

Enrolling a Student

Very Important: Check **EIS** before you enroll a student in PowerSchool!

Case I: Enrolling a Student from Outside of Shelby County Schools

1. On the Term tab, make sure you are in the current year.

School: Tara Oaks Elementary

Term: 07-08 Year ← Check for current year.

2. From the PowerSchool **Start Page** under the **Functions** heading choose **Special Functions**.



2. On the **Special Functions** page, choose **Enroll New Student**.

Click **Enroll New Student**.

A screenshot of the Special Functions page showing a table with two columns: Function and Description. An arrow points from the text 'Click Enroll New Student.' to the 'Enroll New Student' row in the table.

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Current Users	Shows the names of those currently logged on to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Importing & Exporting	Transfers data into and out of PowerSchool.
Interfaces to other systems	Links to other systems which can be used with PowerSchool.
Search By GPA	Searches students by GPA.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.
Search Log Entries	Searches student log entries.
Special Program Enrollment	Display and select students currently enrolled in special programs.

3. Fill in the information for the student.

A.	Student's Name (Last, First MI)	<input type="text"/>	<input type="text"/>	<input type="text"/>
B.	Student number	<input type="text"/>	The Student Number should be the same as SSN or the District assigned PIN.	
C.	Social Security Number	<input type="text"/>		
D.	Phone Number	<input type="text"/>		
E.	Enrollment date	<input type="text" value="9/5/2006"/>		
F.	Entry Code	<input type="text"/>		
G.	Full-Time Equivalency	<input type="text"/>		
H.	Grade Level	<input type="text" value="PK4"/>		
I.	Track	<input type="text"/>		
J.	District of Residence	<input type="text"/>		
K.	Fee Exemption Status	<input type="text" value="Student Not Exempted"/>		
	School	Riverdale Elementary		

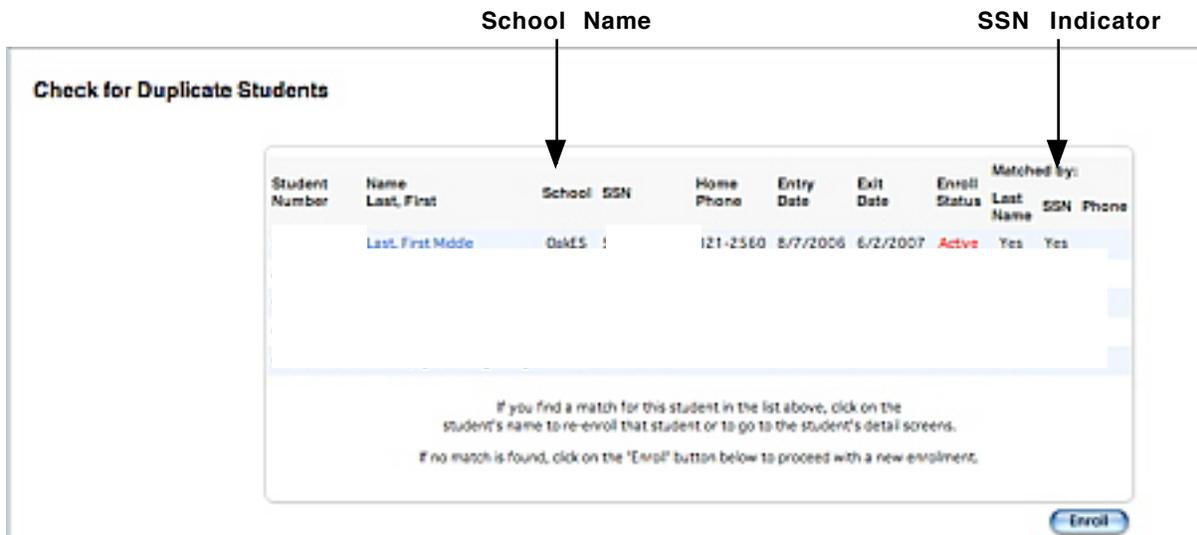
Enter information as outlined below:

