

# Students User Guide

---

PowerSchool 6.0  
Student Information System



**Released June 2009**

Document Owner: Document Services

This edition applies to Release 6.0 of the PowerSchool Premier software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

PowerSchool is a trademark, in the U.S. and/or other countries, of Pearson Education, Inc. or its affiliate(s).

Copyright © 2009 Pearson Education, Inc. or its affiliates. All rights reserved. All trademarks are either owned or licensed by Pearson Education, Inc. or its affiliates. Other brands and names are the property of their respective owners.

# Contents

<b>Introduction</b> .....	<b>1</b>
<b>Search and Select</b> .....	<b>2</b>
Select an Individual Student .....	2
Select a Group of Students .....	3
Advanced Search and Select .....	6
Comparators .....	12
Search for Preselected Groups of Students.....	14
Current Selection .....	15
Stored Searches .....	16
Stored Selections .....	17
Work With an Individual Student .....	20
Student Page Layout .....	24
Student Page Views.....	25
<b>Student Information Pages</b> .....	<b>26</b>
Addresses .....	26
Custom Screens.....	27
Demographics .....	27
Emergency/Medical .....	29
Family .....	31
Modify Info.....	32
Other Information .....	33
Parents/Guardian .....	34
Photo .....	36
State/Province.....	37
Transportation .....	37
<b>Student Academics Pages</b> .....	<b>40</b>
Meeting/Interval Attendance.....	40
Daily Attendance.....	42
Time Attendance.....	46
Cumulative Info .....	47
Graduation Progress .....	47
Historical Grades.....	48
Honor Roll.....	49
Student Standards .....	51

Teacher Comments .....	51
Term Grades .....	52
Student Test Scores .....	52
Truancies .....	55
<b>Student Administration Pages .....</b>	<b>57</b>
District Specific .....	57
Fee Transactions .....	57
Lunch .....	58
Lunch Transactions .....	59
Net Access .....	60
SEOP Review .....	60
Activities .....	60
All Enrollments .....	61
Student Functions .....	62
Special Programs .....	64
Transfer Information .....	66
<b>Student Scheduling Pages .....</b>	<b>70</b>
Requests View .....	70
Requests Modify .....	70
Requests + Schedule .....	70
Schedule .....	70
Student Schedule .....	70
Course Requests and Schedule .....	71
Modify Course Requests .....	79
View Course Requests .....	80
Scheduling Setup .....	81
Add Section Enrollments .....	83
Drop Section Enrollments .....	85
<b>Work With Groups .....</b>	<b>88</b>
Group Attendance .....	88
Counselor's Screen .....	90
Enrollment Summary .....	90
ID/Password Assignment .....	91
List Students .....	92
Mass Enroll .....	93
Mass Print a Student Screen .....	93

Next School Indicator .....	94
Print a Report for a Group of Students .....	94
Save Stored Selection.....	95
Search by Daily Attendance .....	95
Search by GPA.....	95
Search by Grades/Attendance .....	95
Search by Perfect Attendance .....	95
Select Students by Hand .....	95
Student Field Value .....	95
Transfer Out of School .....	96
Delete Enrollment Records .....	96
Transfer Students .....	97
Mass Enroll in a Class .....	103
Test Scores .....	104
<b>Student System Administration.....</b>	<b>105</b>
Student Numbers.....	105
Activities Setup.....	105
Balance Alert.....	107
Citizenship Codes.....	108
Ethnicity Codes.....	108
Comment Bank.....	110
Entry Codes .....	111
Exit Codes.....	112
Next School.....	113
Special Program Setup.....	114
Standards Setup .....	116
Enter Standards.....	118
Tests Setup.....	122
Test Scores Setup .....	123

# Introduction

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool Help system, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference for your daily work.

PowerSchool Help is updated as PowerSchool is updated. Not all versions of PowerSchool Help are available in a printable guide. For the most up-to-date information, click the Help icon on any page in PowerSchool.

Procedures in this guide describe how to view, add, edit, and delete information in PowerSchool. Depending on your needs and your security permissions, only certain options may be applicable and available to you.

This guide uses the > symbol to move down a menu path. Thus, if instructed to "Click File > New > Window," begin by clicking the File menu. Then, click New and Window. The option noted after the > symbol will be on the menu that results from your previous selection.

This guide is based on the PowerSchool Help system, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

## Search and Select

Learning how to perform searches is the key to using PowerSchool, since you select a student or group of students with whom you are going to work. Before you can do any type of work on a student's record or on a group's records, select the individual or group. By performing a search, you make such a selection. The simplest search finds just one student, but it is possible to perform searches that are more complex.

When performing both simple and advanced searches, it is important to keep in the mind the following:

- Any work with student records always begins with a search. You must tell PowerSchool which records to retrieve to work with an individual student record or a group of students.
- Enter field names in the Search field exactly as they are written in the field list. PowerSchool cannot find a field when its spelling does not match the fields in PowerSchool. Placement of underscores ( \_ ) is just as important. To verify the correct spelling of a field, click **View Field List** on the PowerSchool start page. Click the name of a field to insert it in the search field.
- While the spelling of the field name is important, the case is not. Enter **gender=f**, **Gender=F**, **GENDER=F**, or any variation thereof. PowerSchool searches are not case-sensitive.
- Separate different search criteria in the command line with a semicolon (;).

### Select an Individual Student

Select a student to view that student's pages.

#### How to Select an Individual Student by Last Name

1. On the start page, enter in the **Search Students** field the last name of a student whose record you want to review.

**Note:** Alternatively, enter just the first few letters of the student's last name. Keep in mind that this may produce more results.

2. Click the **Search** icon. If you search for a student who has a unique last name, the search displays the one record it finds. If you search for a student who has a common last name, a list of student records appears.
3. Click the name of the student whose record you want to review. To work with the entire group of students, click **Functions** at the bottom of the list to display the Group Functions page. For more information about selecting students from a group of students, see *How to Select a Group of Students by Hand*. For more information about the Group Functions page, see *Work With Groups*.

#### How to Select an Individual Student by Student Number

1. On the start page, enter in the **Search Students** field the school identification number of the student whose record you want to review.

2. Click the **Search** icon. Because the same student number is never assigned to more than one student, your search produces just one name. The page displays that student's record.

Your view of the student's record can differ from that shown in the example. For more information about student page views, see *Student Page Views*. For more information about selecting the default student page, see *How to Set the Default Student Page*.

## How to Search for Inactive Students

Use PowerSchool to search for the records of any student who has ever enrolled in your school. You can view the record of a student who has transferred to a new school, dropped out, or otherwise left your school.

1. On the start page, enter a forward slash (/) followed by the first few letters of the last name of the student whose record you want to review in the **Search Students** field.
2. Click the **Search** icon. PowerSchool returns a list of all active and inactive students whose names start with those letters.

**Note:** Notice the number of students on the list. To verify that this list includes active as well as inactive students, return to the start page and redo the search without the slash (/) before the last name. Fewer names on the resulting list appear if there are any inactive students, since the list includes only active students.

3. Click the name of the student whose record you want to review. To work with the entire group of students, choose a function from the group functions pop-up menu at the bottom of the list. For more information about selecting students from a group of students, see *How to Select a Group of Students by Hand*. For more information about the Group Functions page, see *Work With Groups*.

## Select a Group of Students

On the start page, you can search for a group of students using the quick links or by using the **Search Students** field. Using the quick links, you can quickly search for students by the first letter of their last name, grade, or gender. When using the quick links, such as 11 for eleventh graders and F for females, the search criteria do not appear on the Student Selection page. Using the **Search Students** field, you can locate a group of students that match a specific set of criteria. For more information about fields, see *How to Search for Students by Other Fields*. When using the **Search Students** field, the search criteria and the number of results appear on the Student Selection page.

**Note:** To search for an individual student, see *Select an Individual Student*.

## How to Search for All Active Students

This is the easiest search, but it also produces the largest number of results.

1. On the start page, click **All**. The Student Selection page displays a list of all active students.



Depending on the number of students at your school, it can take a while to produce the list of students. The list displays the names of all students at your school and a number (in parentheses) at the top of the list. This number indicates how many records were returned by the search.

2. Choose a function from the **Select a function for this group of students** pop-up menu. For more information, see *Work With Groups*.

**Note:** To work with an individual student, click the name of the student whose record you want to work with. For more information, see *Work With an Individual Student*.

## How to Search for All Active/Inactive Students

Use PowerSchool to search for the records of any student who has ever enrolled in your school. You can view the record of a student who has transferred to a new school, dropped out, or otherwise left your school.

1. On the start page, enter a forward slash (/) in the **Search Students** field.
2. Click the **Search** icon. The Student Selection page displays a list of all active and inactive students.

Depending on the number of students at your school, it can take a while to produce the list of students. The list displays the names of all students at your school and a number (in parentheses) at the top of the list. This number indicates how many records were returned by the search.

3. Choose a function from the **Select a function for this group of students** pop-up menu. For more information, see *Work With Groups*.

**Note:** To work with an individual student, click the name of the student whose record you want to work with. For more information, see *Work With an Individual Student*.

## How to Search for Students by Grade Level

1. On the start page, click a number to search by grade level.

**Note:** Alternatively, use the field name to search. In this case, enter **grade\_level=** followed by the grade number in the **Search Students** field. This is helpful for when you want to search by criteria in addition to grade level.

The page displays a list of all students in the specified grade level.

2. Choose a function from the **Select a function for this group of students** pop-up menu. For more information, see *Work With Groups*.

**Note:** To work with an individual student, click the name of the student whose record you want to work with. For more information, see *Work With an Individual Student*.

## How to Search for Students by Gender

1. On the start page, click **M** to search for males or **F** to search for females.

The page displays a list of all male or female students in your school.

**Note:** Alternatively, use the field name to search. In this case, enter **gender=m** or **gender=f** in the **Search Students** field.

2. Choose a function from the **Select a function for this group of students** pop-up menu. For more information, see *Work With Groups*.

**Note:** To work with an individual student, click the name of the student whose record you want to work with. For more information, see *Work With an Individual Student*.

## How to Search for Students by Other Fields

Search for groups of students who share other commonalities besides grade level, gender, or ethnicity. Search by any field in your PowerSchool database.

1. On the start page, click **View Field List**. The Field List pop-up window displays a list of all fields that are used to perform a student search. Many of the fields displayed are the same as the fields in your school's PowerSchool system. However, each school can add or delete fields.
2. Click the field you want to use. The selected field appears in the **Search Students** field.
3. Enter a field operator and value after the selected field in the **Search Students** field.

**Note:** For more information about comparators, see *How to Use Comparators*.

4. Click the **Search** icon. The Student Selection page displays the students that meet the criteria you entered.

**Note:** If you search for a student who has a value for a field matching no other student's value, the search displays the one record it finds.

5. Choose a function from the **Select a function for this group of students** pop-up menu. For more information, see *Work With Groups*.

**Note:** To work with an individual student, click the name of the student whose record you want to work with. For more information, see *Work With an Individual Student*.

## How to Select a Group of Students by Hand

This selection process is helpful to select a group of students from a larger group. Selecting students while holding COMMAND (Mac) or CONTROL (Windows) helps you narrow your search results even further. For example, you can quickly display a list of female sophomores.

1. On the start page, select the group of students using a search method, such as by gender, grade, or ethnicity. The Student Selection page appears.
2. Choose **Select Students By Hand** from the **Select a function for this group of students** pop-up menu to narrow the group of students even further. The Select Students By Hand page appears.
3. Press and hold COMMAND (Mac) or CONTROL (Windows) and click the names of the students to include in the group.

**Note:** If the students are listed consecutively, click the first name on the list. Press SHIFT as you click the last name on the list. This selects the first and last names you click and every name in between.

Alternatively, if you are selecting the majority of the students on the list, select the students you do not want to keep and select the **Remove selected students** option. If you are selecting only a few of the students on the list, select the **Keep selected students** option.

**Note:** Save the selection of students by clicking **Selections**. For more information, see *Stored Selections*.

4. Click **Functions**. The Group Functions page appears. For more information, see *Work With Groups*.

**Note:** Click the **Current student selection [number]** to return to the Student Selection page.

## Advanced Search and Select

While the searches described in the sections *Select an Individual Student* and *Select a Group of Students* provide enough information to get you started, you will need to perform other searches that produce narrower results. With some practice, the advanced searches will soon become a part of your daily routine.

### How to Search for Students by Activities

Searching for groups of students who belong to certain clubs or participate in particular activities is a little different than searching by grade level or gender. Rather than telling PowerSchool to search for records whose field values match the criteria you enter, tell it to search for records whose specified activity field value (for example, volleyball, chess\_club, or drama) is not blank.

If there is any value in the field, the student does participate. If the field is blank, the student does not participate. This can seem confusing, but after reviewing the following example, you will realize that it is actually very easy to search for students by activity. For example, practice this type of search by finding students in your school who are in the chess club.

1. On the start page, enter in the **Search Students** field an activity field name such as **chess\_club#**. The number sign (#) means does not equal. For example, by entering **chess\_club#** followed by nothing, you are telling PowerSchool to search for all records whose chess club field does not equal "blank."
2. Click the **Search** icon. Though all students have a chess club field tied to their record, only those students who are on the chess club team have a value in the

chess club field. Non-chess club students have nothing in the chess club field. Therefore, PowerSchool eliminates them from the results of the search.

**Note:** All student records have all activity fields associated with them.

If no students match the search criteria, the system displays an alert message indicating that no students match your selection. Otherwise, the page displays a list of all students who participate in the specified activity.

3. Click the name of the student whose record you want to work with. To work with the entire group of students, click **Functions** at the bottom of the list to display the Group Functions page. For more information about the Group Functions page, see *Work With Groups*.

## How to Search for Students by Ethnicity

1. On the start page, enter **ethnicity=** followed by the code for the ethnic group you want to search in the **Search Students** field.
2. Click the **Search** icon. The page displays a list of all students of the specified ethnicity in your school.
3. Click the name of the student whose record you want to work with. To work with the entire group of students, choose a function from the group functions pop-up menu at the bottom of the list. For more information about the Group Functions page, see *Work With Groups*.

## How to Search for Students with Secondary Enrollments

Search for students who are enrolled at one school and taking classes at a different school. From the resulting list of students, you can select individual students.

1. On the start page, enter **\*secondarystudents=** in the **Search Students** field.
2. Click the **Search** icon. A list of the students currently taking classes at the school appears.
3. Click the name of a student to open the Student Selection page.

The following search codes are available for the Search Student field. The = operator is required:

Code	Result
*secondarystudents=all *secondarystudents=	A list of students in all grades who are taking classes in the current school, but not enrolled in the school.
*secondarystudents=[grade_level]	A list of students in the selected grade level who are taking classes in the current school, but not enrolled in the school. For example, <b>*secondarystudents=5</b> displays all 5th graders with secondary enrollments in the current school.
*allstudents=all	A list of all students in all grades who

Code	Result
*allstudents=	are taking classes in the current school, including those who are enrolled in the school.
*allstudents=[grade_level]	A list of all students in the selected grade level who are taking classes in the current school, including those who are enrolled in the school. For example, <b>*allstudents=5</b> displays all 5th graders, including those with secondary enrollments in the current school.

## How to Search for Students by GPA

Search for a group of students who are receiving a particular grade point average. This function is especially useful to locate honor roll students or those receiving failing grades.

1. On the start page, choose **Special Functions** from the main menu. The Special Functions page appears.

**Note:** Alternatively, select a group of students, and then choose **Search by GPA** from the pop-up menu.

2. Click **Search by GPA**. The Search by GPA page appears.
3. Select the option to indicate which students to include, if applicable.
4. Complete any combination of the remaining fields. Use the following table to enter information in the fields:

Field	Description
Who are enrolled in this	Enter the <b>course.section</b> number to search by course. Enter the period to search by period. To search by teacher, choose a teacher from the pop-up menu.
Whose cumulative GPA is	Choose the cumulative GPA cut-off criteria from the pop-up menu, and enter the percentage point of the cutoff. Choose a GPA calculation method from the pop-up menu.
Whose term GPA is	Enter a store code in the field, such as <b>Q2</b> or <b>S1</b> . Choose the term GPA cut-off criteria from the pop-up menu, and enter the percentage point of the cutoff. Choose a GPA calculation method from the pop-up menu.
Whose current GPA is	Choose the current GPA cutoff criteria from the pop-up menu, and enter the percentage point of the cutoff. Choose a GPA calculation method from the pop-up menu.
Who were enrolled as of this date	Enter the enrollment cutoff date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

Field	Description
Who match this search	Enter other criteria to search for students, such as activity membership.

- Click **Submit**. The Group Functions page displays the number of selected students.
- Click the **Current student selection [number]** to view the list of students. To work with the group of students, choose a menu option. For more information about the Group Functions page, see *Work With Groups*.

## How to Search for Students by Grades/Attendance

This report provides great flexibility in finding students based on their grades or attendance records. By using a combination of options, you can find any number of students.

**Note:** You can also access this report by clicking **Attendance > Search by Grades/Attendance**.

- On the start page, choose **Special Functions** from the main menu. The Special Functions page appears.

**Note:** Alternatively, select a group of students, and then choose **Search by Grades/Attendance** from the pop-up menu.

- Click **Search by Grades/Attendance**. The Search by Grades/Attendance page appears.
- Select the option to indicate which students to include, if applicable.
- Enter the minimum number of classes necessary to meet the search criteria. For example, to list students failing at least two classes, enter **2**. To list students receiving an A in any class, enter **1**.
- Complete any combination of the remaining fields. Use the following table to enter information in the fields:

Field	Description
Scan for this final grade	Select the checkbox and: <ul style="list-style-type: none"> <li>Choose a comparator from the pop-up menu.</li> <li>Enter the specific letter grades for which you want to scan. Separate multiple grades with commas.</li> </ul>
Scan for this final grade percentage	Select the checkbox and: <ul style="list-style-type: none"> <li>Choose a comparator from the pop-up menu.</li> <li>Enter the specific percentage for which you want to scan.</li> </ul>
Scan for this citizenship grade	Select the checkbox and: <ul style="list-style-type: none"> <li>Choose a comparator from the pop-up menu. Use = to search for students who have that citizenship</li> </ul>

Field	Description
	<p>grade, or use # to search for students who do not have that citizenship grade.</p> <ul style="list-style-type: none"> <li>Enter the specific citizenship grades for which you want to scan. Separate multiple grades with commas.</li> </ul>
Scan for attendance	<p>Select the checkbox and:</p> <ul style="list-style-type: none"> <li>Select the attendance mode from the pop-up menu.</li> <li>Select the attendance code to scan for, select a comparator, and enter the number of instances of the attendance code.</li> <li>Select the option indicating whether the scanned attendance codes are cumulative for each class or for the specified period only. For a specific period only, enter the first and last dates of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.</li> </ul>
Scan for grades in	<p>Choose the type of grade from the pop-up menu. If you choose historical grades, enter the store code/final grade, such as <b>Q1</b> or <b>Q2</b>. This scans the grades for the store code entered for the year of the currently selected term. For example, if you are working in Q3 and enter a store code of Q1, the system scans the Q1 grades for the current year. It does not scan grades from previous years. To do so, change the currently selected term. For more information, see <i>How to Change Terms</i>.</p>
Scan for all classes enrolled	<p>Select the option to scan for all classes enrolled either as of a specified date or anytime during the current term. If you select a specific date, enter it in the appropriate field using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.</p>
Results	<p>Select either <b>Make this the current selection of students</b> to continue working with the resulting group of students or <b>Display matching students &amp; Sections</b>. If you select the latter option and click <b>Submit</b>, the Matching History page displays each matching student and the term, section, course name, and teacher for which the criteria are met.</p>

- Click **Submit**. The Group Functions page displays the number of selected students.
- Click the **Current student selection [number]** to view the list of students. To work with the group of students, choose a menu option. For more information about the Group Functions page, see *Work With Groups*.

## How to Search for Students by Perfect Attendance

Use this report to find students who have perfect attendance records during a specified period.

1. On the start page, choose **Special Functions** from the main menu. The Special Functions page appears.

**Note:** Alternatively, select a group of students, and then choose **Search for Perfect Attendance** from the pop-up menu.

2. Click **Search for Perfect Attendance**. The Perfect Attendance Search page appears.
3. Select the option to indicate which students to include, if applicable.
4. Use the following table to enter information in the fields:

Field	Description
Attendance mode to use	Select the attendance mode from the pop-up menu.
Date range to scan	Enter the first and last days of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Disregard these codes when searching	Enter the attendance codes that do not render students absent. For example, if your school excuses absences when a student performs volunteer work, enter <b>V</b> if that is the code for a volunteer absence at your school.

5. Click **Submit**. The Group Functions page displays the number of found records underlined at the top of the page.
6. Click the **Current student selection [number]** to view the list of students. To work with the group of students, choose a menu option. For more information about the Group Functions page, see *Work With Groups*.

## How to Search for Students by Lunch Status

Search for students by using the lunch status field. Use the following codes to search for students based on how much they pay for lunch:

- **F**=Free
- **R**=Reduced
- **P**=Full Pay
- **E**=Exempt
- **FDC**=Free Direct Certification

To search for students who receive reduced price lunches, enter **lunchstatus=r** in the **Search Students** field on the PowerSchool start page.



## Comparators

Comparators are tools that you use to search and retrieve records by combining two or more criteria. A combination of comparators and fields are used in searches to narrow the results to a very small group of students at your school. There are many operators or "comparators," but some of the most common are included in this section.

A simple example of a search using a comparator is **last\_name=jones**. This is called a search command because you are commanding PowerSchool to perform a search that contains that particular line of text. In other words, you are telling the PowerSchool system to find all students whose last name is Jones. All search command lines are broken into three parts:

- **Field name:** last\_name, first\_name, or student\_number
- **Comparator:** =, #, >, or <
- **Search argument or value:** Jones, becky, or 2301923

The general format is:

[field name][comparator][search argument]

## How to Use Comparators

The following are some of the most common comparators.

### = Comparator

Use this comparator to search for records that are the value of the field. Suppose you want to find all students in your school with the last name of Jones. Find them with the following search command:

**last\_name=Jones**

This instructs PowerSchool to go through each student record and return those records that have Jones in the last\_name field.

### < Comparator

Use this comparator to search for records that are less than the value of the field. Suppose you want to find all students in your school who are in a grade level less than 12th grade. Find them with the following search command:

**grade\_level<12**

This instructs PowerSchool to go through each student record and return those records that have any value less than 12 in the grade\_level field.

### > Comparator

Use this comparator to search for records that are greater than the value of the field. Suppose you want to find all students in your school who are in a grade level greater than 9th grade. Find them with the following search command:

**grade\_level>9**

This instructs PowerSchool to go through each student record and return those records that have any value greater than 9 in the grade\_level field.

### **<= Comparator**

Use this comparator to search for records that are less than or equal to the value of the field. Suppose you want to find all students in your school who are in a grade level less than or equal to 12th grade. Find them with the following search command:

**grade\_level<=12**

This instructs PowerSchool to go through each student record and return those records that have any value less than or equal to 12 in the grade\_level field.

### **>= Comparator**

Use this comparator to search for records that are greater than or equal to the value of the field. Suppose you want to find all students in your school who are in a grade level greater than or equal to 10th grade. Find them with the following search command:

**grade\_level>=10**

This instructs PowerSchool to go through each student record and return those records that have any value greater than or equal to 10 in the grade\_level field.

