How to Enroll a New Student Using an Enrollment Packet

For questions, please contact your support team:
Shonna Franzella (43-7862) or Jennifer Ellerman (43-7863)
Click here for their school assignments.

Click here for their contact information.

Log into Infinite Campus. In the Index column, click on **<CENSUS>**. Then click **<ADD PERSON>** and enter the student's name and/or date of birth in the search field*. Is the student already in the system?*

If NO...

If YES...

Simply verify, update, and add (if necessary) demographic data as you review the Student Registration Form.

1. ADD PERSON - *STUDENT*

Go to **<CENSUS>** and **<ADD PERSON>** to create a new student record.

2. ADD PERSON – *PARENT/GUARDIAN*

Next, repeat those steps to **<ADD PERSON>** for each parent/guardian for that student.

3. ENROLL THE STUDENT

Next, search for the Student. Click on the "Enrollments" tab and click **+NEW**. Enter all required school and status information.

4. CREATE THE HOUSEHOLD

Next, use the **<CENSUS WIZARD>** to create a new household to link the student with his/her parents/guardians and connect to their home address

1. Add Person - *Student*

Step	What to input in Infinite Campus	Where to find it on the *Student Registration Form*
A	Go to **CENSUS > ADD PERSON** to create the new student record.	N/A
B	Add last name, first name, middle name (if stated), suffix (if applicable), gender and birthdate (if stated).	Top of the first page
C	Enter **Race/Ethnicity Data**. *Be sure to complete all fields as there are multiple data entry points in this section!* Follow the specific directions here.	Bottom of the first page
D	Enter the **Home Primary Language** and related **LEP Status**. Follow the specific directions here.	Top of back page, under PARENT EDUCATION

2. Add Person – *Parent(s)/Guardian(s)*

Step	What to input in Infinite Campus	Where to find it on the *Student Registration Form*
A	Go to **CENSUS > ADD PERSON** to create a new parent/guardian record.	N/A
B	Add last name, first name, middle name (if stated), suffix (if applicable), gender, and birthdate (if stated).	Under the student information on the first page
C	Repeat for each adult member of the student's household.	Under the student information on the first page

3. Enroll the Student

Step	What to input in Infinite Campus	Where to find it on the *Student Registration Form*
A	Go to **Student Information > General.** In the **Search** tab, enter the student's last name and first name or initial.	N/A
B	In the **Enrollments** tab, click **+NEW**. Enter the grade, start date, and start status (you may need to scroll up to get to this section).	To determine *start status*, review the MOST RECENT SCHOOLS ATTENDED chart on the back of the page
C	Review the "Attendance Funding Category" and make any changes necessary.	Back page, right above the MOST RECENT SCHOOLS ATTENDED

4. Create the Household

Step	What to input in Infinite Campus	Where to find it on the *Student Registration Form*
A	Go to **Census > Census Wizard**. Start by searching for the new student. Enter his/her last and first names. When you find the student, clink on his/her name to add him/her to the "Assembling a New Household" field.	Review looking at the data on the first page
B	Continue to search for, and add, each adult (parent/guardian) member of the household.	Review looking at the data on the first page
C	Then, you must search for the address(es). Enter street number, street name, and apartment number (if applicable) in the "Address Search" fields. Then click on the correct address to add it to the "Assembling a New Household" field. Then select: "Continue to Step 2."	First page

4. Create the Household (cont.)

Step (cont.)	What to input in Infinite Campus	Where to find it on the *Student Registration Form*
D	Add the first parent's home phone number as the *Household Phone Number*. If there is none listed, enter the cell phone number. ***Do not fill in Household Name (Override) and do not leave household phone number blank!***	First page
E	Under household locations, enter a start date. Check the box for mailing for the primary household. Check the box for secondary if there is a secondary household for the student.	First page
F	Add start dates to all household members. Then select: "Save & Continue - Step 3."	N/A
G	Enter relationship info and a start date. Check the Guardian box for those who are guardians, check the Mailing box for the address where mail should be sent, and check Messenger and Portal. *Focus on the students when entering relationships (i.e. select "Mother" for a <u>student's</u> mother.)*	First page

