

Entering a Part-Time Enrollment

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General Information

- When a student moves to and from a part-time or full-time status <u>during</u> the year, use a <u>Remained</u>
 Other start and end status code. See the <u>"Enrollment Start Status Codes"</u> and "Enrollment End Status Codes" documentation for more detail.
 - *NOTE: Be sure to create the new enrollment <u>BEFORE</u> end dating the old enrollment. This preserves the student's attendance.
- If a student was part time at the end of the year and is returning as a full time student, leave their start and end status **Remained Advanced**. Also be sure to **change** their **Percent Enrolled** to 100 and remove their **Part Time** check box.

Elementary

Entering an Enrollment

When entering a part time enrollment for a student, the following fields must be filled out on the Enrollment

- General Enrollment Information Area
 - Service Type
 - P: Primary: Use if this is the student's primary enrollment for the district. The
 enrollment should <u>ALWAYS</u> be marked as primary unless a student is dual enrolled in
 the district.
 - **S: Partial:** Use if a student is dual enrolled in the district and this is not the **primary** place of enrollment.
 - *NOTE: This will only apply to enrollments in Jefferson High School, Jefferson City Academic Center, Southwest Early Childhood and Early Childhood SPED
 - N: Special Ed Services: <u>DO NOT</u> use this service type.

• State Reporting Fields Area

Percent Enrolled (Out of 100)

 Use the chart below to calculate the percent enrolled based off the number of periods the student <u>attends</u> in a day

*NOTE: This is not based on the number of periods the student is scheduled into in Infinite Campus. Ex: A student comes for just Art, Music, and PE. The student will be scheduled into 3 periods in the Infinite Campus Schedule but is only attending one period a day therefore the percent enrolled would be 17.

**NOTE: If there is a partial enrollment, the percent enrolled needs to add up to 100 between the primary and partial enrollment.

Percent Enrolled Chart

Number of Days Attending	Number of Periods attending	Percent Enrolled
	1	3.33%
	2	6.67%
1	3	10.00%
1	4	13.33%
	5	16.67%
	6	20.00%
	1	6.67%
	2	13.33%
2	3	20.00%
	4	26.67%
	5	33.33%
	6	40.00%

Number of Days Attending	Number of Periods attending	Percent Enrolled
	1	10.00%
	2	20.00%
3	3	30.00%
3	4	40.00%
	5	50.00%
	6	60.00%
	1	13.33%
	2	26.67%
4	3	40.00%
4	4	53.33%
	5	66.67%
	6	80.00%
	1	16.67%
	2	33.33%
5	3	50.00%
	4	66.67%
	5	83.33%
	6	100.00%

o Part Time Student

Mark this box if their percent enrolled in the enrollment is under 100 percent.

^{*}See Example Enrollment Below

Example:

Student attends Moreau Heights from 1:00-3:15 pm M-F. Based on the chart above the student is attending 5 Days a week for 2 periods which is 33.33%

Step 1: Create the new Enrollment with the following information:

Start Date: First Day of new schedule

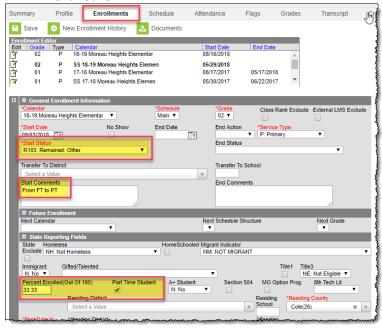
Start Status: R103

Start Comments: From FT to PT

Percent Enrolled: 33.33

Part Time Student Box: Checked

Click Save

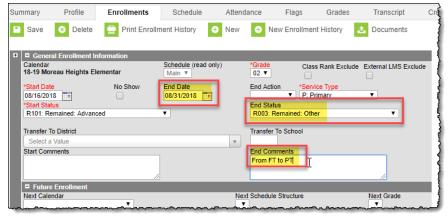


Step 2: End the previous enrollment with the following information:

End Date: Last Day of old schedule

End Status: R003

End Comments: From FT to PT



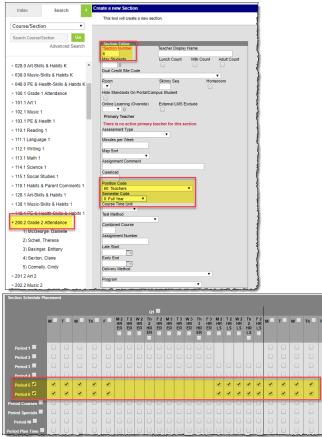
Step 3: Create a new section under the correct "Attendance Course marked for the correct amount of days and periods

