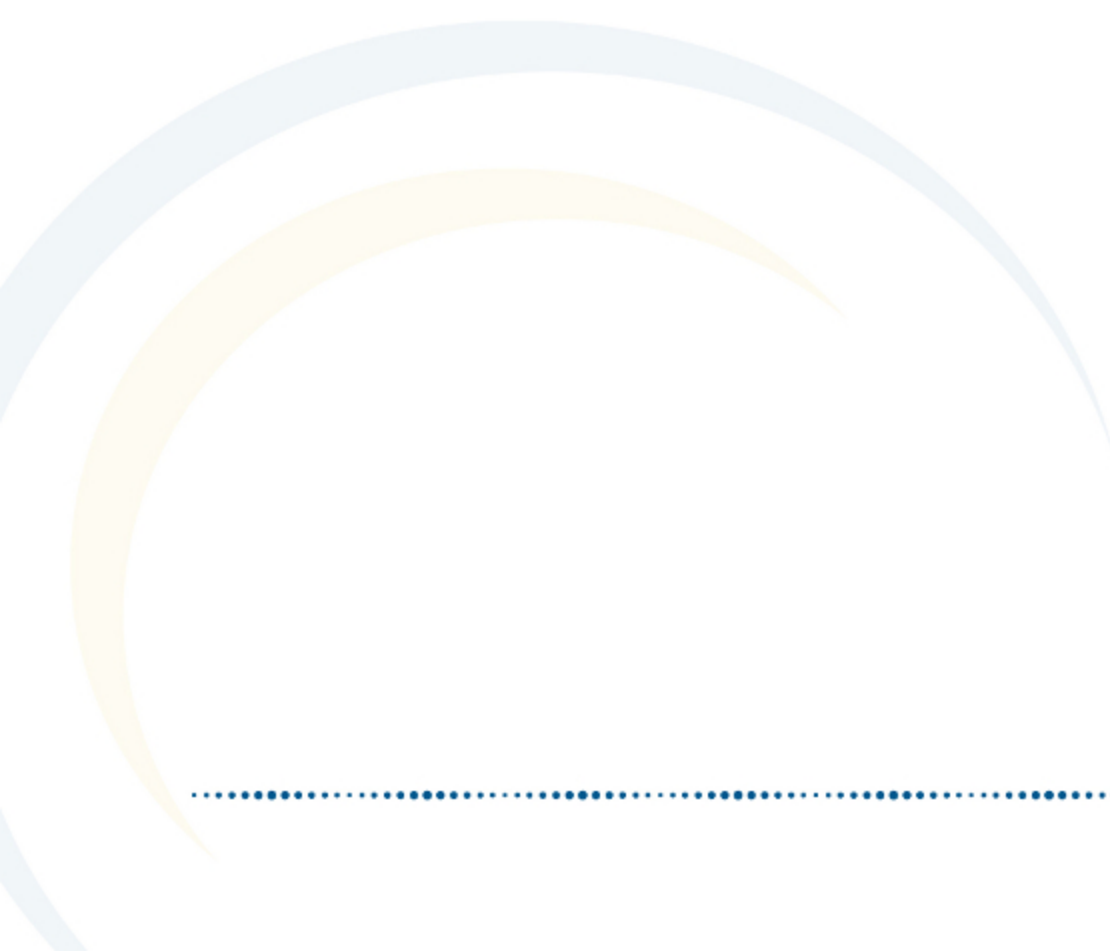


# Enrollments

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June 2012



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# Enrollments

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## Overview



**PATH:** *Student Information > General > Enrollments*

The Enrollment tab displays all occurrences of a student’s enrollment in the district. Because this is a historical view, this list could be long.

By default, the enrollments are listed by grade level first, then by enrollment start date. To reorder the list of enrollments, click the blue hyperlinked headers in the Enrollments Editor list. The list of enrollments can be sorted by Grade, Calendar, Start Date or End Date.