- A. Student's Name: Last Name, First Name, Middle Name
- B. Student Number: Enter Social Security Number or District assigned PIN. **DO NOT** use slashes or dashes.
- C. Social Security Number: Enter Social Security Number without slashes or dashes. Do not enter a PIN in this field. If the student only has a PIN, please leave this field blank.
- D. Phone Number: Enter in this format - 000-0000 (Add area code only if different from 901.)
- E. Enrollment Date: Be sure that this date is the correct date of enrollment.
- F. Entry Code: Choose the appropriate entry code.
 - E Returning students; normal grade progression from on school to another; transfer from private school; parochial school, or home school within Tennessee
 - E1 Enrolling from another state and was not enrolled in a TN public school previously this school year.
 - TR Entering for the first time this school year and was in a Tennessee public school at the close of the previous school year; attending another Tennessee public school this year
- G. Full-Time Equivalency: Choose the appropriate FTE from the dropdown menu.

- H. Grade Level: Enter grade level of student for this school year.
- I. Track: Leave Blank.
- J. District of Residence: Choose **Shelby County Schools** from the drop-down menu.
- K. Fee Exemption Status: Leave blank.
- L. After all information is in, click the **Submit**.

4. To verify that the student does not already exist in the system, PowerSchool searches for any student who matches the new student's last name, phone number, or Social Security Number.
5. If the system does not find a possible match on last name, phone number or SSN, the student is enrolled. Proceed to Step 7.
6. If the system finds a possible match for the new student, the **Check for Duplicate Students** page appears. On the right side of the screen, the **Matched by:** section displays the items that matched. If the names match exactly, check with the listed school before enrolling.

There should be **no match** in the **SSN** column. If this column displays a **Yes**, there is very probably a mistake in the new student's number or the number of the matching student. **Double check the SSN or PIN of your new student**. If correct, **call the school of the matching student to resolve the conflict**. PowerSchool will **NOT** enroll a student with a duplicate SSN.



IMPORTANT: DO NOT CHANGE the SSN OR PIN and enroll the student!!!
Resolve the conflict.

6. If there is no conflict with SSN, click **Enroll** at the bottom of the screen.
7. When the student pages are displayed, click on the **Tennessee Student Information** link in the menu on the left side of the screen. It is **IMPERATIVE** that you complete this page! All item with a "*" are necessary for EIS.

8. Fill in the information for the student. (**State/Province - TN**, Part I)

General Student Info	
A.	Transitional Grade <input type="checkbox"/> Yes
B.	This Student's Standard Day * <input type="text"/> (MMM)
C.	Student PIN (Current) <input type="text"/>
Student Enrollment Information	
D.	Inst Service Period Type of Service * <input type="text" value="Select Type of Service"/>
E.	English Language Background * <input type="text" value="Select ELB"/>
F.	Course of Study * <input type="text" value="Select Course of Study"/>
Student Ineligibility Funding Status	
G.	Funding Ineligibility Status * <input type="text" value="Select Funding Status"/>
H.	Funding Ineligibility Begin Date * <input type="text"/>
I.	Funding Ineligibility End Date * <input type="text"/>

Enter information as outlined below:

- A.** Transitional Grade: Leave blank.
- B.** This Student's Standard Day*: Enter 420.
- C.** Student PIN (Current): Enter if student has a PIN number in lieu of an SSN.
- D.** Inst Service Period Type of Service*: Choose the appropriate option from the drop-down menu. (See Appendix A.)
- E.** English Language Background: Choose the appropriate option from the drop-down menu. (See Appendix B.)
- F.** Course of Study: Choose the student's graduation path when appropriate (High School Only). Otherwise skip.
- G.** Funding Ineligibility Status: Skip unless otherwise notified.
- H.** Funding Ineligibility Begin Date: Leave blank unless notified otherwise.
- I.** Funding Ineligibility End Date: Leave blank unless notified otherwise.

The information on this part of the **State/Province - TN** screen is used at the end of the school year or when a student has a change in name, SSN, or PIN.

Student Classification
Click [HERE](#) to Create/Edit this student's classification.

