

**Student User Guide**

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**PowerSchool  
Student Information System**



**PowerSchool**

## Document Properties

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## Introduction

Use PowerSchool Help to learn the PowerSchool Student Information System (SIS) and to serve as a reference for your daily work. However, before you can begin using PowerSchool, the PowerSchool administrator at your school must set up the system and import the data from your previous system. Once those steps are complete, you can start using PowerSchool. Use PowerSchool Help to assist you in navigating in PowerSchool.

PowerSchool Help is updated as PowerSchool is updated. Not all versions of PowerSchool Help are available in a printable guide. For the most up-to-date information, click Help on any page in PowerSchool.

There are user guides available that include the same information as PowerSchool Help for each major release of PowerSchool. These user guides include instructions for certain user roles, though these roles will vary depending on your school or district's circumstances. For the most recent version of the printable guides, visit the PowerSchool Customer Support web site at <https://www.powerschool.com/support/documentation/userguides/>. This URL is case-sensitive.

**Note:** You need a username and password to view anything on the PowerSchool Customer Support web site. Contact your PowerSchool administrator for access.

You are encouraged to read each section of the help that pertains to you. While the introductory sections build a foundation of knowledge that you will use every time you log on to PowerSchool, the remaining sections are independent of each other and can be read in any order. However, if you have never used PowerSchool before, it will be most helpful if you start with the section "[Introduction to PowerSchool](#)." Whenever you read this guide, keep the following points in mind:

- The actions you can perform in PowerSchool depend on your job responsibilities and subsequently on your level of access to PowerSchool. Some users only have viewing rights to some pages. Others can view or edit any page. Still other users can view or edit any page, and create new ones as well. Finally, some pages are view-only for everyone. This guide outlines viewing, editing, and creating options for most pages. Depending on your needs and your level of access, only certain options will be applicable and available to you. If you find that your work requires a greater level of access, contact the system administrator at your school.

Almost all of the activities described in this guide begin by selecting the appropriate student or group; thus, it is imperative that you understand how to search for and select a student. For detailed instructions on how to do this, refer to the section "[Search and Select](#)."

- The school and student records used in this guide differ from those displayed on your page as you work. You will work with real data based on student records at your school. The graphics in this guide are only examples.
- In PowerSchool, different pages provide some of the same information because you view the same data from a different place each time. If you add, change, or delete data on one page, it will be added, changed, or deleted on other pages that contain the same field(s) of data.
- The reporting features described in this guide are some of the most important you will use in the system. A PowerSchool report is a statement of student or staff records that is



produced for viewing or printing and can include information text in addition to the report listings. PowerSchool reports include report cards, lists of class schedules, lunch balance sheets, mailing labels, lists of current staff members, and attendance records.

Use PowerSchool to create numerous types of reports that pull selected data quickly and easily. Select from a list of pre-configured reports that have preset parameters or create a custom report to include parameters needed for a specific task. You should read the sections "**Custom Reports**" and "**Pre-Configured Reports**" before creating a report.

## Legend

- This guide uses the > symbol to move down a menu path. Thus, if instructed to Click File > New > Window, begin by clicking the File menu. Then, click New and Window. The option noted after the > symbol will always be on the menu that results from your previous selection.
- It is easy to identify notes because they are indented and prefaced by the text **Notes:**.

## Audience

This document is intended for school administrators, system administrators, office staff, counselors, and cafeteria personnel.

## Search and Select

Learning how to perform searches is the key to using PowerSchool, since you select a student or group of students with whom you are going to work. Before you can do any type of work on a student's record or on a group's records, select the individual or group. By performing a search, you make such a selection. The simplest search finds just one student, but it is possible to perform searches that are more complex. See the section "[Advanced Search and Select](#)" for details. For more information on selecting a group of students, see the section "[Current Selection](#)."

When performing both simple and advanced searches, it is important to keep in the mind the following:

- Any work with student records always begins with a search. You must tell PowerSchool which records to retrieve in order to work with an individual student record or a group of students.
- Enter field names in the Search field exactly as they are written in the field list. PowerSchool cannot find a field when its spelling does not match the fields in PowerSchool. Placement of underscores ( \_ ) is just as important. To verify the correct spelling of a field, click View Field List on the PowerSchool start page.
- While the spelling of the field name is important, the case is not. Enter gender=f, Gender=F, GENDER=F, or any variation thereof. PowerSchool searches are not case-sensitive.
- Separate different search criteria in the command line with a semicolon (;).

You can also search for students either by teacher schedule or by the master schedule. For more information on searching by schedules, see the section "[Search for Preselected Groups of Students](#)."

## Select an Individual Student

Select a student to view that student's pages.

### How to Select an Individual Student by Last Name

1. On the start page, enter the last name of a student whose record you want to review in the Search Students field.

**Note:** Alternatively, enter just the first few letters of the student's last name. Keep in mind that this produces more records.

### 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](#)  
[9](#) [10](#) [11](#) [12](#) [M F](#) [All](#)

---

### Stored Options

[Stored Searches](#)   [Stored Selections](#)

2. Click Search. If you search for a student who has a unique last name, the search displays the one record it finds. If you search for a student who has a common last name, a list of student records appears.

### Student Selection

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

Search:

Matches: ( 4 )

(20000) (10) Alexander, Joannie  
 (840000060) (11) Anderson, Brittany  
 (840001336) (12) Anderson, Casey  
 (840000163) (9) Anderson, Richie

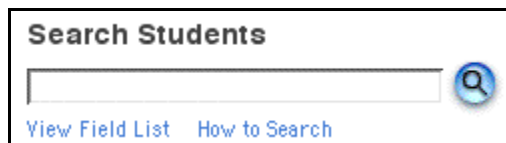
Select a function for this group of students

▼

Click the name of the student whose record you want to review to work with just that student. To work with the entire group of students, click Functions at the bottom of the list to display the Group Functions page. For more information on selecting students from a group of students, see the section "[How to Select a Group of Students by Hand.](#)" For more information on the Group Functions page, see the section "[Work With Groups.](#)"

## How to Select an Individual Student by Student Number

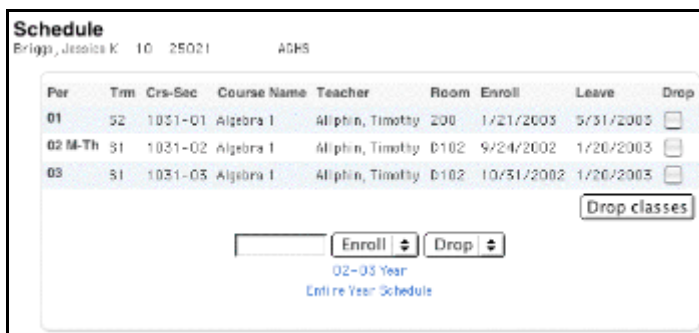
1. On the start page, enter the school identification number of the student whose record you want to review in the Search Students field.



**Search Students**

[View Field List](#) [How to Search](#)

2. Click Search. Because the same student number is never assigned to more than one student, your search produces just one name. The page displays that student's record.



**Schedule**  
Erigo, Jessica K 10 25021 AGHS

Per	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
01	52	1021-01	Algebra I	Alphin, Timothy	200	1/21/2003	5/31/2003	<input type="checkbox"/>
02 M-Th	51	1031-02	Algebra I	Alphin, Timothy	D102	9/24/2002	1/20/2003	<input type="checkbox"/>
03	51	1031-03	Algebra I	Alphin, Timothy	D102	10/31/2002	1/20/2003	<input type="checkbox"/>

[Drop classes](#)

[Enroll](#) [Drop](#)

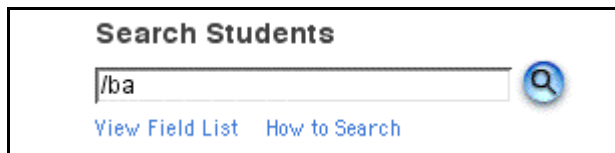
02-03 Year  
[Entire Year Schedule](#)

Your view of the student's record can differ from that shown in the example. For more information on student page views, see the section "[Student Page Views](#)." For more information on selecting the default student page, see the section "[How to Set the Default Student Page](#)."

## How to Search for Inactive Students

Use PowerSchool to search for the records of any student who has ever enrolled in your school. You can view the record of a student who has transferred to a new school, dropped out, or otherwise left your school.

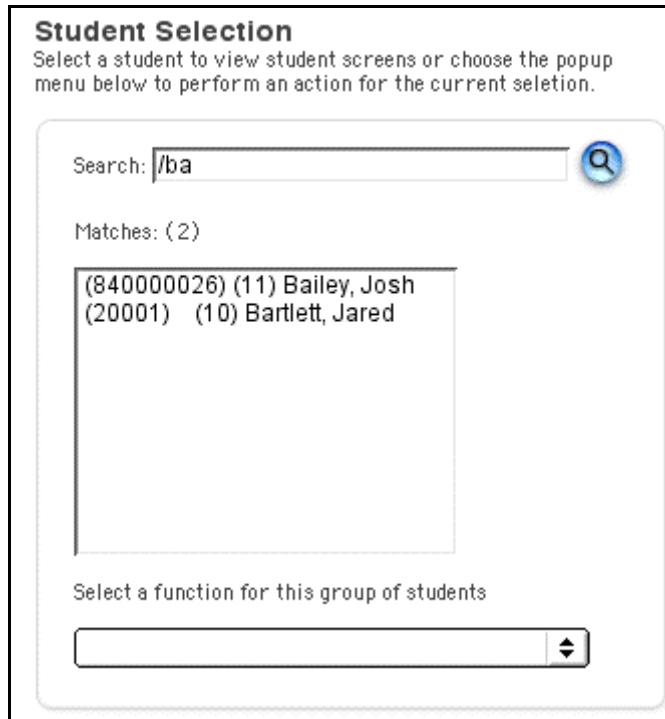
1. On the start page, enter a forward slash (/) followed by the first few letters of the last name of the student whose record you want to review in the Search Students field.



**Search Students**

[View Field List](#) [How to Search](#)

2. Click Search. PowerSchool returns a list of all active and inactive students whose names start with those letters.



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

Search: /ba

Matches: ( 2)

(840000026) (11) Bailey, Josh  
(20001) (10) Bartlett, Jared

Select a function for this group of students

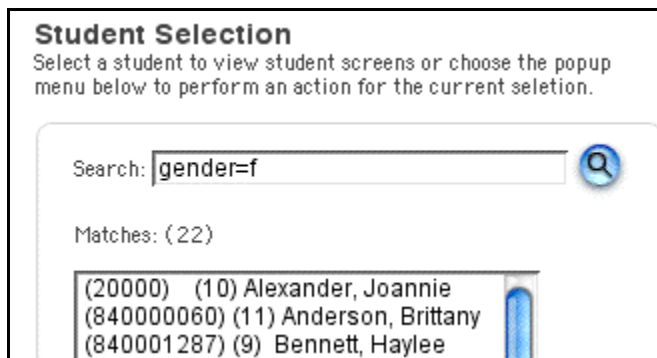
**Note:** Notice the number of students on the list. To verify that this list includes active as well as inactive students, return to the start page and redo the search without the slash (/) before the last name. Fewer names on the resulting list appear if there are any inactive students, since the list includes only active students.

Click the name of the student whose record you want to review to work with that student. To work with the entire group of students, click Functions at the bottom of the list to display the Group Functions page. For more information on selecting students from a group of students, see the section "[How to Select a Group of Students by Hand](#)." For more information on the Group Functions page, see the section "[Work With Groups](#)."

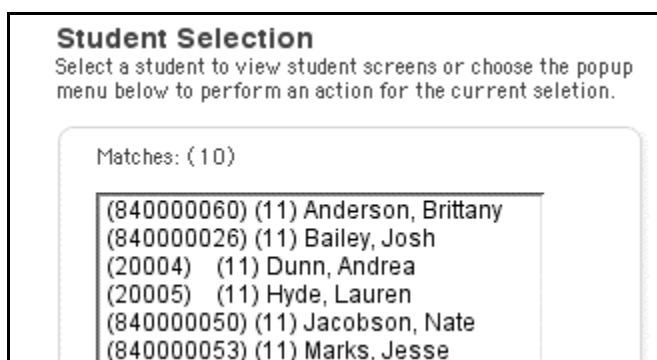
## Select a Group of Students

Search for just one student as instructed in the section "[Select an Individual Student](#)," or search for groups of students based on criteria that you select. Use the Search Students field to locate a group of students that match a specific set of criteria. For more information on fields, see the section "[How to Search for Students by Other Fields](#)." Use the quick links to search for students either by the first letter of their last name, grade, or gender.

When using the Search Students field, the search criteria and the number of results appear on the Student Selection page.



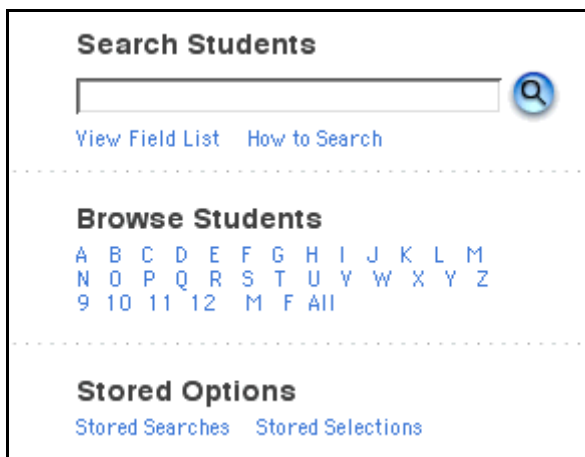
When using the quick links, such as 11 for eleventh graders and F for females, the search criteria do not appear on the Student Selection page.



## How to Search for All Students

This is the easiest search, but it also produces the largest number of results.

1. On the start page, click the Search icon.




**Note:** Search for both active and inactive students by entering a forward slash (/) in the Search Students field before clicking Search.

Depending on the number of students at your school, it can take a while to produce the list of students. The list displays the names of all students at your school and a number (in

parentheses) at the top of the list. This number indicates how many records were returned by the search.

### Student Selection

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

Search:  

Matches: ( 40)

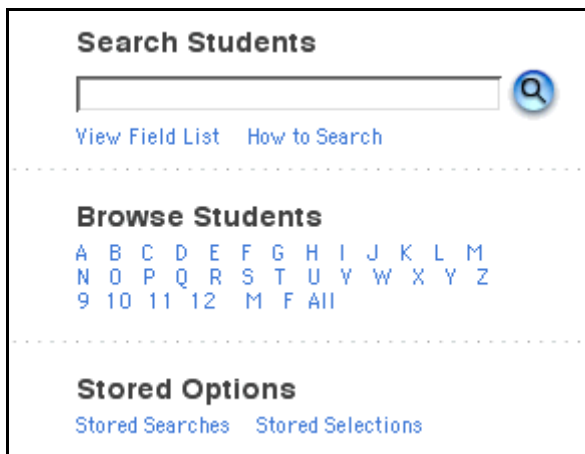
(20000)	(10)	Alexander, Joannie
(840000060)	(11)	Anderson, Brittany
(840001336)	(12)	Anderson, Casey
(840000163)	(9)	Anderson, Richie
(840000026)	(11)	Bailey, Josh
(20001)	(10)	Bartlett, Jared
(840001287)	(9)	Bennett, Haylee
(20002)	(10)	Brewster, Kylee
(840000159)	(9)	Brown, Justin
(840000715)	(10)	Chandler, Jason
(840000212)	(9)	Clarkston, Tiffany
(840000301)	(12)	Cooper, Amber
(20004)	(11)	Dunn, Andrea
(840000702)	(10)	Eaton, Kyle
(840000267)	(12)	Franks, Jennifer

Select a function for this group of students

Click the name of the student whose record you want to review to work with that student. To work with the entire group of students, choose a function from the group functions pop-up menu at the bottom of the list. For more information on the Group Functions page, see the section "[Work With Groups](#)."

## How to Search for Students by Grade Level

1. On the start page, click a number to search by grade level.



The screenshot shows a web interface for searching students. It is divided into three sections by dashed lines. The top section, titled "Search Students", contains a search input field with a magnifying glass icon to its right, and two links below it: "View Field List" and "How to Search". The middle section, titled "Browse Students", displays a grid of letters: the first row contains A, B, C, D, E, F, G, H, I, J, K, L, M; the second row contains N, O, P, Q, R, S, T, U, V, W, X, Y, Z; and the third row contains 9, 10, 11, 12, M, F, All. The bottom section, titled "Stored Options", contains two links: "Stored Searches" and "Stored Selections".

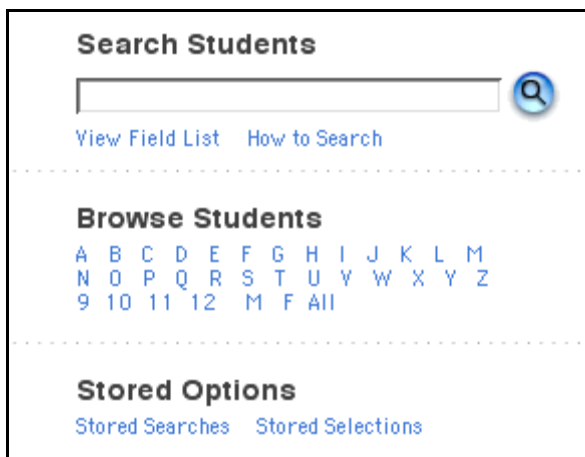
**Note:** Alternatively, use the field name to search. In this case, enter `grade_level=` followed by the grade number in the Search Students field. This is helpful for when you want to search by criteria in addition to grade level.

The page displays a list of all students in the specified grade level.

Click the name of the student whose record you want to review to work with that student. To work with the entire group of students, choose a function from the Functions pop-up menu at the bottom of the list. For more information on the Group Functions page, see the section "[Work With Groups](#)."

## How to Search for Students by Gender

1. On the start page, click M to search for males or F to search for females.



This screenshot is identical to the one above, showing the "Search Students" interface with the search field, "Browse Students" grid, and "Stored Options" section.

2. Click Search. The page displays a list of all male or female students in your school.



### Student Selection

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

Matches: ( 18)

(840001336)	(12)	Anderson, Casey
(840000163)	(9)	Anderson, Richie
(840000026)	(11)	Bailey, Josh
(20001)	(10)	Bartlett, Jared
(840000159)	(9)	Brown, Justin
(840000715)	(10)	Chandler, Jason
(840000702)	(10)	Eaton, Kyle
(840000307)	(12)	Garrett, Andy
(840000050)	(11)	Jacobson, Nate
(840000743)	(10)	Lym, Brian
(840000053)	(11)	Marks, Jesse
(840000297)	(12)	Martin, Brian
(840000206)	(9)	Orton, Alec
(840000051)	(11)	Polson, Matt
(840001125)	(9)	Pratt, Mike

Select a function for this group of students

**Note:** Alternatively, use the field name to search. In this case, enter gender=m or gender=f in the Search Students field.

Click the name of the student whose record you want to review to work with that student. To work with the entire group of students, choose a function from the group functions pop-up menu at the bottom of the list. For more information on the Group Functions page, see the section "[Work With Groups](#)."

## How to Search for Students by Ethnicity


1. On the start page, enter ethnicity= followed by the code for the ethnic group you want to search in the Search Students field. The following example displays a search for Hispanic students.

### Search Students

  
[View Field List](#) [How to Search](#)

2. Click Search. The page displays a list of all students of the specified ethnicity in your school.

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

Search:  

Matches: (36)

(20000)	(10)	Alexander, Joannie
(840000060)	(11)	Anderson, Brittany
(840001336)	(12)	Anderson, Casey
(840000163)	(9)	Anderson, Richie
(840000026)	(11)	Bailey, Josh
(840001287)	(9)	Bennett, Haylee
(840000159)	(9)	Brown, Justin
(840000212)	(9)	Clarkston, Tiffany
(840000301)	(12)	Cooper, Amber
(20004)	(11)	Dunn, Andrea
(840000267)	(12)	Franks, Jennifer
(840000307)	(12)	Garrett, Andy
(20003)	(10)	Gustafsson, Cammi
(840001296)	(12)	Holloway, Kylee
(20005)	(11)	Hyde, Lauren

Select a function for this group of students

Click the name of the student whose record you want to review to work with that student. To work with the entire group of students, choose a function from the group functions pop-up menu at the bottom of the list. For more information on the Group Functions page, see the section "[Work With Groups](#)."

## How to Search for Students by Other Fields

Search for groups of students who share other commonalities besides grade level, gender, or ethnicity. Search by any field in your PowerSchool database.

1. On the start page, click View Field List.

### 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  
 9 10 11 12 M F All

---

### Stored Options

[Stored Searches](#)   [Stored Selections](#)

The resulting page displays a list of all fields that can be used to perform a search. Many of the fields shown below are the same as the fields in your school's PowerSchool database. However, since each school can add or delete fields, your list might differ from the example.

Field List		
1. ACT	55. EnrolmentType	111. monitor_date
2. ACT_composite	57. Enrolment_SchoolID	112. Mother
3. ACT_date	58. Enrol_Status	113. motherdayphone
4. ACT_english	59. EntryCode	114. Mother_Employer
5. ACT_math	60. EntryDate	115. Mother_home_phone
6. ACT_reading	61. ESL_placement	116. Next_School
7. ACT_science	62. Ethnicity	117. Phone_ID
8. Alert_Discipline	63. Exclude_fr_rank	118. PhotoFlag
9. Alert_DisciplineExpires	64. ExitCode	119. PL_Language
10. Alert_Guardian	65. ExitDate	120. SAT
11. Alert_GuardianExpires	66. Family_Ident	121. Sched_LockStudentSchedule
12. Alert_Medical	67. Father	122. Sched_NextYearBuilding
13. Alert_MedicalExpires	68. fatherdayphone	123. Sched_NextYearBus
14. Alert_Other	69. Father_Employer	124. Sched_NextYearGrade
15. Alert_OtherExpires	70. Father_home_phone	125. Sched_NextYearHomeRoom
16. allergies	71. First_Name	126. Sched_NextYearHouse
17. AllowWebAccess	72. FullTimeEnroll	127. Sched_NextYearTeam
18. Applic_Response_Recvd_Date	73. Gender	128. Sched_Priority
19. Applic_Submitted_Date	74. Grade_Level	129. Sched_Scheduled
20. area	75. GradReqSet	130. Sched_YearOfGraduation
21. ALE_skill_cert	76. GradReqSetID	131. SchoolEntryDate
22. BalanceI	77. Graduated_Rank	132. SchoolEntryGradeLevel

2. Click Back on the web browser window.
3. Enter the field in the Search Students field, followed by the comparator and value of the field to use in a search.

**Note:** For more information on comparators, see the section "[How to Use Comparators.](#)"

4. Click Search.

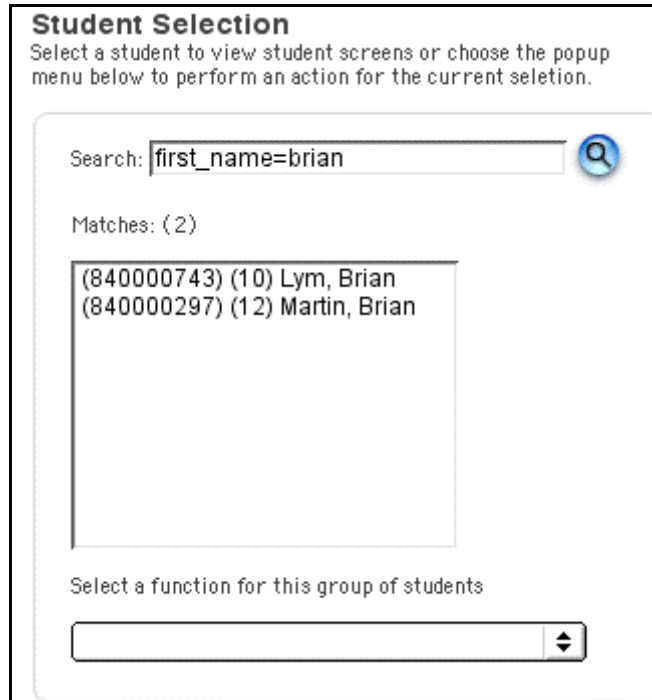
### Search Students

[View Field List](#)   [How to Search](#)


**Note:** It is not necessary to memorize the field list, but it is helpful to become familiar with those you use most often. If you do need to search by a field whose exact name you cannot remember, access the field list by clicking the link under the Search Students field. Be sure to enter the field into the Search Student field exactly as it is noted on the field list or your search will produce no records. If you get a message indicating that there are no records

matching the criteria you entered, check that the field exists on your PowerSchool system and verify the spelling of the field name.

If you search for a student who has a value for a field matching no other student's value, the search displays the one record it finds. If you search for a student who has a value for the field matching any other student's value, a list of students appears.



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

Search:  

Matches: (2)

(840000743) (10) Lym, Brian  
(840000297) (12) Martin, Brian

Select a function for this group of students

Click the name of the student whose record you want to review to work with that student. To work with the entire group of students, choose a function from the group functions pop-up menu at the bottom of the list. For more information on the Group Functions page, see the section "[Work With Groups](#)."


## How to Select a Group of Students by Hand

This selection process is helpful if you want to select a group of students from a larger group. Selecting students while holding Command (Mac) or Control (Windows) helps you narrow your search results even further. For example, you can quickly display a list of female sophomores.

1. On the start page, select the group of students using a search method such as by gender, grade, or ethnicity.

### Student Selection

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

Search:  

Matches: (5)

(840000301) (12) Cooper, Amber  
 (840000267) (12) Franks, Jennifer  
 (840001296) (12) Holloway, Kylee  
 (840001412) (12) Kieser, Aubrey  
 (840000311) (12) Price, Lindsey

Select a function for this group of students

- Choose Select Students By Hand from the pop-up menu to narrow the group of students even further. The Select Students By Hand page appears.

### Select Students By Hand

Hold down the COMMAND key to make multiple selections

(840000301) (12) Cooper, Amber  
 (840000267) (12) Franks, Jennifer  
 (840001296) (12) Holloway, Kylee  
 (840001412) (12) Kieser, Aubrey  
 (840000311) (12) Price, Lindsey

KEEP selected students  
 REMOVE selected students

- Press and hold Command (Mac) or Control (Windows) and click the names of the students to include in the group.

**Note:** If the students are listed consecutively, click the first name on the list. Press Shift as you click the last name on the list. This selects the first and last names you click and every name in between.

Alternatively, if you are selecting the majority of the students on the list, select the students you do not want to keep and select the "REMOVE selected students" option. If you are selecting only a few of the students on the list, select the "KEEP selected students" option.

**Note:** Save the selection of students by clicking Selections. For more information, see the section "[Stored Selections](#)."

4. Click Functions. The Group Functions page appears.

Group Functions	
Current student selection: 5	
Function	Description
<a href="#">Attendance Change</a>	Changes attendance records for one or more days for currently selected students.
<a href="#">Counselor's Screen</a>	Shows student maps for currently selected students.
<a href="#">Daily Attendance Change</a>	Changes daily attendance records for one or more days for currently selected students.
<a href="#">Enrollment Summary</a>	Reports grade and ethnicity breakdown for currently selected students.
<a href="#">Expert Using Template</a>	Use a template to export data on currently selected students.
<a href="#">Fax Transactions</a>	Add a fax transaction for currently selected students.
<a href="#">ID/Password Management</a>	Assigns login IDs and passwords for currently selected students.
<a href="#">List Students</a>	Prints a quick list of currently selected students.
<a href="#">Mass Enroll</a>	Enrolls currently selected students in a section.
<a href="#">Mass Enroll Special Program</a>	Enrolls currently selected students in a special program.
<a href="#">Next School Indicator</a>	Sets the next school indicator for currently selected students.
<a href="#">Print Reports</a>	Prints reports for currently selected students.
<a href="#">Print Mailing Labels</a>	Prints mailing labels for currently selected students.
<a href="#">Quick Report</a>	Reports data on currently selected students.
<a href="#">Reports Menu</a>	Goes to the Reports menu.
<a href="#">Save Current Selection</a>	Saves the current selection.
<a href="#">Search By Daily Attendance</a>	Searches currently selected students by daily attendance.
<a href="#">Search by GPA</a>	Searches currently selected students by GPA, enrollment, etc.
<a href="#">Search By Grades/Attendance</a>	Searches currently selected students by grades, citizenship, attendance, etc.
<a href="#">Search for Perfect Attendance (Daily)</a>	Searches currently selected students for perfect attendance.
<a href="#">Send Students To Mail</a>	Allows for manual selection of a subset of students from currently selected students.
<a href="#">Student Field Value</a>	Sets the value of a student field value for currently selected students.
<a href="#">Transfer Out Of School</a>	Transfers currently selected students out of school.

Click the underlined number to return to the Student Selection page. To work with the group of students, choose the appropriate option from the menu. For more information on the Group Functions page, see the section "[Work With Groups](#)."

## Advanced Search and Select

While the searches described in the sections "[Select an Individual Student](#)" and "[Select a Group of Students](#)" provide enough information to get you started, you will need to perform other searches that produce narrower results. With some practice, the advanced searches will soon become a part of your daily routine.

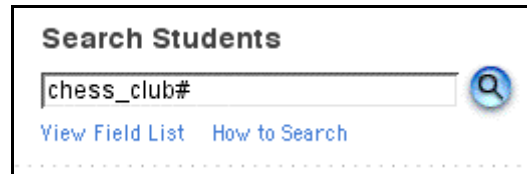
### How to Search for Students by Activities

Searching for groups of students who belong to certain clubs or participate in particular activities is a little different than searching by grade level or gender. Rather than telling PowerSchool to search for records whose field values match the criteria you enter, tell it to search for records whose specified activity field value (for example, volleyball, chess\_club, or drama) is not blank.

If there is any value in the field, the student does participate. If the field is blank, the student does not participate. This can seem confusing, but after reviewing the following example, you will realize that it is actually very easy to search for students by activity. For example, practice this type of search by finding students in your school who are in the chess club.

1. On the start page, enter an activity field name such as chess\_club# in the Search Students field. The number sign (#) means does not equal. By entering chess\_club# followed by

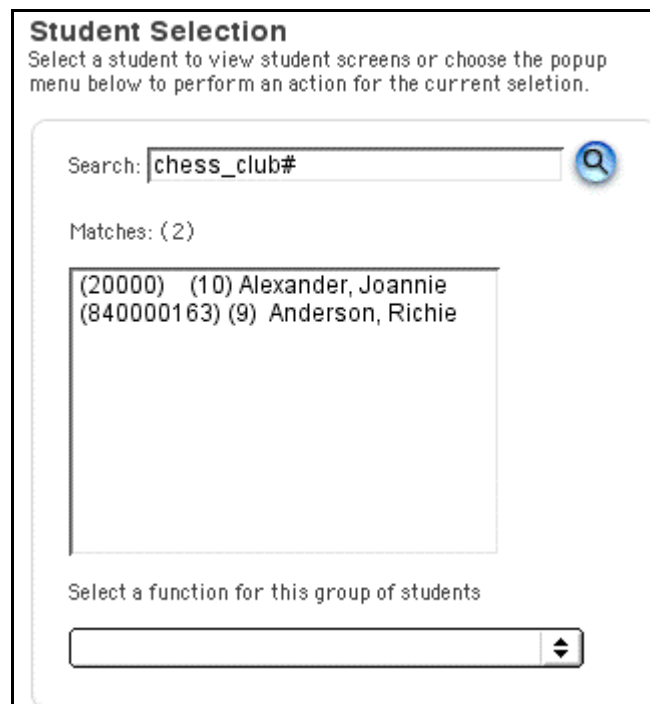
nothing, you are telling PowerSchool to search for all records whose chess club field does not equal blank.



2. Click the Search icon. Though all students have a chess club field tied to their record, only those students who are on the chess club team have a value in the chess club field. Non-chess club students have nothing in the chess club field. Therefore, PowerSchool eliminates them from the results of the search.

**Note:** All student records have all activity fields tied to them.

If no students match the search criteria, the system displays an alert message indicating that no students match your selection. Otherwise, the page displays a list of all students who participate in the specified activity.



Click the name of the student whose record you want to review to work with that student. To work with the entire group of students, click Functions at the bottom of the list to display the Group Functions page. For more information on the Group Functions page, see the section "[Work With Groups](#)."

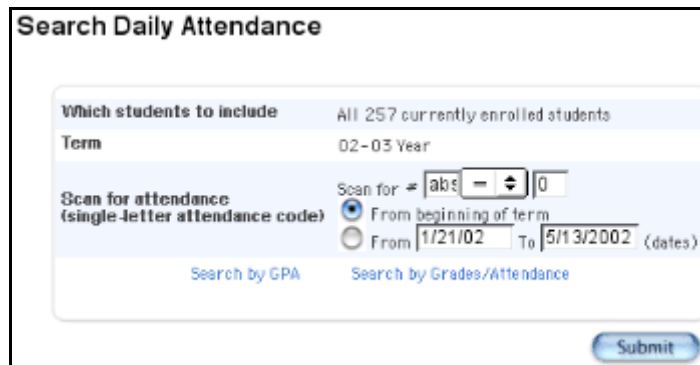
## How to Search for Students by Daily Attendance

Use this report to find student daily attendance information.

1. On the start page, choose Special Functions from the main menu.

**Note:** Alternatively, select a group of students, and then choose "Search by Daily Attendance" from the pop-up menu.

- Click "Search by Daily Attendance." The Search Daily Attendance page appears.



- Use the following table to enter information in the fields:

Field	Description
Which students to include	Select an option to indicate the students to include, if applicable.
Term	The selected term appears.
Scan for attendance	Select an option to scan for attendance: <ul style="list-style-type: none"> <li>Enter the attendance code to scan for, select a comparator, and enter the number of instances of the attendance code.</li> <li>Select the option indicating whether the scanned attendance codes are from the beginning of the term or for the specified period only. For a specific period only, enter the first and last dates of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.</li> </ul>

- Click Submit. The Group Functions page displays the number of selected students.



Group Functions	
Current student selection: 5	
Function	Description
<a href="#">Attendance Change</a>	Changes attendance records for one or more days for currently selected students.
<a href="#">Counselor's Screen</a>	Shows student maps for currently selected students.
<a href="#">Daily Attendance Change</a>	Changes daily attendance records for one or more days for currently selected students.
<a href="#">Enrollment Summary</a>	Reports grade and ethnicity breakdown for currently selected students.
<a href="#">Expert Using Template</a>	Use a template to experts data on currently selected students.
<a href="#">Exit Transactions</a>	Add exit transactions for currently selected students.
<a href="#">ID/Password Management</a>	Assigns login, user IDs and passwords for currently selected students.
<a href="#">List Students</a>	Prints a quick list of currently selected students.
<a href="#">Mass Enroll</a>	Enroll currently selected students in a section.
<a href="#">Mass Enroll Special Program</a>	Enroll currently selected students in a special program.
<a href="#">Next School Indicator</a>	Sets the next school indicator for currently selected students.
<a href="#">Print Reports</a>	Prints reports for currently selected students.
<a href="#">Print Mailing Labels</a>	Prints mailing labels for currently selected students.
<a href="#">Quick Report</a>	Reports data on currently selected students.
<a href="#">Reports Menu</a>	Goes to the Reports menu.
<a href="#">Save Home Selection</a>	Saves the current selection.
<a href="#">Search By Daily Attendance</a>	Searches currently selected students by daily attendance.
<a href="#">Search By GPA</a>	Searches currently selected students by GPA, enrollment, etc.
<a href="#">Search By Grades/Attendance</a>	Searches currently selected students by grades, citizenship, attendance, etc.
<a href="#">Search for Perfect Attendance (Daily)</a>	Searches currently selected students for perfect attendance.
<a href="#">Select Students To Enroll</a>	Allows for manual selection of a subset of students from currently selected students.
<a href="#">Student Field Value</a>	Sets the value of a student field value for currently selected students.
<a href="#">Transfer Out Of School</a>	Transfers currently selected students out of school.

Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information on the Group Functions page, see the section "[Work With Groups](#)."

## How to Search for Students by GPA

Search for a group of students who are receiving a particular grade. This function is especially useful if you want to locate honor roll students or those receiving failing grades.

1. On the start page, choose Special Functions from the main menu.

**Note:** Alternatively, select a group of students, and then choose "Search by GPA" from the pop-up menu.

2. Click "Search by GPA." The "Search by GPA" page appears.

### Search By GPA

Option	Value
<b>Scan these</b>	<input checked="" type="radio"/> 257 currently enrolled students <input type="radio"/> selected 0 students
<b>Who are enrolled in this</b>	course section number <input type="text"/> period <input type="text"/> teacher: <input type="text" value="Allphin, Timothy"/>
<b>Whose cumulative GPA is</b>	<input type="text" value="greater than or equal to"/> <input type="text" value="3.5"/> GPA type: <input type="text" value="Weighted"/>
<b>Whose term GPA ( <input type="text"/> ) is</b>	<input type="text" value="greater than"/> <input type="text"/> GPA type: <input type="text" value="Weighted"/>
<b>Whose current GPA is</b>	<input type="text" value="greater than"/> <input type="text"/> GPA type: <input type="text" value="Weighted"/>
<b>Who were enrolled as of this date</b>	<input type="text" value="09/01/200"/>
<b>Who match this search</b>	<input type="text"/>

Only the specified criteria entered will be used to perform the search.  
 Fields left blank will be ignored.

Note: Term GPA searches may take several minutes to complete.


[Search by Grades or Attendance](#)

3. Select the option to scan these indicated students, if applicable.
4. Complete any combination of the remaining fields. Use the following table to enter information in the fields:

Field	Description
Who are enrolled in this	Enter the course.section number to search by course. Enter the period to search by period. To search by teacher, choose a teacher from the pop-up menu.
Whose cumulative GPA is	Enter a store code in the Term GPA field, such as Q2 or S1. Choose the cut-off criteria from the pop-up menu, and enter the percentage point of the cutoff. Choose a GPA type from the pop-up menu.
Whose term GPA is	Choose the cut-off criteria from the pop-up menu, and enter the percentage point of the cutoff. Choose a GPA type from the pop-up menu.
Whose current GPA is	Choose a cutoff from the pop-up menu, and enter the percentage point of the cutoff. Choose a GPA type from the pop-up menu.
Who were enrolled as of this date	Enter the enrollment date used to search for students using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank

Field	Description
	entry.
Who match this search	Enter other criteria to search for students, such as activity membership.

- Click Submit. The Group Functions page displays the number of selected students.



Group Functions

Current student selection: 5

Function	Description
<a href="#">Attendance Change</a>	Changes attendance records for one or more days for currently selected students.
<a href="#">Counselor's Screen</a>	Shows student apps for currently selected students.
<a href="#">Daily Attendance Change</a>	Changes daily attendance records for one or more days for currently selected students.
<a href="#">Enrollment Summary</a>	Reports grade and activity breakdown for currently selected students.
<a href="#">Expert Using Template</a>	Uses a template to experts page on currently selected students.
<a href="#">Fax Transactions</a>	Adds fax transactions for currently selected students.
<a href="#">ID/Password Management</a>	Assigns login, user IDs and passwords for currently selected students.
<a href="#">List Students</a>	Prints a quick list of currently selected students.
<a href="#">Mass Enroll</a>	Enrolls currently selected students in a section.
<a href="#">Mass Enroll Special Program</a>	Enrolls currently selected students in a special program.
<a href="#">Next School Indicator</a>	Sets the next school indicator for currently selected students.
<a href="#">Print Reports</a>	Prints reports for currently selected students.
<a href="#">Print Mailing Labels</a>	Prints mailing labels for currently selected students.
<a href="#">Quick Report</a>	Reports details on currently selected students.
<a href="#">Reports Menu</a>	Goes to the Reports menu.
<a href="#">Reset/Save Selection</a>	Saves the current selection.
<a href="#">Search By Daily Attendance</a>	Searches currently selected students by daily attendance.
<a href="#">Search By GPA</a>	Searches currently selected students by GPA, enrollment, etc.
<a href="#">Search By Grades/Attendance</a>	Searches currently selected students by grades, citizenship, attendance, etc.
<a href="#">Search For Perfect Attendance (Daily)</a>	Searches currently selected students for perfect attendance.
<a href="#">Select Students To Print</a>	Allows for manual selection of a subset of students from currently selected students.
<a href="#">Student Field Value</a>	Sets the value of a student field value for currently selected students.
<a href="#">Transfer Out Of School</a>	Transfers currently selected students out of school.

Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information on the Group Functions page, see the section "[Work With Groups](#)."

## How to Search for Students by Grades/Attendance

This powerful report tool gives you great flexibility in finding students based on their grades or attendance records. By using a combination of options, you can find any number of students.

- On the start page, choose Special Functions from the main menu.
 

**Note:** Alternatively, select a group of students, and then choose "Search by Grades/Attendance" from the pop-up menu.
- Click "Search by Grades/Attendance." The "Search by Grades/Attendance" page appears.

**Search By Grades/Attendance**

<b>Which students to include</b>	<input checked="" type="radio"/> The selected 20 students <input type="radio"/> All 257 currently enrolled students
<b>Term</b>	02 - 03 Year
<b>Minimum # of classes needed to meet search criteria</b>	<input type="text" value="1"/>
<input checked="" type="checkbox"/> Scan for this final grade (comma separated)	<input type="text" value="= F,D-"/>
<input type="checkbox"/> Scan for this final grade percentage	<input type="text" value="&gt;"/>
<input type="checkbox"/> Scan for this citizenship grade (comma separated)	<input type="text" value="="/>
<input type="checkbox"/> Scan for attendance (single letter attendance code)	Scan for # <input type="text" value="abs"/> <input type="text" value="&gt;"/> <input type="text" value="0"/> <input checked="" type="radio"/> Cumulative for each class <input type="radio"/> 1/21/02 - 5/13/2002 (dates)
<b>Scan for grades in</b>	<input type="text" value="Historical grades"/>
	Store code/Final grade: <input type="text" value="S2"/>
<b>Scan for all classes enrolled</b>	<input checked="" type="radio"/> as of this date <input type="text" value="9/25/2002"/> <input type="radio"/> anytime during the current term
<b>Results</b>	<input type="radio"/> Make this the current selection of students <input checked="" type="radio"/> Display matching students & Sections <a href="#">Search by GPA</a>

3. Select the option to indicate which students to include, if applicable.
4. Enter the minimum number of classes necessary to meet the search criteria. For example, to list students failing at least two classes, enter 2. To list students receiving an A in any class, enter 1.
5. Complete any combination of the remaining fields. Use the following table to enter information in the fields:

Field	Description
Scan for this final grade	Select the checkbox and: <ul style="list-style-type: none"> <li>Choose a comparator from the pop-up menu.</li> <li>Enter the specific letter grade(s) for which you want to scan. Separate multiple grades with commas.</li> </ul>
Scan for this final grade percentage	Select the checkbox and: <ul style="list-style-type: none"> <li>Choose a comparator from the pop-up menu.</li> <li>Enter the specific percentage for which you want to scan.</li> </ul>
Scan for this citizenship grade	Select the checkbox and: <ul style="list-style-type: none"> <li>Choose a comparator from the pop-up menu. Use = to search for students who have that citizenship grade, or use # to search for students who do not have that</li> </ul>

Field	Description
	citizenship grade. <ul style="list-style-type: none"> <li>Enter the specific citizenship grade(s) for which you want to scan. Separate multiple grades with commas.</li> </ul>
Scan for attendance	Select the checkbox and: <ul style="list-style-type: none"> <li>Enter the attendance code to scan for, select a comparator, and enter the number of instances of the attendance code.</li> <li>Select the option indicating whether the scanned attendance codes are cumulative for each class or for the specified period only. For a specific period only, enter the first and last dates of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.</li> </ul>
Scan for grades in	Choose the type of grade from the pop-up menu. If you choose historical grades, enter the store code/final grade, such as Q1 or Q2. This scans the grades for the store code entered for the year of the currently selected term. For example, if you are working in Q3 and enter a store code of Q1, the system scans the Q1 grades for the current year. It does not scan grades from previous years. To do so, change the currently selected term. For more information, see the section " <a href="#">How to Change Terms</a> ."
Scan for all classes enrolled	Select the option to scan for all classes enrolled either as of a specified date or anytime during the current term. If you select a specific date, enter it in the appropriate field using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Results	Select either "Make this the current selection of students" to continue working with the resulting group of students or "Display matching students & Sections." If you select the latter option and click Submit, the Matching History page displays each matching student and the term, section, course name, and teacher for which the criteria are met.

- Click Submit. The Group Functions page displays the number of selected students.

Group Functions	
Current student selection: 5	
Function	Description
<a href="#">Attendance Change</a>	Changes attendance records for one or more days for currently selected students.
<a href="#">Counselor's Screen</a>	Shows student pages for currently selected students.
<a href="#">Daily Attendance Change</a>	Changes daily attendance records for one or more days for currently selected students.
<a href="#">Enrollment Summary</a>	Reports grade and ethnicity breakdown for currently selected students.
<a href="#">Expert User Template</a>	Use a template to experts data on currently selected students.
<a href="#">Fix Transactions</a>	Add fix transactions for currently selected students.
<a href="#">ID/Password Management</a>	Assigns login IDs, IDs and passwords for currently selected students.
<a href="#">List Students</a>	Prints a quick list of currently selected students.
<a href="#">Mass Enroll</a>	Enroll currently selected students in a section.
<a href="#">Mass Enroll Special Program</a>	Enroll currently selected students in a special program.
<a href="#">Next School Indicator</a>	Sets the next school indicator for currently selected students.
<a href="#">Print Reports</a>	Prints reports for currently selected students.
<a href="#">Print Mailing Labels</a>	Prints mailing labels for currently selected students.
<a href="#">Quick Report</a>	Reports data on currently selected students.
<a href="#">Reports Menu</a>	Go to the Reports menu.
<a href="#">Save Home Selection</a>	Saves the current selection.
<a href="#">Search By Daily Attendance</a>	Searches currently selected students by daily attendance.
<a href="#">Search By GPA</a>	Searches currently selected students by GPA, enrollment, etc.
<a href="#">Search By Grades/Attendance</a>	Searches currently selected students by grades, ethnicity, attendance, etc.
<a href="#">Search for Perfect Attendance (Daily)</a>	Searches currently selected students for perfect attendance.
<a href="#">Select Students To Print</a>	Allows for manual selection of a subset of students from currently selected students.
<a href="#">Student Field Value</a>	Sets the value of a student field value for currently selected students.
<a href="#">Transfer Out Of School</a>	Transfers currently selected students out of school.

Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information on the Group Functions page, see the section "[Work With Groups](#)."

## How to Search for Students by Perfect Attendance

Use this report to find students who have perfect attendance records during a specified period.

- On the start page, choose Special Functions from the main menu.
 

**Note:** Alternatively, select a group of students, and then choose "Search for Perfect Attendance" from the pop-up menu.
- On the Special Functions page, click "Search for Perfect Attendance." The Perfect Attendance Search page appears.

### Perfect Attendance Search

Students to Scan All 40 currently enrolled students

Date Range to Scan 01/29/02 - 6/6/02

Scan These Attendance Codes Only

All enrollment records in the date range specified will be scanned. Any attendance record containing any attendance code other than those specified above will cause that student to be excluded from the report output.

Note: This operation may take 20 minutes to complete.

- Use the following table to enter information in the fields:

Field	Description
Students to scan	Select an option to indicate the students to include, if applicable.
Date range to scan	Enter the first and last days of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Disregard these codes when searching	Enter the attendance codes that do not render students absent. For example, if your school excuses absences when a student performs volunteer work, enter v if that is the code for a volunteer absence at your school.

- Click Submit. The Group Functions page displays the number of found records underlined at the top of the page.



Group Functions

Current student selection: 5

Function	Description
<a href="#">Attendance Change</a>	Change attendance records for one or more days for currently selected students.
<a href="#">Counselor's Screen</a>	Shows student usage for currently selected students.
<a href="#">Daily Attendance Change</a>	Changes daily attendance records for one or more days for currently selected students.
<a href="#">Enrollment Summary</a>	Reports grade and ethnicity breakdown for currently selected students.
<a href="#">Export Using Template</a>	Use a template to export data on currently selected students.
<a href="#">Fix Transactions</a>	Rolls back transactions for currently selected students.
<a href="#">ID/Password Assignment</a>	Assigns login IDs and passwords for currently selected students.
<a href="#">List Students</a>	Prints a quick list of currently selected students.
<a href="#">Mass Enroll</a>	Enrolls currently selected students in a section.
<a href="#">Mass Enroll Special Program</a>	Enrolls currently selected students in a special program.
<a href="#">Most Served Indicator</a>	Sets the most served indicator for currently selected students.
<a href="#">Print Reports</a>	Prints reports for currently selected students.
<a href="#">Print Mailing Labels</a>	Prints mailing labels for currently selected students.
<a href="#">Quick Report</a>	Reports data on currently selected students.
<a href="#">Reports Menu</a>	Goes to the Reports menu.
<a href="#">Save Current Selection</a>	Saves the current selection.
<a href="#">Search By Daily Attendance</a>	Searches currently selected students by daily attendance.
<a href="#">Search By GPA</a>	Searches currently selected students by GPA, enrollment, etc.
<a href="#">Search By Grades/Absences</a>	Searches currently selected students by grades, absences, etc.
<a href="#">Search for Perfect Attendance (Daily)</a>	Searches currently selected students for perfect attendance.
<a href="#">Select Students To Enroll</a>	Allows for manual selection of a subset of students from currently selected students.
<a href="#">Student Field Value</a>	Sets the value of a student field value for currently selected students.
<a href="#">Transfer Out Of School</a>	Transfers currently selected students out of school.

Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information on the Group Functions page, see the section "[Work With Groups](#)."

## How to Search for Students by Perfect Attendance (Daily)

The "Search for Perfect Attendance (Daily)" report searches for students who qualify as having perfect attendance based on the daily attendance marks submitted.

- On the start page, choose Special Functions from the main menu.

**Note:** Alternatively, select a group of students, and then choose "Search for Perfect Daily Attendance" from the pop-up menu.

- On the Special Functions page, click (Daily) next to "Search for Perfect Attendance." The Perfect Daily Attendance Search page appears.

**Perfect Daily Attendance Search**

Option	Value
Students to Scan	<input checked="" type="radio"/> All Students <input type="radio"/> The selected 14 students only
Date Range to Scan	<input type="text" value="1/21/02"/> - <input type="text" value="09/22/02"/>
Scan These Attendance Codes Only	<input type="text" value="P"/>

Note: Any daily attendance record containing any attendance code other than those specified above will cause that student to be excluded from the report output. This operation may take 20 minutes to complete.

- Use the following table to enter information in the fields:

Field	Description
Students to Scan	Select an option to indicate the students to include, if applicable.
Date Range to Scan	Enter the first and last days of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Scan These Attendance Codes Only	Enter the only attendance codes a student can have and be classified as having perfect attendance. For example, search for all students from 1/16/2003 to 5/30/2003 whose attendance records contain the codes T, U, S, I, and V and are still classified as having perfect attendance.

- Click Submit. The Group Functions page displays the number of found records underlined at the top of the page.



Group Functions	
Current student selection: 5	
Function	Description
<a href="#">Attendance Change</a>	Changes attendance records for one or more days for currently selected students.
<a href="#">Counselor's Screen</a>	Shows student maps for currently selected students.
<a href="#">Daily Attendance Change</a>	Changes daily attendance records for one or more days for currently selected students.
<a href="#">Enrollment Summary</a>	Reports grade and ethnicity breakdown for currently selected students.
<a href="#">Expert Using Template</a>	Use a template to experts data on currently selected students.
<a href="#">Exp Transactions</a>	Add an transaction for currently selected students.
<a href="#">ID/Password Management</a>	Assigns login, user IDs and passwords for currently selected students.
<a href="#">List Students</a>	Prints a quick list of currently selected students.
<a href="#">Mass Enroll</a>	Enroll currently selected students in a section.
<a href="#">Mass Enroll Special Program</a>	Enroll currently selected students in a special program.
<a href="#">Next School Indicator</a>	Sets the next school indicator for currently selected students.
<a href="#">Print Reports</a>	Prints reports for currently selected students.
<a href="#">Print Mailing Labels</a>	Prints mailing labels for currently selected students.
<a href="#">Quick Report</a>	Reports data on currently selected students.
<a href="#">Reports Menu</a>	Go to the Reports menu.
<a href="#">Save Home Selection</a>	Saves the current selection.
<a href="#">Search By Daily Attendance</a>	Searches currently selected students by daily attendance.
<a href="#">Search By GPA</a>	Searches currently selected students by GPA, enrollment, etc.
<a href="#">Search By Grades/Attendance</a>	Searches currently selected students by grades, citizenship, attendance, etc.
<a href="#">Search for Perfect Attendance (Daily)</a>	Searches currently selected students for perfect attendance.
<a href="#">Select Students To Enroll</a>	Allows for manual selection of a subset of students from currently selected students.
<a href="#">Student Field Value</a>	Sets the value of a student field value for currently selected students.
<a href="#">Transfer Out Of School</a>	Transfers currently selected students out of school.

Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information on the Group Functions page, see the section "[Work With Groups](#)."


## How to Search for Students by Lunch Status

Search for students by using the lunch status field. Use the following codes to search for students based on how much they pay for lunch:

- F=Free
- R=Reduced
- P= Full Pay
- E=Exempt
- FDC=Free Direct Certification

To search for students who receive reduced price lunches, enter lunchstatus=r in the Search Students field on the PowerSchool start page .

**Search Students**



[View Field List](#) [How to Search](#)

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**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

---


**Stored Options**

[Stored Searches](#) [Stored Selections](#)

## How to Search for Students by Fees/Transactions

Searching and selecting students based on fee and transaction information can be performed at the district or school level via the start page. For example, to search for students who have one or more fees and/or transactions associated to them, enter `*fee.fee_balance>0` in the Search Students field on the PowerSchool start page.

**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  
 6 7 8 M F All

---

**Stored Options**

[Stored Searches](#) [Stored Selections](#)

Additionally, you can use the command `*<table_name>,<field_name><comparator><value>` to perform a variety of fees/transaction searches:

Command Items	Description
<table_name>	Fee, Transaction, or Fee_Balance tables.
<field_name>	Name of any field in the Fee, Transaction, or Fee_Balance tables.
<comparator>	Comparators are tools that you use to search and retrieve records by combining two or more criteria: <ul style="list-style-type: none"> <li>• Equals (=)</li> </ul>

Command Items	Description
	<ul style="list-style-type: none"> <li>• Less than (&lt;)</li> <li>• Greater than (&gt;)</li> <li>• Less than or equal to (&lt;=)</li> <li>• Greater than or equal to (&gt;=)</li> <li>• Does not equal (#)</li> <li>• Contains (contains)</li> <li>• Does not contain (!Contain)</li> </ul> <p>For more information, see the section "<a href="#">How to Use Comparators</a>."</p>
<value>	value for the comparison

To solicit more complex results, you can use the following expressions:

Expression	Results
*fee.id=noschool	The students who are not related to a school [Fee] record.
*fee.id=nocourse	The students who are not related to a course [Fee] record.
*fee.fee_balance=partial	The students who have at least one fee with a partial balance.
*fee_balance.balance=partial	The students who have a partial global balance.
*fee_balance.balance=0	The students who have a global balance equal to 0.
*fee_balance.balance=null	The students who have no [Fee_balance] record.

## How to Use Comparators

Comparators are tools that you use to search and retrieve records by combining two or more criteria. A combination of comparators and fields are used in searches to narrow the results to a very small group of students at your school. There are many comparators (also known as operators or Boolean operators), but some of the most common are included in this section.

A simple example of a search using a comparator is last\_name=jones. In technical terms, this is called a search command line because you are commanding PowerSchool to perform a search that contains that particular line of text. In layman's terms, you are telling the PowerSchool system to find all students whose last name is Jones. All search command lines are broken into three parts:

- Field name: last\_name, first\_name, or student\_number
- Comparator: =, #, >, or <
- Search argument or value: Jones, becky, or 2301923

The general format is:

[field name][comparator][search argument]

The following chart displays some of the most common comparators.

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 value?
contains	is the search argument contained in the [field]?
@	wildcard

### "in" Comparator

Use this comparator to verify that the value of the field matches any argument in the list you provide. For example, if you want a list of all the ninth, tenth, and eleventh graders at your school, enter the following search command line:

```
grade_level in 9,10,11
```

In this example, the field is `grade_level`, the comparator is "in," and the search argument is 9,10,11. Note that the items in the argument are separated with commas. This tells PowerSchool to find all students in grade levels 9, 10, and 11. PowerSchool goes to the `grade_level` field in each student record and pulls those where the entry is 9, 10, or 11.

### "contains" Comparator

Use this comparator to search for records that have the value of the field. Suppose you want to find all students in your school who live on Cherry Lane. Find them with the following search command:

```
mailing_street contains Cherry Lane
```

This instructs PowerSchool to go through each student record and pull those that have Cherry Lane in the `mailing_street` field. It does not matter if the value of a student's `mailing_street` field is 194 Cherry Lane or 24230 Cherry Lane Parkway. If Cherry Lane appears anywhere in the field, PowerSchool considers it a match and includes the record in the search results.

**Note:** You cannot use the contains comparator for numerical fields, such as student numbers.

### "!contain" Comparator

The opposite of the contains comparator is "!contain." Use this comparator to find records that do not have the value of the field. Perhaps you want to find all students in your school whose phone numbers does not contain the number five. Use the following search command:

```
home_phone !contain 5
```

This instructs PowerSchool to go through each student record and pull those, which do not have 5 in the home\_phone field. It does not matter if the number is in the area code, the prefix, or the phone number. If there is not a 5 in the home\_phone field, PowerSchool considers it a match and includes the record in the search results.

### "@" (Wildcard) Comparator

Suppose you want to find all students whose first names start with "rob." This includes anyone named Rob, Robert, Robbie, Robby, Robin, or Roberta. To find these students, enter the following in the search field:

```
first_name=rob@
```

As you can imagine, the wildcard is a very powerful comparator. There is no rule as to where you place it in the command. It can be used anywhere to take the place of a letter, word, or phrase. Enter first\_name=@ie to find student whose first name ends in "ie." This search produces results like Terrie, Debbie, or Eddie but not Terry, Debby, or Eddy. The command first\_name=s@n produces results with names such as Susan or Stan.

**Note:** You cannot use the @ or wildcard comparator for numerical fields, such as student numbers.

## Search for Preselected Groups of Students

The selection processes make it easier for you to find a group because the group is made up of students in a specific class. Select just the students in one class or add the students in a class to another group you have already selected.

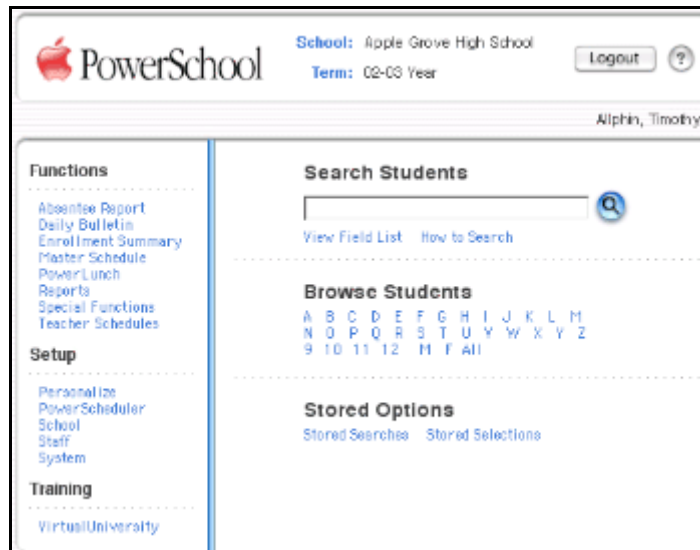
### How to Use Teacher Schedules to Search for Groups of Students

Use this feature to select a teacher whose schedule you want to view. Once you display a teacher's schedule, select the students in any of that teacher's classes.

If you want to select a group of students in a class or section, skip to Step 3. If you want to add the students in a class or section to another group, complete the entire procedure.

On the start page, search for and select a student or group of students. For more information, see the section "[Select a Group of Students.](#)"

1. Click the PowerSchool logo to return to the start page.



2. Choose Staff from the main menu.
3. On the Search Staff page, search for and select the staff member.

**Note:** For more information, see the section "[Select Staff](#)."

4. Click Current Schedule. The teacher schedule for that teacher appears.

**Teacher Schedule - Allphin, Timothy 6**  
Apple Grove High School

Period	Term	Course #	Course	Sec #	Room	Size
02	S1	1031	Algebra 1	02	D102	57
03	S1	1031	Algebra 1	03	D102	19
01	S2	1031	Algebra 1	01	200	11

Make all students listed above the current selection

5. Click the number in the Size column for the class you want to display. The Class Roster page appears.

### Class Roster

Allphin, Timothy	Per. 03	Algebra 1
------------------	---------	-----------

1. [Bowles, Crystal](#)
2. [Briggs, Jessica K](#)
3. [Cannon, David](#)
4. [Christensen, Chance](#)
5. [Cornia, Lacey](#)
6. [Fitzgerald, Angela](#)
7. [Huff, Andrea](#)
8. [Hunter, Bronson](#)
9. [Jackson, Ashley P](#)
10. [Jimenez, Maria](#)
11. [Latimer, Lena](#)
12. [Legrande, Kristy V](#)
13. [Maser, Joseph](#)
14. [Moormann, Jessica S](#)
15. [Phillips, Danielle R](#)
16. [Rentmeister, Lauren](#)
17. [Taylor, Eric P](#)
18. [Wallis, Alexandra L](#)
19. [Wolfley, Bryce](#)

Make this the current selection of students

Add these students to the current selection of students

6. Click "Make this the current selection of students" to select the students in the class as the only group you want to work with. To add this group to a previously selected group, click "Add these students to the current selection of students." The Group Functions page asks what to do with your selection of students.

### Group Functions

Current student selection: 19

Function	Description
<a href="#">Attendance Change</a>	Change attendance records for one or many days for currently selected students.
<a href="#">Counselor's Screen</a>	Show student pages for currently selected students.
<a href="#">Daily Attendance Change</a>	Change daily attendance records for one or many days for currently selected students.
<a href="#">Enrollment Summary</a>	Reports grades and ethnicity breakdown for currently selected students.
<a href="#">Export Using Templates</a>	Use a template to export data on currently selected students.
<a href="#">Fee Transactions</a>	Add a fee transaction for currently selected students.
<a href="#">ID/Password Assignment</a>	Assign login, lunch ID and passwords for currently selected students.
<a href="#">List Students</a>	Print a quick list of currently selected students.
<a href="#">Mass Enroll</a>	Enroll currently selected students in a section.
<a href="#">Mass Enroll Special Program</a>	Enroll currently selected students in a special program.
<a href="#">Next School Indicator</a>	Set the next school indicator for currently selected students.
<a href="#">Print Reports</a>	Print reports for currently selected students.
<a href="#">Print Meeting Dates</a>	Print meeting dates for currently selected students.
<a href="#">Quick Export</a>	Export data on currently selected students.
<a href="#">Reports Menu</a>	Go to the Reports menu.
<a href="#">Save Shared Selection</a>	Save the current selection.
<a href="#">Search By Daily Attendance</a>	Searches currently selected students by daily attendance.
<a href="#">Search By GPA</a>	Searches currently selected students by GPA, enrollment, etc.
<a href="#">Search By Grades/Absence</a>	Searches currently selected students by grades, citizenship, attendance, etc.
<a href="#">Search For Perfect Attendance (Daily)</a>	Searches currently selected students for perfect attendance.
<a href="#">Select Students By Hand</a>	Allows for manual selection of a subset of students from currently selected students.
<a href="#">Student Field Value</a>	Set the value of a student field value for currently selected students.
<a href="#">Transfer Out Of School</a>	Transfers currently selected students out of school.

Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information on the Group Functions page, see the section "[Work With Groups](#)."

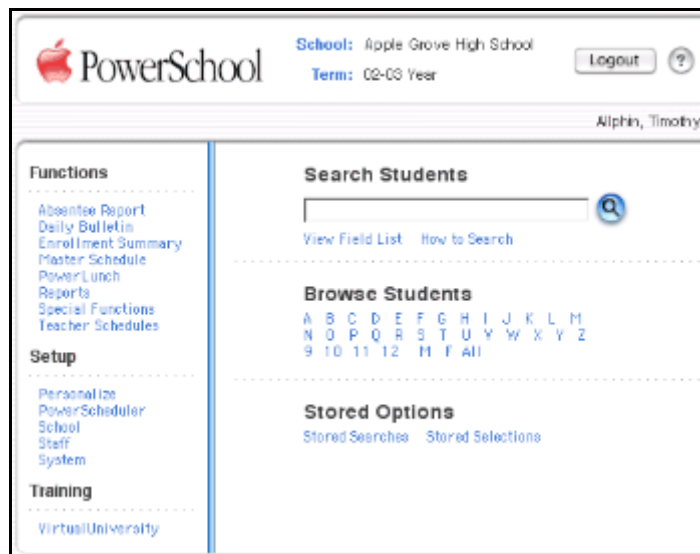
## How to Use the Master Schedule to Search for Groups of Students

The master schedule displays the schedules for all teachers in your school. All classes for each teacher are noted, along with the number of students in each class. Select a group of students in the same class.

If you want to select a group of students in a class or section, skip to Step 3. If you want to add the students in a class or section to another group, complete the entire procedure.

On the start page, search for and select a student or group of students. For more information, see the section "[Select a Group of Students](#)."

1. Click the PowerSchool logo to return to the start page.



2. Choose Master Schedule from the main menu. The Master Schedule appears.

**Master Schedule - 02-03 Year**

Teacher	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07
Allredge, Jessica	Algebra 1 1051-04 0/30 Room B100 (51)	Woods 1 5051-02 0/20			Algebra 1 1051-05 1/30		
	Woods 1 5051-05 11/16 Room Room 4 (Q1)	Room Room 4 (Q1)			Room D100 (02-03)		
	Algebra 1 1051-01 11/25 Room 200 (52)	Algebra 1 1051-02 5/20 Room D102 (51)	Algebra 1 1051-03 19/25				
Huse, Janice	Basic Algebra 1 1017-FA1 5/20 Room 801 (02-02)	Basic Reading 2051-141 7/20 Room 801 (02-02)	Basic U.S. History 3051-551 8/20 Room 801 (02-02)	Basic U.S. History 3051-551 8/20 Room 801 (02-02)		Beginning Factory 6011-FA1 7/20 Room 801 (02-02)	Beginning 1511-801 7/20 Room 001 (02-02)

[Master Schedule u/options](#)

3. Scroll down the list to locate the staff member who teaches the students you want to select.
4. Scroll across the page to locate the class and section.
5. Click the number of students in the section.



Allphin, Timothy	Algebra 1
	<a href="#">1031-01</a>
	<a href="#">5/25</a>
	Room 200 (S2)

The Class Roster page appears.

### Class Roster

**Allphin, Timothy Per. 01 Algebra 1**

1. [Briggs, Jessica K](#)
2. [Garner, Joshua L](#)
3. [Krahenbuhl, Danielle R](#)
4. [Sorensen, Colby](#)
5. [Willis, Chelsea D](#)

[Make this the current selection of students](#)  
[Add these students to the current selection of students](#)

- Click "Make this the current selection of students" to select the students in the class as the only group with which you want to work. To add this group to a previously selected group, click "Add these students to the current selection of students." The Group Functions page asks what to do with your selection of students.

### Group Functions

Current student selection: 5

Function	Description
<a href="#">Attendance Change</a>	Changes attendance records for one or more days for currently selected students.
<a href="#">Counselor's Screen</a>	Shows student's paper for currently selected students.
<a href="#">Daily Attendance Change</a>	Changes daily attendance records for one or more days for currently selected students.
<a href="#">Enrollment Summary</a>	Reports grade and ethnicity breakdown for currently selected students.
<a href="#">Expert Using Template</a>	Use a template to experts data on currently selected students.
<a href="#">Fax Transactions</a>	Add fax transactions for currently selected students.
<a href="#">ID/Password Management</a>	Assigns login, access IDs and passwords for currently selected students.
<a href="#">List Students</a>	Prints a quick list of currently selected students.
<a href="#">Mass Enroll</a>	Enroll currently selected students in a section.
<a href="#">Mass Enroll Special Program</a>	Enroll currently selected students in a special program.
<a href="#">Next School Indicator</a>	Sets the next school indicator for currently selected students.
<a href="#">Print Reports</a>	Prints reports for currently selected students.
<a href="#">Print Mailing Labels</a>	Prints mailing labels for currently selected students.
<a href="#">Quick Report</a>	Reports data on currently selected students.
<a href="#">Reports Menu</a>	Go to the Reports menu.
<a href="#">Save Current Selection</a>	Saves the current selection.
<a href="#">Search By Daily Attendance</a>	Searches currently selected students by daily attendance.
<a href="#">Search By GPA</a>	Searches currently selected students by GPA, enrollment, etc.
<a href="#">Search By Grades/Attendance</a>	Searches currently selected students by grades, attendance, etc.
<a href="#">Search for Period Averages (Daily)</a>	Searches currently selected students for period averages.
<a href="#">Select Students To Print</a>	Allows for manual selection of a subset of students from currently selected students.
<a href="#">Student Field Value</a>	Sets the value of a student field value for currently selected students.
<a href="#">Transfer Out Of School</a>	Transfers currently selected students out of school.

Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information on the Group Functions page, see the section "[Work With Groups](#)."

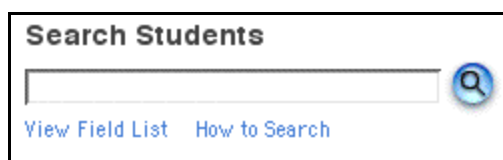
## Current Selection

PowerSchool remembers the most recently selected group of students. After searching for a student or group of students, the Search Students page displays a link to the Current Selection. Click Current Selection to retrieve the most recently searched group of students. Access the current selection from either the PowerSchool start page or the student pages.

### How to Make a Current Selection From the Start Page

On the start page, search for and select a student or group of students. For more information, see the section "[Select a Group of Students](#)."

1. Click the PowerSchool logo to return to the start page. The Search Students page displays the number of students found in the most current selection.



2. Click Current Selection (#) to return to the Student Selection page.

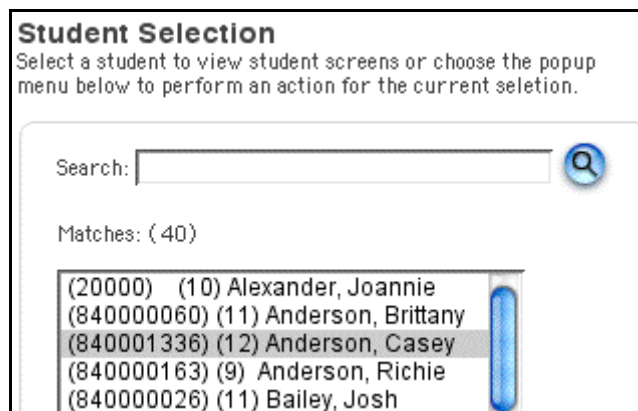
Current Selection (10)

The Student Selection page displays the most current selection of students.

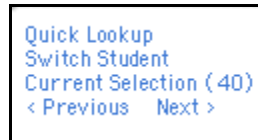
### How to Make a Current Selection From the Student Selection Page

On the start page, search for a group of students. For more information, see the section "[Select a Group of Students](#)."

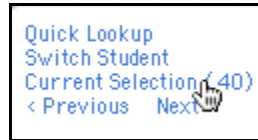
1. Select a student from the Student Selection page.



The student pages menu displays the number of students found in the most current selection.



2. Click Current Selection (#) to return to the Student Selection page.



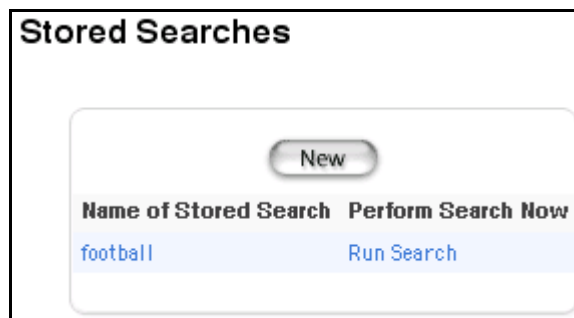
The Student Selection page displays the most current selection of students.

## Stored Searches

Stored searches find preset groups of students. Either set up and save the search or use a search that someone else has set up.

### How to Search for Students Using Stored Searches

1. On the start page, click Stored Searches. The Stored Searches page appears.



2. Click Run Search next to the stored search. The Group Functions page appears.

Group Functions	
Current student selection: 5	
Function	Description
<a href="#">Attendance Change</a>	Changes attendance records for one or more days for currently selected students.
<a href="#">Counselor's Screen</a>	Shows student pages for currently selected students.
<a href="#">Daily Attendance Change</a>	Changes daily attendance records for one or more days for currently selected students.
<a href="#">Enrollment Summary</a>	Reports grade and ethnicity breakdown for currently selected students.
<a href="#">Expert User Template</a>	Use a template to experts data on currently selected students.
<a href="#">Fax Transactions</a>	Add fax transactions for currently selected students.
<a href="#">ID/Password Management</a>	Assigns login, user IDs and passwords for currently selected students.
<a href="#">List Students</a>	Prints a quick list of currently selected students.
<a href="#">Mass Enroll</a>	Enroll currently selected students in a section.
<a href="#">Mass Enroll Special Program</a>	Enroll currently selected students in a special program.
<a href="#">Next School Indicator</a>	Sets the next school indicator for currently selected students.
<a href="#">Print Reports</a>	Prints reports for currently selected students.
<a href="#">Print Mailing Labels</a>	Prints mailing labels for currently selected students.
<a href="#">Quick Report</a>	Reports data on currently selected students.
<a href="#">Reports Menu</a>	Go to the Reports menu.
<a href="#">Save Home Selection</a>	Saves the current selection.
<a href="#">Search By Daily Attendance</a>	Searches currently selected students by daily attendance.
<a href="#">Search By GPA</a>	Searches currently selected students by GPA, enrollment, etc.
<a href="#">Search By Grades/Attendance</a>	Searches currently selected students by grades, citizenship, attendance, etc.
<a href="#">Search for Perfect Attendance (Daily)</a>	Searches currently selected students for perfect attendance.
<a href="#">Select Students To Print</a>	Allows for manual selection of a subset of students from currently selected students.
<a href="#">Student Field Value</a>	Sets the value of a student field value for currently selected students.
<a href="#">Transfer Out Of School</a>	Transfers currently selected students out of school.

Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information on the Group Functions page, see the section "[Work With Groups](#)."

## How to Edit Stored Search Criteria

If a search is not finding the correct students, there could be a problem with the search command. On the other hand, perhaps the criteria for a specific group have changed. In either case, you must edit the search criteria.

**Note:** All PowerSchool users on your system will be impacted by your change. Contact other users before editing the criteria of a stored search.

1. On the start page, click Stored Searches. The Stored Searches page appears.

Stored Searches	
<a href="#">New</a>	
Name of Stored Search	Perform Search Now
<a href="#">football</a>	<a href="#">Run Search</a>
<a href="#">Last Name</a>	<a href="#">Run Search</a>

2. Click the name of the group to be edited. The Edit Stored Search page appears.

### Edit Stored Search

Option	Value
Name (Fields)	Last name
Search instructions (one search command on each line)	lastname=briggs

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

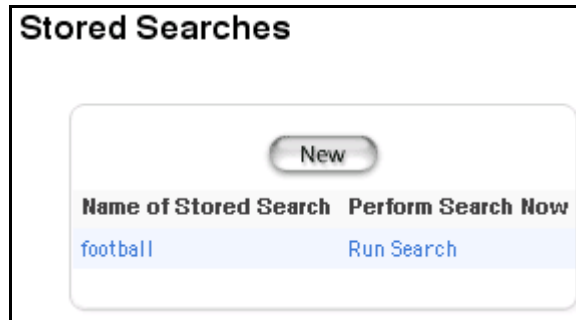
Field	Description
Name	Enter the name of the stored group for which you want to search.  <b>Note:</b> Click Fields to view the field list. For more information on fields, see the section " <a href="#">How to Search for Students by Other Fields.</a> "
Search Instructions	Enter the search commands.  <b>Note:</b> Use one command on each line. Field names must be entered exactly as they appear in the Field List.

4. Click Submit. The Stored Searches page reappears.

## How to Create a Stored Search

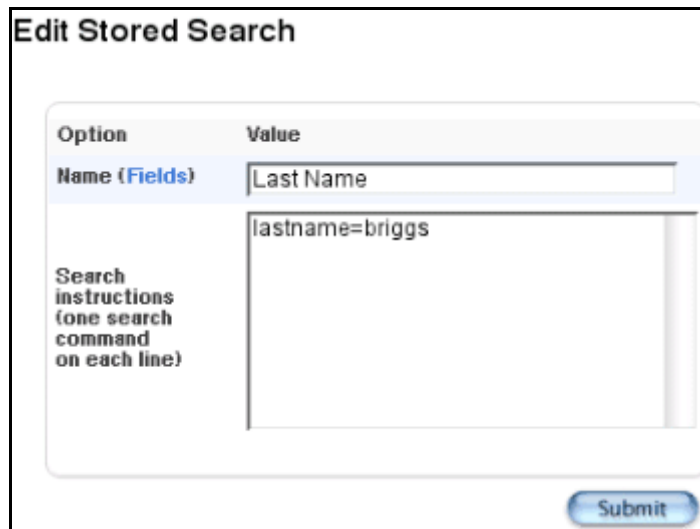
Create a new group of students for whom you and other users can search. To create a stored search that is similar to another stored search, copy the command string from another search and paste it into a new search group. You must then make the necessary changes or additions to the command string for the new group.

1. On the start page, click Stored Searches. The Stored Searches page appears.



Name of Stored Search	Perform Search Now
football	Run Search

- Click New. The Edit Stored Search page appears.

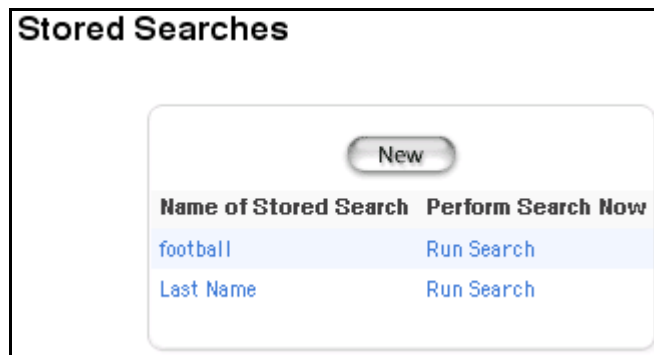


Option	Value
Name (Fields)	Last Name
Search instructions (one search command on each line)	lastname=briggs

- Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the stored group for which you want to search. <b>Note:</b> Click Fields to view the field list. For more information on fields, see the section " <a href="#">How to Search for Students by Other Fields.</a> "
Search Instructions	Enter the search commands. <b>Note:</b> Use one command on each line. Field names must be entered exactly as they appear in the Field List.

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



## Stored Selections

Store selections of students or staff to quickly and easily retrieve a group of students or staff that you work with frequently. Whereas a stored search holds criteria that can result in a varying list of students or staff every time you utilize the stored search, stored selections hold the actual list of students or staff at the time you create the stored selection.

For example, assume a group of four students reads the announcements over the loudspeaker each morning for a week. As the attendance clerk, you might need to excuse those students' tardies for their first period classes. On Monday, create a stored selection of the four students so that you can easily change their attendance on the days when it is necessary.

Users can create compounded stored selections; that is, use stored selections either to add to other stored selections or to create new ones. Indicate if the new selections include either any or all of the criteria. For example, if you want to report on the announcement reader groups for the rest of the month, combine the stored selections for each week's group.

Since stored selections are user-specific, users manage their own set of stored selections. However, users can publish a stored selection to all users for your school. Stored selections are snapshots of a particular time and do not change when student- or staff-related information changes; therefore, it is suggested that users periodically delete and re-create their stored selections to refresh the data.

## How to Store a Selection

On the start page, search for and select a group of students. For more information, see the section "[Select a Group of Students](#)." The Student Selection page appears.

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

Matches: ( 58 )

(03/08/85) (10) Bevan, Adam C  
 (05/29/86) (10) Bliss, Justin  
 (03/11/86) (10) Briggs, Jessica K  
 (05/06/85) (10) Briggs, John K  
 (12/27/85) (10) Briggs, Ryan Y  
 (06/18/85) (10) Budd, Dominique R  
 (09/04/85) (10) Conder, Amberlee A  
 (12/30/85) (10) Cornia, Lacey  
 (06/04/85) (10) Denk, John R.  
 (03/25/86) (10) Duff, Cormac T  
 (08/27/85) (10) Dunn, Andrea  
 (03/26/85) (10) Egbert, Justin  
 (08/18/85) (10) Erickson, Jan L  
 (10/04/85) (10) Fitzgerald, Angela  
 (10/18/85) (10) Fortie, Kira Y

Select a function for this group of students

1. Click Save Stored Selection. The Stored Selections page appears.

**Stored Selections**

58 Students records in current selection

Name of new selection

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	#

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

Field	Description
Name of new selection	Enter a name for the stored selection.
Save	Select the Save option.



- Click Submit. The Stored Selections page displays the new stored selection.

**Stored Selections**

58 Students records in current selection [Tenth grade honor]

Name of new selection

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	#	
<input type="checkbox"/>		Tenth grade honor	58 <a href="#">Go Functions</a>

Click Go Functions to perform group functions with this stored selection. For more information on group functions, see the section "[Work With Groups](#)."

## How to Edit the Name of a Stored Selection

Though you cannot remove records from a stored selection, you can change its name. To add records to a stored selection, see the section "[How to Use Stored Selection Options](#)."

- On the start page, click Stored Selections. The Stored Selections page appears.

**Stored Selections**

58 Students records in current selection [Tenth grade honor]

Name of new selection

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	#	
<input type="checkbox"/>		Tenth grade honor	58 <a href="#">Go Functions</a>

- Click the name of the stored selection. The Edit Stored Selection page appears.

### Edit Stored Selection

Name

3. Change the name of the stored selection in the Name field.
4. Click Submit. The Stored Selections page displays the edited stored selection.

## How to Use Stored Selection Options

After creating a stored selection, you can add records to a selection or combine it with another stored selection.

On the start page, select a group of students that you want to use to add to or combine with another stored selection. The group becomes the current selection. For more information, see the section "[Select a Group of Students](#)." The Student Selection page appears.

### Student Selection

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

Search:

Matches: (2)

(20000) (10) Alexander, Joannie  
 (840000163) (9) Anderson, Richie

Select a function for this group of students

1. Choose Save Stored Selection from the pop-up menu. The Stored Selections page appears.

**Stored Selections**

5 Students records in current selection

Name of new selection

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	#	
<input checked="" type="checkbox"/> Tenth grade honor students		58	<a href="#">Go Functions</a>

2. Select one of the following options. Use the following table to enter information in the fields:

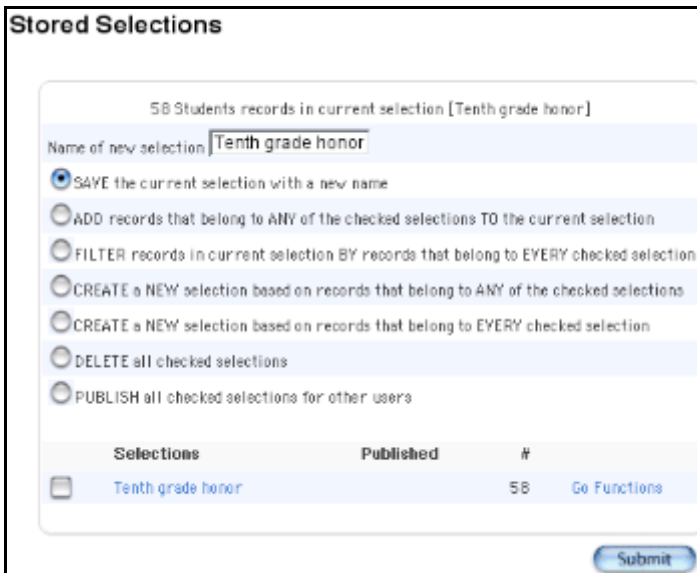
Field	Description
Add	To add any records to the current selection from one or more stored selections, select the checkbox(es) next to the stored selection(s) and select the Add option. Leave "current selection" as the name of the new selection.
Filter	To include only records in the current selection that are also included in any chosen stored selection(s), select the checkbox(es) next to the stored selection(s) and select the Filter option. Leave "current selection" as the name of the new selection.
Create a new selection based on records that belong to ANY of the checked selections	To create and store a new selection that includes all records from all of the selected stored selection(s), select the checkbox(es) next to the stored selection(s) and select the "Create a new selection based on records that belong to ANY of the checked selections" option. Enter a name for the stored selection.
Create a new selection based on records that belong to EVERY checked selection	To create and store a new selection that includes records that exist across all of the chosen stored selection(s), select the stored selection(s) and select the "Create a new selection based on records that belong to EVERY checked selection" option. Enter a name for the stored selection.

3. Click Submit. The Stored Selections page displays the new or modified stored selection.

## How to Delete a Stored Selection

Users can delete any or all of their stored selections, including the stored selections that they publish. Stored selections are snapshots of a particular time and do not change when student- or staff-related information changes; therefore, it is suggested that users periodically delete and re-create their stored selections to refresh the data.

1. On the start page, click Stored Selections. The Stored Selections page appears.



**Stored Selections**

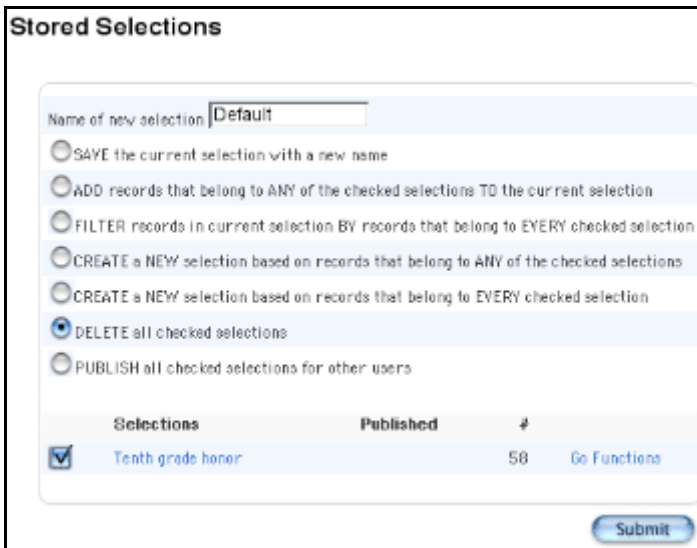
58 Students records in current selection [Tenth grade honor]

Name of new selection:

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	#	
<input type="checkbox"/>	Tenth grade honor	58	Go Functions

2. Select the Delete option.
3. Select the checkbox(es) next to the name(s) of the stored selection(s) to be deleted.



**Stored Selections**

Name of new selection:

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	#	
<input checked="" type="checkbox"/>	Tenth grade honor	58	Go Functions

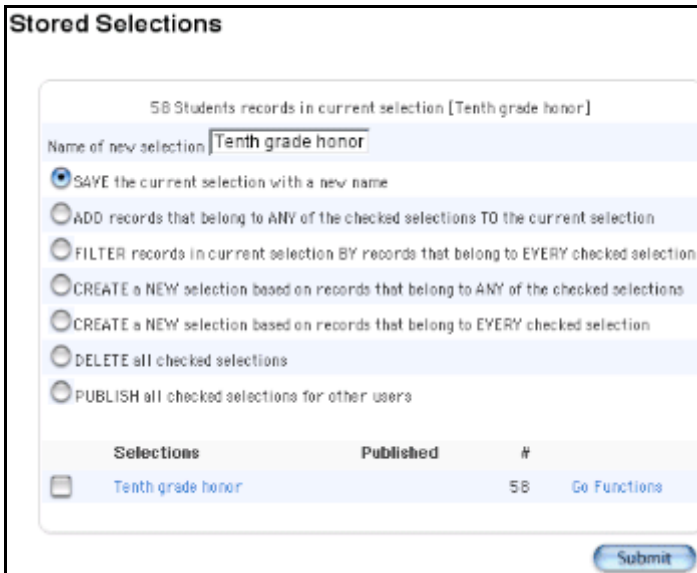
4. Click Submit. The Stored Selections page appears without the deleted stored selection(s).

## How to Publish a Stored Selection

Since stored selections are user-specific, users manage their own set of stored selections. However, users can publish a stored selection to all users for your school. Publishing a stored selection at the district level affects all schools on the system. Develop a process or policy to control stored selections that have been published unnecessarily.

Users at the school (or district) can delete the stored selections that others publish. When a user that publishes a stored selection deletes it, that stored selection is deleted for all users.

1. On the start page, click Stored Selections. The Stored Selections page appears.



Selections	Published	#
<input type="checkbox"/> Tenth grade honor		58 <a href="#">Go Functions</a>

2. Select the Publish option.
3. Select the checkbox(es) next to the name(s) of the stored selection(s) to be published.
4. Click Submit. The Stored Selections page displays the stored selection(s) that have been published.
5. Log in using a different username and password to verify that the system published the stored selections to other users.
6. On the start page, click Stored Selections . The Stored Selections page displays the published stored selection(s).

## Work With an Individual Student

Once you select a student, PowerSchool displays the student pages menu. From this menu, you can manage the student record in a variety of ways. The items on the student pages menu do not necessarily follow a particular sequence; therefore, use this section as a reference and review those sections that you need for a given task.

The examples can differ from those that appear on your computer. When you go to the student pages menu, your computer displays the view that you used the last time you looked at a student page. Thus, if you viewed the Demographics page for Joe Smith during your last PowerSchool session, Jane Johnson Demographics page appears when you select her student record.

## How to Enroll a Student

When PowerSchool is set up at your school, the data for most students is imported from your previous system. However, there will always be students who must be enrolled individually because they are new to your school. If you have the proper permissions, enroll an individual student in your school.

1. On the start page, choose Special Functions from the main menu.
2. On the Special Functions page, click Enroll New Student. The Enroll New Student page appears.

### Enroll New Student

<b>Student's Name</b> (Last, First MI)	Briggs	Greg	D
<b>Student number</b>	(If blank, system will assign)		
<b>Social Security Number</b>	543-21-6789		
<b>Phone Number</b>	555-555-1212		
<b>Enrollment date</b>	10/27/2003		
<b>Grade Level</b>	8 ▾		
<b>Entry Code</b>	TO (Transfer from out of State) ▾		
<b>Fee Exemption Status</b>	Student Not Exempted ▾		
<b>School</b>	Cherry Hill Middle School		

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

Field	Description
Student Name	Enter the student name (last, first, middle initial).
Student Number	Enter the student number. If you leave this blank, PowerSchool will assign one to the student.
Social Security Number	Enter the student Social Security number.
Phone Number	Enter the student's phone number.
Enrollment Date	If it is not the date displayed, enter the student enrollment date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank

Field	Description
	entry.
Grade Level	Choose the grade level the student will be in when he or she enters your school from the pop-up menu.
Entry Code	Choose the reason the student is entering your school from the pop-up menu.
Fee Exemption Status	<p>School and course enrollment fees are automatically assigned to students when they enroll in school or in a course. Students can be exempted individually from having these fees assigned to them automatically by using the Fee Exemption Status pop-up menu. While you can indicate to the system that school and/or course enrollment fees are not be assigned, this does not prohibit fees being assigned manually.</p> <p>Choose the student's fee exemption status the pop-up menu in the School Fee Information section:</p> <ul style="list-style-type: none"> <li>• Student not Exempted</li> <li>• Student Exempted from Course Fees</li> <li>• Student Exempted from School Fees</li> <li>• Student Exempted from All Fees</li> </ul> <p><b>Note:</b> For information on exempting a group of students, see the section "<a href="#">School Information</a>."</p>

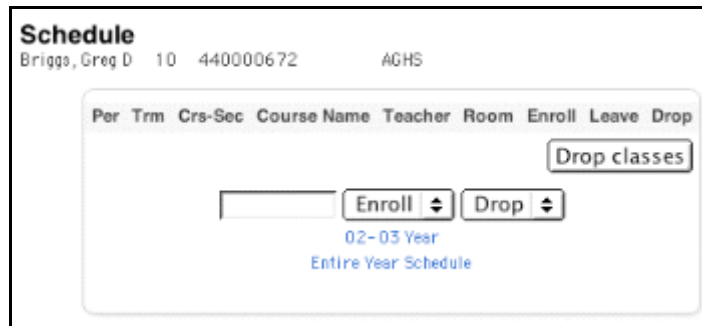
Click Submit. If there are no records matching that of the new student, the Schedule page appears; you can then add classes to the student schedule. For more information, see the section "[Add Sections](#)." If there are similar records to the one you created, the Check for Duplicate Students page asks you to check for duplicate records.

