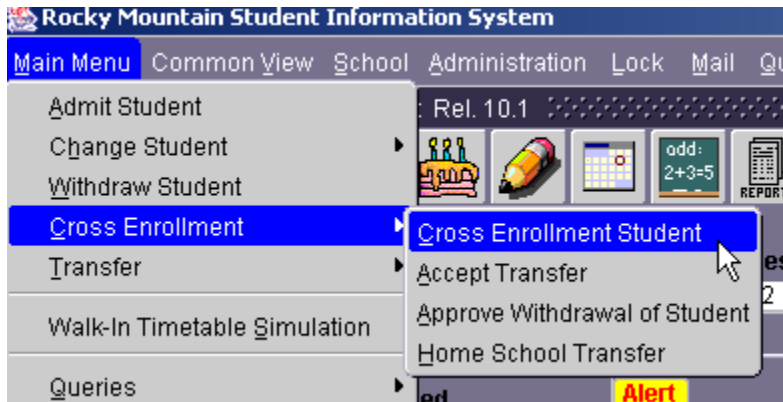


Cross Enrollment

Home School:

- Begin by querying for the student in question
- Go to: Main Menu > Cross Enrollment > Cross Enrollment Student



- You can query for a student from the screen below.

1. Enter the Cross Enrolled School

2. Enter the September school year

Cross-Enrolled Schools	Year	Adm Date	Withdraw	Accept Transf...	Enroled Reason	Mem. Share
Kimberley Alternate School	2007	01-FEB-2008	Withdraw	<input type="checkbox"/>	PROGRAM AVAILABIL?	?
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	
			Withdraw	<input type="checkbox"/>	?	

