Utah STATE OFFICE of Education

ASPIRE

How to Enroll a Student at Multiple Sites

How to Enroll a Student at Multiple Sites

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.
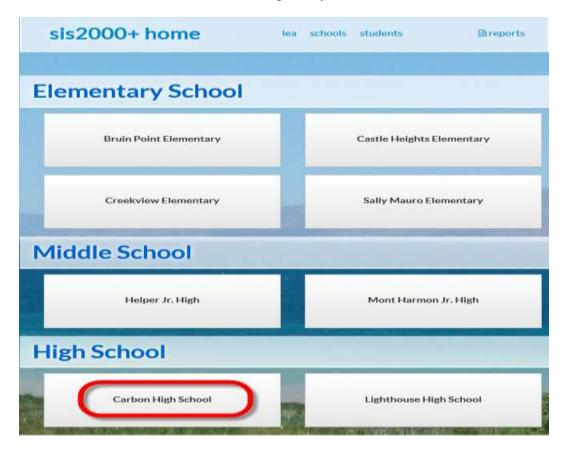
There are two ways to multiply enroll a student:

- Multiple Enrollment – New Student
- Multiple Enrollment – Changing the Status for an Active Student with no change to entry date
- Multiple Enrollment – Changing the Status for an Active Student with a new entry date

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

Multiple Enrollment - New Student
Determine which school site will be the primary site for the new student and select that school.
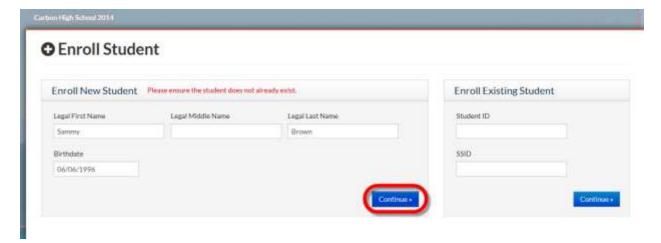

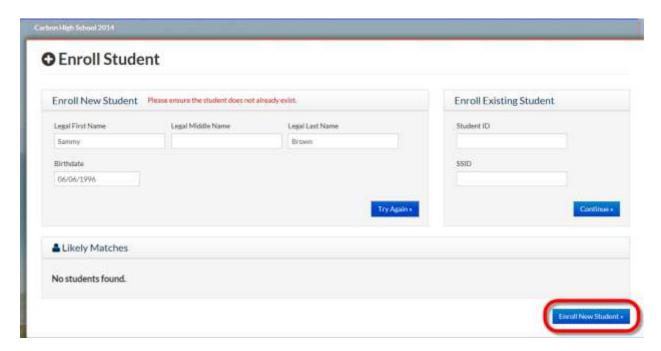- Select the Primary Site school

Carbon High School ▾ 2013 | **2014** | 2015 ▾

		Enrollment	Status	Race	Gender	Advisors		**⊕ Enroll**

Graduate Seniors

	Grade:	10	11	12	Total
Active		194	202	165	561
Primary Site of Multiple Sites		1			1
Part Time					2
Withdrawn		8	4	7	19
Effective 11/21/2013		203	206	172	583

- Click **⊕ Enroll**

⊕ Enroll Student

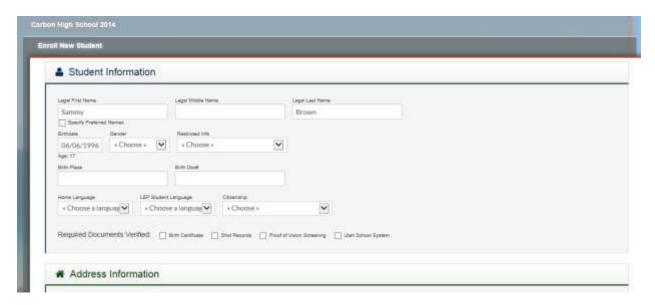| Enroll New Student	*Please ensure the student does not already exist.*		Enroll Existing Student
Legal First Name	Legal Middle Name	Legal Last Name	Student ID
Sammy		Brown	
Birthdate			SSID
06/06/1996			
		Continue »	Continue »

