

Power School Manual

Revised September, 2012

Power School

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Enrolling a Student

Please refer to the District Bulletin for enrollment requirements.

The first four letters of the student's last name are entered to search all students in the existing district records. If a match is found, the student can be brought in from the district records. This prevents creation of a duplicate student record. If no match is found, further information is entered to create a new student record.

Verify with the guardian, if the student is a former or current NPS student and, if so, what last name was used when the student was last enrolled.

Under **People** on the **Start Page**, Click **Enroll New Student**, enter the first four letters of the student's **last name** on the **District Search** tab. Click **Submit**.

A list of all students with similar names will appear, along with whether or not they are active or inactive, their Date of Birth and in what school their records reside.

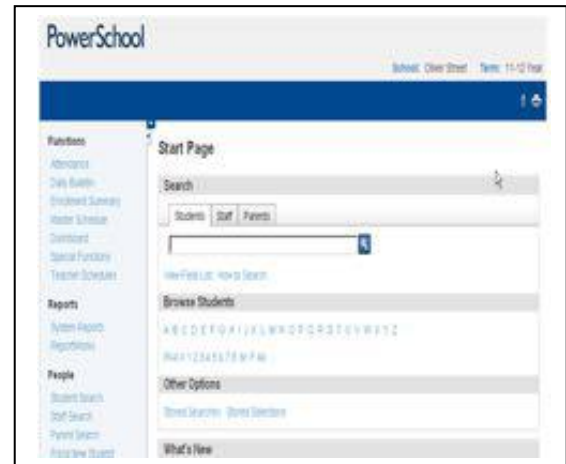
IMPORTANT! If there are **NO** similar names and you are sure this student has never been in an NPS school, follow **Directions # 1**.

IMPORTANT! If there are similar names to the student you are attempting to enroll and they are former NPS students you must be sure to enroll the correct student. Check for different spellings of the name and check the DOB. Once you have located the correct student follow **Directions # 2**.

Directions # 1- Never in an NPS school

Switch back to the **Enroll New Student** page.

Click on the **Enroll New Student** tab.



Enter data into the following fields:

- **Student's Name** (Last, First MI)
- **DOB** (MM/DD/YYYY)
- **LEAVE STUDENT NUMBER BLANK**
- **Phone Number** (Enter home phone: 111-111-1111)
- **Enrollment Date** (Will default to current date; enter 1st date student appeared at your school)
- **Full-time Equivalency** (Must choose Full Time Student)
- **Grade Level**
- **Entry Code**-**Check the NJ State Register if not sure of the correct code.**
- **District of Residence**
- **Home Address**

11 First Street

Apt 2

Newark

07100

Do NOT click the **Validate** button.

Click **Submit**. This should bring you to the last student screen you were on.

If **Check for Duplicate Students** page comes up, your student's name should **NOT APPEAR**. If the student's name appears, **DO NOT** click Enroll! Navigate off the page to avoid enrolling a duplicate student.

Click **Enroll**, only if you are 100% certain that this student is **NOT** a duplicate.

If not automatically sent to **Student Enrollment** page, under **Information**, click **Student Enrollment**. Verify that the data entered is correct.

Enter **Gender**.

Enter **ALL** other mandatory data.

Click **Submit**.

Complete All Other Applicable Pages

Verify the following pages if applicable:

Special Program - if the student is classified and is in a self-contained Sp. Ed classroom – see **Editing a Special Program**

County, District, School of Residence - if the student's IEP or LEP status requires attending a different school in NPS than the school of residence OR the student's address is outside of Newark - see **Editing the School of Residence**

Tuition Code - for out of district students - see **Editing the Tuition Code**

Homeless - for students who have been displaced - see **Entering Homeless/Displaced Information**

Next School/Next Grade - for students enrolled after Next School/Next Grade has been set – see **Assigning Next School and Next Grade**

Student can now be scheduled into a homeroom and other classes.

YOU HAVE SUCCESSFULLY ENROLLED THE CHILD IN YOUR SCHOOL!

Directions # 2 –Student Exists in NPS Database

The student is either:

- A. Active or Inactive in another school
- B. Inactive in your school

A. Active or Inactive in another school

If the student is **ACTIVE** in another school, call the other school where the record is housed and request the student be

- 1.) transferred out of that school and then
- 2.) transferred to **YOUR** school.

If the student is **INACTIVE** in another school, call the other school where the record is housed and request the student be transferred to **YOUR** school.

Once the transfer to your school is completed by the other clerk, you can follow the instructions below:

Enter the student's **Last Name** with a / in front of the name. (/smith) Click on the **Search button**. If more than one student appears in the search, select the desired student from the list. If you are not on the **Functions** page, under **Enrollment**, click **Functions**.

Select **Re-enroll in School**.

Add Date of re-enrollment: day student was first in the building.

Be sure that the Date of re-enrollment you enter and exit date entered at the other school DO NOT overlap.

Select **Entry Code**

Select **Full Time Equivalency**

Select **Grade level**

Click **Submit**

Now verify all other applicable pages to successfully enroll the student in your school, as detailed in the section titled **Complete All Other Applicable Pages**.

Start Page

Search

Students Staff

/Seven

View Field List How to Search

Functions

Print Reports For This Student

Transfer Out Of School

Re-Enroll In School

Transfer To Another School

Functions

Print Reports For This Student

Transfer Out Of School

Re-Enroll In School

Transfer To Another School

Re-Enroll Student

Wilson, Anisha Mianna 5 601002 QSS Transferred Out

Student to re-enroll Wilson, Anisha Mianna

Date of re-enrollment 9/2/2010

Entry code R2 (Re-entry from publ

Entry comment

Full-Time Equivalency Full Time Students

Grade Level 5

Track

District of Residence NEWARK (3570)

Restore class enrollments? Yes

B. 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. (/smith) **The / means to include inactive students.** Click on the **Search** button. If more than one student appears in the search, select the desired student from the list.

Enter the student's **Last Name** with a / in front of the name. (/smith) Click on the **Search button**. If more than one student appears in the search, select the desired student from the list. If you are not on the **Functions** page, under **Enrollment**, click **Functions**.

Select **Re-enroll in School**.

Add Date of re-enrollment: day student was first in the building.

Be sure that the entry date and exit date DO NOT overlap.

Select **Entry Code**

Select **Full Time Equivalency**

Select **Grade level**

Click **Submit**

Validate **ALL** other mandatory data.

Click **Submit**.

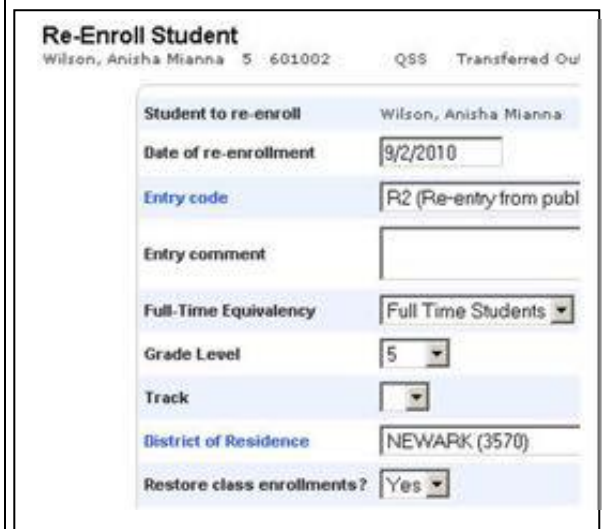


Start Page

Search

Students Staff

/Seven



Re-Enroll Student

Wilson, Anisha Mianna 5 601002 QSS Transferred Out

Student to re-enroll Wilson, Anisha Mianna

Date of re-enrollment 9/2/2010

Entry code R2 (Re-entry from publ)

Entry comment

Full-Time Equivalency Full Time Students

Grade Level 5

Track

District of Residence NEWARK (3570)

Restore class enrollments? Yes

Complete All Other Applicable Pages**Verify the following pages if applicable:**

Special Program - if the student is classified and is in a self-contained Sp. Ed classroom – see **Editing a Special Program**

County, District, School of Residence - if the student's IEP or LEP status requires attending a different school in NPS than the school of residence OR The student's address is outside of Newark - see **Editing the School of Residence**

Tuition Code - for out of district students - see **Editing the Tuition Code**

Homeless - for students who have been displaced - see **Entering Homeless/Displaced Information**

Next School/Next Grade - for students enrolled after Next School/Next Grade has been set – see **Assigning Next School and Next Grade**

Student can now be scheduled into a homeroom and other classes.

YOU HAVE SUCCESSFULLY ENROLLED THE CHILD IN YOUR SCHOOL!

Creating a New Special Program

Special Programs tracks the instructional setting for classified students who are in a self-contained classroom. Special programs includes enter and exit dates since the instructional setting may change over time.

First Time in a Special Program

For students who are placed in a program for the first time.

Select the student whose Special Program needs to be entered:

Refer to the section on **Conducting Searches**

On the **Student Pages**, under **Enrollment**, click **Special Programs**.

Click **New** and on the Special Programs page

Fill in:

Entry Date (the date the student entered into the program)

Exit Date (same as the school exit date)

Grade Level

Select the **Program** from the dropdown

Click **Submit**

Confirmation page appears

On the Special Programs page you will now see a program and enter and leave dates listed for the student.



Editing a Special Program

If the Special Program needs to be updated

A. The student's program was changed within the current school

Select the student whose program is being changed

On the **Student Page**, under **Enrollment**, click **Special Programs**

Click on the **Blue** entry date for the current program to edit the record

On the Edit Special Program Enrollment Page:

Edit the **Exit Date**

Click **Submit**

On the **Special Programs** page select **New**

Fill in:

Entry Date(the date the student entered into the program)

Exit Date (same as school exit date)

Grade Level

Select the **Program** from the drop down

Click **Submit**

The Special Programs Page will now reflect the changes

Special Programs

Henry, Seven 6 619925 TS

New

Program Name	Entry Date	Exit Date	Grade Level	Exit Code
31-Cognitive - Severe	03/28/2012	06/26/2012	6	

Submit

Edit Special Program Enrollment

Henry, Seven 6 619925 TS

Comment

Entry Date 03/28/2012

Exit Date 06/26/2012

Exit Reason

Grade Level 6

Program 31-Cognitive - Severe

Cancel Delete Submit Confirm Delete

Edit Special Program Enrollment

Henry, Seven 6 619925 TS

Comment

Entry Date 03/28/2012

Exit Date 06/26/2012

Exit Reason

Grade Level 6

Program 19-Cognitive - Moderate

Cancel Delete Submit Confirm Delete

New

Program Name	Entry Date	Exit Date	Grade Level	Exit Code
31-Cognitive - Severe	03/28/2012	03/29/2012	6	
19-Cognitive - Moderate	03/29/2012	06/26/2012	6	

B. The student is transferring out

Select the student who is being transferred out of your school

On the **Student Page**, under **Enrollment**, click **Special Programs**

Click on the **Blue** entry date for the current program to edit the record

On the Edit Special Program Enrollment Page:

Fill in the **Exit Date**

Click **Submit**

Proceed to transferring the student out of your school.

C. The student is declassified and the program ends.

Same as **B** from above

D. Student is transferred into your school

On the **Student Page**, under **Enrollment**, click **Special Programs**

****Be sure that an accurate exit date is on the page.**

If there is no exit date follow B above to end the program and follow below.

Click **New** on the Special Program Enrollment page

Fill in:

Entry Date (the date the student entered into the program, must be equal to or greater than the school entry date)

Exit Date (same as school exit date)

Grade Level

Select the program from the drop down

Click **Submit**

You will now see a new line on Special Program page listed for the student.

Editing the School of Residence

The NJ_SchoolCodeResident will only be different from the student's attending school if

- A. The student's IEP or LEP status requires attending a different school in NPS, other than their NPS neighborhood school of residence

OR

- B. The student's address is outside of Newark.

- A. On the **Start Page**, search for the student whose school of residence needs to be changed.

Under **Information**, click **State/Province – NJ**.

Click on the **NJS SID** tab.

Scroll down to **Enrollment Information** to edit:
County Code – Resident: Essex(13)

District Code – Resident: Newark (3570)

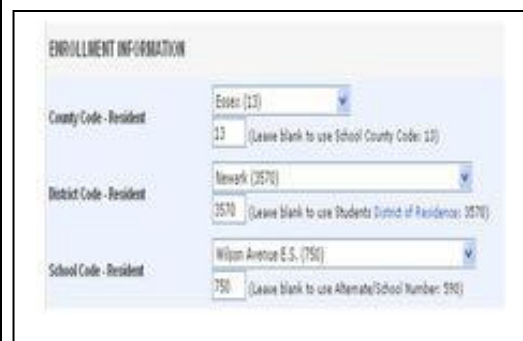
School Code - Residence: student's home school (NPS neighborhood school)

Use the menu selections to input the appropriate values. The **County** and **District** must be selected before a **School** can be selected.

Click **Submit**.

If the student is considered to be a resident and attending their NPS neighborhood school all values must be blank.

**DO NOT FILL IN:
RECEIVING or
ATTENDING information**



B. Student's Address is Outside of Newark

On the **Start Page**, search for the student whose County, District, or School of residence needs to be changed.

Under **Information**, click **State/Province – NJ**.

Click on the **NJS SID** tab.

Scroll down to **Enrollment Information** to edit:

County Code– Resident: student's home county

District Code– Resident: student's home district

School Code - Residence: student's home school

Use the menu selections to input the appropriate values.
The **County** and **District** must be selected before a **School** can be selected.

Click **Submit**.

DO NOT FILL IN:
RECEIVING or
ATTENDING information

A screenshot of the 'ENROLLMENT INFORMATION' form. It contains three rows of dropdown menus. The first row is 'County Code - Resident' with 'Essex (13)' selected. The second row is 'District Code - Resident' with 'East Orange (1210)' selected. The third row is 'School Code - Resident' with 'Gordon Parks Academy E.S. (130)' selected. Each dropdown has a small 'x' icon to its right. Below each dropdown is a text input field with a placeholder value and a note in parentheses: '13 (Leave blank to use School County Code: 13)', '1210 (Leave blank to use Students District of Residence: Not Set)', and '130 (Leave blank to use Alternate/School Number: 004)'.

Editing the Tuition Code

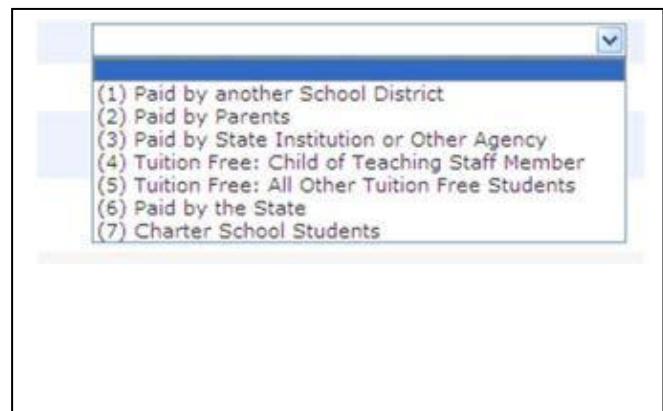
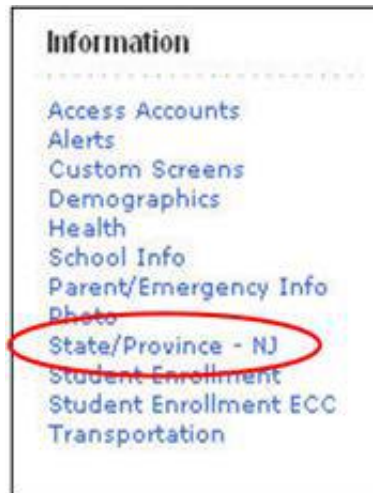
The Tuition Code should be populated for any student whose address is **outside** of Newark.

On the **Start Page**, search for the student whose tuition code needs to be edited.

On the **Student Page**, under **Information**, click **State/Province - NJ**.

Click on the **NJS Student** tab

Tuition Code-click on the drop down and select the code that describes how the tuition is being paid.



