

# Cross-Site Configuration

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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

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

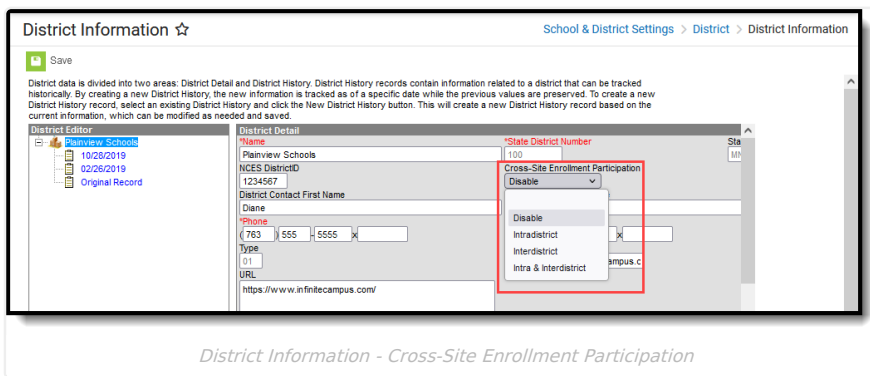
### 1. District Information

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:

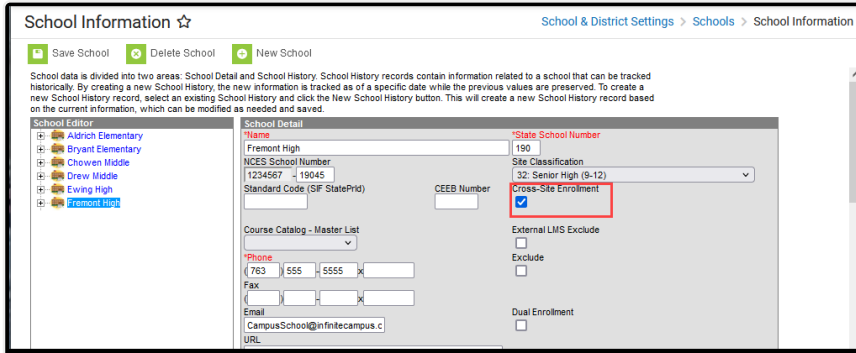
- **Disable** - Cross-Site Enrollment is NOT available at this district.
- **Intradistrict** - Cross-Site Enrollment is enabled at schools WITHIN the district.
- **Interdistrict** - Cross-Site Enrollment is enabled at schools OUTSIDE of the district.
- **Intra and Interdistrict** - Cross-Site Enrollment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



### 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).

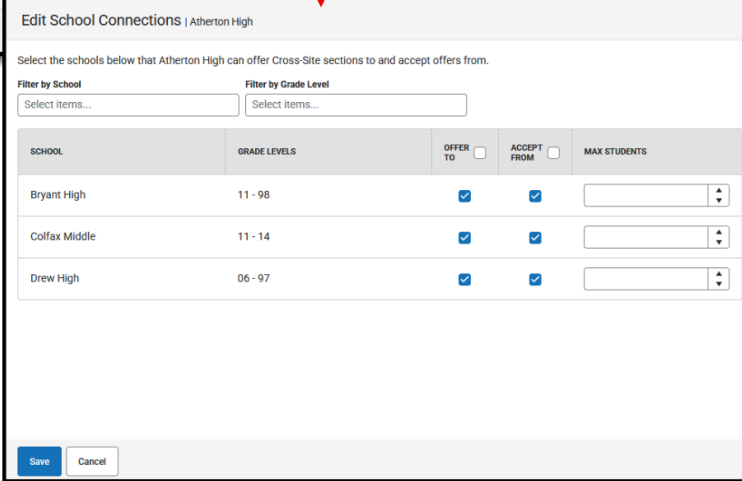
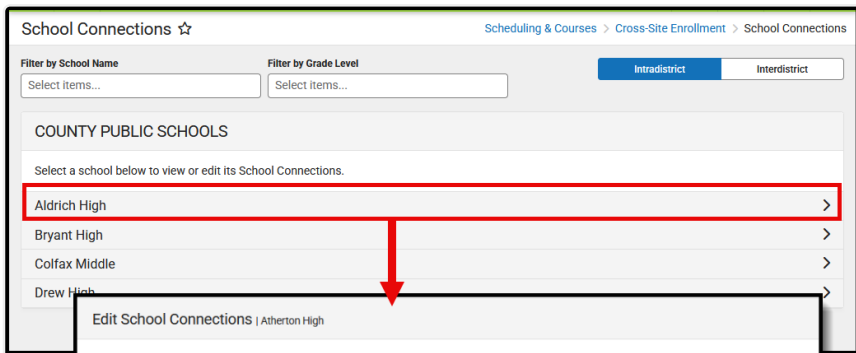