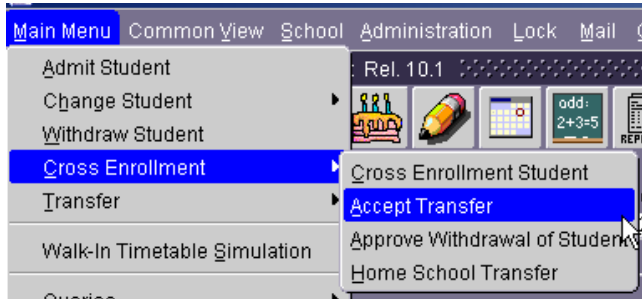
3. Enter the Admit Date

4. Enter Enrolled Reason

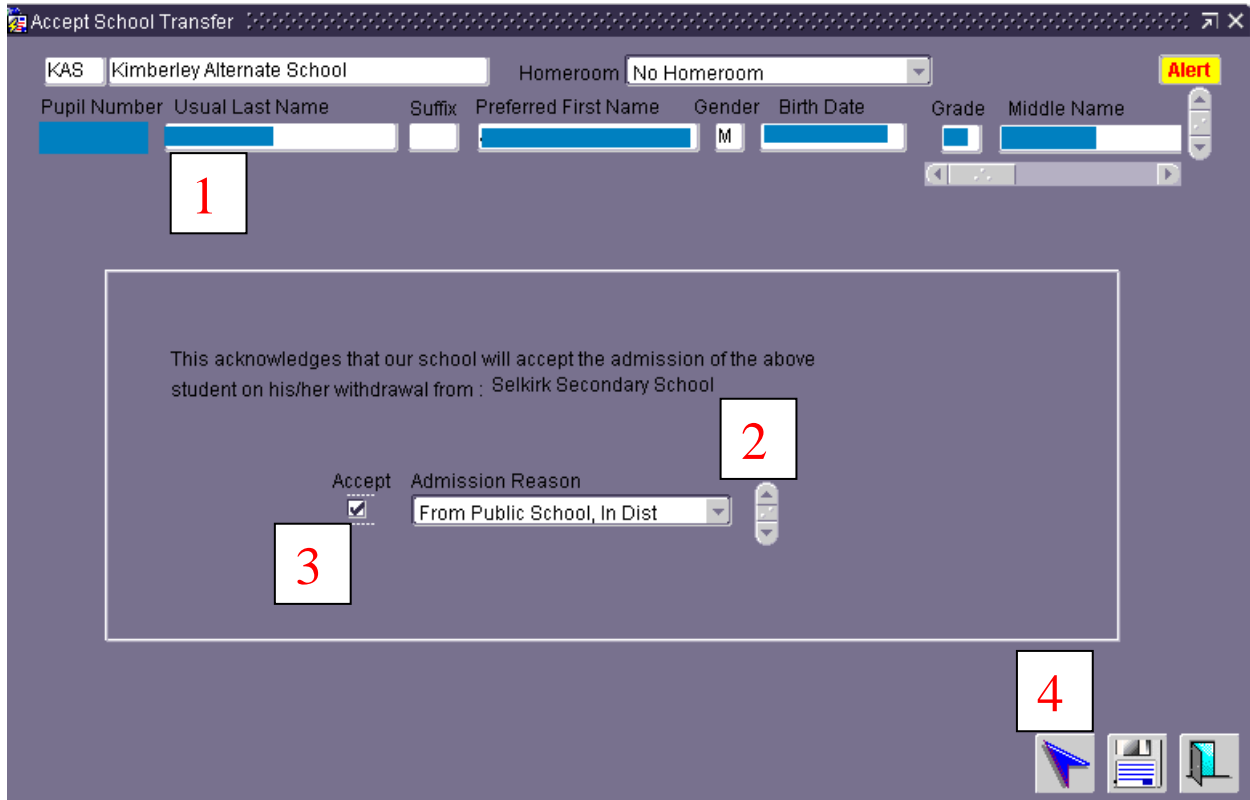
5. Save

Cross Enrolling School:

- Go to, Main Menu > Cross Enrolment > Accept Transfer



- From the Accept School Transfer screen:
 1. query for the enrolling student
 2. Select Admission Reason
 3. Check Accept
 4. Save



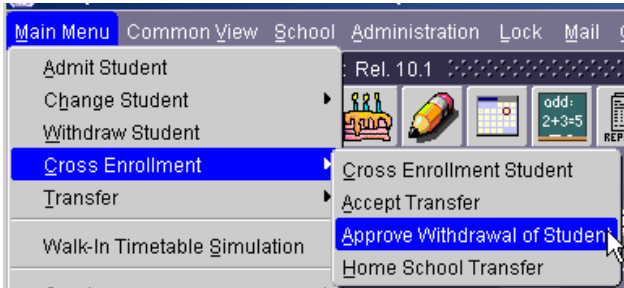
- If a student is cross-enrolled the school will display in blue



Withdrawal of Cross-Enrolled Student:

Cross Enrolled School:

