

# Newark Public Schools

Enrollment and Data Management









PowerSchool

School Year 2017-2018

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PowerSchool information is used for district-wide operations, included but not limited to the systems below.

 <b>ParentPortal</b>	<p>The ParentPortal is a web based and mobile application that allows parents access to real time student grades and attendance.</p>
	<p>Blackboard Connect. PowerSchool sends phone numbers and attendance to Blackboard Connect. The phone number allows schools to send out their own school level communications to families. Parents get a notification shortly after 10:00 AM if the student was marked absent in school. It is important to maintain valid and updated student contact information and for teachers to take timely attendance.</p>
	<p>Family Support Center Seat Tracking. The Family Support Center uses school and section enrollment information to determine seat availability in schools.</p>
	<p>NJ SMART SID Management &amp; Reporting. PowerSchool student demographic data and student roster data is used to maintain and submit official state reports.</p>
	<p>State Assessments Registration. Student records in PowerSchool are used to register students for state assessments. All students must be scheduled in their English section by 9/5/17 to take their Literacy Assessments</p>
	<p>Special Education and Bus Transportation. PowerSchool send records for active students to EasyIEP. The required fields must be complete in order for the record to roll-over into the system. If the student information is not complete or has updated CDS codes, the record will not roll-over into the system. Students that require bus transportation need to roll-over into the system for transportation requests to be processed.</p>
	<p>Education Digital Platforms. These platforms use student enrollment and teacher student roster information to both provide access and define teacher student rosters.</p>
	<p>Student Bus Tickets. The Transportation Office uses student addresses in PowerSchool to calculate the distance between the student's residence and school. It is important to maintain student residence information valid and up-to-date.</p>

## Student Data Management in PowerSchool

This document is to guide schools through recording, managing and accessing student information in PowerSchool.

1. Enrolling a Student in PowerSchool
2. Transferring Students in PowerSchool
  - a. Transferring **in** to your school
  - b. Transferring **out** to another school
  - c. Transferring **out of** the District
3. Special Enrollments
4. Data Quality Monitoring

### Relevant PowerSchool Pages and Access

The following table outlines the access to pages, screens and reports. If there are new staff members to your school that are tasked with items below and do not have the right access in PowerSchool because their security group has not been updated, please contact Elsa Reyes to request the update at [ereyes@nps.k12.nj.us](mailto:ereyes@nps.k12.nj.us)

PowerSchool Page	Staff	View Only	View & Edit
Enroll New Student	PowerSchool Points of Contact: Clerks & Operations Managers Vice Principals		★
Student Enrollment Page	PowerSchool Points of Contact: Clerks & Operations Managers Vice Principals		★
	Guidance Counselors	★	
State/Province -NJ	PowerSchool Points of Contact: Clerks & Operations Managers Vice Principals		★
	Guidance Counselors	★	
Transcripts & Report Cards	PowerSchool Points of Contact: Clerks & Operations Managers Vice Principals Guidance Counselors		★
Historical Grades	PowerSchool Points of Contact: Clerks & Operations Managers Guidance Counselors Vice Principals (for K-12 only)	★	
	Scheduling Vice Principals		★
Functions: Transfer Info Page	PowerSchool Points of Contact: Clerks & Operations Managers Vice Principals		★

## Enrolling a Student

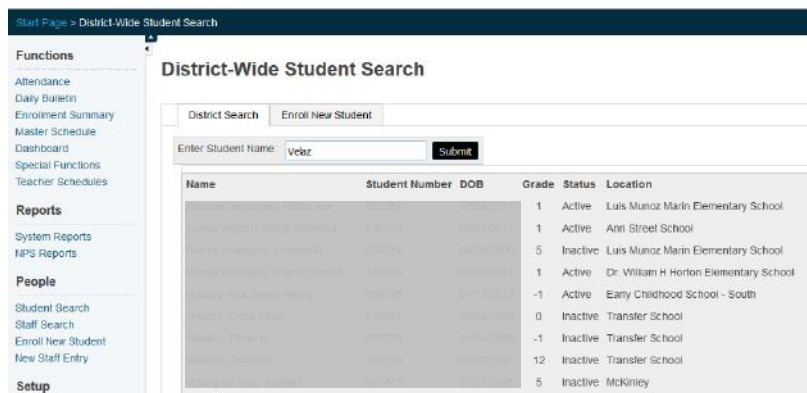
Start Page → People → Enroll New Student

➤ In order to avoid duplicate records, verify with the parent if the student ever attended a NPS school, perhaps under a different name.

➤ The name entered in PowerSchool must be the student's full legal name as it appears in government issued documents such as birth certificate, passport or ID.

### In PowerSchool

1. Enter the first few letters of the student's last name on the district Search Tab
2. A list of students with similar names will appear along with their student number, date of birth, grade, enroll status (active or inactive) and the school where the record resides.



3. If you are unsure of the spelling try typing in the name again with an alternative spelling. You can search by the first name as well.
4. If you have tried multiple ways to locate the student and the parent/guardian is positive that the student attended NPS call the SIS office for assistance.

