

Cross-Site Configuration

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[Enable Cross-Site Enrollment](#) | [Disable Cross-Site Setup](#) | [Additional Information for Cross-Site Enrollment](#) | [Next Steps](#)

This article provides information on configuring Cross-Site Enrollment at your District and School. It includes the complete Cross-Site Enrollment Workflow, information on enabling (and disabling) Cross-Site Enrollment, and additional information that is beneficial to know as you begin using Cross-Site Enrollment functionality.

See the [Cross-Site Enrollment Workflow Video Series](#) for more information.

Enable Cross-Site Enrollment

[1. District Information](#) | [2. School Information](#) | [3. School Connections](#) | [4. Course Master Information](#) | [5. Course Information](#) | [6. Section Information](#) | [7. State Exclude Setting for Cross-Site Enrollments](#) | [8. Enrollment Start and End Statuses](#) | [9. Default Sender Email Address](#)

The following steps **MUST BE DONE** in this order.

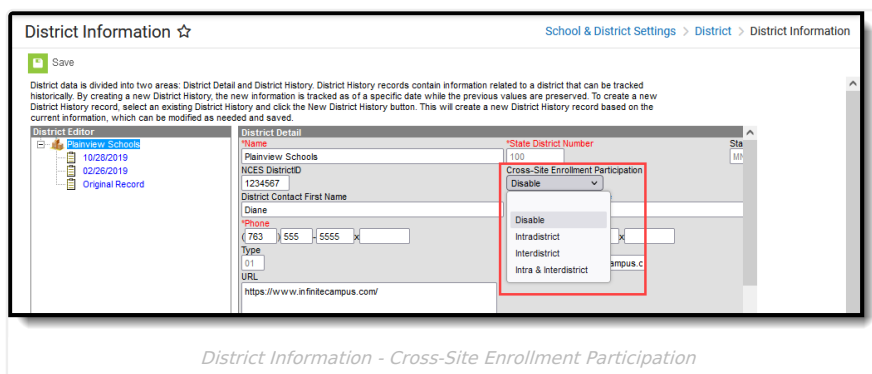
1. District Information

Tool Search: District Information

The selection of the **Cross-Site Enrollment Participation** option on the [District Information](#) editor starts the process of allowing other tools to be marked for Cross-Site Enrollment. When enabled, Cross-Site Enrollment becomes visible on the School Information editor and on Course Master.

Available Options are:

- **Disable** - Cross-Site Enrollment is NOT available at this district.
- **Intradistrict** - Cross-Site Enrollment is enabled at schools **WITHIN** the district.
- **Interdistrict** - Cross-Site Enrollment is enabled at schools **OUTSIDE** of the district.
- **Intra and Interdistrict** - Cross-Site Enrollment is enabled at schools **WITHIN** the district and **OUTSIDE** of the district.



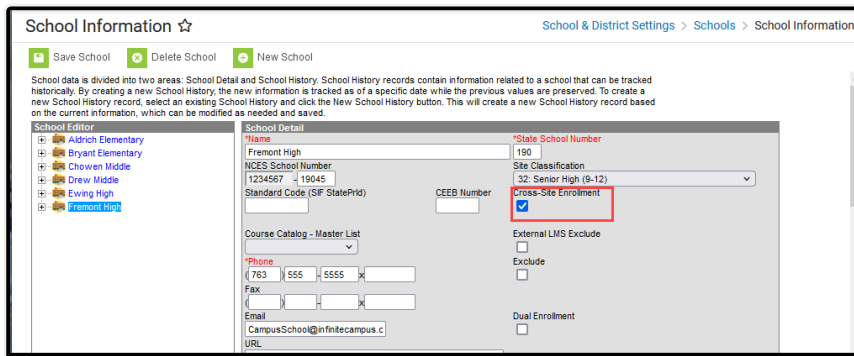
The screenshot shows the 'District Information' editor interface. On the left is a 'District Editor' sidebar with a tree view containing 'Plaintext Schools', '10/29/2019', '02/26/2019', and 'Original Record'. The main area is titled 'District Detail' and contains various fields: 'Name' (Plaintext Schools), 'State District Number' (100), 'NCES District ID' (1234567), 'District Contact First Name' (Diane), 'Phone' ((783) 555 5555), 'Type' (01), and 'URL' (https://www.infinitecampus.com/). A dropdown menu for 'Cross-Site Enrollment Participation' is open, showing options: 'Disable', 'Intradistrict', 'Interdistrict', and 'Intra & Interdistrict'. The 'Disable' option is currently selected. The breadcrumb trail at the top reads 'School & District Settings > District > District Information'.

