



DISTRICT WIDE LOOKUP PROGRAM

Purpose: Administration – Instructions on using the Grant Wood developed District Wide Lookup program.

Since we have begun working with PowerSchool, we have heard requests, wishing that the system had a District Wide Lookup feature. This would assist school personnel when entering new students in determining if the student has been enrolled in the district before, if so where. It may also be helpful in tracking where a student has transferred to.

HOW DOES IT WORK?

On the School Start page –

1. Click the District Wide Lookup link (under GWAEA software)
2. This will bring up the following screen

The screenshot shows a web interface titled "Student Lookup". It contains two input fields: "Student First Name:" and "Student Last Name:". Below these is a "Get Student" button. At the bottom, there is a message "No Records Found" and a "Show" dropdown menu set to "20". Below the message is a table header with the following columns: Last Name, First Name, ID, DOB, School Name, Gender, Grade, and Enrollment Status.

3. Enter at least part of the Student's Last Name

NOTE: We would recommend entering either the Student's Last Name or several characters of the last name in order to narrow the search. We would not recommend simply typing in one character of the last name.

The Search will include both Active and Inactive Students!

The first 20 names matching the search will be displayed.

Below is an example of the information that will be displayed:



Records 1 to 2 of 2 Show 20							
Last Name	First Name	ID	DOB	School Name	Gender	Grade	Enrollment Status
Neilly	John	42296	03/01/1995	Apple Grove High School 1	M	9	0
Neilly	Laura	37952	05/01/1999	Apple Grove High School 1	F	9	0

If the Student is located, it will provide you their Current or Last School they were enrolled in. While most of the fields are pretty straight forward, below is a Quick Reference for the Enrollment Status field.

- 0 = Currently Active
- 1 = Inactive
- 2 = Transferred
- 3 = Graduated
- 4 = Historical Import
- 1 = Pre-Registered

How Do I Enroll a Student If I Locate Them in Another School?

1. Contact the other School and ask them to Transfer that Student to your Building
2. Once that is done, on the PowerSchool Start page, use a / in front of their name to locate their record – call up their record
3. Go to Functions – Select Re-Enroll in School – fill out appropriate information

NOTE: Even though a student may be Inactive at the other School, that school can still access them and still transfer them to you. They will most likely have to put a / in front of the Student’s Name to locate them. For example, /Neilly.

I Have Located the Student in the District School

1. Contact either someone in your District Office or Grant Wood staff to have the student transferred to your School
2. One that is done, from the PowerSchool Start Page use a / in front of their name to locate their record – call up their record
3. Go to Functions – Select Re-Enroll in School – fill out the appropriate information

I Have Located the Student in My Own School But They Are Inactive

1. Call up their record from the Start Page (you will need to put a / in front of their name)
2. Go to Functions – Re-Enroll this Student – enter the appropriate information

Taking the time to see if a student has been enrolled in your district before will significantly reduce the number of duplicate students that are entered in PowerSchool.