



ENROLLING INCOMING KINDERGARTEN STUDENTS

Purpose – Administration – Instructions for enrolling incoming Kindergarten students for the upcoming school year.

Before proceeding, districts will need to know (to the best of their knowledge) the start and end dates for their schools. Refer to document 0904-03 MISC Setting up Years & Terms for specifics on accomplishing this function.

To Enroll an Incoming Kindergarten Student:

From the School Start Page

1. Click Terms on top of Start Page
2. Change Term to Year Level of the upcoming school year ie. 08-09 2008-2009
3. Click **Special Functions** from left menu
4. Click **Enroll New Student** from the Special Functions Menu
5. Enter student information, same as you do for all other students.
6. Add the Enrollment date **as the first day of next year's school year (Actual first day of school as indicated in Years & Terms).**
7. Make sure that the grade level is correct for what the student will be in next year.
8. Fill in **Information for Family Match**
9. Click **Submit**
10. Check for duplicate students and then either enroll or re-enroll.

| Student Information | |
|---------------------------------|--|
| Student's Name (Last, First MI) | Harken, Deb |
| Student number | (If this field is left blank, the system will assign the Student Number) |
| Social Security Number | |
| Phone Number | 212-455-9876 |
| Enrollment date | 8/11/2008 |
| Full-Time Equivalency | Full Day |
| Grade Level | PK4 |
| Entry Code | 1 (Enrolled) |
| Track | |
| District of Residence | Apple Grove Unified School District (0100) |
| Fee Exemption Status | Student Not Exempted |
| School | Washington Elementary |

NOTE: Enrolling an Incoming Kindergarten Student is essentially the same as enrolling any new student **with two critical exceptions!**



One; when enrolling the new student for the next school year– the system will default to the current date as the day of enrollment. Be sure that you change the Enrollment Date to the actual First Day of the Upcoming School Year.

- As a means of verification after you enter the new student, you may wish to go back and view the record you have entered by clicking on Transfer Info link to see that the **correct entry date and the correct exit date have been entered.**

Two; new Kindergarteners will be entered as Pre-Registered

ACCESSING YOUR INCOMING KINDERGARTEN STUDENTS

As you enroll your Incoming Kindergarten Students, they will be added to PowerSchool with an Enrollment Status of -1 representing Pre-Registered Status. To access their records, you have several options.

To look for an individual Student (example: student by the last name of Roth)

From the School Start Page –

1. Enter this search command **/Roth**
2. This will bring up the student (or a list of student if more than one student matches the last name of Roth)

To find the Incoming Kindergarten as a Grade Level

From the Start Page,

1. Enter the following search command **/Enroll_Status=-1;Grade_Level=0**

NOTE: Adding the additional selector of Grade Level will prevent other Pre-Registered Students from other Grade Levels being included.

To find All students enrolled for next year in all grades, search for:

/enroll_status in -1, 0;grade_level<5

This query shows all pre-registered and enrolled students, and eliminates outgoing 5th graders. It just shows new students plus those currently scheduled to be in your building next year.

It is important to note that both enrollment and the search commands listed above can be done in either the current School Year or the new year. Student's grade level will be this years grade except the pre-registered students.