Section Number: Next available section number in the Attendance Course

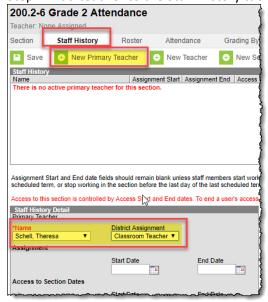
Position Code: 60 Semester Code: 0

Mark the periods attending for the specific days in the section placement area

Create Section



Step 4: Add teacher to the Staff History tab



Step 5: Add new course/section to student's schedule

Go to the students Schedule Tab

Select Walk-In Scheduler Button

Select Search Button

In the section Search Enter the following:

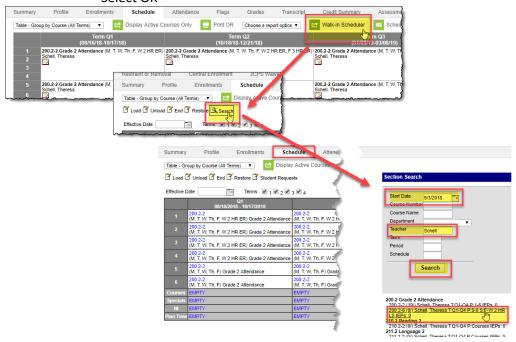
Start Date: First Day of new Schedule

Teacher: Classroom Teacher

Click Search

Select the section just added

Select OK

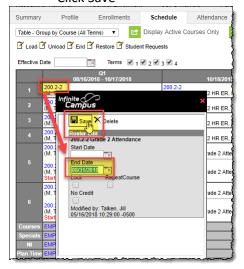


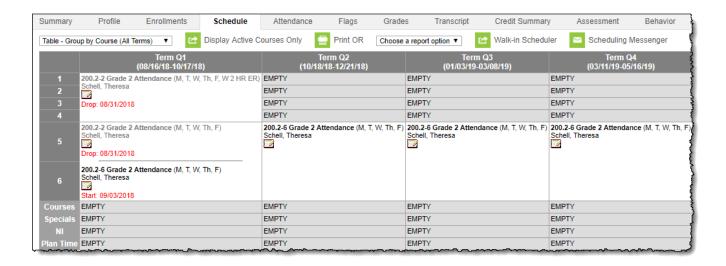
Step 5: End Date old schedule

Select the old section in the schedule

Enter an End Date of the students last day in the old schedule

Click Save





Secondary

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 enrollment should <u>ALWAYS</u> be marked as primary unless a student is dual enrolled in
 the district.
 - **S: Partial:** Use if a student is dual enrolled in the district and this is not the **primary** place of enrollment.
 - *NOTE: This will only apply to enrollments in Jefferson High School, Jefferson City Academic Center, Southwest Early Childhood and Early Childhood SPED
 - N: Special Ed Services: DO NOT use this service type.
- State Reporting Fields Area
 - Percent Enrolled (Out of 100)
 - Use the chart below to add up the percentages based on the period(s) the student attends every day.
 - **NOTE: If there is a partial enrollment, the percent enrolled needs to add up to 100 between the primary and partial enrollment.
 - Part Time Student
 - Mark this box if their percent enrolled in the enrollment is under 100 percent.

TJMS, LCMS, & JCAC Middle Percent Enrolled Chart

Number of Periods attending in a day	Percent Enrolled
1	13.33
2	13.33
3	13.33
4	20.95
5	13.33
6	13.33
7	12.38

Jefferson City Academic Center Percent Enrolled Chart

Number of Periods attending in a day	Percent Enrolled
1	18.81
2	18.81
3	25
4	18.81
5	18.57

Jefferson City High School Percent Enrolled Chart

Number of Periods attending in a day	Percent Enrolled
1	12.86
2	12.86
3	12.86
4	18.57
5	18.57
6	12.86
7	11.43

Capital City High School Percent Enrolled Chart

Number of Periods attending in a day	Percent Enrolled
1	13.33
2	13.33
3	13.33
4	13.33
5	21.19
6	13.33
7	12.14

Example:

Student is attending at Jefferson City Academic Center (P: Primary) during periods 2 & 3 (39.9%) and attending at Jefferson City High School (S: Partial) periods 5 (29.19%) only.