A. Completion Documents

Document Type *

Graduation Period *

Completion Document Date *

B. End of Service Action

End of Service Action Taken *

C. Previous Student Information

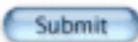
First Name

Middle Name

Last Name

Social Security Number

Student PIN

D. Click **Submit**. 

- A.** Completion Documents Area: Complete for graduating students only.
- B.** End of Service Action Area: This will be mass filled by SCS PowerSchool staff at the appropriate time.
- C.** Previous Student Information Area: Complete only if there is a change in the student name, SSN, or PIN.
- D.** Be sure to click Submit, or all entries will be lost!

9. Create as many Student Classification records as necessary.

NOTE: In the middle of the **Tennessee Student Information** page, click the **HERE** link to create a student classification. Every student must have at least one classification.



The following screen is displayed:

Click to create a new student classification.



Complete the information for the new classification. This is **VERY** important for state funding!

Option	Value
Classification Type *	Select Classification Type ▾
Classification Begin Date *	<input type="text"/>
Classification End Date *	<input type="text"/>

Select the appropriate value from the drop-down menu.

Enter the begin date of the classification.

Enter the end date of the classification.

Click **Submit**.

10. Enter additional student demographics. From the student menu on the left of the student screens, click on **Demographics Modify**. Information entered on the initial enrollment screen will be displayed here. Complete additional information as needed. All fields marked with * are required.

Demographics Modify, Part I.

	Grade	1
	*Name (Last, First Middle)	<input type="text"/>
	Name Child Goes By (if other than First Name)	<input type="text"/>
A.	*SSN	<input type="text"/> OR Pin <input type="text"/>
B.	*Student No. (Student number should be the same as the SSN or the District assigned PIN.)	<input type="text"/>
C.	*Gender	<input type="text" value="Male"/>
D.	*Ethnicity	<input type="text" value="White (W)"/>
	Is language <u>other than ENGLISH</u> spoken at home:	<input type="text" value="N-No"/>
E.	Exclude from Lists Flag	<input type="checkbox"/>

Clarification of selected fields:

- A.** SSN or Pin: Make sure one or the other contains a 9 digit number. Numeric only - no slashes, dashes, or other characters.
- B.** Student No: Must match the SSN or Pin. Numeric only - no slashes, dashes, or other characters.
- C.** Gender: Choose the appropriate gender code.
- D.** Ethnicity: Choose the appropriate ethnic code.
- E.** Exclude from List Flag: Check to exclude students from lists since to approved outside organizations (ex. military lists).

Demographics Modify, Part II.

Graduation Year	<input type="text"/>
Suffix <i>(Ex: Jr., II, III)</i>	<input type="text"/>
Counselor Name	<input type="text"/>
*Birth Date	<input type="text" value="5/26/2000"/>
A.	
Birth City	<input type="text" value="Memphis"/>
Birth State	<input type="text" value="TN"/>
Birth County	<input type="text" value="Shelby"/>
B.	
Resides With Code	<input type="text" value="B-Both father and mother"/>
Country of Origin	<input type="text"/>

A. Birth Information: Complete the birth date, city, state, county.

B. Resides With Code: Choose the appropriate code.

Demographics Modify, Part III.

A.	*Address (School Zone Locator) Street Address <i>must</i> be verified via link above.	123 Sample St Millington, TN 38002
B.	*School Zone of Residence	E.E. Jeter Elementary
C.	*Home Phone Number	
	Student Lives with Parent 1	Relationship to student is Father
	*Parent 1 (Last, First)	
D.	*Work Phone No.	
	*Cell Phone No.	
	E-Mail Address	
	*Employment on Federal Property	
	*Employed By	

- A.** Address: In order to verify the address, it is very important to check School Zone Locator for the correct spelling and abbreviation for the street name.

Click on the school zone locator link. Type in the street name. Click **Start Search**. The name in blue is the correct spelling with the correct abbreviation for the street, drive, cove, etc. Make sure the address range is within the address range listed. If not, contact Research and Planning (321-2558) to verify that the house number is within a Shelby County School zone. If the house number is within the range, click on the blue street name. This will display the schools to which this house range is assigned. Copy the street name and paste it into the address field in PowerSchool.

