

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 **during** the year, use a **Remained Other** start and end status code. See the “**Enrollment Start Status Codes**” and “**Enrollment End Status Codes**” documentation for more detail.
***NOTE:** Be sure to create the new enrollment **BEFORE** ending 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 **ALWAYS** 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 calculate the percent enrolled based off the number of periods the student **attends** 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	1	3.33%
	2	6.67%
	3	10.00%
	4	13.33%
	5	16.67%
	6	20.00%
2	1	6.67%
	2	13.33%
	3	20.00%
	4	26.67%
	5	33.33%
	6	40.00%

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

- **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

Summary Profile **Enrollments** Schedule Attendance Flags Grades Transcript

Save New Enrollment History Documents

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
<input type="checkbox"/>	02	P	18-19 Moreau Heights Elementar	08/16/2018	
<input type="checkbox"/>	02	P	SS 18-19 Moreau Heights Elemen	05/29/2018	05/17/2018
<input type="checkbox"/>	01	P	17-18 Moreau Heights Elementar	08/17/2017	
<input type="checkbox"/>	01	P	SS 17-18 Moreau Heights Elemen	05/30/2017	06/22/2017

General Enrollment Information

Calendar: 18-19 Moreau Heights Elementar Schedule: Main Grade: 02 Class Rank Exclude: ☐ External LMS Exclude: ☐

*Start Date: 08/03/2018 No Show: ☐ End Date: End Action: End Status: P: Primary

*Start Status: R103: Remained: Other

Transfer To District: Select a Value Transfer To School: End Comments:

Future Enrollment

Next Calendar: Next Schedule Structure: Next Grade:

State Reporting Fields

State: Homeless HomeSchooled Migrant Indicator: NM: NOT MIGRANT

Immigrant: N: No Gifted/Talented: Title1: Title3: NE: Not Eligible

Percent Enrolled(Out Of 100): 33.33 Part Time Student: ☒ A+ Student: N: No Section 504: MO Option Prog: 8th Tech Lit:

Residing District: Select a Value Residing School: Residing County: Cole(26)

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

Summary Profile **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History Documents

General Enrollment Information

Calendar: 18-19 Moreau Heights Elementar Schedule (read only): Main Grade: 02 Class Rank Exclude: ☐ External LMS Exclude: ☐

*Start Date: 08/16/2018 No Show: ☐ End Date: 08/31/2018 End Action: End Status: R003: Remained: Other

*Start Status: R101: Remained: Advanced

Transfer To District: Select a Value Transfer To School: End Comments: From FT to PT

Future Enrollment

Next Calendar: Next Schedule Structure: Next Grade:

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

	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su
Period 1																					
Period 2																					
Period 3																					
Period 4																					
Period 5																					
Period 6																					
Period Courses																					
Period Schedule																					
Period Plan Time																					

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

The screenshot shows the 'Schedule' tab of a student's record. The 'Walk-In Scheduler' button is highlighted in the top right. A red arrow points from this button to the 'Section Search' dialog box. The dialog box has the following fields: Start Date (9/3/2018), Course Number, Course Name, Department, Teacher (Schell), Term, Period, and Schedule. The 'Search' button is highlighted. Below the dialog box, a list of search results is shown, with the first result, '200.2-2 (0) Schell, Theresa T-01-Q4 P-5-6 S-F-W/2 HR', highlighted.











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

The screenshot shows the 'Schedule' tab of a student's record. A red arrow points from the '200.2-2' section to the 'End Date' dialog box. The dialog box has the following fields: Start Date, End Date (08/31/2018), Lock, Repeat Course, No Credit, and Modified by (Talken, Jill). The 'Save' button is highlighted.

