

# PowerSchool Transfer Student Information for 2014-15

## How do I enroll a new student in PowerSchool?

**\* First, verify that the student has not enrolled in our district previously by using the "District Student Search" button on the start page. If a student name returns from the search follow district policy when transferring students within the district. (This will help in minimizing duplicate student records)**

*These procedures are based on South Carolina Code of Laws, Sections 59-63-410 and 59-63-420, and South Carolina Code of Regulations, Chapter 43, Regulation Number R 43-273*

If the student name does not return proceed with enrolling student into PowerSchool at your school: (PowerSource ID 11259)

1. Select the term in which you would like to enroll the new student.
2. Select a school from the School menu at the top of the screen.
3. From the start page, click the "Enroll New Student" function.
4. Populate the form with the required information. The following is required:
  - Last name
  - First name
  - Enrollment date
  - Full time equivalency
  - Grade level
  - Information for Family Match
5. Submit the form.
6. If the information was entered in Family Match, PowerSchool will return possible matches.

If no possible duplicates are found, the student will be successfully enrolled.

7. PowerSchool uses the student's Last Name, Date of Birth, Social Security Number and Home Phone Number to search for duplicate records.
8. If the new student already exists, select that student to avoid enrolling a duplicate.
9. If the new student does not exist in the list of possible students, click Enroll at the bottom of the screen to proceed with the new enrollment.

SSN: SSN is **NOT** required for the assignment of the student's StateID (SUNS number). If it is available, the SSN is very helpful in the matching process in SUNS. If any data is entered in the SSN field in PowerSchool, it must be in the valid range of numbers that the Social Security Administration assigns in order for the student to be processed

and receive a StateID. Again, a student's Social Security number is not required for enrollment in school or for assigning a StateID.

Enrollment Date: This should be the student's first day at school for the new school year. Be careful when entering this date during a summer registration prior to the first day your school begins; the default is the current date on which you are entering student information. The first day is when a student would be in classroom.

## **Transferring Students To A School Within District After End-of-Year Process and Prior to Student First Day of School**

If a student transfers to another school within our district, follow the two-step withdrawal process:

"Transfer Out Of School" and "Transfer to Another School."

- Locate and select your student.
- Select "Functions" under "Enrollment."
- Select "Transfer out of School."
- Enter "Transfer Comment." **(Optional)**
- Enter "Date of Transfer." **(Use the default date. If you don't use the "default" date, the student's enrollment status will not change to "Transferred Out" until your school's first day for students. You will need to "edit" this date to your school's first day for students AFTER you submit.)**
- Enter "NS" as "Exit Code" and "Submit."

Transfer comment	<input type="text"/>
Date of transfer (should be the day after the student's last day in class)	7/31/2014 <input type="text" value="(MM/DD/YYYY)"/>
Exit code	NS (No-Show/Never Enrolled)
<input type="checkbox"/> Check here if student(s) intend to enroll in school during next school year.*	

After clicking Submit:

- After you submit select "Transfer Info" and click on the "entry date" under Current Enrollment.

Change the “**Entry & Exit Date**” from the “default date” to “your school’s first day for students.” **The Entry and Exit dates must be the same for a “No Show” student.**

Change Full-Time Equivalency from “blank” to “Default” and “Submit.”

Current Enrollment					
Entry Date / Code		Exit Date / Code		Grade	Entry Comment
08/04/2014	E	08/04/2014	NS	8	Promote Same School

Once the student’s status is “Transferred Out” with an “NS” Exit Code you may transfer the record to another school within district. **(DO NOT transfer the record until you have verified this information and you receive a student records request from the receiving school. Remember, the Entry and Exit dates must be the same and the “Exit Code” must be NS for a “No Show” student.)**

Select “Functions”

Transfer To Another School

Select the school that you need to transfer the student t within our district.

## **How do I transfer a student from one school to another in my district AFTER the new year begins?**

1. On the Start Page, search for the student that needs to be transferred.
2. The school will print/complete the SCPCSD Withdrawal Form (the report name is District Withdraw Form) or a district-approved school-specific version, providing the parent or guardian with the student’s academic and disciplinary record.
3. After the report is printed, go to the EFA/EIA Classification page and use the student’s actual last day of attending class as the end date for the students EFA Stop date.
4. Click on the Functions link on the left frame of the students screen menu.
5. Select Transfer Out Of School from the Functions page.
6. The Transfer Student Out screen appears.

7. Transfer comment: Enter optional information for which the school wants to keep track.
8. Enter a transfer date: The transfer date should be the day AFTER the student's last day of class attendance.
9. Select an Exit Code (W10).
10. Determine whether to check the box to maintain scheduling setup for the student "No".

After this process, the student will no longer appear as active in the previous school's database and will be automatically dropped from the teacher's roster.

1. School B select the student that has just been transferred over.
2. **Note:** The student will not show up in a regular search. Be sure to precede your search string with the / (slash) character to include inactive students in your search.
3. Navigate to the Functions student screen.
4. Click Re-Enroll in School.
5. Enter the appropriate enrollment information such as the Entry Date, Entry Code, Entry Comment, Full Time Equivalency, and Grade Level.
6. For **Restore class enrollments?** select "No".
7. Click Submit.
8. Verify that the student is now an active student at the new school.

## **How do I transfer a student from one school to another outside my district AFTER the new year begins?**

1. At School A select the currently enrolled student.
2. Navigate to the Functions student screen.
3. Click Transfer Out of School.
4. Enter the appropriate transfer information including the Exit Date (the actual date of the withdrawal), Transfer Comments, and Exit Code.
5. Click the Submit button.
6. Verify that the student was transferred out of school.

## **Coding a "No Show" student in PowerSchool?**

A “no-show” student is one who does not show up on the first day of the new school year as expected; that is, the student does not show up on the first day at the school in which he was enrolled and scheduled for classes. The proper code is NS and the exit date is the first day of the new school year for that school. You do not want to have an exit date prior to the student’s entry date as this could cause membership totals to be incorrect. **The student must be no-showed before the end of the first day of school.**

## Student “No Show” on first day but attends school any day afterwards?

You must leave the enrollment with the “NS” (do not alter or delete) and re-enroll student in your school. So the students should have 2 enrollments for that school year one with an exit code of “NS” and the other with the start and end the student actually enrolled for the year.

Current Enrollment					
Entry Date / Code		Exit Date / Code		Grade	Entry Comment
08/20/2014	E	06/04/2015		6	
Previous Enrollments					
Entry Date / Code		Exit Date / Code		Grade	Entry Comment
08/19/2014	E	08/19/2014	NS	6	Promote Same School

## In the case of a student who has an NS code for school A and shows up several days later at school B, what is the procedure?

School A transfers out the student and then transfers the student to School B. The withdrawal date is the first day of school for School A. School B will then need to re-enroll the student with the current entry date—the day the student arrives at School B. A conscientious registrar at School B would send a note to the previous school providing the student’s current status.