- Go to, Main Menu > Cross Enrollment > Approve Withdrawal of Student



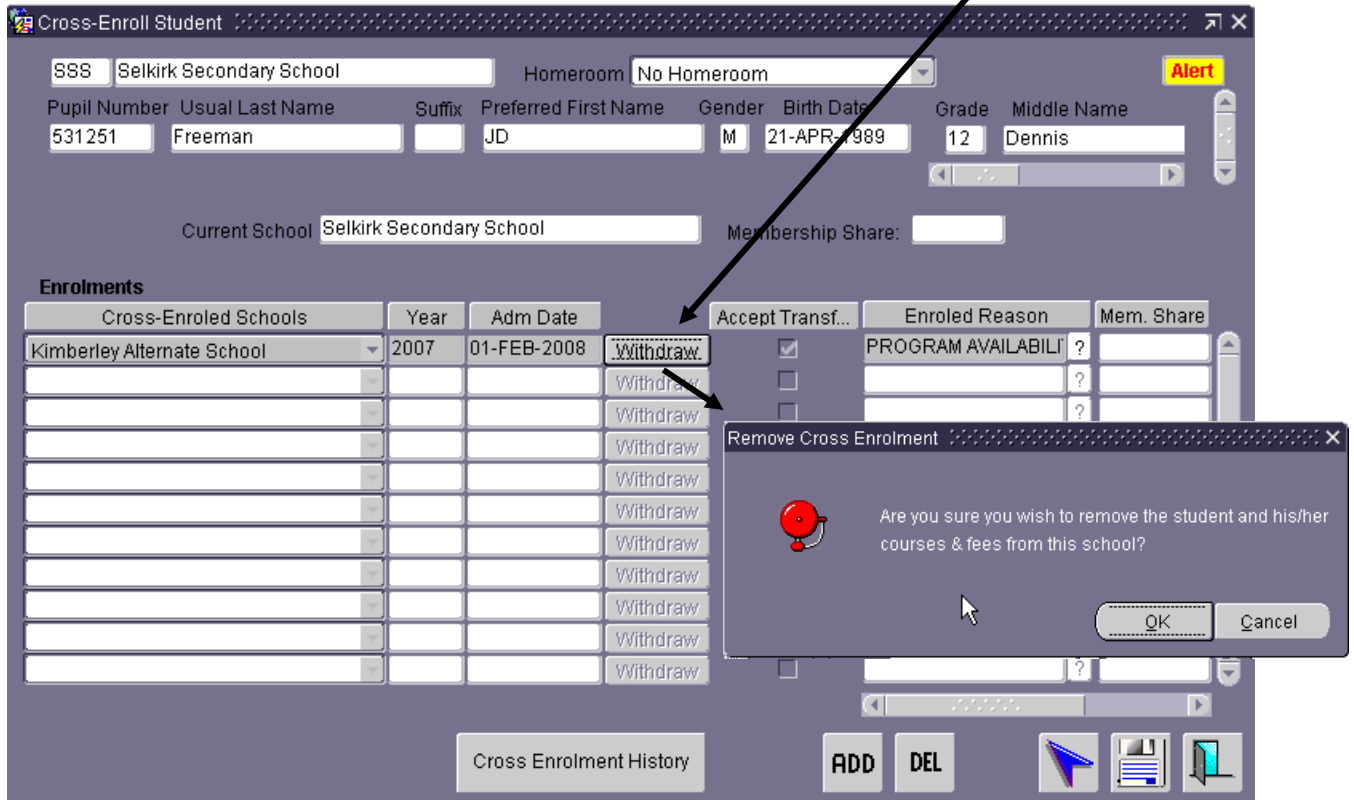
- From the Cross Enrollment Withdrawal Approval screen:
 1. Check the approve withdrawal box
 2. Save

A screenshot of the 'Cross-Enrolment Withdrawal Approval' form. The form has a title bar and a header section with fields for 'KAS' (Kimberley Alternate School) and 'Homeroom' (No Homeroom). Below this is a table with columns for 'Pupil Number', 'Usual Last Name', 'Gender', 'Birth Date', 'Grade', and 'Middle Name'. The 'Gender' field is set to 'M' and the 'Grade' field is set to '12'. A large text box contains a checked checkbox and the text: 'We hereby approve the withdrawal of this student by the home school: Selkirk Secondary School'. The form has a dark blue background and a toolbar at the bottom right.

Home School - Withdrawal:

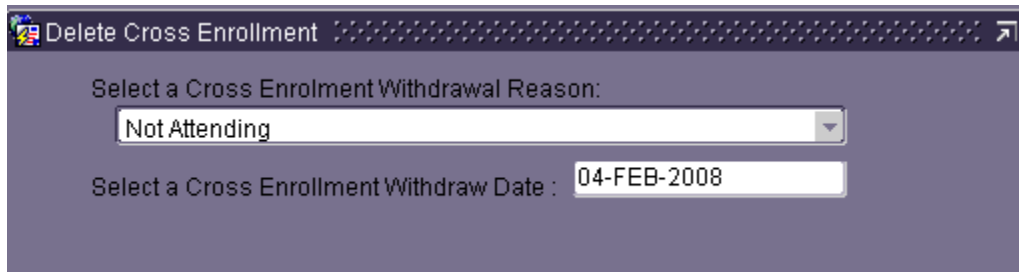
This must be done after the cross enrolled school has completed Withdrawal Approval process above.

From: Main Menu > Cross Enrollment > Cross Enroll Student click, Withdraw.

