

# Enrollments (Census) [.2124 - .2235]

Last Modified on 05/09/2025 10:57 am CDT

You are viewing a previous version of this article. See [Enrollments \(Census\)](#) for the most current information.

[Enrollment Information in Ad hoc Query Wizard](#) | [Features of Enrollments](#) | [Enrollment System Preferences](#) | [Enrollment Information on Student Summary](#) | [Add Enrollment Information](#) | [End Enrollments](#) | [Summer Enrollments](#) | [General Enrollment Editor](#) | [Future Enrollments](#) | [State Reporting Fields](#) | [Special Education Fields](#) | [Enrollment History](#) | [Documents](#)

**Classic View:** *Census > People > Enrollments*

**Search Terms:** Enrollments

The Enrollments tab displays all occurrences of a student's enrollment in the district, listing all grade levels, all schools, etc. This tab lists the same information as the [Enrollments tool](#) in Student Information, but can be used when first enrolling a student in the district (as that person would not be considered a student by the Campus definition until an enrollment record exists).

**Enrollments** ☆

Census > People > Enrollments

**Enrollment Editor**

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	2020-21 High School	09/08/2020	
11	P	2019-20 High School	09/03/2019	06/03/2020
10	P	2018-19 High School	09/04/2018	06/05/2019
09	P	2017-18 High School	09/05/2017	06/06/2018

**General Enrollment Information**

Calendar 2019-20 High School

\*Start Date: 09/03/2019

No Show:

End Date: 06/03/2020

\*Local Start Status: 00: Last year, public school, same district

State Start Status: 00: Last year, public school, same district

\*Grade: 11

Class Rank Exclude:

External LMS Exclude:

\*End Action:

\*Service Type: P: Primary

Local End Status: 40: End of year; student was enrolled the last day of school, ...

State End Status: 40: End of year; student was enrolled the last day of school, also for fall reporting

Start Comments:

End Comments:

CRDC School of Accountability: Select a Value

**Future Enrollment**

Next Calendar:

Next Schedule Structure:

Next Grade:

*Census Enrollments*

When an enrollment record is marked as State Exclude, it displays in red text.

Data elements on the Enrollment editor vary greatly by state. See specific state information for detailed information on the enrollment editors.

## Enrollment Information in Ad hoc Query Wizard

Student Enrollment information is available in the Query Wizard for Student data types. When building Student data type filters, the fields are available in the **Learner > Active Enrollment, All Enrollments and Enrollment History** folders.

- Use the Active Enrollment fields to report current year enrollment information. These fields are labeled as **activeEnrollment.XXX**.
- Use the All Enrollments fields to report information for all enrollment records - current year enrollments, past enrollments and future enrollments. These fields are labeled as **histEnrollment.XXX**.
- Use the Enrollment History fields to report enrollment information that was added using the New Enrollment History icon. These fields are labeled as **enrollmentHistory.XXX**.

Select categories & fields

Filter By | Search | Clear

All Fields

Selected Fields

- activeEnrollment.enrollmentID
- activeEnrollment.personID
- activeEnrollment.calendarID
- activeEnrollment.structureID
- activeEnrollment.grade
- activeEnrollment.serviceType
- activeEnrollment.active

Add Function | Edit Function

Enrollment Fields in Ad hoc

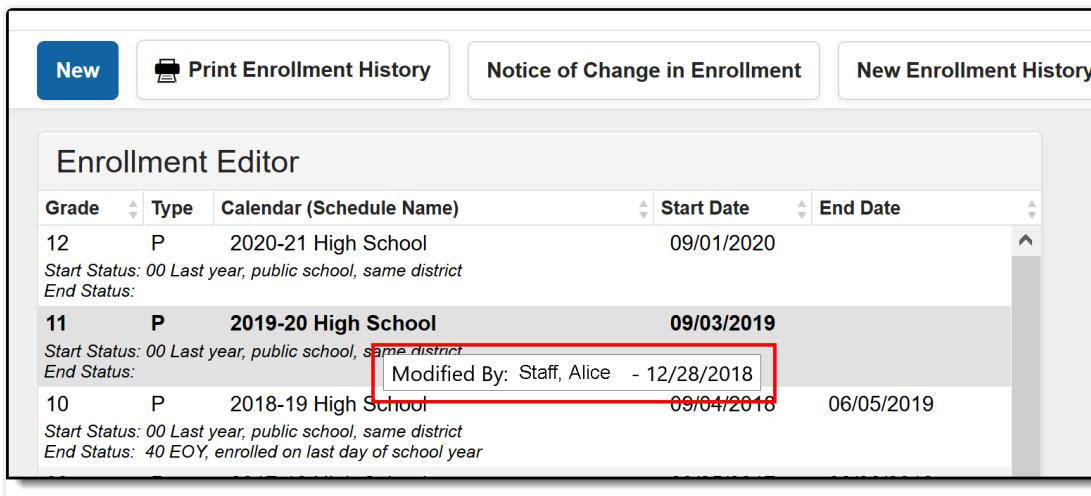
In each of these areas, fields from each of the Enrollment editors can be selected:

- General Enrollment Information fields can be selected from the **Core Elements** folder. These fields are included in the description of the General Enrollment Editor section on this document.
- State Reporting Enrollment fields can be selected from the **State Reporting Elements** folder. Depending on your state, additional localized fields may be located in the **State Localized Elements** folder. These fields vary by state and are noted on localized state reporting articles.
- Special Ed Enrollment fields can be selected from the **Special Ed Elements** folder. These fields vary by state and are noted on localized state reporting articles.
- Custom fields added by districts can be selected from the **Custom Enrollment** folder. Please note that custom fields (added in the [Custom Attribute/Dictionary](#)) that are marked as Hide do NOT display in Ad hoc Reporting.

Available Ad hoc fields are included in this document for reference.

## Features of Enrollments

When hovering over an enrollment entry, the person who last modified the data displays in the hover box.