**Check for Duplicate Students**

Student Number	Name Last, First	School SSN	Home Phone	Entry Date	Exit Date	Enroll Status	Matched by: Last Name SSN Phone	
25609	Bress, Jeffrey	6885	1-1-72-3333-437-555-2672	8/25/1992	7/25/1997	Inactive	Yes	
25144	Bress, Julie	6872	1-1-22-3333-427-555-2674	8/29/2001	9/8/2002	Inactive	Yes	
25221	Bress, James K	6885	1-1-22-3333-427-555-5652	9/7/80/2002	5/31/2005	Active	Yes	
25720	Bress, John	6885	1-1-72-3333-437-555-5572	8/7/92/01	7/21/2007	Active	Yes	
25264	Bress, Ryan	6885	1-1-22-3333-427-555-9801	8/29/2001	8/21/2002	Active	Yes	
440010671	Horse, Greg D	6885	635-72-4321	835-555-1212	1/29/2003	5/31/2003	Active	Yes

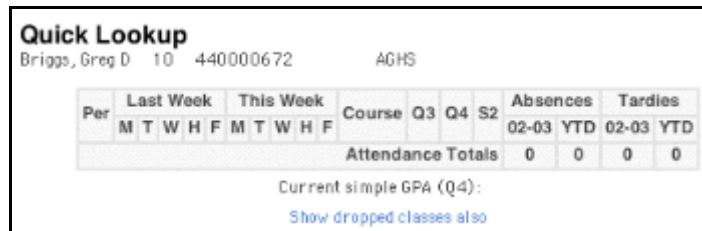
If you find a match for this student in the list above, click on the student name to go to the student's record page or the student's school record.  
 If no match is found, click on the "Enroll" button below to proceed with a new enrollment.

Reenroll that student at your school if he or she is already entered in the system. For more information on reenrollment, see the section "[How to Reenroll in School](#)." If the student is not yet enrolled at your school, click Enroll. The page appears to let you add classes to the student's schedule. For more information, see the section "[Add Sections](#)."



## How to Open the Student Page

On the start page, search for and select the student. The student pages menu displays the default view selected in the **"Personalize"** section.



1. Choose an item from the student pages menu to view a different student page.


## Student Page Layout



Each student page looks different, but the top of each displays the name of the page, student's name, grade level, ID number, and school name. In the student pages menu to the left side of the page, all of the items listed are possible actions performed or items viewed on a student's record. This is where you will start the activities described in this section.

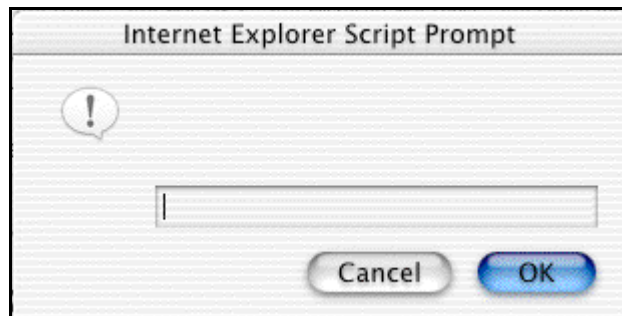
- **Quick Lookup:** Displays the page that includes commonly used information, such as the student's schedule, teachers, current grades, and attendance record. Click a teacher's name to send that teacher an email message. Click the final percent scores to display grades per assignment. Click any absences or tardies to display details on the "Dates of Attendance" page; lower-case attendance codes indicate that the teacher took attendance, while upper-case attendance codes indicate that an attendance clerk or office staff member took attendance. The attendance totals that appear at the bottom of the page can be used for reports. To view the assignments and their scores that comprise the final grades for a term, click the score in the appropriate term column.



Quick Lookup \$																		
 Bauer, Jonathan Christo 9 64010064 DCBS																		
Per	Last Week					This Week					Course	Q1	Q2	S1	Absences		Tardies	
	M	T	W	H	F	M	T	W	H	F					Q1	YTD	Q1	YTD
G1											Spanish I Clark, Cameron	0 A	0 A	0 A	2	2	0	0
G2											Recordkeeping I Sanders, Matt				0	0	0	0
G3											World Civilizations Clark, Cameron				0	0	0	0
G4											Health Ward, Austin Welch				0	0	0	0
W1											English I Coberly, Derrick				0	0	0	0
W2											Graphics/ Multimedia Bauer, Sean Scott				0	0	0	0
W3											Art I Chrisco, Kody E.	A 100 A	0 A	A 100 A	0	0	0	0
W4											Algebra I Avery, Halli Von	0 A	0 A	0 A	0	0	0	0
<b>Attendance Totals</b>													<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>		

Current simple GPA (Q1): 4  
[Show dropped classes also](#)

Switch Student: Displays a search dialog to look for other student records. Enter the name or partial name of the student and click OK. If the name matches more than one student, the Student Selection page appears. For more information, see the section "[Search and Select](#)."



- Previous Record arrow: When viewing the student pages menu from a selection of students, click the Previous Record arrow to display the student record preceding the selected record. When you reach the first student on the list of selected students, the last student on the list appears.

List: When viewing the student pages menu from a selection of students, click List to display the Student Selection page. For more information, see the section "[Search and Select](#)."

- Next Record arrow: When viewing the student pages menu from a selection of students, click the Next Record arrow to display the student record following the selected record. When you reach the last student on the list of selected students, the first student on the list appears.

The remaining items in the student pages menu indicate the possible actions to be performed on the selected record. If a student has transferred out, graduated, is preregistered, or imported into PowerSchool as an historical record, that student's status appears on each student page. The student status is based on the contents of the Enrollment Status field.

<b>Demographics</b>
Garrett, Andy 12 840000307 SHS

**Note:** The student pages for an active student do not display the student's status indicator.

Several student pages provide alert features. Use alerts to create and maintain sensitive information for each student. There are four types of alerts: medical, disciplinary, guardian, and general. Enter alert information in the Emergency/Medical, Log Entries, Parent/Guardian, and Other Information student pages, respectively. If a student's record contains an alert, an alert icon appears at the top of each of his or her student pages. Alert details are available to all users by clicking the alert icon on any student page.

## Student Page Views

Most of the pages you work with are the same for all of the schools that use PowerSchool; however, some pages can be modified to meet your school's individual needs. This feature is noted in the appropriate sections. If a section does not indicate that a page can be customized for your school, it is a PowerSchool preconfigured page that cannot be modified.

**Note:** When reading descriptions of the modifiable pages, keep in mind that either the page itself can be modified by your PowerSchool administrator or the data in the fields on the page can be modified by the user. For example, a page might provide a student's name and phone number. You, the user, can modify the data in those fields if the information is wrong or has changed. However, if you want the page to provide a student's address in addition to a name and phone number, your PowerSchool administrator must modify the page. This is an important distinction to remember as you work through this section.

Each student page view section assumes that you have selected an individual student record. If you do not know how to do this, see the section "[Search and Select](#)."

## Student Information Pages



### Addresses

This student page provides street and mailing addresses. Street addresses are the places where the students actually live, while mailing addresses are the places where the students receive mail. A street address could be 1234 Maple Lane, while a mailing address could be P.O. Box 102.

**Note:** The information on this page is linked to that on the Demographics pages. If you make a change here, it appears on those pages, and vice versa.

### How to Edit Student Addresses

1. On the start page, search for and select the student.
2. Choose Addresses from the student pages menu. The Addresses page appears.



- Use the following table to enter information in the fields:

Field	Description
Home address	Enter the street address.
Home city, state, zip	Enter the city, state, and zip code for the street address.
Mailing address	Enter the mailing address.
Mailing city, state, zip	Enter the city, state, and zip code for the mailing address.

- Click Submit. The Addresses page displays your changes.

## Custom Screens

Custom screens are designed by a school's PowerSchool administrator to display a variety of information about students. There is no limit to the number of custom screens that a school can set up to track any kind of information. Thus, the pages are school-specific and look different than in the examples.

When you select a student and click Custom Screens, a list of custom screens at your school appears. Find out if there is a custom screen for your school. For more information on creating custom screens, see the section "[Custom Student Fields and Screens](#)."

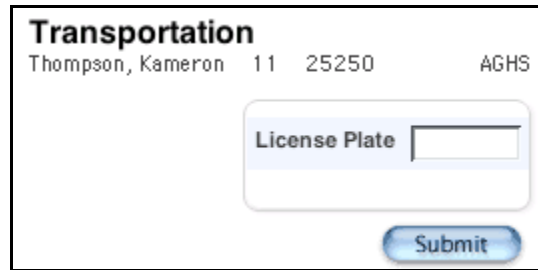
### How to View Custom Screens

- On the start page, search for and select the student.
- Choose Custom Screens from the student pages menu. Links to the custom screens appear.



- Click the links to the pages, if available. The relevant pages appear.

**Note:** Your PowerSchool administrator can modify these pages to meet your school's needs.



**Transportation**  
Thompson, Kameron 11 25250 AGHS

License Plate

Submit

## Demographics View

The Demographics View page provides standard student information fields. It is view-only, and anyone can use it to look at information. See what type of information is on your school's Demographics View page.

### How to View Student Demographics

1. On the start page, search for and select a student.
2. Choose Demographics View from the student pages menu. The Demographics page appears.

Demographics 	
Briggs, Jessica K 10 25021 AGHS	
Demographics	Value
<b>Name (Last, First MI)</b>	Briggs, Jessica K
<b>Address</b>	170 Main Street Folsom, CA 95630
<b>Home Phone</b>	427-555-5552
<b>Age</b>	16 yrs 6 months
<b>Aggregate days of membership (YTD)</b>	8
<b>Area/neighborhood</b>	
<b>DOB</b>	3/11/1986
<b>Ethnicity</b>	C
<b>Father</b>	Cody Briggs
<b>Father's Day Phone</b>	
<b>Father's Employer</b>	Miles Plumbing
<b>Father's Home Phone</b>	787-6763
<b>Gender</b>	F
<b>Grade Level</b>	10
<b>Graduation Year</b>	2004
<b>Guardianship</b>	
<b>Guardian Email</b>	parent@mac.com
<b>Mailing Address</b>	P.O. Box 760089 Folsom, CA 95630
<b>Mother</b>	Amber Briggs
<b>Mother's Day Phone</b>	
<b>Mother's Employer</b>	Longview Wireless
<b>Mother's Home Phone</b>	787-6763
<b>Previous Student ID</b>	.
<b>SSN</b>	111-22-3333
<b>Student number</b>	25021

This page is view-only for all users.

**Note:** Your PowerSchool administrator can modify this page to meet your school's needs.

## Demographics Modify

Like the Demographics View page, the Demographics Modify page also provides standard information about the selected student, but here you can modify the field values. Many of the same fields exist on the Demographics View and Demographics Modify pages. However, the Demographics Modify page has more fields and can be edited by those with proper access.

**Note:** Any changes you make to the address fields on the Demographics Modify page are also made to the Address page.

When entering students' birthdates, keep in mind that birthday alerts will appear on each student page for one week prior to each student's birthday. For more information, see the section "[How to Display Birthday Alerts.](#)"

## How to Modify Student Demographics

1. On the start page, search for and select the student.
2. Choose Demographics Modify from the student pages menu. The General Demographics page appears.

**General Demographics** 

Briggs, Jessica K 10 25021 AGHS

Name (last, first MI)	Briggs, Jessica K
Address	170 Main Street Folsom, CA 95630
Home phone	427-555-5552
Age	16 yrs 6 months
Aggregate days of membership (YTD)	8
Area/neighborhood	
DOB	3/11/1986
Ethnicity	Caucasian (C) ▾
Father (last, first)	Cody Briggs
Father's Day Phone	
Father's Employer	Miles Plumbing
Father's Home Phone	787-6763
Gender	Female ▾
Grade Level	10
Graduation Year	200.
Guardianship	
Guardian Email	parent@mac.com
Mailing Address	P.O. Box 760089 Folsom, CA 95630
Mother (last, first)	Amber Briggs
Mother's Day Phone	
Mother's Employer	Longview Wireless
Mother's Home Phone	787-6763
Previous Student ID	
SSN	111-22-3333
Student Number	25021

3. Make any necessary changes.
4. Click Submit. The Changes Recorded page appears.


**Note:** Your PowerSchool administrator can modify this page to meet your school's needs.

## How to Display Birthday Alerts

If a student's birthday is within a week of the current date, a birthday alert appears for him or her on each student page.

1. On the start page, search for and select the student. If the student's birthday is within the next week, the Birthday Alert icon appears at the top of each page for the selected student. If the student's birthday is not within the next week, the icon does not appear.



2. Click the Birthday Alert icon  to read the alert from any page. The Birthday alert for the selected student appears.



3. Click Close to close the Birthday Alert window.


## Emergency/Medical

This feature provides emergency contact names and numbers, as well as any medical information.

### How to Edit Student Emergency/Medical Information

1. On the start page, search for and select a student.
2. Choose Emergency/Medical from the student pages menu. The Emergency Contact/Medical page appears.



**Emergency Contact/Medical** 

Briggs, Jessica K 10 25021 AGHS

<b>Contact #1</b>	Contact Name (last, first) Johnson, Julie	Relationship Aunt
	Phone 555-555-1212	Phone Type Work
<b>Contact #2</b>	Contact Name (last, first) Todd, Mary	Relationship Grandmother
	Phone 555-555-1212	Phone Type Home
<b>Contact #3</b>	Contact Name (last, first)	Relationship
	Phone	Phone Type
<b>Doctor</b>	Dr. Yoshiko Sato	555-555-1212
<b>Dentist</b>	Dr. David Harrison	555-555-1212
<b>Special Medical Considerations</b>	NONE	
<b>Allergies</b>	NKA	
<b>Immunizations</b>	Polio MMR DPT 5/1. 1/1. 3/1.	
<b>Medical Alert Text</b>		
<b>Alert Expires (date)</b>	0/0/0 (0/0/0 to never expire)	

[Submit](#)

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

Field	Description
Contact #1 Name	Enter the name of the contact using the following format: lastname, firstname. The order of the names is important for useful report results.
Relationship	Choose the relationship of the contact from the pop-up menu.
Phone	Enter the contact's phone number.
Phone Type	Choose the type of phone number from the pop-up menu.
Contact #2 Name	Enter the name of the contact using the following format: lastname, firstname. The order of the names is important for useful report results.
Relationship	Choose the relationship of the contact from the pop-up menu.
Phone	Enter the contact's phone number.

Field	Description
Phone Type	Choose the type of phone number from the pop-up menu.
Contact #3 Name	Enter the name of the contact using the following format: lastname, firstname. The order of the names is important for useful report results.
Relationship	Choose the relationship of the contact from the pop-up menu.
Phone	Enter the contact's phone number.
Phone Type	Choose the type of phone number from the pop-up menu.
Doctor	Enter the name and phone number for the student's doctor.
Dentist	Enter the name and phone number for the student's dentist.
Special Medical Considerations	Enter any medical considerations for the student, such as previous conditions.
Allergies	Enter any allergies.
Immunizations	Enter the date(s) of any immunizations taken using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. If you do not use this format, an alert appears.
Medical alert Text	Enter any medical information that needs to be brought to staff members' attention. For more information, see the section <a href="#">"How to Add a Medical Alert."</a>
Alert Expires	Enter the expiration date of the Medical alert, if applicable, using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. If there is no expiration date, either do not enter a date or use the default entry 0/0/0. For more information, see the section <a href="#">"How to Add a Medical Alert."</a>

4. Click Submit. The Changes Recorded page appears.

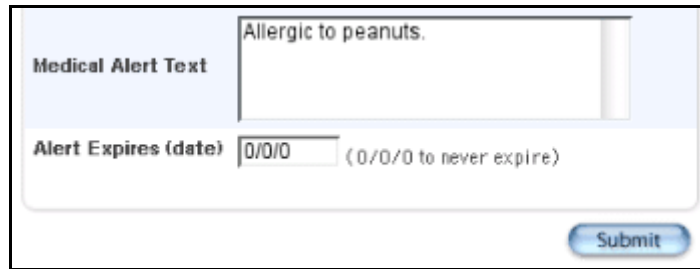
## How to Add a Medical Alert



Use a Medical alert to indicate and make staff members aware of a student's medical condition.

1. On the start page, search for and select a student.

- Choose Emergency/Medical from the student pages menu. The Emergency Contact/Medical page appears.



- Use the following table to enter information in the fields:

Field	Description
Medical alert Text	Enter any medical information that needs to be brought to staff members' attention. For more information, see the section <b>"How to Add a Medical Alert."</b>
Alert Expires	Enter the expiration date of the Medical alert, if applicable, using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. If there is no expiration date, use the default entry 0/0/0. For more information, see the section <b>"How to Add a Medical Alert."</b>

- Click Submit. The Medical Alert icon appears at the top of each page for the selected student. If the student does not have a Medical alert, the icon does not appear.



- Click the Medical Alert icon to read the alert from any page. The Medical alert for the selected student appears.



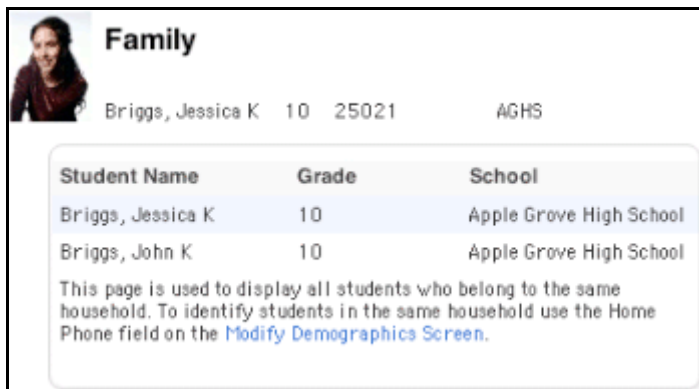
- Click Close to close the Medical Alert window.

## Family

This menu item provides the names, grades, and schools of students who are related to the selected student. The system relates students who have the same home phone number.

## How to View Student Family Information

1. On the start page, search for and select a student.
2. Choose Family from the student pages menu. The Family page appears.



Modify student home phone numbers using the Modify Demographics page.

## Modify Info

This feature displays a variety of information about students, much of which is shared with the Demographics pages. Note that this page is school-specific, and the fields on your school's Modify Info page can differ from the example. Talk to your PowerSchool administrator about adding fields to or deleting fields from your school's page.

## How to Modify Student Information

1. On the start page, search for and select the student.
2. Choose Modify Info from the student pages menu. The Modify Information page appears.

### Modify Information

Briggs, Jessica K 10 25021 AGHS

Family rep	<input type="checkbox"/>
Graduation Requirement Set	College Prep ▾
Guardian Access, Allow	<input checked="" type="checkbox"/>
Guardian web ID	23294
Guardian web PW	BMSQEW
Home Room	R24
Locker Combination	
Locker Number	16
Lunch ID	8535
Part-Time Student Indicator	<input type="checkbox"/>
Phone ID	562
Student Access, Allow	<input checked="" type="checkbox"/>
Student Web ID	87278
Student Web PW	EHUAGQ
Current Team	Team B ▾
Current House	House B ▾
Current Campus/Building	Building B ▾
Track	
Tracker	No ▾
District Entry Date	09/08/2000
District Entry Grade Level	7
School Entry Date	09/06/2002
School Entry Grade Level	9

Auto-assign IDs & passwords for this student

3. Make any necessary changes or entries.
4. Click "Auto-assign IDs & passwords for this student" to assign guardian, phone, and student IDs and passwords.
5. Click Submit. The Modify Information page displays the changes.



## Other Information

This option is state-specific and can be modified to your school's specifications. Many schools have it modified to meet their needs, but some are standardizing it across the state. Your page might look different than the example.

## How to Edit Other Student Information

Once you add a school to the system, you cannot delete it. You must log in to the district office before performing this procedure.

1. On the start page, search for and select the student.
2. Choose Other Information from the student pages menu. The Other Information page appears.

**Other Information**  

Barksdale, Brady 7 25805 CHMS

Homeless Code <input type="checkbox"/>	Equip Flag <input type="button" value="False"/>
Date Of Entry Into USA <input type="checkbox"/>	MESA <input type="button" value="False"/>
AFDC Application Number <input type="checkbox"/>	AFDC Approved <input type="button" value=""/>
Primary Language Code <input type="text" value="E"/>	PHLOTE <input type="checkbox"/>
Secondary Language Code <input type="text" value="S"/>	Exclude From Class Ranking <input type="checkbox"/>
	Fee Exemption Status <input type="button" value="Student Not Exempted"/>

**Other Alert**

Other Alert Text

Alert Expires (Date)  (0/0/0 to never expire)

3. Make any necessary changes or entries.
4. Click Submit. The Other Information page displays the changes.



## How to Assign Fee Exemption Status to an Individual Student

School and course enrollment fees are automatically assigned to students when they enroll in school or in a course. Students can be exempted individually from having these fees assigned to them automatically by using the Fee Exemption Status pop-up menu. While you can indicate to the system that school and/or course fees are not be assigned, this does not prohibit fees being assigned manually.

**Note:** For information on exempting a group of students, see the section "[School Information.](#)"

1. On the start page, search for and select the student.

- Choose Other Information from the student pages menu. The Other Information page appears.

**Other Information**  

Barksdale, Brady 7 25805 CHMS

Homeless Code	<input type="text"/>	Equip Flag	<input type="button" value="False"/>
Date Of Entry Into USA	<input type="text"/>	MESA	<input type="button" value="False"/>
AFDC Application Number	<input type="text"/>	AFDC Approved	<input type="button" value=""/>
Primary Language Code	<input type="text" value="E"/>	PHLOTE	<input type="checkbox"/>
Secondary Language Code	<input type="text" value="S"/>	Exclude From Class Ranking	<input type="checkbox"/>
Fee Exemption Status			<input type="button" value="Student Not Exempted"/>
<b>Other Alert</b>			
Other Alert Text <input style="width: 100%;" type="text"/>			
Alert Expires (Date)	<input type="text" value="0/0/0"/> (0/0/0 to never expire)		

- Choose the student's exemption status from the Fee Exemption Status pop-up menu:
  - Student not Exempted
  - Student Exempted from Course Fees
  - Student Exempted from School Fees
  - Student Exempted from All Fees
- Click Submit. The Other Information page displays the changes.

## How to Add Other Alerts



Use an Other alert to indicate and make the staff members aware of any general information related to a student.

- On the start page, search for and select the student.
- Choose Other Information from the student pages menu. The Other Information page appears.

**Other Alert**

**Other Alert Text**


**Alert Expires (Date)**  (0/0/0 to never expire)


[Submit](#)

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

Field	Description
Other Alert Text	Enter any other information that needs to be brought to staff members' attention.
Alert Expires	Enter the expiration date of the alert, if applicable, using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. If there is no expiration date, use the default entry 0/0/0.

4. Click Submit. The Other Alert icon appears at the top of each page for the selected student. If the student does not have an Other alert, the icon does not appear.

5. Click the Other Alert icon  to read the alert from any page. The Other alert for the selected student appears.

 **Other Alert**  
Briggs, Jessica K

---

Student cannot leave campus during lunch.

Alert Expires: 0/0/0

[Close](#)

6. Click Close to close the Other Alert window.

## Parents/Guardian

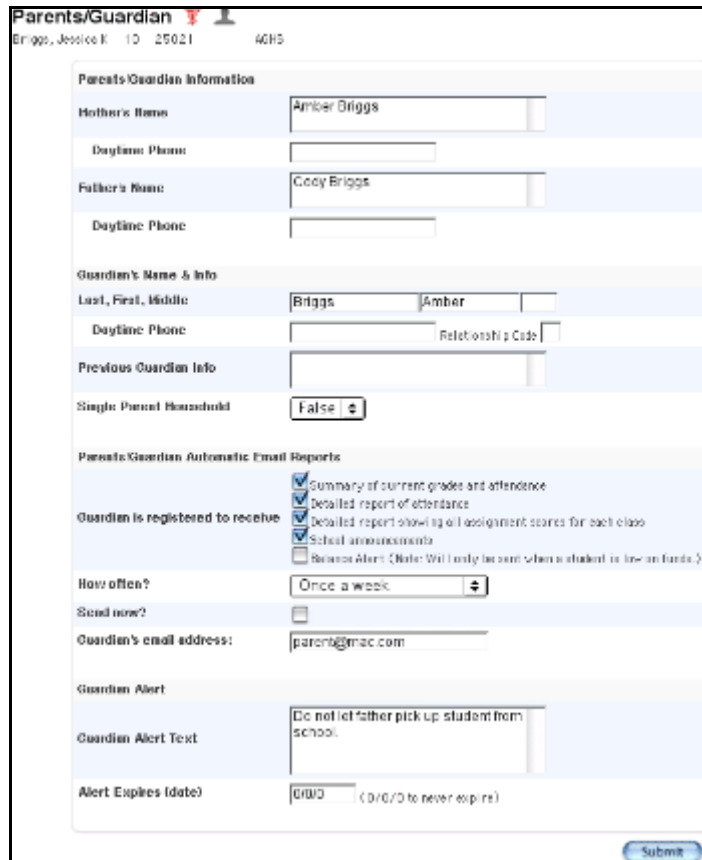
This feature provides the names, addresses, and phone numbers of parents or guardians. The information on this page is the same as on the Emergency and Modify Info pages. Any entries or changes made to the Parent/Guardian page appear on these other pages and vice versa.

**Note:** Enter names in the last, first format. This is important for reporting purposes.



## How to View Parent/Guardian Information

1. On the start page, search for and select the student.
2. Choose Parents/Guardian from the student pages menu. The Parents/Guardian page appears.



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

Field	Description
Mother's Name	Enter the student's mother's name.
Daytime Phone	Enter the mother's telephone number.
Father's Name	Enter the student's father's name.
Daytime Phone	Enter the father's telephone number.
Guardian's Name	Enter the student's guardian's name.
Daytime Phone	Enter the guardian's telephone number.
Relationship Code	Enter the code that describes the relationship between the student and the guardian.

Field	Description
Previous Guardian Info	Enter any information about previous guardians for this student.
Single Parent Household	Select either True or False to indicate if the student lives in a single parent household.
Guardian is registered to receive	Select the checkbox(es) so that the guardian can receive: <ul style="list-style-type: none"> <li>• A summary of current grades and attendance</li> <li>• A detailed report of attendance</li> <li>• A detailed report showing all assignment scores for each class</li> <li>• School announcements</li> <li>• A Balance alert that displays when the student's account is low on funds</li> </ul>
How often?	Choose the frequency of email reports sent to the guardian from the pop-up menu.
Send now	Select this checkbox if you want the system to immediately send the report(s).
Guardian's email address	Enter the email address to which the report(s) will be sent. Separate multiple addresses with commas.

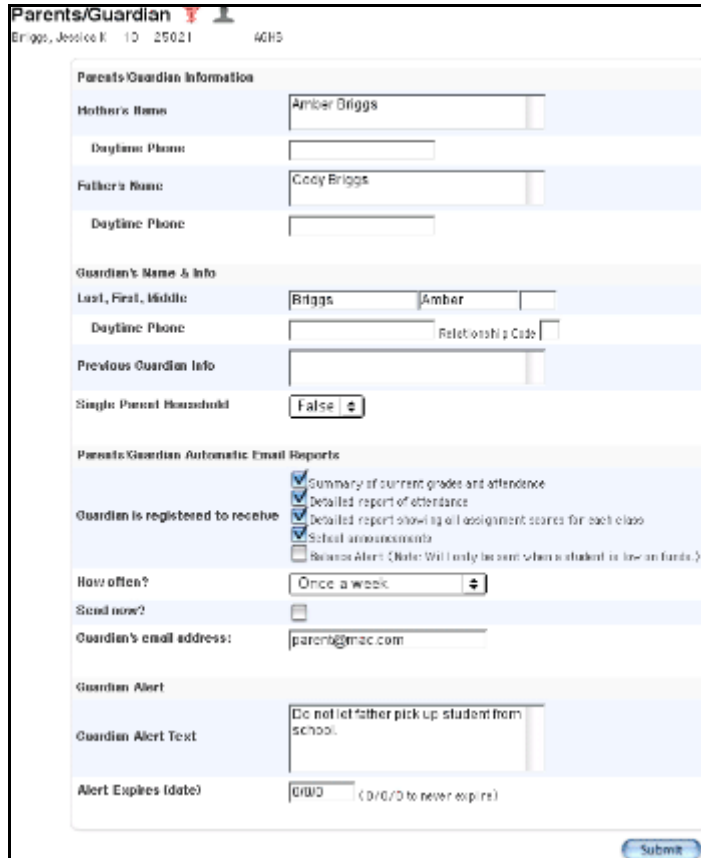
4. Click Submit. The Parent/Guardian page displays the changes.

## How to Add Guardian Alerts



Use a Guardian alert to indicate and make the staff members aware of a student's guardian information.

1. On the start page, search for and select the student.
2. Choose Parents/Guardian from the student pages menu. The Parents/Guardian page appears.



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

Field	Description
Guardian Alert Text	Enter any guardian-related information that needs to be brought to staff members' attention.
Alert Expires	Enter the expiration date of the guardian alert, if applicable, using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. If there is no expiration date, use the default entry 0/0/0.

4. Click Submit. The Guardian Alert icon appears at the top of each page for the selected student. If the student does not have a Guardian alert, the icon does not appear.



5. Click the Guardian Alert icon to read the alert from any page. The Guardian alert for the selected student appears.



6. Click Close to close the Guardian Alert window.

## Photo

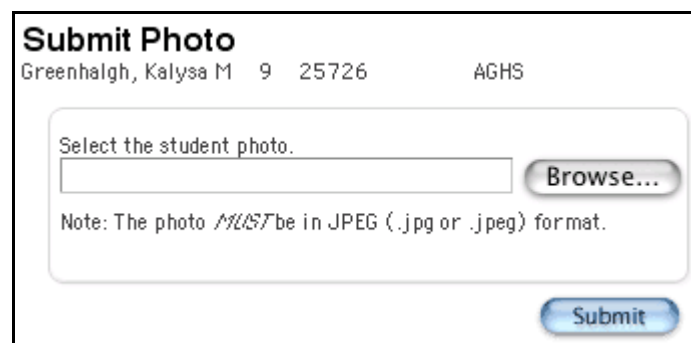
This feature displays a picture of the selected student, if one is available. In addition, a photo appears next to the student's name at the top of each student page. To configure your system to display student photos, contact your PowerSchool administrator.

The picture files must be in JPG format. Some school photographers provide a CD-ROM of the annual student pictures in JPG format, which your PowerSchool administrator can then import into PowerSchool. Contact your PowerSchool administrator if you want to import many photos from another system, a CD-ROM, or other media.

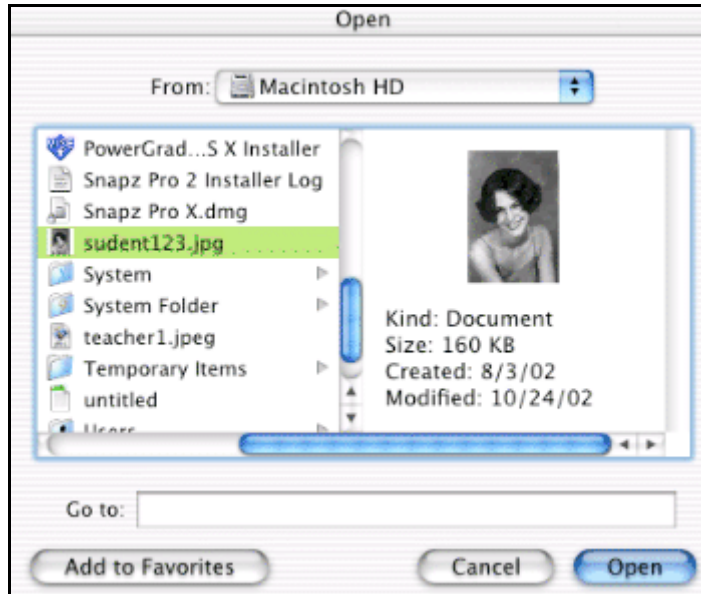
## How to Submit a Student Photo

Use this procedure to submit a new student photo, even if there is already a photo for the student.

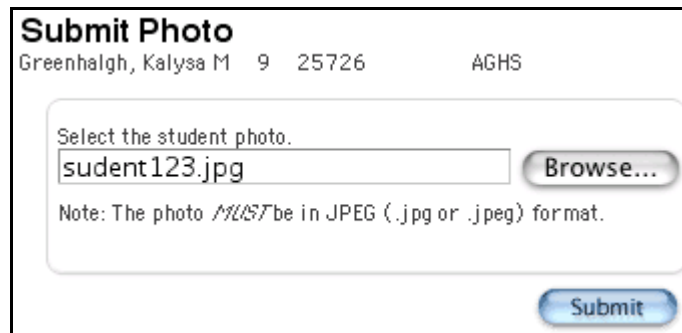
1. On the start page, search for and select the student.
2. Choose Photo from the student pages menu. If there is a photo available, it appears in the center of the page.
3. Click "Submit a New Photo for this Student" to change or add a photo. The Submit Photo page appears.



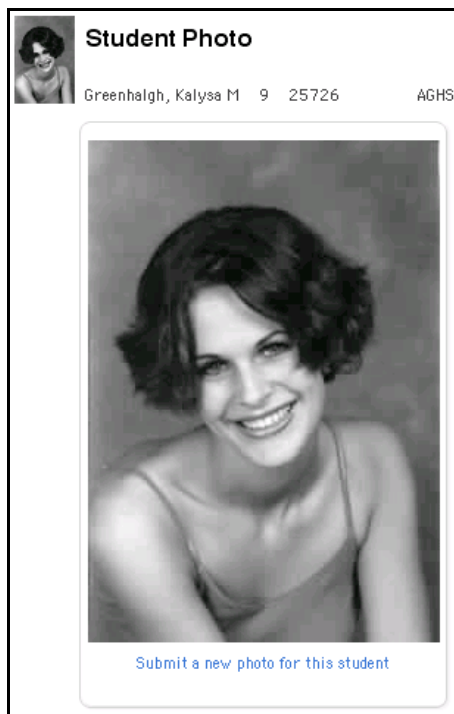
4. Enter the file name in the "Select the student photo" field and skip to Step 6. If you do not know the name of the file, click Browse. The Open dialog appears.



5. Locate and double-click the file. The Submit Photo page displays the file name.



6. Click Submit. The Student Photo page displays the student's photo.



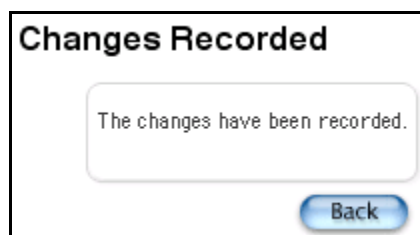
**Note:** If the old photo still appears or if there is no photo at all, click the web browser's Refresh/Reload button.

## State/Province

As indicated by its name, this feature is state-specific or province-specific and can be modified to meet the needs of schools in different states and provinces. Contact your PowerSchool administrator to add or delete fields. Your permissions determine if you can edit the data in the fields. Your page might look different than that in the example.

### How to Edit State/Province Information

1. On the start page, search for and select the student.
2. Choose the link for your state or province from the student pages menu.
3. On the information page for your state or province, make any necessary changes or entries.
4. Click Submit.
5. Click Back after the Changes Recorded page appears.

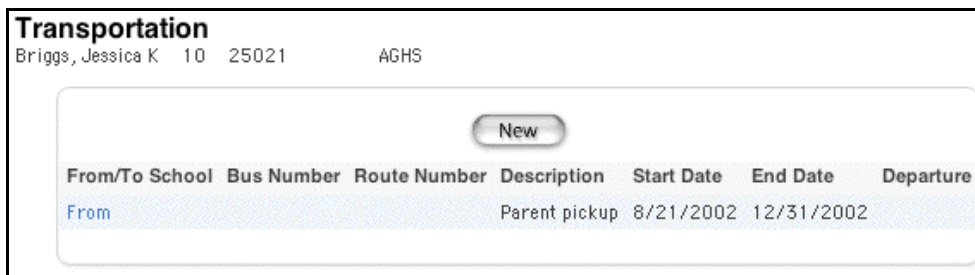


## Transportation

This page displays transportation-related information for the selected student. You can add, edit, or delete transportation information from the Transportation Entry student page.

### How to View Transportation Information

1. On the start page, search for and select the student.
2. Choose Transportation from the student pages menu. The Transportation page displays the student's means of transportation.



**Transportation**  
Briggs, Jessica K 10 25021 AGHS

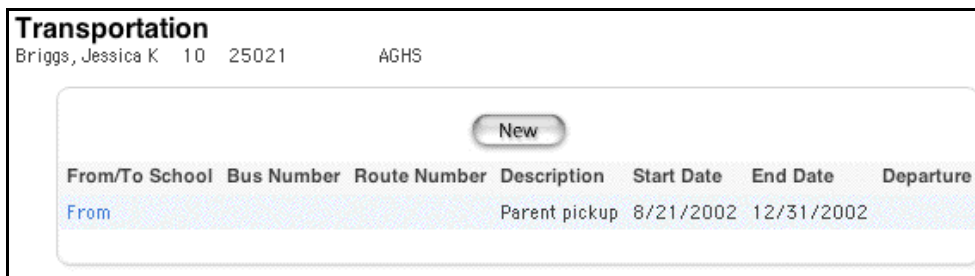
[New](#)

From/To School	Bus Number	Route Number	Description	Start Date	End Date	Departure
<a href="#">From</a>			Parent pickup	8/21/2002	12/31/2002	

### How to Add Transportation Information

Add transportation information for the selected student to indicate the means of transporting this student either to or from school. Repeat the procedure to enter transportation for the reverse direction or to enter a complex transportation schedule, such as different means of transportation for different days of the week.

1. On the start page, search for and select the student.
2. Choose Transportation from the student pages menu. The Transportation page appears.




**Transportation**  
Briggs, Jessica K 10 25021 AGHS

[New](#)

From/To School	Bus Number	Route Number	Description	Start Date	End Date	Departure
<a href="#">From</a>			Parent pickup	8/21/2002	12/31/2002	

3. Click New. The New Transportation Entry page appears.

**New Transportation Entry** 

Briggs, Jessica K 10 25021 AGHS

<b>Student</b>	Briggs, Jessica K
<b>Start Date *</b>	08/21/2002 (MM/DD/YYYY)
<b>End Date *</b>	12/31/2002 (MM/DD/YYYY)
<b>From/To School *</b>	To School
<b>Description *</b>	Bus (Shows on Student Transportation Entries Page)
<b>Days Of The Week</b>	<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat
<b>Transportation Type *</b>	Regular School Transportation
<b>Route Number</b>	132
<b>Bus Number</b>	1415
<b>Driver Name</b>	Mrs. Adele Smith
<b>Bus Contact Number</b>	555.555.1212
<b>Departure Time</b>	8:23 AM (Example entry: 7:15 AM)
<b>Stop Number</b>	4
<b>Address</b>	123 Main Street, Coloma
<b>Route Distance</b>	4.5 Miles
<b>Arrival Time</b>	8:42 AM (Example entry: 8:00 AM)
<b>Special Instructions</b>	Parent waits with student
<b>Linking Indicator *</b>	Not Linked

[Submit](#)

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

Field	Description
Student	This is the selected student's name.
Start Date	Enter the date that the student will begin using this form of transportation using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
End Date	Enter the date that the student will stop using this form of transportation using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
From/To School	Select either From School or To School to indicate the direction of transportation for this entry.
Description	Enter a description for the entry, such as Walks to school. This description appears on the Student Transportation Entries page.



Field	Description
Days Of The Week	Select the checkbox(es) to indicate the day(s) of the week that the student uses this form of transportation.
Transportation Type	Choose the means of transportation, such as Walks, from the pop-up menu.
Route Number	Enter a route number if the student uses transportation provided by the school.
Bus Number	Enter the bus number if the student uses transportation provided by the school.
Driver Name	Enter the bus driver's name if the student uses transportation provided by the school.
Bus Contact Number	Enter the driver's radio number or mobile telephone number.
Departure Time	Enter the time the transportation begins using the format HH:MM. Enter either AM or PM after the departure time.
Stop Number	Enter a bus stop number if the student uses transportation provided by the school.
Address	Enter the street address where the student begins the method of transportation.
Route Distance	Enter the distance that the student travels on the way to or from school. Choose either Miles or Kilometers from the pop-up menu.
Arrival Time	Enter the time the student arrives at the destination using the format HH:MM. Enter either AM or PM after the arrival time.
Special Instructions	Enter any special instructions or notes related to the student's transportation.
Linking Indicator	Choose the linking indicator from the pop-up menu (optional). Use the indicator to link bus routes that share commonalities. For example, you can link a student's AM and PM bus route for reporting purposes. For more information on state reports, go to the PowerSchool Customer Support web site at <a href="https://www.powerschool.com/support/documentation/statereports/">https://www.powerschool.com/support/documentation/statereports/</a> .

5. Click Submit. The Changes Recorded page appears.

## How to Edit Transportation Information

Edit transportation information for the selected student to indicate the means of transporting this student either to or from school.


1. On the start page, search for and select the student.
2. Choose Transportation from the student pages menu. The Transportation page appears.

**Transportation**  
Briggs, Jessica K 10 25021 AGHS

[New](#)

From/To School	Bus Number	Route Number	Description	Start Date	End Date	Departure
From			Parent pickup	8/21/2002	12/31/2002	
To	1415	132	Bus	8/21/2002	12/31/2002	8:23 AM

3. Click the name of the entry to be edited. The Edit Transportation Entry page appears.

**Edit Transportation Entry**   
Briggs, Jessica K 10 25021 AGHS

**Student** Briggs, Jessica K

**Start Date \*** 8/21/2002 (MM/DD/YYYY)

**End Date \*** 12/31/2002 (MM/DD/YYYY)

**From/To School \*** From School ▾

**Description \*** Guardian pickup (Shows on Student Transportation Entries Page)

**Days Of The Week**  Sun  Mon  Tue  Wed  Thu  Fri  Sat

**Transportation Type \*** Regular School Transportation ▾

**Route Number**

**Bus Number**

**Driver Name**

**Bus Contact Number**

**Departure Time**  (Example entry: 7:15 AM)

**Stop Number**

**Address**

**Route Distance**   ▾

**Arrival Time**  (Example entry: 8:00 AM)

**Special Instructions**

**Linking Indicator \*** Select Linking Option ▾

[Delete](#) [Submit](#)

4. Use the following table to edit information in the fields:

Field	Description
Student	This is the selected student's name.
Start Date	Enter the date that the student will begin using this form of transportation using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted

Field	Description
	as a blank entry.
End Date	Enter the date that the student will stop using this form of transportation using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
From/To School	Select either From School or To School to indicate the direction of transportation for this entry.
Description	Enter a description for the entry, such as Walks to school. This description appears on the Student Transportation Entries page.
Days Of The Week	Select the checkbox(es) to indicate the day(s) of the week that the student uses this form of transportation.
Transportation Type	Choose the means of transportation, such as Walks, from the pop-up menu.
Route Number	Enter a route number if the student uses transportation provided by the school.
Bus Number	Enter the bus number if the student uses transportation provided by the school.
Driver Name	Enter the bus driver's name if the student uses transportation provided by the school.
Bus Contact Number	Enter the driver's radio number or mobile telephone number.
Departure Time	Enter the time the transportation begins using the format HH:MM. Enter either AM or PM after the departure time.
Stop Number	Enter a bus stop number if the student uses transportation provided by the school.
Address	Enter the street address where the student begins the method of transportation.
Route Distance	Enter the distance that the student travels on the way to or from school. Choose either Miles or Kilometers from the pop-up menu.
Arrival Time	Enter the time the student arrives at the destination using the format HH:MM. Enter either AM or PM after the arrival time.
Special Instructions	Enter any special instructions or notes related to the student's transportation.

Field	Description
Linking Indicator	Choose the linking indicator from the pop-up menu (optional). Use the indicator to link bus routes that share commonalities. For example, you can link a student's AM and PM bus route for reporting purposes. For more information on state reports, go to the PowerSchool Customer Support web site at <a href="https://www.powerschool.com/support/documentation/statereports/">https://www.powerschool.com/support/documentation/statereports/</a> .

- Click Submit. The Changes Recorded page appears.


## How to Delete Transportation Information

Delete transportation information that is no longer relevant for the selected student.

- On the start page, search for and select the student.
- Choose Transportation from the student pages menu. The Transportation page appears.

Transportation							
Briggs, Jessica K 10 25021 AGHS							
<input type="button" value="New"/>							
From/To	School	Bus Number	Route Number	Description	Start Date	End Date	Departure
From				Parent pickup	8/21/2002	12/31/2002	
To		1415	132	Bus	8/21/2002	12/31/2002	8:23 AM

- Click the name of the entry to be deleted. The Edit Transportation Entry page appears.

**Edit Transportation Entry** 

Briggs, Jessica K 10 25021 aGHS

<b>Student</b>	Briggs, Jessica K
<b>Start Date *</b>	8/21/2002 (MM/DD/YYYY)
<b>End Date *</b>	12/31/2002 (MM/DD/YYYY)
<b>From/To School *</b>	From School ▾
<b>Description *</b>	Guardian pickup (Shows on Student Transportation Entries Page)
<b>Days Of The Week</b>	<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat
<b>Transportation Type *</b>	Regular School Transportation ▾
<b>Route Number</b>	<input type="text"/>
<b>Bus Number</b>	<input type="text"/>
<b>Driver Name</b>	<input type="text"/>
<b>Bus Contact Number</b>	<input type="text"/>
<b>Departure Time</b>	<input type="text"/> (Example entry: 7:15 AM)
<b>Stop Number</b>	<input type="text"/>
<b>Address</b>	<input type="text"/>
<b>Route Distance</b>	<input type="text"/> <input type="text"/> ▾
<b>Arrival Time</b>	<input type="text"/> (Example entry: 8:00 AM)
<b>Special Instructions</b>	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
<b>Linking Indicator *</b>	Select Linking Option ▾

- Click Delete. The Changes Recorded page appears.

## Student Academics Pages

**Academics**

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[Attendance](#)  
[Cumulative Info](#)  
[Graduation Progress](#)  
[Historical Grades](#)  
[Honor Roll](#)  
[Standards](#)  
[Teacher Comments](#)  
[Term Grades](#)  
[Test Scores](#)  
[Truancies](#)

## Meeting Attendance

In PowerSchool, your school can track both meeting and daily attendance. Students' meeting attendance records indicates their absences and tardies in each class period during the school day. Students' daily attendance records indicates their absences, tardies, and arrival and dismissal times for an entire school day.

Use the Meeting Attendance function to view or change a student's attendance record. Each column represents one week, with the days of the week (MTWTF) underlined in blue. Attendance codes are noted in the chart under each day. On the days where there is no code, the student was present.

For more information on attendance, see the section "[Attendance Overview](#)" in the Attendance User Guide.

## How to Take Meeting Attendance for a Single Day/Period

Use this procedure to take meeting attendance for the select student. You can mark or change a single attendance instance in a selected week.

1. On the start page, search for and select the student.
2. Choose Attendance from the student pages menu. The attendance pages appear. The default attendance page that appears depends on the Default Attendance Recording Page setting on the Attendance Preferences page.
3. Click Meeting. The Meeting Attendance page appears.

Course		Expression	1/19-1/23		1/26-1/30		2/2-2/6		2/9-2/13		2/16-2/20		2/23-2/27		3/1-3/5		3/8-3/12																	
			M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F							
Computer Applications Davis, Debra 114 E: 1/19/04 L: 7/1/04	1(A-B)			<u>T</u>						<u>S</u>																								
English 2 Tannenbaum, Randall E: 11/19/03 L: 7/1/04	1(B)																																	
Algebra Vigen, Robert 222 E: 7/14/03 L: 7/1/04	2(A)																																	
Physics Kemp, Duane 224 E: 7/14/03 L: 7/1/04	2(B)																																	
Consumer Math Adams, Mark 113 E: 1/22/04 L: 7/1/04	2(B)																																	
Intro to Art Russell, Chris 116 E: 1/19/04 L: 7/1/04	3(A-B)																																	
English 1 Jorgenson, James 209 E: 7/14/03 L: 7/1/04	4(A)			<u>S</u>																														
Geography Morken, Jerome 135 E: 7/14/03 L: 7/1/04	4(B)			<u>S</u>																														

4. Click "Show dropped classes also" if you want to view or change attendance records for dropped classes. The dropped classes appear on the page with the other classes.
5. Click the link in a week where you want to enter or change attendance codes. The Edit Meeting Attendance page appears.

**Edit Meeting Attendance**

Briggs, Jessica K 9 840000764 AGHS

Meeting | Daily | Time | Interval

Current attendance code:

Week of 01/19/2004

	Monday January 19, 2004	Tuesday January 20, 2004	Wednesday January 21, 2004	Thursday January 22, 2004	Friday January 23, 2004
9:00 AM	English 2 Tannenbaum, Randall 8:30 AM - 10:00 AM <input type="checkbox"/> 1(B)	Computer Applications Davis, Debra 8:30 AM - 10:00 AM <input type="checkbox"/> 1(A)	English 2 Tannenbaum, Randall 8:30 AM - 10:00 AM <input type="checkbox"/> 1(B)	Computer Applications Davis, Debra 8:30 AM - 10:00 AM <input type="checkbox"/> 1(A)	English 2 Tannenbaum, Randall 8:30 AM - 10:00 AM <input type="checkbox"/> 1(B)
10:00 AM	Computer Applications Davis, Debra 8:30 AM - 10:00 AM <input type="checkbox"/> 1(B)	Physics Kemp, Duane 10:05 AM - 11:35 AM <input type="checkbox"/> 2(B)	Computer Applications Davis, Debra 8:30 AM - 10:00 AM <input type="checkbox"/> 1(B)	Algebra Yigen, Robert 10:05 AM - 11:35 AM <input type="checkbox"/> 2(A)	Consumer Math Adams, Mark 10:05 AM - 11:35 AM <input type="checkbox"/> 2(B)
11:00 AM					Physics Kemp, Duane 10:05 AM - 11:35 AM <input type="checkbox"/> 2(B)

6. Choose the attendance code from the "Current attendance code" pop-up menu.

(Present)

R (AM Absent)

A (Absent)

T (Tardy)

P (Parent Excused)

S (School Excused)

I (In School Suspension)

O (Out of School Suspension)

X (Truant)





V (Vacation)

F (Field Trip)

B (Late Bus)

7. Click the fields for the appropriate day(s) and class(es). The Edit Meeting Attendance page displays the attendance code in the fields.



**Edit Meeting Attendance**    

Briggs, Jessica K 9 840000764 AGHS

Meeting | Daily | Time | Interval

Current attendance code:

Week of 01/19/2004

	Monday January 19, 2004	Tuesday January 20, 2004	Wednesday January 21, 2004	Thursday January 22, 2004	Friday January 23, 2004
9:00 AM	English 2 Tannenbaum, Randell 8:30 AM - 10:00 AM <input type="checkbox"/> 1(B)	Computer Applications Davis, Debra 8:30 AM - 10:00 AM <input type="checkbox"/> 1(A)	English 2 Tannenbaum, Randell 8:30 AM - 10:00 AM <input type="checkbox"/> 1(B)	Computer Applications Davis, Debra 8:30 AM - 10:00 AM <input checked="" type="checkbox"/> 1(A)	English 2 Tannenbaum, Randell 8:30 AM - 10:00 AM <input type="checkbox"/> 1(B)
10:00 AM	Computer Applications Davis, Debra 8:30 AM - 10:00 AM <input type="checkbox"/> 1(B)	Algebra Vigen, Robert 10:05 AM - 11:35 AM <input type="checkbox"/> 2(A)	Computer Applications Davis, Debra 8:30 AM - 10:00 AM <input type="checkbox"/> 1(B)	Algebra Vigen, Robert 10:05 AM - 11:35 AM <input type="checkbox"/> 2(A)	Consumer Math Adams, Mark 10:05 AM - 11:35 AM <input type="checkbox"/> 2(B)
11:00 AM	Physics Kemp, Duane 10:05 AM - 11:35 AM <input type="checkbox"/> 2(B)	Physics Kemp, Duane 10:05 AM - 11:35 AM <input type="checkbox"/> 2(B)	Physics Kemp, Duane 10:05 AM - 11:35 AM <input type="checkbox"/> 2(B)	Algebra Vigen, Robert 10:05 AM - 11:35 AM <input type="checkbox"/> 2(A)	Physics Kemp, Duane 10:05 AM - 11:35 AM <input type="checkbox"/> 2(B)





8. Click Submit. The Changes Recorded page appears.
9. Note a clock appears in the date for which you just took attendance.

## How to Take Meeting Attendance for an Extended Day/Period

Use this procedure to take meeting attendance for the select student. You can mark or change a student's attendance records for blocks of time. This is particularly useful when the student has been or will be out for an extended period. To change a student's attendance record for an extended period, it is easiest to use this method.

1. On the start page, search for and select the student.
2. Choose Attendance from the student pages menu. The attendance pages appear. The default attendance page that appears depends on the Default Attendance Recording Page setting on the Attendance Preferences page.
3. Click Meeting. The Meeting Attendance page appears.



**Meeting Attendance**    





Briggs, Jessica K 9 840000764 AGHS

Meeting | Daily | Time | Interval

Change Attendance Show dropped classes also

Course	Expression	1/19-1/23				1/26-1/30				2/2-2/6				2/9-2/13				2/16-2/20				2/23-2/27				3/1-3/5				3/8-3/12											
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F					
Computer Applications Davis, Debra 114 E: 1/19/04 L: 7/1/04	1(A-B)																																								
English 2 Tannenbaum, Randall E: 11/19/03 L: 7/1/04	1(B)																																								
Algebra Yigen, Robert 222 E: 7/14/03 L: 7/1/04	2(A)																																								
Physics Kemp, Duane 224 E: 7/14/03 L: 7/1/04	2(B)																																								
Consumer Math Adams, Mark 113 E: 1/22/04 L: 7/1/04	2(B)																																								
Intro to Art Russell, Chris 116 E: 1/19/04 L: 7/1/04	3(A-B)																																								
English 1 Jorgenson, James 209 E: 7/14/03 L: 7/1/04	4(A)																																								
Geography Horken, Jerome 135 E: 7/14/03 L: 7/1/04	4(B)																																								

- Click "Show dropped classes also" if you want to view or change attendance records for dropped classes. The dropped classes appear on the page with the other classes.
- Click Change Attendance. The Change Meeting Attendance page appears.

**Change Meeting Attendance**    

Briggs, Jessica K AGHS

**Change Meeting Attendance for** Briggs, Jessica K

**From this Date**

**To this Date**

**Attendance Code to Set**

**For which Periods**

1  2  3  4

All periods

**If Other Than a Default Present (default presents will be overwritten regardless)**

Overwrite

Don't Overwrite

**Append Comment**

- Use the following table to enter information in the fields:

Field	Description
Change attendance for	The selected student(s) appear.
From this date	Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
To this date	Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Attendance Code to Set	Choose the attendance code to apply to the date range from the pop-up menu.
For which Periods	Select the checkboxes to indicate the periods to change. To mark attendance for the entire day, select the "All periods" checkbox.
If Other Than a Default Present	Select the option to either overwrite or not overwrite any existing attendance codes.
Append Comment	Enter comments that are relevant to this attendance record.

7. Click Submit. The Changes Recorded page appears.
8. Note a clock appears in the date for which you just took attendance.

## How to Use the Attendance Scan/Change Function

Use the Attendance Scan/Change function to modify or search for an attendance code for a particular student per period within a given date range.

1. On the start page, choose Special Functions from the main menu.
2. On the Special Functions page, click Attendance Scan/Change. The "Attendance Scan and Change" page appears.

**Attendance Scan and Change**

Student Number	Meetings to Scan	Code(s) To Scan For	Occurrence(s) to Change	Change Code(s) To	Dropped Classes																								
25021	<table border="1"> <tr> <td></td> <td>A</td> <td>B</td> </tr> <tr> <td>1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>6</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>7</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		A	B	1	<input type="checkbox"/>	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>	A	All	V	<input checked="" type="checkbox"/> Include Dropped Classes
	A	B																											
1	<input type="checkbox"/>	<input type="checkbox"/>																											
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																											
3	<input type="checkbox"/>	<input type="checkbox"/>																											
4	<input type="checkbox"/>	<input type="checkbox"/>																											
5	<input type="checkbox"/>	<input type="checkbox"/>																											
6	<input type="checkbox"/>	<input type="checkbox"/>																											
7	<input type="checkbox"/>	<input type="checkbox"/>																											
Scan and change in this date range: 08/28/2003 - 09/03/2003																													
<input type="button" value="Submit"/>																													

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

Field	Description
Student Number	Enter the student number. <b>Note:</b> To learn how to identify a student's number, see the section " <a href="#">Search and Select</a> ."
Meetings to Scan	Select the checkbox(es) for the meetings to use in the scan.
Code(s) To Scan For	Enter the attendance code for which the system will search.
Occurrence(s) to Change	Enter either the number of occurrences to change or enter all for any occurrences.
Change Code(s) To	Enter the new attendance code for the selected occurrences. <b>Note:</b> To just search for instances of a particular attendance code, enter the same attendance code in this field as you entered in the Codes To Scan For field. The attendance code will then change to the same attendance code as before and display any instances as changed.
Dropped Classes	Select this checkbox to included dropped classes in the scan.
Scan and change in this date range	Enter the start and end dates of the date range affected by the change using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

4. Click Submit. The Changes Recorded page appears.

## Daily Attendance

In PowerSchool, your school can track both meeting and daily attendance. Students' meeting attendance records indicates their absences and tardies in each class period during the school day. Students' daily attendance records indicates their absences, tardies, and arrival and dismissal times for an entire school day.

Use the Daily Attendance function to view or change a student's attendance record. Each column represents one week, with the days of the week (MTWTF) underlined in blue. Attendance codes are noted in the chart under each day. On the days where there is no code, the student was present.

For more information on attendance, see the section "[Attendance Overview](#)" in the Attendance User Guide.






## How to Take Daily Attendance for an Individual Student

Schools use the Daily Attendance feature to select a single period to denote a student's daily attendance. By denoting the period, default times for check-in, checkout, and return-in can be defined for a daily attendance total. Attendance can be entered from the classroom using PowerGrade or from the web. Once the teacher enters the attendance, the office staff can then take control of a student's daily attendance. The office also can use a variety of options and reports when working with the Daily Attendance feature.

With a period marked for daily attendance, the teacher automatically sets the daily attendance while taking attendance in the classroom using either PowerGrade or the web-based attendance page. For more information on taking attendance with PowerGrade, see the "[PowerGrade User Guide](#)." Your PowerSchool administrator sets the defaults for the time in and time out. This lets teachers not only track classroom attendance, but also set the initial code for the office.

After you add a daily attendance entry, you can modify daily attendance. Click the abbreviation for the first day above each day of the week in the current term. Click the letter to display the Daily Attendance page for the date to be modified.

1. On the start page, search for and select the student.
2. Choose Attendance from the student pages menu. The attendance pages appear. The default attendance page that appears depends on the Default Attendance Recording Page setting on the Attendance Preferences page.
3. Click Daily. The Daily Attendance page appears.

**Daily Attendance**     






Briggs, Jessica K 9 840000764 AGHS

[Meeting](#) | [Daily](#) | [Time](#) | [Interval](#)  
[Change Multiple Days](#)

7/14-7/18	7/21-7/25	7/28-8/1	8/4-8/8	8/11-8/15	8/18-8/22	8/25-8/29	9/1-9/5	9/8-9/12
M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F
9/15-9/19	9/22-9/26	9/29-10/3	10/6-10/10	10/13-10/17	10/20-10/24	10/27-10/31	11/3-11/7	11/10-11/14
M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F
11/17-11/21	11/24-11/28	12/1-12/5	12/8-12/12	12/15-12/19	12/22-12/26	12/29-1/2	1/5-1/9	1/12-1/16
M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F
1/19-1/23	1/26-1/30	2/2-2/6	2/9-2/13	2/16-2/20	2/23-2/27	3/1-3/5	3/8-3/12	3/15-3/19
M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F
3/22-3/26	3/29-4/2	4/5-4/9	4/12-4/16	4/19-4/23	4/26-4/30	5/3-5/7	5/10-5/14	5/17-5/21
M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F
5/24-5/28	5/31-6/4	6/7-6/11	6/14-6/18	6/21-6/25	6/28-7/2			
M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F

Attendance Codes:  
 =Present | R=AM Absent | A=Absent | T=Tardy | P=Parent Excused | S=School Excused | I=In School Suspension | O=Out of School Suspension | X=Truant | Y=Vacation | F=Field Trip | B=Late Bus |

- Click the link in a week where you want to enter or change attendance codes. The New Daily Attendance page appears.

**New Daily Attendance**     

Briggs, Jessica K 9 840000764 AGHS

**Date** 7/14/03

**Attendance Code** P (Parent Excused)

**Total Time** 0 (calculated on submit)

**Comment**

**Time In**  (Example entry: 8:00 AM)

**Time Out**  (Example entry: 2:00 PM)

**Exclude from Total Time Calculation**

**Time Comment**

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

Field	Description
Date	The date for which you are taking attendance. Read-only.
Attendance Code	Choose the attendance code from the pop-up menu.
Total Time	Based on the times entered, PowerSchool calculates the minutes the student has attended for the day. The results display after you click Submit.
Comment	Enter any additional text.
Time In	Enter the time the student arrives.
Time Out	Enter the time the student leaves.
Memo Only Record	Select this checkbox to exclude this attendance record from the total time calculation. If selected, counts student as there. If not selected, does not count the student as there.
Time Comment	Enter any additional text regarding the time the student arrived or left.

6. Click Submit. The Changes Recorded page appears.
7. Note a clock appears in the date for which you just took attendance.

## How to Take Daily Attendance for Multiple Days for an Individual Student

In addition to changing a single date for an individual student, you can change multiple dates at one time.

1. On the start page, search for and select the student.
2. Choose Attendance from the student pages menu. The attendance pages appear. The default attendance page that appears depends on the Default Attendance Recording Page setting on the Attendance Preferences page.
3. Click Daily. The Daily Attendance page appears.

**Daily Attendance**

Briggs, Jessica K 9 840000764 AGHS

[Meeting](#) | [Daily](#) | [Time](#) | [Interval](#)

[Change Multiple Days](#)

7/14-7/18	7/21-7/25	7/28-8/1	8/4-8/8	8/11-8/15	8/18-8/22	8/25-8/29	9/1-9/5	9/8-9/12
M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F
							-	
9/15-9/19	9/22-9/26	9/29-10/3	10/6-10/10	10/13-10/17	10/20-10/24	10/27-10/31	11/3-11/7	11/10-11/14
M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F
11/17-11/21	11/24-11/28	12/1-12/5	12/8-12/12	12/15-12/19	12/22-12/26	12/29-1/2	1/5-1/9	1/12-1/16
M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F
1/19-1/23	1/26-1/30	2/2-2/6	2/9-2/13	2/16-2/20	2/23-2/27	3/1-3/5	3/8-3/12	3/15-3/19
M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F
3/22-3/26	3/29-4/2	4/5-4/9	4/12-4/16	4/19-4/23	4/26-4/30	5/3-5/7	5/10-5/14	5/17-5/21
M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F
5/24-5/28	5/31-6/4	6/7-6/11	6/14-6/18	6/21-6/25	6/28-7/2			
M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F

Attendance Codes:  
 =Present | R=AM Absent | A=Absent | T=Tardy | P=Parent Excused | S=School Excused | I=In School Suspension | O=Out of School Suspension | X=Truant | V=Vacation | F=Field Trip | B=Late Bus

- Click **Change Multiple Days** at the top of the Daily Attendance page. The **Change Daily Attendance** page appears.

**Change Daily Attendance**

Briggs, Jessica K AGHS

**Change Daily Attendance for** Briggs, Jessica K

**From this Date** 6/7/2004

**To this Date** 6/11/2004

**Attendance Code to Set** (Present)

**If Other Than a Default Present (default presents will be overwritten regardless)**

Overwrite  Don't Overwrite

**Append Comment**

Originally recored as student Absent.

**Submit**

- Use the following table to enter information in the fields:

Field	Description
Change Daily Attendance for	The selected student appears.



Field	Description
From this Date	Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
To this Date	Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Attendance Code to Set	Choose the attendance code to apply to the date range from the pop-up menu.
If Other Than a Default Present	Select the option to either overwrite or not overwrite any existing attendance codes.
Append Comment	Enter comments that are relevant to this attendance record.

6. Click Submit. The Changes Recorded page appears.
7. Note a clock appears in the date for which you just took attendance.


## Cumulative Info

Cumulative Info is a view-only page that displays cumulative grades for the currently selected term. The information is derived from the data entered into PowerGrade and subsequently uploaded to PowerSchool. As it is view-only, no changes can be made to it. If a grade is incorrect, it must be edited in the teacher's PowerGrade file or in the historical grade file if you are viewing a previous term. Once the change has been made in these locations, the new grade appears on this page.

### How to View Student Cumulative Information

1. On the start page, search for and select the student.
2. Choose Cumulative Info from the student pages menu. The Cumulative Information page appears.



Cumulative Information 	
Briggs, Jessica K 10 25021 AGHS	
Cumulative Info.	Value
Cumulative GPA (Weighted)	3.364
Cumulative GPA (Simple)	3.165
Cumulative % GPA (Weighted)	88.704
Cumulative % GPA (Simple)	87.011
Cumulative Class Rank	23 of 58
Cumulative Credit Hours	21.5000
Q1 GPA	
Q2 GPA	
S1 GPA	3
Q3 GPA	
Q4 GPA	
S2 GPA	

**Note:** This page is view-only for all users.

## Graduation Progress

The information on this page is a compilation of the student's grades and the graduation requirements for your school. For most people it is view-only, so you will not be able to make any changes. If you find an error, it must be corrected either in the student's grades or in the requirements.

### How to View Student Graduation Progress

1. On the start page, search for and select a student.
2. Choose Graduation Progress from the student pages menu.
3. On the Graduation Progress page, choose the appropriate graduation requirement set from the pop-up menu.
4. Click Submit. The Graduation Progress page displays the student's progress towards graduation.

**Graduation Progress**  
 Briggs, Jessica K 10 25021 AGHS

Graduation Requirement Set: Freshman ▾

Requirement	Req	Completed	Current	Needed
<b>English</b>	<b>4.0000</b>	<b>0.0000</b>		<b>4.0000</b>
English	4.0000			4.0000
<b>Math</b>	<b>3.0000</b>	<b>0.5000</b>		<b>2.5000</b>
Math	3.0000	Algebra 1 <i>0.5000</i>	Algebra 1	2.5000
<b>Physical Education</b>	<b>3.0000</b>	<b>0.0000</b>		<b>3.0000</b>
Physical Education	3.0000			3.0000
<b>Science</b>	<b>3.0000</b>	<b>0.0000</b>		<b>3.0000</b>
Science	3.0000			3.0000
<b>Social Studies</b>	<b>3.0000</b>	<b>0.0000</b>		<b>3.0000</b>
Social Studies	3.0000			3.0000

Submit

For more information on how to enter graduation requirements into PowerSchool, see the section "[Graduation Requirements](#)."

## Historical Grades

In PowerSchool, student records include two types of grades: current and historical. Current grades are students' grades in each of their teacher's PowerGrade systems. Current grades change with each new assignment that teachers enter in PowerGrade. Teachers, administrators, and parents use current grades to track student progress throughout a grading term.

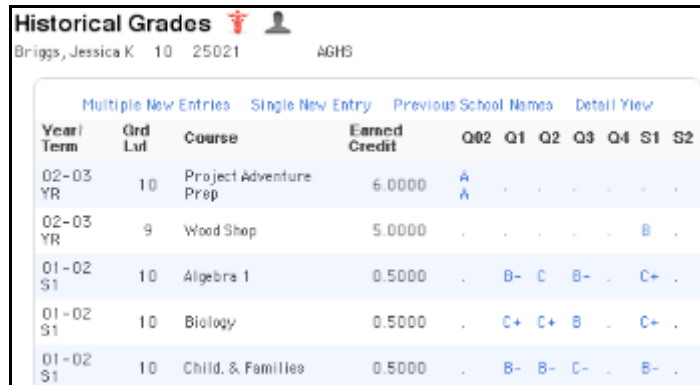
Historical grades are final grades, or grades that are permanently stored in the student's record. At the end of each grading term, your PowerSchool administrator copies and stores the students' current grades in PowerGrade as historical grades. Historical grades appear on report cards and transcripts.

This feature displays your selected student's grades from previous terms. You have the choice of using a normal view or a detail view.

**Note:** The Historical Grades student page view is view-only for most users; only those with proper access, such as a school counselor, have the right to edit historical grades. Teachers who assign grades and need to change them later must contact a user with the proper access.

## How to View Historical Grades

1. On the start page, search for and select the student.
2. Choose Historical Grades from the student pages menu. The Historical Grades page appears.



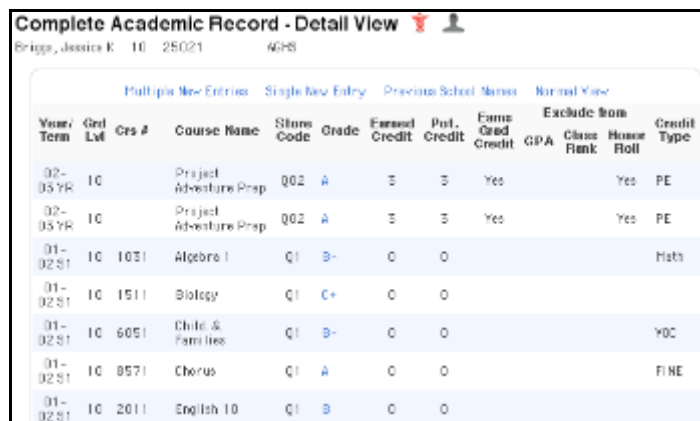
Year/Term	Grd Lvl	Course	Earned Credit	Q02	Q1	Q2	Q3	Q4	S1	S2
02-03 YR	10	Project Adventure Prep	6.0000	A	.	.	.	.	.	.
02-03 YR	9	Wood Shop	5.0000	.	.	.	.	.	B	.
01-02 S1	10	Algebra 1	0.5000	.	B-	C	B-	.	C+	.
01-02 S1	10	Biology	0.5000	.	C+	C+	B	.	C+	.
01-02 S1	10	Child. & Families	0.5000	.	B-	B-	C-	.	B-	.

For each course in which the student earned a grade, the page displays the following:

- Year and store code of the term in which the student enrolled in the course
- Student's grade level at the time he or she enrolled in the course
- Course name
- Number of possible credit hours the student can earn in the course
- Historical grade the student earned in each grading term

**Note:** The Normal View page displays only the grades the student received during the grade levels of the current school.

3. Click Detail View to view expanded information and the grades the student received at other grade levels. The Complete Academic Record – Detail View page appears.



Year/Term	Grd Lvl	Crs #	Course Name	Store Code	Grade	Earned Credit	Prof. Credit	Earned Credit	GPA	Exclude from	Class Rank	Honor Roll	Credit Type
02-03 YR	10		Project Adventure Prep	002	A	3	3	Yes				Yes	PE
02-03 YR	10		Project Adventure Prep	002	A	3	3	Yes				Yes	PE
01-02 S1	10	1031	Algebra I	Q1	B-	0	0						Math
01-02 S1	10	1511	Biology	Q1	C+	0	0						
01-02 S1	10	6051	Child & Families	Q1	B-	0	0						YOC
01-02 S1	10	8571	Chorus	Q1	A	0	0						FINE
01-02 S1	10	2011	English 10	Q1	B	0	0						

**Note:** The Complete Academic Record – Detail View page displays all of the student's historical grades in PowerSchool. The Detail View page is not specific to the grade levels at this school.

In addition to the information on the Historical Grades page, this page displays the following detailed credit information:

- Number of credit hours the student earned in each course
- Potential credit hours the student could earn in each course
- If the course is included in a graduation requirement and the credits the student earned count towards the requirement
- If the grade in the course is included in the student's GPA calculation
- If the grade in the course is included in the class rank calculation
- If the grade in the course is included in the honor roll calculation
- If the credits in the course count towards a graduation requirement based on credit type

**Note:** Your school can create credit types to group courses together to fill a graduation requirement. Assign credit types to courses or final grades and then specify that a requirement be filled by any courses or grades of that credit type. For example, you specify that any two courses with the ALGEBRA credit type fulfill a math requirement

Click Normal View to return to the Historical Grade page. The Historical Grades page (Normal View) reappears. If you have proper access, see the section "[Historical Grades Setup](#)" to create or edit historical grades.

## Honor Roll

You can view results of honor roll calculations for a single student or a group of students. To view honor roll calculations for a single student, search for and select the student, and then choose Honor Roll from the student pages menu. The Honor Roll page displays all honor rolls the student has received, even if the honor roll was received in another school.

**Note:** To view honor roll calculations for a group of students, see "[How to Run the Honor Roll Report](#)."

### How to View a Student Honor Roll Information

1. On the start page, search for and select the student.
2. Choose Honor Roll from the student pages menu.
3. On the Honor Roll page, use the following table to enter information in the fields:

Type	Description
School Year	The school year when the honor roll was earned.
Grade Level	The historical grade level for this honor roll record.
School Name	The name of the school where honor roll record was issued.
Store Code	The store code for the honor roll record.
Honor Roll Method	The name of the honor roll method that was calculated.

Type	Description
Level Met	The name of the honor roll level earned. Click to access the Edit Honor Roll page.

4. Do one of the following when done viewing:
  - Choose another item from the student pages menu.
  - Click the Back button on your browser.

## How to Edit Student Honor Roll Information

1. On the start page, search for and select the student.
2. Choose Honor Roll from the student pages menu.
3. On the Honor Roll page, click the level met of the honor roll you want to edit.
4. On the Edit Honor Roll page, use the following table to enter information in the fields:

Type	Description
School	The name of the school where the honor roll was earned. This field is read-only.
School Year	The school year when the honor roll was earned. This field is read-only.
Store Code	The store code for the honor roll record. This field is read-only.
Grade Level	The historical grade level for this honor roll record.
Method	The name of the honor roll method that was calculated.
Level	The name of the honor roll level earned.
GPA	The GPA that was used as part of the honor roll calculation.
Message	The text message associated with the honor roll level.
Change History	A text log detailing when changes were made, who made those changes, and what was changed for this record. This field is read-only.

5. Click Submit. The changes are reflected immediately and an entry appears in the change history.

## How to Delete Student Honor Roll Information

1. On the start page, search for and select the student.
2. Choose Honor Roll from the student pages menu.

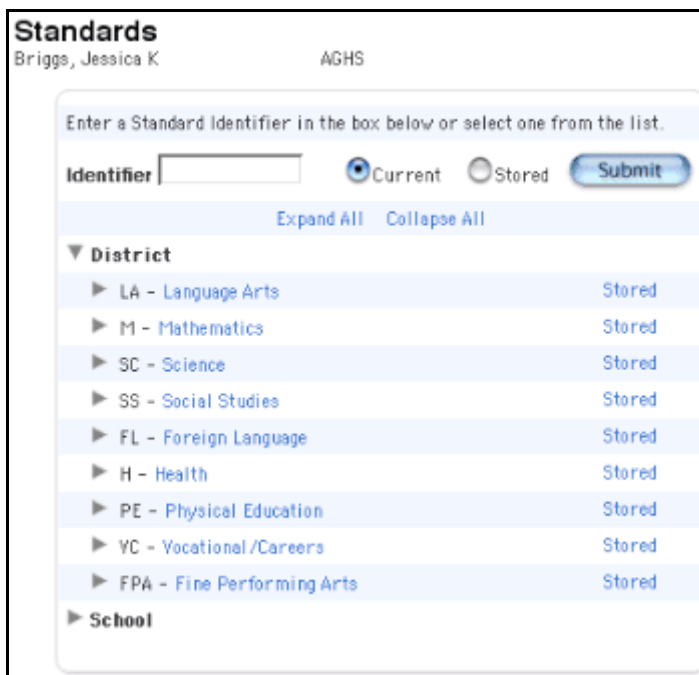
3. On the Honor Roll page, click the level met of the honor roll you want to delete.
4. On the Edit Honor Roll page, click Delete.
5. On the Selection Deleted page, click Back. The Honor Roll page appears.

## Student Standards

This option displays the student's progress towards meeting standards for advancement or graduation. For more information on standards, see the section "[Standards.](#)"

### How to View Student Standards

1. On the start page, search for and select the student.
2. Choose Standards from the student pages menu. The Standards page appears.



**Standards**  
Briggs, Jessica K      AGHS

Enter a Standard Identifier in the box below or select one from the list.

Identifier      Current     Stored   

[Expand All](#)    [Collapse All](#)

**▼ District**

- ▶ LA - Language Arts      Stored
- ▶ M - Mathematics      Stored
- ▶ SC - Science      Stored
- ▶ SS - Social Studies      Stored
- ▶ FL - Foreign Language      Stored
- ▶ H - Health      Stored
- ▶ PE - Physical Education      Stored
- ▶ VC - Vocational/Careers      Stored
- ▶ FPA - Fine Performing Arts      Stored

▶ **School**

3. Click Expand All to display all standards. Click the arrows next to District or School to view the district- and school-specific standards.
4. Click a link to view information about the standard. Click Stored next to the standard to view the stored standards grades for the selected student.

## Teacher Comments

This option displays a student's schedule and any comments made by his or her teachers. The comment text can include links to web sites. Teachers can either select comment bank codes from the comment bank in both PowerGrade and PowerSchool Teacher or write their own in PowerGrade. If a teacher does not delete a comment before the PowerSchool administrator

permanently stores grades for a grading term, that comment becomes part of the student's permanent record.

## How to View Teacher Comments

1. On the start page, search for and select the student.
2. Choose Teacher Comments from the student pages menu. The Teacher Comment page displays the student's schedule, teacher for each class, attendance points for each class, and comments. All comments appear in the last column on the same row as the teacher who entered them. If the last column is blank, there are no teacher comments.

**Note:** Parents can view these comments when they log in to PowerSchool.

Teacher Comments				
Briggs, Jessica K 10 25021 AGHS				
Per.	Course	Teacher	Attendance	Comment
02	Algebra 1	Allphin, Timothy	0	Because of her excellent performance in this class, I recommend that Jessica take the Algebra Achievement exam.
5711				


For more information on creating comments in PowerGrade, see the "[PowerGrade User Guide](#)." For more information on creating comments in the comment bank, see the section "[Comment Bank](#)."

## Term Grades

This view-only page displays a student's end-of-term grades for the current school year. The course, letter grade, percentage points, citizenship grade, and credit hours are noted for each term.

## How to View Term Grades

1. On the start page, search for and select the student.
2. Choose Term Grades from the student pages menu. The Term Grades page appears.



### Term Grades \$

Aylor, Jessica 10 64011541 DCBS

**q1**

Period	Course	Grade	%	Cit	Hrs
W2	Algebra II	B-	81.1	H	0
W3	Orchestra	A	97	H	0
G1	English I	B	83	A	0
W4	PE 1	A	97	H	0
G2	Physical Science	B-	81	H	0
G4	Spanish II	B-	81	H	0
W1	World Civilizations	B	86	A	0

**q2**

Period	Course	Grade	%	Cit	Hrs
W1	World Civilizations	B	85	A	0
W2	Algebra II	B	85.1	H	0
W3	Orchestra	A	100	H	0
G1	English I	C+	78	A	0
W4	PE 1	A-	92	H	0
G2	Physical Science	C	74	H	0
G4	Spanish II	B-	81	H	0

- Click the percentage to view a detailed breakdown of the assignments that make up the grade. The Scores page displays the assignments and the selected student's scores for that class.

### Scores \$

Aylor, Jessica 9 64011541 DCBS

Orchestra Per. W3 - Butterfield, Robert Call

Final Letter Grade: A Final Percent: 97

Due Date	Category	Assignment	Score	%	Grd
08/31/2001	Participatio	Participation Aug.	40/40	100	A
09/06/2001	concerts	Playing Test # 1	100/100	100	A
09/21/2001	HW	Can Can	200/200	100	A
09/28/2001	HW	Concerto in E min	200/200	100	A
09/30/2001	Participatio	Participation Sept.	180/200	90	A-
10/01/2001	concerts	TROIKA	200/200	100	A
10/01/2001	HW	PARENT SLIP	100/100	100	A
10/05/2001	HW	America	200/200	100	A
10/18/2001	concerts	Participation October to term	200/200	100	A

Grade stored on 1/30/2002

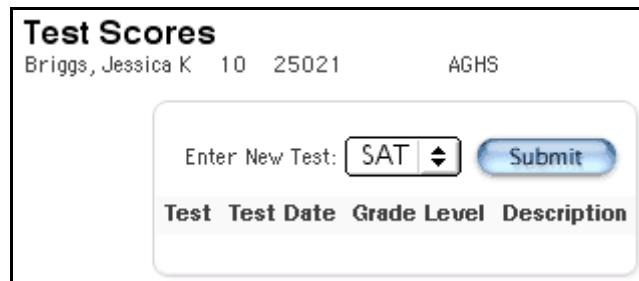


## Student Test Scores

When entering, editing, or deleting test scores for an individual student, identify the test and select the student. If the test does not exist in the system, create it and its scores. For more information, see the section "[Tests Setup](#)."

### How to Enter Student Test Scores

1. On the start page, search for and select the student.
2. Choose Test Scores from the student pages menu. The Test Scores page appears for that student.

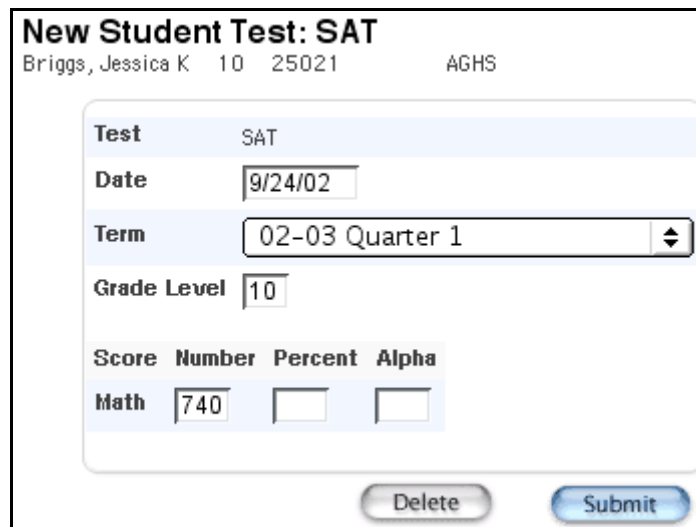


**Test Scores**  
Briggs, Jessica K 10 25021 AGHS

Enter New Test: SAT

Test	Test Date	Grade Level	Description
------	-----------	-------------	-------------

3. Choose a test from the Enter New Test pop-up menu. If selecting the test that currently appears, click Submit. The New Student Test: [Test Name] page appears.



**New Student Test: SAT**  
Briggs, Jessica K 10 25021 AGHS

Test SAT

Date 9/24/02

Term 02-03 Quarter 1

Grade Level 10

Score	Number	Percent	Alpha
Math	740		

**Note:** If the test does not appear in the pop-up menu, it has not been created yet. For more information, see the section "[How to Create New Tests](#)."

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

Field	Description
Test	The selected test appears.
Date	Enter the date of the test using the format mm/dd/yyyy or mm-dd-yy. If you do not use this format, an alert appears. If you

Field	Description
	dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Term	Choose the term from the pop-up menu.
Grade Level	Enter the grade level for the test.
Score	For each of the test scores, enter the number score, the percent score, and the alpha letter grade.

- Click Submit. The Test Scores page displays the new test score for that student.

## How to Import Test Scores

Use the Import Test Scores feature when setting up your initial PowerSchool data, enrolling a large number of new or transferring students, or entering test scores for students after receiving the test results. Before importing test scores, you must have an ASCII text file containing the test score data being imported, preferably delimited by tabs.

The following table displays a sample import file for eleventh graders who recently took the ACT. This example shows an import file reporting the numeric scores, test date, and students' grade level at the time the test was given. The test scores are named Composite, English, Math, Reading, and Science.

student_number	Date	grade_level	composite	english	math	reading	science
645236653	8/7/03	11	18	18	17	16	21
645236741	8/7/03	11	28	29	27	29	25
645236654	8/7/03	11	18	14	22	19	18

To record the numeric, percentage, and alphanumeric scores for test scores, use the following numeric suffixes after the column headings and one space:

- [Column name] 1: Displays the numeric score. For example, include in the Math 1 column the scores 17, 27, and 22.
- [Column name] 2: Displays the percentage score. For example, include in the Math 2 column the scores 57%, 90%, and 73%.
- [Column name] 3: Displays that alphanumeric score. For example, include in the Math 3 column the scores F, A-, and C.

**Note:** It is not necessary to have all three score types (number, percent, or alpha) when importing a score. Import one, two, or all three score types.

The following table displays a sample import file for eleventh graders who recently took a district-level math test. This example shows an import file reporting the numeric, percentage, and alphanumeric scores, test date, and students' grade level at the time the test was given.

student_number	Date	grade_level	Math 1	Math 2	Math 3
645236653	8/7/03	11	17	57	F
645236741	8/7/03	11	27	90	A-
645236654	8/7/03	11	22	73	C

Before importing test scores, you must first create a test and its scores. For more information, see the sections "[How to Create New Tests](#)" and "[How to Create Test Scores](#)."

1. On the start page, choose Special Functions from the main menu.
2. On the Special Functions page, click Importing & Exporting. The Importing & Exporting page appears.

### Importing & Exporting

**Importing**

[Quick Import](#)      Import records from an ASCII text file.

[Import Using Template](#)      Import using an existing template.

[Templates for Importing](#)      Set up import templates.

**Exporting**

[Quick Export](#)      Export student data.

[Export Using Template](#)      Export using an existing template.

[Templates for Exporting](#)      Set up export templates.

3. Click Quick Import. The Quick Import page appears.

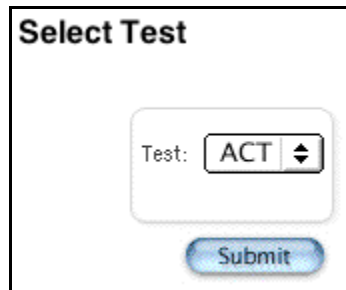
### Quick Import

Option	Value
Table:	<input style="width: 100%;" type="text" value="Test Scores"/>
Field delimiter:	<input style="width: 100%;" type="text" value="Tab"/>
End-of-line marker:	<input style="width: 100%;" type="text" value="CR"/>
File to import:	<input style="width: 80%;" type="text" value="ACTscores.rtf"/> <input style="width: 15%;" type="button" value="Browse..."/>
Suggest field map	<input checked="" type="checkbox"/>
School	Apple Grove High School

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

Field	Description
Table	Choose the Test Scores table from the pop-up menu.
Field delimiter	Choose the field delimiter from the pop-up menu. This refers to the item that will separate the fields in the exported data. If you choose Other, enter the delimiter in the field.
End-of-line marker	Choose the end-of-line marker from the pop-up menu. This refers to the item that will separate the records in the exported data. If you choose Other, enter the delimiter in the field. <ul style="list-style-type: none"> <li>• CR: Carriage return</li> <li>• CRLF: Carriage return line feed</li> <li>• LF: Line feed</li> </ul>
File to import	Click Browse next to the "File to import" field. Navigate to the data file and click Open.
Suggest field map	Select this checkbox to have the system suggest PowerSchool field names for the information in the data file. These are just suggestions and can be changed.
School	The selected school appears.

5. Click Import. The Select Test page appears.



Choose a test from the Test pop-up menu. If the test you want does not appear, create it. For more information, see the section ["How to Create New Tests."](#)

6. Click Submit. The "Import Records from an ASCII Text File" page appears.

**Import Records from an ASCII Text File**

Col#	From your file	--->	To PowerSchool
1.	{\rtf1\mac\ansiopg10000\cocoartf102{\fonttbl\font\fswiss\fchar	-- -- -->	<input type="text"/>
2.	math	-- -- -->	<input type="text" value="Math Num"/>
3.	verb	-- -- -->	<input type="text" value="English Num"/>
4.	comp	-- -- -->	<input type="text" value="Composite Num"/>

- Choose the PowerSchool field into which you want to enter each value from the To PowerSchool pop-up menu.
- Select the checkbox to exclude the first row. Depending on the text file, the first row may include information about the file and not about the student test scores.
- Enter the imported value you want to use in the unmapped field, and choose the PowerSchool field from the pop-up menu.

Check to exclude first row

The lines below can be used to assign a constant value to field(s) in all of the imported records.

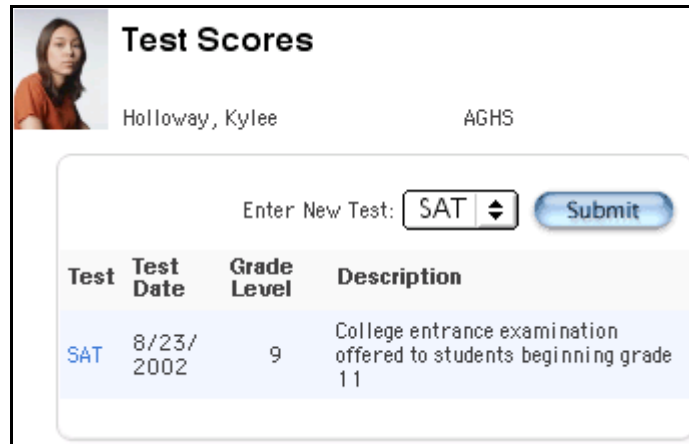
----->

----->

- Click Submit. The Import Progress page displays the records that were successfully imported and those that the system could not import because of your specifications. The system imports the data into the Test Scores table. Depending on the type of data, you can view, edit, and report on it.

## How to Edit Student Test Scores

- On the start page, search for and select the student.
- Choose Test Scores from the student pages menu. The Test Scores page appears for that student.

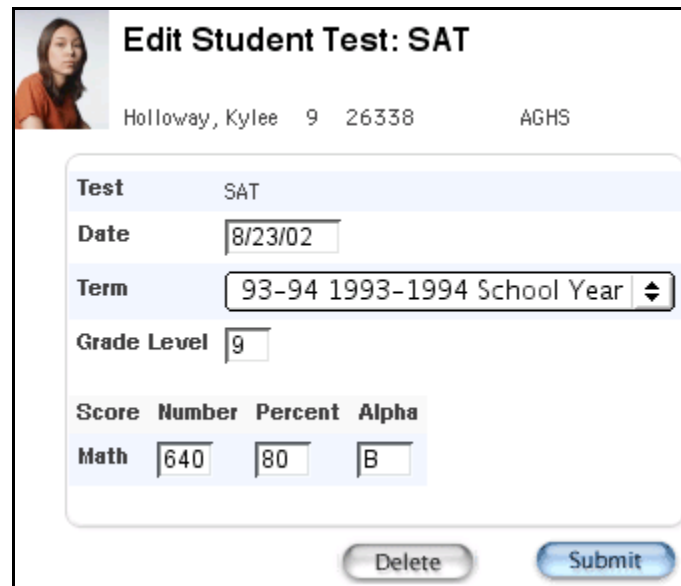


**Test Scores**  
Holloway, Kylee AGHS

Enter New Test:

Test	Test Date	Grade Level	Description
SAT	8/23/2002	9	College entrance examination offered to students beginning grade 11

3. Click the name of the test to be edited. The Edit Student Test: [test name] page appears.



**Edit Student Test: SAT**  
Holloway, Kylee 9 26338 AGHS

Test

Date

Term

Grade Level

Score	Number	Percent	Alpha
Math	<input type="text" value="640"/>	<input type="text" value="80"/>	<input type="text" value="B"/>

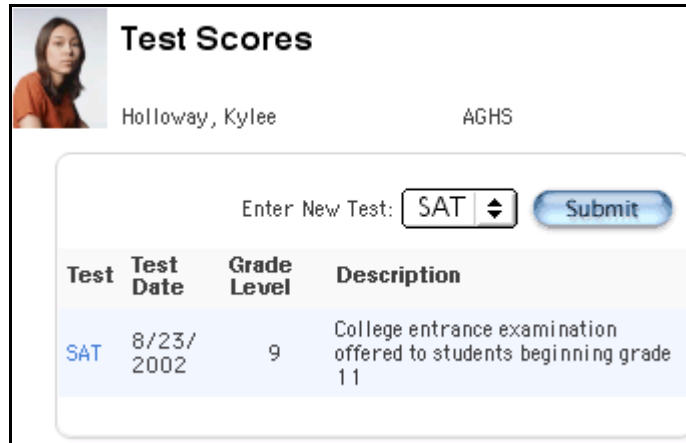
4. Use the following table to enter information in the fields:

Field	Description
Test	The selected test appears.
Date	Enter the date of the test using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Term	Choose the term from the pop-up menu.
Grade Level	Enter the grade level for the test.
Score	For each of the test scores, enter the number score, the percent score, and the alpha letter grade.

- Click Submit. The Test Scores page displays the edited test score for that student.

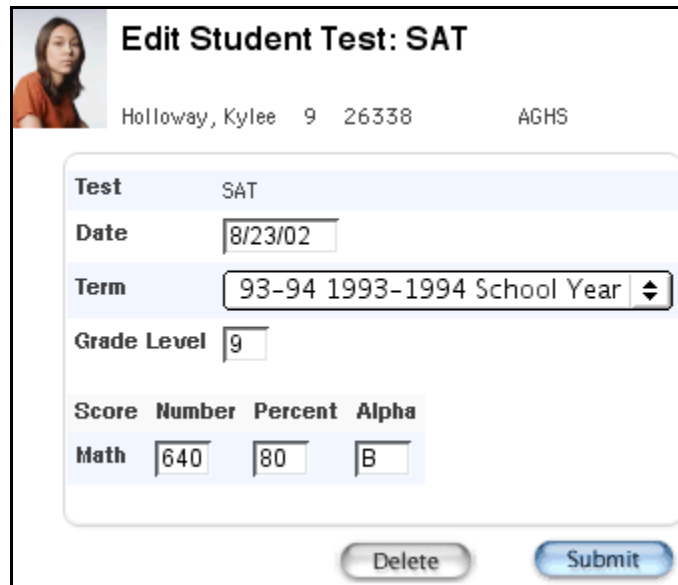
## How to Delete Student Test Scores

- On the start page, search for and select the student.
- Choose Test Scores from the student pages menu. The Test Scores page appears for that student.



