

Enrolling Students with an Out-of-County Address – Charter Schools Only

The following procedure(s) have been put in place for Charter Schools enrolling students with out-of-county addresses.

Enrolling <u>NEW</u> Students with an Out-of-County Address CHARTER SCHOOLS ONLY	Enrolling <u>TRANSFER</u> students with an Out-of-County Address CHARTER SCHOOLS ONLY
A NEW student is identified as a student that has NEVER attended a CCPS school before. If a NEW student has an out-of-county address you will be able to enroll the student but not able to enter the address information. Out-of-County information will be entered by Student Relations once notified. To enroll a NEW student with an out-of-county address, do the following: 1. Click the Students tab. 2. Select Add a Student. 3. Enter your search criteria. 4. Click the Enroll button. 5. The enrollment screen will appear. 6. Leave the Addresses and Contacts section blank. DO NOT ENTER any information into this section. 7. Proceed with filling in the required enrollment fields. 8. Click the red save button in the upper right corner of the screen. 9. Notify Giuseppe Marra via email, noting the student ID and the primary address that needs to be entered. 10. Giuseppe will enter the primary address information provided and notify the school when complete. 11. Once notification is received from Giuseppe that the primary address has been entered, proceed with entering contact information. All out-of-county address entries/updates will need to be entered by Giuseppe Marra. In-county address entries/updates can be entered by the school.	A TRANSFER student is identified as a student that HAS attended a CCPS school before and has been assigned a student ID number. If a TRANSFER student has an out-of-county address you will NOT be able to enroll the student and will need assistance from Student Relations. Do the following: 1. Email Giuseppe Marra the student ID number and out-of-county address information. 2. Giuseppe will activate the student using generic enrollment information (grade=99; enrollment date= date request was received; enrollment code=E01), update the out-of-county address (if needed), and notify the school once complete. 3. Once notification is received from Giuseppe that the student has been activated, you will need to update the enrollment record with the correct information. All out-of-county address entries/updates will need to be entered by Giuseppe Marra. In-county address entries/updates can be entered by the school.