

Enrolling Students in PowerSchool



South Carolina Public Charter School District
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Before Enrolling a Student

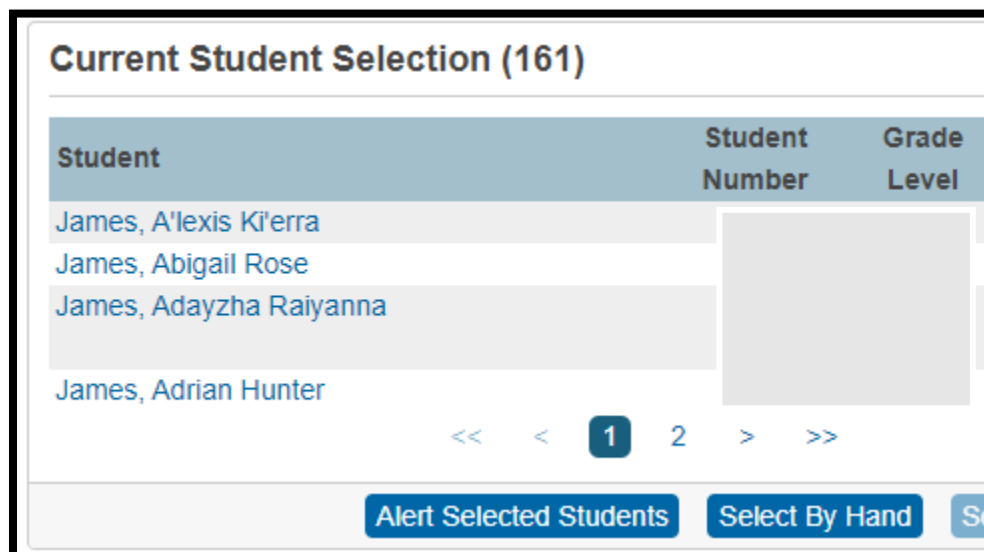
Note: Before enrolling a student, make sure that student has not been previously enrolled in your school or transferred to your school to avoid duplications (Students transferred to your school from another school within the district will be an inactive student at your school). If an incoming student has been enrolled in your school previously, conduct an inactive student search.

- To search for an inactive student, begin your search with a forward slash (/) followed by the student’s last name, then click the search button.



A screenshot of a search interface. A search box contains the text "/Doe". To the right of the search box is a magnifying glass icon representing a search button. Further right is a checkbox labeled "Advanced". Below the search box, the text "View Field List [?]" is visible.

- If the record used in your search criteria comes up on the **Current Student Selection** list and matches the previously enrolled student, verify and update any outdated demographic information and reenroll the student. See next steps on reenrolling a student.



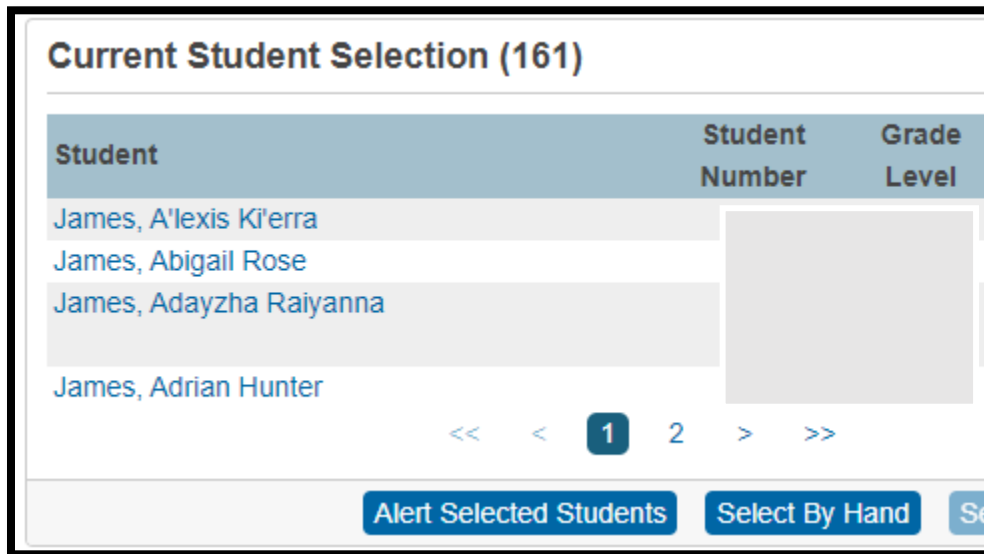
A screenshot of a table titled "Current Student Selection (161)". The table has three columns: "Student", "Student Number", and "Grade Level". The "Student" column lists four names: James, A'lexis Ki'erra; James, Abigail Rose; James, Adayzha Raiyanna; and James, Adrian Hunter. The "Student Number" and "Grade Level" columns are currently blank. Below the table, there are navigation arrows: a double left arrow, a single left arrow, a box containing the number "1", a single right arrow, and a double right arrow. At the bottom of the interface, there are three buttons: "Alert Selected Students", "Select By Hand", and a partially visible "Se" button.