- B.** School Zone of Residence: This field should always contain the school zone where the student lives.
- C.** Home Phone Number: Should be in this format - 000-0000 (Add area code only if different from 901.).
- D.** Parent 1 Information: Complete all informatin for Parent 1.

Demographics Modify, Part IV.

	Aggregate days of membership (YTD)	0
A.	Is Home Phone Number Unlisted?	<input type="text"/>
	Student Lives with Parent 2	Relationship to student is Mother
B.	*Parent 2 <i>(Last,First)</i>	<input type="text"/>
	*Work Phone No.	<input type="text"/>
	*Cell Phone No.	<input type="text"/>
	E-Mail Address	<input type="text"/>
	*Employment on Federal Property	<input type="text"/>
	*Employed By	<input type="text"/>

A. Is Home Phone Number Unlisted: Choose **Yes** for any unlisted phone number.

B. Parent 2 Information: Complete all informatin for Parent 2.

Demographics Modify, Part V.

Contact 1	
A.	Name <i>(Last, First)</i>
	Local Daytime Phone No.
	Local Cell Phone No.
	E-Mail Address
	Relationship to Student
Please go to the Emergency Medical Screen to enter information on contact	
B.	Birth Certificate
	Immunization Certificate Proof Date (mm/dd/yyyy)
C.	Proof of Residence 1 M-Mortgage information
	Notarized Letter - as a Non-Primary Resident
	Proof of Residence 1 (Living with someone else)
D.	Driver License Status

- A.** Emergency Contact 1 Information: Complete all contact information for Emergency Contact 1.
- B.** Birth and Immunization Certificate Information: Indicate whether or not the student has completed this requirement
- C.** Proof of Residence 1: All students must have 2 proofs of residence. Complete this portion with appropriate proof information.
- D.** Driver License Status: Used for generating compulsory attendance letter required to obtain a driver's license.

Demographics Modify, Part VI.

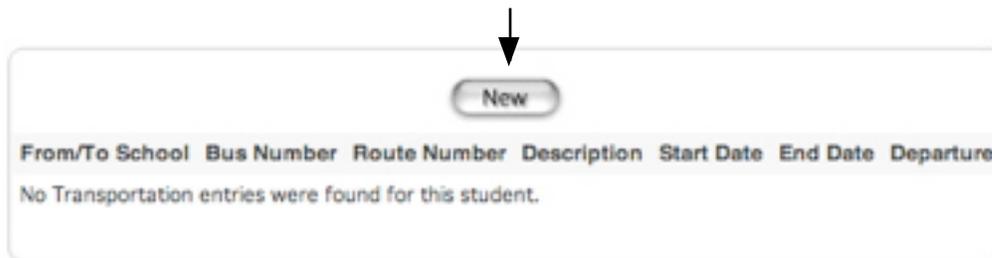
Contact 2	
A.	Name (Last, First)
	Local Daytime Phone No.
	Local Cell Phone No.
	E-Mail Address
	Relationship to Student
and 4 if needed.	
B.	Physical
	Social Security Card
	Proof of Residence 2 R-Real estate tax receipt
C.	Date of Notarized Letter as Non-Primary Resident
	Proof of Residence 2 (Living with someone else)
D.	Driver License Status Date (mm/dd/yyyy)

Clarification of selected fields:

- A.** Emergency Contact 1 Information: Complete all contact information for Emergency Contact 1.
- B.** Physical and SSN Information: Indicate whether or not the student has completed these requirements.
- C.** Proof of Residence 2: All students must have 2 proofs of residence. Complete this portion with appropriate proof information.
- D.** Driver License Status Date: Used for generating compulsory attendance letter required to obtain a driver's license.

11. Enter transportation information as needed. This information **MUST BE** completed for bus riders. Use for car riders, walkers, etc. is optional. From the student menu on the left of the student screens, click on **Transportation**.