Entering Homeless/Displaced Information

On the **Start Page**, select the student for whom you need to enter homeless/displaced information

From the side bar, under **Information**, select **Custom Screens**

From the side bar, select **Homeless Data**

The Homeless Data page will open

Using the placement letter, enter the data into the proper fields.

Click **Submit** when completed

Once submitted there will be a check mark in the homeless box on the enrollment page of the student

Searching for Homeless Students

On the **Start Page**, in the **Search Students field**, enter: **Homeless#** and hit the enter key or the magnifying glass

If there are any students marked homeless you will be taken to the student selection page with the list of the students

In the drop down under **Select a function for this group of students** select List Students or Quick Export

Select the fields you wish to see and click **Submit**

(The printscreen on the right is the list of the fields on the Homeless Data page.)

You can copy and paste this in the Quick Export box.

HOMELESS
HOMELESS_THIS_YEAR
DISPLACED_REASON
DISPLACED_TEMP_HOUSING
Z_DISPLACED_LAST_ADDRESS
Z_DISPLACED_STATE_ABBR

Page Label=Field Name

Homeless Currently = HOMELESS

Homeless at Some Point this Year= HOMELESS_THIS_YEAR

Reason=DISPLACED_REASON

Temporary Housing =DISPLACED_TEMP_HOUSING

Last Address =Z_DISPLACED_LAST_ADDRESS

State Displaced from =Z_DISPLACED_STATE_ABBR

Assigning Next Year Grade and Next School

The office of Student Information Systems has mass changed the next school and next year grade for all schools according to the feeder pattern of the District.

The schools will only make changes to the exceptions.

Magnets and Academy Acceptances for 6th, 7th and 8th grade students.

On the start page, locate the student(s)

Under **Scheduling** select **Scheduling Setup**

Click on the drop down for **Next School Indicator** and select the school the child will be attending next year

Click **Submit**

Special Education Students

The student's placement for next year **must be** verified by the CST. Run the Special Ed Validation by HR report and have the CST identify the Next Year Grade and the Next School. Make changes to the exceptions by following the above directions.

If the student's placement is an out-of-district facility verified by the CST, the Next School will be **Out Of District** school

Scheduling Setup
Michael 4 Park

Required Settings

Next Year Grade: 5 *ONLY change if the student is being retained*

Priority: 40

Schedule This Student: ☐

Year of Graduation: 2017

Summer School Indicator: None

Note for Summer School Admin: *Select the next school from the drop down*

Next School Indicator: Park

Optional Settings

Next Year Campus Building: Associate

Next Year House: Associate

Next Year Team:

Submit

Students Not Returning to NPS

For any student that will complete the school year but not be attending NPS schools next year and has requested a transfer

Transfer the student out with a date of one day after the last day of the school year and a proper Transfer Code.

Retained Students

If a student is being retained, enter the current grade in the **Next Year Grade** and verify **Next School Indicator** field on the **Scheduling Setup** screen.

Enrolling / Pre-Registering Students

When scheduling takes place before the rollover to the new school year and before the start of the new school year, you **MUST** change the **Term** to the new school year. After the rollover to the new school year, changing the Term will not be necessary.

When enrolling new students in your school prior to the start of the new school year, you **MUST** enter an **Enrollment Date** equal to the first day of the new school year.

Enrolling New Students in Your School

Term at the top of the screen must be set to the **NEW** school year.

From the **Start Page**, under the **People** heading, click on **Enroll New Student**.

Enrollment Date – **MUST** be changed to the first day of the new school year.

Grade Level – the grade the student will be entering in September.

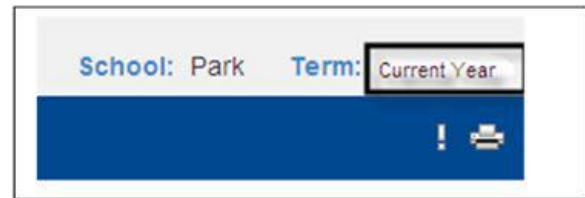
Enter Code - Be sure to use **E1** if it is the first time in school in the USA

Full-Time Equivalency - it must contain:
Early Registrant

Follow the rest of the instructions for Enrolling a Student New to Your School, completing all the remaining fields.

To list all students you have pre-registered, on the Start page enter:

/enroll_status=-1



Additional Enrollment Procedures After Next School and Next Grade Have Been Populated

The office of Student Information Systems mass changed the next school and next grade fields for all schools according to the feeder pattern of the district and the schools have made changes for the exceptions.

Transferring Students Out

When you transfer a student out of your school **DO NOT** check the box under Exit Code.

Elementary Schools

When a new student registers or transfers into your school you must be sure **Next Year Grade** and **Next School Indicator** are filled in properly

On the **Start Page**, locate the student(s)

Under **Scheduling** select **Scheduling Setup**

Verify and change if necessary

Next Year Grade

Next School Indicator

Click **Submit**

High Schools

Immediately upon registering a student check for course requests and, if any, delete them.

You must be sure the following fields are populated on the **Scheduling Setup** page

- **Next Year Grade**
- **Priority**
- **Schedule This Student**
- **Year of Graduation**
- **Next School Indicator**

Inactivating a Student

**NOTE If the student is Special Needs and is in a Special Program be sure to end the program at time of inactivation.*

Select the student leaving the school.

Under **Enrollment**, click **Functions** and then click, **Transfer Out of School**.

- Write a brief comment, if desired.
This comment will appear on the student's Transfer Info Page.
- Input the **Date of transfer** (the day after the student's last day in class) or the date the receiving school requested
- Select the correct **Exit code** from the menu options.
- **NOTE:** If the student was enrolled in a Special Program at your school you will see the following:

Also transfer out of selected programs:

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

If the student is in a Special Program and you do not see that box, verify the dates on the transfer info page. You may have to end the program from the previous school and start it for your school before you transfer the student.

Click **Submit**.

- Click **Back** and see that the desired student is now inactive in your school with a status of Transferred Out.

Transferring a Student 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 indeed arrived at that school.

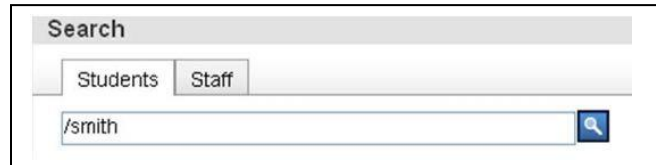
After you have completed the process to Inactivate a Student (see previous page), proceed as follows:

From the **Start** page, find the student who is now inactive in your school by beginning the search with a forward slash (/smith).

Under **Enrollment**, click **Functions** and then click, **Transfer to Another School**.

On the **Transfer to Another School** page, choose the student's new school from the dropdown list and click **Submit**.

The student is now an **inactive** student at the new school.



Search

Students Staff

/smith



Enrollment

Activities

All Enrollments

Functions

Special Programs

Transfer Info

Transfer Info 4311



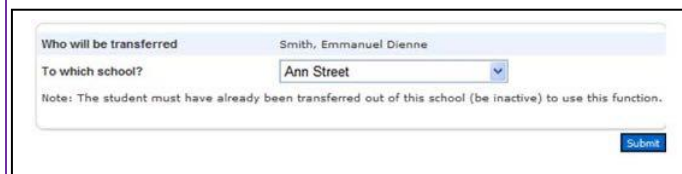
Functions

Print Reports For This Student

Transfer Out Of School

Re-Enroll In School

Transfer To Another School



Who will be transferred Smith, Emmanuel Dienne

To which school? Ann Street

Note: The student must have already been transferred out of this school (be inactive) to use this function.

Submit

Marking a Group of Students Absent

Select students who have been noted as absent and mass change their attendance code as Full Day Absent.

On the **Start Page**, click the grade level of the students who are absent.

On the **Student Selection** page, click on the drop down arrow under **Select a Function for this Group of Students**, then choose **Select Students by Hand**.

On the **Select Students by Hand** page, hold down the control (Ctrl) key and click on the students who are absent.

Make sure the option, **Keep Selected Students**, is selected

Click the **Functions** button

Click **Attendance Change**

If the Page title is not **Change Daily Attendance** page, Click the blue **Daily** link,

- Enter the **Date(s)** of absence
- Keep **Code(s) to Scan For** set to **All**
- For **Attendance Code to Set**, select **Full Day (or Period) Absence**
- Overwrite should be selected
- Click **Submit**.

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.
Batch Address Validation	Perform batch address validation.
Batch Boundary Validation	Perform batch boundary validation.

Updating Daily Attendance for One Student, One Day

Select the student to whose attendance needs to be changed

On the **Student Page**, under **Academics**, click **Attendance**

Be sure it is the **Daily Attendance** page

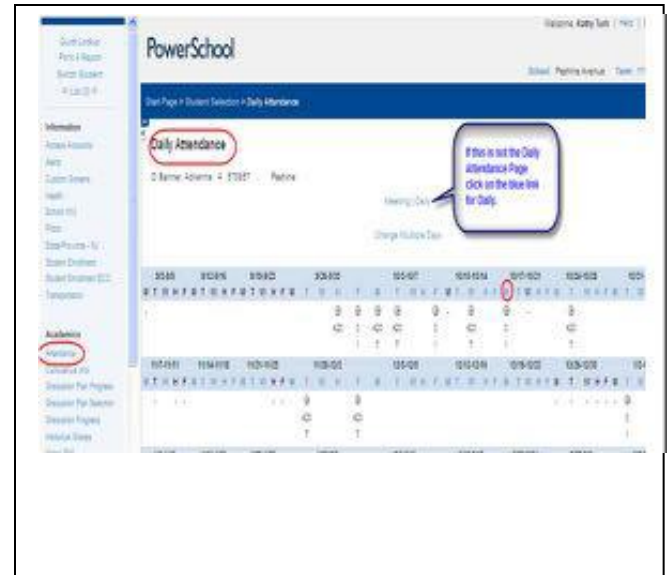
If it is not the Daily Attendance Page click on the **Blue** Link for Daily.

Navigate to the appropriate week and **click** on the **day** you want to change

On the **Edit Daily Attendance** page, choose the desired code from the **Attendance Code** menu

If desired, enter a **Comment** stating the reason for the change

Click **Submit**



Updating Daily Attendance for One Student, Multiple Days

Select the student to whose attendance needs to be changed

On the **Student Page**, under **Academics**, click **Attendance**

Be sure it is the **Daily Attendance** page

Click the blue **Change Multiple Days** link

On the **Change Daily Attendance** page, enter:

From this Date: the beginning date of absence

To this Date: the ending date of absence

Leave All option selected

Do NOT choose a Code(s) to scan for

Attendance Code to Set: Choose 1 (Full Day (or Period) Absence)

Leave Overwrite option selected

Click **Submit**



Updating Meeting Attendance for One Student

Select the student whose attendance will be changed

On the **Student Pages** menu, under **Academics**, click **Attendance**

On the **Daily Attendance** page, select **Meeting**

Navigate to the appropriate week and **click** on the **week** of the meeting(s) you want to change

On the **Edit Meeting Attendance** page, choose the desired new code from the **Current Attendance Code** menu



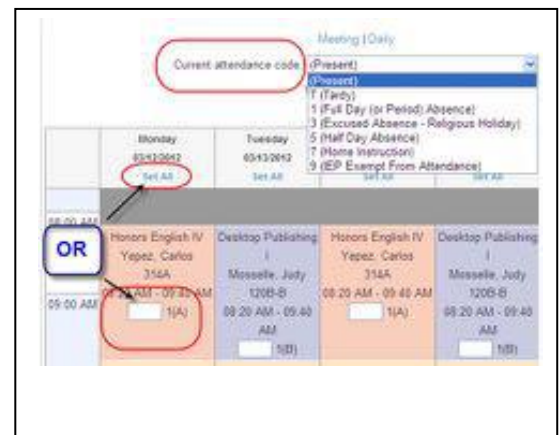
Course	Expression	3/12-3/16	3/19-3/23
		M T W H F	M T W H F
Honors English IV	1-2(A)		
Yepcz, Carlos 314A			
E: 09/06/2011 L: 06/26/2012			

Select the meeting(s) that will receive the new code

Click Set All under the day/date if all meetings that day will receive the new code

Or, **click** in the **Box** of each meeting that will receive the new code

Click **Submit**



Updating Meeting Attendance for One Student, Multiple Days

Select the student to whose attendance needs to be changed

On the **Student Page**, under **Academics**, click **Attendance**

On the **Daily Attendance** page, click the blue **Meeting** link

On the **Attendance** page, click the blue **Change Meeting Attendance** link

On the **Attendance Change** page, enter

From this Date: the beginning day of absence

To this Date: the ending day of absence

Meetings to Scan: Click the **Select All** button

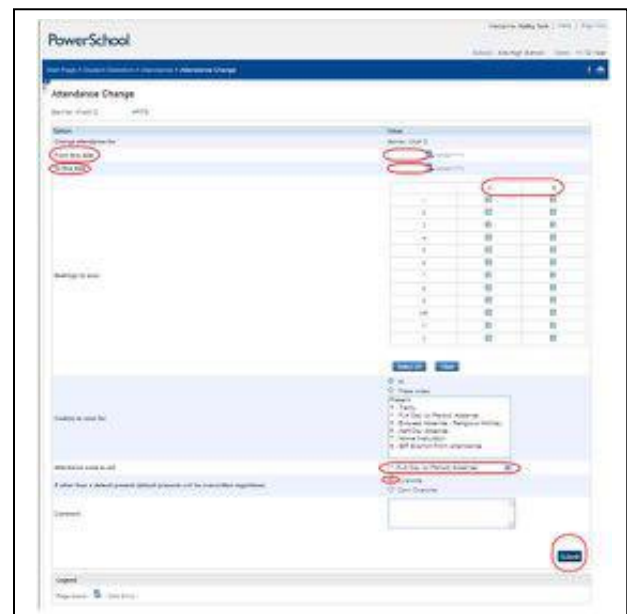
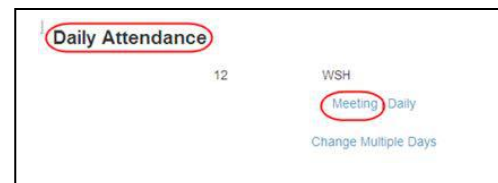
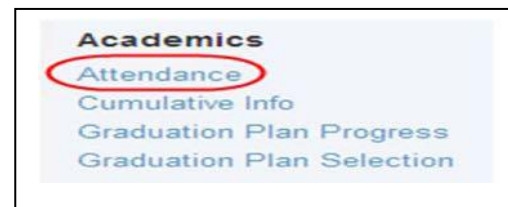
Leave All option selected

Do NOT choose a Code(s) to scan for

Attendance Code to Set: Choose 1 (Full Day (or Period) Absence)

Leave Overwrite option selected

Click **Submit**



View the Teacher Attendance Submission Status Page

Use this report to identify teachers who have (or have not) submitted attendance.