- Enter student name and birthdate
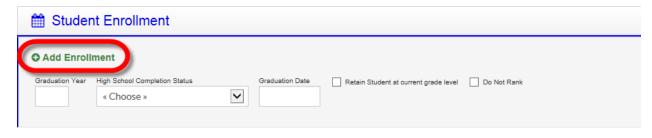- Click **Continue »**
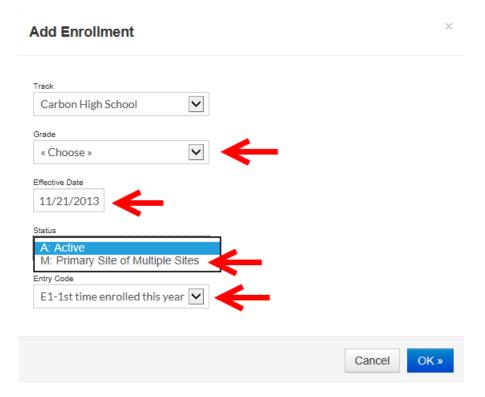
- If there is no matches click on **Enroll New Student »**

- Enter student information as per "How to Enroll a New Student" document

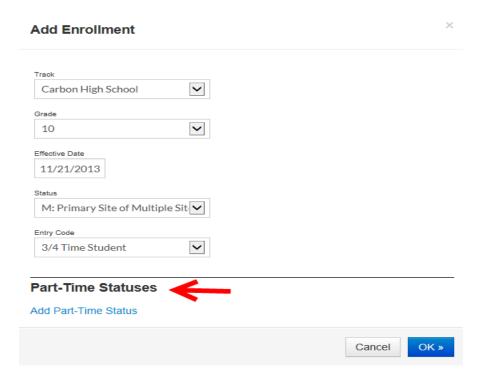- When you get to "Student Enrollment", click on **⊕ Add Enrollment**

Utah STATE OFFICE of Education

Add Enrollment   ×

Track
Carbon High School ▾

Grade
« Choose » ▾   ⬅

Effective Date
11/21/2013 ⬅

Status
A: Active
M: Primary Site of Multiple Sites ⬅

Entry Code
E1-1st time enrolled this year ▾ ⬅

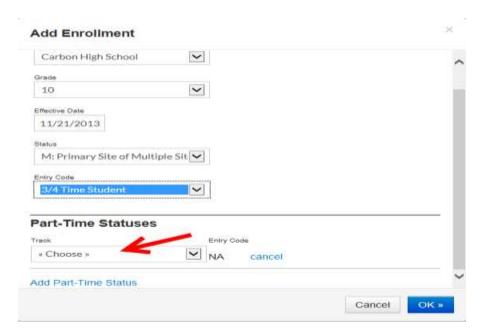   Cancel   OK »

- Select "Grade"
- Select "Effective Date"
- Select "Primary Site of Multiple Sites" for Status (once you have selected M:Primary Sites of Multiple Sites" it will add the Part-Time Statuses section)
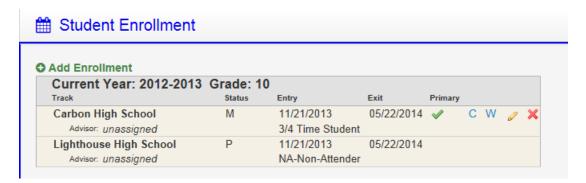
Add Enrollment   ×

Track
Carbon High School ▾

Grade
10 ▾

Effective Date
11/21/2013

Status
M: Primary Site of Multiple Sit ▾

Entry Code
3/4 Time Student ▾

Part-Time Statuses ⬅

Add Part-Time Status

                                Cancel   OK »

- Select appropriate "Entry Code" based on number of courses taken verses number of periods offered
- Click on Add Part-Time Status

Add Enrollment ✕

Carbon High School ▾

Grade
10 ▾

Effective Date
11/21/2013

Status
M: Primary Site of Multiple Sit ▾

Entry Code
3/4 Time Student ▾

Part-Time Statuses

Track   Entry Code
« Choose » ▾   NA   cancel

Add Part-Time Status

Cancel   OK »

- Select a "Track"
- Click OK »

