

# New Student Enrollment Process

Infinite Campus and SCUSD

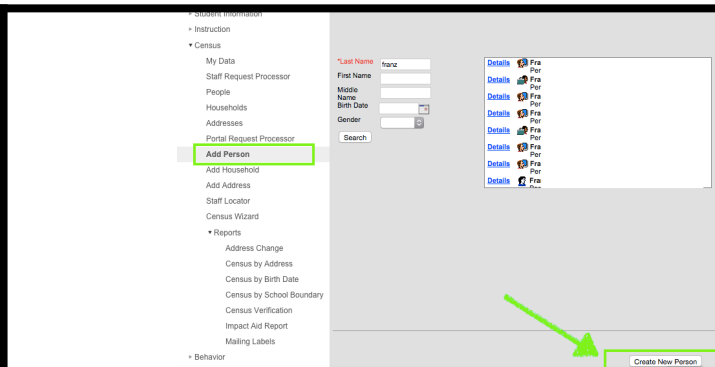
2015-2016

## There are four key steps in the new student enrollment process.

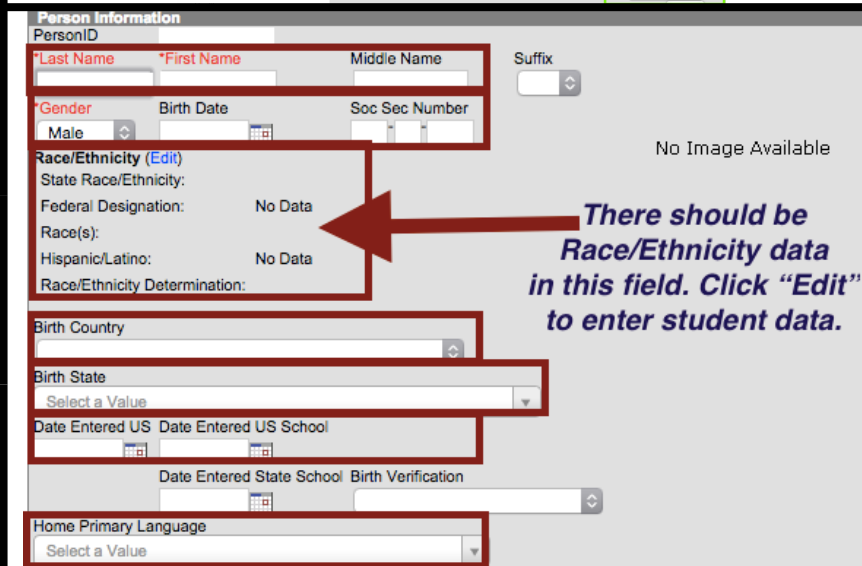
1. Add the student in Infinite Campus.
2. Enroll the student in your school - you must be in the 15-16 calendar to do this!
3. Schedule the student into classes.
4. Create the household. (Add other people in the household, add the address, and define household relationships.)

### STEP #1: ADD THE STUDENT IN INFINITE CAMPUS.

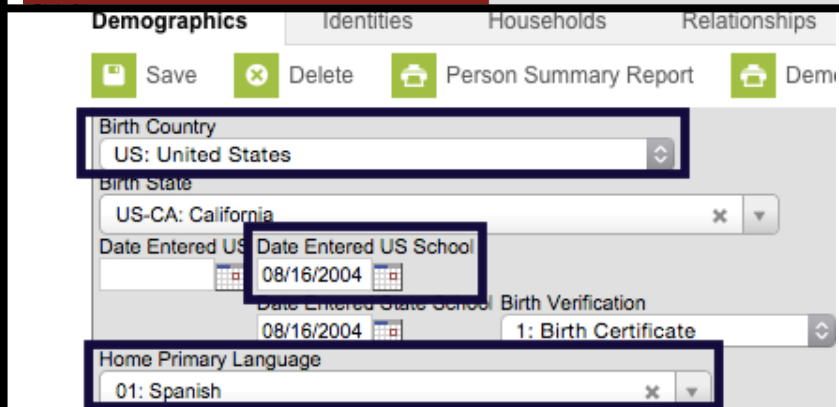
- Go to CENSUS > Add Person.
- Search for the student first. Type in last and first names in search fields.
- Click "Search."
- Look at list of possible people. If the student is not included in the list, select "Create New Person." If the student is included, select that person and move on to Step #2.