The Student Enrollment page and the State/Province – NJ (NJS SID tab) must be completed for all students

If all data is entered correctly, a SID will be issued within 24 hours. A SID or student state ID cannot be requested if the student information is missing or incomplete. All required student information are identified with this icon 🎓

Start Page → People → Enroll New Student → Enroll New Student tab

### 1. Enroll New Student

#### Student Information

- Student’s Name (Last, First, MI) 🎓
- DOB (MM/DD/YYYY) 🎓
- Gender 🎓
- Phone Number- whatever contact number is given; it does not have to be a land line.
- Enrollment Date - the date the student FIRST appeared in your school. 🎓
- Full Time Equivalency 🎓
- Grade Level 🎓
- Entry Code – See **Appendix A** or check the NJ State Register for the correct code.
- District of Residence - *For most students it will be Newark. For the students coming from another district be sure to select their district from the list.*

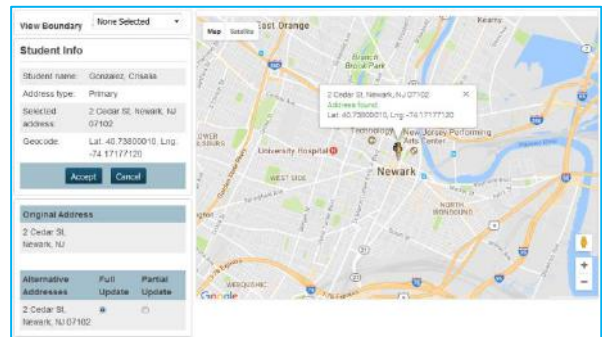
#### New Jersey Reporting Information

- Generation Code (Jr, III, etc.)
- **New Jersey State Information** 🎓 - *populate for students from outside of Newark Public Schools*
  - Exclude from state reporting Yes
  - Include in NJ SMART extracts No
  - Include in NJ SMART student Course Report No
  - Include in CTE Report No

Home Address- See **Appendix C** for the correct format to enter the address

- Validate the address – the following window will pop-up. Accept or update the address if it cannot be validated.

#### SUBMIT



If the Check for Duplicate Students page comes up, your student’s name should NOT APPEAR. If the name does appear, DO NOT click enroll. Navigate off that page to avoid a duplicate.

Only click enroll if you are 100% sure it is not a duplicate.

## 2. Student Enrollment Page

- Scheduling/Reporting Ethnicity – this created the **Enrollment Summary** report
- City of Birth - MANDATORY if born in the USA, Puerto Rico or the Virgin Islands 🇺🇸
- State of Birth-MANDATORY if born in the USA, Puerto Rico or the Virgin Islands 🇺🇸
- **IF NOT BORN IN THE USA-Fill in on Province/NJ student Page, NJS SID tab (directions in Part 3)**
  - Fill in **ONLY** the Country of Birth 🇺🇸
- Proof of Age
- Proof of Residency
- Military Connected 🇺🇸

- **PARENT/GUARDIAN CONTACT INFO** - Must complete all fields, including relationship to student

The names in the parent/guardian information field are the adults that:

- a. Can transfer the student out of school/ district
- b. Can take the student out of school
  - i. Can request official student documents and reports
  - ii. Can have access to the Parent Portal
  - iii. Can sign official documents, including but not limited to IEP



If the student has an IEP, the PRIMARY PARENT/GUARDIAN address is the default student residence address in EasyIEP

- **EMERGENCY CONTACTS**

The adults listed under emergency contacts should be different than the parent/guardian information. These adults will be contacted in case the adults listed under parent/guardian cannot be reached.

**SUBMIT**

### 3. State/Province – NJ page

#### NJS SID tab

- IF NOT BORN IN THE USA – select country of birth 🎓
  - Fill in **ONLY** the Country of Birth
- Resident Municipal Code if not a Newark City resident – leave blank if Newark City resident 🎓
- First Entry Date Into a U.S. School 🎓
  - If the student is an E1, first time in a school in the US, enter the date of enrollment.
  - If the student attended school in another state, enter the date they first enrolled in school there. If the exact date is not known, use September 1<sup>st</sup> of that school year.
- Ethnicity – Hispanic or Latino 🎓
- **Race – All students must have a race identified. If the student is Hispanic or Latino, a race must be identified** 🎓
- Shared Time (Enrollment Type) – For students attending Essex County Vocational School for half a day **ONLY**. Select **am** if the student is attending their home school in the morning and select **pm** if the student is attending their home school in the afternoon. 🎓
- District Entry Date – enter if the field is blank because the student is enrolling in NPS for the first time **OR** update if the student is returning to the district and was previously enrolled in another district, state or country. 🎓
- School Entry Date – complete if the student is enrolling in your school for the first time 🎓



**County District Codes: Non Newark Residents, Special Education Schools, and Part-Time Essex County Vocational School**

County District School codes will be left blank for all Newark residents except for the following scenarios:

1. These fields are **required for non-Newark** residents attending NPS schools
  - a. If the student is living outside Newark due to homelessness/displacement, reach out to Ana Osoria at [A1Osoria@NPS.K12.NJ.US](mailto:A1Osoria@NPS.K12.NJ.US) to determine residency.
2. These fields are required for **students attending Special Education Schools**; NJ Regional Day School, Bruce Street School for the Deaf and John F. Kennedy School.
3. The Receiving and Attending fields are required for students attending an Essex County Vocational School part-time.
4. Please note: these fields are required for students attending early childhood private providers. This means that records for students transferring from these schools will have to be updated.

