

# Students User Guide

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PowerSchool 8.x  
Student Information System

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This edition applies to Release 8.1.0 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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## Preface

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

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

## Referenced Sections

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

## Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

## Navigation

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

## Notes

It is easy to identify notes because they are prefaced by the text “**Note:**.”

# Introduction

Whether working with an individual student or a group of students, PowerSchool makes it is easy for administrators to manage students and their information.

# Student Search

## Student Search

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 most simple 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.
- 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 (;).

## Searching for Student Records

PowerSchool provides powerful tools to search the database of students at your school. On the start page, use the box labeled "Search Students" to find students by surname. For example, enter MA to find all students whose last names begin with MA.

## Field/Value Searching

PowerSchool stores student information in fields. For example, the "first\_name" field stores the students' first names. The "DOB" field stores the students' date-of-birth. Search the various student fields based on the information you are looking for.

The following is an example of how to search student records.

Suppose you would like to find all of the students in your school whose first name is Jenny. Type the following into the search box:

```
first_name=jenny
```

PowerSchool displays the search results for all students named Jenny. This is a search command line; a line of text that is commanding PowerSchool to perform a search.

Every search command line is broken into three parts: a field name (such as first\_name or grade\_level or DOB); a comparator (such as =); and the search argument itself (in the example, jenny is the search argument).

The general format is:

[field name] [comparator] [search argument]

On the start page, select the View Field List link below the Search Students box to view a list of available field names.

The following table lists the comparators you can use:

| Comparator | Meaning  |
|------------|--|
| =          | Equals   |
| <          | is less than   |
| >          | is greater than                                      |
| <=         | is less than or equal to                             |
| >=         | is greater than or equal to                          |
| #          | does not equal                                       |
| in         | is [field] present in the search argument?           |
| contains   | is the search argument contained in the [field]?     |
| !contain   | is the search argument not contained in the [field]? |
| @          | wildcard   |

The comparator "in" is a powerful tool that allows you to verify if the value of the field matches any search argument in a list you provide. For example, to obtain a single list of all 9th, 10th, and 11th graders in your school, enter the following search command line:

grade\_level in 9,10,11

PowerSchool displays all students whose grade level is contained in the list 9, 10, and 11. In this example, the field is "grade\_level", the comparator is "in", and the search argument is "9,10,11". The search function looks at the specified field for every student and checks to see if that field matches anything in the search argument specified. When entering a search command line, separate a list of items in a search argument with commas.

The comparator "contains" is another powerful search tool. For example, you want to find all of the students in your school who live on Cherry Lane. Enter the following search command line:

mailing\_street contains Cherry Lane

PowerSchool displays all students with Cherry Lane appearing in the mailing\_street field. It does not matter if the mailing\_street field is 194 Cherry Lane, or 24230 Cherry Lane Parkway; anything that contains Cherry Lane is considered a match.

The comparator "!contain" provides another search function. For example, you wanted to find all of the students in your school who do not live on Cherry Lane. Enter the following search command line:

mailing\_street !contain Cherry Lane

PowerSchool displays all students with Cherry Lane not appearing anywhere in the mailing\_street field. It does not matter if the mailing\_street field is 194 Cherry Lane, or 24230 Cherry Lane Parkway; anything that contains Cherry Lane is not considered a match.

The wildcard "@" provides additional search flexibility. For example, you want to find all of the students whose first names started with jen. Enter the following search command line:

first\_name = jen@

PowerSchool displays all students with the first name that begins with jen.

## Special Groups

In addition to simple field/value searching, you may search for special groups, such as "transferred-in". With a single command in the search field, you can select a set of students using criteria which would be impossible to reproduce using simple field/value searching, and which would take a significant amount of effort to produce using the "search in results" functionality.

| Search         | Who is Selected   |
|----------------|---|
| transferred-in | All students who have been transferred into this school, but not yet re-enrolled. In database terms, this means that the "SchoolID" is for the current school, but the "Enrollment_SchoolID" is for some other school, AND that the "Enroll_Status" field is "2" ("Transferred Out"). The "/" prefix is implied on this search. This is the equivalent of searching "/Enroll_Status=2", "&/Enrollment_SchoolID#[my school number]". |

## Search Prefixes

There are three search prefixes you may wish to use. A search prefix adjusts how the search is carried out. Note that you will always follow the prefix by a search term; a prefix is never valid all by itself on the search line.

| Prefix | Effect on Search Line   |
|--------|---|
| /      | Include non-active students. Normal searches are restricted to the actively enrolled student body of the school. However, especially when transferring students in from another school, you may sometimes wish to locate students who are no longer or not yet active. Use this prefix to search across ALL students (such as, active and inactive). Note that this may be placed AFTER (not before) a "+" or "&" prefix.               |
| &      | Search within results. For example, to find all students transferred in after 4/10/2006, search first for "transferred-in", then search for "&/ExitDate>4/10/2006". Note that the "&" must come BEFORE any "/" prefix.<br><br><b>Note:</b> When the <b>Advanced</b> checkbox is selected, this comparator does not function. You can use the <b>Within</b> button in its place. For more information, see <i>Search Results/Current</i> |

| Prefix | Effect on Search Line   |
|--------|---|
|        | <i>Student Selection.</i>   |
| +      | <p>Add results of new search. For example, to find all tenth graders and all ninth graders with the field "InstrLevel" set to "Advanced" you might search for "Grade_Level=9" and then "&amp;InstrLevel=Advanced", and finally for "+Grade_Level=10". Note that the "+" must come BEFORE any "/" prefix.</p> <p><b>Note:</b> When the <b>Advanced</b> checkbox is selected, this comparator does not function. You can use the <b>Add</b> button in its place. For more information, see <i>Search Results/Current Student Selection.</i></p> |

## Search Students Page

When first signing in, the main part of the start page displays the Search Students function. Additionally, you can click the **PowerSchool** logo from any page in PowerSchool to access the Search Students function.

## Search Students

The following information can be used to search for students:

| Field             | Description   |
|-------------------|---|
| [Search Students] | Enter search criteria in the search field. If Smart Search is enabled, as you begin entering your search criteria, PowerSchool automatically provides a drop-down list of suggestions that you may choose from. For more information, see <i>Smart Search.</i>  |
| [Search Icon]     | Click to initiate the search.   |
| Advanced          | <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Leave the checkbox blank to select a student or group of students as your current student selection.</li> <li>• Select the checkbox to search for and then select a student or group of students as your current student selection.</li> </ul> <p><b>Note:</b> By default, the checkbox is not selected.</p> |
| View Field List   | <p>Click to view the PowerSchool Field List pop-up, which displays a list of all fields that can be used to perform a student search. For more information, see <i>How to Search for Students by Other Fields.</i></p> <p><b>Note:</b> Database extension fields can be selected from the pop-up, but any associated one-to-many tables are not searchable</p>                        |

| Field | Description   |
|-------|---|
|       | at this time. For more information, see <i>Database Extensions</i> in the <i>System Administrator User Guide</i> available on <a href="#">PowerSource</a> . |

## Browse Students

The following information can be used to browse for students:

| Field             | Description  |
|-------------------|--|
| [Alphabet]        | Click a letter of the alphabet to display a list of students whose last names begin with the selected letter. For example, if you click <b>B</b> , the system displays the students at your school whose last names begin with a "B". For more information, see, <i>How to Select an Individual Student by Last Name</i> . |
| [Grade]           | Click a number to display a list of students in the selected grade. If you click <b>9</b> , the system displays a list of ninth graders at your school. For more information, see <i>How to Search for Students by Grade Level</i> .   |
| [Gender]          | Click <b>M</b> to display a list of all the male students at your school. Click <b>F</b> to display a list of all the female students at your school. For more information, see <i>How to Search for Students by Gender</i> .  |
| All               | Click to display a list of all active students at your school. For more information, see <i>How to Search for All Active Students</i> .  |
| Stored Searches   | Click to create or work with a saved list of preset search criteria used to quickly find groups of students. For more information, see <i>Stored Searches</i> .  |
| Stored Selections | Click to create or work with a saved list of students. For more information, see <i>Stored Selections</i> .  |

## Current Student Selection

When the **Advanced** checkbox is not selected, the following options are available:

**Note:** For more information, see *How to Set the Current Student Selection*.

| Field     | Description  |
|-----------|--|
| [Student] | The following information displays for each student matching your search criteria: <ul style="list-style-type: none"> <li>• <b>Student</b></li> <li>• <b>Student Number</b></li> <li>• <b>Grade Level</b></li> </ul> |

| Field             | Description   |
|-------------------|---|
|                   | <ul style="list-style-type: none"> <li>• <b>Date of Birth</b></li> <li>• <b>Social Security Number</b></li> </ul> <p>Click a student's name to view the student pages for this student.</p> <p><b>Note:</b> Information appears based on Select Student Options settings. For more information, see <i>Select Student Options Settings</i>.</p>   |
| Select By Hand    | <p>Click to select students by hand.</p> <p><b>Note:</b> For more information, see <i>How to Select a Group of Students by Hand</i>.</p>  |
| [Select Function] | <p>Click the arrow and choose a group function from the pop-up menu to begin working with your current student selection. The selected group function page appears.</p> <p><b>Note:</b> By default, this button appears as <b>Select Function</b>. Once a function has been selected, the button appears as your selection for up to three days (if another function is not selected before then).</p> <p><b>Note:</b> For more information, see <i>Select a Group of Students</i>.</p> |

## Search Results/Current Student Selection

When the **Advanced** checkbox is selected, the following options are available:

**Note:** For more information, see *How to Set the Current Student Selection using the Advanced Setting*.

**Note:** When the **Advanced** checkbox is selected, the ampersand (&) and plus (+) comparators do not function. You can use the **Add** button in place of the plus (+) comparator and the **Within** button in place of the ampersand (&) comparator.

| Search Results |   |
|----------------|---|
| Field          | Description   |
| [Student]      | <p>Do one or more of the following:</p> <ul style="list-style-type: none"> <li>• Select the checkbox in the header row to select all students.</li> <li>• Deselect the checkbox in the header row to deselect all students.</li> <li>• Select the checkbox next to each student you want to work with.</li> <li>• Deselect the checkbox next to each student you do not want to work with.</li> </ul> |

| Search Results            |  |
|---------------------------|--|
| Field                     | Description  |
| Student                   | The student's last and first name.   |
| Set                       | Click to make the selected students in the Search Results section the current selection. Selected students appear in the Current Student Selection section.  |
| Add                       | Click to add the selected students in the Search Results section to the current selection. Selected students appear in the Current Student Selection section.  |
| Subtract                  | Click to remove the selected students in the Search Results section from the current selection. Selected students no longer appear in the Current Student Selection section.   |
| Within                    | Click to adjust the current selection to only the selected students in the Search Results section. Only the selected students appear in the Current Student Selection section.   |
| Current Student Selection |  |
| [Student]                 | <p>The following information displays for each student matching your search criteria:</p> <ul style="list-style-type: none"> <li>• <b>Student</b></li> <li>• <b>Student Number</b></li> <li>• <b>Grade Level</b></li> <li>• <b>Date of Birth</b></li> <li>• <b>Social Security Number</b></li> </ul> <p>Click a student's name to view the student pages for this student.</p> <p><b>Note:</b> Information appears based on Select Student Options settings. For more information, see <i>Select Student Options Settings</i>.</p> |
| Select By Hand            | <p>Click to select students by hand.</p> <p><b>Note:</b> For more information, see <i>How to Select a Group of Students by Hand</i>.</p>   |
| [Select Function]         | <p>Click the arrow and choose a group function from the pop-up menu to begin working with your current student selection. The selected group function page appears.</p> <p><b>Note:</b> By default, this button appears as <b>Select Function</b>. Once a function has been selected, the button appears as your selection for up to three days (if another function is not selected before then).</p> <p><b>Note:</b> For more information, see <i>Select a Group of Students</i>.</p>  |

## 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 in the Current Student Selection section.
3. Click the name of the student whose record you want to review. The page displays that student's record.

**Note:** The page that displays the student's record can differ. 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*.

**Note:** To work with the group of students, click the **[Select Function]** arrow and choose a function from the Group Functions pop-up menu. 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.

**Note:** The page that displays the student's record can differ. 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 an Inactive Student

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. A list of all active and inactive student records whose names start with those letters appear in the Current Student Selection section.

**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. The page displays that student's record.

**Note:** The page that displays the student's record can differ. 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*.

**Note:** To work with the group of students, click the **[Select Function]** arrow and choose a function from the Group Functions pop-up menu. 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**. A list of all active students appears in the Current Student Selection section.

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. Click the **[Select Function]** arrow and choose a function from the Group Functions 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. A list of all active and inactive students appears in the Current Student Selection section.

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. Click the **[Select Function]** arrow and choose a function from the Group Functions 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. A list of all students in the specified grade level appears in the Current Student Selection section.

**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.

2. Click the **[Select Function]** arrow and choose a function from the Group Functions 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. A list of all male or female students in your school appears in the Current Student Selection section.

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

2. Click the **[Select Function]** arrow and choose a function from the Group Functions 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

Like many other applications, PowerSchool stores data in fields. A field is a unit of information defined by your PowerSchool administrator. PowerSchool comes with a set of standard fields used by all schools, but your school can add other fields that are particular to your needs. Additionally, fields are added to the field list with new versions of PowerSchool. Click to display a list of all student-related fields stored in your school's PowerSchool database.

1. On the start page, click **View Field List**. The Field List pop-up appears.
2. To narrow the list of fields, enter one or more search terms in the **Filter** field. Otherwise, leave blank.
3. Click the field you want to add. The Field List pop-up closes and the selected field appears in the **Search Student** field.
4. Enter a field operator and value after the field in the **Search Student** field.

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

5. Click the **Search** icon. A list of all students matching the search criteria you entered appears in the Current Student Selection section.

**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.

6. Click the **[Select Function]** arrow and choose a function from the Group Functions 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 Student Search Code

Student Search Codes are available in the View Fields List window. These search codes can be used to target specific groups of students. They can be used individually to search for students, or they can be combined with other search codes or with fields from the field list. For more information, see Knowledgebase article 7671 available on [PowerSource](#).

1. On the start page, click **View Field List**. The Field List pop-up appears.
2. Enter an asterisk (\*) in the **Filter** field. The Students Search Code list appears.

3. Click the field you want to add. The Field List pop-up closes and the selected field appears in the **Search Student** field.
4. Enter a field operator and value after the field in the **Search Student** field.

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

5. Click the **Search** icon. A list of all students matching the search criteria you entered appears in the Current Student Selection section.

**Note:** Smart search does not work with Student Search Codes.

## How to Select a Group of Students by Hand

This selection process is helpful to select a group of students from a larger group.

1. On the start page, select the group of students using a search method, such as by gender, grade, or ethnicity. A list of students appears in the Current Student Selection section.
2. Click **Select By Hand** to narrow the group of students even further.
3. Do one or more of the following:
  - Select the checkbox in the header row to select all students.
  - Deselect the checkbox in the header row to deselect all students.
  - Select the checkbox next to each student you want to work with.
  - Deselect the checkbox next to each student you do not want to work with.

**Note:** Your checkbox selections are retained as you navigate through the different pages of the search results.

4. Click **Update Selection**.
5. Click the **[Select Function]** arrow and choose a function from the Group Functions pop-up menu. For more information, see *Work With Groups*.

## 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, an alert message appears indicating that no students match your selection. Otherwise, a list of all students who participate in the specified activity appears in the Current Student Selection section.

3. Do one of the following:
  - To work with an individual student, click the name of the student whose record you want to work with. The page displays that student's record.
  - To work with the group of students, click the **[Select Function]** arrow and choose a function from the Group Functions pop-up menu. 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. A list of all students of the specified ethnicity in your school appears in the Current Student Selection section.
3. Do one of the following:
  - To work with an individual student, click the name of the student whose record you want to work with. The page displays that student's record.
  - To work with the group of students, click the **[Select Function]** arrow and choose a function from the Group Functions pop-up menu. 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. The following search codes are available for the Search Student field. The = operator is required:

| Code                       | Result   |
|----------------------------|--|
| *secondarystudents<br>=all | A list of students in all grades who are taking classes in the |

| Code                                  | Result   |
|---------------------------------------|--|
| *secondarystudents=<br>=              | current school, but not enrolled in the school.  |
| *secondarystudents=<br>=[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<br>*allstudents=     | A list of all students in all grades who 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. |

1. On the start page, enter **\*secondarystudents=** in the **Search Students** field.
2. Click the **Search** icon. A list of all students currently taking classes at the school appears in the Current Student Selection section.
3. Do one of the following:
  - To work with an individual student, click the name of the student whose record you want to work with. The page displays that student's record.
  - To work with the group of students, click the **[Select Function]** arrow and choose a function from the Group Functions pop-up menu. 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

1. On the start page, enter **lunchstatus=r** in the **Search Students** field.
2. Click the **Search** icon. A list of all students who receive reduced price lunches appears in the Current Student Selection section.
3. Do one of the following:
  - To work with an individual student, click the name of the student whose record you want to work with. The page displays that student's record.
  - To work with the group of students, click the **[Select Function]** arrow and choose a function from the Group Functions pop-up menu. For more information about the Group Functions page, see *Work With Groups*.

## 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, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Attendance, choose **Search By GPA**. The Search By GPA page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Select the applicable **Scan these** option to indicate which students to include.
5. 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.      |
| Who match this search             | Enter other criteria to search for students, such as activity membership.  |

6. Click **Submit**. The Group Functions page displays the number of selected students.
7. Click the **Current student selection [number]** to view the list of students. The Student Selection page appears.
8. Do one of the following:

- To work with an individual student, click the name of the student whose record you want to work with. The page displays that student's record.
- To work with the group of students, choose an option from the **Select a function for this group of students** menu. 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.

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Attendance, choose **Search By Grades/Attendance**. The Search By Grades/Attendance page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Attendance** under Functions in the main menu and then click **Search by Grades/Attendance** or **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Select the applicable **Scan these** option to indicate which students to include.
5. 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**.
6. 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 grade, or use # to search for students who do not have that citizenship grade.</li> </ul> |

| Field                         | Description   |
|-------------------------------|---|
|                               | <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. The Student Selection page appears.
- Do one of the following:

- To work with an individual student, click the name of the student whose record you want to work with. The page displays that student's record.
- To work with the group of students, choose an option from the **Select a function for this group of students** menu. 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, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Attendance, choose **Search for Perfect Attendance**. The Search for Perfect Attendance page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Select the applicable **Scan these** option to indicate which students to include.
5. 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.                     |

6. Click **Submit**. The Group Functions page displays the number of selected students.
7. Click the **Current student selection [number]** to view the list of students. The Student Selection page appears.
8. Do one of the following:
  - To work with an individual student, click the name of the student whose record you want to work with. The page displays that student's record.
  - To work with the group of students, choose an option from the **Select a function for this group of students** menu. For more information about the Group Functions page, see *Work With Groups*.

## 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 group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. On the start page, search for and select a staff member. For more information, see *Staff Search*.
3. Click **Current Schedule**. The teacher schedule for that teacher appears.
4. Click the number in the Enrollment column for the class you want to display. The Class Roster page appears.
5. Do one of the following:
  - Click **Make Current Student Selection** to select the students in the class as the only group you want to work with.
  - Click **Add to Current Student Selection** to add this group to a previously selected group.

The Group Functions page asks what to do with your selection of students.

6. Click the underlined number to view the list of students. The Student Selection page appears.
7. Do one of the following:
  - To work with an individual student, click the name of the student whose record you want to work with. The page displays that student's record.
  - To work with the group of students, choose an option from the **Select a function for this group of students** menu. 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 group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Choose **Master Schedule** under Functions in the main menu. The Master Schedule appears.

**Note:** The Master Schedule page must be set to View By Matrix in order to access the Class Roster page. For more information, see *How to Set Master Schedule Preferences*.

3. Locate the staff member who teaches the students you want to select.
4. Locate the class and section.
5. Click the number of students in the section. The Class Roster page appears.

**Note:** The class roster is the central point from which you can view and manage the students enrolled in a specific class, including viewing the class roster, mass dropping students, mass dropping and rescheduling students, mass enrolling students into a class, and mass enrolling students into a different class. For more information, see *Class Roster*.

6. Do one of the following:
  - Click **Make Current Student Selection** to select the students in the class as the only group you want to work with.
  - Click **Add to Current Student Selection** to add this group to a previously selected group.

The Group Functions page asks what to do with your selection of students.

7. Click the underlined number to view the list of students. The Student Selection page appears.
8. Do one of the following:
  - To work with an individual student, click the name of the student whose record you want to work with. The page displays that student's record.
  - To work with the group of students, choose an option from the **Select a function for this group of students** menu. For more information about the Group Functions page, see *Work With Groups*.

## Current Student Selection

PowerSchool remembers the most recently selected group of students. After searching for students, the Search Students page displays a list of student records matching the search criteria in the Current Student Selection section. To refine the list of student records matching the search criteria, you can use the Advanced setting, which to modify the current student selection. Once established, the current student selection is accessible via the start page or the Student Selection page.

## How to Set the Current Student Selection

1. On the start page, verify the **Advanced** checkbox is not selected.
2. On the start page, search for and select a student or group of students. For more information, see *Student Search*. A list of student records matching the search criteria appear in the Current Student Selection section.

