



Cross-Enrollment Features and Functions

Release 8.0



"I am convinced that the best learning takes place when the learner takes charge."

Contents

Introduction.....	3
Administrative Setup	3
Student Forms	3
STU185.FMX Cross-Enroll Student	3
STU184.FMX Cross-Enrollment History	5
STU171.FMX Cross-Enrollment Withdrawal Approval.....	6

© The Administrative Assistants Ltd. 2004. All rights reserved.

eSIS® is a registered trademark of The Administrative Assistants, Ltd. 2000 - 2004



Introduction

The purpose of cross-enrolling students from your school into other schools in your District (Board) is to provide students access to programs and courses (such as summer school, night school, or independent study) that are not available in your school. If students want to cross-enroll into your school, but maintain the majority of their course load at their current school, then the current school must initiate the cross-enrollment process. To cross-enroll a student into another school, first select the student, in either the Main Window or the Select Student Window.

Administrative Setup

Follow the School Setup document to ensure that the schools involved are set up appropriately.

Student Forms

STU185.FMX **Cross-Enroll Student**

Menu Path: *Main Menu > Cross Enrollment > Cross Enrollment Student*

This form is used to cross-enroll students from your school into other schools in your District (Board).

If students want to cross-enroll into your school, but maintain the majority of their course load at their current school, then the current school must initiate the cross-enrollment process.

Cross-enrollment causes two automatic changes in SIS:
In the home school (current) school, information on the cross-enrollment is added to the Alert Window for this student (if your District has selected this option for alert information in SYS001 Company Update).

Only the current school (home school, your school) can edit a cross-enrolled student's demographic information.

The cross-enrolled school can:

- View demographic information for the student
- Schedule courses in their school for the student
- Enter marks for those courses for the student
- Enter attendance for those courses for the student
- Enter discipline items for the time the student is in their school
- Enter cross-enrolled students to teams/groups
- Enter cross-enrolled students to programs

Action Edit Record Query Common View Navigate Lock Help Window
 Cross-Enroll Student

WGH West Geauga High School Homeroom 09E119 - Collins, Andrew Alert

Pupil Number Legal Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name
 141861 Newell Philip M 04-MAY-1982 13 Keith

Current School West Geauga High School Membership Share:

Enrollments

Cross-Enrolled Schools	Year	Adm Date	Withdraw	Accept Transf...	Enrolled Reason	Mem. Sha...
Western Local HS	2000	20-JAN-2000	Withdraw	<input type="checkbox"/>	OPEN ENROLLMENT ?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	

Cross Enrollment History ADD DEL

School Record: 1/1 <OSC>

Field Name	Description
Current School	The name of the current school where the student is enrolled. Cannot be modified.
Membership Share	Enter the School's share of state funding for the home school.
Cross-Enrolled Schools	Select the school into which the student is to be cross-enrolled. List populates from schools entered on SYS040 School Details.
Year	Enter the school year.
Admission Date	Enter the date that the student is to be admitted to the cross-enrolled school.
Withdraw Button	Select to withdraw the student from the cross-enrolled school.
Accept Transfer?	When the school that the student is being cross-enrolled in accepts the school transfer a check displays in the accept transfer checkbox.
Enrolled Reason	On Save if the option to save cross-enrollment history in SYS001 Company Update is turned on, the Insert Cross Enrollment canvas displays where a Cross Enrollment Reason can be selected. List of cross-enrolled reasons populates from SYS232 Cross-Enrollment Reasons.
Membership Share	Enter the School's share of state funding for the student for the Cross-Enrolled School.
Cross Enrollment History button	Calls STU184 Cross-Enrollment History if <input checked="" type="checkbox"/> Use Cross Enrollment History is checked in SYS001 Company Update.

STU184.FMX Cross-Enrollment History

Menu Path: Main Menu > Cross Enrollment Student > Cross Enrollment History button

This form is used to see a history of cross-enrollment activity for the student. Records can be deleted from STU185 Cross-Enroll Student but will continue to display in this form.

Home School	Cross School	Effective Date	Admit/Wdr	Reason	Reason Description	Never Member	Share
West Geauga High School	Western Local HS	20-JAN-2000	A	OE	Open Enrollment ...	<input checked="" type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	

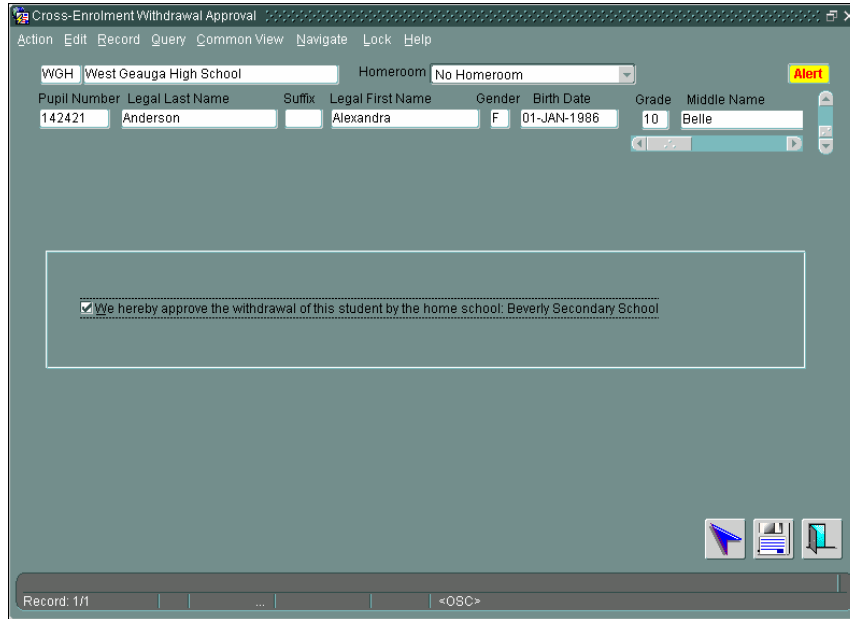
Field Name	Description
Home School	The name of the school where the student is enrolled and taking the majority of courses.
Cross School	The name of the school where the student is cross-enrolled.
Effective Date	The effective date when the student was cross-enrolled. Updateable unless there is an active record for the school.
Admission/Withdraw	A = Admission W = Withdrawal
Reason Code/ Reason Description	The reason code and description selected for this cross-enrollment. Updateable unless there is an active record for the school. Populates from STU185 Cross-Enroll Student.
Never Attended	Indicates that the student never attended the cross-enrolled school. Updateable unless there is an active record for the school.
Membership Share	Shows the School's share of state funding for the student. Populates from STU185 Cross-Enroll Student.

STU171.FMX Cross-Enrollment Withdrawal Approval

Menu Path: *Main Menu > Cross Enrollment > Approve Withdrawal of Student*

This form is used to approve the withdrawal of a cross enrolled student from the home school. Approval must be indicated for withdrawal before the records can be released to the new school. This menu only displays if

Require Approval on Cross Enrollment Withdrawal is checked in SYS001 Company Update – Admission tab.



Field Name	Description
We hereby approve the withdrawal of this student by the home school: XXXXX	Select the checkbox to approve the withdrawal of a student from your school (the home school).

