

Enrollments and Transfers

Quick Reference Card

Enroll a New Student

Enrolling a New Student

1. On the Start Page, click **Enroll New Student**
2. Enter the student's last name, first name, and middle initial
3. Complete all fields required by your school
4. Select a Full-Time Equivalency (required)
5. If the student has no siblings in the district, select **Enroll without Linking or Copying Information**
6. Click **Submit**
7. PowerSchool will check for duplicate students using:
 - Last name
 - Social security number
 - Home phone number
8. If the student is not on the "Check for Duplicate Students" page, click **Enroll**

Once the student is enrolled, enter important information into PowerSchool.

1. Click **Demographics**
2. Enter demographic information as required by your school and click **Submit**
3. Click **Emergency/Medical**
4. Enter all emergency and medical contact information and click **Submit**

Enrolling Another Student in the Same Household

1. On the Start Page, click **Enroll New Student**
2. Enter the student's last name, first name, and middle initial

3. Complete all fields required by your school
4. Select **Search For Family Members to Link to and Copy Information from**
5. Click **Submit**
6. If the student is not on the "Check for Duplicate Students" page, click **Enroll**
7. Select **Copy** and **Related** when you find the matching sibling
8. Click **Submit**

PowerSchool copies the designated demographic information from the sibling's record to the new student's record.

Another Method

Here is another way to enroll more than one student in a family when you have one student enrolled already.

1. Navigate to the enrolled sibling's student pages
2. Click **Functions**
3. Click **Enroll New Student Living in the Same Household**
4. Complete all fields required by your school and click **Submit > Enroll**
5. The street address and phone number will be copied to the new student

Address Validation

To verify that the student's home address is a valid residence and falls within school boundaries, use the address validation function. Access address validation at the bottom of the Enroll New Student page, on the student's Addresses page, or on the student's Demographics page.

Once you've entered the student's home address on one of these pages:

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1. Click **Validate**
2. When Google Maps appears, select your school from the View Boundary menu
3. Make sure the student marker identifying the location of the student's address falls inside school boundaries
4. If the address falls within school boundaries, click **Accept** in the Student Info pane

Accepting the address puts the Geocode, or a statement of latitude and longitude for the student's address, on his or her student pages.

5. Click **Submit** to record the validated address

Transfer a Student

Transfer a Student Out of School

1. Search for the student
2. Click **Functions** under Enrollment
3. Click **Transfer Out Of School**
4. Enter a transfer comment
5. Enter the date of transfer; the day after the last day the student attended school
6. Select the proper exit code
7. Click **Submit**

Transfer the Student to Another School in the Same District

1. Search for the inactive student who transferred out of school (include the slash (/) in front of the student's name)
2. Click **Functions**

3. Click **Transfer To Another School**
4. Choose the school and click **Submit**

Re-Enroll a Student

1. Search for the student (include the slash (/) in front of the student's name)
2. Click **Functions**
3. Click **Re-Enroll In School**
4. Complete all the fields on the Re-Enroll Student page
5. Click **Submit**

Pre-Enrollments

In elementary schools, it's fairly common to pre-enroll incoming kindergartners for the next year.

Note: The next year must be set up in Years and Terms or you will not be able to pre-enroll students for the next year.

The Process

1. Change the Term to the next academic year
2. Click **Enroll New Student**
3. Complete the Enroll New Student page
4. Enter the new student's enrollment date; the first day of the next academic year
5. Click **Submit > Enroll**