If the codes are not entered appropriately, the student record will be in error and listed in the *NJ State CDS Code Report* in PowerSchool

- County code- Resident: Student’s home county
- District Code- Resident: Student’s home district
- School Code – Resident: Student’s home school
- County Code-Receiving: Student’s current school
- District Code-Receiving: Student’s current school
- School Code-Receiving: Student’s current school
- County Code-Attending: Student’s current school
- District Code-Attending: Student’s current school
- School Code-Attending: Student’s current school



If these nine (9) fields are populated for a student record and the student has a record in EasyIEP, the School Code-Attending will override the school placement where the student is enrolled in PowerSchool. Please ensure these codes are updated when a student is transferred into your school, especially if they are transferring from a Preschool Private Provider

**SUBMIT**

**General tab**

Select student → Information → state/Province-NJ → General tab

General State Information

- Exclude from State reporting Yes
- Include in NJ SMART Extracts No
- Include in NJ SMART Student Course Report No
- Include in CTE Report Yes

**SUBMIT**

**5. Transfer Info page**

If you know the last district, school, city and/or state the student attended enter it as an entry comment

**Enrollment → Transfer Info → Click on the blue link of the recent entry date**

Enter the district, school, city and/or state that the student left to attend your school.

## Special Programs – Special Education Self-Contained Program

Find the child whom you wish to enroll in Special Education self-contained program.

Enrollment → Special Programs → Click on the blue link of the recent entry date Click on the **New** button.

**Enter data in the following fields:**

- **Comment** – *You may optionally fill in a comment.*
- **Entry Date** - *You MUST fill in an entry date.*
- **Exit Date** - *You MUST fill in an exit date. Use the day after the last day of the school year.*
- **Exit Reason** – *Leave blank.*
- **Grade Level** – *–1 for PK-4 and 2 for PK-3.*
- **Program** – *Choose the special education self-contained program from the drop-down list. Work with the CST in your school to get a list of the students and their program.*

Section Name	Notes
Special Education: AI	Auditory Impairments
Special Education: AI-MD	Auditory Impairments – Multiple Disabilities
Special Education: AUT	Autism
Special Education: BD	Behavioral disabilities
Special Education: BDS	Behavioral disabilities severe
Special Education: C1	Cognitive Impairments Mild
Special Education: C2	Cognitive Impairments Moderate
Special Education: LDM	Learning/Language Disabilities Mild/Moderate
Special Education: LDS	Language/Learning Disabilities Severe
Special Education: MD	Multiple disabilities
Special Education: MDMI	Multiple disabilities Medically Involved
Special Education: PSD	Pre School Disabilities

**SUBMIT**

## Special Programs - Head Start Students



Refer to the District Website for program enrollment requirements

Find the child whom you wish to enroll in Head Start.

Enrollment → Special Programs → Click on the blue link of the recent entry date Click on the **New** button.

**Enter data in the following fields:**

- **Comment** – *You may optionally fill in a comment.*
- **Entry Date** - *You MUST fill in an entry date.*
- **Exit Date** - *You MUST fill in an exit date. Use the day after the last day of the school year.*
- **Exit Reason** – *Leave blank.*
- **Grade Level** --1 for PK-4 and 2 for PK-3.
- **Program** – *Choose Head Start from the Program dropdown list.*

### SUBMIT

The following district schools should identify students in Head Start seats:

Head Start District Schools
B.R.I.C.K. Peshine
Camden Street
Early Childhood School – Central
Early Childhood School – North
Early Childhood School – South
Early Childhood School – West
Luis Muniz Marin
McKinley
Quitman
Thirteenth Avenue

## Transferring a Student

### Transferring in to your school

The student exists in the NPS PowerSchool Database. The Student is either:

1. Inactive in your school
2. Active or Inactive in another school

#### 1. Inactive in your school

If the student is INACTIVE in your school, enter the student's last name beginning with a forward slash (/) in front of the name.

The / means to include inactive students. Click on the Search button.

Select the correct student.

Be sure you are on the correct page to re- enroll.