Test	Test Date	Grade Level	Description
SAT	8/23/2002	9	College entrance examination offered to students beginning grade 11

- Click the name of the test to be deleted. The Edit Student Test: [test name] page appears.



Score	Number	Percent	Alpha
Math	640	80	B

- Click Delete. The Test Scores page displays without the deleted test score.

## Truancies

This feature provides a quick view of a student's truancies. From the Truancies page, enter and change records of truancy occurrences.

## How to View Truancies

1. On the start page, search for and select the student.
2. Choose Truancies from the student pages menu. The Truancies page displays any truancy on the selected student's record. If there are no truancies listed, the student does not have any truancy recorded.



The screenshot shows the 'Truancies' page for a student named Jessica K Briggs. The page header includes the student's name, ID (10 25021), and school (AGHS). Below the header is a 'New' button. A table lists the student's truancy records.

Date	Reason	How Many	Comments
8/22/2002	Cut	1	Jessica skipped first period.

## How to Create a New Truancy Record

1. On the start page, search for and select the student.
2. Choose Truancies from the student pages menu. The Truancies page appears.




This screenshot is identical to the one above, showing the 'Truancies' page for Jessica K Briggs with a table containing one record.

Date	Reason	How Many	Comments
8/22/2002	Cut	1	Jessica skipped first period.

3. Click New. The New Truancy Record page appears.



**New Truancy Record** 

Briggs, Jessica K 10 25021 AGHS

<b>Student</b>	Briggs, Jessica K
<b>Date</b>	<input type="text" value="9/17/2002"/>
<b>Reason/Title</b>	<input type="text" value="Cut"/>
<b>Number</b>	<input type="text" value="2"/> (can be + or -)
<b>Comment</b>	<input style="width: 100%; height: 40px;" type="text" value="Jessica skipped the entire school day."/>

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

Field	Description
Student	The selected student appears.
Date	Enter the date of the truancy using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Reason/Title	Enter the reason for the truancy record. Many schools have a set list of options for reporting and tracking purposes.
Number	Enter the number used to calculate attendance for the record. This can be a positive or negative number, depending on the system your school uses.
Comments	Enter any comments about the truancy.

5. Click Submit. The Changes Recorded page appears.

## How to Edit a Truancy Record

1. On the start page, search for and select the student.
2. Choose Truancies from the student pages menu. The Truancies page appears.

### Truancies

Briggs, Jessica K 10 25021 AGHS

Date	Reason	How Many	Comments
9/17/2002	Cut	2	Jessica skipped the entire school day.
8/22/2002	Cut	1	Jessica skipped first period.

3. Click the date of the entry to be edited. The Edit Truancy Record page appears.

### Edit Truancy Record

Briggs, Jessica K 10 25021 AGHS

**Student** Briggs, Jessica K

**Date**

**Reason/Title**

**Number**  (can be + or -)

**Comment**

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

Field	Description
Student	The selected student appears.
Date	Enter the date of the truancy using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Reason/Title	Enter the reason for the truancy record. Many schools have a set list of options for reporting and tracking purposes.
Number	Enter the number used to calculate attendance for the record. This can be a positive or negative number, depending on the

Field	Description
	system used at your school.
Comments	Enter any comments about the truancy.

- Click Submit. The Changes Recorded page appears.

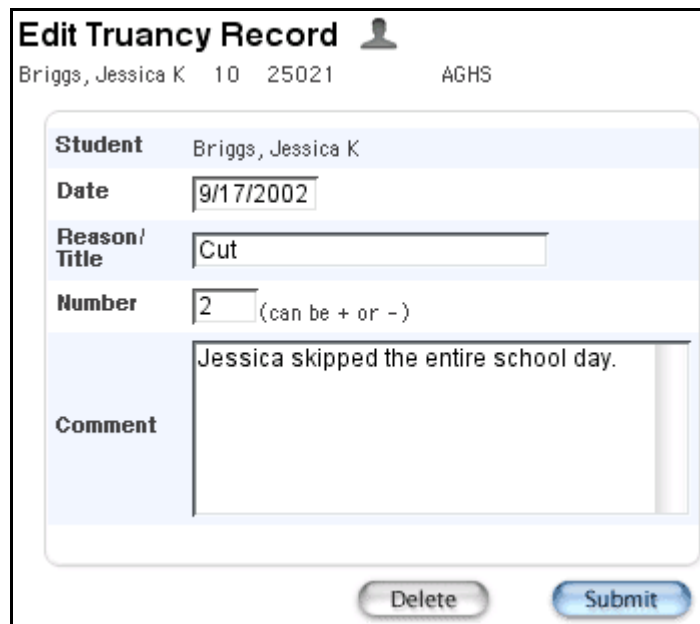
## How to Delete a Truancy Record


- On the start page, search for and select the student.
- Choose Truancies from the student pages menu. The Truancies page appears.



Truancies 			
Briggs, Jessica K 10 25021 AGHS			
<input type="button" value="New"/>			
Date	Reason	How Many	Comments
9/17/2002	Cut	2	Jessica skipped the entire school day.
8/22/2002	Cut	1	Jessica skipped first period.

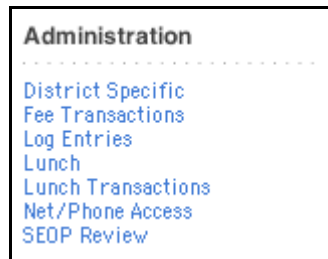
- Click the date of the entry to be deleted. The Edit Truancy Record page appears.



Edit Truancy Record 	
Briggs, Jessica K 10 25021 AGHS	
<b>Student</b>	Briggs, Jessica K
<b>Date</b>	<input type="text" value="9/17/2002"/>
<b>Reason/Title</b>	<input type="text" value="Cut"/>
<b>Number</b>	<input type="text" value="2"/> (can be + or -)
<b>Comment</b>	<input type="text" value="Jessica skipped the entire school day."/>
<input type="button" value="Delete"/> <input type="button" value="Submit"/>	

- Click Delete. The Changes Recorded page appears.

## Student Administration Pages

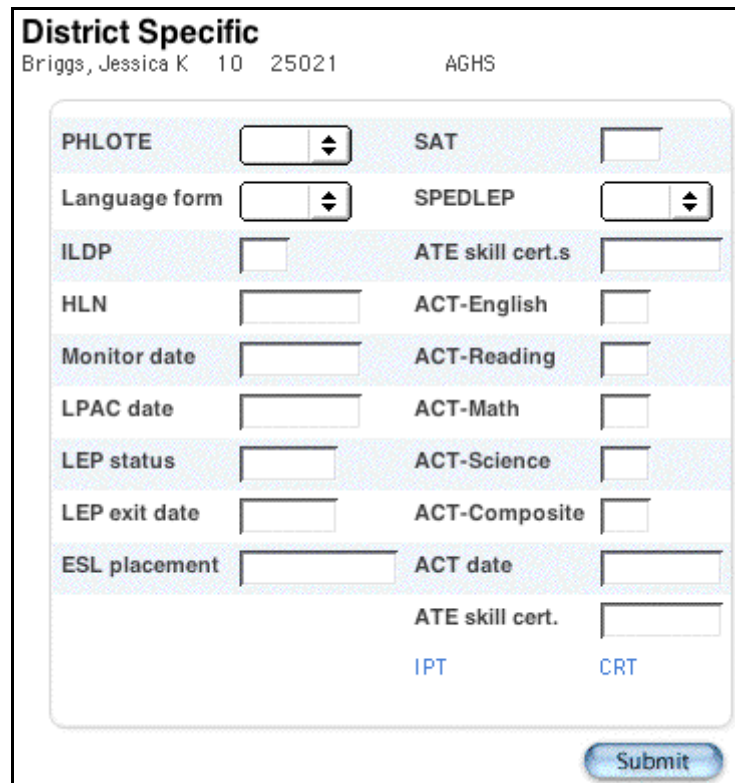


### District Specific

This menu item provides select information on students and is set up by the PowerSchool administrator for your district. The following example shows test scores; yours may not, since the information is district-specific.

#### How to Edit District-Specific Student Information

1. On the start page, search for and select a student.
2. Choose District Specific from the student pages menu. The District Specific page appears.



**District Specific**  
Briggs, Jessica K 10 25021 AGHS

PHLOTE	<input type="text"/>	SAT	<input type="text"/>
Language form	<input type="text"/>	SPEDLEP	<input type="text"/>
ILDP	<input type="text"/>	ATE skill cert.s	<input type="text"/>
HLN	<input type="text"/>	ACT-English	<input type="text"/>
Monitor date	<input type="text"/>	ACT-Reading	<input type="text"/>
LPAC date	<input type="text"/>	ACT-Math	<input type="text"/>
LEP status	<input type="text"/>	ACT-Science	<input type="text"/>
LEP exit date	<input type="text"/>	ACT-Composite	<input type="text"/>
ESL placement	<input type="text"/>	ACT date	<input type="text"/>
		ATE skill cert.	<input type="text"/>
		<a href="#">IPT</a>	<a href="#">CRT</a>

3. Edit the fields as necessary. To edit IPT or CRT information, click the appropriate link and edit the scores.

4. Click Submit. The District Specific page displays your changes.

**Note:** Your PowerSchool administrator can modify this page to meet your school's needs.

## Fee Transactions

Fee Transactions represent the exchanges of funds for a student within the PowerSchool system. To access Fee Transactions, log in at the district or school level, search and select a student, and then click the Fee Transactions link. The Fee Transaction page displays the student's fee and transaction information for the current school year. Use these pages you can administer student fees, create fee transactions, and view transaction information for individual students.

For information about administering student fees, see the section "[Student Fees.](#)"

For information about creating fee transactions, see the section "[Fee Transactions.](#)"

For information about viewing transaction information, see the section "[Fee Transaction Information.](#)"

For information about fee functions for a group of students, see the section "[Fee Functions.](#)"

## Log Entries

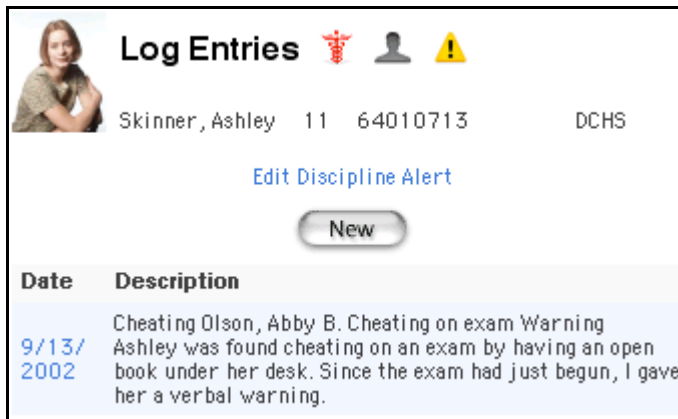
Use log entries to create a record regarding a student's behavior, performance, or activity. Many schools use log entries to chronicle disciplinary actions. Log entries can also be used to record students' positive achievements. Regardless of your reason for creating the log entry, the system immediately sends the log entry to the PowerSchool server, where it is stored in the student's permanent record. Only authorized staff members can modified or delete the log entry.





To access log entries, log in at the district or school level, select a student, and click Log Entries. Using the Log Entries page, you can view, add, edit, and delete log entries and discipline alerts.

**Note:** The Log Entries student page is customizable. The information presented in this section is based on the default setup and may differ from your PowerSchool Log Entries student page. For information about configuring this page, see the sections "[Log Types](#)" and "[Log Entry Fields.](#)"

## How to View Log Entries

1. On the start page, search for and select the student.
2. Choose Log Entries from the student pages menu. If nothing appears, no teachers or other administrators have created log entries for the selected student.




**Log Entries**   

Skinner, Ashley 11 64010713 DCCHS

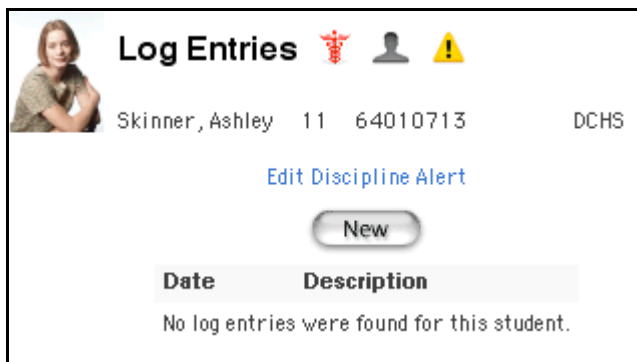
[Edit Discipline Alert](#)





Date	Description
9/13/2002	Cheating Olson, Abby B. Cheating on exam Warning Ashley was found cheating on an exam by having an open book under her desk. Since the exam had just begun, I gave her a verbal warning.

## How to Create a Log Entry

Though teachers can create log entries in PowerGrade, administrators create log entries in PowerSchool.

1. On the start page, search for and select the student.
2. Choose Log Entries from the student pages menu. The Log Entries page appears.





**Log Entries**   

Skinner, Ashley 11 64010713 DCCHS

[Edit Discipline Alert](#)




Date	Description
No log entries were found for this student.	

3. Click New. The New Log Entry page appears.



### New Log Entry

Skinner, Ashley 11 64010713 DCHS

---

**General Log Information**

**Student** Skinner, Ashley

**Date & Time** 9/13/20 10:01 AM

**Author** Olson, Abby B.

**Log Type** Discipline

Cheating (Cheating)

**Subtype**  
(optional for discipline)

**Consequence**  
(optional for discipline) Warning

**Title** Cheating on exam

**Log entry text**

Ashley was found cheating on an exam by having an open book under her desk. Since the exam had just begun, I gave her a verbal warning.

**Note:** The Date, Time, and Author fields are automatically entered when the page appears. There is no need to change or add anything to those fields unless they are incorrect.

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

Field	Description
Student	The selected student appears.
Date & Time	Enter the current date and time using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Author	Enter the name of the log entry author.
Log Type	Choose the log type from the pop-up menu.
Subtype	Choose the log subtype from the pop-up menu.
Consequence	Choose the log consequence from the pop-up menu.
Title	Enter a title for the log entry.
Log Entry Text	Enter the log entry text.  <b>Note:</b> This information goes in the student's permanent record. There is no limit to the length of the entry.

Because Log Entries student page is customizable, the fields that appear on the second half of the page (after the Log Entry Text box) may differ from your PowerSchool Log Entries student page.

Federal Gun Safe Schools Act Information	
<small>* These Popup Choices Are Entered In School Setup</small>	
Incident Type	Threat/Intimidation
Incident Type Category *	
Incident Type Detail *	
Incident Date (MM/DD/YYYY)	10/04/2002
Incident Context	Outside School Hours At A School Sponsored Activity
Incident Location	School Sponsored Off-Campus Activity
Incident Location Detail *	
Offender	Student
Reporter	Other School Staff
Reporter ID	smith
Victim Type	Student
Felony Flag	No
Likely Injury	No
School Rules Violation	No
Police Involved	No
Hearing Officer	No
Gang Related	No
Hate Crime	No
Alcohol Related	No
Drug Related	No
Drug Type *	
Weapon Related	No
Weapon Type	
Weapon Type Notes	
Money Loss Value (If Incident Results In A Dollar Loss Amount For Any Party)	
Action Date (MM/DD/YYYY)	10/06/2002
Action Taken	Detention
Action Taken Detail *	
Action Taken End Date (MM/DD/YYYY)	10/06/2002
Duration (Assigned)	8
Duration (Actual)	6
Duration Change Source	Agreement
Duration Notes	Student showed remorse and was let out early.
Sequence	
Administrator ID	
<small>* These Popup Choices Are Entered In School Setup</small>	
Submit	

- Use the following table to enter information in the fields:



Field	Description
Incident Type	Choose the type of incident from the pop-up menu.
Incident Type Category	Choose the category of the incident from the pop-up menu.
Incident Type Detail	Choose the details of the incident type from the pop-up menu.
Incident Date	Enter the date of the incident.
Incident Context	Choose the context of the incident from the pop-up menu. Indicate if the incident occurred during or outside school hours and if it occurred at a school-sponsored activity.
Incident Location	Choose the location of the incident from the pop-up menu. Indicate if the incident occurred on campus, during an off-campus school activity, or while using school-sponsored transportation.
Incident Location Detail	Choose the details of the incident location from the pop-up menu.
Offender	Choose the category of the person committing the incident, such as a student or teacher, from the pop-up menu.
Reporter	Choose the category of the person reporting the incident, such as a student or teacher, from the pop-up menu.
Reporter ID	Enter the identification number of the person reporting the incident.
Victim Type	Choose the category of the person victimized by the incident, such as a student or teacher, from the pop-up menu.
Felony Flag	Select Yes or No to indicate if the incident was a felony.
Likely Injury	Select Yes or No to indicate if the incident likely resulted in an injury.
School Rules Violation	Select Yes or No to indicate if the incident was a violation of school rules.
Police Involved	Select Yes or No to indicate if there were police involved in the incident.
Hearing Officer	Select Yes or No to indicate if there was a hearing officer involved in the incident.
Gang Related	Select Yes or No to indicate if the incident was gang-related.
Hate Crime	Select Yes or No to indicate if the incident was a hate crime.
Alcohol Related	Select Yes or No to indicate if the incident was alcohol-related.

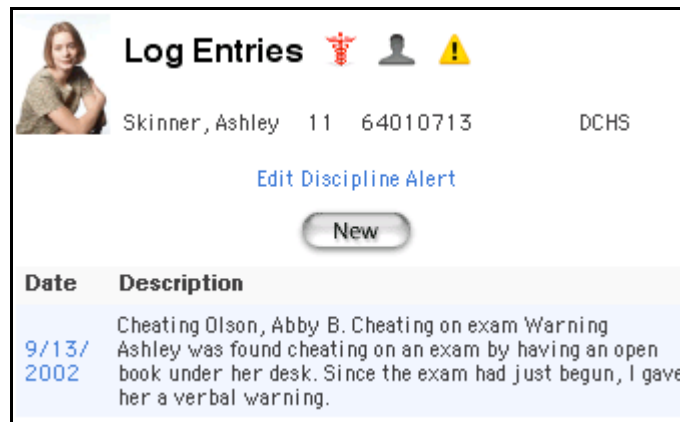
Field	Description
Drug Related	Select Yes or No to indicate if the incident was drug-related.
Drug Type	Choose the drug type from the pop-up menu.
Weapon Related	Select Yes or No to indicate if a weapon was used during the incident.
Weapon Type	Choose the type of weapon, such as a knife or a handgun, from the pop-up menu.
Weapon Type Notes	Enter any notes related to the weapon type. <b>Note:</b> You can enter a maximum of 79 characters.
Money Loss Value	Enter the amount of money lost in the incident.
Action Date	Enter the date the discipline action was taken.
Action Taken	Choose the discipline action taken, such as detention or suspension, from the pop-up menu.
Action Taken Detail	Choose the details of the discipline action taken from the pop-up menu.
Action Taken End Date	Enter the date the discipline action ended.
Duration (Assigned)	Enter the assigned duration of the discipline action, such as 2 for two hours of detention.
Duration (Actual)	Enter the actual duration of the discipline action.
Duration Change Source	Use the pop-up menu to choose the reason for any difference in the values of the Duration (Actual) from the Duration (Assigned) fields.
Duration Notes	Enter any notes related to the duration of the discipline action. <b>Note:</b> You can enter a maximum of 79 characters.
Sequence	Enter the numerical sequence of this log entry if entering more than one log entry for the incident.
Administrator ID	Enter the identification number of the person administering the discipline action.




- Click Submit. The Changes Recorded page appears.

## How to Edit a Log Entry

There are times when you must change an entry because it contains too much or not enough information. Only those school administrators with the proper permissions can edit a log entry.

1. On the start page, search for and select the student.
2. Choose Log Entries from the student pages menu. The Log Entries page appears.



**Log Entries**   

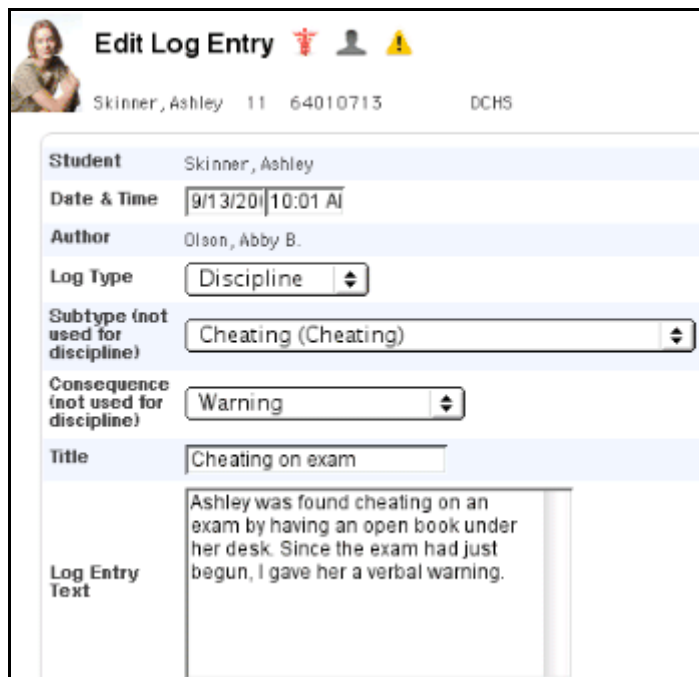
Skinner, Ashley 11 64010713 DCCHS




[Edit Discipline Alert](#)

**New**

Date	Description
9/13/2002	Cheating Olson, Abby B. Cheating on exam Warning Ashley was found cheating on an exam by having an open book under her desk. Since the exam had just begun, I gave her a verbal warning.

3. Click the date of the entry to be edited. The Edit Log Entry page appears.



**Edit Log Entry**   

Skinner, Ashley 11 64010713 DCCHS

**Student** Skinner, Ashley

**Date & Time** 9/13/2010 10:01 AM

**Author** Olson, Abby B.

**Log Type** Discipline

**Subtype (not used for discipline)** Cheating (Cheating)

**Consequence (not used for discipline)** Warning

**Title** Cheating on exam

**Log Entry Text**  
Ashley was found cheating on an exam by having an open book under her desk. Since the exam had just begun, I gave her a verbal warning.

4. Use the following table to edit information in the fields:

Field	Description
Student	The selected student appears.
Date & Time	Enter the current date and time using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

Field	Description
Author	The name of the log entry author appears.
Log Type	Choose the log type from the pop-up menu.
Subtype	Choose the log subtype from the pop-up menu.
Consequence	Choose the log consequence from the pop-up menu.
Title	Enter a title for the log entry.
Log Entry Text	Enter the log entry text. <b>Note:</b> This information goes in the student's permanent record. There is no limit to the length of the entry.

See the section "[How to Create a Log Entry](#)" for details of the Federal Gun Safe Schools Act Information fields.

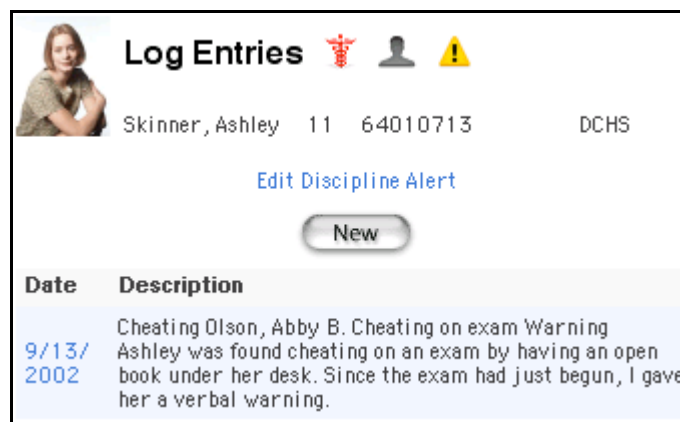
**Note:** Depending on your state, additional state-specific fields may appear. Modify the fields as necessary.




5. Click Submit. The Changes Recorded page appears.

## How to Delete a Log Entry

Occasionally a log entry must be deleted from the student's permanent record. Only those school administrators with the proper permissions can delete a log entry.

1. On the start page, search for and select the student.
2. Choose Log Entries from the student pages menu. The Log Entries page appears.



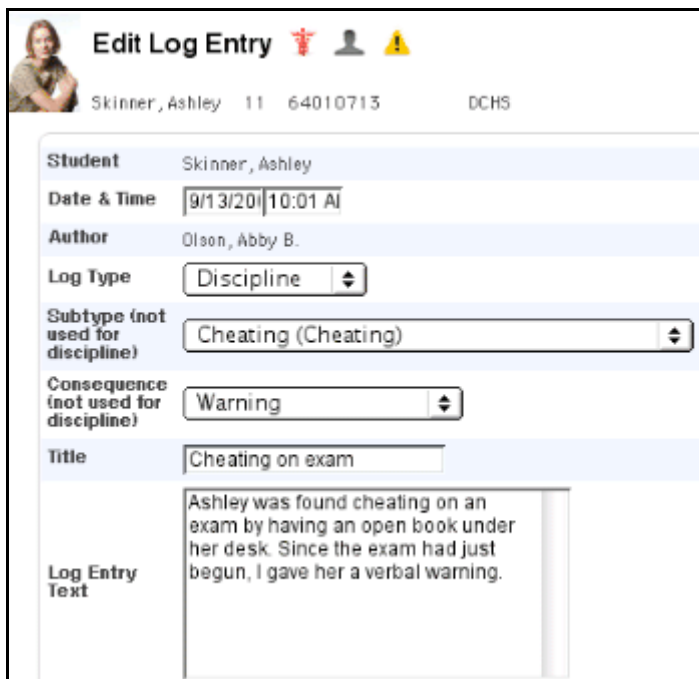
**Log Entries**   

Skinner, Ashley 11 64010713 DCHS

[Edit Discipline Alert](#)

Date	Description
9/13/2002	Cheating Olson, Abby B. Cheating on exam Warning Ashley was found cheating on an exam by having an open book under her desk. Since the exam had just begun, I gave her a verbal warning.

3. Click the date of the entry to be deleted. The Edit Log Entry page appears.



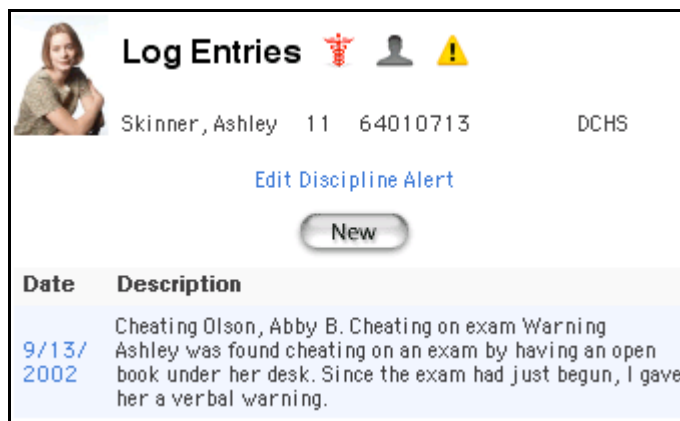
4. Click Delete. The Changes Recorded page appears.

## How to Add a Discipline Alert



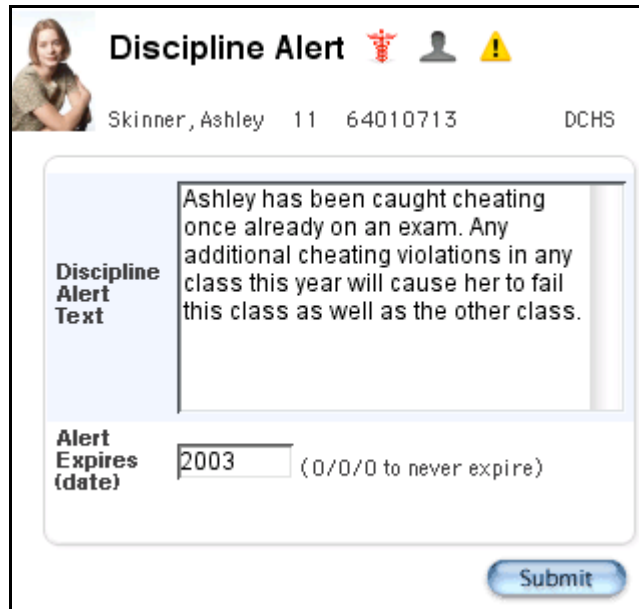
Use a Discipline alert to indicate and make staff members aware of a student's discipline information.

1. On the start page, search for and select the student.
2. Choose Log Entries from the student pages menu. The Log Entries page appears.



Date	Description
9/13/2011	Cheating Olson, Abby B. Cheating on exam Warning Ashley was found cheating on an exam by having an open book under her desk. Since the exam had just begun, I gave her a verbal warning.

3. Click Edit Discipline Alert. The Discipline Alert page appears.



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

Field	Description
Discipline Alert Text	Enter the discipline-related information.
Alert Expires	Enter the alert expiration date, if any, using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. If there is no expiration date, use the default entry 0/0/0.

5. Click Submit. The Discipline Alert icon appears at the top of each page for the selected student. If the student does not have a Discipline alert, the icon does not appear.



6. Click the Discipline Alert icon to read the alert from any page. The Discipline alert for the selected student appears.



7. Click Close to close the Discipline Alert window.

## Search Log Entries

Log entries are used to create a record regarding a student's behavior, performance, or activity. Many schools use log entries to chronicle disciplinary actions. Log entries can also be used to record students' positive achievements.

Using the Search Log Entries page, you can search for log entries based on selected parameters. Upon submitting the search, the Log Entry Functions page appears displaying three output options. You can view a list of the log entries, print a log entries report, or export the log entries.

To search log entries, log in at the district or school level, navigate to the Special Functions menu, and click Search Log Entries.

### How to Search for a Log Entry

Use PowerSchool to search for log entries containing selected words or those created during a specific period. Your security access will dictate how detailed of a search you can perform. For more information, see the section "[Security](#)."

1. On the start page, choose Special Functions from the main menu.
2. Click Search Log Entries. The Log Entries Search page appears.

### Log Entries Search

Option	Value
Log Type *	Discipline
Log Subtype	Cheating (Cheating)
Log Consequence	Warning
Contain this text	<input type="text"/>
And contain this text	<input type="text"/>
Do not contain this text	<input type="text"/>
Title contains this text	<input type="text"/>
Entered on or after this date	<input type="text"/>
Entered on or before this date	<input type="text"/>
Student Grade Level	<input type="text"/>
Author	<input type="text"/>
Sort by	Date, then name

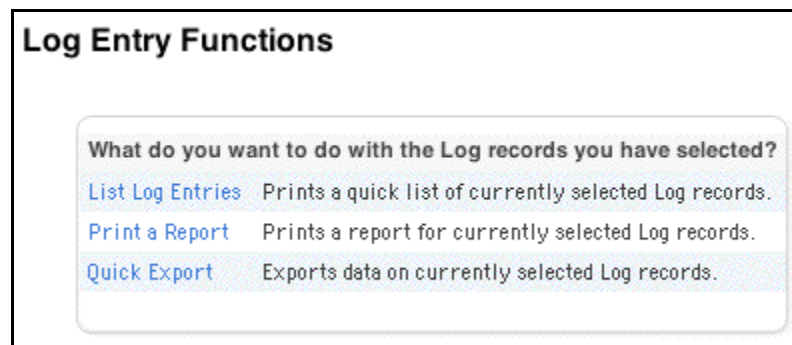
\* Must choose a log type before searching

Submit

3. Complete any combination of the following fields. Use the following table to enter information in the fields:

Field	Description
Log Type	Choose the log type from the pop-up menu.
Log Subtype	Choose the log subtype from the pop-up menu.
Log Consequence	Choose the log consequence from the pop-up menu.
Contain this text	Enter the log entry text to search for.
And contain this text	Enter additional log entry text to search for.
Do not contain this text	Enter log entry text to be ignored during the search.
Title contains this text	Enter all or part of the title of the log entry.
Entered on or after this date	Enter a date either before or on the date the log entry was created using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Entered on or before this date	Enter a date either after or on the date the log entry was created using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Student Grade Level	Enter the grade level of the student.
Author	Enter the name of the log entry author.
Sort by	Choose the sort order criteria from the pop-up menu.

4. Click Submit. The Log Entry Functions page appears.



5. Click Submit. The Log Entry Functions page appears.
6. Depending on what you want to do with the Log records you have selected, select one of the following:



- List Log Entries
  - Print a Report
  - Quick Export
7. Based on your selection, see the appropriate section below.

## List Log Entries

The first output option is List Log Entries. Use this option to create a line listing of the log entries in the current selection of log entries.

1. Search for log entries.
2. On the Log Entry Functions page, click List Log Entries. The List Log Entries page appears. The system tells you how many log entries were found and lists each entry. You have two options for how to proceed.

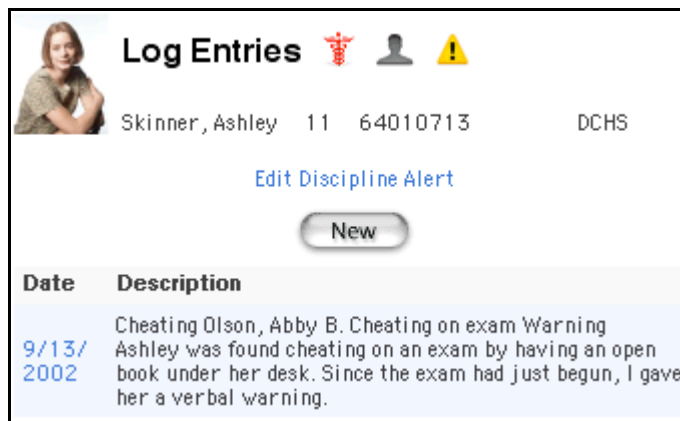
### Log Entries

[Make this the current selection of students](#)

35 log entries found

12/3/2002 Cheating <a href="#">Gurney, JeriAnne Irene</a> <i>Joe Franklin</i>
Disipline:
12/3/2002 Cheating <a href="#">Matthews, Alyxis Lynn</a> <i>Joe Franklin</i>
Disipline:
12/18/2002 Cheating <a href="#">Baxter, Carrie Lynn</a> <i>Joe Franklin</i>
Disipline:
2/6/2003 Cheating <a href="#">Siemers, Bryce</a> <i>Joe Franklin</i>
Disipline:
3/4/2003 Cheating <a href="#">Thurlow, Michaela Jo</a> <i>Joe Franklin</i>
Disipline:
3/4/2003 Cheating <a href="#">Williams, Brody P.</a> <i>Joe Franklin</i>
Disipline:
3/5/2003 Cheating <a href="#">Vinson, Felicia</a> <i>Joe Franklin</i> Disipline:
3/8/2003 Cheating <a href="#">Gregory, Aaron Daniel</a> <i>Joe Franklin</i>
Disipline:
3/11/2003 Cheating <a href="#">Stedman, Axel</a> <i>Joe Franklin</i>
Disipline:
3/12/2003 Cheating <a href="#">Patterson, Jeremy Johannes</a> <i>Joe Franklin</i>
Disipline:

3. Do one of the following:
  - Click "Make this the current selection of students" to work with the entire group.
  - Click a student name to view all log entries for that student.

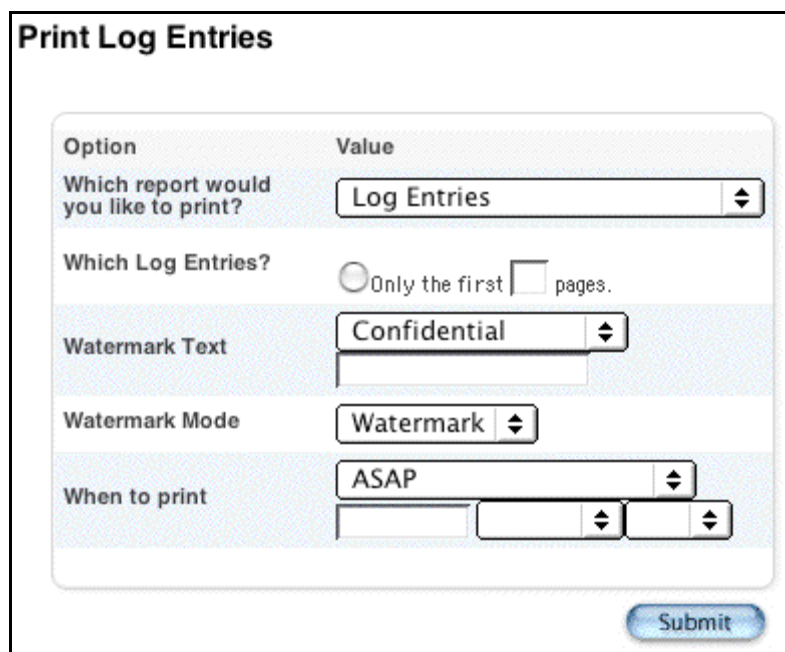


Print a Report The second output option is Print a Report. Use this option to print log object reports that you have created using the Objects reporting tool . For more information, see the section **"Objects Reports."**

**Note:** At this time, only one log record can be printed per page.

### Print a Report

1. Search for log entries.
2. On the Log Entry Functions page, click Print a Report. The Print a Report. page appears.



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

Field	Description
Which report would you like to print?	Choose the report you want to print from the pop-up menu.

Field	Description
like to print?	
Which Log Entries?	<p>Indicate the number of report pages you want to print by selecting one of the following:</p> <ul style="list-style-type: none"> <li>• Leave the "Only the first" option blank to print all of the report pages.</li> <li>• Select the "Only the first" option to limit the number of report pages you want to print. Enter the number of pages in the "pages" field.</li> </ul>
Watermark Text	<p>If you want to print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.</p>
Watermark Mode	<p>Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.</p>
When to print	<p>To run this report, select a time to start it:</p> <ul style="list-style-type: none"> <li>• ASAP: Execute immediately.</li> <li>• At Night: Execute during the next evening.</li> <li>• On Weekend: Execute during the next weekend.</li> <li>• On Specific Date/Time: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.</li> </ul>

Click Submit to generate the report. The Report Queue page appears. For more information, see the section [Report Status](#).



Created	Job Name	Started	Ended	Status
05/18/2004	Log Entries	05/18/2004 12:30 PM	05/18/2004 12:30 PM	Completed

### Quick Export

The third output option is Quick Export. Use this option to quickly produce a list of information from the Log table.

1. Search for log entries.
2. On the Log Entry Functions page, click Quick Export. In most cases, you will not need to change the default options on the Export Students page. Skip to Step 4. If you want to change the selections, proceed to the next step.

### Export Log Entries - Export the Log Entries

Student\_Number  
 Entry\_Date  
 Entry\_Time  
 Subject  
 Entry

Field Delimiter Tab

Record Delimiter CR

"Surround Fields"
  Column titles on 1st row

[Field List](#)

Submit

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

Field	Description
[Fields to be Exported]	<p>Enter the fields to be included on the exported spreadsheet. Enter as many fields as you want. Separate multiple fields with spaces. If you need help remembering field names, click Fields at the bottom of the page.</p> <p>The following are Log table student fields you can export:</p> <ul style="list-style-type: none"> <li>• [01]LastFirst</li> <li>• [01]Grade_Level</li> <li>• [01]Student_Number</li> <li>• [01]DOB</li> <li>• [01]SSN</li> <li>• [01]Ethnicity</li> <li>• [01]Mailing_City</li> <li>• [01]Mailing_Street</li> <li>• [01]Mailing_State</li> <li>• [01]Mailing_Zip</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• [01]Alert_Discipline</li> <li>• [01]State_StudentNumber</li> </ul> <p>The following are Log table discipline fields you can export:</p> <ul style="list-style-type: none"> <li>• Entry_Author</li> <li>• Entry_Date</li> <li>• Entry_Time</li> <li>• Student_Number</li> <li>• Subject</li> <li>• Entry</li> <li>• Consequence</li> <li>• Subtype</li> <li>• Category</li> <li>• Logtypeid</li> <li>• Discipline_IncidentType</li> <li>• Discipline_IncidentTypeDetail</li> <li>• Discipline_IncidentTypeCategory</li> <li>• Discipline_IncidentContext</li> <li>• Discipline_IncidentDate</li> <li>• Discipline_IncidentLocation</li> <li>• Discipline_ActionDate</li> <li>• Discipline_IncidentLocDetail</li> <li>• Discipline_ActionTaken</li> <li>• Discipline_ActionTakenDetail</li> <li>• Discipline_AdministratorID</li> <li>• Discipline_LikelyInjuryFlag</li> <li>• Discipline_AlcoholRelatedFlag</li> <li>• Discipline_MoneyLossValue</li> <li>• Discipline_DrugRelatedFlag</li> <li>• Discipline_Offender</li> <li>• Discipline_DrugTypeDetail</li> <li>• Discipline_PoliceInvolvedFlag</li> <li>• Discipline_DurationActual</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• Discipline_Reporter</li> <li>• Discipline_DurationAssigned</li> <li>• Discipline_ReporterID</li> <li>• Discipline_DurationChangeSource</li> <li>• Discipline_SchoolRulesVioFlag</li> <li>• Discipline_DurationNotes</li> <li>• Discipline_Sequence</li> <li>• Discipline_FelonyFlag</li> <li>• Discipline_VictimType</li> <li>• Discipline_GangRelatedFlag</li> <li>• Discipline_WeaponRelatedFlag</li> <li>• Discipline_HateCrimeFlag</li> <li>• Discipline_WeaponType</li> <li>• Discipline_HearingOfficerFlag</li> <li>• Discipline_WeaponTypeNotes</li> <li>• Discipline_ActionTakenEndDate</li> <li>• Custom</li> </ul>
Field Delimiter	Choose a field delimiter from the pop-up menu. The field delimiter is the item that separates fields in the exported data. If you choose Other, enter the delimiter in the blank field.
Record Delimiter	Choose the record delimiter from the pop-up menu. This refers to the item that will separate the records in the exported data. If you choose Other, enter the delimiter in the field. <ul style="list-style-type: none"> <li>• CR: Carriage return</li> <li>• CRLF: Carriage return line feed</li> <li>• LF: Line feed</li> </ul>
Surround Fields	Select this checkbox to surround the fields in the exported data with quotation marks.
Column titles on 1st row	Select this checkbox to include column titles on the first row of the exported data.

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 or Lotus 1-2-3. Format, print, and save it as any other spreadsheet document.

## Lunch

This menu item provides a quick view of a student's lunch status and account balance. If your school uses PowerLunch, any entries or changes made here appear in PowerLunch and vice versa. For additional information, see the section "[PowerLunch](#)."

### How to Edit Student Lunch Information

1. On the start page, search for and select the student.
2. Choose Lunch from the student pages menu. The Lunch page appears.

**Lunch**  
Briggs, Jessica K 10 25021 AGHS

<b>Lunch status</b>	<input type="text" value="Temporary (T)"/>
<b>Application #</b>	<input type="text" value="12345"/>
<b>Date Submitted</b>	<input type="text" value="2002"/>
<b>Date Responded</b>	<input type="text" value="2002"/>
<b>Lunch ID</b>	<input type="text" value="2522"/>
<b>Current balance</b>	\$ 20.00

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

Field	Description
Lunch status	Choose the lunch status from the pop-up menu.
Application #	Enter or change the number of the student's application for free or reduced price lunches.
Date Submitted	Enter or change the date the student's application was submitted using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Date Responded	Enter or change the date of the response to the student's application using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Lunch ID	Enter or change the lunch ID number.

Field	Description
Current balance	The current balance appears.

- Click Submit. The Changes Recorded page appears.

## Lunch Transactions

This page displays the lunch balance and payment activity for the selected student. You can enter the student's initial deposit for meals, as well as subsequent deposits other than those made when the student passes through the lunch line. If your school uses PowerLunch, this page links to the information entered in that area of PowerSchool. For more information on this option, see the section "[PowerLunch](#)."

If the balance next to the last line item on the Lunch Transactions page does not match what's in the Balance field, you may need to recalculate that student's lunch balance. For more information, see the section "[How to Recalculate a Student's Lunch Balance](#)."

When a student's lunch balance falls below a designated level, a Balance alert appears for the student. For Balance alert setup information, see the section "[Balance Alert](#)."

### How to Enter Lunch Transactions

- On the start page, search for and select the student.
- Choose Lunch Transactions from the student pages menu. The Lunch Transactions page appears.

**Lunch Transactions**  
 Briggs, Jessica K 10 25021 AGHS

Balance: 30.00    Beginning balance: 0.00

Date	Time	Net	Balance	Description
08/16/2002	11:54 AM	20.00	20.00	Cash deposit
09/13/2002	10:43 AM	10.00	30.00	Deposit by personal check

- Click New. The Transaction Record page appears.



**Transaction Record**  
 Briggs, Jessica K 10 25021 AGHS

<b>Transaction Date</b>	<input type="text" value="10/3/2002"/>
<b>Description</b>	<input type="text" value="Payment"/>
<b>Amount of Fee</b>	<input type="text"/>
<b>Amount of Credit</b>	<input type="text" value="10"/>
<b>Tender Type</b>	<input checked="" type="radio"/> Cash <input type="radio"/> Check

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

Field	Description
Transaction Date	If the transaction does not take place today, enter a different transaction date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Description	Enter a description of the transaction.
Amount of Fee	Enter any amounts charged to the student.
Amount of Credit	Enter any amounts credited to the student.
Tender Type	Select the appropriate option to indicate the form of payment: <ul style="list-style-type: none"> <li>• Cash</li> <li>• Check</li> </ul>

5. Click Submit. The Changes Recorded page appears.

### How to View the Balance Alert

1. On the start page, search for and select the student. A Balance Alert icon appears if the student's account balance is below the designated level.



2. Click the Balance Alert icon . The Balance Alert page appears.

## Net/Phone Access

Use this view-only option to track the number of times a parent, guardian, or student logs in to PowerSchool. The Summary page tells how many times a family has checked on the student's progress and the date of each login. You can tell if members checked in via the Internet or phone and determine how much time they spent reviewing the information.

### How to View Net/Phone Access Information

1. On the start page, search for and select the student.
2. Choose Net/Phone Access from the student pages menu. The Net/Phone Access page appears.

Net/Phone Access				
Brinkerhoff, Jamie S 12 25233 AGHS				
<b>Parent Access Summary</b>				
Date	Time	Accessed Via	Duration (minutes)	Options (phone only)
1. 2/19/2002	4:44 PM	Internet	0.75	
<b>Student Access Summary</b>				
Date	Time	Accessed Via	Duration (minutes)	Options (phone only)
1. 3/28/2002	8:17 AM	Internet	0.13	
2. 10/9/2001	12:22 PM	Internet	0.73	
3. 10/3/2001	1:05 PM	Internet	0.44	

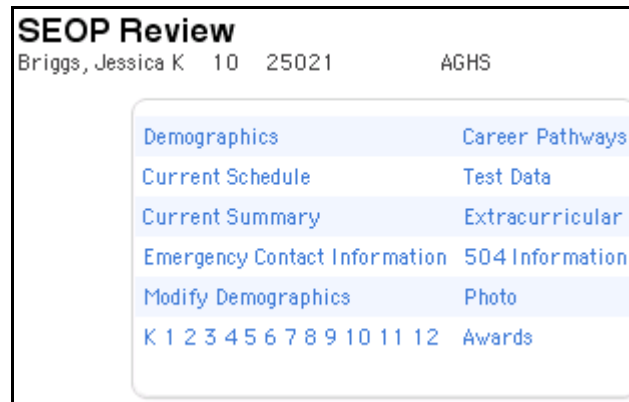
## SEOP Review

Use this menu item to review and track Student Education Occupation Plan (SEOP) information. The purpose of the SEOP review is to recognize student accomplishments and strengths. In the SEOP review, the student and his or her parents meet with school counselors and other school personnel to develop a strategy to plan and manage the student's education and career development.

Your school's SEOP Review page might differ from the example. The page can be modified or updated by PowerSchool per your request. Contact your PowerSchool administrator about making changes to the SEOP Review page.

### How to View SEOP Information

1. On the start page, search for and select the student.
2. Choose SEOP from the student pages menu. The SEOP Review page appears.

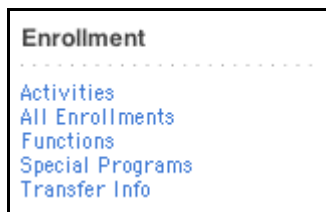


**SEOP Review**  
Briggs, Jessica K 10 25021 AGHS

<a href="#">Demographics</a>	<a href="#">Career Pathways</a>
<a href="#">Current Schedule</a>	<a href="#">Test Data</a>
<a href="#">Current Summary</a>	<a href="#">Extracurricular</a>
<a href="#">Emergency Contact Information</a>	<a href="#">504 Information</a>
<a href="#">Modify Demographics</a>	<a href="#">Photo</a>
<a href="#">K</a> <a href="#">1</a> <a href="#">2</a> <a href="#">3</a> <a href="#">4</a> <a href="#">5</a> <a href="#">6</a> <a href="#">7</a> <a href="#">8</a> <a href="#">9</a> <a href="#">10</a> <a href="#">11</a> <a href="#">12</a>	<a href="#">Awards</a>

3. Click the various links to determine what actions can be executed from this page.
4. Click your web browser's Back button until you return to the SEOP Review page.

## Student Enrollment Pages



**Enrollment**

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- [Activities](#)
- [All Enrollments](#)
- [Functions](#)
- [Special Programs](#)
- [Transfer Info](#)

## Activities

Use the Activities function to view and manipulate extracurricular activities on two different levels. Add or delete an activity from an individual record. Alternatively, add or delete an activity from the PowerSchool system that can be applied to any or all records.

### How to Add or Delete Activities on a Student Record

This action adds or deletes an activity to a specific student record. It affects the selected student only.

1. On the start page, search for and select the student.
2. Choose Activities from the student pages menu. The Activities page appears.

**Activities**  
Briggs, Jessica K 10 25021 AGHS

**Activities**

<input type="checkbox"/> 8th Volleyball B	<input type="checkbox"/> Jazz Band
<input checked="" type="checkbox"/> Basketball	<input type="checkbox"/> NHS
<input type="checkbox"/> Boys Basketball	<input type="checkbox"/> Pep Club
<input type="checkbox"/> Boys Swimming	<input type="checkbox"/> Speech
<input type="checkbox"/> Cheerleading	<input type="checkbox"/> Student Council
<input type="checkbox"/> Cross Country	<input checked="" type="checkbox"/> Swimming
<input type="checkbox"/> Drama	<input type="checkbox"/> Swing Choir
<input type="checkbox"/> Drill Team	<input type="checkbox"/> Track
<input type="checkbox"/> FCCLA	<input type="checkbox"/> Track & Field
<input type="checkbox"/> FFA	<input type="checkbox"/> Volleyball
<input type="checkbox"/> Football	<input type="checkbox"/> Weight Card
<input type="checkbox"/> Golf	<input type="checkbox"/> Wrestling

Selected checkboxes indicate that the student participates in that activity. Deselected checkboxes indicate that the student does not participate in that activity.

3. Select the checkboxes to add activities to the student's record.
4. Deselect the checkboxes to remove activities from the student's record.
5. Click Submit. The Changes Recorded page appears.

## All Enrollments

This page displays the selected student's enrollment history. It is most often used by counselors reviewing the student's entry and exit dates to previous and current classes. Counselors and other school administrators can view assignments for the classes listed and any teacher comments.

PowerGrade sends the information from the teachers' data files to PowerSchool for storage. Once the grades and comments are on the PowerSchool system, they are part of the student's permanent record unless the teacher deletes them from their PowerGrade files before the end of the term (when grades are stored). Only certain school administrators, such as counselors, can edit these stored records.

For additional information, see the section "[Work With Student Schedules.](#)"

## How to View Grades and Assignments

Using this option on the All Enrollment page, view grades and assignments for any class in which the student has been enrolled.

1. On the start page, search for and select the student.
2. Choose All Enrollments from the student pages menu. The All Enrollments page appears.

All Enrollments						
Bliss, Justin 10 26712 AGHS						
Entered	Exited	Exp	Course	Teacher	View	Edit
9/24/2001	1/21/2002	06(A)	Project Adventure	Hansen, Jameson	<a href="#">View</a>	<a href="#">Edit</a>
9/24/2001	1/21/2002	03(A)	Woods 1	Allredge, Jessica	<a href="#">View</a>	<a href="#">Edit</a>
9/24/2001	1/21/2002	02(A)	Software Applications 2	Hardy, Hannah I	<a href="#">View</a>	<a href="#">Edit</a>
9/24/2001	1/21/2002	05(A)	Study Hall	Brown, Carina Ann	<a href="#">View</a>	<a href="#">Edit</a>
9/24/2001	1/21/2002	04(A)	Biology	Garcia, Matthew	<a href="#">View</a>	<a href="#">Edit</a>
9/24/2001	1/21/2002	01(A)	English 10	Biesinger, Nicholas	<a href="#">View</a>	<a href="#">Edit</a>
9/24/2001	1/21/2002	07(A)	Algebra 1	Flinders, Shea Lyn	<a href="#">View</a>	<a href="#">Edit</a>
1/21/2002	8/21/2002	04(A)	Biology	Garcia, Matthew	<a href="#">View</a>	<a href="#">Edit</a>
1/21/2002	8/21/2002	05(A)	Health	Hackett, Heather	<a href="#">View</a>	<a href="#">Edit</a>
1/21/2002	8/21/2002	07(A)	Algebra 1	Flinders, Shea Lyn	<a href="#">View</a>	<a href="#">Edit</a>
1/21/2002	8/21/2002	03(A)	Word Processing	Forest, Brittany	<a href="#">View</a>	<a href="#">Edit</a>

Click View next to the class that you want to review. The Scores page displays the assignments that make up the class and the grades the student received on each assignment. This is the same page described in the section "[Term Grades](#)."

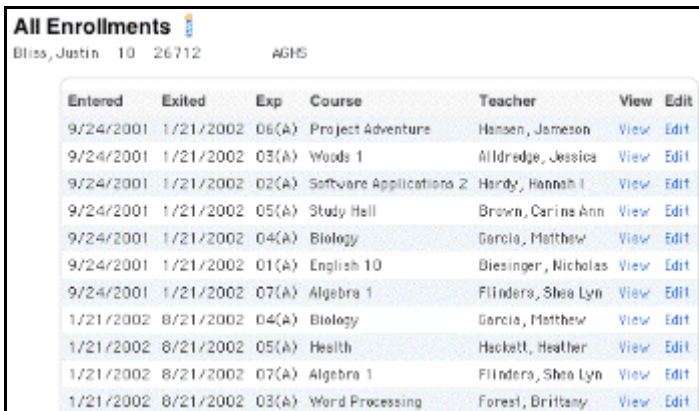
**Note:** This page is view-only for all users. To edit a record, see the section "[How to Edit an Enrollment Record](#)."

Scores						
Bliss, Justin 10 26712 AGHS						
Woods 1 Exp. 03(A) - Allredge, Jessica						
Final Letter Grade: _ Final Percent: _						
Due Date	Category	Assignment	Score	%	Grd	
09/07/2001	work	9/4	EX/80			
09/13/2001	work	Scale	EX/25			
09/14/2001	work	9/10	EX/100			
09/17/2001	work	Measuring	EX/45			
09/21/2001	work	Quiz	EX/10			
09/21/2001	work	9/17	EX/100			
09/27/2001	work	Project 1	EX/40			
09/28/2001	work	9/24	100/100	100	A	
10/05/2001	work	10/1	80/100	80	B-	
10/09/2001	work	Joints Quiz	0/6	0	F	
10/12/2001	work	10/8	95/100	95	A	
10/19/2001	work	Careers	0/30	0	F	
10/19/2001	work	10/16	80/80	100	A	

## How to Edit an Enrollment Record

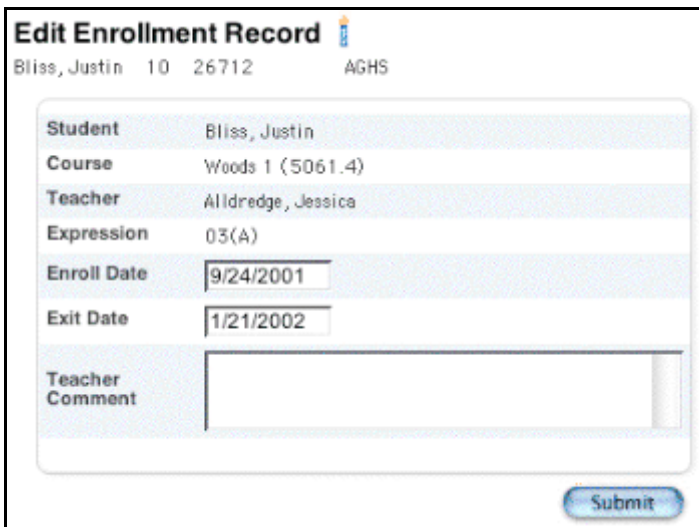
View or edit course enrollment dates and teacher comments on the All Enrollments page.

1. On the start page, search for and select the student.
2. Choose All Enrollments from the student pages menu. The All Enrollments page appears.



Entered	Exited	Exp	Course	Teacher	View	Edit
9/24/2001	1/21/2002	06(A)	Project Adventure	Hansen, Jameson	<a href="#">View</a>	<a href="#">Edit</a>
9/24/2001	1/21/2002	03(A)	Woods 1	Allredge, Jessica	<a href="#">View</a>	<a href="#">Edit</a>
9/24/2001	1/21/2002	02(A)	Software Applications 2	Hardy, Hannah I	<a href="#">View</a>	<a href="#">Edit</a>
9/24/2001	1/21/2002	05(A)	Study Hall	Brown, Carina Ann	<a href="#">View</a>	<a href="#">Edit</a>
9/24/2001	1/21/2002	04(A)	Biology	Garcia, Matthew	<a href="#">View</a>	<a href="#">Edit</a>
9/24/2001	1/21/2002	01(A)	English 10	Biesinger, Nicholas	<a href="#">View</a>	<a href="#">Edit</a>
9/24/2001	1/21/2002	07(A)	Algebra 1	Flinders, Shea Lyn	<a href="#">View</a>	<a href="#">Edit</a>
1/21/2002	8/21/2002	04(A)	Biology	Garcia, Matthew	<a href="#">View</a>	<a href="#">Edit</a>
1/21/2002	8/21/2002	05(A)	Health	Hackett, Heather	<a href="#">View</a>	<a href="#">Edit</a>
1/21/2002	8/21/2002	07(A)	Algebra 1	Flinders, Shea Lyn	<a href="#">View</a>	<a href="#">Edit</a>
1/21/2002	8/21/2002	03(A)	Word Processing	Forest, Brittany	<a href="#">View</a>	<a href="#">Edit</a>

3. Click Edit next to the class that you want to view or edit. The Edit Enrollment Record page appears.



Field	Description
Student	Bliss, Justin
Course	Woods 1 (5061.4)
Teacher	Allredge, Jessica
Expression	03(A)
Enroll Date	9/24/2001
Exit Date	1/21/2002
Teacher Comment	

[Submit](#)

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

Field	Description
Student	The selected student appears.
Course	The selected course appears.
Teacher	The selected teacher appears.
Expression	The selected schedule expression appears.
Enroll Date	Enter or change the date the student enrolled using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an

Field	Description
	mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Exit Date	Enter or change the date the student exited using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Teacher Comment	Enter or change any teacher comments.  <b>Note:</b> Parents and guardians can view these comments when they check their child's progress using PowerSchool.

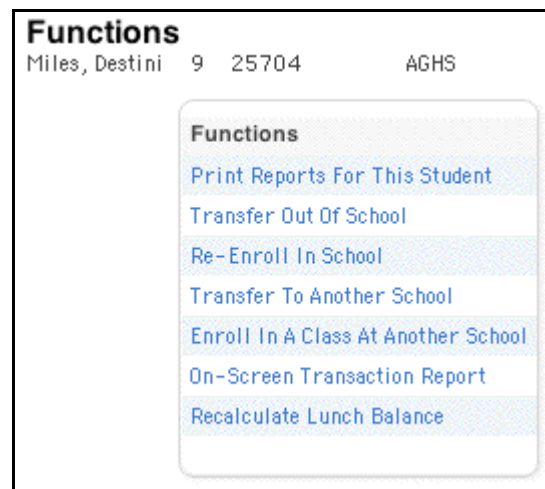
5. Click Submit. The All Enrollment Records page appears.

## Student Functions

Use the Functions link to perform various and important actions to an individual student record.

### How to Access Student Functions

1. On the start page, search for and select a student.
2. Choose Functions from the student pages menu. The Functions page appears.



The resulting menu provides links to student function pages.

### Print a Report for This Student

Use this option to print a report. For more information, see the section "[Run, Print, and Save Reports.](#)"

### Transfer Out of School

This option transfers students out of your school. For more information, see the section "[Transfer Students](#)."

### Reenroll in School

Use this option to reenroll a student in your school after he or she has left. For more information, see the section "[How to Reenroll in School](#)."

### Transfer to Another School

Use this option to transfer a student to another school after you have transferred the student out of your school. For more information, see the section "[Transfer Students](#)."

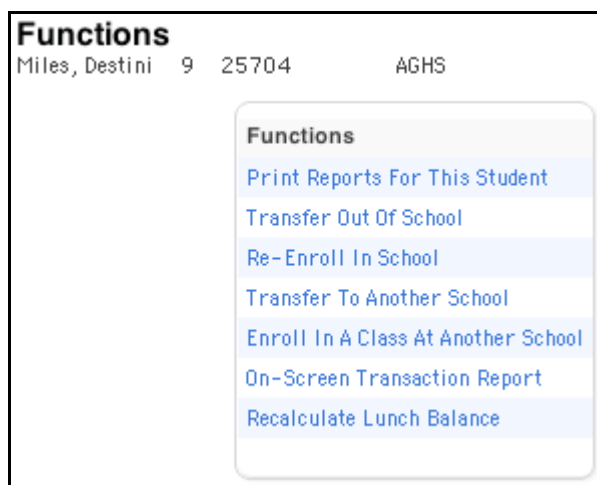
### Enroll in a Class at Another School

Use this option to enroll a student in a class at another school. For more information, see the section "[How to Enroll in a Class at Another School](#)."

## How to View On-Screen Transaction Report

This view-only page displays the student's meal account activities. For additional information on serving meals and account maintenance, see the section "[PowerLunch](#)."

1. On the start page, search for and select a student.
2. Choose Functions from the student pages menu. The Functions page appears.



3. Click On-Screen Transaction Report. The report displays the student's transactions.



DATE	TIME	DEBIT	CREDIT	NET BALANCE	PARAMETER	AMOUNT	TIME	DESCRIPTION	REMARKS
08/16/2002	11:54	20.00		20.00				Cash deposit	
09/13/2002	10:43	10.00		10.00				Deposit by personal check	

## How to Recalculate a Student's Lunch Balance

This option recalculates a student's meal account balance. For additional information on serving meals and account maintenance, see the section "[PowerLunch](#)."

1. On the start page, search for and select a student.
2. Choose Functions from the student pages menu. The Functions page appears.

**Functions**  
Briggs, Jessica K 10 25021 AGHS

**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](#)
- [On-Screen Transaction Report](#)
- [Recalculate Lunch Balance](#)

Click Recalculate Lunch Balance. The Lunch Transactions page appears. For more information, see the section "[Lunch Transactions](#)."

Lunch Transactions					
Briggs, Jessica K 10 25021 AGHS					
New					
Balance: 30.00			Beginning balance: 0.00		
Date	Time	Net	Balance	Description	
08/16/2002	11:54 AM	20.00	20.00	Cash deposit	
09/13/2002	10:43 AM	10.00	30.00	Deposit by personal check	

**Note:** To avoid students' current and running balances not matching, be sure to import last year's lunch balances into the Current Balance field ([Student]Balance1) instead of the running balance field ([Student]Balance2). If one student's current and running balances do not match, use Direct Database Access to modify the current balance to match the running balance. Alternatively, use the Recalculate Lunch Balances function to match all students' current balances with their running balances. For more information, see the sections "[Direct Database Export](#)" and "[Special Operations](#)," respectively.

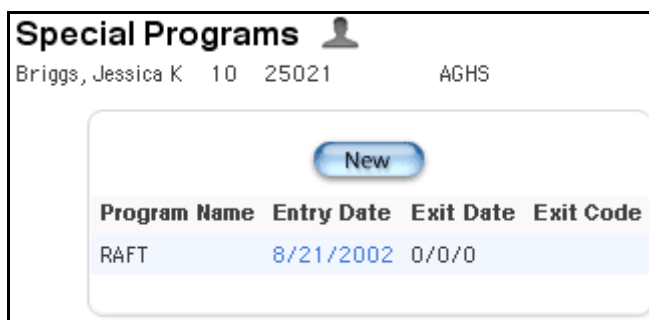
## Special Programs


Use this feature to create special programs in PowerSchool and enter students into those programs. Examples of special programs include vocational, resource, home school, or any type of program where students are not in mainstream classes. This feature also helps schools keep track of how many students receive state funding for participating in special programs.

To simultaneously enroll more than one student into a special program, see the section "[How to Mass Enroll Students in a Special Program](#)."

### How to View Special Programs

1. On the start page, search for and select the student.
2. Choose Special Programs from the student pages menu. The Special Programs page appears.




Special Programs 			
Briggs, Jessica K 10 25021 AGHS			
<a href="#">New</a>			
Program Name	Entry Date	Exit Date	Exit Code
RAFT	8/21/2002	0/0/0	

The chart tells you in which program(s) the student participates, date of the student's entry into the program, exit date, and exit code indicating why the student left the program. Links to the program name and entry date provide more details on these items. If there is no program noted at the top of the page, the selected student does not participate in a special program.

### How to Add a Student to a Program

1. On the start page, search for and select the student.
2. Choose Special Programs from the student pages menu. The Special Programs page appears.


**Special Programs** 

Briggs, Jessica K 10 25021 AGHS

New

Program Name	Entry Date	Exit Date	Exit Code
RAFT	8/21/2002	0/0/0	

3. Click New. The New Special Program Enrollment page appears.

**New Special Program Enrollment** 

Briggs, Jessica K 10 25021 AGHS

**Comment**

**Entry Date**

**Exit Date**

**Exit Reason**

**Program** DARE ▾

Submit

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

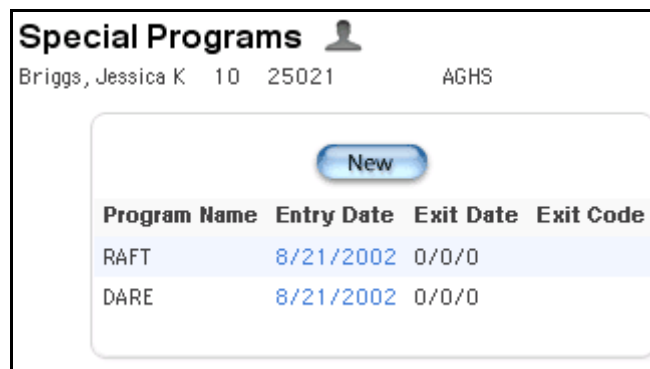
Field	Description
Comment	Enter any notes related to the student's participation in the special program (optional).
Entry Date	Enter the date the student entered the program using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Exit Date	Enter the date the student exited the program (optional) using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Exit Reason	Enter the code that describes why the student exited the program (optional).
Program	Choose the program from the pop-up menu.


Field	Description
	<b>Note:</b> For more information on the programs listed in the pop-up menu, click Program.

- Click Submit. The Changes Recorded page appears.

## How to Edit a Student in a Program

- On the start page, search for and select the student.
- Choose Special Programs from the student pages menu. The Special Programs page appears.

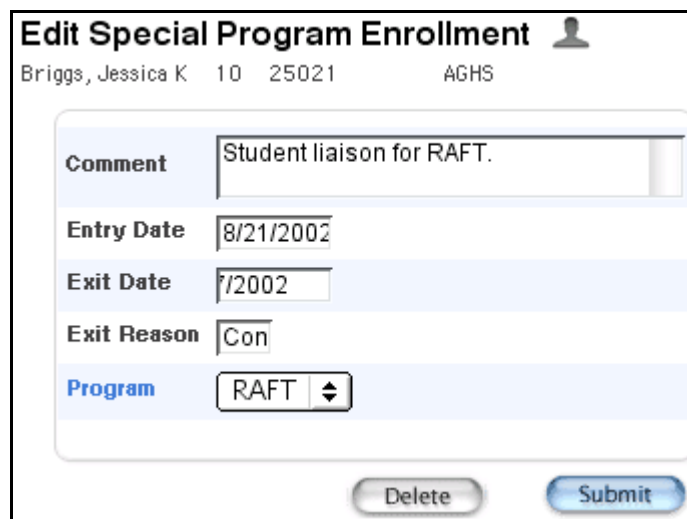



**Special Programs** 

Briggs, Jessica K 10 25021 AGHS

Program Name	Entry Date	Exit Date	Exit Code
RAFT	8/21/2002	0/0/0	
DARE	8/21/2002	0/0/0	

- Click the student's entry date for the program to be edited. The Edit Special Program Enrollment page appears.



**Edit Special Program Enrollment** 

Briggs, Jessica K 10 25021 AGHS

**Comment**

**Entry Date**

**Exit Date**

**Exit Reason**

**Program**

- Use the following table to enter information in the fields:

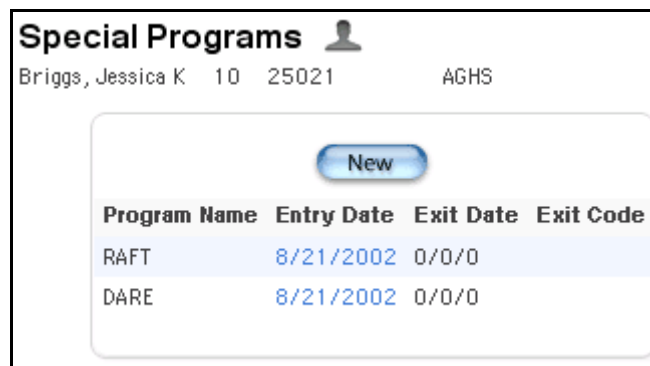
Field	Description
Comment	Enter any notes related to the student's participation in the special program (optional).

Field	Description
Entry Date	Enter the date the student entered the program using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Exit Date	Enter the date the student exited the program (optional) using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Exit Reason	Enter the code that describes why the student exited the program (optional).
Program	Choose the program from the pop-up menu. <b>Note:</b> For more information on the programs listed in the pop-up menu, click Program.

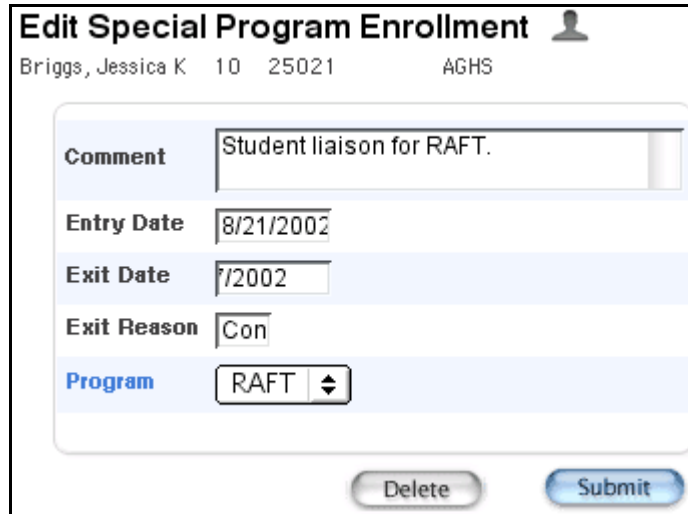
5. Click Submit. The Changes Recorded page appears.

## How to Delete a Student From a Program

1. On the start page, search for and select the student.
2. Choose Special Programs from the student pages menu. The Special Programs page appears.



3. Click the student's entry date for the program to be deleted. The Edit Special Program Enrollment page appears.



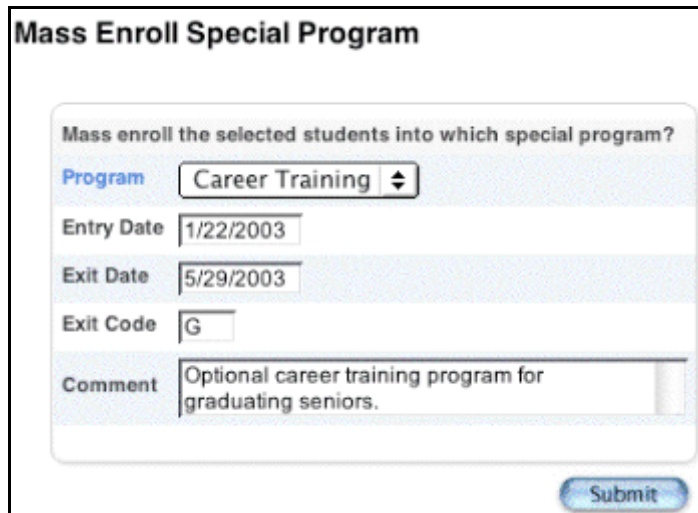
4. Click Delete if you are sure you want to delete the student from the program. The Changes Recorded page appears.

## How to Mass Enroll Students in a Special Program

1. On the start page, select the group of students.

**Note:** Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. Alternatively, access the Group Functions page by choosing Special Functions from the main menu.

2. Click Mass Enroll Special Program. The Mass Enroll Special Program page appears.



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

Field	Description
Program	Choose the special program into which you want to enroll the selected students from the pop-up menu.

Field	Description
	selected students from the pop-up menu.
Entry Date	Enter the date the students entered the program using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Exit Date	Enter the date the students exited the program (optional) using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Exit Code	Enter the code that describes why the students exited the program (optional).
Comment	Enter any comments related to the student's participation in the special program. The comment appears on the Special Programs student page for each student.

- Click Submit. The Alert page displays the message: "Mass enroll successful."


## Transfer Info

This page displays the student's history of transfers into and out of your school. Use the Transfer Info function for viewing or editing information that was previously entered through the Functions page. Do not use this page to transfer a student. For instructions on transferring students, see the section "[Transfer Students](#)."

You can add, edit, or delete entry codes and exit codes from the student pages menu. For more information on an alternative method for adding, editing, or deleting these codes, see the sections "[Entry Codes](#)" and "[Exit Codes](#)." You can also edit the options in the "District of Residence" pop-up menu. For more information, see the section "[Districts of Residence](#)."

## How to View Transfer Information

- On the start page, search for and select the student.
- Choose Transfer Info from the student pages menu. The Transfer Information page appears.

Transfer Information 						
Brigg, Jessica K ID: 25021 AD-5						
Current Enrollment	Enter Date	Exit Date	Grade	Comments	School	
	6/29/2001	6/21/2002	10		Apple Grove High School	
Previous Enrollments	Enter Date	Exit Date	Grade	Entry Comment	Exit Comment	School
	6/29/2000	6/26/2001	9			Apple Grove High School
	9/1/1999	6/25/2000	8			Cherry Hill Middle School
	6/31/1998	6/30/1999	7			Cherry Hill Middle School
	6/25/1997	6/23/1998	6			Cherry Hill Middle School


Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

The resulting page displays the student's current enrollment information at the top. The student's previous enrollment information appears next. The columns show the date the student entered a school, an exit date if the student left, the student's grade level when the transfer occurred, any entry or exit comments made by the administrator who completed the transfer, and the school from which the student exited. If a blank chart appears on the page, the selected student has not transferred into or out of your school.

## How to Edit Enrollment Information

Perform this action to change the enrollment record of an individual student.

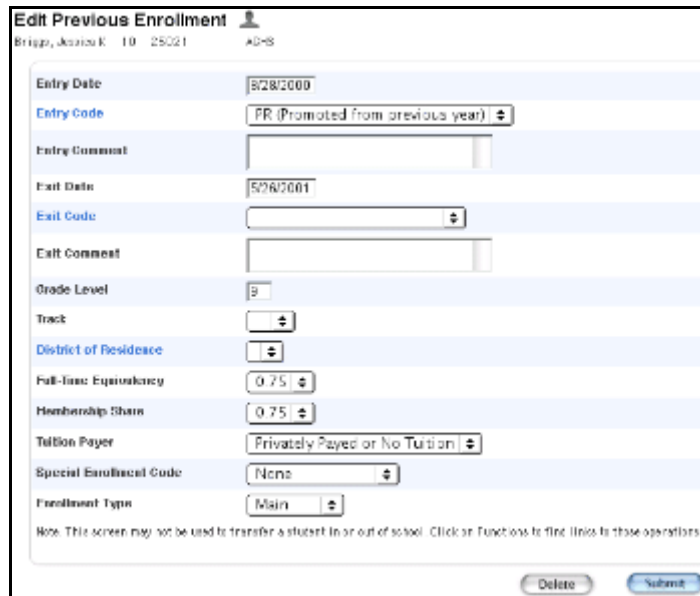
1. On the start page, search for and select the student.
2. Choose Transfer Info from the student pages menu. The Transfer Information page appears.

Transfer Information 						
Brigg, Jessica K ID: 25021 AD-5						
Current Enrollment	Enter Date	Exit Date	Grade	Comments	School	
	6/29/2001	6/21/2002	10		Apple Grove High School	
Previous Enrollments	Enter Date	Exit Date	Grade	Entry Comment	Exit Comment	School
	6/29/2000	6/26/2001	9			Apple Grove High School
	9/1/1999	6/25/2000	8			Cherry Hill Middle School
	6/31/1998	6/30/1999	7			Cherry Hill Middle School
	6/25/1997	6/23/1998	6			Cherry Hill Middle School

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

3. Click the Enter Date of the record to be edited. The Edit Current Enrollment or Edit Previous Enrollment page appears.





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

Field	Description
Entry Date	Enter the date the student was enrolled using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Entry Code	Choose a reason for the transfer from the pop-up menu.
Entry Comment	Enter any comments related to the entry transfer.
Exit Date	Enter the date the student transferred out using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Exit Code	Choose a reason for the transfer from the pop-up menu.
Exit Comment	Enter any comments related to the exit transfer.
Grade Level	Choose the student's grade level at the time of the transfer from the pop-up menu.
Track	Choose the student's track from the pop-up menu. For more information, see the section " <a href="#">Calendar Setup</a> ."
District of Residence	Choose the district in which the student lives from the pop-up menu. For more information, see the section " <a href="#">Districts of Residence</a> ."
Full-Time Equivalency	Choose the multiplier to calculate full-time equivalency (FTE) from the pop-up menu.

Field	Description
	from the pop-up menu.  If a student has an FTE of less than 1, set up the student's schedule to reflect this part-time status. For example, if your school offers eight periods per day and an enrolled student has an FTE of 0.5, that student will only be enrolled in four periods. ADA for this student would never exceed 0.5.
Membership Share	Choose the multiplier to calculate the membership share from the pop-up menu.
Tuition Payer	Choose the method of tuition payment from the pop-up menu.
Special Enrollment Code	Choose an enrollment code from the pop-up menu.
Enrollment Type	Choose an enrollment type from the pop-up menu.

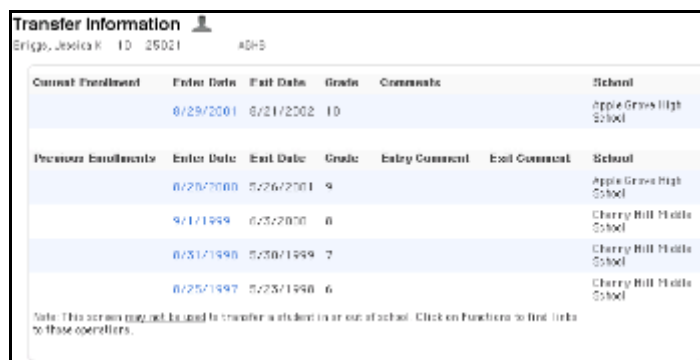
- Click Submit. The Changes Recorded page appears.

**Note:** When you edit an enrollment record, the enrollment is validated before saving. An alert appears if there are any problems, such as blank fields values.

## How to Add a Transfer Code

Create a new entry or exit code on the PowerSchool system. Anyone who manages student transfers can apply this code to any student.


- On the start page, search for and select the student.
- Choose Transfer Info from the student pages menu. The Transfer Information page appears.



Transfer Information						
Erigo, Jessica K ID: 25021 ADHS						
<b>Current Enrollment</b>	<b>Enter Date</b>	<b>Exit Date</b>	<b>Grade</b>	<b>Comments</b>	<b>School</b>	
	8/29/2001	8/21/2002	10		Apple Grove High School	
<b>Previous Enrollments</b>	<b>Enter Date</b>	<b>Exit Date</b>	<b>Grade</b>	<b>Entry Comment</b>	<b>Exit Comment</b>	<b>School</b>
	8/26/2000	8/26/2001	9			Apple Grove High School
	9/1/1999	8/25/2000	8			Cherry Hill Middle School
	8/31/1998	8/30/1999	7			Cherry Hill Middle School
	8/25/1997	8/23/1998	6			Cherry Hill Middle School

Note: This screen may not be used to transfer a student in or out of school. Click on functions to find links to those operations.

- Click any enter date. The Edit Current Enrollment or Edit Previous Enrollment page appears.

**Edit Previous Enrollment** 

Briggs, Anissa K. 10 25021 AD-8

Entry Date	8/28/2009
Entry Code	PR (Promoted from previous year) ▾
Entry Comment	<input type="text"/>
Exit Date	5/26/2011
Exit Code	<input type="text"/>
Exit Comment	<input type="text"/>
Grade Level	9
Track	<input type="text"/>
District of Residence	<input type="text"/>
Full-time Equivalency	0.75 ▾
Membership Status	0.75 ▾
Tuition Payer	Privately Payee or No Tuition ▾
Special Enrollment Code	None ▾
Enrollment Type	Main ▾

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

Delete Submit

- Click the entry code or exit code, depending on your needs. The following example displays exit codes.

**Exit Codes**

Code	Meaning
AP	Alternative Placement
DE	Death
EX	Expulsion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

- Click New. The Edit Entry Codes or Edit Exit Codes page appears.

### Edit Exit Codes

Option	Value
<b>Code</b>	<input style="width: 80%;" type="text" value="DO"/>
<b>Meaning</b>	<input style="width: 80%;" type="text" value="Drop Out"/>

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

Field	Description
Code	Enter the code.
Meaning	Enter a description of the code.

7. Click Submit. The Entry Codes or Exit Codes page displays the new code and its meaning. Any authorized user can apply the new code to any student transferring into or out of your school.

### Exit Codes

Code	Meaning
AP	Alternative Placement
DE	Death
DO	Drop Out
EX	Expulsion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

## How to Edit a Transfer Code

Any changes you make to a code will impact everyone who manages transfers. You may want to discuss changes with other users before making them.

1. On the start page, search for and select the student.

- Choose Transfer Info from the student pages menu. The Transfer Information page appears.

Transfer Information						
Briggs, Jessica K ID: 25021 AD-B						
Current Enrollment	Enter Date	Exit Date	Grade	Comments	School	
	8/29/2001	6/21/2002	10		Apple Grove High School	
Previous Enrollments	Enter Date	Exit Date	Grade	Entry Comment	Exit Comment	School
	8/29/2000	5/26/2001	9			Apple Grove High School
	9/1/1999	6/25/2000	8			Cherry Hill Middle School
	6/23/1998	5/28/1999	7			Cherry Hill Middle School
	6/25/1997	5/23/1998	6			Cherry Hill Middle School

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

- Click any enter date. The Edit Current Enrollment or Edit Previous Enrollment page appears.

Edit Previous Enrollment	
Briggs, Jessica K ID: 25021 AD-B	
Entry Date	8/28/2000
Entry Code	PR (Promoted from previous year)
Entry Comment	
Exit Date	5/26/2001
Exit Code	
Exit Comment	
Grade Level	9
Track	
District of Residence	
Full-time Equivalency	0.75
Membership Share	0.75
Tuition Payer	Privately Payee or No Tuition
Special Enrollment Code	None
Enrollment Type	Main

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

Delete Submit

- Click the entry code or exit code, depending on your needs. The following example displays exit codes.

### Exit Codes

Code	Meaning
AP	Alternative Placement
DE	Death
DO	Drop Out
EX	Expulsion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

- Click the code or the meaning of the code to be edited. The Edit Entry Codes or Edit Exit Codes page appears.

### Edit Exit Codes

Option	Value
Code	<input type="text" value="DO"/>
Meaning	<input type="text" value="Drop Out"/>

- Use the following table to enter information in the fields:

Field	Description
Code	Enter the code.
Meaning	Enter a description of the code.

- Click Submit. The Entry Codes or Exit Codes page displays the edited code and its meaning. Any authorized user can apply the edited code to any student transferring into or out of your school.

### Exit Codes

Code	Meaning
AP	Alternative Placement
DE	Death
DO	Drop Out
EX	Expulsion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

## How to Delete a Transfer Code

Any changes you make to a code will impact everyone who manages transfers. You may want to discuss changes with other users before making them. For information on deleting transfer information for previous student enrollments, see the section "[Delete Enrollment Records.](#)"

1. On the start page, search for and select the student.
2. Choose Transfer Info from the student pages menu. The Transfer Information page appears.

**Transfer Information**

Briggs, Jessica K ID: 25021 AD-5

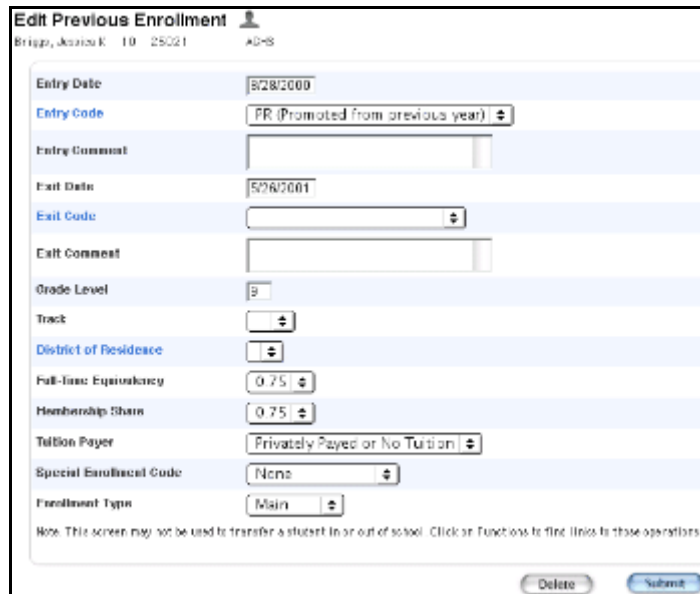
Current Enrollment	Enter Date	Exit Date	Grade	Comments	School
	6/25/2001	6/21/2002	10		Apple Grove High School

Previous Enrollments	Enter Date	Exit Date	Grade	Entry Comment	Exit Comment	School
	6/26/2000	6/26/2001	9			Apple Grove High School
	9/1/1999	6/25/2000	8			Cherry Hill Middle School
	6/31/1998	6/30/1999	7			Cherry Hill Middle School
	6/25/1997	6/23/1998	6			Cherry Hill Middle School

Note: This screen may not be used to transfer a student in or out of school. Click on functions to find links to those operations.

3. Click any enter date. The Edit Current Enrollment or Edit Previous Enrollment page appears.



- Click the entry code or exit code, depending on your needs. The following example displays exit codes.

### Exit Codes

Code	Meaning
AP	Alternative Placement
DE	Death
DO	Drop Out
EX	Expulsion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

- Click the code or the meaning of the code to be deleted. The Edit Entry Codes or Edit Exit Codes page appears.



### Edit Exit Codes

Option	Value
Code	<input type="text" value="DO"/>
Meaning	<input type="text" value="Drop Out"/>

6. Click Delete. The Entry Codes or Exit Codes page displays without the deleted code.

### Exit Codes

Code	Meaning
AP	Alternative Placement
DE	Death
EX	Expulsion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

## Student Scheduling Pages

**Scheduling**

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- [Bell Schedule View](#)
- [List View](#)
- [Matrix View](#)
- [Modify Schedule](#)
- [Requests Modify Current](#)
- [Requests View Current](#)
- [Requests Modify Future](#)
- [Requests View Future](#)
- [Scheduling Setup](#)

## View Schedule

There are three ways to display a student's schedule. The Bell Schedule View displays the student's schedule for the current week. The List View displays the student's schedule for the selected term in a list format. The Matrix View displays the student's schedule for the selected term in a graphical format.

### How to View a Student's Bell Schedule

1. On the start page, search for and select the student.
2. Choose Bell Schedule View from the student pages menu. The Bell Schedule View page displays the student's schedule for the current week.

<b>Bell Schedule View</b>					
Briggs, Jessica K 10 25021		AGHS			
	<b>Monday August 28, 2000</b>	<b>Tuesday August 29, 2000</b>	<b>Wednesday August 30, 2000</b>	<b>Thursday August 31, 2000</b>	<b>Friday September 1, 2000</b>
	English 9 Griggs, Kylee Diane 8:20 AM - 8:45 AM	English 9 Griggs, Kylee Diane 8:20 AM - 9:05 AM	English 9 Griggs, Kylee Diane 8:20 AM - 9:07 AM	English 9 Griggs, Kylee Diane 8:20 AM - 9:07 AM	English 9 Griggs, Kylee Diane 8:20 AM - 9:07 AM
9:00 AM	Software Applications 1 Forest, Brittany 8:50 AM - 9:15 AM	Software Applications 1 Forest, Brittany 9:10 AM - 9:55 AM	Software Applications 1 Forest, Brittany 9:12 AM - 9:59 AM	Software Applications 1 Forest, Brittany 9:12 AM - 9:59 AM	Software Applications 1 Forest, Brittany 9:12 AM - 9:59 AM
	Chorus Spainhower, Meagan 9:20 AM - 9:45 AM	Chorus Spainhower, Meagan 10:00 AM - 10:40 AM	Chorus Spainhower, Meagan 10:14 AM - 11:01 AM	Chorus Spainhower, Meagan 10:14 AM - 11:01 AM	Chorus Spainhower, Meagan 10:14 AM - 11:01 AM
10:00 AM	General Science 1 Callister, Lisa 9:50 AM - 10:20 AM	General Science 1 Callister, Lisa 10:45 AM - 11:25 AM	General Science 1 Callister, Lisa 11:06 AM - 11:53 AM	General Science 1 Callister, Lisa 11:06 AM - 11:53 AM	General Science 1 Callister, Lisa 11:06 AM - 11:53 AM
	Algebra A Flinders, Shea Lyn 10:25 AM - 10:55 AM	Algebra A Flinders, Shea Lyn 11:30 AM - 12:10 PM			
11:00 AM	Word Processing Forest, Brittany 11:00 AM - 11:30 AM				
	Swimming Hansen, Jameson 11:35 AM - 12:05 PM				
12:00 PM					

### How to View a Student's Schedule (List View)

1. On the start page, search for and select the student.
2. Choose List View from the student pages menu. The Schedule List View page displays the student's schedule for the currently selected term.

**Schedule List View**  
 Briggs, Jessica K 10 25021 AGHS

Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave
01(A)	S1	2001-03	English 9	Griggs, Kylee Diane	C310	8/28/2000	1/16/2001
01(A)	S2	2001-06	English 9	Griggs, Kylee Diane	C310	1/16/2001	5/26/2001
02(A)	S1	7550-1	Software Applications 1	Forest, Brittany	D404	8/28/2000	1/16/2001
02(A)	S2	1571-02	General Science 2	Callister, Lisa	D404	1/16/2001	5/26/2001
03(A)	S1	8571-01	Chorus	Spainhower, Meagan	B202	8/28/2000	1/16/2001
03(A)	S2	8571-02	Chorus	Spainhower, Meagan	B202	1/16/2001	5/26/2001
04(A)	S1	1501-04	General Science 1	Callister, Lisa	D404	8/28/2000	1/16/2001
04(A)	S2	4131-4	Fitness for Life	Unknown teacher id: 443	C305	1/16/2001	5/26/2001
05(A)	S1	1036-1	Algebra A	Flinders, Shea Lyn		8/28/2000	1/16/2001
05(A)	S2	1036-3	Algebra A	Flinders, Shea Lyn		1/16/2001	5/26/2001
06(A)	S1	7001-06	Word Processing	Forest, Brittany	D409	8/28/2000	1/16/2001
06(A)	S2	7555-1	Software Applications 2	Forest, Brittany	D409	1/16/2001	5/26/2001
07(A)	S1	4121-2	Swimming	Hansen, Jameson	A106A	8/28/2000	1/16/2001
07(A)	S2	4001-04	Health	Unknown teacher id: 443	C305	1/16/2001	5/26/2001

[00-01 Year](#)  
[Entire Year Schedule](#)

The following information appears for each line item: schedule expression, term, course number, section number, course name, teacher, room number, enrollment date, and exit date.

- To change terms, click the term link. The Change Term page appears. Use this page to select a different term in which to view the student's schedule.
- To view the student's schedule by each term within the selected term, click the Entire Year Schedule link. The Entire Year Schedule page displays the student's schedule for the entire year by terms, such as quarter and semester.