📅 **Student Enrollment**

➕ **Add Enrollment**

Current Year: 2012-2013 Grade: 10

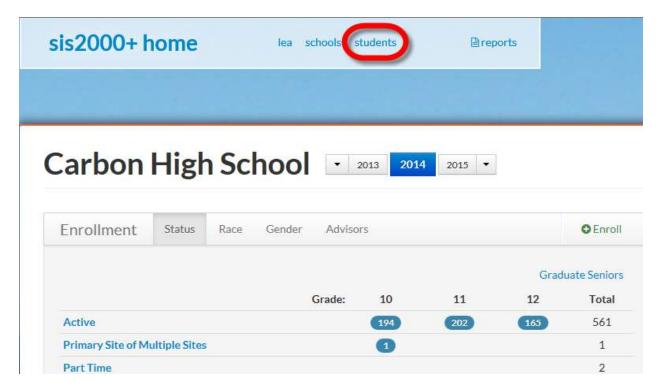| Track	Status	Entry	Exit	Primary	
Carbon High School	M	11/21/2013	05/22/2014	✔	C W ✏ ❌
Advisor: *unassigned*		3/4 Time Student			
Lighthouse High School	P	11/21/2013	05/22/2014		
Advisor: *unassigned*		NA-Non-Attender			

Continue with the enrollment procedure until the student's information is complete.

This process and the membership calculations are based on the entry and exit dates.

Multiple Enrollment – No Change to Entry Date

Change the student's status - only use this process if the entry date <u>does not</u> change for the selected student.

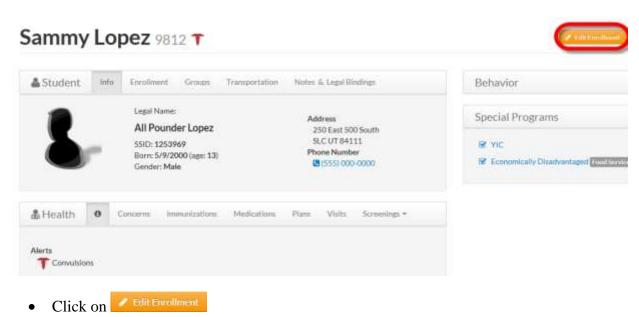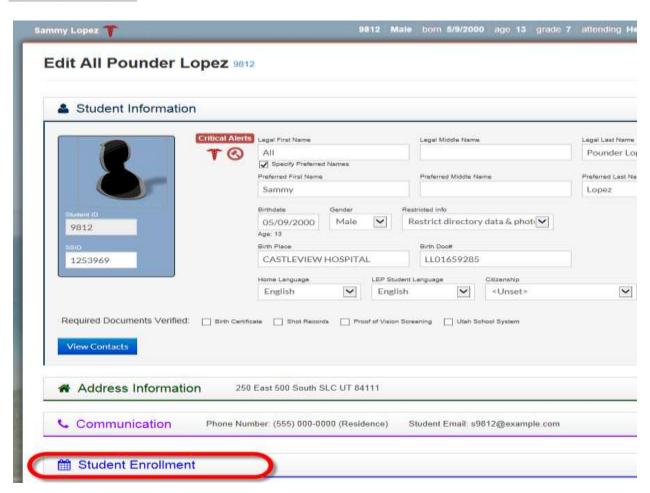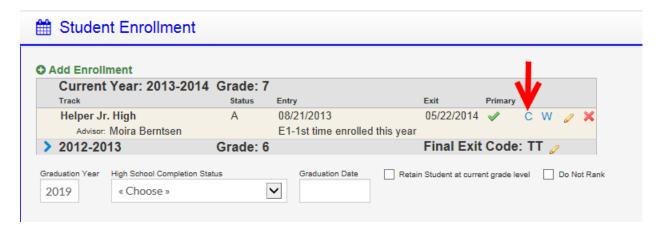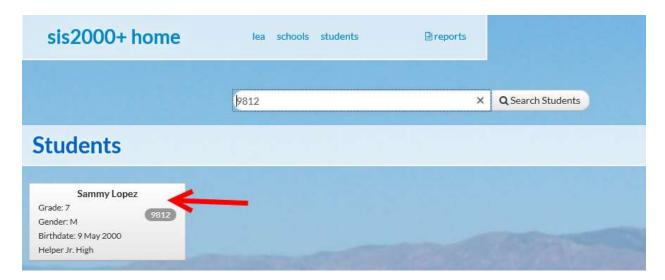- Click on student search
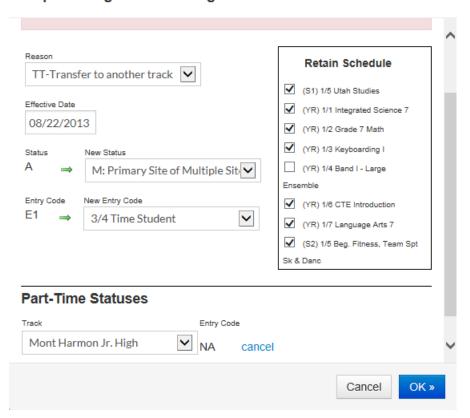
- Enter student number or name
- Click on