Additional Steps Involved – *Important!*

What to input in Infinite Campus	Where to find it on the *Student Registration Form*
To add additional parent contact information (i.e. alternate phone numbers, email addresses), go to **Census > People** and search for each parent/guardian. On the **Demographics** tab, scroll down to the "Personal Contact Information" section to enter contact details. In this tab, right above "Person Identifiers," you will also find the **Education Level** drop-down menu.	Contact info - first page PARENT EDUCATION– top of the back page
If a student has any details that need to be noted as a Legal Bindings Flag (i.e. custody agreements, court orders), go to **Student Information > General** and search for the student. On the **FLAGS** tab, click **+NEW**. In the drop-down menu, select "Legal Bindings" and enter details as required.	In the middle of the first page (just under "PARENT/GUARDIAN Information)
If a student has anything but a permanent residency (i.e. Homeless status), **Follow the directions here.**	Residency information is located on the first page
If a student requires Special Education services, that data will be entered by the district.	For reference, that information is on the back page

How to Exit a Student From Your School Site

Did the student ever attend your school site in the *current school year*? (<u>*No Show*</u> students would be a "NO" answer, too.)

If YES…

If NO…

Click on Student Information, then General, then search for the student. Click on the Enrollments tab, then click your school and the current year. At the top, select DELETE to delete that student's enrollment.
Note: This will delete all student data, including student schedule.

Click on Student Information, then General, then search for the student. Click on the Enrollments tab, then click on your school and the current year.

Enter an **END DATE**, located just to the right of the Start Date. The End Date is the last day the student attended or will attend your school.

Enter an **END STATUS**, located one row below and to the right of End Date. If the student transfers to another CA school after the year began, enter **T160: Regular, non-disciplinary transfer to public CA school.** **If the student is exiting for other reasons, refer to the "CALPADS End Status Codes and Descriptions" document*, <u>found here</u>.*

Note: Starting in 2014-15, all students must be exited with the correct end date and end status.

HOME LANGUAGE SURVEY INSTRUCTIONS

ANALYZING PARENT RESPONSES:

1. If the parent/caregiver responses on the HLS for the *first three items* show a language other than English, the student is considered an English Learner (EL) and will be registered at the MOC.

   a. *If the student is EL, then follow the instructions on the back of this page for entering the EL status in Infinite Campus.*

2. If the parent/caregiver responses on the HLS for the *first three items* are all "English" then the student is **NOT** considered an English Learner and will be registered by the Enrollment Center.

3. If the parent/caregiver response on the HLS shows two languages for the *first three items*, and the parents speak fluent English, will need to ask for clarification to determine which is the language *most used*. See below:

CLARIFICATION QUESTIONS WHEN PARENT WRITES TWO LANGUAGES AND PARENT SPEAKS FLUENT ENGLISH:

I. In your opinion, does your child speak English as well as a native English speaking child?
   a. If parent responds **no**, child should be classified as an English Learner. No need to ask additional questions.
   b. If parent responds **yes**, go on to next question.

II. Do you believe your child should be identified as an English Learner?
   a. If parent responds **yes,** child should be classified as an English Learner. No need to ask additional question.
   b. If parent responds **no,** go on to next question.

III. Do you feel your child needs help learning English and should receive separate English Language Development instruction?
   a. If parent responds **yes,** child should be classified as an English Learner.
   b. If parent responds **no,** child should be classified as an English Only student.

Reference Document: **Entering EL and LEP Status (Slide #3)**

Continue to next slide for more details!