<b>Entire Year Schedule</b>							
Briggs, Jessica K		10	25021	AGHS			
00-01 Quarter 1							
Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave
01(A)	S1	2001-03	English 9	Griggs, Kylee Diane	C310	8/28/2000	1/16/2001
02(A)	S1	7550-1	Software Applications 1	Forest, Brittany	D404	8/28/2000	1/16/2001
03(A)	S1	8571-01	Chorus	Spainhower, Meagan	B202	8/28/2000	1/16/2001
04(A)	S1	1501-04	General Science 1	Callister, Lisa	D404	8/28/2000	1/16/2001
05(A)	S1	1036-1	Algebra A	Flinders, Shea Lyn		8/28/2000	1/16/2001
06(A)	S1	7001-06	Word Processing	Forest, Brittany	D409	8/28/2000	1/16/2001
07(A)	S1	4121-2	Swimming	Hansen, Jameson	A106A	8/28/2000	1/16/2001
00-01 Quarter 2							
Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave
01(A)	S1	2001-03	English 9	Griggs, Kylee Diane	C310	8/28/2000	1/16/2001
02(A)	S1	7550-1	Software Applications 1	Forest, Brittany	D404	8/28/2000	1/16/2001
03(A)	S1	8571-01	Chorus	Spainhower, Meagan	B202	8/28/2000	1/16/2001
04(A)	S1	1501-04	General Science 1	Callister, Lisa	D404	8/28/2000	1/16/2001
05(A)	S1	1036-1	Algebra A	Flinders, Shea Lyn		8/28/2000	1/16/2001
06(A)	S1	7001-06	Word Processing	Forest, Brittany	D409	8/28/2000	1/16/2001
07(A)	S1	4121-2	Swimming	Hansen, Jameson	A106A	8/28/2000	1/16/2001

## How to Display a Student's Schedule (Matrix View)

The schedule matrix graphically represents a student's schedule for all days, periods, and terms in the selected year for the current school.

1. On the start page, search for and select the student.
2. Choose Matrix View from the student pages menu. The Schedule Matrix View page appears.

**Schedule Matrix View**  
 Briggs, Jessica K 10 25021 AGHS

Enrollments for current school only.

Day	Terms	01	02	03	04	05	06	07	
A	00-01	Q1 S1	English 9 2001.03 Griggs, Kylee Diane Room: C310 01(A) S1	Software Applications 1 7550.1 Forest, Brittany Room: D404 02(A) S1	Chorus 8571.01 Spainhower, Meagan Room: B202 03(A) S1	General Science 1 1501.04 Callister, Lisa Room: D404 04(A) S1	Algebra A 1036.1 Flinders, Shea Lyn Room: 05(A) S1	Word Processing 7001.06 Forest, Brittany Room: D409 06(A) S1	Swimming 4121.2 Hansen, Jameson Room: A106A 07(A) S1
		Q2							
	01-02	Q3 S2	English 9 2001.06 Griggs, Kylee Diane Room: C310 01(A) S2	General Science 2 1571.02 Callister, Lisa Room: D404 02(A) S2	Chorus 8571.02 Spainhower, Meagan Room: B202 03(A) S2	Fitness for Life 4131.4 Invalid faculty ID: 443 Room: C305 04(A) S2	Algebra A 1036.3 Flinders, Shea Lyn Room: 05(A) S2	Software Applications 2 7555.1 Forest, Brittany Room: D409 06(A) S2	Health 4001.04 Invalid faculty ID: 443 Room: C305 07(A) S2
		Q4							

The schedule matrix view displays the student's schedule for each period and day in each term. Identical colors on the schedule indicate the same period. A blank block means that nothing is scheduled for that block in that term. Each block can include the following information, depending on the matrix display preferences: course name, course number, section number, teacher name, room number, expression, which is the combination of period(s) and day(s), and year term.

For more information on the student schedule matrix preferences, see the section "[Miscellaneous System Administration](#)."

## Course Requests and Schedule

In PowerSchool, you create and maintain a primary class schedule for each student in your school. Throughout the year, you might need to make schedule changes for existing students, or create new schedules for students who enroll at your school during the year. There are two ways to maintain student schedules: manual scheduling and auto-scheduling. Manual scheduling is section-specific and allows you to pick specific sections in which to enroll the student, overriding the system-defined schedule if one exists. Auto scheduling is course-specific. You enter a student's request for specific course(s). The system then automatically schedules the student for the sections that best fits his or her schedule.

**Note:** Maintaining student schedules can be done in conjunction with Scheduler or independently.

### How to Access the Modify Schedule – Enrollments Page

Use this page to modify the student's schedule. Note the page is divided into two functional areas: Enrollments and Requests. By default, the Enrollments tab is selected. The Modify Schedule – Enrollments page displays the student's section enrollments for the current year and school, as well as current course requests.

1. On the start page, search for and select the student.



- Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.

Enrollments | Requests

[View Entire Year Schedule](#)
[Edit Auto Schedule Parameters](#)

Effective Enrollment Date

Search Available Classes Quick Enroll

Course Number 
 Period 


 Course.Section

Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
	2(A-B) 4(A)	S1	1521-2	Chemistry 1	Allredge, Jessica	24	8/28/2003	12/24/2003	<input type="button" value="Drop"/>
	5(A-B)	S1	1041-1	Algebra 2 w/ Geometry	Allphin, Timothy	15	8/28/2003	12/24/2003	<input type="button" value="Drop"/>

Number	Course Name	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
1031	Algebra 1		<input type="checkbox"/>	0		
1037	Algebra B		<input checked="" type="checkbox"/>	1		
1041	Algebra 2 w/Geometry		<input checked="" type="checkbox"/>	2		
1591	Chemistry 2		<input type="checkbox"/>	0		1591

The following information is either captured as part of the PowerScheduler commit process or can be manually defined:

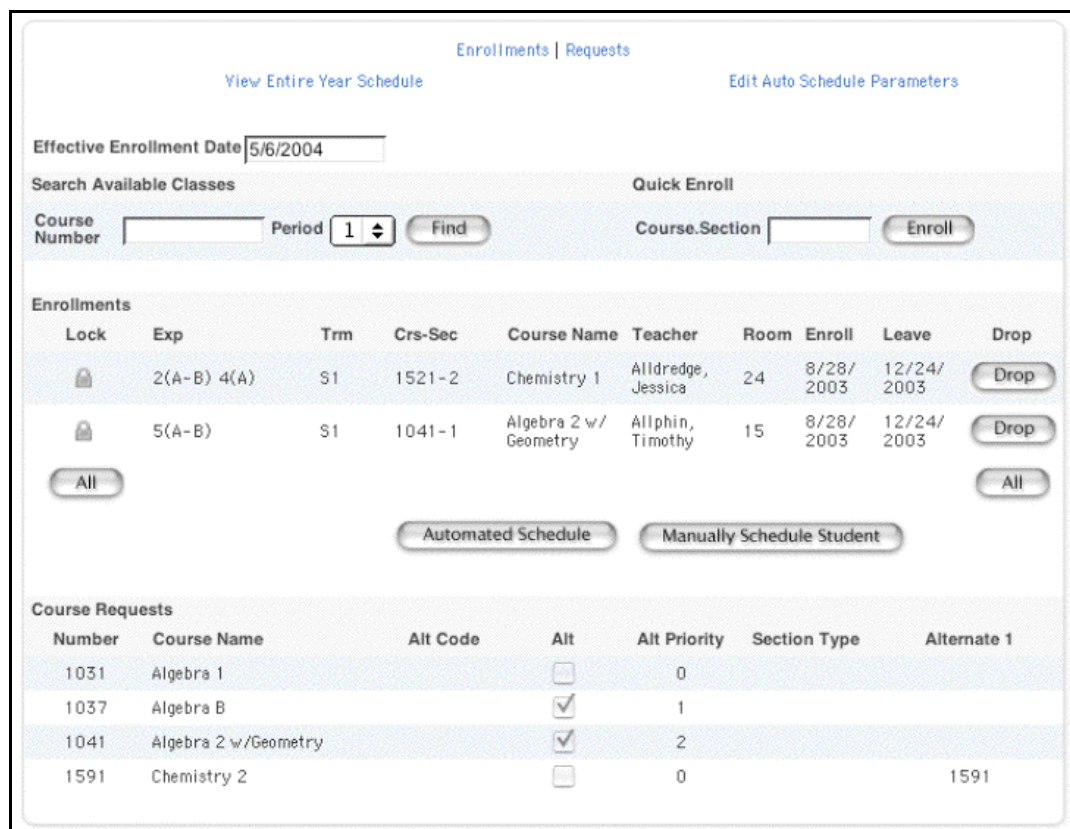
Field	Description
Enrollments	By default, the Enrollments tab is selected, which displays the student's section enrollments for the current year and school, as well as current course requests.
Requests	The second tab on the Modify Schedule page is Requests. The Modify Schedule – Requests page supports editing and entering course requests for the student. It is these requests that the scheduling engine uses to determine the students schedule.
View Entire Year Schedule	Click to view the student's schedule by each term within the selected term.
Edit Auto Schedule Parameters	Click to access the Automated Scheduling Setup page to modify default parameter settings for this scheduling session.

Field	Description
Effective Enrollment Date	When creating a new section enrollment, use this field to enter the date that any enrollment becomes effective. The field defaults to tomorrow's date.
Search Available Classes	Use to enroll the student into a course: <ul style="list-style-type: none"> <li>• Course Number: Use to search for available sections.</li> <li>• Period: Use as filter to search for available sections.</li> <li>• Find: Click to search for available classes.</li> </ul>
Quick Enroll	Use to enroll the student into a section: <ul style="list-style-type: none"> <li>• Course.Section: Use to search for a section and enroll the student immediately into the section.</li> <li>• Enroll: Click to initiate search/enroll.</li> </ul>
Enrollments	Use to view, lock, or drop the student's section enrollments. The following information appears for each line item: schedule expression, term, course number, section number, course name, teacher, room number, enrollment date, and exit date. <ul style="list-style-type: none"> <li>• Lock: Select this checkbox next to each section enrollment that should not be changed by the scheduling engine, if any. For instance, if the user wants the student to remain in Algebra for period 1, MWF then they would select the Lock checkbox for that section enrollment. Note: If the Effective Enrollment Date is set to a date that is after the Leave date for an enrollment, then that enrollment is locked and cannot be adjusted. If the course is in the future or in progress, then you can lock/unlock as needed.</li> <li>• Lock All: Click to lock all section enrollments.</li> <li>• Drop: Delete enrollments individually and immediately by clicking the appropriate button next to the section enrollment you want to delete. The Drop Section Enrollments page appears. Verify the information you want to delete. Enter an Exit Date and click Drop Classes.</li> <li>• Drop All: Click to immediately drop all the current section enrollments for the student. The Drop Section Enrollments page appears. Verify the information you want to delete. Enter an Exit Date and click Drop Classes.</li> </ul>
Automated Schedule	Use to initiate the automated scheduling process that uses the scheduling engine to produce the student's schedule.

Field	Description
Manually Schedule Student	Use to manually schedule the student into available courses by period.
Course Requests	Use to view the student's current course requests.

## How to Change Terms

1. On the start page, search for and select the student.
2. Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.



Enrollments | Requests

[View Entire Year Schedule](#)
[Edit Auto Schedule Parameters](#)

Effective Enrollment Date:

Search Available Classes Quick Enroll

Course Number:  Period:   Course.Section:

Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
<input type="checkbox"/>	2(A-B) 4(A)	S1	1521-2	Chemistry 1	Allredge, Jessica	24	8/28/2003	12/24/2003	<input type="button" value="Drop"/>
<input type="checkbox"/>	5(A-B)	S1	1041-1	Algebra 2 w/ Geometry	Allphin, Timothy	15	8/28/2003	12/24/2003	<input type="button" value="Drop"/>

Number	Course Name	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
1031	Algebra 1		<input type="checkbox"/>	0		
1037	Algebra B		<input checked="" type="checkbox"/>	1		
1041	Algebra 2 w/Geometry		<input checked="" type="checkbox"/>	2		
1591	Chemistry 2		<input type="checkbox"/>	0		1591

3. Click the term link. The Change Term page appears.
4. Use this page to select a different term in which to view the student's schedule.

## How to View Entire Year Schedule

Use the Entire Year Schedule link to view the student's schedule by each term within the selected term.

1. On the start page, search for and select the student.
2. Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.



[Enrollments](#) | [Requests](#)

[View Entire Year Schedule](#)
[Edit Auto Schedule Parameters](#)

Effective Enrollment Date

**Search Available Classes**

Course Number  Period

**Quick Enroll**

Course.Section

Enrollments										
Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop	
	2(A-B) 4(A)	S1	1521-2	Chemistry 1	Allredge, Jessica	24	8/28/2003	12/24/2003	<input type="button" value="Drop"/>	
	5(A-B)	S1	1041-1	Algebra 2 w/ Geometry	Allphin, Timothy	15	8/28/2003	12/24/2003	<input type="button" value="Drop"/>	
<input type="button" value="All"/> <span style="margin-left: 200px;"><input type="button" value="Automated Schedule"/></span> <span style="margin-left: 50px;"><input type="button" value="Manually Schedule Student"/></span> <span style="float: right;"><input type="button" value="All"/></span>										

Course Requests						
Number	Course Name	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
1031	Algebra 1		<input type="checkbox"/>	0		
1037	Algebra B		<input checked="" type="checkbox"/>	1		
1041	Algebra 2 w/Geometry		<input checked="" type="checkbox"/>	2		
1591	Chemistry 2		<input type="checkbox"/>	0		1591

- Click the Entire Year Schedule link. The Entire Year Schedule page displays the student's schedule for the entire year by terms, such as quarter and semester.

<b>Entire Year Schedule</b>							
Briggs, Jessica K 10 25021 AGHS							
00-01 Quarter 1							
Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave
01(A)	S1	2001-03	English 9	Griggs, Kylee Diane	C310	8/28/2000	1/16/2001
02(A)	S1	7550-1	Software Applications 1	Forest, Brittany	D404	8/28/2000	1/16/2001
03(A)	S1	8571-01	Chorus	Spainhower, Meagan	B202	8/28/2000	1/16/2001
04(A)	S1	1501-04	General Science 1	Callister, Lisa	D404	8/28/2000	1/16/2001
05(A)	S1	1036-1	Algebra A	Flinders, Shea Lyn		8/28/2000	1/16/2001
06(A)	S1	7001-06	Word Processing	Forest, Brittany	D409	8/28/2000	1/16/2001
07(A)	S1	4121-2	Swimming	Hansen, Jameson	A106A	8/28/2000	1/16/2001
00-01 Quarter 2							
Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave
01(A)	S1	2001-03	English 9	Griggs, Kylee Diane	C310	8/28/2000	1/16/2001
02(A)	S1	7550-1	Software Applications 1	Forest, Brittany	D404	8/28/2000	1/16/2001
03(A)	S1	8571-01	Chorus	Spainhower, Meagan	B202	8/28/2000	1/16/2001
04(A)	S1	1501-04	General Science 1	Callister, Lisa	D404	8/28/2000	1/16/2001
05(A)	S1	1036-1	Algebra A	Flinders, Shea Lyn		8/28/2000	1/16/2001
06(A)	S1	7001-06	Word Processing	Forest, Brittany	D409	8/28/2000	1/16/2001
07(A)	S1	4121-2	Swimming	Hansen, Jameson	A106A	8/28/2000	1/16/2001

## How to Edit Auto Schedule Parameters

Use Edit Auto Schedule Parameters to modify default parameter settings for this scheduling session. The defaults for these values are defined via Start Page > School Setup > Scheduling Preferences. It is often useful to be able to override the default values just for the current scheduling attempt.

1. On the start page, search for and select the student.
2. Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.

[Enrollments](#) | [Requests](#)

[View Entire Year Schedule](#)
[Edit Auto Schedule Parameters](#)

Effective Enrollment Date

Search Available Classes

Course Number  Period

Quick Enroll

Course.Section

Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
<input type="checkbox"/>	2(A-B) 4(A)	S1	1521-2	Chemistry 1	Allredge, Jessica	24	8/28/2003	12/24/2003	<input type="button" value="Drop"/>
<input type="checkbox"/>	5(A-B)	S1	1041-1	Algebra 2 w/ Geometry	Allphin, Timothy	15	8/28/2003	12/24/2003	<input type="button" value="Drop"/>

Number	Course Name	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
1031	Algebra 1		<input type="checkbox"/>	0		
1037	Algebra B		<input checked="" type="checkbox"/>	1		
1041	Algebra 2 w/Geometry		<input checked="" type="checkbox"/>	2		
1591	Chemistry 2		<input type="checkbox"/>	0		1591

3. Click the Edit Auto Schedule Parameters. The Edit Auto Schedule Parameters page displays.

Automated Walk-in Scheduling	Value
Use Buildings	<input type="checkbox"/>
Use Houses	<input type="checkbox"/>
Close Sections at Max Enrollment	<input type="checkbox"/>
Use Global Course Alternate Substitution	<input type="checkbox"/>
Use Student Request Alternate Substitution	<input type="checkbox"/>
<b>Load Optimizations</b>	
Percent of schedule combinations to evaluate for each student	<input type="text" value="0"/>
Minimum number of schedule combinations to evaluate before skipping	<input type="text" value="0"/>

4. Use the following table to edit the information in the fields:

Field	Description
Use buildings	Select this checkbox if this scenario uses buildings.

Field	Description
Use houses	Select this checkbox if this scenario uses houses.
Close sections at maximum	Select this checkbox to ensure that courses close at their maximum enrollment numbers.
Use global course substitutes	Select this checkbox to ensure that the system automatically inserts any global course substitutes after student course substitutes have been tried and rejected.
Use student course substitutes	Select this checkbox to ensure that the system automatically inserts student course substitutes in the order chosen, if needed.
Percent of schedule combinations to evaluate for each student	The default value of this field is 10. Change this value only if you encounter problems with the amount of time the system is using to build the master schedule. For example, if you enter 25, the system evaluates one-quarter of the possible schedule combinations for each student. If you enter 75, the system evaluates three-quarters of the possible schedule combinations for each student.
Minimum number of schedule combinations to evaluate before skipping	The default value of this field is 10,000. Change this value only if you encounter problems with the amount of time the system is using to build the master schedule. Entering a high number forces the system to sample a minimum number of student schedule course possibilities.

5. Click Submit. The Changes Recorded page appears.

## How to Modify a Student's Schedule Using Automated Walk-In

Automated Walk-In Scheduling, you no longer are required to manually create schedules for students who have enrolled in school after the initial scheduling process has been completed. Instead, you can now leverage the existing scheduling engine, which determines the most optimal schedule for the student automatically.

In a typical scenario for a school during the first week of a new school year many students either do not have a schedule or need to revise their previously created schedule. These students are sent to a counselor who often has many other students waiting to work on their schedule. In this scenario it can be very frustrating for the counselor to have to manually find open sections in the master course schedule and try to create a schedule that works best for the student.

With Automated Walk-In Scheduling, the system automatically determines the most optimal schedule for the student while taking into account the many rules and constraints concerning the student and schedule, such as load constraints, course relationships, enrollment constraints, and section types. Additionally, you can select to schedule by team, house, or building. All this can be done, while locking existing section enrollments in order to preserve those records, yet scheduling additional requests. Counselors then choose to accept or reject the schedule returned by the engine before it is made permanent.

The following functional flow describes the basic course of events that you can perform to successfully create a new schedule for an individual student or modify an existing schedule for an individual student within PowerSchool.

1. On the start page, search for and select the student.
2. Choose Modify Schedule from the student pages menu. The Modify Schedule – Enrollments page appears.

Enrollments | Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Effective Enrollment Date

---

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

Course Number  Period   Course.Section

---

**Enrollments**

Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
<input type="checkbox"/>	2(A-B) 4(A)	S1	1521-2	Chemistry 1	Allidredge, Jessica	24	8/28/2003	12/24/2003	<input type="button" value="Drop"/>
<input type="checkbox"/>	5(A-B)	S1	1041-1	Algebra 2 w/ Geometry	Allphin, Timothy	15	8/28/2003	12/24/2003	<input type="button" value="Drop"/>

---

**Course Requests**

Number	Course Name	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
1031	Algebra 1		<input type="checkbox"/>	0		
1037	Algebra B		<input checked="" type="checkbox"/>	1		
1041	Algebra 2 w/Geometry		<input checked="" type="checkbox"/>	2		
1591	Chemistry 2		<input type="checkbox"/>	0		1591

3. Enter the date the enrollment becomes effective. The default is set to today's date.
4. Click Requests. The Modify Schedule – Requests page appears.
5. Before continuing, you can:
  - Select the Lock checkbox next to each section enrollment that should not be changed by the scheduling engine, if any. For instance, if the user wants the student to remain in Algebra for period 1, MWF then they would select the Lock checkbox for that enrollment.
  - Click Del next to the section enrollment you want to delete.
  - Click All Del to delete all existing section enrollments.
6. Click New Request. The Edit Course Request [student name] page appears.
7. Click Associate to select the name of the course. The Associate Course page appears.
8. Press and hold Command (Mac) or Control (Windows) to make multiple selections.

9. Click Submit. The Modify Schedule – Requests page appears, which now reflects the new requests.
10. Modify the requests by identifying which ones are alternate requests and assigning priorities or associating one alternate course for the primary request(s).
11. Click Submit. The Modify Schedule – Requests page refreshes.
12. Click Enrollments. The Modify Schedule – Enrollments page appears.
13. Click Automated Schedule. The information is exported to the scheduling engine. The scheduling engine determines and creates the most optimal schedule for the student based on the student's course requests, load constraints, course relationships and applicable scheduling parameters. The results are then imported from the scheduling engine. Once the engine determines a schedule for the student, the Automated Schedule Results page appears. The page displays any error messages, enrollments, and course requests. At this point the results have not become the permanent schedule for the student. The results can only be accepted or rejected in whole.  
**Note:** You can always modify the schedule by dropping and adding enrollments via the Modify Schedule page.
14. Do one of the following:
  - If the results are unacceptable, click Discard to clear the results. The Modify Schedule – Enrollments page appears displaying the original schedule.
  - If the results are acceptable, click Accept. The Modify Schedule – Enrollments page appears displaying the new schedule.

## How to Manually Modify a Student's Schedule

The schedule list view displays the student's schedule for the currently selected term. Use this page to manually schedule students after viewing available courses by period.

Additionally, you can add or drop sections from a student's schedule using the Enroll and Drop pop-up menus. For more information on these topics, see the sections "[Add Sections](#)" and "[Drop Sections](#)."

1. On the start page, search for and select the student.
2. Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.



[Enrollments](#) | [Requests](#)

[View Entire Year Schedule](#)
[Edit Auto Schedule Parameters](#)

Effective Enrollment Date

**Search Available Classes**

Course Number  Period

**Quick Enroll**

Course.Section

Enrollments										
Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop	
	2(A-B) 4(A)	S1	1521-2	Chemistry 1	Allredge, Jessica	24	8/28/2003	12/24/2003	<input type="button" value="Drop"/>	
	5(A-B)	S1	1041-1	Algebra 2 w/ Geometry	Allphin, Timothy	15	8/28/2003	12/24/2003	<input type="button" value="Drop"/>	
<input type="button" value="All"/> <span style="margin-left: 200px;"><input type="button" value="All"/></span>										
<input type="button" value="Automated Schedule"/> <span style="margin-left: 50px;"><input type="button" value="Manually Schedule Student"/></span>										

Course Requests						
Number	Course Name	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
1031	Algebra 1		<input type="checkbox"/>	0		
1037	Algebra B		<input checked="" type="checkbox"/>	1		
1041	Algebra 2 w/Geometry		<input checked="" type="checkbox"/>	2		
1591	Chemistry 2		<input type="checkbox"/>	0		1591

- Click Manually Schedule Student. The Manually Schedule Student page appears.

### Manually Schedule Student

Briggs, Jessica K 10 25021 AGHS

Enroll date:

Number	Course Name	Term	Day	Period							
				01	02	03	04	05	06	07	
1036	Algebra A	S1	À						<input checked="" type="checkbox"/>		
		S2	À						<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1501	General Science 1	S1	À	<input type="checkbox"/>	1*	1*	1*	<input checked="" type="checkbox"/>			
		S2	À		<input checked="" type="checkbox"/>						
1571	General Science 2	S1	À	<input type="checkbox"/>	1*		1*				
		S2	À		<input checked="" type="checkbox"/>						
2001	English 9	S1	À	<input checked="" type="checkbox"/>						1*	
		S2	À	<input checked="" type="checkbox"/>						1*	
4001	Health	S1	À						1*		1*
		S2	À		1				1		<input checked="" type="checkbox"/>
4121	Swimming	S1	À								<input checked="" type="checkbox"/>
4131	Fitness for Life	S1	À				2				
		S2	À				2	<input checked="" type="checkbox"/>			
7001	Word Processing	S1	À	1		1			1*	1*	
		S2	À								1*
7550	Software Applications 1	S1	À		<input checked="" type="checkbox"/>			1			
		S2	À		1			1			
7555	Software Applications 2	S1	À	1			1*		1*	1*	
		S2	À								<input checked="" type="checkbox"/>
8571	Chorus	S1	À			1	<input checked="" type="checkbox"/>				
		S2	À			1	<input checked="" type="checkbox"/>				

\* This section is full

This section is full

This section is available

This section is scheduled

Enter a password for maximum enrollments override

4. Enter the "Enroll date" to indicate when the student enrolled in the selected course(s).
5. Select the checkboxes next to the course, term, and expression in which you want to enroll the student. Deselect the checkboxes next to the course, term, and expression from which you want to drop the student.

**Note:** The student's currently scheduled classes appear in gray, available classes in green, and full classes in red. If an expression is gray and has a selected checkbox, the student is in the class. An asterisk (\*) notation means that the class is full, regardless of color. If enrolling the student in a full class, enter the password to override the maximum enrollment in the field at the bottom of the page.

6. Click Submit.



**Note:** To refresh the page to display the last saved selections, click Reset.

7. On the Manually Schedule Student page, click Continue to return to the student's Schedule List page.

## How to Access the Modify Schedule – Requests Page

The Modify Schedule – Requests page supports editing and entering course requests for the student. Requests are what the engine uses to determine the student's schedule. The student will not be scheduled for any course that is not requested. The exception to this are locked enrollments, which will be kept even if a request does not exist for the course.

Although requests may still be entered through the Requests Modify Current and Requests Modify Future pages, this page offers more flexibility and features. Existing requests entered by any other method appears on this page.

1. On the start page, search for and select the student.
2. Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.

[Enrollments | Requests](#)

[View Entire Year Schedule](#)
[Edit Auto Schedule Parameters](#)

Effective Enrollment Date

**Search Available Classes**

Course Number  Period

**Quick Enroll**

Course.Section

**Enrollments**

Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
	2(A-B) 4(A)	S1	1521-2	Chemistry 1	Allredge, Jessica	24	8/28/2003	12/24/2003	<input type="button" value="Drop"/>
	5(A-B)	S1	1041-1	Algebra 2 w/ Geometry	Allphin, Timothy	15	8/28/2003	12/24/2003	<input type="button" value="Drop"/>

**Course Requests**

Number	Course Name	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
1031	Algebra 1		<input type="checkbox"/>	0		
1037	Algebra B		<input checked="" type="checkbox"/>	1		
1041	Algebra 2 w/Geometry		<input checked="" type="checkbox"/>	2		
1591	Chemistry 2		<input type="checkbox"/>	0		1591

3. Click Requests. The Modify Schedule – Requests page appears.

Enrollments | Requests

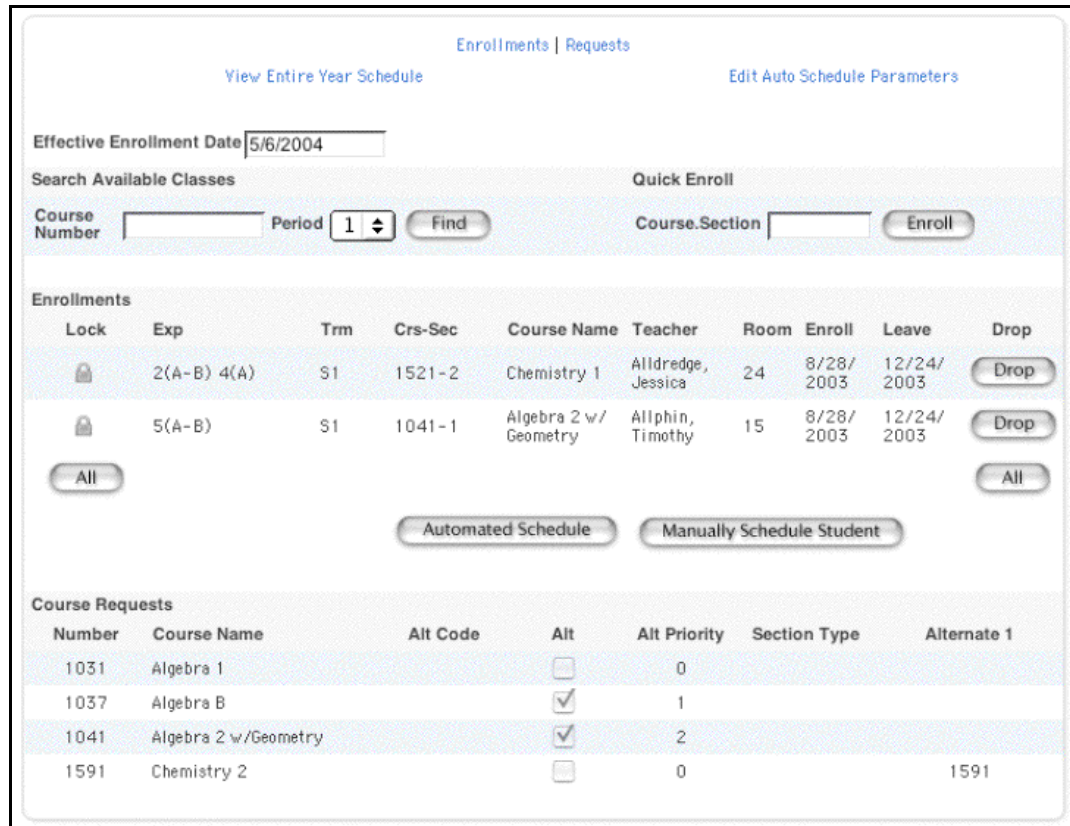
Number	Course Name	Alt	Priority	Section Type	Alternate 1	Delete
1031	Algebra 1	<input type="checkbox"/>	0	<input type="text" value=""/>	<input type="text" value=""/>	Associate YES
1037	Algebra B	<input checked="" type="checkbox"/>	1	<input type="text" value=""/>	<input type="text" value=""/>	Associate YES
1041	Algebra 2 w/Geometry	<input checked="" type="checkbox"/>	2	<input type="text" value=""/>	<input type="text" value=""/>	Associate YES
1591	Chemistry 2	<input type="checkbox"/>	0	<input type="text" value=""/>	<input type="text" value="1591"/>	Associate YES
						ALL

The following information is either captured as part of the PowerScheduler commit process or can be manually defined:

Field	Description
New	Click to create a new course request.
Number	The number of the requested course appears.
Course Name	The name of the requested course appears.
Alt	Select this checkbox to indicate whether this is an alternate course request.
Code	Enter any single letter as a way of relating alternate requests to a primary request. Alternate requests that are assigned this code will be used to substitute for any primary requests that are assigned the same code.
Alt Priority	If you selected the Alternate checkbox, enter a priority number so the system will know which alternate to load first when a student does not receive the elective.
Section Type	Choose the course's section type, if applicable, from the pop-up menu. For example, a student may request a bilingual section of a course.
Alternate 1	Click Associate to select the name of the first alternate for this course.
Delete	To delete: <ul style="list-style-type: none"> <li>An existing course request, click YES under the Delete column next to the appropriate course request.</li> <li>All existing course requests, click ALL at the bottom of the Delete column.</li> </ul>

## How to Create a New Course Requests

1. On the start page, search for and select the student.
2. Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.



Enrollments | Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Effective Enrollment Date

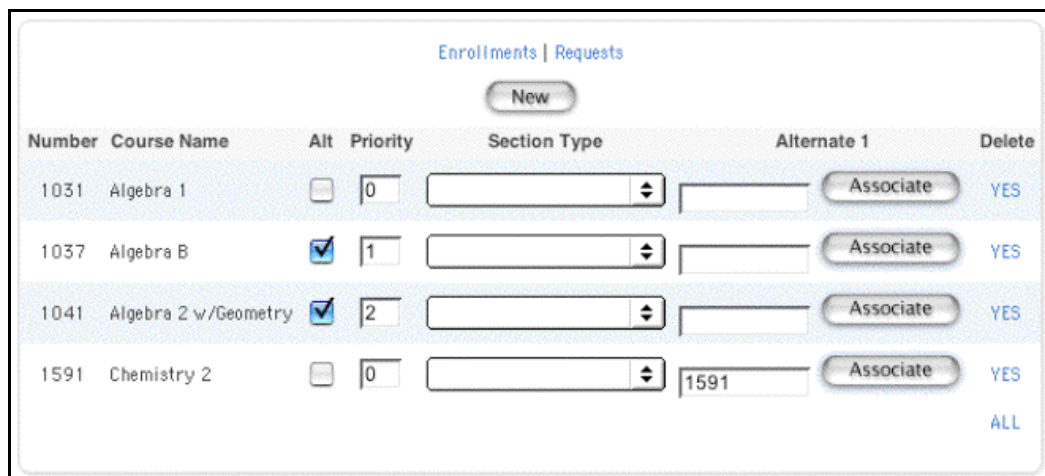
Search Available Classes Quick Enroll

Course Number  Period   Course.Section

Lock	Exp	Trm	CrS-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
<input type="checkbox"/>	2(A-B) 4(A)	S1	1521-2	Chemistry 1	Allredge, Jessica	24	8/28/2003	12/24/2003	<input type="button" value="Drop"/>
<input type="checkbox"/>	5(A-B)	S1	1041-1	Algebra 2 w/Geometry	Allphin, Timothy	15	8/28/2003	12/24/2003	<input type="button" value="Drop"/>

Number	Course Name	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
1031	Algebra 1		<input type="checkbox"/>	0		
1037	Algebra B		<input checked="" type="checkbox"/>	1		
1041	Algebra 2 w/Geometry		<input checked="" type="checkbox"/>	2		
1591	Chemistry 2		<input type="checkbox"/>	0		1591

3. Click Requests. The Modify Schedule – Requests page appears.



Enrollments | Requests

Number	Course Name	Alt	Priority	Section Type	Alternate 1	Delete
1031	Algebra 1	<input type="checkbox"/>	0	<input type="text"/>	<input type="text"/>	<input type="button" value="Associate"/> YES
1037	Algebra B	<input checked="" type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="button" value="Associate"/> YES
1041	Algebra 2 w/Geometry	<input checked="" type="checkbox"/>	2	<input type="text"/>	<input type="text"/>	<input type="button" value="Associate"/> YES
1591	Chemistry 2	<input type="checkbox"/>	0	<input type="text"/>	1591	<input type="button" value="Associate"/> YES

[ALL](#)

4. Click to create a new course request. The Edit Course Request [student name] page appears.
5. Click Associate to select the name of the course.

6. Press and hold Command (Mac) or Control (Windows) to make multiple selections.
7. Click Submit. The Modify Schedule – Requests page appears.

Enter the information as needed. For detailed information, see the table under “[How to Access the Modify Schedule – Requests Page.](#)”

8. Click Submit.

## How to Edit Course Request

1. On the start page, search for and select the student.
2. Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.

Enrollments | Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Effective Enrollment Date

Search Available Classes Quick Enroll

Course Number  Period   Course.Section

Enrollments									
Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
	2(A-B) 4(A)	S1	1521-2	Chemistry 1	Allredge, Jessica	24	8/28/2003	12/24/2003	<input type="button" value="Drop"/>
	5(A-B)	S1	1041-1	Algebra 2 w/ Geometry	Allphin, Timothy	15	8/28/2003	12/24/2003	<input type="button" value="Drop"/>
<input type="button" value="All"/>					<input type="button" value="All"/>				
<input type="button" value="Automated Schedule"/>					<input type="button" value="Manually Schedule Student"/>				

Course Requests						
Number	Course Name	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
1031	Algebra 1		<input type="checkbox"/>	0		
1037	Algebra B		<input checked="" type="checkbox"/>	1		
1041	Algebra 2 w/Geometry		<input checked="" type="checkbox"/>	2		
1591	Chemistry 2		<input type="checkbox"/>	0		1591

3. Click Requests. The Modify Schedule – Requests page appears.



Enrollments | Requests

[New](#)

Number	Course Name	Alt	Priority	Section Type	Alternate 1	Delete
1031	Algebra 1	<input type="checkbox"/>	0	<input type="text" value=""/>	<input type="text" value=""/>	<a href="#">Associate</a> YES
1037	Algebra B	<input checked="" type="checkbox"/>	1	<input type="text" value=""/>	<input type="text" value=""/>	<a href="#">Associate</a> YES
1041	Algebra 2 w/Geometry	<input checked="" type="checkbox"/>	2	<input type="text" value=""/>	<input type="text" value=""/>	<a href="#">Associate</a> YES
1591	Chemistry 2	<input type="checkbox"/>	0	<input type="text" value=""/>	<input type="text" value="1591"/>	<a href="#">Associate</a> YES
						<a href="#">ALL</a>

Update information as needed. For detailed information, see the table under [“How to Access the Modify Schedule – Requests Page.”](#)

4. Click Submit.

## How to Delete a Course Request

1. On the start page, search for and select the student.
2. Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.

Enrollments | Requests

[View Entire Year Schedule](#) [Edit Auto Schedule Parameters](#)

Effective Enrollment Date

Search Available Classes [Quick Enroll](#)

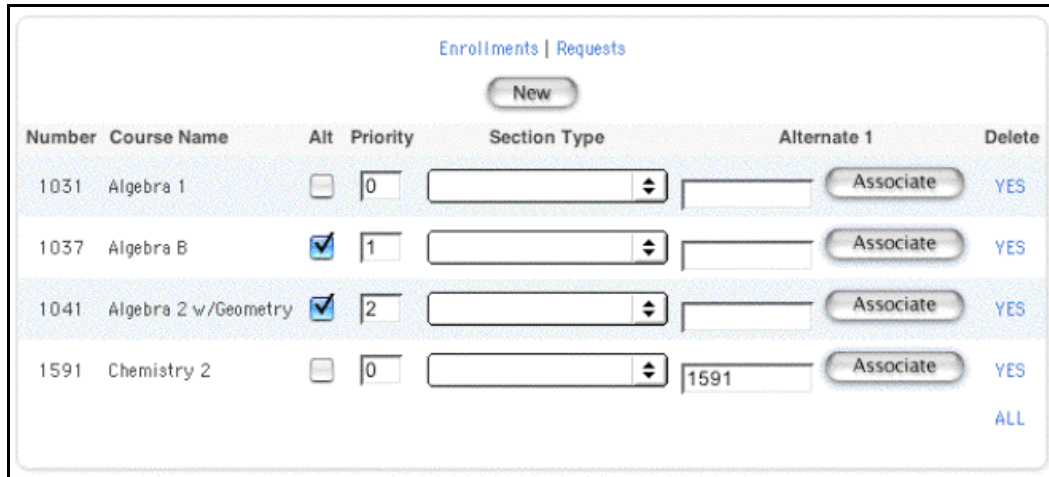
Course Number  Period  [Find](#) Course.Section  [Enroll](#)

Enrollments									
Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
	2(A-B) 4(A)	S1	1521-2	Chemistry 1	Allredge, Jessica	24	8/28/2003	12/24/2003	<a href="#">Drop</a>
	5(A-B)	S1	1041-1	Algebra 2 w/Geometry	Allphin, Timothy	15	8/28/2003	12/24/2003	<a href="#">Drop</a>
<a href="#">All</a>									<a href="#">All</a>

[Automated Schedule](#) [Manually Schedule Student](#)

Course Requests						
Number	Course Name	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
1031	Algebra 1		<input type="checkbox"/>	0		
1037	Algebra B		<input checked="" type="checkbox"/>	1		
1041	Algebra 2 w/Geometry		<input checked="" type="checkbox"/>	2		
1591	Chemistry 2		<input type="checkbox"/>	0		1591

- Click Requests. The Modify Schedule – Requests page appears.



Number	Course Name	Alt	Priority	Section Type	Alternate 1	Delete
1031	Algebra 1	<input type="checkbox"/>	0			Associate YES
1037	Algebra B	<input checked="" type="checkbox"/>	1			Associate YES
1041	Algebra 2 w/Geometry	<input checked="" type="checkbox"/>	2			Associate YES
1591	Chemistry 2	<input type="checkbox"/>	0		1591	Associate YES ALL

- To delete:
  - An existing course request, click YES under the Delete column next to the appropriate course request.
  - All existing course requests, click ALL at the bottom of the Delete column.
- Click Submit.

## Course Requests Modify

At some schools, administrative staff or guidance counselors enter student course requests directly in PowerSchool for their students. Perhaps all of the ninth graders at your school have made their requests on paper. All initial student course requests and those entering student course requests on behalf of students should enter the student course requests in PowerSchool, not in the scheduling area. Use the scheduling area to change or delete student course requests after the initial requests are made in PowerSchool.

**Note:** If you use need to edit a request after it has been submitted, do so in the scheduling area. For more information, see the section "[Student Course Requests](#)."

### Scheduling Year

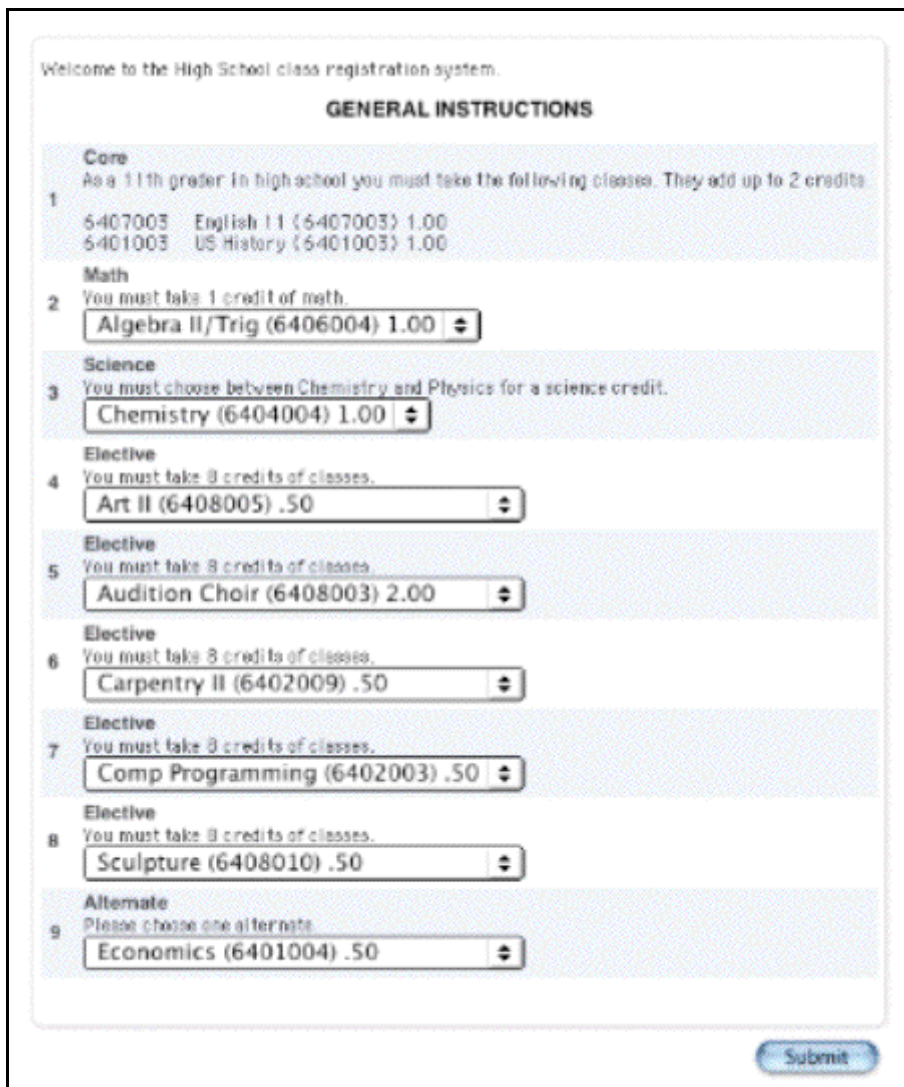
Because course requests can be made for the current year or for other scheduling years, you must set the schedule year for student requests made in PowerScheduler, in Parent Access, or on the Requests Modify Future page in PowerSchool.

For example, set the scheduling year to 2004-2005 if you want students to enter course requests on the student access pages for the 2004-2005 year. In this case, the request Screen Setup function in PowerScheduler will apply to the 2004-2005 school year. The student's requests made through the Requests Modify Current page in PowerSchool will apply to the 2003-2004 school year.

## How to Modify Current Course Requests

This feature lets students select the courses for the upcoming term within the current school year for which they want to register.

1. On the start page, search for and select the student.
2. Choose Requests Modify Current from the student pages menu. The Request Modify Current page appears.



Welcome to the High School class registration system.

**GENERAL INSTRUCTIONS**

**Core**  
As a 11th grader in high school you must take the following classes. They add up to 2 credits.

1  
6-407003 English 11 (6-407003) 1.00  
6-401003 US History (6-401003) 1.00

**Math**  
2 You must take 1 credit of math.  
Algebra II/Trig (6406004) 1.00

**Science**  
3 You must choose between Chemistry and Physics for a science credit.  
Chemistry (6404004) 1.00

**Elective**  
4 You must take 8 credits of classes.  
Art II (6408005) .50

**Elective**  
5 You must take 8 credits of classes.  
Audition Choir (6408003) 2.00

**Elective**  
6 You must take 8 credits of classes.  
Carpentry II (6402009) .50

**Elective**  
7 You must take 8 credits of classes.  
Comp Programming (6402003) .50

**Elective**  
8 You must take 8 credits of classes.  
Sculpture (6408010) .50

**Alternate**  
9 Please choose one alternate.  
Economics (6401004) .50

Submit

3. Choose courses from the pop-up menu.

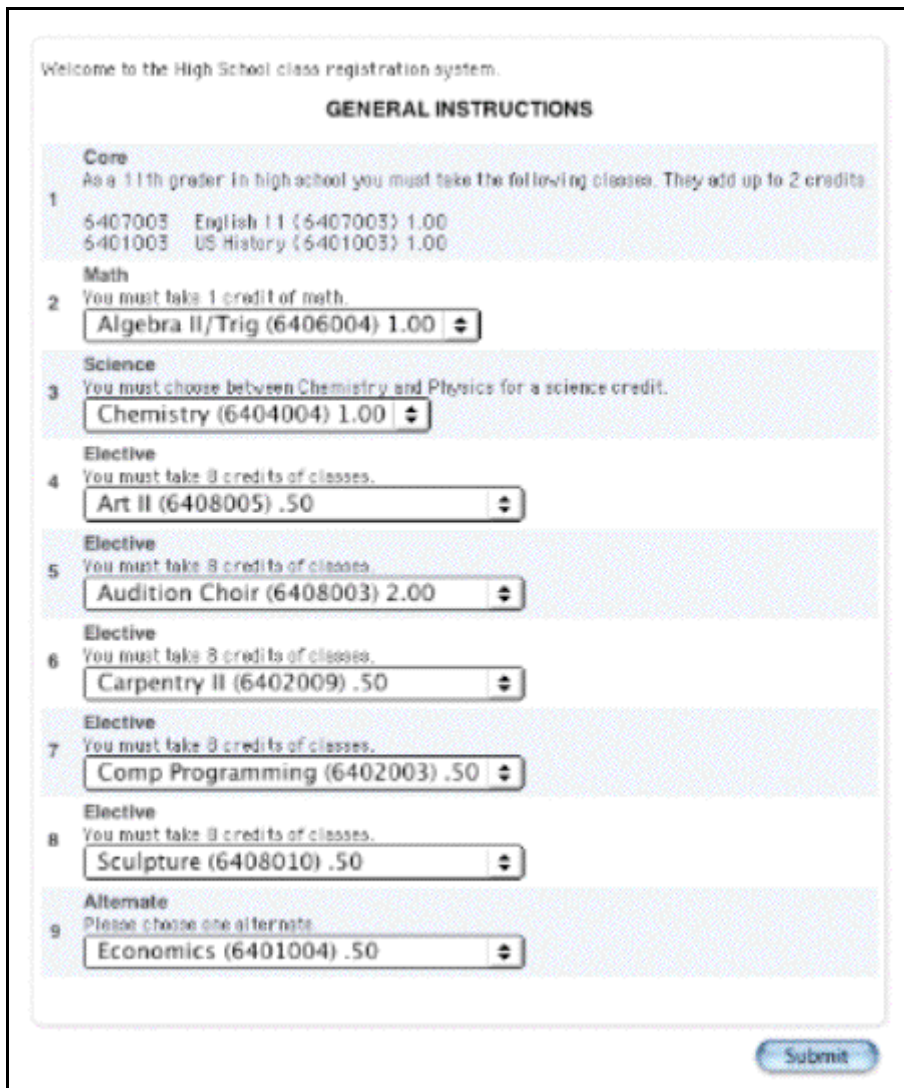
Click Submit. The Changes Recorded page appears. View the results of these choices on the Requests View page. For more information, see the section "[Course Requests View](#)."

## How to Modify Future Course Requests

This feature lets students select the courses for the next scheduling year for which they want to register.

**Note:** The scheduling year is defined in PowerScheduler.

1. On the start page, search for and select the student.
2. Choose Requests Modify Future from the student pages menu. The Request Modify future page appears.



Welcome to the High School class registration system.

**GENERAL INSTRUCTIONS**

**Core**  
As a 11th grader in high school you must take the following classes. They add up to 2 credits.

1  
6407003 English 11 (6407003) 1.00  
6401003 US History (6401003) 1.00

**Math**  
2 You must take 1 credit of math.  
Algebra II/Trig (6406004) 1.00

**Science**  
3 You must choose between Chemistry and Physics for a science credit.  
Chemistry (6404004) 1.00

**Elective**  
4 You must take 3 credits of classes.  
Art II (6408005) .50

**Elective**  
5 You must take 3 credits of classes.  
Audition Choir (6408003) 2.00

**Elective**  
6 You must take 3 credits of classes.  
Carpentry II (6402009) .50

**Elective**  
7 You must take 3 credits of classes.  
Comp Programming (6402003) .50

**Elective**  
8 You must take 3 credits of classes.  
Sculpture (6408010) .50

**Alternate**  
9 Please choose one alternate.  
Economics (6401004) .50

Submit

3. Choose courses from the pop-up menu.

Click Submit. The Changes Recorded page appears. View the results of these choices on the Requests View page. For more information, see the section "[Course Requests View](#)."



## Course Requests View

### How to View Current Course Requests

This page displays what courses a student has requested for the upcoming term within the current school year. This page displays all the requests that were entered for the student for the current year. Some of these requests may have been fulfilled while others may not have.

1. On the start page, search for and select the student.
2. Choose Requests View Current from the student pages menu. The Requests View Current page appears.

<b>Requests View Current</b>					
Briggs, Jessica K 10 25021 AGHS					
Crs Num	Course	Type	Term(s)	Cr Hrs	
1. 1041	Algebra 2 w/Geometry	Any		0.50	
2. 1591	Chemistry 2	Any		0.50	
3. 1037	Algebra B	Any		0.50	
4. 1031	Algebra 1	Any		0.50	
				<b>Total Credit Hours Requested</b>	<b>2.00</b>

3. Review the page. It is view-only for all users.

### How to View Future Course Requests

This page displays what courses a student has requested for the next scheduling year, which is defined in PowerScheduler.

1. On the start page, search for and select the student.
2. Choose Requests View Future from the student pages menu. The Requests View Future page appears.

<b>Requests View Future</b>					
Briggs, Jessica K 10 25021 AGHS					
Crs Num	Course	Type	Term(s)	Cr Hrs	
1. 1041	Algebra 2 w/Geometry	Any		0.50	
2. 1591	Chemistry 2	Any		0.50	
3. 1037	Algebra B	Any		0.50	
4. 1031	Algebra 1	Any		0.50	
				<b>Total Credit Hours Requested</b>	<b>2.00</b>

- Review the page. It is view-only for all users.

## Scheduling Setup

Use this page to view information related to scheduling for the currently selected student.

### How to View Student Schedule Preferences

- On the start page, search for and select a student.
- Choose Scheduling Setup from the student pages menu. The Edit Scheduling Preferences page appears.

**Scheduling Setup**  
Briggs, Jessica K 10 25021 AGHS

**Required Settings**

Next Year Grade

Priority

Schedule This Student

Year of Graduation

Next School Indicator

**Optional Settings**

Next Year Campus/Building

Next Year House

Next Year Team

- Use the following table to enter information in the fields:

Field	Description
Next Year Grade	Enter the grade level that the student will be in next year.
Priority	Enter a scheduling priority level for the student.
Schedule This Student	Select this checkbox if you want to schedule the student at this time.
Year of Graduation	Enter the year that the student should graduate.
Next School Indicator	Select the school that the student will enter next year.

Field	Description
Next Year Campus/Building	To select the campus or building that the student will go to next year, click Associate. Select a campus or building, and click Submit.
Next Year House	To select the house that the student will belong to next year, click Associate. Select a house, and click Submit.
Next year Team	Choose the team that the student will belong to next year from the pop-up menu.

4. Click Submit. The Changes Recorded page appears.

## Add Section Enrollments

Manual scheduling is section-specific and allows you to add one or more specific sections in which to enroll the student, overriding the system-defined schedule if one exists.

Use the Search Available Courses or Quick Enroll functions on the Modify Schedule – Enrollments page to enroll students in a course section.

### How to Add a Section Enrollment to a Student Schedule Using Quick Enroll

If you know the course number and the specific section of the course you want to enroll the student, you can use the Quick Enroll function to enroll the student immediately into the section.

1. On the start page, search for and select the student.
2. Choose Modify Schedule from the student pages menu. The Modify Schedule – Enrollments page appears.

[Enrollments](#) | [Requests](#)

[View Entire Year Schedule](#)
[Edit Auto Schedule Parameters](#)

Effective Enrollment Date

**Search Available Classes**

Course Number  Period

**Quick Enroll**

Course.Section

Enrollments									
Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
	2(A-B) 4(A)	S1	1521-2	Chemistry 1	Allredge, Jessica	24	8/28/2003	12/24/2003	<input type="button" value="Drop"/>
	5(A-B)	S1	1041-1	Algebra 2 w/ Geometry	Allphin, Timothy	15	8/28/2003	12/24/2003	<input type="button" value="Drop"/>
<input type="button" value="All"/>									

Course Requests						
Number	Course Name	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
1031	Algebra 1		<input type="checkbox"/>	0		
1037	Algebra B		<input checked="" type="checkbox"/>	1		
1041	Algebra 2 w/Geometry		<input checked="" type="checkbox"/>	2		
1591	Chemistry 2		<input type="checkbox"/>	0		1591

- Enter the course and section number in the Course.Section field.

**Quick Enroll**

Course.Section

- Click Enroll. The Modify Schedule – Enrollments page refreshes and displays the new enrollment.

## How to Add a Section to a Student Schedule Using Search Available Courses

To search for available courses per period, use the Search Available Course function. You can enter the number of the course in the Course Number field or leave it blank to search all courses. Then, choose the period from the Period pop-up menu to search for sections that are available at that time. Choose All to search for all available sections in all periods.

- On the start page, search for and select the student.
- Choose Modify Schedule from the student pages menu. The Modify Schedule – Enrollments page appears.

[Enrollments](#) | [Requests](#)

[View Entire Year Schedule](#)
[Edit Auto Schedule Parameters](#)

Effective Enrollment Date

**Search Available Classes**

Course Number  Period

**Quick Enroll**

Course.Section

Enrollments									
Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
	2(A-B) 4(A)	S1	1521-2	Chemistry 1	Allredge, Jessica	24	8/28/2003	12/24/2003	<input type="button" value="Drop"/>
	5(A-B)	S1	1041-1	Algebra 2 w/ Geometry	Allphin, Timothy	15	8/28/2003	12/24/2003	<input type="button" value="Drop"/>

Course Requests						
Number	Course Name	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
1031	Algebra 1		<input type="checkbox"/>	0		
1037	Algebra B		<input checked="" type="checkbox"/>	1		
1041	Algebra 2 w/Geometry		<input checked="" type="checkbox"/>	2		
1591	Chemistry 2		<input type="checkbox"/>	0		1591

- Choose the period in which you want to enroll the student from the Period pop-up menu. Choose All to search for all available sections in all periods.

**Search Available Classes**

Course Number  Period

**Enrollments**

Lock	Exp	Crs-Sec
	2(A-B) 4(A)	1521-2

- Click Find. The Available Courses page appears displaying a list of courses taught during that period.

Available Courses:								
Enrollments: 10 2022 1015								
Filter By:								
Period	1st	Term	All	Teacher	All			
Day	All	Grade	All	Credit Type	All			
Course	Show only classes with available seats <input type="checkbox"/>							
Term: 2022								
Crs.Sec	Course Name	Expression	Term	Teacher	Grade	Credit Type	Cr. Hrs.	Enrollment
DE002C.1	NIL	THW-04	22	Barger, Ryan	2	Math	1.00	0/0
DE042.1	Algebra 1A	THW-04	21	Davis, Dawn	2	Math	1.00	0/20
DE044C.1	Algebra 1	TH-SH1W-04	23-04	COBARR, LORI	2	Math	1.00	2/20
DE045C.2	Geometry	THW-04	23-04	KUJALA, DAWN	2	Math	1.00	0
DE045C.1	Geometry	THW-04	22	Davis, Dawn	2	Math	1.00	1/20
DE051C.3	General Science	TH-SH1W-04	21	Barber, Beth	2	Science	1.00	1

**Note:** For information on the filter options, see the section "[How to Filter Manual Schedule Options.](#)"

The page displays the following information:

Field	Description
Crs.Sec	The course and section number.
Course Name	The course name.
Expression	The period and day combination.
Term	The selected term.
Teacher	The teacher's name.
Grade	The grade level.
Credit Type	The credit type, such as Math.
Cr Hours	The number of credit hours earned by taking this course.
Enrollment	The number of students currently enrolled in this course during the selected period, followed by the maximum enrollment figure.

- Enter the effective enroll date at the top of the page using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
- Click a course name to add that course to the student's schedule during the selected period. The Scheduling page appears.

If your system is configured to notify you that the section enrollment is at or above capacity, the "Section is Full" page appears if the section is at or above capacity. You must enter a password to override the capacity.



**Section is Full**

Briggs, Jessica K 10 25021 AGHS

The section of Algebra 1 requested (1031-02) is already at its maximum capacity of 20.

To enroll the student in this section, you must enter the special override password. Otherwise, click the 'Back' button below and select a different section.

Password:

## How to Filter Manual Schedule Options

Filter the courses that appear on the Available Courses page when manually scheduling students. Filtering focuses your search for an available class according to a number of criteria, such as teacher, credits, and current class size.

1. On the start page, search for and select the student.
2. Choose Modify Schedule from the student pages menu. The Modify Schedule – Enrollments page appears.

Enrollments | Requests

[View Entire Year Schedule](#)
[Edit Auto Schedule Parameters](#)

Effective Enrollment Date

**Search Available Classes**

Course Number  Period

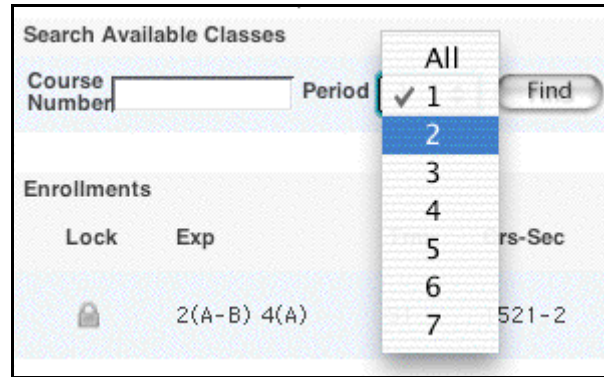
**Quick Enroll**

Course.Section

Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
🔒	2(A-B) 4(A)	S1	1521-2	Chemistry 1	Allredge, Jessica	24	8/28/2003	12/24/2003	<input type="button" value="Drop"/>
🔒	5(A-B)	S1	1041-1	Algebra 2 w/ Geometry	Allphin, Timothy	15	8/28/2003	12/24/2003	<input type="button" value="Drop"/>

Number	Course Name	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
1031	Algebra 1		<input type="checkbox"/>	0		
1037	Algebra B		<input checked="" type="checkbox"/>	1		
1041	Algebra 2 w/Geometry		<input checked="" type="checkbox"/>	2		
1591	Chemistry 2		<input type="checkbox"/>	0		1591

3. Choose the period in which you want to enroll the student from the Period pop-up menu. Choose All to search for all available sections in all periods.



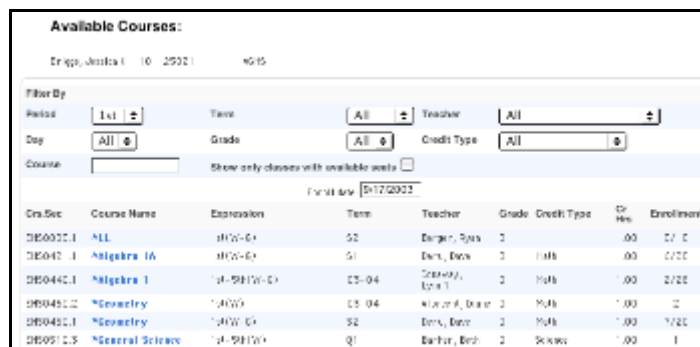
**Search Available Classes**

Course Number:  Period: **1**

**Enrollments**

Lock	Exp	rs-Sec
	2(A-B) 4(A)	521-2

- Click Find. The Available Courses page appears displaying a list of courses taught during that period.



**Available Courses:**

Enroll, Alaska 10 2002 4615

Filter By: Period:  Term:  Teacher:

Day:  Grade:  Credit Type:

Course:  Show only classes with available seats:

Enroll Adv: [B172002]

Cr. Sec.	Course Name	Expression	Term	Teacher	Grade	Credit Type	Cr. Hrs.	Enrollment
DE0022.1	ALL	ALL-EX	02	Darwin, Ryan	2	Math	00	0/0
DE042.1	Algebra 1A	ALL-EX	01	Darwin, Ryan	2	Math	00	0/0
DE044C.1	Algebra 1	ALL-EX	03-04	Darwin, Ryan	2	Math	00	2/20
DE043C.2	Geometry	ALL-EX	03-04	Kilmer, Brian	2	Math	00	0
DE043C.1	Geometry	ALL-EX	02	Darwin, Ryan	2	Math	00	1/20
DE051C.3	General Science	ALL-EX	01	Darwin, Ryan	2	Science	00	1

- Select one of the following to filter information on the Available Courses page.

Field	Description
Period	Choose the period from the pop-up menu.
Term	Choose the term from the pop-up menu.
Teacher	Choose the teacher from the pop-up menu.
Day	Choose the day from the pop-up menu.
Grade	Choose the grade level from the pop-up menu.
Credit Type	Choose the credit type from the pop-up menu, such as Math.
Course	To jump to a particular course, enter the course number and press Return (Mac) or Enter (Windows).
Show only classes with available seats	Select this checkbox to display only classes that have not reached the maximum enrollment.

- Repeat Step 4 to further filter the selections.



## Drop Section Enrollments

Manual scheduling is section-specific and allows you to drop one or more section enrollments from a student's schedule, overriding the system-defined schedule if one exists. Because dropping a section enrollment from a student's schedule has serious ramifications, use caution when performing this procedure.

### How to Drop a Section Enrollment From a Student Schedule

Drop section enrollments individually and immediately by clicking the appropriate Drop button next to the section enrollment you want to delete. To efficiently drop more than one section enrollment from a student's schedule, see the section "[How to Drop Section Enrollments From a Student Schedule](#)."

1. On the start page, search for and select the student.
2. Choose Modify Schedule from the student pages menu. The Modify Schedule – Enrollments page appears.

[Enrollments](#) | [Requests](#)

[View Entire Year Schedule](#)
[Edit Auto Schedule Parameters](#)

Effective Enrollment Date

**Search Available Classes**

Course Number  Period

**Quick Enroll**

Course.Section

Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
<input type="checkbox"/>	2(A-B) 4(A)	S1	1521-2	Chemistry 1	Allredge, Jessica	24	8/28/2003	12/24/2003	<input type="button" value="Drop"/>
<input type="checkbox"/>	5(A-B)	S1	1041-1	Algebra 2 w/ Geometry	Allphin, Timothy	15	8/28/2003	12/24/2003	<input type="button" value="Drop"/>

Number	Course Name	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
1031	Algebra 1		<input type="checkbox"/>	0		
1037	Algebra B		<input checked="" type="checkbox"/>	1		
1041	Algebra 2 w/Geometry		<input checked="" type="checkbox"/>	2		
1591	Chemistry 2		<input type="checkbox"/>	0		1591

3. Locate the section enrollment you want to delete.
4. Click Drop next to the section enrollment you want to delete. The Drop Class page appears.

**Drop Class**  
Briggs, Jessica K 10 25021 AGHS

<b>Student</b>	Briggs, Jessica K
<b>Period</b>	02
<b>Course</b>	Algebra 1
<b>Teacher</b>	Allphin, Timothy
<b>Exit Date</b>	<input type="text" value="9/20/2002"/>

Note about exit dates:  
The exit date is always the day AFTER the last day the student was in class.  
If the student's last day in class was 5/22, then the exit date is 5/23. This applies even if 5/22 was the last day of the term, and even if school is not in session on 5/23.

[Drop Class](#)

5. Verify the information you want to delete.
6. Use the following table to enter information in the fields:

Field	Description
Student	The selected student appears.
Period	The selected period appears.
Course	The selected course appears.
Teacher	The selected teacher appears.
Exit Date	Enter the effective exit date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. This is usually the day after the student's last day in class.

7. Click Drop Class if you are sure you want to drop the section enrollment. PowerSchool drops the student from the selected section, and the schedule displays without the deleted section enrollment.

**Schedule**  
Briggs, Jessica K 10 25021 AGHS

Per	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
<a href="#" style="border: 1px solid gray; padding: 2px 5px;">Drop classes</a>								
<input style="width: 50px; height: 20px;" type="text"/> <a href="#" style="border: 1px solid gray; padding: 2px 5px; margin: 0 5px;">Enroll</a> <a href="#" style="border: 1px solid gray; padding: 2px 5px; margin: 0 5px;">Drop</a>								
02-03 Quarter 1 <a href="#">Entire Year Schedule</a>								

## How to Drop All Sections From a Student Schedule

Use this procedure to drop all section enrollments from a student's schedule.

1. On the start page, search for and select the student.

- Choose Modify Schedule from the student pages menu. The Modify Schedule – Enrollments page appears.

Enrollments | Requests

[View Entire Year Schedule](#)
[Edit Auto Schedule Parameters](#)

Effective Enrollment Date

---

Search Available Classes Quick Enroll

Course Number 
 Period 


 Course.Section

---

**Enrollments**

Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
🔒	2(A-B) 4(A)	S1	1521-2	Chemistry 1	Allredge, Jessica	24	8/28/2003	12/24/2003	<input type="button" value="Drop"/>
🔒	5(A-B)	S1	1041-1	Algebra 2 w/ Geometry	Allphin, Timothy	15	8/28/2003	12/24/2003	<input type="button" value="Drop"/>

---

**Course Requests**

Number	Course Name	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
1031	Algebra 1		<input type="checkbox"/>	0		
1037	Algebra B		<input checked="" type="checkbox"/>	1		
1041	Algebra 2 w/Geometry		<input checked="" type="checkbox"/>	2		
1591	Chemistry 2		<input type="checkbox"/>	0		1591

- Click All in the Drop column. The Drop Classes page appears.

**Drop Classes**

Briggs, Jessica K 10 25021 AGHS

Per	Term	Crs-Sec	Course
02	S1	1031-02	Algebra 1.

Exit Date

Note about exit dates:  
The exit date is always the day AFTER the last day the student was in class. If the student's last day in class was 5/22, then the exit date is 5/23. This applies even if 5/22 was the last day of the term, and even if school is not in session on 5/23.

- Enter the first day the student is not in class in the Exit Date field using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
- Click Drop Classes. The Changes Recorded page appears.

## Work With Groups

Once you select a group of students using the methods described in the section "[Search and Select](#)," PowerSchool displays the Group Functions page if you choose "Select Students by Hand" from the Functions pop-up menu and click Functions. From here, you can manage the group's records in a variety of ways. To work with groups, use the options on the Group Functions page.

Group Functions	
Current student selection: 8	
Function	Description
<a href="#">Attendance Change</a>	Changes attendance records for one or many days for currently selected students.
<a href="#">Counselor's Screen</a>	Shows student pages for currently selected students.
<a href="#">Daily Attendance Change</a>	Changes daily attendance records for one or many days for currently selected students.
<a href="#">Enrollment Summary</a>	Reports grade and ethnicity breakdown for currently selected students.
<a href="#">Export Using Template</a>	Uses a template to exports data on currently selected students.
<a href="#">Fee Functions</a>	Performs fee functions.
<a href="#">ID/Password Assignment</a>	Assigns logon, lunch IDs and passwords for currently selected students.
<a href="#">List Students</a>	Prints a quick list of currently selected students.

## Group Attendance

Change the attendance records either for one date range, day, or period for a selected group of students. In addition, you can change the attendance records either retroactively or in advance.

For more information on attendance, see the section "[Attendance Overview](#)" in the Attendance User Guide.

### How to Change Group Attendance

1. On the start page, select the group of students.

**Note:** Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

2. Click Attendance Change. The Change Attendance page appears.

### Attendance Change

Option	Value
<b>Change attendance for</b>	The selected 58 students
<b>From this date</b>	<input type="text" value="9/24/2002"/>
<b>To This Date</b>	<input type="text" value="9/24/2002"/>
<b>Code To Set</b>	<input type="text" value="B (Bus was late)"/>
<b>For Which Periods</b>	<input checked="" type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> All periods
<b>If Existing Attendance</b>	<input checked="" type="radio"/> Overwrite <input type="radio"/> Don't overwrite

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

Field	Description
Change attendance for	The selected number of students appears.
From this Date	Enter the first day the group will be absent using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
To this Date	Enter the last day the group will be absent using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Code to Set	Choose the attendance code from the pop-up menu.
For Which Periods	Select the checkboxes to indicate the periods to change. To mark attendance for the entire day, select the "All periods" checkbox.
If Existing Attendance	Select the option to either overwrite or not overwrite any existing attendance codes.

4. Click Submit. The PowerSchool start page appears. To verify that you entered the correct codes, search for and select one of the students in the group. Then, view the student's Attendance page.

## Counselor's Screen

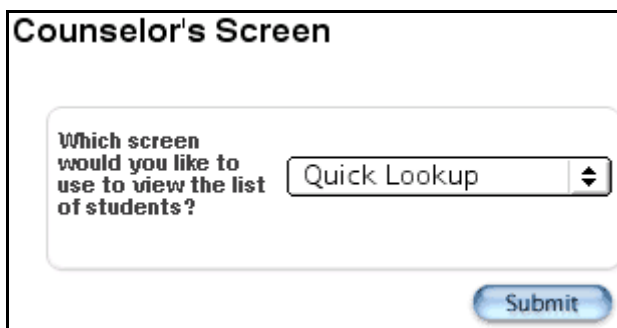
This page is tailored to meet the needs of school counselors, but it can also be useful to other school administrators. It provides direct links to some of the most frequently requested information.

### How to View the Counselor's Screen

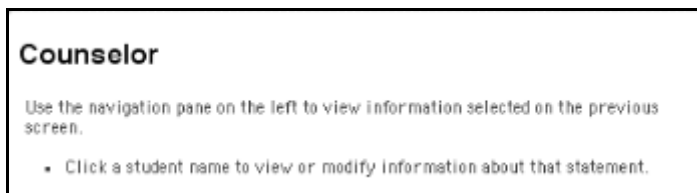
1. On the start page, select the group of students.

**Note:** Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

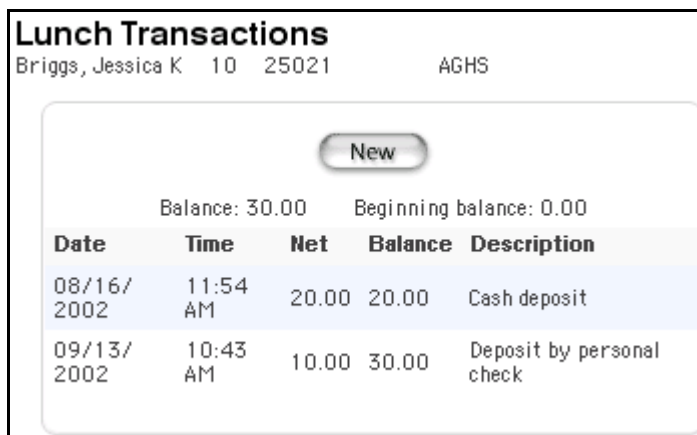
2. Click Counselor's Screen. The Counselor's Screen page appears.



3. Choose the page you want to view for the selected students from the pop-up menu.
4. Click Submit. The selected students appear in the students' menu.



5. Click a student's last name to display the selected page.



Date	Time	Net	Balance	Description
08/16/2002	11:54 AM	20.00	20.00	Cash deposit
09/13/2002	10:43 AM	10.00	30.00	Deposit by personal check

**Note:** If you click the student's first name, the last student page viewed appears. The list of student pages appears on the left.

## Enrollment Summary

Use this report to view a breakdown of students at your school by ethnicity and grade. For more information, see the section "[Enrollment Summary by Date.](#)"

## ID/Password Assignment

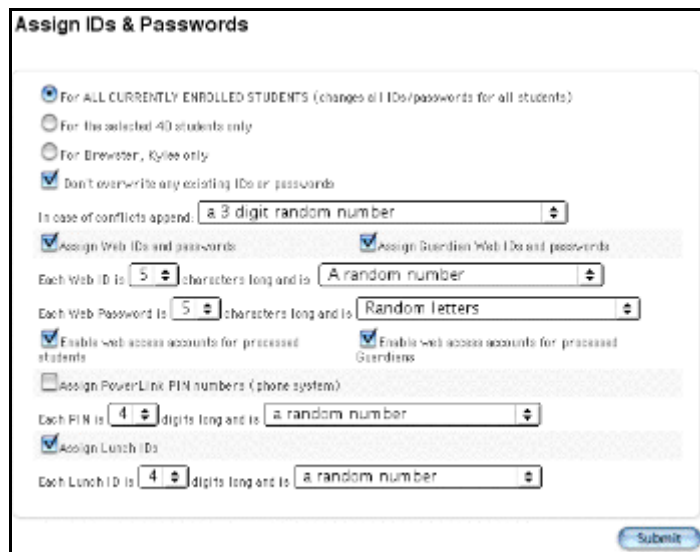
Assign ID numbers and passwords to the selected group. You only need to complete the steps for the type(s) of usernames/passwords that you want to create. That is, create just usernames, lunch IDs, PowerLink PINs, or any combination of the three for the group.

### How to Assign an ID/Password

1. On the start page, select the group of students.

**Note:** Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

2. Click ID/Password Assignment. The Assign Passwords & IDs page appears.



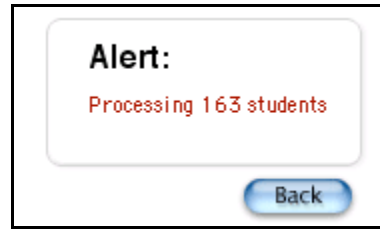
3. Use the following table to enter information in the fields:

Field	Description
For	Select the option to indicate for whom you want to assign ID numbers.

Field	Description
Don't overwrite any existing IDs or passwords	Select the checkbox if you do not want to overwrite any IDs or passwords already in PowerSchool.
In case of conflicts append	If there is a conflict with an existing ID, choose a suffix from the pop-up menu.
Assign Web IDs and Passwords	Select this checkbox to assign web IDs to students.
Assign Guardian Web IDs and Passwords	Select this checkbox to assign web IDs to guardians.
Each web ID is	Use the first pop-up menu to choose the number of characters for the web ID. Use the second pop-up menu to choose how the ID number will be generated.
Each Web Password is	Use the first pop-up menu to choose the number of characters for the password. Use the second pop-up menu to choose how the password will be generated.
Enable Web Access Accounts for Processed Students	Select this checkbox to enable web access accounts for processed students. Decide when students will have access to their records in PowerSchool. Alternatively, leave this checkbox deselected now and come back later to give them access.
Enable Web Access Accounts for Processed Guardians	Select this checkbox to enable web access accounts for processed guardians. Decide when guardians will have access to their records on PowerSchool. Alternatively, leave this checkbox deselected now and come back later to give them access.
Assign PowerLink PIN numbers	Select this checkbox to assign PowerLink PIN numbers.
Digits for the PIN	Use the first pop-up menu to choose the number of digits for the PIN number. Use the second pop-up menu to choose how the PIN will be generated.
Assign Lunch IDs	Select this checkbox to create lunch IDs.
Each Lunch ID is	Use the first pop-up menu to choose the number of digits in the lunch IDs. Use the second pop-up menu to choose how the number will be generated.

4. Click Submit.
5. Click Back when the processing finishes.





To notify parents and guardians of their new web identification numbers and passwords, create a form letter that includes the codes `^(web_ID)` and `^(web_Password)`. For more information on form letters, see the section "[Form Letters](#)."

## List Students

Create a list of selected students. Print the list from your web browser or export it to another application and print it from there. The latter option gives you more flexibility in formatting and is especially helpful with longer lists. Either way, practice creating a short list and viewing it before you print or export. This will help you understand how to create the most useful list.

### How to Create a Student List

1. On the start page, select the group of students.

**Note:** Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

2. Click List Students. The Student List page appears.

**Student List - 58 students will be listed**

Report Title (shown at top of page):

Col	Field name	Column Title
1.	<input type="text" value="student_number"/>	<input type="text" value="Student Numb"/>
2.	<input type="text" value="Last_name"/>	<input type="text" value="Last Name"/>
3.	<input type="text" value="first_name"/>	<input type="text" value="First Name"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>

Padding in Each Cell  (in points)

# Rows in Between Breaks

Other Options  Gridlines  Export

Optional: Sort Field Name Direction

<input type="text" value="LastFirst"/>	<input type="button" value="&gt;"/> <input type="button" value="v"/>
<input type="text"/>	<input type="button" value="&gt;"/> <input type="button" value="v"/>
<input type="text"/>	<input type="button" value="&gt;"/> <input type="button" value="v"/>

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

Field	Description
Report Title	Enter a title for the report.
Col.	<p>Enter the field name. Select any of the fields noted in the field list. Click Field Name to view the entire list of fields.</p> <p>Enter the column title. This may or may not be the same as the field name. For example, if you want to display birthdays on the printed list, title the column as Birthday even though the field name is DOB.</p> <p>Repeat for each column you want to create for the report.</p> <p>To number the students on the printed list, enter *count in the Column 1 Field Name field.</p>
Padding in Each Cell	Enter the amount of space between the cell and the text in points.

Field	Description
	points. <b>Note:</b> One point equals 1/72 of an inch.
# Rows in Between Breaks	This refers to the number of student names to print before each break in the list. After each break, column titles are printed again. Enter 0 if you do not want breaks inserted.
Gridlines	Select this checkbox to draw lines between rows and columns and to put a border around the list.
Export	Select this checkbox to create the list in another application. If you deselect this checkbox, the list appears in your web browser only.
Sort Field Name	Enter up to three field names to sort items in the selected columns or fields. Select to sort in ascending or descending order. If you select to sort more than one column/field, PowerSchool sorts them in the order listed.  <b>Note:</b> If you have never sorted a list before, it is a good idea to try different options here to view how items are ordered each time.

- Click Submit. The page displays the list. If it is formatted correctly, continue to the next step. If not, click Back, make the necessary changes, and click Submit again to preview the revised list.

Student Number	Last Name	First Name
26316	Bevan	Adam
26712	Bliss	Justin
25021	Briggs	Jessica
25020	Briggs	John
25064	Briggs	Ryan
25019	Budd	Dominique
25040	Conder	Amberlee
25039	Cornia	Lacey
26724	Denk	John
25016	Duff	Cormac
25017	Dunn	Andrea
25015	Egbert	Justin
25061	Erickson	Jan
25060	Fitzgerald	Angela
25059	Fortie	Kira
25037	Fredrickson	Channing
25058	Freeman	Amanda
25036	Fritz	Justin
25035	Garner	Joshua
25014	Gordon	Carrie
25394	Greeff	Ashly

5. Choose File > Print from your web browser to print the report.

**Note:** To fit more students on the page, change the paper layout or use the reduction setting on your web browser. Choose File > Print. Make the appropriate selections in the Print dialog.

## Mass Enroll

Enroll the selected group in a class. For more information, see the section "[Mass Enroll in a Class](#)."

## Mass Print a Student Screen

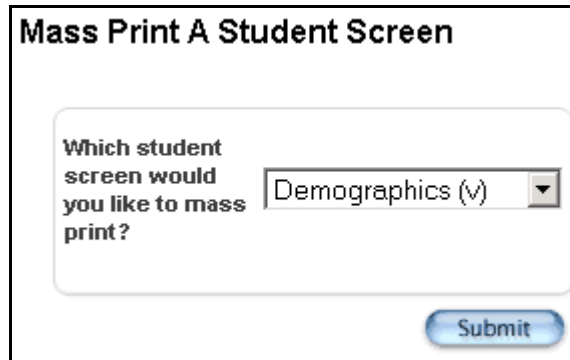
Print a selected student page for a group of students. You must use Internet Explorer 5.0 or later for a PC.

## How to Print a Student Page for a Group

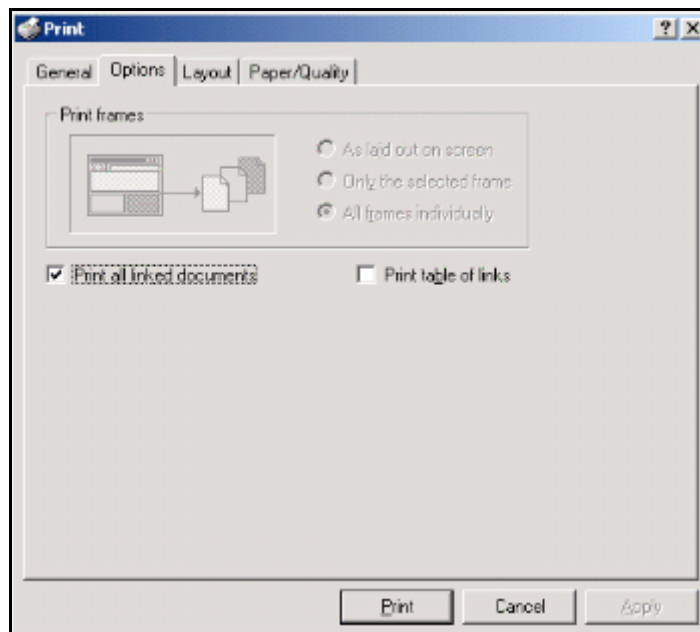
1. On the start page, select the group of students.

**Note:** Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

2. Click "Mass Print a Student Screen." The "Mass Print a Student Screen" page appears.



3. Choose the student page to print from the pop-up menu.
4. Click Submit. The selected list of students appears.
5. Click the students' menu once without clicking a student name.
6. Choose File > Print.
7. On the Options tab, select the "Print all linked documents" checkbox.
8. Click Print. The student list prints along with the selected page for each student.



## Next School Indicator

Set one school as the default school to which the selected group of students graduates when they leave your school. This saves you from having to display each student record to mark the student's next school.

Indicate which students will attend your school next year. The school you select determines from which student course request pages the students will make their selections.

Suppose you work at a high school that includes grades 9 through 12. In order to include the eighth graders, who will be ninth graders in the fall, change their next school to your school. To exclude the twelfth graders, change their next school to "Graduated students."

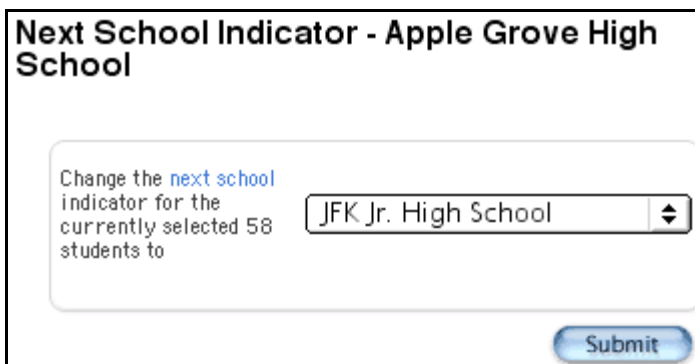
**Note:** Don't forget to set the Next School Indicator field for students who are continuing at your school next year.

### How to Change a Next School Indicator

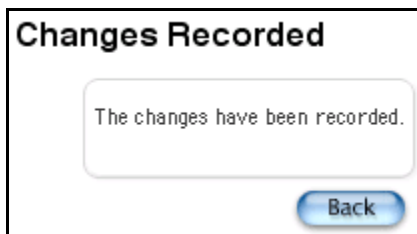
1. On the start page, select the group of students.

**Note:** Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

2. Click Next School Indicator. The Next School Indicator page appears.



3. Choose the default next school from the pop-up menu.
4. Click Submit.
5. Click Back after the Changes Recorded page appears.



## How to Create a Next School Indicator

If there is more than one school that your students often graduate to or move to, you may want to set up additional next schools.

1. On the start page, select the group of students.

**Note:** Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

2. Click Next School Indicator. The Next School Indicator page appears.

### Next School Indicator - Apple Grove High School

Change the [next school](#) indicator for the currently selected 58 students to

JFK Jr. High School

3. Click Next School. The Next School page appears.

### Next School

School Name	School Abbrev.	School Number
<a href="#">Apple Grove High School</a>	AGHS	4000
<a href="#">Cherry Hill Middle School</a>	CHMS	3000
<a href="#">Jefferson Elementary</a>	JE	2000
<a href="#">JFK Jr. High School</a>	JFKJHS	5000

Note: The 'Default' school number will be used for all students not assigned a specific school next school.

4. Click New. The Edit 'Next School' Record page appears.

### Edit 'Next School' Record

Option	Value
<b>School Name</b>	<input style="width: 90%;" type="text" value="Graduated students"/>
<b>School abbrev.</b>	<input style="width: 80%;" type="text" value="GRAD"/>
<b>School number (Important)</b>	<input style="width: 80%;" type="text" value="0000"/>
<b>Sort order for display</b>	<input style="width: 60%;" type="text" value="5"/> <input type="button" value="↑"/>

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

Field	Description
School Name	Enter the name of the next school
School abbrev.	Enter an abbreviation for the next school.
School number	Enter the school number of the next school.
Sort order for display	Choose the sort order on the list of next schools from the pop-up menu.

6. Click Submit. The Next School page displays the new school.

### Next School

School Name	School Abbrev.	School Number
Apple Grove High School	AGHS	4000
Cherry Hill Middle School	CHMS	3000
Jefferson Elementary	JE	2000
JFK Jr. High School	JFKJHS	5000
Graduated students	GRAD	0

Note: The 'Default' school number will be used for all students not assigned a specific school next school.

Now you and other users can assign it as the next school for any student.



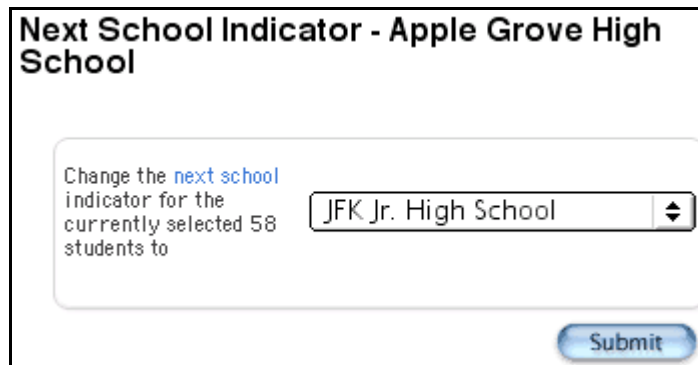
## How to Edit a Next School Indicator

There are times when it is necessary to edit a next school record on the PowerSchool system. The changes you make to the next school record apply to the school and not to the students who are assigned to attend that school.

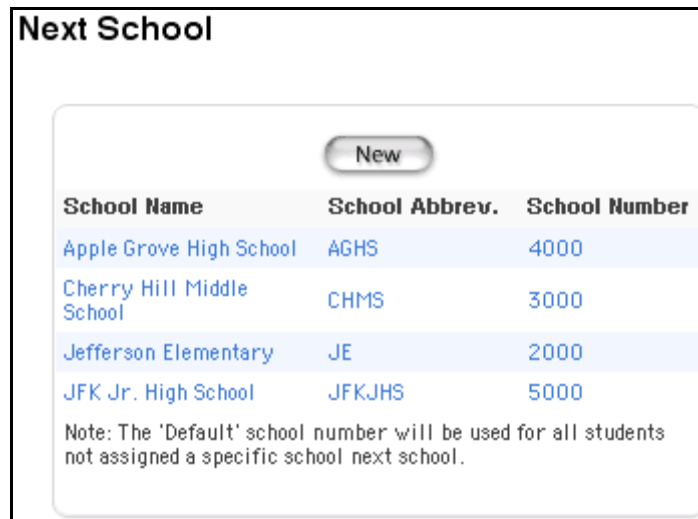
1. On the start page, select the group of students.

**Note:** Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

2. Click Next School Indicator. The Next School Indicator page appears.



3. Click Next School. The Next School page appears.



School Name	School Abbrev.	School Number
Apple Grove High School	AGHS	4000
Cherry Hill Middle School	CHMS	3000
Jefferson Elementary	JE	2000
JFK Jr. High School	JFKJHS	5000

Note: The 'Default' school number will be used for all students not assigned a specific school next school.

4. Click the school name to be changed. The Edit 'Next School' Record page appears.

**Note:** Alternatively, click the school abbreviation or school number. All links open the same page.

### Edit 'Next School' Record

Option	Value
School Name	<input style="width: 90%;" type="text" value="JFK Jr. High School"/>
School abbrev.	<input style="width: 80%;" type="text" value="JJHS"/>
School number (Important)	<input style="width: 80%;" type="text" value="5000"/>
Sort order for display	<input style="width: 60%;" type="text" value="4"/> <input style="width: 20px;" type="button" value="↓"/>

- Use the following table to enter information in the fields:

Field	Description
School Name	Enter the name of the next school
School abbrev.	Enter an abbreviation for the next school.
School number	Enter the school number of the next school.
Sort order for display	Choose the sort order on the list of next schools from the pop-up menu.

- Click Submit. The Next Schools page displays the changes.

## How to Delete a Next School

If students are no longer continuing on to a particular school that has been set up as a next school, you can delete the school from the list.

Before deleting the school from the list, it is important to verify that the school should be removed. Any student assigned to that school is impacted by this change.

- On the start page, select the group of students.

**Note:** Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the Functions pop-up menu.

- Click Next School Indicator. The Next School Indicator page appears.

### Next School Indicator - Apple Grove High School

Change the [next school](#) indicator for the currently selected 58 students to

JFK Jr. High School

Submit

- Click Next School. The Next School page appears.

### Next School

New

School Name	School Abbrev.	School Number
Apple Grove High School	AGHS	4000
Cherry Hill Middle School	CHMS	3000
Jefferson Elementary	JE	2000
JFK Jr. High School	JFKJHS	5000

Note: The 'Default' school number will be used for all students not assigned a specific school next school.

- Click the school name to be deleted. The Edit 'Next School' Record page appears.  
**Note:** Alternatively, click the school abbreviation or school number. All links open the same page.

### Edit 'Next School' Record

Option	Value
School Name	JFK Jr. High School
School abbrev.	JJHS
School number (Important)	5000
Sort order for display	4

Delete Submit

- Click Delete. The Next School page appears, and the school is no longer on the list.

### Next School

School Name	School Abbrev.	School Number
Apple Grove High School	AGHS	4000
Cherry Hill Middle School	CHMS	3000
Jefferson Elementary	JE	2000
Graduated students	GRAD	0

Note: The 'Default' school number will be used for all students not assigned a specific school next school.

## Print a Report for a Group of Students

Use the Print Reports option on the Group Functions page to print a custom report for the selected students. For information on creating reports, see the section "[Custom Reports](#)." For information on printing an object report or any type of report, see the section "[Run, Print, and Save Reports](#)."

## Save Stored Selection

Store the current selection of students to quickly and easily retrieve a group of students that you work with frequently. For more information, see the section "[Stored Selections](#)."

## Search by Daily Attendance

Search for a group of students based on their grades or attendance. For more information, see the section "[Advanced Search and Select](#)."

## Search by GPA

Search for a group of students who are receiving a particular grade. For more information on this procedure, see the section "[Advanced Search and Select](#)."

## Search by Grades/Attendance

Search for a group of students based on their grades or attendance. For more information, see the section "[Advanced Search and Select](#)."

## Search by Perfect Attendance

Search for students with perfect attendance or perfect daily attendance. For more information, see the section "[Advanced Search and Select](#)."

## Select Students by Hand

Select a subset of students from a group. For more information, see the section "[How to Select a Group of Students by Hand](#)."

## Student Field Value

Set a specific field value for students who have the field attached to their records. For example, if a group of students has the wrong ethnicity code attached to their names, you can change the field value for all these students at the same time.

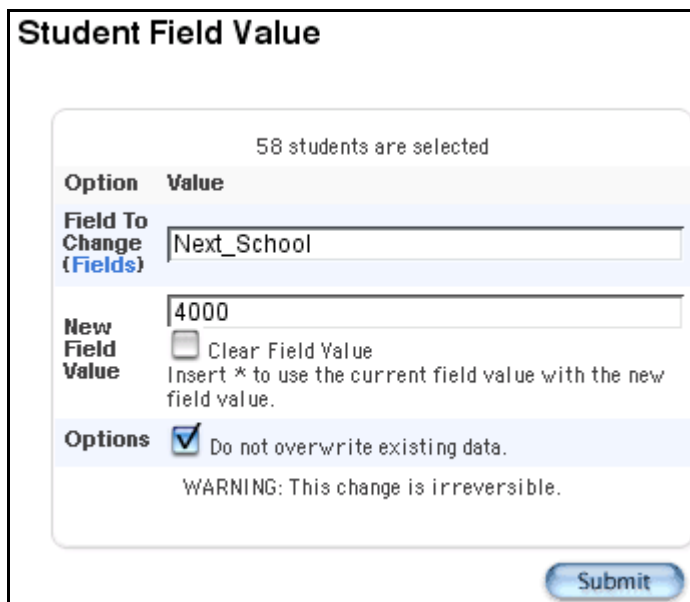
**Important:** Be certain you want to replace all the values for all these students. This procedure is irreversible. In fact, you are encouraged to make a backup of your data before changing field values for a group.

