

**Revised 10/12/2009 to correct invalid information about the Student SSN field (page 2).**

## **FAQs for SC PowerSchool**

### **Issue:**

- ✓ Where do I go for “how to notes” when I need to enroll a student into my school?
- ✓ How do I enroll a new student in PowerSchool?
- ✓ How do I transfer a student from one school to another in my district BEFORE the new year begins?
- ✓ When I run the Enrollment Summary, I get “No students meeting specified criteria”; how can I get an accurate count for active, preregistered, etc. students?
- ✓ How do I transfer a student from one school to another within the district AFTER the new school year begins?
- ✓ How do I transfer a group of students?
- ✓ How can I inactivate without deleting the student?
- ✓ How does SCDE define a “No-Show” student?
- ✓ How does one code a “no-show” in PowerSchool?
- ✓ How do teachers/school attendance clerks indicate a student did not attend school on the first day of the new year?
- ✓ What happens if the school enters an exit date one to several days after the first day of school with an exit code of NS?
- ✓ In the case of a student who has an NS code for school A and shows up several days later at school B, what is the procedure?
- ✓ What if the student has been enrolled at School A but did not show up on the first day of the new school year; however, this student appears at School B ten days later?
- ✓ How are SASI converted students coded in PowerSchool for 2009-2010?
- ✓ What is meant by the term Pending Status?
- ✓ How does one search for and find students whose status is pending?

### **Solution:**

#### **Enrollment**

**Where do I go for “how to notes” when I need to enroll a student into my school?**

Use your subscription to “Mastery in Minutes” to review Enrollment Procedures:

- Enrolling a New Student
- Enter Students in Activities
- Re-enrolling a Student in the Same School (within a district)
- Relate One Student to Another
- Transferring From One School to Another

You can also scan your Quick Reference Cards provided during your training sessions and/or access PowerSource to research specific issues. Contact your district’s technical contact for PowerSource/PowerSchool if you cannot access Mastery in Minutes on Pearson’s PowerSource web site.

### **How do I enroll a new student in PowerSchool?**

To enroll a new student who has never attended a school in your district, follow procedures using your Mastery in Minutes audio/video clips.

Enrollment code choices in SC:

- E –student is eligible for state funding.
- EEI – student is not eligible for state fundng.

**REVISED - SSN:** SSN is **NOT** required for the assignment of the student’s StateID (SUNS number). If it is available, the SSN is very helpful in the matching process in SUNS. If any data is entered in the SSN field in PowerSchool, it must be in the valid range of numbers that the Social Security Administration assigns in order for the student to be processed and receive a StateID. Again, a student’s Social Security number is not required for enrollment in school or for assigning a StateID.

Enrollment Date: This should be the student’s first day at school for the new school year. Be careful when entering this date during a summer registration prior to the first day your school begins; the default is the current date on which you are entering student information.

FTE: Default is set to blank; for students who are coded with an E, you should select “full-time” from the dropdown list. If you do not indicate FTE prior to clicking on the submit button, you will have to re-enter your data on this page. PowerSchool needs this field for membership and attendance reporting.

### **Transfer**

## **How do I transfer a student from one school to another in my district BEFORE the new year begins?**

The process for transferring a student from one school to another includes three major steps:

- Transfer the student out of one school.
- Transfer the student to another school.
- Enroll the student as an active student at the new school.

### **To transfer a student out of school:**

1. At School A select the currently enrolled student.
2. Navigate to the Functions student screen.
3. Click Transfer Out of School.
4. Enter the appropriate transfer information including the Exit Date (the actual date of the withdrawal), Transfer Comments, and Exit Code.
5. Click the Submit button.
6. Verify that the student was transferred out of school.
7. Navigate to the Functions student screen.
8. Click Transfer to Another School.
9. Select a destination school from the drop-down menu.
10. Click Submit. The student will be moved to the destination school but will not yet be active.
11. Switch to the destination school.
12. Select the student that has just been transferred over.
13. **Note:** The student will not show up in a regular search. Be sure to precede your search string with the / (slash) character to include inactive students in your search.
14. Navigate to the Functions student screen.
15. Click Re-Enroll in School.
16. Enter the appropriate enrollment information such as the Entry Date, Entry Code, Entry Comment, Full Time Equivalency, and Grade Level.
17. Click Submit.
18. Verify that the student is now an active student at the new school.

