Disenrollment Procedures

School sites no longer have the ability to delete enrollment records. Below explains the process to allow another SCUSD school to enroll students prior to the beginning of the school year for students who were promoted during the Student Roll Forwarrfoiu (e)ʃo3.3 (a)7.7u/-0.7 (t1-0.7.E)4.(R)-.7 r4 6 (n) (o)1.2.76-60.6ole4(1.0

    1. On the Enrollment tab, modify the Start and End Dates to be 07/01/20XX and add End Status to T160 or other appropr

    2. In the student's previous year's End Status, update the End Status to T160 or <u>other appropriate code</u>. Enter into End Comments transfer district/school name

        This enrollment (dummy) enrollment will not be removed from Infinite Campus.

*Start Date	No Show	End Date	End Action	*Service Type
07/01/2018	☐	07/01/2018		P: Primary
*Start Status			End Status	
15: Continuous within same school			T160: Regular, non-discip transfer to public CA School	

- <u>Scenario 1B:</u> The student was promoted or pre-enrolled to the school; however, you are notified **by another SCUSD school** that a student will not be attending your site
  1. On the Enrollment tab, modify the Start and End Dates to be 07/01/20XX and add End Status to T161 **(Internal Code)** or <u>other appropriate code.</u>
  2. In the student's previous year's End Status, update the End Status to T161 **(Internal Code)** or <u>other appropriate code.</u> Enter into End Comments transfer district/school name

        This enrollment (dummy) enrollment will not be removed from Infinite Campus.

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