- Select the student

- Click on

- Click on Student Enrollment

- Select "C" for Change Status

Helper Jr. High Status Change ✕

Reason
[TT-Transfer to another track ▾]

Retain Schedule

☑ (S1) 1/5 Utah Studies
☑ (YR) 1/1 Integrated Science 7
☑ (YR) 1/2 Grade 7 Math
☑ (YR) 1/3 Keyboarding I
☐ (YR) 1/4 Band I - Large Ensemble
☑ (YR) 1/6 CTE Introduction
☑ (YR) 1/7 Language Arts 7
☑ (S2) 1/5 Beg. Fitness, Team Spt Sk & Danc

Effective Date
[08/22/2013]

Status   New Status
A → [M: Primary Site of Multiple Sit ▾]

Entry Code   New Entry Code
E1 → [3/4 Time Student ▾]

Part-Time Statuses

Track   Entry Code
[Mont Harmon Jr. High ▾] NA   cancel
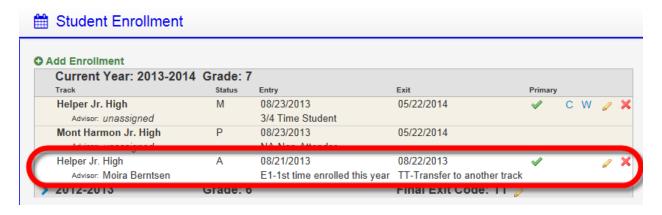
[Cancel] [OK »]

- Effective Date - enter the second day of school
- Status – select M:Primary Site of Multiple Sites
- Entry code – select a code that represent the number of periods the student will be attending
- Track – select the track where student will be attending part-time
- Retain Schedule – the courses that the student is currently scheduled in will appear in this section. If you uncheck a course that student will be unscheduled from that course.
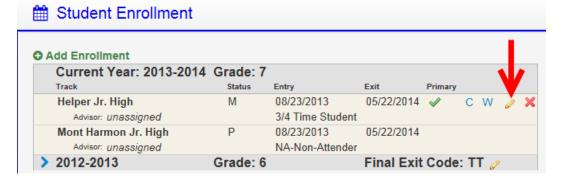- Click on [OK »]

📅 **Student Enrollment**

⊕ **Add Enrollment**

Current Year: 2013-2014 Grade: 7

Track	Status	Entry	Exit	Primary	
Helper Jr. High	M	08/23/2013	05/22/2014	✔	C W ✏ ✖
Advisor: *unassigned*		3/4 Time Student			
Mont Harmon Jr. High	P	08/23/2013	05/22/2014		
Advisor: *unassigned*		NA-Non-Attender			
Helper Jr. High	A	08/21/2013	08/22/2013	✔	✏ ✖
Advisor: Moira Berntsen		E1-1st time enrolled this year	TT-Transfer to another track		
❯ **2012-2013**	**Grade: 6**		**Final Exit Code: TT** ✏		

- Scroll to the bottom of the screen and click on Save »

Once you have received the message ⊘ Changes saved successfully. , scroll to the Student