The screenshot shows the Enrollment Editor interface with three entries:

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	2020-21 High School	09/01/2020	
11	P	2019-20 High School	09/03/2019	
10	P	2018-19 High School	09/04/2018	06/05/2019

Start Status: 00 Last year, public school, same district  
End Status:

Modified By: Staff, Alice - 12/28/2018

To see specific information about an enrollment record, open the desired entry by clicking on the enrollment.

## Enrollments ☆

Student > General > Enrollments

Save   Delete   New   Print Enrollment History   Notice of Change in Enrollment   New Enrollment History

**Enrollment Editor**

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	2020-21 High School	09/01/2020	
<b>11</b>	P	<b>2019-20 High School</b>	<b>09/03/2019</b>	
10	P	2018-19 High School	09/04/2018	06/05/2019
09	P	2017-18 High School	09/05/2017	06/06/2018

**General Enrollment Information**

Calendar 2019-20 High School	Schedule (read only) Main	*Grade 11	Class Rank Exclude	External LMS Exclude
*Start Date 09/03/2019	No Show	End Date	End Action	*Service Type P: Primary
*Local Start Status 00: Last year, public school, same district		Local End Status Select a Value		
State Start Status 00: Last year, public school, same district		State End Status		
Start Comments	End Comments			

### Enrollment Detail

When adding a new enrollment, a school and calendar need to be selected from the toolbar.

The student's current grade level for the selected school year displays in the Student header (and throughout all Student Information tools). This grade level displays in the search results and the list of enrollments in the Enrollment Editor.

Save   Delete   New   Print Enrollment History   Notice of Change in Enrollment   New Enrollment History

**Enrollment Editor**

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
<b>12</b>	P	2020-21 High School	09/01/2020	
<b>11</b>	P	<b>2019-20 High School</b>	<b>09/03/2019</b>	
10	P	2018-19 High School	09/04/2018	06/05/2019
09	P	2017-18 High School	09/05/2017	06/06/2018

**General Enrollment Information**

Calendar 2019-20 High School	Schedule (read only) Main	*Grade 11	Class Rank Exclude	External LMS Exclude
*Start Date 09/03/2019	No Show	End Date	End Action	*Service Type P: Primary
*Local Start Status 00: Last year, public school, same district		Local End Status Select a Value		
State Start Status 00: Last year, public school, same district		State End Status		

**Select a Student**  
Enrollments

Student, Abby

Order: Best Match   Advanced Search

 Student, Abby	(11) 10/13/02
	#806600

### Grade Level Display

The display of Enrollments follows this logic order:

1. The active, primary enrollment from the active school year displays.
2. If there is more than one active primary enrollment, the most current primary enrollment displays.
3. If there is more than one active enrollment and no enrollments are primary, the most current one is used regardless of enrollment type (partial or special education).

4. The most current, non-active primary enrollment in the active school year displays.
5. The most current, non-active, non-primary enrollment in the active school year displays.
6. If there are no enrollments in the active school year, no enrollments display.

When a student's enrollment is ended or deleted and attendance data is removed, a record of that action is recorded in the Audit Attendance table.

When an inactive start status is marked as the default start status in the Attribute/Dictionary, and a new enrollment is created for a student, an active start status must be selected prior to saving the enrollment.

A Year and School must be selected from the Context editor in order to search for students.

When a student has multiple enrollments in the same school year but is enrolled in different grade levels and different schools, the grade level associated with the Primary enrollment (Service Type set on the enrollment editor) displays in the search. When both enrollments are Primary, the most recently created grade level displays in the search results.

In the example below, the student has two active enrollments in different grade levels and different schools, both with Primary Enrollment Service Types. No matter the calendar that is selected in the Context, the student's most recently created enrollment record - in this case, the enrollment associated with grade 02 - displays in the search results, even though the selected calendar is the student's Grade 01 enrollment.

Enrollments ☆

Student > General > Enrollments

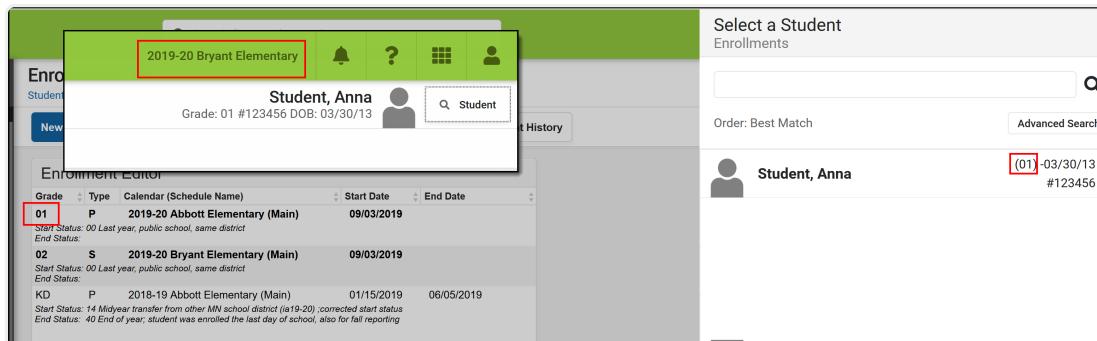
2019-20 Abbott Elementary

Student, Anna  
Grade 02 #123456 DOB: 03/30/13

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
01	P	2019-20 Abbott Elementary (Main)	09/03/2019	
Start Status: 00 Last year, public school, same district				
End Status:				
02	P	2019-20 Bryant Elementary (Main)	09/03/2019	
Start Status: 00 Last year, public school, same district				
End Status:				
KD	P	2018-19 Abbott Elementary (Main)	01/15/2019	06/05/2019
Start Status: 14 Midyear transfer from other MN school district (ia19-20) ;corrected start status				
End Status: 40 EOY, enrolled on last day of school year				

Grade Level Results, Two Primary Enrollments

In the example below, the student has two active enrollments in different grade levels and different schools, only one enrollment is considered Primary. The grade level associated with the Primary enrollment - in this case, the grade 01 enrollment - displays in the search results, even when the school selected in the context is the most recently created enrollment record.



