MCSD

IC Procedure for Enrollment Maintenance, K-5

Preschoolers moving onto Kindergarten will not be rolled into 12-13 school enrollments; they will be input manually as they register in April.

Assuming Infinite Campus Calendars and Enrollment have been rolled for the next school year:

1. When a student leaves the school district, the current school year's enrollment is end-dated and their next year's enrollment (if one) is deleted immediately.

   Example: Student is leaving Oak Grove more than 3 weeks before the end of the school year: end date the 11-12 enrollment and delete the 12-13 enrollment. **If they leave within 3 weeks and as long as all course work has been completed, give NO exit code (00; completed school year) and delete the 12-13 enrollment

2. When a student transfers in district during the school year, the school they are leaving is to end-date their current year/current school enrollment AND delete next year's enrollment if already created. The receiving school is to add a current year/current school enrollment AND create next year's enrollment for that student if students have already been rolled to next year.
   a. i.e.: student transfers from Pomona to Oak Grove in April. Pomona end-dates the 11-12 enrollment and deletes the 12-13 Pomona enrollment. Oak Grove creates an 11-12 Oak Grove enrollment as well as a 12-13 Oak Grove enrollment for that student for next year.
   b. For 5th grade students, check with Data Admin regarding the middle school they will attend next year before creating that enrollment.

Regarding Registration:

1. If a parent fills out a form that says they won't be returning in the fall, the student's next year's enrollment is to be deleted immediately.
2. If a parent fills out the form planning to move in district, then the current school should delete next year's enrollment for that student and the form should be sent to the receiving school. The receiving school should then create a next year's enrollment for that student.
    a. i.e.: Parent plans to move their children from Pomona to Oak Grove next year. Pomona deletes the 12-13 Pomona Enrollment and sends the form to Oak Grove. Oak Grove then creates a 12-13 Oak Grove enrollment for those students.

Regarding Kindergarten Students & Pre-Registration:

Kindergarten students need to be entered into Infinite Campus immediately so that accurate enrollment numbers can be pulled at any point in time after pre-registration. Understanding that the process for entering a student & household information is lengthy, the following information need only be entered at the time of registration:

1. Name
2. Grade
3. 12-13 Enrollment