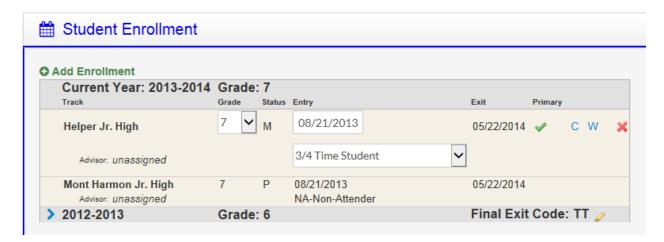Enrollment section and Delete the original status record by clicking on ✖
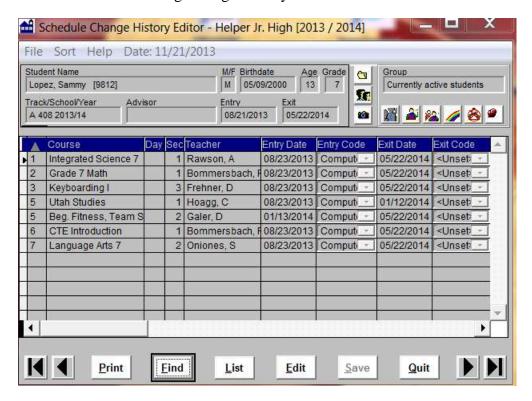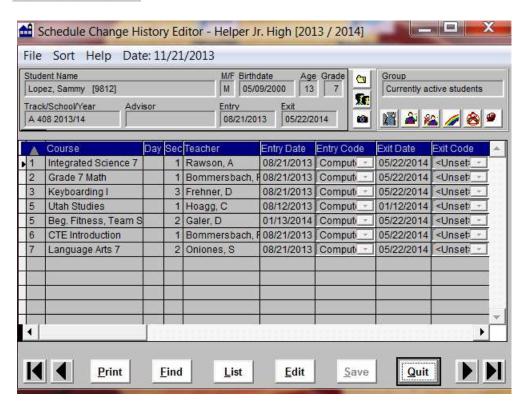

- Click OK »

- Click ✏

- Change the Enter Date to the first day of school
- Scroll down and click on **Save »**

Go to FoxPro-Scheduling-Change History

- Click "Find", find student
- Click "Edit"
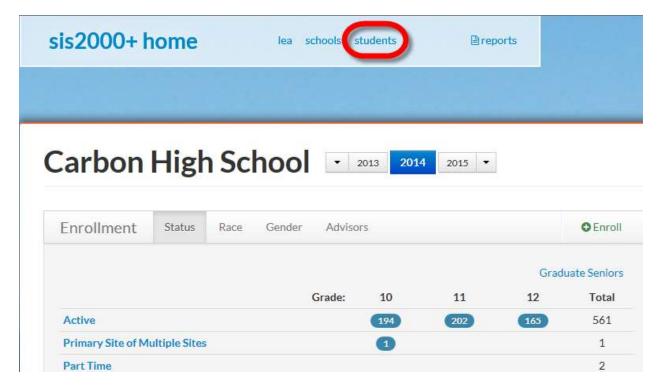- Change Entry Date to the first day of school
- Save

Multiple Enrollment – Change Status Mid-Year

If a student becomes part time during the school year you will need to change the student's status. This will allow you to retain the student's courses at the Primary site.
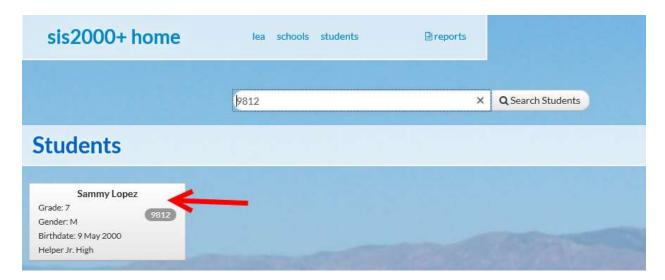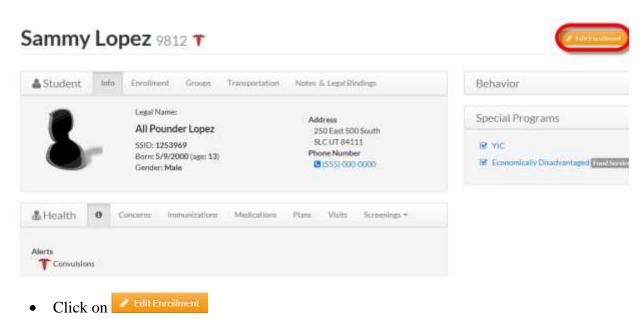

