SD73 KAMLOOPS/THOMPSON

CREATING A SECONDARY SCHOOL ASSOCIATION (SSA)

The Secondary School Association function is to be used for students wanting to be enrolled in courses in two or more schools. All Secondary School Associations are initiated by the Secondary school, <u>not the Primary school</u>. To initiate this process you will need to complete a restrictive query using the "Create Secondary School Association" function.

Pathway: School View>Student Top Tab>Options>Create Secondary School Associations
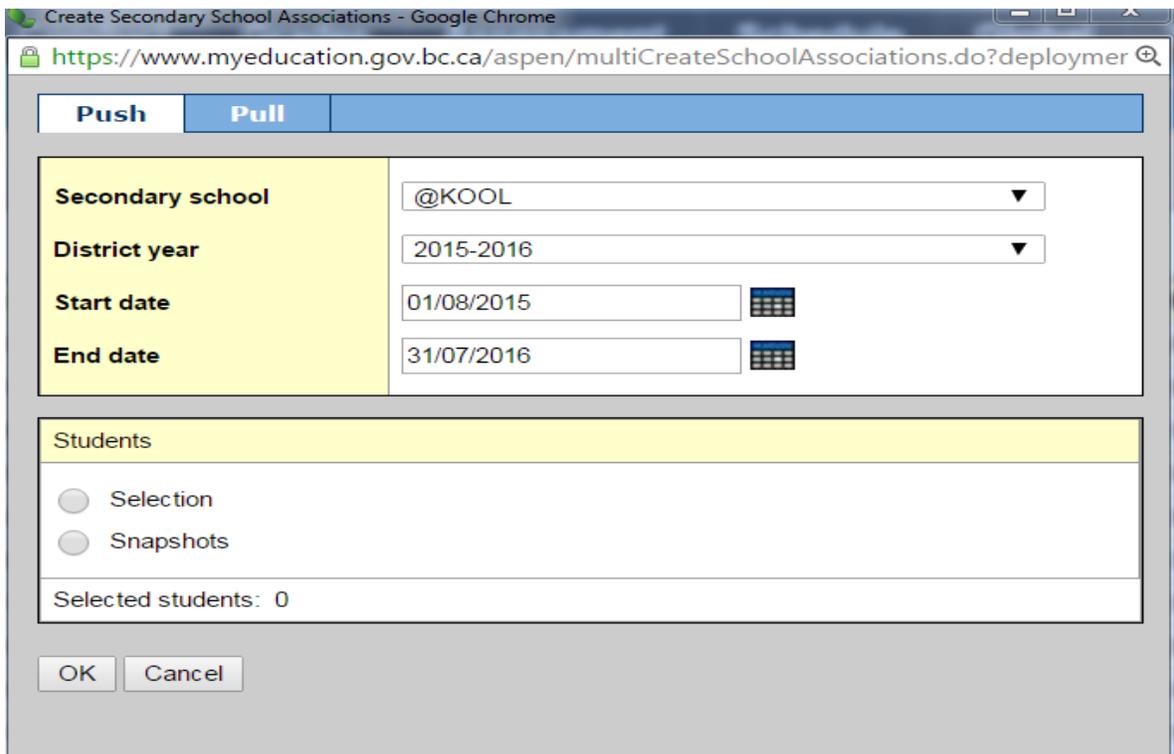
The "PUSH" function is defaulted; you must switch to **"PULL"** to create the SSA.
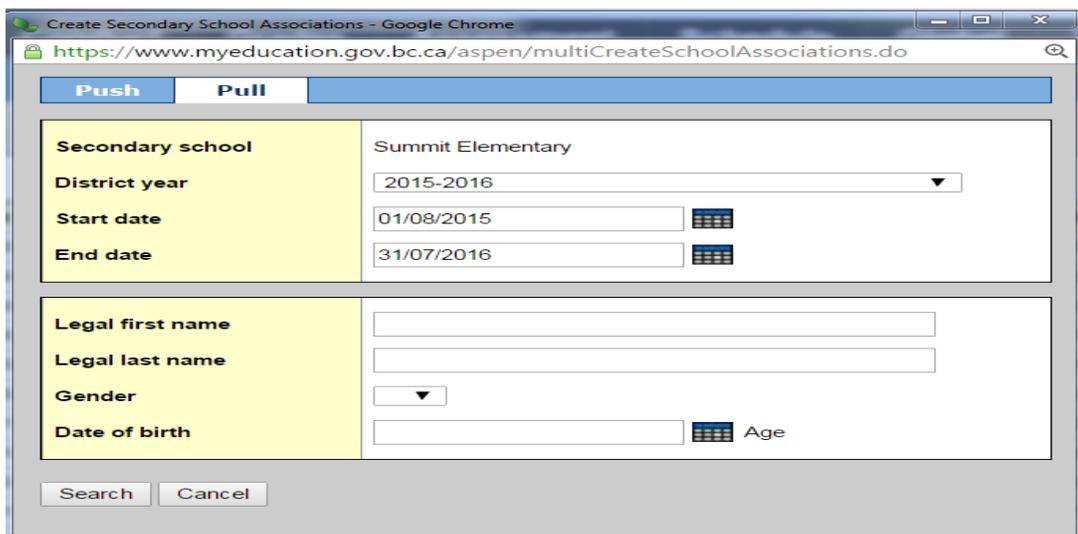
Your school name will automatically pop up in the Secondary School Field. Leave District year as it is this will default to the current school year. Enter the start date and an end date (DL schools leave this field blank). You can enter the end of the current school year (in this example 31/07/2016) or if it is a semestered course you can enter the date the course will complete.

