

## **Procedures to Dis-enroll Students**

This explanation addresses the change in district practice for retaining enrollment records for students who were promoted during the Student Roll Forward process, NOT the beginning of next school year NO SHOW process.

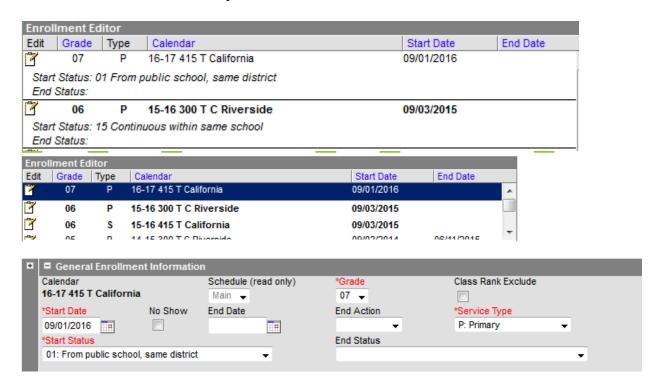
 District policy has changed. It is no longer permissible to use a 'dummy' Enrollment State/End Date (July 1, 20XX) to retain students who were promoted (based on address) during the Student Roll Forward Process.

Those enrollment records need to be deleted for the future year, so the other school can enroll the student.

## For students who have completed highest grade level offered at the currently enrolled school

1. Search for the student' FUTURE Enrollment, **DELETE** the future enrollment.

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



2. Nothing needs to be done to the current enrollment since the End of Year Process has not been completed.

The End of Year Process will be complete one week after the last day of school.

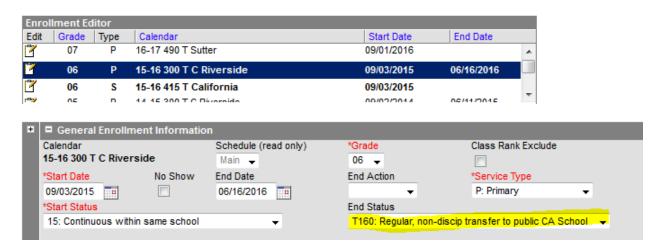
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For students who decide to transfer AFTER End of Year Process is completed. Typically, this occurs over the summer before the first day of school.

- 1. Search for the student' FUTURE Enrollment, **DELETE** the future enrollment.

  \*PATH: Student Information > General > Enrollment
- 2. If previous year's enrollment End Status is a E155, change it to a T160
- 3. If previous year's enrollment End Status is a 480, NO change is needed.



## **How to Find a Previously Enrolled Student**

Any student who has been created and/or enrolled in a SCUSD school can be found by searching under ALL PEOPLE.

To find enrollment details regarding the student,
 PATH: Student Information > Census > People > Enrollments

Once school starts in the fall, and a student does not show, the No Show Procedures should be followed.

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