



Multiple Enrollments

Multiple Enrollment

A student may be enrolled in more than one school site simultaneously. This is called multiple enrollments. One school site is designated as the primary site and the other school site is designated as the part-time site. As a result, the student will have more than one open status record.

There are two ways to multiply enroll a student:

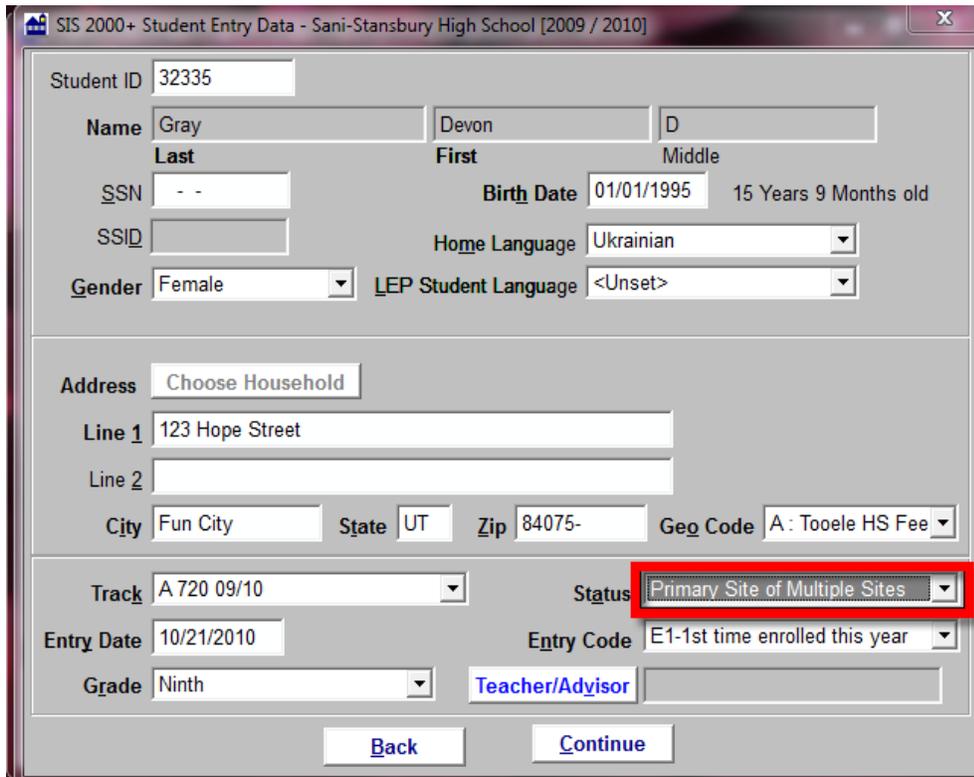
- Multiple Enrollment – New Student
- Multiple Enrollment – Changing the Status for an Active Student

It is important to note that multiple enrollment must be carried out from a student’s primary site.

New Student with Multiple Enrollment

Determine which school site will be the primary site for the new student. Log into the primary school and click the Enrollment button. Begin “new student” enrollment process.

To multiply enroll the student, choose ‘Primary site of multiple sites’ in the Status field drop-down box. Select the proper Entry Code and click Continue. Continue with the enrollment procedure until the student’s information is complete.



SIS 2000+ Student Entry Data - Sani-Stansbury High School [2009 / 2010]

Student ID: 32335

Name: Gray, Devon, D
Last First Middle

SSN: - - Birth Date: 01/01/1995 15 Years 9 Months old

SSID: Home Language: Ukrainian

Gender: Female LEP Student Language: <Unset>

Address: Choose Household

Line 1: 123 Hope Street

Line 2:

