How To Enroll A Student In Multiple Schools With A Home School And Away Schools In CrownSIS

Managing student enrollments across multiple schools can be a complex task, but CrownSIS makes it easier by allowing you to designate one school as the "home school" and others as "away schools." This feature is especially useful for students participating in specialized programs, taking courses at different schools, or for any situation where a student needs to be enrolled in more than one institution. Here’s a step-by-step guide on how to enroll a student in multiple schools using CrownSIS.

Step 1: Access the Student’s Profile

To begin the process:

1. Log into CrownSIS with administrative access.
2. Navigate to the "Students" tab from the main dashboard.
3. Search for the student you want to enroll in multiple schools by using their name, student ID, or other identifying details.
4. Click on the student’s profile to open their details.



Step 2: Go to Enrollment Information

Once you are in the student’s profile:

1. Locate the "Enrollment Info" section, which you’ll find under the student's details.



2. Click on "Edit Information" to access the enrollment settings.

Step 3: Add Enrollment Info for Additional Schools

In the enrollment section:

1. Scroll to the bottom of the page where you'll see a button labeled "Add Enrollment Info."



2. Click on "Add Enrollment Info." This will open a form where you can enter the enrollment details for an additional school.
3. Fill in the necessary enrollment information for the other school, such as the school name, grade level, and enrollment date. 

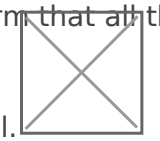
Step 4: Update and Save

After entering the enrollment details:

1. Review the information to ensure accuracy.
2. Click "Update" to save the changes.
3. The initial school where the student was first enrolled will automatically be considered the "home school." The additional schools you enroll the student in will be designated as "away schools."

Step 5: Verify Enrollment Status

Once the enrollment information is updated:

1. Return to the student's profile and check the "Enrollment Info" section.
2. You should now see the student enrolled in the home school, along with the other schools listed as away schools.
3. Confirm that all the information is correct and that the student is properly enrolled in each school. 

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