

Campus Enrollment for Extended Day Program

Caution: Learning the EDP enrolling process does not qualify you to do regular school enrollments.

Enroll students and end enrollments by using Campus' Census link.

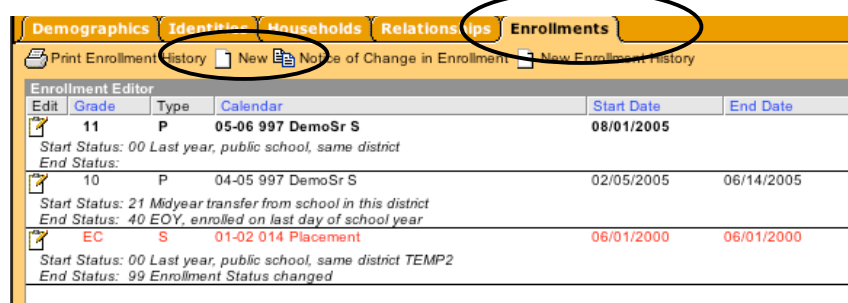
I. Enroll student into EDP program:

If student does not appear in your Student Information, you will need to enroll the student.

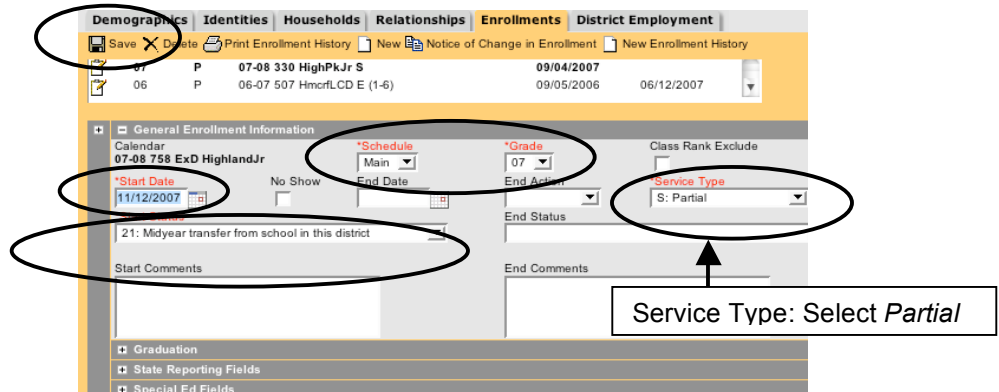
1. Click the Census folder to open it.
2. Click to select People.
3. When Search tab appears, click on Advanced Search and, on gray search screen, enter student name or student ID of the student you wish to enroll.
4. Select Search.
5. When student name appears in left search results column, click to select the student.
6. Click to select the student's Enrollment tab.
7. Click New to add an enrollment record.



Or enter student ID in the blank area below the All People search. Then click Go.



8. New screen opens.



Refer to picture on page 1.

9. Complete the following:
 - Calendar: Your EDP school should already be marked.
 - Grade: Select the student's grade level
 - Schedule: Select Main.
 - Start Date: Enter first day the student will attend EDP classes
 - Start Status: In most cases, select 21.
(Exception: if the student has already attended your EDP site this year, then drops out, and then re-enrolls, you should use code 24.)
 - *Service Type: Select Partial (VERY IMPORTANT!)**
(* Keeps regular daytime classes, enrollment & attendance from dropping.)
10. Select Save.

II. End a student's enrollment record:

If a student who has attended your EDP program this year, leaves the program, you must end the student's enrollment record. (Note: students who have never appeared should be no-showed instead—see separate documentation.)

1. Find the student in Census→People.
2. Click to select the student's Enrollment tab, then click to open the current EDP enrollment Record.
3. Enter the End Date:
 - Use the last date that the student attended classes if you were notified that the student has dropped.

Jr. High/Middle Schools only:

 - If student stops appearing without explanation, count 5 consecutive class days from the last day that the student attended, and then use that date as the end date.
4. Enter the End Status: Use code 99.
5. Enter End Comment: briefly explain the reason for the drop.
6. Save.

The screenshot shows the 'Enrollment Editor' window with the following data:

Edit	Grade	Type	Calendar (Schedule Name)	Start Date	End Date
	07	S	07-08 758 ExD HighlandJr	11/12/2007	
	07	P	07-08 330 HighPkJr S	09/04/2007	
	06	P	06-07 507 HmcrLCD E (1-6)	09/05/2006	06/12/2007

General Enrollment Information:

- Calendar: 07-08 758 ExD HighlandJr
- *Schedule: Main
- *Grade: 07
- *Start Date: 11/12/2007
- End Date: 01/09/2008
- End Action: [dropdown]
- *Service Type: S: Partial
- End Status: 99: Enrollment Status changed
- End Comments: /15 day drop