### How to Set a Student Field Value

1. On the start page, select the group of students.

**Note:** Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

2. Click Student Field Value. The Student Field Value page appears.



The screenshot shows the "Student Field Value" interface. At the top, it states "58 students are selected". Below this, there are several input fields and options:

- Option Value:** A header for the input fields.
- Field To Change (Fields):** A text box containing "Next\_School".
- New Field Value:** A text box containing "4000".
- Options:** A checkbox labeled "Clear Field Value" is unchecked. Below it, a note says "Insert \* to use the current field value with the new field value."
- Options:** A checkbox labeled "Do not overwrite existing data." is checked.
- WARNING:** A warning message states "WARNING: This change is irreversible."
- Submit:** A blue button labeled "Submit" is located at the bottom right.

- Use the following table to enter information in the fields:

Field	Description
Field to Change	Enter the name of the field to be changed. <b>Note:</b> To view a list of field codes, click Field List on the start page.
New Field Value	Enter the new value of the field. Put quotation marks around any values that do not perform calculations, such as constant characters or a string of characters.
Clear Field Value	Select this checkbox if you want to remove any existing values for that field.
Do not overwrite existing data	Select this checkbox if you do not want the system to overwrite any existing field values.

- Click Submit. The Field Value page displays a preview of the records and fields that will be affected.
- Click Submit. When the operation is complete, click Back. Now you can perform a search to find the group with the changed value.

**Important:** If you find that the values were wrongly changed, you must change each record individually. You cannot retrace your steps by changing the value back to what it was for the entire group, because there are those students to whom the value was assigned before you changed the value for the others. Reversing the procedure will change the value for all students, not just the group you selected.

## Transfer Out of School

This option lets you transfer the entire group of selected students out of school. It is especially useful when students graduate. For more information, see the section "[Transfer Students](#)."

## Delete Enrollment Records

Use this option to delete all enrollment records for an individual student. It is likely that only a limited number of people at your school have permission to perform this procedure. For information on editing enrollment records, see the section "[Transfer Info](#)."

### How to Delete Enrollment Records

- On the start page, search for and select the student.
- Choose Transfer Info from the student pages menu. The Transfer Information page appears.

Transfer Information						
Briggs, Jessica K 10 25021 AGHS						
<b>Current Enrollment</b>	<b>Enter Date</b>	<b>Exit Date</b>	<b>Grade</b>	<b>Comments</b>	<b>School</b>	
	6/29/2001	6/21/2002	10		Apple Grove High School	
<b>Previous Enrollments</b>	<b>Enter Date</b>	<b>Exit Date</b>	<b>Grade</b>	<b>Entry Comment</b>	<b>Exit Comment</b>	<b>School</b>
	6/29/2000	6/26/2001	9			Apple Grove High School
	9/1/1999	6/25/2000	8			Cherry Hill Middle School
	6/21/1998	6/28/1999	7			Cherry Hill Middle School
	6/25/1997	6/23/1998	6			Cherry Hill Middle School

Note: This screen is used to transfer a student in or out of school. Click on Functions to find links to those operations.

- Click an enter date in the Previous Enrollments column. The Edit Previous Enrollment page appears.

Edit Previous Enrollment	
Briggs, Jessica K 10 25021 AGHS	
<b>Entry Date</b>	9/18/2002
<b>Entry Code</b>	TO (Transfer from out of State)
<b>Entry Comment</b>	Moved back from out of state
<b>Exit Date</b>	9/15/2002
<b>Exit Code</b>	DO (Dropout)
<b>Exit Comment</b>	
<b>Grade Level</b>	10
<b>Track</b>	
<b>District of Residence</b>	
<b>Full-Time Equivalency</b>	0.75
<b>Membership Share</b>	0.75
<b>Tuition Payer</b>	Privately Payed or No Tuition
<b>Special Enrollment Code</b>	None
<b>Enrollment Type</b>	Main

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

- Click Delete. The Selections Deleted page appears.

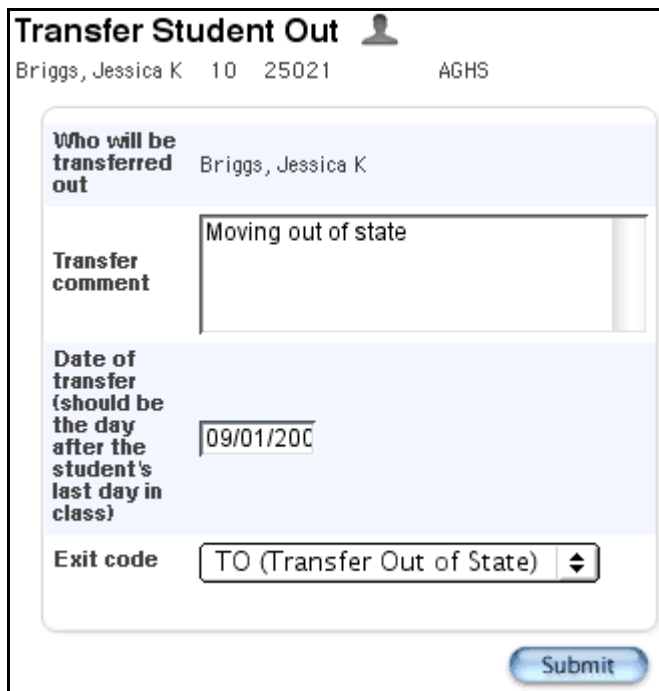
## Transfer Students

In PowerSchool, you have different options concerning transfers into and out of your school. You can transfer a student out of school, transfer a student to or enroll a student in another school on your PowerSchool server, or reenroll a student that was previously enrolled in your school.

### How to Transfer Out of School

This function transfers the student out of your school. Use it to transfer a group of students or an individual. It is especially useful when a family moves and you want to transfer all siblings at once.

1. On the start page, search for and select the student(s).
2. Click or select Functions. The Functions or Group Functions page appears.
3. Click Transfer Out of School. The Transfer Student Out page appears.



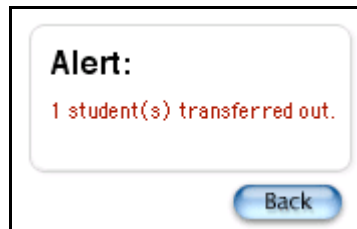
4. Use the following table to enter information in the fields:

Field	Description
Who will be transferred out	The name(s) of the selected student(s) appears.
Transfer Comment	Enter any comments related to the transfer.
Date of transfer	Enter the date of the transfer using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.



Field	Description
Exit code	Choose the exit code from the pop-up menu.

- Click Submit. PowerSchool notifies you that the student has been transferred.



**Note:** The student's status is now inactive. From now on, when you want to open the student record, you must enter a forward slash (/) before the student's last name when entering it in the Student Search field.

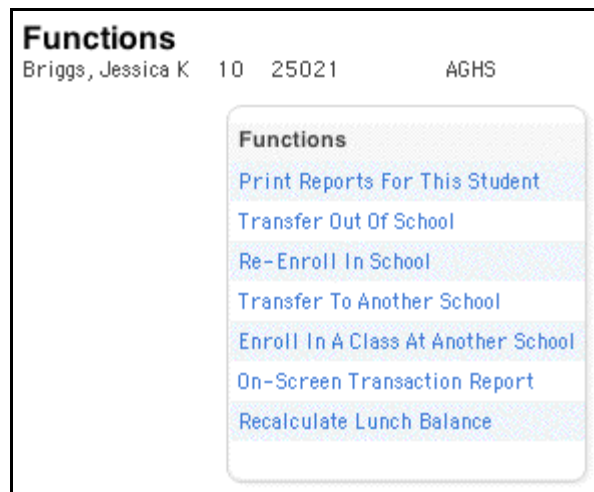
If you know that the student or group is transferring to another school that shares your PowerSchool system, you must also transfer the record(s) to that school before the student(s) can be enrolled there. For more information, see the section "[How to Transfer to Another School.](#)"

## How to Reenroll in School


Reenroll a student in your school after he or she has previously left. You cannot transfer a student to your school while that student is still enrolled at another school on your system. The transferring school must also be on the same PowerSchool system as your school.

**Note:** If the student is transferring from a school that uses the same PowerSchool system as yours, the sending school must transfer the student to your school before you can reenroll that student.

- On the start page, search for and select the student.
- Click Functions. The Functions page appears.



- Click "Reenroll in School." The "Reenroll a Student" pages menu appears.

**Re-Enroll Student** 

Briggs, Jessica K 10 25021 AGHS Transferred Out

<b>Student to re-enroll</b>	Briggs, Jessica K
<b>Date of re-enrollment</b>	9/18/2002
<b>Entry code</b>	DO (Previous Drop Out) ▾
<b>Entry comment</b>	<input type="text"/>
<b>Grade Level</b>	9 ▾
<b>Track</b>	▾
<b>District of Residence</b>	▾
<b>Restore class enrollments?</b>	Yes ▾
<b>Full-Time Equivalency</b>	0.75 ▾
<b>Membership Share</b>	0.75 ▾
<b>Tuition Payer</b>	Privately Payed or No Tuition ▾
<b>Special Enrollment Code</b>	None ▾
<b>Enrollment Type</b>	Main ▾

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

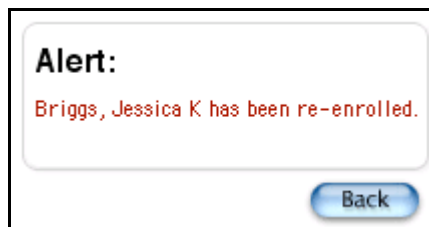
[Submit](#)

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

Field	Description
Student to Reenroll	The selected student appears.
Date of Reenrollment	Enter the date of the reenrollment using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Entry Code	Choose the reason for the enrollment from the pop-up menu.
Entry Comment	Enter any comments related to the reenrollment.
Grade Level	Choose the student's current grade level from the pop-up menu.
Restore class enrollments?	Choose either Yes or No from the pop-up menu. Restoring the enrollments creates new enrollment records and aids in reports, such as the "Enrollment by Section" report.
Full-Time Equivalency	Choose the multiplier to calculate full-time equivalency from the pop-up menu.

Field	Description
Membership Share	Choose the multiplier to calculate the membership share from the pop-up menu.
Tuition Payer	Choose the method of tuition payment from the pop-up menu.
Special Enrollment Code	Choose an enrollment code from the pop-up menu.
Enrollment Type	Choose an enrollment type from the pop-up menu.

- Click Submit. PowerSchool notifies you that the student has been reenrolled.

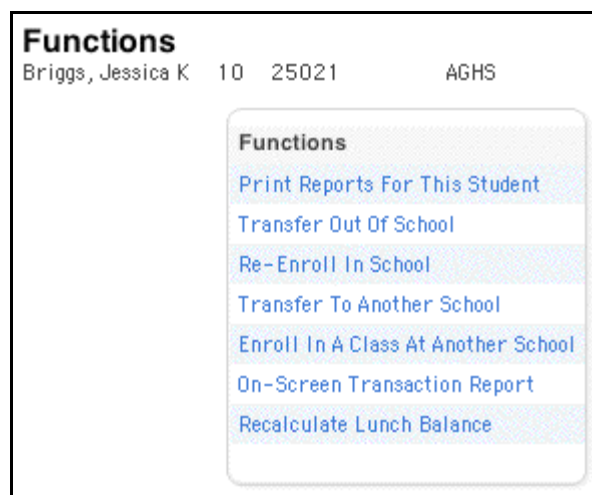


## How to Transfer to Another School

Transfer a student to another school after you have transferred him or her out of your school. You cannot transfer a student to another school while that student is enrolled at another school on your system. The receiving school must also be on the same PowerSchool system as your school.

**Note:** Once you transfer the student to another school, you will not be allowed to view any of his or her records unless you have district-level access.

- On the start page, search for and select the student. Remember to use the forward slash (/) before the student's last name, as the student is now inactive at your school.
- Click Functions. The Functions page appears.



- Click "Transfer to Another School." The "Transfer to Another School" page appears.

### Transfer to Another School

Briggs, Jessica K 10 25021 CHMS Transferred Out

**Who will be transferred** Briggs, Jessica K

**To which school?** Cherry Hill Middle School

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

[Submit](#)

4. Choose the receiving school from the "To which school?" pop-up menu.
5. Click Submit. PowerSchool notifies you that the student is enrolled at another school.

**Alert:**

Briggs, Jessica K is now an inactive student at Cherry Hill Middle School

[Back](#)

If the system finds a student at the new school with the same last name or phone number, the "Check for Duplicate Students" page displays these students. You can then click each student's name to ensure that the student you are transferring is not already enrolled at the new school.

#### Check for Duplicate Students

Student Number	Name Last, First	School	SSN	Home Phone	Entry Date	Exit Date	Enroll Status	Matched by:		
								Last Name	SSN	Phone
25909	Briggs, Jeffrey	AGHS	111-22-3333	427-555-2672	8/25/1997	5/23/1998	Inactive	☺		
25021	Briggs, Jessica K	CHMS	111-22-3333	427-555-5552	9/18/2002	9/15/2002	Inactive	☺		
25744	Briggs, Justin	CHMS	111-22-3333	427-555-2674	8/29/2001	9/8/2002	Inactive	☺		
25020	Briggs, John K	AGHS	111-22-3333	427-555-2673	8/29/2001	8/21/2002	Active	☺		
25064	Briggs, Ryan Y	AGHS	111-22-3333	427-555-9801	8/29/2001	8/21/2002	Active	☺		

If you find a match for this student in the list above, 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 below to proceed with a new enrollment.

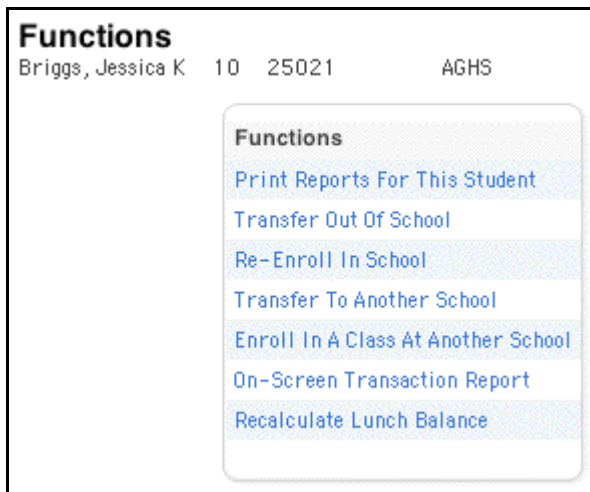
[Enroll](#)

It is the responsibility of the receiving school to activate the student's records and schedule his or her classes. For more information, see the section "[How to Enroll a Student.](#)"

## How to Enroll in a Class at Another School

Sometimes a student is eligible to take a course at another school but will not be transferring to that school for all courses. Enroll the student in courses at other schools as long as the other schools share your PowerSchool system.

1. On the start page, search for and select the student.
2. Click Functions. The Functions page appears.

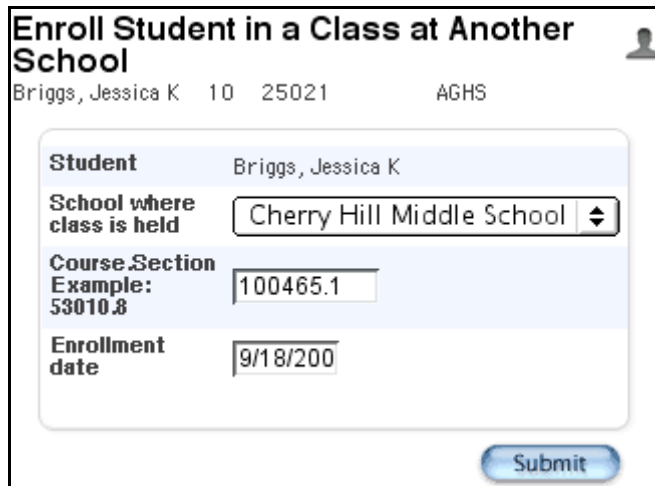


**Functions**  
Briggs, Jessica K 10 25021 AGHS

**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
- On-Screen Transaction Report
- Recalculate Lunch Balance

3. Click "Enroll in a Class at Another School." The "Enroll Student in a Class at Another School" page appears.



**Enroll Student in a Class at Another School**

Briggs, Jessica K 10 25021 AGHS

**Student** Briggs, Jessica K

**School where class is held** Cherry Hill Middle School

**Course.Section**  
Example: 53010.8 100465.1

**Enrollment date** 9/18/200

Submit

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

Field	Description
Student	The selected student appears.
School Where the Class is Held	Choose the school where the class is held from the pop-up menu.

Field	Description
Course.Section	Enter the course and section number. Separate the numbers with a period and no spaces.
Enrollment date	Enter the enrollment date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

- Click Submit. The Changes Recorded page appears.

## Mass Enroll in a Class

Enroll an entire group of students in a class.

### How to Mass Enroll in a Class

- On the start page, select the group of students.

**Note:** Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

- Click Mass Enroll. The Mass Enroll page appears.

**Mass Enroll - Term: 02-03 Quarter 4**

Mass enroll the selected students into which class?

(course.section)

Clicking the Submit button below will cause the selected 7 students to be enrolled in the class specified above.

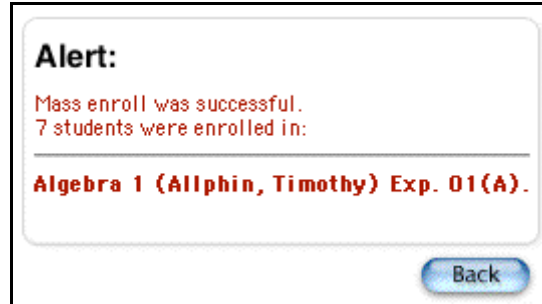
Enrollment date:

- Use the following table to enter information in the fields:

Field	Description
Teacher	Choose the teacher from the pop-up menu.
[Expression]	Choose the schedule expression from the pop-up menu.
course.section	Enter the course and section number. Separate the numbers with a period and no spaces.

Field	Description
	with a period and no spaces.
Enrollment Date	Enter the date of the enrollment using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

4. Click Submit. PowerSchool notifies you that the enrollment is complete.



## Test Scoring

PowerSchool stores information related to any type of test, as well as student-specific test scores. To report on tests, see the section "[Object Reports With Test Tags](#)."

## Test Scores

Use the Test Scores feature to enter test score values for students who complete tests. For more information, see the section "[Student Test Scores](#)."



## Standards

PowerSchool provides an easy way for a district or school to keep track of standards and competencies at the teacher level. Teachers can continue to use traditional grading procedures—evaluating by percentage and letter grades such as A, B, and C—while addressing district- or state-mandated benchmark grading. PowerSchool can also align sets of district, state, and national standards to each other.

Teachers can assign each assignment in PowerGrade an unlimited number of standards or benchmark codes supplied by the district. These codes help the teacher align classroom assignments to standards. PowerGrade, in turn, passes along to PowerSchool the percent earned by each student. PowerSchool collects and stores percentage scores from all the teachers in the district. PowerSchool can then report standard and benchmark percentages, high scores, and converted scores student-by-student or by group.

### Enter Standards Grades

In PowerGrade, teachers assign each assignment the appropriate standards. When they enter student scores for an assignment, PowerGrade sends the scores to PowerSchool, which uses the conversion tables your school or district created to calculate the standards grades.

In PowerSchool Teacher, schools that do not use PowerGrade to track assignments can create standards final grades directly in PowerSchool. For example, elementary schools can enter each student's behavior and progress standards grades.

### Assign Standards to PowerGrade Assignments

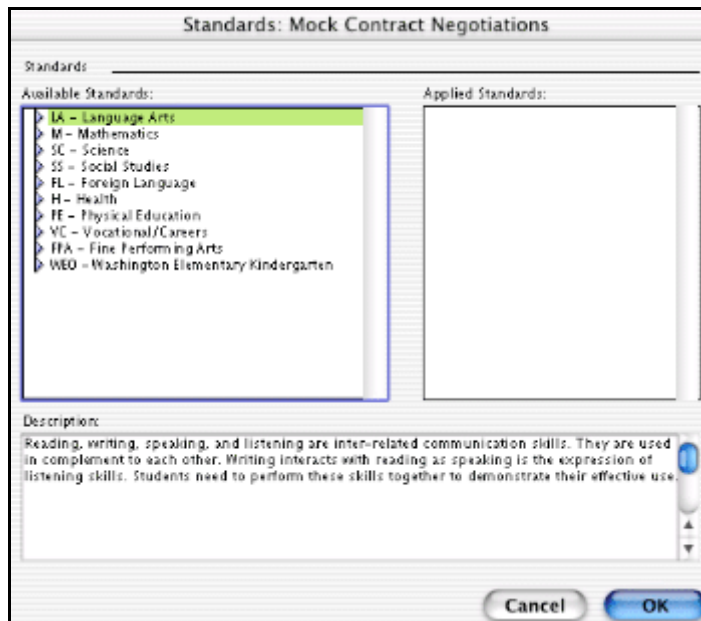
PowerGrade sends percentage scores for each assignment to PowerSchool, where they are averaged to determine a standards score. Therefore, multiple teachers can enter scores for the same standard, and PowerSchool uses all of these assignment scores to calculate the standards score.

After setting up standards in PowerSchool, teachers must apply the standards to their assignments in PowerGrade. Teachers can assign each assignment multiple standard codes.

Teachers can assign standard codes that do not directly associate with their subject area. For example, a Social Studies term paper assignment might cover both Social Studies and Language Arts. Teachers can also designate assignments to any level and type of standard.

### How to Assign Standards to Assignments in PowerGrade

1. When you create an assignment in the Assignments dialog, click Standards. The Standards dialog appears.



The available standards appear in the left column. Click the triangles to select the standards below the parent standard.

2. Click a standard in the Available Standards column that you want to apply to this assignment and drag it to the Applied Standards column. You can click and drag multiple standards to the Applied Standards column.
3. Click OK after you apply all the standards that you want to an assignment.

When you enter scores for this assignment, PowerGrade sends the information to PowerSchool. PowerSchool uses the conversion tables your school or district created to calculate the standards scores.

## Standards Final Grade Entry in PowerSchool Teacher

If your school does not use PowerGrade or your school does not use PowerGrade for non-academic courses, PowerSchool can capture final standards grades for each school year term. For example, some elementary schools might not use PowerGrade to track attendance, assignments, and assignment grades. Their teachers can use PowerSchool Teacher for standards final grade entry.

**Note:** Although PowerSchool can capture final grades if you do not use PowerGrade, your school still loses the ability for administrators, parents, and students to have real-time access to assignment scores via the web.

Before teachers can use PowerSchool Teacher to enter standards final grades, you need to set up your PowerSchool system to do so.

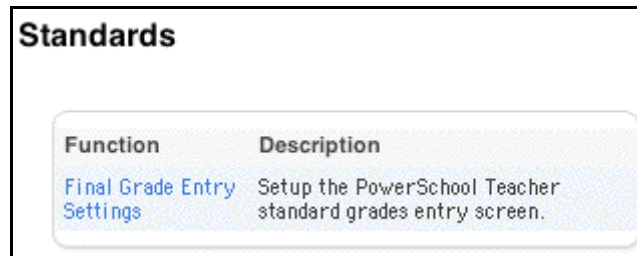
## How to Set Up PowerSchool Teacher for Final Grade Entry

In PowerSchool, when you enter standards to be used for final grade entry, you must remember to do the following for each standard:

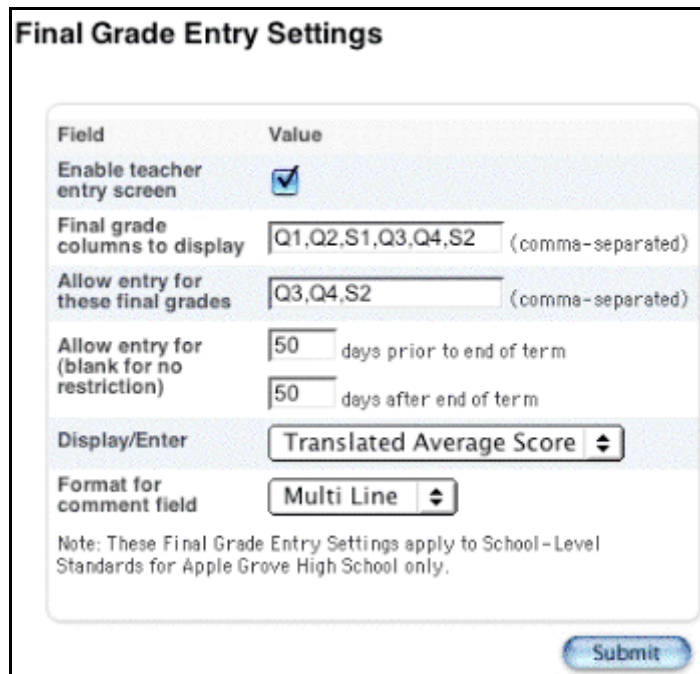
- Enter a course number or course numbers. Only those standards that list a course number matching the course number of the teacher's current class appear for final grade entry.
- Select the "Allow assignments to be tied to this standard" checkbox for the appropriate standards in PowerSchool. Teachers may only record final grades for those standards that have this checkbox selected.

Use the Final Grade Entry Settings page to allow final grade entries for standards using PowerSchool Teacher.

1. On the start page, choose School from the main menu.
2. Click Standards. The Standards page appears.



3. Click Final Grade Entry Settings. The Final Grade Entry Settings page appears.



Field	Value
Enable teacher entry screen	<input checked="" type="checkbox"/>
Final grade columns to display	Q1,Q2,S1,Q3,Q4,S2 (comma-separated)
Allow entry for these final grades	Q3,Q4,S2 (comma-separated)
Allow entry for (blank for no restriction)	50 days prior to end of term 50 days after end of term
Display/Enter	Translated Average Score
Format for comment field	Multi Line

Note: These Final Grade Entry Settings apply to School-Level Standards for Apple Grove High School only.

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

Field	Description
Enable teacher entry screen	Select this checkbox to allow teachers to enter final grades in PowerSchool Teacher.
Final Grade columns to	Enter the final grade columns you want to appear in

Field	Description
display	PowerSchool Teacher.
Allow entry for these final grades	Enter the grading terms for which teachers can enter final grades in PowerSchool Teacher.
Allow entry for	Enter the number of days before the end of the term and the number of days after the end of the term that teachers can enter final grades in PowerSchool Teacher.
Display/Enter	Choose the conversion scale grades to use from the pop-up menu.
Format for comment field	Use the pop-up menu to determine if the Comment field on the PowerSchool Teacher Final Grade Entry page provides for entries that are single line or multi-line.

5. Click Submit.

Make sure that the settings you enter look correct for the teachers by logging in as a teacher.

**Note:** To check that you entered the correct settings, go to PowerSchool Teacher. The PowerSchool Teacher URL for your school is [http://\[your PowerSchool URL\]/teachers](http://[your PowerSchool URL]/teachers).

After you define the course number and select the checkbox for each standard, and after you define final grade entry settings in PowerSchool, teachers of the indicated courses can use PowerSchool Teacher to enter final grades.

## How to Enter Standards Final Grades in PowerSchool Teacher

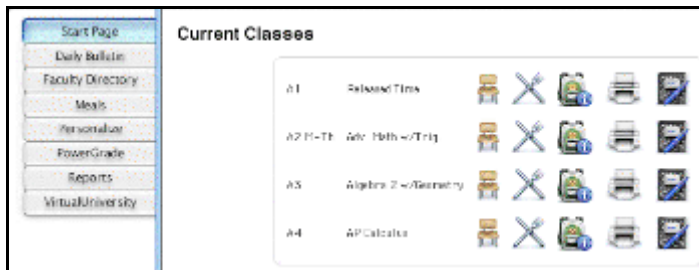
Teachers can enter standards final grades in PowerSchool Teacher.

1. Open PowerSchool Teacher. The PowerSchool Teacher URL for your school is [http://\[your PowerSchool URL\]/teachers](http://[your PowerSchool URL]/teachers). The Logon page appears.



2. Enter the username and password for a teacher who instructs a course you have identified to use the standards final grades option.

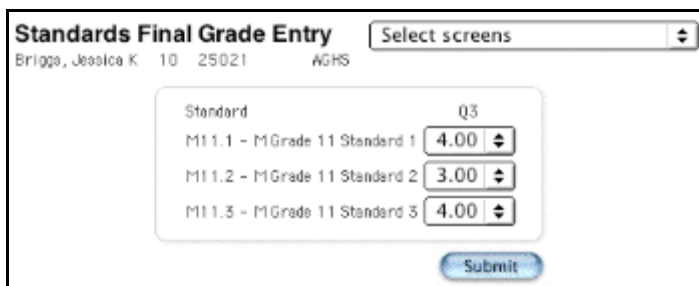
- Click Submit. The teacher's Current Classes page appears.



- Click the backpack icon next to the course for which you want to enter final grades. A list of the students currently enrolled in the course appears.



- Click a student's name.
- Choose Standards Final Grade Entry from the "Select screens" pop-up menu. The Standards Final Grade Entry page appears.



- Choose the appropriate grades for each standard for the student from the pop-up menus, or enter the final percentages for each standard. The entry type is determined on the Final Grade Entry Settings page in PowerSchool.

**Note:** Comments may be present, depending on how the page is set up. For more information, see the section "[How to Set Up PowerSchool Teacher for Final Grade Entry.](#)"

- Click Submit.
- Repeat the process for each student in the class by clicking the students' first names.

After the teacher submits standards final grades for each student, PowerSchool stores the grades in the Standards Stored Grades table.

## Store Standards Grades

Periodically, you might want to capture standards grades for reporting purposes. You can store standards grades at any time using any store code. Stored standards grades can be used on pages, in reports, or in exports. Elementary reports cards are good examples of using stored standards grades.

### How to Store Standards Grades

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Store Standards Grades. The Store Standards Grades page appears.

**Store Standards Grades**

WARNING: Use this function only if you know exactly what you are doing.

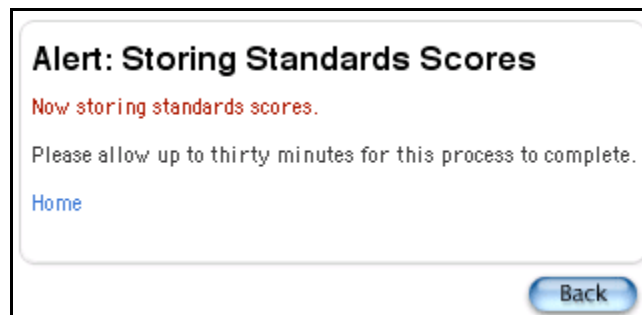
Option	Value
<b>Which Students</b>	<input type="radio"/> All currently enrolled students on this server <input type="radio"/> All currently enrolled students in Apple Grove High School <input checked="" type="radio"/> The 30 currently selected students
<b>Store Code</b>	<input type="text" value="Q1"/> for 2002-2003 School Year
<b>Storage Method</b>	<input checked="" type="radio"/> Capture current cumulative scores <input type="radio"/> Restrict to date range: <input type="text"/> to <input type="text"/>
<b>Existing Scores</b>	<input type="radio"/> Overwrite existing scores <input checked="" type="radio"/> Keep existing scores
<b>Store these types</b>	<input type="checkbox"/> Notional <input type="checkbox"/> State <input type="checkbox"/> District <input checked="" type="checkbox"/> School (Apple Grove High School only)
<b>Only store these identifiers (comma-separated, leave blank for types selected above)</b>	<input type="text"/>

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

Field	Description
Which Students	Select one of the following options to determine for which students you want to store standards grades: <ul style="list-style-type: none"> <li>All students on the system</li> <li>All students at the current school</li> <li>The selected group of students</li> </ul>
Store Code	Enter the store code of the grading term for which you want to store standards grades, such as Q1 or S2.
Storage Method	Select one of the options to indicate whether you want to retrieve current grades or grades for a particular date range. If

Field	Description
	retrieve current grades or grades for a particular date range. If restricting to a date range, enter that range in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Existing Scores	Select one of the options to indicate whether you want to overwrite previously stored grades for this grading term.
Store these types	Select any combination of the checkboxes to indicate which types of standards you want to store: National, State, District, or School.
Only store these identifiers	Either enter single identifiers to store or leave blank for all. Identifiers entered here override the type(s) selected for "Store these types."

- Click Submit. PowerSchool begins storing grades.



## Print Standards Reports

PowerSchool includes three types of reports that reflect standard grades. The first report is one you can print for each individual student. The second report is an individual object report. The third report is a multiple-student report that reflects combinations of students. For more information, see the sections "[Single Student Standards Reports](#)," "[Object Reports](#)," and "[Standards Reports](#)," respectively.

## Standards Reports

PowerSchool includes three types of reports that reflect standards. The first report is an individual student report accessed from the single student menu. For more information and procedures, see the section "[Single Student Standards Reports](#)." The second report is an individual object report. For more information on the object report, see the section "[Object Reports](#)." The third report is a multiple-student report that reflects combinations of students.

## How to Run Standards Reports

1. On the start page, select the group of students if you want to narrow your report to a specific group.
2. Click the PowerSchool logo to return to the start page.
3. Choose Reports from the main menu.
4. On the Reports page, click Run Reports.
5. On the Run Reports page, click Standards. The Standards Student Summary Report page appears.

**Standards Student Summary Report**

Report Title

Which Students
   
 All currently enrolled students on this server
   
 All currently enrolled students in Apple Grove High School
   
 The 58 currently selected students

Which Scores
   
 All assignment scores
   
 Restrict to date range:  to

Which Standards
   
 All Standards on this server
   
 Only these Standard Identifiers: (comma-separated)
   
  
Any Standard that matches these criteria:
   
Type 
  
Level  
  
Subject Area

Zero Scores  Skip standards if no scores are found

Sort Order

Columns to Show
   
 Number of Scores
   
 High Score
   
 Translated High Score
   
 Average Score
   
 Translated Average Score
   
 Standard Description

Note: This report may require an extended time to calculate.  
Allow up to two seconds per *standard* processed.

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

Field	Description
Report Title	Enter a title for the report.
Which Students	Select an option to run the report for all students on the system, all students for the selected school, or the selected group of students.



Field	Description
Which Scores	Select an option to scan for either all assignment scores or scores that you restrict to a particular date range. If using a date range, enter the range in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Which Standards	Select an option to scan for certain standards or all standards.
Zero Scores	Select the "Skip standards if no scores are found" checkbox to avoid null results.
Sort Order	Use the pop-up menus to choose a primary, secondary, and tertiary sort order and the sort order operators.
Columns to Show	Select the appropriate checkboxes to indicate which columns to display.

- Click Submit. The resulting report displays the average score for students who have completed the standard, the number of students who have completed it, and the translated score. This latter is derived by converting the gradebook score to a standard score that has parameters set up by your PowerSchool administrator.

standard						
Standard	Num Scores	High Score	Trans High Score	Avg Score	Trans Avg Score	Description
FPA11 - FPA Grade 11	14	100.00%	4.00	77.60%	3.00	
FPA11.2 - FPA Grade 11 Standard 2	7	100.00%	4.00	74.99%	3.00	Students process, analyze, and respond to sensory information through the language and skills unique to the Arts.
FPA11.4 - FPA Grade 11 Standard 4	7	90.00%	4.00	80.21%	3.00	Students demonstrate an understanding of the Arts in relation to history, cultures and contemporary society.
FPA11.5 - FPA Grade 11 Standard 5	7	100.00%	4.00	74.99%	3.00	Students connect and relate the Arts to other disciplines and society.
H11 - H Grade 11	141	110.91%	4.00	83.18%	3.00	
H11.1 - H Grade 11 Standard 1	98	110.91%	4.00	80.25%	3.00	Students will comprehend concepts related to health promotion and disease prevention
H11.2 - H Grade 11 Standard 2	67	100.00%	4.00	83.55%	3.00	Students demonstrate the ability to access valid health information and health-promoting products and services.
H11.3 - H Grade 11 Standard 3	88	110.91%	4.00	82.11%	3.00	Students demonstrate the ability to practice health-enhancing behaviors and reduce health risks.
H11.4 - H Grade 11 Standard 4	62	100.00%	4.00	91.63%	4.00	Students analyze the influence of culture, media, technology, and other factors on health.

Proceed by printing the report from your web browser or saving it to another application. For more information, see the section "[Run, Print, and Save Reports.](#)"

## How to Run Teacher Gradebooks Reports

This report prints assignment information from teachers' PowerGrade data files for the specified period.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Run Reports.
3. On the Run Reports page, click Teacher Gradebooks. The Teacher Gradebooks page appears.

### Teacher Gradebooks

Print Gradebooks for (hold the COMMAND key to make multiple selections)

Alldredge, Jessica  
 Allphin, Timothy  
 House, James

For classes during this term 02-03 Year

Meeting(s) (leave unchecked for all)

	A
01	<input checked="" type="checkbox"/>
02	<input checked="" type="checkbox"/>
03	<input type="checkbox"/>
04	<input type="checkbox"/>
05	<input type="checkbox"/>
06	<input type="checkbox"/>
07	<input type="checkbox"/>

Don't print classes that  have no students  
 have no assignments

Only assignments in this Date Range 9/1/2002 to 10/15/2002

Assignment header Print Assignment Name and Date Due

Print in name column Student Name

Print Final Grade(s) (comma-separated) Always from PowerGrade  Letter Grade  Percent

Print which assignment score? Point Value

Scores Listing Font Times

Size, line height, style 12 (points)  Bold  Italic  
 Underline

Horizontal Cell Padding 2 (points)

Student Name Column Width 1.75 (inches)

Assignment Column Width .5 (inches)

Background row shading 10 %

Page size Letter (8 1/2" x 11")  
 Custom size: Height Width

Margins (inches) Left .5 Top .5 Right .5 Bottom .5

Orientation, Scale Portrait (vertical) 100

Watermark text

Watermark mode Overlay

When to print ASAP

**Submit**

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

Field	Description
Print Gradebooks for	Select the teacher whose attendance records you want to scan. Press and hold Command (Mac) or Control (Windows) to select multiple teachers.
For classes during this term	The selected term appears.
Meeting(s)	Select the checkbox(es) for the meetings to be scanned.
Don't print classes that	Select the checkbox(es) to exclude classes that have no students or have no assignments.
Only assignments in this Date Range	To limit the report to assignments within a specific date range, select this checkbox and enter the date range in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Assignment header	Select the content to include in the header for the assignments.
Print in name column	Select the content to include in the column for students.
Print Final Grade(s)	Enter final grade(s) to print (optional). If you enter grades, select either the Letter Grade, Percent, or both checkboxes to determine how the final grades appear.
Print which assignment score?	Select an option to determine how assignment scores appear: <ul style="list-style-type: none"> <li>• Point Value</li> <li>• Percent</li> <li>• Letter Grade</li> </ul>
Scores Listing Font	Choose the scores listing font from the pop-up menu.
Scores Listing Style	Enter the scores listing font size and line height in points. <b>Note:</b> One point equals 1/72 of an inch. Select the formatting checkbox(es) you want to use. For example, select the Bold checkbox to bold the scores listing.
Horizontal Cell Padding	Enter the amount of space from the sides of the cells to the text in points. <b>Note:</b> One point equals 1/72 of an inch.
Student Name Column Width	Enter the width of the student name column in inches.
Assignment Column Width	Enter the width of the assignment column in inches.

Field	Description
Width	
Background row shading	Enter a percentage to determine the shade of the rows.
Page Size	Use the pop-up menu to choose the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins	Enter the size of the margins in inches.
Orientation, Scale	Choose the page layout from the pop-up menu. Portrait is a vertical page; landscape is a horizontal page.  Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.
Watermark Text	If you want to print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.
When to print	To run this report, select a time to start it: <ul style="list-style-type: none"> <li>• ASAP: Execute immediately.</li> <li>• At Night: Execute during the next evening.</li> <li>• On Weekend: Execute during the next weekend.</li> <li>• On Specific Date/Time: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.</li> </ul>

5. Click Submit. PowerSchool runs the report, and the report queue appears. Depending on your specifications, this could take several minutes.
6. Click Completed to display the report. The resulting report shows assignments and grades for the selected time in the selected classes.

Alphin, Timothy - Algebra 1 - Expression 01(A) - 02-03 Quarter 3										
	310 02/01/03 TESTS	311 PROFES. ASSESS	312 PROFES. ASSESS	313 PROFES. ASSESS	314 PROFES. ASSESS	315 PROFES. ASSESS	316 PROFES. ASSESS	317 PROFES. ASSESS	318 PROFES. ASSESS	319 PROFES. ASSESS
Biggers, Estevan	32	36	78	70	4	5	28	21	109	
Burton, Bryce	68	41	37	20	3	30	31	21	140	
Cunsidy, Alfredo	0	38	37	( )	0	( )	0	0	0	
Crawley, Gillbert	62	41	28	20	1	0	30	20	132	
DeLaney, Yalov	74	41	31	20	6	25	33	20	121	
Derrisosa, Colin	84	40	38	20	1	5	33	19	127	
Douglass, Duanlunny	83	58	36	20	1	0	25	0	91	
Hancock, Deleon	64	41	38	20	1	5	33.5	18	137	
Healy, Oscar	32	41	39	20	2	5	29	18	99	
Huckin, Echem	62	31	35	20	2	35	33	20	111	
Ingari, Amari	62	0	38	20	5	35	0	20	150	
Leighly, Jeramie	0	0	0	20	( )	0	30	21	73	
Levers, Tyreek	60	29	36	20	3	35	34	21	133	
Lotts, Enoda	62	41	37	20	3	30	26	21	88	
Mirhae, Gurnat	32	37	38	20	5	0	33	0	156	
Otto, Darryl	40	36	25	( )	EX	5	0	0	120	
Ragan, Verence	24	40	0	20	0	0	0	0	69	
Shaw, Spencer	58	40	35	20	6	0	31	21	143	
Sigler, Julius	30	41	37	20	1	30	33	22	119	
Sirock, Sunny	48	39	31	20	2	30	27	21	132	
Soper, Gurnar	68	37	32	20	2	10	29	21	133	
Summers, Mauro	56	40	38	( )	( )	25	33	17	133	
Walker, Aaron	78	37	29	20	4	30	24.5	20	159	
Williamson, Hector	61	40	38	20	3	35	31	21	140	
Willmore, Tyshem	64	35	37	20	5	15	33	20	164	
Wylard, Jason	46	41	38	20	5	5	32	19	114	

Proceed by printing the report from your web browser or saving it to another application. For more information, see the section "[Run, Print, and Save Reports.](#)"

## Single Student Standards Report

The single student standards report lists a student's progress for each standard. Before you print the report, you can determine which particular standards fields you want to appear on it.

For information about running standards reports for more than one student, see the section "[Standards Reports.](#)"

## How to Set Up the Single Student Standards Report

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Standards. The Standards page appears.

Standards	
Function	Description
<a href="#">Conversion Scales</a>	Define and manage grading scales used by the standards system.
<a href="#">Custom List</a>	Search and display standards within a hierarchical list.
<a href="#">Custom List Settings</a>	Set the search criteria for displaying standards with a hierarchical list.
<a href="#">Display Settings</a>	Setup the student standards screen.
<a href="#">List Standards</a>	Display and create new standards.

- Click Display Settings. The Standards Display Settings page appears.

**Standards Display Settings**

Field	Value
Fields to display on student summary screen	<input checked="" type="checkbox"/> Identifier
	<input checked="" type="checkbox"/> Name
	<input checked="" type="checkbox"/> Number of Scores
	<input checked="" type="checkbox"/> Average Score
	<input checked="" type="checkbox"/> Translated Average Score
	<input checked="" type="checkbox"/> High Score
	<input checked="" type="checkbox"/> Translated High Score
Score to display on stored scores screen	Number of Scores (school-specific)
Number of decimal places in percent scores	2
Include "%" character in percent scores	<input checked="" type="checkbox"/>
Suppress display of scores if no assignments	<input checked="" type="checkbox"/>
Sort assignment list	Reverse Chronologically

Note: Unless otherwise indicated, these Standards Display Settings apply to all schools on this server.

- Use the following table to enter information in the fields:

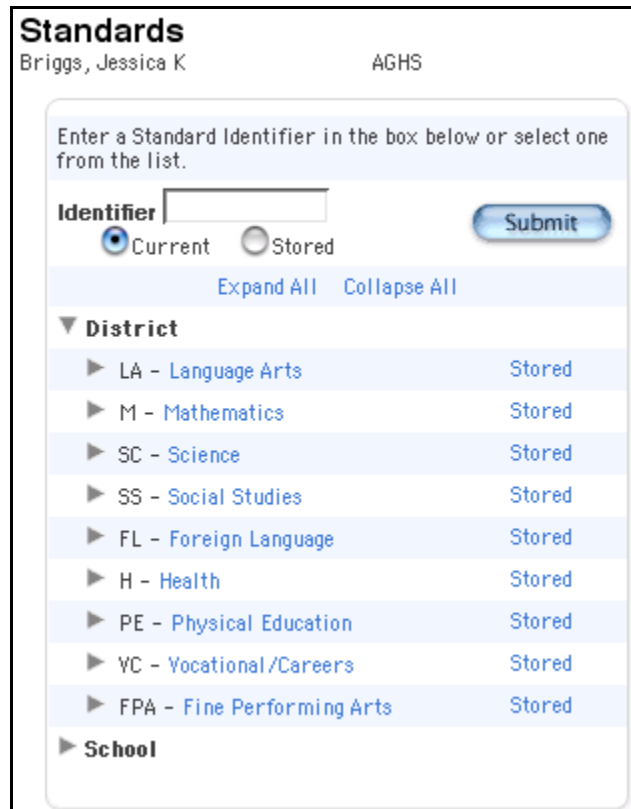
Field	Description
Fields to Display on Student Summary Screen	Select any combination of the following checkboxes to determine the information you want to appear for each standard on the Student Summary page: <ul style="list-style-type: none"> <li>• Identifier</li> <li>• Name</li> <li>• Number of Scores</li> <li>• Average Score</li> <li>• Translated Average Score</li> <li>• High Score</li> <li>• Translated High Score</li> <li>• Description</li> </ul>
Score to display on stored scores screen	Use the pop-up menu to determine which score to display on the list page. All scores are viewable on the detail page.
Number of decimal places in percent scores	Enter the number of digits you want to appear after a decimal point.
Include the % character in percent scores	Select this checkbox if you want to include the percentage character (%) in percent scores.
Suppress display of scores if no assignments	Select this checkbox if you do not want to display zeros on the report if there are no associated assignments.

Field	Description
Sort assignment list	Use the pop-up menu to indicate the sort order of the assignment list: <ul style="list-style-type: none"> <li>• Chronologically</li> <li>• Reverse Chronologically</li> </ul>

5. Click Submit. The system saves your changes.

## How to Access the Single Student Standards Report

1. On the start page, search for and select the student.
2. Choose Standards from the student pages menu. The Standards page appears.



**Standards**  
Briggs, Jessica K      AGHS

Enter a Standard Identifier in the box below or select one from the list.

Identifier

Current    Stored

[Expand All](#)   [Collapse All](#)

▼ **District**

- ▶ LA - Language Arts      Stored
- ▶ M - Mathematics      Stored
- ▶ SC - Science      Stored
- ▶ SS - Social Studies      Stored
- ▶ FL - Foreign Language      Stored
- ▶ H - Health      Stored
- ▶ PE - Physical Education      Stored
- ▶ VC - Vocational/Careers      Stored
- ▶ FPA - Fine Performing Arts      Stored

▶ **School**

3. Click the triangles to access any level of standards where scores are reported.
4. Click the standard identifier when you reach the level you want.

**Note:** You can also view stored standard scores by clicking the scores stored on that line.



Current Standards Scores: LA08

Standard	Num Scores	Low Score	High Score	Low High Score	Description	
LA.08.1-19 Standard 1	7	69.700	9.00	107.000	6.07	Reading, writing, speaking, and listening are inter-related skills called the language arts. Students will be reading and speaking in the up-coming of listening to. Students will be performing the skills together in a classroom setting.
LA.08.1-20 Standard 1	5	85.550	2.00	75.000	5.01	Students read a variety of grade-level materials, applying strategies appropriate to various situations.
LA.08.2-19 Standard 2	12	88.420	2.00	101.000	4.01	Students write for a variety of purposes and audiences with explicit goals and objectives appropriate to the grade level.
LA.08.3-19 Standard 3	1	62.720	3.00	81.000	3.07	Students listen for a variety of purposes appropriate to the grade level.
LA.08.4-19 Standard 4	1	75.000	3.00	75.000	3.01	Students speak for a variety of purposes and audiences with explicit goals and objectives appropriate to the grade level.
LA.08.5-19 Standard 5	1	70.000	3.00	71.000	3.01	Students synthesize oral and written language arts skills.

- Click the number of scores in the Num Scores column that you opted to show. The Standard Scores: [Standard] page displays each assignment score that is contributing to this standard score.

## Student System Administration

### Student Numbers

Assign new student ID numbers to a group of students. If you import student numbers from a different system and want to change those numbers in PowerSchool, use this procedure.

**Important:** This process is not reversible.

#### How to Assign New Student Numbers

- On the start page, select a group of students.
 

**Note:** Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page.
- Click the PowerSchool logo.
- On the PowerSchool start page, choose System from the main menu.
- On the System Administrator page, click Assign New Student Numbers. The Assign New Student Numbers page appears.

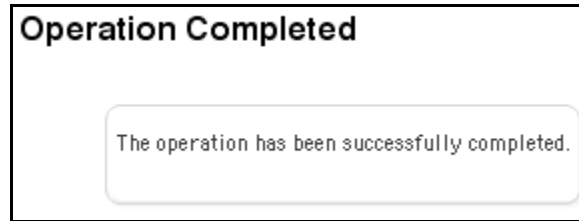
### Assign New Student Numbers

This function will assign new student numbers for the **30** currently selected students.

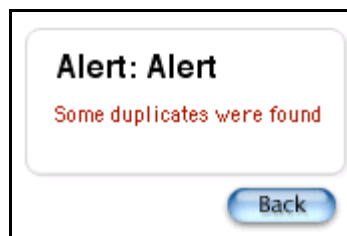
This operation assigns new student numbers for the currently selected students. It is not reversible.

**Student numbers are generated from this value:**

5. Enter the starting number from which you want the system to assign student numbers in the "Student numbers are generated from this value" field.
6. Click Submit. The Operation Completed page appears.



**Note:** If the system displays the alert that some duplicates were found, click Back and start the student numbering from a different number.



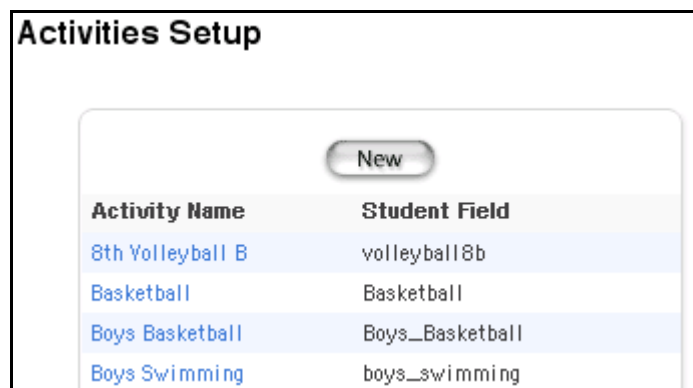
## Activities Setup

Create, modify, or delete the activities available to students in PowerSchool. You can also clear the values of the activities field for all students, such as at the end of each school year.

### How to Add an Activity

Create an activity so that you and other users can add it to student records as needed. Indicate if the new activity affects all schools on your system or just your school.

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Activities Setup. The Activities Setup page appears.



3. Click New. The Edit Activity page appears.

### Edit Activity

Label	Value
<b>Activity Name</b>	<input type="text" value="Cheerleading"/>
<b>Student Field Name (no spaces - use _ instead)</b>	<input type="text" value="Cheerleading"/>
<b>Activity Type</b>	<input type="text" value="Athletic"/>
<b>Required</b>	<input type="checkbox"/>
<b>This activity appears for</b>	<input checked="" type="radio"/> Apple Grove High School only <input type="radio"/> All schools on this server

**Note:** If performing this procedure after selecting or working with a student record, the student's name, grade, and student number replace the Invalid Student ID heading in this example.

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

Field	Description
Activity Name	Enter the name of the activity.
Student Field Name	Enter the activity's field name. Remember that spelling is important and that you must use underscores ( _ ) rather than spaces between words.
Activity Type	Enter the type of activity.
Required	Select this checkbox to indicate that the activity is a requirement.
This Activity Appears For	Select an option to display this activity for only the selected school or all schools on this server.

5. Click Submit. The Activities Setup page displays the new activity.

**Activities Setup**

New

Activity Name	Student Field
8th Volleyball B	volleyball8b
Basketball	Basketball
Boys Basketball	Boys_Basketball
Boys Swimming	boys_swimming
Cheerleading	Cheerleading

Add the activity to a student record. For more information, see the section "[How to Add or Delete Activities on a Student Record.](#)"

### How to Edit an Activity

Changing an activity affects all PowerSchool users for your school or system. It does not change the activity's status on individual records, just the information about the activity on the PowerSchool system.

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Activities Setup. The Activities Setup page appears.

**Activities Setup**

New

Activity Name	Student Field
8th Volleyball B	volleyball8b
Basketball	Basketball
Boys Basketball	Boys_Basketball
Boys Swimming	boys_swimming

3. Click the name of the activity to be edited. The Edit Activity page appears.

### Edit Activity

Label	Value
<b>Activity Name</b>	<input type="text" value="Cheerleading"/>
<b>Student Field Name (no spaces - use _ instead)</b>	<input type="text" value="Cheerleading"/>
<b>Activity Type</b>	<input type="text" value="Athletic"/>
<b>Required</b>	<input type="checkbox"/>
<b>This activity appears for</b>	<input checked="" type="radio"/> Apple Grove High School only <input type="radio"/> All schools on this server

**Note:** If performing this procedure after selecting or working with a student record, the student's name, grade, and student number replace the Invalid Student ID heading in this example.

4. Use the following table to edit information in the fields:

Field	Description
Activity Name	Edit the name of the activity.
Student Field Name	Edit the activity's field name. Remember that spelling is important and that you must use underscores ( _ ) rather than spaces between words.
Activity Type	Edit the type of activity.
This Activity Appears For	Select an option to display this activity for only the selected school or all schools on this server.

5. Click Submit. The Activities Setup page appears.

### Activities Setup

Activity Name	Student Field
8th Volleyball B	volleyball8b
Basketball	Basketball
Boys Basketball	Boys_Basketball
Boys Swimming	boys_swimming
Cheerleading	Cheerleading

Add the activity to a student record. For more information, see the section "[How to Add or Delete Activities on a Student Record.](#)"

## How to Delete an Activity

This action deletes the activity from your school or your system. It also deletes the activity from any student records that indicate participation in the activity.

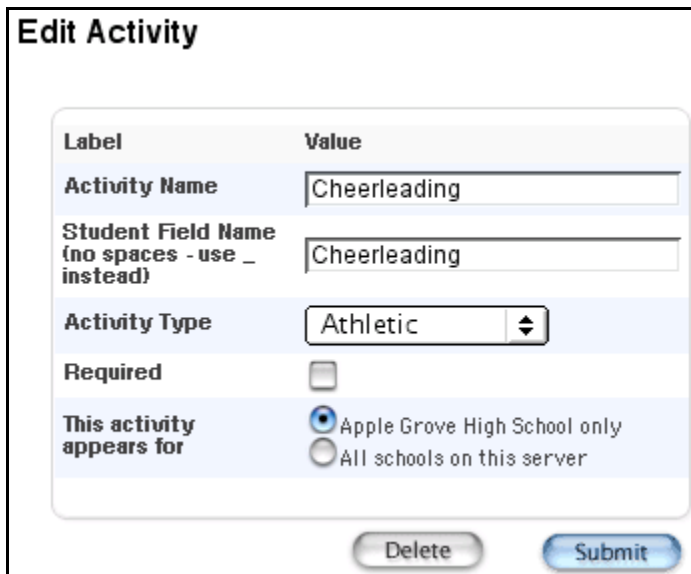
**Important:** This action cannot be undone. Contact other users before deleting an activity from the PowerSchool system.

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Activities Setup. The Activities Setup page appears.



Activity Name	Student Field
8th Volleyball B	volleyball8b
Basketball	Basketball
Boys Basketball	Boys_Basketball
Boys Swimming	boys_swimming
Cheerleading	Cheerleading

3. Click the name of the activity to be deleted. The Edit Activity page appears.



Label	Value
Activity Name	Cheerleading
Student Field Name (no spaces - use _ instead)	Cheerleading
Activity Type	Athletic
Required	<input type="checkbox"/>
This activity appears for	<input checked="" type="radio"/> Apple Grove High School only <input type="radio"/> All schools on this server

4. Click Delete. The Activities page displays without the deleted activity.

**Activities Setup**

New

Activity Name	Student Field
8th Volleyball B	volleyball8b
Basketball	Basketball
Boys Basketball	Boys_Basketball
Boys Swimming	boys_swimming

## How to Clear Activities for All Students

Clear the values of the activities field for all students. For example, clear the activities for all students at the end of each school year. This does not remove the activity from PowerSchool. To remove an activity, see the section "[How to Delete an Activity](#)."

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Clear Activities. The Clear Activities page appears.

**Clear Activities**

**Activity Name**

Track

Basketball

Cheerleading

Cross Country

Drama

FCCLA

Boys Basketball

Boys Swimming

Note: The list above applies to Apple Grove High School only.

Check the boxes of the activities you would like to clear.

Submit

3. Select the checkbox(es) next to the activity for which you want to delete the values for all students in the selected school.
4. Click Submit. The System Administrator page appears.

## Balance Alert

Using the Balance Alert Setup page, you can define thresholds for students' lunch account balances and fee account balances. If students' account balances go over a set threshold, an alert appears on the student page indicating that the student is in the "red."

The balance alert also appears in PowerSchool Parent Access if the "Do not show the lunch balance on parent/student pages if you do not want to display the alert" checkbox has not been selected during district setup. For more information, see the section "[How to Set Up Miscellaneous District Settings](#)."

The Balance Automatic Email feature automatically sends parents or guardians email messages informing them that their students' accounts are in the red. For more information, see the section "[Parents/Guardian](#)."

### How to Set Up the Balance Alert

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Balance Alert. The Balance Alert Setup page appears.

**Balance Alert Setup**

When a Student's lunch balance falls below  an alert will display on the student pages. Email will also be sent to parents who choose to receive "Balance Alert" emails.

When a Student's fee balance goes above  an alert will display on the student pages. Email will also be sent to parents who choose to receive "Balance Alert" emails.

This message will display in the alert window along with the balances of Lunch and Fees.

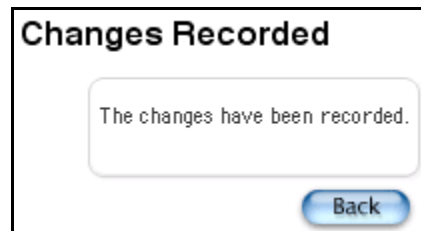
3. Use the following table to enter information in the fields:

Field	Description
[Lunch Balance Alert]	Choose the lunch balance level from the pop-up menu. An email is sent to parents who choose to receive "Balance Alert" emails.
[Fee Balance Alert]	Choose the fee balance level from the pop-up menu. An email is sent to parents who choose to receive "Balance Alert" emails.



Field	Description
[Alert Email]	Enter the balance alert text in the field. This message will appear in the alert window along with the balances of lunch and fees.

- Click Submit. The Changes Recorded page appears.



## Citizenship Codes

Use this page to create, view, edit, or delete citizenship codes used when grading students.

### How to Add a Citizenship Code

You must log in to the district office before performing this procedure.

- On the start page, choose District from the main menu.
- Click Citizenship Codes. The Citizenship Codes page appears.



- Click New. The Edit Citizenship Code page appears.

### Edit Citizenship Code

Label	Value
Code	<input type="text" value="U"/>
Description	<input type="text" value="Unsatisfactory"/>
Sort order for display	<input type="text" value="4"/> <input type="button" value="v"/>

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

Field	Description
Code	Enter the citizenship code.
Description	Enter a description for the citizenship code.
Sort order for display	Use the pop-up menu to choose the sort order to appear on the Citizenship Codes page.

5. Click Submit. The Citizenship Codes page displays the new citizenship code.

### Citizenship Codes

Code	Description	Sort Order
H	Honorable	<input type="text" value="1"/> <input type="button" value="v"/>
S	Satisfactory	<input type="text" value="2"/> <input type="button" value="v"/>
N	Needs to improve	<input type="text" value="3"/> <input type="button" value="v"/>
U	Unsatisfactory	<input type="text" value="4"/> <input type="button" value="v"/>

Note: This list of citizenship codes applies to all schools using this PowerSchool server. Even if your school does not use citizenship codes, you must set up at least one for PowerGrade to function correctly.

## How to Edit a Citizenship Code

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Citizenship Codes. The Citizenship Codes page appears.

**Citizenship Codes**

Code	Description	Sort Order
H	Honorable	1
S	Satisfactory	2
N	Needs to improve	3
U	Unsatisfactory	4

Note: This list of citizenship codes applies to all schools using this PowerSchool server. Even if your school does not use citizenship codes, you must set up at least one for PowerGrade to function correctly.

- Click either the code or the description of the citizenship code to be edited. The Edit Citizenship Code page appears.

**Edit Citizenship Code**

Label	Value
Code	U
Description	Unsatisfactory
Sort order for display	4

- Use the following table to edit information in the fields:

Field	Description
Code	Edit the citizenship code.
Description	Edit a description for the citizenship code.
Sort order for display	Use the pop-up menu to choose the sort order to appear on the Citizenship Codes page.

- Click Submit. The Citizenship Codes page displays the edited citizenship code.

### Citizenship Codes

Code	Description	Sort Order
H	Honorable	1 <input type="button" value="↕"/>
S	Satisfactory	2 <input type="button" value="↕"/>
N	Needs to improve	3 <input type="button" value="↕"/>
U	Un-satisfactory	4 <input type="button" value="↕"/>

Note: This list of citizenship codes applies to all schools using this PowerSchool server. Even if your school does not use citizenship codes, you must set up at least one for PowerGrade to function correctly.

## How to Delete a Citizenship Code

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Citizenship Codes. The Citizenship Codes page appears.

### Citizenship Codes

Code	Description	Sort Order
H	Honorable	1 <input type="button" value="↕"/>
S	Satisfactory	2 <input type="button" value="↕"/>
N	Needs to improve	3 <input type="button" value="↕"/>
U	Un-satisfactory	4 <input type="button" value="↕"/>

Note: This list of citizenship codes applies to all schools using this PowerSchool server. Even if your school does not use citizenship codes, you must set up at least one for PowerGrade to function correctly.

- Click either the code or the description of the citizenship code to be deleted. The Edit Citizenship Code page appears.

### Edit Citizenship Code

Label	Value
<b>Code</b>	<input style="width: 80%;" type="text" value="U"/>
<b>Description</b>	<input style="width: 80%;" type="text" value="Unsatisfactory"/>
<b>Sort order for display</b>	<input style="width: 80%;" type="text" value="4"/> <span style="font-size: 1.2em;">↕</span>

- Click Delete. The Selection Deleted page appears.

## Ethnicity Codes

Set up ethnicity codes to assign to students using the Demographics page. For more information on assigning ethnicity codes, see the section "[How to Modify Student Demographics](#)."

### How to Add an Ethnicity Code

You must log in to the district office before performing this procedure.

- On the start page, choose District from the main menu.
- Click Ethnicity Codes. The Ethnicity Codes page appears.

### Ethnicity Codes

Code	Description
A	Asian
C	Caucasian
F	African American
H	Hispanic
I	Native American
O	Other

Note: This list of ethnicity codes applies to all schools using this PowerSchool server.

- Click New. The Edit Ethnicity Code page appears.

### Edit Ethnicity Code

Option	Value
Code	<input style="width: 80%;" type="text" value="P"/>
Description	<input style="width: 80%;" type="text" value="Pacific Islander"/>

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

Field	Description
Code	Enter the ethnicity code.
Description	Enter a description for the code.

5. Click Submit. The Ethnicity Codes page displays the new ethnicity code.

### Ethnicity Codes

Code	Description
A	Asian
C	Caucasian
F	African American
H	Hispanic
I	Native American
O	Other
P	Pacific Islander

Note: This list of ethnicity codes applies to all schools using this PowerSchool server.

## How to Edit an Ethnicity Code

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Ethnicity Codes. The Ethnicity Codes page appears.

**Ethnicity Codes**

Code	Description
A	Asian
C	Caucasian
F	African American
H	Hispanic
I	Native American
O	Other
P	Pacific Islander

Note: This list of ethnicity codes applies to all schools using this PowerSchool server.

- Click the ethnicity code or description to be edited. The Edit Ethnicity Code page appears.

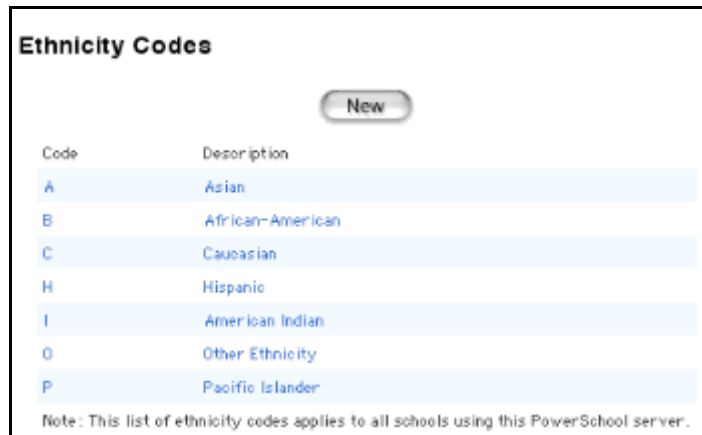
**Edit Ethnicity Code**

Option	Value
Code	<input type="text" value="P"/>
Description	<input type="text" value="Pacific Islander"/>

- Use the following table to edit information in the fields:

Field	Description
Code	Edit the ethnicity code.
Description	Edit the description for the code.

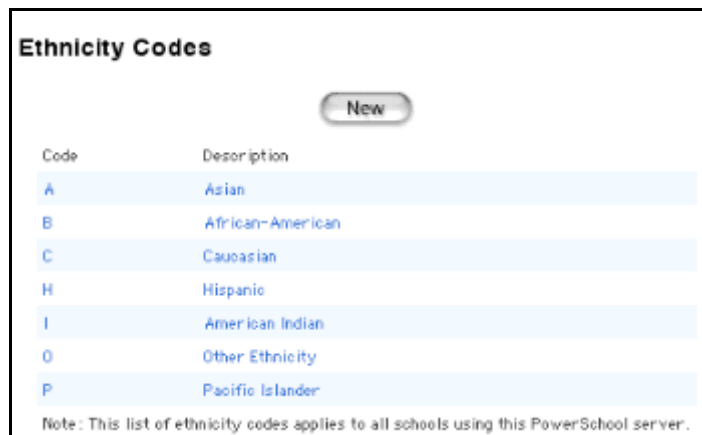
- Click Submit. The Ethnicity Codes page displays the edited ethnicity code.



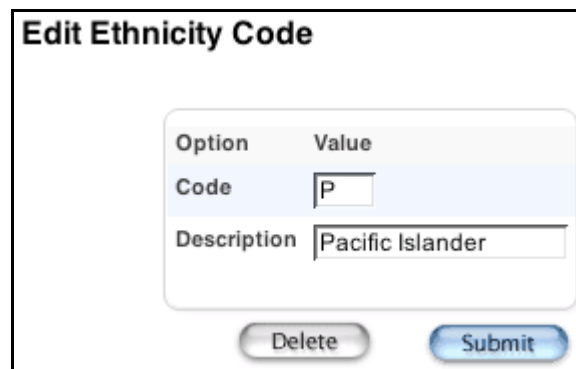
## How to Delete an Ethnicity Code

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Ethnicity Codes. The Ethnicity Codes page appears.



3. Click the ethnicity code or description to be deleted. The Edit Ethnicity Code page appears.



4. Click Delete. The Selection Deleted page appears.



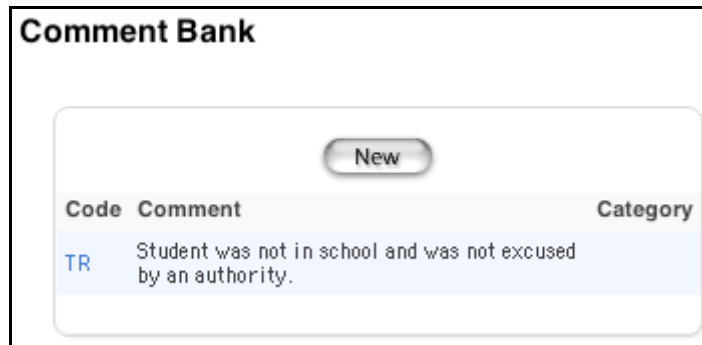
## Comment Bank

Teachers create comments that appear for each student per section. View comments in PowerSchool Teacher, from the student pages menu in PowerSchool, and on the Parent Access pages. Parent notes created by teachers in PowerGrade are sent to the PowerSchool system, where they are called teacher comments.

Additionally, teachers can select from an unlimited number of comment codes in a district-wide comment bank. The comment text can include links to web sites. Teachers select comment bank codes from the comment bank in both PowerGrade and PowerSchool Teacher.

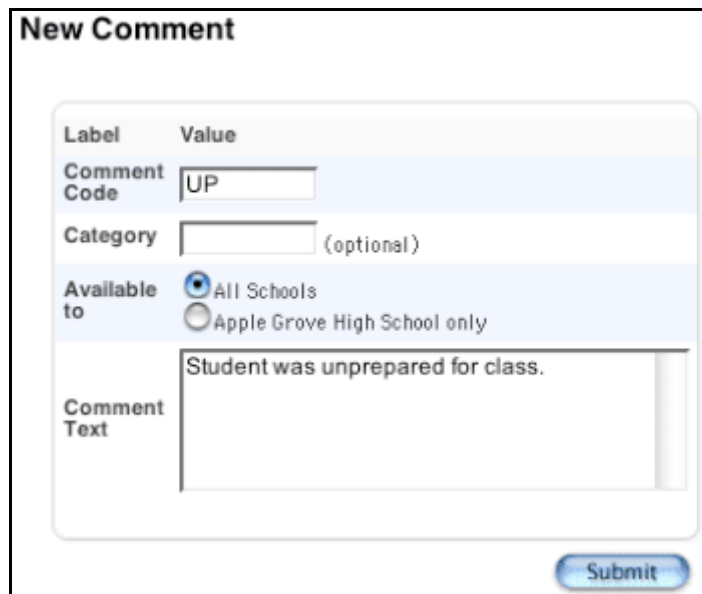
### How to Create Comments in the Comment Bank

1. On the start page, choose School from the main menu.
2. Click Comment Bank. The Comment Bank page appears.



Code	Comment	Category
TR	Student was not in school and was not excused by an authority.	

3. Click New. The New Comment page appears.

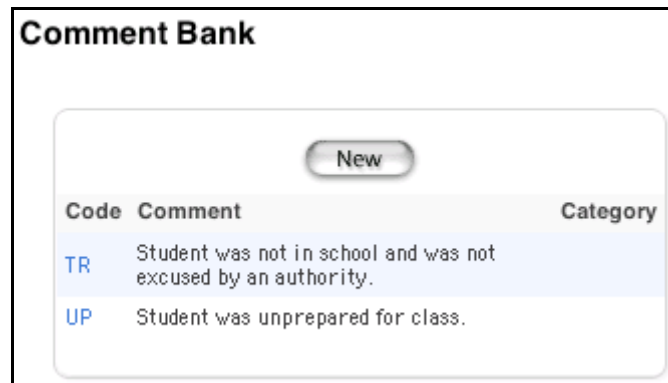


Label	Value
Comment Code	UP
Category	(optional)
Available to	<input checked="" type="radio"/> All Schools <input type="radio"/> Apple Grove High School only
Comment Text	Student was unprepared for class.

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

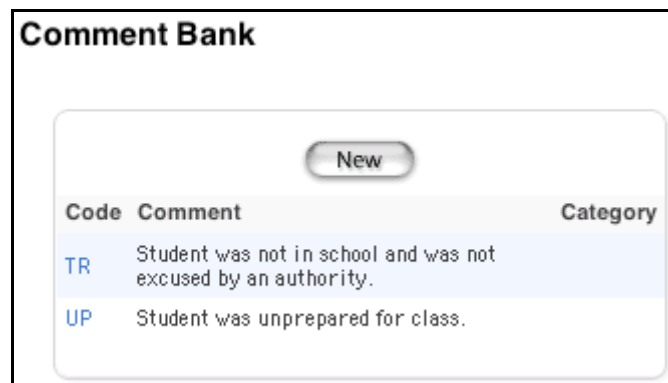
Field	Description
Comment Code	Enter a numeric, alphabetical, or alphanumeric code.
Category	Enter a category to which you want to assign your comment (optional). The comment bank groups the comments by category.  <b>Note:</b> Categories are not relevant to reports or searches. Comment categories affect only how the comments appear on the Comment Bank page.
Available to	Select an option to display this comment for all schools on this server or only the selected school.
Comment Text	Enter the comment text, which can include hyperlinks and HTML.

- Click Submit. The Comment Bank page displays the new comment.



## How to Edit Comments in the Comment Bank

- On the start page, choose School from the main menu.
- Click Comment Bank. The Comment Bank page appears.



- Click the code for the comment you want to edit. The Edit Comment page appears.

### Edit Comment

Label	Value
Comment Code	<input type="text" value="UN"/>
Category	<input type="text"/> (optional)
Available to	<input checked="" type="radio"/> All Schools <input type="radio"/> Apple Grove High School only
Comment Text	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">           Student was unprepared for class.         </div>

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

Field	Description
Comment Code	Enter a numeric, alphabetical, or alphanumeric code.
Category	Enter a category to which you want to assign your comment (optional). The comment bank groups the comments by category.  <b>Note:</b> Categories are not relevant to reports or searches. Comment categories affect only how the comments appear on the Comment Bank page.
Available to	Select an option to display this comment for all schools on this server or only the selected school.
Comment Text	Enter the comment text, which can include hyperlinks and HTML.

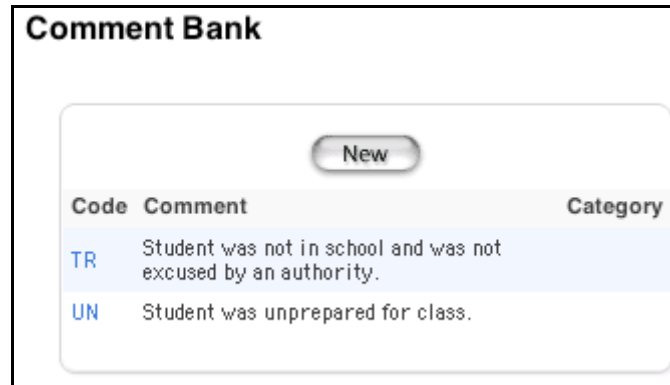
5. Click Submit. The Comment Bank page displays the edited comment.

### Comment Bank

Code	Comment	Category
TR	Student was not in school and was not excused by an authority.	
UN	Student was unprepared for class.	

## How to Delete Comments in the Comment Bank

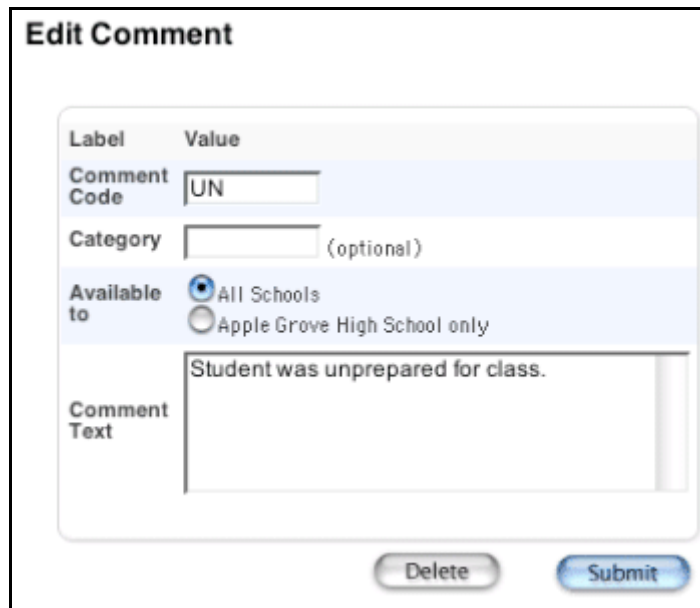
1. On the start page, choose School from the main menu.
2. Click Comment Bank. The Comment Bank page appears.



The screenshot shows the 'Comment Bank' interface. At the top, there is a 'New' button. Below it is a table with three columns: 'Code', 'Comment', and 'Category'. The table contains two rows of data.

Code	Comment	Category
TR	Student was not in school and was not excused by an authority.	
UN	Student was unprepared for class.	

3. Click the code for the comment you want to delete. The Edit Comment page appears.



The screenshot shows the 'Edit Comment' page. It has a 'Label' and 'Value' section with the following fields:

Label	Value
Comment Code	UN
Category	(optional)
Available to	<input checked="" type="radio"/> All Schools <input type="radio"/> Apple Grove High School only
Comment Text	Student was unprepared for class.

At the bottom of the form, there are two buttons: 'Delete' and 'Submit'.

4. Click Delete. The Comment Bank page appears without the comment.



The screenshot shows the 'Comment Bank' page after the comment has been deleted. The 'New' button is at the top. The table below it now only contains one row of data.

Code	Comment	Category
TR	Student was not in school and was not excused by an authority.	

## Custom Fields and Screens

Create custom fields to display a variety of information about students, staff, courses, and sections. There is no limit to the number of custom fields that a school can create. You can also create custom screens for students and staff. Include custom fields on those screens. For example, create a page that includes vehicle-related information that you want to track for each student.

First, create the custom fields. Next, create the custom screen. Finally, add the custom fields to the custom screen. For more information, see the sections "[Custom Student Fields and Screens](#)," "[Custom Staff Fields and Screens](#)," "[Custom Course Fields](#)," and "[Custom Section Fields](#)."

### Custom Student Fields and Screens

Use custom fields and screens to display a variety of information about students. There is no limit to the number of custom fields that a school can create. For example, create a page that includes vehicle-related information that you want to track for each student.

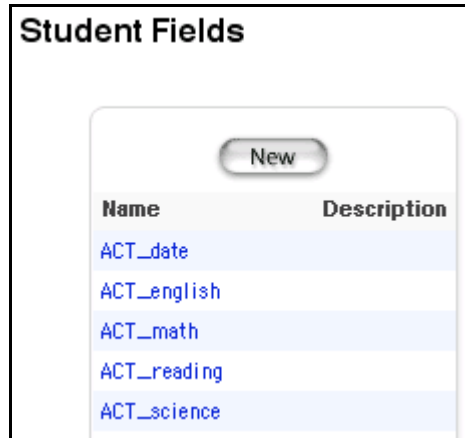
First, create the custom fields. Next, create the custom screen. Finally, add the custom fields to the custom screen you create.

### How to Add Custom Student Fields

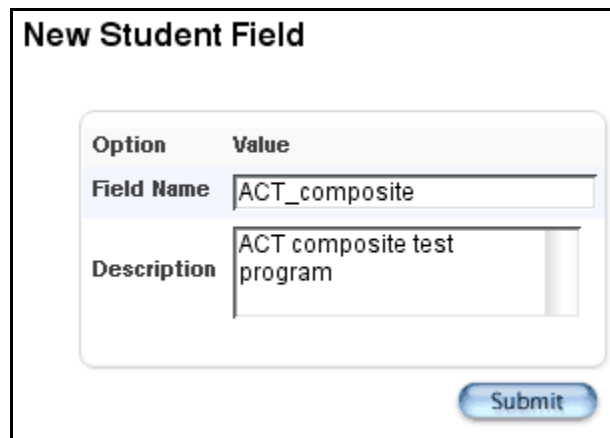
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.

Custom Fields / Screens	
<b>Students</b>	<b>Description</b>
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
<b>Staff</b>	<b>Description</b>
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
<b>Courses</b>	<b>Description</b>
<a href="#">Course Fields</a>	Creates and edits custom fields.
<b>Sections</b>	<b>Description</b>
<a href="#">Section Fields</a>	Creates and edits custom fields.

3. Click Student Fields. The Student Fields page appears.



- Click New. The New Student Field page appears.



- Use the following table to enter information in the fields:

Field	Description
Field Name	Enter the name of the field.
Description	Enter an explanation of the field and its purpose.

- Click Submit. The Student Fields page displays the new field.

**Student Fields**

[New](#)

Name	Description
<a href="#">ACT_composite</a>	ACT composite test program
<a href="#">ACT_date</a>	
<a href="#">ACT_english</a>	
<a href="#">ACT_math</a>	
<a href="#">ACT_reading</a>	
<a href="#">ACT_science</a>	

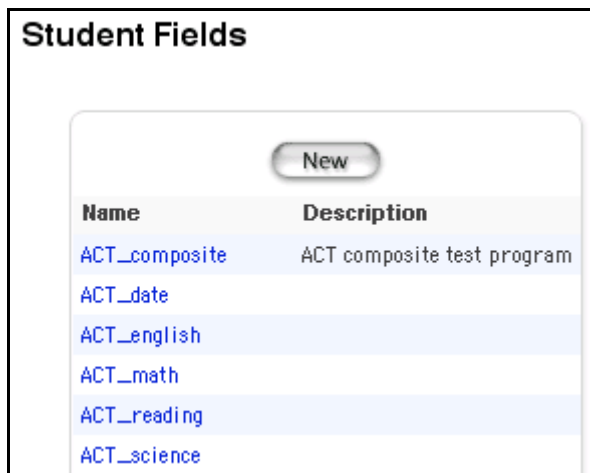
### How to Edit Custom Student Fields

1. On the start page, choose System.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.

**Custom Fields / Screens**

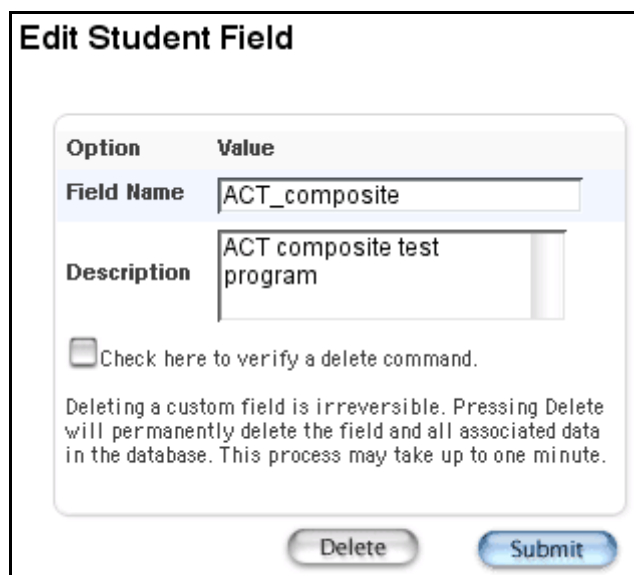
Students	Description
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
Staff	Description
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
Courses	Description
<a href="#">Course Fields</a>	Creates and edits custom fields.
Sections	Description
<a href="#">Section Fields</a>	Creates and edits custom fields.

3. Click Student Fields. The Student Fields page appears.



Name	Description
ACT_composite	ACT composite test program
ACT_date	
ACT_english	
ACT_math	
ACT_reading	
ACT_science	

4. Click the name of the field you want to edit. The Edit Student Field page appears.



Option	Value
Field Name	ACT_composite
Description	ACT composite test program

Check here to verify a delete command.

Deleting a custom field is irreversible. Pressing Delete will permanently delete the field and all associated data in the database. This process may take up to one minute.

5. Use the following table to edit information in the fields:

Field	Description
Field Name	Edit the name of the field.
Description	Edit an explanation of the field and its purpose.

6. Click Submit. The Student Fields page displays the edited field.



**Student Fields**

[New](#)

Name	Description
<a href="#">ACT_composite</a>	ACT composite test program
<a href="#">ACT_date</a>	
<a href="#">ACT_english</a>	
<a href="#">ACT_math</a>	
<a href="#">ACT_reading</a>	
<a href="#">ACT_science</a>	

## How to Delete Custom Student Fields

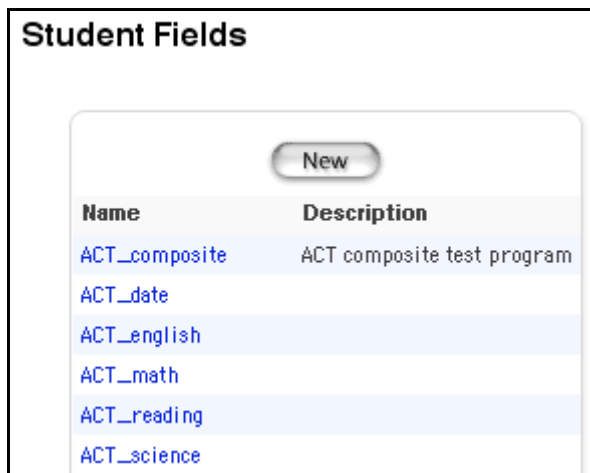
Deleting a custom field also deletes the field from any custom pages and the values of that field. If you manually entered the field on a PowerSchool page, you must manually remove the field from the page.

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.

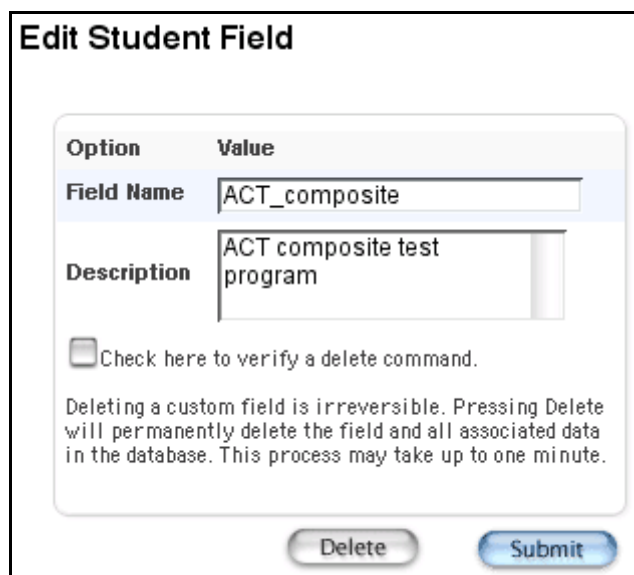
**Custom Fields / Screens**

Students	Description
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
Staff	Description
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
Courses	Description
<a href="#">Course Fields</a>	Creates and edits custom fields.
Sections	Description
<a href="#">Section Fields</a>	Creates and edits custom fields.

3. Click Student Fields. The Student Fields page appears.



- Click the name of the field you want to delete. The Edit Student Field page appears.



- Select the checkbox to confirm that you want to delete the field.
 

**Note:** If you do not select the checkbox and click Delete, the system displays a message indicating that the field was not deleted. Click Back to return to the previous page. Select the checkbox, and then click Delete.
- Click Delete. Do not leave the page until a message appears indicating that the process is complete. The Student Field Deleted page appears.
 

**Note:** The system lists any PowerSchool pages that include the custom field. If any pages appear, you must manually remove the fields from those pages.
- Click "Return to Custom Fields." The Custom Fields page appears.

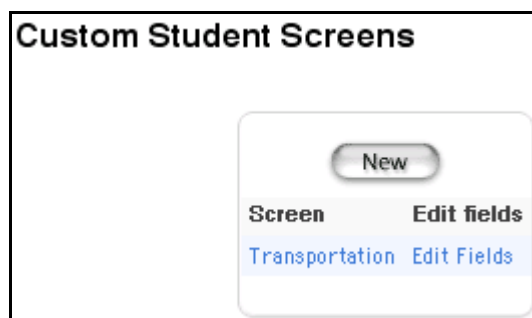
## How to Add Custom Student Screens

- On the start page, choose System from the main menu.

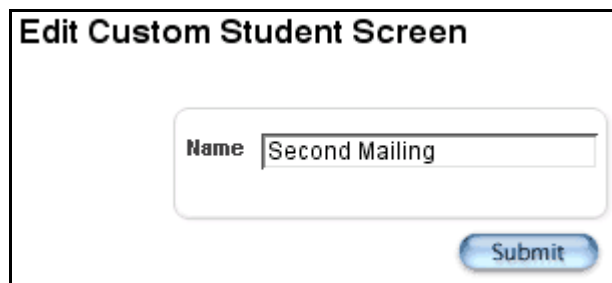
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



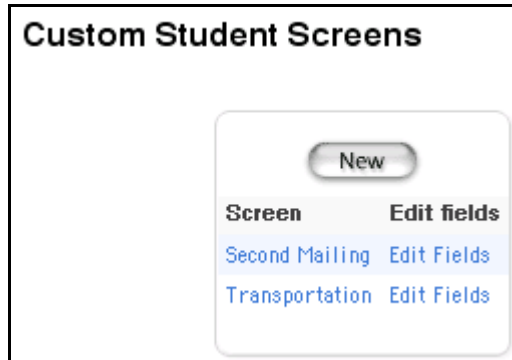
3. Click Custom Student Screens. The Student Custom Screens page appears.



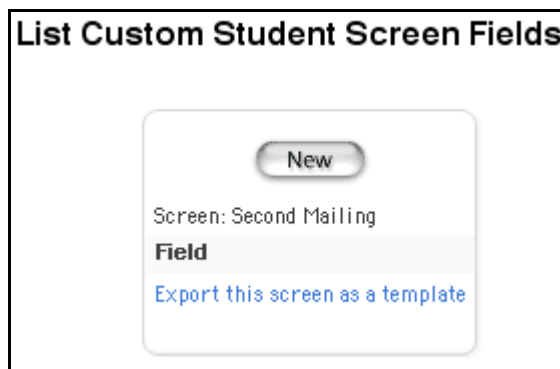
4. Click New. The Edit Custom Student Screen page appears.



5. Enter the name of the screen in the Name field.
6. Click Submit. The Custom Student Screens page displays the new page.



7. Click Edit Fields next to the new screen. The List Custom Student Screen Fields page appears.



8. Click New. The Edit Field page appears.

### Edit Field

Option	Value
Label	<input type="text" value="Zip"/>
Field Name ( <b>Fields</b> )	<input type="text" value="second_mailing_zip"/>
Sort Order	<input type="text" value="6"/>
Input Type	<input style="border: 1px solid black;" type="text" value="Entry field"/>
Width (applies only to 'entry field' and 'entry box' types)	<input type="text" value="0"/> (width in characters)
Height (applies only to 'entry box' type)	<input type="text" value="5"/> (height in lines)
Data for Popup or Radio Buttons (press return after each entry)	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>

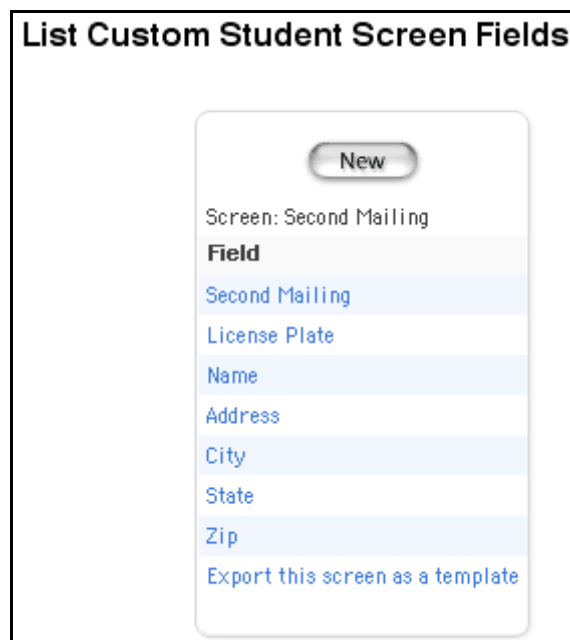
9. Use the following table to enter information in the fields:

Field	Description
Label	Enter the name you want to appear for the field on the custom screen.
Field Name	Define the internal PowerSchool field name, such as License_Plate.  <b>Note:</b> To list the fields, click Fields. To create a custom field, see the section " <a href="#">How to Add Custom Student Fields.</a> "
Sort Order	Enter a number to indicate the order in which you want this field to appear on the custom screen.
Input Type	Use the pop-up menu to choose one of the following to determine the type of field you are creating: <ul style="list-style-type: none"> <li>• Entry field: A small field in which the user enters free text.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• Static field: A field in which you cannot change the text. Use static fields to create headers above fields you want to group together, or to explain a field you place below it.</li> <li>• Checkbox: A checkbox a user clicks to select.</li> <li>• Pop-up menu: A pop-up menu from which a user selects a value.</li> <li>• Radio button: A small, round option button a user clicks to select.</li> <li>• Entry box: A large box in which users can enter multiple lines of free text.</li> </ul>
Width	If you chose "Entry field" or "Entry box" at the Input Type field, enter the width in characters of the field or box.
Height	If you chose "Entry box" at the Input Type field, enter the height of the box in lines.
Data for Popup or Radio Buttons	If you chose "Pop-up menu" or "Radio button" at the Input Type field, enter the options the users can select at the field.

