

Check Off List for New Student Enrollment in PowerSchool

Before enrolling any student you must verify that the student is not already in the district. This step should always be done to minimize duplication of a student account/record. Use the **District Student Search** (Located on the start page) to conduct this search. If a student is duplicated the school will be responsible for manually merging the two accounts into one account. To enroll a new student who has never attended a school in your district - *PowerSchool Start Page > Enroll New Student*

Student Information

- Student's Name:** Must enter in Last Name, First Name, Middle Name[No initials full middle name] (if they have one)
- DOB:** MM/DD/YYYY
- Student number:** leave blank so the system can automatically assign a PowerSchool Student Number
- Social Security Number:** *(optional, per SC "student's Social Security number is not required for enrollment in school or for assigning a StateID ")*
- Phone Number:** 803-123-4567
- Enrollment date:** automatically defaults to current date *(must enter in the exact first day of the student)*
- Full-Time Equivalency:** select Full Time
- Grade Level:** Choose the grade level the student will be in when he or she enters your school
- Entry Code:**
E (Eligible for State Funding) *grades K – 12*
EEI (Ineligible for State Funding) *grades Pre-K*
- Track:** Not Applicable
- District of Residence:** the district where the student lives
- Fee Exemption Status:** *This is school specific*
- School:** will default to your school name

Information for Family Match *(this entire section is optional)*

- Family ID:**
- Mother's Name:** Name of the enrolling student's mother
- Father's Name:** Name of the enrolling student's father
- Guardian's Name:** Name of the enrolling student's guardian
- Sibling's Name:** Name of a sibling who is also a student within the district
- Include Student's Last Name In Search:** All students who share the same last name will be included in the search results

Home Address

- Street, Apt/Suite:** In the 1st box enter in the street number and address and in the second box if this applicable enter the Apartment or Suite number.
- City, State, Zip:** In the 1st box enter the city, the 2nd box will be populated with **SC**, and the 3rd box enter in the zip code.
- Geocode:** *(not applicable at this time)*
- Validate button:** *(not applicable in our district)*

After entering in a new student into PowerSchool, make sure these fields are filled out for the student. *(This also applies for students that transfer or come to your school from within the same district)*

Search for student from the start page *(if the student is inactive because they were transferred in by another school in the district, place a / (slash) in front of their name) > select the student*

- Access Account:** *only need to be filled out if the student or parent will be accessing the portal.*
- Addresses:** the home address should already be populated, but if it's different then the mail address you **must** enter in the mailing address. If the home address is the same as the mailing address click on the **Copy from Home Address** link.
- Demographics:**
 - a) Ethnicity – must select 'yes' if student is of Hispanic heritage
 - b) Race – at least one race must be selected, even if student is of Hispanic ethnicity
 - c) Scheduling/Reporting Ethnicity – an option should be selected
 - d) Father (last, first) – Fill in if known
 - e) Father's Day Phone - Fill in if known
 - f) Father's Employer - Fill in if known
 - g) Father's Home Phone - Fill in if known
 - h) Gender – must be selected
 - i) Guardian Email - *(optional)*
 - j) Mother (last, first) - Fill in if known
 - k) Mother's Day Phone - Fill in if known
 - l) Mother's Employer - Fill in if known
 - m) Mother's Home Phone - Fill in if known
 - n) Previous Student ID - Fill in if known; Enter a student number previously used for identification, especially for testing (Assessment) purposes *(optional)*
 - o) Graduation Year – Enter the projected year the student will complete requirements for graduation

Note: *Between the father and mother information one or the other or both must be filled out for each student.*

- Modify Info**
 - a) Home Room – *Precode Sorting*, training will be conducted by the Director of Accountability.
- Other Information**
 - a) **Date of Entry into USA** – leave blank. You will enter this information under SC Additional Student Information page

b) Primary Language Code - Enter the primary language in which student is most fluent. Use only those language codes that have been standardized by the SCDE:

- Leave Blank - English
- ARB – Arabic
- CMB – Cambodian
- CNT – Cantonese
- FRN – French
- GJR – Gujarati
- GRM – German
- HMN – Hmong
- HND – Hindi
- JPN – Japanese
- KRN – Korean
- MND – Mandarin
- OTH – Other
- PRT – Portuguese
- RSN – Russian
- SPN – Spanish
- TGL – Tagalog
- VTN – Vietnamese

c) Exclude From Class Ranking - only check if this statement is true. This statement is true for students that are working towards a state certificate or a district non-diploma document. Also the Commission of Higher Education (CHE) for scholarship purposes require a report listing just students in the diploma program.