2. School Information

Tool Search: School Information

For each school that participates in Cross-Site Enrollment, mark the **Cross-Site Enrollment** checkbox on the [School Information](#) editor. When marked here and on the Course Master Information editor, Cross-Site Enrollment information is visible on Course Information and Section Information **AFTER** the courses (and sections)

have been pushed from the Course Master (by clicking on the Push to Courses button).



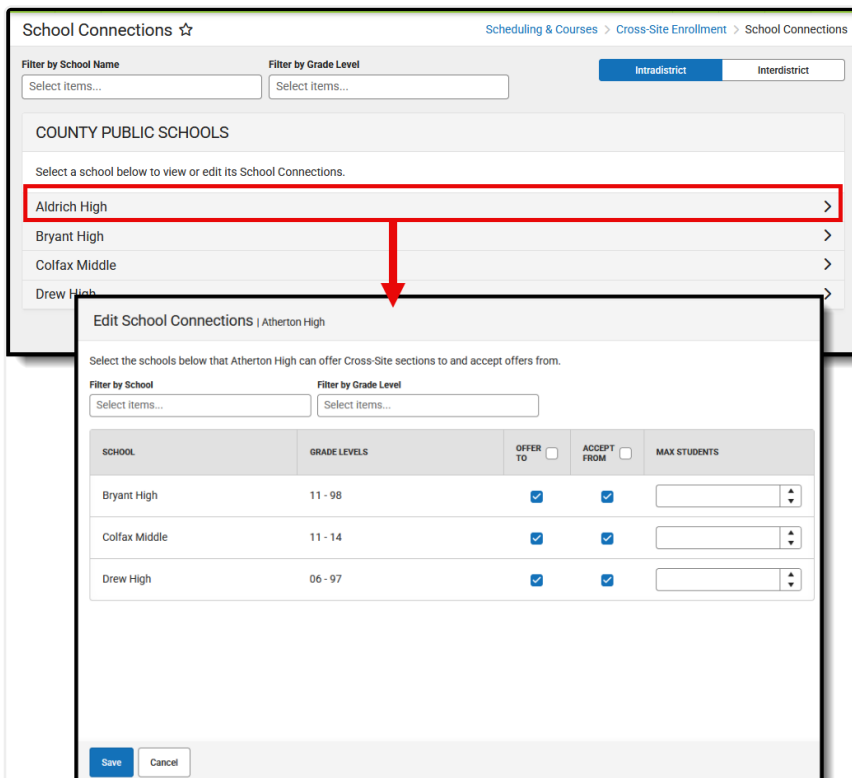
The screenshot shows the 'School Information' form. On the left is a 'School Editor' list with schools like Aldrich Elementary, Bryant Elementary, Chowen Middle, Drew Middle, Ewing High, and Fremont High. The main form is for 'Fremont High'. It includes fields for Name, State School Number (190), NCEES School Number (1234567), Site Classification (32: Senior High (9-12)), Standard Code (SIF StatePrid), CEEB Number, Course Catalog - Master List, Phone, Fax, Email (CampusSchool@infinitecampus.c), and URL. The 'Cross-Site Enrollment' checkbox is checked and highlighted with a red box. Other checkboxes for 'External LMS Exclude', 'Exclude', and 'Dual Enrollment' are unchecked.

