

## Enroll a New Student

### Enrolling a New Student

1. Click **Enroll New Student** on the Start Page
2. Enter the student's last name, first name, and middle initial
3. Continue to complete all fields required by your school
4. Make sure you select a Full-Time Equivalency, it's a required field
5. If the student has no siblings in the district, select **Enroll without Linking or Copying Information**
6. Click **Submit**
7. PowerSchool will check for duplicate students using:
  - Last name
  - Social Security number
  - Home phone number
8. If the student is not on the "Check for Duplicate Students" page, click **Enroll**

Once a student is enrolled, enter important information into PowerSchool

1. Click **Demographics**
2. Enter demographic information as required by your school
3. Click **Emergency/Medical**
4. Enter all necessary emergency and medical contact information

### Enrolling Another Student in the Same Household

1. Click **Enroll New Student** on the Start Page
2. Enter the student's last name, first name, and middle initial
3. Complete all the fields required by your school
4. Select **Search For Family Members to Link to and Copy Information from**

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5. Click **Submit**
6. If the student is not on the "Check for Duplicate Students" page, click **Enroll**
7. Click **Enroll New Student Living in the Same Household**
8. Choose **Copy** and **Related** when you find the matching sibling
9. Click **Submit**
10. The designated demographic information is copied from the sibling's records to the new student's records

### Another method:

This method is beneficial when you're enrolling more than one student from a family, and you already have one student entered.

1. Stay on the sibling's student pages
2. Click **Functions**
3. Click **Enroll New Student Living in the Same Household**
4. Choose **Copy** and **Related** when you find the matching sibling
5. The street address and phone number will be copied to the new student

### Address Validation

To verify that the student's home address is a valid place of residence and lies within school boundaries, use the address validation function. Address validation can be accessed at the bottom of the Enroll New Student page, on the student's Addresses page, or on the student's Demographics page.

Once the student's Home Address has been entered on one of the above-mentioned pages:

1. Click **Validate**
2. When Google Maps appears, select your school from the View Boundary menu and make sure the student pin

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- marker identifying the location of the student's address falls inside school boundaries
3. If the address is within school boundaries, click **Accept** in the Student Info pane
  4. Accepting the address puts the Geocode, a statement of latitude and longitude for the student's address, on his or her student pages
  5. Click **Submit** to record the validated address

## Transfer a Student

### Transfer a Student Out of the School

1. Search for the student
2. Click **Functions** under Enrollment
3. Click **Transfer Out of School**
4. Type a Transfer comment
5. Enter the Date of transfer; this should be the day after the last day the student attended school
6. Select the proper Exit Code
7. Click **Submit**

### Transfer the Student to Another School in the Same District

1. Search for the inactive student that has already been transferred out of school
2. Click **Functions**
3. Click **Transfer to Another School**
4. Choose the school, and click **Submit**

### Transfer the Student to Another School Outside of the District

1. Navigate to the student pages of the student that is transferring
2. Click **Functions**
3. Click **Transfer Out Of School**
4. Enter a Transfer comment

5. Type the Date of transfer; this should be the day after the last day the student attended school
6. Select the appropriate Exit code
7. Select the appropriate Exit Status
8. Click **Submit**

## Re-Enroll a Student

1. Search for the student, include the slash (/) in front of the student's name
2. Click **Functions** under Enrollment
3. Click **Re-Enroll in School**
4. Complete all the fields on the Re-Enroll Student page
5. Click **Submit**

## Pre-Enrollments

In elementary schools, it's fairly common to pre-enroll incoming kindergartners for the next year.

Note: The next year must be set up in Years and Terms, or you will not be able to pre-enroll students for the next year.

## The Process

1. Change the Term to the next academic year
2. Click **Enroll New Student**
3. Complete the Enroll New Student page
4. Enter the new student's Enrollment date as the date of the first day of the next academic year
5. Click **Submit**