

## Enrolling and Withdrawing Students

During the school year, we may need to enroll students who are new to our school, reenroll students who return to our school, or transfer students out of our 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. For example I enter a student today but they do not start school until the 20<sup>th</sup> they will not be active until the 20<sup>th</sup>.

**To see inactive students:** at the home page of powerschool at the district level in the student search box type **/last\_name=students last name searching for** and hit **enter**

Search by grade level to see if new student shows up **/grade\_level=4** will show all students including the new students that are in the 4<sup>th</sup> grade.

As you learn different place holders for students you can use the different search strategies for inactive students.

Student records are never deleted - only changed to an inactive status.

### Enrolling a New Student

When new students arrive at Ponca, we need to enroll them in PowerSchool. After enrolling a student, we need to enter information about that student on his or her student pages. Students all must have a number assigned to them for lunch and their ID number. **(To assign a number go to the student search page, for example if this student is a 4<sup>th</sup> grader you would click on the 4<sup>th</sup> grade search scroll to the last student double click to see what their number is.....use the next number to assign to the new student----note the first 2 digits is the year the student graduates. If you get an error message that the number is already in use just use the next available number that is not in use).**

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

The diagram shows the 'Enroll New Student' form with the following fields and annotations:

- Student's Name (Last, First MI):** Enter the student's last name, first name, and middle initial.
- Student Number:** (if blank, system will assign)
- Social Security Number:** Enter the student's Social Security Number (optional).
- Phone Number:** Enter the student's home phone number.
- Enrollment Date:** 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.
- Full Time Equivalency:** Choose the student's full-time equivalency from the pop-up menu.
- Grade Level:** Enter the student's numerical grade level.
- Entry Code:** Choose the appropriate entry code from the pop-up menu.
- Fee Exemption Status:** Choose the student's fee exemption status from the pop-up menu.
- School:** (Dropdown menu with 'Apply Once High School' selected)

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.

- 4 . Click Submit.

### **Transferring Students Out**

When students leave Ponca to attend another school in our 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. To 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 Ponca. 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 Ponca, 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 our District for example Jackson to Ponca elementary.**

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.

### **Add a student to a family already in the system:**

You must be at “district”

1. Find one of the siblings of the student you want to add
2. Enrollment > Functions
3. Click on enroll new student living the same household.

**To change the school district residence of student already in system--:**important area for state reporting

You must be at “district”

1. Find one of the siblings of the student you want to add
2. Enrollment > Transfer Info
3. Click on enrollment date you want to modify the district residence of student