WISD

# PowerSchool Training

YCS

sgabriel
3/5/2014

# Contents

NOTES:

**YPSILANTI**
COMMUNITY SCHOOLS

# New Student Enrollment Checklist

School _____

Name of Student _____  Grade _____

**Required Forms:**

_____ Student Enrollment Forms (Student & Parent/ Guardian)

_____ Release Request -Permission for publication of Student Photographs/Audio

_____ Rights & Privacy Act  (FERPA) (Notice for Directory)

_____ Request for Educational Records

_____ Acceptable Use Policy

_____ Emergency Contact

**Required if applicable:**

_____ Health Information Survey (if applicable)

_____ Free & Reduced Lunch Family Application  (if Applicable)

_____ Affirmation of Prior Discipline Record (School of Choice only)

_____ Home Language Survey (if applicable)

_____ Special Education Survey (if applicable)

_____ Student Residency Questionnaire

_____ Military Information (if applicable)

**Required Documents:**

_____ Original Birth Certificate (with raised seal), student passport or visa

_____ Official Immunization records          _____ Immunization Waiver Form

_____ Address of the school your student last attended

_____ Driver's License of parent/legal guardian, passport or visa

_____ Proof of residency

    The following documents are required to prove residency:

      ___ Homeowner: Purchase agreement, closing papers or deed

      ___ Renter: Current lease/rental agreement

      ___ Property tax statement

_____ Certified copies of court orders or placement  paper, if applicable (i.e.,  Appointment of legal guardianship, divorce decree, etc.)

**AND:**

___ Two different  current utility bills: Gas, Electric, Cable TV, Land line phone bill with name of the person en rolling the student or written up confirmation from the company

OR

___ Moving Company invoice or truck rental receipt validating address

**Requirements for non-traditional living arrangements (if applicable)**

___ Notarized Affidavit of Residency          ___ Notarized Affidavit of Guardianship

## Opening Screen:

When you sign into PowerSchool, your login name determines how PowerSchool acts for you: the school(s) you can see, the screens you see and whether you can change data or only view it. Thus YOUR tools may not be the same as someone else's tools, and those are determined by your job title and needs.
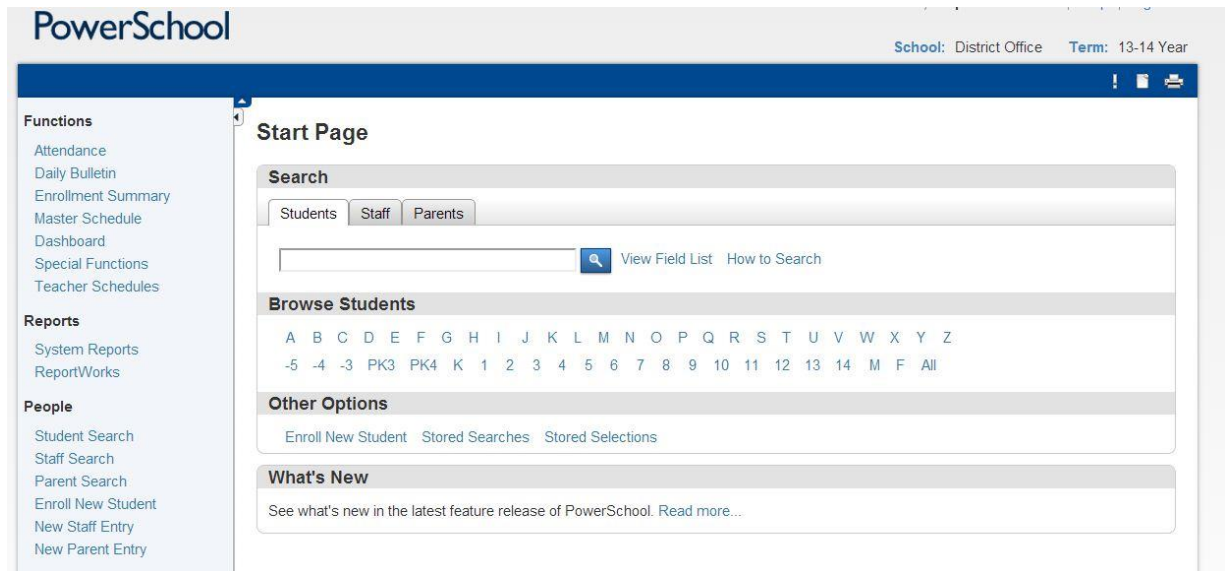


## Navigation Bar

At the top of the opening screen is your default school. If you have access to multiple schools, clicking the blue word "School" will display a list of available schools. This is the pattern of PowerSchool. Blue text indicates click-able links. Black text is informational.

Below the school indicator is the term indicator. Click the Term link to change the time- frame. Other processes are dependent upon the term displayed.

At the right edge of the navigation bar are the help button ⓘ , a logout button and the report queue indicator ▯. While help and logout are self-explanatory, it is nice to know that the report queue indicator will access the screen tracking your reports.

## Menu

The menu runs up the left side of the start screen. There are 2 menus that display in this area. One displays when students are selected, the other if no selection has been made.

## Personalize / Smart Search:

### Personalize - Interface

| | |
|---|---|
| **Enable task navigator** | ☑ |
| | |
| **Smart Search Options** | |
| Enable Smart Search | ☑ |
| Include Inactive Student/Staff Results | ☑ |
| | Submit |

## To use Smart Search:

**1** Enable Smart Search

| Enable task navigator | ☐ |
|---|---|
| **Smart Search Options** | |
| Enable Smart Search | ☑ |
| Include Inactive Student/Staff Results | ☑ |

Submit

**2** Enter a search command

[                    ] 🔍

- field name
- student name
- staff name
- stored search

**3** Select the student

[ te ] 🔍

- Teoresonski, Amanda B
- Tennis
- Team
- tennis
- TeacherGroupID
- teacher_section
- teacher_pw

## Simple Searches

### Simple Searches:

- ○ Search by student's First Name
  - • first_name=elizabeth

  ---

- ○ Search by street
  - ○ Street contains Washtenaw
  - ○ This will give you a list of students living on Washtenaw Street.

  ---

- ○ Search all inactive and active male students with grade_level of 8.
  - ○ /grade_level=8;gender=m

| Comparator | Meaning |
|---|---|
| = | equals |
| < | is less than |
| > | is greater than |
| <= | is less than or equal to |
| >= | is greater than or equal to |
| # | does not equal |
| in | is [field] present in the search argument? |
| contains | is the search argument contained in the [field]? |
| !contain | is the search argument not contained in the [field]? |
| @ | wildcard |

## More Searches

Selecting one or more students is the beginning of many processes. The more comfortable you are with locating students, the easier many jobs will be. To see a list of all 3rd graders, click the 3 under **Browse Students.** Clicking a letter will offer a list of all students whose last names begin with that letter. For more targeted searches, use the search box where you can enter your search string.

*Note: A new feature, called "Smart Search" highlights the first matching student, as you type in the search string. You may display 5 students as you type Johns – and the first one is selected. Pressing Enter will select the single student. Clicking the magnifying glass will select the matching group. If you prefer working without "Smart Search," it may be disabled: Start Screen > Personalize > Interface . . . uncheck "Smart Search"*

| Type this | Locates this |
|---|---|
| Johnson | Johnson, Thomas<br>Johnson, Walter |
| Johnson, W | Johnson, Walter |
| Joh<br>*When entering just the name, PS will match as much as you type.* | Johns, Andrea<br>Johnson, Thomas<br>Johnson, Walter |

| Last_name=Kennedy | Kennedy, Brenda<br>Kennedy, Oscar |
|---|---|
| Last_name=Ken@<br>*The @ acts as a wildcard* | Kennedy, Brenda<br>Kennedy, Oscar<br>Kensington, Jason |
| Last_name = @son | Johnson, Walter<br>Anderson, Cynthia<br>Wilson, Seth |
| First_name=Alexandra | Martin, Alexandra |
| First_name=@lex@<br>or<br>First_name contains lex | Martin, Alexandra<br>Norris, Lexis<br>Peterson, Alexander Bartholomew |
| Last_name=@son;grade_level=4 | Finds 4th graders whose names end in son |
| ID_KSchedcode = 1 | AM Kindergarten students |
| ID_KSchedcode = 2 | PM Kindergarten  students |

Note: **Searches find only *active* students**.  To include inactive students, preface the search string with /.  Example: /Last_name = Kennedy.  To find *only inactive students* try this:  /Last_name  Kennedy; enroll_status #0

Below the search box are two links: <u>View Field List</u> and <u>How to Search</u>.  These give you summaries of field names and the symbols used in searching.  Below are examples of the some of the fields you might need.

**Field Names**

| | | | |
|---|---|---|---|
| DOB | Father | Grade_Level | LastFirst |
| Enroll_status | First_Name | Home_Room | Mail_Street |
| | | Last_Name | Mother |

**Search Students**

first_name = Alexis

View Field List   How to Search

| | |
|---|---|
| Ethnicity | Gender |

| | |
|---|---|
| = | Equals |
| < | Less than |
| > | Greater than |
| >= | Greater than or equal to |
| <= | Less than or equal to |

| | |
|---|---|
| # | Does not equal |
| Contains | Contains |
| !contain | Does not contain |
| In | Is part of the group.  Example:<br>*Last_name in Wilson,Weaver,Walsh* |
| @ | Wildcard |

**Search symbols**

Example:

*The complete list of fieldnames is available by clicking the link below the search box. When the list is displayed, clicking on one of the field names will insert it into the search box where you can complete your search criteria.*

**Multiple search criteria, semi-colon separated:**

Examples:    First_name=Janice; grade_level=3
Entrydate>9/15/09; DOB =
(finds students entered after 9/15/2009 and have nothing in Date of Birth)

**Advanced**
**Searches**
(note that Calculated searches begin with *)

| Search example | Should find |
|---|---|
| *as_of = 11/15/06 | Students who were active on that date |
| *not_enrolled_in_period = 0 | Students who had no zero period |
| **Elementary schools** can use this technique also.  Elementary Schools AM Attendance is considered Period 1, PM Attendance is Period 2 and the Core subjects are Period 3.  So – the search string of<br><br> *not_enrolled_in_period = 1** should find everyone who is not enrolled in AM attendance and should be only the afternoon Kindergarten students.<br><br> *not**_enrolled_**in_period = 3** should get any student who is not enrolled in a core course. | |
| *enrolled_in = LA20542<br><br>*enrolled_in = 2034010000.110 | Students enrolled in that particular course or in the specified section of that course |
| *has_completed_course= LA20542 | Students who have completed this course. Remember that with course number changes, this search may produce an incomplete list.. And while this *says* *has completed, it includes current classes, if there are stored grades for that class. |
| *cumulative_credit_hours>10 | Students with more than 10 credits |
| *number_of_classes=6<br><br>*number_of_classes>5 | Students who are currently enrolled in 6 classes; those with more than 5 classes. |
| *hours_requested<4 | Students with the designated number of requests. |
| *birthday=9/15 | Those with this birthdate |
| **Compound searches with calculated elements need to begin with the calculation:** | |
| *as_of = 11/15/06;grade_level=9<br><br>Not grade_level=9;*as_of = 11/15/06 | To find 9th graders active on Nov 15. |
| **Use compound searches to find exactly what you want** | |
| *as_of=12/1/2006;enroll_status#0 | Students who were enrolled on the date listed, but are not active now. |

## Powersource:
## https://powersource.pearsonschoolsystems.com/login.action

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⏻ Welcome to PowerSource

PowerSource is a community-focused customer support portal for all Pearson School Systems products. PowerSource is available to all district and school staff, including teachers, administrators and IT staff.

What's Inside:

- **Expansive Knowledgebase:** Quickly search through over 34,200 articles and documents
- **Forums:** Connect and collaborate with more than 271,800 members in over 11,500 discussion threads
- **Professional Development:** Immersive and comprehensive web-based distance learning courses
- **Mastery in Minutes:** A growing list of more than 150 interactive and entertaining tutorials
- **Monitor Tickets:** Track the progress of support cases in real time
- **Account Management:** Control access for all staff in the district
- **Labs:** Play with future technology from Pearson today!

Login

Need an account? | Problems logging in?

Recent News | PowerSchool Reaches Special Education with PCG Education Partnership ▶

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Thank you for helping to make PowerSource one of the largest and fastest growing communities of technology enthusiasts in K-12 education.
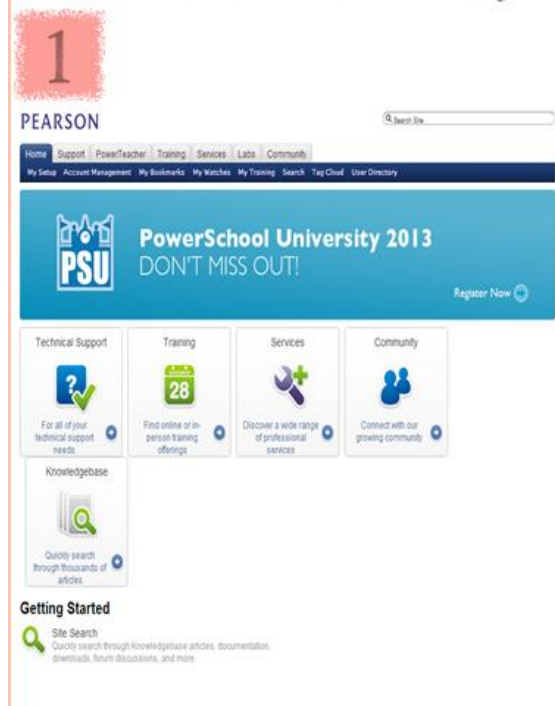
**271,896 Users And Counting!**
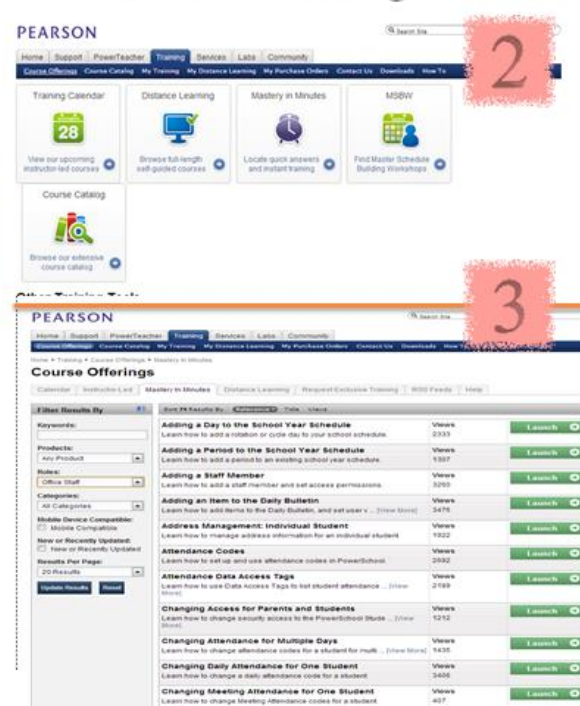
**1,822** users are currently online.

