

Cross-Site Enrollment FAQ

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This article addresses frequently asked questions about Cross-Site Enrollment setup and functionality.

Setup

What configuration is needed for schools and districts that use Cross-Site Enrollment only as a home school or only as a serving school?

The configuration is the same for a school that sends students to other schools or provides course offerings to other schools. Review the following articles for more information:

- [Cross-Site Configuration](#)
- [Checklist for Cross-Site Enrollment Setup](#)

Is there anything special that needs to be done before setting up Cross-Site Enrollment for both Interdistrict and Intradistrict usage?

The setup process is the same for Interdistrict and Intradistrict participation. Once participation is set at the district level and the remaining setup options are saved, Cross-Site Enrollment is ready to use. There is additional, behind-the-scenes logic that is triggered when using Interdistrict participation, which happens seamlessly.

Note that for Interdistrict participation, [Campus Digital Repository \(CDR\)](#) must also be enabled for both districts. When a student is scheduled into a Cross-Site course, and the enrollment record is created at the other district, the Person Summary Report is sent to both districts' CDR accounts, and included in each district's CDR usage (unless it is deleted before the end of the month).

Are contact preferences in Demographics used, or just the emails listed in Notification Settings?

Only the Notified Person and their email address entered in [Notifications Settings](#) are used for Cross-Site Enrollment notifications. This is part of the [Cross-Site Enrollment Setup](#) tool. [Contact preferences](#) in Demographics are not used when sending Cross-Site Enrollment notifications.

Attendance

How is attendance recorded for Cross-Site Courses?

Attendance is taken the same way as for any other course. The teacher at the **Serving School** records attendance for the Cross-Site course. Then the attendance office at the Serving School

assigns attendance codes to the attendance event, using standard attendance tools such as Attendance Wizard, Classroom Monitor, or Student Attendance. That record is visible at the Home School, where they can view the record and adjust the attendance code for their district or school.

See the [Attendance Information for Cross-Site Students](#) article for more information.

Who approves attendance - the home school or the serving school?

Attendance recorded at the Serving School is the school of record. Both the home school and the serving school are responsible for attendance data.

Where do Cross-Site attendance records appear for students and parents?

All attendance entries for Cross-Site courses display on the Attendance screen in the Student and Parent Portals. They are also listed on the Student Profile screen, after the Assignments list. For Intradistrict participation, these records display as soon as they are saved. For Interdistrict participation, there may be a slight lag before it is displayed.

Attendance entries display as Absent Pending until the Serving School processes the attendance event.

Who should parents/guardians contact to report an absence?

Parents/guardians only need to contact the **Home School** to report their student's absence or tardiness for the day. Any attendance recorded at the Home School also appears at the Serving School.

What happens if the Serving School changes an attendance status?

If the status changes (e.g., *Tardy to Absent*), the Home School receives an **unknown code** for the new status. If the status stays the same but the code changes, the Home School record is **not** affected.

Grading

How quickly will the Home School see the Serving School's In-Progress grades?

For Intradistrict participation, since the grades and scores are within the same district, grades can be seen immediately.

For Interdistrict participation, posted grades, in-progress grades, Grade Book scores, etc., are included in the nightly sync process. Grading information visible the Portal is updated instantly.

See the [Grading Considerations for Cross-Site Enrollment](#) article for more information.

When Cross-Site enrollments close before teachers can post grades, is there another workaround besides manual posting?

Not at this time. Teachers can manually enter the student's grade in the Posted Grades column.

Maintenance

Is there a tool that rolls forward these mappings into a future year so we do not have to set up the same mappings when nothing is changing?

These items are rolled forward when calendars are rolled forward using either the [Create new calendars by rolling forward](#) or [Create new calendars by copying data into existing calendars](#) options on the [Calendar Wizard](#):

- Course and Section settings
- Grade mappings (unless there are overall score group changes at the schools)

These items are NOT rolled forward:

- Schedule mappings
- Period mappings

What changes made at a Serving School are pushed or visible at the Home School?

When a Serving School changes information such as Schedule Placement or Instructional Setting for a mapped course, the Home School will need to remap those courses. See the [Cross-Site Enrollment Setup](#) article for guidance on mapping courses. .

Portal

Does the student/parent from the home school need a separate portal account to view information about their cross-site course at the serving school?

For Intradistrict participation, separate portal accounts are not needed; the student's/parent's existing district account is used to view course information.

For Interdistrict participation, separate portal accounts are needed in both districts to see information from the Home and Serving schools. These accounts are automatically created and linked when the student is scheduled into a Cross-Site Course. The **Home School account** shows posted grades mapped by the home district; the **Serving School account** shows In-progress and

posted grades entered by the serving district.

See the [Cross-Site Information for Campus Student/Campus Parent](#) article for more information.

Scheduling

Why is the Walk-In Scheduler the only way to add students to Cross-Site Courses?

