Power School Enrollment
Student Enrollment

Login to Power School.

Before a New Student is enrolled, perform a search to see if the student has been previously enrolled in a MCPS school. Click on the District Students Tab.

Enter Last Name or DOB (use calendar dropdown) or both for the New Student. Entering both Last Name and DOB increases the total number of found students. Click Search.
The resulting list is received from the search. Check the Enroll Status to identify possible matches. If a student is **Active**, then that is not the student. If the student is “Imported as Historical”, that student could possibly be the student if the Student Name and the DOB are the same.

If the student previously has been active in the district, see page 20, for the Re-Enroll Process.

If the student has never been active in the district, the student can be enrolled.

Return to the Start page. Click Special Functions.
Click Enroll New Student.

On the Enroll New Student screen, enter the following:

- Last Name    First Name    Middle Name
- DOB   Use Calendar Dropdown
- Student Number   Leave Blank so Power School assigns
- Social Security Number   if allowed
- Phone Number AAA-BBB-CCCC
- Enrollment Date   Use Calendar Dropdown
- Full Time Equivalency   Choose Full Day
- Grade Level
- Entry Code
- Track   Do Not Enter
- District of Residence Montgomery
- Fee Exempt Status Do Not Enter
Enroll New Student (cont.)

Do not enter anything on the Virginia State Information section. Information from this page is entered at the district level.

Information for Family Match

This page is a search for other family members in the same school or district to link family members together or to find information to be copied to the student being enrolled.

The default setting is to search for family members from which to link or copy information. Select enroll without linking or copying information if this feature is not desired. PowerSchool will search for any one of these items but not all of the items need to be entered. Also, if you enter Mother’s, Father’s Name and/or address, then they will be copied to the demographics page and will not have to be re-entered.

Enter Family ID if known
Enter Mother’s Name
Enter Father’s Name
Enter Guardian’s Name (if applicable)
Enter Sibling’s Name (L, F, M)
Leave checked- Include Student’s LN
Enter Home Address, City, and Zip
The Family Search Results screen shows possible matches for copying information or linking students together.

### Family Search Results for Harman, Jeffrey Thomas

#### Possible Family Members

The following list of students represent those who matched all or some of the search criteria and may possibly be family members of the current student. To use one of the listed students as a source to copy demographic, parent and emergency contact information from the select the appropriate "Copy" radio button. To establish a family link between the student enrolled and any of the students listed below, check the "Related" checkbox. The system will establish a link between them and keep their common family information synchronized.

<table>
<thead>
<tr>
<th>Copy</th>
<th>Related</th>
<th>Student Name</th>
<th>School</th>
<th>Grade</th>
<th>Family ID</th>
<th>Physical Address</th>
<th>Mother's Name</th>
<th>Father's Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅</td>
<td></td>
<td>Christiansburg Primary</td>
<td>School</td>
<td>-1</td>
<td>☐ 78191</td>
<td>521 Virginia Dr</td>
<td>John and Jackie Harman</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td></td>
<td>Christiansburg Middle</td>
<td>School</td>
<td>8</td>
<td>231</td>
<td>480 Atkinson Rd</td>
<td>Michael and Brooke Harman</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td></td>
<td>Belview Elementary School</td>
<td></td>
<td>1</td>
<td>5845</td>
<td>325 Sequoia Cir</td>
<td>Tommie and Vanessa Harman</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td></td>
<td>Christiansburg Middle</td>
<td>School</td>
<td>7</td>
<td>5845</td>
<td>325 Sequoia Cir</td>
<td>Tommie and Vanessa Harman</td>
<td></td>
</tr>
</tbody>
</table>

Click the related radio button to link one student to another. Click the copy radio button to copy information from one student to another. Click both radio buttons to copy information and link the students. Click Submit to finalize choices.
Student is now enrolled. Notice the Quick Lookup page which indicates the Name, Grade, MCPS Student Number, and School.

The student is listed as Pre-Registered because the student has been enrolled but the school year has not started. Pre-Register only happens before school year starts. Students entered during the year will be active.

Demographics

From the Start Page, search for the new student and double click to open the student file.

Choose Demographics from the Student Information Links to open the demographics page.

General Demographics

The Demographics page should have the name and address of the new student when opened.

To enter the mailing address if it is the same as the home address, click on the link. If the mailing address is different, enter it by hand. If the student information was copied from one student to the new student, the mailing address should be entered.
Federal Ethnicity

Answer the question “Is the student Hispanic or Latino?” Default is “No”.

Select one or more choices for student race.

Scheduling reporting ethnicity - If more than one race choice is made, choose Multi-racial from dropdown.