Grade Level Results, One Primary Enrollment

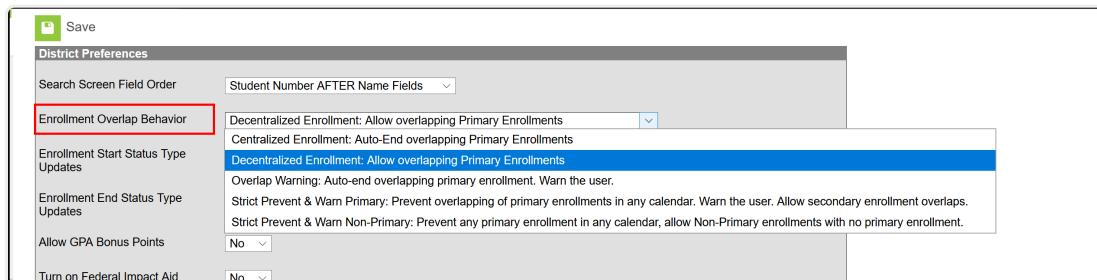
## Enrollment System Preferences

[Enrollment Overlap Behavior](#) | [Cascade Enrollment End Date to Blended Learning Group Assignment End Date](#)

See the [System Preferences](#) article for more information.

## Enrollment Overlap Behavior

A System Preference is available for districts to select how enrollments with overlapping start dates behave.



Enrollment Overlap System Preferences

The following options for this preference are available:

▶ [Click here to expand...](#)

- **Centralized Enrollment: Auto-End Overlapping Primary Enrollments.** This option automatically enters an End Date for the old primary enrollment when a new overlapping enrollment is created. This date is the date before the Start Date of the new enrollment record. When a new non-primary enrollment has the same date as another primary enrollment, both enrollments remain active. If the start dates are the same, a message displays indicating the primary enrollment cannot overlap with another primary enrollment. The existing enrollment

ends with the entered start date and is set to No Show.

- **Decentralized Enrollment: Allow Overlapping Primary Enrollment.** Allows primary enrollments to overlap. Red exclamation points display next to the overlapping enrollments on the Enrollments tool.
- **Overlap Warning: Auto-end overlapping primary enrollment. Warn the user.** Warns the user when a new primary enrollment overlaps with another primary enrollment. The user may click OK and continue creating the enrollment. The new enrollment's start date is compared to any existing enrollment's start date. If the start dates are the same, a message displays indicating the primary enrollment cannot overlap with another primary enrollment. The existing enrollment ends with the entered start date and is set to No Show.
- **Strict Prevent and Warn Primary: Prevent overlapping of primary enrollments in any calendar. Warn the User. Allow secondary enrollment overlaps.** This option prevents the overlapping of primary enrollment records in any calendar. A warning appears when the user attempts to create a new primary enrollment which overlaps another primary enrollment. The enrollment is not be saved and selecting OK on the warning message results in an error displaying. **This option DOES NOT allow partial enrollments to exist without there already being a primary enrollment. This prevents the ability to have two enrollments in the same calendar, even if the enrollments are in separate schedule structures and even if the enrollments are varying service types (primary, secondary, etc.). This option DOES NOT prevent the creation of a new Primary enrollment that overlaps a No Show enrollment.**
- **Strict Prevent and Warn Non-Primary: Prevent overlapping primary enrollments in any calendar, allow Non-Primary Enrollments with no primary enrollment.** This option prevents primary enrollments from overlapping in any calendar, but non-primary enrollments can overlap if there are no primary enrollments. **This prevents the ability to have two enrollments in the same calendar, even if the enrollments are in separate schedule structures and even if the enrollments are varying service types (primary, secondary, etc.). This option DOES NOT prevent the creation of a new Primary enrollment that overlaps a No Show enrollment.**

**Maine Users ONLY:** The Enrollment Overlap Behavior preference does not affect non-Primary enrollments.

- This applies to both State and District Editions of Campus
- Enrollments where Service Type = N: Special Ed Services may also overlap regardless of System Preferences.

A preference for setting the enrollment end status may be required, depending on the selected overlap preference.

When there is an overlapping enrollment, a red exclamation point displays next to the affected enrollment records. This alert does not display when one of the enrollments is marked as a no show.

**Enrollments** ☆

Student > General > Enrollments

**New** **Print Enrollment History** **Notice of Change in Enrollment** **New Enrollment History**

**Enrollment Editor**

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
01	P	2019-20 Abbott Elementary (Main)	09/03/2019	
Start Status: 00 Last year, public school, same district				
End Status: Primary Enrollment Overlaps dates				
02	P	2019-20 Bryant Elementary (Main)	09/03/2019	
Start Status: 00 Last year, public school, same district				
End Status:				
KD	P	2018-19 Abbott Elementary (Main)	01/15/2019	06/05/2019
Start Status: 14 Midyear transfer from other MN school district (ia19-20); corrected start status				
End Status: 40 EOY, enrolled on last day of school year				

*Overlapping Enrollment Alert*

## Cascade Enrollment End Date to Blended Learning Group Assignment End Date

A System Preference is available for districts to determine whether [Blended Learning Group Assignments](#) are ended when the enrollment record is ended.

► [Click here to expand...](#)

When the System Preference for **Cascade Enrollment End Date to Blended Learning Group Assignment End Date** is set to **Yes**, adding an End Date to the enrollment record, whether manually on a single student's enrollment record or when using the Enrollment End Batch, Blended Learning Group Assignments are also ended for the same date.

System Preferences ☆  
System Settings > System Preferences > System Preferences

Save  
Require Hardship  
Determination for:  
User access to the new look of Campus (Try New Look)  
Display Fifth Year EL Monitoring  
Cascade Enrollment End Date to Blended Learning Group Assignment End Date

Enrollments ☆  
Student Information > General > Enrollments

Save Delete New Print Enrollment History Notice of Change in Enrollment New Enrollment History Documents

General Enrollment Information  
Calendar 2020-21 High School  
Schedule (read only)  
\*Start Date 09/08/2020  
\*Local Start Status  
End Date 06/10/2021  
\*Grade 11  
End Action  
Class Rank Exclude  
External LMS Exclude  
\*Service Type P: Primary  
Local End Status  
\*End of year: student was enrolled the last day of sc...