Edit	Grade	Type	Calendar	Start Date	End Date
	12	P	11-12 Bonny Eagle High School	07/01/2011	
<i>Start Status: 02 Continuous in same school with no interruption</i>					
<i>End Status:</i>					
	11	P	10-11 Bonny Eagle High School	10/26/2010	06/24/2011
<i>Start Status: 02 Continuous in same school with no interruption</i>					
<i>End Status: 98 Close of Year</i>					
	11	P	10-11 Bonny Eagle High School	10/15/2010	10/25/2010
<i>Start Status: 02 Continuous in same school with no interruption</i>					
<i>End Status:</i>					
	11	P	10-11 Bonny Eagle High School	08/30/2010	10/14/2010
<i>Start Status: 02 Continuous in same school with no interruption</i>					
<i>End Status:</i>					
	10	P	09-10 Bonny Eagle High School	01/25/2010	06/17/2010
<i>Start Status: 13 Transfer from a pub school in a different district</i>					
<i>End Status: 98 Close of Year</i>					
	9	P	08-09 Bonny Eagle High School	08/27/2008	08/28/2008

Image 1: Student Enrollments

**i** Data elements on the Enrollment editor vary greatly by state. See specific state information for detailed information on the enrollment editors:

- [California](#)
- [Colorado](#)
- [Illinois](#)
- [Indiana](#)
- [Kansas](#)
- [Louisiana](#)
- [Minnesota](#)
- [Montana \(Start and End Statuses\)](#)
- [Nevada](#)
- [South Dakota](#)
- [Wisconsin](#)

When hovering over an enrollment entry, the person who last modified the data will appear in the hover box.

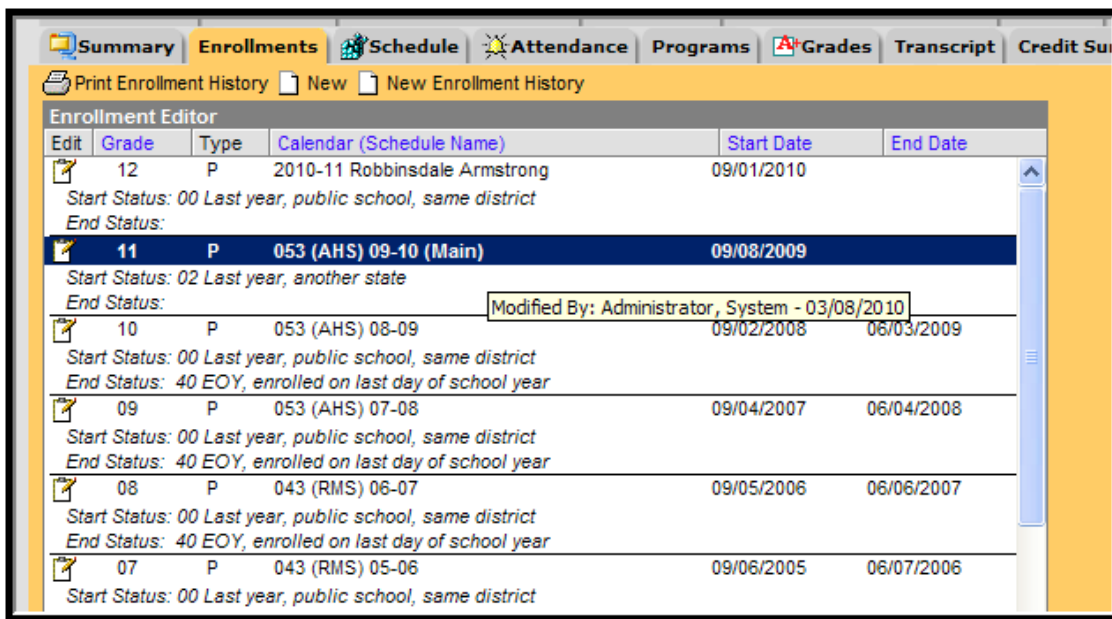


Image 2: Last Modified Information

To see specific information about an enrollment record, open the desired entry by clicking on the enrollment.

Image 3: Enrollment Detail

When adding a new enrollment, a school and calendar will need to be selected from the toolbar. A user will be able to edit an existing enrollment as long as that person has rights to the calendar.



## General Enrollment Editor

**PATH:** *Student Information > General > Enrollments > General Enrollment Information*

The **General Enrollment Information** section lists the calendar of enrollment, grade level, start and end date, the type of enrollment, the start and end status of enrollment, and any enrollment comments that have been entered. Fields such as start and end status and service type are state defined fields.

Image 4: General Enrollment Editor

The following table provides definitions for each data element on the General Enrollment editor.