Start Page → Functions → Enrollment → Functions → Re-enroll in school

- **Date of Re-Enrollment** - Be sure that the enrollment date and the transfer date DO NOT OVERLAP.
- Select the correct **Entry Code**
- Select **Full Time Equivalency**
- Select **Grade Level**

**SUBMIT**

## 2. Active or Inactive in another school

- A. If the student is ACTIVE in another school, call/email the other school where the record is housed and request that the student be:
  - Transferred out of that school
  - Transferred to your school
  - If the student is in **Head Start**, end the program before transferring.
  - If the student is already at your building provide the date that the school should use to inactivate
- B. If the student is INACTIVE in another school, call/email the other school where the record is housed and request that the student be:
  - Transferred to your school

Once the transfer is complete you can enroll the student.

Enter the student's Last Name with a / in front of the name. (/Smith) Click the Search button. Select the correct student. Be sure you are on the correct page to re- enroll.

Start Page → Functions → Enrollment → Functions → Re-enroll in school

### Complete Re-enrollment Information

- **Date of Re-Enrollment**- Be sure that the enrollment date and the transfer date DO NOT OVERLAP. The entry date cannot be before the exit date of the previous school.
- Select the correct **Entry Code**.
- Select **Full Time Equivalency**
- Select **Grade Level**

### SUBMIT

- Verify data on the Enrollment Page
  - Ensure student's contact information is up-to-date. School must be able to reach student/family when absent
- Verify data in State/Province – NJ page
  - Review and update school entry date if necessary
  - Complete or update applicable pages for the out of district students

**County, District, School of Residence (State Pages-NJS SID)**

Select student → Information → state/Province-NJ → NJS SID tab

Scroll down to Enrollment Information to update:

- County code- Resident: Student’s home county
- District Code- Resident: Student’s home district
- School Code – Resident: Student’s home school
  
- County Code-Receiving: Student’s current school
- District Code-Receiving: Student’s current school
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**Enter data in the following fields:**

- **Comment** – *You may optionally fill in a comment.*
- **Entry Date** - *You MUST fill in an entry date.*
- **Exit Date** - *You MUST fill in an exit date. Use the day after the last day of the school year.*
- **Exit Reason** – *Leave blank.*
- **Grade Level** – *–1 for PK-4 and 2 for PK-3.*
- **Program** – *Choose the special education self-contained program from the drop-down list. Work with the CST in your school to get a list of the students and their program.*

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Special Education: LDM	Learning/Language Disabilities Mild/Moderate
Special Education: LDS	Language/Learning Disabilities Severe
Special Education: MD	Multiple disabilities
Special Education: MDMI	Multiple disabilities Medically Involved
Special Education: PSD	Pre School Disabilities

**SUBMIT**



## Special Programs - Head Start Students



Refer to the District Website for enrollment requirements

Find the child whom you wish to enroll in Head Start.

Enrollment → Special Programs → Click on the blue link of the recent entry date Click on the **New** button.

**Enter data in the following fields:**

- **Comment** – *You may optionally fill in a comment.*
- **Entry Date** - *You MUST fill in an entry date.*
- **Exit Date** - *You MUST fill in an exit date. Use the day after the last day of the school year.*
- **Exit Reason** – *Leave blank.*
- **Grade Level** --1 for PK-4 and 2 for PK-3.
- **Program** – *Choose Head Start from the Program dropdown list.*

**SUBMIT**

The following district schools should identify students in Head Start seats:

Head Start District Schools
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Camden Street
Early Childhood School – Central
Early Childhood School – North
Early Childhood School – South
Early Childhood School – West
Luis Muniz Marin
McKinley
Quitman
Thirteenth Avenue

## Transfer to another School

Do **NOT** transfer a student to another school in the district unless you have received a request from the clerk in the other school, stating that the student has arrived at that school.

The student is either:

1. Active in your school
2. Inactive in your school

### 1. Active in your school

If the student is active in your school, enter the student's last name beginning with a forward slash (/) in front of the name.

Enrollment → Functions → Transfer Student Out Of School

Complete transfer information:

- Date of transfer
- Exit Code – Must use T2 for transfers to another schools

#### **SUBMIT**

After you have inactivated the student proceed as follows:

Select student - begin the search with a forward slash (/smith)

Enrollment → Functions → Transfer to Another School

Select the school from the drop down

#### **SUBMIT**

**The student is now INACTIVE at the new school**

### 2. Inactive in your school

If the student is active in your school, enter the student's last name beginning with a forward slash (/) in front of the name.

Select student - begin the search with a forward slash (/smith)

Enrollment → Functions → Transfer to Another School

Select the school from the drop down

#### **SUBMIT**

**The student is now INACTIVE at the new school**

## Transfer out of the District

Select student

Enrollment → Functions → Transfer Out of School

Enter the following information:

- Date of Transfer (the day after the student's last day in class) or date the receiving school requested.
- Exit Code – select from the drop down. Please see **Appendix B** for full list of codes and code description.
- Exit comment- enter the district the student is going to attend if they are leaving Newark.

**NOTE:** if the student was enrolled in a **Special Program** at your school you will see the following:

### Transfer out of selected programs:

**Checking the check box** will end the program as of the Date of Transfer that was entered.

### SUBMIT

If you receive an error concerning attendance please call the PowerSchool office for assistance.