Student	Student Number	Grade Level
James, A'lexis Ki'erra		
James, Abigail Rose		
James, Adayzha Raiyanna		
James, Adrian Hunter		

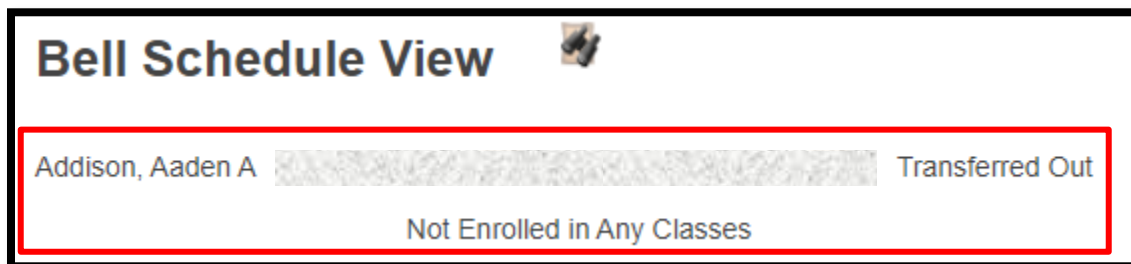
Reenrolling a Student

1. After conducting the inactive student search, select the student’s name from the **Current Student Selection** list.

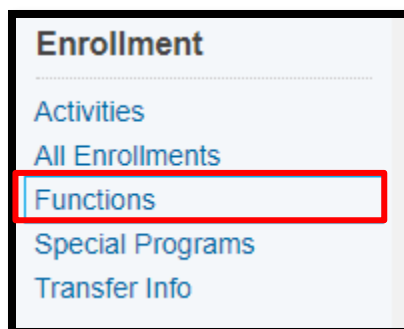
Note: If only one student matches your search criteria, that student’s record/page will display.



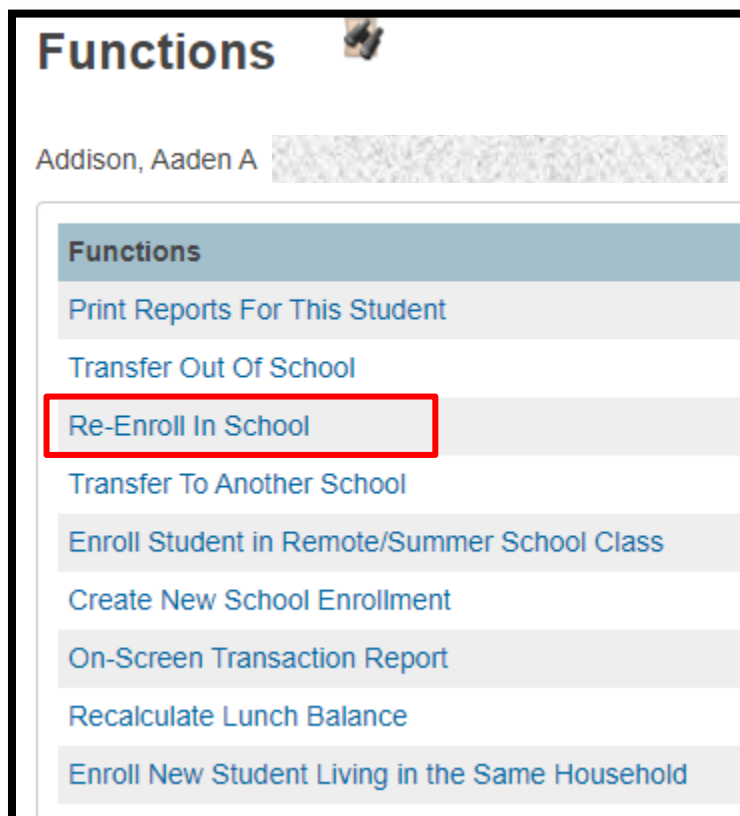
Note: When on the student’s page, the student will have “Transferred Out” next to their student information at the top of their record and should not be enrolled in any classes.



2. Click on **Functions** from the left menu in the Enrollment section.




3. Click on **Re-Enroll in School** on the Functions page.



4. Complete the fields on the Re-Enroll Student page making sure the **Date of enrollment** is correct, as it automatically populates with the current date. All fields with an asterisk (*) are required.

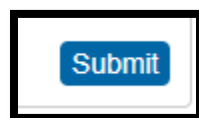
Re-Enroll Student

Addison, Aaden A Transferred Out

Student to re-enroll	Addison, Aaden A
Date of re-enrollment	<input type="text" value="11/20/2019"/>  *
Entry code	<input type="text"/> *
Entry comment	<input style="width: 100%; height: 30px;" type="text"/>
Full-Time Equivalency	<input type="text"/> ▼ These choices are Term Year specific. Please c
Grade Level	<input type="text" value="3"/> ▼ *
Track	<input type="text"/> ▼
District of Residence	<input type="text" value="Lee County Schools (3101)"/> ▼ *
Restore class enrollments?	<input type="text" value="Yes"/> ▼

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

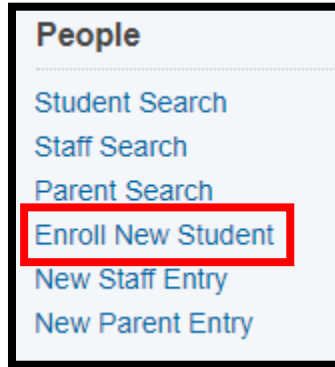
5. Click the **Submit** button.