School Information - Cross-Site Enrollment Checkbox

### 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.



School Connections

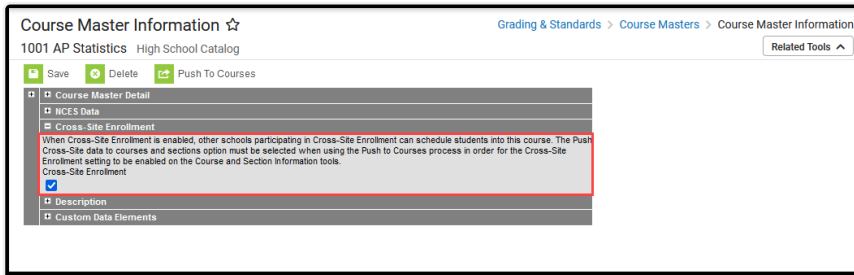
### 4. Course Master Information

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

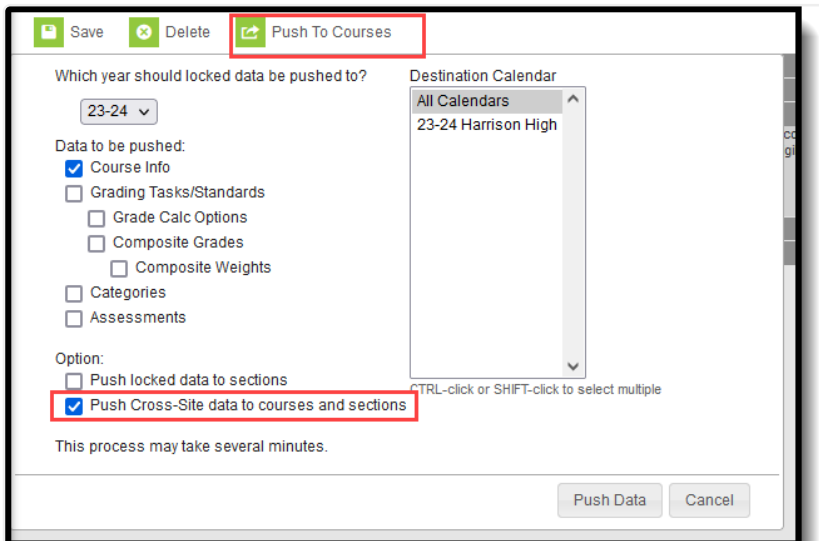
are visible and enabled on the Course Information editor and the Section Information editor.



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**.