School Information - Cross-Site Enrollment Checkbox

3. School Connections

Tool Search: School Connections

For each school that participates in Cross-Site Enrollment for Intradistrict participation, mark whether the other schools can offer courses to and accept courses from that school on the [School Connections](#) tool. When a school is not marked for offering or accepting, that school's information is not included on the Cross-Site Setup tool.



The screenshot shows the 'School Connections' tool. At the top, there are filters for 'Filter by School Name' and 'Filter by Grade Level', and buttons for 'Intradistrict' and 'Interdistrict'. Below these is a list of 'COUNTY PUBLIC SCHOOLS' with a red box around 'Aldrich High' and a red arrow pointing to the 'Edit School Connections' modal. The modal is titled 'Edit School Connections | Atherton High' and contains a table for selecting schools to offer or accept courses from.

SCHOOL	GRADE LEVELS	OFFER TO	ACCEPT FROM	MAX STUDENTS
Bryant High	11 - 98	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Colfax Middle	11 - 14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Drew High	06 - 97	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>

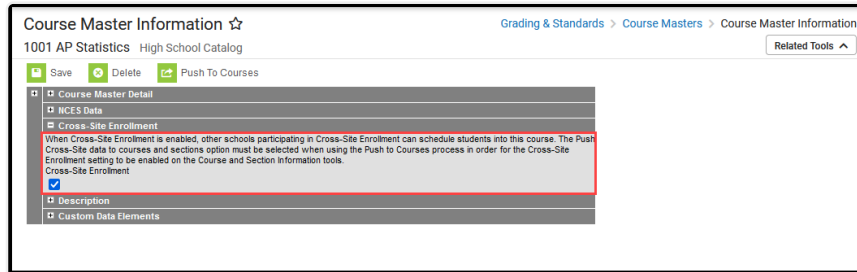
School Connections

4. Course Master Information

Tool Search: Course Master Information

As mentioned previously, the use of Course Master tooling is required as part of the Cross-Site Enrollment process.

When Cross-Site Enrollment is marked on the District Information editor, the **Cross-Site Enrollment** section on [Course Master Information](#) displays. Once it is marked here and information is pushed to courses, Cross-Site fields are visible and enabled on the Course Information editor and the Section Information editor.

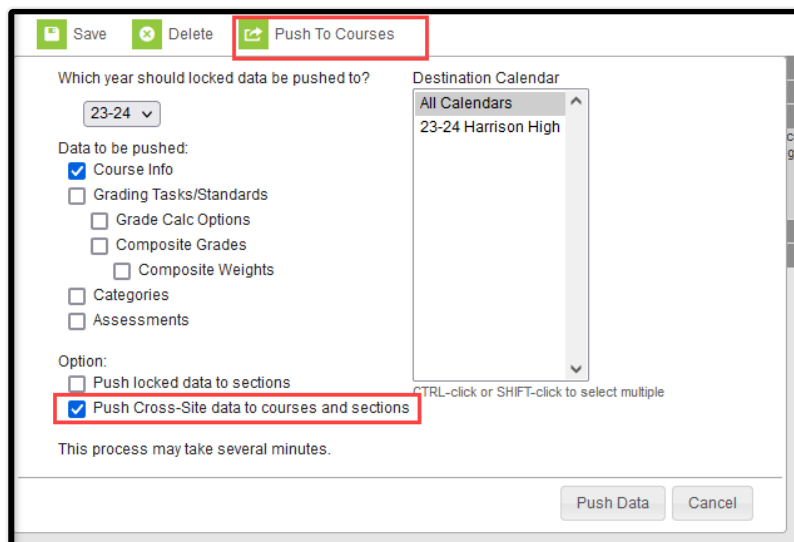


The screenshot shows the 'Course Master Information' form for '1001 AP Statistics' in the 'High School Catalog'. The 'Cross-Site Enrollment' section is highlighted with a red box. It contains a checkbox labeled 'Cross-Site Enrollment' which is checked. Below the checkbox, there is a note: 'When Cross-Site Enrollment is enabled, other schools participating in Cross-Site Enrollment can schedule students into this course. The Push Cross-Site data to courses and sections option must be selected when using the Push to Courses process in order for the Cross-Site Enrollment setting to be enabled on the Course and Section Information tools.'