1. Under **Student Information>>Program Participation>>LEP**
   a. From the "Program Status" drop down, select **ONE** of the following:
      i. **Pending**: if the student has not yet been CELDT tested**
      ii. **IFEP/LEP/or RFEP**: if you have a record or documentation of the student's CELDT result
   b. Enter **Identified Date**
   **Pending status needs to be updated, once you test or receive confirmation of the student's CELDT result.

Entering Home Primary Language

1. Under **Census>>People>>Demographics**, select the language from the drop down.

Reference Document: **Entering EL and LEP Status (Slide #3)**

Click here to return to main slides.

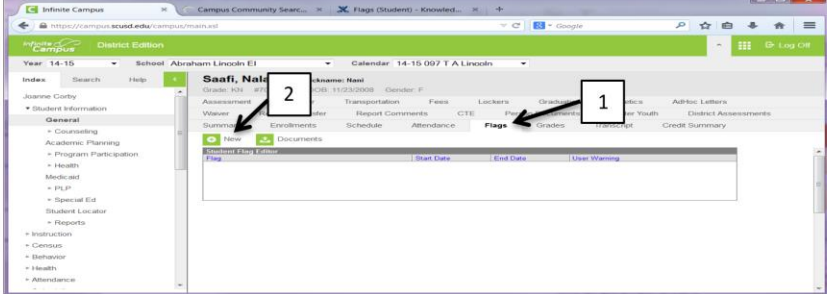# *Reference Document:* Entering Residency Data (Slide #8)
Continue to next slide for more details!

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</u> <u>NOT</u> enter under "Residence Categories" in the Enrollment tab.

Is there a legal custody agreement regarding this student? Please check one: ☐ Sole Custody ☐ Joint Custody ☐ Guardian
Is the student involved in any active court orders? ☐ No   ☐ Yes if yes, what kind? _____

HAS YOUR CHILD EVER BEEN EXPELLED?	☐ No ☐ Yes if yes, name of school and district: _____

<u>RESIDENCE</u> – Where is your child/family currently living? – Please check one:
☐ Permanent Residence (house, apartment, condo, mobile home)
☐ Temporarily Doubled-Up (sharing housing with other families or individuals due to economic hardship or loss)
☐ Temporary Shelter   ☐ Foster Family Home or Kinship Placement
☐ Hotel/Motel   ☐ Licensed Children's Institution
☐ Temporarily Unsheltered (car/campsite)   ☐ Residential School/Dormitory
☐ Other (please specify) _____

Date student first attended school in California? (Kindergarten)	Month:_____	Day:_____	Year:_____
Date student first attended school in the United States?	Month:_____	Day:_____	Year:_____

IS YOUR CHILD Hispanic or Latino   ☐ Yes   ☐ No

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. 2. Click on "**New**" to create a new Flag.	

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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.

End Status		End Status Description	When to Use
Exit	E125	Special Ed, prior Completor	Exited a special ed transition program; previously reported as receiving certificate of completion, or passed CHSPE or GED.
	E130	Died	Died while enrolled in school or student completed the year and was expected to return, and died during the summer break.
	E140	No Known Enrollment, Truant	Withdrew from/left school; truancy intervention used, but no evidence student is in an academic program. DO NOT USE FOR NO SHOW.
	E150	Mid-Year Enroll Changes	Use when a student is not exiting the school, but needs one or more following updated: Grade level; School Transfer Code; or District of Geographic Residence
	E155	Year End Grade Level Exit	Exited a grade level; expected to return to the same school the following year. (USE 480 if completed the last grade offered at the school and enrolling at a different school the following year)
	E300	Expelled, No Known Enrollment	Left after being expelled, referred to another educational service institution, but never showed up, unsuccessful attempts to locate. No truancy interventions used.
	E400	Other or Unknown	The student withdrew from/left school; reasons undetermined; no other codes apply.
	E410	Medical withdrawal	Student withdrew from/left school due to medical reasons (no health facility entry).
	N470	Other No Show (Not N420)	Pre-enrolled, but did not show up as expected. Exit nullifiies pre-enrollment.
		Note: Infinite Campus End Staus drop down contains other use and out of date codes - ONLY use the codes on this list	

