

PRE-REGISTERING STUDENTS FOR NEXT SCHOOL YEAR

Pre-registering students will create a Pending Enrollment that will become active on the first day of school. Incorrect pre-registering of students may result in students not being scheduled in the future year properly.

Before Pre-Registering Students for next school year your school must have the **YEAR** term defined for 2015-2016 and unless you have started your scheduling process, it's likely you don't have this yet. In your School context go to Setup | School | Years and Terms. If you do not already have a YEAR term create just ONE for the full year according to the sample below, making absolutely sure that the first day of school is correct. If you do not currently know your last day of next school year, make your best guess at this point; it is not as critical now as the first day being accurate. DO NOT add any additional terms at this point.

		Example Entry
Name of School Year	<input type="text" value="2013-2014"/>	2001-2002
Abbreviation	<input type="text" value="13-14"/>	01-02
First Day of School	<input type="text" value="9/3/2013"/> (MM/DD/YYYY)	08/23/2001
Last Day of School	<input type="text" value="6/6/2014"/> (MM/DD/YYYY)	06/05/2002

Note: Once you have entered the first and last dates for the school year, they cannot be changed. Be absolutely sure that the dates are correct and in MM/DD/YYYY format before clicking the Submit button.

Make sure you are in your school and in the 2015-2016 term at the top of the page. **ALWAYS** search your inactive students to see if the student has been previously entered in PowerSchool. You can do this by searching by last name preceded with a forward slash if you do not have the Smart Search set to include Inactive students in your search results. (This can be activated under Personalize | Interface)

If you suspect that an inactive student last attended another school in your district, contact that school and ask them if the student was exited from their school and if they could be transferred over to your school. Or a person with District level access may easily be able to confirm the existence of an inactive student at another school for you.

If you do not find your student and feel confident that they don't already exist in PowerSchool then continue as normal to Enroll New Student. Make sure that the Entry Date is the *first day of school next year*. Assign them to the grade level that *they will be in next year*. You will also need to add the *Next year school* information to the Student's Scheduling Setup page – see example on following page. You may not routinely fill this screen in but you need to make sure that PowerSchool has no way to misunderstand where this student will be for next year.

Scheduling Setup

Jones, Simply T 4 61602192 Pre-Registered

Required Settings

Next Year Grade 4

Priority 0

Schedule This Student ☐

Year of Graduation 2021

Summer School Indicator None

Note for Summer School Admin

80 characters left

Next School Indicator Elementary

Optional Settings

Next Year Campus/Building Associate

Next Year House Associate

Next Year Team

Submit

All schools – enter in Next Year Grade, Year of Graduation and Select school from the dropdown box. If Middle School or High School also check Schedule This Student and fill in a scheduling priority.

This screen will insure that the student will be in the intended grade level when school starts next year. If they are being pre-registered for Middle or High School, this will also allow them to be given a class schedule for next year.

If you are filling in the District Entry Date on the Modify Information screen be sure to use the first day of school next year.

- NOTE: When you have finished entering data on your student(s) be sure you place yourself back into the Current Year in the upper right corner.

TO FIND STUDENTS WHO ARE PRE-REGISTERED IN YOUR SCHOOL

From the start page enter in the following search

/EntryDate=09/08/2014

This can be done in 15-16 school year and you can do anything you would normally do with a Selection of Students – print mailing labels or reports or you can do the List Students function to generate a quick list of them.

TO DROP A STUDENT WHO HAS BEEN PRE-REGISTERED

While it's unlikely to happen 😊 a parent may come to you after you have pre-registered a student and inform you that they will not be coming to your school next fall for whatever reason. Since the student will not be active until the first day of school, you are not able to Transfer them out like any other exiting student.

The easiest way to accomplish this is to wait until school starts and the student becomes active via the normal PowerSchool functionality. Then you can exit them on the first day of school and accurately note that the student is a NO SHOW in next year's records. Students with an entry date and exit date of the first day of school are not normally included in state reporting files.