## How to Set the Current Student Selection using the Advanced Setting

1. On the start page, select the **Advanced** checkbox. The Search Result section appears above the Current Student Selection section.
2. Search for and select a student or group of students. For more information, see *Student Search*. A list of student records matching the search criteria appears in the Search Results section.
3. Use the following table to enter information in the fields:

| Field     | Description  |
|-----------|--|
| [Student] | Do one or more of the following: <ul style="list-style-type: none"> <li>• Select the checkbox in the header row to select all students.</li> <li>• Deselect the checkbox in the header row to deselect all students.</li> <li>• Select the checkbox next to each student you want to work with.</li> <li>• Deselect the checkbox next to each student you do not want to work with.</li> </ul> |
| Student   | The student's last and first name.   |
| Add       | Click to add the selected students in the Search Results section to the current selection. Selected students appear in the Current Student Selection section.  |
| Subtract  | Click to remove the selected students in the Search Results section from the current selection. Selected students no longer appear in the Current Student Selection section.   |
| Within    | Click to adjust the current selection to only the selected students in the Search Results section. Only the selected students appear in the Current Student Selection section.   |

4. Click **Set** to make the selected students in the Search Results section the current selection. Selected students appear in the Current Student Selection section.

## How to Access the Current Student Selection from the Start Page

On the start page, search for and select a student or group of students. For more information, see *Student Search*. A list of student records matching the search criteria appear in the Current Student Selection section.

## How to Access a Current Student Selection from the Student Selection Page

1. On the start page, search for and select a student or group of students. For more information, see *Student Search*. A list of student records matching the search criteria appear in the Current Student Selection section.

**Note:** If only one student is found, the search displays the one record.

2. Click the name of the student whose record you want to review. The page displays that student's record.
3. Click **List** in the upper left corner. The Student Selection page displays the current student selection.

## 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 | <p>Enter the search commands.</p> <p>To insert a PowerSchool field into this field:</p> <ol style="list-style-type: none"> <li>1. Click <b>Fields</b> to view a list of PowerSchool fields. The Fields pop-up appears.</li> <li>2. To narrow the list of fields, enter one of more search terms in the <b>Filter</b> field. Otherwise, leave blank.</li> <li>3. Click the field you want to add. The Fields pop-up closes and the selected field appears.</li> </ol> <p><b>Note:</b> Use one command on each line. Field names must be entered exactly as they appear in the field list.</p> |

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

## How to Edit a Stored Search

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.

## How to Delete 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 delete. The Edit Stored Search page appears.
3. Click **Delete**.
4. Click **Confirm Delete**. The Selection Deleted page appears.
5. Click Back to return to the Stored Searches page.

## 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. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Search, choose **Save Stored Selection**. The Stored Selections page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. 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 this option.                    |

5. Click **Submit**. The Stored Selections page displays the new stored selection.
6. 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 you want to edit. The Edit Stored Selection page appears.
3. Edit the name of the stored selection as needed.
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, search for and select a group of students that you want to use to add to or combine with another stored selection. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Search, choose **Save Stored Selection**. The Stored Selections page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. 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 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                 | 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.   |

| Field     | Description |
|-----------|-------------|
| selection |             |

5. 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. Sign 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 **Enroll New Student** under People in the main menu. The Enroll New Student page appears.

**Note:** Alternatively, you can choose **Special Functions** under Functions in the main menu and click **Enroll New Student**.

2. Use the following table to enter information in the Student Information section:

| Field                                  | Description  |
|--|--|
| Student's Name<br>(Last, First Middle) | Enter the student's name (last, first, then middle 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 50 for the last name field, 50 for the first name field, and 30 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.<br><br>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 considered a potential duplicate. 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. |
| Student Number                         | Enter the student number. If you leave this blank, PowerSchool will assign one to the student.   |
| Gender                                 | Choose the student gender from the pop-up menu.  |
| 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   |

| Field                 | Description  |
|-----------------------|--|
|                       | 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.   |
| Full-Time Equivalency | Choose the student's FTE from the pop-up menu for this school enrollment.  |
| 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                 | Choose the student's track from the pop-up menu.<br><b>Note:</b> For more information, see <i>Calendar Setup</i> .   |
| District of Residence | Choose the district in which the student lives from the pop-up menu.<br><br>If you have the appropriate permissions, you can click <b>District of Residence</b> to access the Districts of Residence page.<br><b>Note:</b> For more information, see <i>Districts of Residence</i> .   |
| Fee Exemption Status  | Choose the student's fee exemption status from the pop-up menu in the School Fee Information section: <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> <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.   |

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

| Field | Description |
|-------|-------------|
|-------|-------------|

| 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> .<br><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.<br><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 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> .<br><br>Click <b>Validate</b> to perform address validation. For more information about performing address validation, see <i>Perform Interactive Address Validation</i> .   |

4. 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 student's 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 *Student Search*.
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 student's 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 student's 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 *Student Search*. 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 Page

The Quick Lookup page displays commonly used information, such as the student's schedule, teachers, current grades, and attendance record.

**Note:** If a room has been defined for a section, the room number appears next to the teacher's name.

## How to View the Quick Lookup Page

1. On the start page, search for and select a student. For more information, see *Student Search*. The student pages menu displays the selected default view. For more information, see *Personalize*.
2. Click **Quick Lookup**. The Quick Lookup page appears.
3. Use the following table to view information in the Attendance By Class section:

| Field     | Description   |
|-----------|---|
| Exp.      | The expression indicates the period and day combination of the course.  |
| Last Week | <ul style="list-style-type: none"> <li>• Blank indicates class meets that day and the student is present.</li> <li>• A dot indicates class does not meet that day.</li> <li>• An A indicates class meets that day and the student was absent.</li> <li>• Shaded indicates school is not in session and/or the student is not enrolled on that date.</li> </ul> <p><b>Note:</b> Other information may not appear unless school is in session and/or the student is currently enrolled.</p> |
| This Week | <ul style="list-style-type: none"> <li>• Blank indicates class meets that day and the student is present.</li> <li>• A dot indicates class does not meet that day.</li> <li>• An A indicates class meets that day and the student was absent.</li> <li>• Shaded indicates school is not in session and/or the student is not enrolled on that date.</li> </ul> <p><b>Note:</b> Other information may not appear unless school is in session and/or the student is currently enrolled.</p> |

| Field                | Description   |
|----------------------|---|
| Course               | <ul style="list-style-type: none"> <li>The name of the course.</li> <li>The teacher teaching the course.</li> <li>The room number where the course is taught.</li> <li>Click a teacher's name to send that teacher an email message.</li> <li>Click the <b>Section Teachers</b> icon next to the teacher's name to view the teachers assigned to the class. The Section Teachers pop-up appears. When done viewing, click the <b>x</b> to close the Section Teachers pop-up.</li> </ul> <p><b>Note:</b> This icon appears only if there is more than one teacher assigned to the class.</p> |
| [Term]               | <ul style="list-style-type: none"> <li>The reporting term.</li> <li>Blank indicates no PGFinalGrades record exist for the student/class/termbin.</li> <li>Two dashes indicate a PGFinalGrades record exists for the student/class/termbin, but the "Grade" is blank.</li> <li>To view the assignments and their scores that comprise the final grades for a term, click the score in the appropriate term column.</li> </ul> <p><b>Note:</b> Additional information, such as overall grade, percentage, and citizenship, may appear based on school settings.</p>                           |
| Absences             | <ul style="list-style-type: none"> <li>The number of absences per reporting term.</li> <li>Lower-case attendance codes indicate that the teacher took attendance.</li> <li>Upper-case attendance codes indicate that an attendance clerk or office staff member took attendance.</li> <li>Click any absences to display details on the Dates of Attendance page.</li> </ul>   |
| Tardies              | The number of tardies per reporting term.   |
| Attendance Totals    | <ul style="list-style-type: none"> <li>The total number of absences and tardies for each term.</li> <li>The attendance totals can be used for reports.</li> <li>The total number of tardies for each term.</li> </ul>   |
| Current Weighted GPA | The student's current weighted GPA.   |

4. Use the following table to view information in the Attendance By Day section:

| Field             | Description  |
|-------------------|--|
| Last Week         | <ul style="list-style-type: none"> <li>• Blank indicates class meets that day and the student is present.</li> <li>• A dot indicates class does not meet that day.</li> <li>• An A indicates class meets that day and the student was absent.</li> </ul> |
| This Week         | <ul style="list-style-type: none"> <li>• Blank indicates class meets that day and the student is present.</li> <li>• A dot indicates class does not meet that day.</li> <li>• An A indicates class meets that day and the student was absent.</li> </ul> |
| Absences          | <ul style="list-style-type: none"> <li>• The number of absences per reporting term.</li> <li>• Click any absences to display details on the Dates of Attendance page.</li> </ul>   |
| Tardies           | The number of tardies per reporting term.  |
| Attendance Totals | The total number of absences and tardies for each term.  |

## Print A Report

Click the **Print A Report** link on the Student page menu to display 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

Click the Switch Student link on the Student page menu to display 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 *Student Search*.

## Student Record Navigation

- **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 *Student Search*.
- **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, 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 Standards Grades Page

The Standards Grades page displays the student's standards grades and comments. By default, only classes currently in progress appear.

### How to View the Standards Grades Page

1. On the start page, search for and select a student. For more information, see *Student Search*. The student pages menu displays the selected default view. For more information, see *Personalize*.
2. Click the **Standards Grades** tab. The Standards Grades page appears. On this page, you can perform any of the following tasks:
  - Click **Show Completed Classes** to view standards grades for completed classes.
  - Click **Hide Completed Classes** to view only the classes for the current term.
  - If a score appears as a link, click 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*.

## Analytics Student View

The Analytics Student View page displays Analytics student data. Click the **Analytics Student View** tab to view Analytics Student data. This tab appears if Analytics is enabled.

For more information, see *Enable Analytics*. You can also access this page from the **Test Results** page.

**Note:** The data that appears on the page is not served by PowerSchool. It is rendered from a separate Analytics server. For more information on the configuration of Analytics, see the Analytics documentation.

## 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 *Student Search*.

# Student Information Pages

## Access Accounts

The Access Accounts page provides you with a student-centric view to managing student and parent/guardian accounts. For more information, see *Student Accounts* in the *PowerSchool Parent Portal Administrator Guide*.

## 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 *Student Search*.
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. |

| 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 mailing 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> . |

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 *Student Search*.
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 *Student Search*.
2. Under Information, choose **Demographics** from the student pages menu. The General Demographics page appears.
3. Use the following table to edit information in the fields:

| Field                        | Description  |
|------------------------------|--|
| Name (Last, First Middle)    | Enter the student's name (last, first, then middle 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 50 for the last name field, 50 for the first name field, and 30 for the middle name field.  |
| Home Address                 | Enter the student's home address.<br><b>Note:</b> For more information, see <i>Addresses</i> .   |
| Mailing Address              | Enter the student's mailing address.<br><b>Note:</b> For more information, see <i>Addresses</i> .  |
| Home Phone                   | Enter the student's home telephone number.   |
| Age                          | Enter the student's age.   |
| Aggregate Days of Membership | The total number of days the student has been enrolled.  |
| Area/Neighborhood            | The area or neighborhood in which the student lives.   |
| DOB                          | Enter the student's birth date.  |
| Ethnicity                    | Indicate whether or not the student is Hispanic or Latino by selecting one of the following options: <ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• <b>No</b></li> <li>• <b>Decline to Specify</b></li> </ul> <p><b>Note:</b> Information that appears may vary based on your configuration. For information about setting up federal ethnicity and race categories and codes used in state-specific reporting, see <i>Federal Race Categories</i> and <i>District Race Codes</i>.</p> |

| Field                          | Description   |
|--------------------------------|---|
| Race                           | <p>Indicate the student's race by selecting the appropriate checkboxes. If you do not wish to indicate the student's race, select the <b>Decline to Specify</b> checkbox.</p> <p><b>Note:</b> Information that appears may vary based on your configuration. For information about setting up federal ethnicity and race categories and codes used in state-specific reporting, see <i>Federal Race Categories</i> and <i>District Race Codes</i>.</p> <p><b>Note:</b> Field level security may be used to restrict this information (STUDENTRACE.RACECD and STUDENTS.FEDRACEDECLINE). For more information, see <i>Field Level Security</i>.</p> |
| Scheduling/Reporting Ethnicity | <p>Specify the student's ethnicity by choosing the appropriate ethnicity from the pop-up menu.</p> <p><b>Note:</b> Information that appears may vary based on your configuration. For information about setting up ethnicity codes used in scheduling and preconfigured reporting, see <i>Scheduling/Reporting Ethnicity Codes</i>.</p>   |
| Father                         | Enter the student's father's last and first name.   |
| Father's Day Phone             | Enter the student's father's day telephone number.  |
| Father's Employer              | Enter the name of the student's father's employer.  |
| Father's Home Phone            | Enter the student's father's home telephone number.   |
| Gender                         | Specify the student's gender by choosing either <b>Male</b> or <b>Female</b> from the pop-up menu.  |
| Grade Level                    | The grade level in which the student is currently enrolled.   |
| Graduation Year                | Enter the year in which the student graduates.  |
| Guardianship                   | Enter the student's guardian's name.  |
| Guardian Email                 | Enter the student's guardian's email.   |
| Mother                         | Enter the student's mother's last and first name.   |
| Mother's Day Phone             | Enter the student's mother's day telephone number.  |
| Mother's Employer              | Enter the name of the student's mother's employer.  |
| Mother's Home Phone            | Enter the student's mother's home telephone number.   |
| Previous Student ID            | Enter the student's previous ID number.   |
| SSN                            | Enter the student's Social Security Number.   |
| Student Number                 | Enter the student's identification number.  |

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 *Student Search*. 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 *Student Search*.
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 |
|-------|-------------|
|       |             |

| 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.  |
| 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> .   |

| Field         | Description  |
|---------------|--|
| 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 *Student Search*.
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.
5. Click the Medical Alert icon to read the alert from any page. The Medical alert for the selected student appears.
6. 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.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. 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.
3. Click **Search for Additional Family Members**. The Search for Additional Family Members page appears.
4. Use the following table to enter information in the fields:

| Field                                    | Description   |
|--|---|
| Family ID                                | Enter the family ID, if applicable.<br><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<br>(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<br>(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<br>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 *Student Search*.
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.

## Health

Using the Health pages, you can record student immunization information, screening information, and grade level entry certifications. For more information, see *Student Entry in the Health Management User Guide*.

## 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 *Student Search*.
2. Under Information, choose **Modify Info** from the student pages menu. The Modify Information page appears.
3. Edit the information as needed.

**Note:** The **Tracker** field is used for state reporting purposes. For state-specific information, see your PowerSchool state reporting documentation available on [PowerSource](#). If your state is not listed, documentation and/or functionality does not currently exist for that state.

4. Click **Auto-assign IDs for this student** to assign lunch and phone IDs.
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 *Student Search*.
2. Under Information, choose **Other Information** from the student pages menu. The Other Information page appears.
3. Edit the information as needed.

**Note:** For information about the **Fee Exemption Status** pop-up menu, see *How to Assign Fee Exemption Status to an Individual Student*.

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*.

**Note:** Field level security may be used to restrict this information (STUDENTS.ALERT\_OTHER and STUDENTS.ALERT\_OTHEREXPIRES). For more information, see *Field Level Security*.

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

- Click **Close** to close the Other Alert window.

## Student Email

To provide teachers using PowerTeacher Gradebook with the ability to communicate with the student via email, enter the student's email address on the Email Configuration page. Once configured, the student's email address appears on the Student Detail Window in PowerTeacher Gradebook.

### How to Configure Student Email

- On the start page, search for and select a student. For more information, see *Student Search*.
- Under Information, choose **Student Email** from the student pages menu. The Email Configuration page appears.
- Enter the student's email address in the **Student Email Address** field. Only one email address may be entered.
- Click **Submit**. The Email Configuration page displays the changes.

## Parents

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 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 Information

- On the start page, search for and select a student. For more information, see *Student Search*.
- Under Information, choose **Parents** from the student pages menu. The Parents page appears.
- 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.     |
| 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. |

| Field                             | Description   |
|-----------------------------------|---|
| 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 | <p>Select the checkboxes to indicate what information is to be sent to the parent:</p> <ul style="list-style-type: none"> <li>• <b>Summary of current grades and attendance</b></li> <li>• <b>Detail report showing assignment scores for each class</b></li> <li>• <b>Detail report of attendance</b></li> <li>• <b>School announcements</b></li> <li>• <b>Balance Alert</b></li> </ul> <p><b>Note:</b> If parent single sign-on security is enabled, this information appears on the [Parent Name] Preferences for [Student Name] dialog. For more information, see <i>Manage Students Associated to Parent Accounts</i> or <i>Manage Parents Associated to Student Accounts</i>.</p> |
| How often?                        | <p>Choose the rate at which information is to be sent to the parent from the pop-up menu:</p> <ul style="list-style-type: none"> <li>• <b>Never</b></li> <li>• <b>Weekly</b></li> <li>• <b>Every Two Weeks</b></li> <li>• <b>Monthly</b></li> <li>• <b>Daily</b></li> </ul> <p><b>Note:</b> If parent single sign-on security is enabled, this information appears on the [Parent Name] Preferences for [Student Name] dialog. For more information, see <i>Manage Students Associated to Parent Accounts</i> or <i>Manage Parents Associated to Student Accounts</i>.</p>  |
| Send now?                         | <p>Select the checkbox to send information to the parent immediately.</p> <p><b>Note:</b> If parent single sign-on security is enabled, this information appears on the [Parent Name] Preferences for [Student Name] dialog. For more information, see <i>Manage Students Associated to Parent Accounts</i> or <i>Manage Parents Associated to Student Accounts</i>.</p>  |
| Guardian's email address          | Enter the parent's email address. Separate multiple addresses with commas.  |

| Field               | Description   |
|---------------------|---|
|                     | <b>Note:</b> If parent single sign-on security is enabled and the parent has established a parent account, the email address that they used to establish the account appears. |
| Guardian Alert Text | To send a notification to the parent, enter the desired text.   |
| Alert Expires       | To discontinue the notification after a certain date, enter the desired date.   |

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

4. Click **Submit**. The Parent 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 *Student Search*.
2. Under Information, choose **Parents** from the student pages menu. The Parents 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 *Student Search*.
2. Under Information, choose **Photo** from the student pages menu. The Student Photo page appears. 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.

## How to Delete a Student Photo

Use this procedure to delete student photo.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Information, choose **Photo** from the student pages menu. The Student Photo page appears.
3. Click **Delete**.
4. Click **Confirm Delete Photo**. The Student Photo page no longer displays the student's photo.

## 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 *Student Search*.

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 *Student Search*.
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 *Student Search*.
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.  |
| 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                              |

| Field                | Description  |
|----------------------|--|
|                      | 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.  |
| 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. |

- 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 *Student Search*.
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 *Student Search*.
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**.
5. Click **Confirm Delete**. The Selection Delete page appears.

# Student Academics

## Analytics

For more information, see the *Analytics User Guide* available on [PowerSource](#).

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

| Field                   | Description   |
|-------------------------|---|
| Current attendance code | Choose the attendance code you want to enter.   |
| Set All                 | Click to enter the selected attendance code in all periods and/or intervals fields for a given day.   |
| [Attendance]            | Click to enter the selected attendance code in a specific period and/or interval field.   |
| [Comment Icon]          | <p>When an attendance code (other than blank) is entered, a gray Comment icon appears.</p> <p>To enter an attendance comment:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Comment</b> icon. The Edit Comments pop-up appears.</li> <li>2. Enter a comment for the student's attendance record.</li> <li>3. Click <b>OK</b>. The Comment icon now appears blue to indicate a comment has been entered.</li> </ol> |

7. 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> .  |

| Field                           | Description   |
|---------------------------------|---|
| Codes to scan for               | Either choose all by clicking <b>All</b> or select <b>These Codes</b> 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 indicate 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 the *Introduction*.

## 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 PowerTeacher. 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 PowerTeacher. 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*.

- 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 the link in a week where you want to enter attendance codes. The New Daily Attendance page appears.
- 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.   |

- 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

- 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.

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 the *Introduction*.

## 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 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  |

| Field   | Description                                      |
|---------|--|
|         | 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 data access tags entered in the GPA Student Screens. For more information, see *GPA Student Screens*.

### How to View Student Cumulative Information

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

The Graduation Progress page displays the student's four-year graduation plan, any post-secondary plans, and the progress of each of those plans. Progress is indicated by the use of a color-coded bar. Dark green indicates earned credits; light green indicates currently enrolled credits; and yellow indicates requested/planned credits. A green checkmark indicates that a requirement has been completely satisfied with earned credits.

**Note:** This procedure may also be performed via **Start Page > PowerScheduler > Selected Students > Graduation Plan Progress**.

### How to View a Student's Graduation Plan Progress

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under *Academics*, choose **Graduation Plan Progress** from the student pages menu. The Graduation Plan Progress page displays the following information for each plan:
  - Subject Group
  - Earned
  - Enrolled
  - Requested
  - Required
  - Progress

3. Click the name of a Subject Group to view additional information.

## Graduation Plan Selection

Using the Graduation Plan Selection page, you can manage graduation plans for individual students.