Push to Courses - Cross-Site Option

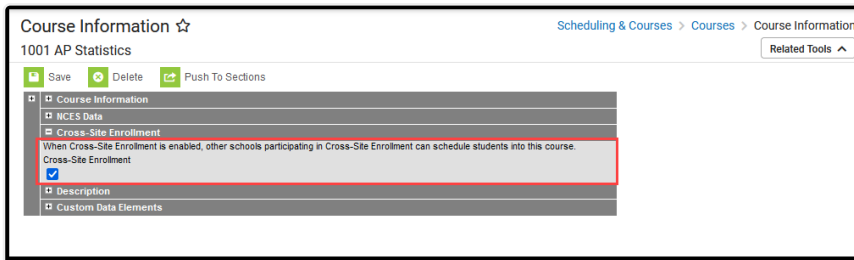
This can also be done using the [Push All Course Masters](#) tool to update all courses aligned to all course masters that have been enabled for Cross-Site Enrollment.

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.



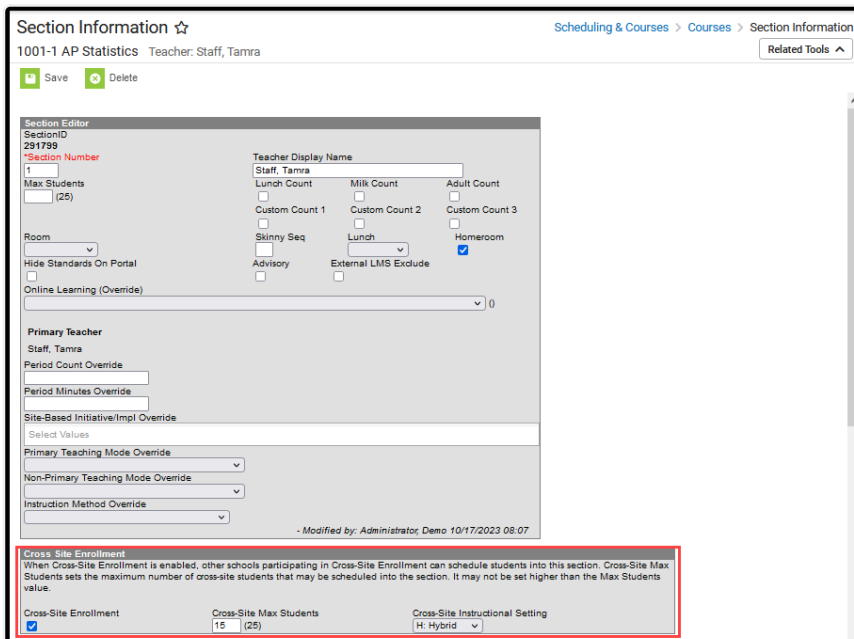
Course Information - Cross-Site Enrollment Selection

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.

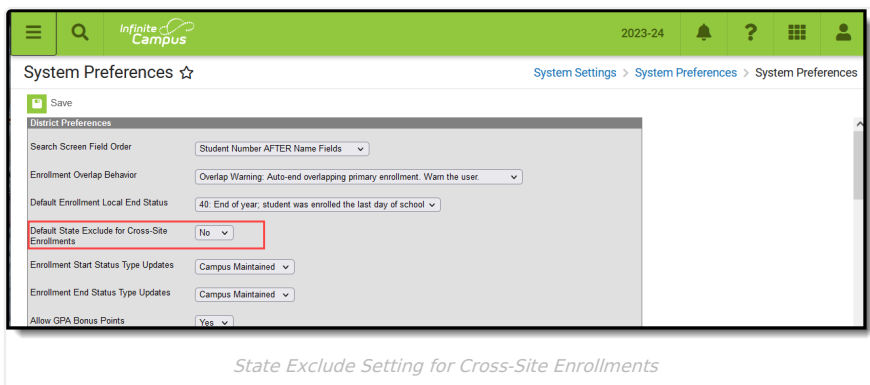
Cross-Site Instructional Setting indicates how cross-site students are taught - Hybrid, On-Site or Virtual.

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.



