**Adding Inclusion and Pull-Out Teacher as Additional Staff to Sections as Part of Master Schedule Collection**

1. Collect the following data before entering the additional staff record:
	1. Inclusion teachers – The special education teacher who is not the lead teacher but works with students within the classroom most of the time.
	2. Pull-Out teachers – The special education teacher who is not the lead teacher but pulls certain students out of the classroom to work with them.
	3. Determine which classes they should be assigned to (teacher, class, period)
	4. For Pull-Out teacher you will need the names of the individual students that they work with.
2. To enter each instance of an additional teacher in the classroom go to PowerSchool and click on the Teacher Schedule link on the left under Functions.

 

1. Click on the name of the lead teacher of the first class to add the teacher to.
2. Determine which class you want to work with first and click on the Sec # link.



1. Once in the Edit Section page scroll until you see a link that is titled Additional Staff Records and click on it.  *Note that this is different than adding a co-teacher.*



1. Click on New.



1. From the Additional Staff Member drop down select the special education teacher who is either the Inclusion or Pull Out teacher.
2. From the Teacher Role Code drop down select 2 for Inclusion or 4 for Pull-Out.
3. If you selected 2 as the Teacher Role Code click on Submit to save your entry.
4. If you selected 4 as the Teacher Role Code skip to the Additional Staff Member line and choose the student name or names that the Pull-Out teacher works with. To select more than one student you must hold down the Ctrl key on your keyboard.
5. Click .
6. If additional sections are added throughout the year please repeat the process.