Course Master Information - Cross-Site Enrollment Selection

This can also be done for all Course Masters in the school or district using the [Cross-Site Course Master Batch Enable](#) tool.

Use the Push to Courses option to update all courses in the Course Master. In the Push to Courses modal, mark the **Push Cross-Site data to courses and sections**.



The screenshot shows the 'Push to Courses' modal. The 'Push To Courses' button is highlighted with a red box. The modal contains several options: 'Which year should locked data be pushed to?' (set to '23-24'), 'Data to be pushed:' (with 'Course Info' checked), 'Destination Calendar' (set to '23-24 Harrison High'), and 'Option:' (with 'Push Cross-Site data to courses and sections' checked). The 'Push Data' button is at the bottom right.

Push to Courses - Cross-Site Option

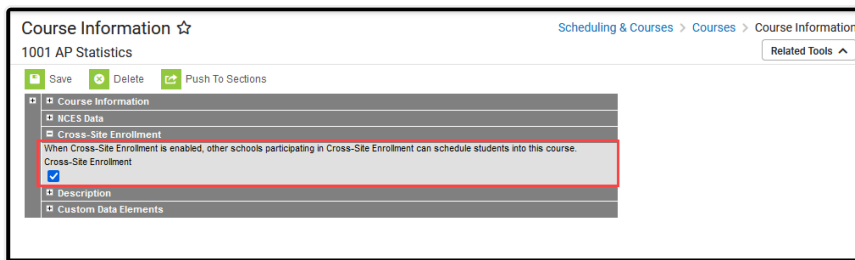
This can also be done using the [Push All Course Masters](#) tool to update all courses aligned to all course masters that have been enabled for Cross-Site Enrollment.

Repeat these steps for each Course Master that is enabled for Cross-Site.

5. Course Information

Tool Search: Course Information

When Cross-Site Enrollment is marked on the [Course Information](#) editor, information for scheduling students into cross-site course sections displays on the Section Information editor.



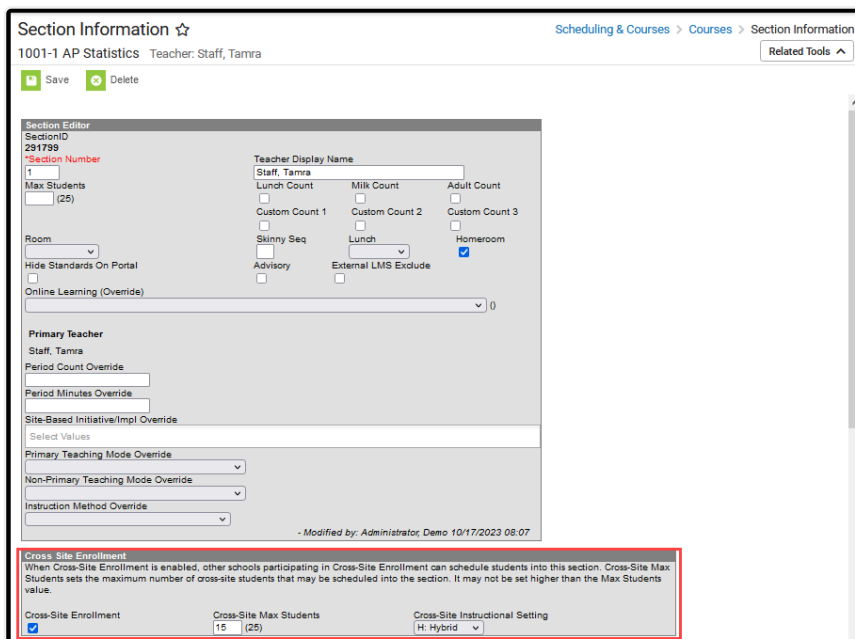
Course Information - Cross-Site Enrollment Selection

Responsive courses CANNOT be offered as a Cross-Site Enrollment course.

