Directions:

**Homeless status in now entered under the FLAG tab**. If the "Residence" category on the enrollment form is one of the highlighted, go to the **FLAG** tab – <u>do NOT</u> enter under "Residence Categories" in the Enrollment tab.



If you have any questions, please contact Joanne Corby in ARE at 643-9420 or by email: joanneco@scusd.edu .

| Instructions | Screenshots |
| --- | --- |
| 1. Log onto Infinite Campus and find the student and go to the "**Flags**" tab. <br><br> 2. Click on "**New**" to create a new Flag. |  |
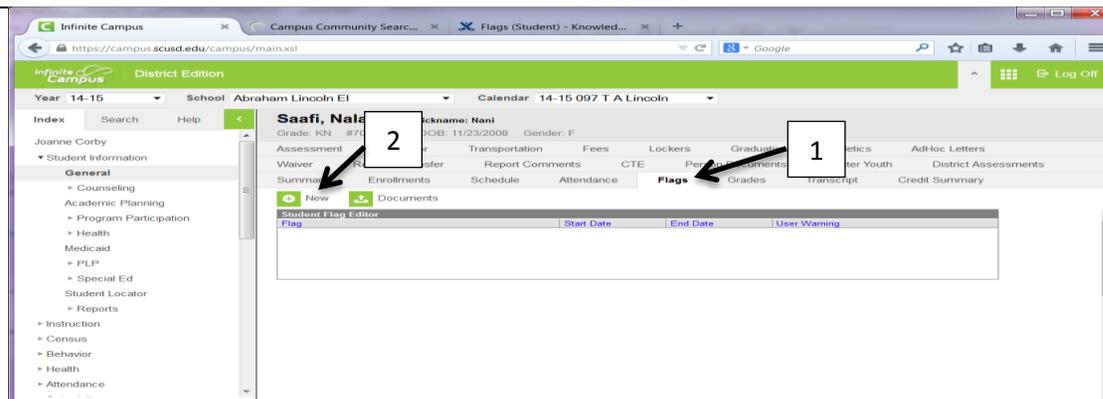
3. Select from the "**\*Flags**" pull down menu the residence type that is selected on the student's Registration Form.

**Student Flag Detail**
**\*Flags**

Pending Special Ed
Refugee
Resource Specialist
Title VII Indian Education
101:504 Accommodation Plan
113:California Partnership Academy
127:GATE
135:Migrant Education
144:Special Education
162:Pregnant or Parenting Programs
180:CAHSEE Intensive Instruction
185:Transitional Kindergarten
190:Foster Youth
191:Homeless
191-100:Homeless - Temporary Shelters
191-110:Homeless - Hotels/motels
191-120:Homeless - Temporarily Doubled Up
191-130:Homeless - Temporarily Unsheltered
200:Unaccompanied Youth Indicator
201:Runaway Youth Indicator

4. Enter a "**Start Date**"
5. Click on the "**Save**" button.
6. If "Unaccompanied" or "Runaway", repeat steps 3-5.



NOTES:

1. **Start Date** and **End Dates** are **required**. Status must be updated. If a student is no longer homeless, unaccompanied or runaway, an End Date must be entered.
   a. Do not use eligible start/end date fields.
2. **Two new fields:** Unaccompanied and Runaway. These must be entered as separate flags and also upadated/end dated if there is a status change.