



Setting up and maintaining Special Programs

Purpose: Administration – Instructions for setting up and maintaining special programs in PowerSchool.

Often times schools need a method of identifying and maintaining a student's enrollment in Special Programs. These programs may cover a variety of areas, from Special Education, Talented and Gifted, etc. PowerSchool provides a nice mechanism for maintaining this type of information.

SETTING UP SPECIAL PROGRAMS

Special Programs are set up at the District Level

From the District Start Page –

1. Click the **District** Link under Setup in the Menu
2. From District Setup Menu – Click **Special Programs**
3. Click **New**
4. Enter the Name of the Special Program (no commas)
5. You may designate if these qualify as a Special Ed program and if they should be included in Quick Lookup which means parents can see, etc. We recommend at this point that you leaving both of these unchecked.
6. Click **Submit**

Once the Special Program is setup at the District Level, it should be available to all schools to populate the programs.

ENROLLING STUDENTS IN SPECIAL PROGRAMS

Schools may assign students to Special Programs on either an individual student basis or using Mass Enroll.

Since many of you will be just starting Special Programs, we will cover Mass Enroll first.

Mass Enrolling Students in Special Programs

From the School Start Page

1. Select **ALL** Students (this may change, based upon the program you are populating, for example, if you are populating a 10th Grade Program, then you would select only 10th Graders)



2. Once ALL students are selected – Go to **Functions** and pick – “**Select Students by Hand**”
3. Click on the first student you wish to include, then Control Click on all additional students you wish to include
4. Once you have identified all of the students you wish to include – go to **Functions** (below your list of selected students) – Select “**Mass Enroll Special Program**”

This will bring up a screen allowing you to select the Special Program,

5. Enter an Entry Date and a Comment if you wish.
6. When completed click **Submit**
7. This will mass enroll the selected students in the selected Special Program

Mass enroll the selected students into which special program?

Program TAG

Entry Date 8/29/2007

Exit Date

Exit Code

Comment

Submit

Enrolling an Individual Student in a Special Program

From the School Start Page

1. Search and locate the student
2. Once the Student's record is on the screen – click the **Special Programs** link on the left hand side (Enrollment Category)
3. Any Special Programs the student is already a part of will be displayed on the screen.
4. Click **NEW** to add the new one
5. A screen very similar to the one above appears allowing you to select the Special Program, Entry Date, etc.
6. Click **Submit** when the information is completed.



VIEWING AND USING STUDENTS ENROLLED IN SPECIAL PROGRAMS

SEARCHING FOR STUDENTS WHO ARE ENROLLED IN A SPECIAL PROGRAM

From the School Start Page

1. Click **Special Functions**
2. From the Special Functions Menu – select **Special Program Enrollment** (at the bottom)
3. This will bring up a list of the various Special Programs defined with the link called Display on the right hand side.

Speech	Display
TAG	Display
TESOL	Display
Title I	Display
Transportation	Display
Visually Impaired	Display

4. To see the list of students who are enrolled in a specific group, click **DISPLAY**
5. This will display a list of the Students enrolled in the Group along with a link that allows you to “Make this the Current Selection of Students” or “Add these Students to the Current Selection of Students”

Some characteristics of this Display:

1. You may click on a Student’s Name to go to that Student’s specific record
2. Making the Students in this program the Selected students opens up the capability of building a List Students, Export out to Excel, etc.
3. Adding the Students in this program to the Current Selection, allows you to combine members from various Special Programs, etc.

Students	Student Number	Grade Level
Neilly, Samantha R	10678	9
Neilly, Summer	35222	9
Neilly, Winter	10679	9

Make this the current selection of students
Add these students to the current selection of students

REPORTING CAPABILITY

As mentioned above, making the members of a Special Program the Current Selection opens up all of the Reporting Capability that is available through the normal functions, such as Mail Labels, Lists, Exports, etc.



MAINTAINING SPECIAL PROGRAMS

As with any specialized list, they must be maintained in order to truly be effective. This means as students are added to the Special Programs in your school, they must be entered into PowerSchool as well.

When a student transfers out of your school and if they were a part of a Special Program, you will be prompted, if you would like, to withdraw them from the Special Program as well.

WITHDRAWING STUDENTS FROM A SPECIAL PROGRAM

If a student still is enrolled in school and for some other reason will no longer be enrolled in the Special Program.

From the School Start Page

1. Search and locate the student you wish to remove from the Program
2. Go to Special Programs (under Enrollment)
3. A list of all of the Special Programs the student is – has been enrolled in is displayed
4. Click on the **Entry Date** for the Program you will be dropping the student out of.
5. This will bring up the record of that student's enrollment in the Program
6. Enter the **Exit Date**
7. Click **Submit**

The Student will be removed from the Special Program. A record of their involvement in the Special Program will be maintained at the individual student level. That is accessible by clicking on Special Programs when you are in that student's record.