Home  Site Map  Contact  Careers  Privacy Policy  Terms of Use

# How to find Mastery in Minutes-Training
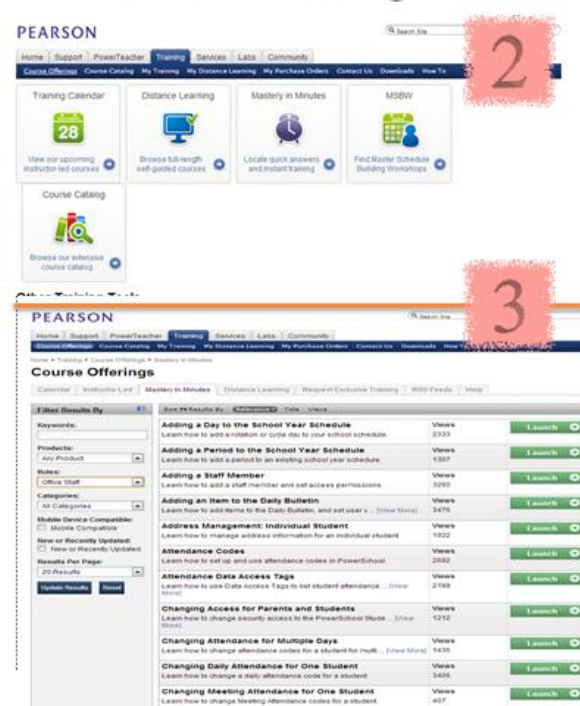
## Entering a New student:

How to enter new Student:
1. Search to verify the student has not been enrolled before in Powerschool.
2. School building should be set on "District".
3. If the student is **not** showing under "District" School
4. Then change School: to your building
5. Click on "Enroll New Student"

---

**PowerSchool**

Welcome, Jean C Langevin | Help | Sign Out

School: Manhattan Community    Term: 12-13 Semester 2

**Search**

Students   Staff   Parents

/sample, j

**Browse Students**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
9 10 11 12 M F All  Current Selection (139)

**Other Options**

Stored Searches   Stored Selections

**What's New**

See what's new in the latest feature release of PowerSchool. Read more...

**Functions**
Attendance
Daily Bulletin
Enrollment Summary
Master Schedule
Dashboard
Special Functions
Teacher Schedules

**Reports**
System Reports
ReportWorks

**People**
Student Search
Staff Search
Parent Search
Enroll New Student
New Staff Entry
New Parent Entry

**Setup**
School
System

---

Welcome, Stephanie Gabriel | Help | Sign Out

School: District Office    Term: 13-14 Year

Welcome, Stephanie Gabriel | Help | Sign Out

School: STEMM Academy    Term: 13-14 Year

---

Start Page > Special Functions > Enroll New Student

**Enroll New Student**

**Functions**
Attendance
Daily Bulletin
Enrollment Summary
Master Schedule
Dashboard
Special Functions
Teacher Schedules

**Reports**
System Reports
ReportWorks

**People**
Student Search
Staff Search
Parent Search
Enroll New Student
New Staff Entry
New Parent Entry

**Setup**
School
System
Personalize

**Applications**
PowerLunch
PowerScheduler
PS Administrator
PT Administrator
ReportWorks Developer

**Student Information**

| Field | Value | |
|---|---|---|
| Student's Name (Last, First Middle) | Sample | *, Joseph J |
| DOB | 1/1/2000 (MM/DD/YYYY) | |
| Student number | | (If this field is left blank, the system will assign the Stude |
| Social Security Number | | |
| Phone Number | 555-555-5555 | |
| Enrollment date | 7/19/2013 (MM/DD/YYYY) * | |
| Full-Time Equivalency | Full Time | |
| Grade Level | 9 | |
| Entry Code | OE (Original Entry) | |
| Track | | |
| District of Residence | Ypsilanti Community Schools (81020) | |
| Fee Exemption Status | Student Not Exempted | |
| School | University High School | |

**Information for Family Match**

Students may be linked to other family members in the school or district and their demographic information may be copied to the student b be made to the linked students.

○ Enroll without Linking or Copying Information
● Search For Family Members to Link to and Copy Information from

| Field | Value |
|---|---|
| Family ID | |
| Mother's Name | Sample, Mary |
| Father's Name | Sample, Joe |
| Guardian's Name | |
| Sibling's Name (Last, First MI) | Sample   Suzie M |

☑ Include Student's Last Name (Sample) In Search.

**Home Address**

| Field | Value | |
|---|---|---|
| Street, Apt/Suite | 111 Main St | |
| City, State, Zip | Ypsilanti | MI 48197 |

---

Populate the following fields:
1. Student's Name
2. DOB
3. Phone Number
4. Enrollment date
5. Full-time Equivalency
6. Grade level
7. Entry Code
8. District of Residency
9. Mother's Name (Last, Firstname)
10. Father's Name (Last, Firstname)
11. Guardian's Name (Last, Firstname)
12. Street, Apt/Suite
13. City, Sate, Zip
14. Click on **Submit**
15.

**FYI...Enrollment Date...:  This date should be the date the student will physically be in the building attending a schedule class(es).**

## Duplicate/Family search results:

- Once you have clicked on submit from the new enrollment page, the "Check for Duplicate Students" will first need to validate if this is a duplicate entry of a student. If you find a match, click on the student's name to re-enroll that student or to go to the student's detail screens.
- If NO match is found, click on the "Enroll" button to proceed.



# CONTINUE OF THE FAMILY SEARCH RESULTS

- Below are possible family members.
- To use one of the listed students, there are two options:
  1. Copy: This will copy demographic, parent and emergency contact information
  2. Related: Will establish a family link between the student being enrolled and any of the students listed below. The system will establish a link between them and keep their common family information synchronized.

## General Demographics Page:



PowerSchool

Start Page > Student Selection > General Demographics

### General Demographics

Sample, Joe A   14   8110010774   HP   2012   01/01/1994   M   H/P A3

| | | |
|---|---|---|
| Name (Last, First Middle) | Sample | * Joe   A |

**Home Address**

| | |
|---|---|
| Street, Apt/Suite | 1234 Apple St |
| City, State, Zip | Ann Arbor   MI   48106 |
| Geocode | |

Validate

**Mailing Address - Copy From Home Address**

| | |
|---|---|
| Street, Apt/Suite | 1234 Apple St |
| City, State, Zip | Ann Arbor |
| Geocode | |

Validate

| | |
|---|---|
| Home phone | 734-755-1212 |
| Age | 19 yrs 11 months |
| Aggregate days of membership (YTD) | 66 |
| Area/neighborhood | |
| DOB | 01/01/1994   (MM/DD/YYYY) |

**Federal Ethnicity and Race**

| | |
|---|---|
| Ethnicity | ○ Yes ◉ No   Is the student |
| Race | What is the student's race? |
| Scheduling/Reporting Ethnicity | Caucasian (C) |
| Father (last, first) | Sample, Joseph |
| Father's Day Phone | 734-111-1111 |
| Father's Employer | ABC Plant |
| Father's Home Phone | 734-111-1112 |
| Gender | Male   * |
| Grade Level | 14 |
| Graduation Year | |
| Guardianship | . |
| Guardian Email | jmsample@hotmail.com |
| Mother (last, first) | Sample, Mary |
| Mother's Day Phone | 734-111-1114 |
| Mother's Employer | BC Enterprise |
| Mother's Home Phone | 734-111-1112 |
| Previous Student ID | |
| SSN | |
| Student Number | 8110010774 |

**Legend**

All the fields in this Registration page will be found in the student's enrollment packet from varies pages of the enrollment packet.

These fields will populate in other areas in the Information Function menu. (i.e. Residence address and mailing address will be populated in the Addresses, Demographics, and State/Province page.)

### Sidebar Navigation

**Quick Lookup**
Print A Report
Switch Student
⇐ List (1) ⇒

**Information**
Access Accounts
Addresses
Custom Screens
Demographics
Emergency/Medical
Family
Health
Modify Info
Other Information
Student Email
Parents
Photo
State/Province - MI
Transportation

**Academics**
Attendance
Cumulative Info
Graduation Plan Progress
Graduation Plan Selection
Graduation Progress
Historical Grades
Honor Roll
Standards
Teacher Comments
Term Grades
Test Results
Truancies

**Administration**
District Specific
Fee Transactions
Log Entries
Lunch
Lunch Transactions
Net Access
SEOP Review
Incidents

**Enrollment**
Activities
All Enrollments
Functions
Special Programs
Transfer Info

**Scheduling**
Bell Schedule View
List View
Matrix View
Modify Schedule
Request Management
Scheduling Setup

# Emergency Contact/Medical Page:



After completing the registration page, you will need to enter emergency information from the student's completed enrollment packet.

1. From the menu under "Information", click on "Emergency/Medical".
2. Populate all the emergency contact 1-3, other than a parent's name.
3. Medical Alert Text is for life-threatening issue. This will place a medical icon next to student's name.

## Modify Information Page:

**Modify Information**

Sample, Joe A   14  8110010774   HP   2012   01/01/1994   M   H/P A3

| | |
|---|---|
| Family rep | ☐ |
| Graduation Requirement Set | ▾ |
| Home Room | H/P A3 |
| Locker Combination | |
| Locker Number | |
| Lunch ID | 0 |
| Part-Time Student Indicator | ☐ |
| Phone ID | 0 |
| Current Team | ▾ |
| Current House | ▾ |
| Current Campus/Building | ▾ |
| Track | ▾ |
| Tracker | No ▾ |
| District Entry Date | 02/10/2011 ▦ (MM/DD/YYYY) |
| District Entry Grade Level | 1 |
| School Entry Date | 02/17/2011 ▦ (MM/DD/YYYY) |
| School Entry Grade Level | 0 |

Auto-assign IDs for this student

**Only Field Populate on this page is:**
**Home Room:** Populate with 1st hour teacher's Last name, only.

# State/Province-MI page:

## MI General

Sample, Joe A   14   8110010774   HP   2012   01/01/1994   M   H/P A3

UIC=   Birth date=01/01/1994   Grade=14   Age=19.92   Prior count date=6/30/2013   Current count date=1...

| General | Adult Ed | LEP | Spec Ed | Title I | EO 0-3 | EO Assess | EC 3-5 | EC Assess | Attr... |

Version 1.15

| Include in MSDS: | (2) No |
| As Of Date: | |

**Student Residency**

| Operating ISD/ESA Number: (from District Info) | 81   Select ISD/ESA |
| Student Resident County: | (01) Alcona |
| Student Resident LEA Number: (from Transfer Info Dist of Res) | 81000   81100 |
| School or Facility: (from School Info) | 06147 |
| School or Relationship code: From the Educational Entity Master (EEM) ie: S2E2 code | |
| Educational Setting (Overrides Grade Level when set): | Select Setting |
| Entry Date into District: | 02/10/2011 |
| First day in attendance (Section 25): | |
| Student Resident Membership: | Select Resident M... |
| FTE in General Education (Membership): | *Warning - Blank values will...* |

**Student Demographics**

| Last Name: | Sample |
| First Name: | Joe |
| Middle Name: | A |
| Suffix: | |
| Street Address: | 1234 Apple St |
| Street Address 2: | 1234 Apple St |
| City: | Ann Arbor |
| State: | Michigan |
| Zip Code: | 48106 |
| Home Phone: | 734-755-1212 |
| Date of Birth: | 01/01/1994 |
| Gender Code: | (M) Male |

Multiple Birth Order*:
*Blank value will extract unless 1-8 is selected indicating student is part of a multiple birth

| | [Select an Option if Part of a Multiple Birth] |

Ethnic Codes:
- American Indian or Alaskan Native
- Asian American
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Hispanic or Latino

**MSDS Student Identifier**

Unique Identification Code (UIC): (10 characters/state assigned...

▲ *Error the unique student identifier is req...* (nnnnnnnnn).