10. Click Submit. The List Custom Student Screen Fields page displays the field.

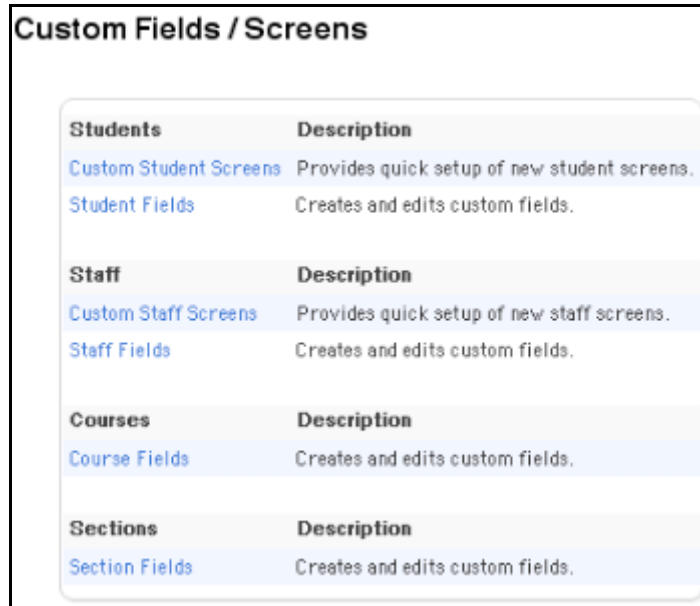
11. Repeat Step 8 through Step 10 for each field on the custom screen.



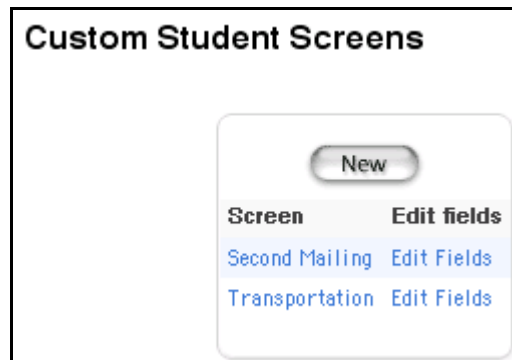
**Note:** For more information on viewing the custom screen, see the section "[Custom Screens](#)."

## How to Edit Custom Student Screens

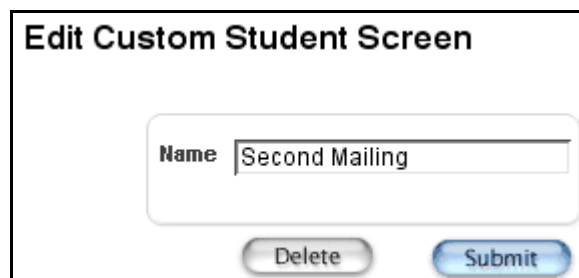
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



3. Click Custom Student Screens. The Student Custom Screens page appears.



4. Click the name of the custom screen in the Screen column. The Edit Custom Student Screen page appears.



5. Edit the name of the custom student screen in the Name field.

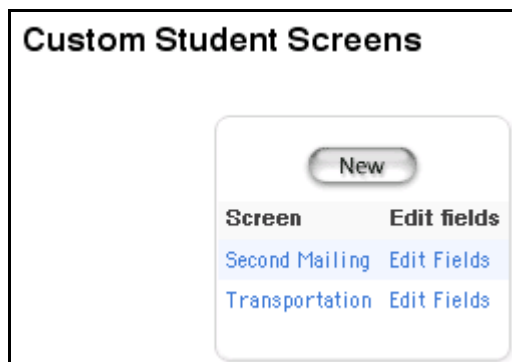
- Click Submit. The Student Custom Screens page displays the edited screen.

## How to Delete Custom Student Screens

- On the start page, choose System from the main menu.
- On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



- Click Custom Student Screens. The Student Custom Screens page appears.



- Click the name of the custom screen in the Screen column. The Edit Custom Student Screen page appears.



### Edit Custom Student Screen

Name

5. Click Delete. The Selection Deleted page appears.

### Selection Deleted

The selection(s) have been deleted.

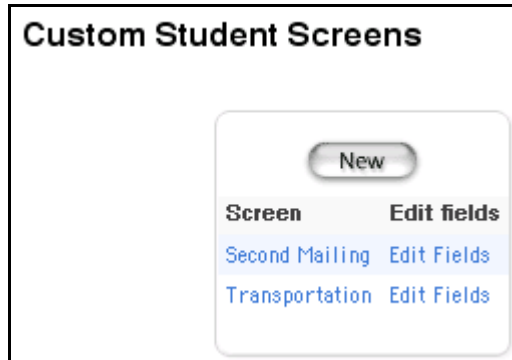
## How to Edit Custom Student Screen Fields

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.

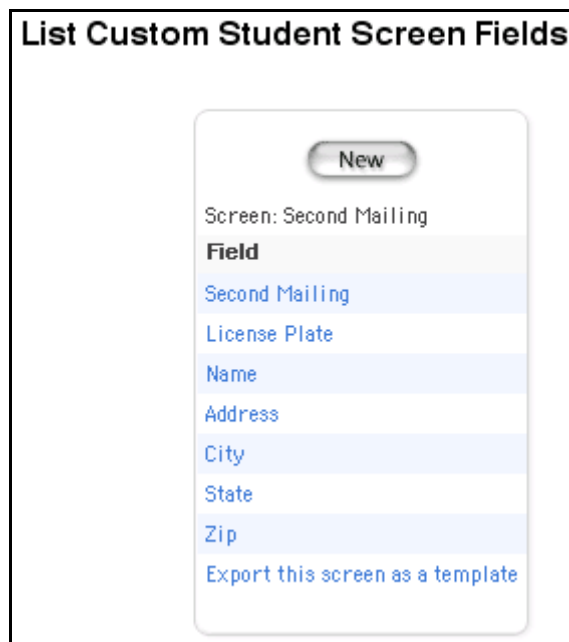
### Custom Fields / Screens

Students	Description
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
Staff	Description
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
Courses	Description
<a href="#">Course Fields</a>	Creates and edits custom fields.
Sections	Description
<a href="#">Section Fields</a>	Creates and edits custom fields.

3. Click Custom Student Screens. The Student Custom Screens page appears.



4. Click Edit Fields next to the screen to be edited. The List Custom Student Screen Fields page appears.



5. Click the field to be edited. The Edit Field page appears.

### Edit Field

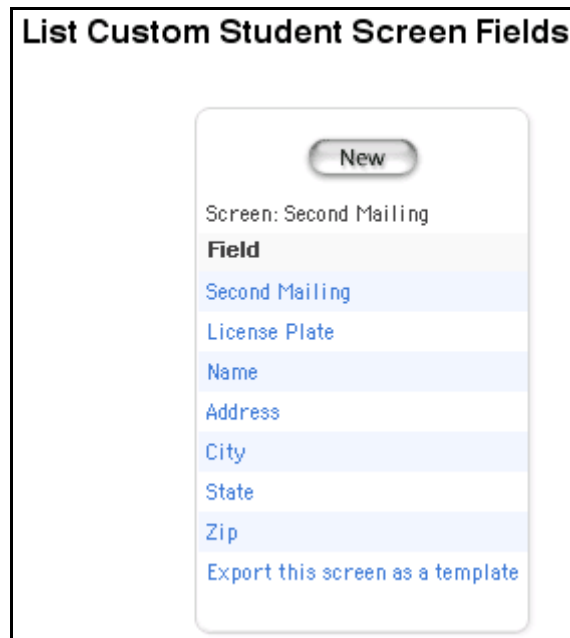
Option	Value
Label	<input type="text" value="Zip"/>
Field Name ( <a href="#">Fields</a> )	<input type="text" value="second_mailing_zip"/>
Sort Order	<input type="text" value="6"/>
Input Type	<input style="border: 1px solid black;" type="text" value="Entry field"/>
Width (applies only to 'entry field' and 'entry box' types)	<input type="text" value="10"/> (width in characters)
Height (applies only to 'entry box' type)	<input type="text" value="5"/> (height in lines)
Data for Popup or Radio Buttons (press return after each entry)	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>

6. Use the following table to edit information in the fields:

Field	Description
Label	Enter the name you want to appear for the field on the custom screen.
Field Name	Define the internal PowerSchool field name, such as License_Plate.  <b>Note:</b> To list the fields, click <a href="#">Fields</a> . To create a custom field, see the section " <a href="#">How to Add Custom Student Fields</a> ."
Sort Order	Enter a number to indicate the order in which you want this field to appear on the custom screen.
Input Type	Use the pop-up menu to choose one of the following to determine the type of field you are creating: <ul style="list-style-type: none"> <li>• Entry field: A small field in which the user enters free text.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• Static field: A field in which you cannot change the text. Use static fields to create headers above fields you want to group together, or to explain a field you place below it.</li> <li>• Checkbox: A checkbox a user clicks to select.</li> <li>• Pop-up menu: A pop-up menu from which a user selects a value.</li> <li>• Radio button: A small, round option button a user clicks to select.</li> <li>• Entry box: A large box in which users can enter multiple lines of free text.</li> </ul>
Width	If you chose "Entry field" or "Entry box" at the Input Type field, enter the width in characters of the field or box.
Height	If you chose "Entry box" at the Input Type field, enter the height of the box in lines.
Data for Popup or Radio Buttons	If you chose "Pop-up menu" or "Radio button" at the Input Type field, enter the options the users can select at the field.

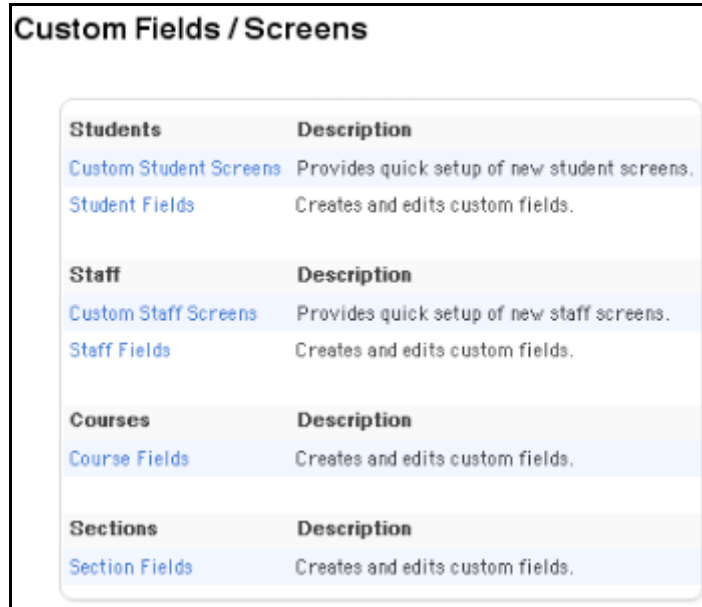
7. Click Submit. The List Custom Student Screen Fields page displays the edited field.



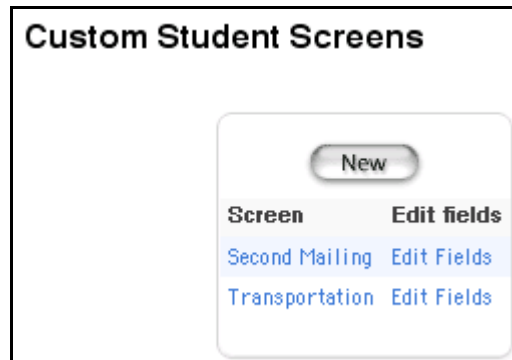
## How to Delete Custom Student Screen Fields

1. On the start page, choose System from the main menu.

- On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.

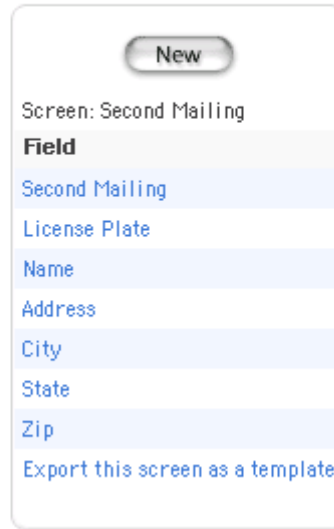


- Click Custom Student Screens. The Student Custom Screens page appears.



- Click Edit Fields next to the screen to be edited. The List Custom Student Screen Fields page appears.

### List Custom Student Screen Fields



5. Click the field to be edited. The Edit Field page appears.

### Edit Field

Option	Value
Label	<input type="text" value="Zip"/>
Field Name (Fields)	<input type="text" value="second_mailing_zip"/>
Sort Order	<input type="text" value="6"/>
Input Type	<input type="text" value="Entry field"/>
Width (applies only to 'entry field' and 'entry box' types)	<input type="text" value="10"/> (width in characters)
Height (applies only to 'entry box' type)	<input type="text" value="5"/> (height in lines)
Data for Popup or Radio Buttons (press return after each entry)	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>

- Click Delete. The Selection Deleted page appears.

### Selection Deleted

The selection(s) have been deleted.

## How to Export a Student Screen as a Template

Export a custom screen to share with other PowerSchool administrators or to save as a backup for the custom screen. In addition, by exporting a custom screen and then deleting it, you can remove a custom screen from the system without losing it permanently.

- On the start page, choose System from the main menu.

- On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.

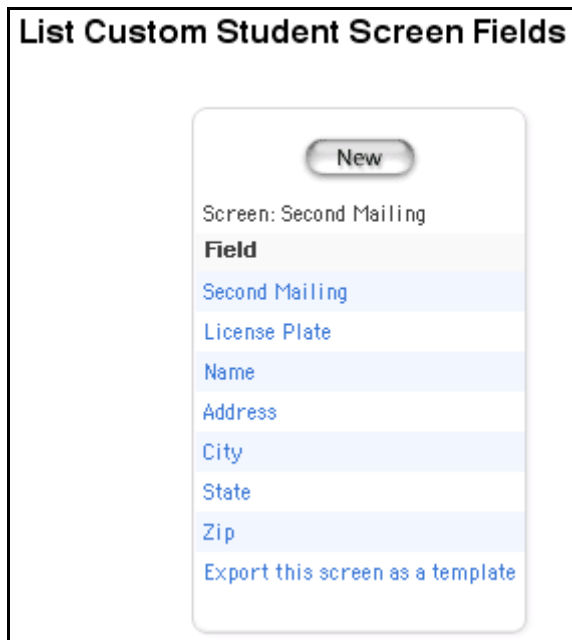
Custom Fields / Screens	
<b>Students</b>	<b>Description</b>
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
<b>Staff</b>	<b>Description</b>
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
<b>Courses</b>	<b>Description</b>
<a href="#">Course Fields</a>	Creates and edits custom fields.
<b>Sections</b>	<b>Description</b>
<a href="#">Section Fields</a>	Creates and edits custom fields.

- Click Custom Student Screens. The Student Custom Screens page appears.

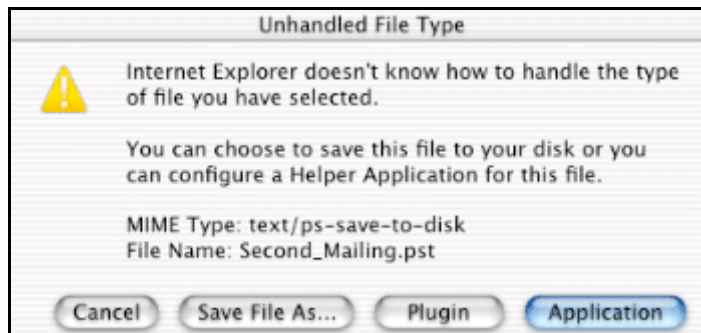
Custom Student Screens	
<a href="#">New</a>	
<b>Screen</b>	<b>Edit fields</b>
<a href="#">Second Mailing</a>	<a href="#">Edit Fields</a>
<a href="#">Transportation</a>	<a href="#">Edit Fields</a>

- Click Edit Fields next to the screen to be exported as a template. The List Custom Student Screen Fields page appears.

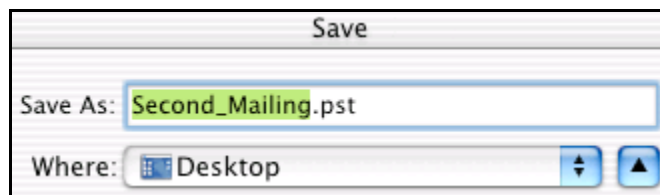




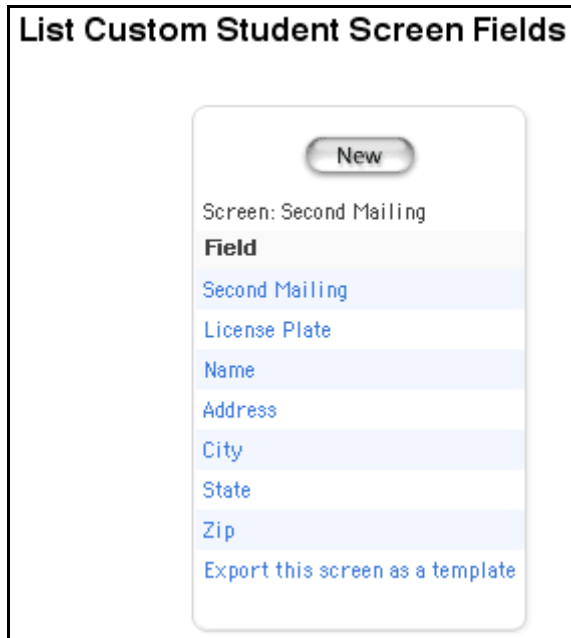
5. Click "Export this screen as a template." The File Download dialog appears.



6. Select Save File As... or "Save this file to disk."
7. Click OK. The Save As dialog appears.



8. Select a file location.
9. Click Save. The custom screen saves as a template, and the List Custom Student Screen Fields page appears.



## Custom Course Fields

Use custom fields to display a variety of information about courses. There is no limit to the number of custom fields that a school can create. For example, create a custom field called Demand to track last year's demand for a particular course.

Create the custom course fields. Then, either add the custom fields to a page in PowerSchool or enter values for the fields using the Direct Database Access function, also known as Universal Search & Modify (USM).

### How to Add Custom Course Fields

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.

**Custom Fields / Screens**

Students	Description
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
Staff	Description
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
Courses	Description
<a href="#">Course Fields</a>	Creates and edits custom fields.
Sections	Description
<a href="#">Section Fields</a>	Creates and edits custom fields.

- Click [Course Fields](#). The Course Fields page appears.

**Course Fields**

[New](#)

Name	Description
<a href="#">alt_course_number</a>	Additional course number used for state reporting or district purposes.

- Click [New](#). The New Course Field page appears.

**New Course Field**

Label	Value
Field Name	<input type="text" value="Demand"/>
Description	<input type="text" value="Usual demand for this course."/>

[Submit](#)

- Use the following table to enter information in the fields:

Field	Description
Field Name	Enter the name of the field.
Description	Enter an explanation of the field and its purpose.

- Click Submit. The Course Fields page displays the new field.

### Course Fields

Name	Description
<a href="#">alt_course_number</a>	Additional course number used for state reporting or district purposes.
<a href="#">Demand</a>	Usual demand for this course.

## How to Edit Custom Course Fields

- On the start page, choose System from the main menu.
- On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.

### Custom Fields / Screens

Students	Description
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
Staff	Description
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
Courses	Description
<a href="#">Course Fields</a>	Creates and edits custom fields.
Sections	Description
<a href="#">Section Fields</a>	Creates and edits custom fields.

- Click Course Fields. The Course Fields page appears.

### Course Fields

Name	Description
alt_course_number	Additional course number used for state reporting or district purposes.
Demand	Usual demand for this course.

4. Click the name of the field you want to edit. The Edit Course Field page appears.

### Edit Course Field

Label	Value
Field Name	<input type="text" value="Demand"/>
Description	<input style="height: 40px;" type="text" value="Usual demand for this course."/>

Check here to verify a delete command.

Deleting a custom field is irreversible. Pressing Delete will permanently delete the field and all associated data in the database. This process may take up to one minute.

5. Use the following table to edit information in the fields:

Field	Description
Field Name	Edit the name of the field.
Description	Edit an explanation of the field and its purpose.

6. Click Submit. The Course Fields page displays the edited field.

Course Fields	
<input type="button" value="New"/>	
Name	Description
<a href="#">alt_course_number</a>	Additional course number used for state reporting or district purposes.
<a href="#">Demand</a>	Typical demand for this course.

## How to Delete Custom Course Fields

Deleting a custom field deletes the field and its values. If you manually entered the field on a PowerSchool page, you must manually remove the field from the page.

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.

Custom Fields / Screens	
<b>Students</b>	
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
<b>Staff</b>	
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
<b>Courses</b>	
<a href="#">Course Fields</a>	Creates and edits custom fields.
<b>Sections</b>	
<a href="#">Section Fields</a>	Creates and edits custom fields.

3. Click Course Fields. The Course Fields page appears.

### Course Fields

[New](#)

Name	Description
<a href="#">alt_course_number</a>	Additional course number used for state reporting or district purposes.
<a href="#">Demand</a>	Typical demand for this course.

- Click the name of the field you want to delete. The Edit Course Field page appears.

### Edit Course Field

Label	Value
Field Name	<input type="text" value="Demand"/>
Description	<input type="text" value="Typical demand for this course."/>

Check here to verify a delete command.

Deleting a custom field is irreversible. Pressing Delete will permanently delete the field and all associated data in the database. This process may take up to one minute.

[Delete](#) [Submit](#)

- Select the checkbox to confirm that you want to delete the field.

### Edit Course Field

Label	Value
<b>Field Name</b>	<input type="text" value="Demand"/>
<b>Description</b>	<input type="text" value="Typical demand for this course."/>

Check here to verify a delete command.

Deleting a custom field is irreversible. Pressing Delete will permanently delete the field and all associated data in the database. This process may take up to one minute.

**Note:** If you do not select the checkbox and click Delete, the system displays a message indicating that the field was not deleted. Click Back to return to the previous page. Select the checkbox, and then click Delete.

6. Click Delete. Do not leave the page until a message appears indicating that the process is complete. The Custom Field Deleted page appears.

### Custom Field Deleted

Custom field Demand has been deleted.

[Return to Custom Fields](#)

**Note:** The system lists any PowerSchool pages that include the custom field. If any pages appear, you must manually remove the fields from those pages.

7. Click "Return to Custom Fields." The Custom Fields page appears.

## Custom Section Fields

Use custom fields to display a variety of information about sections. There is no limit to the number of custom fields that a school can create. For example, create a custom field called Field Trip to identify the field trips taken during a particular section.

Create the custom section fields. Then, either add the custom fields to a page in PowerSchool or enter values for the fields using the Direct Database Access function, also known as Universal Search & Modify (USM).

### How to Add Custom Section Fields

1. On the start page, choose System from the main menu.



- On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.

### Custom Fields / Screens

Students	Description
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.

Staff	Description
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.

Courses	Description
<a href="#">Course Fields</a>	Creates and edits custom fields.

Sections	Description
<a href="#">Section Fields</a>	Creates and edits custom fields.

- Click Section Fields. The Section Fields page appears.

### Section Fields

[Custom Screen Menu](#)

Name	Description
<a href="#">section_no</a>	Number identifying the section.

- Click New. The New Section Field page appears.

### New Section Field

Label	Value
Field Name	<input type="text" value="request_prev_term"/>
Description	<input type="text" value="Number of requests for this section from the previous term."/>

- Use the following table to enter information in the fields:

Field	Description
Field Name	Enter the name of the field.
Description	Enter an explanation of the field and its purpose.

- Click Submit. The Section Fields page displays the new field.



## How to Edit Custom Section Fields

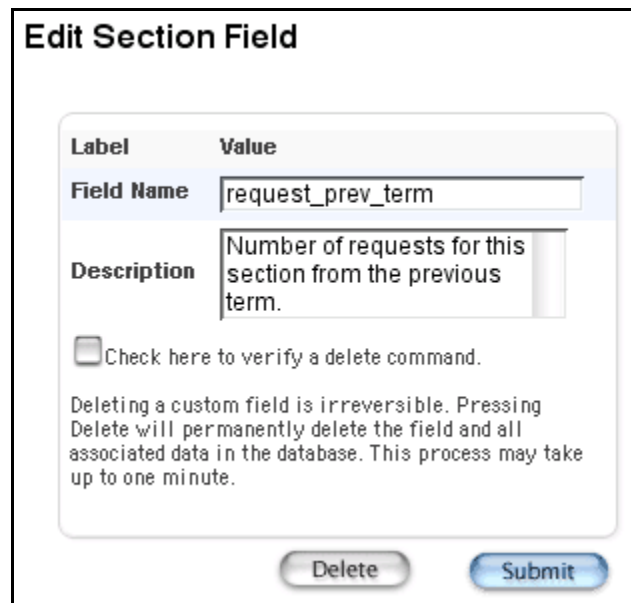
- On the start page, choose System from the main menu.
- On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



- Click Section Fields. The Section Fields page appears.



- Click the name of the field you want to edit. The Edit Section Field page appears.



- Use the following table to edit information in the fields:

Field	Description
Field Name	Edit the name of the field.
Description	Edit an explanation of the field and its purpose.

- Click Submit. The Section Fields page displays the edited field.



## How to Delete Custom Section Fields

Deleting a custom field deletes the field and its values. If you manually entered the field on a PowerSchool page, you must manually remove it from the page.

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



3. Click Section Fields. The Section Fields page appears.

### Section Fields

[New](#)

Custom Screen Menu

Name	Description
<a href="#">request_prev_term</a>	Requests for this section from the previous term.
<a href="#">section_no</a>	Number identifying the section.

- Click the name of the field you want to delete. The Edit Section Field page appears.

### Edit Section Field

Label	Value
Field Name	<input type="text" value="request_prev_term"/>
Description	<input type="text" value="Requests for this section from the previous term."/>

Check here to verify a delete command.

Deleting a custom field is irreversible. Pressing Delete will permanently delete the field and all associated data in the database. This process may take up to one minute.

[Delete](#) [Submit](#)

- Select the checkbox to confirm that you want to delete the field.

### Edit Section Field

Label	Value
<b>Field Name</b>	<input type="text" value="request_prev_term"/>
<b>Description</b>	<input type="text" value="Requests for this section from the previous term."/>

Check here to verify a delete command.

Deleting a custom field is irreversible. Pressing Delete will permanently delete the field and all associated data in the database. This process may take up to one minute.

**Note:** If you do not select this checkbox and click Delete, the system displays a message indicating that the field was not deleted. Click Back to return to the previous page. Select the checkbox, and then click Delete.

6. Click Delete. Do not leave the page until a message indicates that the process is complete. The Section Field Deleted page appears.

### Custom Field Deleted

Custom field request\_prev\_term has been deleted.

[Return to Custom Fields](#)

**Note:** The system lists any PowerSchool pages that include the custom field. If any pages appear, you must manually remove the fields from those pages.

## Entry Codes

Use entry codes to identify the reasons why students enroll in and transfer to your school.

### How to Add an Entry Code

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Entry Codes. The Entry Codes page appears.

### Entry Codes

Code	Meaning
AP	Alternative Placement
DO	Previous Drop Out
PR	Promoted from previous year
TO	Transfer from out of State
TS	Transfer from within State

Note: This list of entry codes applies to all schools using this PowerSchool server.

- Click New. The Edit Entry Codes page appears.

### Edit Entry Code

Option	Value
Code	<input style="width: 80%;" type="text" value="HS"/>
Meaning	<input style="width: 90%;" type="text" value="Home School"/>

- Use the following table to enter information in the fields:

Field	Description
Code	Enter the code.
Meaning	Enter a description of the code.

- Click Submit. The Entry Codes page displays the new code and its meaning. Any authorized user can apply the new code to any student transferring out of your school.

### Entry Codes

[New](#)

Code	Meaning
<a href="#">AP</a>	<a href="#">Alternative Placement</a>
<a href="#">DO</a>	<a href="#">Previous Drop Out</a>
<a href="#">HS</a>	<a href="#">Home School</a>
<a href="#">PR</a>	<a href="#">Promoted from previous year</a>
<a href="#">TO</a>	<a href="#">Transfer from out of State</a>
<a href="#">TS</a>	<a href="#">Transfer from within State</a>

Note: This list of entry codes applies to all schools using this PowerSchool server.

## How to Edit an Entry Code

Everyone who enrolls or transfers students will be affected by any changes you make to a code. You may want to discuss changes with other users before making them.

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Entry Codes. The Entry Codes page appears.

### Entry Codes

[New](#)

Code	Meaning
<a href="#">AP</a>	<a href="#">Alternative Placement</a>
<a href="#">DO</a>	<a href="#">Previous Drop Out</a>
<a href="#">HS</a>	<a href="#">Home School</a>
<a href="#">PR</a>	<a href="#">Promoted from previous year</a>
<a href="#">TO</a>	<a href="#">Transfer from out of State</a>
<a href="#">TS</a>	<a href="#">Transfer from within State</a>

Note: This list of entry codes applies to all schools using this PowerSchool server.

3. Click the code or the meaning of the code to be edited. The Edit Entry Codes page appears.



### Edit Entry Code

Option	Value
<b>Code</b>	<input style="width: 80%;" type="text" value="HS"/>
<b>Meaning</b>	<input style="width: 90%;" type="text" value="Home School"/>

4. Use the following table to edit information in the fields:

Field	Description
Code	Edit the code.
Meaning	Edit a description of the code.

5. Click Submit. The Entry Codes page displays the edited code and its meaning. Authorized users can apply the edited code to any student transferring out of your school.

### Entry Codes

Code	Meaning
AP	Alternative Placement
DO	Previous Drop Out
HS	Home School
PR	Promoted from previous year
TO	Transfer from out of State
TS	Transfer from within State

Note: This list of entry codes applies to all schools using this PowerSchool server.

## How to Delete an Entry Code

Everyone who manages transfers will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Entry Codes. The Entry Codes page appears.

### Entry Codes

Code	Meaning
AP	Alternative Placement
DO	Previous Drop Out
HS	Home School
PR	Promoted from previous year
TO	Transfer from out of State
TS	Transfer from within State

Note: This list of entry codes applies to all schools using this PowerSchool server.

- Click the code or the meaning of the code to be deleted. The Edit Entry Codes page appears.

### Edit Entry Code

Option	Value
Code	<input type="text" value="HS"/>
Meaning	<input type="text" value="Home School"/>

- Click Delete. The Entry Codes page displays without the deleted code:

### Entry Codes

Code	Meaning
AP	Alternative Placement
DO	Previous Drop Out
PR	Promoted from previous year
TO	Transfer from out of State
TS	Transfer from within State

Note: This list of entry codes applies to all schools using this PowerSchool server.

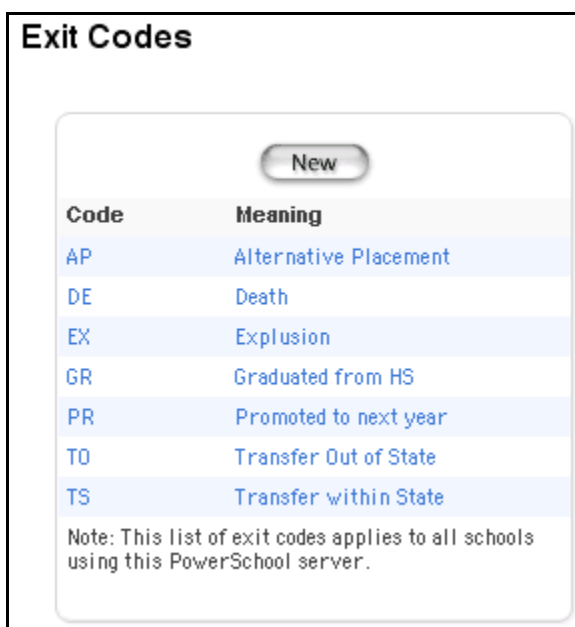
## Exit Codes

Use exit codes to identify the reasons why students leave your school.

### How to Add an Exit Code

You must log in to the district office before performing this procedure.

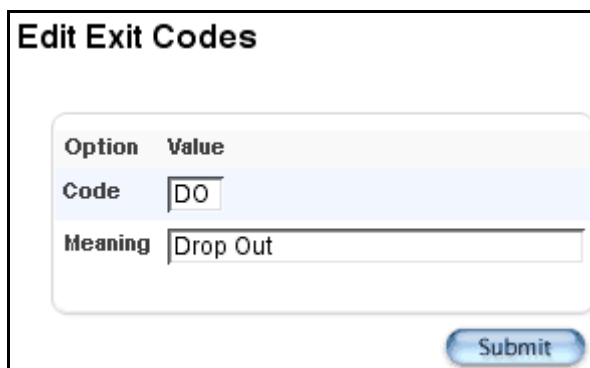
1. On the start page, choose District from the main menu.
2. Click Exit Codes. The Exit Codes page appears.



Code	Meaning
AP	Alternative Placement
DE	Death
EX	Expulsion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

3. Click New. The Edit Exit Codes page appears.



Option	Value
Code	DO
Meaning	Drop Out

Submit

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

Field	Description
Code	Enter the code.
Meaning	Enter a description of the code.

5. Click Submit. The Exit Codes page displays the new code and its meaning. Authorized users can apply the new code to any student transferring out of your school.



Code	Meaning
AP	Alternative Placement
DE	Death
DO	Drop Out
EX	Expulsion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

## How to Edit an Exit Code

Everyone who transfers students out of your school will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Exit Codes. The Exit Codes page appears.

### Exit Codes

Code	Meaning
AP	Alternative Placement
DE	Death
DO	Drop Out
EX	Expulsion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

- Click the code or the meaning of the code to be edited. The Edit Exit Codes page appears.

### Edit Exit Codes

Option	Value
Code	<input type="text" value="DO"/>
Meaning	<input type="text" value="Drop Out"/>

- Use the following table to edit information in the fields:

Field	Description
Code	Edit the code.
Meaning	Edit a description of the code.

- Click Submit. The Exit Codes page displays the edited code and its meaning. Authorized users can apply the edited code to any student transferring out of your school.

**Exit Codes**

[New](#)

Code	Meaning
AP	Alternative Placement
DE	Death
DO	Dropout
EX	Expulsion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

## How to Delete an Exit Code

Everyone who manages transfers will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Exit Codes. The Exit Codes page appears.

### Exit Codes

New

Code	Meaning
AP	Alternative Placement
DE	Death
DO	Drop Out
EX	Expulsion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

- Click the code or the meaning of the code to be deleted. The Edit Exit Codes page appears.

### Edit Exit Codes

Option	Value
Code	<input type="text" value="DO"/>
Meaning	<input type="text" value="Drop Out"/>

Delete Submit

- Click Delete. The Exit Codes page displays without the deleted code.

Exit Codes	
<input type="button" value="New"/>	
Code	Meaning
AP	Alternative Placement
DE	Death
EX	Expulsion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State
Note: This list of exit codes applies to all schools using this PowerSchool server.	

## Log Types

Log entries are used to create a record regarding a student's behavior, performance, or activity. Many schools use log entries to chronicle disciplinary actions. Log entries can also be used to record students' positive achievements.

Log types are used to group log entries by classification indicating the nature of a log entry. Additionally, subtypes can be created within each log type to further characterize the log entry. For example, a log entry related to cheating on a test is discipline-related. Discipline is the log type, and cheating is the subtype. For more information on log entries and the use of log types, see the sections "[Log Entry Fields](#)" and "[Log Entries](#)."

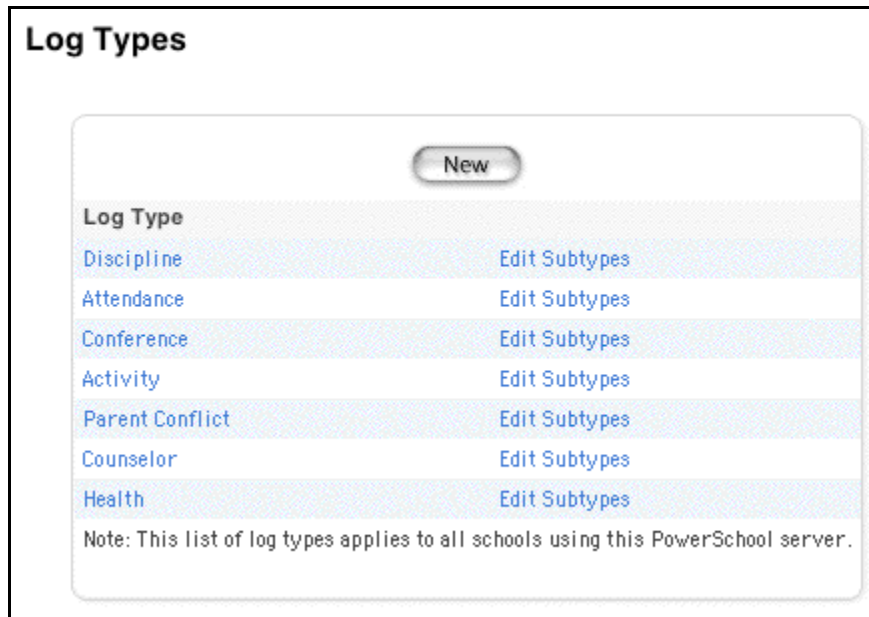
To access log types, log in at the district level, navigate to the District Setup page, and click Log Types. Using the Log Types page, you can add, edit, and delete log types and subtypes.

## How to Add a Log Type

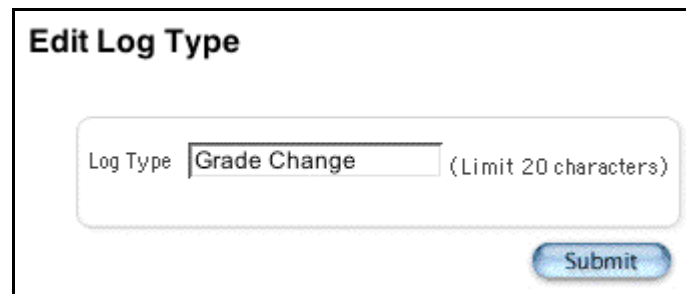
You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Log Types. The Log Types page appears.



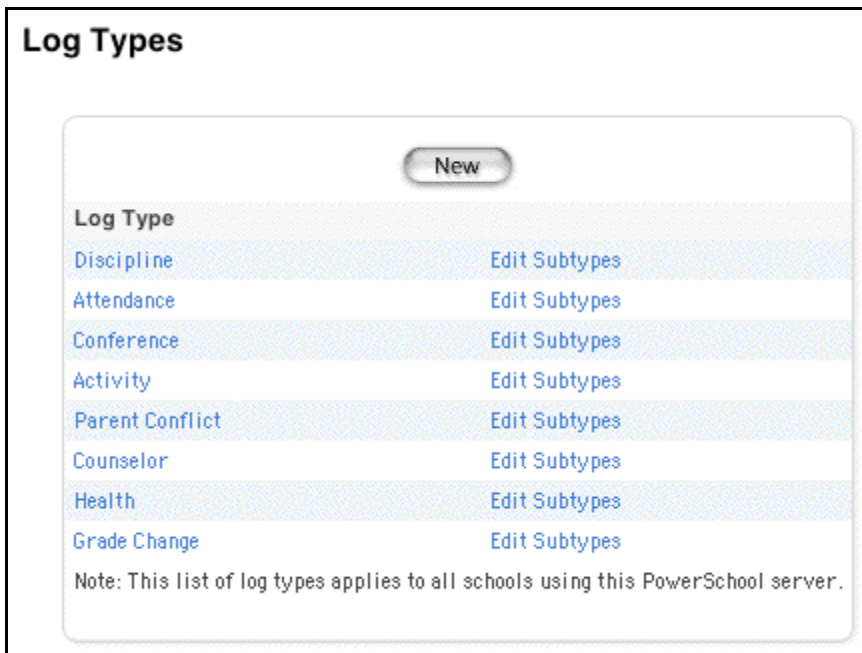


3. Click New. The Edit Log Types page appears.



4. Enter a log type in the Log Type field.

Click Submit. The Log Types page displays the new log type. To add subtypes, see the section "[How to Add a Log Subtype](#)."



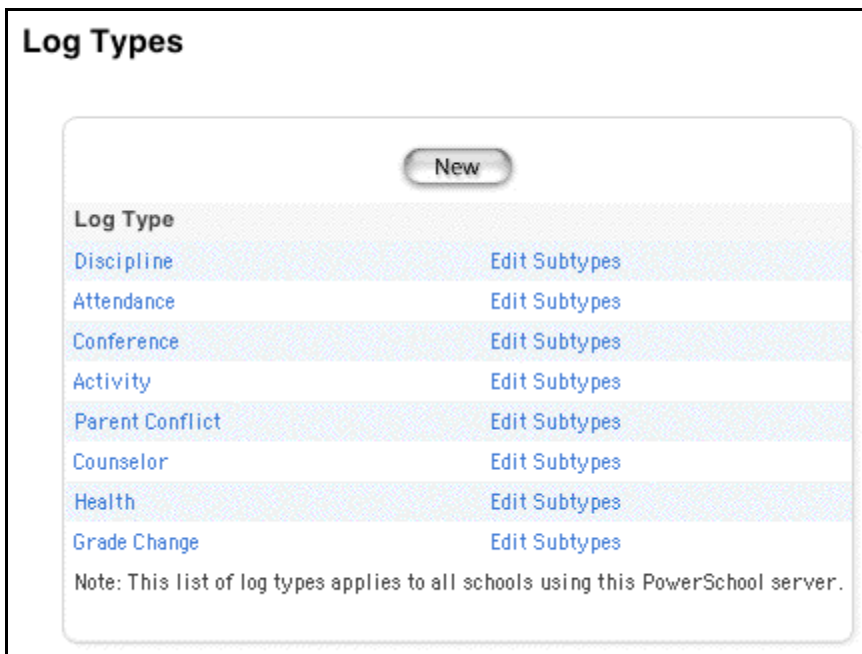
Log Type	
Discipline	Edit Subtypes
Attendance	Edit Subtypes
Conference	Edit Subtypes
Activity	Edit Subtypes
Parent Conflict	Edit Subtypes
Counselor	Edit Subtypes
Health	Edit Subtypes
Grade Change	Edit Subtypes

Note: This list of log types applies to all schools using this PowerSchool server.

## How to Edit a Log Type

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Log Type. The Log Types page appears.



Log Type	
Discipline	Edit Subtypes
Attendance	Edit Subtypes
Conference	Edit Subtypes
Activity	Edit Subtypes
Parent Conflict	Edit Subtypes
Counselor	Edit Subtypes
Health	Edit Subtypes
Grade Change	Edit Subtypes

Note: This list of log types applies to all schools using this PowerSchool server.

3. Click the log type to be edited. The Edit Log Type page appears.

### Edit Log Type

Log Type  (Limit 20 characters)

Delete
Submit

4. Edit the log type.

Click Submit. The Log Types page displays the edited log type. To edit subtypes, see the section "[How to Edit a Log Subtype.](#)"

### Log Types

New

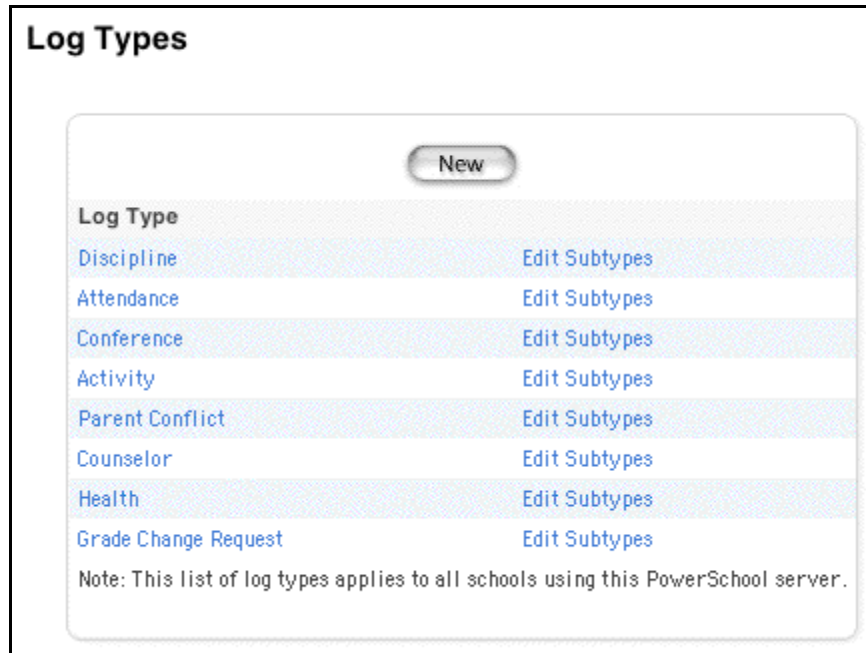
Log Type	
<a href="#">Discipline</a>	<a href="#">Edit Subtypes</a>
<a href="#">Attendance</a>	<a href="#">Edit Subtypes</a>
<a href="#">Conference</a>	<a href="#">Edit Subtypes</a>
<a href="#">Activity</a>	<a href="#">Edit Subtypes</a>
<a href="#">Parent Conflict</a>	<a href="#">Edit Subtypes</a>
<a href="#">Counselor</a>	<a href="#">Edit Subtypes</a>
<a href="#">Health</a>	<a href="#">Edit Subtypes</a>
<a href="#">Grade Change Request</a>	<a href="#">Edit Subtypes</a>

Note: This list of log types applies to all schools using this PowerSchool server.

## How to Delete a Log Type

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Log Types. The Log Types page appears.



3. Click the log type to be deleted. The Edit Log Type page appears.



4. Click Delete. The Log Types page displays without the deleted log type.

### Log Types

Log Type	
Discipline	<a href="#">Edit Subtypes</a>
Attendance	<a href="#">Edit Subtypes</a>
Conference	<a href="#">Edit Subtypes</a>
Activity	<a href="#">Edit Subtypes</a>
Parent Conflict	<a href="#">Edit Subtypes</a>
Counselor	<a href="#">Edit Subtypes</a>
Health	<a href="#">Edit Subtypes</a>

Note: This list of log types applies to all schools using this PowerSchool server.

## How to Add a Log Subtype

You must log in to the district office before performing this procedure.

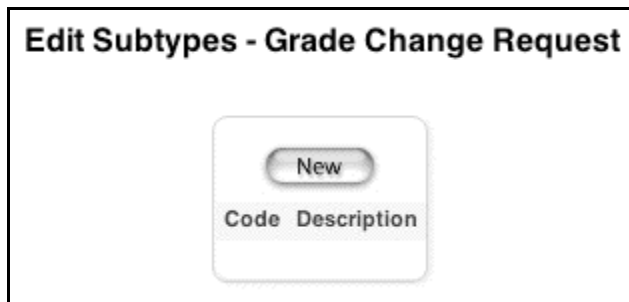
1. On the start page, choose District from the main menu.
2. Click Log Types. The Log Types page appears.

### Log Types

Log Type	
Discipline	<a href="#">Edit Subtypes</a>
Attendance	<a href="#">Edit Subtypes</a>
Conference	<a href="#">Edit Subtypes</a>
Activity	<a href="#">Edit Subtypes</a>
Parent Conflict	<a href="#">Edit Subtypes</a>
Counselor	<a href="#">Edit Subtypes</a>
Health	<a href="#">Edit Subtypes</a>
Grade Change Request	<a href="#">Edit Subtypes</a>

Note: This list of log types applies to all schools using this PowerSchool server.

3. Click Edit Subtypes next to the log type to be edited. The Edit Subtypes page appears.

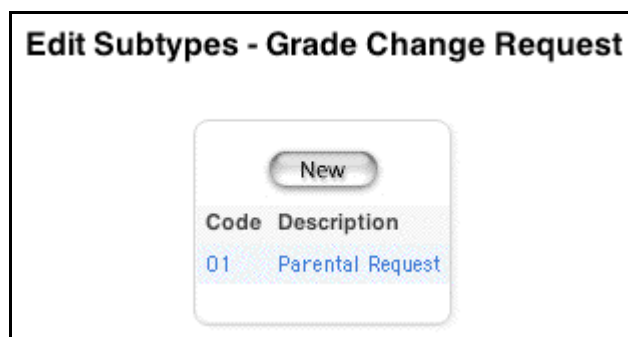


- Click New. The Edit Subtype page appears.

- Use the following table to enter information in the fields:

Field	Description
Log Code	Enter the code for the log subtype.
Description	Enter a description of the log subtype. This appears in the Subtype pop-up menu when using log entries.

- Click Submit. The Edit Subtypes page appears.



## How to Edit a Log Subtype

You must log in to the district office before performing this procedure.

- On the start page, choose District from the main menu.

- Click Log Types. The Log Types page appears.

### Log Types

Log Type	
<a href="#">Discipline</a>	<a href="#">Edit Subtypes</a>
<a href="#">Attendance</a>	<a href="#">Edit Subtypes</a>
<a href="#">Conference</a>	<a href="#">Edit Subtypes</a>
<a href="#">Activity</a>	<a href="#">Edit Subtypes</a>
<a href="#">Parent Conflict</a>	<a href="#">Edit Subtypes</a>
<a href="#">Counselor</a>	<a href="#">Edit Subtypes</a>
<a href="#">Health</a>	<a href="#">Edit Subtypes</a>
<a href="#">Grade Change Request</a>	<a href="#">Edit Subtypes</a>

Note: This list of log types applies to all schools using this PowerSchool server.

- Click Edit Subtypes next to the log type you want to edit. The Edit Subtypes page appears.

### Edit Subtypes - Grade Change Request

Code	Description
<a href="#">01</a>	<a href="#">Parental Request</a>

- Click either the code or description of the subtype want to edit. The Edit Subtype page appears.

### Edit Subtype

Option	Value
Log Code	<input type="text" value="01"/>
Description	<input type="text" value="Parental Request"/> (Limit 20 characters)

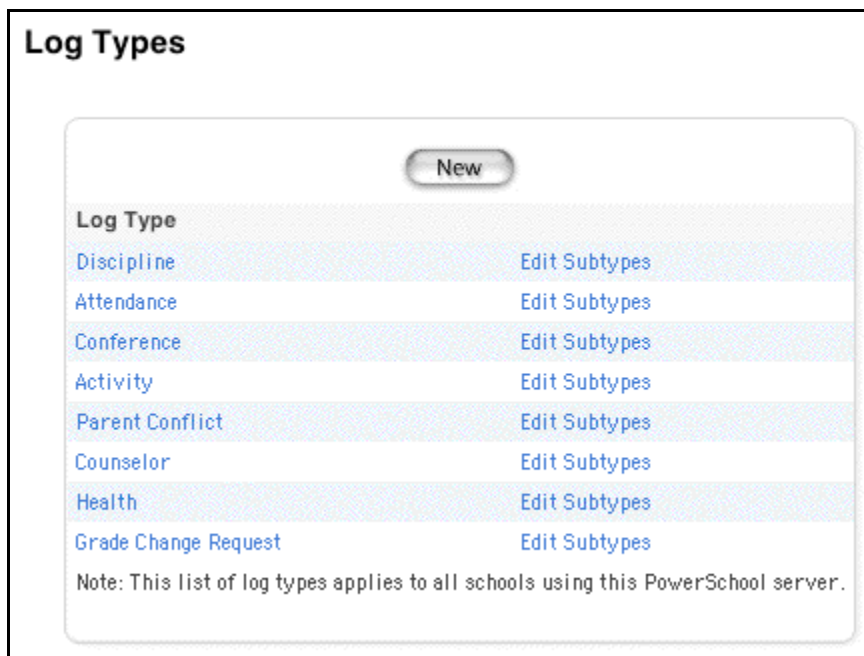
- Edit the log subtype.

- Click Submit. The Edit Subtypes page displays the edited log subtype.

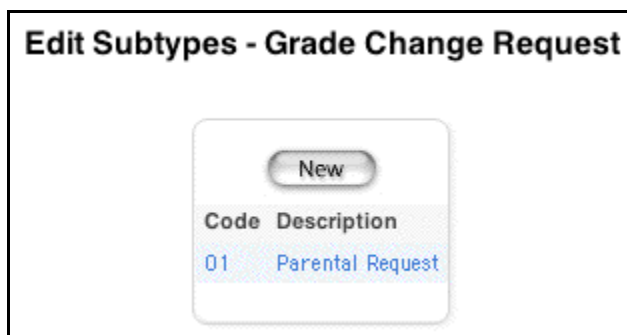
## How to Delete a Log Subtype

You must log in to the district office before performing this procedure.

- On the start page, choose District from the main menu.
- Click Log Types. The Log Types page appears.

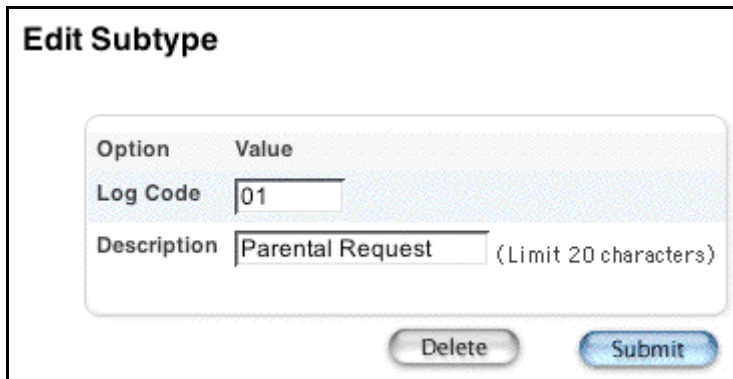


- Click Edit Subtypes next to the log type to be edited. The Edit Subtypes page appears.



- Click either the code or description of the subtype you want to delete. The Edit Subtype page appears.





Option	Value
Log Code	<input type="text" value="01"/>
Description	<input type="text" value="Parental Request"/> (Limit 20 characters)

5. Click Delete. The Edit Subtypes page appears.

## Log Entry Fields

Log entries are used to create a record regarding a student's behavior, performance, or activity. Many schools use log entries to chronicle disciplinary actions. Log entries can also be used to record students' positive achievements.

The default Log Entries page contains over forty fields, which may or may not be applicable to your district. Based on your needs, you can customize the page to eliminate superfluous fields thereby enhancing the function of entering a log. Any Log Entries page customizations made are reflected on both PowerSchool's Log Entries page and PowerGrade's Submit Log Entry page.

To access log entry fields, log in at the district level, navigate to the District Setup page, and click Log Entry Fields. Using the Log Entry Setup page, you can determine which fields appear and the selections for each field, the format in which the field appears, and the order in which the field appears on the page.

**Note:** If you have customized the HTML in the Log Entries page in a previous release and have now updated to PowerSchool 4.0, you will need to enter the customized values in the "Data for Popup or Radio Buttons" field on the Log Entry Setup page in order to maintain data integrity.

## How to Customize the Log Entries Page

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Log Entry Fields. The Log Entry Setup page appears.

Log Entry Setup			
Field Name	Field Label	Description	Sort Order
<a href="#">Entry_Date</a>	Date	The date when the Log entry was created	1
<a href="#">Entry_Time</a>	Time	The time when the Log entry was created	2
<a href="#">Entry_Author</a>	Author	The name of the person who created the Log entry	3
<a href="#">LogType</a>	Log Type	Describes the Log entry type	4
<a href="#">Subtype</a>	Subtype (optional for discipline)	Describes the Log entry subtype	5
<a href="#">Consequence</a>	Consequence (optional for discipline)	The outcome for the incident	6
<a href="#">Subject</a>	Title	A summary of the incident	7
<a href="#">Entry</a>	Log Entry Text	The textual description of the incident	8
<a href="#">Discipline_IncidentType</a>	Incident Type	Describes the type of the incident	9
<a href="#">Discipline_IncidentTypeCategory</a>	Incident Type Category	The incident type category	10
<a href="#">Category</a>	Category	The incident category	11
<a href="#">Discipline_IncidentTypeDetail</a>	Incident Type Detail	Provides detail for the incident type	12
<a href="#">Discipline_IncidentDate</a>	Incident Date (MM/DD/YYYY)	The date of the incident	13
<a href="#">Discipline_IncidentContext</a>	Incident Context	Detailed description of the context in which the incident occurred	14
<a href="#">Discipline_IncidentLocation</a>	Incident Location	The location where the incident took place	15
<a href="#">Discipline_IncidentLocDetail</a>	Incident Loc Detail	Detailed description of the incident location	16
<a href="#">Discipline_Offender</a>	Offender	A categorical description of the offender	17

The following information displays for each of the 44 configurable log entry fields:

Field	Description
Field Name	Name of all the log entry field as it appears in the database. To edit this information, click the corresponding Field Name link.
Field Label	Title of field name, which appears on the Log Entries page.
Description	Description of field name. This information is for reference only and does not appear on the Log Entries page.
Sort Order	Indicates the order in which field appears on the Log Entries page. A value of 1 to 44 can be assigned. If two or more fields are given the same value, the fields appear in ascending alphabetical order within the selected sort order.  If you do not want a field to appear on the Log Entries page, choose Hide. Fields that are not assigned a value appear in ascending alphabetical order at the bottom of this page.

Field	Description
	<b>Note:</b> The Hide menu item cannot be applied to the following fields: Entry_Date, Entry_Time, Entry_Author, LogType, Subtype, Consequence, Subject, and Entry.

- Click the Field Name link of the appropriate field you want to customize. The Edit Log Entry Field page appears. The page varies based on the field you selected.

Option	Value
Field Name	Entry_Date
Field Label (Original)	Date
Field Label	Date
Input Type	Entry field
Width (applies only to 'entry field' and 'entry box' types)	<input type="text" value="0"/> (width in characters)
Height (applies only to 'entry box' type)	<input type="text" value="0"/> (height in lines)
Data for Popup or Radio buttons (press return after each entry)	MM/DD/YYYY

- Use the following table to edit information in the fields:

Field	Description
Field Name	Name of the log entry field as it appears in the database.
Field Label (Original)	The default title of the field name as it appears on the Log Entries page.
Field Label	Enter the title of the field name, which you want to appear on the Log Entries page. HTML formatting is supported.  <b>Note:</b> The Field Label cannot be modified for the following fields: Entry_Date, Entry_Time, Entry_Author, LogType, Subtype, Consequence, Subject, and Entry.
Input Type	Use the pop-up menu to select the form in which you want the field to appear:

Field	Description
	<ul style="list-style-type: none"> <li>• Entry field</li> <li>• Static field</li> <li>• Checkbox</li> <li>• Popup menu</li> <li>• Radio buttons</li> <li>• Entry box</li> </ul> <p>Not all menu items are available for each Field Name. Only those menu items that are applicable Input Types appear.</p> <p><b>Note:</b> The Input Type cannot be modified for the following fields: Entry_Date, Entry_Time, Entry_Author, LogType, Subtype, Consequence, Subject, and Entry.</p>
Width	If the Field Type of "Entry field" or "Entry box" is selected, enter a value to indicate the width of the field/box.
Height	If the Field Type of "Entry field" or "Entry box" is selected, enter a value to indicate the height of the field/box.
Data for Popup or Radio buttons	<p>If the Input Type of "Popup menu" or "Radio buttons" is selected, enter the information you want to appear.</p> <p>A "Popup menu" contains values, which consists of two segments. The first segment is the value that is stored in the database. This value is not visible on the Log Entries page. The second segment is the label, which appears within the "Popup menu." The first and second segments use a semi-colon as a delimiter. To set a default value for a "Popup menu," enter a semi-colon as the delimiter and then enter an asterisk at the end of the default entry. The following is an example of a properly formatted data for a "Popup menu" where "P;Police" is the default entry:</p> <p style="padding-left: 40px;">S;Student T;Teacher A;Administrator O;Other School Staff P;Police;* N;Non-School Individual U;Unknown</p> <p>Some fields in the Log table are called "flag fields" because they end with "Flag," such as "Discipline_FelonyFlag" and "Discipline_LikelyInjuryFlag." Flag fields are stored as numeric values. No is stored as a 0 while Yes is stored as 1. The following is an example of properly formatted flag fields:</p> <p style="padding-left: 40px;">0;No 1;Yes</p> <p>A "Radio button" follows the same rules as a "Popup menu." The only difference is with a "Popup menu" you can enter numerous sets of values. Whereas, with a "Radio button," you are limited to only two sets of values.</p>

5. Once you have entered the appropriate data on the Edit Log Entry Field page, click Submit. Upon submitting your customizations, data validation is performed. An error page appears if one or more invalid entries are found due to the following:
  - An empty entry.
  - More than one default value.
  - An entry that has only one segment.
  - An entry that has only one segment where that entry is marked as the default entry.

The error page lists the line numbers where the error occurred and instructs you to return to the Edit Log Entry Field page to make corrections. The following are example of error messages you may encounter:

- The entry in line 2 of the popup values is invalid.
- The entries in these lines of the popup values are invalid: 2 and 4.
- The entries in these lines of the popup values are invalid: 2, 3, and 4.

**Note:** Additionally, the system removes nulls (Char(0)) though no alert page is returned.

6. Once you have made all of your Log Entry Field customizations, click Submit.

## Log Entry Fields

Field	Description
Entry_Date	The date the log entry is entered, such as 5/17/2004. By default this field appears as an "Entry field" on the Log Entries student page and is auto-populated with today's date.
Entry_Time	The time the log entry is entered, such as 3:41 PM. By default this field appears as an "Entry field" on the Log Entries page as is auto-populated with the current time.
Entry_Author	The name of the staff member making the log entry. By default this field appears as an "Entry field" on the Log Entries page and is auto-populated with the author's username.
LogType	Classification indicating the nature of a log entry. By default this field appears as a "Popup menu" on the Log Entries page. To modify the field selections, see the sections " <b>Log Types.</b> "
Subtype	Further characterization of a log entry associated to a specific LogType. By default this field appears as a "Popup menu" on the Log Entries page. To modify the field selections, see the sections " <b>Log Types.</b> "
Consequence	Action resulting from the log entry. By default this field appears as a "Popup menu" on the Log Entries page.

Field	Description
Subject	The title for the log entry. By default this field appears as an "Entry field" on the Log Entries page.
Entry	Description for making the log entry. By default this field appears as an "Entry box" on the Log Entries page. There is no limit to the length of the entry.
Custom	Custom field created by your district to display a variety of information about students, staff, courses, and sections.

The following fields were incorporated into PowerSchool in order to address the Federal Gun-Free Schools Act.

Field	Description
Discipline_IncidentType	The type of incident. Discipline incident types indicate the nature of an incident. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_IncidentTypeCategory	The category of incident. Discipline incident categories are the general groups of incidents. Add a discipline incident category to further classify group incidents. By default this field appears as a "Popup menu" and an "Entry field" on the Log Entries page.
Discipline_IncidentTypeDetail	The details of the incident. Discipline incident details include specific information about incidents. Use discipline incident details to record additional information about an incident. By default this field appears as a "Popup menu" and an "Entry field" on the Log Entries page.
Discipline_IncidentDate	The date the incident occurred, such as 5/17/2004. By default this field appears as an "Entry field" on the Log Entries page and is auto-populated with today's date.
Discipline_IncidentContext	Indicates if the incident occurred during or outside school hours and if it occurred at a school-sponsored activity. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_IncidentLocation	Indicates if the incident occurred on campus, during an off-campus school activity, or while using school-sponsored transportation. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_IncidentLocationDetail	Discipline location details include specific information about incident locations. By default this field appears as an "Entry field" on the Log Entries page.
Discipline_Offender	Category of the person committing the incident. By default this field appears as a "Popup menu" on the Log Entries page.

Field	Description
Discipline_Reporter	Category of the person reporting the incident. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_ReporterID	Identification number of the person reporting the incident. By default this field appears as an "Entry field" on the Log Entries page.
Discipline_VictimType	Category of the person victimized by the incident. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_FelonyFlag	Indicates if the incident was a felony. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_LikelyInjuryFlag	Indicates if the incident likely resulted in an injury. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_SchoolRulesViolationFlag	Indicates if the incident was a violation of school rules. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_PoliceInvolvedFlag	Indicates if there were police involved in the incident. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_HearingOfficerFlag	Indicates if there was a hearing officer involved in the incident. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_GangRelatedFlag	Indicates if the incident was gang-related. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_HateCrimeRelatedFlag	Indicates if the incident was a hate crime. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_AlcoholRelatedFlag	Indicates if the incident was alcohol-related. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_DrugRelatedFlag	Indicates if the incident was drug-related. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_DrugTypeDetail	Discipline drug details include specific information about drug-related incidents. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_WeaponRelatedFlag	Indicates if a weapon was used during the incident. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.

Field	Description
Discipline_WeaponType	Indicates the type of weapon. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_WeaponType Notes	Notes relating to the weapon type. By default this field appears as an "Entry field" on the Log Entries page. A maximum of 79 characters can be entered.
Discipline_MoneyLossValue	The amount of money lost in the incident, if the incident results in a dollar loss amount for any party. By default this field appears as an "Entry field" on the Log Entries page.
Discipline_ActionDate	The date the discipline action was taken, such as 5/17/2004. By default this field appears as an "Entry field" on the Log Entries page and is auto-populated with today's date.
Discipline_ActionTaken	The disciplinary action taken against a student. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_ActionTakenDetail	Specific information about disciplinary action taken against a student. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_ActionTakenEndDate	The date the discipline action ends. By default this field appears as an "Entry field" on the Log Entries page.
Discipline_DurationAssigned	The assigned duration of the discipline action. By default this field appears as an "Entry field" on the Log Entries page.
Discipline_DurationActual	The actual duration of the discipline action. By default this field appears as an "Entry field" on the Log Entries page.
Discipline_DurationChangeSource	Reasons for any difference in the values of the Discipline_DurationActual from the Discipline_DurationAssigned fields. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_DurationNotes	Notes relating to the duration of the discipline action. By default this field appears as an "Entry field" on the Log Entries page. A maximum of 79 characters can be entered.
Discipline_Sequence	The numerical sequence of this log entry if entering more than one log entry for the incident. By default this field appears as an "Entry field" on the Log Entries page.



## Next School

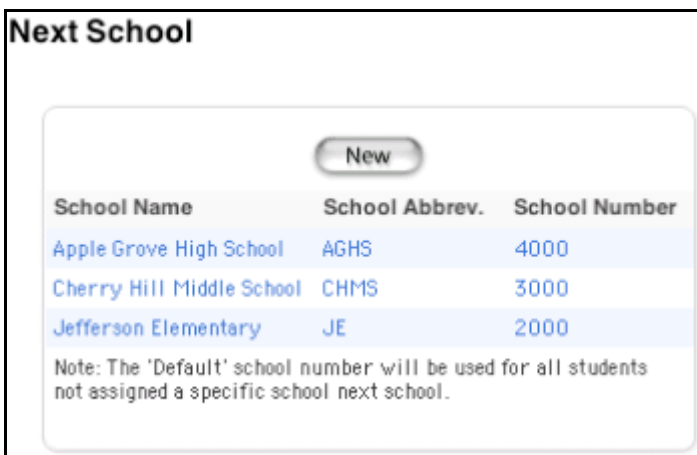
Add, edit, or delete a school to which the selected group of students graduates when they leave your school. Next school selections are made either per student or as a default for all students. For more information on setting the default school, see the section "[Next School Indicator](#)."

If the next schools share your PowerSchool system, PowerSchool automatically transfers student records to the next school when you use the end-of-year process.

### How to Create a Next School Indicator

If there is more than one school that your students often graduate to or move to, you may want to set up additional next school indicators.

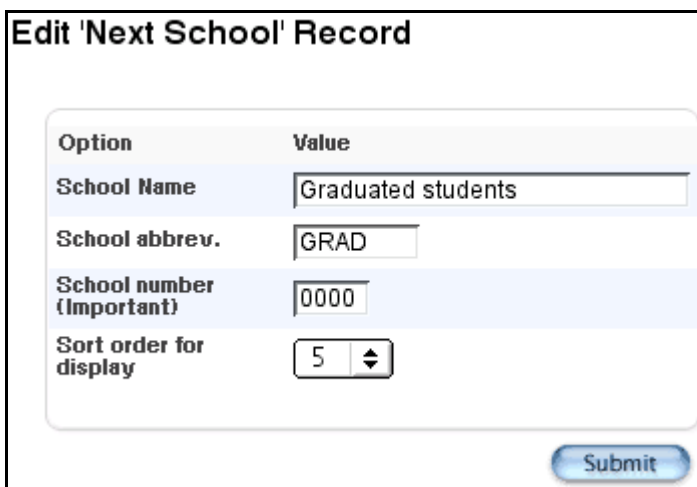
1. On the start page, choose School from the main menu.
2. Click Next School. The Next School page appears.



School Name	School Abbrev.	School Number
Apple Grove High School	AGHS	4000
Cherry Hill Middle School	CHMS	3000
Jefferson Elementary	JE	2000

Note: The 'Default' school number will be used for all students not assigned a specific school next school.

3. Click New. The Edit 'Next School' Record page appears.



Option	Value
School Name	Graduated students
School abbrev.	GRAD
School number (Important)	0000
Sort order for display	5

Submit

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

Field	Description
School Name	Enter the name of the school.
School Abbrev.	Enter the abbreviation for the school.
School Number	Enter the school number.
Sort order for display	Choose the sort order on the list of next schools from the pop-up menu.

- Click Submit. The Next School page displays the new school.

**Next School**

School Name	School Abbrev.	School Number
Apple Grove High School	AGHS	4000
Cherry Hill Middle School	CHMS	3000
Jefferson Elementary	JE	2000
Graduated Students	GRAD	0

Note: The 'Default' school number will be used for all students not assigned a specific school next school.

Now you and other users can assign it as the next school for any student.

## How to Edit a Next School Indicator

There are times when it is necessary to edit a next school record on the PowerSchool system. The changes you make to the next school record apply to the school and not to the students who are assigned to attend that school.

- On the start page, choose School from the main menu.
- Click Next School. The Next School page appears.

### Next School

School Name	School Abbrev.	School Number
Apple Grove High School	AGHS	4000
Cherry Hill Middle School	CHMS	3000
Jefferson Elementary	JE	2000
Graduated Students	GRAD	0

Note: The 'Default' school number will be used for all students not assigned a specific school next school.

- Click the school name, school abbreviation, or school number to be changed. The Edit 'Next School' Record page appears.

### Edit 'Next School' Record

Option	Value
School Name	<input type="text" value="Graduated students"/>
School abbrev.	<input type="text" value="GRAD"/>
School number (Important)	<input type="text" value="0"/>
Sort order for display	<input type="text" value="5"/> <input type="button" value="▲▼"/>

- Use the following table to edit information in the fields:

Field	Description
School Name	Edit the name of the school.
School Abbrev.	Edit the abbreviation for the school.
School Number	Edit the school number.
Sort order for display	Choose the sort order on the list of next schools from the pop-up menu.

- Click Submit. The Next School page displays the changes.

### Next School

School Name	School Abbrev.	School Number
Apple Grove High School	AGHS	4000
Cherry Hill Middle School	CHMS	3000
Jefferson Elementary	JE	2000
Graduated Students	GRAD	0

Note: The 'Default' school number will be used for all students not assigned a specific school next school.

## How to Delete a Next School Indicator

If students are no longer continuing on to a particular school that has been set up as a next school, delete that school from the list. Before doing so, it is important to verify that the school is to be removed. Any student assigned to that school is impacted by this change.

1. On the start page, choose School from the main menu.
2. Click Next School. The Next School page appears.

### Next School

School Name	School Abbrev.	School Number
Apple Grove High School	AGHS	4000
Cherry Hill Middle School	CHMS	3000
Jefferson Elementary	JE	2000
Graduated Students	GRAD	0

Note: The 'Default' school number will be used for all students not assigned a specific school next school.

3. Click the school name, school abbreviation, or school number to be deleted. The Edit 'Next School' Record page appears.

### Edit 'Next School' Record

Option	Value
School Name	<input type="text" value="Graduated students"/>
School abbrev.	<input type="text" value="GRAD"/>
School number (Important)	<input type="text" value="0"/>
Sort order for display	<input type="text" value="5"/> <input type="button" value="v"/>

4. Click Delete. The Next School page displays without the deleted school.

### Next School

School Name	School Abbrev.	School Number
Apple Grove High School	AGHS	4000
Cherry Hill Middle School	CHMS	3000
Jefferson Elementary	JE	2000

Note: The 'Default' school number will be used for all students not assigned a specific school next school.

## Special Program Setup

Use this page to view a list of special programs already defined for your school and all the schools that use your PowerSchool server or to view the students enrolled in a special program. You can print enrollment reports for each special program.

Create a new program on the PowerSchool system. Then, any PowerSchool user with the proper access can add students to that program. To add a student to a special program, see the section "[Special Programs](#)."

**Note:** The Special Programs page for Utah schools displays the link "Utah schools click here." Click the link to display the Utah Special Programs page, which describes state-specific special program information.

## How to View Students in a Special Program

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Special Programs. The Special Programs page appears.

### Special Programs

Program Name	Show Current Students
DARE	<a href="#">Display</a>
RAFT	<a href="#">Display</a>

Note: This list of special programs applies to all schools using this PowerSchool server.

3. Click Display next to the program to be viewed. The Enrolled Students: [program name] page displays the students enrolled in the special program.

### Enrolled Students: Career Training

Students	Student Number	Grade Level
<a href="#">Bradshaw, Charidee B</a>	25225	12
<a href="#">Christensen, Ali L</a>	25228	12
<a href="#">DuMars, Kelly A.</a>	25223	12
<a href="#">Ford, Angela</a>	26672	12
<a href="#">Hansen, Amanda</a>	25213	12
<a href="#">Hardy, Phillip K</a>	25212	12
<a href="#">Hicks, Charli</a>	26563	12
<a href="#">Huntington, Danielle A</a>	25202	12
<a href="#">Johnson, Eliza</a>	25199	12
<a href="#">Miller, Amy W</a>	25187	12
<a href="#">Mortimer, Matthew</a>	25193	12
<a href="#">Nielsen, Douglas</a>	25190	12
<a href="#">Olsen, Byron</a>	25188	12
<a href="#">Parry, Jason</a>	25185	12
<a href="#">Richards, Dillon D</a>	25177	12
<a href="#">Webber, Kelvin</a>	26662	12
<a href="#">Wolstenholme, Aaron</a>	25156	12

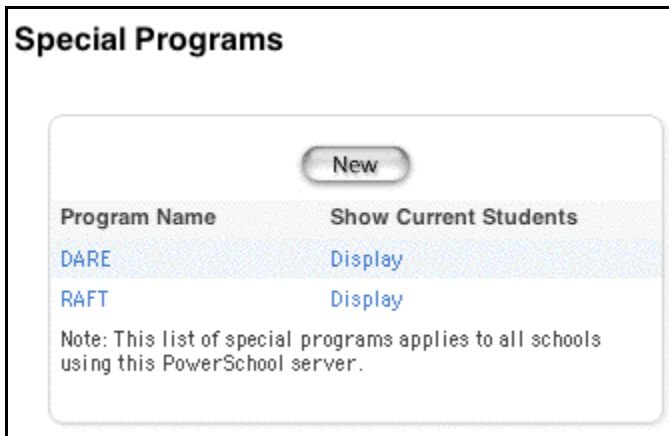
Make this the current selection of students

Add these students to the current selection of students

## How to Add a Special Program

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Special Programs. The Special Programs page appears.



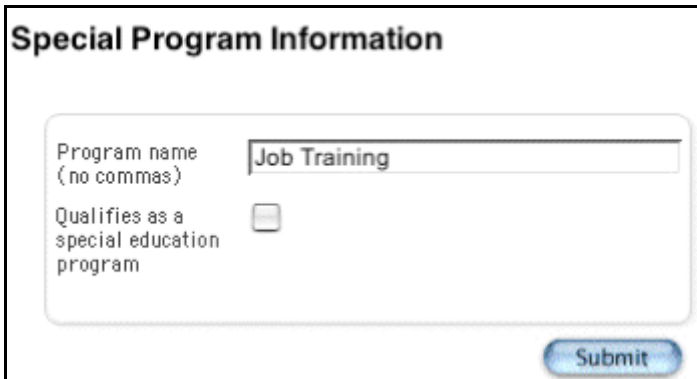
**Special Programs**

New

Program Name	Show Current Students
DARE	Display
RAFT	Display

Note: This list of special programs applies to all schools using this PowerSchool server.

3. Click New. The Special Program Information page appears.



**Special Program Information**

Program name (no commas)

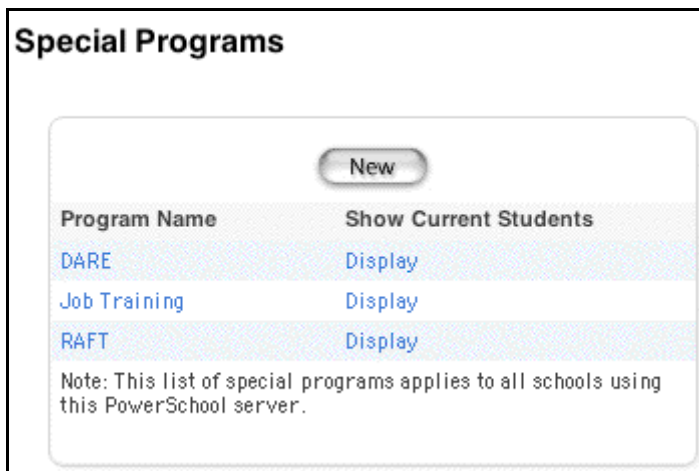
Qualifies as a special education program

Submit

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

Field	Description
Program name	Enter the name of the program.
Qualifies as a special education program	Select this checkbox if the special program is considered a special education program.

5. Click Submit. The Special Programs page displays the new program.

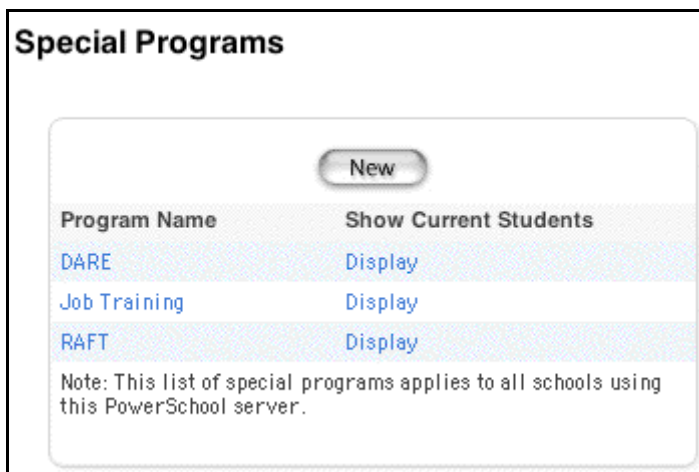


Any authorized PowerSchool user can add students to the program.

### How to Edit a Special Program

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Special Programs. The Special Programs page appears.



3. Click the program name for the program to be edited. The Special Program Information page appears.



### Special Program Information

Program name (no commas)

Qualifies as a special education program

4. Use the following table to edit information in the fields:

Field	Description
Program name	Edit the name of the program.
Qualifies as a special education program	Select this checkbox if the special program is considered a special education program.

5. Click Submit. The Special Program page displays the edited program.

### Special Programs

Program Name	Show Current Students
Career Training	<a href="#">Display</a>
DARE	<a href="#">Display</a>
RAFT	<a href="#">Display</a>

Note: This list of special programs applies to all schools using this PowerSchool server.

## How to Delete a Special Program

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Special Programs. The Special Programs page appears.

### Special Programs

Program Name	Show Current Students
DARE	Display
Job Training	Display
RAFT	Display

Note: This list of special programs applies to all schools using this PowerSchool server.

- Click the program name for the program to be deleted. The Special Program Information page appears.

### Special Program Information

Program name (no commas)

Qualifies as a special education program

- Click Delete. The Selection Deleted page appears.

## Standards Setup

Before using standards in PowerSchool, understand what your district wants and is expected to report to a board of education, superintendent, or the state Department of Education (DOE). There is no need to define benchmarks levels at every grade level if you are not expected to report that information. For example, the Wyoming DOE requires schools to report student progress at the fourth-, eighth-, and eleventh-grade levels. Schools in Wyoming often select to have all teachers match their assignments to only those benchmarks unless their local DOE requires it at every grade level. Kindergarten through fourth-grade teachers can align to the fourth-grade set of benchmarks; fifth- through eighth-grade teachers can align to the eighth-grade set; and so on.

This section outlines the procedures to set up standards and benchmarks. Use the following procedures to set up standards:

- Set up conversion tables to convert percentage scores given by teachers to standard letter or number scores.
- Enter each set of standards. This includes assigning parent relationships, aligning standards, and creating conversion tables.

## How to Create a Conversion Scale

Before entering standards, you must first create at least one conversion scale. Log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Standards. The Standards page appears.

Standards	
Function	Description
<a href="#">Conversion Scales</a>	Define and manage grading scales used by the standards system.
<a href="#">Custom List</a>	Search and display standards within a hierarchical list.
<a href="#">Custom List Settings</a>	Set the search criteria for displaying standards with a hierarchical list.
<a href="#">Display Settings</a>	Setup the student standards screen.
<a href="#">List Standards</a>	Display and create new standards.

3. Click Conversion Scales. The Custom Standards List page appears.

Custom Standards List		
<a href="#">New</a>		
Name	Edit Scale	Description
<a href="#">Academic Key</a>	<a href="#">Edit Scale</a>	Yes=66%, Improving=33%, No=0%
<a href="#">Default</a>	<a href="#">Edit Scale</a>	1,2,3,4
<a href="#">Height</a>	<a href="#">Edit Scale</a>	
<a href="#">Known/Unknown</a>	<a href="#">Edit Scale</a>	Used in Kindergarten Grading
<a href="#">Letter +/- Scale</a>	<a href="#">Edit Scale</a>	Used for A-F with +/-
<a href="#">Next Year Grade</a>	<a href="#">Edit Scale</a>	Used to indicate next year's grade level.
<a href="#">Not Applicable</a>	<a href="#">Edit Scale</a>	Not Applicable
<a href="#">Urie Effort Scale</a>	<a href="#">Edit Scale</a>	Used for Y-N scale
<a href="#">Weight</a>	<a href="#">Edit Scale</a>	

Note: These Standards Conversion Scales apply to all schools on this server.

The Standards Conversion Scales page displays with the default scale already created. However, you must define each scale and enter the cutoffs for each level and for the converted score.

**Note:** It is advantageous to leave a default scale in your system for importing purposes.

4. Click New. The New Standard Conversion Scale page appears.

**New Standard Conversion Scale**

Option	Value
Name	<input type="text" value="Satisfactory Scale"/>
Type	<input type="text" value="Alphanumeric"/>
Description	<input type="text" value="Used for Satisfactory/Unsatisfactory/ Outstanding scale."/>

5. Use the following table to select the grade scale type:

Type	Description
Name	Enter a name for the standard conversion scale.
Type	Choose a grade scale type from the pop-up menu: <ul style="list-style-type: none"> <li>Alphanumeric: Used for letter grades such as A, B, C or E, S, and N, or descriptive grades such as Excellent, Satisfactory, and Unsatisfactory.</li> <li>Numeric (2 decimal places): Used for GPA-type grades such as 4.00, 3.00, and 2.00.</li> <li>Numeric (zero decimal places): Used for simple numerical grades such as 1, 2, 3, and 4.</li> </ul>
Description	Enter a description.

6. Click Submit. The Standards Conversion Scales page appears.

**Note:** Enter as many conversion scales as needed for the district.

## How to Enter Cutoffs

After defining the conversion scale, enter the scale cutoffs. You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Standards. The Standards page appears.

Standards	
Function	Description
<a href="#">Conversion Scales</a>	Define and manage grading scales used by the standards system.
<a href="#">Custom List</a>	Search and display standards within a hierarchical list.
<a href="#">Custom List Settings</a>	Set the search criteria for displaying standards with a hierarchical list.
<a href="#">Display Settings</a>	Setup the student standards screen.
<a href="#">List Standards</a>	Display and create new standards.

- Click [Conversion Scales](#). The Custom Standards List page appears.

Custom Standards List		
<a href="#">New</a>		
Name	Edit Scale	Description
<a href="#">Academic Key</a>	<a href="#">Edit Scale</a>	Yes=66%, Improving=33%, No=0%
<a href="#">Default</a>	<a href="#">Edit Scale</a>	1,2,3,4
<a href="#">Height</a>	<a href="#">Edit Scale</a>	
<a href="#">Known/Unknown</a>	<a href="#">Edit Scale</a>	Used in Kindergarten Grading
<a href="#">Letter +/- Scale</a>	<a href="#">Edit Scale</a>	Used for A-F with +/-
<a href="#">Next Year Grade</a>	<a href="#">Edit Scale</a>	Used to indicate next year's grade level.
<a href="#">Not Applicable</a>	<a href="#">Edit Scale</a>	Not Applicable
<a href="#">Satisfactory Scale</a>	<a href="#">Edit Scale</a>	Used for Satisfactory/Unsatisfactory/Outstanding scale.
<a href="#">Urie Effort Scale</a>	<a href="#">Edit Scale</a>	Used for Y-N scale
<a href="#">Weight</a>	<a href="#">Edit Scale</a>	

Note: These Standards Conversion Scales apply to all schools on this server.

- Click [Edit Scale](#) for the scale you want to modify. The Custom Standards List page appears.

Custom Standards List		
<a href="#">New</a>		
Description	PowerGrade % earned*	Translates to
There are no scale entries.		
*Similar to a gradebook gradescale, entries in the "% earned" column cover percentages from the level specified up until the next highest % entry.		

- Click [New](#). The New Standard Conversion Scale Entry page appears.

**New Standard Conversion Scale Entry**

Option	Value
Description	<input type="text" value="Outstanding"/>
Cutoff Percent	<input type="text" value="90"/>
Translates to	<input type="text" value="0"/>

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

Field	Description
Description	Enter a description of the new standard conversion scale entry.
Cutoff Percent	Enter the cutoff percent. This is the minimum a student must earn on an assignment to receive this grade.
Translates to	Enter the conversion grade. This must follow the scale rule previously defined for this scale being alphanumeric or numeric, with or without decimal places.

7. Click Submit. The Custom Standards List page appears.

**Custom Standards List**

Description	PowerGrade % earned*	Translates to
Outstanding	90	0

\*Similar to a gradebook gradescale, entries in the "% earned" column cover percentages from the level specified up until the next highest % entry.

**Note:** Enter as many conversion scale entries as needed for the conversion scale.

## Enter Standards

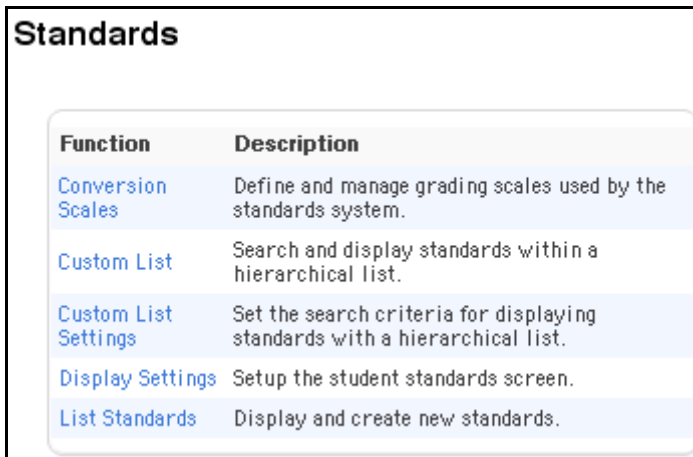
After setting up conversion scales, you can begin entering standards into the system. There are three methods for entering standards: manually, manually by example, and through an import.

**Note:** Importing is the easiest way to enter standards into PowerSchool. For more information, see the section "[Quick Import](#)."

## How to Manually Enter Standards

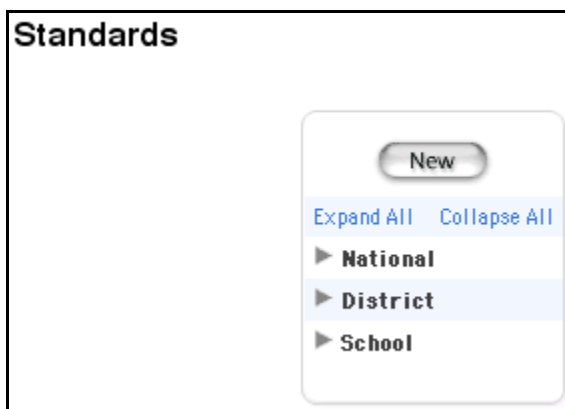
Complete this procedure for each standard you want to enter manually. You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Standards. The Standards page appears.



Function	Description
<a href="#">Conversion Scales</a>	Define and manage grading scales used by the standards system.
<a href="#">Custom List</a>	Search and display standards within a hierarchical list.
<a href="#">Custom List Settings</a>	Set the search criteria for displaying standards with a hierarchical list.
<a href="#">Display Settings</a>	Setup the student standards screen.
<a href="#">List Standards</a>	Display and create new standards.

3. Click List Standards. The list of standards appears. The types of standards include National, State, District, or School. If there are no standards of a given type in the system, that type does not appear.



4. Click New to create a standard. The New Standard page appears.

**New Standard**

Field	Value
Name	Language - Reading Comprehensior
Identifier	LA.15.02 (ex. - LA.1.1.3.12)
Subject Area	Language Arts
Alignment Identifier	
Calculation Parent	
List Parent	LA
Type	District
Level	1
Sort Order	02
Course Number	<small>(only applies to School standards)</small>
Comments	<input type="checkbox"/> Include comment field <small>(only applies to School standards)</small>
Conversion Scale	Default
Assignments	<input checked="" type="checkbox"/> Allow assignments to be tied to this standard
Description	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>

[Submit](#)

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

Field	Description
Name	Enter the name of the standard. This will be used for reporting purposes.
Identifier	Enter the code used by administrators for reporting and by teachers for designating to assignments. Must be unique.
Subject Area	Enter the global naming convention. This will be used for reporting purposes.
Alignment Identifier	Enter an alignment identifier to identify standard alignment to other types of standards; for example, from district to state or from state to national.
Calculation Parent	Enter a single identifier for which this standard should be included in calculations. This value should be similar to the List Parent field.
List Parent	Enter a hierarchical identifier that always identifies the owning standard.



Field	Description
Type	Choose National, State, District, or School from the pop-up menu.
Level	Choose a level from 1 to 6 from the pop-up menu. This field is used for identification purposes only.
Sort Order	Enter a sort order for the standard, used to determine non-alphabetical ordering.
Course Number	<p>This field is used to identify which standards should be presented to a teacher on the Standards Final Grade Entry page in PowerSchool Teacher.</p> <p>The standards that list a course number matching the course number of the teacher's current class are presented for final grade entry.</p> <p>This field may contain multiples values separated by commas.</p>
Comments	Select this checkbox to include a comment field for school-specific standards.
Conversion Scale	Select a previously defined conversion scale; each standard can have only one.
Assignments	Select this checkbox to allow a teacher to assign a standard identifier to an assignment.
Description	Enter a description of the standard. This field is used for reporting purposes only.

6. Click Submit. The Changes Recorded page appears.

## How to Manually Enter Standards by Example

Manually enter standards by example to preset many of the required fields for repeated use. You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Standards. The Standards page appears.

Standards	
Function	Description
<a href="#">Conversion Scales</a>	Define and manage grading scales used by the standards system.
<a href="#">Custom List</a>	Search and display standards within a hierarchical list.
<a href="#">Custom List Settings</a>	Set the search criteria for displaying standards with a hierarchical list.
<a href="#">Display Settings</a>	Setup the student standards screen.
<a href="#">List Standards</a>	Display and create new standards.

- Click Custom List Settings. The Custom Standards List Settings page appears.

### Custom Standards List Settings

Only the Standards matching the criteria below will be included in the listing. You may specify as many criteria as desired. The '\$' means 'contains' and the '!\$' means 'does not contain' in the Name, Identifier, Subject Area, and Description search comparator popups.

Field	Value
Name	<input type="text"/>
Identifier	<input type="text" value="LA01.01"/>
Subject Area	<input type="text"/>
Description	<input type="text"/>
Course Number(s)	<input type="text" value="1031"/> (comma-separated)
Type	<input type="text"/>
Level	<input type="text"/> <input type="text"/>
Assignments	<input type="text"/>
Conversion Scale	<input type="text"/>
Sort Order	<input type="text" value="Hierarchical"/> <input type="text"/> <input type="text"/>
Columns to Show	<input checked="" type="checkbox"/> Identifier <input checked="" type="checkbox"/> Level <input checked="" type="checkbox"/> Name <input type="checkbox"/> Type <input type="checkbox"/> Subject Area <input type="checkbox"/> List Parent <input type="checkbox"/> Calculation Parent <input type="checkbox"/> Alignment Identifier <input type="checkbox"/> Conversion Scale <input type="checkbox"/> Allow Assignments <input type="checkbox"/> Course Number <input type="checkbox"/> Description

**Note:** Use the list settings to search for a particular standard by multiple criteria. However, after you submit the search, enter new standards using the criteria defined by your search.

4. Use the following table to select a search comparator:

Comparator	Description
(Blank)	Ignore this field.
=	Must be an exact match.
#	Must not be an exact match.
\$	Contains.
!\$	Does not contain.

5. Use the following table to search for a standard:

Field	Description
Name	Name of the standard.
Identifier	Code used by administrators for reporting and by teachers for designating to assignments. Must be unique.
Subject Area	Global naming convention.
Description	Description of the standard.
Course Number	Used to send standard identifiers to each teacher's PowerGrade for school-specific standards.
Type	National, State, District, or School.
Level	Used for identification purposes only.
Assignments	Allows a teacher to assign a standard identifier to an assignment.
Conversion Scale	Allows you to select a previously defined conversion scale; each standard can have only one.
Sort Order	Defines how the search results appear.
Columns to Show	Defines what the search displays.