<b>Data Element</b>	<b>Definition</b>
<b>Calendar</b>	Lists the name of the school and school year into which the student is enrolled.
<b>Schedule</b>	Displays the schedule structure of the calendar into which the student is enrolled.
<b>Grade</b>	Indicates the grade level of the enrollment record. Grade levels should be mapped to state grade levels for proper reporting.
<b>Class Rank Exclude</b>	Indicates this enrollment record is not included in class rank calculations. This is often selected for foreign exchange students or special education students.
<b>Start Date</b>	Lists the first day of instruction for this enrollment record.
<b>No Show</b>	Indicates the student did not ever attend the school during the allotted time period determined by the district.
<b>End Date</b>	Lists the last day of instruction for this enrollment record.
<b>End Action</b>	Indicates the selection of promoting, retaining or demoting a student to the next, previous or same grade level for the next school year. See the <a href="#">End Action</a> section for more information.
<b>Service Type</b>	<p>Indicates the type of enrollment and the intended service the student receives. Service types are Primary, Partial (Supplemental) or Special Education.</p> <p>If a student has multiple concurrent enrollments (an 8th grade student enrolled in the Middle School who is taking High School classes for part of the time), the Middle School enrollment would be marked as Primary and the High School enrollment would be marked as Partial.</p>
<b>Start Status</b>	<p>Lists the enrollment start code for the student.</p> <div data-bbox="310 1325 1476 1461" style="background-color: #e1eef6; padding: 10px; border: 1px solid #d9e1f2;"> <p> Start Statuses vary by state. See Enrollment information in the <a href="#">Localizations</a> area for specific state information.</p> </div>
<b>End Status</b>	<p>Lists the enrollment end code for the student.</p> <div data-bbox="310 1644 1476 1780" style="background-color: #e1eef6; padding: 10px; border: 1px solid #d9e1f2;"> <p> End Statuses vary by state. See Enrollment information in the <a href="#">Localizations</a> area for specific state information.</p> </div>

<b>Start Comments</b>	Displays any comments about the start of the enrollment - who entered the enrollment, verified information, etc.
<b>End Comments</b>	Displays any comments about the end of the enrollment.

## End Action

The following definitions define the available End Actions for an enrollment. These options are used in the [Enrollment Roll Forward Wizard](#).

Term	Description	Logic
<b>D</b>	<b>Demote</b>	Indicates a student will be a lower grade level for the next school year (for example, a student enrolled in grade 3 will be in grade 2 in the next school year).
<b>P</b>	<b>Promote</b>	Indicates the student will increase at least one grade level for the next school year (student moves from grade 3 to grade 4). This is the default setting and does not need to be selected for students moving to the immediate next grade level.
<b>R</b>	<b>Retain</b>	Indicates a student will remain in the same grade level for the next school year (student will be enrolled in grade 3 next year, and is currently enrolled in grade 3).

## Adding Enrollment Information



Enrollments can be added for a student from this enrollments tab or through the enrollment tab in Census People Enrollments. A person in Campus is considered a student when that person has an enrollment record, active or not active.

1. Select the **New** icon from the Action bar. The enrollment entry information (General, State Reporting Fields, etc.) will display below the Enrollment Editor.
2. Enter at least the required fields (**Grade, Start Date, Service Type, Start Status**) in the General Enrollment Information editor.
3. If additional information can be added at this time, enter that information as well.
4. Click the **Save** icon. The new enrollment will be listed in the Enrollment Editor. Additional field selections can be made now or at a later time.

When the enrollment record is created, staff are now able to add schedule information, prepare for fees entry, etc.



## Future Enrollment Editor



**PATH:** *Student Information > General > Enrollments > Future Enrollment*

The **Future Enrollment** editor provides information regarding the student's plan for the next school year (i.e., elementary to middle and middle to high). This should only be used by districts that have multiple school sites for a given grade level.

