



## Adding a New Student & Re-enrolling a Student Returning to Your School

**Purpose:** School Admin – This document will demonstrate the steps needed to enroll a new student in your school during your present school year.

**To add a New Student:**

1. From the School Start Page – Click **Special Functions**
2. Click **Enroll New Student**
3. Complete the Demographic information (see sample screen below) –

The screenshot shows a form with the following fields and callouts:

- Student's Name (Last, First MI):** Sampson, Ben, J
- Student number:** (If blank, system will assign) - Callout: PowerSchool will automatically assign a Student ID number unless you enter one here.
- Social Security Number:** (Empty)
- Phone Number:** (319) 399-6700 - Callout: This is State of Iowa Project EASIER information and must be entered.
- Enrollment date:** 3/14/2007 - Callout: Enter the date on which the student enrolled at your school. If you enter a future date, PowerSchool automatically activates the student's record on the date you enter.
- Entry Code:** 1 (Enrolled)
- Full-Time Equivalency:** Full Day - Callout: Be sure to indicate - Full Time Equivalency (for most students)
- Grade Level:** 9
- Track:** (Empty)
- District of Residence:** Apple Grove Unified School District (0100) - Callout: District of Residence is important Project Easier Information that must be entered
- Fee Exemption Status:** Student Not Exempted
- School:** Apple Grove High School

Specific Iowa Project Easier information must also be filled out.

4. Click **Submit**

**NOTE:** The software will check for similar names for you to verify that the student has not been previously enrolled. (If a match is found – see re-enroll option portion of this handout below).

5. Assuming no match is found - Click **Enroll**



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The above process will enroll the student. From there, you need to go to the following screens to fill out additional information:

- Demographics Modify
- Emergency/Medical
- Modify Info
- Other Information
- Parent/Guardian
- State/Province – IA
- Transportation

**NOTE:** Several of these screens pass information back and forth to each other. For instance:

- Guardian Email addresses feed both the Parents/Guardian screen and the Parents login page email notification and visa versa.
- Father Name and Day Phone feed the same in Parent/Guardian and visa versa.
- Student address from General Demographics feed Address Screen and visa versa.

**Enrollment Records - School** - These records apply to School Enrollment and are entered into the system automatically when an Enrollment date is entered for new Students. They can be viewed, and maintained on the Transfer Info Screen.

**Enrollment Records – Course** - These are created automatically when a student is scheduled into Class Sections. They can be viewed on the All Enrollments screen. The Modify Schedule link allows you to Add – Drop students from Class Sections, thus impacting the All Enrollment entries.

Scheduling and Modifying Schedules will be covered in a separate handout.



## RE-ENROLLING A STUDENT WHO HAS RETURNED TO YOUR SCHOOL

This method would be used most when school staff was unaware the student was previously enrolled.

For students that leave your school and then return – there are a couple of different methods for re-enrolling them.

To Re-enroll a student go through the regular add process by:

1. Using Special Functions you begin the Enroll New Student Process as detailed above; however after completing the first screen, when you hit submit you receive a list of all students with the same last name of the student you are trying to enroll.

2. If you see **Check for Duplicate Students**

this student on the list – **click the name.** (If the student was not previously at your school you will not be able to click their name.

Student Number	Name Last, First	School	SSN	Home Phone	Entry Date	Exit Date	Enroll Status	Matched by:		
								Last Name	SSN	Phone
35155	Neilly, Laura J	AGHS			1/23/2007	3/13/2007	Inactive	Yes		

If you find a match for this student in the list above, click on the student's name to re-enroll that student or to go to the student's detail screens.

If no match is found, click on the 'Enroll' button below to proceed with a new enrollment.

Enroll

Instead, call the school from which they were previously enrolled and have them transfer them to your school).

3. You will be taken to a Re-Enrollment screen similar to the one below

4. Select the correct **Entry Code**

5. Select the correct **Full-Time Equivalency Code**

6. Select **Restore Class Enrollments?** Yes/No  
**NOTE:** This function will place the student back into their Class Sections and build a new set of Class Enrollment Records on the "All Enrollments Screen". You will have to decide Yes or No on each individual student situation.