Blended Learning Group Assignments ☆  
Student Information > General > Blended Learning Group Assignments

GROUP	START DATE	END DATE
Virtual Attendance	07/01/2020	10/07/2020
Group 2	10/08/2020	11/12/2020
Group 211	10/13/2020	11/11/2020
Group 2234 S	11/12/2020	06/10/2021

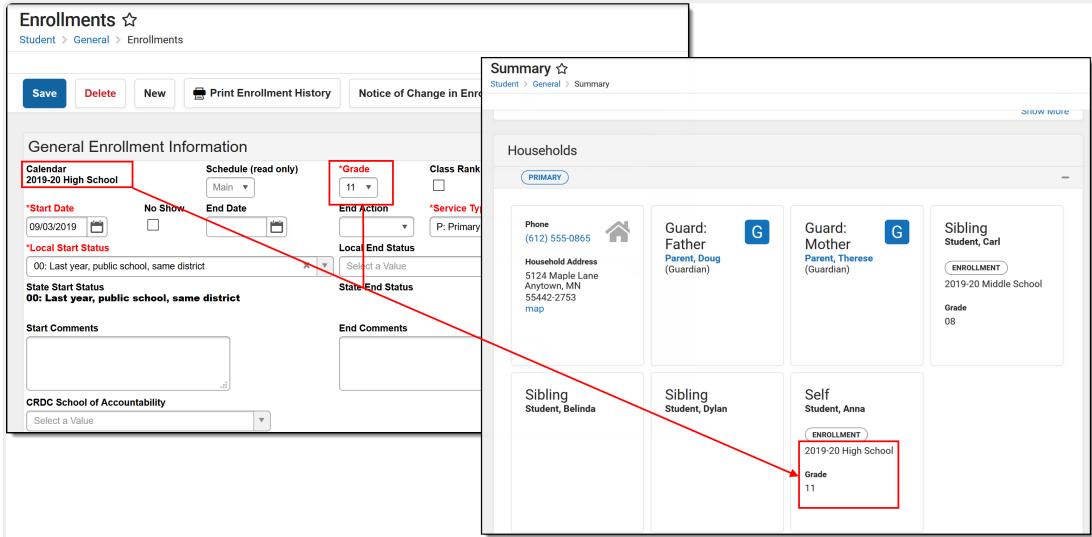
Ending an Enrollment Record with Cascade System Preference Turned On Ends the Blended Learning Group Assignment

- When a student has overlapping enrollments, end dating one enrollment does not update the Blended Learning Group Assignments. There is no way to determine to which enrollment the Blended Learning Group Assignment is associated.
- When an enrollment is marked as No Show, the student's Blended Learning Group Assignments are deleted.
- When an enrollment is deleted, the Blended Learning Group Assignments are deleted.

## Enrollment Information on Student Summary

Enrollment information displays on the Summary tool when viewing the household information. Enrollment information for the selected student and any other members of the student's household who are also students have an entry in the Enrollment (grade) column. This displays the most current primary enrollment information for those members (school of enrollment and grade level).

- Future enrollment information does not show until the start date of that enrollment.
- If a student has multiple enrollments in the current school year, only the last grade level completed (last enrollment with an end date in a past calendar) displays, regardless of the enrollment end date.
- If a student has enrollments with end dates and enrollments without end dates, the current grade level (from the most recent enrollment) displays.
- Ended non-household relationships set to a relationship of Self are not listed.



The image shows two screenshots of the Infinite Campus software. The left screenshot is the 'Enrollments' tool, showing the 'General Enrollment Information' editor. It includes fields for 'Start Date' (09/03/2019), 'End Date' (No Show), 'Grade' (11), 'Service Type' (P: Primary), and 'Local Start Status' (00: Last year, public school, same district). The right screenshot is the 'Student' > 'General' > 'Summary' page, showing a grid of household information. A red arrow points from the 'Grade' field in the enrollment editor to the 'Grade' field in the 'Student, Carl' row of the summary grid, indicating a data link.

Enrollment Display on Student Summary

## Add Enrollment Information

Enrollments can be added for a student from the Enrollments tool or through the Enrollment tool in [Census](#). A person in Campus is considered a student when that person has an enrollment record, active or not active.

1. Select the **New** icon from the Action bar. The enrollment entry information (General, State Reporting Fields, etc.) displays below the Enrollment Editor.
2. Enter at least the required fields (**Grade, Start Date, Service Type, Local Start Status**) in the General Enrollment Information editor.
3. If additional information can be added at this time, enter that information as well.
4. Click the **Save** icon. The new enrollment is listed in the Enrollment Editor. Additional field selections can be made now or at a later time.

When the enrollment record is created, staff are able to add schedule information, prepare for fees entry, etc.

Logic exists upon saving that verifies the correct Structure ID (visible on the Schedule Structure Detail editor) is associated with the selected Calendar ID (visible on the Calendar Information editor). If there is a mismatch, an error message displays indicating the two IDs do not match. When this occurs, the enrollment cannot be saved and Campus Support needs to be contacted to correct the issue.

If [Grade Level Age](#) settings are in effect, a warning message displays if a grade level is selected and the student is not of the appropriate age for the selected grade level.

# End Enrollments

Enrollments are ended when the student leaves the school for a period of time, when the school year ends (depending on state reporting guidelines) or if the student has a change in services (depending on state reporting guidelines).

1. Select the enrollment to end from the list of available enrollments.
2. Enter the **End Date**, which is the last day the student is enrolled in the selected calendar.
3. Select an **End Action** from the dropdown list, if applicable.
4. Select an **Local End Status** that relates to the reason the student is ending enrollments.
5. Enter any **End Comments** related to the ending of the enrollment.
6. Click the **Save** icon when finished. The enrollment displays in the Enrollment Editor list as ended.

Ending a student's enrollment also ends enrollment in all courses (drops the student name from the Section Roster), and any attendance data entered after the end date is deleted.

If multiple students are ending enrollments on the same day for the same reason (end of school year processing), use the [Enrollment End Batch Wizard](#).