### How to Select a Graduation Plan Selection

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

| Field                               | Description   |
|-------------------------------------|---|
| Year Entering Graduation Plan       | Enter the year the student will begin the graduation plan.<br><b>Note:</b> This setting affects the default version the student will be assigned if the name is selected instead of a specific version.   |
| Graduation Contracts                | In the list box on the left, click the name or the specific version of the graduation contract you want to select. The selected graduation contract appears in the list box on the right.<br><br>To remove a graduation contract from the list box on the right, click the <b>Minus (-)</b> button next to the graduation contract you want to remove.<br><br>To remove all graduation contracts from the list box on the right, click the <b>Unpick All</b> button.<br>If selecting multiple graduation contracts, use the up and down arrows to indicate the order in which you want the items to appear in the Graduation Plan Progress page.<br><b>Note:</b> If the name is selected instead of a specific version, the student will be assigned the version of the plan, which matches their <b>Year Entering Graduation Plan</b> setting. |
| Year Entering Post-Secondary School | Enter the year the student will go to the post-secondary school.<br><b>Note:</b> This setting affects the default version the student will be assigned if the name is selected instead of a specific version.   |
| Post-Secondary Preparation Plans    | In the list box on the left, click the name or the specific version of the post-secondary preparation plan you want to select. The selected post-secondary preparation plan appears in the list box on the right.   |

| Field | Description  |
|-------|--|
|       | <p>To remove a post-secondary preparation plan from the list box on the right, click the <b>Minus (-)</b> button next to the post-secondary preparation plan you want to remove.</p> <p>To remove all post-secondary preparation plans from the list box on the right, click the <b>Unpick All</b> button.</p> <p>If selecting multiple post-secondary preparation plans, use the up and down arrows to indicate the order in which you want the items to appear in the Graduation Plan Progress page.</p> <p><b>Note:</b> If the name is selected instead of a specific version, the student will be assigned the version of the plan, which matches their <b>Year Entering Post-Secondary Preparation Plans</b> setting.</p> |

4. Click **Submit**. The Graduation Plan Progress page appears.

## How to Edit a Graduation Plan Selection

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Graduation Plan Selection** from the student pages menu. The Graduation Plan Selection page appears.
3. Edit the information as needed. For field descriptions, see *How to Select a Graduation Plan*.
4. Click **Submit**. The Graduation Plan Progress page appears.

## How to Remove a Graduation Plan Selection

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

| Field                            | Description  |
|----------------------------------|--|
| Graduation Contracts             | <p>To remove a graduation contract from the list box on the right, click the <b>Minus (-)</b> button next to the graduation contract you want to remove.</p> <p>To remove all graduation contracts from the list box on the right, click the <b>Unpick All</b> button.</p> |
| Post-Secondary Preparation Plans | To remove a post-secondary preparation plan from the list box on the right, click the <b>Minus (-)</b> button next to the post-secondary preparation plan you want to remove.  |

| Field | Description  |
|-------|--|
|       | To remove all post-secondary preparation plans from the list box on the right, click the <b>Unpick All</b> button. |

4. Click **Submit**. The Graduation Plan Progress page appears.

## Graduation Plan Progress

The Graduation Progress page displays the student's four-year graduation plan, any post-secondary plans, and the progress of each of those plans. Progress is indicated by the use of a color-coded bar. Dark green indicates earned credits; light green indicates currently enrolled credits; and yellow indicates requested/planned credits. A green checkmark indicates that a requirement has been completely satisfied with earned credits.

**Note:** This procedure may also be performed via **Start Page > PowerScheduler > Selected Students > Graduation Plan Progress**.

### How to View a Student's Graduation Plan Progress

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Graduation Plan Progress** from the student pages menu. The Graduation Plan Progress page displays the following information for each plan:
  - Subject Group
  - Earned
  - Enrolled
  - Requested
  - Required
  - Progress
3. Click the name of a Subject Group to view additional information.

## 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.

**Note:** Field level security may be used to restrict this information (STUDENTS.GRADREQSETID). For more information, see *Field Level Security*.

### How to View Student Graduation Progress

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

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 Setup

In PowerSchool, student records include two types of grades: current and historical. Current grades are the students' grades in each of their teacher's PowerTeacher systems. Historical grades are final grades, or grades that are permanently stored in the students' records. Historical grades appear on report cards and transcripts.

At the end of each grading term, use the Permanently Store Grades function to copy and store the students' current grades in PowerTeacher as historical grades. For more information, see *Permanently Store Grades*.

In PowerSchool, you can view, change, or add to a student's historical grades. If a student is new to your school, enter grades from his or her previous school in PowerSchool. If an existing student in your school receives a grade that needs to be changed, you can change the grade.

## How to Create a Single Historical Grades Entry

Enter a student's grades one at a time for incoming students. Alternatively, use the Multiple New Entries function on the Academic Record Entry page to enter a single grade. Most schools use the Academic Record Entry page to enter all 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.
3. Click **Single New Entry**. The New Stored Grade page appears.
4. Use the following table to enter information in the fields:

| Field             | Description   |
|-------------------|---|
| School Name       | Enter the name of the school where the student received the grade.      |
| School Year       | Enter the year for which you want to enter a grade.                     |
| Hist. Grade Level | Enter the grade level of the student when he or she received the grade. |

| Field  | Description   |
|--|---|
| Store Code   | Enter the store code that your school uses for the term in which the student earned the grade. Store codes are determined in the final grade setup area on the School Setup page.   |
| Course Number -<br>Section Number<br>[or]<br>Course Name | <p>You must provide one of the following:</p> <ul style="list-style-type: none"> <li>The course and section number of an existing section at the currently selected school.</li> <li>The course name if this is historical data for which no section record exists.</li> </ul> <p>If you provide a course and section, this grade will be associated with the student's enrollment in that section and will print on report cards.</p> <p>If you supply only the course name, the grade will print on transcripts but not on report cards since it is not associated with an actual section enrollment.</p> <p>In either case, the grade will be included in transcripts, the Previous Grades screen, and GPA calculations.</p> |
| Teacher Name   | Enter the name of the teacher that taught the class.  |
| Grade  | Enter the letter grade the student earned.  |
| GPA Points   | Enter the number of grade points the student received for this grade.   |
| Added Value  | Enter any added value for the grade points, such as <b>1</b> for one additional grade point. You can also use fractions of a point. Most schools do not enter added values.   |
| Percent  | Enter the percent grade the student earned.   |
| Citizenship  | Enter the citizenship grade for the term.   |
| Earned Credit Hours                                      | <p>Enter the number of credit hours the student earned in the course.</p> <p><b>Note:</b> The number of earned credit hours and potential credit hours must be the same.</p>  |
| Potential Credit Hours                                   | <p>Enter the total number of credit hours the student could have earned in the course.</p> <p><b>Note:</b> The number of earned credit hours and potential credit hours must be the same.</p>   |
| Credit Type  | If you could not match the course in which the student received this grade to a course at your school and you entered a course name, enter the credit type that counts towards the requirement if this grade fulfills a specific  |

| Field                             | Description  |
|-----------------------------------|--|
|                                   | <p>graduation requirement at your school.</p> <p>For example, if a student earned the grade in Russian, and your school does not offer Russian, enter <b>Russian</b> in the Course Name field. Then, to have the grade the student earned count towards the foreign language graduation requirement, enter <b>Foreign Language</b> or a similar credit type name in this field.</p> <p>Otherwise, deselect the checkbox.</p>   |
| Grade Suppression Policy Override | <p>To override the section or course's grade scale grade suppression policy, choose the grade suppression policy you want to apply from the pop-up menu. Once a selection is made, stored grades associated to this grade scale will be evaluated based on the selected grade suppression policy during the permanently store grades process.</p> <p><b>Note:</b> This field only appears if Repeated Course Grade Suppression is enabled for the selected school. For more information, see <i>Repeated Course Grade Suppression</i>.</p>                               |
| Grade Suppression Calculation     | <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Select <b>Include</b> to include the grade in the Grade Suppression calculation.</li> <li>• Select <b>Exclude</b> to exclude the grade from the Grade Suppression calculation.</li> </ul> <p><b>Note:</b> The repeated course suppression process automatically runs after clicking <b>Submit</b>.</p> <p><b>Note:</b> This field only appears if Repeated Course Grade Suppression is enabled for the selected school. For more information, see <i>Repeated Course Grade Suppression</i>.</p> |
| Exclude from GPA?                 | <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Select <b>Include</b> to include the grade in the GPA calculation.</li> <li>• Select <b>Exclude</b> to exclude the grade from the GPA calculation.</li> </ul>   |
| Exclude from Class Rank?          | <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Select <b>Include</b> to include the grade in the class rank calculation.</li> <li>• Select <b>Exclude</b> to exclude the grade from the class rank calculation.</li> </ul>   |
| Exclude from Honor                | <p>Do one of the following:</p>  |

| Field           | Description  |
|-----------------|--|
| Roll?           | <ul style="list-style-type: none"> <li>Select <b>Include</b> to include the grade in the honor roll calculation.</li> <li>Select <b>Exclude</b> to exclude the grade from the honor roll calculation.</li> </ul> |
| Teacher Comment | Enter any comments from the teacher.   |

- Click **Submit**. The Historical Grades page displays the new grade.

## How to Create Multiple Historical Grades Entries

This option for entering historical grades is helpful when a student transfers from another school and all previous grades must be entered in PowerSchool.

- On the start page, search for and select a student. For more information, see *Search and Select*.
- Under *Academics*, choose **Historical Grades** from the student pages menu. The Historical Grades page appears.
- Click **Multiple New Entries**. The Academic Record Entry page appears.
- Use the following table to enter information in the fields:

| Field                             | Description  |
|-----------------------------------|--|
| School Name                       | Enter the name of the school where the student received the grade.   |
| School Year                       | Enter the year for which you want to enter a grade.  |
| Hist. Grade Level                 | Enter the grade level of the student when he or she received the grade.  |
| Grade Suppression Policy Override | <p>To override the section or course's grade scale grade suppression policy, choose the grade suppression policy you want to apply from the pop-up menu. Once a selection is made, stored grades associated to this grade scale will be evaluated based on the selected grade suppression policy during the permanently store grades process.</p> <p><b>Note:</b> This field only appears if Repeated Course Grade Suppression is enabled for the selected school. For more information, see <i>Repeated Course Grade Suppression</i>.</p> |
| Grade Suppression Calculation     | <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>Select <b>Include</b> to include the grade in the Grade Suppression calculation.</li> <li>Select <b>Exclude</b> to exclude the grade from the Grade Suppression calculation.</li> </ul>   |

| Field      | Description   |
|------------|---|
|            | <p><b>Note:</b> The repeated course suppression process automatically runs after clicking <b>Submit</b>.</p> <p><b>Note:</b> This field only appears if Repeated Course Grade Suppression is enabled for the selected school. For more information, see <i>Repeated Course Grade Suppression</i>.</p> |
| Store Code | Enter the store code that your school uses for the term in which the student earned the grade. Store codes are determined in the final grade setup area on the School Setup page.   |

5. Use the following table to enter information for each course per term in the indicated school year:

| Field  | Description   |
|--|---|
| Course Number -<br>Section Number<br><br>[or]<br><br>Course Name | <p>You must provide one of the following:</p> <ul style="list-style-type: none"> <li>The course and section number of an existing section at the currently selected school.</li> <li>The course name if this is historical data for which no section record exists.</li> </ul> <p>If you provide a course and section, this grade will be associated with the student's enrollment in that section and will print on report cards.</p> <p>If you supply only the course name, the grade will print on transcripts but not on report cards since it is not associated with an actual section enrollment.</p> <p>In either case, the grade will be included in transcripts, the Previous Grades screen, and GPA calculations.</p> |
| Teacher Name   | Enter the name of the teacher that taught the class.  |
| Credit Type  | <p>If you could not match the course in which the student received this grade to a course at your school and you entered a course name, enter the credit type that counts towards the requirement if this grade fulfills a specific graduation requirement at your school.</p> <p>For example, if a student earned the grade in Russian, and your school does not offer Russian, enter <b>Russian</b> in the Course Name field. Then, to have the grade the student earned count towards the foreign language graduation requirement, enter <b>Foreign Language</b> or a similar credit type name in this field.</p> <p>Otherwise, deselect the checkbox.</p>   |

| Field                    | Description   |
|--------------------------|---|
| Exclude from GPA?        | Do one of the following: <ul style="list-style-type: none"> <li>• Select <b>Include</b> to include the grade in the GPA calculation.</li> <li>• Select <b>Exclude</b> to exclude the grade from the GPA calculation.</li> </ul>               |
| Exclude from Class Rank? | Do one of the following: <ul style="list-style-type: none"> <li>• Select <b>Include</b> to include the grade in the class rank calculation.</li> <li>• Select <b>Exclude</b> to exclude the grade from the class rank calculation.</li> </ul> |
| Exclude from Honor Roll? | Do one of the following: <ul style="list-style-type: none"> <li>• Select <b>Include</b> to include the grade in the honor roll calculation.</li> <li>• Select <b>Exclude</b> to exclude the grade from the honor roll calculation.</li> </ul> |
| Grade                    | Enter the letter grade the student earned.  |
| GPA Points               | Enter the number of grade points the student received for this grade.   |
| Added Value              | Enter any added value for the grade points, such as <b>1</b> for one additional grade point. You can also use fractions of a point. Most schools do not enter added values.   |
| Percent                  | Enter the percent grade the student earned.   |
| Citizenship              | Enter the citizenship grade for the term.   |
| Earned Credit            | Enter the number of credit hours the student earned in the course.<br><b>Note:</b> The number of earned credit hours and potential credit hours must be the same.   |
| Potential Credit         | Enter the total number of credit hours the student could have earned in the course.<br><b>Note:</b> The number of earned credit hours and potential credit hours must be the same.  |

6. Repeat Step 5 for additional courses.
7. Click **Submit**. The Historical Grades page displays the new grades.

## How to Edit a Stored Grade

There are times when it is necessary to change a historical (stored) grade. Because such a change can have a serious impact on a student's permanent record, stored grades must be changed one by one.

**Note:** You can create a log entry to track each time you change a grade for a student. For more information, see *Log Entries*.

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.
3. Click the grade to be changed. The Edit Stored Grade page appears.
4. Use the following table to change a student's historical grade information on the Edit Stored Grades page:

| Field              | Description   |
|--------------------|---|
| School             | The school name appears.  |
| Term ID            | Enter the 4-character value of the term associated to the grade.<br><b>Note:</b> If this grade is already associated to a <b>Course Number - Section Number</b> , then this field is not editable.<br><b>Note:</b> The grade does not automatically change with the percentage and vice versa. If you change one, you must manually change the other.<br><b>Note:</b> If this field is modified, the <b>Repeated Course Grade Suppression</b> checkbox is automatically selected. |
| School Year (Term) | The school year and term appear.  |
| Store Code         | The store code appears.<br><b>Note:</b> If this field is modified, the <b>Repeated Course Grade Suppression</b> checkbox is automatically selected.   |
| Hist. Grade Level  | The grade level in which the student enrolled in the course appears. You can edit the grade level.<br><b>Note:</b> If this field is modified, the <b>Repeated Course Grade Suppression</b> checkbox is automatically selected.  |
| Associated Section | The section of the course in which the student was enrolled appears.  |
| Course Number      | The number of the course in which the student earned the grade appears.   |
| Course Name        | The name of the course in which the student earned the grade appears.   |
| Teacher Name       | Enter the name of the teacher of the course section.  |

| Field                  | Description  |
|------------------------|--|
| Associated Grade Scale | The name of the associated grade scale appears.  |
| Grade                  | The letter grade originally entered for the student appears. You can edit the grade.   |
| GPA Points             | Enter the point value that corresponds to the grade. For example, enter <b>4.0</b> for an A.<br><b>Note:</b> If this field is modified, the <b>Repeated Course Grade Suppression</b> checkbox appears selected.  |
| Added Value            | Enter any added value for the grade points, such as <b>1</b> for one additional grade point. You can also use fractions of a point. Most schools do not enter added values.<br><b>Note:</b> If this field is modified, the <b>Repeated Course Grade Suppression</b> checkbox appears selected.   |
| Percent                | Enter the percent grade the student earned.  |
| Citizenship            | Enter the citizenship grade for the term.  |
| Absences               | Enter the number of absences for the course in the term.   |
| Tardies                | Enter the number of tardies for the course in the term.  |
| Earned Credit Hours    | Enter the number of credit hours the student earned in the course.<br><b>Note:</b> The number of earned credit hours and potential credit hours must be the same.<br><b>Note:</b> If this field is modified, the <b>Repeated Course Grade Suppression</b> checkbox is automatically selected.  |
| Potential Credit Hours | Enter the total number of credit hours the student could have earned in the course.<br><b>Note:</b> The number of earned credit hours and potential credit hours must be the same.<br><b>Note:</b> If this field is modified, the <b>Repeated Course Grade Suppression</b> checkbox is automatically selected.   |
| Credit type            | If you could not match the course in which the student received this grade to a course at your school and you entered a course name, enter the credit type that counts towards the requirement if this grade fulfills a specific graduation requirement at your school.<br><br>For example, if a student earned the grade in Russian, and your school does not offer Russian, enter <b>Russian</b> in the Course Name field. Then, to have the grade the student earned count towards the foreign language graduation requirement, enter <b>Foreign Language</b> or a similar credit |

| Field                             | Description  |
|-----------------------------------|--|
|                                   | <p>type name in this field.</p> <p>Otherwise, deselect the checkbox.</p>   |
| Grade Suppression Policy Override | <p>To override the section or course's grade scale grade suppression policy, choose the grade suppression policy you want to apply from the pop-up menu. Once a selection is made, stored grades associated to this grade scale will be evaluated based on the selected grade suppression policy during the permanently store grades process.</p> <p><b>Note:</b> This field only appears if Repeated Course Grade Suppression is enabled for the selected school. For more information, see <i>Repeated Course Grade Suppression</i>.</p>   |
| Grade Suppression Code            | <p>Indicate the repeated course grade suppression value of the stored grade by choosing one of the following from the pop-up menu:</p> <ul style="list-style-type: none"> <li>• <b>Blank</b> - Stored grade is not for a replaced course grade.</li> <li>• <b>Replaced Grade (R)</b> - Stored grade is for a replaced course grade.</li> <li>• <b>Over Maximum Credit (M)</b> - Maximum credit hours.</li> </ul> <p><b>Note:</b> The repeated course grade suppression value is blank by default unless it has been calculated by the permanently store grades process. However, it can be entered manually or adjusted after it has been calculated. If you want to prevent any future grade calculations from changing this value, choose to exclude from grade suppression calculation. When excluded, this value will be ignored during the repeated course grade suppression processing.</p> <p>Selecting <b>Replaced Grade (R)</b> does not automatically adjust whether the grade is excluded from transcripts or GPA, honor roll, class rank, or graduation calculations. However, these settings can be adjusted manually.</p> <p>Selecting <b>Over Maximum Credit (M)</b> does not automatically adjust whether the grade is excluded from graduation calculation. However, these settings can be adjusted manually.</p> <p><b>Note:</b> If the grade was previously replaced or was replacing another grade, adjusting the repeated course grade suppression value will remove this association.</p> <p><b>Note:</b> This field is only available when editing a stored grade.</p> <p><b>Note:</b> This field only appears if Repeated Course Grade</p> |

| Field                         | Description   |
|-------------------------------|---|
|                               | <p>Suppression is enabled for the selected school. For more information, see <i>Repeated Course Grade Suppression</i>.</p>  |
| Repeated Course Grade Details | <p>Click to view the Repeated Course Grade Details pop-up, which displays the following grade replacement succession:</p> <ul style="list-style-type: none"> <li>• Grade Order</li> <li>• <b>Grade</b> - Click to access the Edit Stored Grade page for the repeated course grade.</li> <li>• Course Number</li> <li>• Course Name</li> <li>• Store Code</li> <li>• Term</li> <li>• Grade Suppression</li> </ul> <p><b>Note:</b> The current repeated course grade appears highlighted.</p> <p><b>Note:</b> This link only appears if there are other grades related based on the repeated course grade suppression calculation.</p> <p><b>Note:</b> This field only appears if Repeated Course Grade Suppression is enabled for the selected school. For more information, see <i>Repeated Course Grade Suppression</i>.</p>   |
| Grade Suppression Calculation | <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Select <b>Include</b> to include stored grades in grade suppression calculation during the permanently store grades process.</li> <li>• Select <b>Exclude</b> to exclude stored grades from grade suppression calculation during the permanently store grades process.</li> </ul> <p><b>Note:</b> If this field is modified, the <b>Repeated Course Grade Suppression</b> checkbox is automatically selected.</p> <p><b>Note:</b> This field only appears if Repeated Course Grade Suppression is enabled for the selected school. For more information, see <i>Repeated Course Grade Suppression</i>.</p> <p><b>Note:</b> If a grade has already been replaced by the Repeated Course Grade Suppression process and then is set to be excluded from the calculation, the Grade Suppression Code and the relationship to the replacing grade will persist and never be considered by subsequent grade suppression calculations. This could cause a grade to replace more than one other grade. To prevent this, clear the <b>Grade Suppression Code</b> prior to setting <b>Grade Suppression Calculation</b> to <b>Exclude</b>.</p> |

| Field                  | Description  |
|------------------------|--|
| Display on Transcript  | <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Select <b>Yes</b> to include stored grade in transcripts.</li> <li>• Select <b>No</b> to exclude stored grade from transcripts.</li> </ul> <p><b>Note:</b> For more information, see <i>Transcript Objects</i>.</p>   |
| GPA Calculation        | <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Select <b>Include</b> to include the grade in the GPA calculation during the permanently store grades process.</li> <li>• Select <b>Exclude</b> to exclude the grade from the GPA calculation during the permanently store grades process.</li> </ul>   |
| Class Rank Calculation | <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Select <b>Include</b> to include the grade in the class rank calculation during the permanently store grades process.</li> <li>• Select <b>Exclude</b> to exclude the grade from the class rank calculation during the permanently store grades process.</li> </ul>   |
| Honor Roll Calculation | <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Select <b>Include</b> to include the grade in the honor roll calculation during the permanently store grades process.</li> <li>• Select <b>Exclude</b> to exclude the grade from the honor roll calculation during the permanently store grades process.</li> </ul>   |
| Graduation Calculation | <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Select <b>Include</b> to include the grade in the graduation calculation during the permanently store grades process.</li> <li>• Select <b>Exclude</b> to exclude the grade from the graduation calculation during the permanently store grades process.</li> </ul> <p><b>Note:</b> For more information, see <i>Repeated Course Grade Suppression</i>.</p> |
| Teacher Comment        | Enter any comments from the teacher.   |

| Field                             | Description   |
|-----------------------------------|---|
| Change History                    | A list of any changes to this grade appears.  |
| Repeated Course Grade Suppression | <p>Indicate whether or not to run the repeated course grade suppression process by doing one of the following:</p> <ul style="list-style-type: none"> <li>• Select the <b>Run</b> checkbox to run the repeated course grade suppression process.</li> <li>• Deselect the <b>Run</b> checkbox if you do not want to run the repeated course grade suppression process.</li> </ul> <p><b>Note:</b> If the <b>Grade Suppression Code</b> is modified, the checkbox no longer appears.</p> <p><b>Note:</b> By default, the checkbox is not selected. However, if <b>Term ID, Store Code, Hist. Grade Level, GPA Points, Added Value, Earned Credit Hours, Potential Credit Hours</b> or <b>Grade Suppression Calculation</b> are modified, the checkbox appears selected.</p> <p><b>Warning:</b> Running the Repeated Course Grade Suppression process may affect other stored grades.</p> <p><b>Note:</b> This field only appears if Repeated Course Grade Suppression is enabled for the selected school. For more information, see <i>Repeated Course Grade Suppression</i>.</p> |

5. Click **Submit**. A confirmation message appears.

## How to Delete a Stored Grade

Before deleting a class from a student's historical grades, be certain this is what you want to do. You are not only deleting the grade from the historical record, you are also deleting the class from the student's permanent record. Though this function does not delete the class from the master schedule, the student's historical grades for this class cannot be retrieved once deleted.

