

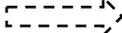
## Adding a Student

Occasionally, you may not be able to locate a student in PRISM. This is because the student does not exist anywhere in the database OR the students does exist in the database but is tied to another Board. In these instances, please:

Go to **Students – New Student +**, enter the student's OEN, then click **Check OEN**.

If the message indicates...

### #1 the OEN is available for use

...complete, minimally, all of the \*required fields. 



If the student has an IEP, **you are required to provide it to the teacher**. To do so, obtain a digital copy of the student's IEP and indicate 'Yes' for **Does the student have an IEP?** on this screen. Click the **Choose Files**

button, locate and click on the IEP file, then click **Open**.

Note: This may also be done later by going **Students** and

**Search by Name** or **OEN**. Click Action button , and select **Edit**.

Click **Save**. If a **Student Created Successfully** message does not appear, it is because required information is either missing or improperly formatted. Scroll up to see which fields appear in **red** and make necessary corrections before clicking **Save** again.

#### Required

OEN  
Grade  
Legal First Name  
Last Name  
Phone Number  
Email Address  
Street Number  
Street  
City  
Province  
Postal Code  
Gender  
Birthdate  
IEP  
ELL  
Date of Entry into  
Secondary School  
Birth Country  
Arrival Date (students not  
born in Canada)  
Status in Canada  
Verification (students not  
born in Canada)

#### Optional

SIS ID  
Middle Name  
Preferred First Name  
Cell Phone Number  
Additional Email  
Parent Email  
Parent Email 2  
Unit Number  
PO Box  
SHSM Program  
Extenuating Circumstances  
First Language  
Citizenship  
Birth Province

### #2 Transfer OEN Tool: OEN Exists

...read the warnings:



Complete **ONLY if the student is registered in your Board AND has 'active' status in your SIS** (meaning the student is in attendance and, if they are a recent transfer, has had their OSR requested from their former school).

If this is not the case, you **CANNOT** complete the transfer and, instead, will need to reach out to the student's former school to request completion of the registration. Once the student is officially transferred in SIS, they will be automatically transferred in PRISM along with their registration(s).

Select your **School Board**, and then select your **School**.

Click **OK**.

Click [Edit Student](#) and update the student's GC, email, phone number, address, and any other inaccurate or missing information.

The student is now available to you under [Students](#) and [Registration](#).



If the student is still being included in the upload files of their original Board, the transfer and changes you have made will be reversed overnight. If this is the case and the student 'disappears', please contact your Board's DeLC.