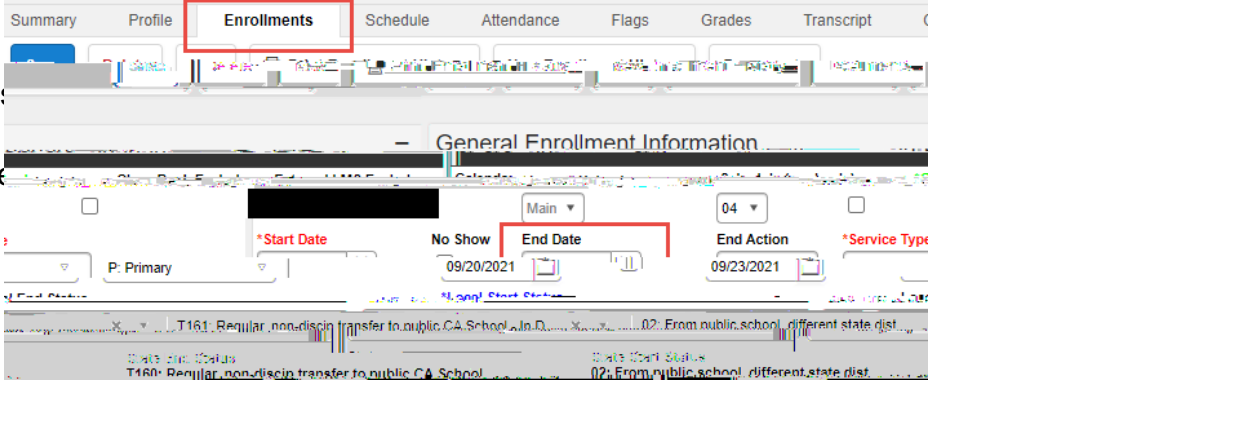
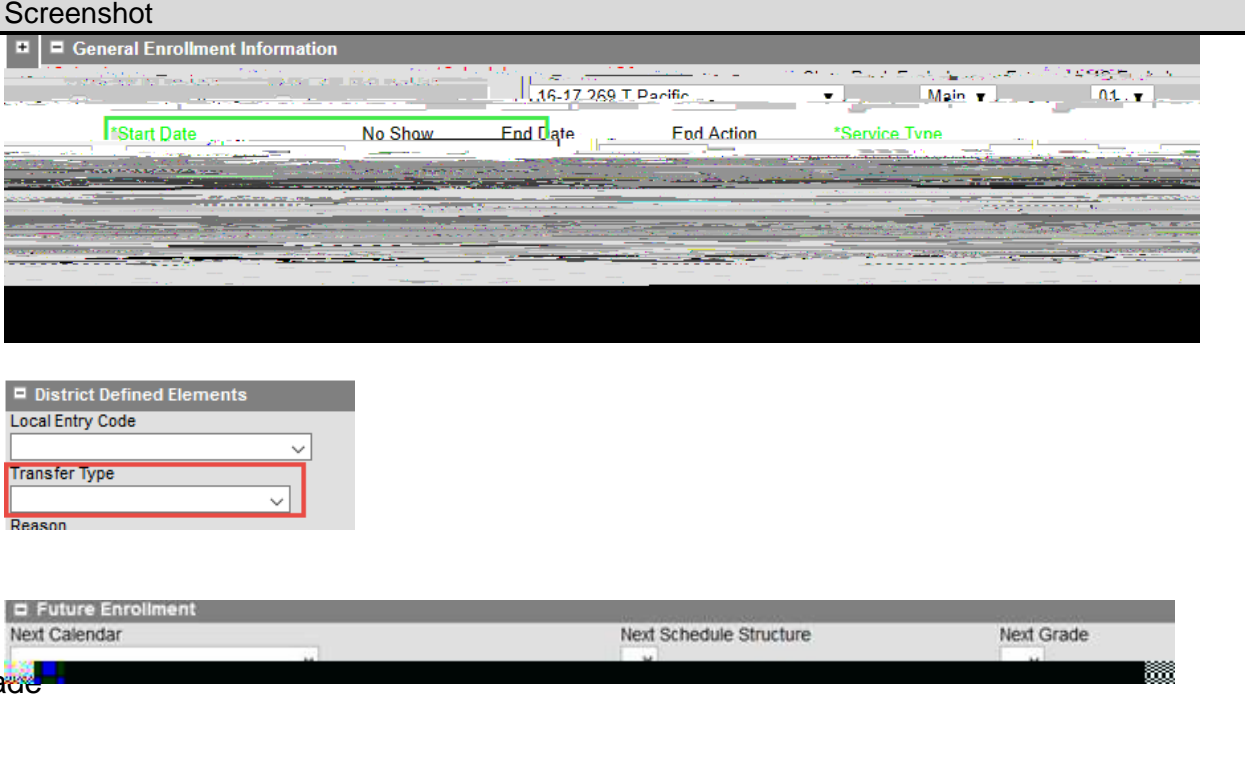


# Concap Student Procedures

The following are instructions on how to properly document the concapping of students. To do so, there are 2 areas required in Infinite Campus:

- The District Defined Elements area ensures proper identification
- The Future Enrollment area ensures proper promotion; this cannot be completed until the district creates future calendars, usually early January

Concapped School	Screenshot
<ol style="list-style-type: none"> <li>1. Goto the student's Enrollment tab.</li> <li>2. Select current enrollment record</li> <li>3. Enter the appropriate End Date and End Status: <ul style="list-style-type: none"> <li>• End dating the student's enrollment automatically ends the students schedule</li> </ul> </li> <li>4. OPTIONAL: End comments</li> </ol> <p><b>Please note:</b> CALPADS requires all students to have a schedule based on their first day of enrollment even for concapped students.</p>	 <p>The screenshot shows the 'Enrollments' tab selected in the Infinite Campus interface. Below the navigation tabs, the 'General Enrollment Information' section is visible. The 'End Date' and 'End Action' fields are highlighted with red boxes. The 'End Date' is set to 09/20/2021 and the 'End Action' is set to 09/23/2021. The 'Service Type' is also visible.</p>
<ol style="list-style-type: none"> <li>1. Locate student to enroll by searching under All People and entering identifiable information, such as last/first name, local student number, state ID number</li> <li>2. Go to new student's Enrollment tab</li> <li>3. Select NEW</li> <li>4. In the General Enrollment Information area, enter appropriate Start Date and Start Status: 01 <ul style="list-style-type: none"> <li>• OPTIONAL: Start comments</li> </ul> </li> <li>5. Under District Defined Elements, enter Transfer Type: 3 ConCap Student</li> <li>6. Save student's enrollment</li> </ol> <p>ONCE FUTURE CALENDARS EXIST</p> <ol style="list-style-type: none"> <li>7. Add under Future Enrollment area, Next Calendar, Next Schedule Structure &amp; Next Grade for the school the student needs to return to</li> </ol>	 <p>The screenshot shows the 'General Enrollment Information' section with the 'Start Date' and 'End Date' fields highlighted in green. Below this, the 'District Defined Elements' section is visible, with the 'Transfer Type' dropdown menu highlighted in red. The 'Future Enrollment' section is also visible at the bottom, showing fields for 'Next Calendar', 'Next Schedule Structure', and 'Next Grade'.</p>

If you have any questions, please contact Tech Services Help Desk 44543 by email [support@scusd.edu](mailto:support@scusd.edu)