

SISK12: Dual Enrollment

School Information Systems – a Division of Tyler Technologies, Inc.; Proprietary and Confidential

Path: View/Maintain → Student → Site Enrollment and Withdrawal

Overview

Students may often need to be enrolled at more than one site within your district. If dual enrolled, attendance will be recorded appropriately and Core Data Reports will reflect the partial FTE (full time equivalency) in each site-year.

When dual-enrolling a student, the first enrollment record remains as the Primary enrollment site. Usually, the primary site is enrolled first, and after that the dual enrollment is done. However, in the dual enrollment detail screen, you may change the primary site if needed. In most cases, the student has already been enrolled at his/her primary site and may or may not have a schedule for their courses at that site. When viewing the primary site's enrollment record, the **Primary** column should be marked **Y** for yes.

	Site	Year	Status	Primary	Enroll Date	Entry Reason	WD Date	WD Reason	Gr	FTE	Residency	
	ZZHS	0607	Active	Y	08/23/06	T100-Tran In (JNK)			11	0.500	10 : 000-111	

The FTE at each site should be set appropriately. If the student is to be counted at both sites, each site's FTE must be less than 1. Coordination must exist between the sites to ensure a sum of FTE = 1.000. Any enrollment record that is set to FTE = 0.000 will not be counted for enrollment or membership at that site. Check the appropriate reporting agency to determine whether a student is counted at one site or both sites.

Dual Enrollment Examples

If your district has both a high school and a career education center, a student may attend classes at both sites

- HS = Primary
- Career Ed = Dual En.

If a junior high student attends the high school to take an advanced class.

- JH = Primary
- HS = Dual En.

If a 9th grade student at the high school returns to the junior high for one semester of Language Arts 1 which he/she failed during their 8th grade year:

- HS = Primary
- JH = Dual En.

If you are a HS who sends students to a career ed center in another district, you would NOT dual enroll the student. The career ed center is not part of your district's sites. The student's FTE should reflect his/her attendance at the HS.

Career Education

Once students have been scheduled into courses and the Special Course Assignment Conversion function has dual enrolled students, all future student enrollments dealing with students taking high school and career ed classes may be done via the Special Course Assignment Conversion function.

User Permissions

In the **General Operations** Permissions area, the user will need permission to **View Students District Wide** and **Maintain Students District Wide**.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View Students District-Wide
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maintain Students District-Wide



FTE Calculation

The FTE (Full Time Equivalency) is number of minutes the student attends at the site, divided by the number of minutes of a full time student.

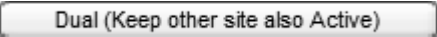
Dual Enrollment Grade Level

There may be situations where the student's grade level is outside the range for the site they are attending through dual enrollment. Enter the same grade level as the primary site. When dual enrolling, SISK12 will allow a grade level which is outside the DESE grade range for your site by including it in **View/Maintain** → **Site Level** → **Site Settings – General**.

Dual Enroll a Student

- Once the student has been enrolled into the primary site and the FTE has been appropriately calculated, logon to the site-year that will dual enroll the student. For example, if a district has both a high school and a CE center, you would login to the CE site-year. It would be considered the dual enrollment site.
- Enter search criteria for the student and click .
- Click the select  icon next to the appropriate student. The **Enrollment and Withdrawal** screen displays. Buttons are deactivated if not applicable to the student from the logged in site-year.

<input type="button" value="New Enrollment/RE-Instate"/>	<input type="button" value="Dual (Keep other site also Active)"/>	<input type="button" value="Enrollment Status Change"/>
<input type="button" value="In-District Transfer (Withdraw from other site)"/>	<input type="button" value="Temporary Transfer (Put other site on hold)"/>	<input type="button" value="Enrollment Correction"/>

- Click . The **Enroll/Withdrawal Student – Detail** screen displays.

