# Enrolling Students

To enroll a student for the upcoming school year, follow the steps below.

1. Log into PowerSchool.
2. If it’s before the start of the school year change the term at the top of the page to the year term for the upcoming school year (or you can stay in the current year but be sure to use the first day of the new school year as the enrollment date).
3. Search for an existing student record (this also applies to everyday enrollment procedures). This is a very important step to the enrollment process to assure that duplicate student records are not created. Click on the  icon in the upper right corner, follow the blue links until you get to the Record Search page that allows you to enter the students name and/or date of birth. It is recommended to only enter the students’ last name to assure you get a list to compare the registration information with.
   * 1. If you do not find an existing student record continue to step 4.
     2. If you find an existing student record that is inactive in PowerSchool, request that the last school the student was enrolled at transfer the students’ record to your school, then proceed by searching for the student using the / symbol and choosing Functions > Re-Enroll In School.
     3. If you find an existing student record that is in SASI continue to step 4 and copy the students’ student number into the Student Number field of the Enroll New Student page in PowerSchool.
4. Navigate to Start Page and click on the Enroll New Student link on the left.
5. In the section above the Information for Family Match section populate all fields applicable except Student Number.

* For enrollment date, enter the first day of next year's school year.

1. Do not enter any information on the Information for Family Match section (this will give you a greater chance of knowing if the student already has a record in the system).
2. Submit the page.
3. If the Family Search Results page comes up with the following message continue with enrollment procedures.

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| No Students were found who match the search criteria.  [Continue](http://powerschooltest.wcs.k12.va.us/admin/students/home.html) |

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1. If the Check for Duplicate Students page appears (below) listing a potential match DO NOT CLICK ENROLL (\* PS is not set up for you to click on the students name to continue). Contact the PowerSchool support person at Information Systems to handle this transaction.

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| Check for Duplicate Students |

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| spacer | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Student Number | Name Last, First | School | DOB | SSN | Home Phone | Entry Date | Exit Date | Enroll Status | Matched by: | | | | Last Name/ DOB | SSN | Phone | | 1111 | Doe, Jane | WES | 9/25/2004 | xxx-xx-xxxx | (276) 698-0906 | 8/18/2010 | 6/11/2011 | Active | Yes | Yes | Yes | | ~~\* If you find a match for this student in the list above, click on the student's name to re-enroll that student or to go to the student's detail screens.~~  ~~If no match is found, click on the 'Enroll' button below to proceed with a new enrollment~~. | | | | | | | | | | |  | |  |

1. Enter all information provided in registration packet.
2. Enter students’ homeroom teacher in the Home Room field on the Modify Info page (Lastname, Firstname).
3. Schedule student into classes.