

Enrolling and Withdrawing Students

During the school year, you may need to enroll students who are new to your school, reenroll students who return to your school, or transfer students out of your school. When you enroll or reenroll a student, PowerSchool activates that student's record. When you transfer a student out of school, PowerSchool inactivates that student's record. By default, inactive student records do not appear in searches and lists. Student records are never deleted - only changed to an inactive status.

Enrolling a New Student

When new students arrive at your school, enroll them in PowerSchool. After you enroll a student, enter information about that student on his or her student pages.

1. Choose Special Functions from the main menu.
2. Click Enroll New Student.
3. Use the following diagram to enter information in the fields:

If no State ID is assigned, yet use a 3 digit number
NES Start at 200
NBHS Start at 500
THE STATE ID MUST BE ENTERED ASAP

State ID Must be here

Enter the student's last name, first name, and middle initial.

If you want to manually assign the student number, enter the number. If you want PowerSchool to automatically assign the number, leave this field blank.

Enter the student's Social Security Number (optional).

Enter the student's home phone number.

Enter the date on which the student enrolled at your school. If you enter a future date, PowerSchool automatically activates the student's record on the date you enter.

Choose the student's full-time equivalency from the pop-up menu.

Student's school

| | |
|---------------------------------|--------------------------------|
| Student's Name (Last, first MI) | |
| Student number | (if blank, system will assign) |
| Social Security Number | |
| Phone Number | |
| Enroll date | |
| Full-Time Equivalency | |
| Grade Level | 9 |
| Entry Code | |
| Fee Exemption Status | Student Not Exempted |
| School | Apple Grove High School |

Choose the student's fee exemption status from the pop-up menu.

Choose the appropriate entry code from the pop-up menu.

Enter the student's numerical grade level.

No None kids are exempt - ignore this

4. Click Submit.

To verify that the student does not already exist in the system, PowerSchool searches for any student who matches the new student's last name, phone number, or Social Security Number.

If the system finds a possible match for the new student, the "Check for Duplicate Students" page appears. If you verify that the new student is not a match with any student who appears on this page, click Enroll to continue. Otherwise, click the name of the student who you think is a match and review his or her information. If the system does not find any possible matches, it enrolls the student and displays the student pages on which you can enter the new student's information.

Transferring Students Out

When students leave your school to attend another school in your district, or in another town, state, or country, use the Transfer Out Of School function. You can transfer students out of school individually or as a group.

Transfer an individual student out of school:

1. On the start page, search for and select the student.
2. Click Functions.
3. Click Transfer Out Of School.
4. Enter any comments and the date of transfer, and choose the appropriate exit code.
5. Click Submit.

Note: For accurate attendance data, enter in the “Date of transfer” field the date of the day after the last day the student actually attends classes at your school.

You can also transfer out a group of students. For example, if a family is relocating to another area and has four students currently enrolled at your school, you can search for, select, and transfer them all out of school at the same time.

Transfer out a group of students:

1. On the start page, search for and select the appropriate group of students.
2. Choose Transfer Out Of School from the Functions pop-up menu.
3. Enter any comments and the date of transfer, and choose the appropriate exit code.
4. Select the verification checkbox to confirm that you want to transfer out the selected group of students.
5. Click Submit.

Reenrolling a Student

You can reenroll a student who was previously active in PowerSchool before he or she transferred out of school. When you do so, the system reactivates all of the related student information previously entered. After you reenroll a student, you can update the student's information on his or her student pages.

1. Enter a slash (/) and the student's last name in the Search Students field on the start page.
2. Click Search.
3. If only one student matches your search, the student pages for that student appear. If more than one student matches your search, the Select Students page appears. Click the student's name.
4. Click Functions.
5. Click Re-Enroll In School.
6. Enter the date on which the student is reenrolling. Choose an enrollment code, the student's full-time equivalency, current grade level, track (if applicable), and district of residence from the pop-up menus. Enter any comments (optional).
7. From the "Restore class enrollments?" pop-up menu, choose one of the following options:
Choose Yes if the student is reenrolling at your school during the same schedule term in which he or she transferred out of your school. The system restores the student's class schedule.
Choose No if the student is reenrolling at your school after the schedule term in which he or she transferred out. You can create a new schedule for the student on his or her Modify Schedule page.
8. Click Submit.