# Summer Enrollments

[Mass Creation of Summer School Enrollments](#) | [Single Creation of Summer School Enrollments](#) | [End Dating Summer School Enrollments](#)

Summer School Enrollments are managed the same way a regular school year enrollment is. It is recommended that a separate Summer School Calendar be made for each school that allows summer school enrollments. This is done by marking the **Summer School** checkbox on the [Calendar Information](#) editor.

Generally, students are in the same grade level for the summer school enrollment as they are for the enrollment in the just finished school year.

This is a guideline for summer school enrollments. The process for this may vary by district. If district process information exists, please follow that information.

Instructions assume a summer school calendar and courses have already been created.

## Mass Creation of Summer School Enrollments

1. Create an [Ad hoc Filter](#) using the Selection Editor that contains all students who are attending summer school.
2. Use the [Enrollment Roll Forward](#) tool to create enrollment records. For the Source Ad hoc

Student filter, select the ad hoc filter created above.

## Single Creation of Summer School Enrollments

1. Search for the student in the current school year calendar (not summer school calendar).
2. Navigate to the student's Enrollment tool and select the New icon.
3. Change the Calendar selection to be the Summer School Calendar.
4. Enter a Start Date for the enrollment, usually the first day of summer school.
5. Select the appropriate Start Status for this enrollment.
6. Verify the current year Grade level is selected. Students are not considered to be enrolled in the next grade level until the fall enrollment.
7. Select the Service Type of S: Partial.
8. Click the Save icon.

## End Dating Summer School Enrollments

This is only used for students who ended summer school enrollment prior to the last day of summer school.

1. Search for the student in the summer school calendar.
2. Navigate to the student's Enrollment tool and select the New icon.
3. Enter an End Date for the enrollment.
4. Select the appropriate End Status for this enrollment.
5. Click the Save icon.

## General Enrollment Editor

[End Action](#) | [No Show Enrollments](#)

The **General Enrollment Information** section lists the calendar of enrollment, grade level, start and end date, the type of enrollment, the start and end status of enrollment, and any enrollment comments that have been entered. Options available in fields such as start status, end status and service type vary by state.

[Save](#)
[Delete](#)
[New](#)
 [Print Enrollment History](#)
[Notice of Change in Enrollment](#)
[New Enrollment History](#)

#### General Enrollment Information

**Calendar**  
2019-20 High School

**Schedule (read only)**

Main

**\*Grade**

11

**Class Rank Exclude**

**External LMS Exclude**

**\*Start Date**

09/03/2019

**No Show**

**End Date**

**\*End Action**

**\*Service Type**

P: Primary

**\*Local Start Status**

00: Last year, public school, same district

**Local End Status**

Select a Value

**State Start Status**

00: Last year, public school, same district

**State End Status**

Select a Value

**Start Comments**

**End Comments**

**CRDC School of Accountability**

Select a Value

*General Enrollment Editor*

The following table provides definitions for each data element on the General Enrollment editor.

▶ [Click here to expand...](#)

Data Element	Definition	Ad hoc Fields
<b>Calendar</b>	Lists the name of the school and school year into which the student is enrolled.	enrollmentHistory.calendarName
<b>Schedule</b>	Displays the schedule structure of the calendar into which the student is enrolled.	schedStructure.name histSchedStructure.name
<b>Grade</b>	Indicates the grade level of the enrollment record. Grade levels should be mapped to state grade levels for proper reporting.	activeEnrollment.grade histEnrollment.grade enrollmentHistory.grade
<b>Class Rank Exclude</b>	Indicates this enrollment record is not included in class rank calculations. This is often selected for foreign exchange students or special education students.	activeEnrollment.classRankExclude histEnrollment.classRankExclude

Data Element	Definition	Ad hoc Fields
<b>Start Date</b>	<p>Lists the first day of instruction for this enrollment record.</p> <p>When a start date is changed on an enrollment record, a warning displays indicating that any previously entered attendance that may have occurred prior to the new start date is not deleted, unless the student's start date in course sections is also adjusted.</p> <p>If the student's enrollment already has an end date (or where an end date is entered when the start date is adjusted), attendance that is outside of the start/end dates are deleted.</p>	activeEnrollment.startDate histEnrollment.startDate enrollmentHistory.startDate
<b>No Show</b>	<p>Indicates the student never attended the school during the allotted time period determined by the district. State and/or district policies determine when a student's enrollment is actually ended.</p> <p>This field may not display in your state.</p> <p>See the <a href="#">No Show</a> section for more information.</p>	N/A

Data Element	Definition	Ad hoc Fields
<b>End Date</b>	<p>Lists the last day of instruction for this enrollment record.</p> <p>When an enrollment is ended and there are no other enrollments for the student, the student's schedule is also ended.</p> <p>If the student's enrollment already has an end date (or where an end date is entered when the start date is adjusted), attendance that is outside of the start/end dates are deleted.</p> <p>An Enrollment record is considered active through midnight on the entered end date. For example, if an enrollment is ended for a staff person as of September 19, it is considered active until midnight on September 19. At 12:01am on September 20, the enrollment record is no longer active.</p>	activeEnrollment.endDate histEnrollment.endDate enrollmentHistory.endDate
<b>End Action</b>	<p>Indicates the action of promoting, retaining or demoting a student to the next, same, or previous grade level for the next school year.</p> <p>See the <a href="#">End Action</a> section for more information.</p>	activeEnrollment.endAction histEnrollment.endAction
<b>Service Type</b>	<p>Indicates the type of enrollment and the intended service the student receives. Service types are Primary, Partial (Supplemental) or Special Education unless localized for a specific state.</p> <p>If a student has multiple concurrent enrollments (for example, an 8th grade student enrolled in the Middle School who is taking High School classes for part of the time), the Middle School enrollment would be marked as Primary and the High School enrollment would be marked as Partial.</p>	activeEnrollment.serviceType histEnrollment.serviceType enrollmentHistory.serviceType