State/Province – SC

- **State ID** – The SUNS (State Unique Numbering System) through the PowerSchool SIF agent automatically populates the State ID field when you enroll or transfer a student into your school.
- **Include this student in State Reporting** – For grades K-12 **Yes** should always be selected. This field indicates the manner in which this student is counted for average daily attendance and membership. For Pre-K if your Pre-K program is not recognized under the state program Child Development Education Pilot Program (CDEPP) then **No** should be selected.
- **Self Contained Date** – This is for students that only spend 0-39% of their time in a regular education environment/classroom. *NOTE: The self-contained date must be a valid date (mm/dd/yyyy) in the current school year as well as an in-session day for students.*
- **EFA/EIA Classification Information** – Student funding
- **CATE** – This page only needs to be filled out if your school is participating in the state funded CATE (Career and Technology Education) program. *If your school is participating in this program please contact Zenobia or William at the district office, so we can electronically send you CATE Reporting Procedure Guide for PowerSchool.*
- **Early Childhood** – must be filled out for all Pre-K and Kindergarten students. *The district has created an Early Childhood form which can be handed out to your Pre-K and Kindergarten parents, also the district office can electronically send you the SCDE Early Childhood Manual.* Also DIAL 3, 4 and 4K Readiness Assessment scores can be entered here for your students.

- **5K Readiness Scores**
- **Student Supplemental**
 - a) **Diploma Earned** – This field must be filled out for all graduating students, which will be moved into the graduating school for next school indicator. *Note: The student will receive only a diploma or a certificate; however, if the student whose completion of credits or final scores for exit examinations is not known at the time school officials need to place an order, selecting the “B” will ensure there is an appropriate award available for the student.*
 - b) **Diploma Ordered** - Indicate the order number on which the student will be included. The order number will be “1” for the initial order each year. Use order numbers “2,” “3,” etc., for supplemental orders placed after the initial order.
 - c) **Retained Reason** - Enter the most appropriate reason the student was retained for the current year.
 - d) **Times Retained** - Key in the number of years a student has been retained in a grade while at this school.
 - e) **Foster Home**
 - f) **504 Plan** – must be selected if the student has one
 - g) **Ninth Grade Code** – this field is for 9th – 12th graders ONLY. The year that will be entered will be the very first year the student was in 9th grade.
 - h) **G&T Qualified** - Though this field is not mandatory to complete for SCDE data collection, it is very helpful for school or district administrative purposes. The purpose for GT designation on the Student Supplemental Field Page is to have a place where districts can code students who qualify for GT Academic (GTA), GT Artistic (GTR), or Both.
- **Precode** – code, sort, label, customize test materials
- **Additional Student Information**
 - a) **Gen (Jr., III, etc.)** - Select from the drop-down list the student's generation code, such as Jr. or IV only if the student has the generation on a Birth Certificate. **DO NOT** include the generation field in the Last Name field.
 - b) **Alias Name** - Enter any alternate last name a student is using instead of his or her given name.
 - c) **Birth Place** - Enter the location for the student's birth place; ie, name of hospital, name of city, name of state or country, etc.
 - d) **US Shc Entry Date** - Enter the first date the student enrolled in a school in the U.S. In the case of students born in a foreign country, born in a US territory, or born in the US and entering a US school after returning from a home country during 2nd grade or later, a US Schools entry date must also be entered.
 - e) **English Prof** - The ESL field indicates the student proficiency level in English.
 - f) **1st Lang Spoken** - The first language the student spoke.
 - g) **Home Lang** - The primary language spoken in the child's home.
 - h) **Birth Country** - Select a birth country for eligible students only: if you populate the field “Date Entered US Schools” field, then select the country from which the student came. Also use this field for students born in US territories (e.g. Puerto Rico, etc.) AND for students born in the US, but who were returned to their family's home country before entering US Schools. Use the US territories selection on the drop down menu for these students. In these cases only (born in a foreign country, born in a US territory), would a US Schools entry date also be entered.
 - i) **Parent Military Status** – this must be filled out for all active students.

