

Checklist for Cross-Site Enrollment Setup

Last Modified on 11/06/2025 2:27 pm CST

The following is a high-level checklist that districts can use to verify they have configured Cross-Site Enrollment correctly and are ready to enroll students in Cross-Site Enrollment courses.

Use this checklist AFTER following the steps outlined in the Cross-Site **Configuration** article.

For detailed information on Cross-Site Enrollment, see the articles and videos in the Cross-Site Enrollment area of the Knowledge Base, notably the Cross-Site Configuration article.

NOTE:

- These tasks must be completed at the **DISTRICT** level for each district participating in Cross-Site Enrollment and at the **SCHOOL** building level for each school participating in Cross-Site Enrollment.
- For Interdistrict Cross-Site Enrollment, Campus Digital Repository (CDR) must be enabled. See the <u>Digital Repository Preferences</u> article for more information.

District Level Setup

Done	Task	
Turn on Cross-Site Enrollment		
	Select an option for the Cross-Site Participation field on the <u>District Information</u> <u>Detail</u> editor.	
	Mark the Cross-Site Enrollment checkbox on the <u>School Detail</u> editor.	
	Verify that a Default Sender Email Address is entered on the <u>Email Settings</u> tool.	
Select Enrollment Status Options		
	Set the Default State Exclude for Cross-Site Enrollments preference to Yes or No in <u>System Preferences</u> .	
	Choose an <u>Enrollment Start Status</u> that is assigned to all Cross-Site Students on their Cross-Site Enrollment record and mark it as Cross-Site Default .	
	Choose an <u>Enrollment End Status</u> that is assigned to all Cross-Site Students on their Cross-Site Enrollment record and mark it as Cross-Site Default .	



Done	Task	
Enable Courses		
	Mark the Cross-Site Enrollment checkbox on the <u>Course Master Information</u> tool.	
	Mark the Push Cross-Site data to courses and sections on the <u>Push to Courses</u> modal on the <u>Course Master Information</u> tool, then push the Course Master changes to Courses.	
	Verify that the Cross-Site Enrollment checkbox on the Course Information tool reads Yes.	
Enable Sections		
	Mark the Cross-Site Enrollment checkbox on the <u>Course Section</u> .	
	Enter a number in the Cross-Site Max Students field that determines how many Cross-Site students can be scheduled into the <u>section</u> .	
	Select the Cross-Site Instructional Setting option for the <u>section</u> .	

School Building Level Setup

Every school building participating in Cross-Site Enrollment must do this setup.

Done	Task		
Offer Cross-Site Courses to Other Sites			
	(Intradistrict) In <u>School Connections</u> , mark the Offer To checkbox for each school that you are offering courses to, so they can enroll students in your school.		
	On the <u>Cross-Site Enrollment Setup</u> tool, offer Sections from your school to other schools for each section of a course you are offering to other schools		
Accept Cross-Site Courses from Other Sites			
	(Interdistrict) In <u>School Connections</u> , mark the Accept Offerings button to accept another district's Cross-Site offerings and enroll your students into their school.		
	(Intradistrict) In School Connections, mark the Accept From checkbox for each school that you are accepting course sections from in your district so your students can be enrolled in other schools.		
Мар С	Map Course Sections from other buildings		
	Map sections from other buildings to your building on the Serving view of the <u>Cross-Site Enrollment Setup</u> tool. This places the section of your course in the closest available period to the serving school's placement.		



Next Steps

You are ready to schedule students into Cross-Site Courses. See the following for guidance:

- Cross-Site Information for Walk-In Scheduler
- Cross-Site Information for Enrollments
- Cross-Site Information for Grading