Data Element	Definition	Ad hoc Fields
<b>Local Start Status</b>	<p>Lists the local enrollment start code for the student.</p> <p>Start Statuses vary by state.</p>	activeEnrollment.startStatus histEnrollment.startStatus enrollmentHistory.startStatus
<b>Local End Status</b>	<p>Lists the local enrollment end code for the student.</p> <p>End Statuses vary by state.</p>	activeEnrollment.endStatus histEnrollment.endStatus enrollmentHistory.endStatus
<b>State Start Status</b>	Displays the state start status mapped to the assigned local start status.	N/A
<b>State End Status</b>	Displays the state end status mapped to the assigned local end status.	N/A
<b>Start Comments</b>	Displays any comments about the start of the enrollment - who entered the enrollment, verified information, etc.	activeEnrollment.startComments histEnrollment.startComments enrollmentHistory.startComments
<b>End Comments</b>	Displays any comments about the end of the enrollment.	activeEnrollment.endComments histEnrollment.endComments enrollmentHistory.endComments

## End Action

The following definitions define the available End Actions for an enrollment. These options are used in the [Enrollment Roll Forward Wizard](#).

Term	Description	Logic
<b>D</b>	<b>Demote</b>	Indicates a student will be a lower grade level for the next school year (for example, a student enrolled in grade 3 will be in grade 2 in the next school year).
<b>P</b>	<b>Promote</b>	Indicates the student will increase at least one grade level for the next school year (student moves from grade 3 to grade 4). This is the default setting and does not need to be selected for students moving to the immediate next grade level.
<b>R</b>	<b>Retain</b>	Indicates a student will remain in the same grade level for the next school year (student will be enrolled in grade 3 next year, and is currently enrolled in grade 3).

## No Show Enrollments

Each state, district and education agency determines the No Show policy for their schools. The

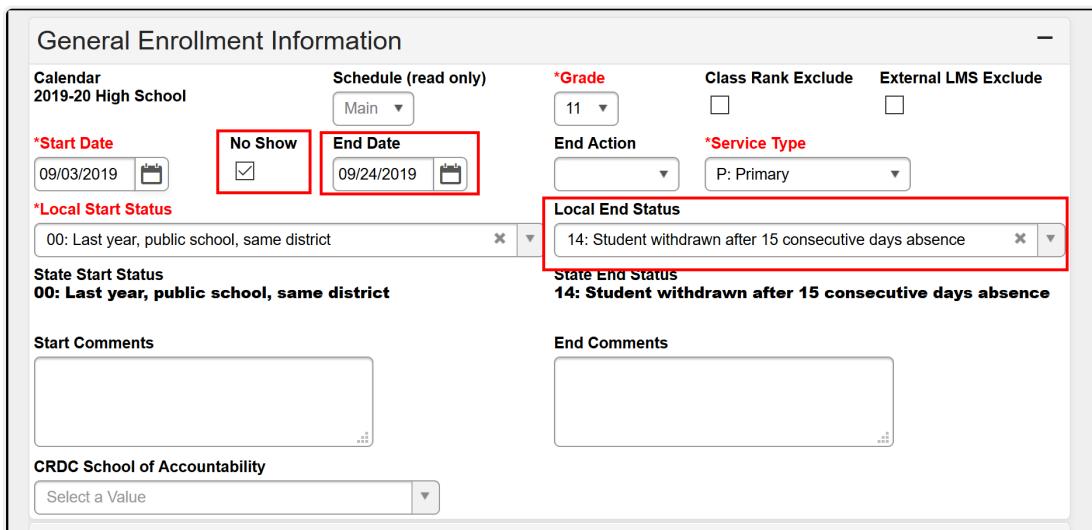
following provides a best use for this checkbox so districts can determine the best use of this checkbox.

Enrollments usually aren't marked as No Show until a certain number of days passes and the student has never been considered present in any scheduled course sections. Up until this date (10 days after school starts, for example), the student is marked absent with an unknown excuse. At the time the student is considered a No Show, the checkbox on the enrollment record is marked, an End Date is entered for that enrollment, and an appropriate End Status is assigned.

► [Click here to expand...](#)

## Mark a Student as No Show

1. Locate the student who has never attended the school for the year.
2. Edit the Enrollment and mark the **No Show** checkbox.
3. Enter the appropriate **End Date** and assign an appropriate **End Status**.
4. Click the **Save** icon.



General Enrollment Information

Calendar 2019-20 High School

Schedule (read only) Main

\*Start Date 09/03/2019

No Show

End Date 09/24/2019

\*Grade 11

Class Rank Exclude

External LMS Exclude

End Action

\*Service Type P: Primary

\*Local Start Status 00: Last year, public school, same district

Local End Status 14: Student withdrawn after 15 consecutive days absence

State Start Status 00: Last year, public school, same district

State End Status 14: Student withdrawn after 15 consecutive days absence

Start Comments

End Comments

CRDC School of Accountability Select a Value

Recording No Shows

Upon saving the record, the following happens:

- A message displays on the [Walk-In Scheduler](#) view of the Student Schedule, indicating the end date is not within the section's start and end dates.
- An End Date that is one day prior to the end of the term on the student's Schedule. **This means the End Date on the Course Section Roster is not the same end date that is entered on the Enrollment record.**
- Students are removed from section rosters and attendance as of the End Date entered on the enrollment.
- Attendance records are not reported in the [ADM and ADA Detail Report](#).
- Students report on the [No Show Report](#).
- Students may not be included in state reports and extracts, dependent on the specific report logic.
- Students are not included in any student search results. They are included in an All People or

Census search.

- Transcripts do not display Cumulative GPA, Class Rank or Percentile.
- Students return in red font when searched, since they are no longer an active student. The following logic is used:
  - When a student has a No Show enrollment followed by another ended enrollment in the same calendar, the student displays in red the day after the subsequent enrollment is ended or after the last day of the calendar.
  - When a student has a No Show enrollment followed by another future enrollment in the same calendar, the student displays in red until the Start Date of the subsequent enrollment.
  - When a student has an ended enrollment followed by another No Show enrollment in the same calendar, the student displays in red beginning the day after the enrollment End Date.
  - When a student has only a No Show enrollment in the calendar they do not display in the Student Search at all.