- Fill in information for all fields identified by a red rectangle according to the student data included on the enrollment forms.
  - ▶ Last Name
  - ▶ First Name
  - ▶ Middle Name
  - ▶ Gender
  - ▶ Birthdate
  - ▶ Race/Ethnicity: *Is the individual Hispanic/Latino?*
  - ▶ Race/Ethnicity: *Is the individual from one or more of these races?*
  - ▶ Race/Ethnicity (drop-down menu)
  - ▶ Race/Ethnicity Determination
  - ▶ Home Primary Language



- Click SAVE.
- Click the student's name in bold when you are back on the "Add Person" screen.
- Fill in all demographic information for fields identified by a blue rectangle according to the data on the enrollment forms.
  - ▶ Birth Country
  - ▶ Date Entered US School
  - ▶ Home Primary Language
  - ▶ Parent Ed Level (scroll down for this)
- Click SAVE at the top of the page.



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## STEP #2: ENROLL THE STUDENT AT YOUR SITE.

- Go to the student's ENROLLMENT tab.
- Select "New Enrollment."
- Enter the appropriate calendar (which should be defaulted to the correct one), schedule, grade, service type, start date, and start status. (You may have to scroll up to see all of these fields.)

## STEP #3: SCHEDULE THE STUDENT INTO CLASSES AT YOUR SITE.

- Go to the student's SCHEDULE tab.
- Select "Walk-in Scheduler."
- Click "Search."

- Enter a specific teacher name, course number, etc. to search for available classes and sections.
- Once the class/section you want appears under the Section Search box, click on the course number/teacher name. Doing so will add that class to the student's schedule. Repeat until all necessary classes have been added.

- A complete ELEM schedule will look like this. ----->

	T1 09/02/2014 - 11/28/2014	T2 12/01/2014 - 02/27/2015	T3 03/02/2015 - 06/12/2015
ATT	4000-1 HOMEROOM 4	4000-1 HOMEROOM 4	4000-1 HOMEROOM 4
MATH	4010-1 MATH	4010-1 MATH	4010-1 MATH
RDG	4020-1 READING	4020-1 READING	4020-1 READING
FRS	4025-1 FOUNDATIONAL READING SKILLS	4025-1 FOUNDATIONAL READING SKILLS	4025-1 FOUNDATIONAL READING SKILLS
WRTG	4030-1 WRITING	4030-1 WRITING	4030-1 WRITING
SPL	4040-1 SPEAKING/LISTENING	4040-1 SPEAKING/LISTENING	4040-1 SPEAKING/LISTENING
LANG	4050-1 LANGUAGE	4050-1 LANGUAGE	4050-1 LANGUAGE
SCI	4060-1 SCIENCE	4060-1 SCIENCE	4060-1 SCIENCE
SS	4070-1 SOCIAL SCIENCE	4070-1 SOCIAL SCIENCE	4070-1 SOCIAL SCIENCE
HEA	4080-1 HEALTH	4080-1 HEALTH	4080-1 HEALTH
VPA	4090-1 VISUAL AND PERFORMING ARTS	4090-1 VISUAL AND PERFORMING ARTS	4090-1 VISUAL AND PERFORMING ARTS
PE	4095-1 PHYSICAL EDUCATION	4095-1 PHYSICAL EDUCATION	4095-1 PHYSICAL EDUCATION

- A complete MS/HS schedule will look like this. (HS will have TERM HQ1, etc. at the top instead of MQ1.) ----->

	MQ1 09/02/2014 - 10/31/2014	MQ2 11/03/2014 - 01/23/2015	MQ3 01/26/2015 - 04/10/2015	MQ4 04/13/2015 - 06/12/2015
06	EMPTY	EMPTY	EMPTY	EMPTY
01	MAM478-3 FOUNDATIONS	MAM478-3 FOUNDATIONS	MAM478-3 FOUNDATIONS	MAM478-3 FOUNDATIONS
02	MAS578-3 MATH INTERVENTION 7/8	MAS578-3 MATH INTERVENTION 7/8	MAS578-3 MATH INTERVENTION 7/8	MAS578-3 MATH INTERVENTION 7/8
03	ELM188-8 LANG ARTS 8 PLUS	ELM188-8 LANG ARTS 8 PLUS	ELM188-8 LANG ARTS 8 PLUS	ELM188-8 LANG ARTS 8 PLUS
04	SWM008-8 HIST & GEO 8	SWM008-8 HIST & GEO 8	SWM008-8 HIST & GEO 8	SWM008-8 HIST & GEO 8
05	PZM078-13 PHYSICAL ED-R	PZM078-13 PHYSICAL ED-R	PZM078-13 PHYSICAL ED-R	PZM078-13 PHYSICAL ED-R
06	QSM008-8 SCI 8	QSM008-8 SCI 8	QSM008-8 SCI 8	QSM008-8 SCI 8

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## STEP #4: CREATE THE STUDENT'S HOUSEHOLD.