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.
3. Click the grade you want to delete. The Edit Stored Grade page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears. If you delete the last grade for a class, the class no longer appears on the Historical Grades page.

## How to Override Course Names

You can override a district-assigned course name if you enter a course name along with a valid course number on the Historical Grade screen. The following rules apply when overriding the course name:

- Course Number is optional. If it is not included, the Course Name is used.
  - If a Section Number is entered, it must exist in the system.
  - If no Course Name is entered and a valid Course Number is entered, it will default to the name in the Courses table.
  - If no Course Name is entered or found, an error dialog appears and the changes are not saved.
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.
  3. Click **Single New Entry**. The New Stored Grade page appears.

**Note:** To change several course names, click Multiple New Entries. The Academic Record – Entry page appears.

4. Enter the course name in the Course name field.
5. Click **Submit**.

## How to Edit Previous School Names

Use this function to change or enter the name of the school where a class was taken. If you entered a school name when entering the historical grades, it appears on this page. If you did not enter a school name, do so from this page.

**Note:** The school names you enter appear on the student's transcript next to the school year during which he or she attended the school. If a student attended more than one school during a school year, each school and the grades the student received at that school appear in separate lists.

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.
3. Click **Previous School Names**. The Historical School Names page appears.
4. Enter or change the name of the schools where the courses were taken.
5. Click **Submit**. The Changes Recorded page appears.

Click the grade to display the school name on the Edit Stored Grade page. To reset a changed previous school name, repeat this procedure but leave the School Name field blank. The Edit Stored Grade page displays the current school.

## Historical Grades

Historical Grades In PowerSchool, student records include two types of grades: current and historical. Current grades are students' grades entered by each of their teachers through PowerTeacher gradebook. Current grades change with each new assignment that teachers enter in PowerTeacher gradebook. 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 from PowerTeacher gradebook to 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 *Student Search*.
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/Term - Year and store code of the term in which the student enrolled in the course.
  - Grd Lvl - Student's grade level at the time he or she enrolled in the course.
  - Course number - The number of the course.
  - Course - The name of the course.
  - Earned credit - Number of possible credit hours the student can earn in the course.
  - **[Terms]** - Historical grade the student earned in each grading term. Click a grade to access the Edit Stored Grade page.

**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:

- Year/Term - Year and store code of the term in which the student enrolled in the course.
- Grd Lvl - Student's grade level at the time he or she enrolled in the course.
- Course # - The number of the course.
- Course Name - The name of the course.
- Stored Code - Each grading term the student earned a historical grade.
- **Grade** - Historical grade the student earned in each grading term. Click a grade to access the Edit Stored Grade page.
- Earned Credit - Number of credit hours the student earned in each course.
- Pot. Credit - Potential credit hours the student could earn in each course.

- Earns Grad Credit - Indicates if the course is included in a graduation requirement and the credits the student earned count towards the requirement.
- GPA - Indicates if the grade in the course is included in the student's GPA calculation.
- Class Rank - Indicates if the grade in the course is included in the class rank calculation.
- Excluded from Honor Roll - Indicates if the grade in the course is included in the honor roll calculation.
- Transcripts - Indicates if the grade in the course is included in transcripts.
- Credit Type - Indicates if the credits in the course count towards a graduation requirement based on credit type.
- Grade Suppression Code - Indicates if the grade in the course is for a replaced course grade.

**Note:** Grade Suppression Code only appears if Repeated Course Grade Suppression is enabled for the selected school. For more information, see *Repeated Course Grade Suppression*.

**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 *Student Search*.
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. |

| Field             | Description  |
|-------------------|--|
| Grade Level       | The historical grade level for this honor roll record.                             |
| School Name       | The name of the school where honor roll record was issued.                         |
| 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 *Student Search*.
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. |

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

## How to Delete Student Honor Roll Information

- On the start page, search for and select a student. For more information, see *Student Search*.
- Under *Academics*, choose **Honor Roll** from the student pages menu. The Honor Roll page appears.
- Click the level met of the honor roll you want to delete. The Edit Honor Roll page appears.
- Click **Delete**.
- Click **Confirm Delete**. The Selection Deleted page appears.

## Teacher Comments

The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior. Comments can be entered using PowerTeacher or PowerTeacher gradebook.

If using PowerTeacher, comments can be entered using the Final Grade Entry pages if the Final Grade Entry function has been enabled. For more information, see *Final Grade Entry*. If using PowerTeacher gradebook, comments can be entered using the Scoresheet Final Grades window. For more information see *Final Grades* in the *PowerTeacher Gradebook User Guide* available on [PowerSource](#).

**Note:** Teachers using PowerTeacher should **NOT** use PowerTeacher gradebook.

**Note:** The Comment Bank is only available in PowerTeacher gradebook at this time. For more information about creating comments in the comment bank, see *Comment Bank*.

Once a comment is entered, it can be viewed in PowerSchool, PowerTeacher, and the PowerSchool Student and Parent portal.

## How to View Teacher Comments

- On the start page, search for and select a student. For more information, see *Student Search*.
- Under *Academics*, choose **Teacher Comments** from the student pages menu. The Teacher Comments page appears.
- Use the following table to view teacher comments:

| Field          | Description  |
|----------------|--|
| Reporting Term | By default, the student's schedule for the current term appears. Use the pop-up menu to select a different term. |
| Exp.           | The expression indicates the period and day combination of the course.   |
| Course #       | The course number indicates the number used to identify  |

| Field                     | Description  |
|---------------------------|--|
|                           | the course.  |
| Course                    | The name of the course.  |
| Teacher                   | The name of the teacher teaching the course.   |
| Attendance Points         | The number of attendance points the student received for the course, such as absent=1, tardy=2, and present=0. |
| Comment                   | Comment entered by teacher.<br><b>Note:</b> If the column is blank, there are no teacher comments.             |
| Show dropped classes      | Click to view currently enrolled classes and dropped classes.  |
| Show only current classes | Click to view only currently enrolled classes.   |

## 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 *Student Search*.
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](#).

## Benchmark Tests

Using the Benchmark Tests tab, you can view comprehensive information about a student's benchmark test results. Benchmark tests may be viewed by test or by standard.

**Note:** The Benchmark Tests tab only appears if Schoolnet is enabled at the system level and at least one role has been assigned to you. The content that appears is not served by PowerSchool. It is rendered from a separate Schoolnet server. If content does not appear, contact your school's PowerSchool administrator.

**Note:** When accessing the Benchmark Tests tab, you may encounter one or more of the following error messages:

| Error   | Description  |
|---|--|
| Test results are currently unavailable. Please try again later.                 | Indicates that the system is down and cannot make network contact.   |
| Test data is not available for this student.                                    | Indicates there is currently no test data available for the student.   |
| Record could not be found. Check with your system administrator for assistance. | Indicates one of the following: <ul style="list-style-type: none"> <li>• Student is not enrolled at a school that is integrated with Schoolnet.</li> <li>• Student's account has not yet been set up in Schoolnet.</li> <li>• Student's account has been set up in Schoolnet, but credentials are still being set up.</li> </ul> |

## How to View Benchmark Test Results by Test

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Academics, choose **Test Results** from the student pages menu. The Test Results page appears for that student.
3. Click the **Benchmark Tests** tab. Benchmark tests for the selected student appear.
4. Use the following table to enter information in the Filters fields:

| Field         | Description   |
|---------------|---|
| School Year   | Choose the school year from the pop-up menu.  |
| Test Category | Choose one of the following test categories from the pop-up menu: <ul style="list-style-type: none"> <li>○ <b>All Test Categories</b> (default)</li> <li>○ <b>State Benchmark</b></li> <li>○ <b>District Benchmark</b></li> </ul> |

| Field   | Description   |
|---------|---|
|         | <ul style="list-style-type: none"> <li>○ <b>School Benchmark</b></li> </ul> |
| View By | Choose the <b>Test</b> option.  |

5. The following information appears for each test the student has taken:

- Test Name and Description
- Test Date
- Test Score
- Score Group

6. Click the name of the test to view further details.

7. Click the **Benchmark Tests** tab to return to list of benchmark tests.

**Note:** For more information, see the *Schoolnet online help*.

## How to View Benchmark Test Results by Standard

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Academics, choose **Test Results** from the student pages menu. The Test Results page appears for that student.
3. Click the **Benchmark Tests** tab. Benchmark tests for the selected student appear.
4. Use the following table to enter information in the Filters fields:

| Field         | Description  |
|---------------|--|
| School Year   | Choose the school year from the pop-up menu.   |
| Test Category | Choose one of the following test categories from the pop-up menu: <ul style="list-style-type: none"> <li>• <b>All Test Categories</b> (default)</li> <li>• <b>State Benchmark</b></li> <li>• <b>District Benchmark</b></li> <li>• <b>School Benchmark</b></li> </ul> |
| View By       | Choose the <b>Standard</b> option.   |

5. The following standards information appears for each test the student has taken:

- Standard
- Last Assessed
- Score
- Score Group

6. Click the name of the standard to view further details.

7. Click the **Benchmark Tests** tab to return to list of benchmark tests.

**Note:** For more information, see the *Schoolnet online help*.

## Classroom Tests

Using the Classroom Tests tab, you can view comprehensive information about a student's classroom test results. Classroom tests may be viewed by test or by standard.

**Note:** The Classroom Tests tab only appears if Schoolnet is enabled at the system level and at least one role has been assigned to you. The content that appears is not served by PowerSchool. It is rendered from a separate Schoolnet server. If content does not appear, contact your school's PowerSchool administrator.

**Note:** When accessing the Classroom Tests tab, you may encounter one or more of the following error messages:

| Error   | Description  |
|---|--|
| Test results are currently unavailable. Please try again later.                 | Indicates that the system is down and cannot make network contact.   |
| Test data is not available for this student.                                    | Indicates there is currently no test data available for the student.   |
| Record could not be found. Check with your system administrator for assistance. | Indicates one of the following: <ul style="list-style-type: none"> <li>• Student is not enrolled at a school that is integrated with Schoolnet.</li> <li>• Student's account has not yet been set up in Schoolnet.</li> <li>• Student's account has been set up in Schoolnet, but credentials are still being set up.</li> </ul> |

## How to View Classroom Test Results by Test

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Academics, choose **Test Results** from the student pages menu. The Test Results page appears for that student.
3. Click the **Classroom Tests** tab. Classroom tests for the selected student appear.
4. Use the following table to enter information in the Filters fields:

| Field         | Description   |
|---------------|---|
| School Year   | Choose the school year from the pop-up menu.  |
| Test Category | Choose one of the following test categories from the pop-up menu: <ol style="list-style-type: none"> <li>1. <b>All Test Categories</b></li> </ol> |

| Field   | Description  |
|---------|--|
|         | 2. <b>Common Classroom</b><br>3. <b>My Classroom</b> |
| View By | Choose the <b>Test</b> option.                       |

5. The following information appears for each test the student has taken:

- Test Name and Description
- Test Date
- Test Score
- Score Group

6. Click the name of the test to view further details.

7. Click the **Classroom Tests** tab to return to list of classroom tests.

**Note:** For more information, see the *Schoolnet online help*.

## How to View Classroom Test Results by Standard

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

2. Under Academics, choose **Test Results** from the student pages menu. The Test Results page appears for that student.

3. Click the **Classroom Tests** tab. Classroom tests for the selected student appear.

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

| Field         | Description  |
|---------------|--|
| School Year   | Choose the school year from the pop-up menu.   |
| Test Category | Choose one of the following test categories from the pop-up menu: <ul style="list-style-type: none"> <li>• <b>All Test Categories</b></li> <li>• <b>Common Classroom</b></li> <li>• <b>My Classroom</b></li> </ul> |
| View By       | Choose the <b>Standard</b> option.   |

5. The following standards information appears for each test the student has taken:

- Standard
- Last Assessed
- Score
- Score Group

6. Click the name of the standard to view further details.

7. Click the **Classroom Tests** tab to return to list of classroom tests.

**Note:** For more information, see the *Schoolnet online help*.

## Standardized Tests

Using the Standardized Tests tab, you can view comprehensive information about a student's classroom test results.

**Note:** The Standardized Tests tab only appears if Schoolnet is enabled at the system level and at least one role has been assigned to you. The content that appears is not served by PowerSchool. It is rendered from a separate Schoolnet server. If content does not appear, contact your school's PowerSchool administrator.

**Note:** When accessing the Standardized Tests tab, you may encounter one or more of the following error messages:

| Error   | Description  |
|---|--|
| Test results are currently unavailable. Please try again later.                 | Indicates that the system is down and cannot make network contact.   |
| Test data is not available for this student.                                    | Indicates there is currently no test data available for the student.   |
| Record could not be found. Check with your system administrator for assistance. | Indicates one of the following: <ul style="list-style-type: none"> <li>• Student is not enrolled at a school that is integrated with Schoolnet.</li> <li>• Student's account has not yet been set up in Schoolnet.</li> <li>• Student's account has been set up in Schoolnet, but credentials are still being set up.</li> </ul> |

## How to View Standardized Test Results

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Academics, choose **Test Results** from the student pages menu. The Test Results page appears for that student.
3. Click the **Standardized Tests** tab. Standardized tests for the selected student appear.
4. Choose the **School Year** from the pop-up menu. The following information appears for each standardized test the student has taken:
  - Section
  - Score Group
  - Raw Score
  - Scaled Score
5. Click the name of a standardized test to view test details.

- Click the **Standardized Tests** tab to return to list of standardized tests.

**Note:** For more information, see the *Schoolnet online help*.

## PowerSchool Test Scores

Using the PowerSchool Test Scores tab, you can easily manage test results for an individual student.

**Note:** In order for tests to appear in the **Enter New Test** pop-up menu, they must first be created using *Tests Setup*.

**Note:** If Analytics is enabled, click **Analytics Student View** to view the **Analytics Student View** page. For more information, see *Enable Analytics*.

## How to Enter Student PowerSchool Test Scores

- On the start page, search for and select a student. For more information, see *Student Search*.
- Under Academics, choose **Test Results** from the student pages menu. The Test Results page appears for that student.
- Click the **PowerSchool Test Scores** tab.
- 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*.

- 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 results, enter the number score, the percent score, and the alpha letter grade.  |

- Click **Submit**. The Test Results page displays the new test score for that student.

## How to Import PowerSchool Test Scores

Use the Import Test Results function when setting up your initial PowerSchool data, enrolling a large number of new or transferring students, or entering test results for students after receiving the test results. Before importing test results, 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 results 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 results, 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 results, you must first create a test and its scores. For more information, see *How to Create New Tests* and *How to Create Test Scores*.

**Note:** The Quick Import page is now also accessible via **Start > System > Page and Data Management > Quick Import**.

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Importing & Exporting**. The Importing & Exporting page appears.

- Click **Quick Import**. The Quick Import page appears.
- Use the following table to enter information in the fields:

| Field              | Description  |
|--------------------|--|
| Table              | Choose the <b>Test Results</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.   |

- Click **Import**. The Select Test page appears.
- 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*.
- Click **Submit**. The Import Records from an ASCII Text File page appears.
- Choose the PowerSchool field into which you want to enter each value from the To PowerSchool pop-up menu.
- 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 results.
- Enter the imported value you want to use in the unmapped field, and choose the PowerSchool field from the pop-up menu.
- 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 PowerSchool Test Results

- On the start page, search for and select a student. For more information, see *Student Search*.
- Under *Academics*, choose **Test Results** from the student pages menu. The Test Results page appears for that student.

3. Click the **PowerSchool Test Scores** tab.
4. Click the name of the test you want to edit. The Edit Student Test: [test name] page appears.
5. Edit the information as needed. For field descriptions, see *How to Enter Student Test Results*.
6. Click **Submit**. The Test Results page displays the edited test score for that student.

## How to Delete Student PowerSchool Test Results

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under *Academics*, choose **Test Results** from the student pages menu. The Test Results page appears for that student.
3. Click the **PowerSchool Test Scores** tab.
4. Click the name of the test you want to delete. The Edit Student Test: [test name] page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Delete page appears.

## 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 *Student Search*.
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 *Student Search*.
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, |

| Field        | Description  |
|--------------|--|
|              | 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 *Student Search*.
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 *Student Search*.
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**.
5. Click **Confirm Delete**. The Selection Delete page appears.

# Student Administration

## 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 *Student Search*.
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*.

## Log Entries

Use log entries to create a record regarding a student's behavior, performance, or activity. Many schools use log entries to chronicle disciplinary actions. Log entries can also be used to record students' positive achievements. Regardless of your reason for creating the log entry, the system immediately sends the log entry to the PowerSchool server, where it is stored in the student's permanent record. Only authorized staff members can view, add, edit, and delete log entries and discipline alerts.

**Note:** The Log Entries student page is customizable. The information presented in this section is based on the default setup and may differ from your PowerSchool Log Entries student page. For information about configuring this page, see *Log Types* and *Log Entry Fields*.

## How to View Log Entries

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. If nothing appears, no teachers or other administrators have created log entries for the selected student.

## How to Create a Log Entry

Though teachers can create log entries in PowerTeacher gradebook, administrators create log entries in PowerSchool.

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 **New**. The New Log Entry page appears.

**Note:** The Date, Time, and Author fields are automatically entered when the page appears. There is no need to change or add anything to those fields unless they are incorrect.

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

| Field          | Description  |
|----------------|--|
| Date & Time    | Enter the current date and time 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. |
| Author         | Enter the name of the log entry author.  |
| Log Type       | Choose the log type from the pop-up menu.  |
| Subtype        | Choose the log subtype from the pop-up menu.   |
| Consequence    | Choose the log consequence from the pop-up menu.   |
| Title          | Enter a title for the log entry.   |
| Log Entry Text | Enter the log entry text.<br><b>Note:</b> This information goes in the student's permanent record. There is no limit to the length of the entry.   |

5. Because the Log Entries student page can be customized, the fields that appear on the second half of the page (after the Log Entry Text box) may differ from your PowerSchool Log Entries student page. Use the following table to enter information in the fields:

| Field                    | Description  |
|--------------------------|--|
| Incident Type            | Choose the type of incident from the pop-up menu.  |
| Incident Type Category   | Choose the category of the incident from the pop-up menu.  |
| Incident Type Detail     | Choose the details of the incident type from the pop-up menu.  |
| Incident Date            | Enter the date of the incident.  |
| Incident Context         | Choose the context of the incident from the pop-up menu. Indicate if the incident occurred during or outside school hours and if it occurred at a school-sponsored activity.                 |
| Incident Location        | Choose the location of the incident from the pop-up menu. Indicate if the incident occurred on campus, during an off-campus school activity, or while using school-sponsored transportation. |
| Incident Location Detail | Choose the details of the incident location from the pop-up menu.  |
| Offender                 | Choose the category of the person committing the incident, such as a <b>student</b> or <b>teacher</b> , from the pop-up menu.  |
| Reporter                 | Choose the category of the person reporting the incident, such as a <b>student</b> or <b>teacher</b> , from the pop-up menu.   |
| Reporter ID              | Enter the identification number of the person reporting the incident.  |
| Victim Type              | Choose the category of the person victimized by the incident, such as a student or teacher, from the pop-up menu.  |
| Felony Flag              | Select <b>Yes</b> or <b>No</b> to indicate if the incident was a felony.   |
| Likely Injury            | <b>Select Yes or No</b> to indicate if the incident likely resulted in an injury.  |
| School Rules Violation   | Select <b>Yes</b> or <b>No</b> to indicate if the incident was a violation of school rules.  |
| Police Involved          | Select <b>Yes</b> or <b>No</b> to indicate if there were police involved in the incident.  |
| Hearing Officer          | Select <b>Yes</b> or <b>No</b> to indicate if there was a hearing officer involved in the incident.  |
| Gang Related             | Select <b>Yes</b> or <b>No</b> to indicate if the incident was gang-related.   |

| Field                  | Description   |
|------------------------|---|
| Hate Crime             | Select <b>Yes</b> or <b>No</b> to indicate if the incident was a hate crime.  |
| Alcohol Related        | Select <b>Yes</b> or <b>No</b> to indicate if the incident was alcohol-related.   |
| Drug Related           | Select <b>Yes</b> or <b>No</b> to indicate if the incident was drug-related.  |
| Drug Type              | Choose the drug type from the pop-up menu.  |
| Weapon Related         | Select <b>Yes</b> or <b>No</b> to indicate if a weapon was used during the incident.  |
| Weapon Type            | Choose the type of weapon, such as a <b>knife</b> or a <b>hand gun</b> , from the pop-up menu.  |
| Weapon Type Notes      | Enter any notes related to the weapon type.<br><b>Note:</b> You can enter a maximum of 79 characters.                                   |
| Money Loss Value       | Enter any amount of money lost in the incident.   |
| Action Date            | Enter the date the discipline action was taken.   |
| Action Taken           | Choose from the pop-up menu the discipline action taken, such as <b>detention</b> or <b>suspension</b> .                                |
| Action Taken Detail    | Choose the details of the discipline action taken from the pop-up menu.   |
| Action Taken End Date  | Enter the date the discipline action ended.   |
| Duration (Assigned)    | Enter the assigned duration of the discipline action, such as <b>2</b> for two hours of detention.                                      |
| Duration (Actual)      | Enter the actual duration of the discipline action.   |
| Duration Change Source | Use the pop-up menu to choose the reason for any difference in the values of the Duration (Actual) from the Duration (Assigned) fields. |
| Duration Notes         | Enter any notes related to the duration of the discipline action.<br><b>Note:</b> You can enter a maximum of 79 characters.             |
| Sequence               | Enter the numerical sequence of this log entry if entering more than one log entry for the incident.                                    |
| Administrator ID       | Enter the identification number of the person administering the discipline action.  |

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

## How to Edit a Log Entry

There are times when you must change an entry because it contains too much or not enough information. Only those school administrators with the proper permissions can edit a log entry.