Cross-Site Enrollment is a student-centric process used to meet a specific academic need for an individual student, such as accessing a course not offered at their home school, resolving a scheduling conflict, or supporting a unique graduation pathway. The [Walk-In Scheduler](#) allows staff to evaluate a student's individual schedule and eligibility, confirm course equivalency and seat availability at the serving school, and ensure alignment with credits, grading, and transcript requirements.

See the [Enrollment Information for Cross-Site Students](#) article for more information.

Do schools need to use Course Masters to use Cross-Site Enrollment?

Yes. [Course Masters](#) provide a centralized structure that maintains a consistent, sustainable course setup across the districts. While both schools may not have the same courses in their buildings, the Course Master is necessary to account for the nuances each building may require. It also provides a source of truth for the association between the Serving School and the Course Master to define the attributes of the course.

Does the Requests and Rosters tool work with Cross-Site Enrollment?

No. [Requests and Rosters](#) is designed to streamline course requests and student rosters within a single site - one school within one district. Because Cross-Site Enrollment involves coordinating enrollments, staff assignments, and scheduling logic across multiple independent sites, the underlying architecture becomes significantly more complex.

Can I update the primary teacher on a Cross-Site Course?

Once a student is scheduled into the Cross-Site course, the teacher will only be updated at the Serving School; the Home School will reflect the original teacher unless the course is remapped.

Do I need to have my master schedule completed before I begin cross-site enrollment?

Yes. **Cross-Site Enrollment is done AFTER all other scheduling tasks for the school year are complete.** All scheduling tasks for the upcoming school year need to be completed before a student can be scheduled into a Cross-Site course.

Can I modify the section placements of my Cross-Site Course?

As long as students have not been scheduled into the course, section placements (and any other course adjustments) can be made. Once a student is scheduled into a Cross-Site course, districts cannot make any changes.

Can I add offerings after the Cross-Site Course is shared?

Yes. After the initial sharing of offerings, each time a Cross-Site Section is enabled, it is automatically shared.

What does a district need to do to make a change to a Cross-Site course once students are scheduled?

If you need to modify a Cross-Site course after students are scheduled into it, do the following:

1. Print out attendance records and grades.
2. Remove (unschedule) all students from the course.
3. Make the necessary changes.
4. Reschedule the students in the course.
5. Re-enter the student's grades and attendance records.

Does Cross-Site Enrollment work for students in middle school taking high school courses? If so, do both schools have to have the same course catalog?

Yes. Middle School students can be scheduled into high school Cross-Site courses. This is a great way for 8th graders to take a 9th-grade course. The school does not need to use the same course catalog.

Why are end dates automatically added to Cross-Site Enrollments and rosters?

This provides an accurate representation of when and for how long a Cross-Site student will be, or is expected to be, enrolled at the Serving School taking the course. Leaving a Cross-Site enrollment active (with no end date) when the student is no longer taking a course results in bad data.

What happens when a Serving School cancels an offered course before the first day of the course? What needs to happen at the Home School?

When a Serving School cancels a course before it begins, they must:

- Remove all Cross-Site students from the section roster.
- End or delete all Cross-Site enrollments.

- Remove the course section.

Once the section is un-offered, the Home School's mapping becomes invalid, and the course can no longer be scheduled. The Home School receives a notification, an **Invalid Section** indicator displays in the Cross-Site Enrollment Setup tool, and any affected students must be rescheduled to ensure they remain fully scheduled for that period.

State Edition

Can Cross-Site Enrollment be set up and managed at the State Edition and pushed down to the districts?

No. Cross-Site Enrollment is a district-level configuration because it depends on each district's local scheduling structure, bell schedules, course offerings, and enrollment processes.

State Edition can push standards, codes, and forms, but not operational scheduling components. Districts maintain control of Cross-Site Enrollment to ensure it aligns with their local workflows and avoids scheduling, grading, and rostering conflicts.

Which elements from the home and serving schools sync to State Edition?

Fields that sync outside of Cross-Site Enrollment also sync within Cross-Site Enrollment. In other words, Cross-Site Enrollment does not change the existing data-sync relationship between district sites and the State Edition.

- Standard student, staff, course, enrollment, behavior, attendance, grading, and program data all remain part of the State Edition's vertical, bi-directional data flow.
- State Edition can push down statewide course masters, behavior and attendance codes, standards, validations, and other SEA-defined data elements.
- Each district manages its own enrollment processes, including activating Cross-Site Enrollment, mapping offerings, and creating partial enrollments at the serving school. Once those enrollments are created locally, any standard enrollment fields included in the state reporting flow up to the State Edition automatically, just like any other enrollment.
- State Edition does not manage or override Cross-Site Enrollment settings, mappings, or scheduling logic. Those remain entirely under district control. State Edition receives the synced data that aligns with statewide reporting requirements.

State Reporting

How does state reporting work with Cross-Site Enrollment?

Funding requirements vary for each state. Our product analysts and software engineers conducted a state-by-state analysis to determine what is expected for courses and rosters shared between districts or buildings, ensuring the required state reports accurately report enrollment, roster, and course data.

For the most part, the Home School reports students who are enrolled in Cross-Site Courses at the Serving School because the student's PRIMARY Enrollment is at the Home School.
