**Changing the entry date for a preregistered student who doesn’t begin attending school until after the expected start date:**

1. Remove Meeting Attendance.
	1. From the students record go to Academics > Meeting Attendance and click on “Change Meeting Attendance” on the right side.
	2. On the Attendance Change page verify that you have the correct student.
	3. Insert the first absent date in the “From this date” field.
	4. Insert the last absent date in the “To this date” field.
	5. Click on the Select All button under the “Meetings to scan” periods.
	6. Select the “All” radio button beside the “Code(s) to scan for” section.
	7. Choose (Present) for the “Attendance code to set”.
	8. Select “Overwrite” in the “If other than a default present” section.
	9. Submit.
2. Remove Daily Attendance.
	1. From the students record go to Academics > Daily Attendance and click on “Change Multiple Days” on the right side.
	2. On the Change Daily Attendance page verify that you have the correct student.
	3. Insert the first absent date in the “From this date” field.
	4. Insert the last absent date in the “To this date” field.
	5. Select the “All” radio button beside the “Code(s) to scan for” section.
	6. Choose (Present) for the “Attendance code to set”.
	7. Select “Overwrite” in the “If other than a default present” section.
	8. Submit.
3. Change the class enroll date for each class that has a date previous to the students first day of school.
	1. From the students record go to Enrollment > All Enrollments and find the classes that need the entry date adjusted.
	2. Click on Edit to the right of each line.
	3. On the Edit Enrollment Record page verify that you have the correct student.
	4. Adjust the “Enroll Date” to the first day the student attends the class.
	5. Submit.
	6. Repeat a-e until all currently active class start dates match the students first day of attendance.