

CATE/Alternative Program Set Up

I. Multi-District CATE/Alt Program

The CATE center or alternative program staff will need to create the master schedule for sections and teachers at the CATE center or alternative program. They will need to provide this master schedule to the home schools in which their students are enrolled to maintain consistent course and section numbering across all elementary, middle, or high schools served through such programs.

A. CATE/Alt Program Fed by One School in a District

PowerScheduler

The schedulers or administrators for the CATE centers or alternative programs provide the master schedule to the schools they serve. Each home school then incorporates the CATE/Alt Program sections into their master schedule. Each home school will follow the same process to schedule students into the classes from the CATE/Alt Program as they do for scheduling students into all other classes.

Live Side Scheduling

The students will be scheduled into their classes using the same process as the home school uses for scheduling students into all other classes.

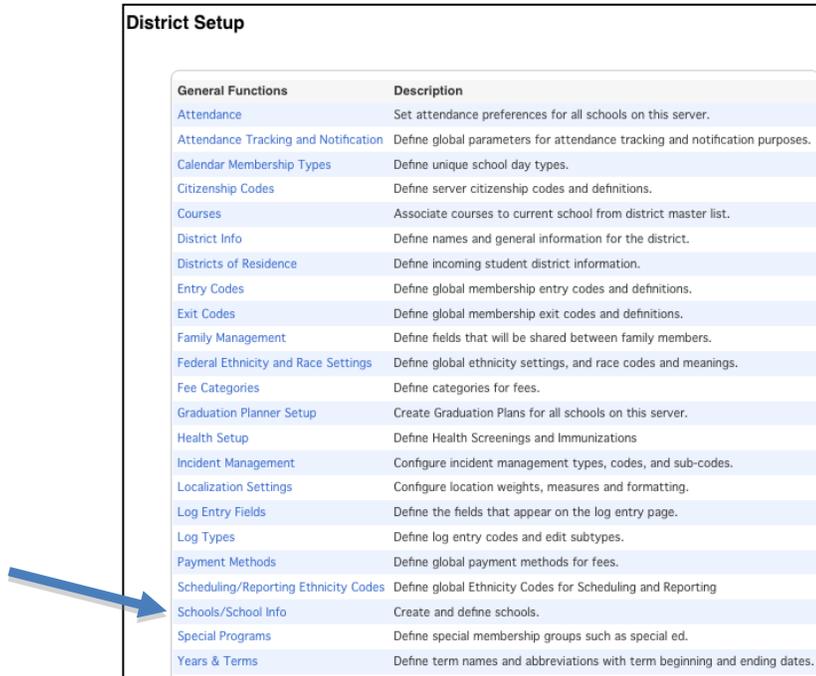
B. CATE/Alt Program Fed by more than One School in a District

Persons scheduling students for courses in their home schools will follow the Single District CATE/Alt Program process (see page 2). This makes it possible for teachers to have only one grade book for all schools in that district.

II. Single District CATE/Alt Program

A. District Set Up

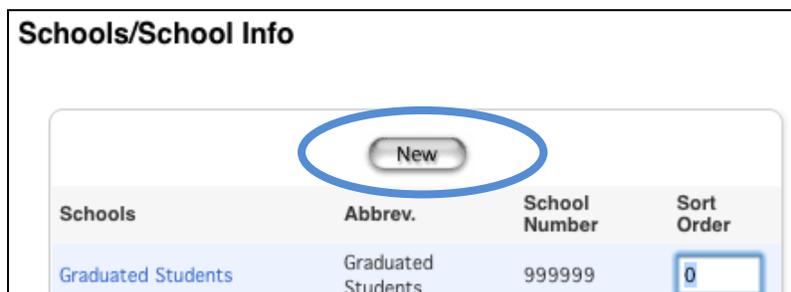
The CATE/Alt Program must be set up as a school in PowerSchool. The PowerSchool coordinators for each district will need to follow these directions for setting up a new school.