If the student is transferring out of the district print the **Transfer Out of District Form** listed under **Print a Report**, fill in the new school information, sign it and have the parent sign it and make a copy for the school's record.



Please be mindful of the **Enter** and **Exit** dates for activating, transferring, enrolling in classes, and the Head Start and/or Special Program enrollment. Overlapping dates can cause major problems in many of the reports and especially with the report cards.

## Out of District Placements, Home Instruction and Special Circumstances

### Special Education Out of District Placements

Out of district placements for students with special education needs in schools categorized by the state as Special Education Schools and Private School for the Disabled are processed and managed centrally by the Special Education Office. In most cases, the students will transfer out of your school and move to the Special Education Out-of-District database in PowerSchool.

All students in out-of-district schools have an NPS school as their Resident school. The Resident school is the last school the student attended or their home school based on their home address if they never attended a school in Newark Public School.

### Home Instruction

Students under home instruction will remain in the current school's database. The student should have a schedule in the school, receive grades and attendance. The attendance code for students under home instruction is 7 – Home Instruction. The Health Services Office must approve all home instruction placements.

### State Facilities and DCP&P

The NJ Office of Education - Department of Children and Families Students or Juvenile Justice Commission will send a notification to a school if a student enrolls in a program while in a state facility. See **Appendix D** for full list of state facilities. For high school students, the notification will also request the student's current schedule, transcript and current course progress (Quick Lookup). If the school is notified that the student is now enrolled in a state facility program, the school should provide the requested documents and transfer the student out of the school (T4). If the student remains a Newark resident, the school will remain the resident and accountable school for that student. For students in grades 9-12, the school will remain accountable for historical academic grades and grant a high school diploma when graduation requirements are met. The state facility reports graduation outcomes directly in NJ SMART. For high schools, the state facility is listed in the Four Year Graduation Cohort Report in PowerSchool.

### Essex County Vocational Schools

Students attending an Essex County Vocational School full time should be transferred out of school. The Resident school is not be the accountable school for these students.

Students attending an Essex County Vocational School shared time should be identified in PowerSchool. See Page 7 for Shared Time indicator and CDS code requirements.

County	County Name	District	District Name	School	School Name
13	ESSEX	1390	ESSEX COUNTY VOCATIONAL SCHOOL DISTRICT	020	ESSEX COUNTY VOC.-BLOOMFIELD V.S.
13	ESSEX	1390	ESSEX COUNTY VOCATIONAL SCHOOL DISTRICT	050	ESSEX CO.VO.-NO. 13TH ST.-NEWARK VS
13	ESSEX	1390	ESSEX COUNTY VOCATIONAL SCHOOL DISTRICT	070	WEST MARKET STREET CENTER V.S.
13	ESSEX	1390	ESSEX COUNTY VOCATIONAL SCHOOL DISTRICT	080	ESS.CO.VO.-PASSAIC AVE.-W.CALD. VS

## Displaced & Homeless Students

Displaced and Homeless students data is managed centrally. Due to the sensitive nature of this information, the Homeless Data screen in PowerSchool is not accessible to schools. A school can run the Homeless Student Report to identify students who are currently homeless.

Contact Ana Osoria at [A1Osoria@NPS.K12.NJ.US](mailto:A1Osoria@NPS.K12.NJ.US) for questions and inquiries about this population.

## Home Schooling

Newark Public School process all home schooling requests centrally. A family must notify their intent to home school their child in writing. Please refer families to the Student Information Services Office.

The district's current guidance to families is below:

### HOME SCHOOLING PROCEDURES

1. Homeschooling is an option available to parents under the compulsory education laws of the State of New Jersey.
2. Home schooled students are expected to receive a thorough and efficient education at home, which is the same standard for public education.
3. Parents of home schooled students are requested to notify the local school district (Newark) in writing of their intent to home school at the beginning of each year that they home school. Letters should be sent to Ms. Crisalia Gonzalez, Manager, Newark Public Schools, Office of Student Information Services – Room 909 Newark, New Jersey 07102. Notification should include:
  - ❖ NAME OF CHILD
  - ❖ DATE OF BIRTH
  - ❖ GRADE LEVEL
  - ❖ NAME OF SCHOOL
  - ❖ ADDRESS/PHONE NUMBER
  - ❖ NAME OF PARENT/GUARDIAN
4. If a curriculum outline for that grade level is desired, the parent notification should contain that request. (<http://www.state.nj.us/education>)
5. Homeschool parents (not the school district) have complete responsibility for arranging for instruction including teacher (does not require certification), hours of instruction, materials, supplies and assessments (tests).
6. It is recommended that parents maintain a portfolio of student work (essays, projects, tests, etc.) to make available to schools or college for assessment and placement when the student returns to formal education.

## Student Records Data Quality Monitoring

All student records in PowerSchool must be complete, valid and timely. The reports listed below will identify records in your PowerSchool database that have missing or invalid student information so they can be updated. All the reports should be blank once the errors have been addressed.