The student is reenrolled in your school. His or her records in PowerSchool are now active again. You can update and edit information on the student pages.

Transferring a Student to Another School in Your District

1. Transfer the student out using the Transfer Out Of School function.
2. Click Functions.
3. Click Transfer To Another School.
4. Choose the school to which the student is transferring from the "To which school?" pop-up menu.
5. Click Submit.

The system checks for students who share the student's last name, Social Security number, or home phone number. Any possible matches appear on the "Check for Duplicate Students" page. Verify that the matches are not duplicates of the student you are transferring. If the student you are transferring is not a duplicate, click Transfer. If no possible matches are found, the system automatically transfers the student to the other school.

After the system successfully transfers the student's records, the student is inactive in the school to which you transferred him or her. The new school can now activate the student using the Re-Enroll In School function.

Maintaining Student Schedules

During the school year, it is often necessary to change students' schedules. For example, after the first week of the term, a student realizes that he or she is not ready for AP Calculus and needs to change to the college-preparatory level math course. To make changes to a student's schedule, drop his or her original course and then add the new course.

Dropping Courses

There are two ways to drop courses from a student's schedule. The number of courses the student wants to drop determines the method you use.

If you want to drop all of the student's courses at once, do the following:

1. On the start page, search for and select the student.
2. Click Modify Schedule.
3. Click All at the bottom of the Drop column.
4. Enter the date of the day after the student will finish the courses in the Exit Date field.
5. Click Drop Classes.

If you want to drop one of the student's courses do the following:

1. On the student's Modify Schedule page, click Drop for the course you want to drop.
2. Enter the date of the day after the student will finish the course in the Exit Date field.
3. Click Drop Classes.

Note: For accurate attendance data, enter the date of the day after the student actually attends the courses in the Exit Date field.

Nome Beltz SR High will schedule this way most of the time

Adding Courses

There are several ways to add a course to a student's schedule. The method you use depends on the amount of information you know about the course the student wants to enroll in, as well as your school's registration procedures.

If a student drops a course and needs to schedule another course in the same period, make your selection from a list of courses available in that particular period.

1. On the Modify Schedule page, choose the period you need to enroll the student in a course from the Period pop-up menu near the top of the page.
2. Click Find. The Available Courses page displays.
3. Refine your search for appropriate courses by choosing a period, day, term, grade, teacher, and credit type from the pop-up menus or entering a course number in the Course field in the Filter By area.
4. Enter the correct enrollment date in the "Enroll date" field.
5. Click the course name to enroll the student.

Nome Elementary Enrollment - see notes below

If you know the number of the course the student wants to enroll in, you can enroll him or her on the Modify Schedule page. If you don't know the exact course number, use the wildcard (@) to replace unknown course number information. For example, if all English courses begin with 20, you can enter 20@ to show a list of all English courses and sections.

1. On the Modify Schedule page, enter the course number Course.Section in the Quick Enroll area.
2. Click Enroll. If there are several sections of that course available, the Available Courses page displays.
3. Enter the correct date in the "Enroll date" field.
4. Click the course name to enroll the student.

Note: If you know the course and section number, you can enter this information in the Course.Section field in the Quick Enroll area (format: course.section) and click Enroll. This will enroll the student in the specified course and section automatically; likewise, the student is automatically enrolled when only one section of a course exists.

If a student drops a course and needs to review several replacement course options with you, you can select a course from a list of all courses and sections in your school.

1. On the Modify Schedule page, choose All from the Period pop-up menu.
2. Click Find. The Available Courses page displays a list of all current courses and sections in your school for your reference.
3. Refine your search for appropriate courses by choosing a period, day, term, grade, teacher, and credit type from the pop-up menus or entering a course number in the Course field in the Filter By area.
4. Enter the correct date in the "Enroll date" field.
5. Click the course name to enroll the student.

Nome Elementary will enroll this way. ONLY enroll the student into the READING class of the homeroom teacher - the system has been programed to enroll the student into all the teachers' remaining courses once the student is enrolled in reading.