- On the start page, search for and select a student. For more information, see *Search and Select*.
- Under Administration, choose **Log Entries** from the student pages menu. The Log Entries page appears.
- Click the date of the entry you want to edit. The Edit Log Entry page appears.
- Use the following table to edit information in the fields:

| Field          | Description  |
|----------------|--|
| Date & Time    | Enter the current date and time 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. |
| Author         | The name of the log entry author appears.  |
| Log Type       | Choose the log type from the pop-up menu.  |
| Subtype        | Choose the log subtype from the pop-up menu.   |
| Consequence    | Choose the log consequence from the pop-up menu.   |
| Title          | Enter a title for the log entry.   |
| Log Entry Text | Enter the log entry text.<br><b>Note:</b> This information goes in the student's permanent record. There is no limit to the length of the entry.   |

- See *How to Create a Log Entry* for details of the Federal Gun Safe Schools Act Information fields.
- Note:** Depending on your state, additional state-specific fields may appear. Modify the fields as necessary.
- Click **Submit**. The Changes Recorded page appears.

## How to Delete a Log Entry

Occasionally a log entry must be deleted from the student's permanent record. Only those school administrators with the proper permissions can delete a log entry.

- 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 the date of the entry you want to delete. The Edit Log Entry page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

## 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, 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 *Student Search*.
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 *Student Search*.
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 |
|-------|-------------|
|-------|-------------|

| 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

**Note:** The student's lunch balance may become out of sync with the running balance if manual changes are made to student meal service records outside of PowerLunch, such as DDA. An error is displayed in these scenarios. Click the link to force a recalculation of the student's lunch balance.

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

For parents who have accessed the student's academic record, the following information displays: Date, Time, Parent, IP and Duration.

For students who have accessed their own academic record, the following information displays: Date, Time, Student Name, IP and Duration:

**Note:** If parent single sign-on security is not enabled, "Not Available" may appear.

## 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 *Student Search*.
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 *Student Search*.
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 *Student Search*.
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. Data saved from PowerTeacher immediately a part of the student's current record and is subject to change by the teacher. At the end of the term these grades are stored into an historical grades table at which point only certain school administrators, such as counselors, can edit these stored records. For more information, see *Work With Student Schedules*.

## 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 *Student Search*.
2. Under Enrollment, choose **All Enrollments** from the student pages menu. The All Enrollments page appears.

**Note:** Click the name of a column to sort by that column in ascending order. Click again to sort in descending order. Not applicable for View and Edit columns.

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 *Student Search*.
2. Under Enrollment, choose **All Enrollments** from the student pages menu. The All Enrollments page appears.

**Note:** Click the name of a column to sort by that column in ascending order. Click again to sort in descending order. Not applicable for View and Edit columns.

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 | <p>Enter the first day the student's enrollment is effective.</p> <p>An entry is only valid if:</p> <ul style="list-style-type: none"> <li>• The date entered is on or after the first day of the term, and;</li> <li>• Is less than the last day of the term.</li> </ul> <p>When entering date, us 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>   |
| Exit Date   | <p>Enter the first day the student's enrollment is no longer effective.</p> <p>An entry is only valid if:</p> <ul style="list-style-type: none"> <li>• The student has already been dropped from the class, and;</li> <li>• The date entered is after the first day of the term and not past the last day of the term.</li> </ul> <p><b>Note:</b> If the student has not already been dropped from the class, you can use the <b>Drop Students</b> or <b>Drop Students and Reschedule</b> functions on the <b>Class Roster</b> page or you can use the <b>Drop</b> function on the <b>Modify Schedule - Enrollments</b> page.</p> <p>When entering date, 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</p> |

| Field                            | Description  |
|----------------------------------|--|
|                                  | is submitted as a blank entry.   |
| [Message]                        | A message appears indicating that the Edit Enrollment Record pop-up cannot be used to drop a student from the class. To drop a student from the class, use the <b>Drop Students</b> or <b>Drop Students and Reschedule</b> functions on the <b>Class Roster</b> page or you can use the <b>Drop</b> function on the <b>Modify Schedule - Enrollments</b> page. |
| [State-specific]                 | Enter state-specific information, as needed.   |
| Clean up overlapping enrollments | If the student has overlapping enrollments in a single section, this link appears. Click to access the Clean Up Overlapping Section Enrollments page.  |

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.

### How to Perform Student Functions

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Enrollment, choose **Functions** from the student pages menu. The Functions page appears.
3. Use the following table to perform various student function:

| Field                               | Description   |
|-------------------------------------|---|
| Print Reports For This Student      | Use this option to print a report. For more information, see <i>Run, Print, and Save Reports</i> .  |
| Transfer Out Of School              | Use this option to transfer students out of your school. For more information, see <i>Transfer Students</i> .   |
| Re-Enroll In School                 | Use this option to reenroll a student in your school after he or she has left. For more information, see <i>How to Reenroll in School</i> .                             |
| 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 <i>Transfer Students</i> . |
| Enroll In A Class At Another School | Use this option to enroll a student in a class at another school. For more information, see <i>How to Enroll in a Class at Another School</i> .                         |

| Field   | Description   |
|---|---|
| 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 <i>How to Create a New School Enrollment</i> .   |
| On-Screen Transaction Report                    | Use this option to access a view-only page of the student's meal account activities. For additional information on serving meals and account maintenance, see <i>PowerLunch</i> .   |
| Recalculate Lunch Balance                       | Use this option to recalculate a student's meal account balance. For additional information on serving meals and account maintenance, see <i>PowerLunch</i> .<br><br><b>Note:</b> 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 <i>Direct Database Export and Special Operations</i> . |
| 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 <i>How to Enroll a New Student Living in the Same Household</i> .   |

## 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 *Student Search*.
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 *Student Search*.
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.<br><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 *Student Search*.
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 *Student Search*.
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. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Enrollment, choose **Mass Enroll Special Program**. The Mass Enroll Special Program page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. 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).  |

| Field   | Description  |
|---------|--|
| 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. |

5. 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*.

**Note:** Field level security may be used to restrict this information on the Transfer Information page (with the exception of C\_REENROLLMENTSOUTOFDISTRICT.DISTRICTNAME, C\_REENROLLMENTSOUTOFDISTRICT.SCHOOLNAME, and REENROLLMENTS.SCHOOLID). For more information, see *Field Level Security*.

## How to View Transfer Information

1. On the start page, search for and select a student. For more information, see *Student Search*.
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 *Student Search*.
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 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> .<br><br>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> .   |

5. 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.

1. On the start page, search for and select a student. For more information, see *Student Search*.
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 **New**. The Edit Entry Codes or Edit Exit Codes page appears.
6. 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 *Student Search*.
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 *Student Search*.
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**.
7. Click **Confirm Delete**. The Selection Delete page appears.

# Student Scheduling

## 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 *Student Search*.
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.
3. Click the **Section Teachers** icon next to the teacher's name to view the teachers assigned to the class. The Section Teachers pop-up appears.

**Note:** This icon appears only if there is more than one teacher assigned to the class.

4. When done viewing, click the **x** to close the Section Teachers pop-up.

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

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

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 *Student Search*.
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 *Student Search*.
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 student's 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.  |
| Functions                     | <p>Click the arrow to expand this section. Click the arrow again to collapse this section.</p> <p>When creating a new section enrollment, enter the date that any enrollment becomes effective in the <b>Effective Enrollment Date</b> field. 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> <p>Use <b>Search Available Classes</b> 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> </ul> |

| Field       | Description  |
|-------------|--|
|             | <ul style="list-style-type: none"> <li>• <b>Find</b> - Click to search for available classes.</li> </ul> <p>Use <b>Quick Enroll</b> 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 identify the course.</li> <li>• Click the <b>Section Teachers</b> icon next to the teacher's name to view the teachers assigned to the class. The Section Teachers pop-up appears. When done viewing, click the <b>x</b> to close the Section Teachers pop-up.</li> <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><b>Note:</b> The <b>Section Teachers</b> icon appears only if there is more than one teacher assigned to the class.</p> <p>Use the following information to lock or drop the student's section enrollments:</p> <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</b> - Click the <b>Lock</b> icon (appears unlocked and blue) 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> icon for that section enrollment.</li> <li>• <b>Unlock</b> - Click the <b>Lock</b> icon (appears locked and</li> </ul> |

| Field           | Description  |
|-----------------|--|
|                 | <p>yellow) next to each section enrollment that should be changed by the scheduling engine, if any.</p> <ul style="list-style-type: none"> <li>• <b>Toggle Locks</b> - Click to lock or unlock all section enrollments.</li> <li>• <b>Drop</b> - Delete enrollments individually and immediately by selecting the checkbox next to the section enrollment you want to delete and clicking <b>Drop Selected</b>. The Drop Classes 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 Classes 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>Automated Schedule</b> - Use to initiate the automated scheduling process that uses the scheduling engine to produce the student's schedule.</li> <li>• <b>Manually Schedule Student</b> - Use to manually schedule the student into available courses by period.</li> </ul> |
| 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 *Student Search*.
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 *Student Search*.
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 evaluate for each student       | The default value of this field is 10. Change this value only if you encounter problems with the amount of time the system 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 *Student Search*.
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 or drop student's section enrollments. For detailed information, see **Enrollments** in the *How to Access the Modify Schedule - Enrollments Page* field description table.
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 students 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 *Student Search*.
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. Use the following table to edit the information in the fields:

| Field       | Description  |
|-------------|--|
| Enroll Date | Enter the date to indicate when the student enrolled in the selected courses.<br><br><b>Note:</b> 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 <i>Meeting/Interval Attendance</i> .   |
| Number      | The course number appears.   |
| Course Name | The course name appears.   |
| Term        | The term in which the course occurs appears.   |
| Day         | The day(s) on which the course occurs appears.<br>Hover over the checkbox to display the following: <ul style="list-style-type: none"> <li>• Course number and section ID [course.section].</li> <li>• Number of seats enrolled and seats available [seats enrolled/seats available].</li> <li>• List of all teachers associated to the section, sorted by role.</li> </ul> <b>Note:</b> A day (or "cycle") is the number of repeating days that make up a schedule. |
| Period      | Select the checkboxes next to the course, term, and expression in which you want to enroll the student.  |

| Field   | Description   |
|---|---|
|   | <p>Deselect the checkboxes next to the course, term, and expression from which you want to drop the student.</p> <p>To view the Course Number, Teacher Name, and Enrollment Count, hover over the checkbox.</p> <p><b>Note:</b> 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.</p> |
| Enter a password for maximum enrollments override | 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.   |

5. Do one of the following:

- Click **Submit** to submit your changes. The **Manually Schedule Student page** appears.
- Click **Continue**. The **Modify Schedule - Enrollments page** appears.
- Click **Reset** to refresh the page to display the last saved selections.

## 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 *Student Search*.
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.                 |
| Alt         | Select the checkbox to indicate that this is an alternate |

| Field        | Description   |
|--------------|---|
|              | 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 *Student Search*.
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 *Student Search*.
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 *Student Search*.
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, in the PowerSchool Student and 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 *Student Search*.
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 *Student Search*.
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 *Student Search*.
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 *Student Search*.
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 *Student Search*.
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.  |

| Field                                | Description   |
|--------------------------------------|---|
| Summer School Indicator              | If a student plans on attending summer school, choose the appropriate summer school from the pop-up menu.<br><br><b>Note:</b> If a group of students plan on attending summer school, use the <b>Summer School Indicator</b> group function to identify which school the students will attend. For more information, see <i>Set Summer School Indicator for a Group of Students</i> .   |
| 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.<br><br><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.<br><br><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.   |

4. 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.

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Functions, choose **Next School Indicator**. The Next School Indicator page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Choose the name of the school the selected students will attend during the next school year from the pop-up menu.
5. Click **Submit**. The Changes Recorded page appears.
6. Click the PowerSchool logo to return to the start page. The current student selection appears.
7. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
8. Under Functions, choose **Student Field Value**. The Student Field Value page appears.
9. Enter **Sched\_NextYearGrade** in the **Field to Change** field.
10. Enter the appropriate next year grade level in the **New Field Value** field.
11. Deselect the **Clear Field Value** and **Do not overwrite existing data** checkboxes.
12. Click **Submit**. The Field Value page appears.
13. Click **Submit**. The Alert: Completed page appears.
14. Click the PowerSchool logo to return to the start page. The current student selection appears.
15. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
16. Under Functions, choose **Student Field Value**. The Student Field Value page appears.
17. Enter **Sched\_Scheduled** in the **Field to Change** field.
18. Enter **True** in the **New Field Value** field.
19. Deselect the **Clear Field Value** and **Do not overwrite existing data** checkboxes.
20. Click **Submit**. The Field Value page appears.
21. 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 *Student Search*.
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 *Student Search*.
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 *Student Search*.
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.          |

- 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*.

- On the start page, search for and select a student. For more information, see *Student Search*.
- Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
- Select the checkbox next to the section enrollment you want to delete.
- Click **Drop**. The Drop Classes page appears.
- Verify the information you want to delete.
- 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. |

- 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 *Student Search*.
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 the Class Roster

The class roster is the central point from which you can view and manage the students enrolled in a specific class. Using the class roster, you can:

- View the class roster
- Mass drop students
- Mass drop and reschedule students
- Mass enroll students into this class
- Mass enroll students into a different class

**Note:** Dropping and enrolling may be performed for multiple students, as well as for a single student.

### Navigate to and View the Class Roster Page

The Class Roster page is accessible from a number of areas within PowerSchool.

#### How to View the Class Roster From the Master Schedule Page

**Note:** The Master Schedule page must be set to View By Matrix in order to access the Class Roster page. For more information, see *How to Set Master Schedule Preferences*.

1. On the start page, choose **Master Schedule** under Functions in the main menu. The Master Schedule page appears.
2. Click the [Enrollment] link to display the section's class roster. The Class Roster page appears.

**Note:** The [Enrollment] link appears to the right of the [Course.Section] link.

3. Note the [Teacher] and Course.Section displays.

#### How to View the Class Roster From the Sections Page

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Sections**. The Sections page appears.
3. Choose the course name from the courses menu. The course information page appears.
4. Click **Enrollment** to display the section's class roster. The Class Roster page appears.
5. Note the [Teacher] and Course.Section displays.

## How to View the Class Roster From the Staff Page

1. On the start page, search for and select a staff member. For more information, see *Staff Search*.
2. On the Staff page, click **Current Schedule** from the staff pages menu. The selected teacher's schedule appears.
3. Click **Enrollment** to display the section's class roster. The Class Roster page appears.
4. Note the [Teacher] and Course.Section displays.

## How to View the Class Roster From the Teacher Schedules Page

1. On the start page, choose **Teacher Schedules** under Functions in the main menu. The Teacher Schedules page appears.
2. Click the name of the staff member. The selected teacher's schedule appears.
3. Click **Enrollment** to display the section's class roster. The Class Roster page appears.
4. Note the [Teacher] and Course.Section displays.

## How to View the Class Roster

On the Class Roster page, you can do the following:

| Field             | Description  |
|-------------------|--|
| [Student]         | By default, the Class Roster page displays only the names of the students in the class. Click a student's name to view student pages for that selected student.  |
| Detailed View On  | To view additional information for each student, click the <b>Detailed View</b> switch to <b>On</b> . The page refreshes and displays each student's: <ul style="list-style-type: none"> <li>• <b>Name</b></li> <li>• <b>Gender</b></li> <li>• <b>Grade Level</b></li> <li>• The date the student <b>Entered</b> the class</li> <li>• The date the student <b>Exited</b> the class</li> <li>• The enrollment <b>Status</b> for each student - Click to edit the student's enrollment record. For more information, see <i>How to Edit an Enrollment Record</i>.</li> </ul> |
| Filter Results By | The filter function appears when the <b>Detailed View</b> switch is set to <b>On</b> .<br>Use the filter function to narrow the list of students by one or more of the following: <ul style="list-style-type: none"> <li>• <b>Active</b> - Select the checkbox to view active students. By default, this checkbox is selected.</li> <li>• <b>Dropped</b> - Select the checkbox to view dropped</li> </ul>  |

| Field             | Description   |
|-------------------|---|
|                   | <p>students.</p> <ul style="list-style-type: none"> <li>• <b>Pre-Registered</b> - Select the checkbox to view pre-registered students.</li> <li>• <b>Gender</b> - Choose the gender from the pop-up menu to view <b>All</b>, <b>Female</b>, or <b>Male</b> students.</li> <li>• <b>Grade Level</b> - Choose the grade level from the pop-up menu.</li> </ul> <p>Click the arrow to collapse this section. Click the arrow again to expand this section.</p> |
| Detailed View Off | <p>Click the <b>Detailed View</b> switch to <b>Off</b> to only view students' names.</p> <p><b>Note:</b> When viewing the Class Roster in "simple" mode, only students who are active appear. If a student's enrollment dates were modified, the student may no longer appear.</p>  |

## How to Edit an Enrollment Record

Use this procedure to view and edit students' enrollment record for this class.

1. On the Class Roster page, click the **Status** link next to the enrollment record that you want to edit. The Edit Enrollment Record pop-up appears.

**Note:** The Edit Enrollment Record pop-up appears based on your security settings. For more information, see *Staff Security Settings*.

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

**Note:** For more information, see *All Enrollments*.

| 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 | <p>Enter the first day the student's enrollment is effective.</p> <p>An entry is only valid if:</p> <ul style="list-style-type: none"> <li>• The date entered is on or after the first day of the term, and;</li> <li>• Is less than the last day of the term.</li> </ul> |

| Field            | Description  |
|------------------|--|
|                  | When entering date, 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 Date        | <p>Enter the first day the student's enrollment is no longer effective.</p> <p>An entry is only valid if:</p> <ul style="list-style-type: none"> <li>• The student has already been dropped from the class, and;</li> <li>• The date entered is after the first day of the term and not past the last day of the term.</li> </ul> <p><b>Note:</b> If the student has not already been dropped from the class, you can use the <b>Drop Students</b> or <b>Drop Students and Reschedule</b> functions on the <b>Class Roster</b> page or you can use the <b>Drop</b> function on the Modify Schedule - Enrollments page.</p> <p>When entering date, 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.</p> |
| [Message]        | A message appears indicating that the Edit Enrollment Record pop-up cannot be used to drop a student from the class. To drop a student from the class, use the <b>Drop Students</b> or <b>Drop Students and Reschedule</b> functions on the <b>Class Roster</b> page or you can use the <b>Drop</b> function on the Modify Schedule - Enrollments page.  |
| [State-specific] | Enter state-specific information, as needed.   |

3. Click **Submit**. The Edit Enrollment Records pop-up closes and the Class Roster page refreshes.

**Note:** The Class Roster page does not refresh if only the state-specific fields were edited. The Edit Enrollment Records pop-up closes and a confirmation message appears indicating your changes were saved.

**Note:** When viewing the Class Roster in "simple" mode, only students who are active appear. If a student's enrollment dates were modified, the student may no longer appear.

## Work with Checked Students

### How to Make Current Student Selection

1. On the Class Roster page, do one of the following:
  - Select the **Select All** checkbox to select all students on the class roster. Alternately, if the checkbox is already selected, deselect the checkbox to remove the checkmarks from all students on the class roster.
  - Select the checkbox for each student you want to work with. Click a student's name to view student pages for that student.
2. Click **Make Current Student Selection** to make the selected students your current student selection. The Group Function page appears. For more information, see *Work With Groups*.

### How to Add to Current Student Selection

1. On the Class Roster page, do one of the following:
  - Select the **Select All** checkbox to select all students on the class roster. Alternately, if the checkbox is already selected, deselect the checkbox to remove the checkmarks from all students on the class roster.
  - Select the checkbox for each student you want to work with. Click a student's name to view student pages for that student.
2. Click **Add to Current Student Selection** to add the selected students to your already existing current student selection. The Group Function page appears. For more information, see *Work With Groups*.

### How to Mass Enroll Checked Students into a Different Class

Using the Enroll into Different Class function, you can quickly and easily enroll students from this class into a different class.