6. Section Information

Tool Search: Section Information

When the Cross-Site Enrollment checkbox is marked at the Section level, participating schools can schedule students into this section when the Serving School has opened their enrollment for the cross-site courses. A **Cross-Site Max Students** number also needs to be entered, along with the **Cross-Site Instructional Setting**.



Section Information - Cross-Site Enrollment Selection, Max Students, and Instructional Setting

When the Course has been enabled for Cross-Site Enrollment, use the [Add Section](#) tool to create additional sections for that course. The Cross-Site Enrollment editor will already have the Cross-Site Enrollment checkbox marked; the Cross-Site Max Students and Cross-Site Instructional Setting fields and other values related to the new section will need to be populated.

The **Cross-Site Max Students** value determines the total number of students from participating schools that can be scheduled into the section. It cannot be more than the Max Students value entered on the section (or the course).

- Cross-Site Max Students does NOT reserve seats; it limits the total number of cross-site students within the section. For example, in a section with a Max Student value of 25, where 20 of your own students have been scheduled into the course, only 5 seats are available for Cross-Site students even when the Cross-Site Max

field has a value of 10.

- **Only positive, whole number values can be entered.** Zero (0) is a valid entry.

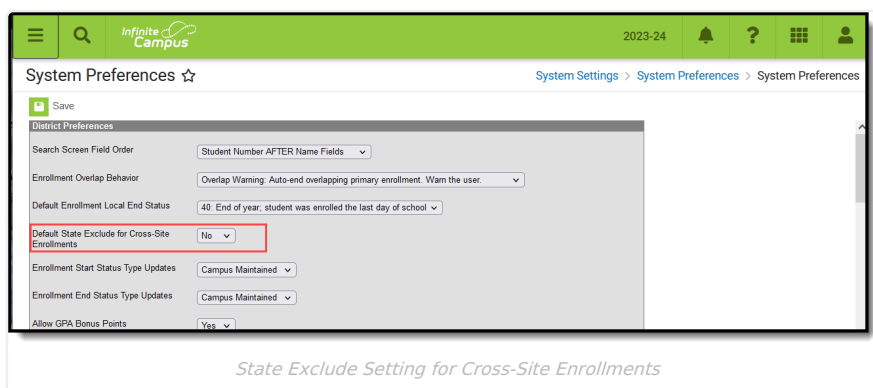
Cross-Site Instructional Setting indicates how cross-site students are taught - Hybrid, On-Site or Virtual.

Cross-Site Section Information can also be modified in the [Cross-Site Enrollment Setup](#) tool.

7. State Exclude Setting for Cross-Site Enrollments

Tool Search: System Preferences

Set the **Default State Exclude for Cross-Site Enrollments** to either **Yes** or **No**. This setting determines whether a student's partial enrollment that is created when they are scheduled into a course is included in state reports. This preference is only available when Cross-Site Enrollment functionality is turned on at the District.



State Exclude Setting for Cross-Site Enrollments

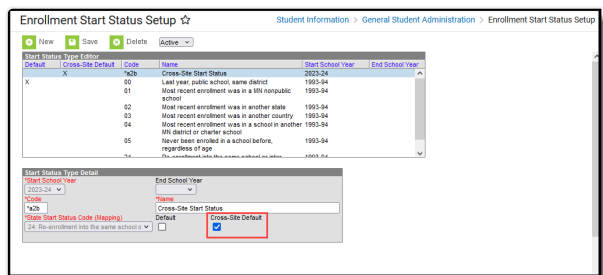
8. Enrollment Start and End Statuses

Tool Search: Enrollment Start Status Setup; Enrollment End Status Setup

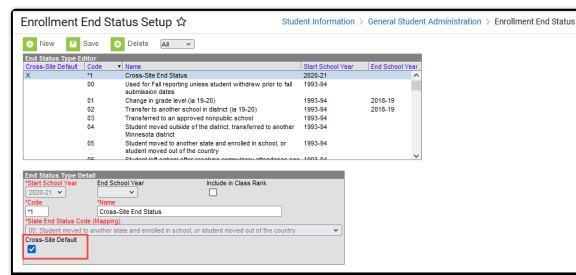
A Cross-Site Enrollment is created for a student in the Serving School when a Cross-Site Course is added to a student's schedule. This is a Partial Enrollment and is ended when the student drops (student is removed from the roster) the Cross-Site Course or the Cross-Site Course ends (at the end of the term, for example).