On the **Start Page**, under **Functions**, click on **Attendance** and then click **Teacher Attendance Submission Status**

Click in **Date Displayed** to change the date

Select options for:

Order by

Show

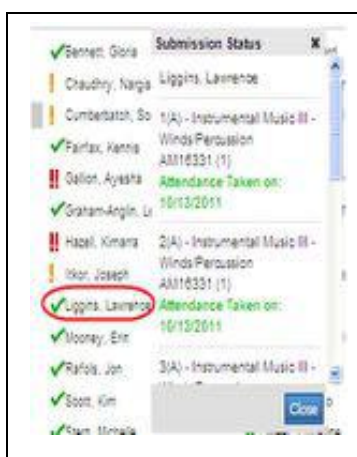
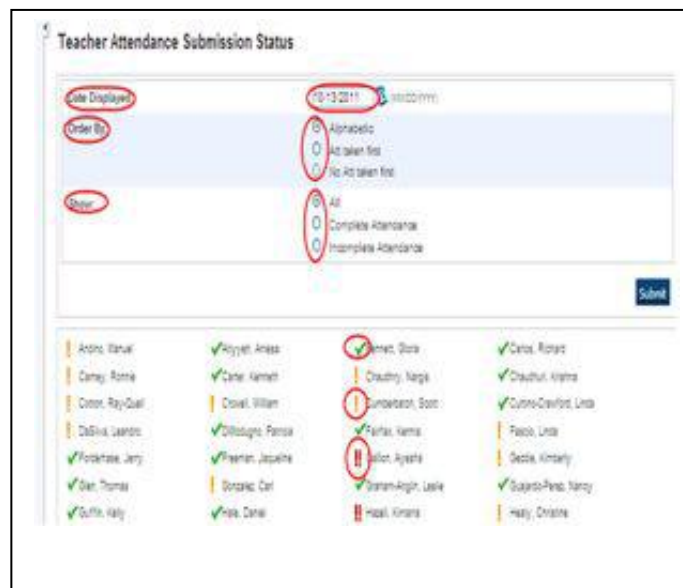
Next to each teacher's name is a Green Check, Yellow Exclamation Point or Red Double Exclamation Points which is the Attendance Indicator

Green Check: the teacher has submitted attendance for all of his or her classes

Yellow Exclamation: the teacher has submitted attendance for only some of his or her classes

Red Double Exclamation Points: the teacher has not submitted attendance for any of his or her classes

Click the teacher's name to see a list of the teacher's classes and the attendance status for each one



Class Attendance Audit

Use the Class Attendance Audit report to review attendance records for individual teachers. The report looks like a traditional attendance sheet.

On the **Start Page**, under **Reports**, click on **System Reports**, select **System Tab** and then under **Attendance**, click **Class Attendance Audit**

On the **Class Attendance Audit Report** page, enter the desired beginning and ending dates for the report

Select a teacher, or select multiple teachers by holding down the **Ctrl** key while selecting the desired teachers

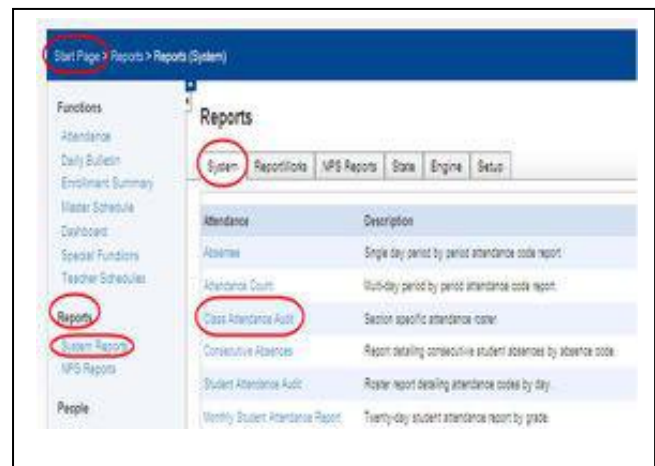
Select the periods to view, or -- if you want to see the records for all of that teacher's classes -- leave the Periods checkboxes blank

Click **Submit**

On the Report Queue (System) – My Jobs page,

Click Refresh until the status is Completed

To open report in a new window, press & hold **Ctrl** while clicking **View**



Monthly Enrollment and Attendance Report

This report is to be signed and submitted monthly to the Office of Student Information Services.

On the **Start Page**, under **Reports**, click **System Reports**

Under **Attendance**, click **Attendance Summary By Grade**

Enter the begin and end date of the month

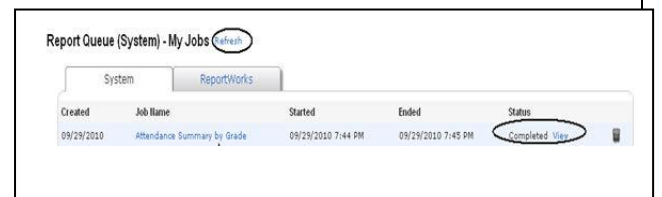
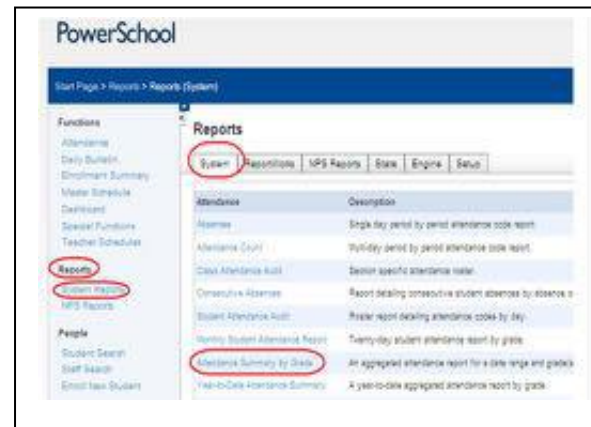
Leave all other fields set to the defaults

Click **Submit**

On the Report Queue (System) – My Jobs page,

Click Refresh until the status is Completed

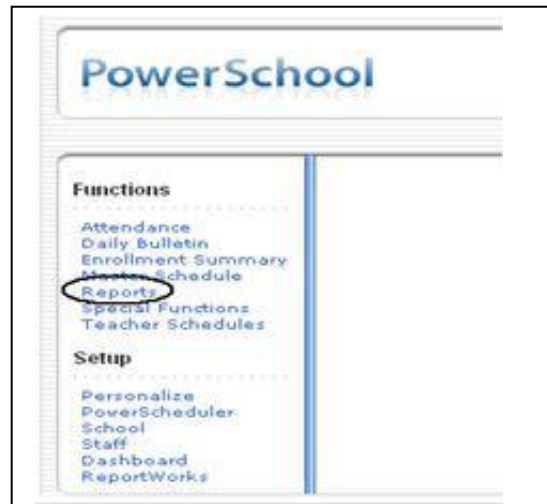
Click **View**, or press & hold **Ctrl** while clicking **View** to open report in a new browser Tab



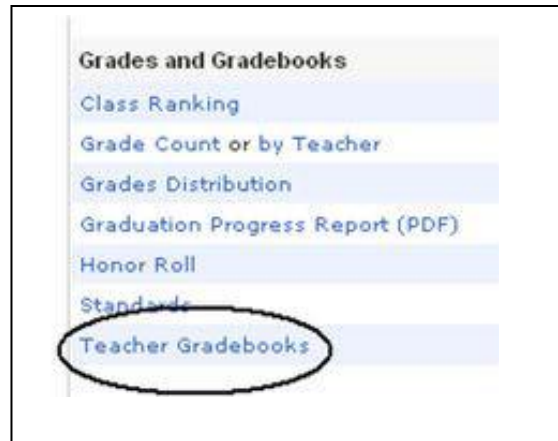
Viewing Teacher Gradebooks Report

Administrators can run this report at any time to view the grades in the teacher gradebook

- 1 Start Page, under **Functions** click on **Reports**



- 2 On Reports page, under **Grades and Gradebooks** click on **Teacher Gradebooks**



See below for High School and Elementary view of the interface setup.

Page 32 of 88

Teacher Gradebooks

Elementary Schools

Print Gradebooks for
(hold like CTRL key to make multiple selections)

For classes during this term

Meetings (down unchecked for all)

Select All

Don't print classes that

☒ Only assignments in this date range

Assignment header

Print in native columns

Print final gradebook contents separately
Always from PowerGrade

Print which assignment score?

Score's Linking Font

Size, line height, style

Horizontal Cell Padding

Shortest Row Column Width

Assignment Column Width

Background row shading

Page size

Margin (inches)

Orientation, Scale

Watermark text

Watermark mode

When to print

Print Assignment Name and Date Due

Student Name

Letter Grade

Percent

Times

(points)

(inches)

(inches)

%

Legal (8 1/2" x 14")

Custom size: height width

Left 5 Top 5 Right 5 Bottom 5

Landscape (horizontal)

100

Overlay

ASAP

Print

Running Gradebook vs. Stored Grades Report

If there is a discrepancy between a student's stored grade and the grade that is in the teacher's Gradebook for any cycle, that student's final grade on the report card will not be an accurate calculation of the Q1, Q2, Q3, and Q4 grades displayed on the report card. This report lists all discrepancies for all previous cycles, in order by teacher name. The discrepancy can be either in the letter grade or the percentage grade or both.

If the **Gradebook** grade is incorrect, the teacher must fix it in his/her **Gradebook**.

If the **stored grade** is incorrect, an admin person must fix the stored grade in that student's **Historical Grades** screen. There is only one person in each school who has the proper permissions in PowerSchool to change a student's historical or stored grade.

1. From the **Start Page**, under the Functions heading, click on **Reports**.

On the **Reports** page, click on the **NPS Reports** tab.



- Under the **Grades** heading, click on the **Gradebook vs. Stored Grades** link. You will then see the report on the screen.



- This report lists the **Teacher** name, the **Course** name, the **CourseNumber.SectionNumber**, the **Student** name, the student **ID#**, the **Term** that has a grade discrepancy, the **Gradebook** letter **Grade** and **%** grade as it is currently in the teacher's Gradebook, **Points** (this column can be ignored), **Stored** letter **Grade** and **%** grade, the **Last Grade Update** (in the teacher's Gradebook), the **Date Stored** (in the student's Historical Grades), and the **Change Since Stored**. This number appears in Red, if the Stored **%** grade is **greater** than the Gradebook grade, it is in Green if the Stored **%** grade is **less** than the Gradebook grade. This number may be zero if the **%** grade is the same and the letter grade is different.

You can then print the report and distribute it to the teachers on the report. The teacher is the person who should know which grade is correct and which is incorrect.

Gradebook Vs. Stored Grades

Teacher	Course	Course	Student	ID#	Term	Gradebook	Points	Stored	Last Grade Update	Date Stored
						Grade %	OK, Same/Possible Grade %	OK		
Allen, Rosemary	Mathematics	3JRM02712.720	King, Jafar, Ahmad	529818	Q3	D 48	2529 3790	C 70	5/22/2011	11/14/2011
Allen, Rosemary	Mathematics	3JRM02712.720	Rahmoun, Rashad	525043	Q3	C 71	1925 2790	D 49	5/22/2011	11/14/2011
Bark, Sarah	Reading	3JRM02812.840	Harris, Omar	534448	Q3	C 78	450 400	C 73	5/22/2011	4/19/2011
Carlson, Kathleen	Mathematics	3JRM02812.842	Freelink, Dwight	507346	Q3	D 47	0 0	F 43	4/9/2011	2/7/2011
Carlson, Kathleen	Mathematics	3JRM02812.842	Jude, Jafar	508476	Q3	B 82	0 0	B 66	4/9/2011	2/7/2011
Carlson, Kathleen	Mathematics	3JRM02812.842	Sankar, Suresh	532885	Q3	B 85	0 0	B 80	4/9/2011	2/7/2011

Current Grades and Comments

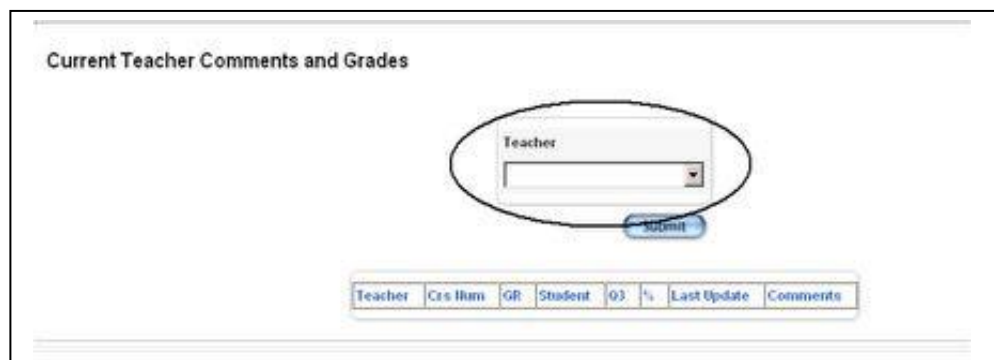
Start Page>Reports>NPS Reports Tab>Current Grades and Comments Gives you the final grades and comments that are in the teacher's gradebook.



When the interface opens you have the option of selecting all the teachers or one teacher at a time from the drop down.

The report will give you:

Teacher, Course #, Grade level, Student, Current Term Grade, % score, last update(by teacher), Comments



Teacher	Crs Num	GR	Student	Q3	%	Last Update	Comments
Linda	EN1011NYZ.1001	9	Stephanie	B	84	3/11/2011	- Enthusiastic/Positive Attitude - Actively Participates in Class
Linda	EN1011NYZ.2004	9	Daniel	C+	77	3/11/2011	- Exhibits Insight and Interest - Actively Participates in Class
Fascio, Linda	EN1011NYZ.2005	9	Treasure	C+	78	3/21/2011	- Enthusiastic/Positive Attitude - Actively Participates in Class - Homework Incomplete/Late
Linda	EN1021NYZ.1001	10	Robert	B-	82	3/28/2011	- Exhibits Insight and Interest - Homework Incomplete/Late
Linda	EN1021NYZ.1002	10	Jesus	B+	87	3/21/2011	- Actively Participates in Class - Showing Improvement - Homework Incomplete/Late
							- Exhibits Insight and Interest - Courteous and Cooperative - Homework

Printing Progress Reports for a Single Student or a group of Students

Mid-cycle progress reports can be printed for a single student, a teacher's homeroom, or an entire grade level.

Progress Report for a Single Student

Select the student whose progress report needs to be printed

Refer to Quick Reference: **Conducting Searches**

Select **Print a Report** from the options above the Student Pages on the left.

On the **Print a Report Page**:

Use the menu selection next to **Which Report to Print** to select the appropriate NPS progress for your school.

Use the selection **enrollment as of** and type in today's date or the date progress reports are due, whichever is earlier.

For **Watermark Text** select **Custom** and type in the box **NPS**.

Click **Submit**.



Which report to print	NPS Traditional HS Qtr 1 Progress Reports			
If printing student schedule, use...	<input type="radio"/> courses actively enrolled in during current term (excludes dropped courses)			
	<input type="radio"/> all courses enrolled in during current term (includes dropped courses)			
	<input checked="" type="radio"/> enrollment as of 10/7/2010			
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year		to	
Watermark Text	Custom: NPS			
Watermark Mode	Overlay			
When to print	ASAP			

Printing Progress Reports for a Teacher's Class

On the **Start Page**, under **Functions**, click **Teachers Schedules** and then **select** a teacher

Under **Expressions**, find the period whose progress reports will be printed, most likely Homeroom **HR**

Under **Size**, click the **number** for the desired period

On the Class Roster page, select **Make this the current selection of students**

On the **Group Functions** page, click **Print Reports**

On the **Print Reports page**:

Select the appropriate NPS progress report for your school.

Keep **For which students** as **All records in a single batch**

Keep order **alphabetical**

Select **enrollment as of** and type in today's date or the date progress reports are due, whichever is earlier

Click **Submit**.

Printing Progress Reports for a Grade Level

On the **Start Page**, under **Browse Students**, click on the desired **grade level**.

At the bottom of the student list, under **Select a function for this group of students**, select **Print Report** from the menu selection.

On the **Print Reports page**, use similar values as described above **Except**:

In what Order, select **By period** and select **HR** from the menu options.

The screenshot shows the 'Print Reports' interface. At the top, a dropdown menu is set to 'NPS Traditional HS Qtr 1 Progress Reports'. Below this, a message states 'The selected 327 students'. The 'For which students?' section has three radio button options: 'All records in a single batch.' (selected), 'Print only the first 2 records.', and 'All records in batches of records.'. The 'In what order?' section has three radio button options: 'Alphabetical', 'By grade, then alphabetical', and 'By period HR class, as of this date: 9/30/2010 (takes extra time)' (selected). The 'If printing student schedules, use...' section has two radio button options: 'courses enrolled during current term' and 'enrollment as of 10/7/2010' (selected). The 'If printing fee list, only include transactions conducted during...' section has a dropdown for 'Current School Year' and a 'to' field. The 'Watermark Text' section has a 'Custom:' dropdown and a text field containing 'NPS'. The 'Watermark Mode' section has a dropdown set to 'Overlay'. The 'When to print' section has a dropdown set to 'ASAP' and two empty dropdown menus.

