



NEXT SCHOOL INDICATOR

Purpose: Instructions on setting up and using the Next School Indicator.

PowerSchool uses the Next School (Next_School) field to maintain where students will be attending school next year. This process will need to be done before scheduling or before the End of Year Process is done. These school assignments range from basically any School in your District to having a blank represent those situations when a student indicates they will be leaving the District for the next school year.

Setting Up Schools to Use in Next School

From the Start Page

1. Click on the **School** Link
2. Click on **Next School** (near bottom)
3. To Add a School – click **New**
4. You will need to enter the School Name, School Abbreviation, School Number (as listed in PowerSchool) and a sort order. (Sort order is 1, 2, 3, etc. – most common Sort Schools should have the lower sort order numbers)
5. Click **Submit**

Assigning Next School Indicator to One Student

This section describes how to assign a next school indicator to a single student.

1. **Select** a student.
2. Navigate to the Scheduling Setup student screen.
3. Locate the **Next School** Indicator popup menu.
4. **Select** a value from the popup menu.
5. **Submit** the page.

Scheduling Setup
Adams, Julie 12 840001756 AGHS1

| | |
|------------------------------|--|
| Required Settings | |
| Next Year Grade | <input type="text" value="99"/> |
| Priority | <input type="text" value="0"/> |
| Schedule This Student | <input type="checkbox"/> |
| Year of Graduation | <input type="text" value="0"/> |
| Summer School Indicator | <input type="text" value="None"/> |
| Note for Summer School Admin | <input type="text"/> |
| Next School Indicator | <input type="text" value="Graduated Students"/> Apple Grove High School Graduated Students |
| Optional Settings | |
| Next Year Campus/Building | <input type="text"/> Associate |
| Next Year House | <input type="text"/> Associate |
| Next Year Team | <input type="text"/> |

Submit



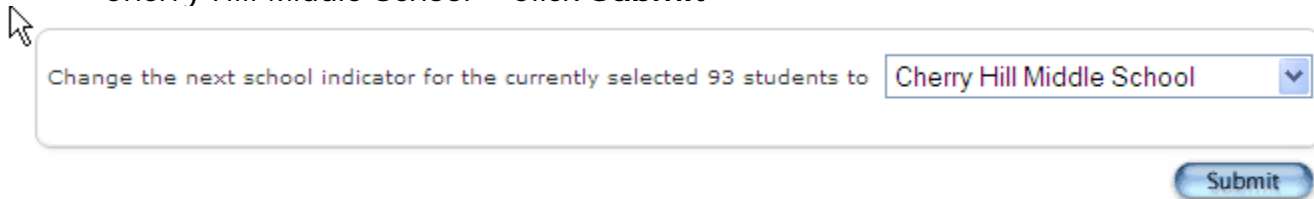
Assigning a Next School Indicator for a Group of Students Going to the Same School

Schools not utilizing PowerScheduler (the Scheduling piece of PowerSchool) – can set the Next School indicator using the following steps:

For this example, we will use 5th Grade Students. All of these 5th grade students will be going to Cherry Hill Middle School next year.

From the School Start Page:

1. Select **Grade 5** (this will bring up ALL 5th graders to your screen)
2. Click the **Functions** Menu – below the student names and select the **Next School** Indicator Function
3. This will bring up the Next School indicator screen (see below) where you can select Cherry Hill Middle School – Click **Submit**



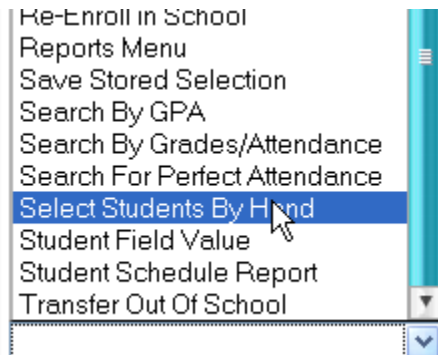
- The Next School indicator should be set for the selected students.

Assigning a Next School Indicator for Selected Students Attending Different Schools

In this example only some specific students need to have their Next School Indicator set to Cherry Hill Middle School.

From the School **Start** page:

1. Click on Grade 5 (so all 5th graders are selected)
2. From the **Functions** Menu (below the list of students) pick "**Select Students by Hand**"





- In your list of 5th graders click on the first name of the student you wish to change. If any other students should be changed, hold the Control Key down and click on other students who should be changed.
- Click **Functions**
- Select **Next School Indicator** from the group functions menu. The Next School Indicator page appears.

| | |
|-----------------------------|--------------------------------|
| Mass Enroll | Enrolls currently selected stu |
| Mass Enroll Special Program | Enrolls currently selected stu |
| Mass Print A Student Screen | Uses Windows and Internet |
| Next School Indicator | Sets the next school indicat |
| Print Reports | Prints reports for currently s |
| Print Mailing Labels | Prints mailing labels for curi |

- Select a next school indicator value from the popup menu. **Note:** if the desired selection is not available, you may need to create a new next school indicator as described earlier.

Change the next school indicator for the currently selected 9 students to

Washington Elementary School

Cherry Hill Middle School

Grant Wood Elementary

- Click **Submit**. All students in the current selection will be assigned the same next school indicator.

How Do I Get a List of Students With a Specific Next School Setting?

You will need to know the School Number for the Next School **NOTE:** If you need to look up the School Number – go to the School link – select Next School and note the School Number

This is the school number

To obtain a list:

- From the School Start Page enter the following Search command – Next_School=200
- This will select those students with Cherry Hill (school 200) set as the Next School
- From the **Functions** Menu below the list of students – select **List Students**
- Include those fields you want on your list.
- If your students are spreading out to more than one Next School – simply repeat the process – changing the Search command to a different Next School number

While these instructions reference List Students, all other functions are available as well, such as Export, Print Mail Labels, etc.