An [Enrollment Start Status](#) and [Enrollment End Status](#) must be marked as Cross-Site Default prior to a course being mapped for Cross-Site Enrollment on the Mapping tool. Only one Start Status and End Status can be marked for Cross-Site Default at any time; when a new status is marked and saved for Cross-Site Default, the previous statuses that were marked are no longer marked.

A Cross-Site Default Column has been added to the Start Status Type Editor and the End Status Type Editor to quickly see which statuses are marked for Cross-Site.



Cross-Site Default Checkbox Marked on Enrollment Start Status Setup



Cross-Site Default Checkbox Marked on Enrollment End Status Setup

9. Default Sender Email Address

Verify a Default Sender Email Address is entered in [Email Settings](#). This is used when changes are made to a student's roster at the Serving School.

Disable Cross-Site Setup

When a school or district determines that Cross-Site needs to be disabled, the following occurs. This happens for the current school year and future school years.

When Participation in Cross-Site Enrollment CHANGES in...	AND Students are NOT enrolled in Courses, this occurs...	AND students ARE enrolled in Serving Schools and scheduled into Courses, this occurs:
District Information	<ul style="list-style-type: none"> Courses and sections that have been enabled become disabled. Schools and Course Masters that have been enabled still have the Cross-Site Enrollment checkbox marked, but Cross-Site functionality is not available. 	A validation displays indicating students are scheduled into associated Course Sections and must be removed prior to disabling.
	<p>When the Participation option CHANGES from Intradistrict to Interdistrict or CHANGES from Intradistrict & Interdistrict to Interdistrict, existing mapped courses and sections are removed.</p> <ul style="list-style-type: none"> Sections mapped at other Home Schools within the district are invalidated. Existing validations for when students are scheduled remain in place. 	
School Information	<ul style="list-style-type: none"> Courses and sections that have been enabled become disabled. Course Masters that have been enabled still have the Cross-Site Enrollment checkbox marked, but Cross-Site functionality is not available to the relevant school. 	A validation displays indicating students are scheduled into associated Course Sections and must be removed prior to disabling.

When Participation in Cross-Site Enrollment CHANGES in...	AND Students are NOT enrolled in Courses, this occurs...	AND students ARE enrolled in Serving Schools and scheduled into Courses, this occurs:
Course Masters	<ul style="list-style-type: none"> Prior to using Push to Courses, no changes are made to any existing courses and sections. After using Push to Courses, Cross-Site Courses and Cross-Site Sections within all schools are disabled. 	A validation displays indicating students are scheduled into associated Course Sections and must be removed prior to disabling.
Course Information	<p>Course information is read-only and can only be disabled via the Course Master.</p> <p>This applies to Cross-Site Courses in current and future years.</p>	N/A
Section Information	<p>Section information is disabled.</p> <p>This applies to Cross-Site Course Sections in current and future years.</p>	A validation displays indicating students are scheduled into associated Course Sections and must be removed prior to disabling.

Additional Information for Cross-Site Enrollment

No settings need to be modified or added for the following tools. However, knowing what happens with these tools when Cross-Site Enrollment is enabled is helpful.

