

# Cross-Site Enrollment

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This article will assist users in properly setting up cross-site enrollment in their PSU, provide information on how to properly cross enroll students to classes within the PSU. Once ready across the state, it will also provide information on cross-site enrollment into another district.

## Cross-Site Enrollment Overview

[Cross-Site Enrollment Overview | Infinite Campus](#)

## PSU Setup for Cross-Site Enrollment

Cross-Site enrollment has to be activated in District Information prior to further setup. See the Cross-Site Workflow article on the Infinite Campus knowledgebase for more information:

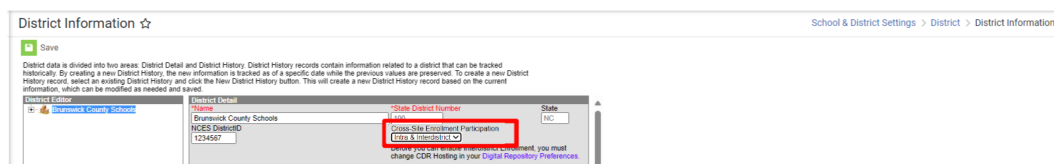
[Cross-Site Workflow | Infinite Campus](#)

## Local NC Definitions/Setup:

In reviewing the links above, these are the North Carolina specific settings that you should choose:

### District Information:

1. For Cross-Site Enrollment Participation under District Information, choose "Intradistrict & Interdistrict"
  - a. Intradistrict is the ability to cross enroll students between schools in your PSU
  - b. Interdistrict: the ability to cross enroll students between your PSU and another PSU (this will include NCVPS once it is available)



2. Default State Exclude for Cross-Site Enrollments should be set to No.

System Preferences ☆ System Settings > System Preferences > System Preferences

**District Preferences**

Save

Search Screen Field Order: Student Number BEFORE Name Fields

Enrollment Overlap Behavior: Centralized Enrollment Auto-End overlapping Primary Enrollments

Default Enrollment Local End Status:

**Default State Exclude for Cross-Site Enrollments:** No

Enrollment Start Status Type Updates: Campus Maintained

### 3. Start and End Status Cross-Site Defaults

#### a. X1: Set as the Enrollment Start Status Cross-Site Default

Enrollment Start Status Setup ☆ Student Information > General Student Administration > Enrollment Start Status Setup

New Save Delete Active

Default	Cross-Site Default	Code	Name	Start School Year	End School Year
		CM3	Initial Enroll into a Program School	23-23	
		CM4	Re-Entry - prev in V1	23-23	
		E1	Initial enroll - this year	23-24	
		E2	Initial enroll from non-HC Public School	23-24	
		I1	Initial Enroll into a Program School	23-24	
		R1	Re-Entry - prev in V1	23-24	
		R2	Transfer within the same LEA	23-24	
		R3	Transfer from another LEA	23-24	
		R5	Re-Enroll - previous V1	23-24	
		R6	Re-Enroll - previous V2	23-24	
	X	X1	Cross Enrollment	23-24	

**Start Status Type Detail**

Start School Year: 23-24

Code: X1

State Start Status Code (Mapping): X1: Cross Enrollment

End School Year:

Name:

Cross Enrollment: ☐

**Cross-Site Default:** ☒

#### b. W1: Set as the End Enrollment Status Cross-Site Default

Enrollment End Status Setup ☆ Student Information > General Student Administration > Enrollment End Status Setup

New Save Delete Active

Cross-Site Default	Code	Name	Start School Year	End School Year
	RACD	Retention, Local Standards Academic	23-24	
	RADM	Retention-Admin decision	23-24	
	RATN	Retention-Local Status-Alten	23-24	
	RSTA	Retention, State Standards	23-24	
	RT	Retained	23-24	
X	W1	Transfer Withdrawal	23-24	
	W2	Early Leaver Withdrawal	23-24	
	W2T	Comm Coll Adult High School (OCAHS)	23-24	
	W3	Death	23-24	
	W4	Early Completer / Midyear Grad	23-24	
	W6	High School Graduate	23-24	

**End Status Type Detail**

Start School Year: 23-24

Code: W1

State End Status Code (Mapping): W1: Transfer Withdrawal

End School Year:

Include in Class Rank: ☐

**Cross-Site Default:** ☒

4. The default course code ending in CS can be left "as-is" for the course record at the Home School.

### Considerations:

- Each section offered can only be mapped to periods that occur in the same time frame in the Home School.
- When a student is cross enrolled into a section offered by another school, a partial enrollment is **automatically** created at the serving school for the student. This allows the student information to be seen and searched by the Serving School.
- A student can only be scheduled into an offered section by the Home School through Walk-In Scheduler.
- The attendance taken by the Serving School must be reconciled at both the Serving School and the student's Home School.
- Grades and assignments are entered by the Serving School, not the Home School. The Home School can view this information, but cannot make changes.

Please see these comprehensive resources for Cross-Site Enrollment:

[Cross-Site Enrollment | Infinite Campus](#)

[Cross-Site Enrollment Workflow - Video Series | Infinite Campus](#)

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