Student to re-enroll	Neilly, Laura J
Date of re-enrollment	3/14/2007
Entry code	1 (Enrolled)
Entry comment	Decided against moving
Full-Time Equivalency	Full Day
Grade Level	9
Track	
District of Residence	Apple Grove Unified School District (0100)
Restore class enrollments?	Yes



7. Click **Submit**

- You will receive confirmation that the student is now re-enrolled.
- New School (Transfer Info) enrollment records as well as Course (All Enrollments) enrollment records are automatically generated.

Sample Course Enrollment Records (note previous and new entries) – All Enrollments screen

3/6/2007	3/13/2007	1(B)	AP History	Mitchell, Sean V	<a href="#">View</a>	<a href="#">Edit</a>
3/6/2007	3/13/2007	3(B)	Journalism	Hastings, Jacquelyn V	<a href="#">View</a>	<a href="#">Edit</a>
3/14/2007	5/12/2007	3(B)	Journalism	Hastings, Jacquelyn V	<a href="#">View</a>	<a href="#">Edit</a>
3/14/2007	5/12/2007	1(B)	AP History	Mitchell, Sean V	<a href="#">View</a>	<a href="#">Edit</a>

Sample School Enrollment (note previous and new entries) – Transfer Info screen

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
3/14/2007	1	5/12/2007	9	Decided against moving	Apple Grove High School	
Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
1/23/2007	E2	3/13/2007	W2	9	moving to Florida	Apple Grove High School

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to

Be sure to enter any Demographic changes that may have taken place.

## 2ND OPTION FOR RE-ENROLLING A STUDENT

Often times a student returns to the school and school personnel are aware that the student was previously enrolled in the school. While either method may be used, in situations like this, you may find this method a little quicker.

For this example, I know the student was previously enrolled in my building, then moved and is now returning.

From the **Start Page**:

1. Enter the Student Last Name in the Search box (be sure to use a / before the name in order to include inactive students) Example: /Neilly
2. This should bring the student up (possibly a list of students with the same last name)
3. Click on the name of the student you wish to enroll (If the student was not previously at your school you will not be able to click their name. Instead, call the school from which they were previously enrolled and have them transfer them to your school).



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4. From the Functions Menu – select **“Re-Enroll In School”**
  5. A “Re-Enrollment” screen will come up.
  6. Complete the information and click **submit**.
  7. The same functions that occur in Option 1, also occur in this option as well.



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## Quick View

### Adding a New Student & Re-enrolling a Student Returning to Your School

#### Adding Student with no matching similar name.

1. From School Start Page click **Special Functions**
2. Click **Enroll New Student**
3. Complete information
4. Click **Submit**
5. Click on each of the following in the left column to final enroll student.
  - a. **Demographics Modify**
  - b. **Emergency/Medical**
  - c. **Modify Info**
  - d. **Other Information**
  - e. **Parent/Guardian**
  - f. **State/Province – IA**
  - g. **Transportation**

#### Adding Student with a name match/duplicate student

(Staff unaware student was previously enrolled)

1. From School Start Page click **Special Functions**
2. Click **Enroll New Student**
3. Complete information
4. Click **Submit**
5. The Check for Duplicate Student screen appears with possible matching students
6. If correct name is found Click **Name** (If name not on list click Enroll, then follow step)  
**(If the student was not previously at your school you will not be able to click their name. Instead, call the school from which they were previously enrolled and have them transfer them to your school then proceed to reenroll student)**
7. From Re-enrollment screen enter re-enrollment date
8. Enter other information
9. Select **Restore Class** if you want to place the student back into their classes
10. Click **Submit**

#### 2<sup>nd</sup> Option for Re-enrolling a Student

(Staff aware student was previously enrolled)

1. From **Start** page, Enter Student last name with / prefix i.e. /Neilly
2. Click name of pertinent student
3. Click **Functions**
4. Select **Re-Enroll in School**
5. Complete information
6. Click **Submit**