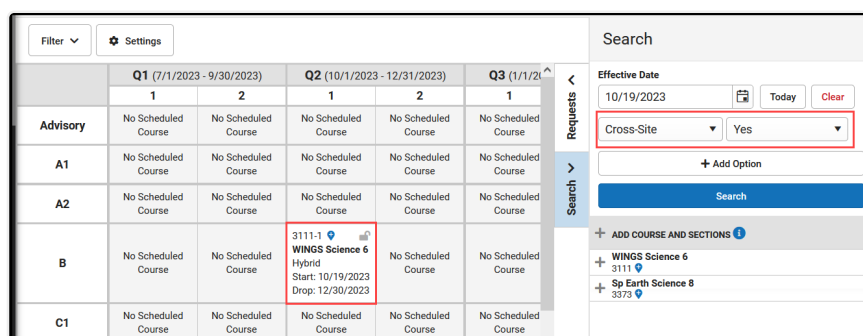
[Student Schedules](#) | [Student Enrollments](#) | [State Reports and Ed-Fi Resources](#) | [Attendance](#) | [District Grading Tools](#)

Student Schedules

Tool Search: Schedule

Students must be manually scheduled into Cross-Site Courses through the Walk-In Scheduler **AFTER all other scheduling work has been completed at the home school**. Once courses have been mapped at the Serving School and offered for scheduling for students at the Home School, they can be found in the Walk-In Scheduler for placement.

On the Search panel, set the dropdown with Course Name to Cross-Site, set the field next to it to Yes, and click Search. Available Cross-Site courses return and can be added to the student's schedule.



The screenshot shows the 'Walk-In Scheduler' interface. On the left is a grid with columns for quarters (Q1, Q2, Q3) and rows for advisory groups (A1, A2, B, C1). Most cells indicate 'No Scheduled Course'. One cell in the Q2 column for advisory group B is highlighted with a red border and contains the text: '3111-1 WINGS Science 6 Hybrid Start: 10/19/2023 Drop: 12/30/2023'. On the right is a 'Search' panel with an 'Effective Date' field set to '10/19/2023', a dropdown menu set to 'Cross-Site', and a 'Yes' button. Below these is a '+ Add Option' button and a 'Search' button. At the bottom of the search panel, there is a section titled '+ ADD COURSE AND SECTIONS' with a list of results: 'WINGS Science 6 3111' and 'Sp Earth Science 8 3873'.

Walk-In Scheduler - Cross-Site Courses

Student Enrollments

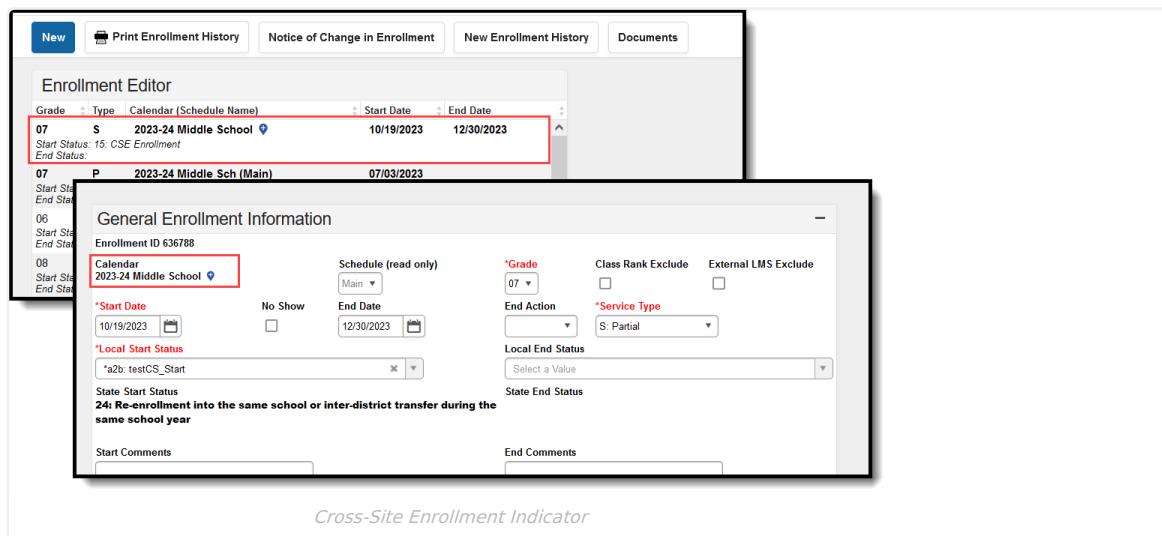
Tool Search: Enrollments

When a Cross-Site Course is added to the student's schedule, a partial enrollment for the student is created at the Serving School (where the course is offered).

