**Schedule Setup for Enrollment Clerks**

The following steps MUST to be performed during the enrollment process for every student. Also use these instructions to check these pieces of data periodically throughout the year. This will assist in both PowerScheduler and the End of Year process.

**Assigning Next Year Grade**

The next year grade value determines the following for each student:

1. The grade level that the student will be enrolled in during the upcoming school year after running the End of Year process.
2. The grade level that the student will be scheduled for in PowerScheduler.

If a student is assigned an invalid next year grade value, PowerScheduler or the End of Year process may not function correctly. This article describes how to assign next year grade values.

**Assign Next Year Grade - Single Student**

This section describes how to assign a next year grade value for a single student and should be performed while enrolling a student.

1. To get a list of students who do not have a next year grade level perform the following search: Sched\_NextYearGrade = .
2. Select a student.
3. Navigate to the Scheduling Setup student screen.
4. Locate the Next Year Grade field.
5. Enter the student's grade level for the upcoming school year.
6. Submit the page.

**Assigning Next School Indicators**

A next school indicator is a value assigned to each student in the district that determines the following:

* The school that the student will attend in the upcoming school year after running the End of Year process.
* The school that the student will be scheduled for in PowerScheduler.

If a student is assigned an invalid next school indicator value, PowerScheduler or the End of Year process may not function correctly. This article describes how to create and assign next school indicators.

**Assign Next School Indicators - Single Student**

This section describes how to assign a next school indicator to a single student and should be performed while enrolling a student.

1. Select a student.
2. Navigate to the Scheduling Setup student screen.
3. Locate the Next School Indicator popup menu.
4. Select a value from the popup menu.
5. Submit the page.

**Assign Next School Indicators - Student Selection**

At times you may need to assign a next school indicator to a group of students. For example, if all students in grade 7 are being promoted to grade 8 at the same school, they can all be assigned the same next school indicator. This section describes how to assign a next school indicator for a group of students.

1. From the start page, select a group of students. The Student Selection page appears.
2. Select Next School Indicator from the group functions menu. The Next School Indicator page appears.
3. Select a next school indicator value from the popup menu. **Note**: If the desired selection is not available, contact Information Systems.
4. Click Submit. All students in the current selection will be assigned the same next school indicator.

**Schedule This Student Indicator**

**Assign Schedule This Student Indicator - Single Student**

This section describes how to mark the schedule this student field for a single.

1. To get a list of students who are not marked to be scheduled perform the following search: Sched\_Scheduled # True.
2. Select a student.
3. Navigate to the Scheduling Setup student screen.
4. Locate the Schedule This Student field.
5. Check the box.
6. Submit the page.