

## Managing Cross Enrollments

Sometimes students need to take classes at a school other than their home schools. In this situation, the student should be cross-enrolled to the other school that offers the course the student needs. In an Administrative/Track School situation, the students are enrolled in the Administrative school and cross-enrolled to the Track School. Both the home school and cross enrolled school will be able to view students' schedules.

**Note:** Students cannot be cross-enrolled to another LEA.

**Navigation:** eSIS Main Start screen > Main Menu > Cross Enrollment > Cross Enrollment Student

### Cross Enrollment Admissions

1. Query for the appropriate student.
2. Click **ADD**.
3. In the **Enrol l ments** section, select the appropriate cross-enrolled school from the **Cross-Enrol l ed School s** drop-down list.
4. Type the school year in the **Year** field.
5. Type the date that the student begins attending classes at the cross-enrolled school in the **Adm Date** field.
6. Click the appropriate reason from the **Enrol l ed Reason** drop-down list.

**Important:** The only valid cross-enrollment reason is **Courses Offered at Another School** for non-track school situations.

7. Click **Save**.

### Cross Enrollment Withdrawals

1. Query for the appropriate student.
  2. Click **Wi thdraw**.
  3. Click **Ok** to 'Are you sure you want to remove the student and hi s/her courses & fees from thi s school?'
- The **Delete Cross Enrol l ment** dialogue box opens.
4. Click the appropriate withdrawal reason from the **Select a Cross Enrol l ment Wi thdrawal Reason** drop-down list.
  5. Type the withdrawal date in the **Select a Cross Enrol l ment Date** field.
  6. Click **Save**.

A message should appear stating that the student has been withdrawn from the cross enrolled school.

7. Click **Ok**.