Click New to create a new transportation record.



Only the items labeled must be completed for a bus rider. The information for this screen is obtained from the Department of Transportation.

A. Start Date * (MM/DD/YYYY)
B. End Date * (MM/DD/YYYY)
C. From/To School *
D. Description * (Shows on Student Transportation Entries Page)
E. Days Of The Week Sun Mon Tue Wed Thu Fri Sat
F. Transportation Type *
G. Route Number
 Bus Number
 Driver Name
 Bus Contact Number
 Departure Time (Example entry: 7:15 AM)
 Stop Number
 Address
 Route Distance
 Arrival Time (Example entry: 8:00 AM)
 Special Instructions
 Linking Indicator * Select Linking Option

Clarification of fields:

- A.** Start Date: Enter the enrollment date.
- B.** End Date: Enter the day after the last day of school.

- C. From/To School: A record must be completed for AM and PM. Choose **To** the first time and complete the record. Choose **New** again on the **Transportation Record** screen and create a **From** record with the same information.
- D. Description: Use AM and PM for to and from school respectively.
- E. Days of the week: Check all that apply.
- F. Transportation Type: Select the description that applies to the student.
- G. Route Number/Bus Number: These fields should **BOTH** contain the **Route Number**.

Be sure to click **Submit** when all information is entered.

12. Enter **Special Programs** as needed. Special Programs indicate the following: 504 status, homebound, remanded, ESL and/or Special Education Options. A student may be enrolled in more than one Special Program.

From the student menu on the left of the student screens, click on **Special Programs**.

Enter a begin date and end date (the day after the last day of school) and complete any other fields that apply to this option.

13. Use the **Emergency Contact/Medical** screen to enter emergency contacts in addition to the ones entered on the **Demographics Modify** screen. Also enter immunization status in the appropriate fields. If the student has a medical condition that may require special treatment, that condition along with emergency instructions may be entered in the Medical Alert field. To access this screen, click on **Emergency/Medical** from the menu on the left of the student screens. Be sure to click **Submit** when all information is entered.
14. If there is a Guardian Alert on the student, click on the **Parent/Guardian** link from the menu on the left of the student screens. Enter the appropriate information in the **Guardian Alert Text** box. Be sure to click **Submit** when all information is entered.

Transferring Students Before School Starts (BSS)

Amend the Enroll and Withdraw/Transfer instructions as follows to transfer students from another SCS before school starts.

Withdraw/Transfer - Page T6

The screenshot shows a form for transferring a student. The fields and their annotations are as follows:

- Who will be transferred out:** A text input field.
- Transfer comment:** A text input field with a callout bubble: **BSS Only: Enter today's**. An arrow points to the right with the instruction: **1. Enter to + name of receiving school**.
- Date of transfer (should be the day after the student's last day in class):** A date input field with a callout bubble: **BSS Only: Enter today's**. An arrow points to the right with the instruction: **2. Enter transfer date (mm/dd/yyyy) - the day after the student's last day**.
- Exit code:** A drop-down menu with an arrow pointing to it from the instruction: **3. Select the exit code from the drop-down menu.**
- Check here if student(s) intend to enroll in school during next school year.*:** A checkbox with an arrow pointing to it from the instruction: **4. Do not check.**

Enroll Student - Page E16

The screenshot shows the Enroll Student form with the following fields and annotations:

- A. Date of re-enrollment:** A date input field showing 9/6/2006. A callout bubble: **BSS only: Enter first day of school 8/13/2007.** has an arrow pointing to this field.
- B. Entry code:** A drop-down menu showing TR (Transferred enrollment).
- C. Entry comment:** A text input field showing From Tara Oaks.
- D. Full-Time Equivalency:** A drop-down menu showing Full Day.
- E. Grade Level:** A drop-down menu showing 1.
- F. Track:** A drop-down menu.
- G. District of Residence:** A drop-down menu showing Shelby County (790).
- H. Restore class enrollments?:** A drop-down menu showing No.

Note: Regardless of the date specified above, the student's records will be re-activated immediately.

Submit