POWERSCHOOL

ENROLLMENT PROCEDURES

Updated 07/21/2015

1. Remember that unless it’s a summer registration a student should not be enrolled into the system until the day they start attending classes.

2. When transferring a student out of school, remember that the exit date must be the day AFTER the last day the student attended classes or on the date of a records request, which ever is the latest date.

3. Students who miss 15 consecutive days (excused or unexcused) and are expected to return to school need to be withdrawn with the appropriate W9 code. If the student has not returned by the end of the school year these codes must be updated with the appropriate withdraw code. If the student has not returned and you cannot confirm that the student has continued schooling elsewhere you must change the code W9 code to a W8 code including a W8 Reason Code (this is not the same as the exit comment). If the absences are unverified then the exit date must be the day after the 15th absence. If the student is suspended for 15 or more days or a parent has given notice that the student is going to be absent for 15 consecutive days you may withdraw the student as of the date after their last day of attendance. Then re-enroll him/her with the appropriate re-entry code on the date of their return to school (the re-entry code that usually coincides with a W9 is R418). A students withdraw date can fall on a Saturday or other non-school day.

4. When entering information in the Entry or Exit Comment fields please continue to use the same format you've always been asked to use (for ex: Rhea Valley ES, VA). Use HS for high school and MS for middle school. Please, do not put "came from" or "went to" in these windows. If a student is being withdrawn to be home schooled simply type Home Schooled in the Exit Comment field.

5. Don't forget to specify the Grade Level Code for KG and Pre-K students when enrolling them. It is under the Virginia State Information section on the enrollment page and is a requirement for state reporting.

6. If a student has absences on or after the exit date remove them before transferring the student out of the system. At the elementary and middle school level you can do this by clicking on Change Multiple Days in the student individual Attendance page. High schools may have to contact division support personnel when this occurs with the absence dates to be removed. Once the absences have been removed the enrollment clerk can withdraw the student.

7. Do not enter an exit date in the Transfer Info page of a student record. This will not transfer the student out of PowerSchool. Once you've accessed the students record you must choose “Transfer Out of School” from the Functions menu.

8. If the student is transferring to a school within Washington County you must transfer that student’s record to another school by choosing “Transfer to Another School” from the Functions menu, then entering the correct school the student is transferring to.

9. Though PowerSchool will allow you to enroll a student without filling out the required state fields, you must enter them when enrolling or you will get errors from EIMS. They are:

* Student's Full Name
* DOB
* Student Number (if it already exists in SASI)
* Phone Number
* Full-Time Equivalency
* Entry Code
* Grade Level Code (for Pre-K and KG only)
* Responsible District and School
* Serving District and School

10. IEP Online required fields are as follows. If you do not enter these you will receive an email with the appropriate error:

* School
* Student Number
* Last Name
* First Name
* Gender
* Date of Birth
* Ethnicity
* Mailing Address
* Mailing City
* Mailing Zip
* Home Telephone
* Grade
* Entry Date
* Entry Code
* Exit Date
* Exit Code

You may find warnings or errors for the following fields:

* STI - A student that does not have a state id.
* SSN - These should be in XXX-XX-XXXX format
* Phone Numbers - Various phone numbers are checked to ensure they are (XXX) XXX-XXXX. If you have one with an extension, please make it look like this: (XXX) XXX-XXXX Ext. XXX

Information in the Custom Screens -> Parent Information is also checked. The following fields are checked on all contacts listed in the Parent Atom with some basic data integrity checks performed:

* Relation
* Last Name
* First Name
* Address
* Any Phone Numbers listed
* City
* State
* Zip