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## Detail Discussion of Form A

**Purpose:** Dist. Administration – PowerSchool provides a data collection form ("Form A") that summarizes many of the decisions you will be asked to make in setting up your district. Further information on the requirements for completing. Each decision is discussed in more detail below.

### District Setup

#### Review Implementation Form A.

**Log in.** Log in to PowerSchool using your ID and password.

**District Setup.** On the start page, select the link for School. From the School pop-up menu, choose District Office. From the main menu, click District.

#### General District Functions:

- 1. District Info:** Complete the information on the District Information page and click Submit. This page includes your PowerSchool Customer Number.
- 2. Calendar Membership Types:** Create a membership type for each type of day within your school year. Examples include a regular school day, holiday/vacation day, or teacher in-service day. These appear as options when setting up your school's calendar, some states mandate a definition of each day on the school calendar for reporting purposes. For all other states, such information is optional.
- 3. Citizenship Codes:** Enter a single character code used to indicate conduct or behavior. These appear as options for teachers using PowerGrade. If you delete any codes, be sure to leave at least one code in the list to ensure that PowerGrade functions properly. Examples are offered.
- 4. Districts of Residence:** Set up districts of residence if your state requires the tracking of Districts of Residence information.
- 5. Entry Codes:** Entry codes are used to track enrollment information such as "Transfer within district" or "Transfer from outside of district;" these appear as options when enrolling students. Some states require specific entry codes; please check your state reporting guide for mandated codes. For other states, these codes can be used for internal information tracking purposes.
- 6. Ethnicity Codes:** Ethnicity codes are used for specifying student ethnicity. These appear as options in a pop-up menu on students' demographic pages. Please check your state reporting guide for mandated codes.



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**7. Exit Codes:** Exit codes are used to track information related to students transferring out of school or being promoted to the next grade level. Some states require specific entry codes; please check your state reporting guide for mandated codes. For other states, these codes can be used for internal information tracking purposes. At a minimum, ensure that you create codes related to promoting students at the end of the school year. Examples are offered within Form A.

**8. Fee Categories:** Fee categories are the first tier within the Fees Management structure. There are two default categories, School and Course. Do not delete the default categories. On the Fee Categories page, click New to create a new fee category such as Field Trip. Later in School setup, you can create and associate Fee Types to Fee Categories.

**9. Log Entry Fields:** 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. Customizations to the Log Entries page are reflected on both PowerSchool's Log Entries page and PowerGrade's Submit Log Entry page.

**10. Log Types:** 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.

**11. Payment Methods:** Payment methods indicate the method by which fees are paid. Do not delete the six default methods of payment, cash, credit card/bank card, check/draft, EFT, money order and other. Click New to create a new payment method.

**12. Special Programs:** Set up special programs to track student's enrollment, usually for funding/reporting purposes. Examples of special programs include Special Education or Gifted And Talented Education. Please check your state reporting guide for any required Special Programs.

**13.** On the Schools/School Info page, click New Entry. **Note:** Do not overwrite " Example High School " or "Graduated High School." Example High School is a placeholder for a school and will be deleted by your Implementation Specialist. Graduated High School is required by the PowerSchool system.

On the Edit School page, enter the information for the new school. Click Submit. **Note:** It is important that the school number field is correct. Many public schools use state-mandated numbers. If your school has a state-mandated number, enter it here. If you are unsure what the school number is, wait to enter the information until you have a correct number. You can obtain this number from your state's Department of Education. Schools that do not have a state-mandated school number may choose any number. All internal records for the school are connected to this number. It is recommended that you enter all schools for this PowerSchool server now. The Sort Order field is optional and is used to control the order that the schools are listed. If a sort order is not specified, then the schools are listed alphabetically.

## Grading Functions:



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**1. Grade Scales:** A Default grade scale is provided; do not change the name of this scale. Click Edit Scale to view the values in the Default grade scale. Review and edit these values, if necessary, so that the values include all grades that are valid for teachers to assign. For example, if students receive a letter grade (including plus and minus), S/N for "satisfactory/"not satisfactory", and I for "incomplete," all of those values must be in the Default grade scale, even if those grades are not all assigned in the same class. The Default grade scale acts as the default selection for new courses. Additional scales can be created for specific courses or schools, such as an A-F grade scale that is separate from a E/S/N grade scale or a special grade scale for AP classes or elementary schools. On the Grade Scales page, click New. Enter a name and brief description for the new grade scale. Select the Teacher Can Modify checkbox if you want to let teachers change the grade scale for an individual class or student. Click Submit. Then, click Edit Scale next the new grade scale and enter the grades in the new grade scale.

**2. GPA Calculations:** Set up GPA calculations to define server-specific GPA calculation routines. Four standard GPA calculation formulas are included in PowerSchool: Simple, Weighted, Simple Percent, and Weighted Percent. To add GPA types, click New on the GPA Calculation Methods page.

**3. Standards:** Set up standards to define codes, definitions, and a hierarchy for school, district, state, and national standards. Setting up school standards is required when using outcome or performance-based report cards. All standards can be imported into PowerSchool when they are in the proper format. You are not required to set up standards unless your school uses performance or outcome-based report cards.

**4. Tests:** Click New to create a test for which the test scores will be recorded. After creating the test, click Edit Scores to set the parameters for the scores that comprise the composite test scores. You are not required to set up tests.

### Other Functions:

**1. CIP Setup:** CIP (Classification of Instructional Programs) codes are used to classify vocational courses. Create codes and descriptions if your district uses and reports on CIP codes.

**2. Miscellaneous:** Review the settings on this page and make changes, if necessary. "Disable remote support" should not be checked. Remote Support allows your Implementation Specialist to log on to your system to assist you with the implementation.

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