

## Concap Student Procedures

The following are instructions on how to properly document the concapping of students. To do so, there are 2 areas required in Infinite Campus:

- The *District Defined Elements* area ensures proper identification
- The *Future Enrollment* area ensures proper promotion – this cannot be completed until the district creates future calendars, usually early January

Concapped School	Screenshot
<ol style="list-style-type: none"> <li>Go to the student’s Enrollment tab.</li> <li>Select current enrollment record</li> <li>Enter the appropriate End Date and End Status: T160 of the student’s current enrollment                             <ul style="list-style-type: none"> <li>End dating the student’s enrollment automatically ends the students schedule</li> </ul> </li> <li>OPTIONAL: End comments</li> </ol>	
<ol style="list-style-type: none"> <li>Locate student to enroll by searching under All People and entering identifiable information, such as last/first name, local student number, state ID number</li> <li>Go to new student’s Enrollment tab</li> <li>Select NEW</li> <li>In the <b>General Enrollment Information</b> area, enter appropriate Start Date and Start Status: 01                             <ul style="list-style-type: none"> <li>OPTIONAL: Start comments</li> </ul> </li> <li>Under <b>District Defined Elements</b>, enter Transfer Type: 3 ConCap Student</li> <li>Save student’s enrollment</li> </ol>	

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