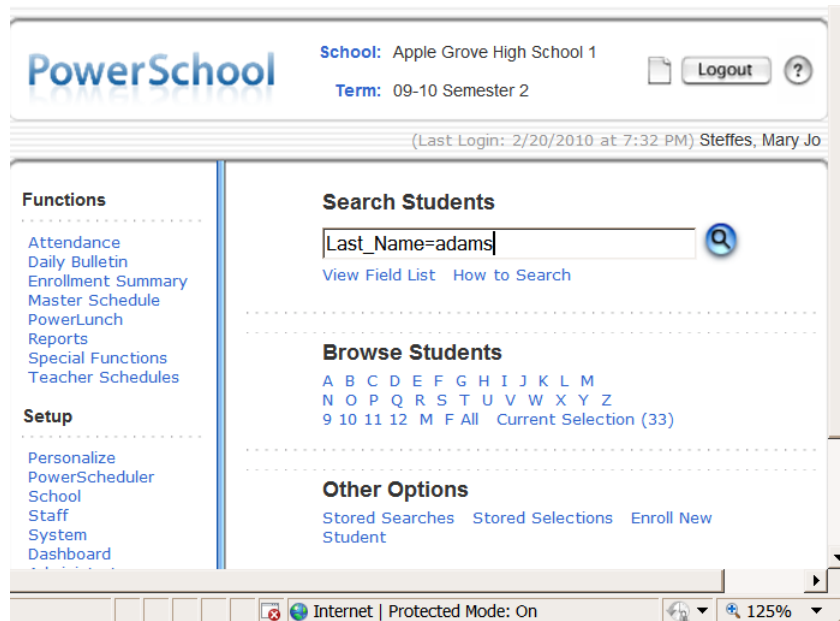
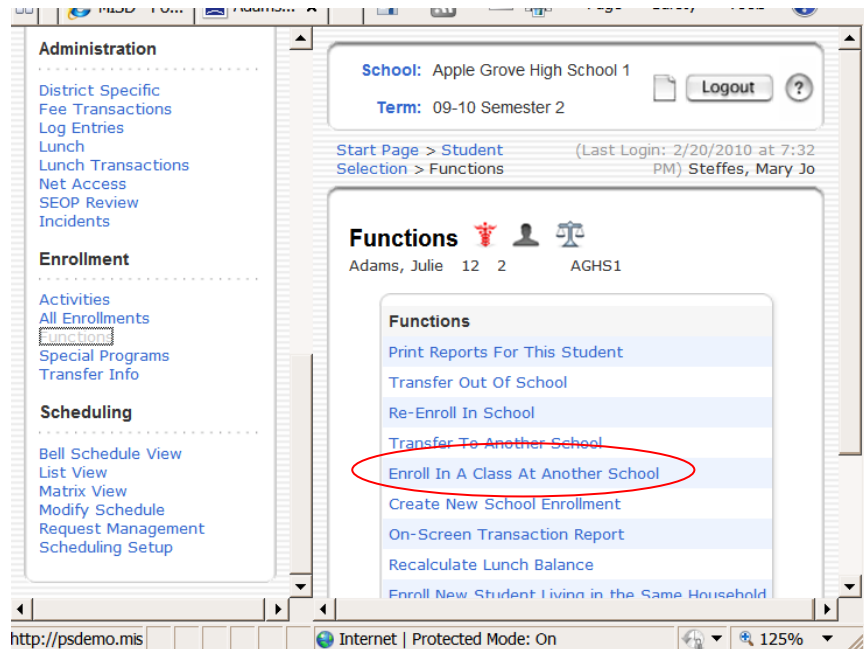


Enroll Student in Other School Class

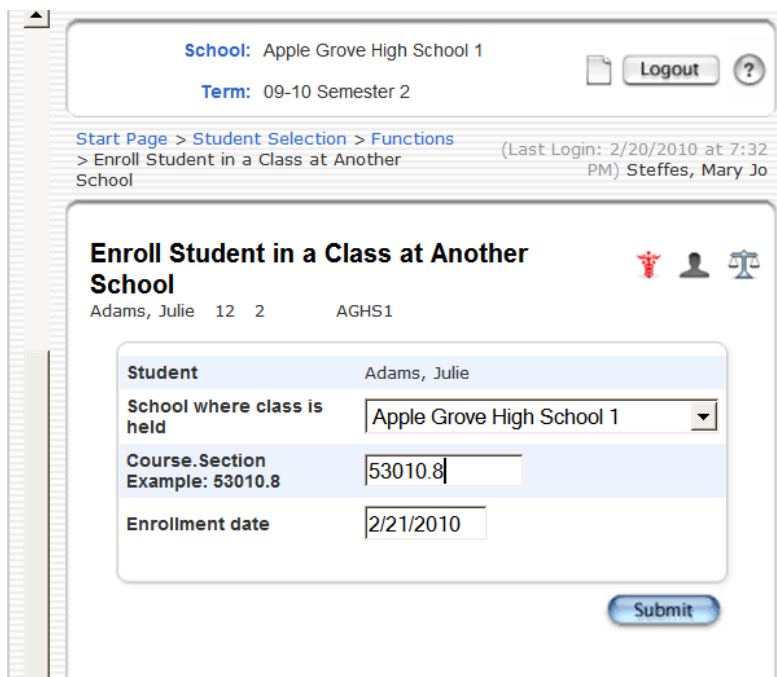
From the Start page, search for your student



Under the heading of Enrollment select Functions. Select *Enroll In a Class at Another School*



Select the School where class is held and key in the *Course & Section* numbers. Key in the date the student will begin the class - *Enrollment date* defaults at today's date. Select Submit to save your changes.



The screenshot shows a web interface for enrolling a student in a class at another school. At the top, it displays the current school as 'Apple Grove High School 1' and the term as '09-10 Semester 2'. There is a 'Logout' button and a help icon. Below this, a breadcrumb trail reads 'Start Page > Student Selection > Functions' and 'Enroll Student in a Class at Another School'. A user login notice indicates '(Last Login: 2/20/2010 at 7:32 PM) Steffes, Mary Jo School'. The main heading is 'Enroll Student in a Class at Another School' with icons for a school, a person, and a scale. Below the heading, the student's name 'Adams, Julie' and ID '12 2' are shown, along with the school 'AGHS1'. A form contains the following fields: 'Student' (Adams, Julie), 'School where class is held' (Apple Grove High School 1), 'Course.Section Example: 53010.8' (53010.8), and 'Enrollment date' (2/21/2010). A 'Submit' button is located at the bottom right of the form.

The Other School:

While it is not possible to search for the student on the Start Page in the "second" school, or School B, it is possible to access his/her student screens by clicking on the class roster of the class he/she is attending. To do this you can:

- Select his/her teacher from the *Teacher Schedule* on the Start page. Click on the number in the Size column for the appropriate class. Now you may select the student, which will display all the student screens.
- You may also find the student through the *Master Schedule* on the Start page using the *Matrix View*.