### **# Comparator**

Use this comparator to search for records that are not the value of the field. Suppose you want to find all students in your school who are not in 12th grade. Find them with the following search command:

**grade\_level#12**

This instructs PowerSchool to go through each student record and return those records that do not have 12 in the grade\_level field.

### **"in" Comparator**

Use this comparator to verify that the value of the field matches any argument in the list you provide. For example, if you want a list of all the ninth, tenth, and eleventh graders at your school, enter the following search command line:

**grade\_level in 9,10,11**

In this example, the field is grade\_level, the comparator is "in," and the search argument is 9,10,11. Note that the items in the argument are separated with commas. This tells PowerSchool to find all students in grade levels 9, 10, and 11. PowerSchool goes to the grade\_level field in each student record and returns the records where the entry is 9, 10, or 11.

### **"contains" Comparator**

Use this comparator to search for records that have the value of the field. Suppose you want to find all students in your school who live on Cherry Lane. Find them with the following search command:

**mailing\_street contains Cherry Lane**

This instructs PowerSchool to go through each student record and return the records that have Cherry Lane in the mailing\_street field. It does not matter if the value of a student's mailing\_street field is 194 Cherry Lane or 24230 Cherry Lane Parkway. If Cherry Lane appears anywhere in the field, PowerSchool considers it a match and includes the record in the search results.

**Note:** You cannot use the contains comparator for numerical fields, such as student numbers.

### "!contain" Comparator

The opposite of the contains comparator is "!contain." Use this comparator to find records that do not have the value of the field. Perhaps you want to find all students in your school whose phone numbers does not contain the number five. Use the following search command:

**home\_phone !contain 5**

This instructs PowerSchool to go through each student record and return the records that do not have 5 in the home\_phone field. It does not matter if the number is in the area code, the prefix, or the phone number. If there is not a 5 in the home\_phone field, PowerSchool considers it a match and includes the record in the search results.

### "@" (Wildcard) Comparator

Suppose you want to find all students whose first names start with "rob." This includes anyone named Rob, Robert, Robbie, Robby, Robin, or Roberta. To find these students, enter the following in the search field:

**first\_name=rob@**

As you can imagine, the wildcard is a very powerful comparator. There is no rule as to where you place it in the command. It can be used anywhere to take the place of a letter, word, or phrase. Enter **first\_name=@ie** to find student whose first name ends in "ie." This search produces results like Terrie, Debbie, or Eddie but not Terry, Debby, or Eddy. The command **first\_name=s@n** produces results with names such as Susan or Stan.

**Note:** You cannot use the @ or wildcard comparator for numerical fields, such as student numbers.

## Search for Preselected Groups of Students

The selection processes make it easier for you to find a group because the group is made up of students in a specific class. Select just the students in one class or add the students in a class to another group you have already selected.

### How to Use Teacher Schedules to Search for Groups of Students

Use this function to select a teacher whose schedule you want to view. Once you display a teacher's schedule, select the students in any of that teacher's classes.

To select a group of students in a class or section, skip to Step 3. To add the students in a class or section to another group, complete the entire procedure.

1. On the start page, search for and select a student or group of students. For more information, see *Select a Group of Students*.
2. Click the PowerSchool logo to return to the start page. The Search Students page displays the number of students found in the most current selection.
3. Choose **Staff** from the main menu. The Search Staff page appears.
4. Search for and select the staff member. For more information, see *Select Staff*.
5. Click **Current Schedule**. The teacher schedule for that teacher appears.
6. Click the number in the Size column for the class you want to display. The Class Roster page appears.
7. Click **Make this the current selection of students** to select the students in the class as the only group you want to work with. To add this group to a previously selected group, click **Add these students to the current selection of students**. The Group Functions page asks what to do with your selection of students.
8. Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information about the Group Functions page, see *Work With Groups*.

## How to Use the Master Schedule to Search for Groups of Students

The master schedule displays the schedules for all teachers in your school. All classes for each teacher are noted, along with the number of students in each class. Select a group of students in the same class.

To select a group of students in a class or section, skip to Step 3. To add the students in a class or section to another group, complete the entire procedure.

1. On the start page, search for and select a student or group of students. For more information, see *Search and Select* or *Select a Group of Students*.
2. Click the PowerSchool logo to return to the start page. The Search Students page displays the number of students found in the most current selection.
3. Choose **Master Schedule** from the main menu. The Master Schedule appears.
4. Locate the staff member who teaches the students you want to select.
5. Locate the class and section.
6. Click the number of students in the section. The Class Roster page appears.
7. Click **Make this the current selection of students** to select the students in the class as the only group with which you want to work. To add this group to a previously selected group, click **Add these students to the current selection of students**. The Group Functions page asks what to do with your selection of students.
8. Click the **Current student selection [number]** to view the list of students. To work with the group of students, choose a menu option. For more information about the Group Functions page, see *Work With Groups*.

## Current Selection

PowerSchool remembers the most recently selected group of students. After searching for a student or group of students, the Search Students page displays a link to the Current Selection. Click **Current Selection** to retrieve the most recently searched group of students. Access the current selection from either the PowerSchool start page or the student pages.

## How to Make a Current Selection From the Start Page

1. On the start page, search for and select a student or group of students. For more information, see *Select a Group of Students*.
2. Click the PowerSchool logo to return to the start page. The Search Students page displays the number of students found in the most current selection.
3. Click **Current Selection (number)** to return to the Student Selection page. The Student Selection page displays the most current selection of students.

## How to Make a Current Selection From the Student Selection Page

1. On the start page, search for a group of students. For more information, see *Select a Group of Students*.
2. Select a student from the Student Selection page. The student pages menu displays the number of students found in the most current selection.
3. Click **Current Selection (number)** to return to the Student Selection page. The Student Selection page displays the most current selection of students.

## Stored Searches

Stored searches find preset groups of students. When storing a search, you are storing the criteria used to search for a group of students, not the list of students' names that result from a search. For example, store a search of all student government representatives to efficiently mark the group as excused when they miss classes due to meetings. Because the names of the representatives can change throughout the year, it is best to store a query that includes all students participating in the government activity. To save a specific list of student names, store the selection instead of the search criteria. For more information about storing a selection, see *Stored Selections*.

Either set up and save a search or use a search that someone else created on your PowerSchool system.

## How to Search for Students Using Stored Searches

1. On the start page, click **Stored Searches**. The Stored Searches page appears.
2. Click **Run Search** next to the stored search. The Group Functions page appears.
3. Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information about the Group Functions page, see *Work With Groups*.

## How to Create a Stored Search

Create a new group of students for whom you and other users can search. To create a stored search that is similar to another stored search, copy the command string from another search and paste it into a new search group. You must then make the necessary changes or additions to the command string for the new group.

1. On the start page, click **Stored Searches**. The Stored Searches page appears.
2. Click **New**. The Edit Stored Search page appears.
3. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the stored group for which you want to search.
Search Instructions	Enter the search commands.  <b>Note:</b> Use one command on each line. Field names must be entered exactly as they appear in the field list. Click <b>Fields</b> to view the field list. For more information about fields, see <i>How to Search for Students by Other Fields</i> .

4. Click **Submit**. The Stored Searches page displays the new stored search.

## How to Edit Stored Search Criteria

If a search is not finding the correct students, there could be a problem with the search command. On the other hand, perhaps the criteria for a specific group have changed. In either case, you must edit the search criteria.

**Note:** All PowerSchool users on your system will be impacted by your change. Contact other users before editing the criteria of a stored search.

1. On the start page, click **Stored Searches**. The Stored Searches page appears.
2. Click the name of the stored search you want to edit. The Edit Stored Search page appears.
3. Edit the information as needed. For field description see *How to Create a Stored Search*.
4. Click **Submit**. The Stored Searches page reappears.

## Stored Selections

Store selections of students or staff to quickly and easily retrieve a group of students or staff that you work with frequently. Whereas a stored search holds criteria that can result in a varying list of students or staff every time you utilize the stored search, stored selections hold the actual list of students or staff at the time you create the stored selection.

For example, assume a group of four students reads the announcements over the loudspeaker each morning for a week. As the attendance clerk, you might need to excuse those students' tardies for their first period classes. On Monday, create a stored selection of the four students so that you can easily change their attendance on the days when it is necessary.

Users can create compounded stored selections; that is, use stored selections either to add to other stored selections or to create new ones. Indicate if the new selections include either any or all of the criteria. For example, if you want to report on the announcement reader groups for the rest of the month, combine the stored selections for each week's group.

Since stored selections are user-specific, users manage their own set of stored selections. However, users can publish a stored selection to all users for your school. Stored selections are snapshots of a particular time and do not change when student- or staff-related information changes; therefore, it is suggested that users periodically delete and re-create their stored selections to refresh the data.

## How to Store a Selection

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*. The Student Selection page appears.
2. Choose **Save Stored Selection** from the **Select a function for this group of students** pop-up menu. The Stored Selections page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Use the following table to enter information in the fields:

Field	Description
Name of new selection	Enter a name for the stored selection.
Save	Select the <b>Save</b> option.

4. Click **Submit**. The Stored Selections page displays the new stored selection.
5. Click **Go Functions** to perform group functions with this stored selection. For more information about group functions, see *Work With Groups*.

## How to Edit the Name of a Stored Selection

Though you cannot remove records from a stored selection, you can change its name. To add records to a stored selection, see *How to Use Stored Selection Options*.

1. On the start page, click **Stored Selections**. The Stored Selections page appears.
2. Click the name of the stored selection. The Edit Stored Selection page appears.
3. Change the name of the stored selection in the Name field.
4. Click **Submit**. The Stored Selections page displays the edited stored selection.

## How to Use Stored Selection Options

After creating a stored selection, you can add records to a selection or combine it with another stored selection.

1. On the start page, select a group of students that you want to use to add to or combine with another stored selection. The group becomes the current selection. For more information, see *Select a Group of Students*. The Student Selection page appears.
2. Choose **Save Stored Selection** from the pop-up menu. The Stored Selections page appears.
3. Use the following table to select one of the options:

Field	Description
Add	To add records to the current selection from one or more stored selections, select the checkboxes next to the stored

Field	Description
	selections and select the <b>Add</b> option. Leave <b>current selection</b> as the name of the new selection.
Filter	To include only records in the current selection that are also included in any chosen stored selections, select the checkboxes next to the stored selections and select the <b>Filter</b> option. Leave <b>current selection</b> as the name of the new selection.
Create a new selection based on records that belong to ANY of the checked selections	To create and store a new selection that includes all records from all of the selected stored selections, select the checkboxes next to the stored selections and select this option. Enter a name for the stored selection.
Create a new selection based on records that belong to EVERY checked selection	To create and store a new selection that includes records that exist across all of the chosen stored selections, select the stored selections and select this option. Enter a name for the stored selection.

4. Click **Submit**. The Stored Selections page displays the new or modified stored selection.

## How to Delete a Stored Selection

Users can delete any or all of their stored selections, including the stored selections that they publish. Stored selections are snapshots of a particular time and do not change when student- or staff-related information changes; therefore, it is suggested that users periodically delete and re-create their stored selections to refresh the data.

1. On the start page, click **Stored Selections**. The Stored Selections page appears.
2. Select the **Delete** option.
3. Select the checkboxes next to the names of the stored selections to be deleted.
4. Click **Submit**. The Stored Selections page appears without the deleted stored selections.

## How to Publish a Stored Selection

Since stored selections are user-specific, users manage their own set of stored selections. However, users can publish a stored selection to all users for your school. Publishing a stored selection at the district level affects all schools on the system. Develop a process or policy to control stored selections that have been published unnecessarily.

Users at the school (or district) can delete the stored selections that others publish. When a user that publishes a stored selection deletes it, that stored selection is deleted for all users.

1. On the start page, click **Stored Selections**. The Stored Selections page appears.
2. Select the **Publish** option.
3. Select the checkboxes next to the names of the stored selections to be published.



4. Click **Submit**. The Stored Selections page displays the stored selections that have been published.
5. Log in using a different username and password to verify that the system published the stored selections to other users.
6. On the start page, click **Stored Selections**. The Stored Selections page displays the published stored selections.

## Work With an Individual Student

When you select a student, PowerSchool displays the student pages menu. From this menu, you can manage the student record in a variety of ways. The items on the student pages menu do not necessarily follow a particular sequence; therefore, use this section as a reference and review those sections that you need for a given task.

When you view the student pages menu, your computer displays the view that you used the last time you looked at a student page. Thus, if you viewed the Demographics page for Joe Smith during your last PowerSchool session, the Demographics page for Jane Johnson appears when you select her student record.

## How to Enroll a Student

When PowerSchool is set up at your school, the data for most students is imported from your previous system. However, there will always be students who must be enrolled individually because they are new to your school. If you have the proper permissions, you can enroll an individual student in your school.

If the new student is from the same family as an existing student at the school or in the district, you can link the students to make it easier to enter and manage shared demographic information. Options to match the new student to an existing student are available when enrolling a student.

**Note:** If you know that the new student shares a household with an existing student, see *How to Enroll a New Student Living in the Same Household*.

1. On the start page, choose **Special Functions** from the main menu. The Special Functions page appears.
2. Click **Enroll New Student**. The Enroll New Student page appears.
3. Use the following table to enter information in the Student Information section:

Field	Description
Student's Name (Last, First MI)	Enter the student's name (last, first, then middle initial or name). Names that include spaces (such as <b>Mary Jo</b> ) can be included in any of the three fields. The maximum number of characters and spaces is 20 for the last name field, 20 for the first name field, and 15 for the middle name field.
DOB	Enter the student's date of birth using the format mm/dd/yyyy or mm-dd-yyyy. If you enter a date of birth, students with the same name and the same date of birth will appear as potential duplicate student records. If you enter a date of birth that does not match any existing student records with the same name, the new enrollment will not be

Field	Description
	<p>considered a potential duplicate.</p> <p>If you do not enter a date of birth, only the Name, Phone Number, and Social Security Number fields are considered when checking for duplicate students.</p>
Student Number	Enter the student number. If you leave this blank, PowerSchool will assign one to the student.
Social Security Number	Enter the student's Social Security number.
Phone Number	Enter the student's phone number.
Enrollment Date	If it is not the date displayed, enter the student enrollment date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Grade Level	Choose the grade level the student will be in when he or she enters your school from the pop-up menu.
Entry Code	Choose the reason the student is entering your school from the pop-up menu.
Track	<p>Choose the student's track from the pop-up menu.</p> <p><b>Note:</b> For more information, see <i>Calendar Setup</i>.</p>
District of Residence	<p>Choose the district in which the student lives from the pop-up menu.</p> <p>If you have the appropriate permissions, you can click <b>District of Residence</b> to access the Districts of Residence page.</p> <p><b>Note:</b> For more information, see <i>Districts of Residence</i>.</p>
Fee Exemption Status	<p>Choose the student's fee exemption status from the pop-up menu in the School Fee Information section:</p> <ul style="list-style-type: none"> <li>• <b>Student not Exempted</b></li> <li>• <b>Student Exempted from Course Fees</b></li> <li>• <b>Student Exempted from School Fees</b></li> <li>• <b>Student Exempted from All Fees</b></li> </ul> <p>School and course enrollment fees are automatically assigned to students when they enroll in school or in a course. Students can be exempted individually from having these fees assigned to them automatically by using the Fee Exemption Status pop-up menu. While you can indicate to the system that school and/or course enrollment fees are not to be assigned automatically, this does not prohibit fees being assigned manually.</p>

Field	Description
	<b>Note:</b> For information about exempting a group of students, see <i>School Information</i> .
School	The school in which you are enrolling the student.

4. Use the following table to enter information in the Information for Family Match section:

Field	Description
Enroll without Linking or Copying Information	Select this option to skip all linking and copying functions. All other standard enrollment functions occur when you click <b>Submit</b> . Use for students with no known siblings in the district.
Search for Family Members to Link to and Copy Information From	Select this option to initiate a search for potential family members from which shared data can be copied when you click <b>Submit</b> . <b>Note:</b> The search for siblings performs an "or" search. Students with active or inactive status who match any of the search criteria display on the search results page as a potential sibling. For example, if you enter the mother's name along with the street address, a student who has the same mother's name or the same street address displays on the resulting search page.
Family ID	Enter the family ID, if applicable. <b>Note:</b> This field is provided only for districts and schools that used it previously to associate related students. Family management functionality is based upon relationships stored in the Relationships table.
Mother's Name	Name of the enrolling student's mother.
Father's Name	Name of the enrolling student's father.
Guardian's Name	Name of the enrolling student's guardian.
Sibling's Name (Last, First)	Name of a sibling who is also a student within the district. There are two separate fields since a student's name is stored as unique fields for last name and first name.
Include Student's Last Name in Search	Select the checkbox to include the last name of the enrolling student in the family match search. All students who share the same last name will be included in the search results.
Street, Apt/Suite	Enter the street address in the first field, and apartment or suite number in the second field, if any.
City, State, Zip	Enter the city, state, and zip code for the street address.
Geocode	The latitude/longitude pair that represents the geographical

Field	Description
	<p>location of the home address. This field is read-only and is automatically generated when the address is validated or imported. For more information about geocodes, see <i>Address Management</i>.</p> <p>Click <b>Validate</b> to perform address validation. For more information about performing address validation, see <i>Perform Interactive Address Validation</i>.</p>

5. Click **Submit**. PowerSchool searches for duplicate student records:
  - If there are no records matching that of the new student, the Schedule page appears; you can then add classes to the student's schedule. For more information, see *Add Section Enrollments*.
  - If there are similar records to the one you created, the Check for Duplicate Students page asks you to check for duplicate records from a list:
    - If the student's name appears on the Check for Duplicate Students page, click the student name to display the Student Selection page. Re-enroll the student, if necessary. For more information about reenrollment, see *How to Reenroll in School*.
    - If the student's record is not found on the Check for Duplicate Students page, click **Enroll**. Any matches found based on the family management search criteria display on the Family Search Results page.

**Note:** For more information about linking groups of students, see *How to Mass Create Family Links*.

## How to Enroll a New Student Living in the Same Household

Family management provides the ability to enroll a student from an existing student record, allowing shared data to be automatically copied to the enrolling students record.

1. On the start page, search for and select the student that has a family relationship to the enrolling student. For more information, see *Search and Select*.
2. Click **Functions**. The Functions page appears.
3. Click **Enroll New Student Living in the Same Household**. The Enroll New Student page appears.
4. Use the table in *How to Enroll a Student* to enter information in the fields.
5. Click **Submit**. PowerSchool searches for duplicate student records:
  - If the students name appears on the Check for Duplicate Students page, click the student's name to display the Student Selection page. Re-enroll the student, if necessary.
  - If the students record is not found on the Check for Duplicate Students page, click **Enroll**. The Functions page appears. On the Student Selection menu, click **Demographics View**. The new student record displays the information copied from the shared fields of the linked student's record.

## How to Open the Student Page

1. On the start page, search for and select a student. For more information, see *Search and Select*. The student pages menu displays the selected default view. For more information, see *Personalize*.
2. Choose an item from the student pages menu to view a different student page.

## Student Page Layout

Each student page looks different, but the top of each displays the name of the page, student's name, grade level, ID number, and school name. In the student pages menu to the left side of the page, all of the items listed are possible actions performed or items viewed on a student's record. This is where you will start the activities described in this section.

- **Quick Lookup:** Displays the page that includes commonly used information, such as the student's schedule, teachers, current grades, and attendance record. Click a teacher's name to send that teacher an email message. Click the final percent scores to display grades per assignment. Click any absences or tardies to display details on the Dates of Attendance page; lower-case attendance codes indicate that the teacher took attendance, while upper-case attendance codes indicate that an attendance clerk or office staff member took attendance. The attendance totals that appear at the bottom of the page can be used for reports. To view the assignments and their scores that comprise the final grades for a term, click the score in the appropriate term column.

**Note:** Days that appear grayed-out indicate that school is not in session and/or the student is not enrolled on that date. Other information may not appear unless school is in session and/or the student is currently enrolled.

Click **View Standards Grades** to view standards grades and comments. By default, only classes currently in progress appear.

- Click **Show Completed Classes** to view standards grades for completed classes.
- Click **Hide Completed Classes** to view only the classes for the current term.
- Click on the blue "c" icon to view score comments.
- Click the name of the standard to view the following details:
  - Teacher
  - Course
  - Standard Name
  - Gradescale
  - Gradescale Description
  - Gradescale Details

If the student is enrolled in any special programs, the Attendance By Program section of the page displays attendance for any special programs in which the student is enrolled. The special programs must be set to appear on the Quick Lookup page; for more information, see *Special Program Setup*.

- **Print A Report:** Displays the Print A Report page to print a report for the selected student. This is the same page that appears when you click **Functions > Print Reports For This Student**. For more information, see *How to Run a Report for a Single Student*.

- **Switch Student:** Displays a search dialog to look for other student records. Enter the name or partial name of the student and click **OK**. If the name matches more than one student, the Student Selection page appears. For more information, see *Search and Select*.
- **Previous Record arrow:** When viewing the student pages menu from a selection of students, click the Previous Record arrow to display the student record preceding the selected record. When you reach the first student on the list of selected students, the last student on the list appears.
- **List:** When viewing the student pages menu from a selection of students, click List to display the Student Selection page. For more information, see *Search and Select*.
- **Next Record arrow:** When viewing the student pages menu from a selection of students, click the Next Record arrow to display the student record following the selected record. When you reach the last student on the list of selected students, the first student on the list appears.

The remaining items in the student pages menu indicate the possible actions to be performed on the selected record. If a student has transferred out, graduated, is preregistered, or imported into PowerSchool as an historical record, that student's status appears on each student page. The student status is based on the contents of the Enrollment Status field.

**Note:** The student pages for an active student do not display the student's status indicator.

Several student pages provide alert functions. Use alerts to create and maintain sensitive information for each student. There are four types of alerts: medical, disciplinary, guardian, and general. Enter alert information in the Emergency/Medical, Log Entries, Parent/Guardian, and Other Information student pages, respectively. If a student's record contains an alert, an alert icon appears at the top of each of his or her student pages. Alert details are available to all users by clicking the alert icon on any student page.

## Student Page Views

Most of the pages you work with are the same for all of the schools that use PowerSchool; however, some pages can be modified to meet your school's individual needs. This function is noted in the appropriate sections. If a section does not indicate that a page can be customized for your school, it is a PowerSchool preconfigured page that cannot be modified.

**Note:** When reading descriptions of the modifiable pages, keep in mind that either the page itself can be modified by your PowerSchool administrator or the data in the fields on the page can be modified by the PowerSchool user. For example, a page might provide fields for only a student's name and phone number. As the user, you can modify the data in those fields if the information is wrong or has changed. However, if you want the page to provide a student's address in addition to a name and phone number, your PowerSchool administrator must modify the page to add the address field.

Each student page view section assumes that you have selected an individual student record. For more information, see *Search and Select*.

# Student Information Pages

## Addresses

This student page provides street and mailing addresses. Street addresses are the places where the students actually live, while mailing addresses are the places where the students receive mail. A street address could be 1234 Maple Lane, while a mailing address could be P.O. Box 102.

**Note:** The information on this page is linked to that on the Demographics pages. If you make a change here, it appears on those pages, and vice versa.

## How to Edit Student Addresses

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Addresses** from the student pages menu. The Addresses page appears.
3. Use the following table to enter Home Address information:

Field	Description
Street, Apt/Suite	Enter the street address in the first field, and apartment or suite number in the second field, if any.
City, State, Zip	Enter the city, state, and zip code for the street address.
Geocode	The latitude/longitude pair that represents the geographical location of the home address. This field is read-only and is automatically generated when the address is validated or imported. For more information about geocodes, see <i>Address Management</i> .