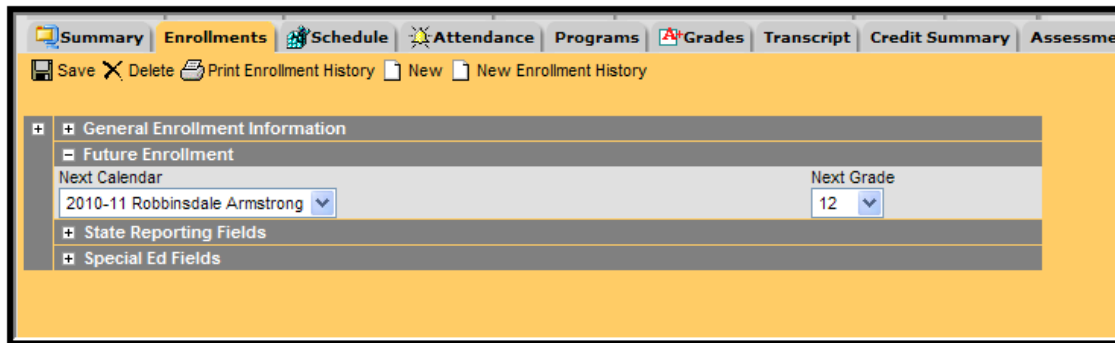


Image 5: Future Enrollment Editor

When a student has the ability to choose a school outside of the student's school boundary, the Next Calendar and Next Grade will need to be chosen. Only future calendars will be available for selection based on the calendar chosen in the Campus toolbar. (i.e, calendars for school years in the past will not appear for selection).

- If an existing enrollment is selected, the Next Calendar dropdown list will display all calendars greater than or equal to the year of that enrollment that contains the grade level sequences greater than or equal to the grade level selected in the enrollment.
- If a new enrollment is being created, the Next Calendar dropdown list will display all calendars greater than or equal to the Active School Year.

## Setting Graduation Settings for Specific Students

1. Select the **Next Calendar** from the dropdown list. This calendar selection should be the next year's calendar. For example, a student currently enrolled in the 2009-10 Elementary School will be enrolled into the 2010-11 Middle School. The 2010-11 calendar should be selected.
2. Select the **Next Grade** into which the student will be enrolled in the next school year.
3. Click the **Save** icon at the top of the Enrollment tab when finished.

## State Reporting Fields

**PATH:** *Student Information > General > Enrollments > State Reporting Fields*

**PLEASE READ:**  
 Student eligibilities for free and reduced meal benefits must be imported to the [Eligibility](#) tool.  
 The Enrollments tab is no longer be used to store this information.

The State Reporting Fields editor contains data elements used in state reporting extracts and federal reporting. Data elements on this editor will vary by state. See information for enrollments in the Localizations area.

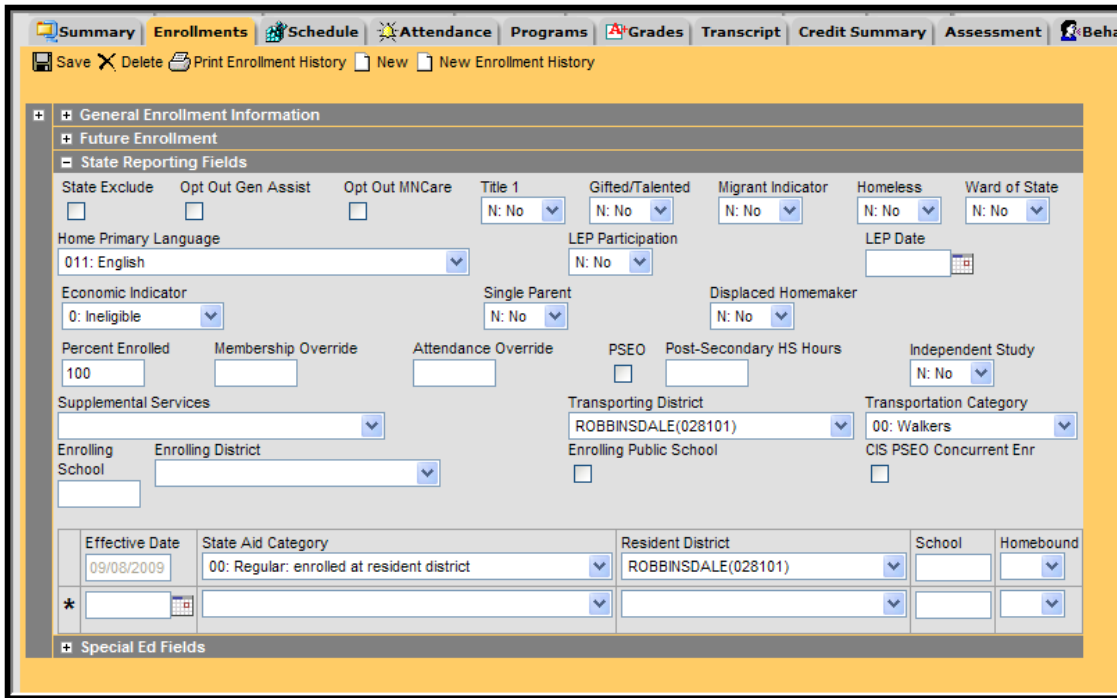


Image 6: State Reporting Enrollment Editor

## Special Education Fields

**PATH:** *Student Information > General > Enrollments > Special Education Fields*

The Special Education Fields editor lists those items that need to be reported for state reporting and for the determination of the students being set as special education students.