**VERY IMPORTANT NOTE:** Now that the student is re-enrolled in his/her school for the upcoming year, the registrar/attendance clerk will need to change the exit date in the previous school to the first date in the new school year for the previous school. The entry and exit date for the enrollment entry at the first school must be the same date. The registrar at his/her previous school cannot edit this date; the date must be edited by the

registrar at the student's current school after the first date for the new school year. *You should communicate closely any edits for the student's record with the previous school's registrar to ensure data accuracy.*

**When I run the Enrollment Summary, I get "No students meeting specified criteria"; how can I get an accurate count for active, preregistered, etc. students?**

When running the Enrollment Summary report, you may see the following error: "No students found that match the specified criteria."

This error occurs when you run the report for a date outside of the school year. In particular, you may often encounter this message during summer breaks when you run reports. When you run this report from the Start Page, the summary is calculated for the current date.

Instead of initiating the Enrollment Summary from the Start Page, try running the Enrollment Summary by Date report located at Start Page > Reports > Run Reports > Enrollment Summary By Date. PowerSchool will allow you to specify a date for this report.

**How do I transfer a student from one school to another within the district AFTER the new school year begins?**

1. On the Start Page, search for the student that needs to be transferred.
2. Once the student is selected, click on the Functions link on the left frame of the students screen menu.
3. Select Transfer Out Of School from the Functions page.
4. The Transfer Student Out screen appears.
5. Transfer comment: Enter optional information for which the school wants to keep track.
6. Enter a transfer date: The transfer date should be the day AFTER the student's last day of class attendance.
7. Select an Exit Code.
8. Determine whether to check the box to maintain scheduling setup for the student.

After this process, the student will no longer appear as active in the previous school's database and will be automatically dropped from the teacher's roster.

School A must also do the transfer to another school step and then school B must do the search and re-enroll step. Follow steps 6-18 above, "To transfer a student out of school" section.

### **How do I transfer a group of students?**

To transfer an entire group of students out of school at once (i.e., a family with several members is moving), follow the steps below:

1. On the Start Page, search for the appropriate group of students that need to be transferred.
2. Once the students are selected, choose the Transfer Out of School function from the Functions drop-down menu.
3. The Transfer Out Of School screen appears.
4. Verify that the correct number of students is selected in the message: "Who will be transferred out."
5. Transfer comment: Enter optional information on which the school wants to keep track.
6. Enter a transfer date: The transfer date should be the day AFTER the students' last day of class attendance.
7. Select an exit code.
8. Select an automatic transfer option, if appropriate.
9. Determine whether to check the box to maintain scheduling setup for the student.
10. When you have confirmed that this information is correct, check the verification checkbox to confirm that you want to transfer out that group of selected students.
11. Click the Submit button.

After transferring the group of students out of school, School A must also transfer the group to another school (School B) if these students will attend a school in the same district. Then the administrator at the new school can log in and re-enroll the students to complete the process. Refer to Knowledgebase Article 6207 in PowerSource for more information.

### **How can I inactivate without deleting the student?** (Remove A Preregistered Student)

When deleting the student is not an option, follow these steps:

- Transfer the student out with an exit date the same day as the student's entry date. This will prevent the student from counting towards any attendance and membership values.
- Mark the student to be excluded from state reporting.

- Assign the appropriate exit code of NS to indicate that the student is a "no-show" or a canceled enrollment.
- Provide any notes that would further clarify the status for this student's record.