4. Use the following table to enter Mailing Address information:

Field	Description
Copy From Home Address	If a student's mailing address is the same as their home address, click to duplicate the home address information in to the mailing address fields.
Street, Apt/Suite	Enter the street address in the first field, and apartment or suite number in the second field, if any.
City, State, Zip	Enter the city, state, and zip code for the street address.
Geocode	The latitude/longitude pair that represents the geographical location of the mailing address. This field is read-only and is automatically generated when the address is validated or imported. For more information about geocodes, see

Field	Description
	<i>Address Management.</i>

5. Do one of the following:

- Click **Validate** next to the address for which you want to perform address validation. For detailed information about performing address validation, see *Perform Interactive Address Validation*.
- Click **Submit**. The Addresses page displays your changes.

## Custom Screens

Custom screens are designed by a school's PowerSchool administrator to display a variety of information about students. There is no limit to the number of custom screens that a school can set up to track any kind of information. Thus, the pages are school-specific and look different than in the examples.

When you select a student and click Custom Screens, a list of custom screens at your school appears. Find out if there is a custom screen for your school. For more information about creating custom screens, see *Custom Student Fields and Screens*.

## How to View Custom Screens

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Custom Screens** from the student pages menu. Links to the custom screens appear.
3. Click the links to the pages, if available. The relevant pages appear.

**Note:** Your PowerSchool administrator can modify these pages to meet your school's needs.

## Demographics

The Demographics page provides standard information about the selected student. Fields on the Demographics page can be edited by those with proper access.

**Note:** Any changes you make to the address fields on the Demographics page are also made to the Address page.

When entering students' birthdates, keep in mind that birthday alerts will appear on each student page for one week prior to each student's birthday. For more information, see *How to Display Birthday Alerts*.

## How to Modify Student Demographics

Your PowerSchool administrator can modify this page to meet your school's needs.

**Note:** Since pages may vary between schools, discuss with your system administrator the purpose of the fields on your school's General Demographics page.



1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Demographics** from the student pages menu. The General Demographics page appears.
3. Make any necessary changes.

**Note:** For detailed information about updating address information, see *Addresses*. For detailed information about performing address validation, see *Perform Interactive Address Validation*.

4. Click **Submit**. The Changes Recorded page appears, unless the modified information matches another student's information in one or more of the following fields:
  - Name
  - Student Number
  - School
  - Enroll Status
  - Family ID
  - Student Phone
  - Physical Address
  - Mother's Name
  - Father's Name
  - Guardian's Name
  - Any shared fields that were modified, noted with an "x." When updating linked students, you are updating the information in these fields for those students.
5. On the Students with Shared Family Information page, select the **Update** checkboxes to change the linked student's demographic information to match the modified demographic information of the selected student. For example, if you change the selected student's street address from 12 Maple Way to 1 Apple Drive and the linked student also lives at 12 Maple Way, select the **Update** checkbox to change the linked student's address to 1 Apple Drive.

**Note:** To link students belonging to the same family, see *How to Link and Copy Information for Related Students*.

6. Click **Submit**. The General Demographics page appears.

## How to Display Birthday Alerts

If a student's birthday is within a week of the current date, a birthday alert appears for him or her on each student page.

1. On the start page, search for and select a student. For more information, see *Search and Select*. If the student's birthday is within the next week, the Birthday Alert icon appears at the top of each page for the selected student. If the student's birthday is not within the next week, the icon does not appear.
2. Click the **Birthday Alert** icon to read the alert from any page. The Birthday alert for the selected student appears.
3. Click **Close** to close the Birthday Alert window.

## Emergency/Medical

This function provides emergency contact names and numbers, as well as any medical information.

### How to Edit Student Emergency/Medical Information

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Emergency/Medical** from the student pages menu. The Emergency Contact/Medical page appears.
3. Use the following table to enter information in the fields:

Field	Description
Contact #1 Name	Enter the name of the contact using the following format: lastname, firstname. The order of the names is important for useful report results.
Relationship	Choose the relationship of the contact from the pop-up menu.
Phone	Enter the contact's phone number.
Phone Type	Choose the type of phone number from the pop-up menu.
Contact #2 Name	Enter the name of the contact using the following format: lastname, firstname. The order of the names is important for useful report results.
Relationship	Choose the relationship of the contact from the pop-up menu.
Phone	Enter the contact's phone number.
Phone Type	Choose the type of phone number from the pop-up menu.
Contact #3 Name	Enter the name of the contact using the following format: lastname, firstname. The order of the names is important for useful report results.
Relationship	Choose the relationship of the contact from the pop-up menu.
Phone	Enter the contact's phone number.
Phone Type	Choose the type of phone number from the pop-up menu.
Doctor	Enter the name and phone number for the student's doctor.
Dentist	Enter the name and phone number for the student's dentist.
Special Medical Considerations	Enter any medical considerations for the student, such as previous conditions.

Field	Description
Allergies	Enter any of the student's allergies to food or medicines.
Immunizations	Enter the dates of the student's vaccinations using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. If you do not use this format, an alert appears.
Medical alert Text	Enter any medical information that needs to be brought to staff members' attention. For more information, see <i>How to Add a Medical Alert</i> .
Alert Expires	Enter the expiration date of the Medical alert, if applicable, using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. If there is no expiration date, either do not enter a date or use the default entry 0/0/0. For more information, see <i>How to Add a Medical Alert</i> .

4. Click **Submit**. The Changes Recorded page appears.

## How to Add a Medical Alert

Use a Medical alert to indicate and make staff members aware of a student's medical condition.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Emergency/Medical** from the student pages menu. The Emergency Contact/Medical page appears.
3. Use the following table to enter information in the fields:

Field	Description
Medical alert Text	Enter any medical information that needs to be brought to staff members' attention. For more information, see <i>How to Add a Medical Alert</i> .
Alert Expires	Enter the expiration date of the Medical alert, if applicable, using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. If there is no expiration date, use the default entry 0/0/0. For more information, see <i>How to Add a Medical Alert</i> .

4. Click **Submit**. The Medical Alert icon appears at the top of each page for the selected student. If the student does not have a Medical alert, the icon does not appear.

- Click the Medical Alert icon to read the alert from any page. The Medical alert for the selected student appears.
- Click **Close** to close the Medical Alert window.

## Family

The Family function provides the names, grades, and schools of students who are related to the selected student. Use this page to link and copy information between related students or to unrelate students who are incorrectly identified as members of the same family.

### How to Link and Copy Information for Related Students

Relate students who have similar demographic information and copy that information to the selected student.

- On the start page, search for and select a student. For more information, see *Search and Select*.
- Under Information, choose **Family** from the student pages menu. The Students with Shared Family Information page appears. If no other students are linked to this student, you can search for other family members.
- Click **Search for Additional Family Members**. The Search for Additional Family Members page appears.
- Use the following table to enter information in the fields:

Field	Description
Family ID	Enter the family ID, if applicable.  <b>Note:</b> This field is provided only for districts and schools that used it previously to associate related students. Family management functionality is based upon relationships stored in the Relationships table.
Mother's Name	Enter the name of the selected student's mother.
Father's Name	Enter the name of the selected student's father.
Phone	Enter the selected student's telephone number.
Guardian's Name	Enter the name of the selected student's guardian.
Address (Street, City)	Enter the selected student's address, which must match exactly to a student record's physical address or mailing address.
Sibling's Name (Last, First)	Enter the name of a sibling who is also a student within the district. There are two separate fields since a student's name is stored as unique fields for last name and first name.
Include Student's Last Name in Search	Select the checkbox to include the last name of the enrolling student in the family match search. All students who share the same last name will be included in the search results.

5. Click **Submit**. Unless no similar students are found, the Family Search Results page displays the students that share demographic information.

**Note:** An "x" appears in the fields that match the search criteria entered on the Search for Additional Family Members page.

6. Click **Copy** above the student from which you want to copy demographic information.
7. Select the **Related** checkbox for any students related to the selected student.

**Note:** If you select the option to copy the student's information, the Related checkbox is selected automatically.

8. Click **Submit**. The Students with Shared Family Information page appears.

## How to Unrelate Students

Remove the relationship between students who have been linked to the same family. For more information, see **How to Link and Copy Information for Related Students**.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Family** from the student pages menu. The Students with Shared Family Information page appears.
3. Select the **Remove from Family** checkbox.
4. Click **Submit**. The Changes Recorded page appears.

## Modify Info

This page displays a variety of information about students, much of which is shared with the Demographics page. Note that this page is school-specific, and the fields on your school's Modify Info page can vary. Talk to your PowerSchool administrator about adding fields to or deleting fields from your school's page.

## How to Modify Student Information

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Modify Info** from the student pages menu. The Modify Information page appears.
3. Edit the information as needed.

**Note:** If LDAP is configured on your server, select the **LDAP Enabled** checkbox next to the **Student Web ID** field to enable or disable LDAP Authentication for an individual student. For more information, see the *PowerSchool Premier LDAP User Guide* available on [PowerSource](#). Also, the **Tracker field** is used for reporting purposes in specific states, such as Idaho. For state reporting documentation, visit [PowerSource](#). Once you are logged in, navigate to **PowerSchool > Documentation > State Reports**, and click your state's link. If your state is not listed, documentation and/or functionality does not currently exist for that state.

4. Click **Auto-assign IDs & passwords for this student** to assign guardian, phone, and student IDs and passwords.
5. Click **Submit**. The Modify Information page displays the changes.

## Other Information

This page is state-specific and can be modified to your school's specifications. Many schools modify the Other Information page to meet their needs.

### How to Edit Other Student Information

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Other Information** from the student pages menu. The Other Information page appears.
3. Edit the information as needed.

**Note:** For more information about the **Fee Exemption Status** field, see *How to Assign Fee Exemption Status to an Individual Student*.

4. Click **Submit**. The Other Information page displays the changes.

### How to Assign Fee Exemption Status to an Individual Student

School and course enrollment fees are automatically assigned to students when they enroll in school or a course. Students can be exempted individually from having these fees assigned to them automatically by using the Fee Exemption Status pop-up menu. While you can indicate to the system that school or course fees are not assigned, this does not prohibit fees being assigned manually.

**Note:** For information about exempting a group of students, see *School Information*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Other Information** from the student pages menu. The Other Information page appears.
3. Choose the student's exemption status from the Fee Exemption Status pop-up menu:

- **Student not Exempted**
- **Student Exempted from Course Fees**
- **Student Exempted from School Fees**
- **Student Exempted from All Fees**

4. Click **Submit**. The Other Information page displays the changes.

### How to Add Other Alerts

Use an Other alert to make the staff members aware of any general information related to a student. For more information about other types of alerts, see *Balance Alert, How to Add a*

*Medical Alert, How to Display Birthday Alerts, How to Add a Discipline Alert, and How to Add Guardian Alerts.*

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Other Information** from the student pages menu. The Other Information page appears.
3. Use the following table to enter information in the fields:

Field	Description
Other Alert Text	Enter any general information that needs to be brought to staff members' attention.
Alert Expires	Enter the expiration date of the alert, if applicable, using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. If there is no expiration date, use the default entry 0/0/0.

4. Click **Submit**. The Other Alert icon appears at the top of each page for the selected student. If the student does not have an Other alert, the icon does not appear.
5. Click the **Other Alert** icon to read the alert from any page. The Other alert for the selected student appears.
6. Click **Close** to close the Other Alert window.

## Parents/Guardian

This function provides the names, addresses, and phone numbers of parents or guardians. The information on this page is the same as on the Emergency and Modify Info pages. Any entries or changes made to the Parent/Guardian page appear on these other pages and vice versa.

**Note:** Enter names in the last, first format. This is important for reporting purposes.

### How to View Parent/Guardian Information

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Parents/Guardian** from the student pages menu. The Parents/Guardian page appears.
3. Use the following table to enter information in the fields:

Field	Description
Mother's Name	Enter the student's mother's name.
Daytime Phone	Enter the mother's telephone number.
Father's Name	Enter the student's father's name.

Field	Description
Daytime Phone	Enter the father's telephone number.
Guardian's Name	Enter the student's guardian's name.
Daytime Phone	Enter the guardian's telephone number.
Relationship Code	Enter the code that describes the relationship between the student and the guardian.
Previous Guardian Info	Enter any information about previous guardians for this student.
Single Parent Household	Select either <b>True</b> or <b>False</b> to indicate if the student lives in a single parent household.
Guardian is registered to receive	Select the checkboxes so that the guardian can receive: <ul style="list-style-type: none"> <li>• Summary of current grades and attendance</li> <li>• <b>Detailed report of attendance</b></li> <li>• <b>Detailed report showing all assignment scores for each class</b></li> <li>• <b>School announcements</b></li> <li>• <b>Balance Alerts</b> that are sent when the student's account is low on funds</li> </ul>
How often?	Choose from the pop-up menu the frequency of email reports sent to the guardian.
Send now?	Select the checkbox if you want the system to immediately send the reports.
Guardian's email address	Enter the email address to which the reports will be sent. Separate multiple addresses with commas.

**Note:** For information about Guardian Alerts, see *How to Add Guardian Alerts*.

4. Click **Submit**. The Parent/Guardian page displays the changes.

## How to Add Guardian Alerts

Use a Guardian alert to indicate and make the staff members aware of a student's guardian information.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Parents/Guardian** from the student pages menu. The Parents/Guardian page appears.
3. Use the following table to enter information in the fields:



Field	Description
Guardian Alert Text	Enter any guardian-related information that needs to be brought to staff members' attention.
Alert Expires	Enter the expiration date of the guardian alert, if applicable, using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. If there is no expiration date, use the default entry 0/0/0.

4. Click **Submit**. The Guardian Alert icon appears at the top of each page for the selected student. If the student does not have a Guardian alert, the icon does not appear.
5. Click the **Guardian Alert** icon to read the alert from any page. The Guardian alert for the selected student appears.
6. Click **Close** to close the Guardian Alert window.

## Photo

This function displays a picture of the selected student, if one is available. In addition, a photo appears next to the student's name at the top of each student page. Click the photo to view a larger version of the photo.

To configure your system to display student photos, contact your PowerSchool administrator.

The picture files must be in .JPG format. Some school photographers provide a CD-ROM of the annual student pictures in JPG format, which your PowerSchool administrator can then import into PowerSchool. Contact your PowerSchool administrator to import many photos from another system, a CD-ROM, or other media.

## How to Submit a Student Photo

Use this procedure to submit a new student photo, even if there is already a photo for the student.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Photo** from the student pages menu. If a photo is available, it appears in the center of the page.
3. Click **Submit a New Photo for this Student** to change or add a photo. The Submit Photo page appears.
4. Click **Choose File**. The Open dialog appears.
5. Locate and double-click the file. The Submit Photo page displays the file name.
6. Click **Submit**. The Student Photo page displays the student's photo.

**Note:** If the old photo still appears or if there is no photo at all, click the Web browser's **Refresh** or **Reload** button.

## State/Province

This function is state-specific or province-specific and can be modified to meet the needs of schools in different states and provinces. Contact your PowerSchool administrator to add or delete fields. Your permissions determine if you can edit the data in the fields.

### How to Edit State/Province Information

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **State/Province** from the student pages menu. The information page for your state or province appears.
3. Edit the information as needed.
4. Click **Submit**. The Changes Recorded page appears.
5. Click **Back** to return to the information page for your state or province.

**Note:** If a "Warning Page Expired" message appears, click the **PowerSchool** logo to return to the start page.

## Transportation

This page displays transportation-related information for the selected student. You can add, edit, or delete transportation information from the Transportation Entry student page.

### How to View Transportation Information

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Transportation** from the student pages menu. The Transportation page displays the student's means of transportation.

### How to Add Transportation Information

Add transportation information for the selected student to indicate the means of transporting this student either to or from school. Repeat the procedure to enter transportation for the reverse direction or to enter a complex transportation schedule, such as different means of transportation for different days of the week.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Transportation** from the student pages menu. The Transportation page appears.
3. Click **New**. The New Transportation Entry page appears.
4. Use the following table to enter information in the fields:

Field	Description
Student	This is the selected student's name.

Field	Description
Start Date	Enter the date that the student will begin using this form of transportation using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
End Date	Enter the date that the student will stop using this form of transportation using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
From/To School	Select either <b>From School</b> or <b>To School</b> to indicate the direction of transportation for this entry.
Description	Enter a description for the entry, such as <b>Walks to School</b> . This description appears on the Student Transportation Entries page.
Days Of The Week	Select the checkboxes to indicate the days of the week that the student uses this form of transportation.
Transportation Type	Choose from the pop-up menu the means of transportation, such as <b>Walks</b> .
Route Number	Enter a route number if the student uses transportation provided by the school.
Bus Number	Enter the bus number if the student uses transportation provided by the school.
Driver Name	Enter the bus driver's name if the student uses transportation provided by the school.
Bus Contact Number	Enter the driver's radio number or mobile telephone number.
Departure Time	Enter the time the transportation begins using the format HH:MM. Enter either <b>AM</b> or <b>PM</b> after the departure time.
Stop Number	Enter a bus stop number if the student uses transportation provided by the school.
Address	Enter the street address where the student begins the method of transportation.
Route Distance	Enter the distance that the student travels on the way to or from school. Choose either <b>Miles</b> or <b>Kilometers</b> from the pop-up menu.
Arrival Time	Enter the time the student arrives at the destination using the format HH:MM. Enter either <b>AM</b> or <b>PM</b> after the arrival time.

Field	Description
Special Instructions	Enter any special instructions or notes related to the student's transportation.
Linking Indicator	Choose the linking indicator from the pop-up menu (optional). Use the indicator to link bus routes that share commonalities. For example, you can link a student's AM and PM bus route for reporting purposes.

5. Click **Submit**. The Changes Recorded page appears.

## How to Edit Transportation Information

Edit transportation information for the selected student to indicate the means of transporting this student either to or from school.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Transportation** from the student pages menu. The Transportation page appears.
3. Click the name of the entry you want to edit. The Edit Transportation Entry page appears.
4. Edit the information as needed. For field descriptions, see *How to Add Transportation Information*.
5. Click **Submit**. The Changes Recorded page appears.

## How to Delete Transportation Information

Delete transportation information that is no longer relevant for the selected student.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Transportation** from the student pages menu. The Transportation page appears.
3. Click the name of the entry you want to delete. The Edit Transportation Entry page appears.
4. Click **Delete**. The Changes Recorded page appears.

# Student Academics Pages

## Meeting/Interval Attendance

In PowerSchool, your school can track meeting attendance, interval attendance, daily attendance, and time attendance. Students' meeting and interval attendance records indicate their absences and tardies in each class period during the school day. Interval attendance allows for multiple attendance records per period. Students' daily attendance records indicate their absences, tardies, and arrival and dismissal times for an entire school day. Time attendance is a simple way of adding attendance value by entering total minutes or hours for a given day.

Use the Meeting/Interval Attendance function to view or change a student's attendance record. Each column represents one week, with the days of the week (MTWTF) underlined in blue. Attendance codes are noted in the chart under each day. In the case of meeting attendance, the days without a code indicate that the student was present. With interval attendance, all days and periods must have a code.

Meeting and interval attendance functions share the same page. The primary difference between the two is that meeting allows for only one attendance record per period while interval attendance allows for multiple attendance records per period based on the specified interval. Whether the class is meeting or interval is determined by what is specified for the section in the *Section Setup* page. Interval attendance may not appear any different from meeting attendance if the period length is less than or equal to the specified interval duration defined in *Attendance Preferences*. For more information about attendance, see *Attendance Overview*.

### Enable Enter Attendance Link on Student Pages Menu

A shortcut to the Edit Meeting/Interval Attendance page is available via the Enter Attendance link, which appears just below the Attendance link. To enable the Enter Attendance link to appear in the student pages menu, **Meeting** or **Interval** must be selected as one of the attendance recording methods and set as the default attendance recording page on the *Attendance Preferences* page.

### How to Take Meeting or Interval Attendance for a Single Day/Period

Use this procedure to take Meeting or Interval attendance for the selected student. You can mark or change a single attendance instance in a selected week.

**Note:** Any change recorded for meeting attendance modifies daily attendance if daily attendance is enabled and the period associated with the meeting attendance being modified is the bridge period for that day. Interval attendance never modifies daily attendance.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Attendance** from the student pages menu. The default attendance page appears, based on the Default Attendance Recording Page setting on the Attendance Preferences page.

**Note:** To go directly to the Edit Meeting/Interval Attendance page, click **Enter Attendance** instead of **Attendance**. The Edit Meeting/Interval Attendance page appears. To continue, skip to Step 6.

3. If the Meeting/Interval Attendance page does not display by default, click **Meeting/Interval**. The Meeting/Interval Attendance page appears.

**Note:** A dash (-) indicates that school is not in session and/or the student is not enrolled on that date.

4. Click **Show dropped classes also** to view or change attendance records for dropped classes. The dropped classes appear on the page with the other classes.
5. Click the week link in a week that you want to enter or change attendance. The Edit Meeting/Interval Attendance page appears.

**Note:** The Submit button is unavailable until Step 7 is performed.

6. Choose the attendance code from the **Current attendance code** pop-up menu.
7. Click the fields for the appropriate days and classes. The Edit Meeting/Interval Attendance page displays the attendance code in the fields.
8. To set all the periods and/or intervals for the entire day to the selected code, click **Set All** in the column header for the appropriate days.
9. Click **Submit**. The Changes Recorded page appears.

## How to Take Meeting Attendance for an Extended Day/Period

**Note:** This function does not function with interval attendance.

Use this procedure to take meeting attendance for the select student. You can mark or change a student's attendance records for blocks of time. This is particularly useful when the student has been or will be out for an extended period. To change a student's attendance record for an extended period, it is easiest to use this method.

**Note:** Any change recorded for meeting attendance modifies daily attendance if the following conditions are met: daily attendance is enabled and the period associated with the meeting attendance being modified is the bridge period for that day.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Attendance** from the student pages menu. The default attendance page appears, based on the Default Attendance Recording Page setting on the Attendance Preferences page.

**Note:** To go directly to the Edit Meeting Attendance page, click **Enter Attendance** instead of Attendance. The Edit Meeting Attendance page appears. To continue, skip to Step 6.

3. If the Meeting Attendance page does not display by default, click **Meeting**. The Meeting Attendance page appears.

**Note:** A dash (-) indicates that school is not in session and/or the student is not enrolled on that date.

4. Click **Show dropped classes also** to view or change attendance records for dropped classes. The dropped classes appear on the page with the other classes.
5. Click **Change Meeting Attendance**. The Change Meeting Attendance page appears.
6. Use the following table to enter information in the fields:

Field	Description
Change attendance for	The selected students appear.
From this date	Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
To this date	Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Meetings to scan	Select the checkboxes to indicate the periods to change. To mark attendance for the entire day, click <b>Select All</b> .
Codes to scan for	Either choose all by clicking <b>All</b> or select the <b>These Codes</b> option and then choose the attendance codes for which you want to scan
Attendance code to set	Choose the attendance code to apply to the date range from the pop-up menu.
If other than a default present	Select the option to either overwrite or not overwrite any existing attendance codes.
Comment	Enter comments that are relevant to this attendance record.

7. Click **Submit**. The Changes Recorded page appears.

## Daily Attendance

In PowerSchool, your school can track both meeting and daily attendance. Students' meeting attendance records indicate their absences and tardies in each class period during the school day. Students' daily attendance records indicates their absences, tardies, and arrival and dismissal times for an entire school day.