1. On the Class Roster page, do one of the following:
  - Select the **Select All** checkbox to select all students on the class roster. Alternately, if the checkbox is already selected, deselect the checkbox to remove the checkmarks from all students on the class roster.
  - Select the checkbox for each student you want to work with. Click a student's name to view student pages for that student.
2. Click **Enroll into Different Class** to enroll the selected students into a different class. The Mass Enroll page appears.
3. To continue, see *How to Mass Enroll in a Class*.

## How to Mass Drop Checked Students from this Class

Using the Drop from this Class function, you can quickly and easily drop students from this class. When dropping students from this class, you have the option to enroll them into a different class.

1. On the Class Roster page, do one of the following:
  - Select the **Select All** checkbox to select all students on the class roster. Alternately, if the checkbox is already selected, deselect the checkbox to remove the checkmarks from all students on the class roster.
  - Select the checkbox for each student you want to work with. Click a student's name to view student pages for that student.
2. In the Use checked students to section, click **Drop from this Class** to drop the selected students from this class. The Drop Students Preview page appears.

**Note:** If you click **Back** to return to the Class Roster page, the students you selected remain checked, but do not become the current student selection. Only when the **Drop Students** or **Drop Students and Reschedule** button is clicked do the checked students become the current student selection.

3. Use the following table to verify information and make any necessary corrections prior to dropping students:

| Field                                   | Description  |
|---|--|
| Exit Date                               | Defaults to today's date. Click <b>Edit Date</b> to select a different exit date, if needed.   |
| Clear attendance on and after Exit Date | <p>If dropping a student who has attendance records on or after the exit date, select the checkbox to clear the attendance records. Clearing attendance records avoids attendance records being orphaned.</p> <p><b>Note:</b> If all students listed have attendance records on or after the exit date, the <b>Drop Students</b> and <b>Drop Students and Reschedule</b> buttons appear shaded.</p> <p><b>Note:</b> To perform attendance auditing, you can access the DBlog table using DDA to view attendance records that have been cleared using this function. For more information DDA, see <i>Direct Database Access (DDA)</i> and for information about the DBlog table, see the <i>PowerSchool Data Dictionary Tables</i> available on <a href="#">PowerSource</a>.</p> |
| Number                                  | The student's identification number.   |
| Name                                    | The student's name.  |
| Action                                  | <p>Confirmation or warning:</p> <ul style="list-style-type: none"> <li>• Delete enrollment - The student's drop date is on or before the enrollment date and has no attendance</li> </ul>  |

| Field | Description   |
|-------|---|
|       | <p>associated with the section.</p> <ul style="list-style-type: none"> <li>• Delete enrollment, delete attendance records (count of each record type) - The student's drop date is on or before the enrollment date and has attendance associated with the section.</li> <li>• Drop on [date] - The student's enrollment can be dropped successfully.</li> <li>• Drop on [date], delete attendance records (count of each record type) - The student's enrollment can be dropped successfully.</li> <li>• None (not enrolled on [date]) - The student is not enrolled in the section.</li> <li>• None (student has attendance on or after [date]) - The student cannot be dropped because attendance records would be orphaned.</li> </ul> <p><b>Note:</b> [Date] indicates the exit date if the exit date is within range of the term start/end dates. If it occurs after the term end date, then it is adjusted to equal the term end date. If it occurs before the term date begins, it is adjusted to equal the term begin date.</p> <p><b>Note:</b> If all students listed cannot be dropped based on the action listed, the <b>Drop Students</b> and <b>Drop Students and Reschedule</b> buttons appear shaded.</p> |

4. Do one of the following:

**Note:** All students in the current selection are evaluated to be dropped from the section. However, only students applicable to the section will be dropped.

- To drop students from this class, click **Drop Students**. The Class Roster page displays a confirmation message. The dropped student(s) no longer appear.

**Note:** If the exit date is in the future, the students remain on the Class Roster page until the scheduled exit date.

- To drop students from this class and enroll them into a different class, click **Drop Students and Reschedule**. The students will be removed from the class effective the scheduled exit date and the Mass Enroll page appears. To continue, see *How to Mass Enroll in a Class*.

## Work with Currently Selected Students

To work with currently selected students, you must first make your student selection prior to navigating to the Class Roster page.

**Note:** If you have not made a student selection prior to navigating to the Class Roster page, this section does not appear. For more information about making a student selection, see *Student Search*.

**Note:** To view student pages for the student selection, click the number in the Use currently selected [#] students to section header.

## How to Mass Enroll Student Selection into this Class

Using the Enroll into this Class function, you can quickly and easily enroll students into this class.

1. On the Class Roster page, click **Enroll into this Class** to enroll the student selection into the section. The Mass Enroll Preview page appears.
2. To continue, see *How to Mass Enroll in a Class*.

## How to Mass Drop Student Selection from this Class

Using the Drop from this Class function, you can quickly and easily drop students from this class. When dropping students from this class, you have the option to enroll them into a different class.

1. On the Class Roster page, in Use currently selected [#] students to, click **Drop from this Class** to drop the student selection from this class. The Drop Students Preview page appears.

**Note:** All students in the current selection are evaluated to be dropped from the section. However, only students applicable to the section will be dropped.

2. Verify information and make any necessary corrections prior to dropping students. For field descriptions, see *How to Mass Drop Checked Students from this Class*.
3. Do one of the following:
  - To drop students from this class, click **Drop Students**. The Class Roster page displays a confirmation message. The dropped student(s) no longer appear.
  - To drop students from this class and enroll them into a different class, click **Drop Students and Reschedule**. The Mass Enroll page appears. To continue, see *How to Mass Enroll in a Class*.

## 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 on the start page, clicking the **[Select Function]** arrow and choosing a function from the Group Functions pop-up menu or if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**. 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. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Attendance, choose **Attendance Change**. The Change Meeting Attendance page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

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.  |

| Field                           | Description   |
|---------------------------------|---|
| 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 <b>These Codes</b> 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.   |

- 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)

- On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
- Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
- Under Attendance, choose **Attendance Change**. The Change Meeting Attendance page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

- Click **Daily**. The Change Daily Attendance page appears.
- 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   |

| Field                           | Description  |
|---------------------------------|--|
|                                 | 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 <b>These Codes</b> 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.  |

6. 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.

## Student Screens

Using the Student Screens page, formerly know as the Counselor's Screen page, you can quickly access direct links to some of the most frequently requested information and functions for a selected group of students.

### How to View Student Screens

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Choose **Student Screens**. The Student Screens Menu page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Choose the page you want to view for the selected students from the pop-up menu:
  - **Quick Lookup**
  - **Access Accounts**
  - **Addresses**
  - **Demographics Modify**
  - **Auto Email Reports**
  - **Emergency/Medical**
  - **Health - Immunizations**

- **Health - Screenings**
  - **Health - Office Visits**
  - **Health - Grade Level Entry Certification**
  - **Modify Info**
  - **Other Information**
  - **Parents**
  - **Photo**
  - **Attendance**
  - **Enter Attendance**
  - **Cumulative Info**
  - **Graduation Progress**
  - **Historical Grades**
  - **Standards**
  - **Teacher Comments**
  - **Term Grades**
  - **Test Results**
  - **Truancies**
  - **District Specific**
  - **Fee Transactions**
  - **Log Entries**
  - **Lunch**
  - **Lunch Transactions**
  - **Net/Phone Access**
  - **SEOP Review**
  - **Incidents**
  - **Activities**
  - **All Enrollments**
  - **Functions**
  - **Special Programs**
  - **Transfer Info**
  - **Bell Schedule View**
  - **List View**
  - **Matrix View**
  - **Modify Schedule**
  - **Manage Requests**
5. Click **Submit**. The Student Screens page appears. The selected students appear in the students menu.
6. Do one of the following:
- Click a student's name to display the selected student screen.
  - Click the icon next to the student's name to display the last student page viewed.

## Automatic Email Setup

Using the Automatic Email Setup page, you can indicate the type of information and the frequency at which the information is distributed to parents/guardians via email.

## How to Set Up Automatic Email

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Choose **Student Screens**. The Student Screens Menu page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Choose **Auto Email Reports** from the pop-up menu:
5. Use the following table to enter information in the fields:

| Field                           | Description  |
|---------------------------------|--|
| Parent is registered to receive | Select the checkbox of the information the student's parent is to receive: <ul style="list-style-type: none"> <li>• <b>Summary of current grades and attendance</b></li> <li>• <b>Detailed report showing all assignment scores for each class</b></li> <li>• <b>School announcements</b></li> </ul> |
| How often?                      | Choose the frequency of which emails are to be sent to parent: <ul style="list-style-type: none"> <li>• <b>Never</b></li> <li>• <b>Once a Week</b></li> <li>• <b>Once every two weeks</b></li> <li>• <b>Once a month</b></li> <li>• <b>Daily</b></li> </ul>  |
| Send now?                       | Select the checkbox to send an email immediately.  |
| Parent's email address          | Enter the parent's email address.<br><b>Note:</b> Use a comma to separate multiple emails. Do not include blank spaces between the comma and the email.  |

6. Click **Submit**. If the **Send now?** checkbox was not selected, the Changes Recorded page appears. If the **Send now?** checkbox was selected, the Sending Mail page appears.

## 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. If running the report at the district

level, the Enrollment Summary page displays student Scheduling/Reporting Ethnicity data. If running the report at the school level, the Enrollment Summary page provides you with student Scheduling/Reporting Ethnicity data, as well as student Federal Ethnicity and Race data.

## How to Navigate to the Enrollment Summary from the Start Page

If running the report at the district level, data is calculated for all active students for today's date. If running the report at the school level, you can choose the students and date (depending on student selection) for which you want data to be calculated.

On the start page, choose **Enrollment Summary**. The Enrollment Summary page appears.

## How to Navigate to the Enrollment Summary from the Student Selection Page

If running the report at the district level, data is calculated for your student selection for today's date. If running the report at the school level, you can choose the students and date (depending on student selection) for which you want data to be calculated.

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Scheduling, choose **Enrollment Summary**. The Enrollment Summary page appears.

## How to Navigate to the Enrollment Summary from the Group Functions Page

If running the report at the district level, data is calculated for your student selection for today's date. If running the report at the school level, you can choose the students and date (depending on student selection) for which you want data to be calculated.

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
3. Click **Group Functions**. The Group Functions page appears.
4. Under Enrollment, click **Enrollment Summary**. The Enrollment Summary page appears.

## How to Navigate to the Enrollment Summary from the Reports Page

If running the report at the district level, data is calculated for all active students for a selected date. If running the report at the school level, you can choose the students and date (depending on student selection) for which you want data to be calculated.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Enrollment Summary by Date**. The Enrollment Summary by Date page appears.
3. Use the following table to enter information in the fields:

| Field                       | Description   |
|-----------------------------|---|
| Calculate enrollments as of | Enter the date for which you want to calculate enrollments.                         |
| Report Output Locale        | Use the pop-up menu to choose which language you want the report output to display. |

4. Click **Submit**. The Enrollment Summary page appears.

## How to View the Enrollment Summary

1. Navigate to the Enrollment Summary page. The Enrollment Summary page appears.

**Note:** If running the report at the district level, skip to the **Scheduling/Reporting Ethnicity** table.

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

| Field    | Description  |
|----------|--|
| View     | Do one of the following: <ul style="list-style-type: none"> <li>• Choose <b>Scheduling/Reporting Ethnicity</b> to view student ethnicity data that is used in scheduling and preconfigured reporting.</li> <li>• Choose <b>Federal Race and Ethnicity</b> to view displays aggregate student data as required by the Federal Ethnicity and Race Categories from the U.S. Department of Education.</li> </ul> |
| Students | Indicate which students you want to calculate enrollment by selecting one of the following options: <ul style="list-style-type: none"> <li>• Select <b>All Active Enrollments</b> to run the report for all students in the current school.</li> <li>• Select <b>Current Selection</b> to run the report for students in the current selection.</li> </ul>   |
| Date     | Enter the date for which you want to calculate enrollments or click the <b>Calendar</b> icon to select a date.<br><b>Note:</b> If you selected <b>Current Selection</b> for students, this   |

| Field | Description                                   |
|-------|---|
|       | field appears shaded as it is not applicable. |

If you selected Scheduling/Reporting Ethnicity, the following information appears in the Results section:

**Note:** Column and row headings provide links to 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. Click any bar within a chart to view additional information.

**Note:** Totals include total enrollment of male and female students (light blue), total male students (dark blue), and total female students (pink). Totals appear as links. Click a total to view the list of students associated to that total.

| Field                           | Description   |
|---------------------------------|---|
| Grade Level                     | The grade levels for the selected school.<br><b>Note:</b> Only grade levels used by the district/school appear in the report. |
| Total in Grade                  | The total number for each grade level.  |
| [Ethnicity and Race Categories] | The total number for each ethnicity or race.  |

If you selected Federal Ethnicity and Race, the following information appears in the Results section:

**Note:** Totals include total enrollment of male and female students (light blue), total male students (dark blue), and total female students (pink). Students are only calculated once and appear in the appropriate column based on their Federal Race and Ethnicity settings on the Demographics page. Totals appear as links. Click a total to view the list of students associated to that total.

| Field              | Description   |
|--------------------|---|
| Grade Level        | The grade levels for the selected school.<br><b>Note:</b> Only grade levels used by the district/school appear in the report.   |
| Total in Grade     | The total number for each grade level.  |
| [Race Categories]  | The total number for each race category appears.<br><b>Note:</b> If <b>No</b> was selected for <b>Ethnicity</b> or if it was undefined and race codes that apply to only one race category were selected, then the student is calculated in the appropriate race category column. |
| Hispanic or Latino | The total number for each race category appears.<br><b>Note:</b> If <b>Yes</b> was selected for <b>Ethnicity</b> , then the student is calculated in this column. This setting takes precedence   |

| Field                       | Description   |
|-----------------------------|---|
|                             | over all other race settings.   |
| Two or More Race Categories | The total number of students who are associated to two or more race categories appear.<br><br><b>Note:</b> If <b>No</b> was selected for <b>Ethnicity</b> or if it was undefined and race codes that apply to two race categories were selected, then the student is calculated in this column. |
| Unspecified                 | The total number of students who have not specified a race category or ethnicity appear.  |

## Export Using Template

Export information by using a template. Select the template from a list or create a new one. For more information about exporting, see *Quick Export*.

### How to Create an Export Template

If there is no template that you can use to perform the export or no template you can edit to meet your needs, you must create a new one.

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 **Export Using Template** from the **Select a function for this group of students** pop-up menu. The Export Using Template 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 type of export from the **Type of Export** pop-up menu. The Export Using Template page appears.
4. Click **Template**. The Templates for Exporting page appears.
5. Click **New**. The New Export Template page appears.
6. Use the following table to enter information in the fields:

| Field                            | Description  |
|----------------------------------|--|
| Name of this template            | Enter a name for the template.   |
| Export from this table           | Choose the table that will be used in the export from the pop-up menu.                                     |
| Delimited or fixed-field length? | Choose either <b>Delimited</b> or <b>Fixed</b> from the pop-up menu to determine the length of each field. |
| Field delimiter                  | If you chose <b>Delimited</b> in the previous field, use the pop-  |

| Field                          | Description   |
|--------------------------------|---|
|                                | up menu to choose the field delimiter. 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 blank field.<br><br>Select the checkbox to surround field values with quotation marks. |
| End-of-line (record) delimiter | Choose the delimiter for the end of each record from the pop-up menu. For <b>Other:</b> , enter the delimiter in the blank field.   |
| Column Titles                  | Select the checkbox to put column titles on the first row.  |
| Mime Type                      | Enter a MIME type. To use the default MIME type, leave the field blank. For more information, see <i>MIME Types</i> .   |

7. Click **Submit**. The Templates for Exporting page displays the new template. Add columns to the template using the procedure *How to Add Template Columns*.

## How to Add Template Columns

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 **Export Using Template** from the **Select a function for this group of students** pop-up menu. The Export Using Template 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 type of export from the **Type of Export** pop-up menu. The Export Using Template page appears.
4. Click **Template**. The Templates for Exporting page appears.
5. Click the # Columns link of the template to be changed. The Edit Columns page appears.
6. Click **New** to add a column to the template. The New Column page appears.
7. Use the following table to enter information in the fields:

| Field          | Description   |
|----------------|---|
| Title/Heading  | Enter a title for the column.   |
| Data to Export | Enter the fields to be included in the export.<br><br>To insert a PowerSchool field into this field: <ol style="list-style-type: none"> <li>1. Click <b>Fields</b> to view a list of PowerSchool fields. The Fields pop-up appears.</li> <li>2. To narrow the list of fields, enter one of more search terms in the <b>Filter</b> field. Otherwise, leave blank.</li> </ol> |

| Field                 | Description   |
|-----------------------|---|
|                       | 3. Click the field you want to add. The Fields pop-up closes and the selected field appears.  |
| If Blank, Export This | If a record has no data for a particular field, indicate a value to replace the blank field (optional). For example, enter <b>No Data</b> . |
| Column Number         | Enter a column number for this column on the template. All column numbers will have a zero added as a suffix to the column number.          |
| Width in Characters   | Enter the width of the column in characters if using fixed-field lengths instead of field delimiters.                                       |
| Alignment             | Use the pop-up menu to choose the alignment of the column if using fixed-field lengths instead of field delimiters.                         |

8. Click **Submit**. The Edit Columns page appears.
9. Repeat the previous three steps to add additional columns to the template.
10. Click **Back to Templates for Exporting**. The Templates for Exporting page appears.

The template has been changed. Perform the export by following the instructions in the section *Export Using a Template*.

## How to Edit a Template

When you need a list that differs slightly from the list that a template produces, you can easily modify the template to meet your needs.

**Note:** Everyone who uses the template will view the changes you enter. Contact other users before changing a template that many people use.

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 **Export Using Template** from the **Select a function for this group of students** pop-up menu. The Export Using Template 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 type of export from the **Type of Export** pop-up menu. The Export Using Template page appears.
4. Click **Template**. The Templates for Exporting page appears.
5. Click the name of the template you want to edit. The Edit Export Template page appears.
6. Edit the information as needed. For field descriptions, see *How to Create an Export Template*.

7. Click **Submit**. The Templates for Exporting page appears. To continue modifying the template, see *How to Edit Template Columns*.

## How to Edit Template Columns

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 **Export Using Template** from the **Select a function for this group of students** pop-up menu. The Export Using Template 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 type of export from the **Type of Export** pop-up menu. The Export Using Template page appears.
4. Click **Template**. The Templates for Exporting page appears.
5. Click the # Columns link of the template to be changed. The Edit Columns page appears.
6. Click the Title of the column you want to edit. The Edit Column page appears.
7. Edit the information as needed. For field descriptions, see *How to Add Template Columns*.
8. Click **Submit**. The Edit Columns page appears.

## How to Delete a Template

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 **Export Using Template** from the **Select a function for this group of students** pop-up menu. The Export Using Template 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 type of export from the **Type of Export** pop-up menu. The Export Using Template page appears.
4. Click **Template**. The Templates for Exporting page appears.
5. Click the name of the template you want to delete. The Edit Export Template page appears.
6. Click **Delete**.
7. Click **Confirm Delete**. The Selection Deleted page appears.

## How to Delete Template Columns

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 **Export Using Template** from the **Select a function for this group of students** pop-up menu. The Export Using Template 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 type of export from the **Type of Export** pop-up menu. The Export Using Template page appears.
4. Click **Template**. The Templates for Exporting page appears.
5. Click the # Columns link of the template to be changed. The Edit Columns page appears.
6. Click the Title of the column you want to delete. The Edit Column page appears.
7. Click **Delete**.
8. Click **Confirm Delete**. The Selection Deleted page appears.

## How to Export Using a Template

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 **Export Using Template** from the **Select a function for this group of students** pop-up menu. The Export Using Template 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 type of export from the **Type of Export** pop-up menu. The Export Using Template page appears.
4. Use the following table to enter information in the fields:

| Field              | Description   |
|--------------------|---|
| Type of Export     | The type of data to export appears.                 |
| Export template?   | Choose the template to export from the pop-up menu. |
| For Which Records? | The number of selected records appears.             |

5. Click **Submit**. The results of the export appear.
6. Choose **File > Save As....**
7. In the Save dialog, specify a name, location, and file type.
8. Click **Save**. Open the file using a spreadsheet or other application.

## 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. 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. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Functions, choose **ID/Password Assignment**. The Assign Passwords & IDs page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. 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 Student User Names and passwords        | Select the checkbox to assign User Names and passwords students.   |
| Assign Access IDs and passwords                | Select the checkbox to assign Access IDs and passwords for parents. For more information, see <i>Assign IDs and Passwords</i> .  |
| Each User Name/Access ID                       | 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 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 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 access accounts for processed guardians | 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. |

5. Click **Submit**. The Changes Recorded page appears
6. 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 Access IDs and Passwords, create a form letter that includes the data access tags `^(web_ID)` and `^(web_Password)`. For more information about form letters, see *Form Letters*. For additional information, see *Distribute IDs and Passwords*.

## 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

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Export, choose **List Students**. The List Students page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

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

| Field        | Description  |
|--------------|--|
| Report Title | Enter a title for the report.  |
| Col.         | Numerical representation of the number of items that will appear on the list.  |
| Field Name   | <p>Enter the name of the field.</p> <p>To insert a PowerSchool field into this field:</p> <ol style="list-style-type: none"> <li>1. Click <b>Fields</b> to view a list of PowerSchool fields. The Fields pop-up appears.</li> <li>2. To narrow the list of fields, enter one of more search terms in the <b>Filter</b> field. Otherwise, leave blank.</li> <li>3. Click the field you want to add. The Fields pop-up closes and the selected field appears.</li> </ol> <p><b>Note:</b> To number the staff members on the printed list, enter <b>*count</b> in the Column 1 <b>Field Name</b> field.</p> |

| Field                    | Description  |
|--------------------------|--|
| Column Title             | 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 name is <b>DOB</b> .   |
| Padding in Each Cell     | Enter the amount in points of the space between the cell and the text.<br><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.<br><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 in a Class

Enroll an entire group of students in a class.

