**Adding Inclusion, Pull-Out, and Co/Team Teachers as Additional Staff to Sections as Part of Master Schedule Collection**

1. Collect the following data before entering the additional staff records:
	1. Inclusion teachers – The special education teacher who is not the lead teacher but works with students within the classroom an ample amount of 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. If a teacher is a Pull-Out teacher you will need the names of the individual students that they work with.
	5. Co/Team teachers who are not special education teachers. Examples of this would be P.E. teachers who are not assigned their own sections of a class.

*NOTE: A teacher cannot be added to the same section in the Additional Staff Record page more than once.*

1. To enter each instance of an additional teacher in the 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: This is different than adding a co-teacher near the top of the Edit Sections page.*



1. Click on New.



1. From the Additional Staff Member drop down select the teacher who is either a co-teacher, Inclusion teacher, or Pull Out teacher.
2. From the Teacher Role Code drop down select:
	1. 1 for the non-Special Ed. teacher that is the co/team teacher (go to step 9)
	2. 2 for Inclusion teachers (go to step 9)
	3. 4 for Pull-Out teachers (go to step 10)
3. If you selected 1 or 2 as the Teacher Role Code do not mark any other fields and click to save your entry and go to next sections.
4. If you selected 4 as the Teacher Role Code skip to *Additional Staff Member for:* and choose the student(s) 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.*