Image 7: Special Education Enrollment Editor

Data elements on this editor will vary by state. See information for enrollments in the Localizations area.

## Enrollment History

All past enrollment information can be entered for the student's entire education career, even if the enrollments were not at the current school or district. This provides the district with the ability to contact past schools or just have a record of enrollment (often required for state reporting).

### Adding New Enrollment History

1. Select the **New Enrollment History** icon from the Action bar. An **Enrollment History** editor displays.
2. Enter the following required fields:
  - a. **Calendar Name** - this is the name of the school
  - b. **Grade** level of enrollment
  - c. **Start Date**
  - d. **Service Type** (defaults to Primary)
  - e. **Start Status**
3. Because this is a historical enrollment record, for most entries, the end of the enrollment information can also be entered. Enter the following fields:
  - a. **End Date**
  - b. **End Status** (if needed for state reporting purposes).
4. Click the **Save** icon when finished. The historical enrollment is now listed in the Enrollment Editor list of enrollments.

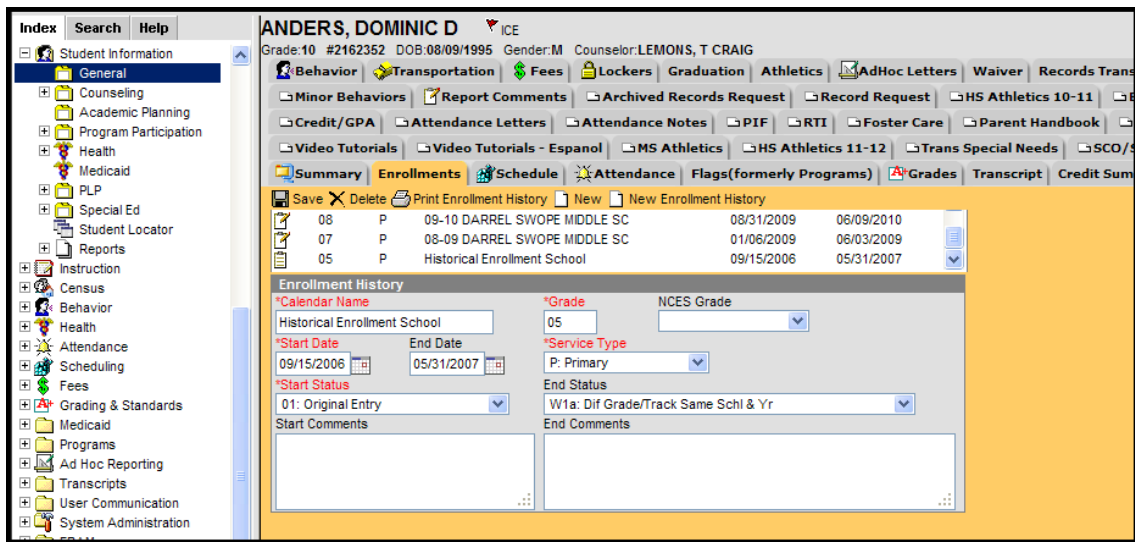


Image 8: Enrollment History Entry

## Printing the Enrollment History

A student's enrollment history can be printed by selecting the **Print Enrollment History** button.