Use the Daily Attendance function to view or change a student's attendance record. Each column represents one week, with the days of the week (MTWTF) underlined in blue. Attendance codes are noted in the chart under each day. On the days where there is no code, the student was present.

For more information about attendance, see *Attendance Overview*.

## How to Take Daily Attendance for an Individual Student

Schools use the Daily Attendance function to select a single period to denote a student's daily attendance. By denoting the period, default times for check-in, checkout, and return-in can be defined for a daily attendance total. Attendance can be entered from the classroom using PowerGrade or from the web. Once the teacher enters the attendance, the office staff can then take control of a student's daily attendance. The office also can use a variety of options and reports when working with the Daily Attendance function.

With a period marked for daily attendance, the teacher automatically sets the daily attendance while taking attendance in the classroom using either PowerGrade or the web-based attendance page. For more information about taking attendance with PowerGrade, see the *PowerGrade User Guide* available on [PowerSource](#). Your PowerSchool administrator sets the defaults for the time in and time out. This lets teachers not only track classroom attendance, but also set the initial code for the office.

After you add a daily attendance entry, you can modify daily attendance. Click the abbreviation for the first day above each day of the week in the current term. Click the letter to display the Daily Attendance page for the date to be modified.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Attendance** from the student pages menu. The default attendance page that appears depends on the Default Attendance Recording Page setting on the Attendance Preferences page.
3. Click **Daily**. The Daily Attendance page appears.

**Note:** A dash (-) appears to indicate that school is not in session and/or the student is not enrolled on that date.

4. Click the link in a week where you want to enter attendance codes. The New Daily Attendance page appears.
5. Use the following table to enter information in the fields:

Field	Description
Date	The date for which you are taking attendance appears.
Attendance Code	Choose the attendance code from the pop-up menu.
Total Time	Based on the times entered, PowerSchool calculates the minutes the student has attended for the day. The results display after you click <b>Submit</b> .
Comment	Enter any additional text, if applicable.
Time In	Enter the time the student arrives, if applicable.
Time Out	Enter the time the student leaves, if applicable.
Exclude from Total Time Calculation	Select the checkbox to exclude this time item from the total time calculation.
Time Comment	Enter any additional text regarding the time the student arrived or left, if applicable.



- Click **Submit**. The Changes Recorded page appears.

Note that a clock icon, total minutes, attendance code, and time in and time out appear in the date for which you just took attendance.

## How to Take Daily Attendance for Multiple Days for an Individual Student

In addition to changing a single date for an individual student, you can change multiple dates at one time.

- On the start page, search for and select a student. For more information, see *Search and Select*.
- Under Academics, choose **Attendance** from the student pages menu. The default attendance page that appears depends on the Default Attendance Recording Page setting on the Attendance Preferences page.
- Click **Daily**. The Daily Attendance page appears.

**Note:** A dash (-) appears to indicate that school is not in session and/or the student is not enrolled on that date.

- Click **Change Multiple Days** at the top of the Daily Attendance page. The Change Daily Attendance page appears.
- Use the following table to enter information in the fields:

Field	Description
Change Daily Attendance for	The selected student appears.
From this Date	Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
To this Date	Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Codes to scan for	Select the attendance codes for which you want to scan. To select multiple attendance codes, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the attendance codes you want to scan.
Attendance Code to Set	Choose the attendance code to apply to the date range from the pop-up menu.
If Other Than a Default Present	Select the option to either overwrite or not overwrite any existing attendance codes.
Comment	Enter comments that are relevant to this attendance record, if applicable.

6. Click **Submit**. The Changes Recorded page appears.

Note that a clock icon, total minutes, attendance code, and time in and time out appear in the date for which you just took attendance.

## How to Edit Daily Attendance

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Attendance** from the student pages menu. The default attendance page that appears depends on the Default Attendance Recording Page setting on the Attendance Preferences page.
3. Click **Daily**. The Daily Attendance page appears.

**Note:** A dash (-) appears to indicate that school is not in session and/or the student is not enrolled on that date.

4. Click the link in a week where you want to change attendance codes. The Edit Daily Attendance page appears.
5. Use the following table to enter information in the fields:

Field	Description
Date	The date for which you are taking attendance appears.
Attendance Code	Choose the attendance code from the pop-up menu.
Total Time	Based on the times entered, PowerSchool calculates the minutes the student has attended for the day. The results display after you click <b>Submit</b> .
Comment	Enter any additional text.
Time In	The time the student arrives appears.
Time Out	The time the student leaves appears.
Minutes	Based on the times entered, the minutes the student has attended for each class appears, as well as the total minutes the student has attended for the day.
Comment	Any additional text regarding the time the student arrived or left appears.
Exclude from Total Time Calculation	Indicates whether or not this time item is excluded from the total time calculation.

6. Click **Submit**. The Changes Recorded page appears.

Note that a clock icon, total minutes, attendance code, and time in and time out appear in the date for which you just took attendance.

## Time Attendance

In PowerSchool, your school can track meeting attendance, interval attendance, daily attendance and time attendance. Students' meeting and interval attendance records indicate their absences and tardies in each class period during the school day. Interval attendance allows for multiple attendance records per period. Students' daily attendance records indicate their absences, tardies, and arrival and dismissal times for an entire school day.

Time attendance is a simple way of adding attendance value by entering total minutes or hours for a given day. It is often used to enter work experience hours off of a timecard from a student's vocational job or for entering independent study hours.

Use the Time Attendance function to view or change a student's time attendance record. Each column represents one week, with the days of the week (MTWTF) in blue. Attendance minutes are noted in the chart under each day.

For more information about attendance, see *Attendance Overview*.

## How to Take Time Attendance

After you add a time attendance entry, you can modify the entry by clicking the minutes in the appropriate day column. Multiple time attendance entries can be made for a single day by clicking the day abbreviation. Each time the day abbreviation is clicked a new entry is displayed to be filled out. Time entries cannot be deleted but they can be given a zero minute (or hour) amount that effectively voids them.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Attendance** from the student pages menu. The attendance pages appear. The default attendance page that appears depends on the Default Attendance Recording Page setting on the Attendance Preferences page.
3. Click **Time**. The Time Attendance page appears.

**Note:** A dash (-) appears to indicate that school is not in session and/or the student is not enrolled on that date.

4. Click the day abbreviation in a week where you want to enter or change attendance. The New Time Attendance page appears.
5. Use the following table to enter information in the fields:

Field	Description
Date	The date for which you are taking attendance appears (read-only).
Attendance Code	Choose the attendance code from the pop-up menu.
Time	Enter the total amount of attendance time for this record. The value can either be entered in minutes or hours.
Minutes/Hours	Let the system know whether the time value entered is in minutes or hours. The default is minutes. If the time value entered is in hours then select hours from the pop-up menu. The system will convert the value to minutes when it is

Field	Description
	stored. Hours are not stored with the record.
Program	If these hours are associated to a special program that the student is enrolled in then specify that there. For example, California's Alternative Education program for Continuation Education requires that attendance is tracked for the program. The valid values are any of the special programs that the student is currently enrolled in.
Work Experience	This is primarily targeted for use for California Continuation Education, which requires that the attendance hours related to work time are tracked.
Comment	Enter any additional text regarding this record.

6. Click **Submit**. The Changes Recorded page appears.

## Cumulative Info

Cumulative Info is a view-only page that displays cumulative grades for the currently selected term. The information is derived from the data entered into PowerGrade and subsequently uploaded to PowerSchool. As it is view-only, no changes can be made to it. If a grade is incorrect, it must be edited in the teacher's PowerGrade file or in the historical grade file if you are viewing a previous term. Once the change has been made in these locations, the new grade appears on this page.

### How to View Student Cumulative Information

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Cumulative Info** from the student pages menu. The Cumulative Information page appears.

**Note:** This page is view-only for all users.

## Graduation Progress

The information on this page is a compilation of the student's grades and the graduation requirements for your school. For most people it is view-only, so you will not be able to make any changes. If you find an error, it must be corrected either in the student's grades or in the requirements.

### How to View Student Graduation Progress

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Graduation Progress** from the student pages menu. The Graduation Progress page appears.

3. Choose the appropriate graduation requirement set from the **Graduation Requirement Set** pop-up menu.
4. Click **Submit**. The Graduation Progress page displays the student's progress towards graduation.

**Note:** A course may appear more than once on a student's graduation requirements page, most likely because that class fulfills multiple requirements and not because the student enrolled in the class more than once. For more information about how to enter graduation requirements or change how graduation requirements appear in PowerSchool, see *Graduation Requirements*.

## Historical Grades

In PowerSchool, student records include two types of grades: current and historical. Current grades are students' grades in each of their teacher's PowerGrade systems. Current grades change with each new assignment that teachers enter in PowerGrade. Teachers, administrators, and parents use current grades to track student progress throughout a grading term.

Historical grades are final grades, or grades that are permanently stored in the student's record. At the end of each grading term, your PowerSchool administrator copies and stores the students' current grades in PowerGrade as historical grades. Historical grades appear on report cards and transcripts.

This function displays your selected student's grades from previous terms. You have the choice of using a normal view or a detail view.

**Note:** The Historical Grades student page view is view-only for most users; only those with proper access, such as a school counselor, have the right to edit historical grades. Teachers who assign grades and need to change them later must contact a user with the proper access.

## How to View Historical Grades

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Historical Grades** from the student pages menu. The Historical Grades page appears. For each course in which the student earned a grade, the page displays the following:
  - Year and store code of the term in which the student enrolled in the course
  - Student's grade level at the time he or she enrolled in the course
  - Course name
  - Number of possible credit hours the student can earn in the course
  - Historical grade the student earned in each grading term

**Note:** The Normal View page displays only the grades the student received during the grade levels of the current school.

3. Click **Detail View** to view expanded information and the grades the student received at other grade levels. The Complete Academic Record—Detail View page appears.

**Note:** The Complete Academic Record—Detail View page displays all of the student’s historical grades in PowerSchool. The Detail View page is not specific to the grade levels at this school.

In addition to the information on the Historical Grades page, this page displays the following detailed credit information:

- Number of credit hours the student earned in each course
- Potential credit hours the student could earn in each course
- If the course is included in a graduation requirement and the credits the student earned count towards the requirement
- If the grade in the course is included in the student’s GPA calculation
- If the grade in the course is included in the class rank calculation
- If the grade in the course is included in the honor roll calculation
- If the credits in the course count towards a graduation requirement based on credit type

**Note:** Your school can create credit types to group courses together to fill a graduation requirement. Assign credit types to courses or final grades and then specify that a requirement be filled by any courses or grades of that credit type. For example, you specify that any two courses with the ALGEBRA credit type fulfill a math requirement

4. Click **Normal View** to return to the Historical Grade page. The Historical Grades page (Normal View) reappears. If you have proper access, see *Historical Grades Setup* to create or edit historical grades.

## Honor Roll

You can view results of honor roll calculations for a single student or a group of students. To view honor roll calculations for a single student, search for and select the student, and then choose Honor Roll from the student pages menu. The Honor Roll page displays all honor rolls the student has received, even if the honor roll was received in another school.

**Note:** To view honor roll calculations for a group of students, see *How to Run the Honor Roll Report*.

## How to View a Student Honor Roll Information

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Honor Roll** from the student pages menu. The Honor Roll page appears.
3. Use the following table to enter information in the fields:

Field	Description
School Year	The school year when the honor roll was earned.
Grade Level	The historical grade level for this honor roll record.
School Name	The name of the school where honor roll record was issued.

Field	Description
Store Code	The store code for the honor roll record.
Honor Roll Method	The name of the honor roll method that was calculated.
Level Met	The name of the honor roll level earned. Click to access the Edit Honor Roll page.

4. Do one of the following when done viewing:
  - Choose another item from the student pages menu.
  - Click the **Back** button on your browser.

## How to Edit Student Honor Roll Information

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Honor Roll** from the student pages menu. The Honor Roll page appears.
3. Click the level met of the honor roll you want to edit. The Edit Honor Roll page appears.
4. Use the following table to enter information in the fields:

Field	Description
School	The name of the school where the honor roll was earned. This field is read-only.
School Year	The school year when the honor roll was earned. This field is read-only.
Store Code	The store code for the honor roll record. This field is read-only.
Grade Level	The historical grade level for this honor roll record.
Method	The name of the honor roll method that was calculated.
Level	The name of the honor roll level earned.
GPA	The GPA that was used as part of the honor roll calculation.
Message	The text message associated with the honor roll level.
Change History	A text log detailing when changes were made, who made those changes, and what was changed for this record. This field is read-only.

5. Click **Submit**. The changes are reflected immediately and an entry appears in the change history.

## How to Delete Student Honor Roll Information

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Honor Roll** from the student pages menu. The Honor Roll page appears.
3. Click the level met of the honor roll you want to delete. The Edit Honor Roll page appears.
4. Click **Delete**. The Selection Deleted page appears.
5. Click **Back** to return to the Honor Roll page.

**Note:** If a "Warning Page Expired" message appears, click the **PowerSchool** logo to return to the start page.

## Student Standards

This option displays the student's progress towards meeting standards for advancement or graduation. For more information about standards, see *Standards*.

### How to View Student Standards

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Standards** from the student pages menu. The Standards page appears.
3. Click **Expand All** to display all standards. Click the arrows next to District or School to view the district- and school-specific standards.
4. Click a link to view information about the standard. Click **Stored** next to the standard to view the stored standards grades for the selected student.

## Teacher Comments

This option displays a student's schedule and any comments made by his or her teachers. The comment text can include links to Web sites. Teachers can either select comment bank codes from the comment bank in both PowerGrade and PowerSchool Teacher or write their own in PowerGrade. If a teacher does not delete a comment before the PowerSchool administrator permanently stores grades for a grading term, that comment becomes part of the student's permanent record.

Parents can view these comments when they log in to PowerSchool.

### How to View Teacher Comments

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Teacher Comments** from the student pages menu. The Teacher Comment page displays the student's schedule, teacher for each class, attendance points for each class, and comments. All comments appear in the last column on the same row as the teacher who entered them. If the last column is blank, there are no teacher comments.



For more information about creating comments in PowerGrade, see the *PowerGrade User Guide* available on [PowerSource](#). For more information about creating comments in the comment bank, see *Comment Bank*.

## Term Grades

This view-only page displays a student's end-of-term grades for the current school year. The course, letter grade, percentage points, citizenship grade, and credit hours are noted for each term.

### How to View Term Grades

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Term Grades** from the student pages menu. The Term Grades page appears.
3. Click the percentage to view a detailed breakdown of the assignments that make up the grade. The Scores page displays the assignments and the selected student's scores for that class.

A caret (^) indicates score is exempt from final grade. An asterisk (\*) indicates an assignment is not included in final grade. The number one (1) indicates this final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher. Click the special weighting link for more information.

**Note:** Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.

For detailed information about publishing assignments, see the *PowerTeacher Gradebook User Guide* available on [PowerSource](#).

## Student Test Scores

When entering, editing, or deleting test scores for an individual student, identify the test and select the student. If the test does not exist in the system, create it and its scores. For more information, see *Tests Setup*.

### How to Enter Student Test Scores

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Test Scores** from the student pages menu. The Test Scores page appears for that student.
3. Choose a test from the Enter New Test pop-up menu. If selecting the test that currently appears, click **Submit**. The New Student Test: [Test Name] page appears.

**Note:** If the test does not appear in the pop-up menu, it has not been created yet. For more information, see *How to Create New Tests*.

4. Use the following table to enter information in the fields:

Field	Description
Test	The selected test appears.
Date	Enter the date of the test using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Term	Choose the term from the pop-up menu.
Grade Level	Enter the grade level for the test.
Score	For each of the test scores, enter the number score, the percent score, and the alpha letter grade.

5. Click **Submit**. The Test Scores page displays the new test score for that student.

## How to Import Test Scores

Use the Import Test Scores function when setting up your initial PowerSchool data, enrolling a large number of new or transferring students, or entering test scores for students after receiving the test results. Before importing test scores, you must have an ASCII text file containing the test score data being imported, preferably delimited by tabs.

The following table displays a sample import file for eleventh graders who recently took the ACT. This example shows an import file reporting the numeric scores, test date, and students' grade level at the time the test was given. The test scores are named Composite, English, Math, Reading, and Science.

student_number	Date	grade_level	composite	english	math	reading	science
645236653	8/7/03	11	18	18	17	16	21
645236741	8/7/03	11	28	29	27	29	25
645236654	8/7/03	11	18	14	22	19	18

To record the numeric, percentage, and alphanumeric scores for test scores, use the following numeric suffixes after the column headings and one space:

- [Column name] 1: Displays the numeric score. For example, include in the Math 1 column the scores 17, 27, and 22.
- [Column name] 2: Displays the percentage score. For example, include in the Math 2 column the scores 57%, 90%, and 73%.
- [Column name] 3: Displays that alphanumeric score. For example, include in the Math 3 column the scores F, A-, and C.

**Note:** It is not necessary to have all three score types (number, percent, or alpha) when importing a score. Import one, two, or all three score types.

The following table displays a sample import file for eleventh graders who recently took a district-level math test. This example shows an import file reporting the numeric, percentage, and alphanumeric scores, test date, and students' grade level at the time the test was given.

student_number	Date	grade_level	Math 1	Math 2	Math 3
645236653	8/7/03	11	17	57	F
645236741	8/7/03	11	27	90	A-
645236654	8/7/03	11	22	73	C

Before importing test scores, you must first create a test and its scores. For more information, see *How to Create New Tests* and *How to Create Test Scores*.

1. On the start page, choose **Special Functions** from the main menu. The Special Functions page appears.
2. Click **Importing & Exporting**. The Importing & Exporting page appears.
3. Click **Quick Import**. The Quick Import page appears.
4. Use the following table to enter information in the fields:

Field	Description
Table	Choose the <b>Test Scores</b> table from the pop-up menu.
Field delimiter	Choose the field delimiter from the pop-up menu. This refers to the item that will separate the fields in the exported data. If you choose <b>Other</b> , enter the delimiter in the field.
End-of-line marker	Choose the end-of-line marker from the pop-up menu. This refers to the item that will separate the records in the exported data. If you choose Other, enter the delimiter in the field. <ul style="list-style-type: none"> <li>• <b>CR</b>: Carriage return</li> <li>• <b>CRLF</b>: Carriage return line feed</li> <li>• <b>LF</b>: Line feed</li> </ul>
File to import	Click <b>Browse...</b> next to the File to import field. Navigate to the data file and click b.
Suggest field map	Select the checkbox to have the system suggest PowerSchool field names for the information in the data file. These are just suggestions and can be changed.
School	The selected school appears.

5. Click **Import**. The Select Test page appears.
6. Choose a test from the Test pop-up menu. If the test you want does not appear, create it. For more information, see *How to Create New Tests*.
7. Click **Submit**. The Import Records from an ASCII Text File page appears.

8. Choose the PowerSchool field into which you want to enter each value from the To PowerSchool pop-up menu.
9. Select the checkbox to exclude the first row. Depending on the text file, the first row may include information about the file and not about the student test scores.
10. Enter the imported value you want to use in the unmapped field, and choose the PowerSchool field from the pop-up menu.
11. Click **Submit**. The Import Progress page displays the records that were successfully imported and those that the system could not import because of your specifications. The system imports the data into the Test Scores table. Depending on the type of data, you can view, edit, and report on it.

## How to Edit Student Test Scores

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Test Scores** from the student pages menu. The Test Scores page appears for that student.
3. Click the name of the test you want to edit. The Edit Student Test: [test name] page appears.
4. Edit the information as needed. For field descriptions, see *How to Enter Student Test Scores*.
5. Click **Submit**. The Test Scores page displays the edited test score for that student.

## How to Delete Student Test Scores

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Test Scores** from the student pages menu. The Test Scores page appears for that student.
3. Click the name of the test you want to delete. The Edit Student Test: [test name] page appears.
4. Click **Delete**. The Test Scores page displays without the deleted test score.

## Truancies

This function provides a quick view of a student's truancies. From the Truancies page, enter and change records of truancy occurrences.

## How to View Truancies

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Truancies** from the student pages menu. The Truancies page displays any truancy on the selected student's record. If there are no truancies listed, the student does not have any truancy recorded.

## How to Create a New Truancy Record

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Truancies** from the student pages menu. The Truancies page appears.
3. Click **New**. The New Truancy Record page appears.
4. Use the following table to enter information in the fields:

Field	Description
Student	The selected student appears.
Date	Enter the date of the truancy using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Reason/Title	Enter the reason for the truancy record. Many schools have a set list of options for reporting and tracking purposes.
Number	Enter the number used to calculate attendance for the record. This can be a positive or negative number, depending on the system your school uses.
Comments	Enter any comments about the truancy.

5. Click **Submit**. The Changes Recorded page appears.

## How to Edit a Truancy Record

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Truancies** from the student pages menu. The Truancies page appears.
3. Click the date of the entry you want to edit. The Edit Truancy Record page appears.
4. Edit the information as needed. For field descriptions, see *How to Create a New Truancy Record*.
5. Click **Submit**. The Changes Recorded page appears.

## How to Delete a Truancy Record

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Truancies** from the student pages menu. The Truancies page appears.
3. Click the date of the entry you want to delete. The Edit Truancy Record page appears.
4. Click **Delete**. The Changes Recorded page appears.

# Student Administration Pages

## District Specific

This menu item provides select information on students and is set up by the PowerSchool administrator for your district.

### How to Edit District-Specific Student Information

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Administration, choose **District Specific** from the student pages menu. The District Specific page appears.
3. Edit the information as needed. To edit IPT or CRT information, click the appropriate link and edit the scores.
4. Click **Submit**. The District Specific page displays your changes.

**Note:** Your PowerSchool administrator can modify this page to meet your school's needs.

## Fee Transactions

Fee Transactions represent the exchanges of funds for a student within the PowerSchool system. To access Fee Transactions, log in at the district or school level, search and select a student, and then click **Fee Transactions**. The Fee Transaction page displays the student's fee and transaction information for the current school year. Use these pages you can **administer student fees, create fee transactions, post refunds and payments, and view transaction information** for individual students. For information about fee functions for a group of students, see *Fee Functions*.

### How to Add a Discipline Alert

Use a Discipline alert to indicate and make staff members aware of a student's discipline information.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Administration, choose **Log Entries** from the student pages menu. The Log Entries page appears.
3. Click **Edit Discipline Alert**. The Discipline Alert page appears.
4. Use the following table to enter information in the fields:

Field	Description
Discipline Alert Text	Enter the discipline-related information.
Alert Expires	Enter the alert expiration date, if any, using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format,

Field	Description
	an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. If there is no expiration date, use the default entry 0/0/0.

5. Click **Submit**. The Discipline Alert icon appears at the top of each page for the selected student. If the student does not have a Discipline alert, the icon does not appear.
6. Click the Discipline Alert icon to read the alert from any page. The Discipline alert for the selected student appears.
7. Click **Close** to close the Discipline Alert window.

## Lunch

This menu item provides a quick view of a student's lunch status and account balance. If your school uses PowerLunch, any entries or changes made here appear in PowerLunch and vice versa. For additional information, see *PowerLunch*.

### How to Edit Student Lunch Information

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Administration, choose **Lunch** from the student pages menu. The Lunch page appears.
3. Use the following table to enter information in the fields:

Field	Description
Lunch status	Choose the lunch status from the pop-up menu.
Application #	Enter or change the number of the student's application for free or reduced price lunches.
Date Submitted	Enter or change the date the student's application was submitted using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Date Responded	Enter or change the date of the response to the student's application using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Lunch ID	Enter or change the lunch ID number.
Current balance	The current balance appears.