### **Missing Student Demographic Information**

This report identifies missing or invalid student demographic information.

NPS Reports > sqlReports4 > Data Management > Missing Student Demographic Information

### **Missing Student Address Information**

This report identifies the records for students missing home address information.

NPS Reports > sqlReports4 > Data Management > Missing Student Address Information

### **NJ State CDS Code Error Report**

This report lists the records that have CDS codes populated in the NJ State SID page erroneously.

NPS Reports > sqlReports4 > Data Management > Missing Student Address Information

### **Ethnicity and Missing Race Error Report**

This report lists the records that have Hispanic or Latino as Ethnicity but are missing Race

NPS Reports > sqlReports4 > Data Management > Ethnicity and Missing Race Error Report

### **Invalid Exit Codes**

This report identifies the records for students that have been transferred out with a T1, T2, or are missing an exit code.

NPS Reports > sqlReports4 > Data Management > Invalid Exit Codes

As a reminder, transfers with exit code T8 must have supporting documentation on file, such a copy of the Student Exit Form, letter from the parent/guardian notifying the school of the transfer, letter from the receiving school requesting student file, or call log with notes if the parent confirmed via phone.

**Contact:** Elsa Reyes ([ereyes@nps.k12.nj.us](mailto:ereyes@nps.k12.nj.us))

## Useful Queries Reports

### City, State, Country of Birth

- If born in US - must be a city and state of birth
- Born in another country-Country of birth ONLY
- Born in US Territory-must be a city, state and country of birth

Use the queries below to identify errors in any missing data for place of birth:

#### Blank city, state and country of birth

Nj\_cityofbirth=;nj\_stateofbirth=;nj\_countryofbirth=

If the search finds students use either- list students or Quick export with the following fields:

Student\_number  
Lastfirst  
Nj\_cityofbirth  
Nj\_stateofbirth  
Nj\_countryofbirth

### City of birth with no state of birth- \*except if born in another country and the city was entered.

Nj\_cityofbirth#;nj\_stateofbirth=

#### State of birth with no city of birth

Nj\_cityofbirth=;nj\_stateofbirth#

### State and country of birth-verify that if country is populated that the student was NOT born in the US or a territory of US

NJ\_stateofbirth#;nj\_countryofbirth#

### School of Residence

This search will give you students who do not reside in Newark and the county, district and school of residence are blank. These fields must be filled in if the student does not reside in Newark.

city#Newark;NJ\_CountyCodeResident;NJ\_DistrictCodeResident;NJ\_schoolcoderesident

### Gender to find blanks:

Gender=

### Date of Birth to find blanks:

## Student Information Services

### PowerSchool

DOB=

**Ethnicity** to find blanks:

Ethnicity=

**Home\_Phone** to identify incorrect formats: *The correct format is 123-456-7890*

Home\_Phone#

Use quick export to validate the phone numbers are in the correct format

**Street** to identify incorrect formatting: see attached sheet.

Street#

Use quick export to validate the street addresses are in the correct format

**\*You could also select ALL students and do a quick export of all the data at once.(copy and paste)**

Last\_name

First\_name

Student\_number

Gender

DOB

Ethnicity

Home\_phone

Street

City

State

Zip

### PowerSchool Reports

Section Enrollment Audit



## Appendix A

### New Jersey Entry Codes

Entry Code	Definition	Description
E1	Original entry for the United States	A student, who for the first time in the United States or its outlying areas, enters any public or non-public elementary or secondary school
R1	Re-entry from within the same school	A student received from another class within the same school in which the student was previously entered in a different register regardless of program type
R2	Re-entry from a public school within the district	A student who was previously enrolled in another public school within the same district
R3	Re-entry from a nonpublic school in the state	A student who was previously enrolled and attended a nonpublic school in the state
R4	Re-entry from another public within the state	A student who was previously enrolled in another public school outside the district
R5	Re-entry from the same class in the same school	A student who returns to the same register after officially leaving due to expulsion or after dropping out of school and who has not been enrolled in any other school or program of instruction during the intervening period. This code should be used when the last code for the student was a dropout code. This includes students who drop out for a physical, mental or emotional disability who do not receive home instruction or individual instruction from a state or county institution.
R6	Re-entry from a school in another state	A student received directly from a public or nonpublic school in another state.
R7	Re-entry from another country	A student received directly from a school in another country having previously been a student in a school in the United States or the outlying areas.
R9	Re-entry from a state or county institution for incarceration	A student returning to the regular register after receiving individual instruction in a state or county institution.
R10	Re-entry from an institution from treatment of a physical, mental or emotional disability	A student returning to continue or complete the prescribed program of studies for graduation.
R11	Re-entry after requesting a transfer but never having attended another school	A student returning to the regular register after being recorded as a transfer but who did not actually attend the new school. This code should only be used if the last entry for the student in the register was a transfer code.
R12	Re-entry from parental instruction	A student returning to the regular register from parental instruction.
R13	Re-entry from charter school	A student returning to the resident district from a charter school.
R14	Re-entry from choice school	A student returning to the resident district from a choice school.

