

Procedures for Entering Homeless Status as a FLAG in Infinite Campus

Directions:

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

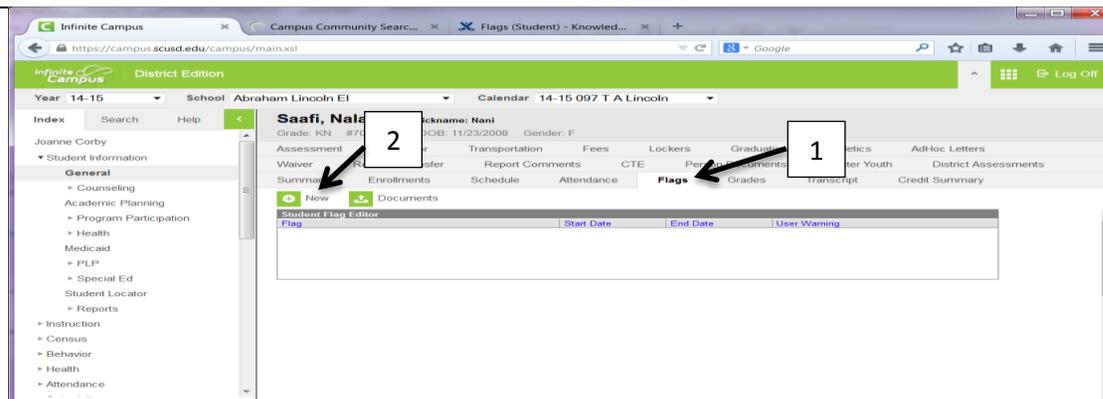
Is there a legal custody agreement regarding this student? Please check one: <input type="checkbox"/> Sole Custody <input type="checkbox"/> Joint Custody <input type="checkbox"/> Guardian			
Is the student involved in any active court orders? <input type="checkbox"/> No <input type="checkbox"/> Yes if yes, what kind? _____			
HAS YOUR CHILD EVER BEEN EXPELLED?		<input type="checkbox"/> No <input type="checkbox"/> Yes if yes, name of school and district: _____	
RESIDENCE – Where is your child/family currently living? – Please check one:			
<input type="checkbox"/> Permanent Residence (house, apartment, condo, mobile home)			
<input type="checkbox"/> Temporarily Doubled-Up (sharing housing with other families or individuals due to economic hardship or loss)			
<input type="checkbox"/> Temporary Shelter	<input type="checkbox"/> Foster Family Home or Kinship Placement		
<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Licensed Children’s Institution		
<input type="checkbox"/> Temporarily Unsheltered (car/campsite)	<input type="checkbox"/> Residential School/Dormitory		
<input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No			

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

Instructions

1. Log onto Infinite Campus and find the student and go to the “Flags” tab.
2. Click on “New” to create a new Flag.

Screenshots



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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 updated/end dated if there is a status change.