### How to Mass Enroll in a Class

- On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
- Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.

3. Under Scheduling, choose **Mass Enroll**. The Mass Enroll page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions** or by way of the **Class Roster**.

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

| Field        | Description   |
|--------------|---|
| Quick Enroll | <p>If you know the course number and the specific section of the course you want to enroll the selected students in, you can use the Quick Enroll function.</p> <ol style="list-style-type: none"> <li>1. Enter the course and section number in the <b>Course.Section</b> field. Separate the numbers with a period and no spaces.</li> <li>2. Click <b>Enroll</b>. The Enroll Students Preview page appears.</li> </ol>   |
| Filter By    | <p>If you do not know the course number and the specific section of the course you want to enroll the selected students in, you can use the Filter By function to help you find the section you are looking for.</p> <ol style="list-style-type: none"> <li>1. Enter one or more search criteria: <ul style="list-style-type: none"> <li>• <b>Period</b> - Choose the period from the pop-up menu.</li> <li>• <b>Term</b> - Choose the term from the pop-up menu.</li> <li>• <b>Teacher</b> - Choose the teacher from the pop-up menu.</li> <li>• <b>Day</b> - Choose the day from the pop-up menu.</li> <li>• <b>Grade</b> - Choose the grade level from the pop-up menu.</li> <li>• <b>Credit Type</b> - Choose the credit type from the pop-up menu, such as Math.</li> <li>• <b>Course</b> - Enter the course number.</li> <li>• <b>Show only classes with available seats</b> - Select the checkbox to display only classes that have not reached the maximum enrollment.</li> </ul> </li> <li>2. Click <b>Search</b>. Courses appear based on the selection criteria you entered.</li> </ol> <p><b>Note:</b> Click column headings to sort in ascending order. Click again to sort in descending order. Not</p> |

| Field | Description  |
|-------|--|
|       | <p>applicable for Note and Enrollment columns.</p> <p>3. Click the course name you want to select. The Enroll Students Preview page appears.</p> |

5. On the Mass Enroll Preview page, use the following table to verify section and enrollment information and make any necessary corrections prior to enrolling students:

| Field           | Description  |
|-----------------|--|
| Entry Date      | Defaults to today's date. Click <b>Edit Date</b> to select a different date, if needed.  |
| Section Summary | <p>Verify the following information:</p> <ul style="list-style-type: none"> <li>• Course Name - The name of the course.</li> <li>• Course Number - The course number used to identify the course.</li> <li>• Section - The section number used to identify the course.</li> <li>• Term - The term(s) in which the course is being taught.</li> <li>• Fees - Indicates whether or not a fee is associated to the course.</li> <li>• Pending Enrollment Count - The current enrollment in the section plus the number of students below that are about to be enrolled in the section.</li> <li>• Class Status - Indicates reason why student cannot be enrolled into the class: <ul style="list-style-type: none"> <li>○ Number of students selected exceeds section capacity - The number of students in the section plus the students in the selection exceed the maximum section capacity. This is only applicable if the section validates on maximum capacity.</li> </ul> </li> </ul> <p>To override the maximum section capacity:</p> <ol style="list-style-type: none"> <li>1. Click <b>Override</b>. The Override Section Max pop-up appears.</li> <li>2. Enter your password in the <b>Input Section Max Override Password</b> field.</li> </ol> <p><b>Note:</b> This password is set using the <b>Password required to override a section's maximum enrollment</b> field on the district Miscellaneous page.</p> |

| Field                      | Description  |
|----------------------------|--|
|                            | <p>3. Click <b>OK</b>. The Override Section Max pop-up closes and the Mass Enroll Preview page refreshes.</p> <ul style="list-style-type: none"> <li>• Number of students selected exceeds teacher capacity - The number of students in the section plus the students in the selection exceed the maximum capacity for the main section's teacher. This is only applicable if the teacher validates on maximum capacity.</li> <li>• Section found - The course.section number you requested was a valid course.section for this school and year.</li> <li>• Section not found - The course.section number you requested was not a valid course.section for this school and year.</li> <li>• Selected section is not in the current term - Section must be in the current term to mass enroll into it.</li> </ul>                             |
| Student Enrollment Summary | <p>Verify the following information for each student:</p> <ul style="list-style-type: none"> <li>• Student Number - The number used to identify the student.</li> <li>• Student Name - The name of the student.</li> <li>• Action - Confirmation or warning: <ul style="list-style-type: none"> <li>○ Already enrolled in [course.section] on [enrolldate] - Student is already enrolled in this section, therefore cannot be enrolled in it again. This does not prevent enrollment of other students and sections.</li> <li>○ Enroll in [course.section] on [enrolldate] - Confirmation message indicating student (s) will be enrolled in this section on this date.</li> <li>○ None - Error in validating one or more sections, such as the number of selected students exceeding the section's maximum capacity.</li> </ul> </li> </ul> |

6. Use the following table to return to the previous page or to enroll students:

| Field | Description   |
|-------|---|
| Back  | <p>Click to return to the previous page. Depending on how you accessed the Mass Enroll Preview page, either the <b>Class Roster page</b> or the <b>Mass Enroll page</b> appears.</p> <p><b>Note:</b> If there are section errors that need to be corrected, only this button appears.</p> |

| Field                          | Description   |
|--------------------------------|---|
|                                | <b>Note:</b> Your student selection is retained when returning to the previous page.  |
| Enroll Students                | Click to enroll the students into this class. The <b>Class Roster page</b> displays a confirmation message.<br><br><b>Note:</b> This button only appears if you access the Mass Enroll Preview page via the Class Roster page or the Mass Enroll page and if there is at least one student to be enrolled and there are no section errors.  |
| Enroll Students and Reschedule | Click to enroll the students into this class. Once enrolled in this class, the <b>Mass Enroll page</b> displays a confirmation message. You can then enroll the students into additional classes using the <b>Quick Enroll</b> or <b>Filter By</b> function.<br><br><b>Note:</b> This button only appears if you access the Mass Enroll Preview page via the Class Roster page or the Mass Enroll page and if there is at least one student to be enrolled and there are no section errors. |

## 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

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 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. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Scheduling, choose **Next School Indicator**. The Next School Indicator page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Choose the default next school from the pop-up menu.
5. Click **Submit**. The Changes Recorded page appears.
6. 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*.

## How to Print Mailing Labels

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Printing, choose **Print Mailing Labels**. The Print Mailing Labels page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

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

| Field                         | Description   |
|-------------------------------|---|
| Print Mailing Labels for      | The selected number of students appears. For more information about changing the selection of students, see <i>Student Search</i> .   |
| Use this mailing label layout | Choose the mailing label template from the pop-up menu.   |
| How Many Pages?               | Select an option to indicate the number of pages to print: <ul style="list-style-type: none"> <li>• <b>One page only</b> to print only the first page</li> <li>• <b>All pages</b> to print all pages of the report for the selected students</li> </ul>   |
| Sort Order?                   | Select an option to sort the mailing labels on the report: <ul style="list-style-type: none"> <li>• <b>Student's last name</b></li> <li>• <b>Mailing Zip Code</b></li> <li>• <b>Address Zip Code</b></li> </ul>   |
| When to print                 | Select a time to run the report: <ul style="list-style-type: none"> <li>• <b>ASAP:</b> Execute immediately.</li> <li>• <b>At Night:</b> Execute during the next evening.</li> <li>• <b>On Weekend:</b> Execute during the next weekend.</li> <li>• <b>On Specific Date/Time:</b> Execute on the date and time specified in the following fields.</li> </ul> |
| Report Output Locale          | Select the locale from the pop-up menu. The report output will be in the language associated with the locale. <p><b>Note:</b> When generating object reports, certain report text may appear in the default English language. For more information, see <i>Object Reports</i>.</p>  |

5. Click **Submit**. The report queue appears.  
6. Click **View** once the report is completed.

**Note:** Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application.

7. When you are satisfied with the labels, put sheets of blank labels in the printer tray.
8. Choose **File** > **Print** from the menu bar.
9. Make the necessary selections in the Print dialog.
10. Click **OK**. The mailing labels print.

## 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 Student Search*.

## Search by GPA

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

## Search by Grades/Attendance

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

## Search by Perfect Attendance

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

## 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. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Functions, choose **Student Field Value**. The Student Field Value page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

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

| Field                          | Description  |
|--------------------------------|--|
| Field to Change                | Enter the name of the field to be changed.<br><b>Note:</b> For a complete list of field codes, click <b>Fields</b> .<br><b>Note:</b> ID, Student_Web_ID and Web_ID are not available for mass updating using the <b>Student Field Value</b> function. To fill these values for multiple students, use the <b>Assign IDs/Passwords</b> procedure. |
| 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.  |

5. **Warning:** Be sure you have entered information correctly, as this procedure is irreversible.
6. Click **Submit**. The Field Value page displays a preview of the records and fields that will be affected.
7. 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 *Student Search*.
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**.
5. Click **Confirm Delete**. The Selection Delete 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 *Student Search*.
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 |

| Field  | Description   |
|--|---|
|  | format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.<br><br>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 during next school year. | 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 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.   |

5. 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.

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Enrollment, choose **Transfer Out of School**. The Transfer Out of School page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Edit the information as needed. For field descriptions, see *How to Transfer a Student Out of School*.
5. 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 *Student Search*.
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.   |

| Field                   | Description  |
|-------------------------|--|
| 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.                                |

- 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*.

- On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
- Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
- Under Enrollment, choose **Re-Enroll in School**. The Re-Enroll in School page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

- 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 |

| Field   | Description   |
|---|---|
|   | 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 student is being re-enrolled | Select the checkbox to verify that you want to re-enroll the selected students.   |

5. 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.

1. On the start page, search for and select a student. For more information, see *Student Search*. Remember to use the forward slash (/) before the student's last name, as the student is now inactive at your school.
2. Under Enrollment, choose **Functions** from the student pages menu. The Functions page appears.

3. Click **Transfer to Another School**. The Transfer to Another School page appears.
4. Choose the receiving school from the **To which school?** pop-up menu.
5. 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.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Enrollment, choose **Functions** from the student pages menu. The Functions page appears.
3. Click **Enroll in a Class at Another School**. The Enroll Student in a Class at Another School page appears.
4. 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 *Student Search*.
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, 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.<br><br>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   |

| Field                 | Description  |
|-----------------------|--|
|                       | 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> . |

5. **Note:** State-specific fields may appear at the bottom of the page, depending on your state. For state reporting documentation, visit [PowerSource](#).
6. Click **Submit**. The Changes Recorded page appears.

# 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.

## Family Management

Family Management provides a streamlined approach to creating and understanding family relationships within PowerSchool. Identifying related students and the ability to share data among those students is the goal of family management, which allows schools to enter student data once and share data among family members.

Use family management to identify siblings or other students within the district who share the same demographic and guardian information. Once identified, shared data can be copied without additional data entry. Additionally, edited data can be dynamically updated for all students with the predetermined family relationship.

Family management provides districts with the flexibility to allow family associations across the district, or limited associations within just one school. If the scope of family management is limited to a single school, the student information cannot be associated or shared with students from other schools.

The Family Management function enables the district to:

- Control which student fields are copied from one student to another.
- Limit the scope of student records visible to a school administrator.
- Limit the scope of family associations to only those student records within the same school.

## How to Select Student Fields to Copy

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Family Management**. The Family Management page appears.
3. Use the following table to select information:

| Field  | Description  |
|--|--|
| Do not allow schools to view and copy from students at other schools | Select the checkbox to not allow schools to view or copy information from a student who is not enrolled in their own school.   |
| Do not allow schools to copy data to students at other schools       | Select the checkbox to allow schools to view but not copy information to a student who is not enrolled in their own school.  |
| Available Student Fields to Copy                                     | Displays all student fields including custom fields created for student records. This is a multiple select list; several adjacent fields can be selected simultaneously by clicking on the field and holding the SHIFT key. To select separate fields, press and hold COMMAND (Mac) or CONTROL (Windows) as you click the field names. |
| Selected Student Fields to Copy                                      | Displays fields that are copied from one student to another when using family management. By default, this column is pre-populated with the most common fields shared by siblings.   |
| Add  | Click to add the selected fields in the Available Student Fields to Copy column to the Selected Student Fields to Copy column. Removes the selected fields from the Available Student Fields to Copy column.   |
| Remove   | Click to move the selected fields from the Selected Student Fields to Copy column to the Available Student Fields to Copy column.  |
| Remove All   | Click to remove all the fields, whether selected or not, from the Selected Student Fields to Copy column and move them back to the Available Student Fields to Copy column.  |
| Load Defaults  | Click to display the most common fields shared by siblings.  |
| Reset  | Click to reset the list of Student Fields to Copy to the list that existed when the page was first loaded.   |
| Hyperlink numbers and letters  | Click a letter or number to view a consolidated list of fields sorted by the selected letter or number.  |

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

## How to Mass Create Family Links

At the district level, the Mass Create Family Links function provides a quick way to establish family relationships between existing students in the district. This function searches for all active and inactive students in the district, all students with active enrollments in the district, or only the selected students.

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 **Group Functions** from the **Select a function for this group of students** pop-up menu. The Group Functions 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 **Mass Create Family Links**. The Mass Create Family Links page appears.
4. Use the following table to enter information on this page:

| Field               | Description  |
|---------------------|--|
| Students to Include | Indicate which students you want to search for by selecting all students with active enrollments, or all active and inactive students in the district. |
| Search for Match on | Indicate the criteria by which you want to search by selecting <b>Family ID</b> , <b>Student Phone</b> , or both.                                      |

5. Click **Submit**. PowerSchool searches for students who match the criteria. When the search is complete, a message page displays the number of students located in the search and the number of new family management links created.

## 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*.

## 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.

## 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 | 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.<br><br><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. |

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*.
5. 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.

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 delete. The Edit Entry Codes page appears.
4. 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

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 **New**. The Edit Exit 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 | 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.<br><br><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. |

5. 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*.

- 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.

- 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 the code or the meaning of the code you want to delete. The Edit Exit Codes page appears.
- 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.

- On the start page, choose **School** from the main menu. The School Setup page appears.
- Under Scheduling, click **Next School**. The Next School page appears.
- Click **New**. The Edit 'Next School' Record page appears.
- Use the following table to enter information in the fields:

| Field                  | Description   |
|------------------------|---|
| School Name            | Enter the name of the school.   |
| 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. |

- 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.

# Student Attachments

## Setup

### Configure Document Attachments Settings

Prior to working with document attachments, document attachments settings must be configured.

**Note:** These settings are initially configured during the PowerSchool installation process. For more information, see the *PowerSchool Installation and Configuration Guides* available on [PowerSource](#).

### How to Configure Document Attachments Settings - External Access

**Note:** These fields are populated with the **Server Host name or IP Address** and **Port** information entered for PowerSchool Configuration - External Access.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Global Server Settings**. The Global Server Settings page appears.
4. Scroll down to the Document Attachments Settings - External Access section.
5. Enter information as needed. For field descriptions, see *How to Configure PowerSchool Configuration - External Access*.
6. Click **Submit**.

### How to Configure Document Attachments Settings - Internal Access

**Note:** These fields are populated with the **Server Host name or IP Address** and **Port** information entered for PowerSchool Configuration - Internal Access.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Global Server Settings**. The Global Server Settings page appears.
4. Scroll down to the Document Attachments Settings - Internal Access section.
5. Enter information as needed. For field descriptions, see *How to Configure PowerSchool Configuration - External Access*.
6. Click **Submit**.

### Document Attachment Categories

Document attachment categories are used as an organizational tool to group document attachments.

**Note:** Category names must be unique and cannot contain commas.

## How to Add a Document Attachment Category

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Categories, click **Document Attachment Categories**. The Categories page appears.
3. Click **Add**. The Edit Category drawer appears.
4. Use the following table to enter information in the fields:

| Field                | Description  |          |        |          |        |   |   |  |  |   |   |   |  |   |   |   |   |     |      |          |        |   |  |   |  |   |   |  |  |
|----------------------|--|----------|--------|----------|--------|---|---|--|--|---|---|---|--|---|---|---|---|-----|------|----------|--------|---|--|---|--|---|---|--|--|
| Category Name        | Enter a name of the document attachment category.  |          |        |          |        |   |   |  |  |   |   |   |  |   |   |   |   |     |      |          |        |   |  |   |  |   |   |  |  |
| Category Description | Enter a description of the document attachment category.<br><b>Note:</b> No more than 200 characters may be entered.   |          |        |          |        |   |   |  |  |   |   |   |  |   |   |   |   |     |      |          |        |   |  |   |  |   |   |  |  |
| Default Permissions  | <p>Indicate the default settings for the document attachment category by select one or more of the following:</p> <ul style="list-style-type: none"> <li>• Select the <b>Download</b> checkbox to allow a user to download attachments for a given category.</li> <li>• Select the <b>Update Details</b> checkbox to allow a user to edit attachments for a given category.</li> <li>• Select the <b>Delete</b> checkbox to allow a user to delete attachments for a given category.</li> </ul> <p><b>Note:</b> The effective permissions are determined by identifying the roles, categories and access levels assigned to a given document attachment.</p> <p>For example, if Role A has the following categories (assuming full Page Level Permissions and all categories assigned to one or more documents), the users effective permissions are Edit only.</p> <table> <thead> <tr> <th>Cat</th> <th>Edit</th> <th>Download</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>B</td> <td>X</td> <td>X</td> <td></td> </tr> <tr> <td>C</td> <td>X</td> <td>X</td> <td>X</td> </tr> </tbody> </table> <p>For example, if Role B has the following categories (assuming full Page Level Permissions and all categories assigned to one or more documents), the users effective permissions of None (no access).</p> <table> <thead> <tr> <th>Cat</th> <th>Edit</th> <th>Download</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>A</td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>B</td> <td>X</td> <td></td> <td></td> </tr> </tbody> </table> | Cat      | Edit   | Download | Delete | A | X |  |  | B | X | X |  | C | X | X | X | Cat | Edit | Download | Delete | A |  | X |  | B | X |  |  |
| Cat                  | Edit   | Download | Delete |          |        |   |   |  |  |   |   |   |  |   |   |   |   |     |      |          |        |   |  |   |  |   |   |  |  |
| A                    | X  |          |        |          |        |   |   |  |  |   |   |   |  |   |   |   |   |     |      |          |        |   |  |   |  |   |   |  |  |
| B                    | X  | X        |        |          |        |   |   |  |  |   |   |   |  |   |   |   |   |     |      |          |        |   |  |   |  |   |   |  |  |
| C                    | X  | X        | X      |          |        |   |   |  |  |   |   |   |  |   |   |   |   |     |      |          |        |   |  |   |  |   |   |  |  |
| Cat                  | Edit   | Download | Delete |          |        |   |   |  |  |   |   |   |  |   |   |   |   |     |      |          |        |   |  |   |  |   |   |  |  |
| A                    |  | X        |        |          |        |   |   |  |  |   |   |   |  |   |   |   |   |     |      |          |        |   |  |   |  |   |   |  |  |
| B                    | X  |          |        |          |        |   |   |  |  |   |   |   |  |   |   |   |   |     |      |          |        |   |  |   |  |   |   |  |  |

| Field | Description  |
|-------|--|
|       | <p data-bbox="630 268 961 298">C    X    X            X</p> <p data-bbox="613 323 1414 420">If a user is assigned both Roles (A and B) then the effective permissions would be Edit only, because Role A has Edit only.</p> <p data-bbox="613 436 1227 466"><b>Note:</b> For more information, see <i>User Access</i>.</p> |

5. Click **Submit**. The Edit Category drawer closes and a confirmation message appears.
6. Note the new document attachment category appears on the Categories page in alphabetical order.

## How to Edit a Document Attachment Category

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Categories, click **Document Attachment Categories**. The Categories page appears.
3. Click the **Edit** icon of the document attachment category you want to edit. The Edit Category drawer appears.
4. Edit the information as needed. For field descriptions, see *How to Add Document Attachment Category*.
5. Click **Update Details**. The Edit Category drawer closes and a confirmation message appears.

## How to Delete a Document Attachment Category

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Categories, click **Document Attachment Categories**. The Categories page appears.
3. Click the **Delete** icon of the document attachment category you want to delete. The Delete Category drawer appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Delete Category drawer closes and a confirmation message appears.

## Assign Categories to User Access Roles

To control user access of document attachments, you can assign categories with roles. For more information, see *User Access*.

## Work With Students

### Student Attachments

Using the Student Attachments page, you can upload attachments for a selected student. Once an attachment is uploaded, you can view, download or delete attachments as needed.

#### How to Add an Attachment

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Information, choose **Attachments** from the student pages menu. The Student Attachments page appears.
3. Click **Add**. The Attach drawer appears.
4. Click **Browse...** A pop-up appears.
5. Select the files you want to upload. The file information appears in the Attach drawer.

**Note:** The Files Not Selected pop-up appears if there is an issue with one or more of the selected files. The pop-up displays the number of files not selected and the issues related to those files. The files that are not selected remain in the Attach drawer even after you click Attach so that you may try to attach them after the issues have been corrected.