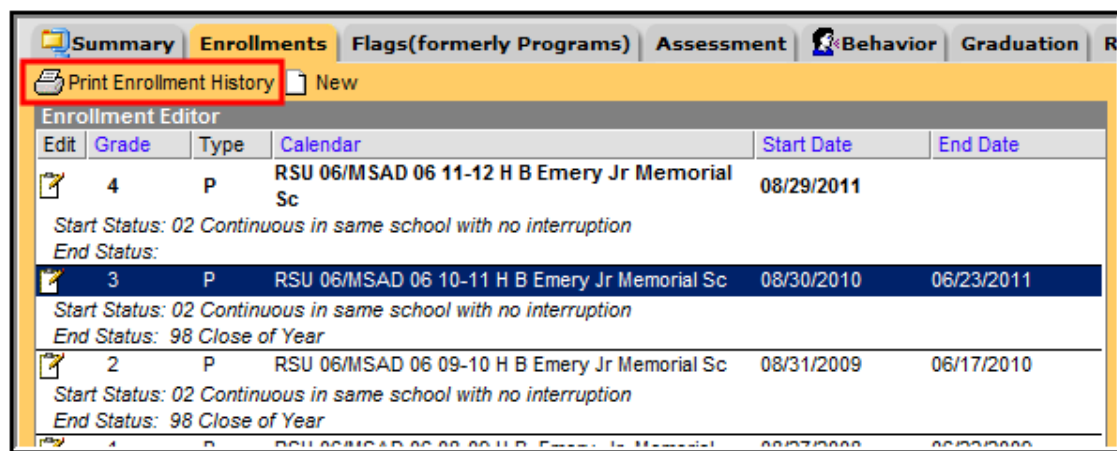


Image 9: Printing the Enrollment History

The student's enrollment history will appear in a separate window in PDF format.

1200 RSU 06/MSAD 06 District		Emma Enrollment History		
Generated on 11/10/2011 10:29:01 AM Page 1 of 1		Date: 11/10/2011		
<b>Enrollment History</b>				
Grade	Type	Calendar (Schedule Name)	Start Date	End Date
4	P	RSU 06/MSAD 0611-12 H B Emery Jr Memorial Sc	08/29/2011	
<i>Start Status: 02 Continuous in same school with no interruption</i>				
<i>End Status:</i>				
3	P	RSU 06/MSAD 0610-11 H B Emery Jr Memorial Sc	08/30/2010	06/23/2011
<i>Start Status: 02 Continuous in same school with no interruption</i>				
<i>End Status: 98 Close of Year</i>				
2	P	RSU 06/MSAD 0609-10 H B Emery Jr Memorial Sc	08/31/2009	06/17/2010
<i>Start Status: 02 Continuous in same school with no interruption</i>				
<i>End Status: 98 Close of Year</i>				
1	P	RSU 06/MSAD 0608-09 H.B. Emery, Jr. Memorial	08/27/2008	06/22/2009
<i>Start Status: 02 Continuous in same school with no interruption</i>				
<i>End Status: 98 Close of Year</i>				
K	P	RSU 06/MSAD 0607-08 H.B. Emery, Jr. Memorial	08/29/2007	06/16/2008
<i>Start Status: 02 Continuous in same school with no interruption</i>				
<i>End Status: 99 Other</i>				

Image 10: Enrollment History Print

## Summer School Enrollments

[Overview](#) | [Mass Creation Summer School Enrollments](#) | [Single Creation of Summer School Enrollments](#) | [End Dating Summer School Enrollments](#)

### Overview



Summer School Enrollments are managed the same way a regular school year enrollment is. It is recommended that a separate Summer School Calendar be made for each school that allows summer school enrollments. Generally, students are in the same grade level for the summer school enrollment as they are for the enrollment in the just finished school year.

This article is provided as a guideline for summer school enrollments. The process for this may vary by district. If district process information exists, please follow that information.

Instructions assume a summer school calendar and courses have already been created.

### Mass Creation Summer School Enrollments

1. Create an [Ad hoc Filter](#) using the Selection Editor that contains all students enrolled in a summer school.
2. Use the tool to create enrollment records.

## Single Creation of Summer School Enrollments

1. Search for the student in the current school year calendar (not summer school calendar).
2. Navigate to the student's [Enrollment](#) tab and select the New icon.
3. Change the Calendar selection to be the Summer School Calendar.
4. Enter a Start Date for the enrollment, usually the first day of summer school.
5. Select the appropriate Start Status for this enrollment.
6. Verify the current year Grade level is selected. Students are not considered to be enrolled in the next grade level until the fall enrollment.
7. Select the Service Type of S: Partial.
8. Click the Save icon.

## End Dating Summer School Enrollments

This is only used for students who ended summer school enrollment prior to the last day of summer school.

1. Search for the student in the summer school calendar.
2. Navigate to the student's [Enrollment](#) tab and select the New icon.
3. Enter an End Date for the enrollment.
4. Select the appropriate End Status for this enrollment.
5. Click the Save icon.