Which report would you like to print?	NPS Traditional HS Qtr 1 Progress Reports		
The selected 327 students			
For which students?	<input checked="" type="radio"/> All records in a single batch. <input type="radio"/> Print only the first 2 records. <input type="radio"/> All records in batches of records.		
In what order?	<input type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input checked="" type="radio"/> By period HR class, as of this date: 9/30/2010 (takes extra time)		
If printing student schedules, use...	<input type="radio"/> courses enrolled during current term <input checked="" type="radio"/> enrollment as of 10/7/2010		
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year		to
Watermark Text	Custom:	NPS	
Watermark Mode	Overlay		
When to print	ASAP		

Print Report Cards from Power School For One Teacher

On the **Start Page**, under **Functions**, click **Teacher Schedules**

Select a teacher

On the **Teacher Schedule** page, click the number under the **Enrollment** column for the class whose report cards you wish to print. Click the **Make Current Student Selection** button.

On the **Group Functions** page, click **Print Reports**

Fill in the following fields:

Which report to print: select the appropriate grade report card

Watermark Text: Select Custom and type NPS in the field below

Watermark Mode: Select Watermark

Click: **Submit**

NPS High School Report Card Q1
Newark Standards Report Card 1-2
Newark Standards Report Card 3-5
Newark Standards Report Card 6-8
Newark Standards Report Card K

Print Reports

Option	Value
Which report would you like to print?	Class Attendance Audit
The selected 53 students	
For which students?	<input checked="" type="radio"/> All records in a single batch. <input type="radio"/> Print only the first 2 records. <input type="radio"/> All records in batches of records.
In what order?	<input checked="" type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input type="radio"/> By period <input type="text" value="HR"/> class, as of this date: <input type="text" value="11/17/2010"/> (takes extra time)
If printing student schedules, use...	<input checked="" type="radio"/> courses enrolled during current term <input type="radio"/> enrollment as of <input type="text" value="11/17/2010"/>
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year <input type="text" value=""/> to <input type="text" value=""/>
Watermark Text	Custom: <input type="text" value="NPS"/>
Watermark Mode	Watermark
When to print	ASAP <input type="text" value=""/>

Submit

Print Report Cards from Power School For One Grade

On the **Start Page**, under **Browse Students**, click a grade level

From the drop down menu, **Select a Function for this Group of Students**, select **Print Report**

On the **Print Reports** page fill in the following fields:

Which report to print: select the appropriate grade report card

In What Order: select **By Period**, make sure **HR** is in the drop down

Watermark Text: Select **Custom** and type **NPS** in the field below

Watermark Mode: Select **Watermark**

Click: **Submit**

NPS High School Report Card Q1

Newark Standards Report Card 1-2
Newark Standards Report Card 3-5
Newark Standards Report Card 6-8
Newark Standards Report Card K

Print Reports

Option	Value
Which report would you like to print?	Newark Standards Report Card 3-5
The selected 83 students	
For which students?	<input checked="" type="radio"/> All records in a single batch. <input type="radio"/> Print only the first 2 records. <input type="radio"/> All records in batches of records.
In what order?	<input type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input checked="" type="radio"/> By period HR class of this date: 11/17/2010 (takes extra time)
If printing student schedules, use...	<input checked="" type="radio"/> courses enrolled during current term <input type="radio"/> enrollment as of 11/17/2010
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year to
Watermark Text	Custom: NPS
Watermark Mode	Watermark
When to print	ASAP

Submit

Enter Single New Historical Grade

There are times when you have to enter a new historical grade.

- 1 On the **Start Page**, search for the student whose historical grade needs to be entered as a new stored grade.
- 2 On the **Student Selection** page, under **Academics**, select **Historical Grades**.
- 3 On the **Historical Grades** page, click on **Single New Entry**

Multiple New Entries		Single New Entry	Previous School Names	Detail View
Year/Term	Grd Lvl	Course	Earned Credit	01 02
10-11 YR	8	21st Century Life & Career Skills	0.0	-- --
10-11 YR	8	Computer	0.0	F B
10-11 YR	8	Educational Media	0.0	-- --

Enter the following information:

School year - SY grade was earned

Store code - Enter one of the following:

Q1, Q2, Q3, Q4, F1

Hist. grade level - grade level the student was at time the grade was earned

Course number-Section number

Grade - Letter Grade/Mark

GPA: High School only

Percent - Refer to Grade Scale Cut-off Percent

Earned credit hours - Elementary =0 HS-refer to the course

Submit

New Stored Grade
Acosta, Daniela 3 549872 NJK

School name

School year Example for 1990-1999 school year, enter 1990 School Year grade was earned

Store code Enter one of the following: Q1, Q2, Q3, Q4, F1

Hist. grade level Grade level of the student at time he/she earned the grade

You must provide EITHER (a) the course and section number of an existing section, OR (b) the course name if this is historical data for which no section record exists. If you provide a course and section, this grade will be associated with the student's enrollment in that section and will print on report cards. If you supply only the course name, the grade will print on transcripts but not on report cards since it is not associated with an actual section enrollment. In either case the grade will be included in transcript, the Academic Grades screen, and GPA calculations.

(a) Course number - Section number Course Number-Section Number

(b) Course name

Teacher name

Grade Letter Grade/Mark

GPA points Refer to the Grade Scale

Added value

Percent Refer to Grade Scale Cut-off Percent

Citizenship

Earned credit hours Elementary #0 HS refer to course

Potential credit hours

Credit type

Exclude from GPA? ☒ Include ☐ Exclude

Exclude from class rank? ☒ Include ☐ Exclude

Exclude from honor roll? ☒ Include ☐ Exclude

Teacher comment

Submit

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Edit Historical (Stored) Grades

There are times when it is necessary to change an historical (stored) grade. Because such a change can have a serious impact on a student's permanent record, stored grades must be changed one by one.

On the **Start Page**, search for the student whose grade needs to be changed.

On the left side of the page, under **Academics**, select **Historical Grades**.

On the **Historical Grades** page click on the grade that needs to be changed. **Make sure you are changing the grade for the correct cycle.** If there is no grade, click on the dash.

On the **Edit Stored Grade** page, click in the following fields :

Grade: change the letter grade

GPA points: (HS only) fill in the grade value

Percent: fill in the percent

Earned credit hours: (HS only) if you are changing an **F1** final grade **to or from a grade of F** you must also change the earned credit hours

Click **Submit**

Note: If you are changing a blank grade (appears on the Historical Grades page as a dash), you must fill in the letter Grade AND the Percent AND you must scroll down on the page and make sure that the Include option is selected for GPA, class rank and honor roll. This pertains to BOTH elementary and high schools.

Historical Grades

Barnes, Alexandra 12 200719 SC09

Year Term	Grade	Course number	Course	Earned Credit	E1	E2	E3	E4	E5	E6
11-12 1R	12	SC00011	Anatomy and Physiology	5.0	D	D	D	D	D	D
11-12 1R	12	EN00010	AP English Literature	5.0	D	D	D	D	D	D
11-12 1R	12	AR00010	AP Studio Art 2-D Design	5.0	D	D	D	D	D	D
11-12 1R	12	MA00011	Calculus	5.0	F	D	D	D	D	D
11-12 1R	12	PE00001	Health IV	2.5	D	D	D	D	D	D
11-12 1R	12	SC11010	Health BSCS Biology	5.0	D	D	D	D	D	D
11-12 1R	12	PE11001	Physical Education IV	2.5	A	A	A	A	A	A
11-12 1R	12	SC00011	Biology	5.0	A	F	C	D	D	F

Grade	<input type="text" value="F"/>
GPA points	<input type="text" value="0"/>
Added value	<input type="text" value="0"/>
Percent	<input type="text" value="51"/>
Citizenship	<input type="text" value=""/>
Absences	<input type="text" value="22"/>
Tardies	<input type="text" value="1"/>
Earned credit hours	<input type="text" value="0"/>

Exclude from GPA?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from class rank?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from honor roll?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude

Grade Scale for Grades 3 – 12

Default:

Grade	Grade Pts	Cut-off Percent	Grade Value
A+	4.250	98	100
A	4.000	94	97
A-	3.750	90	93
B+	3.250	87	89
B	3.000	84	86
B-	2.750	80	83
C+	2.250	77	79
C	2.000	74	76
C-	1.750	70	73
D	1.000	64	69
F	0.000	0	63

Honors:

Grade	Grade Pts	Cut-off Percent	Grade Value
A+	4.750	98	100
A	4.500	94	97
A-	4.250	90	93
B+	3.750	87	89
B	3.500	84	86
B-	3.250	80	83
C+	2.750	77	79
C	2.500	74	76
C-	2.250	70	73
D	1.000	64	69
F	0.000	0	63

AP:

Grade	Grade Pts	Cut-off Percent	Grade Value
A+	5.250	98	100
A	5.000	94	97
A-	4.750	90	93
B+	4.250	87	89
B	4.000	84	86
B-	3.750	80	83
C+	3.250	77	79
C	3.000	74	76
C-	2.750	70	73
D	1.000	64	69
F	0.000	0	63

Grade Scale for Grades K - 2

Grade	Description	Cut-off Percent	Grade Value
S	Secure	86	90
Dv	Developing	76	80
E	Emergent	65	70
NE	Not Evident	0	50
NA	Not Assessed	0	0

Creating Sections

When scheduling takes place before the rollover to the new school year, you **MUST change the Term** to the new school year. After the rollover to the new school year this will not be necessary.

Add New Sections

Create year-long sections for all subjects that are required for every student in a grade level. This would include English Language Arts, Mathematics, Science, Social Studies, Health and 21st Century.

Note: If you schedule for Math and or ELA Resource pull-out students, the course number will contain a B for Bilingual or an S for Special Ed, instead of a Z (Regular Ed), prior to the grade level.

From the Start Page, click on **School** under the Setup heading on the left. Click on **Sections** under the Scheduling heading towards the bottom of the page.

Search for the Course for which you are adding sections on the left and click on the blue link. Make sure you are choosing the course for the correct grade level.

NOTE: There is only 1 lunch course for all grade levels. You are not required to create Lunch sections.

This screenshot shows the top of the Power School interface. It has a light blue header bar with 'School: Park' and 'Term: Current Year'. Below this is a dark blue navigation bar with a white exclamation mark icon and a printer icon.

This screenshot is similar to the one above, but the 'Term' dropdown menu is set to 'Next Year'.

ELMA0Z5	Mathematics 5
ELMA0B5	Mathematics 5
ELMA0S5	Mathematics 5
ELMA0B6	Mathematics 6
ELMA0S6	Mathematics 6
ELMA0Z6	Mathematics 6
ELMA0Z7	Mathematics 7
ELMA0S7	Mathematics 7
ELMA0B7	Mathematics 7
ELMA0Z8	Mathematics 8
ELMA0B8	Mathematics 8
ELMA0S8	Mathematics 8

Click the **New** button to create a new section. This opens the Edit Section window. Fill in or check the following fields:

Course Number – this should already be populated with the correct course number – verify that it is correct, ending in the correct grade level, and has the correct letter designation:

Z – Regular Ed

B – Bilingual

S – Special Ed

Term – Choose the correct term. Homeroom and all required core subjects will be year-long sections.

Schedule – For all Core subjects (Reading, Writing, Math, Science, Social Studies, Health, and 21st Century) check the COR boxes for every day, M-F.

Teacher – Carefully choose the teacher assigned to this section. This should be the teacher who is responsible to give the students a grade in this subject. If the teacher has retired or left and a new teacher has not yet been assigned, choose the current teacher and change later.

Room – Use the actual classroom number where this subject is taught.

Section Number – In most cases this will be the same as the HR classroom number. Be very careful when assigning this number. Once this section is created, this section number should **NEVER** be changed.

Exceptions:

- Section numbers cannot start with P
- Section numbers cannot contain spaces

Grade Level – Enter the grade level for this section.

Maximum Enrollment – Fill in the maximum number of students allowed in this section for your school. PowerSchool will not allow you to schedule a student into this section if the maximum has been reached.

Dependent Sections – This field should be filled in for HR sections only. For all other sections, leave blank.

NOTE: All dependent sections **MUST** be created first, before creating the HR section that references them.

Exclude From Storing Final Grades – This box must NOT be checked for any subjects in which the students receive grades on their report cards.

Close Section at Max – This box **MUST** be checked to prevent accidental over-enrollment.

Click the **Submit** button. All other fields should be left at their default values.

Dependent Sections
(course.section, course.section, etc.)

Exclude From Storing Final Grades
(Use for Sections that are not graded so blank records are not stored with final grades.)

Close section at max

II. Create any specials sections that students in that grade level take.

From the Start Page, click on **School** under the Setup heading on the left. Click on **Sections** under the Scheduling heading towards the bottom of the page.

Search for the Course for which you are adding sections on the left and click on the blue link. Make sure you are choosing the course for the correct grade level.

Click the **New** button to create a new section. This opens the Edit Section window. Fill in or check the following fields:

Course Number – this should already be populated with the correct course number – verify that it is correct, ending in the correct grade level.

Term – It is **STRONGLY** recommended that **ALL** sections be created as year-long sections, even if they do not run for the entire year. For specials that are semester long classes or for specials that run for 2 quarters (both quarters must be in the same semester), you may choose either Semester 1 or Semester 2.

NOTE: Specials taken for multiple quarters NOT in the same semester **MUST** be created as year-long sections. For example, classes taken in Q1 and Q3, or Q1 and Q4, or Q2 and Q3, or Q2 and Q4 must be created as year-long sections.

ELDA0Z1	Dance 1
ELDA0Z2	Dance 2
ELDA0Z3	Dance 3
ELDA0Z4	Dance 4
ELDA0Z5	Dance 5
ELDA0Z6	Dance 6
ELDA0Z7	Dance 7
ELDA0Z8	Dance 8
ELDA0Z0	Dance K
ELDR0Z1	Drama 1
ELDR0Z2	Drama 2
ELDR0Z3	Drama 3
ELDR0Z4	Drama 4
ELDR0Z5	Drama 5
ELDR0Z6	Drama 6
ELDR0Z7	Drama 7
ELDR0Z8	Drama 8
ELDR0Z0	Drama K

Course Number

ELDA0Z6

Term

2011-2012

Schedule – For specials check the appropriate boxes (ART for Art, CMP for Computer, DA for Dance, DR for Drama, EM for Educational Media, ESL for ESL, IM for Instrumental Music, PE for Physical Education, VM for Vocal Music, WL for World Language) for every day, M-F.

Teacher – Carefully choose the teacher assigned to this section. This should be the teacher who is responsible to give the students a grade in this subject. If the teacher has retired or left and a new teacher has not yet been assigned, choose the current teacher and change later.

Room – You may use the actual classroom number where this subject is taught. For example, Art is taught in the Art room.

Section Number – In most cases this will be the same as the HR classroom number. Be very careful when assigning this number. Once this section is created, this section number should **NEVER** be changed.

Exceptions:

- Section numbers cannot start with P
- Section numbers cannot contain spaces
- For specials that are NOT year-long you may wish to name them with the HR room number followed by the semester in which they are taught. For example, 123S1 for a special taught in Semester 1 only.

Expression:

	M	T	W	R	F
HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ART	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CMP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Teacher	Grogan, Joyce
Room	Art
Section Number*	123S1
Grade Level	4
Current Enrollment	0
Maximum Enrollment	30

Section Number*	123S1
-----------------	-------

Grade Level – Enter the grade level for this section.

Maximum Enrollment – Fill in the maximum number of students allowed in this section for your school. PowerSchool will not allow you to schedule a student into this section if the maximum has been reached.

Dependent Sections – This field should be filled in for HR sections only.

NOTE: All dependent sections **MUST** be created first, before creating the HR section that references them.

Exclude From Storing Final Grades – This box must NOT be checked for any subjects for which the students receive grades on their report cards.