ZZHS-0708 Edwards High School - Aug 22,2007 - Aug 21,2008		
Status: Verified	Temporary Confinement: <input type="checkbox"/>	Last Updated: SDMAdmin 05/23/08
Residency: 10 - Resident-1 Edwards County	Enrollment Date: 5/15/2008	Reason: T102 - Tfer from pub schl within district
Transfer From: <input type="text"/>	<input type="button" value="Select In-District"/>	<input type="button" value="Select External-District"/>
Comment: <input type="text"/>	By: SDMAdmin 11/26/08	
Withdraw Date: <input type="text"/>	Withdraw Reason: <input type="text"/>	
Transfer To: <input type="text"/>	<input type="button" value="Select In-District"/>	<input type="button" value="Select External-District"/>
Comment: <input type="text"/>		
Grade: 08 - 8th Grade	FTE: 0.000	Enrollment Category: <input type="text"/>
Program: <input type="text"/>	Team: <input type="text"/>	<input type="checkbox"/> Lock
Elementary Aptitude: <input type="text"/>		
Homeroom Teacher will be auto-assigned if using HomeRoom Subjects Homeroom Teacher: <input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> Counselor: <input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> Advisor: <input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/>	State-Reporting Override Fields(if blank, your District and Site will be used): Resident of: <input type="text"/> <input type="button" value="In-District"/> <input type="button" value="External-Dist"/> <input type="button" value="Clear"/> Attending: <input type="text"/> <input type="button" value="In-District"/> <input type="button" value="External-Dist"/> <input type="button" value="Clear"/> Reported by: <input type="text"/> <input type="button" value="In-District"/> <input type="button" value="External-Dist"/> <input type="button" value="Clear"/>	
Note: For Active-Enrollment records, see the student's Current Course Schedule to see which Periods will be used in Attendance.		

- Verify the **Residency**. The field is auto-populated from the family registration record.

6. Edit the **Enrollment Date** if needed. The field is auto-populated with the current date or the closest date within the school calendar of the logged in site-year.
7. Verify the enrollment entry **Reason** from the drop-down list. For dual enrollments, this field is auto-populated with *Transfer from public school within district*.
8. Click to select the student's primary enrollment site.
9. Type a **Comment** if needed.
10. Verify the student's **Grade**. This should match the student's grade level at the primary site.
11. Enter the **FTE** (full-time equivalency) for the secondary site if you have been instructed to report an FTE for your site.


Note: The FTE at the primary site must be below 1.000 before FTE may be entered at the dual enrollment site. If you attempt to enter more than 1.000 as the total FTE for all sites, a warning message displays. Click **OK** then click **Done** to record the enrollment. Ensure the primary site corrects their FTE so that the sum of both FTEs = 1.000 if the student is full-time.



12. Select **Program** from the drop-down list, if needed (e.g. Career Ed).
13. Click **Done** to save and exit. The student's enrollment record will display in the grid.
14. Verify that the **Primary** column should be blank.


	Site	Year	Status	Primary	Enrollment Date	WD Date	WD Reason	Grade	FTE	Residency
	ZZMS	0607	Active		01/02/07			09	0.250	Resident-1 Edwards County

15. Once the student is dual enrolled, assign the student a schedule by clicking the Course

Assignments  Student Data Link or assign the schedule at a later date.

Correcting the Primary Site

Remember that SISK12 will tag the first enrollment record as the primary site. If the secondary site created the enrollment record first, the secondary site will be inaccurately listed as the primary site. This must be corrected.

1. Login to the primary site and create an enrollment record. Once created, edit the enrollment record by clicking the edit  icon.
2. Under **Status**, check the **Primary Enrollment** box.

ZZHS-0607 Edwards High School - Aug 23,2006 - May 16,2007

Status: Active Temporary Confinement:

Primary Enrollment

Enrollment Date: 5/16/2007 Residency: 10-Resident-1 Edwards County By: SDMAdmin 06/12/07

Entry -Codes: T100-Tran In (UNK)

Withdraw Date: Withdraw Reason:

3. Click **Done**. The screen refreshes to display the enrollment record.

4. To verify the primary enrollment, select *All* from the **Site** filter and click **Go**.

The screenshot shows a software interface for enrollment management. At the top, there are buttons for 'Done', 'Edit', and 'Cancel'. Below these are navigation arrows and an 'Actions' dropdown menu. To the right, there are filters for 'Site: All' and 'Year: 0607 Aug', with a 'GO!' button. Below the filters are several action buttons: 'New Enrollment/RE-Instate', 'Dual (Keep other site also Active)', 'Enrollment Status Change', 'In-District Transfer (Withdraw from other site)', 'Temporary Transfer (Put other site on hold)', and 'Enrollment Correction'. At the bottom, there is a table with the following data:

		Site	Year	Status	Primary	Enrollment Date	WD Date	WD Reason	Grade	FTE	Residency	
		ZZHS	0607	Active		03/12/07			08	0.126	Resident- 1 Phillips County	
		ZZMS	0607	Active	Y	01/30/07			08	0.874	Resident- 1 Phillips County	

5. Click **Done** to save and exit.