The student will then be an actively enrolled student at your school

Enrolling A New Student

1. From the Start Page, click **Enroll New Student** in the left menu under the People section.



2. Fill out the Enroll New Student page. *Note: Fields with an asterisk (*) next to it are required.*

Enroll New Student

Student Information	
Student's Name (Last, First Middle)	<input type="text"/> <input type="text"/> <input type="text"/>
DOB	<input type="text" value="MM/DD/YYYY"/> <input type="text"/>
Gender	<input type="text"/>
Student number	<input type="text"/> (If this field is left blank, the system will assign the Student Number)
Social Security Number	<input type="text" value="### ## ####"/>
Phone Number	<input type="text" value="### ### ####"/>
Enrollment date	<input type="text" value="11/20/2019"/>
Full-Time Equivalency	<input type="text"/> * These choices are Term Year specific. Please confirm that the current Term context is correct.
Grade Level	<input type="text" value="KG"/>
Entry Code	<input type="text"/>
Track	<input type="text"/>
District of Residence	<input type="text"/>
Fee Exemption Status	<input type="text" value="Student Not Exempted"/>
School	PD Math, Science and Technology Academy
Information for Family Match	
Students may be linked to other family members in the school or district and their demographic information may be copied to the student being enrolled. By creating a link between students, shared information can be synchronized so edits that occur to one student	

Information for Family Match

Students may be linked to other family members in the school or district and their demographic information may be copied to the student being enrolled. By creating a link between students, shared information can be synchronized so edits that occur to one student can automatically be made to the linked students.

Enroll without Linking or Copying Information
 Search For Family Members to Link to and Copy Information from

Family ID

Mother's Name (Last, First MI)

Father's Name (Last, First MI)

Guardian's Name (Last, First MI) ,

Sibling's Name (Last, First MI) ,


Include Student's Last Name In Search.

Home Address

Street, Apt/Suite

City, State, Zip

Geocode

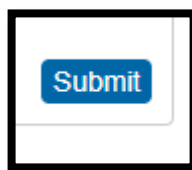
 [Validate](#)

[Submit](#)

- **Last Name, First Name, Middle Name:** Must enter the student's legal name as written on their birth certificate.
- **DOB:** Enter student date of birth. Format: MM/DD/YYYY.
- **Gender:** Must select the student's gender of Male (M) or Female (F).
- **Student Number:** leave blank after clicking the submit button PowerSchool will assign this automatically to the student account/record in PowerSchool.
- **SSN (optional):** You can enter the student's social security number.
- **Phone Number:** Enter the student contact number. Format: 000-123-1234
- **Enrollment Date:** Enter the student's first day of school.
- **Full Time Equivalency:** Select the default selection.
- **Grade Level:** Select the student's grade level.
- **Entry Code:** Typically, you will select E (Eligible for State Funding). Any students not eligible for state funding would be determine by the district or state.
- **Track:** Leave Blank. South Carolina does not use Track system currently
- **District of Residence:** Select the district the student's home address is located.

- **Fee Exemption Status:** If district has not set up the fee function in PowerSchool, leave it on the default value.
- **School:** The School Name will display as a read only.
- **Information for Family Match:**
 - Select Enroll without Linking or Copying Information if not linking to any other students in the district. If you select this proceed to the Home Address section of this page.
 - Select Search For Family Members to Link to and Copy Information from if you want to link students and check the **Include Student's Last Name In Search**.
- **Street, Apt/Suite:** Enter the student street number and home address. In the next box enter the Apartment or Suite number if applicable.
- **City, State, Zip:** Enter the student's city, state and zip of their home address.
- **Geocode:** Skip this field as it will be automatically generated when the address is validated in the next button.
- **Validate:** Click on the Validate button to verify against the geocode.
- **Submit:** To save.

3. Click the Submit button.



Additional Student Field Notes:

- You must select “E (Eligible for State Reporting)” for the entry code of a PK3 student. Even if your school may not receive EFA funding for the 3-yr.-old students, the SCDE must collect and report each year to the EOC counts for enrolled students who are three years of age.
- Reasons to select EEI (Ineligible for State Funding):
 - Students (PreK 3/4 or other) only coming into the district once a week for special reasons such as speech, physical therapy, etc.
 - Homeschooled students coming in to take Physical Education.
 - High school seniors that are only taking one class needed to graduate.
 - Children attending a special day-care facility housed at a school
- Use the entry code of “E” for 4-year-old students, as their funding depends on the type of programs they are enrolled in (CDEP/HH/VH).