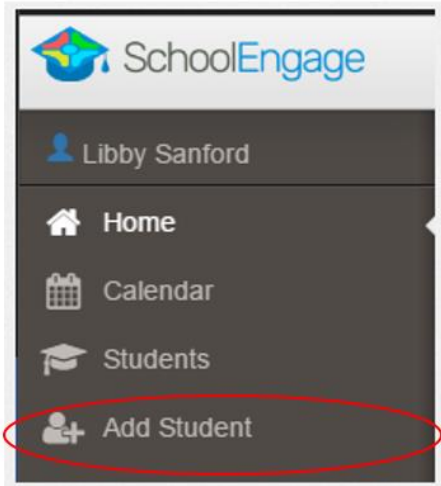


Adding a New Student



Click Add Student

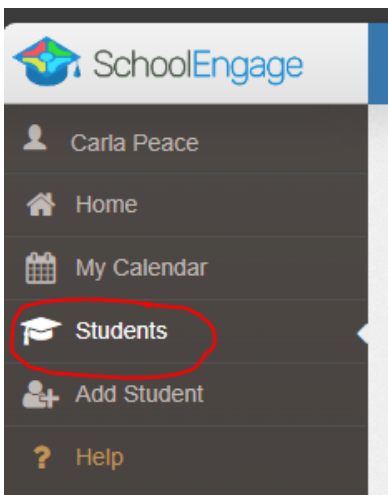
A screenshot of the 'Add Student' form within the SchoolEngage app. The form is titled 'Add Student' and contains four input fields: 'First Name', 'Last Name', 'Birth Date', and 'Middle Name'. The 'Birth Date' field includes a calendar icon. At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted in green.

Upon selecting Add Student the following screen will display requiring input of:

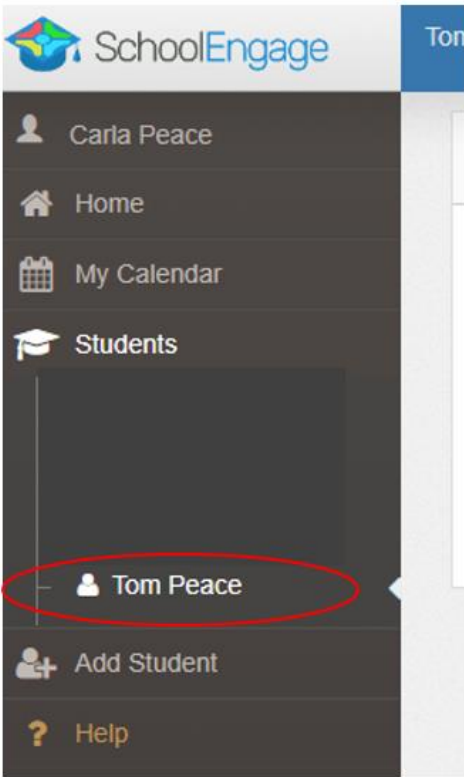
- Student Legal First, Middle and Last Name
- Date of Birth

Once all the required information is entered click **Save**.

Please note that a newly created student can only be edited or deleted until a form is created under his/her profile at which time they can no longer be deleted or their basic information modified.

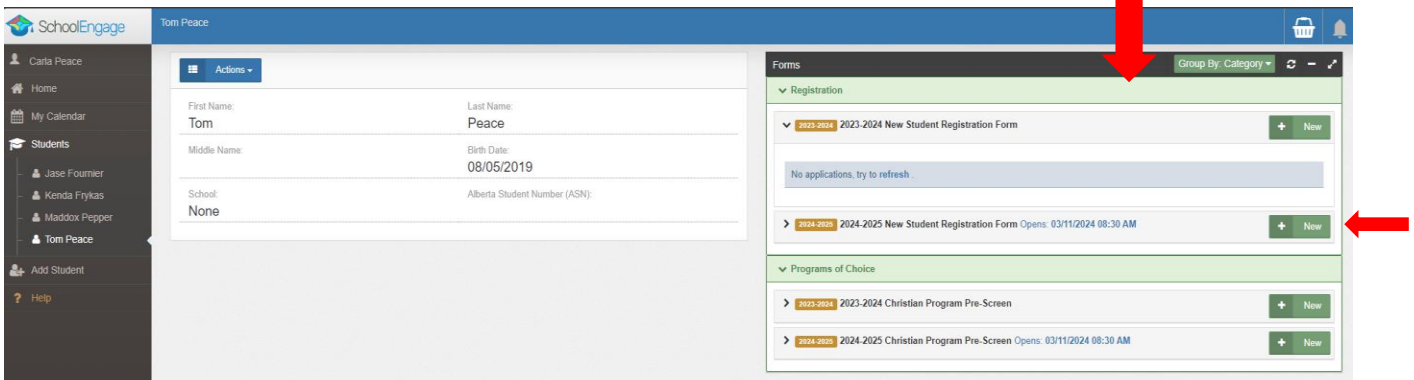


Once the new student is created. Click on Students in the menu



Select your student you wish to complete a form for

The forms available for you to complete for this child will be in the right menu



Click the green New button to start the form