## Appendix B

### New Jersey Transfer Codes

Transfer Code	Definition	Description
T1	Transfer within the same school	A student to another register regardless of program type within the same school.
T2	Transfer to another public school or class within the district	A student transferred to any other public school or class within the same district.
T3	Transfer to a nonpublic school within the state	A student transferred to a nonpublic school within the same state. This includes preschool or nursery programs.
T4	Transfer to any public school outside the district	A student transferred to any other public school outside the district and within the state.
T6	Transfer to a state or county institution for incarceration	A student transferred to a state or county institution where individual instruction will be provided by the institution.
T7	Transfer to an institution for treatment of a physical, mental or emotional disability	A student transferred to an institution where individual instruction will be provided by the institution.
T8	Transferred out of the state or country	A student transferred to a public or nonpublic school or institution out of the state or country.
T9	Transferred to parental instruction	A student transferred to an equivalent program of instruction provided by parents.
TC	Transferred to charter school	A student transferred to a charter school upon official notification or attendance.
TD	Transferred to choice school	A student transferred to choice school upon notification of attendance.
TA	Transferred to alternative adult education for high school diploma	The student must be 20 years of age or younger.
TP	Transferred to a private facility	A student transferred to a private facility for treatment which provides instruction.
TR	Transferred to a renaissance school	
D1	Expulsion by the board of education	A student who is ordered to leave school based on a legal action by the board of education
D2	Incarceration	A legal action which placed the student in the custody of the state or county institution.
D3	Dropout: Physical, mental or emotional disability	A student who ceases to attend for a physical, mental, or emotional disability who is not transferring to a state or county institution for individual instruction in order to continue or complete the prescribed program of studies for graduation.
D4	Dropout: Dissatisfied with school	A student who ceases to attend because of a behavioral or academic difficulty before completing the prescribed program of studies for graduation. The reasons include difficult student/staff relationships, lack of appropriate curriculum, or dislike of one or more aspects of the school experience.
D5	Dropout: Economic necessity and/or entered employment	A student who ceases to attend school for economic or employment reasons before completing the prescribed program of studies for graduation. The reasons may be one or more of the following: needed at home, encouraged by parents to leave school, inability to pay expenses associated with school attendance, seeking employment or has accepted employment.

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D6	Dropout: Married and/or pregnant	A student who ceases to attend because of marriage or pregnancy before completing the prescribed program of studies for graduation
D7	Dropout: New residence, school status unknown	A student who requested a transfer to a new school for relocation to a new residence but whose school status is unknown because the student did not attend the new school
D8	Dropout: Reason unknown	A student who ceases to attend, is absent for more than ten days and whose whereabouts and school status is unknown.
D9	Death of a student	
D10	Not of Legal School Age	A preschool student is no longer attending school because of a preschool handicap classification or a child whose age is below the compulsory attendance age ceases to attend for any reason
D11	Student reached maximum age, did not graduate	The student is 21 years of age or older
L	Graduation code	This is for students in the 12 <sup>th</sup> grade who met graduation requirements. It is only updated centrally by the Student Information Services Office during the roll-over process. Must be approved by Student Information Services before used by a school.
PT2	Post Evaluation Transfer	Not an NJ state code. Children less than 3 years old evaluated for special education/services, not yet enrolled in school.

## Appendix C

### Address Conventions

**You can use the following report to verify and monitor all students have a complete entered in PowerSchool**

NPS Reports → Data Requests → Missing Student Address Information

### Uniform Street Naming Conventions in PowerSchool

Use the address naming conventions to when entering student address information

#### STREET ADDRESS

House Number 446-448; 425-427; 37K, 42A .....

Street Direction N, S W, E [N=North, S=South, W=west, E=East]

Street Name Mt Prospect Ave Abbr such as Ave, St, Dr, Pl, Ter, Blvd .....

APT numbers must start with caps APT xxxxD, xxA, C1218, D1410...

FL floor numbers must start with FL 1, 2, 3, 4 .....

#### EXAMPLES:

446-448 Mt Prospect Ave APT 6B FL 1

724-726 Dr MLK Blvd APT 42 FL 4

12B N 11th St

512 S 7th St APT 2

212 Chadwick Ave APT 1R

56 W Kinney St APT 4A FL 1

362 N 7th St APT 1

136 Delavan Ave APT 16

766 Broadway APT 2B

- All capital letters are NOT allowed
- No special characters allowed [. , ; @ \$ ! / ( ) \* & % :]
- Please spell correctly
- No extra spaces before or after the info
- Review current addresses and update