Add all people in the household using the same process described in Step #1 for adding the student. If a person already exists, *do not* add the person again. (Additional data needed for parents/guardians = "Personal Contact Information." Complete as many fields as possible, and make sure to select Messenger Preferences checkboxes as indicated by person.)

Personal Contact Information		Messenger Preferences Contact Reasons						
Contact Information	Private	Delivery Device	Emergency	Attendance	Behavior	General	Priority	Teacher
Email:	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Email:	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone:	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
( ) - x	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Phone:	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
( ) - x	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone:	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
( ) - x	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pager:	<input type="checkbox"/>							
( ) - x	<input type="checkbox"/>							

Next, go to **CENSUS WIZARD**. This is where you should always go to create and edit households!

### Census Wizard

#### Step 1 - Assemble New or Select Household

This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household.

If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you can create

Person Search	Household
Last Name	
First Name	
Student Number	
Birth Date	
Gender	
Middle Name	
Suffix	
Address Search	
House/P.O. Number	
Street Name	
Apt Number	
City	
Household Search	
Household Name	
Home/Other Phone	
Search	Clear Search Fields
	Continue - Step 2 > Clear Household

Enter the parent's/guardian's first and last name in the search fields. **If the correct parent/guardian is already in a household, then click on the main household name in bold to add that household to the white box. Search for the student, then click on the correct name to add him/her to the white box. Click "Continue - Step 2." If the parent/guardian is NOT already in a household, continue with the steps below:**

- ◆ Enter the student's first and last names in the search fields. The student should then appear to the left of the wizard. Click on the student and his/her name should populate into the white "Household" box on the far right of the screen.
- ◆ Now search for all other members of the household - parents/guardians, siblings, etc. Enter each person's name in the search fields, then click on each person's name individually. *Make sure to verify that you are selecting the correct people!*
- ◆ Then, search for the student's address. Click on it to add it to the white box, as well.
- ◆ When all members and the address have been added, click "**Continue - Step 2.**"

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Person Search	Assembling a New Household
Last Name	
First Name	
Student Number	
Birth Date	
Gender	
Middle Name	
Suffix	
Address Search	
House/P.O. Number	
Street Name	
Apt Number	
City	
Household Search	
Household Name	
Home/Other Phone	
Search	Clear Search Fields
	Continue - Step 2 > Clear Household

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In the Census Wizard, students are identified like this:----->



Parents/Guardians are identified like this: ----->



- ☑ On page 2, leave the household name field alone. Enter the main household phone number at the top of the screen.
- ☑ Enter a start date for the household location and *make sure the MAILING box is checked!*
- ☑ Add a start date for all household members (and check "Secondary," if applicable).
- ☑ Click "**Continue - Step 3.**"

## Census Wizard - Edit Household Membership

### Step 2: Editing Household Data

Edit the attributes common to the household and edit details specific to each person and address.

Household						
Household Name (Override)	Household Phone Number	Private				
	( 916 )	<input type="checkbox"/>				
Household Locations						
Address	Start	End	Private	Secondary	Mailing	
SACRAMENTO CA 95818	01/01/1901		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Household Members						
Name	Birthdate	Gender	Start	End	Private	Secondary
L			01/01/1901		<input type="checkbox"/>	<input type="checkbox"/>
L			01/01/1901		<input type="checkbox"/>	<input type="checkbox"/>
L			01/01/1901		<input type="checkbox"/>	<input type="checkbox"/>
L			01/01/1901		<input type="checkbox"/>	<input type="checkbox"/>
L			01/01/1901		<input type="checkbox"/>	<input type="checkbox"/>

Save & Continue - Step 3 »

- ☑ On page 3, you will need to clarify household relationships.
  - ◆ Enter a relationship from the drop-down menu for each person. *This is the relationship TO THE STUDENT.*
  - ◆ Enter a start date for the relationship.
  - ◆ Enter a sequence for emergency contacts.
  - ◆ Check "Guardian" for all parents/guardians.
  - ◆ Make sure all other appropriate boxes are checked **as needed** for each person: Mailing, Portal, Messenger, Private.
- ☑ Click **SAVE & DONE.**

## Census Wizard - Edit Relationships

### Step 3 - Edit Relationships of Household Members

Edit the relationships between the family members.

Relationships to C											
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
			Mother			1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Relationships to S											
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
			Mother			1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save & Done