

# Enrolling New Students

1. First before enrolling a new student into PowerSchool **always check to make sure they are not already in the district**. You can search for the student district wide by going to the Start Page and under the District Search tab enter the student's last name to see if they are already enrolled in the district database. Search through entire list of students to make sure your student is already in PowerSchool. If the student is not already in the districts PowerSchool database, proceed to Step # 2. If you find the student stop here and follow the district transfer procedure between schools.
2. If you do not find the student in the District Search proceed to enroll the new student into PowerSchool.
3. On the Start Page in the left menu bar click **Enroll New Student**.
4. Proceed to fill out the Enroll New Student page:
  - a. **Last Name (35)\*, First Name (35)\*, Middle Name (30)\***: Must enter the student's legal name as written on their birth certificate. Note: No initials for middle name unless it's an initial on the student's birth certificate.
  - b. **DOB\***: Student date of birth. Format: MM/DD/YYYY.
  - c. **Gender\***: Must select the student's gender of Male (M) or Female (F).
  - d. **Student Number\***: **leave blank after clicking the submit button**  
**PowerSchool will assign this automatically to the student account/record in PowerSchool.**
  - e. **SSN (optional)**: This is optional, but you can enter the student's social security number. Format: ###-##-####.
  - f. **Phone Number**: Enter the student contact number (*if available at the time*). Format: 803-123-4567 or (803)123-4567
  - g. **Enrollment Date\***: Enter the student's first day of school. Note: This is date automatically defaults to current date, so be careful.
  - h. **Full Time Equivalency\***: Select the default selection. At this time there should only be one choice available to select.
  - i. **Grade Level\***: Select the student's grade level.
  - j. **Entry Code\***: Most student's you will select E (Eligible for State Funding). There are some factors when a student may not be eligible for state funding and that would be determine by the district or state.
  - k. **Track**: South Carolina does not use Track system currently, so leave blank. Note: If a track is accidentally selected you will not be able to take attendance for the student.
  - l. **District of Residence\***: Select the district the student's home address is located.

- m. **Fee Exemption Status:** If district has not set up the fee function in PowerSchool leave it on the default value and proceed to the next PS field.
- n. **School:** The School Name will display as a read only.
- o. **Information for Family Match:** Select **Enroll without Linking or Copying Information**. If you select this proceed to the Home Address section of this page.

Note: If you know there are other family members enrolled in the district select "Search For Family Members to Link to and Copy Information from". If selected, you can choose one or all search criteria to narrow your search for the family members. If more than one field is entered an 'or' statement is used when searching the other fields. You will have to click the Submit to initiate the family search.

- p. **Street\*, Apt/Suite\*:** First enter the student street number and home address. In the next box enter the Apartment or Suite number if applicable.
- q. **City\*, State\*, Zip\*:** Enter the student's city, state and zip of their home address.
- r. **Geocode:** This will be blank until setup, so skip this field. Note: The latitude/longitude pair that represents the geographical location of the home address. This field is read-only and is automatically generated when the address is validated
- s. **Validate:** Do not click this button. Currently this has not been setup at the district. If this option is setup you can click on the Validate button to verify against the geocode.
- t. **Submit:** To save.

#### Additional Information:

- You must also select "E (Eligible for State Reporting)" for the entry code of a PK3. Although your school may not receive EFA funding for the 3-yr.-old students, SCDE must collect and report each year to the EOC counts for enrolled students who are three years of age.
- Some reasons to select EEI (Ineligible for State Funding):
  - Students (PreK 3/4 or other) only coming into the district once a week for speech, physical thereapy, etc.
  - Homeschooled students coming in to take PE
  - High school seniors that are only taking the one class needed to graduate
  - Children attending a special day-care facility housed at a school

- You will also use the entry code of “E” for 4-year-old students; their funding depends on the type of programs in which they are enrolled (CDEP/HH/VH).
- Ensure that each student’s birth date is correct in PowerSchool because forms for the alternate assessment are assigned based on the student’s age as of September 1st of each school year.
- DO NOT ENTER a nickname in quotation marks beside the student’s name; instead navigate to the “Nickname” field on the Demographics page so that it is a separate value.
- If a birth certificate is not available, use an official document sanctioned by your district/school policies.
- Values that are entered under the Home Address section will automatically appear on the student’s Address page.

\* Indicates field is collected for data collections.

### Student Information

Student's Name (Last, First Middle) Doe \*, Joe \*

DOB 12/1/2011

Gender Male

Student number (If this field is left blank, the system will assign the Student Number)

Social Security Number

Phone Number 803-803-2222

Enrollment date 8/20/2018 \*

Full-Time Equivalency FTE selection can only occur within a school. These choices are Term Year specific. Please confirm that the current Term context is correct.

Grade Level 3

Entry Code E (Eligible for State Funding)

Track

District of Residence Richland School District Two (4002)

Fee Exemption Status Student Not Exempted

School District Office

### Information for Family Match

Students may be linked to other family members in the school or district and their demographic information may be copied to the student being enrolled. By creating a link between students, shared information can be synchronized so edits that occur to one student can automatically be made to the linked students.

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

Family ID

Mother's Name

Father's Name

Guardian's Name

Sibling's Name (Last, First MI)

Include Student's Last Name (Doe) In Search.

### Home Address

Street, Apt/Suite 123 Winston Church

City, State, Zip Columbia SC 29201

Geocode

Validate