# Enrolling Students During the School Year

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

1. Log into PowerSchool.
2. Search for existing student record (this is a very important step to the enrollment process to assure that duplicate student records are not created). Click on the  icon to the right beside of Quick Data and enter the student LEGAL 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 3.
     2. If you find an existing student record that is inactive under the PowerSchool Records section.
        1. Request that the last school the student was enrolled at transfer the students’ record to your school.
        2. Proceed by searching for the student using the forward slash (/) symbol.
        3. Choose Functions > Re-Enroll in School.
        4. Enter the Date of Re-enrollment (must be the date that the students start attending classes).
        5. Enter the Entry Code (must be entered at this time: do not use E119 unless this is the first time this school year that the student has attended school this school year).
        6. Enter the Entry Comment (in this format when at all possible: Name of school XX, State abbreviation (example: John Doe HS, VA).
        7. Update all other pertinent information.
     3. If you find an existing student record that under the SASI Records section continue to step 3, copying the student number into the Student Number field of the Enroll New Student page in PowerSchool.
3. Navigate to Start Page and click on the Enroll New Student link on the left.
4. In the section located above the Information for Family Match section populate all required fields indicated by an asterisk (\*) and all other fields applicable except Student Number (unless you copied it from the SASI Record, then paste it in this field).

* For enrollment date, enter the date that the student starts attending classes (please refrain from enrolling students before then).

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.