City: Fun City State: UT Zip: 84075- Geo Code: A: Tooele HS Fee

Track: A 720 09/10 Status: Primary Site of Multiple Sites

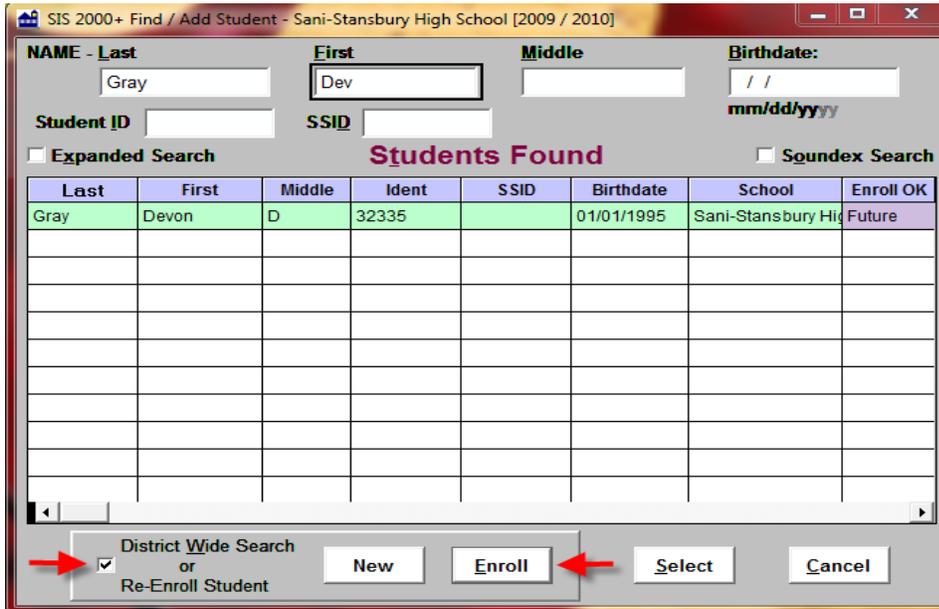
Entry Date: 10/21/2010 Entry Code: E1-1st time enrolled this year

Grade: Ninth Teacher/Advisor:

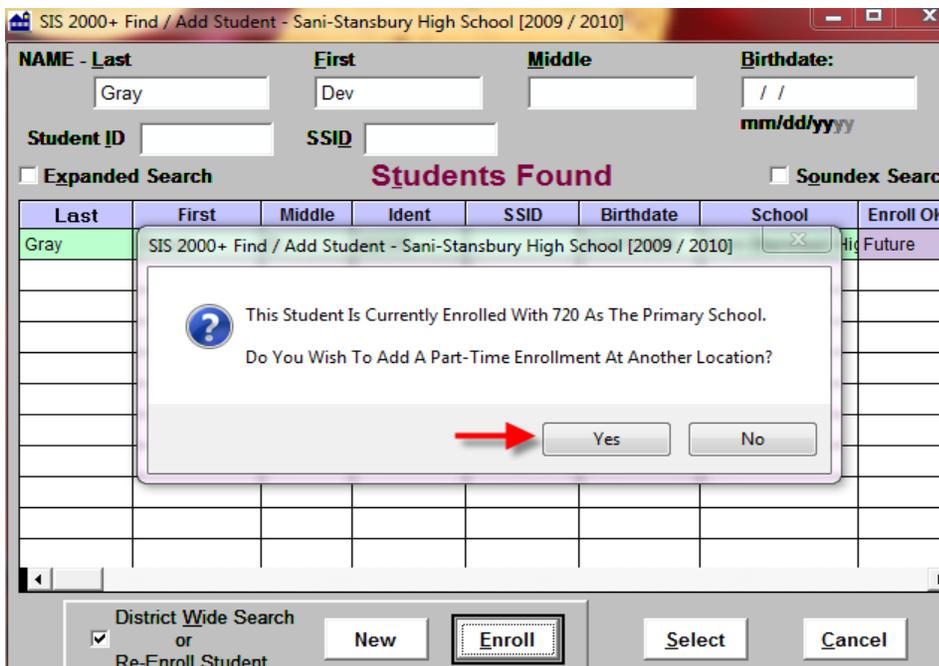
Buttons: Back, Continue

A student with a status of “primary site of multiple sites” is eligible to enroll part-time at another school site within the district. To execute this procedure, you must be logged onto the student’s primary site.

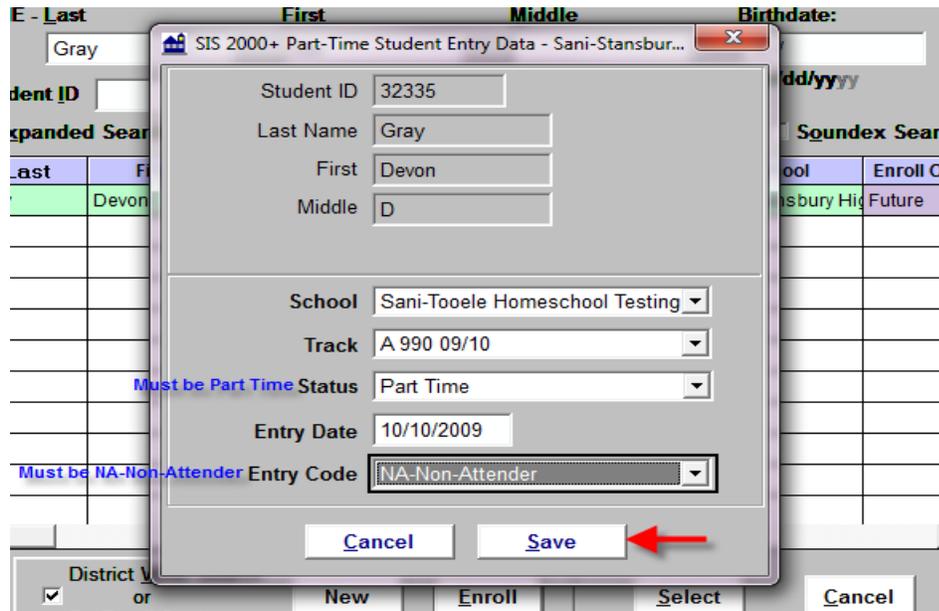
To initiate the multiple site enrollment procedure, click on “Student Editor”. In the Find/Add Student screen search for the student. Mark the “District Wide Search or Re-Enroll Student” box and then click “Enroll”.