Parents

Parents, Father
Enter Father’s Name
Enter Father’s Day Phone
Enter Father’s Employer
Enter Father’s Work Phone
Gender (Student)

Enter Student Gender (M or F from dropdown)

Graduation Year  Do Not Enter
Guardianship  Do Not Enter

Guardian Email

Parents, Mother
Enter Mother’s Name
Enter Mother’s Day Phone
Enter Mother’s Employer
Enter Mother’s Work Phone

SSN should be entered from previous screen. Do not enter if not allowed.
Student Number from previous screen.
The Virginia Ethnicity Code appears after the page is submitted.

Click Submit.
Enter the Emergency/Medical Information.

Enter Emergency Contact Number One (LN, FN).
Choose Relationship from dropdown.
Enter Phone XXX-XX-XXXX
Choose Phone Type from dropdown.

Enter additional Emergency Contacts.

Enter Doctor/Physician Name.
Enter Doctor/Physician Phone XXX-XX-XXXX

Enter Dentist Name if known.

Enter Special Medical Considerations.

Enter Allergies

Immunizations  Do Not Enter  See Health for entering Immunizations

Enter Medical Alert Text
Choose Alert Expires if needed.
Immunizations/Health

From the Start Page, search for the new student and double click to open the student file.

Choose Health from the Student Information Links to open the Health screen.

At the Immunizations Tab, insert Date for each immunization into appropriate dose box. Click Submit at completion.
Each Time the Immunization History is entered or updated, a description of the change must be made. Enter the reason for the update and click submit to save the new entries or changes. Click on View Change History to view previous changes or updates.

Hold the cursor over the vaccine name to display the information summary about the specific vaccine.
Click on the \[\text{OP}\] to open the immunization exemption window.

Highlight the exemption type, usually religious, exempt the student from the vaccination. Click Submit.

The Out of Compliance box is checked to indicate a student who is out of compliance. Click Submit.

The Out of Compliance marking is indicated by the highlighted area and the warning sign in the vaccines listing on the Health Tab.
Virginia Student Record Collection

General Tab

The State Testing Identifier (STI) is found on the Virginia Student Record Collection screen. It will be entered automatically. **Do Not Enter the STI.**

General Tab, cont.

Enter the Birth Country Code and the Home Language Code. Indicate if the student is classified as an Immigrant. Leave blank for students born in the USA.

General Tab, cont.

Enter the PK Experience Code and the PK Weekly Time Code (If PK and KG). Use the dropdowns.

Other Information

Enter the following on the Other Information page:

- **Date of Entry Into USA** - calendar dropdown
- **Primary Language Code** - language student speaks at home
- **Secondary Language Code** - language adults speak at home
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless Code</td>
<td>enter code from general information tab</td>
</tr>
<tr>
<td>Date Of Entry Into USA</td>
<td></td>
</tr>
<tr>
<td>AFDC Application Number</td>
<td></td>
</tr>
<tr>
<td>Primary Language Code</td>
<td></td>
</tr>
<tr>
<td>Secondary Language Code</td>
<td></td>
</tr>
<tr>
<td>Other Alert Text</td>
<td>enter other alert text and alert expiration date if needed (other alert- not parental, medical, or discipline)</td>
</tr>
<tr>
<td>Alert Expires (Date)</td>
<td></td>
</tr>
</tbody>
</table>
Withdrawing a Student

To Withdraw (Transfer) a student, search for that student and open the quick look-up screen. Any student withdrawing from school must be withdrawn by the **Transfer Out Of School Function**. If the student is withdrawing to attend any school other than a district school, this is the end Process. If a student is withdrawn to attend an in-district school, there are additional functions to complete after the Transfer Out of School Function is completed.


From the Enrollment Menu, choose Functions. From the list of Enrollment Functions, choose Transfer out of School.
At the Transfer Student Out of School Screen, make sure the correct student is chosen. Enter the following:

- **Transfer Comments**: narrative information explaining transfer
- **Date of Transfer**: use calendar dropdown - see Summer Withdrawal Note below
- **Exit Code**: choose code from dropdown

Click Submit.

**Note:** In PowerSchool, the Date of Transfer is the next date after the last day of attendance, even if that date is a non-school day.

**Note:** For a summer withdrawal, use the actual date even though it is not a school day.

If the box is **NOT** checked, be advised that all scheduling related data for next year will be cleared. Values cleared will be next school, the schedule this student indicator, and all future course requests.

The following message appears after transfer submitted.
Search for the withdrawn student

Enter /last name (forward slash, last name, no space) to search for the withdrawn student.

From the Enrollment Menu, choose Transfer Info. The Transfer Information screen is shown below, indicating the student Transferred Out and is Inactive.