## Options for Using the No Show Checkbox

- On the first day of school, all students who are absent are marked as No Show to remove them from attendance. After a prescribed number of days, the enrollment is either deleted or ended. In order to not have a membership record in the current calendar year, the enrollment would need to be ended prior to the first day of school. Therefore, the calendar must be set to start one day before the Term start date. If and when the student finally appears, a new enrollment would be created with the actual start date.
- For districts where the state pays for a set number of days at the start of school, even though the student has not appeared, the following steps should be followed:
  - A school enrolls a student in the upcoming calendar.
  - The student is scheduled into the appropriate course sections.
  - The student doesn't show up for the first 10 or so days of school. Up until that point a school is marking that student as absent unknown. From that point on, a student is flagged as a 'no show' with an enrollment end date using that threshold date.
  - At any time afterwards, a week or several months, the student shows up.
  - The school leaves the current enrollment records as is with the 'no show' flag marked
  - A new enrollment record for that student, with the start date of the date the student shows up.
  - The school then uses Restore feature on the Walk-In Scheduler to perform a restore of the student's previous schedule, so each course section reflects the appropriate start date of the child's new enrollment.

## Re-Enroll After a No Show Enrollment

In the event a student has been marked as No Show and the enrollment has ended:

1. Create a new enrollment record for the student in the same calendar and grade level.
2. Enter the correct start date and select the correct enrollment record.
3. Save the enrollment record.

4. Navigate to the student's Schedule. The previous schedule displays in gray text with a drop date of the previous school year calendar's end date.
5. Modify this date by selecting the course section number link and removing the entered end date. At the same time, enter the correct start date for the new enrollment start date.

For example, a student has an enrollment in the 2016-17 school year that begins on the first day of school (September 6). The student never came to school for the first 15 days of the school year, so this enrollment was marked as a no show, an end date was entered and an end status was assigned (September 26).

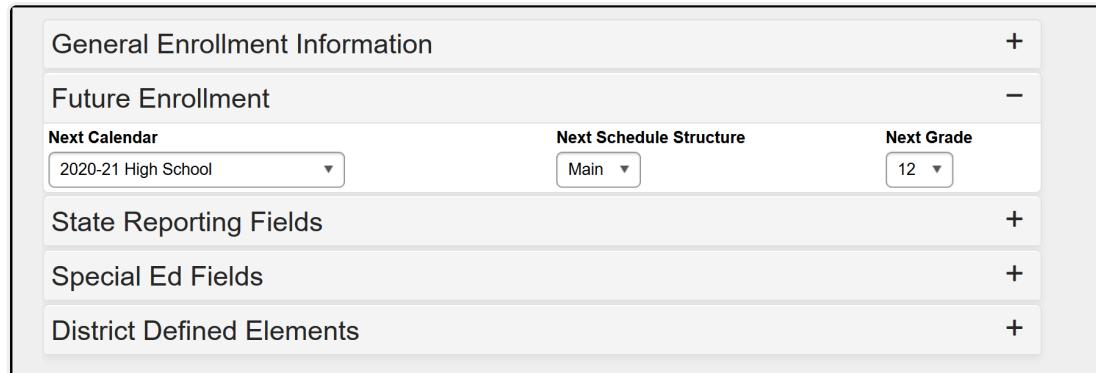
The student has now appeared at the school office after a number of days (October 3). A new enrollment has been added with the new start date. The student's schedule lists all of the previously scheduled course sections with a drop date (end date) of the 2015-16 end of calendar date. The course section is edited to remove the end date and the new enrollment start date (October 3) is entered and saved.

## Future Enrollments

[Set Future Enrollments for Specific Students](#) | [Future Enrollment Ad hoc Fields](#)

The **Future Enrollment** editor provides information regarding the student's plan for the next school year (i.e., elementary to middle and middle to high). This should only be used by districts that have multiple school sites for a given grade level.

See the [Enrollment Roll Forward](#) article for information on how these fields are used when rolling enrollments into the next calendar.



General Enrollment Information		
Future Enrollment		
Next Calendar	Next Schedule Structure	Next Grade
2020-21 High School	Main	12
State Reporting Fields		
Special Ed Fields		
District Defined Elements		

Future Enrollment Editor

When a student has the ability to choose a school outside of the student's school boundary, the Next Calendar and Next Grade need to be chosen. Only future calendars are available for selection based on the calendar chosen in the Campus toolbar (i.e., calendars for school years in the past do not appear for selection).

- If an existing enrollment is selected, the Next Calendar dropdown list displays all calendars

greater than or equal to the year of that enrollment that contains the grade level sequences greater than or equal to the grade level selected in the enrollment.

- If a new enrollment is being created, the Next Calendar dropdown list displays all calendars greater than or equal to the Active School Year.

## Set Future Enrollments for Specific Students

1. Select the **Next Calendar** from the dropdown list. This calendar selection should be the next year's calendar. For example, a student currently enrolled in the 2016-17 Elementary School will be enrolled into the 2017-18 Middle School. The 2017-18 calendar should be selected.
2. Select the **Next Grade** into which the student will be enrolled in the next school year.
3. Click the **Save** icon at the top of the Enrollment tool when finished.

## Future Enrollment Ad hoc Fields

The following fields in the Query Wizard can be selected from the **Student > Learner > Active Enrollment (activeEnrollment.XXX)**, **All Enrollments (histEnrollment.XXX)**, folders, depending on what is needed in the report.

Enrollment Field	Ad hoc Field
<b>Next Calendar</b>	activeEnrollment.nextCalendar histEnrollment.nextCalendar
<b>Next Schedule Structure</b>	activeEnrollment.nextStructureID histEnrollment.nextStructureID
<b>Next Grade</b>	activeEnrollment.nextGrade histEnrollment.nextGrade

## State Reporting Fields

The State Reporting Fields editor contains data elements used in state reporting extracts and federal reporting. Fields on this editor vary by state.

Fields vary by state. Please see your state's [State Tools](#) articles for more information on Enrollment fields in your state.

