

# Enrollment Cleanup Wizard [.2128 - .2227]

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**Classic View:** System Administration > Student > Enrollment Cleanup Wizard

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The Enrollment Cleanup Wizard walks a user through the process of removing enrollment records in future school years for students who have withdrawn prior to the start of the next school year. These enrollments are often created using the [Enrollment Roll Forward](#) tool, which is done before the end of the current school year.

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Infinite Campus

## Enrollment Cleanup Wizard ☆

[Student Information](#) > 
 [General Student Administration](#) > 
 Enrollment Cleanup Wizard

**Enrollment Cleanup Wizard**

The Enrollment Cleanup Wizard removes enrollments from the next school year that were created using the same calendar for the next year, OR when the student has not met the Student Assignment requirements.

To use this wizard, select the calendar where enrollments (plus grade levels and enrollment service type) were created, and then click the option to perform the actual cleanup.

**Select the Calendar in which the student ended their enrollment**

- 2021-22 AbbottElementary
- 2021-22 Baird Elementary
- 2021-22 Chowen Middle
- 2021-22 Drew Middle
- 2021-22 Ewing High
- 2021-22 Fremont High

CTRL-click and SHIFT-click for multiple

**Select Grades**

<input type="checkbox"/> 01	<input type="checkbox"/> 02	<input type="checkbox"/> 03	<input type="checkbox"/> 04
<input type="checkbox"/> 05	<input type="checkbox"/> 06	<input type="checkbox"/> 07	<input type="checkbox"/> 08
<input type="checkbox"/> 09	<input type="checkbox"/> 1	<input type="checkbox"/> 10	<input type="checkbox"/> 11
<input type="checkbox"/> 12	<input type="checkbox"/> 12+	<input type="checkbox"/> 13	<input type="checkbox"/> 2
<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> AAP
<input type="checkbox"/> core	<input type="checkbox"/> EC	<input type="checkbox"/> HK	<input type="checkbox"/> K
<input type="checkbox"/> KA	<input type="checkbox"/> KD	<input type="checkbox"/> KG	<input type="checkbox"/> KP
<input type="checkbox"/> NG	<input type="checkbox"/> PA	<input type="checkbox"/> PB	<input type="checkbox"/> PF
<input type="checkbox"/> PK	<input type="checkbox"/> PK3	<input type="checkbox"/> PK4	<input type="checkbox"/> PS
<input type="checkbox"/> PSO			

**Select Service Type**

Primary

Partial

Special Ed Services

RUN TEST
RUN CLEANUP

Enrollment Cleanup Wizard

This wizard is also part of the [School Choice](#) process and allows districts to create enrollment records for students who have applied for attendance in the school but did not end up attending.

## Enrollment Cleanup Logic

The Enrollment Cleanup Wizard removes all future enrollments for the student when:

- The student's previous enrollment was ended prior to the end date of the last term and the

- student has not re-enrolled in the same calendar for the next school year, OR
- The student fails to meet the Student Assignment requirements for next year's enrollment.

Any Course Section Rosters that included the student are also removed in the next year's calendar.

For districts that end enrollment records at the end of the school year (end of the last term in the calendar), those enrollments are not included in the cleanup, as the students are enrolled through the end of the year.

## Use the Enrollment Cleanup Wizard

1. Select the **Calendar** from which to clean up the enrollment records.
2. Select the **Grade Levels** from which to remove the enrollment records.
3. Select the **Service Type** of enrollment records.
4. Click the **Run Test** button to review which enrollment records will be deleted.
5. Click the **Run Cleanup** button to permanently remove the enrollment records for the students who meet the above requirements.

A Results Summary report displays for both the Run Test and the Run Cleanup buttons, listing how many enrollments were deleted.

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