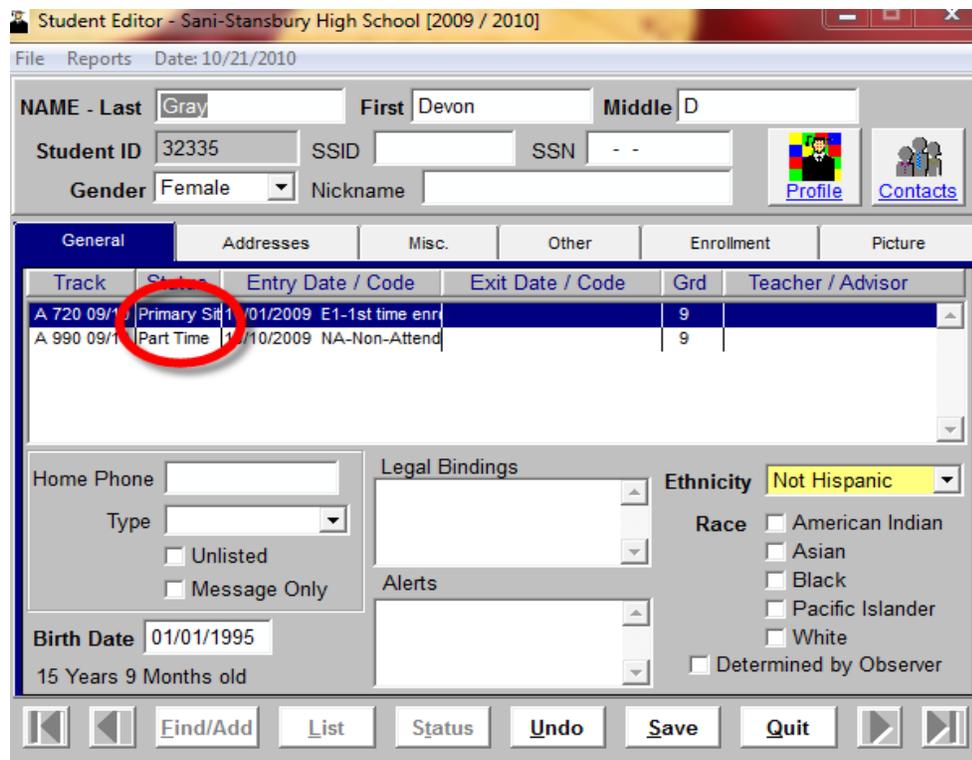
A dialog box will appear with the prompt “Do you wish to add a part-time enrollment at another location?” Answer “Yes” to continue.



Enter the data for part-time enrollment. Select “Part Time” for the “Status” and “NA-Non-Attender” for the “Entry Code”. Once completed, click Save.



You can now view the student’s part-time status in the ‘General’ information screen. The student will have two “open” status records, one for the Primary site and one for the Part-time site.



Changing Status for an Active Student with Multiple Enrollment

Before the SIS 2000+ program will allow multiple enrollments, the enrollment status of the selected student must be changed in order to designate the home school site as “Primary site of multiple sites.” This can be done using the Change Status procedure. If the enrollment status is not changed, a message box will appear when you try to log into the student’s part-time school to enroll them. A message box will also appear if you try to add a part-time enrollment at any school other than the primary site.

Change the student’s status:

- Select the student’s record and click on the Status button.
- To close the student’s status record, select the proper Track. Use the Status field drop-down box to select “Primary site of multiple sites.” Doing so will specify multiple enrollment. Fill in the remaining fields with the correct information and click Save.
- You will now be able to view the new record in the ‘General’ information screen.
- The student is now ready to be enrolled part-time at another location. Follow the steps outlined in Part-time enrollment at another location.