Duplicate UIC check

**MSDS Attendance Requirements**

| 10/30 Day Rule: | ☐ (Checked for Yes) |
| Manual Attendance - Days In Attendance/Days Enrolled: | (NNN/NNN) (e.g. 009/010 if stude... |

**MSDS Homeless**

| Homeless Status: (Options 1-9 deprecated, use 10-15 for new values.) | Select Homeless Status |

---

## State/Province Areas: General Tab

The following are the fields that will need to be completed:

- Operating ISD/ESA Number

- Student Resident County

- Entry Date into District

- First day in attendance (Section 25) verify this by looking at the student's attendance. Blank = **Present** or D1. D1 is a code the teacher **MUST** use for first day in attendance for a **new** student. This date should also match:
  - The enrollment date (found on "Transfer Info Page")
  - The Effective Enrollment Date (can be found on the **Modify Schedule**)

- Student Resident membership (02, 03, 06, or 14)

Select Resident Membership
-- Non-Resident --
(01) Non K-12 District
(02) Section 105 School of Choice (Within same ISD)
(03) Section 105c School of Choice (outside Contiguous ISD)
(04) Non-Public school student
(05) No Cooperative Agreement, No Release, Not Exempted
(06) All Other Non-Resident
(07) Home Schooled Non-Resident
-- Resident --
(08) Non-Public school student
(09) Section 24 Juvenile Detention Facility
(10) For New PSAs (fall only)
(11) School for the Deaf/Blind
(12) Section 6(4)(d) Non-Special Education Juvenile Detention
(13) Emotionally Impaired Served by DCH Facility
(14) All Other Resident
(15) Home schooled resident

- Ethnic Codes:

- Student Unique Identification Code UIC: *This will completed by the Centralized Registrar.*

-- Country of Birth (*View Birth Cert*)

**Remember:**
**AGAIN...ALL THREE DATE FIELDs Must be populated with the SAME date the student is physically in the building attending a schedule class(es).**

**If you DO NOT Know how to do this, place a Schooldude ticket for further assistance.**

| MSDS Program Eligibility | | |
|---|---|---|
| Section 504: | ☐ | (Checked for Yes) |
| Seat-Time Waiver Participant: | ☐ | (Checked for Yes) |
| Developmental/Retention Kindergarten: | ☐ | (Checked for Yes) |
| Out-of-State Student: | ☐ | (Checked for Yes) |
| 21st Century Comm Learning Ctr Prg: | ☐ | (Checked for Yes) |
| International Student: | ☐ | (Checked for Yes) |
| Alternative Education: | ☐ | (Checked for Yes) |
| Early/Middle College: | ☐ | (Checked for Yes) |
| Advanced and Accelerated: | ☐ | (Checked for Yes) |
| Migrant Education Student: | ☐ | (Checked for Yes) |

Submit

**Legend**

Page Icons:   * - Required Field |  ▦ - Date Entry |

## State/Province – MI – Spec Ed Tab:

If the student is receiving Special Educational services, there should be a check in the box, as shown below.

**MI Special Education**

 ☤ ⚠  Sample, Joe A   14  8110010774   HP   2012   01/01/1994   M   H/P A3
UIC=  Birth date=01/01/1994   Grade=14   Age=19.92   Prior count date=6/30/2013   Current count date=10/2/2013   Age at count=19.75

| General | Adult Ed | LEP | Spec Ed | Title I | EO 0-3 | EO Assess | EC 3-5 | EC Assess | Attnd | BAA | Sec 23a | CRDC | Obs |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

Version 2.7

Special Education Student: ☑  (This box must be checked for data on this tab to be included in an MSDS submission.)

**Student Initial IEP Section**

Note:   The determination date (initial IEP date) is not sent in the MSDS Initial IEP component. If the determination date is between the
MSDS Initial IEP component is sent in the MSDS collection. The student special education flag does not have to be set to Yes for

## State/Province-MI – EC 3-5 Tab:

### Enrolling Pre-K Students

There is some additional information required when registering or exiting early childhood students. To enter this data, you will need to go to the MI Early Childhood Enrollment page. From the student screen, click on **State/Province – MI** and then click on the **EC 3-5** tab at the top.



On the MI Early Childhood Enrollment page, you will need to enter the following:

☐ Educational Setting (separate from the rest of this data, found near the top of the page)
☐ Early Childhood Enrollment Placement
☐ Fiscal Entity Type Code (District (D))
☐ Fiscal Entity Code (81000)
☐ Program Start Date
☐ Program End Date (when applicable- only fill out when a student leaves the program)
☐ Early Childhood Exit/Completion Reason (see Program End Date)
☐ Funding Type (01 Formula)
☐ Delivery Method
☐ Delivery Schedule

*Note that there are five sections for early childhood enrollment placements 1-5. **Always start with placement 1**. If placement 1 was used in the previous year, use placement 2 etc.

## Section 25e LEA Building Level Process:

When entering a new student into Powerschool be aware of the following PS pages of the student's records:

1. **Enroll New Student Page:**
   - The enrollment date:  This date should be the date the student will physically be in the building attending a schedule class(es). Note this field's default to today's date: CHANGE THE DATE to be the FIRST DAY they are physically in the building!

**Enroll New Student**

| Student Information | |
|---|---|
| Student's Name (Last, First Middle) | \* ▲ Missing required field |
| DOB | (MM/DD/YYYY) \* |
| Gender | ▼ |
| Student number | (If this field is left blank, the system will as |
| Social Security Number | |
| Phone Number | |
| Enrollment date | 02/03/2014 (MM/DD/YYYY) \* |
| Full-Time Equivalency | ▼ \* |
| Grade Level | KG ▼ |
| Entry Code | ▼ |
| Track | ▼ |

2. **State/Province-MI** you must also populate the following fields: **NOTE**—This date needs to be populated with the 1st Day the student attended.
   - First day in attendance (Section 25):  Verify this by looking at the student's attendance. Blank reflects present or D1. D1 is a code the teacher should use for first day in attendance for a new student.

See example below:

| General | Adult Ed | LEP | Spec Ed | Title I | EO 0-3 | EO Assess | EC 3-5 | EC Assess | Attnd | BAA | Sec 23a | CRDC | Obs |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

Version 1.15

| Include in MSDS: | () Yes ▼ |
|---|---|
| As Of Date: | (MM/DD/YYYY)(Used in Student Record Maintenance. Will use Count Date/End Date if blank.) |

**Student Residency**

| Operating ISD/ESA Number: (from District Info) | (The value shown to the left of the drop down will be extracted if no value is selected) 81 Select ISD/ESA Number ▼ |
|---|---|
| Student Resident County: | (01) Alcona ▼ |
| Student Resident LEA Number: (from Transfer Info Dist of Res) | (The value shown to the left of the text field will be extracted if no value is entered) 81000 81100 (5 characters/state assigned - NNNNN) |
| School or Facility: (from School Info) | 06147 (5 digits/state assigned - NNNNN) |
| School or Relationship code: From the Educational Entity Master (EEM) ie: S2E2 code | (5 digits/state assigned - NNNNN) |
| Educational Setting (Overrides Grade Level when set): | Select Setting ▼ |
| Entry Date into District: | 02/10/2011 (MM/DD/YYYY) |
| First day in attendance (Section 25): | (MM/DD/YYYY) |

**Modify Schedule - Enrollments**

J 10 8107011215

Enrollments | Requests

View Entire Year Schedule | Edit Auto S

▾ Functions

Effective Enrollment Date     2/3/2014   (MMDDYYYY)

**Search Available Classes**     **Quick Enroll**

Course Number [ ]     Course.Section [ ]

Period   P1 ▾

Find

3. **Scheduling – Modify Schedule**
   - Effective Enrollment Date – Must be populate with the date the student will physical be in the building attending a schedule class(es). NOTE: Effective Enrollment Date – defaults to today's date.

**SRM Section 25e "Potential" Calendar for 2014-2015:**

| First Date of Attendance | SRM Must be Submitted by |
|---|---|
| Between 10/2 and 11/12/2014 | December 12, 2014 |
| Between 11/12/2014 and 1/10/2015 | Submit within 30 calendar days |
| 1/11/2015 and after | Submit by 2/10/2015 |

# SOC Process:

**YCS School of Choice Application period is open from June 2014 to Count Date in October 2014. Each student in the household must have a completed SOC form, Affirmation of Prior Discipline Record (Grade 1-12th), and Request for Student Discipline Records. This must be submitted to the Superintendents of Schools, either in person, by fax (734-221-1214) or by mail; no later than deadline stated on the SOC enrollment form. This form can be found at <u>http://www.ycschools.us/our-schools/enrollment-information/</u>**

The best process to ensure that the student needs to complete a SOC form is you MUST verify student's home address to verify if it is located "out" of district.

Tools to Use:
- Schooldistrictfinder.com
- PS Address Validate button
- Street Index File (handed out in July and in August)
- AAPS - <u>http://curriculumdb.aaps.k12.mi.us/streets/FMPro?-db=streets.fp5&-lay=Single_record&-format=search.htm&-view</u>

## How to Update Student's address

1. Go to Powerschool >Search for Student>Go to>Print A report>Which report to print>District – Student Information Verification Form
    a. Once the District – Student Information Verification Form report is printed, provide it to the parent/guardian for the changes to be made and other information is reviewed by them.
    b. When this report is returned, review the "Updates/Changes column" of the report to view any and all changes prior to making the initial changes in PS. If the student's home address has been updated, you **must** make sure the new address is in YCS district. Use the following tools:
        i. Go to www.schooldistrictfinder.com enter new address to validate school district of address.
        ii. Go to the YCS Street Index document
        iii. PS Address Validate Button ONLY use IE browser
    c. Once address has been validated, make all changes from the District – Student Information Verification Form into Powerschool on the following pages under Information and Enrollment categories in PS:
        i. Demographic – Address, phone numbers, guardian email
        ii. Emergency/Medical – Emergency contacts, Doctor/Dentist phone number, Medical information updates
        iii. State/Province-MI –Student's Resident LEA (if LEA district has changed)
        iv. Transfer Info
            1. Under Current Enrollment click on Entry Date, which is highlighted in Blue --District of Residence (if district of residence has changed due to new address)
    d. Building Secretary must do the following:
        i. Date and Sign when received and updated in PS
        ii. Place document in the Student's CA-60 file

Ypsilanti Community Schools - Emergency Card

"Current Record" column shows information currently on file for ▮▮▮. Please check all information, and make any changes in the "Corrections" column. Section G must be updated every year by a parent or other legal decision maker.

| A. Student Information | Current Record | Updates/Changes |
|---|---|---|
| Student Name | A▮ | |
| Student Home Phone | 73 | |
| Gender | M | |
| Grade | 11 | |
| Date of Birth | 08 | |
| Language Spoken at Home | | |
| *Ethnicity(See Note Below) | Ca | |
| *Ethnic Types: Pacific Islander; African American; American Indian; Asian, Caucasian; Hispanic | | |
| B. Address Information | | |
| Mailing Address | 1▮ Jeff St | |
| Mailing City, State, Zip | Ypsilanti, MI 48198 | |
| Home Address (if different) | 1▮ Jeff St | |
| Home City, State, Zip | Ypsilanti, MI 48198 | |
| C. Parent Information | | |
| Father/Step Father/Guardian Name | | |
| Home Phone | | |
| Employer | YCS schools | |
| Work/Cell Phone(s) | 73 | |
| Mother/Step Mother/Guardian Name | G▮ | |
| Mother's Home Phone | 73 | |

**PS Address Validate button is located on the New Student enrollment page.**

(Last, First MI)

☑ Include Student's Last Name In Search.

**Home Address**

| | | |
|---|---|---|
| Street, Apt/Suite | | |
| City, State, Zip | | MI | |
| Geocode | | |

[ Validate ]

# HTTP://WWW.SCHOOLDISTRICTFINDER.COM/

School District Finder

1150 washtenaw ave Ypsilanti mi    Search    Contact    Users Say...

● ANN ARBOR PUBLIC SCHOOLS
● SCHOOL DISTRICT OF YPSILANTI

Type address here.
Purple pin is the location of the address.
The blue shaded area, represent Ypsilanti and the bold blue line separates YCS and AAPS districts.
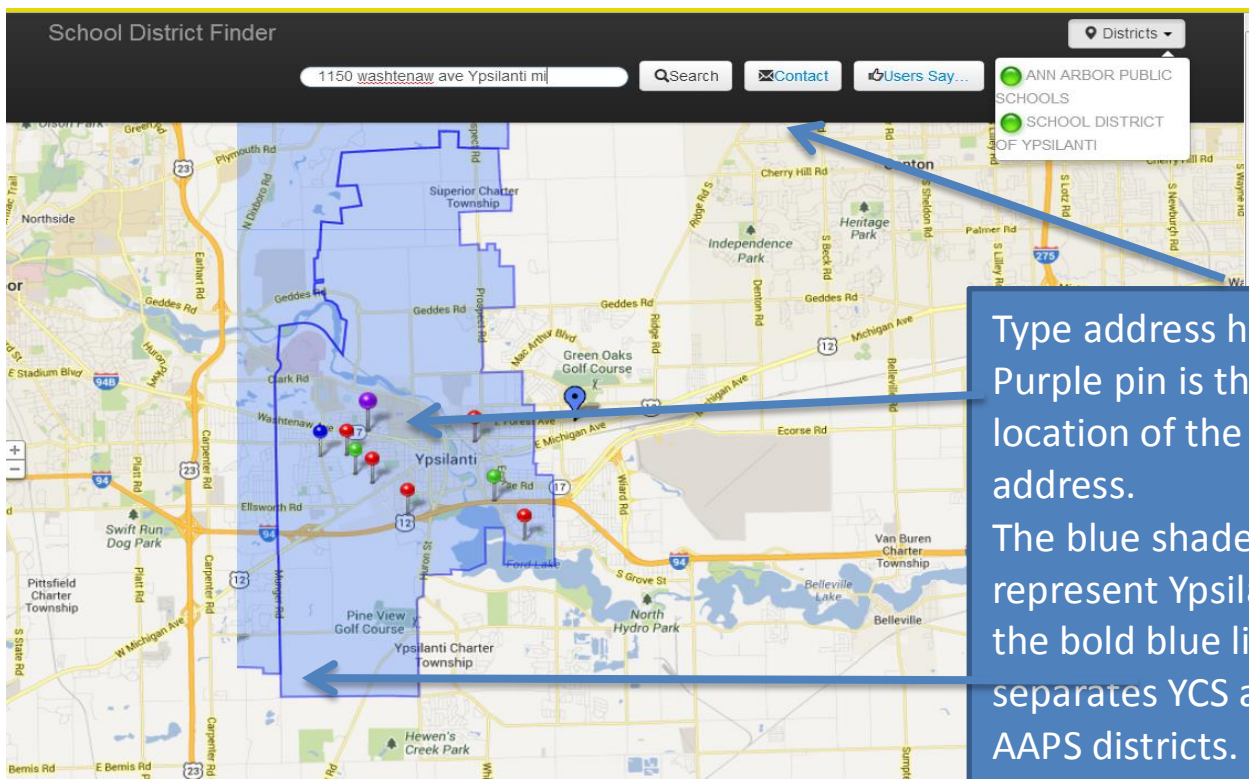
# How to Transfer a Student out of School (Exit the student)

These instructions assume the student has transferred out of YCS and is not going directly to another building. See Transferring a Student to Another YCS Building if that is what you need to do.