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

| Field     | Description  |
|-----------|--|
| [Warning] | If there is an issue, a warning message may appear. Address the warning if needed. The warning message no longer appears once you continue working within the Attach drawer. |
| [Error]   | If there is an error, an error message may appear. Address the error if needed. The warning message no longer appears once you continue working within the Attach drawer.    |
| [Arrow]   | Click to expand the section. Click the arrow again to condense the section.  |
| File      | The name of the file.<br><b>Note:</b> The first file appears expanded.   |
| [Remove]  | Click to remove the file from the Attach drawer.   |
| File Size | The size of the file.  |
| Title     | Enter the title of the attachment.   |

| Field      | Description  |
|------------|--|
| Notes      | Enter any additional information that you want to include about the attachment.  |
| Categories | <p>Document attachment categories are used as an organizational tool to group document attachments. Do one of the following:</p> <ul style="list-style-type: none"> <li>• Select the checkbox next to each category you want to apply to the attachment.</li> <li>• Deselect the checkbox next to each category you do not want to apply to the attachment.</li> </ul> |

7. Do one of the following:

- Click **Browse...** to select additional files. Go to Step 5 to continue.
- Click **Attach**. The Attach drawer closes and a confirmation message appears.

## How to Filter Attachments

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Information, choose **Attachments** from the student pages menu. The Student Attachments page displays.
3. To narrow the list of attachments, use the following table to enter information in the Filter section:

**Note:** Click the arrow to expand this section. Click the arrow again to collapse this section.

| Field       | Description   |
|-------------|---|
| Title       | <ol style="list-style-type: none"> <li>1. Choose <b>Title</b> from the first pop-up menu.</li> <li>2. Enter the title of the attachment in its entirety or in part.</li> </ol>  |
| Category    | <ol style="list-style-type: none"> <li>1. Choose <b>Category</b> from the first pop-up menu.</li> <li>2. Choose the category of the attachment from the second pop-up menu.</li> </ol>  |
| Uploaded By | <ol style="list-style-type: none"> <li>1. Choose <b>Uploaded By</b> from the first pop-up menu.</li> <li>2. Enter the name of the user who uploaded the attachment in its entirety or in part.</li> </ol> <p><b>Note:</b> If entering the name of the user in part, it must match the sub-string format of last, first. For example, "smith, b" will return search results. However, "smi, b" will not.</p> |

| Field        | Description   |
|--------------|---|
| Date         | <ol style="list-style-type: none"> <li>1. Choose <b>Date</b> from the first pop-up menu.</li> <li>2. Choose one of the following from the second pop-up menu: <ul style="list-style-type: none"> <li>▪ &lt; (less than)</li> <li>▪ = (equal to)</li> <li>▪ &gt; (greater than)</li> </ul> </li> <li>3. Enter the date from which you want to search attachments.</li> </ol> <p><b>Note:</b> You can also click the <b>Calendar</b> icon and select a date.</p>  |
| File Size    | <ol style="list-style-type: none"> <li>1. Choose <b>File Size</b> from the first pop-up menu.</li> <li>2. Choose one of the following from the second pop-up menu: <ul style="list-style-type: none"> <li>▪ &gt; (greater than)</li> <li>▪ &lt; (less than)</li> </ul> </li> <li>3. Enter the file size.</li> <li>4. Choose one of the following from the third pop-up menu: <ul style="list-style-type: none"> <li>▪ <b>Byte</b></li> <li>▪ <b>KB</b></li> <li>▪ <b>MB</b></li> <li>▪ <b>GB</b></li> </ul> </li> </ol> |
| File Name    | <ol style="list-style-type: none"> <li>1. Choose <b>File Name</b> from the first pop-up menu.</li> <li>2. Enter the file name of the attachment in its entirety or in part.</li> </ol>  |
| Student Name | <ol style="list-style-type: none"> <li>1. Choose <b>Student Name</b> from the first pop-up menu.</li> <li>2. Enter the name of the student for which you want to filter attachments.</li> </ol>   |

3. To add another filter, click + and repeat Step 5.
4. To delete a filter, click - next the filter.
5. Click **Apply**. The total number of attachments, approximate size of the attachments and an itemized list of attachments display based on the information you entered.

**Note:** To remove all filter selections, click **Clear**.

## How to View Attachments

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Information, choose **Attachments** from the student pages menu. The Student Attachments page displays.
3. To narrow the list attachments, enter information in the Filter section. For detailed information, see *How to Filter Attachments*. The total number of attachments, total

size of the attachments and an itemized list of attachments display based on the information you entered.

**Note:** With the exception of Categories, click the name of a column to sort by that column in ascending order. Click again to sort in descending order. By default, attachments are sorted by File Name then Date.

| Field        | Description   |
|--------------|---|
| [Attachment] | <p>Do one or more of the following:</p> <ul style="list-style-type: none"> <li>• Select the checkbox in the header row to select all attachments.</li> <li>• Deselect the checkbox in the header row to deselect all attachments.</li> <li>• Select the checkbox next to each attachment you want to work with.</li> <li>• Deselect the checkbox next to each attachment you do not want to work with.</li> <li>• Press <b>SHIFT</b> while selecting multiple checkboxes, which automatically selects all checkboxes between your first and last selection.</li> </ul> <p><b>Note:</b> Your checkbox selections are retained as you navigate through the different pages of the search results.</p> |
| File Name    | The file name of the attachment.  |
| Title        | The title of the attachment.  |
| Categories   | The categories applied to the attachment.   |
| File Size    | The file size of the attachment.  |
| Date         | The date and time the attachment was uploaded.  |
| Uploaded By  | The first and last name of the user who uploaded the attachment.  |
| Actions      | <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Click the <b>Information</b> icon to view attachment details. For more information, see <i>How to View Attachment Details</i>.</li> <li>• Click the <b>Information</b> icon to edit attachment details. For more information, see <i>How to Edit Attachment Details</i>.</li> <li>• Click the <b>Download</b> icon to download the attachment. For more information, see <i>How to Download an Attachment</i>.</li> </ul>  |
| [Pagination] | Use to navigate the search results.   |
| Page # of #  | By default, the page you are viewing displays. To jump to another page, enter the page number and press <b>ENTER</b> or   |

| Field     | Description   |
|-----------|---|
|           | <b>RETURN.</b>  |
| Rows/Page | By default, ten attachments display per page. To view more attachments per page, enter the number and press <b>ENTER</b> or <b>RETURN</b> .<br><br><b>Note:</b> Viewing a large number of rows per page can cause browser slowness or scripting errors. |

## How to View Attachment Details

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Information, choose **Attachments** from the student pages menu. The Student Attachments page displays.
3. To narrow the list attachments, enter information in the Filter section. For detailed information, see *How to Filter Attachments*. The total number of attachments, total size of the attachments and an itemized list of attachments display based on the information you entered.

**Note:** With the exception of Categories, click the name of a column to sort by that column in ascending order. Click again to sort in descending order. By default, attachments are sorted by File Name then Date.

4. Click the **Information** icon. The Information drawer displays the following information:

| Field       | Description   |
|-------------|---|
| Title       | The title of the attachment. For more information, see <i>How to Edit Attachment Details</i> .                                  |
| File        | The name of the attachment.   |
| Size        | The file size of the attachment (in KB, MB, GB).  |
| Date        | The date and time the attachment was uploaded.  |
| Uploaded By | The first and last name of the user who uploaded the attachment.  |
| Notes       | Any additional information about the attachment. For more information, see <i>How to Edit Attachment Details</i> .              |
| Categories  | The categories applied to the attachment. For more information, see <i>How to Edit Attachment Details</i> .                     |
| Download    | Click to download the attachment. For more information, see <i>How to Download the Attachment from the Information Drawer</i> . |

## How to Edit Attachment Details

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Information, choose **Attachments** from the student pages menu. The Student Attachments page displays.
3. To narrow the list attachments, enter information in the Filter section. For detailed information, see *How to Filter Attachments*. The total number of attachments, total size of the attachments and an itemized list of attachments display based on the information you entered.

**Note:** With the exception of Categories, click the name of a column to sort by that column in ascending order. Click again to sort in descending order. By default, attachments are sorted by File Name then Date.

4. Click the **Information** icon. The Information drawer appears.
5. Use the following table to enter information in the fields:

| Field      | Description   |
|------------|---|
| Title      | The title of the attachment. Edit as needed.  |
| Notes      | Any additional information about the attachment. Edit as needed.  |
| Categories | Document attachment categories are used as an organizational tool to group document attachments. Do one of the following: <ul style="list-style-type: none"> <li>• Select the checkbox next to each category you want to apply to the attachment.</li> <li>• Deselect the checkbox next to each category you do not want to apply to the attachment.</li> </ul> |

6. Click **Update Details**. The Information drawer closes and a confirmation message appears.

## How to Download an Attachment from the Attachments Page

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Information, choose **Attachments** from the student pages menu. The Student Attachments page displays.
3. To narrow the list attachments, enter information in the Filter section. For detailed information, see *How to Filter Attachments*. The total number of attachments, total size of the attachments and an itemized list of attachments display based on the information you entered.

**Note:** With the exception of Categories, click the name of a column to sort by that column in ascending order. Click again to sort in descending order. By default, attachments are sorted by File Name then Date.

4. Click the **Download** icon next the attachment you want to download.
5. Save the file to your desktop (varies depending on your browser).

## How to Download the Attachment from the Information Drawer

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Information, choose **Attachments** from the student pages menu. The Student Attachments page displays.
3. To narrow the list attachments, enter information in the Filter section. For detailed information, see *How to Filter Attachments*. The total number of attachments, total size of the attachments and an itemized list of attachments display based on the information you entered.

**Note:** With the exception of Categories, click the name of a column to sort by that column in ascending order. Click again to sort in descending order. By default, attachments are sorted by File Name then Date.

4. Click the **Information** icon. The Information drawer appears.
5. Click **Download**.
6. Save the file to your desktop (varies depending on your browser).
7. Click **Close** to close the Information drawer.

## How to Delete an Attachment

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Information, choose **Attachments** from the student pages menu. The Student Attachments page displays.
3. To narrow the list attachments, enter information in the Filter section. For detailed information, see *How to Filter Attachments*. The total number of attachments, total size of the attachments and an itemized list of attachments display based on the information you entered.

**Note:** With the exception of Categories, click the name of a column to sort by that column in ascending order. Click again to sort in descending order. By default, attachments are sorted by File Name then Date.

4. Do one of the following:
  - Select the checkbox in the header row to select all attachments.
  - Select the checkbox next to each attachment you want to work with.
5. Click **Delete**. The Confirm Delete pop-up appears.
6. Click **Confirm Delete**.

**Note:** The selected document attachments will be deleted regardless of whether you remain on the Student Attachments page, navigate to another page or close the browser.

## Work With Student Groups

### Student Attachments

Using the Search Attachments group function, you can access a list of all attachments for a selected group of students that have been uploaded using the Student Attachments page from the student pages menu. Each attachment displays as a line item in the search results. You can view, download or delete attachments as needed.

### How to Search Document Attachments

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Search, choose **Search Attachments**. The Search Attachments page appears.
4. To narrow the list attachments, click the **Filter Results** arrow. The Filter Results section appears.
5. Use the following table to enter information in the fields:

| Field              | Description   |
|--------------------|---|
| File Name          | Enter the file name of the attachment in its entirety or in part.   |
| Title              | Enter the title of the attachment in its entirety or in part.   |
| File Size          | <p>Using the first pop-up menu, choose one of the following:</p> <ul style="list-style-type: none"> <li>• <math>\geq</math> (greater than or equal to)</li> <li>• <math>\leq</math> (less than or equal to)</li> </ul> <p>In the field, enter the file size.</p> <p>Using the second pop-up menu, choose one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Byte</b></li> <li>• <b>KB</b></li> <li>• <b>MB</b></li> <li>• <b>GB</b></li> </ul> |
| Date Uploaded From | Specify a date from which you want to search uploaded   |

| Field                     | Description   |
|---------------------------|---|
|                           | attachments.  |
| Date Uploaded To          | Specify a date to which you want to search uploaded attachments.  |
| Uploaded By (Last, First) | <p>Enter the name of the user who uploaded the attachment in its entirety or in part.</p> <p><b>Note:</b> If entering the name of the user in part, it must match the sub-string format of last, first. For example, "smith, b" will return search results. However, "smi, b" will not.</p> |

6. Click **Apply**. The following information displays for each attachment:

**Note:** Click the name of a column to sort by that column in ascending order. Click again to sort in descending order. By default, attachments are sorted by Student and then Title.

**Note:** Use the pagination at the top and bottom of the page to navigate the search results.

| Field        | Description   |
|--------------|---|
| [Attachment] | <p>Do one or more of the following:</p> <ul style="list-style-type: none"> <li>• Select the checkbox in the header row to select all attachments.</li> <li>• Deselect the checkbox in the header row to deselect all attachments.</li> <li>• Select the checkbox next to each attachment you want to work with.</li> <li>• Deselect the checkbox next to each attachment you do not want to work with.</li> <li>• Press <b>SHIFT</b> while selecting multiple checkboxes, which automatically selects all checkboxes between your first and last selection.</li> </ul> <p><b>Note:</b> Your checkbox selections are retained as you navigate through the different pages of the search results.</p> |
| Student Name | The name of the student.  |
| File Name    | The file name of the attachment.  |
| Title        | The title of the attachment.  |
| File Size    | The file size of the attachment.  |
| Date         | The date and time the attachment was uploaded.  |
| Uploaded By  | The first and last name of the user who uploaded the  |

| Field        | Description  |
|--------------|--|
|              | attachment.  |
| Actions      | <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Click the <b>Information</b> icon to view attachment details. For more information, see <i>How to View Attachment Details</i>.</li> <li>• Click the <b>Information</b> icon to edit attachment details. For more information, see <i>How to Edit Attachment Details</i>.</li> <li>• Click the <b>Download</b> icon to download the attachment. For more information, see <i>How to Download an Attachment</i>.</li> </ul> |
| [Pagination] | Use to navigate the search results.  |
| Rows/Page    | <p>By default, ten attachments display per page. To view more attachments per page, choose the appropriate number from the pop-up menu.</p> <p><b>Note:</b> Viewing a large number of rows per page can cause browser slowness or scripting errors.</p>  |

## How to Download Multiple Document Attachments

**Note:** A zip file is created when downloading multiple document attachments. Within the zip file, a folder is created based on each selected student number. Within each student number folder, document attachments are listed by file name. If name of the attachment is more than 250 characters, it will be truncated. If there are duplicate attachments, the duplicate will be suffixed with a sequential number, such as \_1, \_2, etc.

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Search, choose **Search Attachments**. The Search Attachments page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. To narrow the list attachments, enter information in the Filter section. For detailed information, see *How to Filter Attachments*. The total number of attachments, total size of the attachments and an itemized list of attachments display based on the information you entered.

**Note:** With the exception of Categories, click the name of a column to sort by that column in ascending order. Click again to sort in descending order. By default, attachments are sorted by Student Name, File Name, then Date.

5. Do one of the following:
  - Select the checkbox in the header row to select all attachments.
  - Deselect the checkbox in the header row to deselect all attachments.
  - Select the checkbox next to an attachment you want to download.
  - Deselect the checkbox next to an attachment you do not want to download.
  - Press **SHIFT** while selecting multiple checkboxes, which automatically selects all checkboxes between your first and last selection.
6. Click **Download Selection**. The Confirm Download popup appears.

**Note:** If you do not have download permission for one or more selected files, an alert appears indicating the file(s) you selected cannot be downloaded. If you proceed, only those files for which you have permission will be downloaded.
7. By default, the file name appears as **PowerSchool-Documents.zip**. Edit if needed.
8. Click **Download**.
9. Save the file to your desktop (varies depending on your browser).

## How to Delete Multiple Document Attachments

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Search, choose **Search Attachments**. The Search Attachments page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. To narrow the list attachments, enter information in the Filter section. For detailed information, see *How to Filter Attachments*. The total number of attachments, total size of the attachments and an itemized list of attachments display based on the information you entered.

**Note:** With the exception of Categories, click the name of a column to sort by that column in ascending order. Click again to sort in descending order. By default, attachments are sorted by Student Name, File Name, then Date.

5. Do one of the following:
  - Select the checkbox in the header row to select all attachments.
  - Select the checkbox next to each attachment you want to work with.
6. Click **Delete**. The Confirm Delete pop-up appears.

**Note:** If you do not have delete permission for one or more selected files, an alert appears indicating the file(s) you selected cannot be deleted. If you proceed, only those files for which you have delete permission will be downloaded.

7. Click **Confirm Delete**.

**Note:** The selected document attachments will be deleted regardless of whether you remain on the Search Attachments page, navigate to another page or close the browser.

## Troubleshooting

### Rebuild Metadata

There are instances where PowerSchool and the document storage server can be out of sync, such as when reverting to a backup. When this occurs, you can use the Rebuild Metadata special operation to rebuild metadata in the database from the source system.

### Database Import Process and Document Attachments

During the database import process, Document Attachments settings are cleared from the database. Configuring the document server is required to reconnect your server to your existing document attachment data that may have been previously configured on another system. For more information, see the *Configure Document Server* section of the *Oracle Database Backup and Restore Guide* available on [PowerSource](#).

### How to Rebuild Metadata (Single Server)

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Special Operations**. The Special Operations page appears.
3. Choose **Rebuild Metadata From Document Server** from the **Operations** pop-up menu.
4. Click **Submit**. The Rebuild Metadata From Document Server page displays the following information:

| Field             | Description   |
|-------------------|---|
| Current Status    | The status of the rebuild process.                    |
| Progress          | Indicates the progress of the rebuild process.        |
| Start Time        | The time the rebuild process began.                   |
| Elapsed Time      | The time it took for the rebuild process to complete. |
| Imported Metadata | The number of imported metadata.                      |

| Field                 | Description   |
|-----------------------|---|
| Unrecovered Documents | The number of orphaned documents.<br><br><b>Note:</b> Unrecovered documents are those that are missing their document metadata. Document metadata contains system and file details such as title, notes, etc. Those documents cannot be recovered during the rebuild process and require you to manually reattach them to the student. These documents will be stored in folder names based on their DCID within the document storage root in the following subdirectory: recover/districtid recovery directory. The file names are stored with the name as a unique identifier and extension '.recover'. |

5. Click **Rebuild**.
6. Click **Confirm Rebuild**.

**Note:** If necessary, you can click **Stop Rebuild**. However, stopping a rebuild can cause PowerSchool and the document storage server to remain out of sync. It is recommended that the process be allowed to finish running.

## How to Rebuild Metadata (Server Array)

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Special Operations**. The Special Operations page appears.
3. Choose **Rebuild Metadata From Document Server** from the **Operations** pop-up menu.
4. Click **Submit**. The Rebuild Metadata From Document Server page displays the following information:

| Field                 | Description  |
|-----------------------|--|
| Current Status        | The status of the rebuild process.   |
| Progress              | Indicates the progress of the rebuild process.   |
| Start Time            | The time the rebuild process began.  |
| Elapsed Time          | The time it took for the rebuild process to complete.  |
| Imported Metadata     | The number of imported metadata.   |
| Unrecovered Documents | The number of orphaned documents.<br><br><b>Note:</b> Unrecovered documents are those that are missing their document metadata. Document metadata contains system and file details such as title, notes, etc. Those documents cannot be recovered during the rebuild process and require you to manually reattach them to the student. |

| Field | Description  |
|-------|--|
|       | These documents will be stored in folder names based on their DCID within the document storage root in the following subdirectory: recover/districtid recovery directory. The file names are stored with the name as a unique identifier and extension '.recover'. |

5. Use the following table to enter information fields:

| Field       | Description  |
|-------------|--|
| Hostname/IP | Enter the hostname or IP address of the document share location.<br><b>Note:</b> This field is required.   |
| Share Name  | Enter the share name of your document storage location.<br><b>Note:</b> This field is required.  |
| Path        | Enter the path to the document root within the server array. The document root defaults to 'PS3' in standard configurations, but may be different if changed manually. |
| Username    | Enter a username.<br><b>Note:</b> This field is required.  |
| Password    | Enter the corresponding password for the username.<br><b>Note:</b> This field is required.   |

6. Click **Rebuild**.  
7. Click **Confirm Rebuild**.

**Note:** If necessary, you can click **Stop Rebuild**. However, stopping a rebuild can cause PowerSchool and the document storage server to remain out of sync. It is recommended that the process be allowed to finish running.

# Summer School

**Note:** For more information, see the *PowerSchool Summer School Setup Guide* available on [PowerSource](#).

## Set Summer School Indicator for a Student

If a student plans on attending summer school, use the **Summer School Indicator** field to identify which school the student will attend.

### How to Set Summer School Indicator for a Student

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Scheduling Setup** from the student pages menu. The Edit Scheduling Preferences page appears.
3. Choose the summer school that the student plans to attend from the **Summer School Indicator** pop-up menu.

**Note:** In order for the pop-up menu to be populated, at least one school has to be designated as a summer school. For more information, see *School Information*.

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

## Set Summer School Indicator for a Group of Students

If a group of students plan on attending summer school, use the **Summer School Indicator** group function to identify which school the students will attend.

### How to Set Summer School Indicator for a Group of Students

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Scheduling, choose **Summer School Indicator**. The Summer School Indicator page appears.

**Note:** Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

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

| Field | Description |
|-------|-------------|
|-------|-------------|

| Field                        | Description   |
|------------------------------|---|
| Summer School Indicator      | Choose the summer school that the group of students plan to attend from the pop-up menu.<br><br><b>Note:</b> In order for the pop-up menu to be populated, at least one school has to be designated as a summer school. For more information, see <i>School Information</i> . |
| Note for Summer School Admin | Enter any notes you would like to communicate to the Summer School Admin.   |

5. Click **Submit**. A confirmation message appears.

## View Summer School Indicator

Using the Scheduling Setup page, you can view whether or not the Summer School Indicator has been set for a student.

### How to View Summer School Indicator

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Scheduling Setup** from the student pages menu. The Edit Scheduling Preferences page appears.
3. Note the **Summer School Indicator** field.