State Reports and Ed-Fi Resources

State reports and Ed-Fi Resources that report roster information, attendance information, and grade information have been modified to exclude records that have a Cross-Site indicator associated with them AT THE SERVING SCHOOL. This means the student is only counted or reported with their Primary Enrollment from their Home School.

Only Primary Enrollments at the HOME SCHOOL are reported in state reports and Ed-Fi Resources.



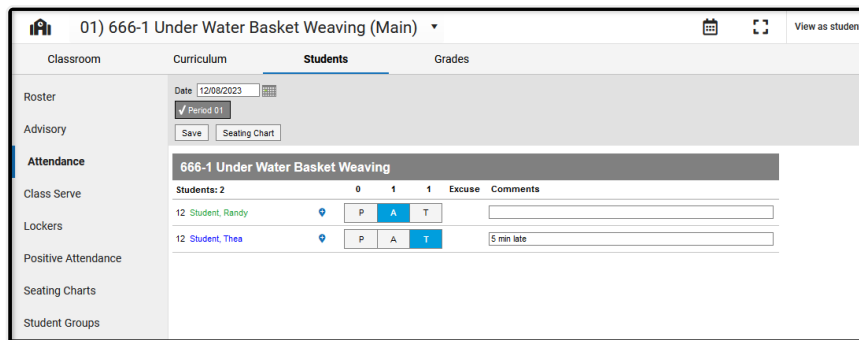
The screenshot displays the 'Enrollment Editor' interface. At the top, there are tabs for 'New', 'Print Enrollment History', 'Notice of Change in Enrollment', 'New Enrollment History', and 'Documents'. Below these, a table lists enrollments with columns for Grade, Type, Calendar (Schedule Name), Start Date, and End Date. One enrollment is highlighted with a red box: Grade 07, Type S, Calendar 2023-24 Middle School, Start Date 10/19/2023, End Date 12/30/2023. Below the table, a 'General Enrollment Information' form is shown for the selected enrollment. It includes fields for Enrollment ID (636788), Calendar (2023-24 Middle School), Schedule (Main), Grade (07), End Action, Local End Status, and State End Status. A red box highlights the 'Calendar' field. At the bottom, there are fields for Start Comments and End Comments.

Attendance

Tool Search: Student Attendance, Daily Attendance, Attendance Entry Wizard, Classroom Monitor

Recording attendance for Cross-Site Students follows the same process as recording attendance for non-Cross-Site Students.

1. The Serving School teacher enters attendance for their class, marking the Cross-Site Student as Absent or Tardy.
2. The Serving School Attendance Office assigns an Attendance Code to that Attendance entry, using one of the many attendance tools available to them - Attendance Entry Wizard, Daily Attendance or Classroom Monitor.
3. The student's Attendance record updates with the entered event, along with a Cross-Site indicator, showing that it was recorded by the Serving School.
4. The Home School audits that event and assigns their own Attendance Code to it. Attendance Codes are not shared/transferred between schools.



Classroom Recording of Cross-Site Attendance Events

The Home School can also enter attendance events for students taking Cross-Site Courses. This is also done the same way - from the student's Attendance tool or through the Attendance Entry Wizard. The Serving School attendance tools (Section Attendance, Classroom Attendance, etc.) are updated to reflect that event. The Serving School needs to assign their own Attendance Code to attendance events entered by the Home School, since Attendance Codes are not shared/transferred between schools.

District Grading Tools

Tool Search: Course Categories, Grades

Since the student is enrolled at a different school for the Cross-Site course, the Home School does NOT have the ability to enter grades for the student.

At the Serving School, grades and scores are entered and managed the same way they are for non-Cross-Site students.

Next Steps

- Use the [Cross-Site Enrollment Setup](#) tool to map courses from the Home School to the Serving School.
- [Schedule](#) students into Cross-Site Courses.