When a student exits the district, we need to account for the record in the current year and specify where it will go for next year.

First, select the student to inactivate. In the navigation menu, under Enrollment, click **Functions**.



All Enrollments
Functions
Special Programs

On the next screen, click **Transfer Out of School** in the center of the page.



Print Reports For This Student
Transfer Out Of School
Re-Enroll In School

---

Fill out **Transfer Comment** and **Date of Transfer**.
Select an **Exit Code**.

Transfer Comment can be used to store specific info such as the new school or a note that the family plans to return.

**NOTE**: if the student is transferring to another YCS building, select '19 (Expected to continue in the same school district)' as their Exit code and transfer them directly to their next building. See Transferring a Student to Another YCS Building )
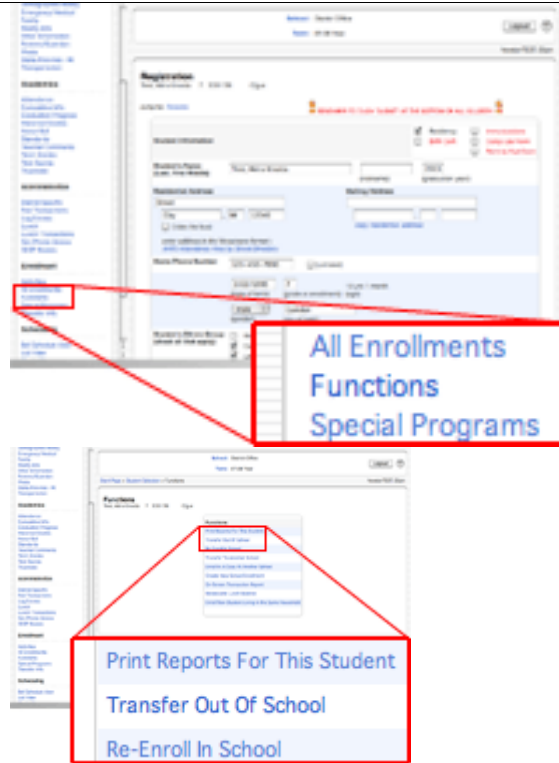Click Submit.

- At this point you the student is inactivated *but* still belongs to your building.

- In order for Child Accounting to know the student exited from your building, we will be leaving the inactive record in your building through the end of the year.

At this point, if you need to find the student put a "/" before their last name when doing a search.



**Transfer Student Out**

Snoopy, Mister A   0   106914      ASA

| Who will be transferred out | Snoopy, Mister A |
| Transfer comment | |
| Date of transfer (should be the day after the student's last day in class) | (MM/DD/YYYY) * |
| Exit code | ▼ |

☐ Check here if student(s) intend to enroll in school during next school year.*

* If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

Submit

## How to Transfer a Student to Another School in the District:
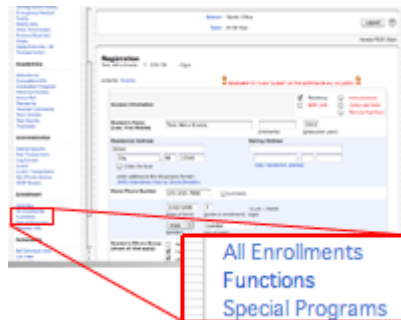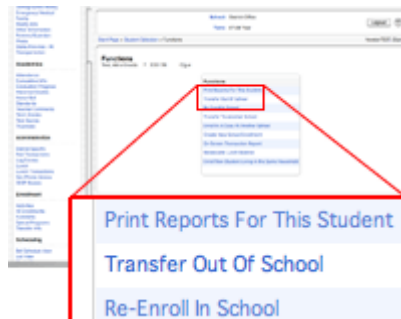
| | |
|---|---|
| Select the student to inactivate. In the navigation menu, under Enrollment, click Functions. |  |
| On the next screen, click **Transfer Out of School** in the center of the page. |  |
| Fill out **Transfer Comment** and **Date of Transfer**. Select a Transfer Code.<br><br>Students who are transferring between buildings within YCS can select 19 (Expected to continue in the same school district)' as their Exit code.<br><br>Click **Submit** |  |
| Scroll down the navigation menu. Under Enrollment, click **Functions** |  |

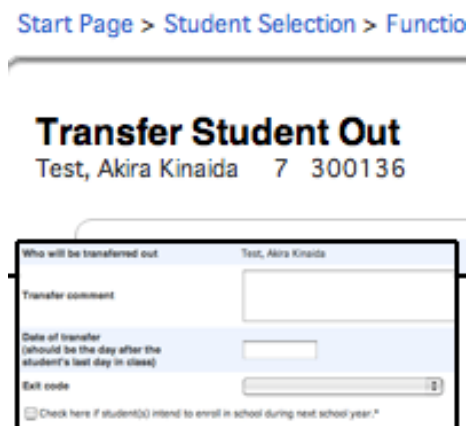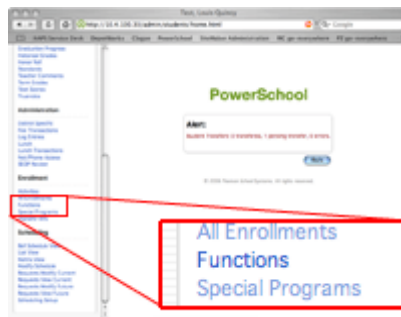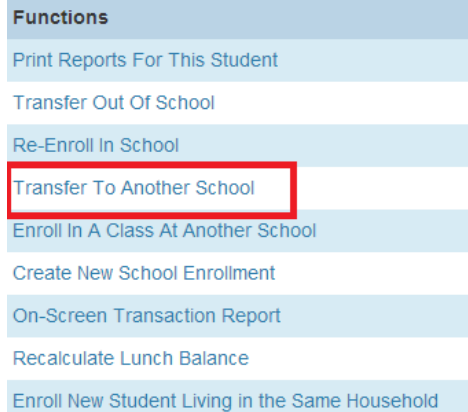| | |
|---|---|
| In the center of the next screen, click **Transfer to Another School**. | **Functions**<br><br>Print Reports For This Student<br><br>Transfer Out Of School<br><br>Re-Enroll In School<br><br>Transfer To Another School<br><br>Enroll In A Class At Another School<br><br>Create New School Enrollment<br><br>On-Screen Transaction Report<br><br>Recalculate Lunch Balance<br><br>Enroll New Student Living in the Same Household |
| In the **To which school** pull-down, select the YCS building to which the student is transferring.<br><br>Click **Submit**.<br><br><br><br><br><br><br>    The following screen will display a message confirming the student is inactive at the building you chose.<br><br>    The student has been transferred! | **Transfer to Another School**<br><br>A▮▮▮▮, Sa▮▮ S. 7 105▮  WIMA  Transferred Out<br><br>**Who will be transferred**  A▮▮▮ Sa▮▮ S.<br><br>**To which school?**  District Office<br><br>Note: The student must have already been transferred...<br><br>**PowerSchool**<br><br>**Alert:**<br>Snoopy, Mister A is now an inactive student at Ypsil... |
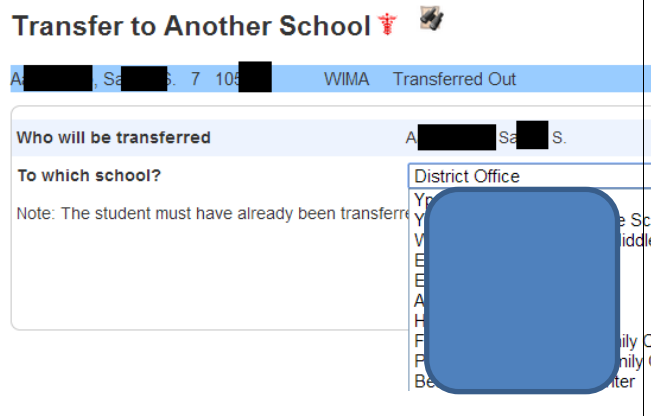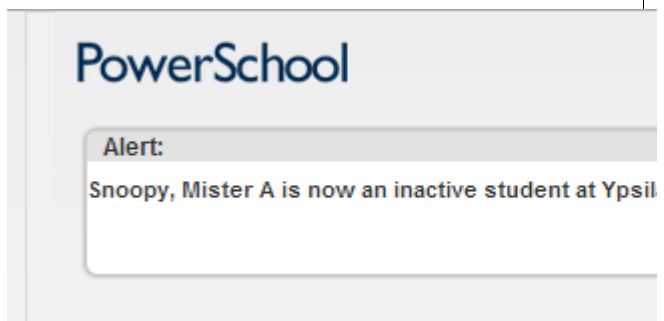
**NOTE:** **Transfer Out of School date example:** If Mister Snoopy moves from A▮▮▮s to E▮▮▮▮n on March 19th. A▮▮▮s secretary will exit him using the exit date of March 20th and do the Transfer to Another School. She will choose E▮▮▮▮h Elementary from the drop-down. Now this student is in the E▮▮▮▮n Building and the E▮▮▮n secretary can do a Modify Schedule function using the March 20th date for the Effective Enrollment date to enroll him into classes at E▮▮▮n.

## How to Re-Enroll a Student

Click on **School** and select " District Office"
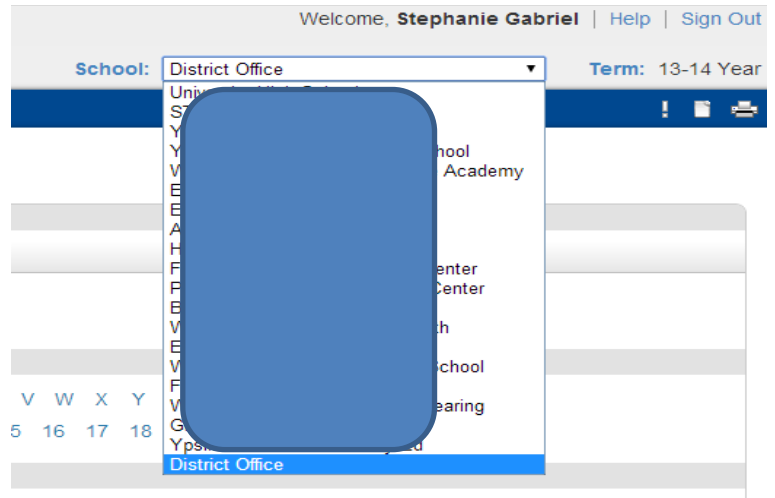


You will be returned to the PowerSchool start page with your building now set to 'District Office.'

- Search for the inactive student by putting a "/" before their last name Click the **magnifying glass**. 
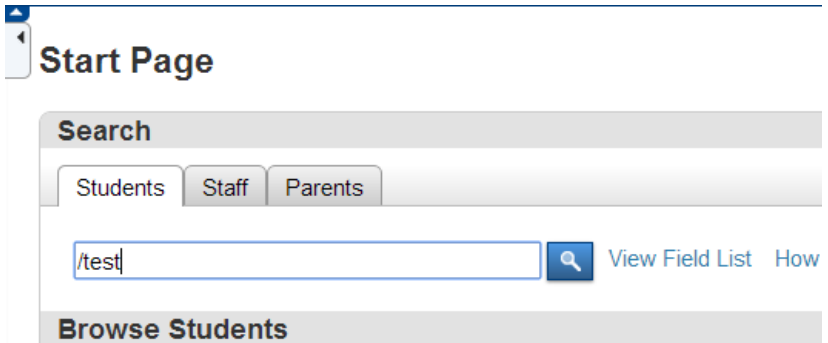


If a list of students is returned change your School back to your building; Then, re-search for that student you want to re-enroll.
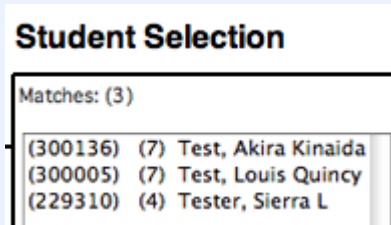


In the navigation menu, under **Enrollment**, click **Functions**.
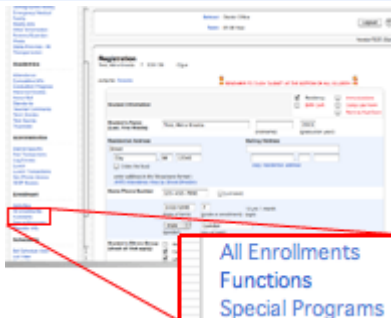
On the next screen, click **Re-Enroll In School** in the center of the page.

**Functions**

Print Reports For This Student

Transfer Out Of School

Re-Enroll In School

Transfer To Another School

Enroll In A Class At Another School

Create New School Enrollment

On-Screen Transaction Report

Recalculate Lunch Balance

Enroll New Student Living in the Same Household

Complete the fields that need to be populated. REMEMBER Date of re-enrollment must match Schedule Enrollment date and First date of Attendance.

Click **Submit**.

The following screen will display a message confirming the student is inactive at the building you selected.

**Re-Enroll Student**

Snoopy, Mister A   0   106914        ASA    Transferred Out

| | |
|---|---|
| Student to re-enroll | Snoopy, Mister A |
| Date of re-enrollment | 3/9/2014   (MM/DD/YYYY) * |
| Entry code | |
| Entry comment | |
| Full-Time Equivalency | Full Time |
| Grade Level | KG |
| Track | |
| District of Residence | Ypsilanti Community Schools (81020) |
| Restore class enrollments? | Yes |

Note: Regardless of the date specified above, the student's records will be re-activated immediately.

Submit

- See the picture to your right, notice he is has been re-enrolled. This means, I requested for the classes to be restored.

- If I had said, "No", then I would have to go to Modify Schedule to enroll him into to class(es).

## PowerSchool

Alert:

Snoopy, Mister A has been re-enrolled.

Back

- **Effective Enrollment Date –** Must be populate with the date the student will physical be in the building attending a schedule class(es).
    - **This date can be found on the Transfer Info Page**.

NOTE: Effective Enrollment Date – defaults to today's date.