4. Click **Submit**. The Changes Recorded page appears.

## Lunch Transactions

This page displays the lunch balance and payment activity for the selected student. You can enter the student's initial deposit for meals, as well as subsequent deposits other than those made when the student passes through the lunch line. If your school uses PowerLunch, this page links to the information entered in that area of PowerSchool. For more information about this option, see *PowerLunch*.

If the balance next to the last line item on the Lunch Transactions page does not match what's in the Balance field, you may need to recalculate that student's lunch balance. For more information, see *How to Recalculate a Student's Lunch Balance*.

When a student's lunch balance falls below a designated level, a Balance alert appears for the student. For Balance alert setup information, see *Balance Alert*.

## How to Enter Lunch Transactions

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Administration, choose **Lunch Transactions** from the student pages menu. The Lunch Transactions page appears.
3. Click **New**. The Transaction Record page appears.
4. Use the following table to enter information in the fields:

Field	Description
Transaction Date	If the transaction does not take place today, enter a different transaction date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Description	Enter a description of the transaction.
Amount of Fee	Enter any amounts charged to the student.
Amount of Credit	Enter any amounts credited to the student.
Tender Type	Select the appropriate option to indicate the form of payment: <ul style="list-style-type: none"> <li>• <b>Cash</b></li> <li>• <b>Check</b></li> </ul>

5. Click **Submit**. The Changes Recorded page appears.

## How to View the Balance Alert

1. On the start page, search for and select a student. For more information, see *Search and Select*. A Balance Alert icon appears if the student's account balance is below the designated level.
2. Click the **Balance Alert** icon. The Balance Alert page appears.



## Net Access

Use this view-only option to track the number of times a parent, guardian, or student logs in to PowerSchool. The Summary page tells how many times a family has checked on the student's progress via the Internet and the date of each login. The amount of time spent reviewing the information also appears.

### How to View Net Access Information

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Administration, choose **Net Access** from the student pages menu. The Net Access page appears.

## SEOP Review

Use this function to review and track Student Education Occupation Plan (SEOP) information. The purpose of the SEOP review is to recognize student accomplishments and strengths. In the SEOP review, the student and his or her parents meet with school counselors and other school personnel to develop a strategy to plan and manage the student's education and career development.

Your school's SEOP Review page might differ from the example. The page can be modified or updated by PowerSchool per your request. Contact your PowerSchool administrator about making changes to the SEOP Review page.

### How to View SEOP Information

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Administration, choose **SEOP Review** from the student pages menu. The SEOP Review page appears.
3. Click the various links to determine what actions can be executed from this page.
4. Click your Web browser's Back button until you return to the SEOP Review page.

## Activities

Use the Activities function to view and manipulate extracurricular activities on two different levels. Add or delete an activity from an individual record. Alternatively, add or delete an activity from the PowerSchool system that can be applied to any or all records.

### How to Add Activities on a Student Record

This action adds or deletes an activity to a specific student record. It affects the selected student only.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **Activities** from the student pages menu. The Activities page appears. Selected checkboxes indicate that the student participates in that

activity. Deselected checkboxes indicate that the student does not participate in that activity.

3. Select the checkboxes to add activities to the student's record.
4. Click **Submit**. The Changes Recorded page appears.

## How to Delete Activities on a Student Record

This action adds or deletes an activity to a specific student record. It affects the selected student only.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **Activities** from the student pages menu. The Activities page appears. Selected checkboxes indicate that the student participates in that activity. Deselected checkboxes indicate that the student does not participate in that activity.
3. Deselect the checkboxes to remove activities from the student's record.
4. Click **Submit**. The Changes Recorded page appears.

## All Enrollments

This page displays the selected student's enrollment history. It is most often used by counselors reviewing the student's entry and exit dates to previous and current classes. Counselors and other school administrators can view assignments for the classes listed and any teacher comments.

PowerGrade sends the information from the teachers' data files to PowerSchool for storage. Once the grades and comments are on the PowerSchool system, they are part of the student's permanent record unless the teacher deletes them from their PowerGrade files before the end of the term, which is when grades are stored. Only certain school administrators, such as counselors, can edit these stored records.

See *Work With Student Schedules* for additional information.

## How to View Grades and Assignments

Use this option on the All Enrollment page to view grades and assignments for any class in which the student has been enrolled.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **All Enrollments** from the student pages menu. The All Enrollments page appears.
3. Click **View** next to the class that you want to view. The Scores page displays the assignments that make up the class and the grades the student received on each assignment. This is the same page described in the section *Term Grades*.

**Note:** This page is view-only for all users. To edit a record, see *How to Edit an Enrollment Record*.

## How to Edit an Enrollment Record

View or edit course enrollment dates and teacher comments on the All Enrollments page.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **All Enrollments** from the student pages menu. The All Enrollments page appears.
3. Click **Edit** next to the class that you want to edit. The Edit Enrollment Record page appears.
4. Use the following table to enter information in the fields:

Field	Description
Student	The name of the selected student appears.
Course	The name of the selected course appears.
Teacher	The name of the selected teacher appears.
Expression	The name of the selected schedule expression appears.
Enroll Date	Enter or change the date the student enrolled using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Exit Date	Enter or change the exit date, which is the first day the student's enrollment is not active. Use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Teacher Comment	Enter or change any teacher comments. <b>Note:</b> Parents and guardians can view these comments when they check their child's progress using PowerSchool.

5. Click **Submit**. The All Enrollment Records page appears.

## Student Functions

Use the Functions link to perform various important actions to an individual student record, such as printing reports, transferring students, enrolling or reenrolling students, viewing meal transaction reports, and recalculating lunch balances.

### How to Access Student Functions

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **Functions** from the student pages menu. The Functions page appears.

The resulting menu provides links to student function pages.

### **Print a Report for This Student**

Use this option to print a report. For more information, see *Run, Print, and Save Reports*.

### **Transfer Out of School**

Use this option to transfer students out of your school. For more information, see *Transfer Students*.

### **Reenroll in School**

Use this option to reenroll a student in your school after he or she has left. For more information, see *How to Reenroll in School*.

### **Transfer to Another School**

Use this option to transfer a student to another school after you have transferred the student out of your school. For more information, see *Transfer Students*.

### **Enroll in a Class at Another School**

Use this option to enroll a student in a class at another school. For more information, see *How to Enroll in a Class at Another School*.

### **Create New School Enrollment**

Use this option to create a new school enrollment record without transferring the student in or out of school. For more information, see *How to Create a New School Enrollment*.

### **Enroll New Student Living in the Same Household**

Use this option to enroll a new student by copying information from an existing student record. For more information, see *How to Enroll a New Student Living in the Same Household*.

## **How to View the On-Screen Transaction Report**

This view-only page displays the student's meal account activities. For additional information on serving meals and account maintenance, see *PowerLunch*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **Functions** from the student pages menu. The Functions page appears.
3. Click **On-Screen Transaction Report**. The report displays the student's transactions.

## How to Recalculate a Student's Lunch Balance

This option recalculates a student's meal account balance. For additional information on serving meals and account maintenance, see *PowerLunch*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **Functions** from the student pages menu. The Functions page appears.
3. Click **Recalculate Lunch Balance**. The Lunch Transactions page appears. For more information, see *Lunch Transactions*.

**Note:** To avoid students' current and running balances not matching, be sure to import last year's lunch balances into the Current Balance field ([Student]Balance1) instead of the running balance field ([Student]Balance2). If one student's current and running balances do not match, use Direct Database Access to modify the current balance to match the running balance. Alternatively, use the Recalculate Lunch Balances function to match all students' current balances with their running balances. For more information, see *Direct Database Export* and *Special Operations*.

## Special Programs

Create special programs in PowerSchool and enter students into those programs. Examples of special programs include vocational, resource, home school, or any type of program where students are not in mainstream classes. This function also helps schools keep track of how many students receive state funding for participating in special programs.

To simultaneously enroll more than one student into a special program, see *How to Mass Enroll Students in a Special Program*.

## How to View Special Programs

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **Special Programs** from the student pages menu. The Special Programs page appears.

The chart tells you in which programs the student participates, date of the student's entry into the program, exit date, and exit code indicating why the student left the program. Links to the program name and entry date provide more details on these items. If there is no program noted at the top of the page, the selected student does not participate in a special program.

## How to Add a Student to a Program

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **Special Programs** from the student pages menu. The Special Programs page appears.
3. Click **New**. The New Special Program Enrollment page appears.
4. Use the following table to enter information in the fields:

Field	Description
Comment	Enter any notes related to the student's participation in the special program (optional).
Entry Date	Enter the date the student entered the program using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Exit Date	Enter the exit date (optional), which is the first day the student was not active in the program. Use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Exit Reason	Enter the code that describes why the student exited the program (optional).
Program	Choose the program from the pop-up menu. <b>Note:</b> For more information about the listed programs, click <b>Program</b> .

5. Click **Submit**. The Changes Recorded page appears.

## How to Edit a Student in a Program

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **Special Programs** from the student pages menu. The Special Programs page appears.
3. Click the student's entry date for the program you want to edit. The Edit Special Program Enrollment page appears.
4. Edit the information as needed. For field description, see *How to Add a Student to a Program*.
5. Click **Submit**. The Changes Recorded page appears.

## How to Delete a Student From a Program

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **Special Programs** from the student pages menu. The Special Programs page appears.
3. Click the student's entry date for the program you want to delete. The Edit Special Program Enrollment page appears.
4. Click **Delete** to delete the student from the program. The Changes Recorded page appears.

## How to Mass Enroll Students in a Special Program

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Mass Enroll Special Program** from the **Select a function for this group of students** pop-up menu. The Mass Enroll Special Program page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Use the following table to enter information in the fields:

Field	Description
Program	Choose the special program into which you want to enroll the selected students from the pop-up menu.
Entry Date	Enter the date the students entered the program using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Exit Date	Enter the exit date (optional), which is the first day the student was not active in the program. Use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Exit Code	Enter the code that describes why the students exited the program (optional).
Comment	Enter any comments related to the student's participation in the special program. The comment appears on the Special Programs student page for each student.

4. Click **Submit**. The Alert page displays the message "Mass enroll successful."

## Transfer Information

This page displays the student's history of transfers into and out of your school. Use the Transfer Info function for viewing or editing information that was previously entered through the Functions page. Do not use this page to transfer a student. For instructions on transferring students, see *Transfer Students*.

You can add, edit, or delete entry codes and exit codes from the student pages menu. For more information about an alternative method for adding, editing, or deleting these codes, see *Entry Codes* and *Exit Codes*. You can also edit the options in the District of Residence pop-up menu. For more information, see *Districts of Residence*.

## How to View Transfer Information

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **Transfer Info** from the student pages menu. The Transfer Information page appears.

The resulting page displays the student's current enrollment information at the top. The student's previous enrollment information appears next. The columns show the date the student entered a school, an exit date if the student left, the student's grade level when the transfer occurred, any entry or exit comments made by the administrator who completed the transfer, and the school from which the student exited. If a blank chart appears on the page, the selected student has not transferred into or out of your school.

## How to Edit Enrollment Information

Perform this action to change the enrollment record of an individual student.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **Transfer Info** from the student pages menu. The Transfer Information page appears.
3. Click the entry date of the record you want to edit. The Edit Current Enrollment or Edit Previous Enrollment page appears.
4. Use the following table to enter information in the fields:

**Note:** Fields vary slightly from the Edit Current Enrollment to the Edit Previous Enrollment page.

Field	Description
Entry Date	Enter the date the student was enrolled using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Entry Code	Choose a reason for the transfer from the pop-up menu.
Entry Comment	Enter any comments related to the entry transfer.
Exit Date	Enter the exit date, which is the first day the student's enrollment is not active or the day after the student transferred out. Use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Exit Code	Choose a reason for the transfer from the pop-up menu.
Exit Comment	Enter any comments related to the exit transfer.
Full-Time Equivalency	FTE is a grouping that associates a student's school enrollment with a set of attendance conversion values. When



Field	Description
	ADA runs, for a student, it runs for each school enrollment during the report dates. When processing each school enrollment, it uses the student's FTE to locate the set of attendance conversions to use when looking up the attendance value for the day. For more information, see <i>Full-Time Equivalencies</i> .  Choose the student's FTE from the pop-up menu for this school enrollment.
Grade Level	Choose the student's grade level at the time of the transfer from the pop-up menu.
Track	Choose the student's track from the pop-up menu. For more information, see <i>Calendar Setup</i> .
District of Residence	Choose the district in which the student lives from the pop-up menu. For more information, see <i>Districts of Residence</i> .

- Click **Submit**. The Changes Recorded page appears.

**Note:** When you edit an enrollment record, the enrollment is validated before saving. An alert appears if there are any problems, such as blank field values.

## How to Add a Transfer Code

Create a new entry or exit code on the PowerSchool system. Anyone who manages student transfers can apply this code to any student.

- On the start page, search for and select a student. For more information, see *Search and Select*.
- Under Enrollment, choose **Transfer Info** from the student pages menu. The Transfer Information page appears.
- Click the entry date of any record. The Edit Current Enrollment or Edit Previous Enrollment page appears.
- Click **Entry Code** or **Exit Code**, depending on your needs. The Entry Codes or Exit Codes page appears.
- Click **New**. The Edit Entry Codes or Edit Exit Codes page appears.
- Use the following table to enter information in the fields:

Field	Description
Code	Enter the code.
Meaning	Enter a description of the code.
Sort Order	Enter the sort order of the exit code as it appears in pop-up menu on the student pages.

7. Click **Submit**. The Entry Codes or Exit Codes page displays the new code and its meaning. Any authorized user can apply the new code to any student transferring into or out of your school.

## How to Edit a Transfer Code

Any changes you make to a code will affect everyone who manages transfers. You may want to discuss changes with other users before making them.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **Transfer Info** from the student pages menu. The Transfer Information page appears.
3. Click the entry date of any record. The Edit Current Enrollment or Edit Previous Enrollment page appears.
4. Click **Entry Code** or **Exit Code**, depending on your needs. The Entry Codes or Exit Codes page appears.
5. Click the code or the meaning of the code you want to edit. The Edit Entry Codes or Edit Exit Codes page appears.
6. Edit the information as needed. For field descriptions, see *How to Add a Transfer Code*.
7. Click **Submit**. The Entry Codes or Exit Codes page displays the edited code and its meaning. Any authorized user can apply the edited code to any student transferring into or out of your school.

## How to Delete a Transfer Code

Any changes you make to a code affects everyone who manages transfers. You may want to discuss changes with other users before making them. For information about deleting transfer information for previous student enrollments, see *Delete Enrollment Records*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **Transfer Info** from the student pages menu. The Transfer Information page appears.
3. Click the entry date of any record. The Edit Current Enrollment or Edit Previous Enrollment page appears.
4. Click **Entry Code** or **Exit Code**, depending on your needs. The Entry Codes or Exit Codes page appears.
5. Click the code or the meaning of the code you want to delete. The Edit Entry Codes or Edit Exit Codes page appears.
6. Click **Delete**. The Entry Codes or Exit Codes page displays without the deleted code.

# Student Scheduling Pages

## Requests View

For more information about this option, see *Course Requests View*.

## Requests Modify

For more information about this option, see *Course Requests Modify*.

## Requests + Schedule

For more information about this option, see *Course Requests and Schedule*.

## Schedule

For more information about this option, see *Work With Student Schedules*.

## Student Schedule

There are three ways to display a student's schedule. The **Bell Schedule View** displays the student's schedule for the current week. The **List View** displays the student's schedule for the selected term in a list format. The **Matrix View** displays the student's schedule for the selected term in a graphical format.

### How to View a Student's Bell Schedule

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Bell Schedule View** from the student pages menu. The Bell Schedule View page displays the student's schedule for the current week, using unique colors to distinguish each course.

### How to View a Student's Schedule (List View)

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **List View** from the student pages menu. The Schedule List View page displays the student's schedule for the currently selected term.

The following information appears for each line item: schedule expression, term, course number, section number, course name, teacher, room number, enrollment date, and exit date.

3. To change terms, click the term link. The Change Term page appears. Use this page to select a different term in which to view the student's schedule.
4. To view the student's schedule by each term within the selected term, click **Entire Year Schedule**. The Entire Year Schedule page displays the student's schedule for the entire year by terms, such as quarter and semester.

## How to Display a Student's Schedule (Matrix View)

The schedule matrix graphically represents a student's schedule for all days, periods, and terms in the selected year for the current school.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Matrix View** from the student pages menu. The Schedule Matrix View page appears.

The schedule matrix view displays the student's schedule for each period and day in each term. Identical colors on the schedule indicate the same course. A blank block means that nothing is scheduled for that block in that term. Each block can include the following information, depending on the matrix display preferences: course name, course number, section number, teacher name, room number, expression (the combination of periods and days), and year term.

For more information about the student schedule matrix preferences, see *Miscellaneous System Administration*.

## Course Requests and Schedule

In PowerSchool, you create and maintain a primary class schedule for each student in your school. Throughout the year, you might need to make schedule changes for existing students, or create new schedules for students who enroll at your school during the year. There are two ways to maintain student schedules: manual scheduling and auto-scheduling. Manual scheduling is section-specific and allows you to pick specific sections in which to enroll the student, overriding the system-defined schedule if one exists. Auto scheduling is course-specific. You enter a student's request for specific courses. The system then automatically schedules the student for the sections that best fits his or her schedule.

**Note:** Maintaining student schedules can be done in conjunction with Scheduler or independently.

## How to Access the Modify Schedule - Enrollments Page

Use this page to modify the student's schedule. The page is divided into two functional areas: Enrollments and Requests. By default, the Enrollments tab is selected. The Modify Schedule - Enrollments page displays the student's section enrollments for the current year and school, as well as current course requests.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.

The following information is either captured as part of the PowerScheduler commit process or can be manually defined:

Field	Description
Enrollments	By default, the Enrollments tab is selected, which displays the student's section enrollments for the current year and school, as well as current course requests.
Requests	The second tab on the Modify Schedule page is Requests. The Modify Schedule - Requests page supports editing and entering course requests for the student. It is these requests that the scheduling engine uses to determine the students schedule. For detailed information, see <i>How to Access the Modify Schedule - Requests Page</i> .
View Entire Year Schedule	Click to view the student's schedule by each term within the selected term.
Edit Auto Schedule Parameters	Click to display the Automated Scheduling Setup page to modify default parameter settings for this scheduling session.
Effective Enrollment Date	<p>When creating a new section enrollment, enter the date that any enrollment becomes effective. The field defaults to tomorrow's date, unless:</p> <ul style="list-style-type: none"> <li>• it is before the section's start date, in which case the start date defaults to the start date of the section, according to the term and schedule day on the school calendar</li> <li>• it is after the section's start date but during an off-cycle day, in which case the start date defaults to the next valid schedule day for the section</li> </ul>
Search Available Classes	<p>Use to enroll the student into a course:</p> <ul style="list-style-type: none"> <li>• <b>Course Number</b> - Use as a filter to search for available sections.</li> <li>• <b>Period</b> - Use as filter to search for available sections.</li> <li>• <b>Find</b> - Click to search for available classes.</li> </ul>
Quick Enroll	<p>Use to enroll the student into a section:</p> <ul style="list-style-type: none"> <li>• <b>Course.Section</b> - Use to search for a section and enroll the student immediately into the section.</li> <li>• <b>Enroll</b> - Click to initiate search/enroll.</li> </ul>
Enrollments	<p>The following information appears for each line item:</p> <ul style="list-style-type: none"> <li>• <b>Exp</b> - The period and day combination of the course.</li> <li>• <b>Trm</b> - The term in which the course is being taught.</li> <li>• <b>Crs-Sec</b> - The course and section number used to</li> </ul>

Field	Description
	<p>identify the course.</p> <ul style="list-style-type: none"> <li>• <b>Course Name</b> - The name of the course.</li> <li>• <b>Note</b> - Prerequisites pertaining to the course, if any. For more information, see <i>Course Prerequisites</i>.</li> <li>• <b>Teacher</b> - The name of the teacher teaching the course.</li> <li>• <b>Room</b> - The room number in which the course is taught.</li> <li>• <b>Enroll</b> - The first day the student's enrollment is active.</li> <li>• <b>Leave</b> - The first day the student's enrollment is not active.</li> </ul> <p>Use the following information to lock or drop the student's section enrollments:</p> <ul style="list-style-type: none"> <li>• <b>Lock</b> - Select the checkbox next to each section enrollment that should not be changed by the scheduling engine, if any. For instance, if you want the student to remain in Algebra for period 1 on MWF, select the <b>Lock</b> checkbox for that section enrollment.</li> </ul> <p><b>Note:</b> If the Effective Enrollment Date is set to a date that is after the Leave date for an enrollment, then that enrollment is locked and cannot be adjusted. If the course is in the future or in progress, then you can lock/unlock as needed.</p> <ul style="list-style-type: none"> <li>• <b>Lock All</b> - Click to lock all section enrollments.</li> <li>• <b>Drop</b> - Delete enrollments individually and immediately by clicking the button next to the section enrollment you want to delete. The Drop Section Enrollments page appears. Verify the information you want to delete. Enter an exit date and click <b>Drop Classes</b>. The exit date is the first day the student's enrollment is not active. Use the format mm/dd/yyyy or mm-dd-yyyy.</li> <li>• <b>Drop All</b> - Click to immediately drop all the current section enrollments for the student. The Drop Section Enrollments page appears. Verify the information you want to delete. Enter an exit date and click <b>Drop Classes</b>. The exit date is the first day the student's enrollment is not active. Use the format mm/dd/yyyy or mm-dd-yyyy.</li> </ul>
Automated Schedule	Use to initiate the automated scheduling process that uses the scheduling engine to produce the student's schedule.
Manually Schedule Student	Use to manually schedule the student into available courses by period.

Field	Description
Course Requests	Use to view the student's current course requests. For detailed information, see <i>How to Access the Modify Schedule - Requests Page</i> .

## How to View Entire Year Schedule

Use the Entire Year Schedule link to view the student's schedule by each term within the selected term.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **View Entire Year Schedule**. The Entire Year Schedule page displays the student's schedule for the entire year by terms, such as quarter and semester.

## How to Edit Auto Schedule Parameters

Use Edit Auto Schedule Parameters to modify default parameter settings for this scheduling session. The defaults for these values are defined via **Start Page > School Setup > Scheduling Preferences**. It is often useful to be able to override the default values just for the current scheduling attempt.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **Edit Auto Schedule Parameters**. The Edit Auto Schedule Parameters page appears.
4. Use the following table to edit the information in the fields:

Field	Description
Use buildings	Select the checkbox if this scenario uses buildings.
Use houses	Select the checkbox if this scenario uses houses.
Close sections at maximum	Select the checkbox to ensure that courses close at their maximum enrollment numbers.
Use global course substitutes	Select the checkbox to ensure that the system automatically inserts any global course substitutes after student course substitutes have been tried and rejected.
Use student course substitutes	Select the checkbox to ensure that the system automatically inserts student course substitutes in the order chosen, if needed.
Percent of schedule combinations to	The default value of this field is 10. Change this value only if you encounter problems with the amount of time the system

Field	Description
evaluate for each student	is using to build the master schedule. For example, if you enter 25, the system evaluates one-quarter of the possible schedule combinations for each student. If you enter 75, the system evaluates three-quarters of the possible schedule combinations for each student.
Minimum number of schedule combinations to evaluate before skipping	The default value of this field is 10,000. Change this value only if you encounter problems with the amount of time the system is using to build the master schedule. Entering a high number forces the system to sample a minimum number of student schedule course possibilities.

