



## CODING STUDENT VIRTUAL/REMOTE LEARNING PARTICIPATION IN POWERSCHOOL

### STATE BOARD APPROVED VIRTUAL PROGRAMS

Full-time virtual learning participation in State Board approved programs must be coded in PowerSchool on the Special Programs page. Such programs are a replacement for face-to-face instruction that would have otherwise be delivered at a school facility. These programs are full-time and meet the full requirements of state-defined programs for the student's grade level as outlined in [DEFINED PROGRAM GRADES K-5](#), [DEFINED PROGRAM GRADES 6-8](#) or [DEFINED PROGRAM, GRADES 9-12 AND GRADUATION REQUIREMENTS](#). This code should not be used for students participating in any face-to-face activities or receiving instruction on school premises. These programs represent a long-term instructional choice, not temporary changes in instructional mode due to illness or a community illness prevention technique. Students for whom this code is used count toward the five-percent threshold outlined in proviso 1.103 (SDE: Public School Virtual Program Funding).

Students who are enrolled full-time in State Board approved virtual programs must be assigned the following Special Programs code below:

SBAVRL

### TEMPORARY VIRTUAL INSTRUCTION

Students participating in temporary and previously un-planned virtual learning for a designated period of time must be assigned the following Special Programs code with appropriate start and stop dates:

TMPVIR

Important: Students receiving temporary virtual instruction must be coded as TMPVIR in order to not count toward the five-percent threshold outlined in proviso 1.103 (SDE: Public School Virtual Program Funding).

### ADDING SPECIAL PROGRAMS CODES

- A. On the Start Page, under Functions, select **Special Programs**.
- B. On the Special Programs page, click the blue **New** button.
- C. On the Special Program Information page that appears, in the field labeled "Program name (no commas)," type the appropriate code values exactly as they appear in this document.
- D. **Check** the box next to the field labeled "Include in Quick Lookup."
- E. Click the blue **Submit** button.
- F. Repeat steps B through E to add each code.



## CODING STUDENT VIRTUAL/REMOTE LEARNING PARTICIPATION IN POWERSCHOOL

### ENTERING SPECIAL PROGRAMS CODES

- A. On the Start Page, select a student.
- B. Under Enrollment, select **Special Programs**.
- C. On the Special Programs page that appears for the student, click the blue **New** button.
- D. You may enter a comment or leave the field labeled "Comment" blank.
- E. Select the Entry Date that represents the date that the student began being served in the Learning Modality.
- F. Leave the Exit Date and Exit Reason blank.
- G. In the field labeled "Program," select the appropriate code value.
- H. Click the blue **Submit** button.
- I. Note that the Program Name will appear on the Special Programs page for the student with the student's program Entry Date. The Exit Date will be 0/0/0 and will not be specified until after program completion date. The Grade Level will be prepopulated.

### ENTERING THE EXIT DATE FOR SPECIAL PROGRAMS CODES

Entry of the Exit Date must take place on or after the final date of the student's participation in the program; Exit Date may not be entered in advance.

- A. On the Start Page, select a student.
- B. Under Enrollment, select **Special Programs**.
- C. Click the Entry Date next to the Program Name representing the student's Learning Modality.
- D. Select the Exit Date that represents the date on which the student will no longer be assigned this Learning Modality.

### MASS POPULATING SPECIAL PROGRAM ENROLLMENTS

See PowerSource article 6020 – Importing/Mass Populating Special Program Enrollments.



## **CODING STUDENT VIRTUAL/REMOTE LEARNING PARTICIPATION IN POWERSCHOOL**

### **MASS EXITING STUDENTS FROM SPECIAL PROGRAMS BEFORE THE END-OF-YEAR PROCESS**

Use Special Functions>Group Functions or DDE to exit a group of students or all students actively enrolled in special programs before running the EOY process. For procedural information, see PowerSource article Special Program Enrollments.