## Class Enrollment

Because all elementary students in one classroom typically have identical classes, class enrollment may have been automated through dependencies (see section: Dependencies).

1. Select the student

2. From the menu, under SCHEDULING, choose MODIFY SCHEDULE

3. Change the Effective Enrollment Date

4. Choose Period

5. Click on Find.

Enrollments | Requests

View Entire Year Schedule   ③   Edit Auto Schedule Parameters

Effective Enrollment Date   11/2/2005

Search Available Class

Course Number   ④   Period AM ▼  (Find)   ⑤   Quick Enroll

Course.Section   (Enroll)

Enrollments

6. Below image will open, click on Course Name of the teacher you wish to enroll the student in to.

| Filter By | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Period | CIT ▼ | Term | 13-14 ▼ | Teacher | All ▼ | | | | |
| Day | All ▼ | Grade | All ▼ | Credit Type | All ▼ | | | | |
| Course | | Show only classes with available seats ☐ | | | | | | | |
| | | Enroll date: | 3/9/2014 (MM/DD/YYYY) | | | | | | |

| Crs.Sec | Course Name | Note | Expression | Term | Teacher | Grade | Credit Type | Cr Hrs | Enrollment |
|---|---|---|---|---|---|---|---|---|---|
| CIT01.c | Citizenship 1 | | CIT(A) | 13-14 | C K | 0 | | 0.00 | 28/40 |
| CIT01.e | Citizenship 1 | | CIT(A) | 13-14 | F E | 0 | | 0.00 | 26/40 |
| CIT02.s | Citizenship 2 | | CIT(A) | 13-14 | T | 0 | | 0.00 | 26 |
| CIT02.D | Citizenship 2 | | CIT(A) | 13-14 | D C | 2 | | 0.00 | 25/40 |
| CIT02.r | Citizenship 2 | | CIT(A) | 13-14 | M | 0 | | 0.00 | 25/40 |
| CIT03.E | Citizenship 3 | | CIT(A) | 13-14 | B D | 34 | | 0.00 | 25/40 |
| CIT03.f | Citizenship 3 | | CIT(A) | 13-14 | F | 0 | | 0.00 | 0/40 |
| CIT03.s | Citizenship 3 | | CIT(A) | 13-14 | S M | 0 | | 0.00 | 26 |
| CIT03.s | Citizenship 3 | | CIT(A) | 13-14 | S S | 0 | | 0.00 | 29/40 |
| CIT03.V | Citizenship 3 | | CIT(A) | 13-14 | W | 3 | | 0.00 | 3/40 |

## Elementary schools – with Dependencies Set:

| | |
|---|---|
| When the CIT Sec was created for a teacher, the Dependent Sections was created to include all of the course.section that the student would have for the whole day (periods) including specials. | **Dependent Sections (course.section, course.section, etc.)** WRK03.f____,RDG03.f____,MAT03.f___r,WRI03.____r,SCI03. f____r,SOC03.f____r,MUS03.f____r,PED03.f____r,ART03.f___r |
| If you have a new student, schedule the CIT course FIRST!<br><br>This will create the rest of the student's schedule | **Modify Schedule - Enrollments**<br>Snoopy, Mister A 0 106914 ASA<br><br>Enrollments Requests<br><br>▼ Functions<br>Effective Enrollment Date   3/9/2014<br>Search Available Classes<br>Course Number<br>Period   CIT ▼<br>Find<br><br>▼ Functions<br>Effective Enrollment Date   3/9/2014 (MM/DD/YYYY)<br>Search Available Classes<br>Course Number<br>Period   CIT ▼<br>Find<br>Quick Enroll<br>Course.Section<br>Enroll<br><br>**Enrollments**<br><table><tr><th>Lock</th><th>Exp</th><th>Trm</th><th>Crs-Sec</th><th>Course Name</th><th>Note</th><th>Teacher</th><th>Room</th><th>Enroll</th><th>Leave</th><th>Drop</th></tr><tr><td>🔓</td><td>ART(A)</td><td>13-14</td><td>ART0</td><td>Art 3</td><td></td><td></td><td>111</td><td>03/10/2014</td><td>06/26/2014</td><td>☐</td></tr><tr><td>🔓</td><td>CIT(A)</td><td>13-14</td><td>CIT04</td><td>Citizenship 4</td><td></td><td></td><td></td><td>03/10/2014</td><td>06/26/2014</td><td>☐</td></tr><tr><td>🔓</td><td>MAT(A)</td><td>13-14</td><td>MAT0</td><td>Math 3</td><td></td><td></td><td></td><td>03/10/2014</td><td>06/26/2014</td><td>☐</td></tr><tr><td>🔓</td><td>RDG(A)</td><td>13-14</td><td>RDG0</td><td>Reading 3</td><td></td><td></td><td>111</td><td>03/10/2014</td><td>06/26/2014</td><td>☐</td></tr><tr><td>🔓</td><td>SCI(A)</td><td>13-14</td><td>SCI03</td><td>Science 3</td><td></td><td></td><td></td><td>03/10/2014</td><td>06/26/2014</td><td>☐</td></tr><tr><td>🔓</td><td>SOC(A)</td><td>13-14</td><td>SOC0</td><td>Social Studies 3</td><td></td><td></td><td></td><td>03/10/2014</td><td>06/26/2014</td><td>☐</td></tr><tr><td>🔓</td><td>WRI(A)</td><td>13-14</td><td>WRI03</td><td>Writing 3</td><td></td><td></td><td></td><td>03/10/2014</td><td>06/26/2014</td><td>☐</td></tr><tr><td>🔓</td><td>WRK(A)</td><td>13-14</td><td>WRK0</td><td>Work Habits 3</td><td></td><td></td><td></td><td>03/10/2014</td><td>06/26/2014</td><td>☐</td></tr></table> |

## Mass enroll

- Select all students from the desired grade (click the grade number)

- Below the student list, is a drop-down menu and instructions: select a function for this group of students. Click the drop-down control and click "Select Students by Hand"

- Click the first student to be enrolled in this class. Depress the [CTRL] key (and keep it depressed) as you click on each additional student until you have all desired students selected.

- Click the Functions button at the bottom of the screen.

- Choose "Mass Enroll in Class"

- Set the teacher's name, and the period (for Elem, this is whether it is AM, PM or Core class.) In the 3$^{rd}$ box, type the course number, a period, and the section number. Obtain these from the Teacher Schedule or a Printout of Master Schedule Report.

- The first day the students will be in class should be entered in the Enrollment Date field.

- Submit

**Search Students**

View Field List   How to Search

**Browse Students**

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

**Student Selection**

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

Attendance Change
Counselor's Screen
Enrollment Summary
Export Using Template
Fee Functions
ID/Password Assignment
List Students
Mass Enroll
Mass Print A Student Screen
Next School Indicator
Print Report
Print Mailing Labels
Quick Export
Reports Menu
Save Stored Selection
Search By GPA
Search By Grades/Attendance
Search For Perfect Attendance
Select Students By Hand
Student Field Value
Transfer Out Of School

**Mass Enroll - Term: 05-06 Quarter 1**

Mass enroll the selected students into which class?

Wicks, Debbie    AM(0)    203040G.106  (course.section)

Clicking the Submit button below will cause the selected 2 students to be enrolled in the class specified above.

Enrollment date:  8/9/2005

Submit

# Changing meeting attendance for one student: (Office personal – only)

## To change meeting attendance:

**1** Select the student

**Search Students**

Daniels, James|

View Field List  How to Search

**2** Select an attendance option

**Academics**

Attendance
Enter Attendance

**3** Select the code

(Present)  ⬍

A (Absent)
T (Tardy)
TE (Tardy Excused)
PE (Parent Excused)
U (Unexcused)
S (School Excused)

**4** Apply attendance code

Monday
01/09/2012
Set All

AP History
Mitchell, Sean V
300
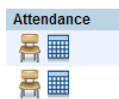08:30 AM - 10:00 AM
                    1(B)
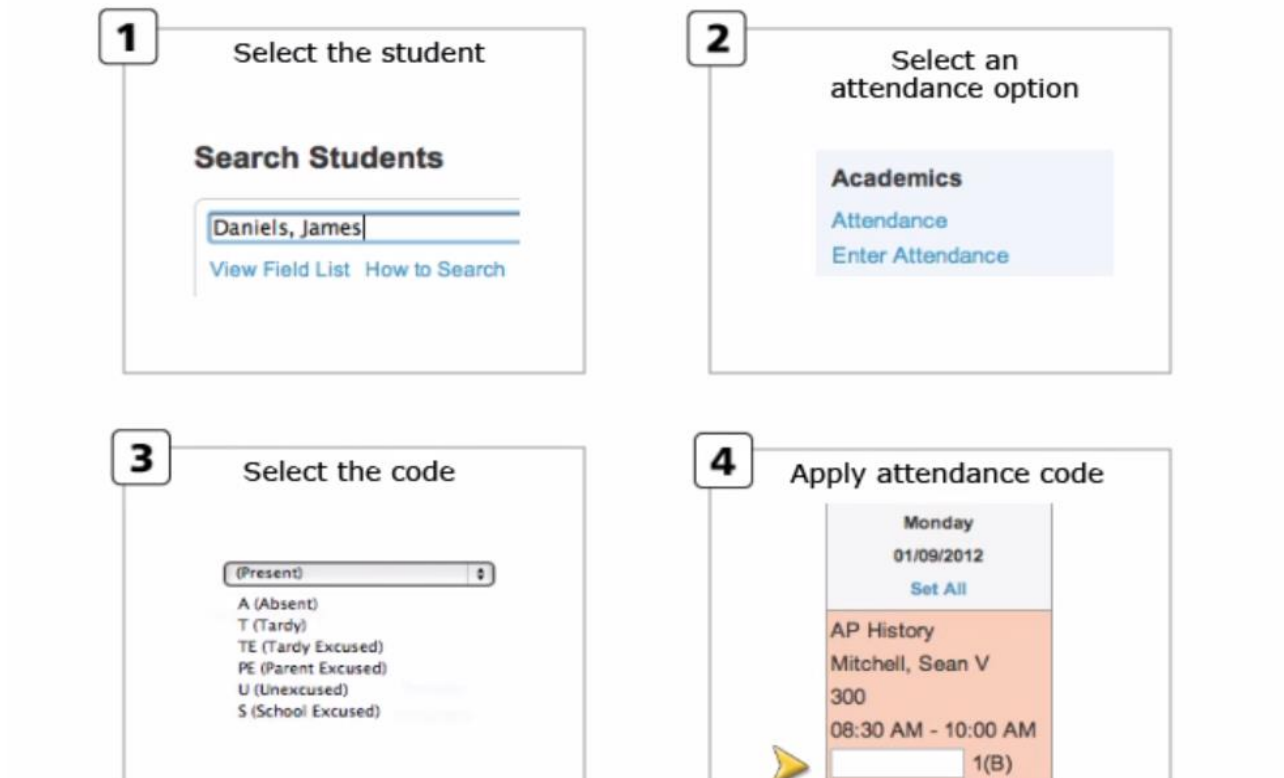
## Change Attendance for a Group:

Use this function to change attendance for a group, such as a homeroom or class.

 From the Start Page, Click on Teacher Schedules. Choose a teacher to open the teacher schedule.
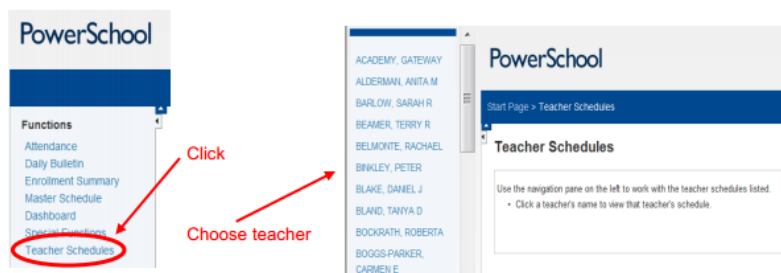From the Teacher's Schedule, click on the

**Attendance**

Attendance Icon          Chair: Will show
only one day and all of the students Calendar: Will show a three week period and the current day is highlighted in Green.

Mark your attendance for the students and click on Submit

## View Student Attendance Pages

To view a student's attendance record in PowerSchool, first search for and select the student. Then, click one of these links on the student pages menu:
• Click -Quick Lookup
To see Dates of all absences for school year click on the number next to Attendance Totals

This will show All Absences for the school year like this.

OR

• Click on Attendance to view the meeting attendance



## Find Teachers Who Have Not Taken Attendance

Use the PowerTeacher Attendance report or view the Teacher Attendance Submission Status page to find out which teachers have not taken attendance.

