

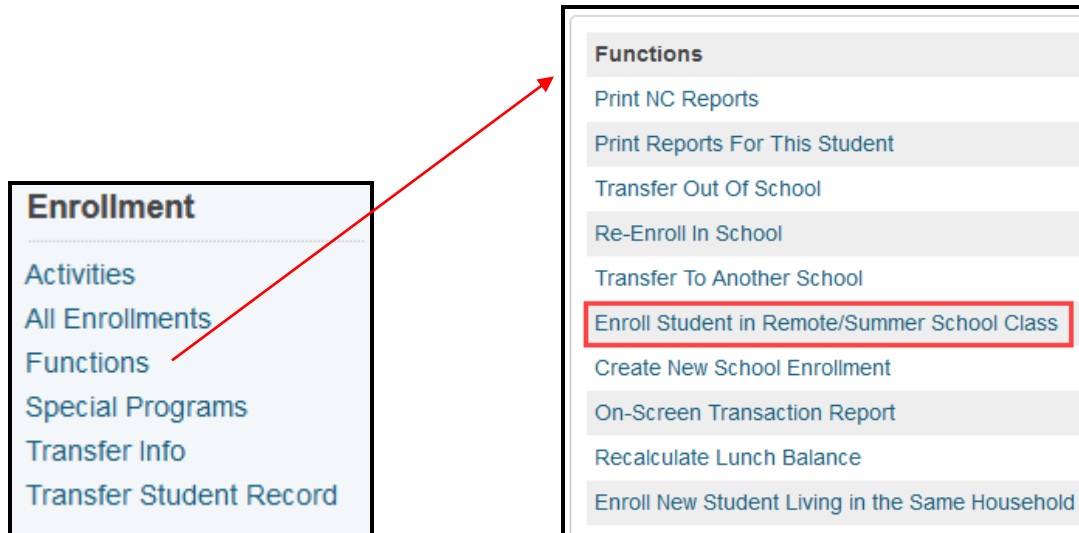
Cross-Enrolling into a Class within the Same LEA

This document will assist users with cross-enrolling a student into a class in another school with the same LEA.

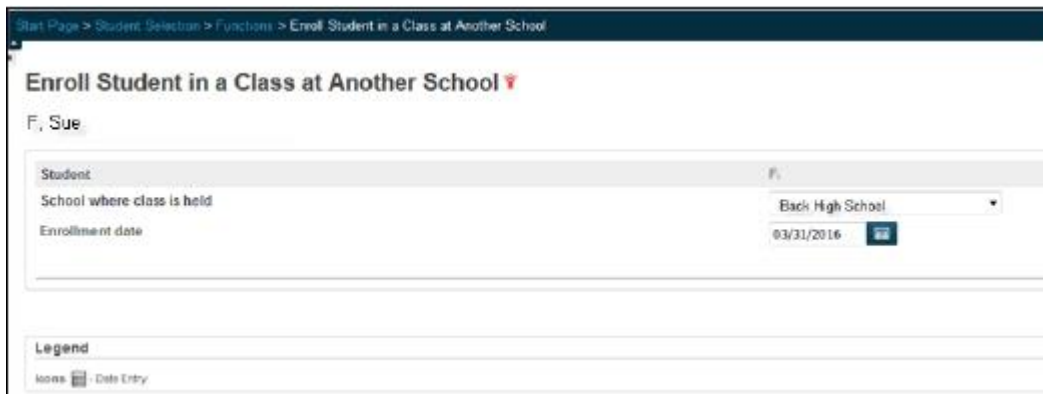
Enrolling a Student in a class in Another School within the Same LEA

Navigation: Start page > Select a student > Enrollment > Functions > **Enroll Student in Remote/Summer School Class**

1. Select a student.
2. In the Enrollment section in the left-hand menu, select Functions, then Enroll Student in Remote/Summer School Class.



3. Select the school from the drop-down list **School where class is held.**



4. Change the enrollment date if not the current date.
5. The screen will populate with the classes from the destination school.
 - a. If the class enrollment number is in Red, the class is unavailable.

Enroll Student in Remote/Summer School Class

- Locate the desired class and click the Enroll button.

Enroll Student in a Class at Another School

P, D 11

Student: F, C

School where class is held: [Dropdown]

Enrollment date: 07/09/2013 (MM/DD/YYYY)

Enroll in section:

Search sections: [Input]

26008X0C	IB MATH STUDIES 12	1		4(A)	13-14	11/25	Enroll
34318X0A	IB PHYSICS	1		2(A)	13-14	25/25	DISABLED
34318X0B	IB PHYSICS YR II (HIGH LEVEL)	1		2(B)	13-14	11/25	Enroll
44048X0A	IB PSYCHOLOGY	1		3(A)	13-14	1/25	Enroll
44048X0A	IB PSYCHOLOGY	2		3(B)	13-14	7/25	Enroll

- Student is now enrolled in the class.

Enroll in section:

Search sections: [Input]

34318X0A	IB PHYSICS	1	Shenwin, Jon Christopher	2(A)	13-14	25/25	DISABLED
34318X0B	IB PHYSICS YR II (HIGH LEVEL)	1	Shenwin, Jon Christopher	2(B)	13-14	11/25	Enroll
44048X0A	IB PSYCHOLOGY	1	Norris, Jennifer	3(A)	13-14	1/25	Enroll
44048X0A	IB PSYCHOLOGY	2	Norris, Jennifer	3(B)	13-14	7/25	✓ Successful
11448X0A	IB SPANISH	1	Miller, Phyllis	2(A)	13-14	11/25	Enroll

This document is the property of the NC DPI and may not be copied in whole or in part without the express written permission of the NC DPI.