Close Section at Max– This box **MUST** be checked to avoid accidental over-enrollment.

Click the **Submit** button. All other fields should be left at their default values.

Dependent Sections
(course.section, course.section, etc.)

Exclude From Storing Final Grades
(Use for Sections that are not graded so blank records are not stored with final grades.)

Close section at max

III. Create a Homeroom section for every homeroom in that grade level.

Note: Self-contained Bilingual homeroom course numbers will contain a B in the 6th position. Self-contained Special Education homeroom course numbers will contain an S in the 6th position. For Bilingual and Special Education homerooms that contain more than one grade level, a homeroom section must be created for each grade level.

From the Start Page, click on **School** under the Setup heading on the left. Click on **Sections** under the Scheduling heading towards the bottom of the page.

Search for the Course for which you are adding sections on the left and click on the blue link. You only need to create Homeroom sections for P3 and P4. The P3 Homeroom course number ends in T and the P4 Homeroom course number ends in F. Make sure you are choosing the course for the correct grade level.

Click the **New** button to create a new section. This opens the Edit Section window. Fill in or check the following fields:

Course Number – this should already be populated with the correct course number – verify that it is correct, ending in the correct grade level.

Term – For year-long courses, choose 2011-2012. Homeroom and all core subjects will be year-long sections.

Schedule – For Homeroom sections, check the HR boxes for every day, M-F.

ELHR0Z1	Homeroom 1
ELHR0B1	Homeroom 1
ELHR0S1	Homeroom 1
ELHR0B2	Homeroom 2
ELHR0S2	Homeroom 2
ELHR0Z2	Homeroom 2
ELHR0Z3	Homeroom 3
ELHR0S3	Homeroom 3
ELHR0B3	Homeroom 3
ELHR0Z4	Homeroom 4
ELHR0B4	Homeroom 4
ELHR0S4	Homeroom 4
ELHR0Z5	Homeroom 5
ELHR0Z6	Homeroom 6
ELHR0Z7	Homeroom 7
ELHR0Z8	Homeroom 8
ELHR0Z0	Homeroom K
ELHR0B0	Homeroom K
ELHR0S0	Homeroom K
ELHR0ZT	Homeroom P3
ELHR0ZF	Homeroom P4

Edit Section

Field	Value
Course Name	
Course Number	ELHR0Z4
Term	2011-2012

Expression:

	M	T	W	R	F
HR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ART	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Teacher – Carefully choose the teacher assigned to this section. If the teacher has retired or left and a new teacher has not yet been assigned, choose the current teacher and change later.

Room – Use the HR classroom number.

Section Number – In most cases this will be the same as the HR classroom number. Be very careful when assigning this number. Once this section is created, this section number should **NEVER** be changed.

Exceptions:

- Section numbers cannot start with P
- Section numbers cannot contain spaces

Grade Level – Enter the grade level for this section.

1. **Maximum Enrollment** – Fill in the maximum number of students allowed in this section for your school. PowerSchool will not allow you to schedule a student into this section if the maximum has been reached.

Dependent Sections – This field should be filled in for HR sections only. Type in the year-long subjects that are required for all students in your school. The format is a comma separated list of course number followed by a period and then the section number, for example: ELRD0Z4.123,ELWR0Z4.123,

DO NOT ENTER SPACES OR HIT ENTER

NOTE: All dependent sections **MUST** be created first, before creating the HR section that references them.

Teacher	Diaz, Judith
Room	123
Section Number*	123
Grade Level	4
Current Enrollment	0
Maximum Enrollment	30

Dependent Sections (course.section, course.section, etc.)	ELRD0Z4.123,ELWR0Z4.123,ELSS0Z4.123
--	-------------------------------------

Exclude From Storing Final Grades –

This box must be checked for Homeroom and Lunch sections (if you choose to create Lunch sections), but NOT for any subjects for which the students receive grades on their report cards.

Close Section at Max– This box **MUST** be checked to avoid accidental over-enrollment.

2. Click the **Submit** button. All other fields should be left at their default values.

IV. Repeat Steps I, II and III for every grade level in you school, except for P3 and P4. For P3 and P4 only Homeroom sections should be created, therefore, only follow step III for P3 and P4.

Exclude From Storing Final Grades
(Use for Sections that are not graded so blank records are not stored with final grades.)

Close section at max

Scheduling Students Into Their Classes

When scheduling takes place before the rollover to the new school year and before the start of the new school year, you **MUST** change the **Term** to the new school year. After the rollover to the new school year, changing the Term will not be necessary.

Note: It is NOT recommended to schedule students into their classes before the rollover to the new school year.

Whether or not the rollover to the new school year has happened, when scheduling students in your school prior to the start of the new school year, you **MUST** enter an **Enrollment Date** equal to the first day of the new school year.

Scheduling Into Homeroom and Dependent Sections

To search for ALL students in a grade, including both pre-registered and those who attended your school in the last school year begin the search with a forward slash. For example,

/grade_level=4

Now use the group function **Select Students by Hand** to select the students you wish to schedule into a Homeroom class.

CAUTION: If you include Special Education and Bilingual students in your selection, these students will be scheduled into the incorrect Mathematics and Language Arts classes.

Hold down the **CTRL** key while clicking on the names of the students you wish to schedule. When done selecting the students click the **Functions** button. This will bring you to the Group Functions page.

On this page click on **Mass Enroll**.

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.
Batch Address Validation	Perform batch address validation.
Batch Boundary Validation	Perform batch boundary validation.
Counselor's Screen	Shows student pages for currently selected students.
Enrollment Summary	Reports grade and ethnicity breakdown for currently selected students.
Export Using Template	Uses a template to export data on currently selected students.
Fee Functions	Performs fee functions.
Graduation Plan Selection	Set the Graduation Plans for the selected students.
Graduation Progress Report	Creates a printable graduation progress report for the selected students.
Graduation Progress Summary	View summary of graduation plan progress against specified requirements.
GP Password Assignment	Assigns sign in, lunch IDs and passwords for currently selected students.
Registration Provisional	Registers students for graduation, attendance, attendance, and...

On the **Mass Enroll** screen

Under **Filter By:**

Enter one or more search criteria

Suggestion would be:

Period-HR

Grade- grade level of selected students

You can further refine by entering other filters.

Click: **Search**

On the next screen will be a selection of courses based on the filtered criteria. Click on the [Blue Link](#) of the course you want to enroll the students into.

*Because you have included Dependent Sections in the Homeroom section, enrolling the students in a Homeroom section will automatically enroll them in all the dependent section. Dependent sections should include: English Language Arts, Mathematics, Science, Social Studies, Health and 21st Century. If you wish, **year-long** Specials sections (for example, Phys. Ed., Art, etc.) may be included as dependent sections as well.*

Mass Enroll Preview page:

Entry Date- If you are scheduling before the start of the school year, you **MUST** edit the date to the first day of the new school year. Otherwise, edit the date to reflect the actual date the student started in class.

Section Summary-Verify:

Course Name

Course Number

Section

Term

Pending Enrollment Count-current enrollment plus the number about to be enrolled

Class Status-indicates reason why a student cannot be enrolled into the class: over max number, section not found, section found, section not in current term.

Mass Enroll

Enroll currently selected 4 students into a section:

Filter By: Period: HR, Term: All, Teacher: All, Day: All, Grade: 7, Credit Type: All, Course: [empty], Show only classes with available seats: [checked], Search: [button]

Quick Enroll: Course Section: 1, Enroll: [button]

Results: Select one or more filters and click search.

Enroll currently selected 4 students into a section:

Filter By: Period: HR, Term: All, Teacher: All, Day: All, Grade: 7, Credit Type: All, Course: [empty], Show only classes with available seats: [checked], Search: [button]

Quick Enroll: Course Section: [empty], Enroll: [button]

Cr. Sec.	Course Name	Role	Expression	Term	Teacher	Grade	Credit Type	Cr. Hrs	Enrollment
ELH027 5308	Homeroom		HR(S,F)	11-12	Wynn, Annette	T	None	0.0	0/00
ELH027 5313	Homeroom		HR(S,F)	11-12	Pinkus, Christine	T	None	0.0	0/00
ELH027 304	Homeroom		HR(S,F)	11-12	Purcell, Mary-T	T	None	0.0	20/00
ELH027 308	Homeroom		HR(S,F)	11-12	Jamali, Sheryl	T	None	0.0	24/00
ELH027 307	Homeroom		HR(S,F)	11-12	Walt, Kim	T	None	0.0	25/00

Mass Enroll Preview

Entry Date: 04/03/2012 [button]

Section Summary:

Course Name	Course Number	Section	Term	Days	Pending Enrollment Count	Class Status
Mathematics T	ELH027	5311	2011-2012	SA	4/00	Section Found
Visual Arts T	ELH027	5310	2011-2012	SA	4/00	Section Found
Physical Education T	ELH027	5313	2011-2012	SA	4/00	Section Found
Science T	ELH027	5310	2011-2012	SA	4/00	Section Found
Vocal/Instrumental T	ELH027	5313	2011-2012	SA	4/00	Section Found
World Language T	ELH027	5310	2011-2012	SA	4/00	Section Found
Instrumental/Music T	ELH027	5313	2011-2012	SA	4/00	Section Found
Health T	ELH027	5310	2011-2012	SA	4/00	Section Found
Social Studies T	ELH027	5310	2011-2012	SA	4/00	Section Found
English Language Arts T	ELH027	5310	2011-2012	SA	4/00	Section Found
Homeroom T	ELH027	5311	2011-2012	SA	4/00	Section Found
21st Century Life & Career Skills T	ELH027	5310	2011-2012	SA	4/00	Section Found

Enroll Students and Reschedule- Click to enroll the students into this class(es). Once enrolled in this class(es), the Mass Enroll page displays a confirmation message. You can then enroll the students into additional classes using the Quick Enroll or filter by function.

[Back](#)
[Enroll Students](#)
[Enroll Students and Reschedule](#)

Scheduling Into Specials Classes

After the students have been scheduled in all their required year-long sections, you would then schedule them in any specials like Art, Physical Education, etc., if they were not included as dependent sections.

I. Scheduling A Group of Students

You will already have the group of students in your Current Selection. Return to the Start Page and click on **Current Selection**.

From the Group Functions dropdown list, choose **Mass Enroll in Classes**.

On the **Mass Enroll** screen

Under **Filter By:**

Enter one or more search criteria

Suggestion:

Period-Art

Grade- grade level of selected students

You can further refine by entering other filter criteria.

Click: **Search**

NOTE: Be sure to use the correct section number. Specials that were created as semester long sections may have been named with numbers ending in S1 or S2. Specials that were created as year-long sections that are taught in 2 quarters, NOT in the same semester, may have been named with numbers ending with the quarters in which they are taught, for example, 123Q1Q3.

Click on the blue Course Name next to the correct section in which you wish to enroll the students.

Crs Sec *	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
ELAR027.701	Visual Arts 7		ART(R)	11-12	Can, Timothy	7	None	0.0	15
ELAR027.702	Visual Arts 7		ART(I)	11-12	Can, Timothy	7	None	0.0	17
ELAR027.703	Visual Arts 7		ART(F)	11-12	Can, Timothy	7	None	0.0	15
ELAR027.704	Visual Arts 7		ART(R)	11-12	Can, Timothy	7	None	0.0	14
ELAR027.705	Visual Arts 7		ART(MF)	11-12	Can, Timothy	7	None	0.0	17

If you are scheduling prior to the start of the school year, you **MUST** change the **Enrollment date** to the first day of the new school year. Otherwise, enter the actual date the student started in class. Click Edit Date to change the date

Select one of the following:

Back-Click to return to the previous page. You do not lose your student selection when returning to the previous page.

****NOTE**-If there are section errors that need to be corrected, only this button appears.

Enroll Students- Click to enroll the students into this class(es). The Class Roster page displays a confirmation message.

Enroll Students and Reschedule- Click to enroll the students into this class(es). Once enrolled in this class(es), the Mass Enroll page displays a confirmation message. You can then enroll the students into additional classes using the filter by function.

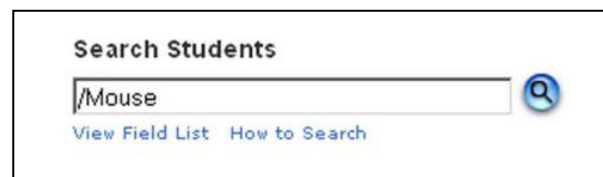
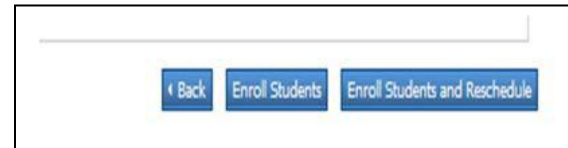
II. Scheduling An Individual Student

You can schedule an individual student into a specials class by going to that student's **Modify Schedule** page.

First search for the student – remember to precede your search with the forward slash, if the child is a pre-registered student. For example, to find a pre-registered student whose last name is Mouse, enter

/mouse

In the list of student screens on the left side of the screen, under the Scheduling heading, click on **Modify Schedule**. This will bring you to the **Modify Schedule – Enrollments** screen.



Method 1:**Selecting the Class from a List**

In the upper left corner of the screen, enter

- **Effective Enrollment Date** – If you are scheduling prior to the start of the school year, you **MUST** change the **Effective Enrollment date** to the first day of the new school year. Otherwise, enter the actual date the student started in class
- **Course Number** – leave blank
- **Period** – choose the appropriate period for the specials class, as follows:

ART for Art

CMP for Computer

DA for Dance

DR for Drama

EM for Educational Media

ESL for ESL

IM for Instrumental Music

PE for Physical Education

VM for Vocal Music

WL for World Language

Click the **Find** button

Now you will be on the **Available Courses** screen. Change the **Term** to the appropriate term for the class in which you wish to enroll the student.

For example: S1 for Semester 1

Effective Enrollment Date: 9/6/2011

Search Available Classes

Course Number: Period: PE Find

Available Courses

Mouse, Mickey: Frank: Pre-Registered

Filter By:

Period: PE Term: S1 Teacher: All

Day: All Grade: All Credit Type: All

Course: Show only classes with available seats: ☐

Enroll date: 9/6/2011

Crs.Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Emrc
ELPE024.123	Physical Education 4		PE(M-F)	S1	Cordaro, Doris	4	NCR	0.0	0

This will list ALL sections for the specials class and term you chose.

Find the class you wish to enroll the student in and click the blue link under Course Name. This will return you to the **Modify Schedule – Enrollments** page and the student will now be scheduled.

Method 2:

Using Quick Enroll

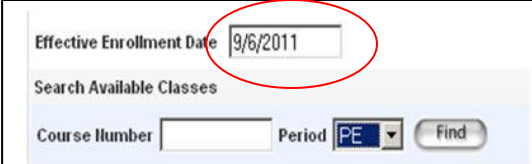
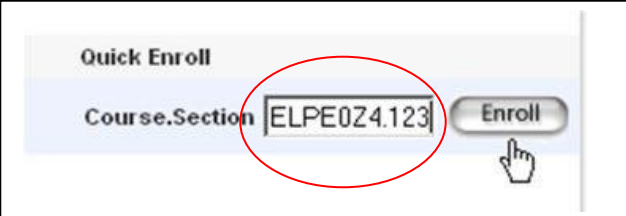
If you know the course number and section number of the class you wish to schedule the student into use the **Quick Enroll** section on the upper right side of the **Modify Schedule – Enrollments** screen.

In the upper left corner of the screen, enter: **Effective Enrollment Date**. If you are scheduling prior to the start of the school year, you **MUST** change the **Effective Enrollment date** to the first day of the new school year. Otherwise, enter the actual date the student started in class.

On the upper right side of the screen, under the **Quick Enroll** heading, enter **Course.Section**. Type in the course number followed by a period followed by the section number of the class and click the **Enroll** button.

For example: ELPE0Z.123

This will return you to the **Modify Schedule – Enrollments** page and the student will now be scheduled.