5. Click **Submit**. The Changes Recorded page appears.

## How to Modify a Student's Schedule Using Automated Walk-In

With Automated Walk-In Scheduling, you no longer need to manually create schedules for students who have enrolled in school after the initial scheduling process has been completed. Instead, you can leverage the existing scheduling engine, which determines the most optimal schedule for the student automatically.

In a typical scenario for a school during the first week of a new school year, many students either do not have a schedule or need to revise their previously-created schedule. These students are sent to a counselor who often has many other students waiting to work on their schedule. It can be very frustrating for the counselor to have to manually find open sections in the master course schedule and try to create a schedule that works best for the student.

With Automated Walk-In Scheduling, PowerSchool automatically determines the most optimal schedule for the student while considering the many rules and constraints concerning the student and schedule, such as load constraints, course relationships, enrollment constraints, and section types. Additionally, you can select to schedule by team, house, or building. All this can be done while locking existing section enrollments to preserve those records yet schedule additional requests. Counselors then choose to accept or reject the schedule returned by the engine before it is made permanent.

The following functional flow describes the basic course of events to perform to successfully create a new schedule for an individual student or modify an existing schedule for an individual student within PowerSchool.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Enter the date the enrollment becomes effective. The default is set to today's date.

**Note:** If any attendance records for the student exist before the new entry date or after the new exit date, an error message will appear. To modify attendance, see *Meeting/Interval Attendance*.

4. Before continuing, you can:



- **Lock All** - Click to lock all section enrollments.
  - **Drop** - Delete enrollments individually and immediately by clicking the button next to the section enrollment you want to delete. The Drop Section Enrollments page appears. Verify the information you want to delete. Enter an exit date and click **Drop Classes**. The exit date is the first day the student's enrollment is not active. Use the format mm/dd/yyyy or mm-dd-yyyy.
  - **Drop All** - Click to immediately drop all the current section enrollments for the student. The Drop Section Enrollments page appears. Verify the information you want to delete. Enter an exit date and click **Drop Classes**. The exit date is the first day the student's enrollment is not active. Use the format mm/dd/yyyy or mm-dd-yyyy.
5. Click **Requests**. The Modify Schedule - Requests page appears.
  6. Click **New**. The Create Course Request [student name] page appears.
  7. Click **Associate** to select the name of the course. The Associate Course page appears. Press and hold COMMAND (Mac) or CONTROL (Windows) to make multiple selections. When done selecting courses, click **Okay**.
  8. Click **Submit**. The Modify Schedule - Requests page appears, which now reflects the new requests.
  9. Modify the requests by identifying which ones are alternate requests and assigning priorities or associating one alternate course for the primary requests.
  10. Click **Submit**. The Modify Schedule - Requests page refreshes.
  11. Click **Enrollments**. The Modify Schedule - Enrollments page appears.
  12. Click **Automated Schedule**. The information is exported to the scheduling engine. The scheduling engine creates the most optimal schedule for the student based on the student's course requests, load constraints, course relationships and applicable scheduling parameters. The results are then imported from the scheduling engine.

Once the engine determines a schedule for the student, the Automated Schedule Results page appears. The page displays any error messages, enrollments, and course requests. At this point, the results have not become the permanent schedule for the student. The results can only be accepted or rejected in whole.

**Note:** You can always modify the schedule by dropping and adding enrollments via the Modify Schedule page.

13. Do one of the following:

- If the results are unacceptable, click **Discard** to clear the results. The Modify Schedule - Enrollments page displays the original schedule.
- If the results are acceptable, click **Accept**. The Modify Schedule - Enrollments page displays the new schedule.

## How to Manually Modify a Student's Schedule

The schedule list view displays the student's schedule for the currently-selected term. Use this page to manually schedule students after viewing available courses by period.

Additionally, you can add or drop sections from a student's schedule using the Enroll and Drop pop-up menus. For more information about these topics, see *Add Sections* and *Drop Sections*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.

2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **Manually Schedule Student**. The Manually Schedule Student page appears.
4. Enter the **Enroll date** to indicate when the student enrolled in the selected courses.

**Note:** If any attendance records for the student exist before the new entry date or after the new exit date, an error message will appear. To modify attendance, see *Meeting/Interval Attendance*.

5. Select the checkboxes next to the course, term, and expression in which you want to enroll the student. Deselect the checkboxes next to the course, term, and expression from which you want to drop the student.

**Note:** The student's currently scheduled classes appear in gray, available classes in green, and full classes in red. If an expression is gray and has a selected checkbox, the student is in the class. An asterisk (\*) notation means that the class is full, regardless of color. If enrolling the student in a full class, enter the password to override the maximum enrollment in the field at the bottom of the page.

6. Click **Submit**.

**Note:** To refresh the page to display the last saved selections, click **Reset**.

7. On the Manually Schedule Student page, click **Continue** to return to the student's Schedule List page.

## How to Access the Modify Schedule - Requests Page

The Modify Schedule - Requests page supports editing and entering course requests for the student. Requests are what the engine uses to determine the student's schedule. The student will not be scheduled for any course that is not requested. The exception to this are locked enrollments, which will be kept even if a request does not exist for the course.

Although you can still enter requests through the Requests Modify Current and Requests Modify Future pages, this page offers more flexibility and functions. Existing requests entered by any other method appear on this page.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **Requests**. The Modify Schedule - Requests page appears.

The following information is either captured as part of the PowerScheduler commit process or can be manually defined:

Field	Description
New	Click to create a new course request.
Number	The number of the requested course appears.
Course Name	The name of the requested course appears.

Field	Description
Alt	Select the checkbox to indicate that this is an alternate course request.
Code	Enter any single letter to relate alternate requests to a primary request. Alternate requests that are assigned this code are used to substitute for any primary requests that are assigned the same code.
Alt Priority	If you selected the Alternate checkbox, enter a priority number so the system will know which alternate to load first when a student does not receive the elective.
Section Type	Choose the course's section type, if applicable, from the pop-up menu. For example, a student may request a bilingual section of a course.
Alternate 1	Click <b>Associate</b> to select the name of the first alternate for this course.
Delete	To delete: <ul style="list-style-type: none"> <li>• An existing course request, click <b>YES</b> under the Delete column next to the appropriate course request.</li> <li>• All existing course requests, click <b>ALL</b> at the bottom of the Delete column.</li> </ul>

## How to Create a New Course Request

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **Requests**. The Modify Schedule - Requests page appears.
4. Click **New** to create a new course request. The Edit Course Request [student name] page appears.
5. Click **Associate** to select the name of the course. Press and hold COMMAND (Mac) or CONTROL (Windows) to make multiple selections.
6. Click **Submit**. The Modify Schedule - Requests page appears.
7. Enter information as needed.
8. Click **Submit**.

## How to Edit a Course Request

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **Requests**. The Modify Schedule - Requests page appears.

4. Edit the information as needed.
5. Click **Submit**.

## How to Delete a Course Request

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **Requests**. The Modify Schedule - Requests page appears.
4. To delete:
  - An existing course request, click **YES** under the Delete column next to the appropriate course request.
  - All existing course requests, click **ALL** at the bottom of the Delete column.
5. Click **Submit**.

## Modify Course Requests

At some schools, administrative staff or guidance counselors enter student course requests directly in PowerSchool for their students. Perhaps all of the ninth graders at your school have made their requests on paper. All initial student course requests and those entering student course requests on behalf of students should enter the student course requests in PowerSchool, not in the scheduling area. Use the scheduling area to change or delete student course requests after the initial requests are made in PowerSchool.

**Note:** If you use need to edit a request after it has been submitted, do so in the scheduling area. For more information, see *Student Course Requests*.

Because course requests can be made for the current year or for other scheduling years, you must set the schedule year for student requests made in PowerScheduler, on the PowerSchool Parent Portal, or on the Requests [Scheduling Year] page in PowerSchool. For more information, see *How to Set the Schedule Year*.

## How to Modify Current Course Requests

This function lets students select the courses for the upcoming term within the current school year for which they want to register.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Request Management page appears.
3. Click **Modify Current Requests**. The Requests [Scheduling Year] page appears.
4. Choose courses from the pop-up menu.
5. Click **Submit**. The Changes Recorded page appears. View the results of these choices on the Requests View page. For more information, see *View Course Requests*.

## How to Modify Future Course Requests

Students can select the courses for the next scheduling year for which they want to register.

**Note:** The scheduling year is defined in PowerScheduler. For more information, see *How to Set the Schedule Year*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Request Management page appears.
3. Click **Modify Future Requests**. The Requests [Scheduling Year] page appears.
4. Choose courses from the pop-up menu.
5. Click **Submit**. The Changes Recorded page appears. View the results of these choices on the Requests View page. For more information, see *View Course Requests*.

## View Course Requests

This page displays the courses a student has requested for the upcoming term within the current school year. Some of these requests may have been fulfilled while others may not have.

**Note:** This page is view-only for all users.

## How to View Current Course Requests

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Request Management page appears.
3. Click **View Current Requests**. The View Requests for [Scheduling Year] page appears.
4. Use the following table to review this page:

Field	Description
Crs Num	The number used to identify the course.
Course	The name of the course.
Type	Indicates whether course is required or elective.
Cr Hrs	The number of credit hours earned by taking this course.
Requirements	Indicates any course requirements.
Total Credit Hours Requested	The total number of credit hours earned by taking all requested courses.

## How to View Future Course Requests

This page displays what courses a student has requested for the next scheduling year, which is defined in PowerScheduler.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Request Management page appears.
3. Click **View Future Requests**. The View Requests for [Scheduling Year] page appears.
4. Review the page as needed. For field descriptions, see *How to View Current Course Requests*.

## Scheduling Setup

Set student scheduling preferences before creating student course request pages or entering student course requests. By setting these parameters before students submit requests, requests will be created with the appropriate future school and schedule year identifiers. Set student scheduling preferences for an individual student or for a group of students in PowerSchool.

You can also set student scheduling preferences in PowerScheduler; for more information, see *How to Auto Fill Student Information*.

## How to Set Scheduling Preferences for an Individual Student

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Scheduling Setup** from the student pages menu. The Edit Scheduling Preferences page appears.
3. Use the following table to enter information in the fields:

Field	Description
Next Year Grade	Enter the grade level that the student will be entering next school year. If the student is to be retained, enter the student's current grade level.
Priority	Enter a number for the Load Priority for this student. Typically, students in upper grade levels will be assigned a higher priority, such as <b>10</b> , to assure that they are scheduled first for courses that they require for graduation. Values range from 1 to 99 and are usually separated by increments of 10, such as 10, 20, 30, and so on.
Schedule This Student	Select the checkbox so that PowerScheduler will schedule the student.
Year of Graduation	Enter the year that the student is expected to graduate from the currently selected school.
Summer School	If applicable, select from the pop-up menu the summer

Field	Description
Indicator	school the student will attend.
Note for Summer School Admin	If the student is to attend summer school, you can enter a note for the summer school administrator, such as <b>Needs to retake Biology</b> . This note is viewed only on the Student Scheduling Setup page.  <b>Note:</b> Because the End-of-Year process clears this field, summer school notes will not carry over from year to year.
Next School Indicator	Select the school that the student will enter next year. This ensures that the requests pages used by administrators, students, and parents display the correct course information and that the students are scheduled at the correct school.  <b>Note:</b> If setting this preference for inactive students, those students appear in PowerScheduler along with the active students. Set this field to "blank" for transferred students.
Next Year Campus/Building (optional)	To select the campus or building that the student will go to next year, click <b>Associate</b> . Select a campus or building and click <b>Submit</b> .
Next Year House (optional)	To select the house that the student will belong to next year, click <b>Associate</b> . Select a house and click <b>Submit</b> .
Next Year Team (optional)	Choose the team that the student will belong to next year from the pop-up menu.

- Click **Submit**. The Changes Recorded page appears.

## How to Set Scheduling Preferences for a Group of Students

Enter information in the required fields to set scheduling preferences for a group of students.

- On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
- Choose **Next School Indicator** from the **Select a function for this group of students** pop-up menu. The Next School Indicator page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

- Choose the name of the school the selected students will attend during the next school year from the pop-up menu.
- Click **Submit**. The Changes Recorded page appears.
- Click the PowerSchool logo to return to the start page.
- Under Browse Students, click **Current Selection** to select the same group of students.
- Choose **Student Field Value** from the pop-up menu. The Student Field Value page appears.

8. Enter **Sched\_NextYearGrade** in the **Field to Change** field.
9. Enter the appropriate next year grade level in the **New Field Value** field.
10. Deselect the **Clear Field Value** and **Do not overwrite existing data** checkboxes.
11. Click **Submit**. The Field Value page appears.
12. Click **Submit**. The Alert: Completed page appears.
13. Click the PowerSchool logo to return to the start page.
14. Under Browse Students, click **Current Selection** to select the same group of students.
15. Choose **Student Field Value** from the pop-up menu. The Student Field Value page appears.
16. Enter **Sched\_Scheduled** in the **Field to Change** field.
17. Enter **True** in the **New Field Value** field.
18. Deselect the **Clear Field Value** and **Do not overwrite existing data** checkboxes.
19. Click **Submit**. The Field Value page appears.
20. Click **Submit**. The Alert: Completed page appears.

## Add Section Enrollments

Manual scheduling is section-specific and allows you to add one or more specific sections in which to enroll the student, overriding the system-defined schedule if one exists.

Use the **Search Available Courses** or **Quick Enroll** functions on the Modify Schedule - Enrollments page to enroll students in a course section.

### How to Add a Section Enrollment to a Student Schedule Using Quick Enroll

If you know the course number and the specific section of the course you want to enroll the student, you can use the Quick Enroll function to enroll the student immediately into the section.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Enter the course and section number in the **Course.Section** field.
4. Click **Enroll**. The Modify Schedule - Enrollments page refreshes and displays the new enrollment.

### How to Add a Section to a Student Schedule Using Search Available Courses

To search for available courses per period, use the Search Available Course function. You can enter the number of the course in the Course Number field or leave it blank to search all courses. Then, choose the period from the Period pop-up menu to search for sections that are available at that time. Choose **All** to search for all available sections in all periods.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.



**Note:** To narrow list of results, use the Filter By function. For detailed information, see *How to Filter Manual Schedule Options*.

3. Do one of the following:
  - Choose the period in which you want to enroll the student from the **Period** pop-up menu.
  - Choose **All** to search for all available sections in all periods.
4. Click **Find**. The Available Courses page appears displaying a list of courses taught during that period.

**Note:** For information about the filter options, see *How to Filter Manual Schedule Options*.

The page displays the following information:

Field	Description
Crs.Sec	The course and section number used to identify the course.
Course Name	The name of the course.
Note	Prerequisites pertaining to the course, if any. For more information, see <i>Course Prerequisites</i> .
Expression	The period and day combination of the course.
Term	The term in which the course is being taught.
Teacher	The name of the teacher teaching the course.
Grade	The grade level for which the course is being taught.
Credit Type	The credit type, such as <b>Math</b> .
Cr Hours	The number of credit hours earned by taking this course.
Enrollment	The number of students currently enrolled in this course during the selected period, followed by the maximum enrollment figure.

5. Enter the first day the student's enrollment is effective in the **Enroll date** field using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
6. Click a course name to add that course to the student's schedule during the selected period. The Modify Schedule - Enrollments page appears.

If your system is configured to notify you that the section enrollment is at or above capacity, the Section is Full page appears if the section is at or above capacity. You must enter a password to override the capacity.

## How to Filter Manual Schedule Options

Filter the courses that appear on the Available Courses page when manually scheduling students. Filtering focuses your search for an available class according to a number of criteria, such as teacher, credits, and current class size.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Do one of the following:
  - Choose the period in which you want to enroll the student from the **Period** pop-up menu.
  - Choose **All** to search for all available sections in all periods.
4. Click **Find**. The Available Courses page appears displaying a list of courses taught during that period.
5. Select one of the following to filter information on the Available Courses page.

Field	Description
Period	Choose the period from the pop-up menu.
Term	Choose the term from the pop-up menu.
Teacher	Choose the teacher from the pop-up menu.
Day	Choose the day from the pop-up menu.
Grade	Choose the grade level from the pop-up menu.
Credit Type	Choose the credit type from the pop-up menu, such as <b>Math</b> .
Course	To jump to a particular course, enter the course number and press RETURN (Mac) or ENTER (Windows).
Show only classes with available seats	Select the checkbox to display only classes that have not reached the maximum enrollment.

6. Repeat Step 4 to further filter the selections.

## Drop Section Enrollments

Manual scheduling is section-specific and allows you to drop one or more section enrollments from a student's schedule, overriding the system-defined schedule if one exists. Because dropping a section enrollment from a student's schedule has serious ramifications, use caution when performing this procedure.

## How to Drop a Section Enrollment From a Student Schedule

Drop section enrollments individually and immediately by selecting the appropriate Drop checkbox next to the section enrollment you want to delete. To efficiently drop more than one section enrollment from a student's schedule, see *How to Drop Section Enrollments From a Student Schedule*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Select the checkbox next to the section enrollment you want to delete.
4. Click **Drop**. The Drop Classes page appears.
5. Verify the information you want to delete.
6. Use the following table to enter information in the fields:

Field	Description
Student	The selected student appears.
Period	The selected period appears.
Term	The selected term appears.
Crs-Sec	The selected course and section abbreviations appear.
Course	The selected course title appears.
Exit Date	Enter the exit date, which is the first day the student's enrollment is not active or the day after the student's last day in class. Use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

7. Click **Drop Classes** to drop the section enrollment. PowerSchool drops the student from the selected section, and the schedule appears without the deleted section enrollment.

**Note:** If any attendance has been recorded for the enrollment past the dates entered in the Exit Date field, an error message appears. Because you cannot drop enrollments with attendance records past the exit date for the enrollment, you must correct the attendance records before dropping the enrollment.

## How to Drop All Sections From a Student Schedule

Use this procedure to drop all section enrollments from a student's schedule.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **All** in the Drop column. The Drop Classes page appears.

4. Enter in the Exit Date field the first day the student is not in class using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
5. Click **Drop Classes** to drop the section enrollment. PowerSchool drops the student from all sections, and the schedule appears without the deleted section enrollments.

**Note:** If any attendance has been recorded for the enrollment past the dates entered in the Exit Date field, an error message appears. Because you cannot drop enrollments with attendance records past the exit date for the enrollment, you must correct the attendance records before dropping the enrollment.

## Work With Groups

Once you select a group of students, you can manage the group's records in a variety of ways. Groups functions are accessible either by selecting a group of students and then choosing a function from the **Select a function for this group of students** pop-up menu on the Student Selection page or on the start page by choosing **Special Functions > Group Functions** with your current selection of students. For more information, see *Select a Group of Students* or *Current Selection*.

### Group Attendance

Change the attendance records either for one date range, day, or period for a selected group of students. In addition, you can change the attendance records either retroactively or in advance using either Meeting or Daily attendance. Meeting attendance is taken each time a class meets, whereas Daily attendance is taken for an entire school day. For more information about attendance, see *Attendance Overview*.

#### How to Change Group Attendance (Meeting)

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Attendance Change** from the **Select a function for this group of students** pop-up menu. The Change Meeting Attendance page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Use the following table to enter information in the fields:

Field	Description
Change attendance for	The selected students appear.
From this date	Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
To this date	Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Meetings to scan	Select the checkboxes to indicate the periods to change. To mark attendance for the entire day, click <b>Select All</b> .
Codes to scan for	Either choose all by selecting <b>All</b> or select the <b>These Codes</b> option and then choose the attendance codes for which you want to scan.

Field	Description
Attendance code to set	Choose the attendance code to apply to the date range from the pop-up menu.
If other than a default present	Select the option to either overwrite or not overwrite any existing attendance codes.
Comment	Enter comments that are relevant to this attendance record.

4. Click **Submit**. The PowerSchool start page appears. To verify that you entered the correct codes, search for and select one of the students in the group. Then, view the student's Attendance page.

## How to Change Group Attendance (Daily)

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Attendance Change** from the **Select a function for this group of students** pop-up menu. The Change Meeting Attendance page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Click **Daily**. The Change Daily Attendance page appears.
4. Use the following table to enter information in the fields:

Field	Description
Change attendance for	The selected students appear.
From this date	Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
To this date	Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Codes to scan for	Either choose all by selecting <b>All</b> or select the <b>These Codes</b> option and then choose the attendance codes for which you want to scan
Attendance code to set	Choose the attendance code to apply to the date range from the pop-up menu.
If other than a default present	Select the option to either overwrite or not overwrite any existing attendance codes.

Field	Description
Comment	Enter comments that are relevant to this attendance record.

- Click **Submit**. The PowerSchool start page appears. To verify that you entered the correct codes, search for and select one of the students in the group. Then, view the student's Attendance page.

## Counselor's Screen

This page is tailored to meet the needs of school counselors, but it can also be useful to other school administrators. It provides direct links to some of the most frequently requested information and functions.

### How to View the Counselor's Screen

- On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
- Choose **Counselor's Screen** from the **Select a function for this group of students** pop-up menu. The Counselor's Screen page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

- Choose the page you want to view for the selected students from the pop-up menu.
- Click **Submit**. The selected students appear in the students menu.
- Click a student's last name to display the selected page.

**Note:** If you click the student's first name, the last student page viewed appears. The list of student pages appears on the left.

## Enrollment Summary

The Enrollment Summary report can be run from the district level, as well as the school level. Depending on which mode you run the report, the resulting report displays a breakdown of students for the entire district or school. The column headings describe the contents of each column. The row headings display the total number for each grade level used by the district or school. The small blue numbers (to the left of the slash) indicate male students; the small red numbers (to the right of the slash) indicate female students. Large, bold blue numbers indicate the total enrollment of male and female students for that classification.

Column and row headings provide links to Flash-based charts that display ethnicity information in an easy-to-read animated chart. Click a column or row heading to view enrollment by ethnicity in specific grades, overall ethnicity enrollment by grade, or total enrollment by ethnicity. For information about viewing enrollment for a particular date, see *Enrollment Summary by Date*.

## ID/Password Assignment

Assign ID numbers and passwords to the selected group. You only need to complete the steps for the types of usernames/passwords that you want to create. That is, create just usernames and/or lunch IDs for the group. For instructions specific to assigning PowerLunch IDs, see *How to Create Student Lunch ID Numbers*.

### How to Assign an ID/Password

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **ID/Password Assignment** from the **Select a function for this group of students** pop-up menu. The Assign Passwords & IDs page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Use the following table to enter information in the fields:

Field	Description
For	Select the option to indicate for whom you want to assign ID numbers.
Don't overwrite any existing IDs or passwords	Select the checkbox if you do not want to overwrite any IDs or passwords already in PowerSchool.
In case of conflicts append	If there is a conflict with an existing ID, choose a suffix from the pop-up menu.
Assign Web IDs and Passwords	Select the checkbox to assign Web IDs to students.
Assign Guardian Web IDs and Passwords	Select the checkbox to assign Web IDs to guardians.
Each Web ID is	Use the first pop-up menu to choose the number of characters for the Web ID. Use the second pop-up menu to choose how the ID number will be generated.
Each Web Password is	Use the first pop-up menu to choose the number of characters for the password. Use the second pop-up menu to choose how the password will be generated.
Enable Web Access Accounts for Processed Students	Select the checkbox to enable Web access accounts for processed students. Once this checkbox is selected, students will have access to their records in PowerSchool.
Enable Web Access Accounts for Processed	Select the checkbox to enable Web access accounts for processed guardians. Once this checkbox is selected, guardians will have access to their records on PowerSchool.



