Concurrent Enrollments

With the Courses/Marks now being live with PASI, you may encounter the following (or similar) PASI Alert, for students taking courses at more than one school (VC, Outreach).

Category	IDs ▼	School (Year) ▼	Alert ▼	Description ▼
Course Enrolment	15185113	0000 (2016-2017)	Warning 40214	Missing Student School Enrolment. When a student is enrolled in a Course the student should also be enrolled in the school.

If a student is registered at one WCPS High school or Outreach and is taking a course (or multiple courses) at another WCPS High School or Outreach, they must get a Concurrent Enrollment for that other **(secondary)** school. This should be done by the 'Home/Main' school. A student could actually be taking multiple courses at multiple schools and a Concurrent enrollment is needed for each of the **additional** schools. **The reason for the concurrent enrollment is so that the student will have a school enrollment record for each school they are taking a course at.** When you enter a Concurrent Enrollment you must enter an **Entry Date, Entry Code** and **Exit Date.** When the student is finished taking courses at the other school **an Exit Description** is required. If the student is taking a course in first semester and then decides to take one in second semester, you don't add another Concurrent Enrollment...you make the entry date when the student starts the first course(s) and then exit date when the student will complete the last course(s). If there is a break between when the first course is taken and the next one, then a new Concurrent Enrollment record would be entered. Completing the steps below will create another School Enrollment record for the student at the Secondary (other) school.

1. On the State/Province page, click on the Concurrent Enrollments tab

Compliance Demographics	Extended Enrollment	Concurrent Enrollments	Grade Level of Achievement

2. Complete the required information (with *) and any Grant Program, Special Ed, Enrollment Type, FNMI or French Hours info that is applicable to that school.

3. Submit

4. That student will now show up on both SIS files (the Primary school and the other school). Double check in PASI that the enrolment did sync.

8/15/2018