

Disenrollment Procedures

School sites no longer have the ability to delete enrollment records. Below explains the process to allow another SCUSD school to enroll students prior to the beginning of the school year for students who were promoted during the Student Roll Forward Process.

PRIOR to first day of school:

- Scenario 1A: The student was promoted or pre-enrolled to the school; however, you are notified by **another CA school** that a student will not be attending your site
 1. On the Enrollment tab, modify the Start and End Dates to be 07/01/20XX and add End Status to T160 or other appropriate code
 2. In the student's previous year's End Status, update the End Status to T160 or other appropriate code. Enter into End Comments transfer district/school name
 - This enrollment (dummy) enrollment will not be removed from Infinite Campus.

A screenshot of the Infinite Campus enrollment form for Scenario 1A. The form includes fields for *Start Date (07/01/2018), No Show (checkbox), End Date (07/01/2018), End Action (dropdown), *Service Type (P: Primary), *Start Status (15: Continuous within same school), and End Status (T160: Regular, non-discip transfer to public CA School).

- Scenario 1B: The student was promoted or pre-enrolled to the school; however, you are notified **by another SCUSD school** that a student will not be attending your site
 1. On the Enrollment tab, modify the Start and End Dates to be 07/01/20XX and add End Status to T161 (**Internal Code**) or other appropriate code.
 2. In the student's previous year's End Status, update the End Status to T161 (**Internal Code**) or other appropriate code. Enter into End Comments transfer district/school name
 - This enrollment (dummy) enrollment will not be removed from Infinite Campus.

A screenshot of the Infinite Campus enrollment form for Scenario 1B. The form includes fields for *Start Date (07/01/2021), No Show (checkbox), End Date (07/01/2021), End Action (dropdown), *Service Type (P: Primary), *Local Start Status (15: Continuous within same school), Local End Status (T161: Regular, non-discr transfer to public CA School - In Di...), State Start Status (15: Continuous within same school), and State End Status (T160: Regular, non-discip transfer to public CA School).

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AFTER the school year has begun:

- Scenario 2: The student will transfer to **another SCUSD school**
 1. On the Enrollment tab, enter the End Date. This will be the last day of attendance
 2. Enter the End Status T161** (**Internal Code**). Enter into End Comments transfer school name
 3. Click Save
- Scenario 3: The student will transfer to **another public CA district**
 1. On the Enrollment tab, enter the End Date. This will be the last day of attendance
 2. Enter the appropriate End Status T160 ** (most common). Enter into End Comments transfer district/school name
 3. Click Save
- Scenario 4: The student will transfer to a **school out of state, to another country, or to a private school**
 1. On the Enrollment tab, enter the End Date. This will be the last day of attendance
 2. Enter the End Status** T200 (Transfer Out of state), T240 (Transfer out of country), T180 (Transfer to Private School) ** Enter into End Comments transfer district/school name
 3. *Optional, but highly recommended:* Upload to the Documents tab the evidence (email, records transfer request) for why this code was used (Auditing purpose)
 4. Click Save

** See SCUSD End Status Code document for the full list of appropriate End Statuses and descriptions

If you have any questions, please contact Tech Services Help Desk at 643-9445 or by email: support@scusd.edu