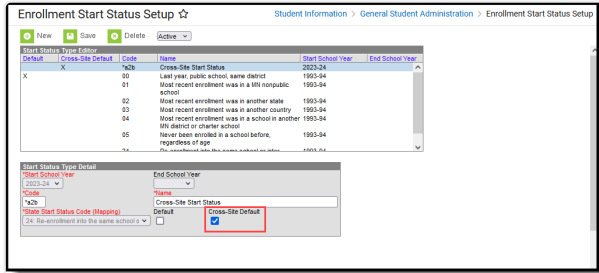
## 8. Enrollment Start and End Statuses

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

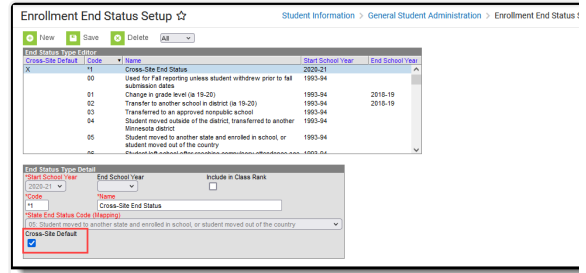
A Cross-Site Enrollment is created for a student in the Serving School when a Cross-Site Course is added to a student's schedule. This is a Partial Enrollment and is ended when the student drops (student is removed from the roster) the Cross-Site Course or the Cross-Site Course ends (at the end of the 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"> <li>Courses and sections that have been enabled become disabled.</li> <li>Schools and Course Masters that have been enabled still have the Cross-Site Enrollment checkbox marked, but Cross-Site functionality is not available.</li> </ul>	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 &amp; Interdistrict to Interdistrict, existing mapped courses and sections are removed.</p> <ul style="list-style-type: none"> <li>Sections mapped at other Home Schools within the district are invalidated.</li> <li>Existing validations for when students are scheduled remain in place.</li> </ul>	
School Information	<ul style="list-style-type: none"> <li>Courses and sections that have been enabled become disabled.</li> <li>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.</li> </ul>	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"> <li>Prior to using Push to Courses, no changes are made to any existing courses and sections.</li> <li>After using Push to Courses, Cross-Site Courses and Cross-Site Sections within all schools are disabled.</li> </ul>	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

Tool Search: Schedule

Students must be manually scheduled into Cross-Site Courses through the Walk-In Scheduler. 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 - Cross-Site Courses' interface. On the left is a grid with columns for quarters (Q1, Q2, Q3) and rows for course levels (Advisory, A1, A2, B, C1). Most cells contain 'No Scheduled Course'. The cell for 'B' in Q2 is highlighted in red and contains '3111-1 WINGS Science 6 Hybrid Start: 10/19/2023 Drop: 12/30/2023'. On the right is a search panel with 'Effective Date' set to 10/19/2023. Below that, 'Cross-Site' is selected in a dropdown menu, and 'Yes' is selected in the adjacent field. A 'Search' button is visible. Below the search panel, a list of results is shown, including 'WINGS Science 6 3111' and 'Sp Earth Science 8 3373'.

### 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.

*Cross-Site Enrollment Indicator*

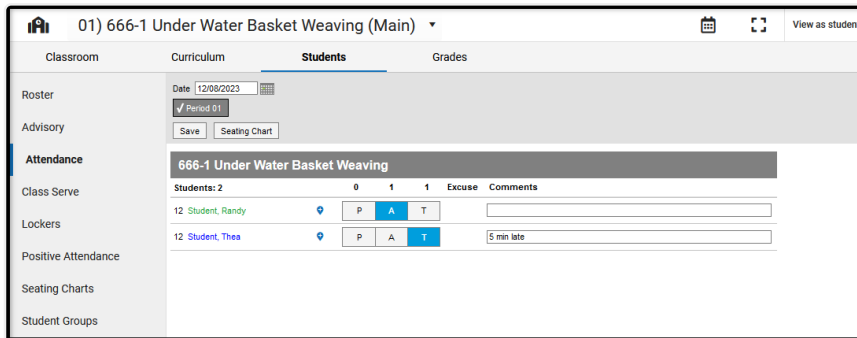
## Attendance

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.