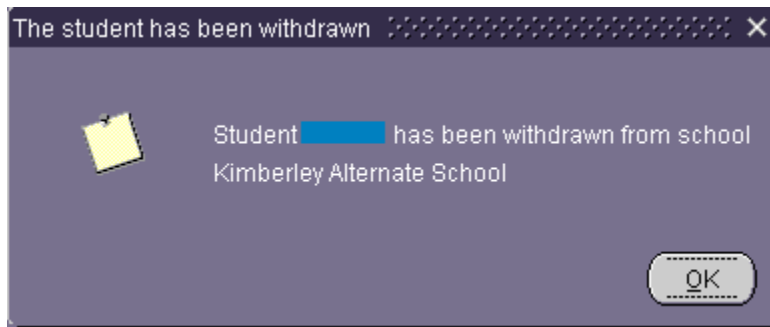


Click OK.

In the next screen select the withdrawal reason, withdrawal date, and save.



You will then get the following message.



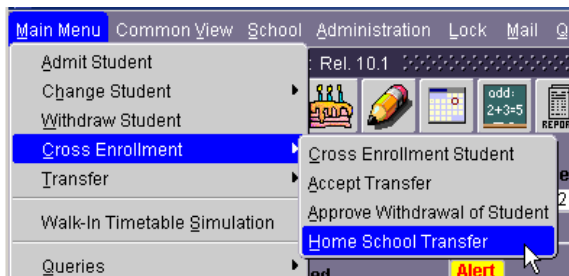
This will return you to the Cross Enroll Student screen which will now be blank as there is no cross enrolled school.

Home School Transfer:

The home school transfer process will reverse the home school with the cross enrolled school. The cross enrolled school becomes the home school, and the home school becomes the cross enrolled school.

Home School:

Begin by navigating: Main Menu > Cross Enrollment > Home School Transfer



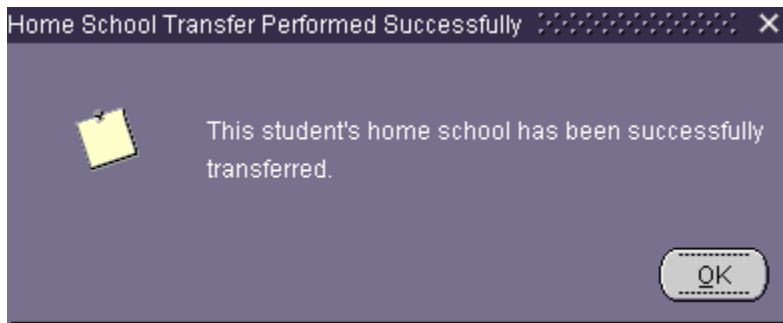
In the Home School Transfer screen all fields must be entered, this includes setting Plans Upon Completion to “Don’t Use”. Click Save.

The screenshot shows a software window titled "Home School Transfer". At the top, there are input fields for "SSS" (containing "Selkirk Secondary School") and "Homeroom" (containing "No Homeroom"). A yellow "Alert" button is visible in the top right corner. Below these fields is a table with columns: "Pupil Number", "Usual Last Name", "Suffix", "Preferred First Name", "Gender", "Birth Date", "Grade", and "Middle Name". The table is currently empty. A message in the center of the window states: "This function will change the existing home school of Selkirk Secondary School to the new home school of Kimberley Alternate School, if acceptance has been granted. The original status at Selkirk Secondary School will be cross-enrolled -OPEN ENROLLMENT." Below the message are several form fields: "Select School" (set to "Kimberley Alternate School"), "Reason" (set to "To Public School, In District"), "Withdrawal Date" (set to "03-MAR-2008"), "Plans Upon Completion" (set to "Don't Use"), "Admission Date" (set to "03-MAR-2008"), "Reason" (set to "Re-entry, No Interruption"), and "Registration Date" (set to "03-MAR-2008"). There are also two dropdown menus for "Admit Reason" (set to "Student Choice") and "Withdraw Reason" (set to "Completed Course..."). At the bottom right, there are icons for a printer and a window.

Click OK to validate admission date.

The screenshot shows a dialog box titled "Validating Admission Date...". It contains a yellow sticky note icon and the text: "This will update the student registration date to 03-MAR-2008". At the bottom right, there is an "OK" button.

Click OK following the confirmation of the home school transfer.



The school roles will now be reversed. To release the student from the earlier home school go through the withdrawal of cross enrolled student process outlined above.