### **How does SCDE define a "No-Show" student?**

A "no-show" student is one who does not show up on the first day of the new school year as expected; that is, the student does not show up on the first day at the school in which he was enrolled and scheduled for classes. The proper code is NS and the exit date is the first day of the new school year for that school. **The student must be no-showed before the end of the first day of school.**

### **How does one code a "no-show" in PowerSchool?**

The way to designate "no-show" students in PowerSchool is to assign the code NS and to enter the student's exit date equal to the entry date. PowerSchool will denote that student as never having been there. You do not want to have an exit date prior to the student's entry date as this could cause membership totals to be incorrect.

### **How do teachers/school attendance clerks indicate a student did not attend school on the first day of the new year?**

The teachers will mark absent any student who does not show up on the first day of the new school year; the attendance clerks will then no-show the students who are marked absent by the teachers.

IMPORTANT NOTE: If a student does not show on the first day of school, the student must be given a code of NS and assigned an exit date the same as the first day of school.

### **What happens if the school enters an exit date one to several days after the first day of school with an exit code of NS?**

The school registrar/attendance clerk changes the exit date to be the first day of school. This is required for finance; the student cannot generate money if he/she has never shown up. This must be corrected by the 45th day.

**In the case of a student who has an NS code for school A and shows up several days later at school B, what is the procedure?**

School A transfers out the student and then transfers the student to School B. The withdrawal date is the first day of school for School A. School B will then need to re-enroll the student with the current entry date—the day the student arrives at School B.

**What if the student has been enrolled at School A but did not show up on the first day of the new school year; however, this student appears at School B ten days later?**

If the student has been enrolled at School A but did not attend on the first day, School A should have marked that student as a “no show” on the first day of the new school year. If the student appeared at School B ten or more days later, School B would contact School A’s registrar so this student can be transferred out and transferred to School B. The registrar at School B can then enroll the student with the actual day of enrollment. A conscientious registrar would send a note to the previous school providing the student’s current status.

**How are SASI converted students coded in PowerSchool for 2009-2010?**

Converted students are not preregistered right now even though school has not started (prior to August beginning dates). They are active. This is intentional.

When you do “end of year” rollover, the students you roll over will have an active enroll status even though school has not started.

When you preregister students in the spring of 2009-2010 for the 2010-2011 school year, you select 2010-2011 school year in PS and then enroll them. They will have an enroll status of preregistered. When the “end of year” roll over is done, their enroll status is set to active even though the first day of school has not yet arrived.

Any students you enroll for the first day of school after new year roll over has been done and prior to the first day of school will have an enroll status of preregistered.

**What is meant by the term Pending Status?**

If you enter an exit date that is a date in the future, the transferred student's records will go into a pending status until the effective date of the transfer is reached. The student remains active, and is not readily identifiable in PowerSchool, as the exit date does not change until the transfer is completed.

### How does one search for and find students whose status is pending?

Search using the following Student field: *Enrollment\_Transfer\_Date\_Pend*

This field will have a default value of 0/0/0 for most students, and the value will not change unless there is a pending transfer for the student. Once a transfer with a future date has been submitted, the effective date of the transfer is populated into this field and the value then becomes searchable.

#### Search examples:

Enrollment\_Transfer\_Date\_Pend#0/0/0

**Note:** This search will return a list of all student for whom this field contains any value other than 0/0/0 - use this search to find multiple students with varying transfer dates that are pending.

Enrollment\_Transfer\_Date\_Pend={insert date here}

**Note:** Use this search if you know the date that the transfer is set for, such as the first day of school

**Example:** Enrollment\_Transfer\_Date\_Pend=8/14/2009

#### Some summary notes...

1. Use the first day of school as the No Show exit date if school has already started.
2. When you transfer out a student who is not a No Show, the exit date should ALWAYS be the day after the student's last day of attendance/enrollment.
3. After the school year starts, if any exit dates are outside the school year, review each student individually to ensure that using the first day of school as the exit date is appropriate.