District Setup

General Functions	Description
Attendance	Set attendance preferences for all schools on this server.
Attendance Tracking and Notification	Define global parameters for attendance tracking and notification purposes.
Calendar Membership Types	Define unique school day types.
Citizenship Codes	Define server citizenship codes and definitions.
Courses	Associate courses to current school from district master list.
District Info	Define names and general information for the district.
Districts of Residence	Define incoming student district information.
Entry Codes	Define global membership entry codes and definitions.
Exit Codes	Define global membership exit codes and definitions.
Family Management	Define fields that will be shared between family members.
Federal Ethnicity and Race Settings	Define global ethnicity settings, and race codes and meanings.
Fee Categories	Define categories for fees.
Graduation Planner Setup	Create Graduation Plans for all schools on this server.
Health Setup	Define Health Screenings and Immunizations
Incident Management	Configure incident management types, codes, and sub-codes.
Localization Settings	Configure location weights, measures and formatting.
Log Entry Fields	Define the fields that appear on the log entry page.
Log Types	Define log entry codes and edit subtypes.
Payment Methods	Define global payment methods for fees.
Scheduling/Reporting Ethnicity Codes	Define global Ethnicity Codes for Scheduling and Reporting
Schools/School Info	Create and define schools.
Special Programs	Define special membership groups such as special ed.
Years & Terms	Define term names and abbreviations with term beginning and ending dates.

Click on the Schools and School Info Link; then click on the new button at the top of the list of schools.



Schools/School Info

New

Schools	Abbrev.	School Number	Sort Order
Graduated Students	Graduated Students	999999	<input type="text" value="0"/>

Complete the information on the Edit School page. For the School Number, enter the 3-digit School Identifier Number provided by SCDE current year's list of NCES School IDs

(<http://ed.sc.gov/topics/researchandstats/quickfacts/NCESSCSchoolIDs2008-2009.html>). After the newly created page is "submitted", it is necessary to provide access to the school via the security settings.

B. School Set Up

Change the school selection to the CATE/Alt Program. Set up the following information for each school:

- Years and Terms
- Periods
- Days
- Attendance Prefs
- Attendance Code Categories
- Attendance Codes
- Attendance Conversions
- Full-Time Equivalencies
- Bell Schedules
- Calendar Set Up
- Current Grade Display
- Teachers
- Courses – Activate Courses taught at the school
- Sections – Create Sections and Assign Teachers

C. PowerScheduler

Scenario 1

CATE/Alt Program provides the master schedule to each home school that they serve. Each home school incorporates the CATE/Alt Program sections into their master schedule. The home schools follow the same process to schedule students into the classes from the CATE/Alt Program as they do for scheduling students into all other classes.

After the student schedules are committed to the live side of PowerSchool, the scheduler/counselor from the CATE/Alt Program is given access to each home school that it serves.

The “enroll in a class at another school” feature is used to enroll students in the classes that they have been scheduled into at the home school.

After all students are moved from their classes at the home school, the home school schedules of CATE/Alt classes are dropped. The students should be dropped on the same day of enrollment which should be the **first day** of school.

Scenario 2

CATE/Alt Program provides the master schedule to each home school that they serve. Each home school incorporates the CATE/Alt Program sections into their master schedule using the same course and section numbers (note the numbers must be exactly the same). The home schools follow the same process to schedule students into the classes from the CATE/Alt Program as they do for scheduling students into all other classes.

After the students are scheduled into their classes, the Sched_CC and Sched_Sections for the CATE/Alt classes are exported from PowerSchool to Excel. Once they are exported, some manipulation is required in MS Excel to change the School ID in both exports to the School ID of the CATE/Alt Program. Changes must also be made to expressions if the period and day structure at both schools is not identical.

After those changes are made and verified for accuracy, the modified records may be imported into PowerSchool’s section and CC tables. After the import is verified, drop the student schedules at the home school. Also, delete the dropped student enrollments at the home school prior to deleting the sections.

Scenario 3

The home school includes a class in the master schedule for the periods when the student will be enrolled in the

CATE/ALT Program. CATE/Alt Program Students are scheduled into the class in either the AM or PM. The scheduling process is completed in PowerSchool to schedule students into all their classes.

After classes are committed to the live side of PowerSchool, utilize the "schedule in a class at another school" process to schedule students. It is up to the district whether they chose to keep the "placeholder" class at the home school.

D. Live Side Scheduling

Enroll a Student in Classes at Another School

PowerSchool allows students take classes at a school other than the school where they are enrolled. For example, a student in 8th grade at the middle school may want to take an Algebra class at the high school.