Reference Document: **CALPADS End Status Codes**
As of 2014-15
[**Click here**](#) **to return to main slides (Slide #9)**

End Status		End Status Description	When to Use
Transfers	T160	Regular, non-discip transfer to public CA School	Non-dist/schl transfer to another California public school (within or outside the district). Dist/Sch transfers coded as T165 or T167. Confirmed transfer.
	T165	Trans for specific discipline reason or judgement	Withdrew for disciplinary reasons; transferred to another California public school (within or outside the district), community day, court schl, etc. Comfirmed transfer.
	T167	Trans to alt schl or program (refer or voluntary)	Schl/distr referral or voluntary transfer (NON DISCIPLINE) to alternative education school to an independent study program- same district or different district.
	T180	Enrolled in Private CA school	Withdrew/enrolled in a CA private school; confirmed.
	T200	Enrolled in non-CA school	Enrollment in another public or private U.S. school outside CA; confirmed
	T240	Moved to another country	Student withdrew from/left school to move to another country; confirmed.
	T260	Enroll Adult Ed program	Withdrew/enrolled in an adult ed program; evidence of GED, CAHSEE prep courses, or high school diploma program.
	T270	Enroll Adult Ed then dropped	Enrolled in adult ed program for GED or high school diploma, but dropped out.
	T280	Enrolled in college	Withdrew/enrolled in college for AA, BA or CAHSEE prep courses.
	T310	Entered Healthcare Facility	Student withdrew from/left school and entered a health care facility (NOT for pregnancy).
	T370	Enter inst. for HS diploma	Withdrew/entered non-academic institution (military, job corps, justice system, etc.) leading toward a HS diploma.
	T380	Enter inst. not for HS diploma	Withdrew/entered a non-academic institution (military, job corps, justice system, etc.) NOT leading toward a HS diploma.
	T460	Withdrawal to Home school	Withdrew/left for home school setting not affiliated with a private school or public independent study program.
		Note: Infinite Campus End Staus drop down contains other use and out of date codes - ONLY use the codes on this list	

Reference Document: CALPADS End Status Codes
As of 2014-15

	End Status	End Status Description	When to Use
School Completion Status*	100	Graduated, HS Diploma	Met state and local graduation requirements and received a standard high school diploma - incl foster who met at previous district.
	104	Completed grad req, failed CAHSEE	Met all state and local graduation requirements, without passing CAHSEE. No diploma, no evidence in a program leading toward a high school diploma or its equivalent.
	106	Grad, CAHSEE mods & waiver	Met all state and local graduation requirements, passed CAHSEE with a modified passing score, and obtained a waiver; special ed only.
	108	Graduated, CAHSEE Exempt	Met all state and local high school graduation requirements; obtained exemption from CAHSEE; special ed only.
	120	Special education certificate of completion	Student with IEP left school; recieved certificate or document of educational achievement or completion.
	250	Adult Ed High School Diploma	Left; acceptable documentation of received HS diploma through adult ed.
	320	Completed GED, no HS diploma	Left; acceptable document of received General Educational Development (GED) certificate; must be 18.
	330	Passed CHSPE, no HS diploma	The student left after passing the California High School Proficiency Exam (CHSPE), and the district has acceptable documentation.
	360	Complete Gr 12, req not fulfilled, not graduated	Completed grade 12 or exceeded the maximum age for high school; did not meet the state and/or local graduation requirements; no evidence student is in program leading toward a high school diploma or its equivalent.
	480	Matriculated (highest grade at school completed)	Completed highest grade level offered at a school (excluding high school completion); left and expected to attend another California public school.
		Note: Infinite Campus End Staus drop down contains other use and out of date codes - ONLY use the codes on this list	

Reference Document: **CALPADS End Status Codes**
As of 2014-15