## Run the PowerTeacher Attendance Report

1. On the Start Page, click **System Reports** > **PowerTeacher Attendance**
2. Select the appropriate period check box, such as period 1
3. Click **Submit**

1. On the Report Queue (System) - My Jobs page, click **Refresh**
2. When the status says Completed, click **View**

## View the Teacher Attendance Submission Status Page

1. On the Start Page, click **Attendance**
2. Click **Teacher Attendance Submission Status**
• Each teacher's name has an icon next to it, which is the attendance indicator
• Click the teacher's name to see a list of the teacher's classes and the attendance status for each one
• A green check mark indicator means that the teacher has submitted attendance for all of his or her classes
• A yellow exclamation point indicator means that the teacher has submitted attendance for only some of his or her classes
• Two red exclamation points means that the teacher has not submitted attendance for any of his or her classes

| Date Displayed: | 10/17/2011 | (MM/DD/YYYY) |
|---|---|---|
| Order By: | ⦿ Alphabetic | |
| | ○ Att taken first | |
| | ○ No Att taken first | |
| Show: | ⦿ All | |
| | ○ Complete Attendance | |
| | ○ Incomplete Attendance | |

**Submit**

## Run the Absentee Report

1. On the Start Page, click **Attendance** > **Absentee Report**
2. Select the desired attendance code(s)
3. Select the period(s) or leave blank for all periods
4. Include the student number, blank lines, and verification lines (Optional)
5. Click **Submit**

6. On the Report Queue (System) - My Jobs page, click **Refresh**

7. When the status says Completed, click **View**

| Report Name | Absentee |
|---|---|
| Version | 2.10 |
| Description | Single day period by period attendance code report. Note: Period(s) does not apply to daily mode. |
| Comments | |
| Attendance Mode | Meeting ▾ |
| Students to Include | ○ The selected 0 students only ⦿ All students |
| Grades (leave blank for all) | ☐ 9 ☐ 10 ☐ 11 ☐ 12 |
| Attendance Codes | ALL CODES / U (Unexcused Absence) / EX (Excused Absence) / AEX (Admin Excused) / T (Tardy) / TE (Tardy Excused) / ISS (In School Suspension) / OSS (Out of School Suspension) / D1 (First Day Present) |
| Date to Scan | 02/19/2014 (MM/DD/YYYY) |
| Period(s) (leave blank for all) | ☑ P1 ☐ P2 ☐ P3 ☐ P4 ☐ AD |
| Processing Options | In Background Now ▾ |
| Specific Date/Time | (MM/DD/YYYY) / |

| Data to be filled | (Check checkbox on the right to save as default value) Reset All ▾ |  |
|---|---|---|
| Include Student Number | ☑ | ☑ |
| Number of Blank Lines Below Student Names | 1 | ☑ |
| Include Verification Line | ☑ | ☑ |
| Report Output Locale | English ▾ | ☐ |

**Meeting Attendance**
Codes: U,EX,AEX,ISS,OSS,T,TE,D1

| Student | Grade | Phone | AM PM |
|---|---|---|---|
| | -1 | 313- | EX |
| | -1 | 734- | T |
| | -2 | 734- | EX |
| | -1 | 240- | EX |
| | -2 | 734- | EX |
| | -2 | 734- | EX |
| ae -2 | 734- | EX |
| | -1 | 313- | T |

**Functions**
Find teachers who have not taken attendance

Apple Grove High School 1
07/13/2011
B

**Absentee Report**

**Meeting Attendance**
Codes: A

| Student | Number | Grade | Phone | 1 |
|---|---|---|---|---|
| | 5 | 10 | | A |
| Talked To:_____ Relationship:_____ Reason:_____ Verify Date:_____ Employee:_____ | | | | |
| | 1316 | 10 | | A |
| Talked To:_____ Relationship:_____ Reason:_____ Verify Date:_____ Employee:_____ | | | | |

**There are a number of summary reports that are part of PowerSchool. These are accessible from REPORTS > RUN REPORTS or REPORTS>System Reports**

**Class Attendance Audit**

To do a **Class Attendance Audit Report**

Select Begin Date/Ending Date

Teacher:
- You can pick an individual teacher
- Multiple teachers by holding down Ctrl button and select teachers
- Select ALL TEACHERS

Period(s): Leave Blank for All period attendance.

**Reporting Segment or**  ○ 1 : 08/01/2013 - 09/03/2013 ▼
**Begin Date and Ending Date\***  ● 1/1/2014 ▦ 1/31/2014 ▦ (MM/DD/YYYY)

Teachers: ALL TEACHERS

Period(s) (leave blank for all)

| | A |
|---|---|
| 1 | ☐ |
| 2 | ☐ |
| 3 | ☐ |
| 4 | ☐ |
| 5 | ☐ |

---

Header: This Optional

Print Options:
The best results for multiple months set the print Option as follows:

Break to a New Page for Each: Month

Page size: Letter (8.4" x 11")

Page Orientation: Landscape

Scale: Less than 100 preferable is 90

Report Output locale: English

Have the ☑ checked!

View of the Actual "Class Attendance Audit" Report

**Header Options**

The fields below give the user the ability to add labels and fields from the sections and courses table to the header of the report. The examples below show how to format these fields.

Header Label 1: CIP Code
Field 1: ~ ([Courses]Code)

| | | |
|---|---|---|
| Header Label 1 | Attendance Report 2013-2014 | ☑ |
| Field 1 | | ☐ |
| Header Label 2 | | ☐ |
| Field 2 | | ☐ |
| Include Term Name | ☐ | ☐ |

**Print Options**

| | | |
|---|---|---|
| Break to a new page for each\* | Month ▼ | ☑ |
| Page Size\* | Letter (8.5" x 11") ▼ | ☑ |
| Page Orientation\* | Landscape ▼ | ☑ |
| Scale\* | 90 | ☑ |
| Report Output Locale | English ▼ | ☑ |

[Submit]

**Teacher:** G▮▮▮▮▮       **Attendance Report 2013-2014**
**Course:** MATH MS
**Section:** 1
**Expression:** 1(A)

SEPTEMBER

| Student | Gr. | Entry | Exit | Monthly Mem. | Monthly Att. | A T 3 | A W 4 | A H 5 | A F 6 | A M 9 | A T 10 | A W 11 | A H 12 | A F 13 | A M 16 | A T 17 | A W 18 | A H 19 | A F 20 | A M 23 | A T 24 | W |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. B▮▮▮ | 7 | 09/03/13 | 07/01/14 | 20 | 18 | U | | | | | | | | | | | | | | | | |
| 2. C▮ | 5 | 11/18/13 | 07/01/14 | 0 | 0 | N/E | N/E | N/E | N/E | N/E | N/E | N/E | N/E | N/E | N/E | N/E | N/E | N/E | N/E | N/ | | |
| 3. H | 6 | 09/03/13 | 01/26/14 | 20 | 20 | | | | | | | | | | | | | | | | | |
| 4. K | 8 | 09/03/13 | 07/01/14 | 20 | 15 | U | | | | U | | | U | | U | | | | | | | |
| 5. M | 7 | 11/14/13 | 07/01/14 | 0 | 0 | N/E | N/E | N/E | N/E | N/E | N/E | N/E | N/E | N/E | N/E | N/E | N/E | N/E | N/E | N/ | | |
| 6. S | 6 | 09/03/13 | 07/01/14 | 20 | 15 | U | U | U | U | | | | | | | | | | E | | | |
| 7. V | 6 | 09/03/13 | 07/01/14 | 20 | 19 | | U | | | | | | | | | | | | | | | |

\* Student off track

| | |
|---|---|
| St**udent Attendance Audit**<br><br>**Attendance Mode** on Meeting<br><br>**Attendance conversion** Period to Day<br><br>**Students to Include** – From single student, per grade, or all Students<br><br>**Reporting Segment** - Toggle the Begin date or ending date and populate the date range<br><br><br><br>View of the actual "Student Attendance Audit" Report | **Student Attendance Audit Report**<br><br>| Report Name | Student Attendance Audit |<br>| Version | 5.7 |<br>| Description | Roster report detailing attendance by day. |<br>| Comments | |<br>| Attendance Mode | Use Defaults ▼ |<br>| Attendance Conversion | Use Defaults ▼ |<br>| Students to Include | ○ The selected 0 students only ● All students |<br><br>Grades (leave blank for all): □ -3 □ PK3 □ PK4 □ KG □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8 □ 9 □ 10 □ 11 □ 12<br><br>Reporting Segment or Begin Date and Ending Date*: ● No Reporting Segments defined -> Setup Reporting Segments ○ 00/00/0000 00/00/0000 (MM/DD/YYYY)<br><br>Processing Options: In Background Now ▼<br>Specific Date/Time: (MM/DD/YYYY) /<br><br>**Student Attendance Audit** |

<table>
<tr><th rowspan="3">Student</th><th colspan="4">FEBRUARY</th><th colspan="2">Totals</th></tr>
<tr><th>A<br>M</th><th>A<br>W</th><th>A<br>H</th><th>A<br>F</th><th>Att</th><th>Memb</th></tr>
<tr><th>17</th><th>19</th><th>20</th><th>21</th><th></th><th></th></tr>
<tr><td>1.A</td><td>1.00</td><td>1.00</td><td>1.00</td><td>1.00</td><td>4.00</td><td>4.00</td></tr>
<tr><td>2.A</td><td>0.00</td><td>1.00</td><td>1.00</td><td>1.00</td><td>3.00</td><td>4.00</td></tr>
<tr><td>3.A</td><td>0.00</td><td>1.00</td><td>1.00</td><td>1.00</td><td>3.00</td><td>4.00</td></tr>
<tr><td>4.A</td><td>0.00</td><td>1.00</td><td>0.00</td><td>0.00</td><td>1.00</td><td>4.00</td></tr>
<tr><td>5.A</td><td>1.00</td><td>1.00</td><td>1.00</td><td>1.00</td><td>4.00</td><td>4.00</td></tr>
<tr><td>6.A</td><td>1.00</td><td>1.00</td><td>1.00</td><td>1.00</td><td>4.00</td><td>4.00</td></tr>
<tr><td>7.A</td><td>1.00</td><td>1.00</td><td>1.00</td><td>1.00</td><td>4.00</td><td>4.00</td></tr>
<tr><td>8.A</td><td>1.00</td><td>1.00</td><td>1.00</td><td>1.00</td><td>4.00</td><td>4.00</td></tr>
<tr><td>9.A</td><td>1.00</td><td>1.00</td><td>1.00</td><td>1.00</td><td>4.00</td><td>4.00</td></tr>
<tr><td>10.A</td><td>1.00</td><td>1.00</td><td>1.00</td><td>1.00</td><td>4.00</td><td>4.00</td></tr>
<tr><td>11.A</td><td>1.00</td><td>1.00</td><td>1.00</td><td>1.00</td><td>4.00</td><td>4.00</td></tr>
<tr><td>12.A</td><td>1.00</td><td>1.00</td><td>1.00</td><td>1.00</td><td>4.00</td><td>4.00</td></tr>
<tr><td>13.B</td><td>1.00</td><td>1.00</td><td>1.00</td><td>1.00</td><td>4.00</td><td>4.00</td></tr>
</table>

**Consecutive Absences Report**

**Attendance Mode:** meeting

**Attendance Codes:** All codes or select certain code by holding down the Ctrl button and selecting codes

**Begin Date and Ending Date**: populate date fields with range

**Number of Consecutive Days to Scan and Check box:**
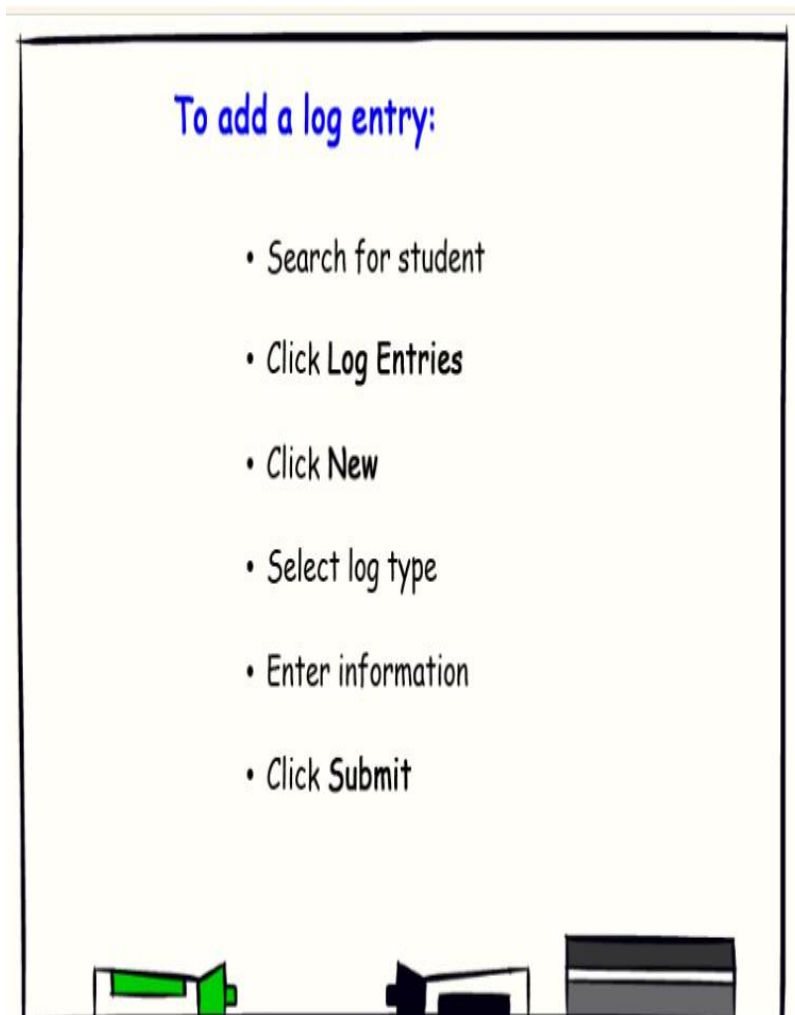Indicate the days and check the box.

