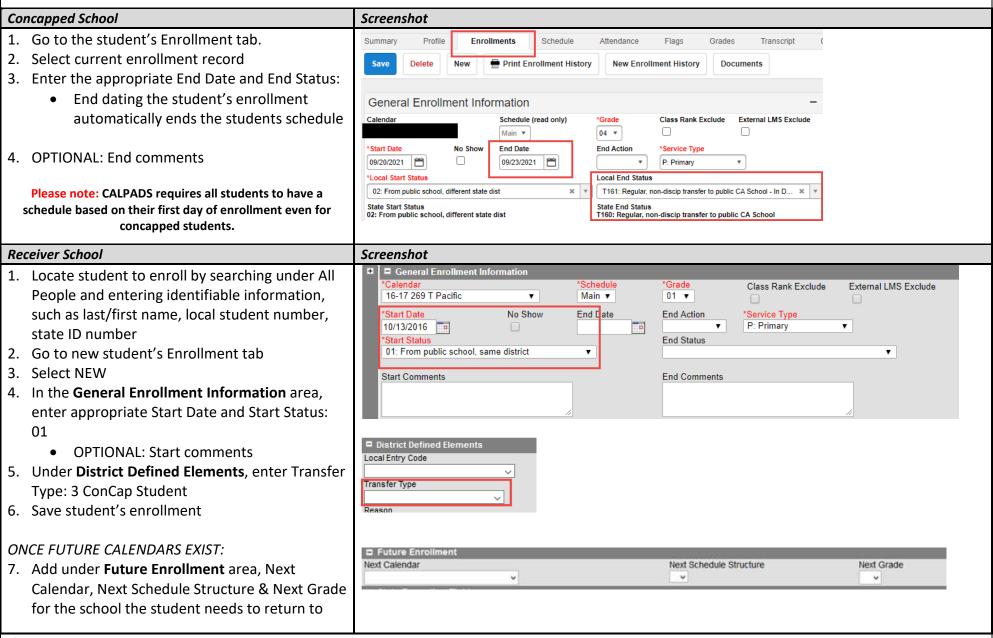# Concap Student Procedures

The following are instructions on how to properly document the concapping of students. To do so, there are 2 areas required in Infinite Campus:
- The *District Defined Elements* area ensures proper identification
- The *Future Enrollment* area ensures proper promotion – this cannot be completed until the district creates future calendars, usually early January

Concapped School	*Screenshot*
1. Go to the student's Enrollment tab. 2. Select current enrollment record 3. Enter the appropriate End Date and End Status: • End dating the student's enrollment automatically ends the students schedule 4. OPTIONAL: End comments **Please note:** **CALPADS requires all students to have a schedule based on their first day of enrollment even for concapped students.**	

Receiver School	*Screenshot*
1. Locate student to enroll by searching under All People and entering identifiable information, such as last/first name, local student number, state ID number 2. Go to new student's Enrollment tab 3. Select NEW 4. In the **General Enrollment Information** area, enter appropriate Start Date and Start Status: 01 • OPTIONAL: Start comments 5. Under **District Defined Elements**, enter Transfer Type: 3 ConCap Student 6. Save student's enrollment *ONCE FUTURE CALENDARS EXIST:* 7. Add under **Future Enrollment** area, Next Calendar, Next Schedule Structure & Next Grade for the school the student needs to return to	

If you have any questions, please contact Tech Services Help Desk at 643-9445 or by email: support@scusd.edu