Please complete the rest of this dialogue box as if you were registering a student and running a restrictive query. Click on **"Search."**

This is the screen (below) you will expect to see. It will inform you of a matching student found. You will notice that the enrolment status displays "**Active**" and that the name of the current primary school appears.
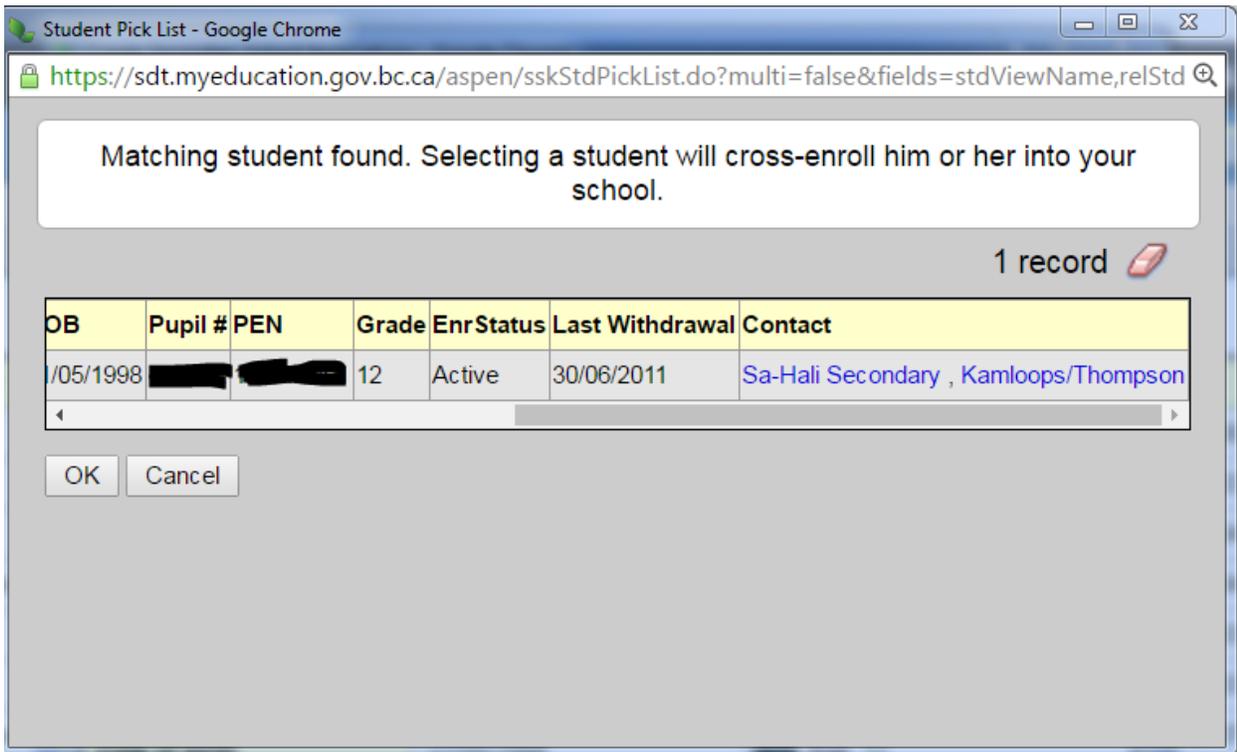
Click OK if this is the student you wish to cross-enroll to your school. Click "Cancel" if this is not the correct student. Check under **Membership side tab>Schools Side-Sub-Tab** to ensure the details of the Secondary School Association are correct. Edit any details through the Blue hyperlinked School Name.