View of the Actual "Consecutive Absences Report"

| Report Name | Consecutive Absences |
|---|---|
| Version | 3.5 |
| Description | A report listing consecutive absences for one absence code. |
| Comments | |
| Attendance Mode | Meeting ▼ |
| Attendance Codes | ALL CODES<br>D (Day 1 for new enrolee)<br>E (Excused)<br>U (Unexcused)<br>T (Tardy)<br>Y (Tardy Excused)<br>S (Athletics)<br>F (Field Trip)<br>I (In School Suspension)<br>O (Out of School Suspension) |
| Begin Date and Ending Date | 09/03/2013 ▦ 06/30/2014 ▦ (MM/DD/YYYY) |
| Processing Options | In Background Now ▼ |
| Specific Date/Time | ▦ (MM/DD/YYYY) / ⊘ |

| Data to be filled | (Check checkbox on the right to save as default value) Reset All ▼ | |
|---|---|---|
| Number of Consecutive Days to Scan* | 5 | ☑ |
| Scan* | Current Enrollment Records ▼ | ☐ |
| Include Student Number | ☐ | ☐ |
| Itemize by Day | ☐ | ☑ |
| Report Output Locale | English ▼ | ☐ |

Submit

Occurrences of 5 consecutive absences of code(s) O,T,U, from 09/03/2013 to 06/30/2014

| Student | Grade | Expression | Course | First Date | Last Date | # |
|---|---|---|---|---|---|---|
| | 3 | 1-3(A) | AM Elementary | 11/25/2013 | 12/04/2013 | 6 |
| | 3 | 1-3(A) | AM Elementary | 01/15/2014 | 01/23/2014 | 6 |
| | 9 | 4(A) | World History | 12/16/2013 | 12/20/2013 | 5 |
| | 9 | 5(A) | Physical Science | 12/16/2013 | 12/20/2013 | 5 |
| | 9 | 1(A) | World History | 09/03/2013 | 09/11/2013 | 7 |
| | 9 | 2(A) | SOCIAL AWARENESS | 09/03/2013 | 09/10/2013 | 6 |
| | 9 | 3(A) | PHYSICAL SCIENCE | 09/03/2013 | 09/10/2013 | 6 |
| | 9 | 4(A) | World History | 09/03/2013 | 09/11/2013 | 7 |
| | 9 | 5(A) | Physical Science | 09/03/2013 | 09/10/2013 | 6 |
| | 9 | 1(A) | ENG/SPEECH | 09/16/2013 | 10/02/2013 | 13 |
| | 9 | 1(A) | ENG/SPEECH | 10/11/2013 | 10/21/2013 | 7 |
| | 9 | 1(A) | ENG/SPEECH | 10/23/2013 | 10/30/2013 | 6 |
| | 9 | 1(A) | ENG/SPEECH | 11/01/2013 | 11/07/2013 | 5 |
| | 9 | 1(A) | ENG/SPEECH | 11/11/2013 | 11/26/2013 | 12 |
| | 9 | 1(A) | ENG/SPEECH | 12/03/2013 | 12/09/2013 | 5 |
| | 9 | 1(A) | ENG/SPEECH | 01/29/2014 | 02/04/2014 | 5 |
| | 9 | 2(A) | SOCIAL AWARENESS | 09/16/2013 | 09/20/2013 | 5 |
| | 9 | 2(A) | SOCIAL AWARENESS | 11/19/2013 | 11/26/2013 | 6 |
| | 9 | 2(A) | SOCIAL AWARENESS | 01/29/2014 | 02/04/2014 | 5 |
| | 9 | 3(A) | MATH | 09/16/2013 | 09/20/2013 | 5 |
| | 9 | 3(A) | MATH | 01/29/2014 | 02/04/2014 | 5 |
| | 9 | 5(A) | Physical Science | 01/10/2014 | 01/16/2014 | 5 |
| | 9 | 6(A) | World History | 09/16/2013 | 09/20/2013 | 5 |
| | 9 | 6(A) | World History | 01/29/2014 | 02/04/2014 | 5 |
| | 10 | 4(A) | Algebra 2 | 12/02/2013 | 12/06/2013 | 5 |
| | 10 | 6(A) | ENG/SPEECH | 12/02/2013 | 12/06/2013 | 5 |
| | 4 | 1-3(A) | AM Elementary | 01/10/2014 | 01/16/2014 | 5 |
| | 4 | 4-6(A) | PM Elementary | 01/10/2014 | 01/16/2014 | 5 |
| | 6 | 1(A) | MATH MS | 02/05/2014 | 02/14/2014 | 8 |
| | 6 | 3(A) | ENG/SPEECH MS | 02/04/2014 | 02/14/2014 | 9 |

## Log Entry:

**To add a log entry:**

- Search for student

- Click **Log Entries**

- Click **New**

- Select log type

- Enter information

- Click **Submit**

**Log Entries**

-1          BELC

Edit Discipline Alert

New

Search: _____

| Edit | Log Type | Date/Time | Author | Subtype | Title | Details |
|------|----------|-----------|--------|---------|-------|---------|

# Reporting and Tracking Suspensions and Expulsions

Whenever a student may be suspended (whether In School or Out of School) or expelled, a discipline referral must be completed per building procedure by the referring staff member, and given to the building administration. If the student receives a Suspension a Suspension Letter must be provided for the student and parent on the day of the suspension.

**Step 1:** After receiving the discipline referral with the **Principal's signature** on the referral form, the **building** s**ecretary or principal** enters the primary information into PowerSchool under **Log Entries.** Entries will be written using the following format (fields not listed can be ignored):

## Edit Discipline Alert

| | |
|---|---|
| **Date/Time** | Filled with date and time of data entry by Powerschool automatically |
| **Log Type** | "Discipline" |
| **Author** | Filled with user's name by Powerschool automatically |
| **Title** | Brief description of the offense: "Profanity in hallway", "Assault on teacher", etc. |
| **Details** | 1) Administrator's name issuing suspension or expulsion<br>2) Number of days<br>3) Beginning and ending dates<br>4) Re: Suspension Letter provided to parent - by whom, mode of delivery, date<br>5) Narrative of offense<br>6) If student is a Special Education student:<br>    a. Name of case manager<br>    b. Date case manager notified of suspension<br>    c. Procedural safeguards provided<br>    d. Date procedural safeguards provided |
| **Consequence** | Select the appropriate option from the dropdown |
| **Incident Date** | Enter the date on which the original incident happened that triggered the referral |
| **Incident Context** | Select the appropriate option from the dropdown based on whether the incident occurred during or after school hours |
| **Incident Location** | Select the appropriate option from the dropdown based on whether the incident occurred on or off of school grounds |
| **Incident Loc Details** | Enter notes about specific location – i.e. 2$^{nd}$ floor restroom, on charter bus, etc. |
| **Reporter** | Select the appropriate option from the dropdown for who reported the incident |
| **Police Involved/Hearing Officer/Drug Related/Weapon Related** | Select Yes or No from the dropdowns as appropriate to the Incident |
| **Weapon Type** | Select the appropriate option from the dropdown if the **Weapon Related** field was marked Yes |
| **Money Loss** | Enter the dollar value of any money lost or property damaged in the |

| Value | incident |
|-------|----------|

**Step 2:** The **Michigan State Information** section at the bottom of the New Log Entry page **must** be filled in for the following referrals:

- Any referral resulting in an **Expulsion**
- Any referral involving a **Special Education** student which results in an **In School Suspension, Out of School Suspension** or **Expulsion.**
- Any referral involving a **Special Education** student which results in the **Hearing Officer** checkbox being checked
- Any referral involving a Special Education student which results in the student's **Unilateral Removal to an Interim Alternative Educational Setting**

### State Data Fields

| Include In State Reporting | "Yes" |
|---|---|
| **Incident ID** | **IMPORTANT**: This ID code must be **unique** to each incident in the school year, but must be the **same** for all students disciplined for a single incident, e.g. a multi-person brawl. The **Generate Id** button may be used to generate a new unique ID for the first student involved in an incident, but that same code must be used for the other involved students as well. |
| **Incident Type** | Select the appropriate option(s) from the list. If none of the listed entries match the incident, select "(56) Other Behaviors than above" |
| **The incident caused bodily injury/was a sexual assault** | Check either or both checkboxes if appropriate to the incident |
| **Estimated Cost of Property Damage** | Enter if appropriate to the incident |
| **Initial Consequence** | Fill in the **Action Taken**, number of **Consequence Days**, and **Start Date** |
| **Secondary Consequence/Other Consequence** | If additional consequences occur (i.e. expulsion after a suspension or removal by a hearing officer), fill in the **Action Taken**, number of **Consequence Days**, and **Start Date** |
| **Follow-Up After Expulsion** | If the student was expelled, select the appropriate option(s) from the list |

**Step 3:** The building principal or building secretary will enter the dates of any **Out of School Suspensions** in the student attendance section of PowerSchool, using OSS as the attendance code.

**Step 4:** The building principal or building secretary will exit the student from the district in Powerschool if they are Expelled and receiving no services

**Step 5:** The building principal or building secretary will print out and provide the **Suspension Form Letter** for the student's parent/guardian.

**Step 6:**     If the student is in Special Education

   a. The **Procedural Safeguards Notice** will also be sent to the student's parent/guardian, indicating on the letter the mode of delivery to parent, whether in person or by mail.
   b. The **Case Manager** will be notified by email of any suspension or expulsion by the building administrator or secretary.
   c. The building principal or secretary will scan and email a copy of the **Suspension Letter** to the **Student Support Services Secretary**.
   d. A copy of **Suspension Letter** will be placed in the student's main special education file.

**Step 7:**     If the number of days of the consequence is altered after the initial entry (i.e. a Suspension is shortened or lengthened), the Discipline Log Entry must be edited to reflect the correct number of days served.

**Days of Suspension**:  In the context of recording disciplinary removals issued to students with disabilities;

- A partial day counts as a full day of removal/suspension and will be recorded as such on the student's on-going tracking record.
- If the district imposes restrictions or conditions upon the student's return to school, each day, until the conditions are met, is considered a day of removal/suspension (e.g., parent meeting, psychiatric evaluation).

The term does **not** include;

- Bus suspensions, unless this service is on the student's IEP <u>and</u> the student is unable to make it to school as a result of the suspension.
- In-school suspensions that are continually supervised by a certified teacher or a paraprofessional who is supervised by a certified teacher, and that afford the student the opportunity to progress in the general curriculum, to participate with students without disabilities to the extent that they normally do, and to receive the services specified in the student's IEP.
- Class removals for no longer than 1 class period. However, consideration should be given when looking at repeat behaviors/removals as part of a "pattern".
- Necessary delays in admitting the student due to a lack of required documentation, e.g., immunization records.

Form(s) & References:

-Student Discipline Referral Form

-Suspension Letter
-Building Administrator Checklist
-Suspension Documentation Case Manager
-Michigan Department of Education Procedural Safeguards Notice (May 2009)

## Quick Export:

Powerschool provides tools for extracting records into Excel. Quick Export is best used for a one-time extract. A template can be built to be used over and over. Quick exports pull from the students table. Templates can pull from Students, Courses, Schedules, Teachers, and Historical grades. This method quickly produces a simple list of students and information from the Student table. Change the parameters to produce a more detailed list. For more information about exporting, see *How to Export Using a Template*.

In addition to exporting data, SIS Views provide quick access to key metrics and not just raw data. For detailed information, see the *Data Dictionary SIS Views* available on PowerSource.

## How to Use Quick Export
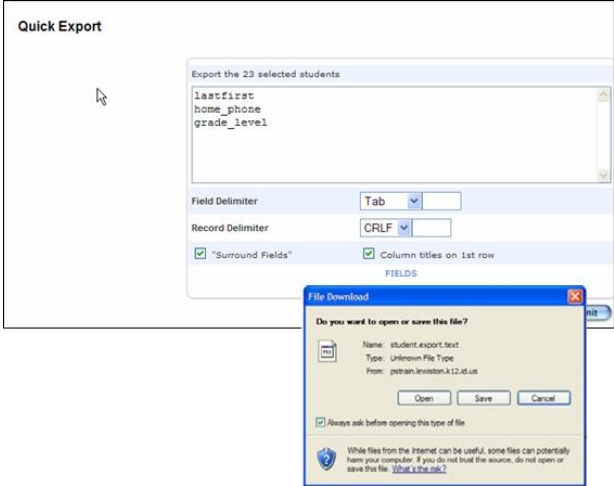
**Note:** The Quick Export page is now also accessible via **Start > System > Page and Data Management > Quick Export**.

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.

2. Choose **Quick Export** from the **Select a function for this group of students** pop-up menu. In most cases, you will not need to change the default options on the Export Students page, in which case you can skip the next step. To change the selections, proceed to the next step.
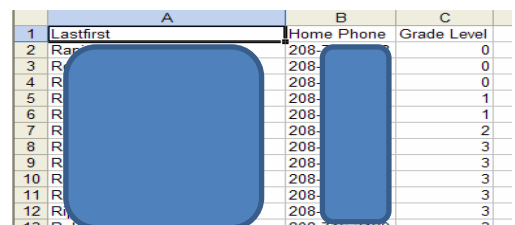
   **Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Use the following table to enter information in the fields:

| Field | Description |
|---|---|
| [Fields to be Exported] | Enter the fields to be included on the exported spreadsheet. Enter as many fields as needed. Enter only one field per line. Separate multiple fields with a hard return.<br><br>To insert a PowerSchool field into this field:<br><br>1. Click **Fields** at the bottom of the page to view a list of PowerSchool fields. The Fields pop-up appears.<br>2. To narrow the list of fields, enter one of more search terms in the **Filter** field. Otherwise, leave blank.<br>3. Click the field you want to add. The Fields pop-up closes and the selected field appears. |

| | **Note:** Database extension fields can be selected on the **Fields** pop-up. For more information, see *Database Extensions* in the *System Administrator User Guide* available on PowerSource. |
|---|---|
| Field Delimiter | A field delimiter separates fields (or "columns") in the exported data. Use the pop-up menu to choose how you want the system to separate each field in the export file:<br><br>• **Tab**<br><br>• **Comma**<br><br>• **None**<br><br>• **Other**: Enter the delimiter in the blank field. |
| Record Delimiter | A record delimiter separates records (or "rows") in the exported data. Use the pop-up menu to choose how you want the system to separate each record in the export file:<br><br>• **CR**: Carriage return<br><br>• **CRLF**: Carriage return and line feed<br><br>• **LF**: Line feed<br><br>• **Other**: Enter the delimiter in the blank field. |
| Surround Fields | Select the checkbox to surround the fields in the exported data with quotation marks. |
| Column titles on 1st row | Select the checkbox to include column titles on the first row of the exported data. |
| Export DCID | Select the checkbox to export the Student table's unique identifier. |

4. Click **Submit**. The exported data appears.
5. Choose **File > Save As...** to save the file. Open the saved file using a spreadsheet application, such as Excel
   • Go to the desktop.  Double-click on the file to open it in Excel.

## Stored Selections:

These are the steps to create a group that can be called up again and again.  (This is only one of several methods.)

Assume you need to work with a group of students over and over again, perhaps students who participate in CrossCountry, Varsity Football and Cheerleading and that these students have the appropriate activities checked.  (To ascertain the correct PowerSchool names for the activities, check the field list in the Student Search Screen.)