General Enrollment Information +

Future Enrollment +

State Reporting Fields -

State Exclude	Title 1	Gifted/Talented	Migrant Indicator	Homeless	Ward of State
<input type="checkbox"/>	<input type="button" value="N: No"/>	<input type="button" value="N: No"/>	<input type="button" value="N: No"/>	<input type="button" value="N: No"/>	<input type="button" value="N: No"/>
Single Parent	Displaced Homemaker	Supplemental Services <input type="button" value="Select a Value"/>			
<input type="button" value="N: No"/>	<input type="button" value="N: No"/>				
Percent Enrolled	Membership Override	Attendance Override	PSEO	Post-Secondary HS Hours	Independent Study
<input type="text" value="100"/>	<input type="button"/>	<input type="button"/>	<input type="checkbox"/>	<input type="button"/>	<input type="button" value="N: No"/>
Enrolling School	Enrolling District	Enrolling Public School CIS PSEO Concurrent Enr			
<input type="button"/>	<input type="button" value="Select a Value"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Military-Connected Youth	Special Pupils for Care/Treatment				
<input type="checkbox"/>	<input type="button" value="N: No"/>				
Effective Date	State Aid Category	Resident District	School	Homebound	
<input type="text" value="07/01/2018"/>	<input type="button" value="00: Regular: enrolled at resident district"/>	<input type="button" value="ISD #1234"/>	<input type="button"/>	<input type="button" value="N: No"/>	
Special Ed Fields +					
District Defined Elements +					

*State Reporting Enrollment Editor*

## State Reporting Enrollment Ad hoc Fields

There are two areas in Query Wizard that include State Reporting Enrollment editor fields. Available fields vary by state.

- **Student > Learner > State Localized Elements.** These fields are labeled as **es.XXX**.
- **Student > Learner > Active Enrollment/All Enrollments > State Reporting Elements.** These fields are labeled as **activeEnrollment.XXX** or **histEnrollment.XXX**, depending on where it is selected.

Additional information on these fields is available in your localized state reporting articles.

Selected Fields

- histEnrollment.stateExclude
- es.enrollmentID
- activeEnrollment.stateExclude
- es.calendarID
- es.personID
- histEnrollment.specialEdStatus

Add Function      Edit Function

*State Reporting Enrollment Ad hoc Fields*

## Special Education Fields

The Special Education Fields editor lists those items that need to be reported for state reporting relative to students determined to be special education students.

Fields vary by state. Please see your state's [State Tools](#) articles for more information on Enrollment fields in your state.

Data elements on this editor vary by state.

General Enrollment Information	
Future Enrollment	
State Reporting Fields	
Special Ed Fields	
Special Ed Status	Special Ed Disability Setting
1: None	00: No IEP/IFSP/IIP
Primary Disability	
00: Not Disabled	
Secondary Disability 1	
00: Not Disabled	
Secondary Disability 2	
00: Not Disabled	
Service Hours	
Service Hrs Percent Reported	
District Defined Elements	

Special Education Enrollment Editor

## Special Education Enrollment Ad hoc Fields

Select fields in the Query Wizard from the **Special Ed Elements** folders in **Student > Learner > Active Enrollment (activeEnrollment.XXX), All Enrollments (histEnrollment.XXX)**, folders, depending on what is needed in the report. Available fields vary by state.

Filter By | Search | Clear

All Fields

Selected Fields

activeEnrollment.specialEdStatus  
activeEnrollment.specialEdSetting  
activeEnrollment.disability1

Active Enrollment

Special Ed elements

specialEdStatus  
specialEdSetting  
disability1  
disability2  
disability3

Add Function | Edit Function

Special Education Enrollment Ad hoc Fields

# Enrollment History

[Add New Enrollment History](#) | [Print the Enrollment History](#)

All past enrollment information can be entered for the student's entire education career, even if the enrollments were not at the current school or district. This provides the district with the ability to contact past schools or just have a record of enrollment (often required for state reporting).

## Add New Enrollment History

1. Select the **New Enrollment History** icon from the Action bar. An **Enrollment History** editor displays.
2. Enter the following required fields:
  - **Calendar Name** - this is the name of the school
  - **Grade** level of enrollment
  - **Start Date**
  - **Service Type** (defaults to Primary)
  - **Start Status**
3. Because this is a historical enrollment record, for most entries, the end of the enrollment information can also be entered. Enter the following fields:
  - **End Date**
  - **End Status** (if needed for state reporting purposes).
4. Click the **Save** icon when finished. The historical enrollment is now listed in the Enrollment Editor list of enrollments, with the word (History) in parentheses.

## Print the Enrollment History

A student's enrollment history can be printed by selecting the **Print Enrollment History** button. In the pop-up that displays, select either the **Local Grade Level Code** or the **State Grade Level Code**. The student's enrollment history appear in a separate window in PDF format.

Save
Delete
New
Print Enrollment History
Notice of Change in Enrollment
New Enrollment History

**General Enrollment Information**

Calendar 2019-20 High School	Schedule (read only) Main	*Grade 11	Class Rank Exclude <input type="checkbox"/>
*Start Date 09/03/2019	No Show <input type="checkbox"/>	End Date	End Action
*Local Start Status 00: Last year, public school, same district			*Service Type P: Primary
State Start Status 00: Last year, public school, same district		Local End Status	
Start Comments	End Comments	State End Status	
CRDC School of Accountability Select a Value			

Print Enrollment History

## Documents

To view documents, click the **Documents** button on the action bar. See the [Student Person Documents](#) article for more information.

New
Print Enrollment History
Notice of Change in Enrollment
New Enrollment History
Documents

**Enrollments** ★

Student Information > General > Enrollments

**Enrollment Record**

Grade	12	Start Date	11
Start Date	End Date	Start Date	End Date
10		10	
Start Date	End Date	Start Date	End Date
09		09	
Start Date	End Date	Start Date	End Date
08		08	
Start Date	End Date	Start Date	End Date
07		07	

**Upload Document**

**Document List**

Date Uploaded	Name	File Description	Campus Tool	File Size
04/29/2021 1:16 PM	Enrollment Record 2018-19			0.29 MB

Student Information > General > Enrollments

Enrollment Documents