A screenshot of a web form. The 'Effective Enrollment Date' field is highlighted with a red circle and contains the text '9/6/2011'. Below it is a 'Search Available Classes' section with 'Course Number' and 'Period' dropdown menus, and a 'Find' button. The 'Period' dropdown is currently set to 'PE'.A screenshot of the 'Quick Enroll' section. The 'Course.Section' field is highlighted with a red circle and contains the text 'ELPE0Z4.123'. To the right of the field is an 'Enroll' button with a hand cursor icon pointing at it.

Dropping One Student's Class(es)

One class, multiple classes or all classes may be dropped from a student's schedule using the **Modify Schedule** student screen.

First find the student, then click on the Modify Schedule link under Scheduling on the left. Scroll down under Enrollments to see the student's current schedule.



To Drop One or More Classes, But Not All Classes

Check the box for the class(es) you wish to drop under the Drop column on the right. Click the **Drop Selected** button.

To Drop All Classes

Simply click the **Drop All** button. It is NOT necessary to check all the check boxes in the Drop column.



This will bring you to the **Drop Classes** screen, asking you to verify the class(es) you chose to drop and the **Exit Date**. The Exit Date by default is the current date. It should be the dates **AFTER** the last day the student attended the class.

Click **Drop Classes**.

You will then be returned to the Modify Schedule screen. If you scroll down under Enrollments you will see that the student's class(es) have been dropped from their schedule.



NOTE: If you plan on scheduling the student into the same course, make sure that the **Effective Enrollment Date** you choose is on or after the **Exit Date** you entered for the class you dropped. This will avoid creating an overlapping enrollment.

Mass Dropping Students From a Class

Many students or all students may be dropped from a class using the **Mass Drop** feature.

From the Start Page, click on **Teachers Schedules** under the Functions heading on the left. Choose the teacher from whose class you wish to drop students.

Click the **number** under the **Enrollment** column for the class from which you wish to drop students.

You will be brought to the **Class Roster** screen, listing all the students currently enrolled in the class.

To drop ALL the students from this class

Simply click the **first Drop from this Class** button under the **Use checked students to:** heading.

To drop Some but NOT ALL the students from this class

Uncheck the **Select All** check box at the top of the list of students. Check the boxes next to the name of the students whom you wish to drop.

Click the **first Drop from this Class** button under the **Use checked students to:** heading.

This will bring you to the **Drop Students Preview** page. The **Exit Date** defaults to the current date. If you wish to change the date click the Edit Date button. If it is possible that attendance for the exit date or any date after the exit date has already been entered into PowerSchool, click the **Clear Attendance on and after Exit Date** check box.

Verify that the students listed are indeed the students you wish to drop from the class. If they are NOT navigate away from the page by clicking the PowerSchool logo to avoid dropping the incorrect students. If the students listed ARE correct, click the **Drop Students** button at the bottom of the page.

Teacher Schedule - Branco, Mylene 087197

Expession	Term	Course #	Course	Sec	Room	Enrollment
HR(M-F)	Q 13	ELHR021	Homeroom 1	225	225	35
COR(M-F)	Q 13	EL03021	Science 1	225	225	35
COR(M-F)	Q 13	EL04021	Mathematics 1	225	225	35
COR(M-F)	Q 13	EL05021	21st Century Lit & Social Skills 1	225	225	35
COR(M-F)	Q 13	EL06021	English Language Arts 1	225	225	35
COR(M-F)	Q 13	EL07021	Social Studies 1	225	225	35
COR(M-F)	Q 13	EL08021	Health 1	225	225	35

Make all students listed above the current selection

1. ☒ Select All
 1. ☒ Select All
 1. ☒ Select All
 1. ☒ Select All
 1. ☒ Select All
 1. ☒ Select All

Use checked students to:

Modify Current Student Selection

Make Current Student Selection and Modify Class Enrollments

Use currently selected students to:

Drop from this Class

Class Roster: Exp. HR(M-F) Homeroom 1

Teacher: Branco, Mylene Course Section: ELHR021.225

☐ Select All

1. ☒ Acosta, Izabela
 1. ☐ Aguayza, Edgar Steven
 1. ☒ Alvarado, Krystal
 1. ☐ Alvarez, Emely Roxana
 1. ☒ Andrade, Diogo Storckmeio
 1. ☒ Barrios, Gabriela

Drop Students Preview for ELHR021.225 Homeroom 1

Exit Date: ☐ Clear Attendance on and after Exit Date

Note about this page: The exit date should be the day AFTER the last day the student was present in the school's day in class was 09/04/2012, then the exit date is 09/05/2012. This appears even if 09/04/2012 was the last day of the term, and even if school is not in session on 09/05/2012.

30 Students

Number	Name	Action
613333	Acosta, Izabela	Delete enrollment
602331	Aguayza, Edgar Steven	Delete enrollment
615427	Alvarado, Krystal	Delete enrollment

I&RS/504 Data Entry

Entering data and running reports for I&RS/504 students

Entering Data

Start Page>locate the student

Click on Custom Screen under **Information**

Click on 504 Data or I&RS Data

Be sure to select **Receives Services**

Enter the data for the student

Submit

PowerSchool

School: Andover

Term: 10/11 Year

Start Page > Student Selection > 504 Data

Start Login: 12/2/2010 10:1

504 Data

Full Name: Carter, Sarah S. 504 ID: 1001

Select: Receives Services

504 Data

Receives Services

504 Data 1

504 Data 2

504 Data 3

504 Data 4

504 Data 5

504 Data 6

504 Data 7

504 Data 8

504 Data 9

504 Data 10

504 Data 11

504 Data 12

504 Data 13

504 Data 14

504 Data 15

504 Data 16

504 Data 17

504 Data 18

504 Data 19

504 Data 20

504 Data 21

504 Data 22

504 Data 23

504 Data 24

504 Data 25

504 Data 26

504 Data 27

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504 Data 95

504 Data 96

504 Data 97

504 Data 98

504 Data 99

504 Data 100

Running Reports

Start Page

Click on **Reports** under **Functions**

Click on **NPS Reports**

Reports

System ReportWorks **NPS Reports**

Attendance	Description
Absentee	Single day period by period
Attendance Count	Multi-day period by period at
Class Attendance Audit	Section specific attendance r
Consecutive Absences	Report detailing consecutive
Student Attendance Audit	Roster report detailing atteni

Select either 504 or I&RS

The report will appear on the screen

NPS Custom Reports

System ReportWorks **NPS Reports**

Attendance	Description
Daily Attendance Report	Shows percentage of students who were
Report	Description
Discipline Report	Discipline Report
504 I&RS	Reports on 504 and I&RS
Course Requests by Student	All Course Requests for this school, or
Course Requests by Course	All Course Requests for this school, or
Special Ed	Description

Entering VEDS Data

This screen will be used to enter data for the students in CTE/VEDS Programs

On the start page, select the student for whom you need to enter CTE/VEDS information

From the side bar, under **Information**, select **Custom Screens**

From the side bar, select **VEDS Data**

The VEDS Data page will open

Enter the relevant information for the student.

The screenshot shows the 'VEDS Data' form in the PowerSchool interface. On the left is a sidebar with navigation links: Student Overview, Community Services, Counselor, Track Student Field, Track School Field, Track Order, SDA Data, Annual Data, Custom Service - Admin, Custom Service - Counselor, Number Data, SDA Data, Summer School Data, and a 'Custom Screens' section containing 'VEDS Data'. The main form area contains the following fields: Birth Date (10/1/80), Race (B), Gender (M), Disability (), Home Address (221 Twelfth Ave), City, State, Zip (Newark, NJ, 07102), VEDS Code (VEDS04E), CIP Code (), CIP Status (Select), Vocational Test Description (Select), Vocational Test Name (), Vocational Skill (Select), Current Intellectual/Cognitive Certificate (Select), Single Parent (Select), Senior HS/ALG Proficiency Level (Select), and Reason/Teacher Name for VEDS Code (Select).

Searching for Students with CTE/VEDS Data

On the start page, in the **Search Students** field, enter: **VOC_CIP_CODE#** and hit the enter key or the magnifying glass

If there are any students who have a CIP code entered on the VEDS page you will be taken to the student selection page with the list of students.

In the drop down under **Select a function for this group of students** select List Students or Quick Export

Select the fields you wish to see and click **Submit**

See Veds Fields below:

The screenshot shows the 'Search Students' page in the PowerSchool interface. The top right shows 'School: West Side High School' and 'Term: 10-11 Year'. The left sidebar has 'Functions' (Attendance, Daily Bulletin, Enrollment Summary, Master Schedule, Reports, Special Functions, Teacher Schedule) and 'Setup' (Personnel). The main area has a 'Search Students' section with a search bar containing 'VOC_CIP_CODE#' and a magnifying glass icon. Below the search bar are links for 'View Field List' and 'How to Search'. The 'Browse Students' section shows an alphabetical index (A-Z, 0-9, * F40) and a 'Current Selection (1)'.

VOC_CIP_CODE	
VOC_CIP_STATUS	
VOC_DISPLACED_HOMEMAKER	
VOC_EARN_INDUSTRY_CERT	
VOC_EXIT_STATUS	
VOC_HSPA_LAL_PROF	
VOC_HSPA_LAL_REASON	
VOC_HSPA_MATH_PROF	
VOC_HSPA_MATH_REASON	
VOC_POST_SEC_INSTITUTION	
VOC_PROGRAM_OF_STUDY	
VOC_PROGRAM_OF_STUDY_CC	
VOC_SKILL	
VOC_TEST_DEVELOPER	
VOC_TEST_NAME	

Entering Discipline

Entering Discipline for One Student

- 1 On the **Start Page**, Select the student for whom you need to enter discipline
- 2 From the side bar, under **Administration**, select **Log Entries**
- 3 From the **Log Entries** screen with the child's name on it, select **New**
- 4 Enter all data by either drop down menus or by typing on the **New Log Entry** page
- 5 Be mindful to enter the date of the **Incident** and the date of **Home Contact**. The system defaults to current date. The Discipline Report prints according to the Incident date.
- 6 Principal's name goes in the **Author** box, as only he/she should have access to this entry.
- 7 Click **Submit** to save.

New Log Entry
Student 10 355008 School

Log Type: Discipline
Subtype (optional for discipline): L1F Wearing Hats
Referred By: Referring Teacher
Log Entry Summary:
Log Entry Detail: Student refused to remove hat upon entering class

Consequence (Disposition): L10A - Verbal Reprimand Teacher/Admin
Duration (Days):
Consequence 2: L20A - Parent/Guardian Conference
Incident Date (MM/DD/YYYY): 11/01/2010
Incident Context: During School Hours
Incident Location: Classroom
Home Contact Date (MM/DD/YYYY): 11/01/2010

Date & Time: 11/12/2010 2:15 PM
Author: Principal

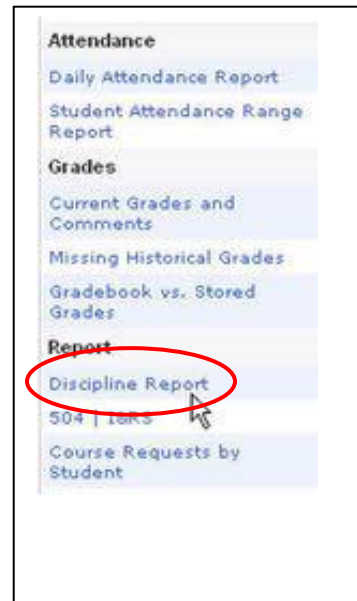
Running the Discipline Report

From the **Start Page**, select **Reports**

From the **Reports** page, select the **NPS Reports** tab



From the **NPS Custom Reports** page, under **Report**, select **Discipline Report**



Enter **Start Date** and **End Date** for the month of the report you wish to run using the format **MM/DD/YYYY**

Select **Submit**

Print report

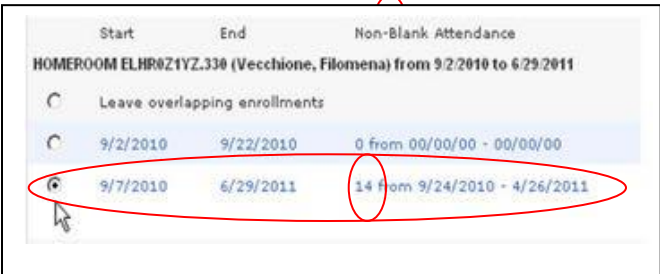
Fixing Overlapping Enrollments

If a student has overlapping enrollments, that student's grades will not be stored by PowerSchool. Therefore the student will not have a grade on their report card. Your school's SIS contact will store a selection of those students in your school who have overlapping enrollments. He or she will make this **Stored Selection** available to you.

Retrieving the List of Students

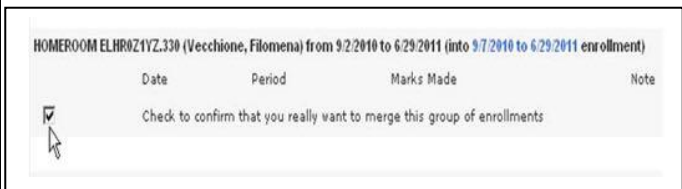
1. From the PowerSchool Start Page, under the Other Options heading, click on **Stored Selections**.
2. This will open to the **Stored Selections** page with a list of one or more stored selections at the bottom of the page. Find the stored selection created by your SIS contact, click on the **check box** to the left of its name and click on the **Go Functions** link to the right of its name.
3. This will open the **Group Functions** page with the number of students who have overlapping enrollments at the top of the page. Click on this number. This will open to a list of the students. Click on the first student's name. This will open to that student's **Clean Up Overlapping Section Enrollments** page.

4. This page may list one or more sets of classes in which the student has overlapping enrollments. If not, go to step 6. For each set of overlapping enrollments, choose the enrollment to keep by clicking that enrollment's option button. If the class is a Homeroom class, and one of the enrollments has Non-Blank Attendance, be sure to choose that enrollment. Click the **Next Step (Attendance)** button on the bottom right side of the page.



	Start	End	Non-Blank Attendance
HOMEROOM ELHR021YZ.330 (Vecchione, Filomena) from 9/2/2010 to 6/29/2011			
<input type="radio"/>	9/2/2010	9/22/2010	0 from 00/00/00 - 00/00/00
<input checked="" type="radio"/>	9/7/2010	6/29/2011	14 from 9/24/2010 - 4/26/2011

5. On the **Merge Attendance** page, check each check box to confirm that you really want to merge the overlapping enrollments. **Click Submit.**



HOMEROOM ELHR021YZ.330 (Vecchione, Filomena) from 9/2/2010 to 6/29/2011 (into 9/7/2010 to 6/29/2011 enrollment)

Date	Period	Marks Made	Note
Check to confirm that you really want to merge this group of enrollments			

6. On the left hand side of the screen scroll down, under the Enrollments heading, click on **All Enrollments**. Scroll to the bottom of the All Enrollments page. If this student still has overlapping enrollments you will see an error message in red on the bottom of the page. If not, you are done with that student. Go to step 10.



This student has multiple overlapping enrollments in a single section. This condition may cause system instability and is always incorrect. [Clean up overlapping enrollments.](#)

7. The student may have this error message because one or more of their **enrollments** have an **Exited** date before and **Entered** date. If so, click on the **Edit** link.

All Enrollments
Greene-Brown, Adrienne Lenore 2 601991 Sussx

Entered	Exited	Exp	Course	Teacher	View
9/8/2010	9/2/2010	ART(M,W)	Visual Arts	McCloud, Linda	View
9/8/2010	6/29/2011	CCS(M-F)	21st Century Life & Career Skills	Mendes, Adriana	View

8. On the **Edit Enrollment** page change either the **Exit Date** to match the **Enroll Date** or the **Enroll Date** to match the **Exit Date**. Click **Submit**.

Edit Enrollment Record
Greene-Brown, Adrienne Lenore 2 601991 Sussx

Student	Greene-Brown, Adrienne Len
Course	Visual Arts (ELAR02ZY2.210)
Teacher	McCloud, Linda
Expression	ART(M,W)
Enroll Date	9/8/2010
Exit Date	9/8/2010

9. On the left hand side of the screen scroll down, under the Enrollments heading, click on **All Enrollments**. Verify that the error at the bottom of the page is gone. If not, continue to check and correct each enrollment's dates until the error message is gone.



