screenshot displays the Gradelink School Settings interface. The top navigation bar includes the Gradelink logo, a calendar showing the date 26, and a user profile icon labeled 'glnit'. The main content area is titled 'School Settings' and features a 'Changes Saved' notification. Below the title is a tabbed interface with options for Teacher, Parent/Student, Date/Time, General, Marketing, Calendar, Standards, Glnit, Glnit2, and Import. The Parent/Student tab is active, showing a list of options parents/students can view or access. A red circle highlights the 'Hide ReEnroll tab on parent interface' checkbox, which is currently checked. Another red circle highlights the 'Save Changes' button at the bottom left. The page also shows a sidebar with navigation options like Communicate, Students, Financial, and Enrollment.

Existing families will see the **Re-Enroll** tab on the left sidebar in their **Parent Portal** when they log in. From there, they can begin the process of re-enrolling their student.



- Communicate
- Calendar
- Schedule
- Grades
- Assignments
- Transcript
- Alerts
- Attendance
- Discipline
- Re-Enroll
- Billing
- Service Hours

- Start
- Student
- Parent 1
- Parent 2
- Family
- Contacts
- Medical
- Worship
- Information
- Attachments
- Submit

Application/Registration...

Thank you for enrolling your student at The Apple Academy for the 2021-2022 school year.

Please fill out the fields on each page as completely as possible and press Continue to proceed to the final submission page.

Your changes are saved automatically as you continue through the pages.

You may go back to review and correct entries using the Back button or the page buttons to the left.

The system will alert you if a required field is missed. To save time, some of the fields will be pre-populated from our current records. Other fields will require a fresh entry, such as all phone numbers, to ensure that our records are up-to-date, accurate, and consistently formatted. You must complete each section before continuing to the next page.

Continue