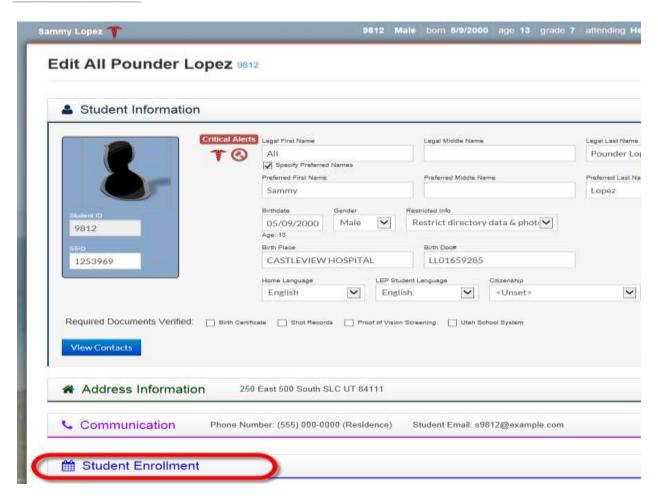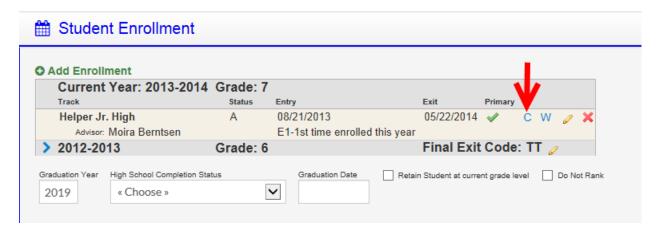- Click on student search

- Enter student number or name
- Click on Q Search Students

- Select the student

- Click on

- Click on Student Enrollment

- Select "C" for Change Status

Helper Jr. High Status Change ✕

Reason
[TT-Transfer to another track ▼]

Effective Date
08/22/2013

Status   New Status
A   →   [M: Primary Site of Multiple Sit ▼]

Entry Code   New Entry Code
E1   →   [3/4 Time Student   ▼]

Retain Schedule
☑ (S1) 1/5 Utah Studies
☑ (YR) 1/1 Integrated Science 7
☑ (YR) 1/2 Grade 7 Math
☑ (YR) 1/3 Keyboarding I
☐ (YR) 1/4 Band I - Large Ensemble
☑ (YR) 1/6 CTE Introduction
☑ (YR) 1/7 Language Arts 7
☑ (S2) 1/5 Beg. Fitness, Team Spt Sk & Danc

Part-Time Statuses

Track   Entry Code
[Mont Harmon Jr. High ▼] NA   cancel

[Cancel] [OK »]

- Effective Date – select the date the new status will go into effect
- Status – select M:Primary Site of Multiple Sites
- Entry code – select a code that represent the number of periods the student will be attending
- Track – select the track where student will be attending part-time
- Retain Schedule – the courses that the student is currently scheduled in will appear in this section. If you uncheck a course that student will be unscheduled from that course.
- Click on [OK »]

📅 **Student Enrollment**

⊕ Add Enrollment

Current Year: 2013-2014 Grade: 7				
Track	Status	Entry	Exit	Primary
Helper Jr. High	M	08/23/2013	05/22/2014	✔ C W 🖉 ✖
Advisor: *unassigned*		3/4 Time Student		
Mont Harmon Jr. High	P	08/23/2013	05/22/2014	
Advisor: *unassigned*		NA-Non-Attender		
Helper Jr. High	A	08/21/2013	08/22/2013	✔ 🖉 ✖
Advisor: Moira Berntsen		E1-1st time enrolled this year	TT-Transfer to another track	
❯ 2012-2013	Grade: 6		Final Exit Code: TT 🖉	

- Scroll to the bottom of the screen and click on [Save »]

Then the student will need to be scheduled at the Part time site.

If you have any questions, please contact your ASPIRE Specialist.