10. To go to the next student in the selection, scroll up on the left side of the screen, under the PowerSchool logo and click on the right arrow to the right of the number in parentheses.



Continue until all students' overlapping enrollments have been cleaned up.

Running School Enrollment Audit Report

The School Enrollment Audit Report lists discrepancies in students' school enrollments. Some of the errors may be in previous year school enrollments and some may be in the current year. Some may be fixed by the school and others can only be fixed by SIS.

Running the Report

1. From the PowerSchool Start Page, in the main menu on the left, under the Functions heading, click on **Reports**.
2. On the Reports page, scroll down under the Membership and Enrollment heading, and click on the **School Enrollment Audit Report**.
3. This will list all the students in your school who have a problem with one or more of their school enrollments. **Right-click** on the first **student's name**. This will open a shortcut menu. **Left-click** on **Open in New Tab**.
4. Click on that new tab labeled with the student's name. This will open a new tab in your Internet Explorer window to that student's All Enrollments page. This will enable you to still have access to the list of students on the **Possible Conflicts** tab.



Membership and Enrollment	Description
ADA/ADM by Date	Attendance and membership summary report by date.
ADA/ADM by Student	Attendance and membership summary report by student.
ADA/ADM by Minute	Attendance and membership summary report by minute.
Aggregate Membership Audit	Membership audit by section.
Class Size Reduction Report	Daily enrollment numbers by section.
Enrollment by Grade	Summary of student enrollment by grade level.
Enrollment by Section	Membership summary report by section.
Enrollment Summary by Date	Membership summary report by date.
Voc. Courses App. Membership	Membership summary of vocational courses.
<u>School Enrollment Audit</u>	A report of possible school enrollment errors.
Section Enrollment Audit	A report of possible section enrollment errors.

Students with enrollment date overlap:

• Agodomou, Anif	Student Number: 587512	Grade: -1
• Ali, DeSe		Grade: -1
• Banks, C		Grade: 2
• Barner, I		Grade: 3
• Barner, T		Grade: -2
• Beard-B		Grade: -1
• Boykin, J		Grade: -1
• Brinson, J		Grade: -1
• Brown, K		Grade: -1



5. On the left hand side of the screen scroll down, under the Enrollments heading, click on **Transfer Info**. This is the page that contains the one or more errors in the student's school enrollments. Some of these errors the school can fix (typically errors in the current school year), others have to be referred to SIS (typically errors in prior school years). Following are examples of errors that **CAN** be fixed by the school.

Fixing Error Type 1: Exit Date is BEFORE the Entry Date

6. This child has an enrollment in the **current school year** where the **Exit Date** is BEFORE the **Entry Date**! Most likely this student never appeared at that school. Even though the error is with an enrollment that may not be at your school, the student is showing up on your report because they are now an active student at your school.

7. Click on the **Entry Date** for the enrollment with the error. This will open the **Edit Previous Enrollment** screen. Change the Exit Date to match the Entry Date. And make sure to choose **Full Time Students** in the **Full Time Equivalency** field. Click **Submit**.

8. If the student only had one error you are done with that student and you can click the **X** on the tab to close the tab.

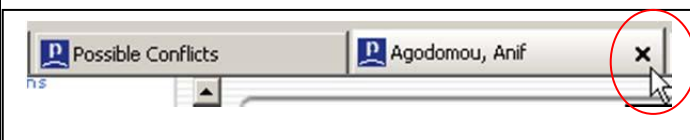


Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment		School
9/6/2011 R2	6/26/2012	5				South St

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment		School
9/6/2011 R1	9/5/2011 T2	5				Dayton
10/6/2010 R4	6/29/2011 T1	4		Promoted in Same School		Dayton

Edit Previous Enrollment
Mosse, Janyiah Latavia S. SS1265 South St

Entry Date	9/6/2011
Entry Code	R1 (Re-entry from within the same school)
Entry Comment	
Exit Date	9/6/2011
Exit Code	T2 (Transfer to another school in district)
Exit Comment	
Full-Time Equivalency	Full Time Student



9. When you are done with a student you can go to the next student by clicking on the **Possible Conflicts** tab. This brings you back to the list of students. Now right-click on the next student's name, then follow the instructions in Steps 3, 4, and 5 above.



Fixing Error Type 2: Overlapping School Enrollments

10. According to this screen, the student has a **Previous Enrollment** at Alexander St. School with an **Entry Date** of 9/2/2010 and an **Exit Date** of 9/23/2010. The student's **Current Enrollment** at Speedway School shows an **Entry Date** of 9/2/2010 with an **Exit Date** of 6/29/2011. It is NOT possible for the student to be in both Speedway School and Alexander St. School at the same time! Either the Exit Date from Alexander St. School or the Entry Date at Speedway School is incorrect. Investigate which is correct and fix the other as follows:

Transfer Information

Bamer, Da'Najah A. 2 563783 Speedway

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
9/2/2010 R2	6/29/2011	2			Speedway Sc	
Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
9/2/2010 R1	9/23/2010 T2	2		TRANSFERRED OUT	Alexander St	
9/26/2009 R2	11/1/2009 T1	1		Special Status: 01 TeacherID: 23 TransYear: 09	Alexander St	
10/19/2004 E1	10/12/2004 01	-1		Special Status: P4 TeacherID: 239 TransYear: 06	Thirteenth Avenue	

11. If the Entry Date at Speedway is incorrect, click on the **Entry Date** for that **Current Enrollment**. This will open the **Edit Current Enrollment** screen. Change the **Entry Date** to a date **ON OR AFTER** the **Exit Date** at Alexander St. School. And make sure to choose **Full Time Students** in the **Full Time Equivalency** field. Click **Submit**.

Edit Current Enrollment

Bamer, Da'Najah A. 2 563783 Speedway

Entry Date	9/23/2010
Entry Code	R2 (Re-entry from public school in district)
Entry Comment (entry & exit)	
Exit Date	6/29/2011
Exit Code	
Exit Comment	
Full-Time Equivalency	Full Time Students

12. If the **Exit Date** at Alexander St. School is incorrect, click on the **Entry Date** for that **Previous Enrollment**. This will open the **Edit Previous Enrollment** screen. Change the Exit Date to be a date **ON OR BEFORE** the **Entry Date** of the **Current Enrollment** at Speedway School. And make sure to choose **Full Time Students** in the **Full Time Equivalency** field. Click **Submit**.

Edit Previous Enrollment
Barner, Da'Najah A. 2 563783 Spdway

Entry Date: 9/2/2010
Entry Code: R1 (Re-entry from within the same school)
Entry Comment:
Exit Date: 9/2/2010
Exit Code: T2 (Transfer to another school in district)
Exit Comment: TRANSFERRED OUT
Full-Time Equivalency: Full Time Students

Fixing Error Type 3: Duplicate First Enrollments

13. Some students have two enrollments at the bottom of their **Transfer Info** page which are almost exactly the same. The **Entry** and **Exit Dates** are exactly the same; the **School** is exactly the same. But the **Code** for one enrollment is **E1** and for the other is **R1**. The enrollment with the **R1 Code** is incorrect and should be deleted. This is the **ONLY** situation when an enrollment should be deleted, i.e., when all the information is exactly the same except for the Code.

14. Click on the **Entry Date** for the enrollment with the **R1 Code**. This will open the **Edit Previous Enrollment** screen. Scroll to the bottom and click the **Delete** button.

Note: There is no warning before it is deleted and once deleted it cannot be retrieved, so **BE VERY SURE** that you are deleting a **DUPLICATE** enrollment.

Current Enrollment

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School
9/2/2010 / R1	6/29/2011 /	8			Spdway

Previous Enrollments

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School
9/2/2009 / R2	7/1/2010 / T1	7		Special Status: 07 TeacherID: 189 TransYear: 09	Spdway
9/3/2009 / R1	9/3/2009 / T2	7		Special Status: 07 TeacherID: 189 TransYear: 09	Cleveland
9/9/2008 / R1	7/1/2009 / T1	6		Special Status: 06 TeacherID: 253 TransYear: 08	Cleveland
9/9/2007 / R1	7/1/2008 / T1	5		Special Status: 05 TeacherID: 210 TransYear: 07	Cleveland
9/9/2006 / R1	6/30/2007 / T1	4		Special Status: 15 TeacherID: 245 TransYear: 06	Cleveland
9/7/2006 / R1	9/7/2006 / T2	4		Special Status: 04 TeacherID: TransYear: 06	Burnet Stree
2/14/2006 / R1	7/1/2006 / T2	3		Special Status: 03 TeacherID: 176 TransYear: 05	Closed Scho
9/9/2005 / R1	2/11/2006 / T2	3		Special Status: 03 TeacherID: 146 TransYear: 05	Burnet Stree
9/9/2004 / R1	7/1/2005 / T1	3		Special Status: 03 TeacherID: 146 TransYear: 04	Burnet Stree
9/9/2003 / R1	7/1/2004 / T1	2		Special Status: 02 TeacherID: 157 TransYear: 03	Burnet Stree
9/9/2002 / R1	6/29/2003 / T1	1		Special Status: 02 TeacherID: 156 TransYear: 02	Burnet Stree
9/11/2002 / R1	9/1/2002 / T1	0		Special Status: X TeacherID: 158 TransYear: 01	Burnet Stree
9/11/2002 / R1	7/1/2002 / T1	0		Special Status: X TeacherID: 158 TransYear: 01	Burnet Stree

Remember that a student may have more than one error on their **Transfer Info** screen. So after fixing one error, be sure to check that you have fixed all the possible errors listed above. After fixing **all errors** for **all students** on the report, run the report again. If students are still listed on the report, errors may exist that can only be fixed by SIS. One possible type of error that schools cannot fix is shown below.

Previous Enrollment with a Date of All Zeroes. Call SIS.

15. Some students have one or more **Previous Enrollment(s)** with an **Exit Date** of **00/00/00**. If this enrollment is for a prior year, you cannot fix it. You must **call SIS** to fix this error.

Transfer Information
Porter, Sabour 3 570377 Success

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
10/26/2010 R2	6/29/2011	3	Transferred from Dr. E. Alma Flagg		Success Area	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
8/3/2010 R1	10/20/2010 T2	3			Dr. E. Alma Flagg	
8/3/2009 R1	6/26/2010 T1	3		Special Status: 02 TeacherID: 215 Transferee: 09	Dr. E. Alma Flagg	
8/9/2009 R1	7/1/2009 T1	1		Special Status: 04 TeacherID: 177 Transferee: 08	Dr. E. Alma Flagg	
8/6/2007 R1	8/13/2007 T2	0		Special Status: 6 TeacherID: 215 Transferee: 07	Thirteenth Avenue	
8/17/2007 R1	00/00/00 T2	0		Special Status: 6 TeacherID: 215 Transferee: 07	Dr. E. Alma Flagg	

Running Section Enrollment Audit Report

The Section Enrollment Audit Report lists discrepancies in course date misalignments with school enrollments.

Running the Report

1. From the PowerSchool Start Page, in the main menu on the left, under the Functions heading, click on **Reports**.
2. On the Reports page, scroll down under the Membership and Enrollment heading, and click on the **Section Enrollment Audit Report**.
3. This will list all the students in your school who have a problem with one or more of their section enrollments.
4. It will list the students name, ID#, Grade, enter date into the school, leave date(end of year), then the section(s) that has the discrepancy.
5. In the example to the right the student was enrolled into the school on 9-7-10 and then enrolled into a section on 9-2-10. That is a conflict and must be corrected.
6. You will have to **verify** the correct entry date into the school as well as into the sections and make the corrections either to the enter date on the **Transfer Info page** or edit the date on the **All Enrollments** page for the sections.



Adams, Kylan Student Number: 603766 Grade: -1 E: 9/7/2010 L: 6/29/2011 HOMEROOM E: 9/2/2010 L: 6/29/2011

Start Page > Student Selection > All Enrollments (Last L)

All Enrollments					
Adams, Kylan	-1	603766	Boyle		
Entered	Exited	Exp	Course	Teacher	
9/2/2010	6/29/2011	HR(M-F)	HOMEROOM	Mateen, Penn	

7. **Right-click** on the first **student's name**. This will open a shortcut menu. **Left-click** on **Open in New Tab**.

8. Click on that new tab labeled with the student's name. This will open a new tab in your Internet Explorer window to that student's **All Enrollments** page. This will enable you to still have access to the list of students on the **Possible Conflicts** tab.

9. If the correction has to be made to the section, stay on the **All Enrollments** page. Click on Edit and make the necessary changes to the start and/or date.

10. If the correction has to be made to the entry date into the school, go to the **Transfer Info** Page and edit the entry date into the school.

You must be aware that the changes you are making do not cause other overlapping or misaligned enrollment dates.

Edit Enrollment Record
Adams, Kylan - 600766 Boy/Girl

Student	Adams, Kylan
Course	HOMEROOM (ELHR021Y2.1410)
Teacher	Mateen, Penny
Expression	HS (H-F)
Enroll Date	9/2/2010
Exit Date	6/23/2011
Teacher Comment	

Conducting Searches

Any work with student records always begins with a search. You must tell PowerSchool which records to retrieve to work with an individual student record or a group of students

Finding Individual Students:

Click on **PowerSchool** in the top left corner of the screen to return to the **Home Page**

In the **Search Students** field, type the first few letters of the student's last name and hit the Enter key. A list of matches will appear. Select the desired student. **Or**,

Type in the student number of the desired student. **Or**,

Use **Browse Students** quick links to find the student by selecting the first letter of their last name or their grade level, and then click the name of the desired student from the list that appears.

Finding Groups of Students:

Use the **Browse Students** quick links to find students based on last name, grade, or gender.

To find students based upon other commonalities, click **View Field List** and select the desired field in which to compare data. Type in a field comparator and a value to complete the search.

See **Structure of a Search Command** (below) for further details

PowerSchool Field List

235 SCH_REVIEW_DATE_3	235 Fee_Exemption_Status	438 NU_PD_TB
236 SCH_REVIEW_DATE_3	236 Field_Name	439 NU_PD_TestFormat
237 SCH_REVIEW_OUTCOME_3	237 FTSO	440 NU_PD_Tot
238 SCH_REVIEW_OUTCOME_3	238 FullTimeEmp_Reason	441 NU_PTC_Code
239 SCH_REVIEW_OUTCOME_3	239 Gender	442 NU_Personal
240 SCH_RFA_DATE_1	240 Grades	443 NU_RaceEthnic
241 SCH_RFA_DATE_3	241 IDEntryYear	444 NU_RaceHispanic
242 SCH_RFA_DATE_3	242 Grad_Sch_DEB	445 NU_RacePacific
243 T01_Out_Old_School	243 Grad_Sch_City	446 NU_RaceWhite
244 T01_SSC_School_Name	244 Grad_Sch_Par	447 NU_ResidentMunicipalCode
245 T01_Charter_School_Name	245 Grad_Sch_Name	448 NU_SCHOOL_CODE_RESIDENT
246 T01_Ext_Language_Program	246 Grad_Sch_Place	449 NU_SchoolCodeHousing
247 T01_Ext_Math_Program	247 Grad_Sch_State	450 NU_SchoolCodeRecovery
248 T01_Ext_Reading_Program	248 Grad_Sch_School	451 NU_SchoolCodeRetention
249 T01_Ext_Language_Program	249 Grad_Sch_Type	452 NU_SF_ConsentComponentDate
250 T01_Ext_Reli_Program	250 Grade_Level	453 NU_SF_Justification
251 T01_Ext_Science_Program	251 Grad_School	454 NU_SF_Justification

Structure of a Search Command**Field_Name Operator Value**

Note: If the Operator is a symbol (=, <, >, <=, >=, #) you must NOT put spaces on either side of the Operator. If the Operator is a word (**In**, **Contains**, **!contain**) you MUST put spaces on either side of the Operator. See the Examples below.

