

Enrollment and Transfer Procedures (Scenarios)

DO NOT FORGET TO SEND BEFORE AND AFTER SNIPPETS OF GRADE PROMOTION STATUS CHANGES OR DROP CODE CHANGES OF W3A, W3B, W04 or W24 TO THE FTE DEPARTMENT
(email corrections to: corrections@collierschools.com)

Scenario	Student Status	Process/Action
New to CCPS		Must register through Centralized Registration. Do NOT enroll at the school.
Returning to CCPS	10+ days absent	Must register through Centralized Registration
Returning to CCPS	Less than 10 days absent	Zoned school enrolls directly
CCPS → Charter School	Inactive Student	Charter school enrolls directly
CCPS → Charter School	Active Student	Charter contacts CCPS school → CCPS withdraws → Charter enrolls
Charter School → CCPS	Inactive student (10+ days)	Must register through Centralized Registration
Charter School → CCPS	Inactive student (<10 days)	Zoned CCPS school enrolls
Charter School → CCPS	Active student	Zoned CCPS enrolls → CCPS contacts charter → Charter withdraws
CCPS → Home Education	Inactive student (10+ days)	Must register through Centralized Registration
CCPS → Home Education	Inactive student (<10 days)	Home Education enrolls
CCPS → Home Education	Active student	Home Education contacts CCPS school → CCPS withdraws → Home Education enrolls
Home Education → CCPS		Must register through Centralized Registration
Optima Classical Academy (OCA) → CCPS		Must register through Centralized Registration
Not Returning to CCPS		Update withdrawal code → Delete next year enrollment → Document status on Student Demographics