



NEW STUDENTS TO YOUR SCHOOL WITH ENROLLMENT STATUS OF PRE-REGISTERED

Purpose: Administration – This is an explanation of the work around for instances where new students are enrolled in your school with a status of pre-registered instead of active.

As schools prepare their files over the summer (after previous year end has been completed) for the upcoming school year, many schools are:

1. Entering New Students
2. Transferring Students to other schools within their district

While we have handouts describing how to perform these tasks, we have run into one issue that requires a further explanation and a set of procedures to deal with how to work around this issue.

The issue is with Students who are being added to PowerSchool or are transferred between schools within the district.

While these Students are ADDED to their NEW SCHOOL, **unfortunately they are not readily accessible for Search and Selection, Printing of Reports, etc.**

The reason for the problem is that these students are automatically assigned an Enrollment Status of “Pre-Registered”.

While the student information IS ON FILE, you may only access their records by including a “/” in your search.

If for example you enrolled a student for next Fall by the name of Anderson. In order to access the record you would need to enter /Anderson in the Search box. This will bring up ALL students named Anderson, including the “Pre-Registered” student.

THE PROBLEM

With the “Pre-Registered” status not allowing students to be included in regular Searches, this means that these students potentially will not be included in mailings, counts, lists, etc.



**PROPOSED RESOLUTION
(Altering Pre-Registered to Actively Enrolled)**

The following procedure will allow you to Search and Alter students who are currently set as Pre-Registered to Actively Enrolled Status. This will make students accessible for Searches, Reports, etc.

Step 1: Locating “Pre-Registered” Students

1. In the Search box – enter the following search command **/Enroll_Status=-1**
2. This will find all students with an Enrollment Status of “minus one” or Pre-Registered
3. Once the list of Students appears on your screen, you have two options

Option 1 – If **ALL Students on the list should be included in the Enrollment Status change, then proceed to Step 2.**

Option 2 – **If only certain specific students on the list should be included in the Enrollment Status change, then do the following:**

1. From Group Functions (below your list of selected Students) choose **Select Students by Hand**
2. This will allow you to click on the first student to include and holding the Control Key down, click on all other students who should be included.

Step 2: Altering the Enrollment Status for selected students

For your selected students;

1. go to the Functions Menu (below the selected students)
2. Select **“Student Field Value”**

This will bring up a screen like the one below that will allow you to change the Enroll_Status field

31 students are selected

Option	Value
Field To Change (Fields)	Enroll_Status
New Field Value	0
	<input type="checkbox"/> Clear Field Value
	Insert * to use the current field value with the new field value.
Options	<input type="checkbox"/> Do not overwrite existing data.
WARNING: This change is irreversible.	

Submit



3. For Field to Change – enter **Enroll_Status**
4. The New Field Value should be **0** (zero)
5. Click **SUBMIT**

This will alter the Enrollment Status and immediately make these students available for Searches, etc.

WHAT DO I DO IF I ONLY HAVE ONE STUDENT IN THIS SITUATION AND GROUP FUNCTIONS ARE NOT AVAILABLE TO ME?

When you run a search and locate only ONE matching record, PowerSchool will immediately open that Student's record not allowing you access to the Group Functions menu.

Here is how you can manipulate PowerSchool to allow you access to Group Functions.

For my example, I have a student that I have entered into 4th Grade for the upcoming school year and they are considered "Pre-Registered"

1. From the Start Page, enter the following search command
/Grade_Level=4
2. This will bring up a list of all 4th graders, including the student who is considered "pre-Registered"
3. With all 4th Graders selected, I now have access to Group Functions
4. From the **Group Functions Menu** choose – **Select Students by Hand**
5. Locate and select the **Student**
6. From the Group Functions Menu – follow **Step 2** beginning with selecting "Student Field Value.
7. Complete **Step 2** as described above.
8. The Student Enroll Status is now altered and the student should be viewable and accessible without using /