

Enrolling and Transferring Students Quick Reference Card

Enrolling and Transferring Students

To ensure that enrollment numbers are accurate, learn how to properly enroll, transfer, and pre-register students in PowerSchool.

Enroll a New Student

Use the Enroll New Student link to enroll students who are new to the district. Students who have attended another school in the district are already in the database and are not considered new.

1. From the Start Page, click **Enroll New Student**
2. Enter the student's last name, first name, and middle initial
3. In the Enrollment date field, enter the date the student will start school

The enrollment date defaults to the current date, but it is rarely the first day the student will attend classes. Never enter a date prior to the first day of the school year.

4. Select a full-time equivalency
5. Complete all fields required by the school
6. If the student has no siblings in the district, select **Enroll without Linking or Copying Information**
7. Click **Submit**

PowerSchool will check for duplicate student records using the last name, Social Security number, and home phone number.

Once the student is enrolled, enter important information into PowerSchool.

1. Click **Demographics**
2. Enter demographic information as required by the school and click **Submit**
3. Click **Emergency/Medical**
4. Enter all emergency and medical contact information and click **Submit**
5. Click **Scheduling Setup**
6. Enter the student's next year grade, year of graduation, and next school indicator

Enroll Another Student in the Same Household

Enroll a student who has family members who are already enrolled in the district by searching for the enrolled family members.

1. On the Start Page, click **Enroll New Student**
2. Enter the student's last name, first name, and middle initial
3. In the Enrollment date field, enter the date the student will start school

The enrollment date defaults to the current date, but it is rarely the first day the student will attend classes. Never enter a date prior to the first day of the school year.

4. Select a full-time equivalency
5. Complete all fields required by the school
6. Select **Search For Family Members to Link to and Copy Information from**
7. Click **Submit**

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8. If the student is not on the "Check for Duplicate Students" page, click **Enroll**
9. Select **Copy** and **Related** when you find the matching sibling
10. Click **Submit**

PowerSchool copies the designated demographic information from the sibling's record to the new student's record. Complete additional student information, such as the fields on the Schedule Setup page.

Another Way to Enroll

Here is another way to enroll more than one new student in a family when you have one student enrolled already.

1. Navigate to the enrolled sibling's student pages
2. Under Enrollment, click **Functions**
3. Click **Enroll New Student Living in the Same Household**
4. Complete all fields required by the school and click **Submit > Enroll**

The street address and phone number will be copied to the new student's record.

Address Validation

To verify that the student's home address is a valid residence and falls within school's boundaries, use the address validation function. You'll find address validation at the bottom of the Enroll New Student page, on the student's Addresses page, and on the student's Demographics page.

Once you've entered the student's home address on one of those pages:

1. Click **Validate**

2. When Google Maps appears, select the appropriate school from the View Boundary menu
3. Make sure the student marker identifying the location of the student's address falls inside the school's boundaries
4. If the address falls within school boundaries, click **Accept** in the Student Info pane

Accepting the address puts the geocode, or a statement of latitude and longitude for the student's address, on his or her student pages.

5. Click **Submit** to record the validated address

Transfer a Student

When students leave the school, use the "Transfer Out Of School" function. The transfer function does not delete student records from PowerSchool. It deactivates the records, but leaves staff at the current school with access to all of a student's information and grades.

1. Search for a student
2. Under Enrollment, click **Functions**
3. Click **Transfer Out Of School**
4. Enter a transfer comment
5. Enter the date of transfer (the day after the last day that the student attended school)
6. Select the proper exit code
7. Click **Submit**

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Transfer a Student to Another School in the Same District

For a student to attend a different school within the same school district, you must first transfer the student from the previous school to the new school. Once you've transferred the student out of the previous school:

1. Search for the inactive student, including a slash (/) in front of the student's name
2. Click **Functions**
3. Click **Transfer To Another School**
4. Choose a school within the district and click **Submit**

Students who do not transfer to another school within the same district as their previous school remain associated to the last school they attended.

Re-enroll a Student

When a student transfers out of a school but chooses to return, or when another school administrator in your district transfers a student to your school, enroll the student using the Re-Enroll In School function. Do not create a new record for a student who has been enrolled at any time in your district or the student will have a duplicate record.

1. Search for the inactive student, including a slash (/) in front of the student's name
2. Click **Functions**
3. Click **Re-Enroll In School**
4. Complete all the fields
5. Click **Submit**

Pre-register a Student

In most schools, it's fairly common to pre-register incoming kindergartners or new students for the next school year.

Keep in mind that the next year must be set up on the "Years and Terms" page or you will not be able to pre-enroll students for the upcoming year.

Preregister a new student at the school he or she will be attending.

1. On the Start Page, change the term to the next academic year
2. Click **Enroll New Student**
3. Complete the Enroll New Student page
4. Enter the first day of the next academic year for the new student's enrollment date

Note: By default, the system will use the current date as the enrollment date. It is essential that you modify the date to the first day of the next school year.

5. Click **Submit > Enroll**

A new student record with an enroll status of -1 (Pre-Registered) is created. Once the nightly process runs, the pending student enrollment is active on the date that you entered as the enrollment date.