Field	Description
Guardians	
Assign Lunch IDs	Select the checkbox to create lunch IDs.
Each Lunch ID is	Use the first pop-up menu to choose the number of digits in the lunch IDs. Use the second pop-up menu to choose how the number will be generated.

- Click **Submit**. The Changes Recorded page appears
- Click **Back** to return to the Assign Passwords & IDs page.

**Note:** If a "Warning Page Expired" message appears, click the **PowerSchool** logo to return to the start page.

To notify parents and guardians of their new Web identification numbers and passwords, create a form letter that includes the data access tags  $\wedge$ (web\_ID) and  $\wedge$ (web\_Password). For more information about form letters, see *Form Letters*.

## List Students

Create a list of selected students. Print the list from your Web browser or export it to another application and print it from there. The latter option gives you more flexibility in formatting and is especially helpful with longer lists. Either way, practice by creating a short list and viewing it before you print or export. This will help you understand how to create a useful longer list.

## How to Create a Student List

- On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
- Choose **List Students** from the **Select a function for this group of students** pop-up menu. The Student List page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

- Use the following table to enter information in the fields:

Field	Description
Report Title	Enter a title for the report.
Col.	Enter the Field Name. Click <b>Fields</b> to view the list of fields. Click the name of a field to insert it in this field.  To number the students on the printed list, enter <b>*count</b> in the first Field Name field.  Enter the Column Title. This may or may not be the same as the field name. For example, to display birthdays on the printed list, title the column as <b>Birthday</b> even though the

Field	Description
	field name is <b>DOB</b> . Repeat for each column you want to create for the report.
Padding in Each Cell	Enter the amount in points of the space between the cell and the text. <b>Note:</b> One point equals 1/72 of an inch.
# Rows in Between Breaks	This refers to the number of student names to print before each break in the list. After each break, column titles are printed again. Enter <b>0</b> if you do not want breaks inserted.
Gridlines	Select the checkbox to draw lines between rows and columns and to put a border around the list.
Export	Select the checkbox to create the list in another application. If you deselect the checkbox, the list appears in your Web browser only.
Sort Field Name	Enter up to three field names to sort items in the selected columns or fields. Select to sort in ascending or descending order. If you select to sort more than one column/field, PowerSchool sorts them in the order listed. <b>Note:</b> If you have never sorted a list before, it is a good idea to try different options here to view how items are ordered each time.

- Click **Submit**. The page displays the list of students. If the list is formatted correctly, continue to the next step. If not, click **Back**, make the necessary changes, and click **Submit** again to preview the revised list.
- Choose **File > Print** from your Web browser to print the report.

**Note:** To fit more students on the page, change the paper layout or use the reduction setting on your Web browser. Choose **File > Print**. Make the appropriate selections in the Print dialog.

## Mass Enroll

Enroll the selected group in a class. For more information, see *Mass Enroll in a Class*.

## Mass Print a Student Screen

Print a selected student page for a group of students. You must use Internet Explorer 5.0 or later for a PC.

## How to Print a Student Page for a Group

- On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.

2. Choose **Mass Print a Student Screen** from the **Select a function for this group of students** pop-up menu. The Mass Print a Student Screen page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Choose the student page to print from the pop-up menu.
4. Click **Submit**. The selected list of students appears.
5. Click the students menu once without clicking a student name.
6. Choose **File > Print**.
7. On the Options tab, select the **Print all linked documents** checkbox.
8. Click **Print**. The student list prints along with the selected page for each student.

## Next School Indicator

Set one school as the default school to which the selected group of students graduates when they leave your school. This saves you from having to display each student record to mark the student's next school.

Indicate which students will attend your school next year. The school you select determines from which student course request pages the students will make their selections.

Suppose you work at a high school that includes grades 9 through 12. In order to include the eighth graders, who will be ninth graders in the fall, change their next school to your school. To exclude the twelfth graders, change their next school to **Graduated students**.

**Note:** Don't forget to set the **Next School Indicator** field for students who are continuing at your school next year.

If there is more than one school that your students often graduate to or move to, you may want to set up additional next schools. For more information, see *Next School*.

## How to Change a Next School Indicator

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Click **Next School Indicator** from the **Select a function for this group of students** pop-up menu. The Next School Indicator page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Choose the default next school from the pop-up menu.
4. Click **Submit**. The Changes Recorded page appears.
5. Click **Back** to return to the Next School Indicator page.

**Note:** If a "Warning Page Expired" message appears, click the **PowerSchool** logo to return to the start page.

## Print a Report for a Group of Students

Use the Print Reports option on the Group Functions page to print a custom report for the selected students. For information about creating reports, see *Custom Reports*. For

information about printing an object report or any type of report, see *Run, Print, and Save Reports*.

## Save Stored Selection

Store the current selection of students to quickly and easily retrieve a group of students that you work with frequently. For more information, see *Stored Selections*.

## Search by Daily Attendance

Search for a group of students based on their grades or attendance. For more information, see *Advanced Search and Select*.

## Search by GPA

Search for a group of students who are receiving a particular grade. For more information about this procedure, see *Advanced Search and Select*.

## Search by Grades/Attendance

Search for a group of students based on their grades or attendance. For more information, see *Advanced Search and Select*.

## Search by Perfect Attendance

Search for students with perfect attendance or perfect daily attendance. For more information, see *Advanced Search and Select*.

## Select Students by Hand

Select a subset of students from a group. For more information, see *How to Select a Group of Students by Hand*.

## Student Field Value

Set a specific field value for students who have the field attached to their records. For example, if a group of students has the wrong ethnicity code attached to their names, you can change the field value for all these students at the same time.

Be certain you want to replace all the values for all these students. This procedure is irreversible. In fact, you are encouraged to make a backup of your data before changing field values for a group.

**Note:** For information about staff field values, see *How to Set Staff Field Value*.

## How to Set a Student Field Value

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Student Field Value** from the **Select a function for this group of students** pop-up menu. The Student Field Value page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Use the following table to enter information in the fields:

Field	Description
Field to Change	Enter the name of the field to be changed. <b>Note:</b> For a complete list of field codes, click <b>Fields</b> .
New Field Value	Enter the new value of the field. Put quotation marks around any values that do not perform calculations, such as constant characters or a string of characters.
Clear Field Value	Select the checkbox if you want to remove any existing values for that field.
Do not overwrite existing data	Select the checkbox if you do not want the system to overwrite any existing field values.

**Warning:** Be sure you have entered information correctly, as this procedure is irreversible.

4. Click **Submit**. The Field Value page displays a preview of the records and fields that will be affected.
5. Click **Submit**. When the operation is complete, click Back. Now you can perform a search to find the group with the changed value.

If you find that the values were wrongly changed, you must change each record individually. You cannot retrace your steps by changing the value back to what it was for the entire group, because there are those students to whom the value was assigned before you changed the value for the others. Reversing the procedure will change the value for all students, not just the group you selected.

## Transfer Out of School

This option lets you transfer the entire group of selected students out of school. It is especially useful when students graduate. For more information, see *Transfer Students*.

## Delete Enrollment Records

Use this option to delete all enrollment records for an individual student. It is likely that only a limited number of people at your school have permission to perform this procedure. For information about editing enrollment records, see *Transfer Info*.

## How to Delete Enrollment Records

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **Transfer Info** from the student pages menu. The Transfer Information page appears.
3. Under Previous Enrollments, click the entry date of the record you want to delete. The Edit Previous Enrollment page appears.
4. Click **Delete**. The Selections Deleted page appears.

## Transfer Students

In PowerSchool, you have different options concerning transfers into and out of your school. You can transfer a student out of school, transfer a student to or enroll a student in another school on your PowerSchool server, or reenroll a student who was previously enrolled in your school.

### How to Transfer a Student Out of School

Use this function to transfer an individual student out of your school.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **Functions** from the student pages menu. The Functions page appears.
3. Click **Transfer Out of School**. The Transfer Student Out page appears.
4. Use the following table to enter information in the fields:

Field	Description
Who will be transferred out	The names of the selected students appear.
Transfer Comment	Enter any comments related to the transfer.
Date of transfer	Enter the date of the transfer using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.  An error message appears when transferring a student out of school who has attendance records past the exit date. The transfer is prevented until the issue is corrected. Once you change the attendance, the transfer is allowed and any attendance records on or after the date of transfer are deleted. To modify attendance, see <i>Meeting/Interval Attendance</i> .
Exit code	Choose the exit code from the pop-up menu.
Check here if students intend to enroll in school	Select the checkbox if the student plans to return to the same school during the next school year. Deselect the checkbox to clear all scheduling-related information for the

Field	Description
during next school year.	following year, including course requests, for the selected students.
Also Transfer out of selected programs	If the student is currently enrolled in any special programs, these programs appear. Select those which the student should be withdrawn from when they are transferred.

- Click **Submit**. PowerSchool notifies you that the student has been transferred.

**Note:** The student's status is now inactive. From now on, when you want to open the student record, you must enter a forward slash (/) before the student's last name when entering it in the **Student Search** field.

If you know that the student is transferring to another school that shares your PowerSchool system, you must also transfer the records to that school before the student can be enrolled there. For more information, see *How to Transfer to Another School*.

## How to Transfer a Group of Students Out of School

Use this function to transfer a group of student out of your school. It is especially useful when a family moves and you want to transfer all siblings at once.

- On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
- Choose **Transfer Out of School** from the **Select a function for this group of students** pop-up menu. The Transfer Student Out page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

- Edit the information as needed. For field descriptions, see *How to Transfer a Student Out of School*.
- Click **Submit**. PowerSchool notifies you that the student has been transferred.

**Note:** The students' status is now inactive. From now on, when you want to open the student records, you must enter a forward slash (/) before the students' last name when entering it in the **Student Search** field.

If you know that the group is transferring to another school that shares your PowerSchool system, you must also transfer the records to that school before the students can be enrolled there. For more information, see *How to Transfer to Another School*.

## How to Reenroll in School

Reenroll a student in your school after he or she has previously left. You cannot transfer a student to your school while that student is still enrolled at another school on your system. The transferring school must also be on the same PowerSchool system as your school.

**Note:** If the student is transferring from a school that uses the same PowerSchool system as yours, the sending school must transfer the student to your school before you can reenroll that student.

To reenroll a group of students, see *How to Reenroll a Group of Students*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **Functions** from the student pages menu. The Functions page appears.
3. Click **Reenroll in School**. The Reenroll a Student page appears.
4. Use the following table to enter information in the fields:

Field	Description
Student to Reenroll	The selected student appears.
Date of Reenrollment	Enter the date of the reenrollment using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Entry Code	Choose the reason for the enrollment from the pop-up menu.
Entry Comment	Enter any comments related to the reenrollment.
Grade Level	Choose the student's current grade level from the pop-up menu.
Restore class enrollments?	Choose either <b>Yes</b> or <b>No</b> from the pop-up menu. Restoring the enrollments creates new enrollment records and aids in reports, such as the Enrollment by Section report.
Full-Time Equivalency	Choose the multiplier to calculate full-time equivalency from the pop-up menu.
Membership Share	Choose the multiplier to calculate the membership share from the pop-up menu.
Tuition Payer	Choose the method of tuition payment from the pop-up menu.
Special Enrollment Code	Choose an enrollment code from the pop-up menu.
Enrollment Type	Choose an enrollment type from the pop-up menu.

5. Click **Submit**. PowerSchool notifies you that the student has been reenrolled.

## How to Reenroll a Group of Students

Reenroll a group of students into your school. You cannot transfer students to your school while they are still enrolled at another school on your system. The transferring school must also be on the same PowerSchool system as your school.



**Note:** If the student is transferring from a school that uses the same PowerSchool system as yours, the sending school must transfer the student to your school before you can reenroll that student.

To reenroll an individual student, see *How to Reenroll in School*.

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Re-Enroll in School** from the **Select a function for this group of students** pop-up menu. The Re-Enroll Students in School page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Use the following table to enter information in the fields:

Field	Description
Who will be reenrolled	The selected number of students appears.
Date of re-enrollment	Enter the date of the reenrollment using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Entry Code	Choose the reason for the enrollment from the pop-up menu.
Entry Comment	Enter any comments related to the reenrollment.
Track	Select one of the following options to indicate whether to change the students' track: <ul style="list-style-type: none"> <li>• <b>Keep existing track:</b> Retains the students' track.</li> <li>• <b>Change all to track:</b> Moves the students to the track selected from the pop-up menu.</li> </ul>
District of Residence	Select one of the following options to indicate whether to change the students' district of residence: <ul style="list-style-type: none"> <li>• <b>Keep existing District of Residence:</b> Retains the students' district of residence.</li> <li>• <b>Change all to District:</b> Moves the students to the district selected from the pop-up menu.</li> </ul> <p><b>Note:</b> For more information about districts of residence, see <i>Districts of Residence</i>.</p>
Restore class enrollments?	Choose either <b>Yes</b> or <b>No</b> from the pop-up menu. Restoring the enrollments creates new enrollment records and aids in reports, such as the Enrollment by Section report.
If more than one	Select the checkbox to verify that you want to re-enroll the

Field	Description
student is being re-enrolled	selected students.

- Click **Submit**. PowerSchool notifies you that the students have been reenrolled.

## How to Transfer to Another School

Transfer a student to another school after you have transferred him or her out of your school. You cannot transfer a student to another school while that student is enrolled at another school on your system. The receiving school must also be on the same PowerSchool system as your school.

**Note:** Once you transfer the student to another school, you will not be allowed to view any of his or her records unless you have district-level access.

- On the start page, search for and select a student. For more information, see *Search and Select*. Remember to use the forward slash (/) before the student's last name, as the student is now inactive at your school.
- Under Enrollment, choose **Functions** from the student pages menu. The Functions page appears.
- Click **Transfer to Another School**. The Transfer to Another School page appears.
- Choose the receiving school from the **To which school?** pop-up menu.
- Click **Submit**. PowerSchool notifies you that the student is enrolled at another school.

If the system finds a student at the new school with the same last name or phone number, the Check for Duplicate Students page displays these students. You can then click each student's name to ensure that the student you are transferring is not already enrolled at the new school.

It is the responsibility of the receiving school to activate the student's records and schedule his or her classes. For more information, see *How to Enroll a Student*.

## How to Enroll in a Class at Another School

Sometimes a student is eligible to take a course at another school but will not be transferring to that school for all courses. Enroll the student in courses at other schools as long as the other schools share your PowerSchool system.

**Note:** When storing grades for students taking classes at other schools, the TermID fields must match between the schools for those enrollments to store correctly.

- On the start page, search for and select a student. For more information, see *Search and Select*.
- Under Enrollment, choose **Functions** from the student pages menu. The Functions page appears.
- Click **Enroll in a Class at Another School**. The Enroll Student in a Class at Another School page appears.
- Use the following table to enter information in the fields:

Field	Description
Student	The selected student appears.
School Where the Class is Held	Choose the school where the class is held from the pop-up menu.
Course.Section	Enter the course and section number. Separate the numbers with a period and no spaces.
Enrollment date	Enter the enrollment date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

5. Click **Submit**. The Changes Recorded page appears.

## How to Create a New School Enrollment

Create a new school enrollment to record a change in a student's status without exiting or re-enrolling the student. When using this function to create a new enrollment, a previous enrollment is created simultaneously, which is especially helpful in situations where a student's enrollment information (such as the track or district of residence) changes midway through the school year. By creating a new school enrollment, the previous and current information are saved as two separate enrollments. This result is particularly beneficial for reporting purposes.

Information in the exit-related fields is saved as a "reenrollments" record that will be created and filled with the information from the student's current enrollment and will become the student's previous enrollment. The remaining fields (other than any state-specific fields that may appear at the bottom of the page) define the student's current enrollment.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **Functions** from the student pages menu. The Functions page appears.
3. Click **Create New School Enrollment**. The New School Enrollment Info page appears.
4. Use the following table to enter information in the fields:

Field	Description
Exit Date	Enter the exit date, which is the first day the student's enrollment is not active or the day after the student transferred out. Use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Exit Code	Choose a reason for the transfer from the pop-up menu.
Entry Date	Enter the date the student was enrolled using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format,

Field	Description
	an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Entry Code	Choose a reason for the transfer from the pop-up menu.
Full-Time Equivalency	Choose the student's FTE from the pop-up menu for this school enrollment.  FTE is a grouping that associates a student's school enrollment with a set of attendance conversion values. When ADA runs, for a student, it runs for each school enrollment during the report dates. When processing each school enrollment, it uses the student's FTE to locate the set of attendance conversions to use when looking up the attendance value for the day. For more information, see <i>Full-Time Equivalencies</i> .
Grade Level	Choose the student's grade level at the time of the transfer from the pop-up menu.
Track	Choose the student's track from the pop-up menu. For more information, see <i>Calendar Setup</i> .
District of Residence	Choose the district in which the student lives from the pop-up menu. For more information, see <i>Districts of Residence</i> .
Comment	Enter a comment to describe the reason for the enrollment modifications, such as <b>Moved from part-time to full-time status</b> . The comment will appear for both the current and previous enrollments on the student's Transfer Information page. For more information, see <i>Transfer Information</i> .

**Note:** State-specific fields may appear at the bottom of the page, depending on your state. For state reporting documentation, visit [PowerSource](#).

5. Click **Submit**. The Changes Recorded page appears.

## Mass Enroll in a Class

Enroll an entire group of students in a class.

### How to Mass Enroll in a Class

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Mass Enroll in Classes** from the **Select a function for this group of students** pop-up menu. The Mass Enroll page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Use the following table to enter information in the fields:

Field	Description
Teacher	Choose the teacher from the pop-up menu.
[Expression]	Choose the schedule expression from the pop-up menu.
course.section	Enter the course and section number. Separate the numbers with a period and no spaces.
Enrollment Date	Enter the date of the enrollment using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

4. Click **Submit**. PowerSchool notifies you that the enrollment is complete.

## Test Scores

PowerSchool stores information related to any type of test, as well as student-specific test scores. To report on tests, see *Object Reports With Test Tags*.

Use the Test Scores function to enter test score values for students who complete tests. For more information, see *Student Test Scores*.

# Student System Administration

## Student Numbers

Assign new student ID numbers to a group of students. If you import student numbers from a different system and want to change those numbers in PowerSchool, use this procedure.

**Important:** This process is not reversible.

### How to Assign New Student Numbers

1. On the start page, select a group of students.

**Note:** Depending on the selection method used, the Group Functions page appears either immediately or after selecting students from the Student Selection page.

2. Click the PowerSchool logo. The PowerSchool start page appears.
3. Choose **System** from the main menu. The System Administrator page appears.
4. Click **Assign New Student Numbers**. The Assign New Student Numbers page appears.
5. Enter the starting number from which you want the system to assign student numbers in the **Student numbers are generated from this value** field.
6. Click **Submit**. The Operation Completed page appears.

**Note:** If the system displays the alert that some duplicates were found, click **Back** and start the student numbering from a different number.

## Activities Setup

Create, modify, or delete the activities available to students in PowerSchool. You can also clear the values of the activities field for all students, such as at the end of each school year.

### How to Add an Activity

Create an activity so that you and other users can add it to student records as needed. Indicate if the new activity affects all schools on your system or just your school. After adding an activity, you can add it to student records. For more information, see *How to Add or Delete Activities on a Student Record*.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under General, click **Activities Setup**. The Activities Setup page appears.
3. Click **New**. The Edit Activity page appears.
4. Use the following table to enter information in the fields:

Field	Description
Activity Name	Enter the name of the activity.
Student Field Name	Enter the activity's field name. Remember that spelling is important and that you must use underscores ( _ ) rather than spaces between words.
Activity Type	Choose one of the following types of activity from the pop-up menu: <ul style="list-style-type: none"> <li>• <b>Academic</b></li> <li>• <b>Athletic</b></li> <li>• <b>Community</b></li> <li>• <b>Music</b></li> </ul>
Required	Select the checkbox if students are required to participate in this activity.
This Activity Appears For	Select an option to display this activity for only the selected school or all schools on this server.

5. Click **Submit**. The Activities Setup page displays the new activity.

## How to Edit an Activity

Changing an activity affects all PowerSchool users for your school or system. It does not change the activity's status on individual records, just the information about the activity on the PowerSchool system. After editing an activity, you can add it to student records. For more information, see *How to Add or Delete Activities on a Student Record*.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under General, click **Activities Setup**. The Activities Setup page appears.
3. Click the name of the activity you want to edit. The Edit Activity page appears.
4. Edit the information as needed. For field descriptions, see *How to Add an Activity*.
5. Click **Submit**. The Activities Setup page appears.

## How to Delete an Activity

This action deletes the activity from your school or your system. It also deletes the activity from any student records that indicate participation in the activity.

**Important:** This action cannot be undone. Contact other users before deleting an activity from the PowerSchool system.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under General, click **Activities Setup**. The Activities Setup page appears.
3. Click the name of the activity you want to delete. The Edit Activity page appears.
4. Click **Delete**. The Activities page displays without the deleted activity.

## How to Clear Activities for All Students

Clear the values of the activities field for all students. For example, clear the activities for all students at the end of each school year. This does not remove the activity from PowerSchool. To remove an activity, see *How to Delete an Activity*.

1. On the start page, choose **System** from the main menu. The System Administrator page appears.
2. Click **Clear Activities**. The Clear Activities page appears.
3. Select the checkboxes next to the activity for which you want to delete the values for all students in the selected school.
4. Click **Submit**. The System Administrator page appears.

## Balance Alert

Using the Balance Alert Setup page, you can define thresholds for students' lunch account balances and fee account balances. If students' account balances go over a set threshold, an alert appears on the student page indicating that the students' accounts are in deficit.

The balance alert also appears in PowerSchool Parent Portal if the **Do not show the lunch balance on parent/student pages if you do not want to display the alert** checkbox has not been selected during district setup. For more information, see *How to Set Up Miscellaneous District Settings*.

The Balance Alert email function automatically sends parents or guardians email messages informing them that their students' accounts are in deficit. For more information, see *Parents/Guardian*.

## How to Set Up the Balance Alert

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under General, click **Balance Alert**. The Balance Alert Setup page appears.
3. Use the following table to enter information in the fields:

Field	Description
[Lunch Balance Alert]	Choose the lunch balance level from the pop-up menu. An email is sent to parents who choose to receive Balance Alert emails.
[Fee Balance Alert]	Choose the fee balance level from the pop-up menu. An email is sent to parents who choose to receive Balance Alert emails.
[Alert Email]	Enter the balance alert text in the field. This message appears in the alert window in the PowerSchool Parent Portal along with the balances of lunch and fees.

4. Click **Submit**. The Changes Recorded page appears.



## Citizenship Codes

Use this page to create, view, edit, or delete citizenship codes used when grading students. These codes are available in PowerTeacher gradebook.

### How to Add a Citizenship Code

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Citizenship Codes**. The Citizenship Codes page appears.
3. Click **New**. The Edit Citizenship Code page appears.
4. Use the following table to enter information in the fields:

Field	Description
Code	Enter the citizenship code.
Description	Enter a description for the citizenship code.
Sort order for display	Use the pop-up menu to choose the sort order to appear on the Citizenship Codes page.