Operators to use in search commands to **compare** a value to what you're looking for:

Operator	Means	Does	Example
=	Equals	Finds exact match	First_name=jamaal
<	Is Less Than	Finds all matches smaller than the value you enter	Grade_level<11
>	Is Greater Than	Finds all matches greater than the value you enter	Grade_level>3
<=	Is less than or equal to	Finds all matches less than or equal to the value you enter	Grade_level<=10
>=	Is greater than or equal to	Finds all matches greater than or equal to the value you enter	Last_Name>=S
#	Does not equal	Finds everything that doesn't match what you entered	LEP# Students who do not have a blank LEP code
In	One of these values is present in the field	Finds all matches that contain one of the items you entered	Last_name in yang,holt
Contains	Value is contained in the field	Finds all matches where what you're looking for is anywhere in the field	Street contains maple
!contain	Value not contained in the field	Excludes matches to what you typed	Street !contain maple
@	Wildcard	Fills in unknown information in the search	last_name=@ski (Finds any student whose last name ends with "ski" such as Kowalski)

Common Search Fields:

Field	Description
last_name	Last Name
first_name	First Name
special_education	Special Ed Classification
ethnicity	Ethnicity
lunchstatus	Lunch Application Status
dob	Date of Birth

Compound Searches

Combine two or more searches into one. Use multiple search commands simultaneously. Separate the search commands with a semicolon (;), which means “and.”

Example:

special_education#;grade_level=4

(Finds students with a classification who are in Grade 4)

Useful Search Commands:

Command	Use
alert_medical#	Find students with medical alerts
mother contains -	Finds mothers who have hyphenated names

Search Prefixes

Use a prefix to broaden your search:

Prefix	Does	Example
/	Include inactive students in search	/last_name=Ramirez Selects all students with last name Ramirez, including inactive students
&	Search within the results of a selection you've been working with	Initial Student Selection: grade_level=9 Additional Selection: &*birthday=today Selects grade 9 student whose birthday is today
+	Add results of a new search to previous search	Initial Student Selection: football# Additional Selection: band# Selects students that are on the football team and adds to them the students who are in the band

Search Codes

Use Search Codes in the first part of a search command, in place of the Field Name.

Search Code	Example
*birthday	*birthday=today *birthday=4/1 *birthday>=4/1 *birthday<=4/30 Finds students whose birthday is today, on a certain date, or within a specific range
*as_of	*as_of=10/31/2007 Finds students who were active on the specified date
*not_enrolled_in_period	*not_enrolled_in_period=4 Finds students who are not enrolled in a course for the specified period
*enrolled_in	*enrolled_in=EN10112YZ *enrolled_in= EN10112YZ.104 Finds students who are currently enrolled in a specified course or section
*not_enrolled_in	*not_enrolled_in=SC10211YZ Finds students who are currently not enrolled in the specified course
*has_completed_course	*has_completed_course=MA10211YZ Finds students who have at least one historical grade entry for the specified course
*has_not_completed	*has_not_completed=WL10111YZ Finds students who do not have any historical grade entries for the specified course
*cumulative_credit_hours	*cumulative_credit_hours=12 *cumulative_credit_hours<15 Finds students with the specified number of credit hours
*special_program	*special_program=resource Finds students who are enrolled in the specified special program

Store a Search

Create a stored search when you know you're going to run the same set of search commands routinely.



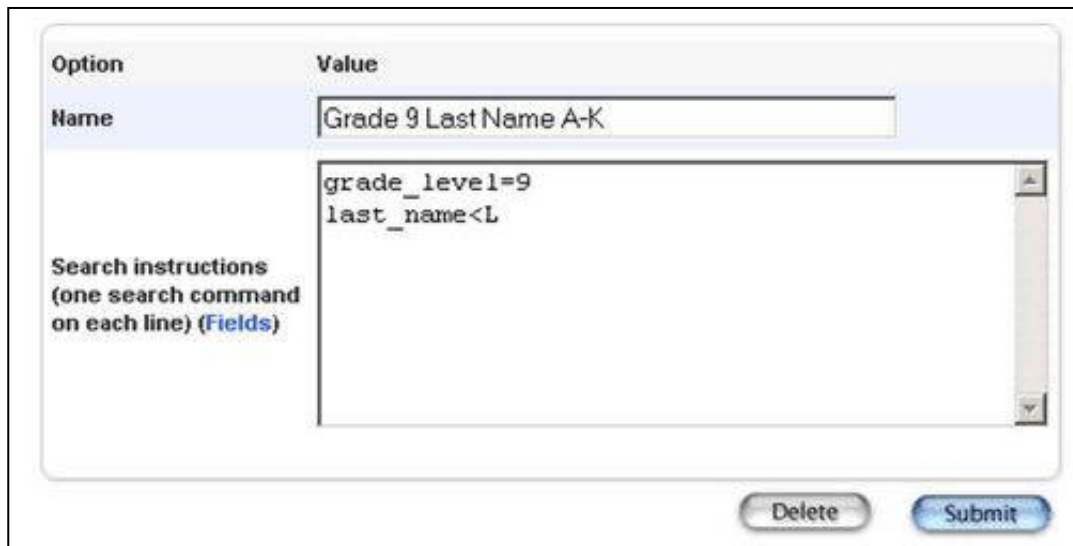
On the **Start Page**, click **Stored Searches**

Click **New**

Give the search a descriptive Name

In the Search instructions box, enter the search commands, one per line

If you are saving a compound search, enter one command per line without the semicolon

A screenshot of a web form titled 'Store a Search'. The form has two main sections: 'Option' and 'Value'. The 'Option' section has a label 'Name' and a text input field containing 'Grade 9 Last Name A-K'. The 'Value' section has a label 'Search instructions (one search command on each line) (Fields)' and a text area containing 'grade_level=9' and 'last_name<L'. At the bottom of the form are two buttons: 'Delete' and 'Submit'.

Click **Submit**

Use Existing Searches to Create a New Stored Search

To create a stored search that is similar to another stored search

On the start page, under **Other Options**, click **Stored Searches**. The Stored Searches page appears

CLICK on the name of the stored Search that is similar to the one you want to create.

Copy the command string.

On the start page, under **Other Options**, click **Stored Searches**. The Stored Searches page appears.

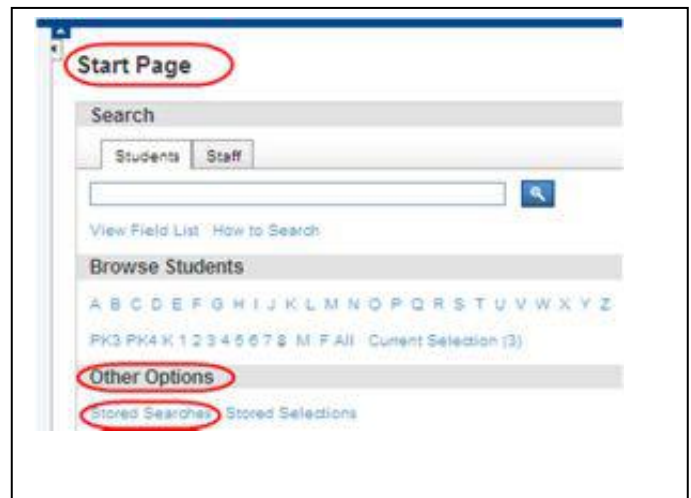
Click **New**

Paste the copied command string into the Search Instructions box.

Make the necessary changes or additions to the command string for the new group.

Give it a name in the Name field.

Click **Submit**. The Stored Searches page displays the new stored search



Running Existing Stored Searches

On the start page, under the heading of “Stored Searches” you will find a variety of commonly used queries. A few are described below.

Searching for Students with no Homeroom Assigned

On the start page, click on **Stored Searches** under **Other Options**

Locate:

Elem-not enrolled in homeroom classes

or

Secondary-not enrolled in homeroom classes

Click on **Run Search**

The group functions page will open

Click on the number next to current student selection to see the list of names.

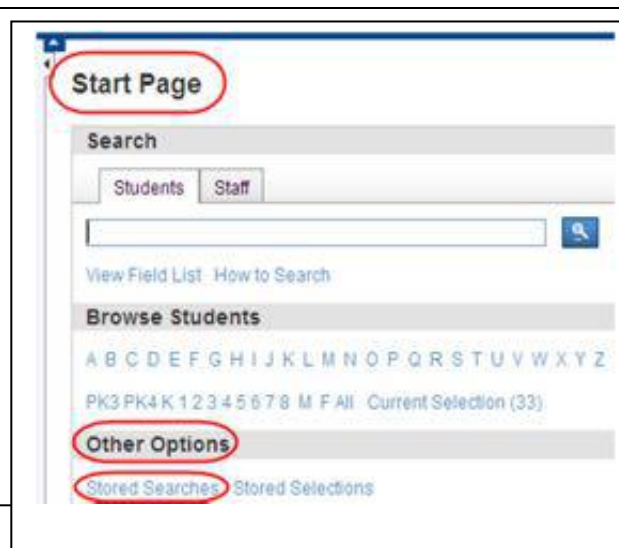
Or

Select a function from the Group Function List

All other Stored Searches work the same way.

Please be sure the search is doing as you expect. It is an easy mistake to change the criteria and forget to change the name.

Validate your queries.



Name of Stored Search		Perform Search Now
Lunch Applications		Run Search
Elem Regular Ed Students + 13 classes		Run Search
Elem Special Ed Students + 13 Classes		Run Search
Elem-not enrolled in homeroom classes		Run Search
Secondary - not Enrolled in Homeroom Classes		Run Search
120 Student age		Run Search
Gender		Run Search

Group Functions	
Function	Description
Attendance Change	Changes attendance records for abs or tardy slips for currently selected students.
Basic Address Validation	Perform basic address validation.
Batch Records Validation	Perform batch records validation.
Current Student Selection	Shows student pages for currently selected students.
Current Student Summary	Reports grade and already completed for currently selected students.
Exporting Templates	Creates a template to export data on currently selected students.
Print Functions	Performing the functions.
Student Plan Selection	Shows the student plans for the selected students.
Student Progress Report	Creates a cumulative graduation progress report for the selected students in their selected plans.
Student Progress Summary	Views summary of graduation plan progress against specified requirements of a user-selected plan.
Student Assignment	Assigns sign-in, lunch, and other records for currently selected students.
Attendance Compliance	Searches students by attendance compliance, exceptions, and class.
Student Records	Lists student records which are brought due to course prerequisites.
LDAP Directory Synchronization	Synchronize PowerSchool Sign-in data with an LDAP directory server.
List Students	Prints a quick list of currently selected students.

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

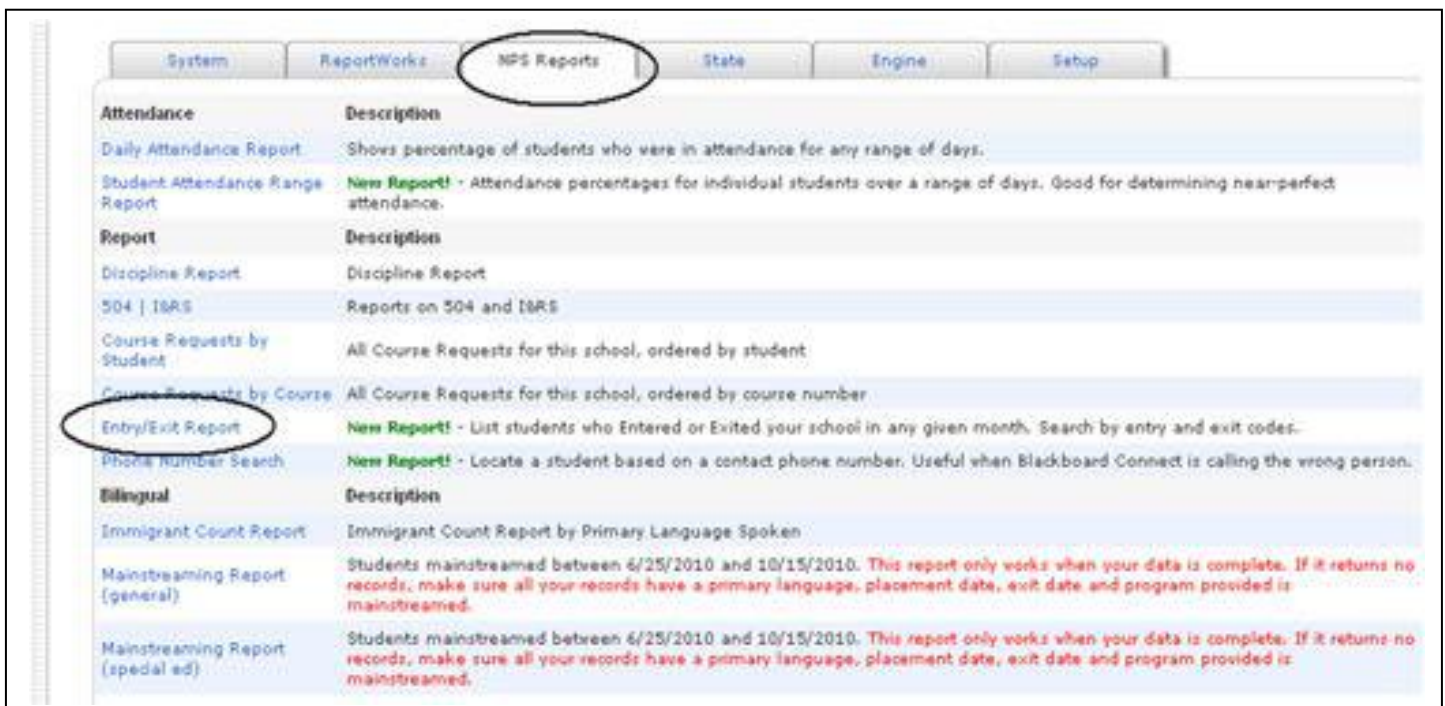
Matches: (3)

(051)	(02/10/02) (5) Dora, Sherry
(050)	(06/08/00) (K) Santana, Reynald
(051)	(11/07/05) (1) Tyzer, Rige

Select a function for this group of students:

Entry/Exit Report

Start Page>Reports>NPS Reports Tab>Entry/Exit Report



Gives list of students with enter/exit dates. (gain/loss report)

When you click on the Entry/Exit Report it will automatically produce a list of students who enrolled in the current month.

You can change the options by selecting from the drop down menus.

STATUS: Enrolled, Exited, Enrolled or Exited MONTH: select the month from the drop list

Start Page > Custom Reports > Enrolled At Avon Avenue In March of the 2010-2011 School Year

Enrolled At Avon Avenue In March of the 2010-2011 School Year

Choose Enrolled or Exited from the options below and click on Create

Status: Month: Segment: (Segment overrides Month)

Entry Code: Exit Code:

Ignore the Segment droplist

Student	Grade Level	Home Room	Entry Code	Entry Comment	Date Entered	Date Exited	Current School	Current Status
1. Beard, Jaquan Tarrell	6		(R2) Re-entry from public school in district		3/3/2011	6/25/2011	Avon Avenue	Active
2. Smith, Quamir	7		(R11) Re-entry after requesting transfer		3/3/2011	6/25/2011	Avon Avenue	Active
3. Green, Kylee	7		(R4) Re-entry from public school in state		3/14/2011	6/25/2011	Avon Avenue	Active
4.	(R21) Re-entry from public school	

Phone Number Search

Start Page>Reports>NPS Reports Tab>Phone Number Search

Good report to use if calls are going out through Blackboard to parents that do not have children attending NPS schools.



When the interface opens enter the phone number in the fields provided. Enter 3 digits in the first field, 3 digits in the second field and 4 digits in the third field. IF you only have partials you can

Start Page > Reports > Run Reports > Discipline Report

Phone Number Search

Phone Number () -

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enter that too. (Ex. You may not have the area code) Click Submit.

The results can take a while to load. The report will list all the student fields that contain the number you entered. These fields are located on the enrollment page for editing if necessary.