Summary	Profile	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit Summary	Assessment	Behavior
Table - Group by Course (All Terms) ▾		 Display Active Courses Only	 Print OR	Choose a report option ▾		 Walk-in Scheduler	 Scheduling Messenger			
	Term Q1 (08/16/18-10/17/18)	Term Q2 (10/18/18-12/21/18)	Term Q3 (01/03/19-03/08/19)	Term Q4 (03/11/19-05/16/19)						
1	200.2-2 Grade 2 Attendance (M, T, W, Th, F, W 2 HR ER)	EMPTY	EMPTY	EMPTY						
2	 Schell, Theresa	EMPTY	EMPTY	EMPTY						
3	Drop: 08/31/2018	EMPTY	EMPTY	EMPTY						
4		EMPTY	EMPTY	EMPTY						
5	200.2-2 Grade 2 Attendance (M, T, W, Th, F)  Schell, Theresa Drop: 08/31/2018	200.2-6 Grade 2 Attendance (M, T, W, Th, F)  Schell, Theresa	200.2-6 Grade 2 Attendance (M, T, W, Th, F)  Schell, Theresa	200.2-6 Grade 2 Attendance (M, T, W, Th, F)  Schell, Theresa						
6	200.2-6 Grade 2 Attendance (M, T, W, Th, F)  Schell, Theresa Start: 09/03/2018									
Courses	EMPTY	EMPTY	EMPTY	EMPTY						
Specials	EMPTY	EMPTY	EMPTY	EMPTY						
NI	EMPTY	EMPTY	EMPTY	EMPTY						
Plan Time	EMPTY	EMPTY	EMPTY	EMPTY						

Secondary

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 **ALWAYS** 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.

Summary Enrollments Schedule Attendance Flags Grades Transcript Credit Summary

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
12	P	16-17 Jefferson City Academic	08/18/2016		
11	P	15-16 Jefferson City Academic	10/20/2015	05/19/2016	
11	P	15-16 Jefferson City High Scho	08/20/2015	10/19/2015	
10	P	14-15 Jefferson City High Scho	09/25/2014	05/20/2015	

General Enrollment Information

Calendar: 16-17 Jefferson City Academic Schedule (read only): Main Grade: 12 Class Rank Exclude: External LMS Exclude: ☐

*Start Date: 08/18/2016 No Show: ☐ End Date: End Action: *Service Type: P: Primary End Status: End Status: R101: Remained: Advanced

Transfer To District: Select a Value Transfer To School: End Comments: Start Comments:

Future Enrollment

Next Calendar: Next Schedule Structure: Next Grade:

State Reporting Fields

State: Homeless HomeSchooled Migrant Indicator: Exclude: NH: Not Homeless NM: NOT MIGRANT

Immigrant: N: No Gifted/Talented: NI: Not Identified Title1: Title3: NE: Not Eligible

Percent Enrolled(Out Of 100): 39.9d Part Time Student: ☒ A+ Student: N: No Section 504: MO Option Prog: 8th Tech Lit: Residing: Residing District: Residing County:

Summary Enrollments Schedule Attendance Flags Grades Transcript Credit Summary

Save New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
12	P	16-17 Jefferson City Academic	08/18/2016		
11	P	15-16 Jefferson City Academic	10/20/2015	05/19/2016	
11	P	15-16 Jefferson City High Scho	08/20/2015	10/19/2015	
10	P	14-15 Jefferson City High Scho	09/25/2014	05/20/2015	

General Enrollment Information

Calendar: 16-17 Jefferson City Academic Schedule (read only): Main Grade: 12 Class Rank Exclude: External LMS Exclude: ☐

*Start Date: 08/18/2016 No Show: ☐ End Date: End Action: *Service Type: S: Partial End Status: End Status: R103: Remained: Other

Transfer To District: Select a Value Transfer To School: End Comments: Start Comments: From JCAQ PT (periods 5 Only)

Future Enrollment

Next Calendar: Next Schedule Structure: Next Grade:

State Reporting Fields

State: Homeless HomeSchooled Migrant Indicator: Exclude: NH: Not Homeless NM: NOT MIGRANT

Immigrant: N: No Gifted/Talented: NI: Not Identified Title1: Title3: NE: Not Eligible

Percent Enrolled(Out Of 100): 22.19 Part Time Student: ☒ A+ Student: N: No Section 504: MO Option Prog: 8th Tech Lit: Residing: Residing District: Residing County: