

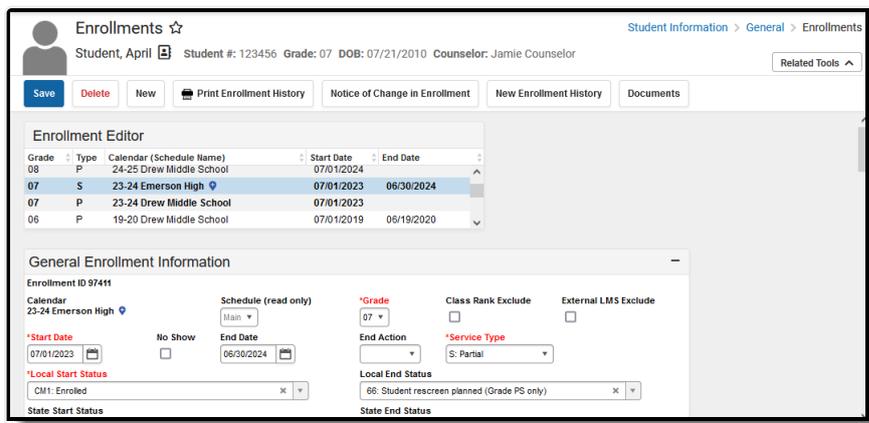
Enrollment Information for Cross-Site Students

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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 () and is considered a Partial Enrollment (Service Type of S: Partial).



The screenshot shows the 'Enrollments' tool interface for a student named April. The student's information includes Student #: 123456, Grade: 07, DOB: 07/21/2010, and Counselor: Jamie Counselor. The interface features a table of enrollment instances and a 'General Enrollment Information' section.

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
08	P	24-25 Drew Middle School	07/01/2024	
07	S	23-24 Emerson High 	07/01/2023	06/30/2024
07	P	23-24 Drew Middle School	07/01/2023	
06	P	19-20 Drew Middle School	07/01/2019	06/19/2020

General Enrollment Information
 Enrollment ID 97411
 Calendar: 23-24 Emerson High 
 Schedule (read only): Main
 *Start Date: 07/01/2023
 End Date: 06/30/2024
 *Local Start Status: CM1: Enrolled
 State Start Status:
 *Grade: 07
 Class Rank Exclude:
 External LMS Exclude:
 End Action:
 *Service Type: S: Partial
 Local End Status: 66: Student rescreen planned (Grade PS only)
 State End Status:

Cross-Site Enrollment

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
- grade
- serviceType
- startStatus
- startDate
- endDate
- crossSiteEnrollment
- 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.

Cross-Site Default Checkbox Marked on Enrollment Start Status Setup

Cross-Site Default Checkbox Marked on Enrollment End Status Setup

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.
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