

SeniorSystems

Enrollment Management Software Features

The Senior Enrollment Management module joins current students and potential students together in one module. Here you can keep track of your re-enrollment and enrollment numbers and up to the minute status of your enrollment contracts.

Generating enrollment and re-enrollment contracts are key to this module. Contracts can be generated for both by student and by family. Through a sophisticated mail merge, contracts can be highly customized through Microsoft Word. The module allows you to update tuitions and due dates can be easily updated to further customize your contracts.

The Online Enrollment Community makes the contract process easier than ever. Families can verify their contact information online and review, print and submit their enrollment contract all online. All information is captured and stored in the database.

- Ability to view the records of applicants and current students in a centralized area
- Up-to-the-minute contract status that can be easily viewed by the Business Office and Admissions staff (*see Image 1 below*)
- Contracts by student or by family
- User-definable tuition, deposit and other amounts to be included on the contract
- User-definable due dates to be included on the contract
- Re-enrollment contracts can be processed separately from enrollment contracts
- Contracts can be printed as a group or individually for rolling admissions
- Contract due dates and amounts can be inserted individually or by group
- Easy edit of those records that are the 'exception'
- Deposit amount can be calculated as a percentage of tuition

Student Maintenance: CAB008 - (Barkley Gilbert Cabot)-Next Year

Enrollment | Financial Aid | Custom | Comments

General Information

Current School: Upper School Nxt School: Upper School D.O.B.: 04-12-1989

Current Grade: 11 Repeating Nxt Grade: 12 Age: 17

Type: Student Grp: Student SSN: 123-45-6789

Admiss Yr.: 2002 Mid Year A/R Group: Student

Class Yr.: 2008 Status: Returning Gender: M

Board/Day: B ESL Fac/Staff Child

Contract

Contract Print	03-01-2007	Rec'd	Y	Date	03-16-2007		
Cont/Dep Due	04-01-2007	Rec'd	Y	Date	03-16-2007	Deposit Amount	500.00
Install 1 Due	07-02-2007			Install 2 Due	12-03-2007	Discount Amount	0.00

OK Cancel

NUM

Student Maintenance Screenshot – Image 1

Reporting Features

- User-definable query system allows for the easy selecting and sorting of records
- Student reports by grade, board/day, enrollment status and more
- Enrollment Contract Status Report
- Enrollment Statistical Report Statistics by admissions year, date range, grade, gender, boarding/day and more (*see Image 2 below*)
- Loan / Financial Aid List
- Crystal Solutions for building your own reports
- Student worksheet allows user-definable column selection

Report View (Enrollment Statistical Report)

File View Print Tools

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All Students

AS OF _____ 2007 / 2008

GRADE	GEN.	PENDING RE-ENROLLMENT	ACCEPTED	NEW STUDENTS	RE-ENROLLED STUDENTS	SUBTOTAL ENROLLED	TOTAL ENROLLED
Middle School - Day							
8	Female	45	0	0	11	11	27
	Male	38	0	0	16	16	
7	Female	43	0	0	10	10	21
	Male	43	0	0	11	11	
6	Female	28	0	0	7	7	18
	Male	24	0	0	11	11	
Subtotal		221	0	0	66	66	66
Grand Total		221	0	0	66	66	66

Enrollment Statistical Report Screenshot – Image 2

Mailing and Export Features

- Designed to work seamlessly with all industry standard word processing programs
- Contract format can be maintained as a word processing document that you control or the data can be printed on a preprinted form
- Contract data can be inserted using mail merge fields
- User-definable query system allows for the easy selecting and sorting of records
- Easy label printing of student and parent information
- Additional forms directly supported include (Standard Envelopes, Postcards and Index Cards)Over 10 different mailing and export functions Statistics by country, state, city, zip code, school district, township and county