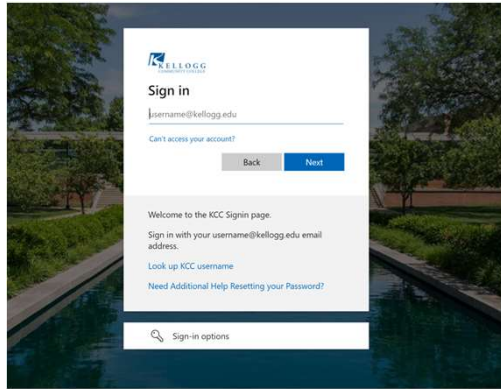


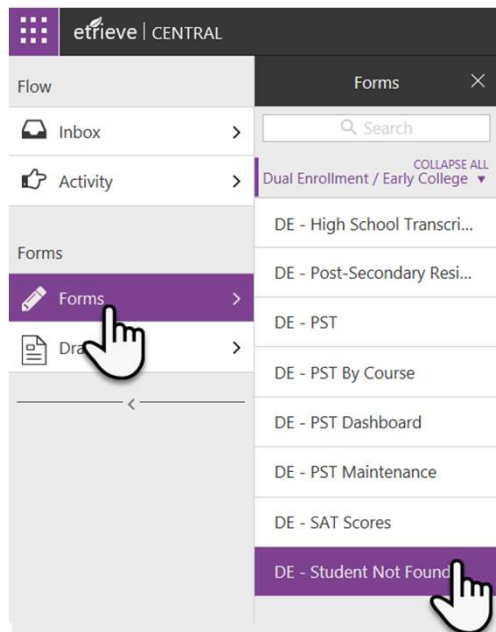
DE-PST Student Not Found

This form is to be submitted when the student is not populated in the student list. Information includes student name and the date of birth. Form will route to KCC Admissions to determine why the student is not showing and a resolution will be made.

1. Go to <https://kelloggcentral.etrive.cloud/idp-callback/kelloggad> Enter the username and password you were given. Click **Sign In** at the bottom of the page.



2. Once logged in, click on the **Forms** and select **DE-PST Student Not Found**.



3. Enter your name in the **Counselor Name** and phone number **Counselor Phone**

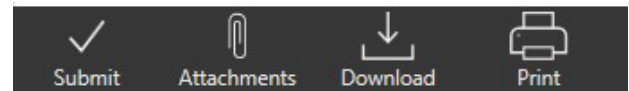
Requester First Name	Requester Last Name	K #
<input type="text"/>	<input type="text"/>	<input type="text"/>
High School	High School ID	
<input type="text"/>	<input type="text"/>	
Counselor Name	Counselor Phone	
<input type="text"/>	<input type="text"/>	

4. Enter the **Missing Student Information**, which requires **Term**, **First**, **Last** Name, and **Date of Birth**. Fill in any applicable **Notes**.

Missing Student Information

Term	<input type="text" value="20/SP"/>		
First	Last	Date of Birth	
<input type="text" value="Blaze"/>	<input type="text" value="Bruin"/>	<input type="text" value="01/01/1956"/>	
Notes			
<input type="text"/>			

5. Options to **Download** and **Print**, **Submit** when finished.



Still need help, Contact:

Dual Enrollment: (269) 565-2042
dualenrollment@kellogg.edu

Help Desk: (269) 965-4148
helpdesk@kellogg.edu