

Concap Student Procedures

The following are instructions on how to properly document the concapping of students. To do so, there are 2 areas required in Infinite Campus:

- The *District Defined Elements* area ensures proper identification
- The *Future Enrollment* area ensures proper promotion – this cannot be completed until the district creates future calendars, usually early January

Concapped School

1. Go to the student's Enrollment tab.
2. Select current enrollment record
3. Enter the appropriate End Date and End Status:
 - End dating the student's enrollment automatically ends the students schedule
4. OPTIONAL: End comments

Please note: CALPADS requires all students to have a schedule based on their first day of enrollment even for concapped students.

Screenshot

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

Save Delete New Print Enrollment History New Enrollment History Documents

General Enrollment Information

Calendar [dropdown] Schedule (read only) Main [dropdown] *Grade 04 [dropdown] Class Rank Exclude [checkbox] External LMS Exclude [checkbox]

*Start Date 09/20/2021 [calendar] No Show [checkbox] End Date 09/23/2021 [calendar] End Action [dropdown] *Service Type P: Primary [dropdown]

*Local Start Status 02: From public school, different state dist [dropdown] Local End Status T161: Regular, non-discip transfer to public CA School - In D... [dropdown]

State Start Status 02: From public school, different state dist State End Status T160: Regular, non-discip transfer to public CA School

Receiver School

1. Locate student to enroll by searching under All People and entering identifiable information, such as last/first name, local student number, state ID number
2. Go to new student's Enrollment tab
3. Select NEW
4. In the **General Enrollment Information** area, enter appropriate Start Date and Start Status: 01
 - OPTIONAL: Start comments
5. Under **District Defined Elements**, enter Transfer Type: 3 ConCap Student
6. Save student's enrollment

ONCE FUTURE CALENDARS EXIST:

7. Add under **Future Enrollment** area, Next Calendar, Next Schedule Structure & Next Grade for the school the student needs to return to

Screenshot

General Enrollment Information

*Calendar 16-17 269 T Pacific *Schedule Main [dropdown] *Grade 01 [dropdown] Class Rank Exclude [checkbox] External LMS Exclude [checkbox]

*Start Date 10/13/2016 [calendar] No Show [checkbox] End Date [calendar] End Action [dropdown] *Service Type P: Primary [dropdown]

*Start Status 01: From public school, same district [dropdown] End Status [dropdown]

Start Comments [text area] End Comments [text area]

District Defined Elements

Local Entry Code [dropdown]

Transfer Type [dropdown]

Reason [text area]

Future Enrollment

Next Calendar [dropdown] Next Schedule Structure [dropdown] Next Grade [dropdown]

If you have any questions, please contact Tech Services Help Desk at 643-9445 or by email: support@scusd.edu