5. Click **Submit**. The Citizenship Codes page displays the new citizenship code.

### How to Edit a Citizenship Code

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Citizenship Codes**. The Citizenship Codes page appears.
3. Click either the code or the description of the citizenship code you want to edit. The Edit Citizenship Code page appears.
4. Edit the information as needed. For field descriptions, see *How to Add a Citizenship Code*.
5. Click **Submit**. The Citizenship Codes page displays the edited citizenship code.

### How to Delete a Citizenship Code

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Citizenship Codes**. The Citizenship Codes page appears.
3. Click either the code or the description of the citizenship code you want to delete. The Edit Citizenship Code page appears.
4. Click **Delete**. The Selection Deleted page appears.

## Ethnicity Codes

Set up ethnicity codes to assign to students using the Demographics page. For more information about assigning ethnicity codes, see *How to Modify Student Demographics*.

## How to Add an Ethnicity Code

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Ethnicity Codes**. The Ethnicity Codes page appears.
3. Click **New**. The Edit Ethnicity Code page appears.
4. Use the following table to enter information in the fields:

Field	Description
Code	Enter the ethnicity code.
Description	Enter a description for the code.
SIF Ethnicity Code	<p>If you want to associate SIF ethnicity codes with PowerSchool ethnicity codes, you will need to map the codes. For more information about SIF, visit <a href="#">PowerSource</a>.</p> <p>To obtain SIF ethnicity codes, see the <i>Race External Code Set</i> section in the <i>Schools Interoperability Framework™ Implementation Specification 2.0r1</i> document at <a href="http://specification.sifinfo.org/Implementation/2.0r1/ExternalCodeSets.html#NCES0849RaceType">http://specification.sifinfo.org/Implementation/2.0r1/ExternalCodeSets.html#NCES0849RaceType</a>.</p> <p>Once you have obtained the SIF ethnicity codes, enter the appropriate SIF ethnicity code.</p>

5. Click **Submit**. The Ethnicity Codes page displays the new ethnicity code.

## How to Edit an Ethnicity Code

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Ethnicity Codes**. The Ethnicity Codes page appears.
3. Click the ethnicity code or description you want to edit. The Edit Ethnicity Code page appears.
4. Edit the information as needed. For field descriptions, see *How to Add an Ethnicity Code*.
5. Click **Submit**. The Ethnicity Codes page displays the edited ethnicity code.

## How to Delete an Ethnicity Code

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Ethnicity Codes**. The Ethnicity Codes page appears.
3. Click the ethnicity code or description you want to delete. The Edit Ethnicity Code page appears.
4. Click **Delete**. The Selection Deleted page appears.

## Comment Bank

Teachers create comments that appear for each student per section. View comments in PowerSchool, PowerSchool Parent Portal, and PowerTeacher. Parent notes created by teachers in PowerGrade are sent to the PowerSchool system, where they are called teacher comments.

Additionally, teachers can select from an unlimited number of comment codes in a district-wide comment bank. The comment text can include links to Web sites. Teachers select comment bank codes from the comment bank in both PowerGrade and PowerTeacher.

### How to Create Comments in the Comment Bank

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Comment Bank**. The Comment Bank page appears.
3. Click **New**. The New Comment page appears.
4. Use the following table to enter information in the fields:

Field	Description
Comment Code	Enter a numeric, alphabetical, or alphanumeric code.
Category	Enter a category to which you want to assign your comment (optional). The comment bank groups the comments by category.  <b>Note:</b> Categories are not relevant to reports or searches. Comment categories affect only how the comments appear on the Comment Bank page.
Available to	Select an option to display this comment for all schools on this server or only the selected school.
Comment Text	Enter the comment text, which can include hyperlinks and some HTML.

5. Click **Submit**. The Comment Bank page displays the new comment.

### How to Edit Comments in the Comment Bank

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Comment Bank**. The Comment Bank page appears.
3. Click the code for the comment you want to edit. The Edit Comment page appears.
4. Edit the information as needed. For field descriptions, see *How to Create Comments in the Comment Bank*.
5. Click **Submit**. The Comment Bank page displays the edited comment.

## How to Delete Comments in the Comment Bank

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Comment Bank**. The Comment Bank page appears.
3. Click the code for the comment you want to delete. The Edit Comment page appears.
4. Click **Delete**. The Comment Bank page appears without the comment.

## Entry Codes

Use entry codes to identify the reasons why students enroll in and transfer to your school.

### How to Add an Entry Code

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Entry Codes**. The Entry Codes page appears.
3. Click **New**. The Edit Entry Codes page appears.
4. Use the following table to enter information in the fields:

Field	Description
Code	Enter the code.
Meaning	Enter a description of the code.
Sort Order	<p>Enter a number to determine the order in which you want the system to display this item relative to other items. The lower the sort order number, the higher the item appears on the <b>Entry Code</b> pop-up menu.</p> <p><b>Note:</b> You can use 0 or negative numbers, such as -1, to precede other entries. If two items have the same sort order number, the first one created precedes the other. The audience does not affect the sort order.</p>

5. Click **Submit**. The Entry Codes page displays the new code and its meaning. Any authorized user can apply the new code to any student transferring out of your school.

### How to Edit an Entry Code

Everyone who enrolls or transfers students will be affected by any changes you make to a code. You may want to discuss changes with other users before making them.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Entry Codes**. The Entry Codes page appears.
3. Click the code or the meaning of the code you want to edit. The Edit Entry Codes page appears.
4. Edit the information as needed. For field descriptions, see *How to Add an Entry Code*.

- Click **Submit**. The Entry Codes page displays the edited code and its meaning. Authorized users can apply the edited code to any student transferring out of your school.

## How to Delete an Entry Code

Everyone who manages transfers will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

- On the start page, choose **District** from the main menu. The District Setup page appears.
- Under General, click **Entry Codes**. The Entry Codes page appears.
- Click the code or the meaning of the code you want to delete. The Edit Entry Codes page appears.
- Click **Delete**. The Entry Codes page displays without the deleted code:

## Exit Codes

Use exit codes to identify the reasons why students leave your school.

### How to Add an Exit Code

- On the start page, choose **District** from the main menu. The District Setup page appears.
- Under General, click **Exit Codes**. The Exit Codes page appears.
- Click **New**. The Edit Exit Codes page appears.
- Use the following table to enter information in the fields:

Field	Description
Code	Enter the code.
Meaning	Enter a description of the code.
Sort Order	Enter a number to determine the order in which you want the system to display this item relative to other items. The lower the sort order number, the higher the item appears on the <b>Exit Code</b> pop-up menu.  <b>Note:</b> You can use 0 or negative numbers, such as -1, to precede other entries. If two items have the same sort order number, the first one created precedes the other. The audience does not affect the sort order.

- Click **Submit**. The Exit Codes page displays the new code and its meaning. Authorized users can apply the new code to any student transferring out of your school.

## How to Edit an Exit Code

Everyone who transfers students out of your school will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Exit Codes**. The Exit Codes page appears.
3. Click the code or the meaning of the code you want to edit. The Edit Exit Codes page appears.
4. Edit the information as needed. For field descriptions, see *How to Add an Exit Code*.
5. Click **Submit**. The Exit Codes page displays the edited code and its meaning. Authorized users can apply the edited code to any student transferring out of your school.

## How to Delete an Exit Code

Everyone who manages transfers will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Exit Codes**. The Exit Codes page appears.
3. Click the code or the meaning of the code you want to delete. The Edit Exit Codes page appears.
4. Click **Delete**. The Exit Codes page displays without the deleted code.

## Next School

Use the Next School Indicator to add, edit, or delete the names of schools identified as "next schools" which are schools that student graduates will attend when they leave your school. Next school selections are made either per student or as a default for all students. For more information about setting the default school, see *Next School Indicator*.

If the next schools share your PowerSchool system, PowerSchool automatically transfers student records to the next school when you use the end-of-year process.

## How to Create a Next School Indicator

If there is more than one school that your students often graduate to or move to, you may want to set up additional next schools.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Next School**. The Next School page appears.
3. Click **New**. The Edit 'Next School' Record page appears.
4. Use the following table to enter information in the fields:

Field	Description
School Name	Enter the name of the school.

Field	Description
School abbrev.	Enter the abbreviation for the school.
School number	Enter the school number.
Sort order for display	Choose the sort order on the list of next schools from the pop-up menu.

5. Click **Submit**. The Next School page displays the new school.

Now you and other users can assign it as the next school for any student.

### How to Edit a Next School Indicator

There are times when it is necessary to edit a next school record on the PowerSchool system. The changes you make to the next school record apply to the school and not to the students who are assigned to attend that school.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Next School**. The Next School page appears.
3. Click the school name, school abbreviation, or school number to be changed. The Edit 'Next School' Record page appears.
4. Edit the information as needed. For field descriptions, see *How to Create a Next School Indicator*.
5. Click **Submit**. The Next School page displays the changes.

### How to Delete a Next School Indicator

If students are no longer continuing on to a particular school that has been set up as a next school, delete that school from the list. Before doing so, it is important to verify that the school is to be removed. Any student assigned to that school is impacted by this change.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Next School**. The Next School page appears.
3. Click the school name, school abbreviation, or school number you want to delete. The Edit 'Next School' Record page appears.
4. Click **Delete**. The Next School page displays without the deleted school.

### Special Program Setup

Use the Special Program page to add, edit, or delete special programs for your district. Additionally, you can view and print a list of special programs or students enrolled in a special program.

Once you have created a new special program, any PowerSchool user with the proper access can add students to that program. To add a student to a special program, see *Special Programs*.

**Note:** The Special Programs page for Utah schools displays the link **Utah schools click here**. Click the link to display the Utah Special Programs page, which describes state-specific special program information.

## How to Add a Special Program

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Special Programs**. The Special Programs page appears.
3. Click **New**. The Special Program Information page appears.
4. Use the following table to enter information in the fields:

Field	Description
Program name	Enter the name of the program.
Qualifies as a special education program	Select the checkbox if the special program is considered a special education program.
Include in Quick Lookup	Select the checkbox to indicate that this special program is to appear in the Attendance by Program grid on the Quick Lookup page. By default, the checkbox is not selected.

5. Click **Submit**. The Special Programs page displays the new program.

Any authorized PowerSchool user can add students to the program.

## How to Edit a Special Program

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Special Programs**. The Special Programs page appears.
3. Click the program name for the program you want to edit. The Special Program Information page appears.
4. Edit the information as needed. For field description, see *How to Add a Special Program*.
5. Click **Submit**. The Special Program page displays the edited program.

## How to Delete a Special Program

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Special Programs**. The Special Programs page appears.
3. Click the program name for the program you want to delete. The Special Program Information page appears.
4. Click **Delete**. The Selection Deleted page appears.



## Standards Setup

Before using standards in PowerSchool, understand what your district wants and is expected to report to a board of education, superintendent, or the state Department of Education (DOE). There is no need to define benchmark levels at every grade level if you are not expected to report that information. For example, the Wyoming DOE requires schools to report student progress at the fourth-, eighth-, and eleventh-grade levels. Schools in Wyoming often select to have all teachers match their assignments to only those benchmarks unless their local DOE requires it at every grade level. Kindergarten through fourth-grade teachers can align to the fourth-grade set of benchmarks; fifth- through eighth-grade teachers can align to the eighth-grade set; and so on.

**Important:** If each grade level does use and report on different standards, then standards should be created by grade level.

This section outlines the procedures to set up standards and benchmarks. To set up standards:

- Set up conversion tables to convert percentage scores given by teachers to standard letter or number scores.
- Enter each set of standards. This includes assigning parent relationships, aligning standards, and creating conversion tables. For more information, see *Enter Standards*.

**Note for PowerTeacher Gradebook:** When making schedule changes in preparation for the next school year (for example, importing schedules, deleting schedules and recreating schedules), all of the standards will be synchronized to PowerTeacher gradebook with each change, which can result in performance degradation. To minimize performance impact under these conditions, select the **Turn Global Sync Off** operation on the Special Operations page (**Start > System > Special Operations**) until you have a finalized schedule. When the final schedule is imported, select the **Turn Global Sync On** operation on the Special Operations page, then select the **Resynchronize PowerTeacher** operation to create all of the standards in PowerTeacher gradebook.

## How to Create a Conversion Scale

Before entering standards, you must first create at least one conversion scale.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Standards**. The Standards page appears.
3. Click **Conversion Scales**. The Standard Conversion Scales page displays with the default scale already created. However, you must define each scale and enter the cutoffs for each level and for the converted score.

**Note:** It is advantageous to leave a default scale in your system for importing purposes.

4. Click **New**. The New Standard Conversion Scale page appears.
5. Use the following table to select the grade scale type:

Field	Description
Name	Enter a name for the standard conversion scale.
Type	Choose a grade scale type from the pop-up menu: <ul style="list-style-type: none"> <li>• <b>Alphanumeric:</b> Use for letter grades such as A, B, and C or E, S, and N, or descriptive grades such as Excellent, Satisfactory, and Unsatisfactory.</li> <li>• <b>Numeric (2 decimal places):</b> Use for GPA-type grades such as 4.00, 3.00, and 2.00.</li> <li>• <b>Numeric (zero decimal places):</b> Use for simple numerical grades such as 1, 2, 3, and 4.</li> <li>• <b>Numeric (custom):</b> Use for custom numeric grades.</li> </ul>
Min	Enter the minimum numeric value allowed. <b>Note:</b> This field appears when <b>Numeric</b> is selected on the Type pop-up menu.
Max	Enter the maximum numeric value allowed. <b>Note:</b> This field appears when <b>Numeric</b> is selected on the Type pop-up menu.
Decimal Places	Enter the number of decimal places allowed. <b>Note:</b> This field is editable when <b>Numeric (custom)</b> is selected on the Type pop-up menu.
Description	Enter a description.

6. Click **Submit**. The Standard Conversion Scales page appears.

**Note:** Enter as many conversion scales as needed for the district.

## How to Enter Conversion Scale Attributes

After defining the conversion scale, enter the scale attributes.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Standards**. The Standards page appears.
3. Click **Conversion Scales**. The Standard Conversion Scales page appears.
4. Do one of the following:
  - Click on the scale you want to modify. The Edit Standard Conversion Scale Entry page appears.
  - Click **New**. The New Standard Conversion Scale Entry page appears.
5. Use the following table to enter information in the fields:

Field	Description
Grade/Label	Enter the grade or label for this scale.
Description	Enter a description of the standard conversion scale entry.
Cut-off	Enter the cut-off percentage. This is the minimum a student must earn on an assignment to receive this grade.
Grade Value	Enter the percentage used for calculations when this grade is entered as an assignment score.

- Click **Submit**. The Edit Scale page appears.

**Note:** Enter as many conversion scale entries as needed for the conversion scale.

## How to Configure the Standards Score Calculation

Students' standards average scores are calculated using either Unweighted or Weighted calculation methods. The calculation method is selected at the district level and applies across all schools. The Unweighted method remains as the default method. The Average Score, as well as the value stored during the Store Standards Grades operation, are derived using the Calculation Method selected in District mode.

- On the start page, choose **District** from the main menu. The District Setup page appears.
- Under Grading, click **Standards**. The Standards page appears.
- Click **Standards Score Calculation**. The Standards Score Calculation page appears.
- Select the appropriate method:
  - Unweighted**
  - Weighted**
- Select the checkbox to verify that you want to run the recalculation.
- Click **Submit**. The Average score in the [StandardsCurrent] table is updated to reflect the desired calculation. Depending upon the number of scores, this recalculation process may take several minutes to complete.

## Enter Standards

After setting up conversion scales, you can begin entering standards. There are three methods for entering standards: manually, manually by example, and through an import.

**Note:** Importing is the easiest way to enter standards into PowerSchool. For more information, see *Quick Import*.

## How to Manually Enter Standards

Complete this procedure for each standard you want to enter manually.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Standards**. The Standards page appears.
3. Click **List Standards**. The list of standards appears. The types of standards include National, State, District, or School. If there are no standards of a given type in the system, that type does not appear.
4. Click **New** to create a standard. The New Standard page appears.
5. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the standard. This information is used for reporting purposes.
Identifier	Enter a unique code for designating this assignments.
Subject Area	Enter the global naming convention.
Alignment Identifier	Enter an alignment identifier to identify standard alignment to other types of standards. For example, from district to state or from state to national. <b>Note:</b> This field is not used in PowerTeacher gradebook.
Calculation Parent	Enter a single identifier for which this standard should be included in calculations. This value should be similar to the List Parent field. <b>Note:</b> This field is not used in PowerTeacher gradebook.
List Parent	Enter a hierarchical identifier that always identifies the owning standard. <b>Note:</b> This identifier controls how the hierarchy displays in PowerTeacher gradebook.
Type	Choose National, State, District, or School from the pop-up menu. <b>Note:</b> Select School in order for the standards to appear in PowerTeacher gradebook.
Level	Choose a level from the pop-up menu. This field is used for identification purposes only. <b>Note:</b> This field is not used in PowerTeacher gradebook.
Sort Order	Enter a sort order for the standard, used to determine non-alphabetical ordering.
Course Number	Enter the course number used to identify which standards should be presented to a teacher in the gradebook. Enter multiples values if applicable, separated by commas. <b>Note:</b> The standards that list a course number matching the course number of the teacher's current class are presented for final grade entry.

Field	Description
Comments	Select the checkbox to include a comment field for school-specific standards.
Conversion Scale	Select a conversion scale from the pop-up menu. <b>Note:</b> Each standard can have only one conversion scale.
Graded	Select the checkbox to allow a teacher to enter scores for this standard in PowerTeacher gradebook.
Description	Enter a description of the standard. This field is used for reporting purposes only.

- Click **Submit**. The Changes Recorded page appears.

## How to Manually Enter Standards by Example

Manually enter standards by example to preset many of the required fields for repeated use.

- On the start page, choose **District** from the main menu. The District Setup page appears.
- Under Grading, click **Standards**. The Standards page appears.
- Click **Custom List Settings**. The Custom Standards List Settings page appears.

**Note:** Use the list settings to search for a particular standard by multiple criteria. However, after you submit the search, enter new standards using the criteria defined by your search.

- Use the following table to select a search comparator:

Comparator	Description
(Blank)	Ignore this field.
=	Must be an exact match.
#	Must not be an exact match.
\$	Contains.
!\$	Does not contain.

- Use the following table to search for a standard:

Field	Description
Name	Name of the standard.
Identifier	Code used by administrators for reporting and by teachers for designating to assignments. Must be unique.

Field	Description
Subject Area	Global naming convention.
Description	Description of the standard.
Course Number	Used to send standard identifiers to each teacher's gradebook for school-specific standards.
Type	National, State, District, or School.
Level	Used for identification purposes only.
Assignments	Allows a teacher to assign a standard identifier to an assignment.
Conversion Scale	Allows you to select a previously defined conversion scale; each standard can have only one.
Sort Order	Defines how the search results appear.
Columns to Show	Select one or many checkboxes to define what the search results display.

6. Click **Submit**. The Custom Standards List page appears.

After searching for the specific criteria, the results of your search appear; however, the results can be blank.

7. Click **New Standard by Example** to create new standards using the criteria you specified in the search as the initial values for the entry fields. The New Standard by Example page appears.
8. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the standard. This information is used for reporting purposes.
Identifier	Enter a unique code for designating this assignments.
Subject Area	Enter the global naming convention.
Alignment Identifier	Enter an alignment identifier to identify standard alignment to other types of standards. For example, from district to state or from state to national.
Calculation Parent	Enter a single identifier for which this standard should be included in calculations. This value should be similar to the List Parent field.
List Parent	Enter a hierarchical identifier that always identifies the owning standard.
Type	Choose National, State, District, or School from the pop-up

Field	Description
	menu.
Level	Choose a level from the pop-up menu. This field is used for identification purposes only.
Sort Order	Enter a sort order for the standard, used to determine non-alphabetical ordering.
Course Number	Enter the course number used to identify which standards should be presented to a teacher in the gradebook. Enter multiples values if applicable, separated by commas. <b>Note:</b> The standards that list a course number matching the course number of the teacher's current class are presented for final grade entry.
Comments	Select the checkbox to include a comment field for school-specific standards.
Conversion Scale	Select a conversion scale from the pop-up menu. <b>Note:</b> Each standard can have only one conversion scale.
Assignments	Select the checkbox to allow assignments to be associated to this standard.
Description	Enter a description of the standard. This field is used for reporting purposes only.

9. Click **Submit**. The Custom Standards List page appears.

## How to View Standards

View standards in a hierarchical listing.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Standards**. The Standards page appears.
3. Click **List Standards**. The list of standards appears. The types of standards include National, State, District, or School. If there are no standards of a given type in the system, that type does not appear.
4. Click the small triangle to display the first level of standards in each type. Continue clicking the triangle to expand the list. Alternatively, click **Expand All** to expand all levels.
5. Click the name of a standard to view its details. The Edit Standard page appears.

## Tests Setup

Before entering test scores for an individual student, create new tests that are available to all the schools on your system. If the test already exists on your system, you can edit test information, such as its description or the sort order of test scores.

## How to Create a New a Test

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Tests**. The Test page appears.
3. Click **New**. The New Test page appears.
4. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the test.
Type	Choose the level of the test from the pop-up menu.
Description	Enter a description for the test that appears on the Test Scores and student pages menus.

5. Click **Submit**. The Test Scores page displays the new test. To add test scores, see *How to Create a Test a Score*.

## How to Edit a Test

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Tests**. The Test page appears.
3. Click the name of the test you want to edit. The Edit Test page appears.
4. Edit the information as needed. For field descriptions, see *How to Create a New a Test*.
5. Click **Submit**. The Test Scores page displays the edited test. To add test scores, see *How to Create a Test Score*.

## How to Delete a Test

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Tests**. The Test page appears.
3. Click the name of the test you want to delete. The Edit Test page appears.
4. Select the checkbox at the end of the warning note.
5. Click **Delete**. The Test Scores page displays without the deleted test.

## Test Scores Setup

Test scores are scores associated with a particular test. Use the test score fields when entering scores for individual students. Before creating test scores, identify or create the appropriate test. For more information, see *Tests Setup*.



## How to Create a Test Score

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Tests**. The Test page appears.
3. Click **Edit Scores** next to the test you want to edit. The Test Scores: [Test Name] page appears.
4. Click **New**. The New Test Score: [Test Name] page appears.
5. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the test score
Sort Order	Indicate the order for the test score. <b>Note:</b> Alternatively, leave the Sort Order field blank and set the sort order from the Test Scores: [Test Name] page. For more information, see <i>How to Edit a Test</i> .
Description	Enter a description for the test to appear on the Test Scores page.

6. Click **Submit**. The Test Scores: [Test Name] page displays the new test score.

## How to Edit Test Scores

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Tests**. The Test page appears.
3. Click **Edit Scores** next to the test you want to edit. The Test Scores: [Test Name] page appears.
4. Skip to Step 6 to edit a test score. To change the sort order of the test scores, enter the order of each test scores in the Sort Order fields.
5. Click **Submit**.
6. Click the score name for the test score you want to edit. The Edit Test Score: [Test Name] page appears.
7. Edit the information as needed. For field descriptions, see *How to Create a Test Score*.
8. Click **Submit**. The Test Scores: [Test Name] page displays the edited test score.

## How to Delete a Test Score

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Tests**. The Test page appears.
3. Click **Edit Scores** next to the test. The Test Scores: [Test Name] page appears.
4. Click the score name for the test score you want to delete.
5. Select the checkbox at the end of the warning note.
6. Click **Delete**. The Test Scores: [Test Name] page displays without the deleted test score.

PEARSON



[www.PearsonSchoolSystems.com](http://www.PearsonSchoolSystems.com)