

## **CIE SPECIAL PROGRAM ENROLLMENTS**

Students participating in special programs must have their Special Program Enrollments entered in PowerSchool. This would include things such as Montessori, Home-Based/Home-Bound. This applies whether they enrolled on the first day of school or transferred at a later date.

SCDE instructions for Special Programs can be found here (specific pages notated below):

<https://ed.sc.gov/data/information-systems/power-school/sis-documents/student-information-system-manuals/student-information-system-data-entry-manual-19-09-0/>

A full list of Special Programs can be found on pages 119-128. If you need one that is not currently showing as an option, please notify Diane Neville or Zenobia Ealy so this can be added at the District level for your use.

The special program Entry Date must be later than the last day of the previous school year.

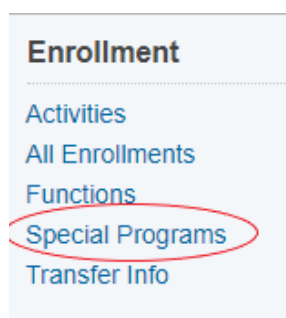
**HBSD01** - Home-Bound – Definition found on page 119. NOTE: This is not the same as medical homebound placements, but is to be used for students with IEP documentation that states specifically that the student qualifies for home-based services.

**MONT01**-Montessori (within a school) – page 127

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### **ADDING A SPECIAL PROGRAM**

1. To add a Special Program Enrollment for a student, go into the student's record and under the **Enrollment** heading on the left menu bar, click on **Special Programs**.



2. Click **New**.



- Populate the Entry Date, Grade Level, and choose the Program from the dropdown menu. You can populate the Comment box if necessary. During initial entry, leave the Exit Date and Exit Reason blank.

## New Special Program Enrollment

██████████ 3 ██████████ StateID: ██████████ Entry Date: 08/19/2019 ██████████

<b>Comment</b>	<input style="width: 90%;" type="text"/>
<b>Entry Date</b>	<input style="width: 80%;" type="text" value="MM/DD/YYYY"/> *
<b>Exit Date</b>	<input style="width: 80%;" type="text" value="MM/DD/YYYY"/>
<b>Exit Reason</b>	<input style="width: 80%;" type="text"/>
<b>Grade Level</b>	<input style="width: 80%;" type="text"/>
<b>Program</b>	<input style="width: 90%;" type="text" value=""/> ▼ *

- Click **Submit**.

**MASS ENROLL IN SPECIAL PROGRAM**

- From Start Page, select group of students you wish to enroll in a Special Program.
- Choose **Special Functions** from menu on the left.

**Functions**

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- Attendance
- Attendance Today
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Sections Report
- Teacher Schedules

## Special Functions

Function
Assign IDs & Passwords
Attendance Functions
Current Users
Daily Bulletin Setup
Enroll New Student
Fee Functions
Group Functions

- Choose **Group Functions** on the Special Functions page.

4. Choose **Mass Enroll Special Program** under Enrollment.

## Enrollment

Enrollment Summary



Mass Enroll Special Program

Re-Enroll in School

Transfer Out Of School

5. Enter the appropriate information (as above) and click Submit.

## Mass Enroll Special Program

Mass enroll the selected students into which special program?	
Program	21CCLC-21st Century Community Learning Centers (CL ▾)
Entry Date	MM/DD/YYYY 
Exit Date	MM/DD/YYYY 
Exit Code	<input type="text"/>
Comment	<input type="text"/>

### **EXITING A SINGLE STUDENT FROM A SPECIAL PROGRAM**

1. If a student is no longer being served in the special program or if they have transferred out of the current school, you will also need to put an Exit Date and Exit Reason into their Special Program Enrollment.
2. Go into the student's record and under the **Enrollment** heading on the left menu bar, click on **Special Programs**.

Enrollment
Activities
All Enrollments
Functions
Special Programs
Transfer Info

3. Click on the currently active Special Program Enrollment (Entry Date). Enter the Exit Date for the program, which should match the student's exit date from school.

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██████████ ████████ StateID: ██████████ Entry Date: 07/17/2019 MSC



Program Name	Entry Date
MAG009-Montessori	07/17/2019

4. Indicate the Exit Reason based on documentation for each individual student or EY for end of year – Enter a brief description indicating why the student exited the program. For example, the date the student transfers out of a school or last day of school. You can also add comments in the Comment box.

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## Edit Special Program Enrollment

██████████ 2 ████████ StateID: ██████████ Entry Date: 07/17/2019 ████████

Comment	<input type="text"/>
Entry Date	07/17/2019  *
Exit Date	06/06/2020  ←
Exit Reason	<input type="text"/> ←
Grade Level	-2
Program	MAG009-Montessori ▼ *

5. Click **Submit**.