6. Click Submit. The Custom Standards List page appears.

Custom Standards List		
<a href="#">New Standard by Example</a>		
Identifier	Level	Standard
LA	1	Language Arts

After searching for the specific criteria, the results of your search appear; however, the results can be blank.

- Click "New Standard by Example" to create new standards using the criteria you specified in the search as the initial values for the entry fields. The "New Standard by Example" page appears.

**New Standard by Example**

Field	Value
Name	Language - Composition
Identifier	LA.08.15 (ex. - LA.11.3.12)
Subject Area	Language Arts
Alignment Identifier	
Calculation Parent	
List Parent	LA
Type	National
Level	1
Sort Order	1
Course Number	(only applies to School standards)
Comments	<input type="checkbox"/> Include comment field (only applies to School standards)
Conversion Scale	Default
Assignments	<input checked="" type="checkbox"/> Allow assignments to be tied to this standard
Description	National-level standard for composition.

[Submit](#)

- Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the standard. This will be used for reporting purposes.
Identifier	Enter the code used by administrators for reporting and by teachers for designating to assignments. Must be unique.
Subject Area	Enter the global naming convention. This will be used for reporting purposes.
Alignment Identifier	Enter an alignment identifier to identify standard alignment to other types of standards; for example, from district to state or from state to national.
Calculation Parent	Enter a single identifier for which this standard should be included in calculations. This value should be similar to the List

Field	Description
	Parent field.
List Parent	Enter a hierarchical identifier that always identifies the owning standard.
Type	Choose National, State, District, or School from the pop-up menu.
Level	Choose a level from 1 to 6 from the pop-up menu. This field is used for identification purposes only.
Sort Order	Enter a sort order for the standard, used to determine non-alphabetical ordering.
Course Number	<p>This field is used to identify which standards should be presented to a teacher on the Standards Final Grade Entry page in PowerSchool Teacher.</p> <p>The standards that list a course number matching the course number of the teacher's current class are presented for final grade entry.</p> <p>This field may contain multiples values separated by commas.</p>
Comments	Select this checkbox to include a comment field for school-specific standards.
Conversion Scale	Select a previously defined conversion scale; each standard can have only one.
Assignments	Select this checkbox to allow a teacher to assign a standard identifier to an assignment.
Description	Enter a description of the standard. This field is used for reporting purposes only.

9. Click Submit. The Custom Standards List page appears.

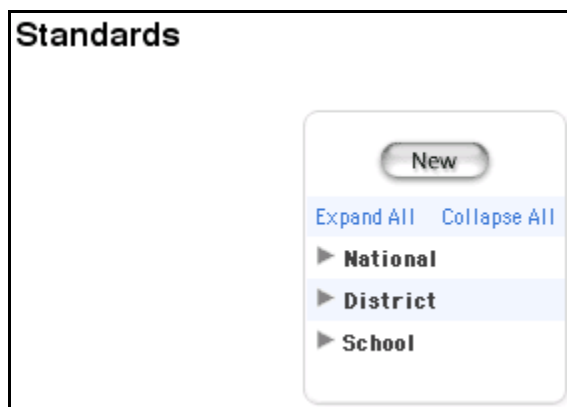
## How to View Standards

View standards in a hierarchical listing. You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Standards. The Standards page appears.

Function	Description
<a href="#">Conversion Scales</a>	Define and manage grading scales used by the standards system.
<a href="#">Custom List</a>	Search and display standards within a hierarchical list.
<a href="#">Custom List Settings</a>	Set the search criteria for displaying standards with a hierarchical list.
<a href="#">Display Settings</a>	Setup the student standards screen.
<a href="#">List Standards</a>	Display and create new standards.

3. Click List Standards. The list of standards appears. The types of standards include National, State, District, or School. If there are no standards of a given type in the system, that type does not appear.



4. Click the small triangle to display the first level of standards in each type. Continue clicking the triangle to expand the list. Alternatively, click Expand All to expand all levels.

**Standards**

New

Expand All Collapse All

- ▶ **National**
- ▼ **District**
  - ▼ LA - Language Arts
    - ▼ LA01 - LA Grade 1
      - LA01.1 - LA Grade 1 Standard 1
      - LA01.2 - LA Grade 1 Standard 2
      - LA01.3 - LA Grade 1 Standard 3
    - ▶ LA02 - LA Grade 2
    - ▶ LA03 - LA Grade 3
    - ▶ LA04 - LA Grade 4
    - ▶ LA05 - LA Grade 5
    - ▼ LA08 - LA Grade 8
      - LA08.1 - LA Grade 8 Standard 1
      - LA08.2 - LA Grade 8 Standard 2
      - LA08.3 - LA Grade 8 Standard 3
      - LA08.4 - LA Grade 8 Standard 4
      - LA08.5 - LA Grade 8 Standard 5

5. Click the name of a standard to view its details. The Edit Standard page appears.

**Edit Standard**

Field	Value
<b>Name</b>	<input type="text" value="LA Grade 1 Standard 1"/>
<b>Identifier</b>	<input type="text" value="LA01.1"/> (ex. - LA.1.1.3.1.2)
<b>Subject Area</b>	<input type="text" value="Language Arts"/>
<b>Alignment Identifier</b>	<input type="text"/>
<b>Calculation Parent</b>	<input type="text" value="LA01"/>
<b>List Parent</b>	<input type="text" value="LA01"/>
<b>Type</b>	<input type="text" value="District"/> ▾
<b>Level</b>	<input type="text" value="3"/> ▾
<b>Sort Order</b>	<input type="text" value="0"/>
<b>Course Number</b>	<input type="text"/> (only applies to School standards)
<b>Comments</b>	<input type="checkbox"/> Include comment field (only applies to School standards)
<b>Conversion Scale</b>	<input type="text" value="Default"/> ▾
<b>Assignments</b>	<input checked="" type="checkbox"/> Allow assignments to be tied to this standard
<b>Description</b>	<div style="border: 1px solid gray; padding: 5px; min-height: 50px;">           Students read a variety of grade level materials, applying strategies appropriately to various situations.         </div>

## Tests Setup

Before entering test scores for an individual student, create new tests that are available to all the schools on your system. If the test already exists on your system, you can edit test information, such as its description or the sort order of test scores.

### How to Create New Tests

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Tests. The Test page appears.



**Test**

Name	Test Type	Description	Edit Scores
SAT	National	College entrance examination offered to students beginning grade 11	<a href="#">Edit Scores</a>

Note: This list of test applies to all schools using this PowerSchool server.

3. Click New. The New Test page appears.

**New Test**

Option	Value
Name	<input type="text" value="ACT"/>
Type	<input type="text" value="National"/>
Description	<input type="text" value="National College Entrance Exam."/>

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

Field	Description
Name	Enter the name of the test.
Type	Choose the level of the test from the pop-up menu.
Description	Enter a description for the test that appears on the Test Scores and student pages menus.

Click Submit. The Test Scores page displays the new test. To add test scores, see the section "[How to Create Test Scores.](#)"

**Test**

[New](#)

Name	Test Type	Description	Edit Scores
ACT	National	National College Entrance Exam.	<a href="#">Edit Scores</a>
SAT	National	College entrance examination offered to students beginning grade 11	<a href="#">Edit Scores</a>

Note: This list of test applies to all schools using this PowerSchool server.

## How to Edit Tests

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Tests. The Test page appears.

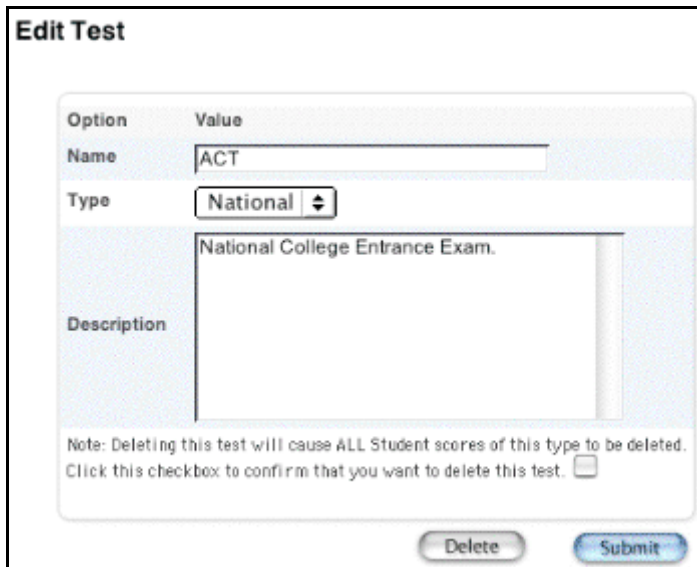
**Test**

[New](#)

Name	Test Type	Description	Edit Scores
ACT	National	National College Entrance Exam.	<a href="#">Edit Scores</a>
SAT	National	College entrance examination offered to students beginning grade 11	<a href="#">Edit Scores</a>

Note: This list of test applies to all schools using this PowerSchool server.

3. Click the name of the test you want to edit. The Edit Test page appears.



4. Use the following table to edit information in the fields:

Field	Description
Name	Edit the name of the test.
Type	Choose the level of the test from the pop-up menu.
Description	Edit the description for the test that appears on the Test Scores and student pages menus.

Click Submit. The Test Scores page displays the edited test. To add test scores, see the section "[How to Create Test Scores.](#)"

## How to Delete Tests

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Tests. The Test page appears.

**Test**

New

Name	Test Type	Description	Edit Scores
ACT	National	National College Entrance Exam.	<a href="#">Edit Scores</a>
SAT	National	College entrance examination offered to students beginning grade 11	<a href="#">Edit Scores</a>

Note: This list of test applies to all schools using this PowerSchool server.

- Click the name of the test you want to delete. The Edit Test page appears.

**Edit Test**

Option	Value
Name	ACT
Type	National
Description	National College Entrance Exam.

Note: Deleting this test will cause ALL Student scores of this type to be deleted. Click this checkbox to confirm that you want to delete this test.

Delete Submit

- Select the checkbox at the end of the warning note.
- Click Delete. The Test Scores page displays without the deleted test.

## Test Scores Setup

Test scores are scores associated with a particular test. Use the test score fields when entering scores for individual students. Before creating test scores, identify or create the appropriate test. For more information, see the section "[Tests Setup](#)."

### How to Create Test Scores

You must log in to the district office before performing this procedure.

- On the start page, choose District from the main menu.

- Click Tests. The Test page appears.

### Test

Name	Test Type	Description	Edit Scores
SAT	National	College entrance examination offered to students beginning grade 11	<a href="#">Edit Scores</a>

Note: This list of test applies to all schools using this PowerSchool server.

- Click Edit Scores next to the test you want to edit. The Test Scores: [Test Name] page appears.

### Test Scores: SAT

Score Name	Description	Sort Order
Math	Math: 800 points possible	<input style="width: 40px;" type="text" value="1"/>

- Click New. The New Test Score: [Test Name] page appears.

### New Test Score: SAT

Option	Value
Name	<input style="width: 200px;" type="text" value="Verbal"/>
Sort Order	<input style="width: 40px;" type="text" value="2"/>
Description	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>

- Use the following table to enter information in the fields:

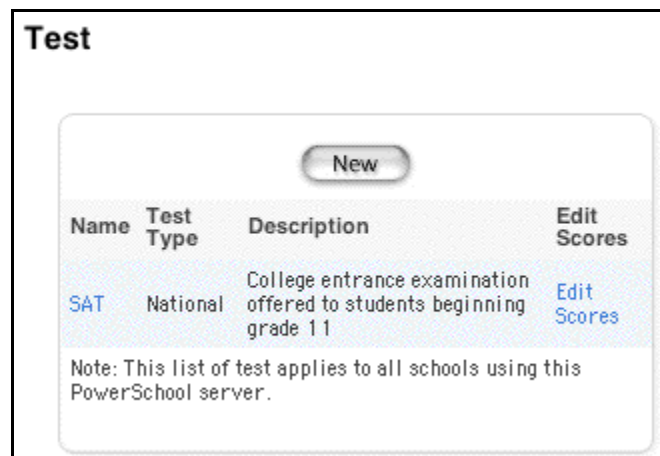
Field	Description
Name	Enter the name of the test score
Sort Order	Indicate the order for the test score.  <b>Note:</b> Alternatively, leave the Sort Order field blank and set the sort order from the Test Scores: [Test Name] page. For more information, see the section " <a href="#">How to Edit Tests.</a> "
Description	Enter a description for the test to appear on the Test Scores page.

- Click Submit. The Test Scores: [Test Name] page displays the new test score.

## How to Edit Test Scores

You must log in to the district office before performing this procedure.

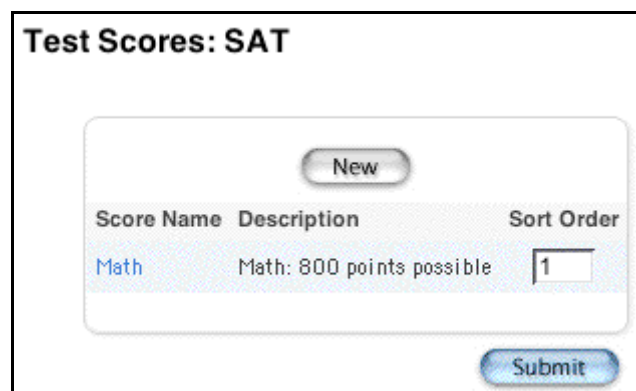
- On the start page, choose District from the main menu.
- Click Tests. The Test page appears.



Name	Test Type	Description	Edit Scores
SAT	National	College entrance examination offered to students beginning grade 11	<a href="#">Edit Scores</a>

Note: This list of test applies to all schools using this PowerSchool server.

- Click Edit Scores next to the test you want to edit. The Test Scores: [Test Name] page appears.



Score Name	Description	Sort Order
Math	Math: 800 points possible	<input type="text" value="1"/>

4. Skip to Step 6 to edit a test score. To change the sort order of the test scores, enter the order of each test scores in the Sort Order fields.
5. Click Submit.
6. Click the score name for the test score you want to edit. The Edit Test Score: [Test Name] page appears.

**Edit Test Score: SAT**

Option	Value
Name	<input type="text" value="Verbal"/>
Sort Order	<input type="text" value="2"/>
Description	<input style="height: 40px;" type="text"/>

Note: Deleting this score will cause ALL Student scores of this type to be deleted.  
 Click this checkbox to confirm that you want to delete this score.

7. Use the following table to edit information in the fields:

Field	Description
Name	Edit the name of the test score
Sort Order	Indicate the order for the test score.  <b>Note:</b> Alternatively, leave the Sort Order field blank and set the sort order from the Test Scores: [Test Name] page. For more information, see the section " <a href="#">How to Edit Tests.</a> "
Description	Edit a description for the test to appear on the Test Scores page.

8. Click Submit. The Test Scores: [Test Name] page displays the edited test score.

## How to Delete Test Scores

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Tests. The Test page appears.

**Test**

Name	Test Type	Description	Edit Scores
SAT	National	College entrance examination offered to students beginning grade 11	<a href="#">Edit Scores</a>

Note: This list of test applies to all schools using this PowerSchool server.

- Click Edit Scores next to the test. The Test Scores: [Test Name] page appears.

**Test Scores: SAT**

Score Name	Description	Sort Order
<a href="#">Math</a>	Math: 800 points possible	<input type="text" value="1"/>

- Click the score name for the test score you want to delete.
- Select the checkbox at the end of the warning note.
- Click Delete. The Test Scores: [Test Name] page displays without the deleted test score.

## Fees Administration

### Fees Management Overview

Fees Management spans PowerSchool, PowerSchool Teacher, and PowerSchool Parent Access.

**IMPORTANT:** If you decide to upgrade to this release and use fees, you will need to perform a fee conversion due to the restructuring of the data model. The conversion must be performed prior to performing any fee functions. For more information, see the section "[Fee Conversion Process](#)."

### Fee Categories

Fee Categories serve as the first tier within the Fees Management structure. To access Fee Categories, log in at the district level, navigate to the District Setup page, and click Fee Categories.



Using the Fee Categories page, you can add, edit, and delete fee categories. It is advised that you do not delete or modify the default fee categories.

There are two default categories, School and Course. Fees created using the fee category of School are called school enrollment fees and are automatically assessed at the school level when students enroll in a school. Fees created using the fee category of Course are called course enrollment fees and are automatically assessed at the course level when students enroll in a course.

A third fee category of SOY (Start of Year) Balance may display if balances have been transferred using the End-of-Year process or if you have performed the Fee Conversion. You cannot associate fee types to this category, nor can you create fees using it. This information acts behind the scenes and appears on the student Fee Transactions page.

In addition to School, Course, or SOY Balance, you can create as many other fee categories as your district needs, such as Field Trip. Fees created using these other fee categories are called student fees and are assessed manually.

**Note:** If you delete a fee category, you must then update any fee record containing that category and select a new category. Transaction records already created are not affected.

Once fee categories have been created, you can create payment methods.

## Payment Methods

Payment Methods indicate the method by which fees are paid. To access Payment Methods, log in at the district level, navigate to the District Setup page, and click Payment Methods. Using the Payment Methods page, you can add, edit, and delete payment methods. Although payment methods can be deleted, it is preferred that you do not delete them in order to maintain uniformity across the states for state reporting purposes.

There are six default methods of payment, cash, credit card, check, electronic fund transfer, money order, and other. In addition, you can create as many other payment methods as your district needs.

**Note:** If you delete a payment method, you must then update any fee record containing that payment method and select a new payment method. Transaction records already created are not affected.

Once fee categories and payment methods have been created, you can associate (create) fee types under those fee categories.

## Fee Types

Fee Types serve as the second tier within the Fees Management structure. For each fee category created, you can then associate (create) fee types. Fee types created using the fee category of School are called school enrollment fees and automatically assessed at the school level when students enroll in a school. Fee types created using the fee category of Course are called course enrollment fees and are automatically assessed at the course level when students enroll in a course. Fee types created using fee categories other than School, Course, or SOY Balance are called student fees and are assessed manually.

To access Fee Types, log in at the school level, navigate to the School Setup page, and click Fee Types. Using the Fee Types page, you can add, edit, and delete fee types. Additionally, you can use

the Priority field to indicate the order by which a payment/credit is to be distributed against/towards a student's fee balance. A value of 0 to 99 can be entered.

**Note:** If you delete a fee type, you must then update any fee record containing that fee type and select a new fee type. Transaction records already created are not affected.

Once fee categories and payment methods have been created and fee types have been associated (created) under those fee categories, you can create school enrollment fees, course enrollment fees, and student fees.

## School Enrollment Fees

School Enrollment Fees are used to automatically assess certain fees when a student enrolls in school. To access School Enrollment Fees, log in at the district level, navigate to the Edit School page, and scroll down to the School Enrollment Fee section where you can add, edit, and delete school enrollment fees. Only those fee types with the fee category of School are available in the Fee Type pop-up menu. When creating school enrollment fees, you can indicate whether or not you want the fee pro rata. If Pro Ratable is selected, the school fee will be assessed on the basis of the number of school days in the year. If a student enrolls in school after the start date or withdraws from school before the end date, the student will only be charged for that portion of the school year.

**Note:** When importing students, school enrollment fees are not automatically assessed. You must manually assess school enrollment fees using Fee Functions. For more information, see the section [“Fee Functions.”](#)

## Course Enrollment Fees

Course enrollment fees are used to automatically assess certain fees when a student enrolls in a course. To access Course Enrollment Fees, log in at the school level, navigate to the Edit Course page, and scroll down to the course Course Enrollment fee information section where you can add, edit, and delete course enrollment fees. Only those fee types with the fee category of Course are available in the Fee Type pop-up menu. When creating course enrollment fees, you can indicate whether or not you want the fee to be pro rata. If Pro Ratable is selected, the course fee will be assessed on the basis of the number of days within the term for the course section. If a student enrolls in the course after the start date or drops the course before the end date, the student will only be charged for that portion of the course.

**Note:** When importing students, course enrollment fees are not automatically assessed. You must manually assess course enrollment fees using Fee Functions. For more information, see the section [“Fee Functions.”](#)

## Fee Exemption Status

Fee Exemption Status can be used to exempt an individual student or a group of students from automatic fees, such as school or course fees.

To exempt an individual student, log in at the school level, search for and select a student, and click Other Information. Using the Fee Exemption Status pop-up menu, you can exempt the student

from course fees, school fees, or all fees. If the student is enrolling in school, you can use the Enroll a New Student page to select the student's fee exemption status.

To exempt a group of students in a school, log in at the district level, navigate to the Edit School page, and scroll down to the School Fee Information section. Using the Fee Exemption Status pop-up menu, you can exempt group of students (per school) from course fees, school fees, or all fees.

**Note:** While you can indicate to the system that fees are not being assessed automatically, this does not prohibit fees being assessed manually.

## Student Fees

Student Fees are used to manually assess fees other than school or course fees, which are assessed automatically. You can manually assess student fees to an individual student or to a group of student.

To manually assess student fees to an individual student, log in at the district or school level, search for and select a student, and click Fee Transactions. Using the Fee Transactions page, you can create and assess student fees, as well as view existing fee information.

To manually assess student fees to a group of students, log in at the district or school level, search for and select a group of students, and then select Fee Functions from the pop-up menu. The Fee Functions page is also accessible via the Special Functions link on the start page. Using the Fee Functions pages, you can create and assess student fees to a group of students.

## Fee Transactions

Fee Transactions represent the exchanges of funds for a student within PowerSchool. To access Fee Transactions, log in at the district or school level, search for and select a student, and click Fee Transactions. The Fee Transaction page displays the student's fee and transaction information for the current school year. Using this page, you can view transaction information, create new transactions, distribute payments, and issue refunds. When distributing a payment, funds are allocated based on the priority established on the Fee Types page.

## Fee Functions

Fee Functions offers similar functionality as Fee Transactions but for a selected group of students. You can access Fee Functions one of two ways; using the Special Functions link on the start page or by searching for and selecting a group of students, and choosing Fee Functions from the pop-up menu on the Student Selection page. From the Fee Functions page, you can create transactions, assess school and course fees, and clear current balances. Each time you perform a group fee function, the system generates a group ID. The group ID can then be used to perform additional actions, such as reversing fee assessments or transactions and for generating reports.

**Note:** Fee Functions is accessible at the school level.

## Searching and Selecting Students

Searching and selecting students based on fee and transaction information can be performed at the district or school level via the start page. For example, to search for students who have one or

more fees and/or transactions associated to them, enter \*fee.fee\_balance>0 in the Search Students field on the PowerSchool start page.

## End-of-Year Processing

End-of-Year Processing now includes a Fees Transfer Method section, which you can use to indicate to the system how you want balances handled at the end of the year. To view this new option, log in at the school level, navigate to the System Administrator page, and click End-of-Year. Scroll down to the bottom of the page. Note the Fees Transfer Method section. You can Roll over the current balance or you can Zero the current balance. If you rollover the balance, students with a balance remaining will receive a SOY Balance at the start of the next school year.

## Reports

Use object reports containing fee and transaction information to create a variety of reports to suit your needs. To access Object Reports, log on at the district or school level, navigate to the Report Setup page and click Object Reports. The Object Reports page displays the list of any object report templates created for your school. When creating or editing an object report, you can include fee-related information using the Fee List object.

## PowerSchool Teacher

If a student has a fee transactions balance, the Balance icon and the balance amount display on the student pages in order to indicate and make the staff members aware of this information.

**Note:** If the Fee Transactions section on the Balance page does not display in PowerSchool Teacher, log in to PowerSchool at the district level, and then navigate to the Miscellaneous page. Verify that the Do not show the lunch balance on parent/student pages checkbox is not selected. If it is, deselect the checkbox and click Submit.

## PowerSchool Parent

Parents can view their students' fee transactions information via the Balance page. The Fee Transaction section displays current balance information, as well as detailed information per fee/transaction.

**Note:** If the Fee Transactions section on the Balance page does not display in PowerSchool Parent, log in to PowerSchool at the district level, and then navigate to the Miscellaneous page. Verify that the Do not show the lunch balance on parent/student pages checkbox is not selected. If it is, deselect the checkbox and click Submit.

## Fee Categories

Fee Categories serve as the first tier within the Fees Management structure. To access fee categories, log in at the district level, navigate to the District Setup page, and click the Fee Categories link. Using the Fee Categories page, you can add, edit, and delete fee categories. It is advised that you do not delete or modify the default fee categories.

There are two default categories, School and Course. Fees created using the fee category of School are called school enrollment fees and are automatically assessed at the school level when students enroll in a school. Fees created using the fee category of Course are called course enrollment fees and are automatically assessed at the course level when student enroll in a course.

A third fee category of SOY Balance may display if balances have been transferred using the End-of-Year process or if you have performed the Fee Conversion. You cannot associate fee types to this category, nor can you create fees using it. This information acts behind the scenes and is used on the student Fee Transactions page.

In addition to School, Course, or SOY Balance, you can create as many other fee categories as your district needs, such as Trip. Fees created using these other fee categories are called student fees and are assessed manually. Once fee categories have been created, you can create payment methods.

### Notes

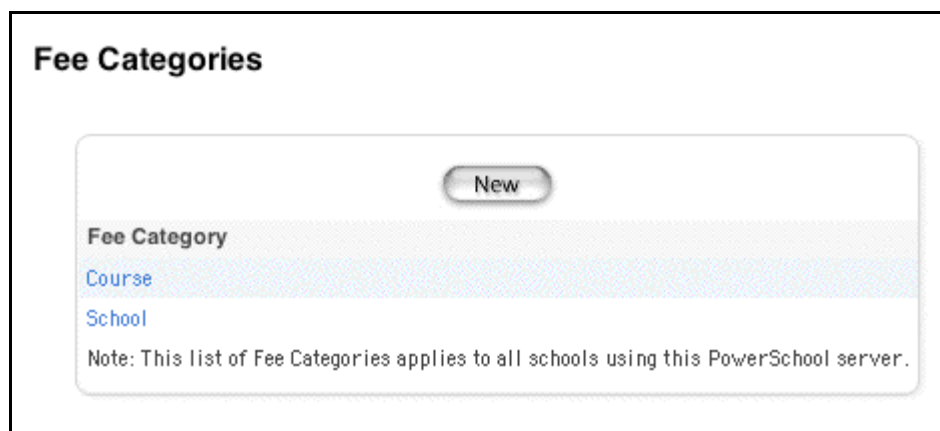
This option does not apply to lunch account balances. For information on lunch transactions, see the section "[Lunch Transactions](#)."

Fee information can appear on object reports; for more information, see the section "[Object Reports](#)."

## How to View Fee Categories

You must log in to the district office before performing this procedure.

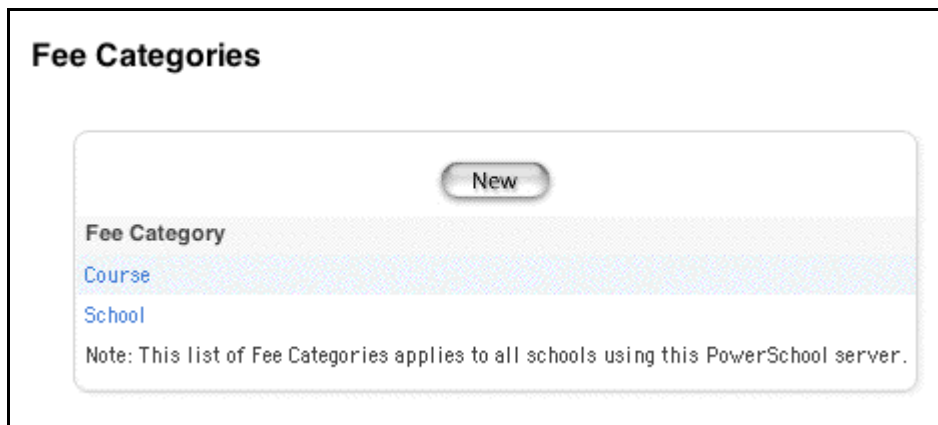
1. On the start page, choose District from the main menu.
2. Click Fee Categories. The Fee Categories page appears.



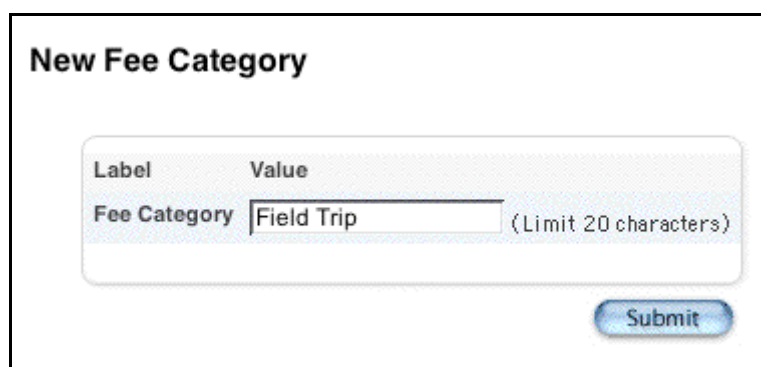
## How to Add Fee Categories

You must log in to the district office before performing this procedure.

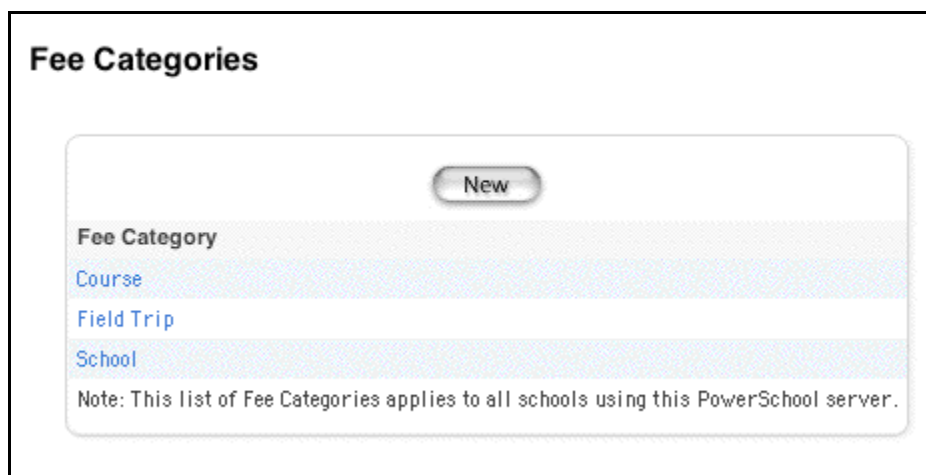
1. On the start page, choose District from the main menu.
2. Click Fee Categories. The Fee Categories page appears.



3. Click New. The New Fee Category page appears.



4. Enter the name of the fee category in the Fee Category field, such as Trip.
5. Click Submit. The Fee Categories page displays the new fee category.

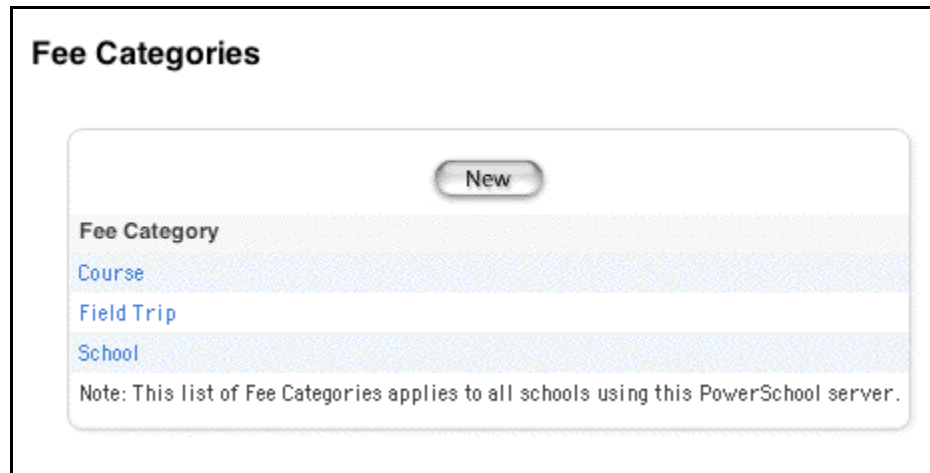


## How to Edit Fee Categories

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.

2. Click Fee Categories. The Fee Categories page appears.



**Fee Categories**

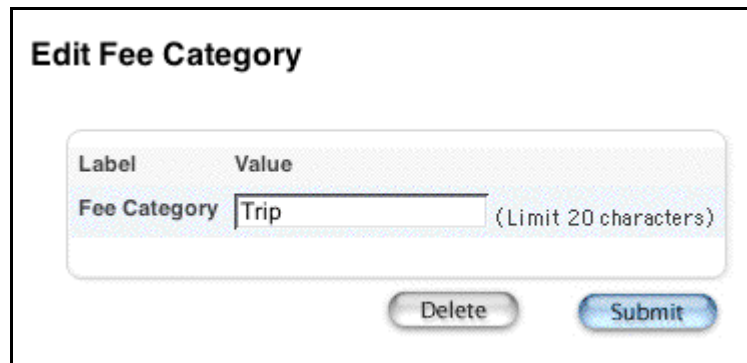
New

**Fee Category**

- Course
- Field Trip
- School

Note: This list of Fee Categories applies to all schools using this PowerSchool server.

3. Click the fee category to be edited. The Edit Fee Category page appears.

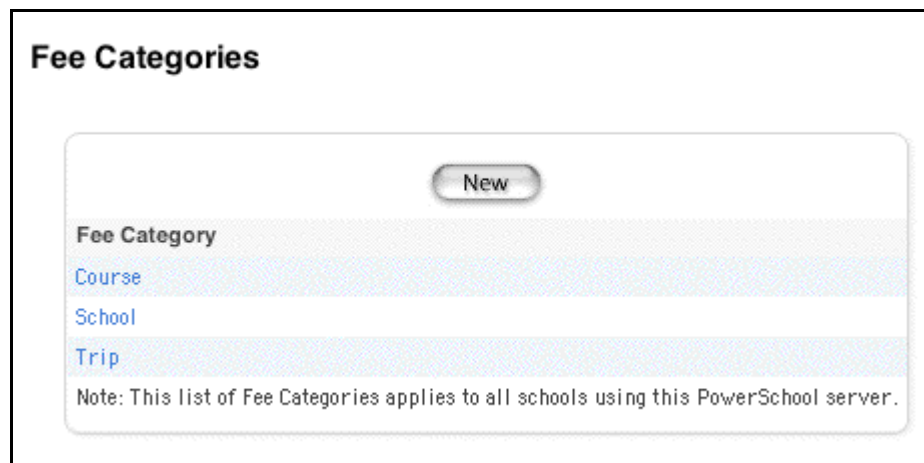


**Edit Fee Category**

Label	Value
Fee Category	<input type="text" value="Trip"/> (Limit 20 characters)

Delete Submit

4. Edit the name of the fee category in the Fee Category field.
5. Click Submit. The Fee Categories page displays the edited fee category.



**Fee Categories**

New

**Fee Category**

- Course
- School
- Trip

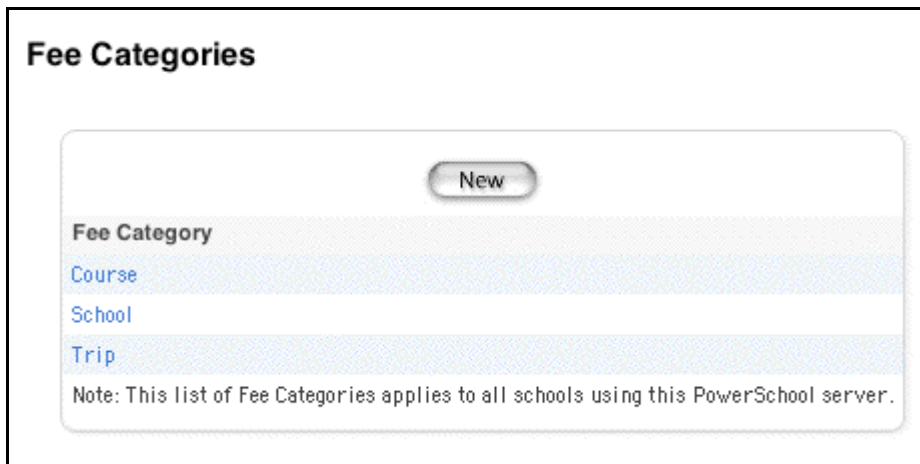
Note: This list of Fee Categories applies to all schools using this PowerSchool server.

## How to Delete Fee Categories

You must log in to the district office before performing this procedure.

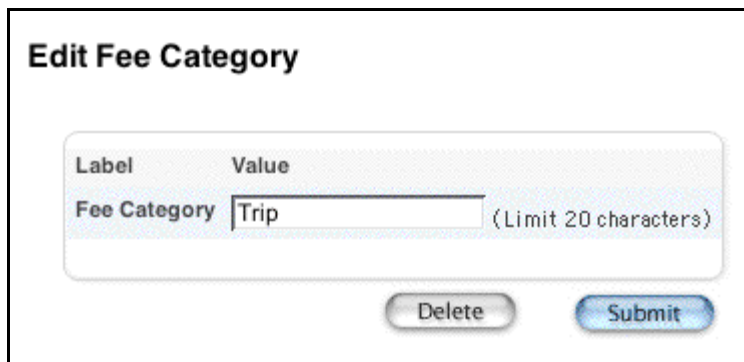
**Note:** If you delete a fee category, you must then update any fee record containing that category and select a new category. Transaction records already created are not affected.

1. On the start page, choose District from the main menu.
2. Click Fee Categories. The Fee Categories page appears.



The screenshot shows the 'Fee Categories' page. At the top, there is a 'New' button. Below it, there is a table with three rows: 'Fee Category', 'Course', and 'School'. The 'Trip' category is highlighted. Below the table, there is a note: 'Note: This list of Fee Categories applies to all schools using this PowerSchool server.'

3. Click the fee category to be deleted. The Edit Fee Category page appears.



The screenshot shows the 'Edit Fee Category' page. It features a table with two columns: 'Label' and 'Value'. The 'Fee Category' row has 'Trip' in the 'Value' column. To the right of the input field, there is a note: '(Limit 20 characters)'. Below the table, there are two buttons: 'Delete' and 'Submit'.

4. Click Delete. The Selection Deleted page appears.

## Payment Methods

Payment Methods indicate the method by which fees are paid. To access payment methods, log in at the district level, navigate to the District Setup page, and click the Payment Methods link. Using the Payment Methods page, you can add, edit, and delete payment methods. Although payment methods can be deleted, it is preferred that you do not delete them in order to maintain uniformity across the states (state reporting).

There are six default methods of payment, cash, credit card, check, electronic fund transfer, money order, and other. In addition, you can create as many other payment methods as your district needs.



Once fee categories and payment methods have been created, you can associate (create) fee types under those fee categories.

### Notes

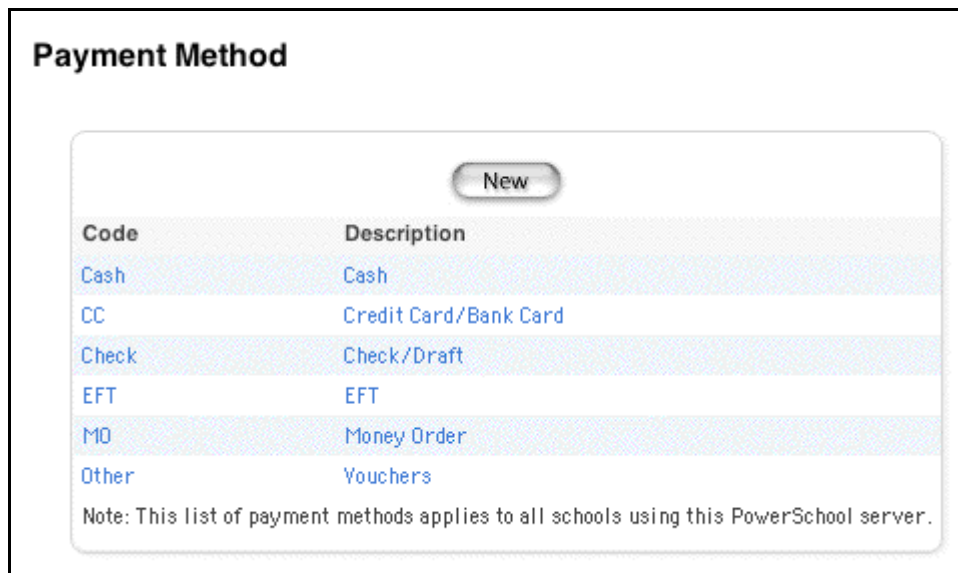
This option does not apply to lunch account balances. For information on lunch transactions, see the section "[Lunch Transactions](#)."

Fee information can appear on object reports; for more information, see the section "[Object Reports](#)."

### How to View Payment Methods

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Payment Methods. The Payment Methods page appears.



### How to Add Payment Methods

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Payment Methods. The Payment Methods page appears.

**Payment Method**

Code	Description
Cash	Cash
CC	Credit Card/Bank Card
Check	Check/Draft
EFT	EFT
MO	Money Order
Other	Vouchers

Note: This list of payment methods applies to all schools using this PowerSchool server.

- Click New. The New Payment Method page appears.

**New Payment Method**

Option	Value
Code	<input type="text" value="CP"/>
Description	<input type="text" value="Coupon"/>

- Enter the name of the method of payment in the Code field, such as CP.
- Enter a description of the method of payment in the Description field, such as Coupon.
- Click Submit. The Payment Methods page displays the new payment method.

### Payment Method

Code	Description
Cash	Cash
CC	Credit Card/Bank Card
Check	Check/Draft
CP	Coupon
EFT	EFT
MO	Money Order
Other	Vouchers

Note: This list of payment methods applies to all schools using this PowerSchool server.

## How to Edit Payment Methods

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Payment Methods. The Payment Method page appears.

### Payment Method

Code	Description
Cash	Cash
CC	Credit Card/Bank Card
Check	Check/Draft
CP	Coupon
EFT	EFT
MO	Money Order
Other	Vouchers

Note: This list of payment methods applies to all schools using this PowerSchool server.

3. Click the payment method to be edited. The Edit Payment Method page appears.

### Edit Payment Method

Option	Value
Code	<input style="width: 80%;" type="text" value="CP"/>
Description	<input style="width: 80%;" type="text" value="Redeemable Coupon"/>

4. Edit the name of the method of payment in the Code field, if needed.
5. Edit the description of the method of payment in the Description field, if needed.
6. Click Submit. The Payment Methods page displays the edited payment method.

### Payment Method

Code	Description
Cash	Cash
CC	Credit Card/Bank Card
Check	Check/Draft
CP	Redeemable Coupon
EFT	EFT
MO	Money Order
Other	Vouchers

Note: This list of payment methods applies to all schools using this PowerSchool server.

## How to Delete Payment Methods

You must log in to the district office before performing this procedure.

**Note:** If you delete a payment method, you must then update any fee record containing that payment method and select a new payment method. Transaction records already created are not affected.

1. On the start page, choose District from the main menu.
2. Click Payment Methods. The Payment Method page appears.

### Payment Method

Code	Description
Cash	Cash
CC	Credit Card/Bank Card
Check	Check/Draft
CP	Redeemable Coupon
EFT	EFT
MO	Money Order
Other	Vouchers

Note: This list of payment methods applies to all schools using this PowerSchool server.

- Click the payment method to be deleted. The Edit Payment Method page appears.

### Edit Payment Method

Option	Value
Code	<input type="text" value="CP"/>
Description	<input type="text" value="Redeemable Coupon"/>

- Click Delete. The Selection Deleted page appears.

## Fee Types

Fee Types serve as the second tier within the Fees Management structure. For each fee category created, you can then associate (create) fee types. Fee types created using the fee category of School are called school enrollment fees and automatically assessed at the school level when students enroll in a school. Fee types created using the fee category of Course are called course enrollment fees and are automatically assessed at the course level when students enroll in a course. Fee types created using fee categories other than School, Course, or SOY Balance are called student fees and are assessed manually.

**Example**

Fee Category	Fee Type	Assessed
School	Enrollment Uniform	Automatically when students enroll in school.
Course	Textbook Materials	Automatically when students enroll in a course.
Trip	Instructional Recreational	Manually by district or school administrator.

To access fee types, log in at the school level, navigate to the School Setup page, and click the Fee Types link. Using the Fee Types page, you can add, edit, and delete fee types. Additionally, you can use the Priority field to indicate the order by which a payment/credit is to be distributed against/towards a student's fee balance. A value of 0 to 99 can be entered.

Once fee categories and payment methods have been created, and fee types have been associated (created) under those fee categories, you can create school enrollment fees, course enrollment fees, and student fees.

**Notes**

For information on exempting individual students from course fees, see the section "[Other Information.](#)"

For information on exempting a group of students, see the section "[School Information.](#)"

This option does not apply to lunch account balances. For information on lunch transactions, see the section "[Lunch Transactions.](#)"

Fee information can appear on object reports; for more information, see the section "[Object Reports.](#)"

**How to View Fee Types**

You must log in to a school before performing this procedure.

1. On the start page, choose School from the main menu.
2. Click Fee Types. The Fee Types page appears.

### Fee Types

Fee Types	Category	Priority
Instructional	Trip	<input type="text" value="0"/>
Enrollment	School	<input type="text" value="1"/>
Uniform	School	<input type="text" value="2"/>
Textbook	Course	<input type="text" value="3"/>
Materials	Course	<input type="text" value="4"/>

Note: This list of fee types applies to Apple Grove High School only.

## How to Add Fee Types

You must log in to a school before performing this procedure.

**Note:** Before adding fee types, fee categories must be created. For more information, see the section "[Fee Categories](#)."

1. On the start page, choose School from the main menu.
2. Click Fee Types. The Fee Types page appears.

### Fee Types

Fee Types	Category	Priority
Instructional	Trip	<input type="text" value="0"/>
Enrollment	School	<input type="text" value="1"/>
Uniform	School	<input type="text" value="2"/>
Textbook	Course	<input type="text" value="3"/>
Materials	Course	<input type="text" value="4"/>

Note: This list of fee types applies to Apple Grove High School only.

- Click New. The New Fee Type page appears.

### New Fee Type

Label	Value
Fee Type	<input style="width: 90%;" type="text" value="Recreational"/> (Limit 50 characters)
Fee Category	<input style="width: 80%;" type="text" value="Trip"/> <input type="button" value="v"/>
Fee Type Description	<input style="width: 95%;" type="text" value="Excursion for entertainment value."/>

- Use the following table to edit information in the fields:

Field	Description
Fee Type	Enter the name of the fee type, such as Recreational.
Fee Category	Choose the fee category you want to associate the fee type to from the pop-up menu, such as Trip.
Fee Type Description	Enter an explanation of the fee type, such as Excursions for entertainment/amusement value.

- Click Submit. The Fee Types page displays the new fee type.



**Fee Types**

Fee Types	Category	Priority
Instructional	Trip	<input type="text" value="0"/>
Recreational	Trip	<input type="text" value="0"/>
Enrollment	School	<input type="text" value="1"/>
Uniform	School	<input type="text" value="2"/>
Textbook	Course	<input type="text" value="3"/>
Materials	Course	<input type="text" value="4"/>

Note: This list of fee types applies to Apple Grove High School only.

## How to Edit Fee Types

You must log in to a school before performing this procedure.

1. On the start page, choose School from the main menu.
2. Click Fee Types. The Fee Types page appears.

### Fee Types

Fee Types	Category	Priority
Instructional	Trip	<input type="text" value="0"/>
Recreational	Trip	<input type="text" value="0"/>
Enrollment	School	<input type="text" value="1"/>
Uniform	School	<input type="text" value="2"/>
Textbook	Course	<input type="text" value="3"/>
Materials	Course	<input type="text" value="4"/>

Note: This list of fee types applies to Apple Grove High School only.

3. Click the fee type to be edited. The Edit Fee Type page appears.

### Edit Fee Type

Label	Value
Fee Type	<input style="width: 90%;" type="text" value="Recreational"/> (Limit 50 characters)
Fee Category	<input style="width: 80%;" type="text" value="Trip"/> ▾
Fee Type Description	<input style="width: 95%;" type="text" value="Excursion for entertainment/amusement value."/>

4. Use the following table to edit information in the fields:

Field	Description
Fee Type	Enter the name of the fee type, such as Recreational.
Fee Category	Choose the fee category you want to associate the fee type to from the pop-up menu, such as Trip.
Fee Type Description	Enter an explanation of the fee type, such as Excursions for entertainment/amusement value.

5. Click Submit. The Fee Types page displays the edited fee type.

### Fee Types

Fee Types	Category	Priority
<a href="#">Instructional</a>	Trip	<input type="text" value="0"/>
<a href="#">Recreational</a>	Trip	<input type="text" value="0"/>
<a href="#">Enrollment</a>	School	<input type="text" value="1"/>
<a href="#">Uniform</a>	School	<input type="text" value="2"/>
<a href="#">Textbook</a>	Course	<input type="text" value="3"/>
<a href="#">Materials</a>	Course	<input type="text" value="4"/>

Note: This list of fee types applies to Apple Grove High School only.

## How to Delete Fee Types

You must log in to a school before performing this procedure.

**Note:** If you delete a fee type, you must then update any fee record containing that fee type and select a new fee type. Transaction records already created are not affected.

1. On the start page, choose School from the main menu.
2. Click Fee Types. The Fee Types page appears.

### Fee Types

Fee Types	Category	Priority
Instructional	Trip	<input type="text" value="0"/>
Recreational	Trip	<input type="text" value="0"/>
Enrollment	School	<input type="text" value="1"/>
Uniform	School	<input type="text" value="2"/>
Textbook	Course	<input type="text" value="3"/>
Materials	Course	<input type="text" value="4"/>

Note: This list of fee types applies to Apple Grove High School only.

- Click the fee type to be deleted. The Edit Fee Type page appears.

### New Fee Type

<b>Label</b>	<b>Value</b>
Fee Type	<input type="text" value="Recreational"/> (Limit 50 characters)
Fee Category	<input type="text" value="Trip"/> ▾
Fee Type Description	<input type="text" value="Excursion for entertainment value."/>

- Click Delete. The Selection Deleted page appears.

## How to Rank Fee Types

Once you have created fee types, you can rank them in order by which you want the fees to be paid. A lower value, such as 1, indicates the fee type that will be paid before a fee type with a higher value, such as 3. You can also assign a Priority value of 0 for one-off fees, such as a specific event.

You must log in to a school before performing this procedure.

- On the start page, choose School from the main menu.

- Click Fee Types. The Fee Types page appears.

### Fee Types

Fee Types	Category	Priority
Instructional	Trip	<input style="width: 50px;" type="text" value="0"/>
Enrollment	School	<input style="width: 50px;" type="text" value="1"/>
Uniform	School	<input style="width: 50px;" type="text" value="2"/>
Textbook	Course	<input style="width: 50px;" type="text" value="3"/>
Materials	Course	<input style="width: 50px;" type="text" value="4"/>

Note: This list of fee types applies to Apple Grove High School only.

- Note the Priority field for each fee type.
- Enter a numeric value for each fee type indicating the order in which payments are to be distributed.
- Click Submit. The Fee Types page displays.

## School Enrollment Fees

Once fee categories and payment methods have been created, and fee types have been associated (created) under those fee categories, you can create school enrollment fees.

School enrollment fees are used to automatically assess certain fees when a student enrolls in school. To access school enrollment fees, log in at the district level, navigate to the Edit School page, and scroll down to the School Enrollment Fee section where you can add, edit, and delete school enrollment fees.

**Note:** When importing students, school enrollment fees are not automatically assessed. You must manually assess school enrollment fees using Fee Functions. For more information, see the section **"Fee Functions."**

When creating school enrollment fees, you can indicate whether or not you want the fee pro ratable. If Pro Ratable is selected, the school enrollment fee will be assessed on the basis of the number of school days in the year. If a student enrolls in school after the start date or withdraws from school before the end date, the student will only be charged for that portion of the school year.

## Fee Exemption Status

Fee Exemption Status can be used to exempt an individual student or a group of students from school enrollment fees. To exempt an individual student, log in at the school level, search for and select a student, and click the Other Information link. For information on exempting individual students from course fees, see the section [“Other Information.”](#) If the student is enrolling in school, you can use the Enroll a New Student page to select the student’s fee exemption status. For information on exempting individual students from course fees, see the section [“Work With an Individual Student.”](#) To exempt a group of students (by school), log in at the district level, navigate to the Edit School page, and scroll down to the School Enrollment Fee section. For information on exempting a group of students, see the section [“School Information.”](#)

## Notes

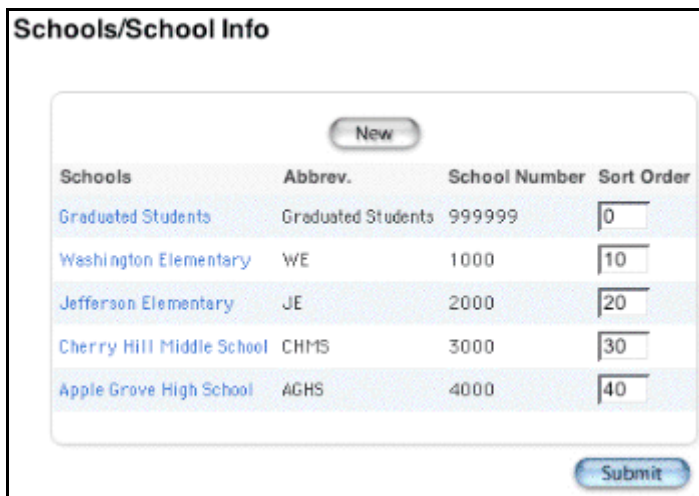
This option does not apply to lunch account balances. For information on lunch transactions, see the section [“Lunch Transactions.”](#)

Fee information can appear on object reports; for more information, see the section [“Object Reports.”](#)

## How to View School Enrollment Fees

You must log in to the district office before performing this procedure.

1. On the start page, choose School from the main menu.
2. Click Schools/School Info. The Schools/School Info page appears.



Schools	Abbrev.	School Number	Sort Order
<a href="#">Graduated Students</a>	Graduated Students	999999	<input type="text" value="0"/>
<a href="#">Washington Elementary</a>	WE	1000	<input type="text" value="10"/>
<a href="#">Jefferson Elementary</a>	JE	2000	<input type="text" value="20"/>
<a href="#">Cherry Hill Middle School</a>	CHMS	3000	<input type="text" value="30"/>
<a href="#">Apple Grove High School</a>	AGHS	4000	<input type="text" value="40"/>

3. Click the name of a school. The Edit School page appears.

### Edit School

<b>School Name</b>	<input type="text" value="Taylor Middle School"/>
<b>School Abbreviation</b>	<input type="text" value="TMS"/> (example: FHS)
<b>School Address (Full) (include school name)</b>	<input type="text" value="123 Main Street&lt;br/&gt;Anytown, CA 12345"/>
<b>School Address</b>	<input type="text" value="123 Main Street"/>
<b>School City</b>	<input type="text" value="Anytown"/>
<b>School State/Province</b>	<input type="text" value="California"/> ▾
<b>School Postal/Zip Code</b>	<input type="text" value="12345"/>
<b>School Phone Number</b>	<input type="text" value="555-555-5555"/>
<b>School FAX Number</b>	<input type="text" value="555-555-0000"/>
<b>School Number (9 digit maximum)</b>	<input type="text" value="8000"/> (once entered, do not change later)
<b>Alternate School Number</b>	<input type="text"/> (leave as zero to use school number)
<b>Exclude From State Reporting?</b>	<input type="checkbox"/>
<b>Grades</b>	<input type="text" value="07"/> - <input type="text" value="09"/> (lowest - highest)
<b>Historical Grade Levels (only historical data in this range of grade levels is used for cumulative GPAs, graduation credit, etc.)</b>	<input type="text" value="07"/> - <input type="text" value="09"/>
<b>Default Next School</b>	<input type="text" value="1000"/> (a school number where students who graduate from this school will be sent. Leave as 0 for none.)
<b>Sort Order</b>	<input type="text" value="50"/>
<b>When Scheduling, Display Courses From</b>	<input type="text" value="Current School"/> ▾

4. Scroll down to the School Enrollment Fee section.

#### School Fee Information

**Fee Exemption Status**  ▾

**School Enrollment Fees**

Fee Type	Amount
Enrollment	\$1,200.00

## How to Create School Enrollment Fees

You must log in to the district office before performing this procedure.

**Note:** Before adding school enrollment fees, the fee category of School must be created and fee types associated to it. For more information, see the sections "[Fee Categories](#)" and "[Fee Types](#)."

1. On the start page, choose District from the main menu.
2. Click Schools/School Info. The Schools/School Info page appears.



Schools	Abbrev.	School Number	Sort Order
<a href="#">Graduated Students</a>	Graduated Students	999999	<input type="text" value="0"/>
<a href="#">Washington Elementary</a>	WE	1000	<input type="text" value="10"/>
<a href="#">Jefferson Elementary</a>	JE	2000	<input type="text" value="20"/>
<a href="#">Cherry Hill Middle School</a>	CHMS	3000	<input type="text" value="30"/>
<a href="#">Apple Grove High School</a>	AGHS	4000	<input type="text" value="40"/>

3. Click the name of a school. The Edit School page appears.



### Edit School

<b>School Name</b>	<input type="text" value="Taylor Middle School"/>
<b>School Abbreviation</b>	<input type="text" value="TMS"/> (example: FHS)
<b>School Address (Full) (include school name)</b>	<input type="text" value="123 Main Street&lt;br/&gt;Anytown, CA 12345"/>
<b>School Address</b>	<input type="text" value="123 Main Street"/>
<b>School City</b>	<input type="text" value="Anytown"/>
<b>School State/Province</b>	<input type="text" value="California"/> ▾
<b>School Postal/Zip Code</b>	<input type="text" value="12345"/>
<b>School Phone Number</b>	<input type="text" value="555-555-5555"/>
<b>School FAX Number</b>	<input type="text" value="555-555-0000"/>
<b>School Number (9 digit maximum)</b>	<input type="text" value="8000"/> (once entered, do not change later)
<b>Alternate School Number</b>	<input type="text"/> (leave as zero to use school number)
<b>Exclude From State Reporting?</b>	<input type="checkbox"/>
<b>Grades</b>	<input type="text" value="07"/> - <input type="text" value="09"/> (lowest - highest)
<b>Historical Grade Levels (only historical data in this range of grade levels is used for cumulative GPAs, graduation credit, etc.)</b>	<input type="text" value="07"/> - <input type="text" value="09"/>
<b>Default Next School</b>	<input type="text" value="1000"/> (a school number where students who graduate from this school will be sent. Leave as 0 for none.)
<b>Sort Order</b>	<input type="text" value="50"/>
<b>When Scheduling, Display Courses From</b>	<input type="text" value="Current School"/> ▾

4. Scroll down to the School Enrollment Fee section.

#### School Fee Information

**Fee Exemption Status**  ▾

**School Enrollment Fees**

Fee Type	Amount
Enrollment	\$1,200.00

5. Click New. The New School Enrollment Fee page appears.

### New School Enrollment Fee

Label	Value
School Name	Apple Grove High School
Fee Type	Uniform <input type="button" value="v"/>
Department	<input type="button" value="v"/>
Amount	<input type="text" value="125.00"/>
Date	<input type="text" value="11/14/2003"/>
Description	<input type="text" value="Required school uniform."/>
Pro Ratable	<input type="checkbox"/>

**Note:** Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

6. Use the following table to edit information in the fields:

Field	Description
School Name	The selected school's full name.
Fee Type	Choose the type of fee from the pop-up menu. Only those fee types with the fee category of School appear in the Fee Type pop-up menu.  <b>Note:</b> For more information on fee types, see the section " <a href="#">Fee Types</a> ."
Department	Choose the department you want to associate the fee to from the pop-up menu, if any.
Amount	Enter the amount of the fee to be assessed.
Date	Enter the date the fee becomes applicable. The default is set to today's date.
Pro Ratable	Select this checkbox to indicate that the fee is to be assessed based on the number of school days in the year. If a student enrolls in school after the start date or withdraws from school before the end date, the student will only be charged for that portion of the school year.

7. Click Submit. The Fee Types page displays the new fee type.

School Enrollment Fees	
<a href="#">New</a>	
Fee Type	Amount
<a href="#">Enrollment</a>	\$1,200.00
<a href="#">Uniform</a>	\$125.00

## How to Edit School Enrollment Fees

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Schools/School Info. The Schools/School Info page appears.

Schools/School Info			
<a href="#">New</a>			
Schools	Abbrev.	School Number	Sort Order
<a href="#">Graduated Students</a>	Graduated Students	999999	<input type="text" value="0"/>
<a href="#">Washington Elementary</a>	WE	1000	<input type="text" value="10"/>
<a href="#">Jefferson Elementary</a>	JE	2000	<input type="text" value="20"/>
<a href="#">Cherry Hill Middle School</a>	CHMS	3000	<input type="text" value="30"/>
<a href="#">Apple Grove High School</a>	AGHS	4000	<input type="text" value="40"/>

[Submit](#)

3. Click the name of a school. The Edit School page appears.

### Edit School

School Name	Taylor Middle School
School Abbreviation	TMS (example: FHS)
School Address (Full) (include school name)	123 Main Street Anytown, CA 12345
School Address	123 Main Street
School City	Anytown
School State/Province	California
School Postal/Zip Code	12345
School Phone Number	555-555-5555
School FAX Number	555-555-0000
School Number (9 digit maximum)	8000 (once entered, do not change later)
Alternate School Number	(leave as zero to use school number)
Exclude From State Reporting?	<input type="checkbox"/>
Grades	07 - 09 (lowest - highest)
Historical Grade Levels (only historical data in this range of grade levels is used for cumulative GPAs, graduation credit, etc.)	07 - 09
Default Next School	1000 (a school number where students who graduate from this school will be sent. Leave as 0 for none.)
Sort Order	50
When Scheduling, Display Courses From	Current School

4. Scroll down to the School Enrollment Fee section.

School Enrollment Fees	
<a href="#">New</a>	
Fee Type	Amount
<a href="#">Enrollment</a>	\$1,200.00
<a href="#">Uniform</a>	\$125.00

5. Click the fee type to be edited. The Edit School Enrollment Fee page appears.

### Edit School Enrollment Fee

Label	Value
School Name	
Fee Type	Uniform <input type="button" value="v"/>
Department	<input type="button" value="v"/>
Amount	125
Date	11/14/2003
Description	Required school uniform to be purchased at Campus Store.
Pro Ratable	<input type="checkbox"/>

**Note:** Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

6. Use the following table to edit information in the fields:

Field	Description
School Name	The selected school's full name.
Fee Type	Choose the type of fee from the pop-up menu. Only those fee types with the fee category of School appear in the Fee Type pop-up menu.  <b>Note:</b> For more information on fee types, see the section " <a href="#">Fee Types</a> ."
Department	Choose the department you want to associate the fee to from the pop-up menu.
Amount	Enter the amount of the fee to be assessed.
Date	Enter the date the fee becomes applicable. The default is set to today's date.
Pro Ratable	Select this checkbox to indicate that the fee is to be assessed based on the number of school days in the year. If a student enrolls in school after the start date or withdraws from school before the end date, the student will only be charged for that portion of the school year.

7. Click Submit. The Fee Types page displays the updated fee type.



School Enrollment Fees	
<a href="#">New</a>	
Fee Type	Amount
<a href="#">Enrollment</a>	\$1,200.00
<a href="#">Uniform</a>	\$125.00

## How to Delete School Enrollment Fees

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Schools/School Info. The Schools/School Info page appears.

Schools/School Info			
<a href="#">New</a>			
Schools	Abbrev.	School Number	Sort Order
<a href="#">Graduated Students</a>	Graduated Students	999999	<input type="text" value="0"/>
<a href="#">Washington Elementary</a>	WE	1000	<input type="text" value="10"/>
<a href="#">Jefferson Elementary</a>	JE	2000	<input type="text" value="20"/>
<a href="#">Cherry Hill Middle School</a>	CHMS	3000	<input type="text" value="30"/>
<a href="#">Apple Grove High School</a>	AGHS	4000	<input type="text" value="40"/>
<a href="#">Submit</a>			

3. Click the name of a school. The Edit School page appears.

### Edit School

School Name	Taylor Middle School
School Abbreviation	TMS (example: FHS)
School Address (Full) (include school name)	123 Main Street Anytown, CA 12345
School Address	123 Main Street
School City	Anytown
School State/Province	California
School Postal/Zip Code	12345
School Phone Number	555-555-5555
School FAX Number	555-555-0000
School Number (9 digit maximum)	8000 (once entered, do not change later)
Alternate School Number	(leave as zero to use school number)
Exclude From State Reporting?	<input type="checkbox"/>
Grades	07 - 09 (lowest - highest)
Historical Grade Levels (only historical data in this range of grade levels is used for cumulative GPAs, graduation credit, etc.)	07 - 09
Default Next School	1000 (a school number where students who graduate from this school will be sent. Leave as 0 for none.)
Sort Order	50
When Scheduling, Display Courses From	Current School

4. Scroll down to the School Enrollment Fee section.

School Enrollment Fees	
<a href="#">New</a>	
Fee Type	Amount
<a href="#">Enrollment</a>	\$1,200.00
<a href="#">Uniform</a>	\$125.00

5. Click the fee type to be deleted. The Edit School Enrollment Fee page appears.

### Edit School Enrollment Fee

Label	Value
School Name	
Fee Type	Uniform <input type="button" value="v"/>
Department	<input type="button" value="v"/>
Amount	<input type="text" value="125"/>
Date	<input type="text" value="11/14/2003"/>
Description	<input type="text" value="Required school uniform to be purchased at Campus Store."/>
Pro Ratable	<input type="checkbox"/>

**Note:** Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

6. Click Delete. The Selection Deleted page appears.

## Course Enrollment Fees

Once fee categories and payment methods have been created, and fee types have been associated (created) under those fee categories, you can create course enrollment fees.

Course enrollment fees are used to automatically assess certain fees when a student enrolls in a course. To access course enrollment fees, log in at the district or school level, navigate to the Edit Course page, and click the Fees tab to access the Edit Course Enrollment Fees page where you can add, edit, and delete course fees. Only those fee types with the fee category of Course are available in the Fee Type pop-up menu.

**Note:** When importing students, course enrollment fees are not automatically assessed. You must manually assess course enrollment fees using Fee Functions. For more information, see the section [“Fee Functions.”](#)

When creating course enrollment fees, you can indicate whether or not you want the fee to be pro ratable. If Pro Ratable is selected, the course enrollment fee will be assessed on the basis of the number of days within the term for the course section. If a student enrolls in the course after the start date or drops the course before the end date, the student will only be charged for that portion of the course.

### Fee Exemption Status

Fee Exemption Status can be used to exempt an individual student or a group of students from course enrollment fees. To exempt an individual student, log in at the school level, search for and select a student, and click the Other Information link. For information on exempting individual students from course fees, see the section [“Other Information.”](#) If the student is enrolling in



school, you can use the Enroll a New Student page to select the student's fee exemption status. For information on exempting individual students from course fees, see the section "[Work With an Individual Student](#)." To exempt a group of students (by school), log in at the district level, navigate to the Edit School page, and scroll down to the School Enrollment Fee section. For information on exempting a group of students, see the section "[School Information](#)."

## Notes

- When scheduling students using Walk-in Scheduling or Power Scheduler, enrollment fees that are associated to a course will be assessed to those students enrolling in the course.

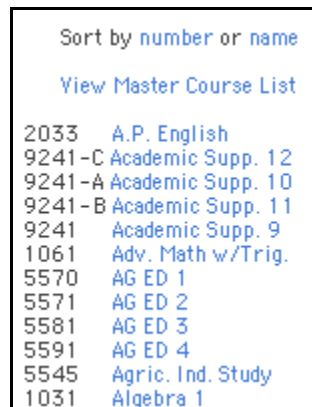
This option does not apply to lunch account balances. For information on lunch transactions, see the section "[Lunch Transactions](#)."

Fee information can appear on object reports; for more information, see the section "[Object Reports](#)."

## How to View Course Enrollment Fees

Determine if fees will be applied to student accounts when students are scheduled in a particular course section.

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Courses. The Courses page appears.



Sort by <a href="#">number</a> or <a href="#">name</a>	
<a href="#">View Master Course List</a>	
2033	<a href="#">A.P. English</a>
9241-C	<a href="#">Academic Supp. 12</a>
9241-A	<a href="#">Academic Supp. 10</a>
9241-B	<a href="#">Academic Supp. 11</a>
9241	<a href="#">Academic Supp. 9</a>
1061	<a href="#">Adv. Math w/Trig.</a>
5570	<a href="#">AG ED 1</a>
5571	<a href="#">AG ED 2</a>
5581	<a href="#">AG ED 3</a>
5591	<a href="#">AG ED 4</a>
5545	<a href="#">Agric. Ind. Study</a>
1031	<a href="#">Algebra 1</a>

3. Click the name of a course. The Edit Course page appears.
4. Click the Fees tab. The Edit Course Enrollment Fees page appears. If there are any enrollment fees associated to this course, they will appear in the Course Enrollment Fees section.

### Edit Course

[District](#) | [Fees](#) | [Scheduling](#) | [Relationships](#)

Label	Value
Course Name	Biology
Course Number	1511
Course Name	<input type="text" value="Biology"/>
Alternate Course Number	<input type="text"/>
Credit Hours	<input type="text" value="0.500"/>
CIP Code	<input type="text"/> <input type="checkbox"/> Vocational Class
Credit Type	<input type="text"/> (no spaces)
Default Maximum Enrollment	<input type="text" value="16"/>
Department	<input type="text"/> <input type="button" value="Associate"/>
Subject Area	<input type="text"/>
Prerequisite Courses Prerequisites apply only to the current scheduling term. (comma-separated)	<input type="text"/>
PowerLink (English)	<input type="text"/>
PowerLink (Español)	<input type="text"/>
Exclude From Attendance (Optional: Use only to exclude all sections from counting towards ADMADA for students.)	<input type="checkbox"/>
Grade Scale	<input type="text" value="Default"/>
GPA Added Value Points	<input type="text" value="0"/> (usually zero)
Exclude from GPA?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Class Rank?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Honor Roll?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Use The Course For Lunch	<input type="checkbox"/>
Exclude On Report Cards/Transcripts	<input type="checkbox"/>

**Note:** Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

## How to Add Course Enrollment Fees

Add a fee that will be charged to each student scheduled in a particular course. Multiple fees can be added to a course by repeating this procedure.

**Note:** Before adding course enrollment fees, the fee category of Course must be created and fee types associated to it. For more information, see the sections "[Fee Categories](#)" and "[Fee Types](#)."

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Courses. The Courses page appears.

Sort by <a href="#">number</a> or <a href="#">name</a>	
<a href="#">View Master Course List</a>	
2033	<a href="#">A.P. English</a>
9241-C	<a href="#">Academic Supp. 12</a>
9241-A	<a href="#">Academic Supp. 10</a>
9241-B	<a href="#">Academic Supp. 11</a>
9241	<a href="#">Academic Supp. 9</a>
1061	<a href="#">Adv. Math w/Trig.</a>
5570	<a href="#">AG ED 1</a>
5571	<a href="#">AG ED 2</a>
5581	<a href="#">AG ED 3</a>
5591	<a href="#">AG ED 4</a>
5545	<a href="#">Agric. Ind. Study</a>
1031	<a href="#">Algebra 1</a>

- Choose the name of the course from the courses menu. The Edit Course page appears.
- Click the Fees tab. The Edit Course Enrollment Fees page appears.

Course Enrollment Fees	
<a href="#">New</a>	
Fee Type	Amount
<a href="#">Textbook</a>	\$25.00

- Click New in the Course Enrollment Fees section. The New Course Fee page appears.

New Course Fee	
<b>Label</b>	<b>Value</b>
Course Name	Biology
Course Number	1511
Fee Type	<a href="#">Materials</a> ▾
Department	<a href="#">Science</a> ▾
Amount	<input type="text" value="25.00"/>
Date	<input type="text" value="11/14/2003"/>
Description	<input type="text" value="Lab specimens"/>
Pro Ratable	<input type="checkbox"/>
Note: Changes made here will affect this course at all schools which use the same PowerSchool server as this school.	
<a href="#">Submit</a>	

- Use the following table to enter information in the fields:

Field	Description
Course Name	The name of the course appears.
Course Number	The number used to identify the course appears.
Fee Type	Choose the type of fee from the pop-up menu. The menu only contains fee types for the selected school that fall under the category type of Course.  <b>Note:</b> For more information on fee types, see the section " <a href="#">Fee Types.</a> "
Department	Choose the name of the department you want to associate the fee to from the pop-up menu.
Amount	Enter the amount of the fee to be assessed.
Date	Enter the date the fee becomes applicable. The default is set to today's date.
Description	Enter an descriptive explanation of the fee.
Pro Ratable	Select this checkbox to indicate that the fee is to be assessed based on the number of days within the term for the course section. If a student enrolls in the course after the start date or drops the course before the end date, the student will only be charged for that portion of the course.

- Click Submit. The Courses page appears.

## How to Edit Course Enrollment Fees

Use this procedure to change the fee or the type of fee for a course.

- On the start page, choose School from the main menu.
- On the School Setup page, click Courses. The Courses page appears.

Sort by <a href="#">number</a> or <a href="#">name</a>	
<a href="#">View Master Course List</a>	
2033	<a href="#">A.P. English</a>
9241-C	<a href="#">Academic Supp. 12</a>
9241-A	<a href="#">Academic Supp. 10</a>
9241-B	<a href="#">Academic Supp. 11</a>
9241	<a href="#">Academic Supp. 9</a>
1061	<a href="#">Adv. Math w/Trig.</a>
5570	<a href="#">AG ED 1</a>
5571	<a href="#">AG ED 2</a>
5581	<a href="#">AG ED 3</a>
5591	<a href="#">AG ED 4</a>
5545	<a href="#">Agric. Ind. Study</a>
1031	<a href="#">Algebra 1</a>

- Choose the name of the course from the courses menu. The Edit Course page appears.

4. Click the Fees tab. The Edit Course Enrollment Fees page appears.

Course Enrollment Fees	
<a href="#">New</a>	
Fee Type	Amount
<a href="#">Materials</a>	\$25.00
<a href="#">Textbook</a>	\$25.00

5. Click the course enrollment fee in the Fee Type column that you want to edit. The Edit Course Fee page appears.

Edit Course Fee	
<b>Label</b>	<b>Value</b>
Course Name	Biology
Course Number	1511
Fee Type	Materials ▾
Department	Science ▾
Amount	25
Date	11/14/2003
Description	Lab specimens and supplies.
Pro Ratable	<input type="checkbox"/>
<small>Note: Changes made here will affect this course at all schools which use the same PowerSchool server as this school.</small>	
<a href="#">Delete</a> <a href="#">Submit</a>	

6. Use the following table to edit information in the fields:

Field	Description
Course Name	The name of the course appears.
Course Number	The number used to identify the course appears.
Fee Type	Choose the type of fee from the pop-up menu. The menu only contains fee types for the selected school that fall under the category of Course.  <b>Note:</b> For more information on fee types, see the section " <a href="#">Fee Types</a> ."
Department	Choose the name of the department you want to associate the fee to from the pop-up menu.

Field	Description
	fee to from the pop-up menu.
Amount	Enter the amount of the fee to be assessed.
Date	Enter the date the fee becomes applicable. The default is set to today's date.
Description	Enter an descriptive explanation of the fee.
Pro Ratable	Select this checkbox to indicate that the fee is to be assessed based on the number of days within the term for the course section. If a student enrolls in the course after the start date or drops the course before the end date, the student will only be charged for that portion of the course.

- Click Submit. The Courses page appears.

## How to Delete Course Enrollment Fees

Use this procedure to delete a course fee.

- On the start page, choose School from the main menu.
- On the School Setup page, click Courses. The Courses page appears.

Sort by <a href="#">number</a> or <a href="#">name</a>	
<a href="#">View Master Course List</a>	
2033	<a href="#">A.P. English</a>
9241-C	<a href="#">Academic Supp. 12</a>
9241-A	<a href="#">Academic Supp. 10</a>
9241-B	<a href="#">Academic Supp. 11</a>
9241	<a href="#">Academic Supp. 9</a>
1061	<a href="#">Adv. Math w/Trig.</a>
5570	<a href="#">AG ED 1</a>
5571	<a href="#">AG ED 2</a>
5581	<a href="#">AG ED 3</a>
5591	<a href="#">AG ED 4</a>
5545	<a href="#">Agric. Ind. Study</a>
1031	<a href="#">Algebra 1</a>

- Choose the name of the course from the courses menu. The Edit Course page appears.
- Click the Fees tab. The Edit Course Enrollment Fees page appears.

Course Enrollment Fees	
<a href="#">New</a>	
Fee Type	Amount
<a href="#">Materials</a>	\$25.00
<a href="#">Textbook</a>	\$25.00

- Click the course fee in the Fee Type column. The Edit Course Fee page appears.

### Edit Course Fee

Label	Value
Course Name	Biology
Course Number	1511
Fee Type	Materials
Department	Science
Amount	25
Date	11/14/2003
Description	Lab specimens and supplies.
Pro Ratable	<input type="checkbox"/>

Note: Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

Delete Submit

6. Click Delete. The Courses page appears.

## School Information

The School Information page provides information about the selected school. Use this page to add a new school to the system or to edit information about a school already in the system.

### How to Add a School

Once you add a school to the system, you cannot delete it. You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Schools/School Info. The Schools/School Info page appears.



### Schools/School Info

Schools	Abbrev.	School Number	Sort Order
<a href="#">Graduated Students</a>	Graduated Students	999999	<input type="text" value="0"/>
<a href="#">Washington Elementary</a>	WE	1000	<input type="text" value="10"/>
<a href="#">Jefferson Elementary</a>	JE	2000	<input type="text" value="20"/>
<a href="#">Cherry Hill Middle School</a>	CHMS	3000	<input type="text" value="30"/>
<a href="#">Apple Grove High School</a>	AGHS	4000	<input type="text" value="40"/>

- Click New. The Edit School page appears.

### Edit School

School Name	<input type="text" value="Taylor Middle School"/>
School Abbreviation	<input type="text" value="TMS"/> (example: FHS)
School Address (Full) (include school name)	<input type="text" value="123 Main Street&lt;br/&gt;Anytown, CA 12345"/>
School Address	<input type="text" value="123 Main Street"/>
School City	<input type="text" value="Anytown"/>
School State/Province	<input type="text" value="California"/> ▾
School Postal/Zip Code	<input type="text" value="12345"/>
School Phone Number	<input type="text" value="555-555-5555"/>
School FAX Number	<input type="text" value="555-555-0000"/>
School Number (9 digit maximum)	<input type="text" value="8000"/> (once entered, do not change later)
Alternate School Number	<input type="text"/> (leave as zero to use school number)
Exclude From State Reporting?	<input type="checkbox"/>
Grades	<input type="text" value="07"/> - <input type="text" value="09"/> (lowest - highest)
Historical Grade Levels (only historical data in this range of grade levels is used for cumulative GPAs, graduation credit, etc.)	<input type="text" value="07"/> - <input type="text" value="09"/>
Default Next School	<input type="text" value="1000"/> (a school number where students who graduate from this school will be sent. Leave as 0 for none.)
Sort Order	<input type="text" value="50"/>
When Scheduling, Display Courses From	<input type="text" value="Current School"/> ▾



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

Field	Description
School Name	Enter the school's full name.
School Abbreviation	Enter an abbreviation for the school to be used in PowerSchool.
School Address (Full)	Enter the school's address.
School Address	Enter the school's street address.
School City	Enter the school's city.
School State/Province	Select the school's state from the pop-up menu.
School Postal/Zip Code	Enter the school's postal/zip code.
School Phone Number	Enter the school's phone number including area code.
School FAX Number	Enter the school's fax number including area code.
School Number	Enter the school's number. A maximum of nine digits can be used. Once you submitted to the system, do not change. <b>Note:</b> States usually assign school numbers.
Alternate School Number	If you wish to use an number other than what is listed above to identify the school, enter the number here. Otherwise, leave blank.
Exclude From State Reporting?	Select this checkbox if you want to exclude this school from being included in state reporting.
Grades	Enter the lowest and highest grade levels at the school. Only historical data in this range of grade levels is used for cumulative GPAs, graduation, credit, etc. Students at the highest level are affected by the end-of-year process. For more information, see the section " <b>End of Year Process.</b> "
Historical Grade Levels	Enter the range of grade levels from which historical data is pulled, such as cumulative GPAs and graduation credit.
Default Next School	Enter the number of the school where students who graduate from this school will be sent. Otherwise, leave as 0 for none.
Sort Order	Enter the number that indicates the order in which this school appears on school lists and pop-up menus.

Field	Description
When Scheduling, Display Courses From	<p>Use the pop-up menu to choose the school from which you want to view the course list when you create student schedules for next year:</p> <ul style="list-style-type: none"> <li>• Current school</li> <li>• Next school: The system only displays courses from the next school for students whom you have indicated a next school.</li> </ul>

5. Note the School Administration Information section.

School Administration Information	
Principal's Name	Elaine Kartowski
Principal's Phone	555-555-1111
Principal's Email	ek@tms.edu
Assistant/Vice-Principal's Name	George Randolf
Assistant/Vice-Principal's Phone	555-555-1112
Assistant/Vice-Principal's Email	gr@tms.edu
Bulletin Email (where correspondence pertaining to the bulletin should go)	bulletin@tms.edu
Attendance Secretary Email	attendance@tms.edu
Registrar Email	registrar@tms.edu
Email Copies of New Teacher Log Entries To:	gr@tms.edu

6. Use the following table to edit information in the fields in the School Administration Information section:

Field	Description
Principal's Name	Enter the name of the school's principal.
Principal's Phone	Enter the telephone number of the school's principal.
Principal's Email	Enter the email address of the school's principal.
Assistant/Vice-Principal's Name	Enter the name of the school's assistant or vice-principal.
Assistant/Vice-Principal's Phone	Enter the telephone number of the school's assistant or vice-principal.
Assistant/Vice-Principal's Email	Enter the email address of the school's assistant or vice-principal.
Bulletin Email	Enter the email address of the person responsible for including items in the daily bulletin. This address appears on the Daily

Field	Description
	Bulletin page for users to link to when submitting daily bulletin items.
Attendance Secretary Email	Enter the email address of the attendance secretary.
Registrar Email	Enter the email address of the registrar.
Email Copies of New Teacher Log Entries To	Enter the email address(es) of anyone who wants a copy of new log entries submitted by teachers. Separate multiple entries with commas.

7. Note the County Information section.

County Information	
County Name	<input type="text" value="Tulare"/>
County Number	<input type="text" value="1234"/>

8. Use the following table to edit information in the fields in the County Information section:

Field	Description
County Name	Enter the name of the school's county.
County Number	Enter the number for the school's county.

9. Note the School Fee Information section.

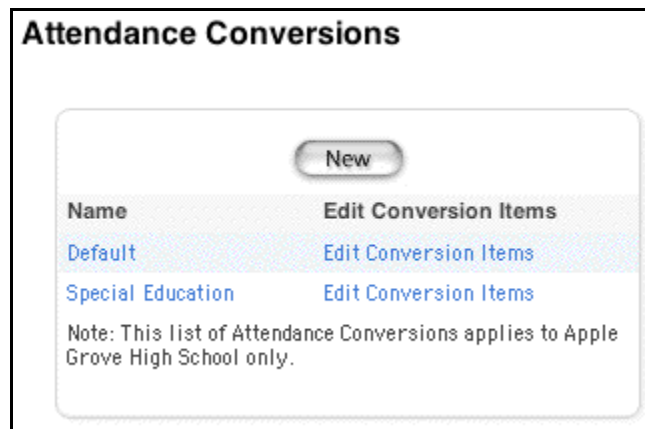
School Fee Information	
Fee Exemption Status	<input type="text" value="Students Not Exempted"/>
School Enrollment Fees	
<input type="button" value="New"/>	
Fee Type	Amount
Enrollment	\$1,200.00

10. Use the following table to edit information in the fields in the School Fee Information section:

Field	Description
Fee Exemption Status	School and course enrollment fees are automatically assigned to students when they enroll in school or in a course. Students can be exempted from having these fees assigned to them automatically by using this pop-up menu. While you can indicate to the system that school and/or course enrollments

Field	Description
	<p>fees are not be assigned, this does not prohibit fees being assigned manually.</p> <p>Choose the students' fee exemption status the pop-up menu in the School Fee Information section:</p> <ul style="list-style-type: none"> <li>• Students not Exempted</li> <li>• Students Exempted from Course Fees</li> <li>• Students Exempted from School Fees</li> <li>• Students Exempted from All Fees</li> </ul> <p><b>Note:</b> For information on exempting an individual student at a particular school, see the section "<a href="#">Other Information.</a>"</p>
Fee Type	<p>Use the School Enrollment Fee section to add, edit, and delete school enrollment fees. For information, see the section "<a href="#">School Enrollment Fees.</a>"</p>

11. Click Submit. The Schools/School Info page displays the new school.



## How to Edit School Information

Although you cannot delete a school, you can edit school information. You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Schools/School Info. The Schools/School Info page appears.

### Attendance Conversions

Name	Edit Conversion Items
Default	<a href="#">Edit Conversion Items</a>
Special Education	<a href="#">Edit Conversion Items</a>

Note: This list of Attendance Conversions applies to Apple Grove High School only.

- Click the school name in the Schools column for the school to be edited. The Edit School page appears.

### Edit School

School Name	<input type="text" value="Taylor Middle School"/>
School Abbreviation	<input type="text" value="TMS"/> (example: FHS)
School Address (Full) (include school name)	<input type="text" value="123 Main Street&lt;br/&gt;Anytown, CA 12345"/>
School Address	<input type="text" value="123 Main Street"/>
School City	<input type="text" value="Anytown"/>
School State/Province	<input type="text" value="California"/> ▾
School Postal/Zip Code	<input type="text" value="12345"/>
School Phone Number	<input type="text" value="555-555-5555"/>
School FAX Number	<input type="text" value="555-555-0000"/>
School Number	<input type="text" value="8000"/> (once entered, do not change later)
Alternate School Number	<input type="text" value="0"/> (leave as zero to use school number)
Exclude From State Reporting?	<input type="checkbox"/>
Grades	<input type="text" value="7"/> - <input type="text" value="8"/> (lowest - highest)
Historical Grade Levels (only historical data in this range of grade levels is used for cumulative GPAs, graduation credit, etc.)	<input type="text" value="7"/> - <input type="text" value="8"/>
Default Next School	<input type="text" value="4000"/> (a school number where students who graduate from this school will be sent. Leave as 0 for none.)
Sort Order	<input type="text" value="60"/>
When Scheduling, Display Courses From	<input type="text" value="Current School"/> ▾

- Use the following table to edit information in the fields:

Field	Description
School Name	Enter the school's full name.
School Abbreviation	Enter an abbreviation for the school to be used in PowerSchool.
School Address (Full)	Enter the school's address.
School Address	Enter the school's street address.
School City	Enter the school's city.

Field	Description
School State/Province	Select the school's state from the pop-up menu.
School Postal/Zip Code	Enter the school's postal/zip code.
School Phone Number	Enter the school's phone number including area code.
School FAX Number	Enter the school's fax number including area code.
School Number	Enter the school's number. A maximum of nine digits can be used. Once you submitted to the system, do not change. <b>Note:</b> States usually assign school numbers.
Alternate School Number	If you wish to use an number other than what is listed above to identify the school, enter the number here. Otherwise, leave blank.
Exclude From State Reporting?	Select this checkbox if you want to exclude this school from being included in state reporting.
Grades	Enter the lowest and highest grade levels at the school. Only historical data in this range of grade levels is used for cumulative GPAs, graduation, credit, etc. Students at the highest level are affected by the end-of-year process. For more information, see the section " <b>End of Year Process.</b> "
Historical Grade Levels	Enter the range of grade levels from which historical data is pulled, such as cumulative GPAs and graduation credit.
Default Next School	Enter the number of the school where students who graduate from this school will be sent. Otherwise, leave as 0 for none.
Sort Order	Enter the number that indicates the order in which this school appears on school lists and pop-up menus.
When Scheduling, Display Courses From	Use the pop-up menu to choose the school from which you want to view the course list when you create student schedules for next year: <ul style="list-style-type: none"> <li>• Current school</li> <li>• Next school: The system only displays courses from the next school for students whom you have indicated a next school.</li> </ul>

5. Note the School Administration Information section.

School Administration Information	
Principal's Name	Elaine Kartowski
Principal's Phone	555-555-1111
Principal's Email	ek@tms.edu
Assistant/Vice-Principal's Name	George Randolph
Assistant/Vice-Principal's Phone	555-555-1112
Assistant/Vice-Principal's Email	gr@tms.edu
Bulletin Email (where correspondence pertaining to the bulletin should go)	bulletin@tms.edu
Attendance Secretary Email	attendance@tms.edu
Registrar Email	registrar@tms.edu
Email Copies of New Teacher Log Entries To:	gr@tms.edu

6. Use the following table to edit information in the fields in the School Administration Information section:

Field	Description
Principal's Name	Enter the name of the school's principal.
Principal's Phone	Enter the telephone number of the school's principal.
Principal's Email	Enter the email address of the school's principal.
Assistant/Vice-Principal's Name	Enter the name of the school's assistant or vice-principal.
Assistant/Vice-Principal's Phone	Enter the telephone number of the school's assistant or vice-principal.
Assistant/Vice-Principal's Email	Enter the email address of the school's assistant or vice-principal.
Bulletin Email	Enter the email address of the person responsible for including items in the daily bulletin. This address appears on the Daily Bulletin page for users to link to when submitting daily bulletin items.
Attendance Secretary Email	Enter the email address of the attendance secretary.
Registrar Email	Enter the email address of the registrar.
Email Copies of New Teacher Log Entries To	Enter the email address(es) of anyone who wants a copy of new log entries submitted by teachers. Separate multiple entries with commas.

7. Note the County Information section.

County Information	
County Name	<input type="text" value="Tulare"/>
County Number	<input type="text" value="1234"/>

8. Use the following table to edit information in the fields in the County Information section:

Field	Description
County Name	Enter the name of the school's county.
County Number	Enter the number for the school's county.

9. Note the School Fee Information section.

School Fee Information	
Fee Exemption Status	<input type="text" value="Students Not Exempted"/>
School Enrollment Fees	
<input type="button" value="New"/>	
Fee Type	Amount
Enrollment	\$1,200.00

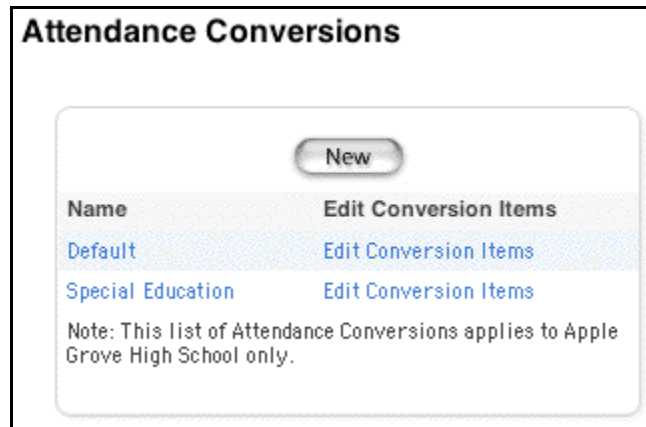
10. Use the following table to edit information in the fields in the School Fee Information section:

Field	Description
Fee Exemption Status	<p>School and course enrollment fees are automatically assigned to students when they enroll in school or in a course. Students can be exempted from having these fees assigned to them automatically by using this pop-up menu. While you can indicate to the system that school and/or course enrollments fees are not be assigned, this does not prohibit fees being assigned manually.</p> <p>Choose the student's fee exemption status the pop-up menu in the School Fee Information section:</p> <ul style="list-style-type: none"> <li>• Students not Exempted</li> <li>• Students Exempted from Course Fees</li> <li>• Students Exempted from School Fees</li> <li>• Students Exempted from All Fees</li> </ul> <p><b>Note:</b> For information on exempting an individual student at a particular school, see the section "<a href="#">Other Information.</a>"</p>
Fee Type	Use the School Enrollment Fee section to add, edit, and delete school enrollment fees. For information, see the section



Field	Description
	school enrollment fees. For information, see the section " <a href="#">School Enrollment Fees</a> ."

11. Click Submit. The Schools/School Info page displays the edited school.



## Student Fees

Student Fees are used to manually assess fees other than school or course enrollment fees, which are usually assessed automatically. For more information, see the section "[School Enrollment Fees](#)" or "[Course Enrollment Fees](#)." To manually assess student fees to an individual student, log in at the district or school level, search and select a student, and then click the Fee Transactions link. Using the Fee Transactions pages, you can create student fees. To manually assess student fees to a group of students, see the section "[Fee Functions](#)."

### Notes

This option does not apply to lunch account balances. For information on lunch transactions, see the section "[Lunch Transactions](#)."

Course fees can appear on object reports; for more information, see the section "[Object Reports](#)."

## How to Add Student Fees

Be sure the information you enter is accurate, as there is no edit or delete function for student fees (in order to preserve the history of the transaction). If you inadvertently make a mistake, you will have to create a transaction using payment, credit, or void to reverse the effect.

Log in to the district office or a school to perform this procedure.

