

## PowerSchool Process for Dealing with PreK3 Students

**Issue:** While PowerSchool allows a school setup to include a grade level of PK3 (stored as "-2") for 3 year old prekindergarten students, the South Carolina EFA and EIA state reporting is **not** structured to accommodate students in grade level PK3. This document provides key instructions necessary for the removal of grade level PK3 in your schools with a relevant time frame for each area of instruction.

### Solution:

1. **How to find students currently marked as grade level PK3 ("-2") and change them to grade level PK4 ("-1"). This item should be completed as soon as possible.**
  - a. From the Powerschool Start Page, select all active and inactive students in grade "-2" using the search string /grade\_level=-2.
  - b. Change the current grade level of each of the selected students to "-1" by going to the Transfer Info page under the Enrollments area on the left. Change the grade level on the **current** enrollment record by selecting grade PK4 in the grade drop down list and clicking Submit.
  - c. Review the **Previous Enrollments** on the Transfer Info page for any records that are for the **current** school year. This would apply to students who have transferred to the selected school from another school in the district during the current school year. Change the grade level on each of the desired records to "-1" and click Submit.

Once steps a, b, and c, are completed for all affected students, the grade range for the school must be changed. For each **school** with grade PK3 ("-2"), change the low end of the grade range for the school from -2 to -1. You must be logged into the District Office to do this via District > Schools/School Info > select the desired school.

2. **How to handle 3 year old prekindergarten students that need to remain in grade level PK4 ("-1") for the following school year. This item should be completed prior to performing the End of Year process.**

For students set to Grade Level PK4 ("-1") that are 3 year old prekindergarten students and will stay in Grade Level PK4 for a second year as a 4 year old prekindergarten student, select the student and navigate to the **Scheduling Setup** page. This is the LAST link on the left in the student area of PowerSchool. On this page, set the student's Next Year Grade to "-1".

### Scheduling Setup

Required Settings	
Next Year Grade	<input type="text" value="0"/>
Priority	<input type="text" value="0"/>

### 3. How to flag 3 year old prekindergarten students that need to remain in grade level PK4 ("-1") for the following school year. This item is optional and may be done at any time.

Though your district may only have a few of the 3 year old prekindergarten students each year, using a custom field will aid in easily identifying and selecting these students. You may create a new custom field or consider using one of the 75 fields on the SC District Items page. Using a checkbox for the custom field is an easy way to track which kids need to remain at grade level PK4 ("-1") for the following school year. This will be helpful in the event your scheduling staff think they are cleaning up "bad data" and accidentally change the Next Year Grade of one of these students back to "0" (Kindergarten).

For example, if your custom field is called "PK3" and if it is a checkbox field, you could even instruct your scheduling staff to verify these students before the scheduling season and/or notify any particular office staff before the End of Year Process was performed.

A search could be executed from the Start Page, as follows:

```
grade_level=-1;PK3#
(Grade Level is equal to "-1" AND the PK3 field is NOT blank)
```

This search works like this because, in the database, a "checked" checkbox is NOT blank.

A solution like this would allow quick checking of these 3 year old prekindergarten students and their Next Year Grade.

What about the students who were at one time in grade level PK4 ("-1") and the custom field checkbox for PK3 was never unchecked even three years down the road? Because it is a custom field, the checkbox does not harm anything. The clean up process, however, is easy once you locate the students via a search from the Start Page.

```
grade_level#-1;PK3#
(Grade Level is NOT "-1" AND the PK3 field is NOT blank)
```

**4. How to edit the Exit Code, Exit Comment, and Entry Comment of a 3 year old prekindergarten student that must stay grade level PK4 ("-1") for 4 year old prekindergarten though the student is not truly held back at the end of the school year. This item should be completed just after the End of Year process while logged in to the new school year.**

As described in item 2 in this document, 3 year old prekindergarten students that will remain in Grade Level PK4 ("-1") for an additional school year need to have their *Next Year Grade* set to "-1". This will cause the End of Year Process to flag these as "Retained" at the end of the school year. The following screen shot is from the End of Year Process where exit codes, entry codes, and exit comments are set for the End of Year Process.

Type of student	Exit Code for Current Enrollment	Entry Code for New Enrollment	Exit Comment
Graduating	<input type="text"/>	N/A	Graduated
Promoted to next school	<input type="text"/>	<input type="text"/>	Promoted Next School
Promoted within same school	<input type="text"/>	<input type="text"/>	Promote Same School
Retained	<input type="text"/>	<input type="text"/>	Retained
Demoted	<input type="text"/>	<input type="text"/>	Demoted

While the exit code of "R(etained)" for a 3 year old prekindergarten student who is really being promoted to 4 year old kindergarten is undesirable and this part of the end of year process is unavoidable, there are steps that should be taken to rectify the problem by modifying the exit information **after** the End of Year process is complete.

- a. With the student selected, navigate to the Transfer Info page in the Enrollment links in the student area of PowerSchool.

**Transfer Information**

Current Enrollment					
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School
8/21/2009	6/12/2010	-1			<b>School Name</b>

- b. In the Current Enrollment list, click the entry date of the enrollment record that needs the entry comment changed from "R(etained)" to "P(romoted)". **This would be the student's current enrollment record for the new school year.** Click Submit to save the change.

**Edit Current Enrollment**

<b>Entry Date</b>	<input type="text" value="8/18/2009"/>
<b>Entry Code</b>	<input type="text" value="E (Eligible for State Funding)"/>
<b>Entry Comment (entry &amp; exit)</b>	<input type="text"/>
<b>Exit Date</b>	<input type="text" value="6/4/2010"/>
<b>Exit Code</b>	<input type="text"/>
<b>Exit Comment</b>	<input type="text"/>

- c. In the Previous Enrollments list, click the entry date of the enrollment record that needs the exit code changed from "R(etained)" to "P(romoted)". This would be the student's enrollment record for the school year that just ended. Change the exit code from "R(etained)" to "P(romoted)".
- d. On this same record for the school year that just ended, change the Exit Comment to "Promoted" or a similar comment as desired. Click Submit to save the changes.
- e. Repeat this process for each 3 year old prekindergarten student that will be a 4 year old prekindergarten student in the new school year.