- j) **School Res** - Enter the code for the school to which the student would be assigned based on the home/street address (geocode).
 - k) **Transportation Needed** – Because charter school law states that it is not mandatory to provide transportation, so this field is *(optional)*.
 - l) **Diploma Type (for Transcript)** - Enter the type of diploma the student is currently seeking or has earned upon meeting graduation requirements. The value in this field prints on both SC Final and Work in Progress transcript object reports.
 - m) **Grad Date** - Enter the Student's Graduation Date using this format: mm/dd/yyyy which prints on both the SC Final and Work in Progress transcript object reports for the “Class of” information.
 - n) **Instructional Setting** - This field indicates that the student is currently receiving special education services and has an Individualized Education Program (IEP) in effect.
 - o) **True Grade**
 - p) **Migrant** - Check the box to indicate a student is a migrant.
 - q) **Middle/Early College (HS only)** - Check if the student is enrolled in an Early College Program. This field is for a High School Student Only.
 - r) **Moved To District** – This is only to be filled in if the student has transferred out of the district.
 - s) **Moved To School** - This is only to be filled out if the student has transferred out of your school.
 - t) **No Show Reason** - Indicate the reason for the student’s “no showing” at the school.
 - u) **Dropout Date** - For the Dropout Date field, enter the date on which the student became a dropout -- usually the first date of non-attendance.
 - v) **Dropout Reason** - Use the W36 Withdrawal Code for all students who are identified as dropouts. These students must receive both a Dropout Reason and Dropout Date.
- b) **Parent Information** - Since a student may live with one of several persons during a given time span depending on home and family circumstances, you will want to populate fields with data values most current and appropriate for the safety and security of the student.
- a) The SCDE uses the **Parent/Guardian Name** field to determine the number of state report cards to produce.
 - b) **CONTACT 1:** Enter data in the cells for contact 1 for the FIRST LEVEL contact or the person primarily responsible for the student. Also check or uncheck “Yes” **Receive Mailing** and **Living With (mandatory)**
 - c) **CONTACTS 2-5:** Enter data in the cells as appropriate, indicating relationships provided by Contact 1. . Also check or uncheck “Yes” **Receive Mailing** and **Living With**
 - d) **Guardian’s Name & Info** - If the student resides with a guardian and not the mother or father, enter the Last, First, Middle names for the guardian. Note: Use the Relationship Code: Guardian
 - e) **Relationship Code** - Use this field to indicate the relationship of the person being entered to the student. Enter information for one parent/guardian at a time. Add the parent/guardian who assumes primary responsibility for the student first, since that record displays first by default. *The relationship code is only needed if the guardian field is applicable.*
- **Emergency Contacts (optional)**
 - **Homeless Student Information** – must be field in for a student that is homeless. *If you need clarity on the fields the district office can provide you with SCDE documentation.*
 - **Immunization** - This information is collected during state reporting. Per district policy you must make a selection other than *No Record* for **Enter the students overall Immunization Status**. All schools must have a hard copy of a child’s required shots by date as part of his student permanent records.

- **Transport** – If your school provides transportation, *please contact Zenobia or William at the district office, so we can electronically send you Transportation Guide for PowerSchool.*
- **Work-Based Learning** – This tab is for schools that participate in the SCDE Worked Based Learning Program. *If your school is participating in this program please contact Zenobia or William at the district office, so we can electronically send you Worked Based Learning Guide for PowerSchool. (You have up until the start of QDC4 to enter this information in PowerSchool)*
f)

- Attendance** – All active students at your school **MUST** have their attendance taken daily.
- Lunch** - lunch status should be selected (Free, Reduced, or Full Pay)
- Incidents** – For all active students at your school incidents must be recorded in PowerSchool at all times. *If you need clarity on how to fill out the Incidents page the district office can provide you with SCDE documentation.*
- Modify Schedule** – all active students **MUST** be assigned to an active and valid course at your school. This is from grades K – 12. *(Regulation 43-234)*
- Scheduling Setup**
 - a) **Next Year Grade** – what grade the student should be the next year. If the student is a 12th grader now then you would need to enter **99 (indicates student will have graduated).**
 - b) **Next School Indicator** – should not be left blank. If the student is not a 12th grade it should be the name of the school and if the student is a 12th grader Graduated Students.