1. On the start page, search for and select a student.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

2. Choose Fee Transactions from the student pages menu. The Fee Transactions page appears.

### Fee Transactions

Briggs, Jessica K 10 25021 AGHS

Create New Fee

Balance: 40.00 [Refund](#)

Date	Time	Fee Type	Priority	Description	Fee	Paid	Balance	Transaction
12/10/2003	4:51 PM	Instructional	0	Natural History Museum	50.00	10.00	40.00	<a href="#">Payment</a>
Totals:					50.00	10.00	40.00	<a href="#">Distribute</a>

[All Transactions](#)   [Fee Balances](#)

Note: Credits are distributed across all outstanding fees based on fee type priority.

- Choose a fee type from Create New Fee pop-up menu. The New Fee Transaction page appears.

**Note:** Only fee types other than School or Course display in the pop-up menu. For more information on fee types, see the section "[Fee Types](#)."

### New Fee Transaction

Jacobus, Noah AGHS

<b>New Fee</b>	Instructional
<b>Category</b>	Trip
<b>Department</b>	<div style="border: 1px solid #ccc; padding: 2px;">Science</div>
<b>Transaction Date</b>	<div style="border: 1px solid #ccc; padding: 2px;">11/15/2003</div>
<b>Description</b>	<div style="border: 1px solid #ccc; padding: 2px;">Excursion to the science museum.</div>
<b>Amount of Fee</b>	<div style="border: 1px solid #ccc; padding: 2px;">75.00</div>
<b>Amount of Credit</b>	<div style="border: 1px solid #ccc; padding: 2px;">25.00</div>
<b>Payment Method</b>	<div style="border: 1px solid #ccc; padding: 2px;">Check/Draft (Check)</div> <small>(Required for payment)</small>
<b>Payment Reference Number</b>	<div style="border: 1px solid #ccc; padding: 2px;">4076</div>
<b>Course Number</b>	<div style="border: 1px solid #ccc; padding: 2px;">1511</div>

Submit

- Use the following table to enter information in the fields:

Field	Description
New Fee	The selected fee type appears, such as Instructional.
Category	The category associated to the fee type appears, such as Trip.
Transaction Date	Enter the date the student fee is to be assessed. The default is set to today's date.  <b>Note:</b> If you enter a different date, be sure to use the format

Field	Description
	mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Description	Enter an explanation of the student fee being created, such as Excursion to science museum.
Amount of Fee	The dollar amount to be assessed to the student's account balance, such as 75.00.
Amount of Credit	If the student is providing full or partial payment at the time this fee is being created, enter the payment amount in this field, such as 25.00.  <b>Note:</b> If the student's payment is greater than the fee, the extra money will be applied as payment to other unpaid fees based on fee type priority.
Payment Method	If the student is providing full or partial payment at the time this fee is being created, choose the method of payment from the pop-up menu, such as Check/Draft (Check).
Payment Reference Number	If the student is providing full or partial payment at the time this fee is being created, enter the payment reference number in this field, such as Check Number 4076.
Course Number	If this fee is related to a course, enter the number used to identify the course in this field, such as 1511 (Biology).

5. Click Submit. The Changes Recorded page appears.

**Fee Transactions**  
 Jacobus, Noah 9 440000675 AGHS

Balance: 1,027.79 [Refund](#)

[Create New Fee](#) ▾

Date	Time	Fee Type	Priority	Description	Fee	Paid	Balance	Transaction
11/15/2003	3:06 PM	Enrollment	1	Semester enrollment fee.	852.79	0.00	852.79	<a href="#">Payment</a>
11/15/2003	3:06 PM	Uniform	2	Required school uniform to be purchased at Campus Store.	125.00	0.00	125.00	<a href="#">Payment</a>
11/15/2003	3:10 PM	Instructional	0	Excursion to the science museum.	75.00	25.00	50.00	<a href="#">Payment</a>
Totals:					1,052.79	25.00	1,027.79	<a href="#">Distribute</a>

[All Transactions](#)   [Fee Balances](#)

## Fee Transactions

You can use the Fee Transactions page to create transactions, distribute payments, and issue refunds for individual students. For information about fee functions for a group of students, see the section "[Fee Functions](#)."

### Notes

This option does not apply to lunch account balances. For information on lunch transactions, see the section "[Lunch Transactions](#)."

Course fees can appear on object reports; for more information, see the section "[Object Reports](#)."

### How to Navigate the Fee Transactions Page

Log in to the district office or a school to perform this procedure.

1. On the start page, search for and select a student.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

2. Choose Fee Transactions from the student pages menu. The Fee Transactions page appears.

**Fee Transactions**  
Briggs, Jessica K 10 25021 AGHS

Create New Fee

Balance: 40.00

[Refund](#)

Date	Time	Fee Type	Priority	Description	Fee	Paid	Balance	Transaction
12/10/2003	4:51 PM	Instructional	0	Natural History Museum	50.00	10.00	40.00	<a href="#">Payment</a>
Totals:					50.00	10.00	40.00	<a href="#">Distribute</a>

[All Transactions](#)   [Fee Balances](#)

Note: Credits are distributed across all outstanding fees based on fee type priority.

The first part of the page displays the following:

Field	Description
Create New Fee	Use this pop-up menu to create student fees. For more information, see the section " <a href="#">How to Add Student Fees</a> ."
Balance	The student's total debits and credits for the current year and school.  <b>Note:</b> The Balance and the Totals may not be the same in cases where the student has a negative balance.
Refund	Click this link to issue a refund. For more information, see the section " <a href="#">How to Issue a Refund</a> ."

The second part of the page displays fee transaction line items. For each line item, the following information appears:

Field	Description
Date	The date the fee transaction occurred. Click this link to access the View Transaction page, which displays information about the fee record.
Time	The time the fee transaction occurred.
Fee Type	The fee type from which the fee transaction was created. <b>Note:</b> For more information, see the section " <a href="#">Fee Types</a> ."
Priority	The priority in which this fee is to be paid in respect to the other fee types. <b>Note:</b> For more information, see the section " <a href="#">How to Rank Fee Types</a> ."
Description	An explanation of the fee.
Fee	The total amount of the fee.
Paid	The amount of the fee that the student has paid. Click this link to access Transactions page, which displays the transactions associated with the fee. For more information, see the section " <a href="#">How to View Transactions Associated with a Fee</a> ."
Balance	The amount of the fee that the student owes.
Transaction	Click the Payment link to access the New Transaction page where you can enter a payment into the system for the selected fee. For more information, see the section " <a href="#">How to Create a New Transaction</a> ."  Click the Distribute link to access the Distribute Payment page where you can enter a payment into the system and have it distributed across all outstanding fees based on fee type priority. For more information, see the section " <a href="#">How to Distribute Payments</a> ."

The third section of the page contains the following information:

Field	Description
Totals	The total amount of fees, amount paid, and balance for the selected student. <b>Note:</b> The Balance and the Totals may not be the same in cases where the student has a negative balance.

Field	Description
All Transactions	Click this link to access All Transactions page, which displays all the transactions associated with this student (for the current school and year). For more information, see the section " <a href="#">How to View All Transactions.</a> "
Fee Balances	Click this link to access Fee Balances page, which displays the global balances associated with this student (for each school and year combination). For more information, see the section " <a href="#">How to View Fee Balances.</a> "

## How to Create New Transactions

To enter a payment into the system for a selected fee, navigate to the New Transaction page to create a new transaction. If you want to enter a payment and have it distributed across all outstanding fees based on fee type priority, see the section "[How to Distribute Payments.](#)"

**Note:** Log in to the district office or a school to perform this procedure.

1. On the start page, search for and select a student.

**Note:** For information on searching and selecting a student, see the section "[Search and Select.](#)"

2. Choose Fee Transactions from the student pages menu. The Fee Transactions page appears.

**Fee Transactions**  
 Jacobus, Noah 9 440000675 AGHS

Balance: 1,027.79 [Refund](#)

Create New Fee

Date	Time	Fee Type	Priority	Description	Fee	Paid	Balance	Transaction
<a href="#">11/15/2003</a>	3:06 PM	Enrollment	1	Semester enrollment fee.	852.79	0.00	852.79	<a href="#">Payment</a>
<a href="#">11/15/2003</a>	3:06 PM	Uniform	2	Required school uniform to be purchased at Campus Store.	125.00	0.00	125.00	<a href="#">Payment</a>
<a href="#">11/15/2003</a>	3:10 PM	Instructional	0	Excursion to the science museum.	75.00	25.00	50.00	<a href="#">Payment</a>
Totals:					1,052.79	25.00	1,027.79	<a href="#">Distribute</a>

[All Transactions](#)   [Fee Balances](#)

3. Locate the fee for which you want to enter a payment.
4. Click Payment in Transaction column. The New Transaction page appears.

### New Transaction

Jacobus, Noah                      AGHS

Transaction For	Enrollment
Course	
Transaction Date	<input type="text" value="11/15/2003"/>
Transaction Type	<input type="text" value="Payment"/>
Description	<input type="text" value="Partial payment"/>
Amount	<input type="text" value="500.00"/>
Payment Method	<input type="text" value="Check/Draft (Check)"/>
Payment Reference Number	<input type="text" value="4085"/>

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

Field	Description
Transaction For	<p>The fee type from which the fee was created appears, such as Enrollment.</p> <p><b>Note:</b> For more information on fee types, see the section "<a href="#">Fee Types</a>."</p>
Course	<p>The number used to identify the course appears. The information only displays if a course was associated to the fee.</p>
Transaction Date	<p>Enter the date of the transaction. The default is set to today's date.</p> <p><b>Note:</b> If you enter a different date, be sure to use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.</p>
Transaction Type	<p>Choose the type of transaction you want to create from the pop-up menu:</p> <ul style="list-style-type: none"> <li>• Payment</li> <li>• Credit</li> <li>• Void</li> </ul>
Description	<p>Enter an explanation for creating the transaction.</p>
Amount	<p>Enter the amount of the payment. If the Transaction Type selected is Void there is no need to enter a value in this field.</p>



Field	Description
	<p>selected is Void there is no need to enter a value in this field. The amount will be set by the fee balance.</p> <p><b>Note:</b> If the payment is higher than the balance, the payment will be rejected.</p>
Payment Method	<p>Choose the method from the pop-up menu by which the payment is being made:</p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• Credit Card/Bank Card</li> <li>• Check/Draft</li> <li>• EFT (Electronic Funds Transfer)</li> <li>• Money Order</li> <li>• Vouchers</li> </ul> <p><b>Note:</b> For more information, see the section "<a href="#">Payment Methods</a>."</p>
Payment Reference Number	You can use this field to record additional payment information, such as a check number.

6. Click Submit. The Changes Recorded page appears.

**Fee Transactions**  
 Jacobus, Noah 9 440000675 AGHS

Balance: 527.79 [Refund](#)

[Create New Fee](#)

Date	Time	Fee Type	Priority	Description	Fee	Paid	Balance	Transaction
<a href="#">11/15/2003</a>	3:06 PM	Enrollment	1	Semester enrollment fee.	852.79	500.00	352.79	<a href="#">Payment</a>
<a href="#">11/15/2003</a>	3:06 PM	Uniform	2	Required school uniform to be purchased at Campus Store.	125.00	0.00	125.00	<a href="#">Payment</a>
<a href="#">11/15/2003</a>	3:10 PM	Instructional	0	Excursion to the science museum.	75.00	25.00	50.00	<a href="#">Payment</a>
<b>Totals:</b>					1,052.79	525.00	527.79	<a href="#">Distribute</a>

[All Transactions](#)    [Fee Balances](#)

## How to Distribute Payments

To enter a payment into the system and have it allocated across all outstanding fees based on fee type priority, navigate to the Distribute Payment page to distribute payments. For more information



on fee type priority, see the section "[How to Rank Fee Types.](#)" If you want to enter a payment for a selected fee, see the section "[How to Create New Transactions.](#)"

**Note:** Log in to the district office or a school to perform this procedure.

1. On the start page, search for and select a student.

**Note:** For information on searching and selecting a student, see the section "[Search and Select.](#)"

2. Choose Fee Transactions from the student pages menu. The Fee Transactions page appears.

### Fee Transactions

Jacobus, Noah 9 440000675 AGHS

Create New Fee
Balance: 1,027.79 [Refund](#)

Date	Time	Fee Type	Priority	Description	Fee	Paid	Balance	Transaction
11/15/2003	3:06 PM	Enrollment	1	Semester enrollment fee.	852.79	0.00	852.79	<a href="#">Payment</a>
11/15/2003	3:06 PM	Uniform	2	Required school uniform to be purchased at Campus Store.	125.00	0.00	125.00	<a href="#">Payment</a>
11/15/2003	3:10 PM	Instructional	0	Excursion to the science museum.	75.00	25.00	50.00	<a href="#">Payment</a>
Totals:					1,052.79	25.00	1,027.79	<a href="#">Distribute</a>

[All Transactions](#)   [Fee Balances](#)

3. Click Distribute in the Transaction column. The New Payment (Distributed) page appears.

### Distribute Payment

Jacobus, Noah AGHS

Transaction Date	<input type="text" value="11/15/2003"/>
Description	<input type="text" value="Distribute payment"/>
Amount	<input type="text" value="500.00"/>
Payment Method	<input type="text" value="Check/Draft (Check)"/>
Payment Reference Number	<input type="text" value="5061"/>

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

Field	Description
Transaction Date	<p>Enter the date of the transaction. The default is set to today's date.</p> <p><b>Note:</b> If you enter a different date, be sure to use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.</p>
Description	Enter an explanation for creating the transaction.
Amount	Enter the amount of the payment.
Payment Method	<p>Choose the method from the pop-up menu by which the payment is being made:</p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• Credit Card/Bank Card</li> <li>• Check/Draft</li> <li>• EFT (Electronic Funds Transfer)</li> <li>• Money Order</li> <li>• Vouchers</li> </ul> <p><b>Note:</b> For more information, see the section "<a href="#">Payment Methods</a>."</p>
Payment Reference Number	You can use this field to record additional payment information, such as a check number.

- Click Submit. The Changes Recorded page appears.

**Fee Transactions**  
 Jacobus, Noah 9 440000675 AGHS

Balance: 27.79 [Refund](#)

[Create New Fee](#) ▾

Date	Time	Fee Type	Priority	Description	Fee	Paid	Balance	Transaction
11/15/2003	3:06 PM	Enrollment	1	Semester enrollment fee.	852.79	852.79	0.00	<a href="#">Payment</a>
11/15/2003	3:06 PM	Uniform	2	Required school uniform to be purchased at Campus Store.	125.00	97.21	27.79	<a href="#">Payment</a>
11/15/2003	3:10 PM	Instructional	0	Excursion to the science museum.	75.00	75.00	0.00	<a href="#">Payment</a>
Totals:					1,052.79	1,025.00	27.79	<a href="#">Distribute</a>

[All Transactions](#)   [Fee Balances](#)

## How to Issue Refunds

To issue a refund, navigate to the Refund page to distribute payments. Refunds can be issued when the student's global balance is negative (the school owes money to the student). Refunds cannot be issued when the student's global balance is positive (the student owes money to the school) or null (global balance of zero).

**Note:** Log in to the district office or a school to perform this procedure.

1. On the start page, search for and select a student.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

2. Choose Fee Transactions from the student pages menu. The Fee Transactions page appears.

Fee Transactions									
Jacobus, Noah 9 440000675					AGHS				
<input type="button" value="Create New Fee"/>						Balance: 27.79		<a href="#">Refund</a>	
Date	Time	Fee Type	Priority	Description	Fee	Paid	Balance	Transaction	
11/15/2003	3:06 PM	Enrollment	1	Semester enrollment fee.	852.79	852.79	0.00	<a href="#">Payment</a>	
11/15/2003	3:06 PM	Uniform	2	Required school uniform to be purchased at Campus Store.	125.00	97.21	27.79	<a href="#">Payment</a>	
11/15/2003	3:10 PM	Instructional	0	Excursion to the science museum.	75.00	75.00	0.00	<a href="#">Payment</a>	
Totals:					1,052.79	1,025.00	27.79	<a href="#">Distribute</a>	
<a href="#">All Transactions</a>					<a href="#">Fee Balances</a>				

- Click Refund. The Refund page appears.
- Use the following table to enter information in the fields:

Field	Description
Transaction Date	Enter the date of the refund. The default is set to today's date. <b>Note:</b> If you enter a different date, be sure to use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Description	Enter an explanation for creating the refund.
Amount	Enter the amount of the credit.
Payment Method	Choose the method from the pop-up menu by which the credit is being made: <ul style="list-style-type: none"> <li>• Cash</li> <li>• Credit Card/Bank Card</li> <li>• Check/Draft</li> <li>• EFT (Electronic Funds Transfer)</li> <li>• Money Order</li> <li>• Vouchers</li> </ul> <b>Note:</b> For more information, see the section " <a href="#">Payment Methods</a> ."

Field	Description
Payment Reference Number	You can use this field to record additional payment information, such as a check number.

- Click Submit. The Changes Recorded page appears.

## How to View Fee Record Information

To view fee record information for a line item on the Fee Transaction page, click the date in the Date column of the transaction line item you want to view.

**Note:** Log in to the district office or a school to perform this procedure.

- On the start page, search for and select a student.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

- Choose Fee Transactions from the student pages menu. The Fee Transactions page appears.

**Fee Transactions**  
 Jacobus, Noah 9 440000675 AGHS

Create New Fee

Balance:  
1,027.79

[Refund](#)

Date	Time	Fee Type	Priority	Description	Fee	Paid	Balance	Transaction
11/15/2003	3:06 PM	Enrollment	1	Semester enrollment fee.	852.79	0.00	852.79	<a href="#">Payment</a>
11/15/2003	3:06 PM	Uniform	2	Required school uniform to be purchased at Campus Store.	125.00	0.00	125.00	<a href="#">Payment</a>
11/15/2003	3:10 PM	Instructional	0	Excursion to the science museum.	75.00	25.00	50.00	<a href="#">Payment</a>
Totals:					1,052.79	25.00	1,027.79	<a href="#">Distribute</a>

[All Transactions](#)   [Fee Balances](#)

- Click the date in the Date column of the transaction line item you want to view. The View Fee Transaction page displays.

### View Fee Transaction

Jacobus, Noah 9 440000675 AGHS

New Fee	Enrollment
Category	School
Transaction Date	11/15/2003 3:06 PM
Description	Semester enrollment fee.
Amount of Fee	852.79
Amount Paid	852.79
Balance	0.00
Department Name	
Course Number	
Course Name	
Payment Method	
Priority	1
Pro Rated	Yes
Original fee (Before pro-rating)	1,200.00
Year ID	13
Group Transaction ID	0

The following information appears:

Field	Description
New Fee	The selected fee type. <b>Note:</b> For more information, see the section " <a href="#">Fee Types.</a> "
Category	The category associated to the fee type. <b>Note:</b> For more information, see the section " <a href="#">Fee Categories.</a> "
Transaction Date	The date the student fee was created.
Description	The explanation of the fee.
Amount of Fee	The total amount of the fee.
Amount Paid	The amount of the fee that the student has paid.
Balance	The amount of the fee that the student owes.
Department Name	The name of the department associated to this fee, if any.
Course Number	The number of the course associated to this fee, if any.

Field	Description
Course Name	The name of the course associated to this fee, if any.
Payment Method	The method by which the student has paid for the fee. <b>Note:</b> For more information, see the section " <a href="#">Payment Methods</a> ."
Priority	The priority in which this fee is to be paid in respect to the other fee types. <b>Note:</b> For more information, see the section " <a href="#">How to Rank Fee Types</a> ."
Pro Rated	Indicator of whether or not you the fee is prorated. <b>Note:</b> For more information, see the section " <a href="#">School Enrollment Fees</a> " or " <a href="#">Course Enrollment Fees</a> ."
Original Fee	The amount of the original fee.
YearID	The year in which the fee was created.
Group Transaction ID	If the fee was created using Fee Functions, a system-generated group transaction identification number displays. <b>Note:</b> For more information, see the section " <a href="#">Fee Functions</a> ."

## How to View Transactions Associated with a Fee

To view transactions associated with a fee for a line item on the Fee Transaction page, click the amount in the Paid column of the transaction line item you want to view.

**Note:** Log in to the district office or a school to perform this procedure.

1. On the start page, search for and select a student.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

2. Choose Fee Transactions from the student pages menu. The Fee Transactions page appears.



**Fee Transactions**  
 Jacobus, Noah 9 440000675 AGHS

Balance: 1,027.79 [Refund](#)

[Create New Fee](#)

Date	Time	Fee Type	Priority	Description	Fee	Paid	Balance	Transaction
<a href="#">11/15/2003</a>	3:06 PM	Enrollment	1	Semester enrollment fee.	852.79	0.00	852.79	<a href="#">Payment</a>
<a href="#">11/15/2003</a>	3:06 PM	Uniform	2	Required school uniform to be purchased at Campus Store.	125.00	0.00	125.00	<a href="#">Payment</a>
<a href="#">11/15/2003</a>	3:10 PM	Instructional	0	Excursion to the science museum.	75.00	25.00	50.00	<a href="#">Payment</a>
Totals:					1,052.79	25.00	1,027.79	<a href="#">Distribute</a>

[All Transactions](#)   [Fee Balances](#)

- Click the amount in the Paid column of the transaction line item you want to view. The Transactions page displays.

**Transactions**  
 Jacobus, Noah AGHS

Date	Time	Type	Debit	Credit	Balance	Payment Method	Description
<a href="#">11/15/2003</a>	5:13 PM	Payment	852.79	500.00	352.79	Check	Partial payment
<a href="#">11/15/2003</a>	5:17 PM	Payment	352.79	352.79	0.00	Check	Distribute payment

The following information appears:

Field	Description
Date	The date the transaction occurred. Click this link to access the View Transaction page, which displays information about the transaction record: <ul style="list-style-type: none"> <li>• Transaction Date</li> <li>• Time</li> <li>• Transaction Type</li> <li>• Starting Balance</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>• Amount</li> <li>• Net Effect</li> <li>• Global Starting Balance</li> <li>• Global Net Effect</li> <li>• Payment Method</li> <li>• Payment Reference Number</li> <li>• Description</li> <li>• Receipt Number</li> <li>• Group Transaction ID</li> <li>• Year ID</li> </ul>
Time	The time the transaction occurred.
Type	The type of fee associated to the transaction.
Debit	The amount paid.
Credit	The amount overpaid.
Balance	The amount of the fee that the student owes.
Payment Method	The method by which the fee was paid.
Description	An explanation for creating the transaction.

## How to View All Transactions

To view all transactions associated with a student for the current school and year, navigate to the All Transaction page.

**Note:** Log in to the district office or a school to perform this procedure.

1. On the start page, search for and select a student.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

2. Choose Fee Transactions from the student pages menu. The Fee Transactions page appears.

<b>Fee Transactions</b>									
Jacobus, Noah 9 440000675 AGHS									
<input type="button" value="Create New Fee"/>						Balance: 1,027.79		<a href="#">Refund</a>	
Date	Time	Fee Type	Priority	Description	Fee	Paid	Balance	Transaction	
<a href="#">11/15/2003</a>	3:06 PM	Enrollment	1	Semester enrollment fee.	852.79	0.00	852.79	<a href="#">Payment</a>	
<a href="#">11/15/2003</a>	3:06 PM	Uniform	2	Required school uniform to be purchased at Campus Store.	125.00	0.00	125.00	<a href="#">Payment</a>	
<a href="#">11/15/2003</a>	3:10 PM	Instructional	0	Excursion to the science museum.	75.00	25.00	50.00	<a href="#">Payment</a>	
Totals:					1,052.79	25.00	1,027.79	<a href="#">Distribute</a>	
<a href="#">All Transactions</a>					<a href="#">Fee Balances</a>				

- Click All Transactions. The All Transactions page displays.

<b>All Transactions</b>									
Jacobus, Noah AGHS									
Date	Time	Type	Starting Bal.	Amount	Net Effect	Method	Reference	Description	
<a href="#">11/15/2003</a>	5:17 PM	Payment	125.00	97.21	27.79	Check	5061	Distribute payment	
<a href="#">11/15/2003</a>	5:17 PM	Payment	477.79	352.79	125.00	Check	5061	Distribute payment	
<a href="#">11/15/2003</a>	5:17 PM	Payment	527.79	50.00	477.79	Check	5061	Distribute payment	
<a href="#">11/15/2003</a>	5:13 PM	Payment	1,027.79	500.00	527.79	Check	4085	Partial payment	
<a href="#">11/15/2003</a>	3:10 PM	Payment	1,052.79	25.00	1,027.79	Check	4076	Excursion to the science museum.	

The following information appears:

Field	Description
Date	<p>The date the transaction occurred. Click this link to access the View Transaction page, which displays information about the transaction record:</p> <ul style="list-style-type: none"> <li>Transaction Date</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• Time</li> <li>• Transaction Type</li> <li>• Starting Balance</li> <li>• Amount</li> <li>• Net Effect</li> <li>• Global Starting Balance</li> <li>• Global Net Effect</li> <li>• Payment Method</li> <li>• Payment Reference Number</li> <li>• Description</li> <li>• Receipt Number</li> <li>• Group Transaction ID</li> <li>• Year ID</li> </ul>
Time	The time the transaction occurred.
Starting Balance	The total amount of the fee.
Amount	The amount of the fee that the student has paid.
Net Effect	The amount of the fee that the student currently owes.
Method	The method by which the students if paying for the fee
Reference	If the student paid by check or credit card, the check number or credit card number may appear in this column.
Description	An explanation for creating the transaction.

## How to View Fee Balances

To view global balances associated to a student for each school and year combination, navigate to the Fee Balances page.

**Note:** Log in to the district office or a school to perform this procedure.

1. On the start page, search for and select a student.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

2. Choose Fee Transactions from the student pages menu. The Fee Transactions page appears.

**Fee Transactions**  
 Jacobus, Noah 9 440000675 AGHS

Balance: 1,027.79 [Refund](#)

Date	Time	Fee Type	Priority	Description	Fee	Paid	Balance	Transaction
11/15/2003	3:06 PM	Enrollment	1	Semester enrollment fee.	852.79	0.00	852.79	<a href="#">Payment</a>
11/15/2003	3:06 PM	Uniform	2	Required school uniform to be purchased at Campus Store.	125.00	0.00	125.00	<a href="#">Payment</a>
11/15/2003	3:10 PM	Instructional	0	Excursion to the science museum.	75.00	25.00	50.00	<a href="#">Payment</a>
Totals:					1,052.79	25.00	1,027.79	<a href="#">Distribute</a>

[All Transactions](#)   [Fee Balances](#)

3. Click Fee Balances. The Fee Balances page displays.

**Fee Balances**  
 Jacobus, Noah AGHS

School	Year	Debit	Credit	Balance
4000	2003	1,052.79	1,025.00	27.79

The following information appears:

Field	Description
School	The school identification number.
Year	The current year.
Debit	The total amount the student owes.
Credit	The total amount the student is owed.
Balance	The difference between what the student owes and what is owed to the student.

## Fee Transaction Information

You can use the Fee Transactions page to view a wide variety of transaction information, including fee record information, transactions associated with a fee, all transactions associated with a student for the current school and year, and global balances associated to a student for each school and year combination. To perform fee transaction functions for a group of students, see the section "[Fee Functions](#)."

### Notes

This option does not apply to lunch account balances. For information on lunch transactions, see the section "[Lunch Transactions](#)."

Course fees can appear on object reports; for more information, see the section "[Object Reports](#)."

### How to View Fee Record Information

To view fee record information for a line item on the Fee Transaction page, click the date in the Date column of the transaction line item you want to view.

**Note:** Log in to the district office or a school to perform this procedure.

1. On the start page, search for and select a student.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

2. Choose Fee Transactions from the student pages menu. The Fee Transactions page appears.

**Fee Transactions**  
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						Balance: 1,027.79		<a href="#">Refund</a>	
<input type="button" value="Create New Fee"/>									
Date	Time	Fee Type	Priority	Description	Fee	Paid	Balance	Transaction	
11/15/2003	3:06 PM	Enrollment	1	Semester enrollment fee.	852.79	0.00	852.79	<a href="#">Payment</a>	
11/15/2003	3:06 PM	Uniform	2	Required school uniform to be purchased at Campus Store.	125.00	0.00	125.00	<a href="#">Payment</a>	
11/15/2003	3:10 PM	Instructional	0	Excursion to the science museum.	75.00	25.00	50.00	<a href="#">Payment</a>	
Totals:					1,052.79	25.00	1,027.79	<a href="#">Distribute</a>	
<a href="#">All Transactions</a> <a href="#">Fee Balances</a>									

3. Click the date in the Date column of the transaction line item you want to view. The View Fee Transaction page displays.

### View Fee Transaction

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New Fee	Enrollment
Category	School
Transaction Date	11/15/2003 3:06 PM
Description	Semester enrollment fee.
Amount of Fee	852.79
Amount Paid	852.79
Balance	0.00
Department Name	
Course Number	
Course Name	
Payment Method	
Priority	1
Pro Rated	Yes
Original fee (Before pro-rating)	1,200.00
Year ID	13
Group Transaction ID	0

The following information appears:

Field	Description
New Fee	The selected fee type. <b>Note:</b> For more information, see the section " <a href="#">Fee Types.</a> "
Category	The category associated to the fee type. <b>Note:</b> For more information, see the section " <a href="#">Fee Categories.</a> "
Transaction Date	The date the student fee was created.
Description	The explanation of the fee.
Amount of Fee	The total amount of the fee.
Amount Paid	The amount of the fee that the student has paid.
Balance	The amount of the fee that the student owes.
Department Name	The name of the department associated to this fee, if any.
Course Number	The number of the course associated to this fee, if any.

Field	Description
Course Name	The name of the course associated to this fee, if any.
Payment Method	The method by which the student has paid for the fee. <b>Note:</b> For more information, see the section " <a href="#">Payment Methods</a> ."
Priority	The priority in which this fee is to be paid in respect to the other fee types. <b>Note:</b> For more information, see the section " <a href="#">How to Rank Fee Types</a> ."
Pro Rated	Indicator of whether or not you the fee is prorated. <b>Note:</b> For more information, see the section " <a href="#">School Enrollment Fees</a> " or " <a href="#">Course Enrollment Fees</a> ."
Original Fee	The amount of the original fee.
YearID	The year in which the fee was created.
Group Transaction ID	If the fee was created using Fee Functions, a system-generated group transaction identification number displays. <b>Note:</b> For more information, see the section " <a href="#">Fee Functions</a> ."

## How to View Transactions Associated with a Fee

To view transactions associated with a fee for a line item on the Fee Transaction page, click the amount in the Paid column of the transaction line item you want to view.

**Note:** Log in to the district office or a school to perform this procedure.

1. On the start page, search for and select a student.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

2. Choose Fee Transactions from the student pages menu. The Fee Transactions page appears.



**Fee Transactions**  
 Jacobus, Noah 9 440000675 AGHS

Create New Fee Balance: 1,027.79 [Refund](#)

Date	Time	Fee Type	Priority	Description	Fee	Paid	Balance	Transaction
<a href="#">11/15/2003</a>	3:06 PM	Enrollment	1	Semester enrollment fee.	852.79	0.00	852.79	<a href="#">Payment</a>
<a href="#">11/15/2003</a>	3:06 PM	Uniform	2	Required school uniform to be purchased at Campus Store.	125.00	0.00	125.00	<a href="#">Payment</a>
<a href="#">11/15/2003</a>	3:10 PM	Instructional	0	Excursion to the science museum.	75.00	25.00	50.00	<a href="#">Payment</a>
Totals:					1,052.79	25.00	1,027.79	<a href="#">Distribute</a>

[All Transactions](#)   [Fee Balances](#)

3. Click the amount in the Paid column of the transaction line item you want to view. The Transactions page displays.

**Transactions**  
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Date	Time	Type	Debit	Credit	Balance	Payment Method	Description
<a href="#">11/15/2003</a>	5:13 PM	Payment	852.79	500.00	352.79	Check	Partial payment
<a href="#">11/15/2003</a>	5:17 PM	Payment	352.79	352.79	0.00	Check	Distribute payment

The following information appears:

Field	Description
Date	<p>The date the transaction occurred. Click this link to access the View Transaction page, which displays information about the transaction record:</p> <ul style="list-style-type: none"> <li>• Transaction Date</li> <li>• Time</li> <li>• Transaction Type</li> <li>• Starting Balance</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>• Amount</li> <li>• Net Effect</li> <li>• Global Starting Balance</li> <li>• Global Net Effect</li> <li>• Payment Method</li> <li>• Payment Reference Number</li> <li>• Description</li> <li>• Receipt Number</li> <li>• Group Transaction ID</li> <li>• Year ID</li> </ul>
Time	The time the transaction occurred.
Type	The type of fee associated to the transaction.
Debit	The amount paid.
Credit	The amount overpaid.
Balance	The amount of the fee that the student owes.
Payment Method	The method by which the fee was paid.
Description	An explanation for creating the transaction.

## How to View All Transactions

To view all transactions associated with a student for the current school and year, navigate to the All Transaction page.

**Note:** Log in to the district office or a school to perform this procedure.

1. On the start page, search for and select a student.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

2. Choose Fee Transactions from the student pages menu. The Fee Transactions page appears.

**Fee Transactions**  
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Create New Fee Balance: 1,027.79 [Refund](#)

Date	Time	Fee Type	Priority	Description	Fee	Paid	Balance	Transaction
<a href="#">11/15/2003</a>	3:06 PM	Enrollment	1	Semester enrollment fee.	852.79	0.00	852.79	<a href="#">Payment</a>
<a href="#">11/15/2003</a>	3:06 PM	Uniform	2	Required school uniform to be purchased at Campus Store.	125.00	0.00	125.00	<a href="#">Payment</a>
<a href="#">11/15/2003</a>	3:10 PM	Instructional	0	Excursion to the science museum.	75.00	25.00	50.00	<a href="#">Payment</a>
Totals:					1,052.79	25.00	1,027.79	<a href="#">Distribute</a>

[All Transactions](#)   [Fee Balances](#)

- Click All Transactions. The All Transactions page displays.

**All Transactions**  
 Jacobus, Noah AGHS

Date	Time	Type	Starting Bal.	Amount	Net Effect	Method	Reference	Description
<a href="#">11/15/2003</a>	5:17 PM	Payment	125.00	97.21	27.79	Check	5061	Distribute payment
<a href="#">11/15/2003</a>	5:17 PM	Payment	477.79	352.79	125.00	Check	5061	Distribute payment
<a href="#">11/15/2003</a>	5:17 PM	Payment	527.79	50.00	477.79	Check	5061	Distribute payment
<a href="#">11/15/2003</a>	5:13 PM	Payment	1,027.79	500.00	527.79	Check	4085	Partial payment
<a href="#">11/15/2003</a>	3:10 PM	Payment	1,052.79	25.00	1,027.79	Check	4076	Excursion to the science museum.

The following information appears:

Field	Description
Date	The date the transaction occurred. Click this link to access the View Transaction page, which displays information about the transaction record: <ul style="list-style-type: none"> <li>Transaction Date</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• Time</li> <li>• Transaction Type</li> <li>• Starting Balance</li> <li>• Amount</li> <li>• Net Effect</li> <li>• Global Starting Balance</li> <li>• Global Net Effect</li> <li>• Payment Method</li> <li>• Payment Reference Number</li> <li>• Description</li> <li>• Receipt Number</li> <li>• Group Transaction ID</li> <li>• Year ID</li> </ul>
Time	The time the transaction occurred.
Starting Balance	The total amount of the fee.
Amount	The amount of the fee that the student has paid.
Net Effect	The amount of the fee that the student currently owes.
Method	The method by which the students if paying for the fee
Reference	If the student paid by check or credit card, the check number or credit card number may appear in this column.
Description	An explanation for creating the transaction.

## How to View Fee Balances

To view global balances associated to a student for each school and year combination, navigate to the Fee Balances page.

**Note:** Log in to the district office or a school to perform this procedure.

1. On the start page, search for and select a student.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

2. Choose Fee Transactions from the student pages menu. The Fee Transactions page appears.

**Fee Transactions**  
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Create New Fee

Balance:  
1,027.79 [Refund](#)

Date	Time	Fee Type	Priority	Description	Fee	Paid	Balance	Transaction
11/15/2003	3:06 PM	Enrollment	1	Semester enrollment fee.	852.79	0.00	852.79	<a href="#">Payment</a>
11/15/2003	3:06 PM	Uniform	2	Required school uniform to be purchased at Campus Store.	125.00	0.00	125.00	<a href="#">Payment</a>
11/15/2003	3:10 PM	Instructional	0	Excursion to the science museum.	75.00	25.00	50.00	<a href="#">Payment</a>
Totals:					1,052.79	25.00	1,027.79	<a href="#">Distribute</a>

[All Transactions](#)   [Fee Balances](#)

3. Click Fee Balances. The Fee Balances page displays.

**Fee Balances**  
 Jacobus, Noah AGHS

School	Year	Debit	Credit	Balance
4000	2003	1,052.79	1,025.00	27.79

The following information appears:

Field	Description
School	The school identification number.
Year	The current year.
Debit	The total amount the student owes.
Credit	The total amount the student is owed.
Balance	The difference between what the student owes and what is owed to the student.

## Fee Functions

Fee Functions offers similar functionality as Fee Transactions, but for a selected group of students. You can access Fee Functions one of two ways; using the Special Functions link on the start page or by searching and selecting a group of students, and then choosing Fee Functions from the pop-up menu on the Student Selection page. From the Fee Functions page, you can create transactions, assess school enrollment and course enrollment fees, and clear current balances. Each time you perform a group fee function, the system generates a group ID. The group ID can then be used to perform additional actions, such as reversing fee assessments or transactions and for generating reports.

### Notes

For information about fee functions for individual students, see the section "[Fee Transactions](#)."

This option does not apply to lunch account balances. For information on lunch transactions, see the section "[Lunch Transactions](#)."

Course fees can appear on object reports; for more information, see the section "[Object Reports](#)."

### Group Transaction IDs Warning

Each time such a group transaction is performed, a new Group Transaction ID is generated and assigned to each record created by the transaction. When running any of the group functions that require entering a Group Transaction ID, be sure to enter the correct Group Transaction ID. If you inadvertently enter the wrong Group Transaction ID, you may be affecting a large amount of data and reversing the error may take considerable time. To find the group transaction ID, check at least one fee or transaction record that has been created by the group fee functions.

## How to Add Student Fees

Student Fees are used to manually assess fees other than school or course enrollment fees, which are usually assessed automatically. To manually assess student fees to the selected group of students, navigate to the Fee Functions page and click the New Fee link. To manually assess student fees to an individual student, see the section "[Fee Transactions](#)."

**Note:** Log in to the district office or a school to perform this procedure.

1. On the start page, search for and select a group of students.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

2. Choose Fee Functions from the pop-up menu. The Fee Functions page appears.

### Fee Functions

Current student selection: 3

Function	Description
<a href="#">New Fee</a>	Add a fee for currently selected students.
<a href="#">New School Enrollment Fee</a>	Add a school enrollment fee for currently selected students.
<a href="#">New Course Enrollment Fee</a>	Add a course enrollment fee for currently selected students.
<a href="#">New Transaction</a>	Add a transaction for currently selected students.
<a href="#">Assess School Enrollment Fees</a>	Automatically assign school enrollment fees to students.
<a href="#">Assess Course Enrollment Fees</a>	Automatically assign course enrollment fees to students.
<a href="#">Clear Current Balance</a>	Create transaction opposite to each non null fee balance.
<a href="#">Reverse Action Using Group Transaction ID</a>	Reverse an action by using the group transaction ID.

3. Click New Fee. The New Fee page displays.

### New Fee

Field	Value
<b>Add Fee For</b>	The selected 3 students
<b>Fee Type</b>	<input type="text" value="Instructional (Trip)"/>
<b>Department</b>	<input type="text"/>
<b>Transaction Date</b>	<input type="text" value="11/16/2003"/>
<b>Description</b>	<input type="text"/>
<b>Amount of Fee</b>	<input type="text"/>
<b>Amount of Credit</b>	<input type="text"/>
<b>Payment Method</b>	<input type="text"/> (Required for payment)
<b>Payment Reference Number</b>	<input type="text"/>
<b>Course Number</b>	<input type="text"/>

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

Field	Description
Add Fee For	The selected number of students.
Fee Type	Choose the fee type you want use to create the fee.

Field	Description
Department	Choose the department you want to associate to this fee, if any.
Transaction Date	Enter the date the student fee is to be assessed. The default is set to today's date.  <b>Note:</b> If you enter a different date, be sure to use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Description	Enter an explanation of the fee being created.
Amount of Fee	The dollar amount to be assessed to the students' account balance.
Amount of Credit	If the student are providing full or partial payment at the time this fee is being created, enter the payment amount in this field.  <b>Note:</b> If the students' payment is greater than the fee, the extra money will be applied as payment to other unpaid fees based on fee type priority.
Payment Method	If the students are providing full or partial payment at the time this fee is being created, choose the method of payment from the pop-up menu.
Payment Reference Number	If the students are providing full or partial payment at the time this fee is being created, enter the payment reference number in this field.
Course Number	If this fee is related to a course, enter the number used to identify the course in this field.

5. Click Submit. The system generates a Group Transaction ID. The Changes Recorded page appears.

## How to Add School Enrollment Fees

School enrollment fees are used to automatically assess certain fees when students enroll in school. For more information, see the section "[School Enrollment Fees](#)." If school enrollment fees are created after students have enrolled in school, then the new school enrollment fees need to be manually assessed. To manually assess a school enrollment fee to the selected group of students, click the New School Enrollment Fee link.

**Note:** Log in to the district office or a school and select the appropriate term before performing this procedure.

1. On the start page, search for and select a group of students.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."



- Choose Fee Functions from the pop-up menu. The Fee Functions page appears.

### Fee Functions

Current student selection: 3

Function	Description
<a href="#">New Fee</a>	Add a fee for currently selected students.
<a href="#">New School Enrollment Fee</a>	Add a school enrollment fee for currently selected students.
<a href="#">New Course Enrollment Fee</a>	Add a course enrollment fee for currently selected students.
<a href="#">New Transaction</a>	Add a transaction for currently selected students.
<a href="#">Assess School Enrollment Fees</a>	Automatically assign school enrollment fees to students.
<a href="#">Assess Course Enrollment Fees</a>	Automatically assign course enrollment fees to students.
<a href="#">Clear Current Balance</a>	Create transaction opposite to each non null fee balance.
<a href="#">Reverse Action Using Group Transaction ID</a>	Reverse an action by using the group transaction ID.

- Click New School Enrollment Fee. The New School Enrollment Fee page displays.

### New School Enrollment Fee

Field	Value
<b>Add Selected School Enrollment Fee(s) For</b>	The selected 3 students
<b>School Enrollment Fees for</b>	Apple Grove High School
<b>Description (Fee Type)</b>	
<input type="checkbox"/> Semester enrollment fee. (Enrollment)	\$1,200.00
<input type="checkbox"/> Required school uniform to be purchased at Campus Store. (Uniform)	\$125.00
<b>Transaction Date</b>	11/16/2003

[Submit](#)

- Use the following table to enter information in the fields:

Field	Description
Add Selected School Enrollment Fee(s) For	The selected number of students.
School Enrollment Fees For	The name of the selected students' school.
Description (Fee Type)	Select each school enrollment fee checkbox you want to be applied to the selected students.



Field	Description
	applied to the selected students.
Amount	The dollar amount to be assessed to the selected students' account balance.
Transaction Date	<p>Enter the date the fees are to be assessed. The default is set to today's date.</p> <p><b>Note:</b> If you enter a different date, be sure to use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.</p>

- Click Submit. The system generates a Group Transaction ID. The Changes Recorded page appears.

**Note:** If a fee is marked as pro rata, then it will be assessed on the basis of the number of school days in the year.

## How to Add Course Enrollment Fees

Course enrollment fees are used to automatically assess certain fees when students enroll in a course that has fees associated to it. For more information, see the section "[Course Enrollment Fees](#)." If course enrollment fees are created after students have enrolled in a course, then the new course enrollment fees need to be manually assessed. To manually assess a course enrollment fee to the selected group of students, click the New Course Enrollment Fee link.

**Note:** Log in to the district office or a school and select the appropriate term before performing this procedure.

- On the start page, search for and select a group of students.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

- Choose Fee Functions from the pop-up menu. The Fee Functions page appears.

### Fee Functions

Current student selection: 3

Function	Description
<a href="#">New Fee</a>	Add a fee for currently selected students.
<a href="#">New School Enrollment Fee</a>	Add a school enrollment fee for currently selected students.
<a href="#">New Course Enrollment Fee</a>	Add a course enrollment fee for currently selected students.
<a href="#">New Transaction</a>	Add a transaction for currently selected students.
<a href="#">Assess School Enrollment Fees</a>	Automatically assign school enrollment fees to students.
<a href="#">Assess Course Enrollment Fees</a>	Automatically assign course enrollment fees to students.
<a href="#">Clear Current Balance</a>	Create transaction opposite to each non null fee balance.
<a href="#">Reverse Action Using Group Transaction ID</a>	Reverse an action by using the group transaction ID.

- Click [New Course Enrollment Fee](#). The New Course Enrollment Fee page displays.

### New Course Enrollment Fee

Field	Value
<b>Add Course Enrollment Fee(s) For</b>	The selected 3 students
<b>Course Number</b>	<input style="width: 100%;" type="text"/>

[Submit](#)

- Use the following table to enter information in the fields:

Field	Description
Add Course Enrollment Fee(s) For	The selected number of students.
Course Number	Enter the course code for which you want to assess course enrollment fees.

- Click [Submit](#). The second New Course Enrollment page displays.
- Use the following table to enter information in the fields:

Field	Description
Add Course Enrollment Fee(s) For	The selected number of students.
Course Number	The course code for which you want to assess course enrollment fees appears

Field	Description
	enrollment fees appears.
Description (Fee Type)	Select each course enrollment fee checkbox you want to be applied to the selected students.
Amount	The dollar amount to be assessed to the selected students' account balance.
Transaction Date	<p>Enter the date the fees are to be assessed. The default is set to today's date.</p> <p><b>Note:</b> If you enter a different date, be sure to use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.</p>

7. Click Submit. The system generates a Group Transaction ID. The Changes Recorded page appears.

**Note:** If a fee is marked as pro ratable, then it will be assessed on the basis of the number of days within the term for the course section.

## How to Create a New Transaction

To create a new transaction for the selected group of students, click the New Transaction link.

**Note:** Log in to the district office or a school and select the appropriate term before performing this procedure.

1. On the start page, search for and select a group of students.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

2. Choose Fee Functions from the pop-up menu. The Fee Functions page appears.

### Fee Functions

Current student selection: 3

Function	Description
<a href="#">New Fee</a>	Add a fee for currently selected students.
<a href="#">New School Enrollment Fee</a>	Add a school enrollment fee for currently selected students.
<a href="#">New Course Enrollment Fee</a>	Add a course enrollment fee for currently selected students.
<a href="#">New Transaction</a>	Add a transaction for currently selected students.
<a href="#">Assess School Enrollment Fees</a>	Automatically assign school enrollment fees to students.
<a href="#">Assess Course Enrollment Fees</a>	Automatically assign course enrollment fees to students.
<a href="#">Clear Current Balance</a>	Create transaction opposite to each non null fee balance.
<a href="#">Reverse Action Using Group Transaction ID</a>	Reverse an action by using the group transaction ID.

3. Click New Transaction. The New Transaction page displays.

### New Transaction

Field	Value
Add Transaction For	The selected 3 students
Fee Type	<input type="text" value="Enrollment (School)"/>
Transaction Date	<input type="text" value="11/16/2003"/>
Transaction Type	<input type="text" value="Payment"/>
Description	<input type="text"/>
Amount	<input type="text"/>
Payment Method	<input type="text"/> (Required for payment)
Payment Reference Number	<input type="text"/>

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

Field	Description
Add Transaction For	The number of selected students for which their transaction is being created.
Fee Type	The fee type from which the fee was created appears, such as Enrollment.  <b>Note:</b> For more information on fee types, see the section " <a href="#">Fee</a> "

Field	Description
	<b>Types."</b>
Transaction Date	<p>Enter the date of the transaction. The default is set to today's date.</p> <p><b>Note:</b> If you enter a different date, be sure to use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.</p>
Transaction Type	<p>Choose the type of transaction you want to create from the pop-up menu:</p> <ul style="list-style-type: none"> <li>• Payment</li> <li>• Credit</li> <li>• Void</li> </ul>
Description	Enter an explanation for creating the transaction.
Amount	<p>Enter the amount of the payment. If the Transaction Type selected is Void there is no need to enter a value in this field. The amount will be set by the fee balance.</p> <p><b>Note:</b> If you make a mass payment and the payment is higher than the balance for a specific student, that student will receive a credit.</p>
Payment Method	<p>Choose the method from the pop-up menu by which the payment is being made:</p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• Credit Card/Bank Card</li> <li>• Check/Draft</li> <li>• EFT (Electronic Funds Transfer)</li> <li>• Money Order</li> <li>• Vouchers</li> </ul> <p><b>Note:</b> For more information, see the section "<b>Payment Methods.</b>"</p>
Payment Reference Number	You can use this field to record additional payment information, such as a check number.

5. Click Submit. The system generates a Group Transaction ID. The Changes Recorded page appears.

## How to Assess School Enrollment Fees

To assess school enrollment for the selected group of students, click the Assess School Enrollment Fees link. This function automatically assigns school enrollment fees to the selected group of students. Before running this function, be sure that the fees have not already been assessed to the selected students. Otherwise, the fees may be duplicated.

**Note:** Log in to the district office or a school and select the appropriate term before performing this procedure.

1. On the start page, search for and select a group of students.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

2. Choose Fee Functions from the pop-up menu. The Fee Functions page appears.

**Fee Functions**

Current student selection: 3

Function	Description
<a href="#">New Fee</a>	Add a fee for currently selected students.
<a href="#">New School Enrollment Fee</a>	Add a school enrollment fee for currently selected students.
<a href="#">New Course Enrollment Fee</a>	Add a course enrollment fee for currently selected students.
<a href="#">New Transaction</a>	Add a transaction for currently selected students.
<a href="#">Assess School Enrollment Fees</a>	Automatically assign school enrollment fees to students.
<a href="#">Assess Course Enrollment Fees</a>	Automatically assign course enrollment fees to students.
<a href="#">Clear Current Balance</a>	Create transaction opposite to each non null fee balance.
<a href="#">Reverse Action Using Group Transaction ID</a>	Reverse an action by using the group transaction ID.

3. Click Assess School Enrollment Fees. The Assess School Enrollment Fees page displays.

**Assess School Enrollment Fees**

For all currently enrolled students in Apple Grove High School

For the selected 3 students only

For Jacobus, Mark only

[Submit](#)

4. Select the appropriate radio button indicating which students you want to apply the school enrollment fee to:
  - For all currently enrolled students in [name of school]
  - For the selected [number] students only

- For [name of student] only
5. Click Submit. The Changes Recorded page appears.

## How to Assess Course Enrollment Fees

To assess course enrollment for the selected group of students, click the Assess Course Enrollment Fees link. This function automatically assigns course enrollment fees to the selected group of students. Before running this function, be sure that the fees have not already been assigned to the selected students. Otherwise, the fees may be duplicated.

**Note:** Log in to the district office or a school and select the appropriate term before performing this procedure.

1. On the start page, search for and select a group of students.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

2. Choose Fee Functions from the pop-up menu. The Fee Functions page appears.

### Fee Functions

Current student selection: 3

Function	Description
<a href="#">New Fee</a>	Add a fee for currently selected students.
<a href="#">New School Enrollment Fee</a>	Add a school enrollment fee for currently selected students.
<a href="#">New Course Enrollment Fee</a>	Add a course enrollment fee for currently selected students.
<a href="#">New Transaction</a>	Add a transaction for currently selected students.
<a href="#">Assess School Enrollment Fees</a>	Automatically assign school enrollment fees to students.
<a href="#">Assess Course Enrollment Fees</a>	Automatically assign course enrollment fees to students.
<a href="#">Clear Current Balance</a>	Create transaction opposite to each non null fee balance.
<a href="#">Reverse Action Using Group Transaction ID</a>	Reverse an action by using the group transaction ID.

3. Click Assess Course Enrollment Fees. The Assess Course Enrollment Fees page displays.

### Assess Course Enrollment Fees

For ALL CURRENTLY ENROLLED STUDENTS (all students in Apple Grove High School)

For the selected 3 students only

For Jacobus, Mark only



4. Select the appropriate radio button indicating which students you want to apply the course fee to:
  - For all currently enrolled students in [name of school]
  - For the selected [number] students only
  - For [name of student] only:
5. Click Submit. The Changes Recorded page appears.

## How to Clear Current Balance

To clear current balances for the selected group of students, click the Clear Current Balance link. The function removes school or course enrollment fees that have been assigned to a selected group of students.

**Note:** Log in to the district office or a school and select the appropriate term before performing this procedure.

1. On the start page, search for and select a group of students.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

2. Choose Fee Functions from the pop-up menu. The Fee Functions page appears.

Fee Functions	
Current student selection: 3	
Function	Description
<a href="#">New Fee</a>	Add a fee for currently selected students.
<a href="#">New School Enrollment Fee</a>	Add a school enrollment fee for currently selected students.
<a href="#">New Course Enrollment Fee</a>	Add a course enrollment fee for currently selected students.
<a href="#">New Transaction</a>	Add a transaction for currently selected students.
<a href="#">Assess School Enrollment Fees</a>	Automatically assign school enrollment fees to students.
<a href="#">Assess Course Enrollment Fees</a>	Automatically assign course enrollment fees to students.
<a href="#">Clear Current Balance</a>	Create transaction opposite to each non null fee balance.
<a href="#">Reverse Action Using Group Transaction ID</a>	Reverse an action by using the group transaction ID.

3. Click Clear Current Balance. The Clear Current Balance page displays.



### Clear Current Balance

For ALL CURRENTLY ENROLLED STUDENTS (all students in Apple Grove High School)
   
 For the selected 3 students only
   
 For Jacobus, Mark only

Transaction Date

Description

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

Field	Description
[Student Selection]	Select the appropriate radio button indicating which students you want to clear current balances for: <ul style="list-style-type: none"> <li>For all currently enrolled students in [name of school]</li> <li>For the selected [number] students only</li> <li>For [name of student] only</li> </ul>
Transaction Date	Enter the date for which you want the clearance to occur. The default is set to today's date.  <b>Note:</b> If you enter a different date, be sure to use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Description	Enter an explanation for clearing the balance.

5. Click Submit. The Changes Recorded page appears.

## How to Reverse Action Using Group Transaction ID

To reverse unpaid fees, navigate to the Reverse Action Using Group Transaction ID. This is the easiest way to correct an action that you have performed on a group of students. This function will not reverse a transaction of type Void. Transactions that have been performed outside of the group function do not have a Group Transaction ID. In those cases, you have to reverse them manually.

**Note:** Log in to the district office or a school and select the appropriate term before performing this procedure.

1. On the start page, search for and select a group of students.

**Note:** For information on searching and selecting a student, see the section "[Search and Select](#)."

- Choose Fee Functions from the pop-up menu. The Fee Functions page appears.

### Fee Functions

Current student selection: 3

Function	Description
<a href="#">New Fee</a>	Add a fee for currently selected students.
<a href="#">New School Enrollment Fee</a>	Add a school enrollment fee for currently selected students.
<a href="#">New Course Enrollment Fee</a>	Add a course enrollment fee for currently selected students.
<a href="#">New Transaction</a>	Add a transaction for currently selected students.
<a href="#">Assess School Enrollment Fees</a>	Automatically assign school enrollment fees to students.
<a href="#">Assess Course Enrollment Fees</a>	Automatically assign course enrollment fees to students.
<a href="#">Clear Current Balance</a>	Create transaction opposite to each non null fee balance.
<a href="#">Reverse Action Using Group Transaction ID</a>	Reverse an action by using the group transaction ID.

- Click Reverse Action Using Group Transaction ID. The Reverse Action Using Group Transaction ID page displays.

### Reverse an action

Field	Value
<b>Reverse an action using the group transaction ID</b>	
Group Transaction ID	<input type="text"/>
Transaction Date	<input type="text" value="11/16/2003"/>
Description	<input type="text"/>

- Use the following table to enter information in the fields:

Field	Description
Group Transaction ID	Enter appropriate Group Transaction ID. <b>Note:</b> It is very important that you enter the correct Group Transaction ID.

Field	Description
Transaction Date	Enter the date for which you want the reversal to occur. The default is set to today's date.  <b>Note:</b> If you enter a different date, be sure to use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Description	Enter an explanation for reversing an action.

- Click Submit. The system generates a Group Transaction ID. The Changes Recorded page appears.

## End-of-Year Process

As the end of the school year approaches, the process of ending the year in PowerSchool becomes significant. To prepare for the upcoming school year, review PowerSchool's entire end-of-year process, including the procedures that must be performed before actually executing the end-of-year function.

Performing the end-of-year function:

- Validates that students have Next School set for the current year prior to running this function.  
**Note:** If students do not have these values set, use the Set Next School Group Function to enter the values.
- Validates that a school year term for the next school year has been set up in all schools.
- Promotes, retains, or demotes students according to each student's Next Grade Level.
- Transfers students from one school to another (in multi-school environments) according to each student's Next School Indicator.
- Graduates students from district if Next Grade Level is set to 99 and their Next School is set to 999999 (Graduating Students School).
- Sets each student's Exit Date according to the last day of the school year for that school.
- Sets the Next Grade for the new enrollment to the next highest grade level.
- Sets the Next School for the new enrollment to the current school for all students not in the highest grade at the school.
- Sets the Next School for the new enrollment to the school's default graduating school if student is enrolled in the school's Highest Grade.
- Carries forward lunch balances while clearing out all financial lunch activity records, including:
  - Removes all lunch transactions for all students and staff members
  - Moves the current balances for students and staff into the previous balance field, and sets the current balance to \$0.00

**Note:** The end-of-year process does not change fee balances and transactions.

- Removes all records of parental access to student records via Internet and telephone, such as:
  - Lunch transaction records
  - DBLog records
  - Login records
  - Bulletin records

## Enroll Status

When an enrollment record is created, it is assigned one of the following Enroll Status codes:

- Pre-Registered (-1)
- Active (0)
- Inactive (1)
- Transferred Out (2)
- Graduated (3)
- Imported as Historical (4)

Performing the end-of-year function processes all students with an Enroll Status of Pre-Registered (-1) and Active (0). It does not process students with an Enroll Status of Inactive (1), Transferred Out (2), Graduated (3), or Imported as Historical (4).

## Important Notes

- This function processes all students in all schools on your system, not just students in the current school.
- This process is irreversible.
- Your PowerSchool system can become slow or unresponsive at times while performing this process, which can take up to four hours.

## Prepare for End-of-Year Process

Before using this function:

1. Complete the SAIS End-of-Year process. For more information, see section "End-of-Year Process" in the "Arizona SAIS Membership State Reporting Instruction Guide."
2. Set up your next school year using valid dates for each school.
3. Verify that students graduating from the district have their Next Grade Level set to 99 and their Next School set to 999999 (Graduating Students School).

4. Shut your PowerSchool server down and make a backup copy of the data file (PowerSchool.data). Then, store this backup data file in a safe place so it can be accessed if needed in coming years.
  - Make an initial backup: Either manually back up the PowerSchool data file or use PowerSchool to force a backup. Though the end-of-year process requires multiple backups to be made, starting with a backup file helps with the process.

**Note:** It is suggested that you create a log file to track changes as they are made to the data file. Include all changes and indicate when backups are made so that if you are required to use a backup file, you will know the changes that were made.

It is important to note the location of the backup file when you back up your data. After the backup is made, navigate to that location and verify that the backup file was created properly. For more information, see the section "[How to Manually Back Up PowerSchool](#)."

Correct and verify data: It is recommended that you run two reports that check for possible conflicts with your student data. One is the "Enrollment by Grade" report and the other is "Enrollment by Section." For more information, see the section "[Enrollment Reports](#)."

**Note:** You may also want counselors and other staff members to verify stored grades and student information.

- Make complete backups: Copy the PowerSchool folder on your server so that you can restore all of the parameters that were last used to run PowerSchool, if necessary. By making these complete backups, you will ensure that you can return to the exact state you left your data before running the end-of-year process.

On your PowerSchool server, copy the entire PowerSchool folder onto a disk, such as a CD. If necessary, compress the file before copying.

Included in the PowerSchool folder is the PowerSchool and PowerGrade Backups folder. Encourage teachers to make a final PowerGrade backup. To use the PowerGrade backup files, you will need a password; contact PowerSchool Technical Support for a daily password.

- Print student reports: Print reports you need, such as report cards, transcripts, and form letters, for the current students you want to archive. For example, print a copy or save a PDF file of your school's transcripts for this year's graduates.

**Note:** Some items, such as class rank, cannot be recalculated for graduates. Ensure that you print and back up appropriate information as described above before running the end-of-year process.

Produce PDFs of and verify every student report for the previous year. If corrections are made, make a new backup of the data file and log the changes.

- Print school, district, and state reports: Run all school, district, and state reports and make any necessary corrections or additions before running the end-of-year process. Other reports you may want to copy or print include those concerning teacher gradebooks, attendance audits, and ADA/ADM. These reports are very helpful for auditors, even if they are not required at your school. Additionally, print any available state reports, regardless of when they are due to the state.

You may want to print or export the final lunch balances for students and faculty, though this information is carried forward by the end-of-year process. Also, since

the end-of-year process removes all parent and student login information, you may want to print the Parent Access report.

As usual, any changes to the data should be logged and verified.

**Note:** If you make changes to student data, it is critical that you make backups that have the same results as any printed reports.

5. If you want a separate, ASCII-export archive copy of your lunch transactions and/or historical grades, go to Export Data Archives (recommended).
6. Clear all non-essential fields.

Determine which student fields are not essential and clear the values of those fields. For example, the student Activities field may not be essential since many students' activities, such as basketball, do not carry over from year to year. Therefore, you need to clear the values in these fields at the end of each year. For more information, see the section "[How to Clear Non-Essential Fields](#)."

7. Complete scheduling.

Though it is possible to perform the end-of-year process without a complete schedule for the following school year, it is recommended that you complete scheduling for students attending during the next school year. For example, if you complete your schedule for the next school year, students will use the course request page that is appropriate to their grade levels.

For more information, see the section "[Checklist to Know Your Student Schedules are Complete](#)."

**Note:** You must define the first and last days of school before running the end-of-year process. For more information, see the section "[Schedule Years and Terms](#)."

8. Enter data in the Next Grade Level and Next School Indicator fields.

Before running the end-of-year process, it is critical that you set the Next School Indicator field for all students. PowerSchool automatically sets students' next year grade levels.

By default, each student's Next Grade Level Indicator field is set to one grade level higher than the current grade level. Use the Scheduling Setup Screen on an individual student's page to either promote a student that is graduating early or hold him or her back. For example, in the latter case, the grade level for next year is the same as the grade level for this year.

Students in the highest grade level on your server will be automatically set to have their next grade level as "99". This includes students who may exit your district from grades other than grade 12. PowerSchool uses this number to indicate that these students are finished with school and should be moved to the Graduated Students school. For more information, see the section "[Next School Indicator](#)."

9. Make a data backup for the new year.

Make another backup of your PowerSchool data file. For more information, see the section "[How to Manually Back Up PowerSchool](#)."

10. Clear PowerGrade fields.

Remove PowerGrade data files from your PowerSchool server. Be sure you made a complete backup of the files. Teachers must create new data files after you perform the end-of-year process.

11. Run process without selecting the "Check here to confirm that you really want to do this." checkbox to make sure no validation errors occur.
12. Be sure that the server is able to run uninterrupted (without being shut down) while this process runs through to completion (up to 4 hours).

## How to Clear Non-Essential Fields

Consider performing this procedure while logged in to the district office to clear fields for all schools. Also, consider including inactive students in the student selection.

1. On the start page, select the group of students.  
**Note:** Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.
2. Click Quick Export.
3. On the Quick Export page, export the student\_number field and any non-essential fields.
4. Use a spreadsheet program to open the exported file.
5. Clear the values of all fields except student\_number and the column headings.
6. On the start page, choose Special Functions from the main menu.
7. On the Special Functions page, click Importing & Exporting.
8. On the Importing & Exporting page, click Quick Import.
9. On the Quick Import page, import the previously exported file. The non-essential fields are now blank for all active students.

## How to Perform the End-of-Year Process

Each school specifies a grade level that appears in the first column of the End-of-Year Process page; see the section "[School Information](#)" to change the grade level. Students at each school who are below this specified grade level remain at their current school and have their grade level increased by one. Students who are currently at or above this grade level in that school graduate. The graduating students' records are either moved to another school on this server or simply moved out of the current student status, depending on each student's Next School Indicator.

**Note:** The Next School Indicator field applies only to graduating students and is ignored for all others. For more information, see the section "[Next School](#)."

If a student's next school specifies another school on your PowerSchool system, his or her records are automatically moved to that school and the student is automatically enrolled there. If a student's next school is not set, PowerSchool uses the default next school specified in the second column of the End-of-Year Process page. To save time by not specifying a next school per student, specify the default next school for all graduating students.

For example, if all middle school students graduate to the same high school, set that school as the middle school's default next school. Then, the system moves all students graduating from the middle school to the high school.

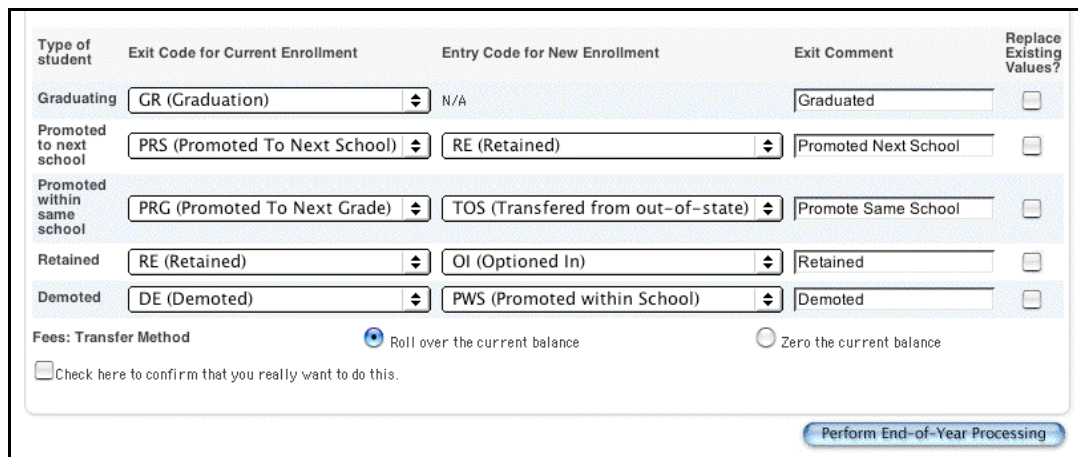
If a student's Next School Indicator is not set and the Default Next School is 999999, that student simply graduates and is not sent to another school. Typically, a high school sets its graduate grade level as 12 and its Default Next School as 999999.

If any of the graduate grade levels or default next school settings are not correct, see the section "[Next School](#)."

1. Log on at the district level.

**Note:** To use the end-of-year process, you must log on at the district level. If accessing the End-of-Year Process page at the school level, the message This function can only be performed from District mode. appears.

2. On the start page, choose System from the main menu.
3. Click "End-of-year process." The End-of-Year Process page appears.



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

**Note:** Values must be entered for all fields to insure that students receive the appropriate codes/comments in their enrollment records.

Field	Description
School	Displays the full name of each school on the PowerSchool server.
School Number	Displays the identification number for each school on the PowerSchool server.
(1) High Grade for each School	Displays the highest-grade level specified by each school. Students at each school who are below this specified grade level remain at their current school and have their grade level increased by 1. Students at each school who are currently at this grade level will be graduated to the next school.  <b>Note:</b> If any of the highest-grade levels are not correct, you may modify them using the School Setup pages.
(2) Default Next School for Students in High	Displays the default next school for students who are in the highest-grade level. Students at each school who are currently



Field	Description
Grade	at this grade level will be graduated to the default next school.  <b>Note:</b> If any of the default next school settings are not correct, you may modify them using the School Setup pages.
Type of Student	Displays the categories by which you can process students: <ul style="list-style-type: none"> <li>• Graduating: Student is graduating from the highest grade level on the server. These students need to have their Next Grade Level set to 99 and their Next School to 999999 (Graduating Students School). Option to record Exit Code (current enrollment record) and Exit Comment (re-enrollment record).</li> <li>• Promoted to next school: Student is being promoted (Next Grade Level is greater than Current Grade Level) and is transferring to another school (Next School Indicator). Option to record Exit Code (current enrollment record), Entry Code (re-enrollment record), and Exit Comment.</li> <li>• Promoted within same school: Student is being promoted (Next Grade Level is greater than Current Grade Level) but is staying in the current school. Option to record Exit Code (current enrollment record), Entry Code (re-enrollment record), and Exit Comment.</li> <li>• Retained: Student is being retained (Next Grade Level is equal to Current Grade Level) and (Next School Indicator is equal to Current School). Option to record Exit Code (current enrollment record), Entry Code (re-enrollment record), and Exit Comment.</li> <li>• Demoted: Student is being demoted (Next Grade Level is less than Current Grade Level). Option to record Exit Code (current enrollment record), Entry Code (re-enrollment record), and Exit Comment.</li> </ul> <b>Note:</b> If any of the graduate grade levels or default next school settings are not correct, you may modify them using the School Setup pages.
Exit Code for Current Enrollment	Choose the appropriate exit code from the pop-up menu, such as: <ul style="list-style-type: none"> <li>• AP (Alternative Placement)</li> <li>• DE (Death)</li> <li>• DO (Dropout)</li> <li>• EX (Expulsion)</li> <li>• GR (Graduated from HS)</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• PR (Promoted to next year)</li> <li>• TO (Transfer Out of State)</li> <li>• TS (Transfer within State)</li> <li>• P (Promoted)</li> <li>• R (Retained)</li> <li>• G (Graduated at year end)</li> <li>• C (Completed course of study at year end)</li> <li>• A (Attended, not expecting reenrollment)</li> <li>• SA (Still Enrolled - AIMS)</li> <li>• SC (Still Enrolled - Course Study)</li> <li>• SE (Still Enrolled - Met No Requirements)</li> <li>• PS (PowerSchool enrollment status change)</li> <li>• SS (Summer School)</li> <li>• NS (No show)</li> </ul> <p>For more information, see the section "<a href="#">Exit Codes</a>."</p>
Entry Code for New Enrollment	<p>Choose the appropriate entry code from the pop-up menu, such as:</p> <ul style="list-style-type: none"> <li>• AP (Alternative Placement)</li> <li>• DO (Previous Drop Out)</li> <li>• HS (Home School)</li> <li>• PR (Promoted from previous year)</li> <li>• TO (Transfer from out of State)</li> <li>• TS (Transfer from within State)</li> <li>• PS (PowerSchool enrollment status change)</li> <li>• SS (Summer School)</li> </ul> <p>For more information, see the section "<a href="#">Entry Codes</a>."</p>
Exit Comment	<p>Enter a note for the student record affected by the end-of-year process.</p>
Replace Existing Values?	<p>Because student records may already contain an existing Exit Code in the current enrollment, you may or may not want to overwrite the value(s). Do one of the following:</p> <ul style="list-style-type: none"> <li>• Select this checkbox to replace any existing exit codes.</li> <li>• Leave the checkbox blank to as to not overwrite any</li> </ul>

Field	Description
	<p>existing exit codes.</p> <p><b>Note:</b> Regardless of the checkbox selected, if any exit code fields are blank, the end-of-year function populates those fields with the information entered on this page.</p>
Fees Transfer Method	<p>At the end of the year, students may have fee balances remaining. Use this option to indicate to the system how you want balances handled at the end of the year.</p> <ul style="list-style-type: none"> <li>Select the "Roll over the current balance" to roll over the balance as the new balance for the following year.</li> </ul> <p>When rolling over current balances, students with a balance of zero are not affected. Students with a balance greater than zero (student owes money) or less than zero (school owes money), receive a SOY Balance. This information appears on the student Fee Transactions page.</p> <ul style="list-style-type: none"> <li>Select "Zero the current balance" to not roll over any remaining fee balances and start with a balance of zero for the next school year.</li> </ul> <p>Remaining balances for the ending school year are kept unmodified so that administrators can collect/distribute money owed in order to reach a zero balance.</p> <p><b>Note:</b> Fees and balances remain in the system as historic records and are available to view based on term selection (at the top of the page).</p> <p>For more information, see the section "<a href="#">Transfer Fees</a>."</p>
Check here to confirm that you really want to do this.	<p>Use this checkbox to confirm whether or not you want the end-of-year process to do one of the following:</p> <ul style="list-style-type: none"> <li>Select this checkbox to validate your data and perform the end-of-year process.</li> <li>Leave the checkbox blank to validate your data and make any corrections before actually performing the end-of-year process.</li> </ul>

- Click Perform End-of-Year Processing. The end-of-year process begins.

If any of the prerequisites have not been met, an alert displays summarizing the error(s). If all of the prerequisites have been met, the end-of-year process proceeds. A message displays indicating that the end-of-year process is being performed.

After the process completes, verify that the information in the data file is correct. For example, be sure the current eleventh graders were promoted to the twelfth grade level. Make a backup of the data file.

**Note:** At this point, you have made backup files of all PowerSchool data. Therefore, this is an ideal time to perform server tasks such as installing additional memory or changing operating systems.

## Prepare for the Upcoming School Year

The following is a list of tasks that you may want to perform in preparation for the upcoming school year. If you need to make any system-wide changes, such as modifying course numbers, this is a good time to perform those tasks.

- Perform PowerGrade final grade setups at all schools on the server.
- Verify or create the calendar at all schools and adjust any attendance issues.
- Prepare for state reporting by entering any required information.
- Create custom pages or reports as needed.
- Evaluate what you can improve for next year and make a plan for implementing those improvements.
- Begin implementing a process for all teachers to create a new PowerGrade data file for the upcoming year, including the use of the PowerSchool/PowerGrade connectivity key.
- Make a final backup of the PowerSchool folder after completing all steps. Remove the backup from the server and store in a secure location.

## Transfer Fees

During the end-of-year process, school enrollment fees are not assessed even if students are re-enrolled or transferred to a school. This is done so that the school enrollment fees, course enrollment fees, and calendar can be set correctly for the new year. Once the end-of-year process is done, you can assess fees using this procedure.

### How to Assess Fees After End-of-Year Process

1. Set up the calendar.
2. Set up school enrollment fees for each school.
3. Set up course enrollment fees for each course.
4. Assess school enrollment fees manually for all students (or some of them at a time).
5. When adding new students, school enrollment fees will be assessed automatically.

**Note:** If you assess school enrollment fees for students more than once, the students will have multiple copies of the fees.

## Object Reports

Use object reports to create and print official school reports and documents such as transcripts, scheduling forms, report cards, letters, and award certificates for students. The procedures in this

section provide instructions on how to create the base for the report and each of the objects. You must first create the report base and then insert objects in any order. When you are ready to create an object report, give yourself time to experiment.

These reports are called object reports because you can insert objects such as boxes, lines, circles, logos, and pictures into them. When you create each object, you determine where it appears on the report in relation to the other objects. These objects appear on the electronic or paper output according to the specifications you enter on each object's setup page. The best way to generate an object report is to create a few objects and print a sample to ensure that it looks as it should. For more information, see the section "[Objects on an Object Report](#)."

Use object reports to display information related to standards and tests. For more information, see the sections "[Object Reports With Standards Grades](#)" and "[Object Reports with Test Tags](#)," respectively.

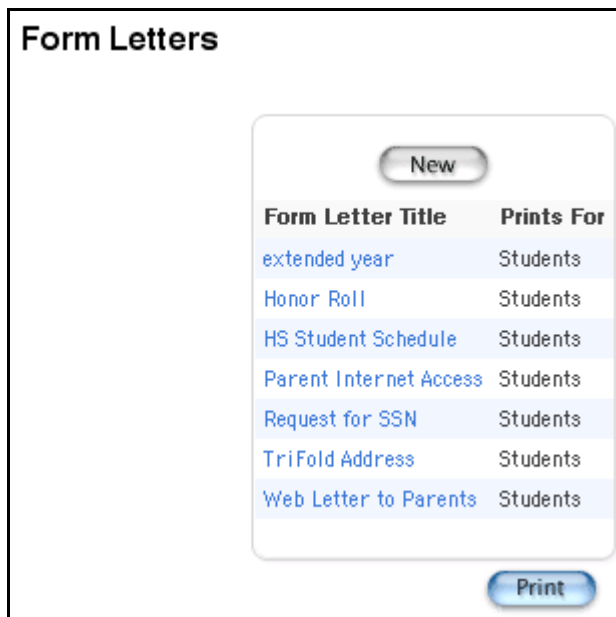
**Note:** Open the preview page when you create an object report to view the report prior to printing. For more information, see the section "[How to Open a Preview Page](#)."

## How to Open a Preview Page

When creating custom reports—especially object reports—it is a good idea to preview them frequently as you work. Therefore, before creating any new reports, open a preview page. You can preview and print any type of custom report from the Print Reports page. For reports pertaining to a group of students, select a group of students and click Print Reports on the Group Functions page.

**Note:** Reports created using the Log table are only accessible by clicking "Print a Report" on the Log Entry Functions page. For more information, see the section "[Search Log Entries](#)."

1. On the start page, search for and select any student.
2. Click the PowerSchool logo.
3. Choose Reports from the main menu.
4. On the Reports page, click Report Setup.
5. On the Report Setup page, click Form Letters. The Form Letters page appears.



6. Click Print.

Leave the Print Reports page open as you create each type of report. You will return to it to review the report template as you work. In future instructions, this page is referred to as the preview page.

## How to Create an Object Report Template

Create an object report template to define the title of the report and other general settings such as margins, font, and font size. Then, create each object you want to include on the report. After you create all of the objects on the report and are satisfied with their placement, use the object report template to print the report.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.
3. On the Report Setup page, click Object Reports. The Object Reports page displays the list of any object report templates created for your school.

### Object Reports

Report Name	Prints For
<a href="#">5th Grade Scheduling Form</a>	Students
<a href="#">6th Grade Scheduling Form</a>	Students
<a href="#">7th Grade Scheduling Form</a>	Students
<a href="#">District Standards Report Card</a>	Students
<a href="#">Freshman Scheduling Form</a>	Students
<a href="#">HS Transcript</a>	Students
<a href="#">HS Transcript Final</a>	Students
<a href="#">Immunization Record</a>	Students
<a href="#">Junior Scheduling Form</a>	Students
<a href="#">Medical</a>	Students
<a href="#">MS Transcript</a>	Students
<a href="#">Perfect Attendance Certificate</a>	Students
<a href="#">Senior Scheduling Form</a>	Students
<a href="#">Senior Scheduling Form.1</a>	Students
<a href="#">Sophomore Scheduling Form</a>	Students
<a href="#">Standards-RC</a>	Students

- Click New. The New Object Report page appears.

### New Object Report

Option	Value
Title of this report	Post-Graduation Transcript <small>Table</small> <input type="button" value="Students"/> ▾
Default font	<input type="text" value="Copperplate"/> ▾
Default font size	<input type="text" value="12"/> ▾
Default text line height	<input type="text" value="12"/>
Page Size	<input type="text" value="Letter (8 1/2' x 11')"/> ▾ <small>Custom Size: Height <input type="text"/> Width <input type="text"/></small>
Margins (inches)	Left <input type="text" value=".5"/> Top <input type="text" value=".5"/> Right <input type="text" value=".5"/> Bottom <input type="text" value=".5"/>
Orientation	<input type="text" value="Portrait (vertical)"/> ▾
Scale	<input type="text" value="100"/>
This report available to	<input checked="" type="radio"/> users at all schools <input type="radio"/> only users at Apple Grove High School
Teachers can print?	<input checked="" type="checkbox"/>

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

Field	Description
Title of this report	<p>Enter the title of the report. Then, use the Table pop-up menu to choose one of the following tables for the report:</p> <ul style="list-style-type: none"> <li>• Students</li> <li>• Staff</li> <li>• Log</li> </ul> <p><b>Note:</b> Selecting Log from the Table pop-up menu provides you access to the Log table from which you can select any field, including custom fields, you want to include in the report. Each field you want to include in the log object report must be specified using the correct syntax in order to successfully display the data. The text that precedes the syntax (separated by a colon) can be modified (or deleted) based on your needs. For example, you could modify Name: ^([01]LastFirst) to appear as Student's Last Name: ^([01]LastFirst).</p> <p>The following are Log table student fields you can use in the report:</p> <ul style="list-style-type: none"> <li>• Name: ^([01]LastFirst)</li> <li>• Grade: ^([01]Grade_Level)</li> <li>• SN: ^([01]Student_Number)</li> <li>• DOB: ^([01]DOB)</li> <li>• SSN: ^([01]SSN)</li> <li>• Ethnicity: ^([01]Ethnicity)</li> <li>• Mailing City: ^([01]Mailing_City)</li> <li>• Mailing Street: ^([01]Mailing_Street)</li> <li>• Mailing State: ^([01]Mailing_State)</li> <li>• Mailing Zip: ^([01]Mailing_Zip)</li> <li>• Alert Discipline: ^([01]Alert_Discipline)</li> <li>• State Student #: ^([01]State_StudentNumber)</li> </ul> <p>The following are Log table discipline fields you can use in the report:</p> <ul style="list-style-type: none"> <li>• Entry Author: ~(Entry_Author)</li> <li>• Entry Date: ~(Entry_Date)</li> <li>• Entry Time: ~(Entry_Time)</li> <li>• Title: ~(Subject)</li> <li>• Entry Text: ~(Entry)</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>• Log Type ID: ~(logtypeid)</li> <li>• Subtype: ~(Subtype)</li> <li>• Category: ~(Category)</li> <li>• Consequence: ~(Consequence)</li> <li>• Incident Type: ~(Discipline_IncidentType)</li> <li>• Action Taken Detail: ~(Discipline_ActionTakenDetail)</li> <li>• Incident Type Category: ~(Discipline_IncidentTypeCategory)</li> <li>• Action Taken End Date: ~(Discipline_ActionTakenEndDate)</li> <li>• Incident Type Detail: ~(Discipline_IncidentTypeDetail)</li> <li>• Student Number: ~(Student_Number)</li> <li>• Administrator ID: ~(Discipline_AdministratorID)</li> <li>• Likely Injury Flag: ~(Discipline_LikelyInjuryFlag)</li> <li>• Alcohol Related Flag: ~(Discipline_AlcoholRelatedFlag)</li> <li>• Money Loss Value: ~(Discipline_MoneyLossValue)</li> <li>• Drug Related: ~(Discipline_DrugRelatedFlag)</li> <li>• Offender: ~(Discipline_Offender)</li> <li>• Drug Type Detail: ~(Discipline_DrugTypeDetail)</li> <li>• Police Involved: ~(Discipline_PoliceInvolvedFlag)</li> <li>• Duration Actual: ~(Discipline_DurationActual)</li> <li>• Reporter: ~(Discipline_Reporter)</li> <li>• Duration Assigned: ~(Discipline_DurationAssigned)</li> <li>• Reporter ID: ~(Discipline_ReporterID)</li> <li>• Duration Change: ~(Discipline_DurationChangeSource)</li> <li>• School Rules Vio Flag: ~(Discipline_SchoolRulesVioFlag)</li> <li>• Duration Notes: ~(Discipline_DurationNotes)</li> <li>• Sequence: ~(Discipline_Sequence)</li> <li>• Felony Flag: ~(Discipline_FelonyFlag)</li> <li>• Victim Type: ~(Discipline_VictimType)</li> <li>• Gang Related Flag: ~(Discipline_GangRelatedFlag)</li> <li>• Weapon Related: ~(Discipline_WeaponRelatedFlag)</li> <li>• Hate Crime: ~(Discipline_HateCrimeFlag)</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• Weapon Type: ~(Discipline_WeaponType)</li> <li>• Hearing Officer: ~(Discipline_HearingOfficerFlag)</li> <li>• Weapon Type Notes: ~(Discipline_WeaponTypeNotes)</li> <li>• Incident Context: ~(Discipline_IncidentContext)</li> <li>• Incident Date: ~(Discipline_IncidentDate)</li> <li>• Custom: ~(Custom)</li> <li>• Incident Location: ~(Discipline_IncidentLocation)</li> <li>• Action Date: ~(Discipline_ActionDate)</li> <li>• Incident Loc Detail: ~(Discipline_IncidentLocDetail)</li> <li>• Discipline Action: ~(Discipline_ActionTaken)</li> </ul>
Default font	<p>Choose the font in which you want the report to print from the pop-up menu.</p> <p>The report prints in this font unless you include an HTML tag to specify another font within an object of the report.</p>
Default font size	<p>Choose the size in which you want the text of the report to print from the pop-up menu.</p> <p>The report prints in this font size unless you include an HTML tag to specify a different font size within an object of the report.</p>
Default text line height	<p>Enter the default height of each line of text on the report. The line height determines the amount of space for each line of text in the object.</p> <p>For example, if you increase the line height, you create more space between each line of text.</p>
Page Size	<p>Choose the size of the paper on which you want to print this report from the pop-up menu.</p>
Margins (inches)	<p>Enter the size, in inches, of the left, top, right, and bottom margins for this report.</p>
Orientation	<p>To indicate the paper orientation of this report, use the pop-up menu to choose one of the following:</p> <ul style="list-style-type: none"> <li>• Vertical (portrait)</li> <li>• Horizontal (landscape)</li> </ul>
Scale	<p>Enter the percent scale in which you want to print this report.</p> <p>For example, if you need to include several fields of information and are not sure if they will all fit on one piece of paper, enter a scale smaller than 100% and check the results.</p>

Field	Description
This report available to	Select one of the following options to determine who can use this report: <ul style="list-style-type: none"> <li>• Users at all schools on this PowerSchool system</li> <li>• Only users at this school</li> </ul>
Teachers can print?	If you want teachers to be able to print this report in PowerSchool Teacher, select this checkbox. Otherwise, deselect this checkbox.

- Click Submit to save the information. The report you created appears on the Object Reports page.

### Object Reports

Report Name	Prints For
<a href="#">5th Grade Scheduling Form</a>	Students
<a href="#">6th Grade Scheduling Form</a>	Students
<a href="#">7th Grade Scheduling Form</a>	Students
<a href="#">District Standards Report Card</a>	Students
<a href="#">Freshman Scheduling Form</a>	Students
<a href="#">HS Transcript</a>	Students
<a href="#">HS Transcript Final</a>	Students
<a href="#">Immunization Record</a>	Students
<a href="#">Junior Scheduling Form</a>	Students
<a href="#">Medical</a>	Students
<a href="#">MS Transcript</a>	Students
<a href="#">Perfect Attendance Certificate</a>	Students
<a href="#">Post-Graduation Transcript</a>	Students
<a href="#">Senior Scheduling Form</a>	Students
<a href="#">Senior Scheduling Form.1</a>	Students
<a href="#">Sophomore Scheduling Form</a>	Students
<a href="#">Standards-RC</a>	Students

- Click the report name on the Object Reports page to create and format objects on this report. The Object Report page for that report appears.

**Object Report: MS Transcript**

New Object: Text Line Box Circle Transcript List Fees List  
Picture Sequence

#	Label	Object Type	Object Info	Layer	Page
1.		Horiz Line	Length: 7.5", Starting point: (0.5,1.5)	0	
2.		Horiz Line	Length: 7.5", Starting point: (0.5,9.375)	0	
3.		Horiz Line	Length: 7.5", Starting point: (0.5,1.687)	0	
4.		Repeating Vert Line	Length: 7.875", Starting point: (2.6,1.5), Repeat: 2 times, Horiz Change: 0.875"	0	
5.		Horiz Line	Length: 2.25", Starting point: (4.0,10.25)	0	

From this page, create all of the objects you want to include on the report such as text, pictures, lines, boxes, transcript lists, and circles. To create an object, click the type of object you want to create. For more information, see the section "[Objects on an Object Report.](#)" After you create an object, indicate the following information for that object:

- Number (sequence in which you created the object)
- Label (name you entered for the object)
- Object type (text, line, box, circle, transcript list, fees list, picture, and sequence)
- Object info (pieces of information you defined for the object)
- Layer (position of the object, if it is layered with other objects)
- Page (page on which the object appears)

## How to Edit an Object Report Template

Edit an object report template to define the title of the report and other general settings such as margins, font, and font size.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.
3. On the Report Setup page, click Object Reports. The Object Reports page displays the list of any object report templates created for your school.

### Object Reports

New

Report Name	Prints For
5th Grade Scheduling Form	Students
6th Grade Scheduling Form	Students
7th Grade Scheduling Form	Students
District Standards Report Card	Students
Freshman Scheduling Form	Students
HS Transcript	Students
HS Transcript Final	Students
Immunization Record	Students
Junior Scheduling Form	Students
Medical	Students
MS Transcript	Students
Perfect Attendance Certificate	Students
Senior Scheduling Form	Students
Senior Scheduling Form.1	Students
Sophomore Scheduling Form	Students
Standards-RC	Students

4. Click the name of the object report to be edited. The Object Report page appears.

### Object Report: MS Transcript

New Object: [Text](#) [Line](#) [Box](#) [Circle](#) [Transcript List](#) [Fees List](#)  
[Picture](#) [Sequence](#)

#	Label	Object Type	Object Info	Layer	Page
1.		Horiz Line	Length: 7.5", Starting point: (0.5,1.5)	0	
2.		Horiz Line	Length: 7.5", Starting point: (0.5,9.375)	0	
3.		Horiz Line	Length: 7.5", Starting point: (0.5,1.687)	0	
4.		Repeating Vert Line	Length: 7.875", Starting point: (2.6,1.5), Repeat: 2 times, Horiz Change: 0.875"	0	
5.		Horiz Line	Length: 2.25", Starting point: (4.0,10.25)	0	

5. Click Edit the main report parameters. The Edit Object Report page appears.

### Edit Object Report

<b>Option</b>	<b>Value</b>
<b>Title of this report</b>	Post-Graduation Transcript <span style="float: right;">Table Students</span>
<b>Default font</b>	Times
<b>Default font size</b>	12
<b>Default text line height</b>	12
<b>Page Size</b>	Letter (8 1/2" x 11")
	Custom Size: Height <input type="text"/> Width <input type="text"/>
<b>Margins (inches)</b>	Left .5 Top .5 Right .5 Bottom .5
<b>Orientation</b>	Portrait (vertical)
<b>Scale</b>	100
<b>This report available to</b>	<input type="radio"/> users at all schools <input checked="" type="radio"/> only users at Apple Grove High School
<b>Teachers can print?</b>	<input checked="" type="checkbox"/>

6. Use the following table to edit information in the fields:

Field	Description
Title of this report	Enter the title of the report. The Table pop-up menu displays the table used for the report.
Default font	Choose the font in which you want the report to print from the pop-up menu.  The report prints in this font unless you include an HTML tag to specify another font within an object of the report.
Default font size	Choose the size in which you want the text of the report to print from the pop-up menu.  The report prints in this font size unless you include an HTML tag to specify a different font size within an object of the report.
Default text line height	Enter the default height of each line of text on the report. The line height determines the amount of space for each line of text in the object.  For example, if you increase the line height, you create more space between each line of text.

Field	Description
Page Size	Choose the size of the paper on which you want to print this report from the pop-up menu.
Margins (inches)	Enter the size, in inches, of the left, top, right, and bottom margins for this report.
Orientation	To indicate the paper orientation of this report, use the pop-up menu to choose one of the following: <ul style="list-style-type: none"> <li>• Vertical (portrait)</li> <li>• Horizontal (landscape)</li> </ul>
Scale	Enter the percent scale in which you want to print this report. For example, if you need to include several fields of information and are not sure they will all fit on one piece of paper, enter a scale smaller than 100% and check the results.
This report available to	Select one of the following options to determine who can use this report: <ul style="list-style-type: none"> <li>• Users at all schools on this PowerSchool system</li> <li>• Only users at this school</li> </ul>
Teachers can print?	If you want teachers to be able to have access to print this report in PowerSchool Teacher, select this checkbox. Otherwise, deselect this checkbox.

7. Click Submit to save the information. The report you edited appears on the Object Reports page.

### Object Reports

New

Report Name	Prints For
5th Grade Scheduling Form	Students
6th Grade Scheduling Form	Students
7th Grade Scheduling Form	Students
District Standards Report Card	Students
Freshman Scheduling Form	Students
HS Transcript	Students
HS Transcript Final	Students
Immunization Record	Students
Junior Scheduling Form	Students
Medical	Students
MS Transcript	Students
Perfect Attendance Certificate	Students
Post-Graduation Transcript	Students
Senior Scheduling Form	Students
Senior Scheduling Form.1	Students
Sophomore Scheduling Form	Students
Standards-RC	Students

- Click the report name on the Object Reports page to create and format objects on this report. The Object Report page for that report appears.

### Object Report: MS Transcript

New Object: [Text](#) [Line](#) [Box](#) [Circle](#) [Transcript List](#) [Fees List](#)  
[Picture](#) [Sequence](#)

#	Label	Object Type	Object Info	Layer	Page
1.		Horiz Line	Length: 7.5", Starting point: (0.5,1.5)	0	
2.		Horiz Line	Length: 7.5", Starting point: (0.5,9.375)	0	
3.		Horiz Line	Length: 7.5", Starting point: (0.5,1.687)	0	
4.		Repeating Vert Line	Length: 7.875", Starting point: (2.6,1.5), Repeat: 2 times, Horiz Change: 0.875"	0	
5.		Horiz Line	Length: 2.25", Starting point: (4.0,10.25)	0	



From this page, edit all of the objects you want to include on the report such as text, pictures, lines, boxes, transcript lists, and circles. For more information, see the section "[Objects on an Object Report](#)."