#### CITY

Start with Capital letter Newark, Orange, Irvington etc

#### STATE

TWO LETTER USPS APPROVED ABBREVIATIONS

#### ZIP

MUST BE 5 OR 10 DIGITS

#### PHONE NUMBER FORMAT

123-456-7890

# Appendix D

## State Facilities

County	County Name	District	District Name	School	School Name
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	000	ADMINISTRATION BLDG
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	001	ANCORA PSYCHIATRIC HOSPITAL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	002	ANN KLEIN FORENSIC CENTER
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	003	CAMDEN VIRTUA KIDS IN TRANSITION
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	004	CAPITAL ACADEMY
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	005	ATLANTIC REGIONAL SCHOOL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	006	BERGEN REGIONAL SCHOOL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	007	BURLINGTON REGIONAL SCHOOL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	008	CAPE MAY REGIONAL SCHOOL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	009	CHERRY HILL REGIONAL SCHOOL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	011	CUMBERLAND REGIONAL SCHOOL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	012	ESSEX REGIONAL SCHOOL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	015	GREYSTONE PARK PSYCHIATRIC HOSPITAL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	018	INDEPENDENCE HIGH SCHOOL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	019	MERCER REGIONAL SCHOOL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	021	PROJECT TEACH - MONMOUTH
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	022	MORRIS REGIONAL SCHOOL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	023	OCEAN REGIONAL SCHOOL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	024	ADMINISTRATION OFFICE
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	026	PASSAIC REGIONAL SCHOOL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	028	TRENTON PSYCHIATRIC HOSPITAL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	029	UNION REGIONAL SCHOOL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	031	WANAQUE REGIONAL SCHOOL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	032	WARREN TRANSITIONAL EDUCATIONAL CENTER
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	037	NEW LISBON DEVEL CTR
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	039	VINELAND DEVEL CTR
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	040	WOODBINE DEVEL CTR
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	126	GRAEWILL GROUP HOME
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	138	OCEAN MEN HT SR
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	139	ST MARY HOSPITAL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	140	KARE
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	142	CEDARBROOK
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	144	FISHER HALL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	145	YCS HADDEN HEIGHTS
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	146	DAVIS HOUSE
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	148	GENTLE HARBOR
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	150	LAUREL LANDING
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	152	RAINBOW OF HOPE
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	153	ESTELLE MANOR
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	154	VOORHEES GROUP HOME
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	174	RUTGERS – CTR
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	175	YCS MALCOLM HOUSE
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	176	YCS SICKLERVILLE
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	177	YCS VINELAND
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	178	ATLANTIC TRANSITIONAL EDUCATION CENTER
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	179	CAPE MAY TRANSITIONAL EDUCATION CENTER
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	180	MONMOUTH TRANSITIONAL EDUCATION CENTER
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	181	M.S.U. AT NEW LISBON
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	184	WANAQUE PRESCHOOL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	182	CAMDEN VIRTUA EXCEL
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	183	CAMDEN VIRTUA INSIGHT
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	185	PROJECT TEACH - MONMOUTH
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	186	PROJECT TEACH – ATLANTIC
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	187	PROJECT TEACH - MERCER
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	188	MORRIS TRANSITIONAL EDUCATION CENTER
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	189	PROJECT TEACH - WARREN
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	190	PROJECT TEACH - CAPE MAY
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	191	PROJECT TEACH - BURLINGTON
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	193	CHERRY HILL TRANSITION EDUCATION PROGRAM (TEC)
21	STATE - DCF	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	192	STAR GIRLS
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	194	OCEAN TRANSITIONAL EDUCATION CENTER
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	195	BURLINGTON TRANSITIONAL EDUCATION CENTER
21	MERCER	8501	OFFICE OF EDUCATION DEPARTMENT OF CHILDREN AND FAMILIES	196	CUMBERLAND TRANSITIONAL EDUCATION CENTER

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21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	013	DOVES
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	016	ESSEX RGC
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	018	GREEN RGC
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	022	OCEAN RGC
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	024	PINELANDS
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	025	SOUTHERN RGC
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	027	VOORHEES RGC
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	028	WARREN RGC
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	030	JUVENILE FEMALE SECURE UNIT
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	031	JUVENILE MEDIUM SECURE FACILITY
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	032	JUVENILE RECEPTION & ASSESTMENT CENTER
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	033	NEW JERSEY TRAINING SCHOOL
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	036	ATLANTIC CO. JUV. DET. CTR.
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	037	BERGEN CO. JUV. DET. CTR.
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	038	BURLINGTON CO. JUVEN. DET. CTR.
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	039	CAMDEN CO. YOUTH CTR.
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	040	CUMBERLAND CO. JUV. CTR.
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	041	ESSEX CO. YOUTH HOUSE
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	043	HUDSON CO. YOUTH HOUSE
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	045	MIDDLESEX CO. YOUTH CTR.
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	047	MORRIS CO. YOUTH CTR.
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	048	OCEAN CO. JUV. DET. CTR.
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	051	UNION COUNTY JDC
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	070	COSTELLO PREP
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	079	ISLES COMMUNITY CAR
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	085	YOUTHBUILD CAMDEN
21	MERCER	8503	OFFICE OF EDUCATION JUVENILE JUSTICE COMMISSION	087	VINELAND PREP ACADEMY

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