1. Search for the students who might have: Alert_Medical#
2. From the Group Functions List, choose *Save Stored Selections*

3. Assign a name for the group and leave the default selection chosen: SAVE the current selection with a new name.  [Submit]



```
                              71 Students records in current selection [Alert_Medical Students]
Name of new selection [Alert_Medical Students]
⦿ SAVE the current selection with a new name
○ ADD records that belong to ANY of the checked selections TO the current selection
○ FILTER records in current selection BY records that belong to EVERY checked selection
○ CREATE a NEW selection based on records that belong to ANY of the checked selections
○ CREATE a NEW selection based on records that belong to EVERY checked selection
○ DELETE all checked selections
○ PUBLISH all checked selections for other users

    Selections                          Published           #
☐   Alert_Medical Students                                 71          Go Functions
☐   RG enrollment 7/24                                     107         Go Functions
☐   RG enrollment 8/9                                      117         Go Functions

                                                                          Submit
```

1. Return to the front screen and repeat the process to select the students participating in activity you would like to have a stored search

## Add students to a saved selection

1. A saved selection already exists
2. Select the students to be added
3. Return to the start screen
4. Choose Stored Searches
5. Check the stored search
6. Click Add records that belong to any of the checked selections
7. If you want to use the original name, TYPE it into the new selection name.
8. Submit



```
                    3 Students records in current selection
Name of new selection [noratest]

○ SAVE the current selection with a new name
⦿ ADD records that belong to ANY of the checked selections TO the current selection
○ FILTER records in current selection BY records that belong to EVERY checked selection
○ CREATE a NEW selection based on records that belong to ANY of the checked selections
○ CREATE a NEW selection based on records that belong to EVERY checked selection
○ DELETE all checked selections
○ PUBLISH all checked selections for other users

    Selections          Published        #
☑   noratest                             3        Go Functions

                                                  Submit
```

## Remove Students from a saved selection

1. A saved selection already exists.  From the start screen go to Stored Selections and click *Go Functions* associated with the proper selection name.
2. Select Students By Hand
3. Click the student or students
4. Remove selected students (choice at the bottom of the screen)
5. Click [Functions]
6. Choose Stored Selections
7. Type the name into the "Name the new selection" box and leave "Save Selection with new name" selected.  When the new name is the same as a previously saved name is used, that name is assigned to the new group of students, in this case, the reduced group of students.

(5) R⬛⬛⬛⬛son
(6) R⬛⬛⬛⬛el
(2) Ru⬛
(1) Ru⬛
(5) Ru⬛

○ Keep selected students

◉ Remove selected students

( Selections )   ( Functions )
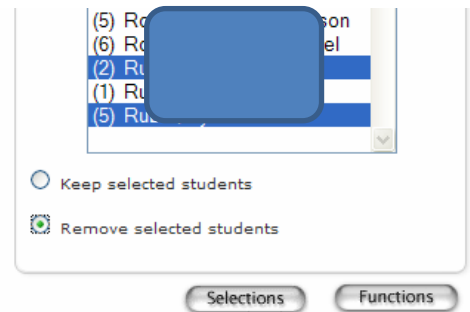
## View Stored Searches:

**Start Page**

**Search**

| Students | Staff | Parents |

[ ]  🔍 View Field List

**Browse Students**

A  B  C  D  E  F  G  H  I  J  K  L  M  N  O  P  Q
-3  PK3  PK4  K  1  2  3  4  5  6  7  8  9  10  11

**Other Options**

Enroll New Student   Stored Searches   Stored Selections

PS Administrator has created stored Searches to assist in quality of Data. Please run these searches on a regular basis to review and clean the data. Preferable before Fall, Spring and End of School Year submissions.

[ New ]

| Name of Stored Search | Perform Search Now |
|---|---|
| 01 - Missing Date of Birth | Run Search |
| 02 - Missing Ethnicity | Run Search |
| 03 - Missing Gender | Run Search |
| 04 - Addresses - Missing Street | Run Search |
| 05 - Addresses - Missing Zip Code | Run Search |
| 06 - Addresses - Missing State | Run Search |
| 07 - Missing Home Phone | Run Search |
| 08 - Missing District Entry Date | Run Search |
| 09 - Missing Comp Use Form | Run Search |
| 10 - Students With No Schedule | Run Search |
| 11 - Students With Bad Entry Dates | Run Search |
| 12 - Missing Resident Membership Code | Run Search |
| 13 - PreK - Missing EC Enrollment Placement | Run Search |
| 14 - PreK - Missing EC Program Start Date | Run Search |
| 15 - PreK - Missing EC Delivery Method | Run Search |
| 16 - PreK - Missing EC Delivery Schedule | Run Search |
| 17 - PreK - Missing Educational Setting | Run Search |

# How to Change Section from a Former Teacher to the New Teacher
## (If all of the sections will be handled by the new teacher)

**PowerSchool**

From the Start Page under Functions click on Teacher Schedules

**Functions**
Attendance
Daily Bulletin
Enrollment Summary
Master Schedule
Dashboard
Special Functions
Teacher Schedules
Power Announcement

**Start Page**

**Search**

| Students | Staff | Parents |

[ ] 🔍 View F

**Browse Students**

---

Start Page > Teacher Schedule - Perlin, Theresa  205290

## Teacher Schedule - Perlin, Theresa  205290

[ ] Display today's sections

Click on Teacher's name under Sec#

| Expression | Term | Course # | Course | Sec # | Room |
|---|---|---|---|---|---|
| CIT(A) | 13-14 | CIT01 | Citizenship 1 | | 27 |
| WRK(A) | 13-14 | WRK01 | Work Habits 1 | | 27 |
| RDG(A) | 13-14 | RDG01 | Reading 1 | | 27 |
| MAT(A) | 13-14 | MAT01 | Math 1 | | 27 |
| WRI(A) | 13-14 | WRI01 | Writing 1 | | 27 |
| SCI(A) | 13-14 | SCI01 | Science 1 | | 27 |
| SOC(A) | 13-14 | SOC01 | Social Studies 1 | | 27 |

Make all students listed above the current selection

This will open the Edit Section Window.

Click on Add button

## Edit Section

| Field | Value |
|---|---|
| Course Name | Work Habits 1 |
| Course Number | WRK01 |

Expression: WRK(A)

| | A |
|---|---|
| CIT | [ ] |
| WRK | [✔] |
| RDG | [ ] |
| MAT | [ ] |
| WRI | [ ] |
| SCI | [ ] |
| SOC | [ ] |
| ART | [ ] |
| PED | [ ] |
| MUS | [ ] |

Schedule

| Term | 2013-2014 ▼ | Start Date: 09/03/2013 End Date: 06/25/2014 |
|---|---|---|

Add

| Teacher - Section Lead | Staff | Role | % Allocation | Start Date | End Date | Actions |
|---|---|---|---|---|---|---|
| | P_____ | Lead Teacher | 100 | 09/03/2013 | 06/25/2014 | 🗎 ➖ |

**Edit Section**

| Field | Value |
|---|---|
| Course Name | Work Habits 1 |
| Course Number | WRK01 |

Expression: WRK(A)

| | A |
|---|---|
| CIT | ☐ |
| WRK | ☑ |
| RDG | ☐ |
| MAT | ☐ |
| WRI | ☐ |
| SCI | ☐ |
| SOC | ☐ |
| ART | ☐ |
| PED | ☐ |
| MUS | ☐ |

Schedule

Term  2013-2014 ▼   Start Date: 09/03/2013   End Date: 06/25/2014

Add

Teacher - Section Lead

| Staff | Role | % Allocation | Start Date | End Date | Actions |
|---|---|---|---|---|---|
| P_____a | Lead Teacher | 100 | 09/03/2013 | 06/25/2014 | |
| ▼ | Lead Teacher | 100 | 9/3/2013 | 6/25/2014 | |

Add

Teacher - Section Lead

| Staff | Role | % Allocation | Start Date | End Date | Actions |
|---|---|---|---|---|---|
| P_____ | Lead Teacher | 100 | 09/03/2013 | 01/26/2014 | |
| W_____ | Lead Teacher | 100 | 01/27/2014 | 06/25/2014 | |

End Result should look like this.

Note…Teacher's end date is 1/26/14, day before the New Teacher's start date of 1/27/14.

This task will need to be repeated on all of the Courses the former teacher taught.

**Teacher Schedule - Perlin, Theresa  205290**

☐ Display today's sections

| Expression | Term | Course # | Course | Sec # | Room | Enroll |
|---|---|---|---|---|---|---|
| CIT(A) | 13-14 | CIT01 | Citizenship 1 | | 27 | 28 |
| WRK(A) | 13-14 | WRK01 | Work Habits 1 | | 27 | 28 |
| RDG(A) | 13-14 | RDG01 | Reading 1 | | 27 | 28 |
| MAT(A) | 13-14 | MAT01 | Math 1 | | 27 | 28 |
| WRI(A) | 13-14 | WRI01 | Writing 1 | | 27 | 28 |
| SCI(A) | 13-14 | SCI01 | Science 1 | | 27 | 28 |
| SOC(A) | 13-14 | SOC01 | Social Studies 1 | | 27 | 28 |

Make all students listed above the current selection

# Substitute Sign In Settings

Substitute teachers at your school can use PowerTeacher Substitute to enter attendance and lunch counts for the classes they are covering. In order for substitute teachers to sign in to PowerTeacher Substitute, you will need to provide them with the school's PowerTeacher Substitute URL, the name of the school, the name of the teacher for whom you are substituting, and a password. For more information, see the PowerTeacher Substitute online help or the *PowerTeacher Substitute User Guide.*

## How to Set Substitute Sign In Settings

1. On the start page, choose **School** from the main menu. The School Setup page appears.

2. Under **General**, click **Sub Sign In Settings**. The Substitute Sign In Settings page appears.

Start Page > School Setup > Substitute Sign In Settings

Functions
Attendance
Daily Bulletin
Enrollment Summary
Master Schedule
Dashboard
Special Functions
Teacher Schedules

**Substitute Sign In Settings**

Substitute Sign In Password

Include current date?

Note: This substitute sign in password applies to ST        Academy only.

3. Use the following table to enter information in the fields:

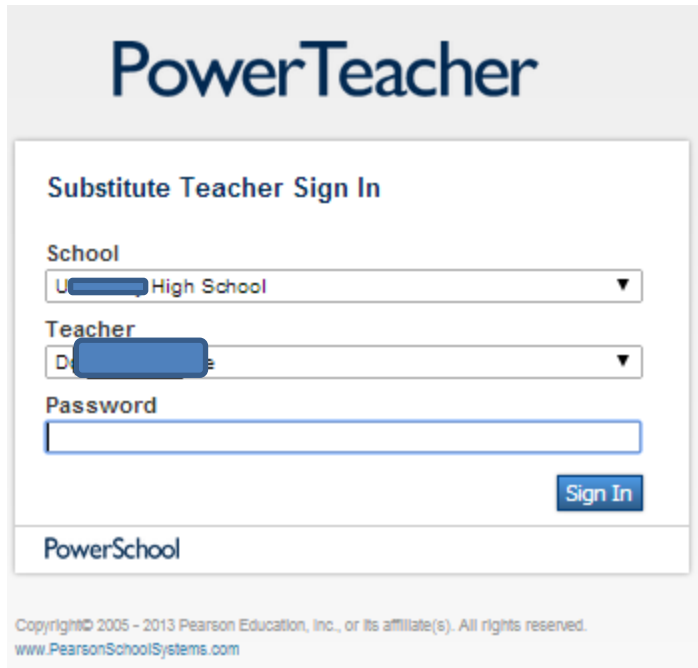| Field | Description |
|---|---|
| Sub Sign In Password | Enter the substitute password. |
| Include current date? | Select the checkbox to include the current date as a prefix to the password. |

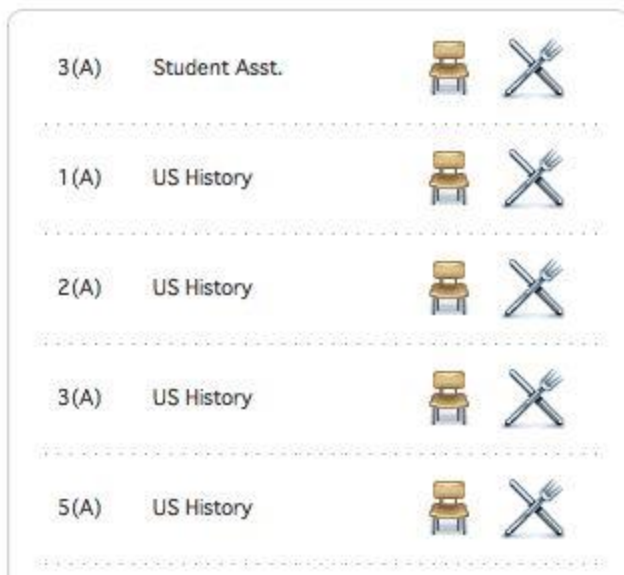4. Click **Submit**. The School Setup page appears.

This article describes how a substitute teacher can take attendance for your class using PowerTeacher, without the need for your username or password.

1. Log into the Substitute Portal of PowerSchool:
   https://ps.ycschools.us/subs
2. Select the school and teacher that the substitute is filling in for from the drop-down fields, and enter the substitute password, attained from the front office.



3. Click the "chair" icon next to the class for which you need to take attendance.

4. Select the appropriate attendance code from the drop-down field, then click next to each student name that needs to be marked with the selected code.

US History - 1(A)

**Current attendance code** ✓ (Present)
 5 (Tardy)
 T (Late)
 Z (Absent)
 ND (Non Dress)

Bfobea, Unyvr Znevr

Byqrebt, Noorl Yrvtu

Byzfgrnq, Whfgva Wnl

Crvar, Unaanu A

Enzfrl, Gubznf Yrr

Ervpureg, Qhfgva Wnpx

Fgnaoeb, Nhfgva Revp

Fgrryr, Xnlyrl Qvnan

Fjrrer, Oelaa Ryvmnorgu

5. Click the 'Submit' button at the bottom of the page.

Even if all students are present, the substitute teacher still needs to log in, click the "chair" icon for the current period, and click the submit button at the bottom of the page. This is the only way the system will know that all students are present.