For a summer withdrawal, change the transfer date to the opening day of school. Click on the link to open the Edit Current Enrollment Screen. Use the calendar dropdown to change the exit Date to the opening date of school (9/04/13).
Transfer a Student Within the District

To transfer a student from one school to another within the district, the student must first be Transferred Out from the original school. Follow above procedures to complete the Transfer Out. (W201 only)

Administrative Assistants and Registrars who enroll students at the MCPS schools must communicate with each other to start a transfer between two in-district schools.

When a receiving school has an in-district transfer, the Transfer To Another School Function must be completed at the previous school before the student can be enrolled at the receiving school.

Process of an In-District Transfer

1. **Transfer Out of School** by original school. (see previous directions)
2. Student contacts receiving school.
3. Contact between receiving school and original school.
4. **Transfer to Another School** by original school.
5. **Re-enroll in School** by receiving school.

**Transfer to Another School** (W201 codes only)

(Original school has to complete this function after the Transfer Out of School is completed and the receiving school has notified the original school the student is ready to enroll.) The Original School should not complete the Transfer To Another School Function until after being contacted by the receiving school.

Enter /last name (forward slash,last name, no space) to search for the withdrawn (Transferred out of School) student.
Make sure the student is the correct student. From the Student Quick Look-Up Screen, choose Functions under the enrollment menu. From the Functions Page, choose Transfer to Another School.

At the Transfer to Another School screen, choose the In-District School to which the student is transferring. Click Submit.
The following alert is received after the student is Transferred to Another School in-district. The student is now ready to be activated at the receiving school. At this time, the original school does not have any access to the student. The Original School can no longer view the student record after this function is complete.

**Re-Enroll In School (Receiving School)**

The receiving school must now activate the student after the original school transferred the student to an in-district school. The Power School function is Re-Enroll New Student which means to enroll a transferred in-district student even though the student has never been enrolled in the receiving school before.

Search for the student. Enter `/lastname (forwardslashlastname, no space)` to search for the inactive student.
At the Quick Lookup Screen, make sure it is the correct student.

From the Enrollment Menu, choose Functions. From the Functions list, choose Re-enroll In School.

At Re-Enroll Student, enter the following:

- Date of Re-Enrollment- use calendar dropdown.
- Entry Code- use dropdown (R201 for in-district transfer)
- Narrative Comments
- Full Time Equivalency- Full Day
- Check Grade Level
- District of Residence- Montgomery County PS
- Restore Class Enrollments- Generally NO
- Click Submit.
The following Alert is received after the student is Re-Enrolled. The student is now ready to be scheduled. Changes will probably need to be made to Demographics, Addresses, and other screens to correct information.

Click on transfer Info to open the Transfer Information Screen. The current enrollment information is shown as well as previous enrollment information. Transfer Information Screen is divided so the entire screen can be seen. Notice Entry and Exit Comments.
Summer Withdrawal

For all Withdrawal Codes except for a transfer within the school district, complete a Transfer Out of School. Use the appropriate code of (W0xx, W3xx, W4xx, W5xx, W6xx, W7xx, W8xx, W9xx).

Use the current day of school as the withdrawal date and the appropriate code. At the Transfer Information Screen, click on the date link for the withdrawal to open Edit Current Enrollment. Change the date of the withdrawal to the opening day of school.

Summer Transfers within District.

For all W201 codes, email the student name and/or number and the receiving school to PowerSchool help at powerschool@mcps.org.
Enrollment/Withdrawal Scenarios

1. Enroll New Student who has never entered MCPS.
   - Search District Students
   - Search for Student
   - Functions
   - Enroll New Student
   - Demographic
   - Medical
   - Health (Immunization)
   - Va State
   - Other

2. Enroll Student who has been enrolled in same school previously.
   - Search District Student
   - Retrieve Old Information (MCPS Number)
   - Re-Enroll New Student
   - Update Information

3. Enroll a Student who has been enrolled in another MCPS school.
   - Search District Student
   - Retrieve Old Information (MCPS Number, original school)
   - Contact Original school
   - Original School completes Transfer to New School
   - New School completes Re-Enroll New Student
   - Update Information

4. Withdraw a student out of district.
   - Search for Student
   - Transfer Out of School

5. Withdraw (Transfer) a student to another district school.
   - Search for Student
   - Transfer Out of School
   - New school Contacts Original School
   - Original School completes Transfer To Another School
   - New School completes Re-Enroll New Student
   - Update Information

   - Transfer Out Of School Using Current Date
   - Open Transfer Information Page
   - Change Date of Transfer to Opening Date of School.

7. Dates for Summer Withdrawal

8. Dates for Withdrawal