



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

Enrollment Editor					
Edit	Grade	Type	Calendar	Start Date	End Date
	07	P	16-17 415 T California	09/01/2016	
Start Status: 01 From public school, same district					
End Status:					
	06	P	15-16 300 T C Riverside	09/03/2015	
Start Status: 15 Continuous within same school					
End Status:					

Enrollment Editor					
Edit	Grade	Type	Calendar	Start Date	End Date
	07	P	16-17 415 T California	09/01/2016	
	06	P	15-16 300 T C Riverside	09/03/2015	
	06	S	15-16 415 T California	09/03/2015	
	06	P	14-15 300 T C Riverside	09/03/2014	08/14/2015

General Enrollment Information			
Calendar	Schedule (read only)	*Grade	Class Rank Exclude
16-17 415 T California	Main	07	<input type="checkbox"/>
*Start Date	No Show	End Action	*Service Type
09/01/2016	<input type="checkbox"/>		P: Primary
*Start Status	End Date	End Status	
01: From public school, same district			

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.

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.

The screenshot shows the 'Enrollment Editor' interface. At the top is a table with columns: Edit, Grade, Type, Calendar, Start Date, and End Date. The second row is selected, showing Grade 06, Type P, Calendar 15-16 300 T C Riverside, Start Date 09/03/2015, and End Date 06/16/2016. Below the table is a 'General Enrollment Information' section with various fields: Calendar (15-16 300 T C Riverside), Schedule (Main), *Grade (06), Class Rank Exclude (unchecked), *Start Date (09/03/2015), No Show (unchecked), End Date (06/16/2016), End Action (empty), *Service Type (P: Primary), *Start Status (15: Continuous within same school), and End Status (T160: Regular, non-discip transfer to public CA School).

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.

1. 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.