

# **Enrollment Information for Cross-Site Students**

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Tool Search: Enrollments

The Enrollments tool displays all occurrences of a student's enrollment in the district. Enrollments are listed by enrollment start date, and display the Grade Level of enrollment, the Type of enrollment (Primary, Partial or Special Education), and the Start and End Dates of that enrollment instance.

For students taking courses at another school within the district, a Cross-Site Enrollment is created when a Cross-Site Course is added to their schedule through the Walk-In Scheduler. That enrollment is marked with a Cross-Site indicator (

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The information in this article assumes a basic understanding of Enrollments in Campus.

#### **Cross-Site Enrollment Workflow**

The following lists the full workflow of Cross-Site functionality. A Cross-Site Enrollment occurs AFTER a student has been scheduled into a Cross-Site Course.

Click here to expand...

### **Cross-Site Enrollment Creation**

The Partial Enrollment record has a start date of when the student begins attending the course section at the Serving School (start date of the section or the effective date when the student starts after the section start date), and with the Start and End Statuses that are marked as Cross-Site Default.

When the Cross-Site Enrollment is created, the following fields are populated in the database in the Enrollment table with the creation of a Cross-Site enrollment:



- personID
- calendarID structureID
- startDate endDate
- crossSiteEnrollment
- grade
- serviceType
- startStatus
- endYear districtID

## **Enrollment Start and End Statuses**

Cross-Site functionality requires the selection of a Cross-Site Default Enrollment Start Status and Cross-Site Default Enrollment End Status.

Only one Start Status and End Status can be marked for Cross-Site Default at any time; when a new status is marked and saved for Cross-Site Default, the previous statuses that were marked are no longer marked.

A Cross-Site Default Column has been added to the Start Status Type Editor and the End Status Type Editor to quickly see which statuses are marked for Cross-Site.

nrollment Start	Status Se	etup ☆ Studer	nt Information >	General Student Administrati	ion > Enrollment Start Status Setup	Enroll	ment End	Status Setup ☆	Stud	ent Information	General Student Administration	> Enrollment End Status
New 📔 Save	O Delete	Active *				O New	Save	S Delete Al -				
efault Cross-Site Defa	ult Code	Name	Start School Year	End School Year		Cross-St	Default Code	Name		Start School Year	End School Year	
X	*a2b	Cross-Site Start Status	2023-24	^		×	*1	Cross-Site End Status		2020-21	^	
	00	Last year, public school, same district	1993-94				00	Used for Fall reporting unless student with:	rew prior to fall	1993-94		
	01	Most recent enrolment was in a MN nonpublic	1993-94					submission dates				
	02	Mad second corolleged uses in coefficient date	1002.04				01	Change in grade level (la 19-20)		1993-94	2018-19	
	02	Most recent enrolment was in another country	1002.04				02	Transfer to another school in district (ia 19-	(0)	1993-94	2018-19	
	04	Most recent ecrolment was in a school in anothe	1993,94				0.5	Transferred to an approved horipublic scho	and in southers	1993-94		
		MN district or charter school						Minnearda district	erreu to anosier	1003-04		
	05	Never been enrolled in a school before,	1993-94				05	Student moved to another state and enrole	in school or	1993-94		
		regardless of age		~				student moved out of the country				
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ross-Sit	te Def	fault Checkbox M	larked	on Enrollme	nt Start Status	C	ross-S	Site Default Chec	kbox .	Marked	on Enrollmer	nt End State

#### **Enrollment Modifications at the Home and** Serving Schools

Staff at the Home School and the Serving School can view and update the Enrollment for a student scheduled into a Cross-Site Course.

- When the Serving School ENDS the Cross-Site Enrollment, the end date is added to the Section Roster at the Serving School and the Home School.
- When the Serving School DELETES the Cross-Site Enrollment, the Roster record at the Serving School is deleted and the End Date is added to the Home School Roster record.
- When the Home School ENDS the Primary Enrollment, the End Date is added to all Home School Roster records and is applied to the Cross-Site Enrollment and the Roster record at the Serving School. A notification is sent to the Serving School.

## Schedule Modifications

Modifications of the Cross-Site Course in which the student is scheduled affect the Cross-Site Enrollment:

- When the Start Date on the Cross-Site Course changes, the Start Date on the Cross-Site Enrollment updates to match that start date.
- When the End Date on the Cross-Site Course changes, the End Date on the Cross-Site Enrollment updates to match that end date.
- When the Cross-Site Course is removed from the schedule and the student has not started attending the course, the Cross-Site Enrollment is deleted (when the student is scheduled into ONE Cross-Site Course).
- When the student is scheduled into more than one Cross-Site Course at the same Serving School, only one Cross-Site enrollment is created. When the student is scheduled into Cross-Site courses at multiple Serving Schools, Cross-Site Enrollments for each Serving School are created.



• When the student is scheduled into more than one Cross-Site Course at the same Serving School, and one of those courses is removed or ended, the Cross-Site Enrollment remains.