



Cross-Enrolling Students

To associate a student with a secondary school:

School view, click the **Student** top tab.

- **Options > Create Secondary School Associations**

- Select the top tab

- **Push** - primarily used for **Summer School**, this will create secondary school associations to

- **Secondary school** - select the school the students need secondary associations to

- **District** - select the school year

- **Start Date** - the date the secondary association will start

- **End Date** - the date the secondary association will end

- **Students:**

- **Selection** - select individual students from a list

- **Snapshot** - use a snapshot of students

- **Click OK** - a message will appear showing how many secondary associations were created and how many skipped

- **Pull** - create secondary school associations for students coming to the school, this is the standard method used for a single student

- **Secondary School** - current school

- **District Year** - select the correct year

- **Start Date** - the date the secondary association will start

- **End Date** - the date the secondary association will end

- **Legal First Name** - student legal first name (optional)

- **Legal Last Name** - student legal last name

- **Gender** - gender as appears on student identification documentation

- **Date of Birth** - date of birth as it appears on students identification documentation

- **Click OK** - a message will appear showing how many secondary associations were created and how many skipped

The student (s) should now appear in the Student list under the *All Active Students* filter with a Cross-Enrollment icon (✕) in the Alerts column. See the exception to this in *Future Cross Enrollments* below for future dated students.

Setting attendance Management Type for Secondary Students

Depending on the school preference setting for Secondary School Management, the Attendance management type for secondary students may need to be set.

Option 1 - Setting attendance management type for an individual student

- **School** view > **Student** top tab
- Select the student and click the **Membership** side tab > Schools sub side tab

The student's list of former and secondary school associations will appear

- Click the blue hyperlink for the record representing the school
- Set the **Attendance management type** field as appropriate

Option 2 - Setting attendance management type for multiple students

- **School** view > **Global** top tab .Favorite side tab > Student School Association table
- Use the filter called **Type: Secondary** to filter to the students who are secondary students at the school. Check the *Name* field to ensure all records are for the school
- Review the **AttMag Type** field and update using mass update or modify list functions

Future Cross Enrollments

When cross-enrolling a student during the current school year using a future date, follow the same steps as above, entering a future date for the secondary school association.

The cross enrolment icon will display on the start date of the Secondary School Association and the student will show in the *All Active Students* filter. The *Future Cross-Enrollments* filter will display all secondary students in the school with a start date is after today's date, and the students will show in the *All Secondary Students* and *All Students* filters.

Note: Future Cross-Enrollments only refers to students who will be attending at a future date in *this current school year*. Students who will be cross-enrolled after the end of the school year are found in the **Build** view.

Ending Secondary School Associations

- Withdraw Student Wizard - Students with an Active status that are Secondary to the school
- Withdraw Student Wizard - Students with an Active no Primary status that are Secondary to the school