To enroll a student into a class at another school:

1. Select a student
2. Navigate to the Functions student screen.
3. Click "Enroll Student in a Class at Another School."

The screenshot shows a web browser window with the following content:

- Breadcrumb: [Start Page](#) > [Student Selection](#) > [Functions](#) > [Enroll Student in a Class at Another School](#)
- Page Title: **Enroll Student in a Class at Another School** (with icons for a medical symbol, scales, and a warning triangle)
- Student Information: Adair, Brandon William 12 840001095 AGHS1
- Form Fields:
 - Student: Adair, Brandon William
 - School where class is held: Cherry Hill Middle School (dropdown menu)
 - Course.Section: MAT100.1 (text input field)
 - Enrollment date: 10/7/2008 (text input field)
- Submit Button: Submit

III. Locating CATE Students

Students are not "searchable" via the Start Page in the "second" school, or School B however; student screens may be accessed by clicking on the appropriate class roster. Other methods of finding students are explained in the "Using Search Codes to Locate Students" section of this document.

In School A, the student's enrollment in School B's courses can be viewed on the Quick Look-up Screen as well as the schedule screen.

A. Using Search Codes to Locate Students

Secondary Student Searches

Secondary student searches are utilized by the CATE/ALT School to find students taking classes but not enrolled in the CATE school.

*secondarystudents=all

Provides a list of students in all grades who are taking classes in the current school, but not enrolled in the current school.

*secondarystudents=

Provides a list of students in all grades who are taking classes in the current school, but not enrolled in the current school.

*secondarystudents=5

Provides a list of students in grade 5 who are taking classes in the current school, but not enrolled in the current school.

All Student Searches

All student searches are utilized by a school that wants to find all students taking classes at the school, whether they are enrolled in the school or not.

*allstudents=all

Provides a list of students in all grades who are taking classes in the current school, including those students enrolled in the current school.

*allstudents=

Provides a list of students in all grades who are taking classes in the current school, including those students enrolled in the current school.

*allstudents=5

Provides a list of students in grade 5 who are taking classes in the current school, including those students enrolled in the current school.

Once the students are a part of a selection, group functions may be used.

IV. Section Set Up

All sections taught at a Career center must be set up following the procedures indicated below.

Single District and Multi-District Centers must also code their sections as follows:

- Ensure that all sections of each particular CATE course taught at the career center have the first four digits of the career center ID entered in the **District Where Taught** and the last three digits of the career center ID entered in the **School Where Taught** field.
- Accurate SIDN numbers will allow the career center to be identified as teaching the particular course(s). The seven-digit SIDN (school identification number) is sometimes referred to as the BEDS code.
- Ignore the "leave the cell blank" part of the screen instructions. This page is a "default" or base PowerSchool page and the "Otherwise, Leave Blank" instructions do not apply to South Carolina. For every section set up, follow the

instructions above, entering both the 4-digit District ID and the 3-digit School ID.

District Where Taught (Enter District ID If Taught At Different District. Otherwise, Leave Blank.)	0
School Where Taught (Enter School ID If Taught At Different School. Otherwise, Leave Blank.)	0

V. Storing Grades for Students Enrolled at Another School

PowerSchool allows administrators to store grades for all students at the current school including grades for classes taken at another school. When storing grades, simply select the option to "Store grades for classes enrolled at "All schools."

Options for classes enrolled at other schools

Store grades for classes enrolled at

Record the school name of

Another important decision involves determining which school will be recorded on the student's historical grades. Choose "This school" to record the name of the home school. Choose "The other school" to record the name of the CATE/Alt School.

Record the school name of

VI. Entering Attendance for Students Enrolled at Another School

When a student is enrolled in a class at another school, attendance for that class may only be entered by the teacher or an administrator at the school offering that class. For example, if a middle school student is taking a high school class, attendance

must be entered by a high school administrator or the teacher assigned to the class. The following instructions describe how an administrator at the high school can enter attendance for the middle school student.

At the high school, click on Teacher Schedules from the Start Page.

1. Click the name of the teacher.
2. Click the number of students next to a section.
3. Click the name of the middle school student for which attendance must be entered.
4. Enter or modify attendance on the Attendance student screen.

VII. Reporting Attendance for Students Enrolled at Another School

When a student is enrolled in a class at another school, the attendance associated with that class is stored with the schoolid **where the class is taught**. The built-in attendance reports (ADA/ADM) and the SC06 will only report back the attendance if the period, day, and calendar structure is identical between the schools.

If the structure is not identical, the students attending an alternate school will need one period at the home school where they can be marked absent if they are absent all day so that those reports will provide accurate information. The daily attendance bridge does not work across schools. The attendance information is stored with the storing grade process so that it can be printed on report cards. The quick lookup screen details attendance for all classes.