

MAINTAINING NEXT SCHOOL, ETC. ON ONE STUDENT

Purpose: Administration – Instructions on changing the Next School assignment on a single student.

While most schools start the scheduling process by running a Mass Assign process for assigning student to their next school assignment, as the process continues, schools must change this assignment on individual students. The types of situations we are talking about include:

- Student will remain in the same district but will attend a different school than originally assigned in the Next School process
- Student will be leaving the district and will not be attending the school originally assigned in the Next School process.

Altering the Next School Assignment for an individual Student

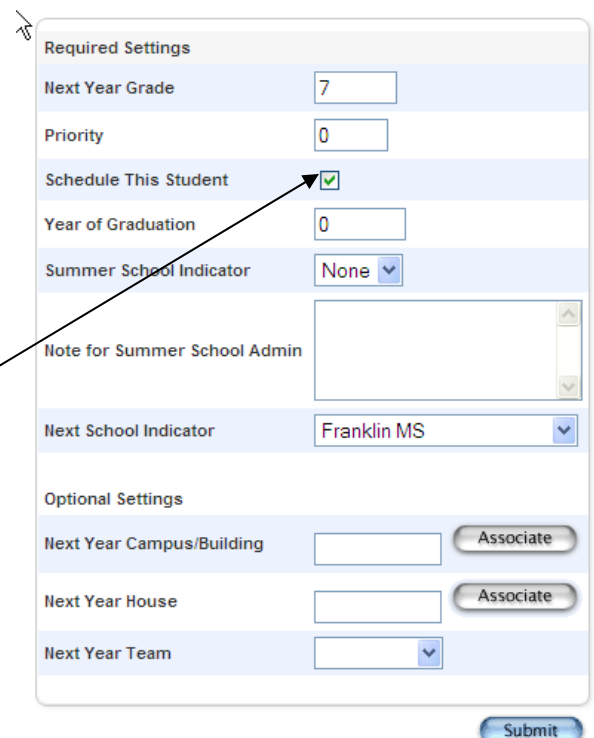
This is easily done on the "Live Side" of where the student is **currently enrolled!**

For example, students who will be completing their last year of elementary school and need to have their middle school assignment changed in the Next School field, this change WILL BE done at the elementary building. Same would be true of an 8th grade student moving on to a high school, the change would be made at the middle school.

To make this change:

From the School Start Page (at the School the Student is currently enrolled at)

1. Search and locate the student you wish to alter
2. Call up the record for the student
3. Click on **Scheduling Setup** (Last link on the Left under Scheduling)
4. Here you will be able to view – update the various Scheduling Settings for this student.
5. These include the "Schedule This Student" flag, their "Next School Indicator" as well as their Next Year Grade setting.



Required Settings	
Next Year Grade	7
Priority	0
Schedule This Student	<input checked="" type="checkbox"/>
Year of Graduation	0
Summer School Indicator	None
Note for Summer School Admin	
Next School Indicator	Franklin MS
Optional Settings	
Next Year Campus/Building	<input type="text"/> Associate
Next Year House	<input type="text"/> Associate
Next Year Team	<input type="text"/> <input type="button" value="Associate"/>
<input type="button" value="Submit"/>	



To alter the Next School Indicator:

- Simply change the Next School Indicator to the appropriate School and click Submit. The Student will now be accessible in PowerScheduler at their New Next School.
- Students who will not be returning should have the "Schedule This Student" flag unchecked and the "Next School Indicator" set to a blank and hit Submit.

It is recommended to remove and Course Requests – Scheduled Sections, etc. that may already be in place for the student, prior to making the changes above. For example, if we have scheduled several of Student Mary Smith's classes, before being notified that Mary was changing schools next year, it is best to remove these sections (or requests) in PowerScheduler before changing her Next School Indicator.

To do this:

1. Go to **PowerScheduler**
2. Click on **Students** (under Resources)
3. Locate the Student – click on their **name** to open the record
4. Click on the **Requests** link at the top if removing Requests, click on Schedule link if removing Scheduled Class Sections.
5. Click on the **Delete** Box on the right
6. Click the **Delete Requests** or **Drop Classes** button at the bottom

Making these changes should allow for the Scheduling of Students to proceed. Communication between the various schools involved (including feeder Schools) is a must for this to be successful.