

WISD

PowerSchool Training

YCS

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NOTES:



YPSILANTI
COMMUNITY SCHOOLS

New Student Enrollment Checklist

School _____

Office Use Only -

____ Staff Initials

____ Date

____ Complete

____ Incomplete

Name of Student _____ Grade _____

Required Forms:

- ____ Student Enrollment Forms (Student & Parent/
Guardian)
- ____ Release Request -Permission for publication of
Student Photographs/Audio
- ____ Rights & Privacy Act (FERPA)
(Notice for Directory)
- ____ Request for Educational Records
- ____ Acceptable Use Policy
- ____ Emergency Contact

Required if applicable:

- ____ Health Information Survey (if applicable)
- ____ Free & Reduced Lunch Family Application
(if Applicable)
- ____ Affirmation of Prior Discipline Record (School of
Choice only)
- ____ Home Language Survey (if applicable)
- ____ Special Education Survey (if applicable)
- ____ Student Residency Questionnaire
- ____ Military Information (if applicable)

Required Documents:

- ____ Original Birth Certificate (with raised seal), student passport or visa
- ____ Official Immunization records ____ Immunization Waiver Form
- ____ Address of the school your student last attended
- ____ Driver's License of parent/legal guardian, passport or visa
- ____ Proof of residency
 - The following documents are required to prove residency:
 - ____ Homeowner: Purchase agreement, closing papers or deed
 - ____ Renter: Current lease/rental agreement
 - ____ Property tax statement
- ____ Certified copies of court orders or placement paper, if applicable (i.e., Appointment of legal guardianship, divorce decree, etc.)

AND:

- ____ Two different current utility bills: Gas, Electric, Cable TV, Land line phone bill with name of the person enrolling the student or written up confirmation from the company

OR

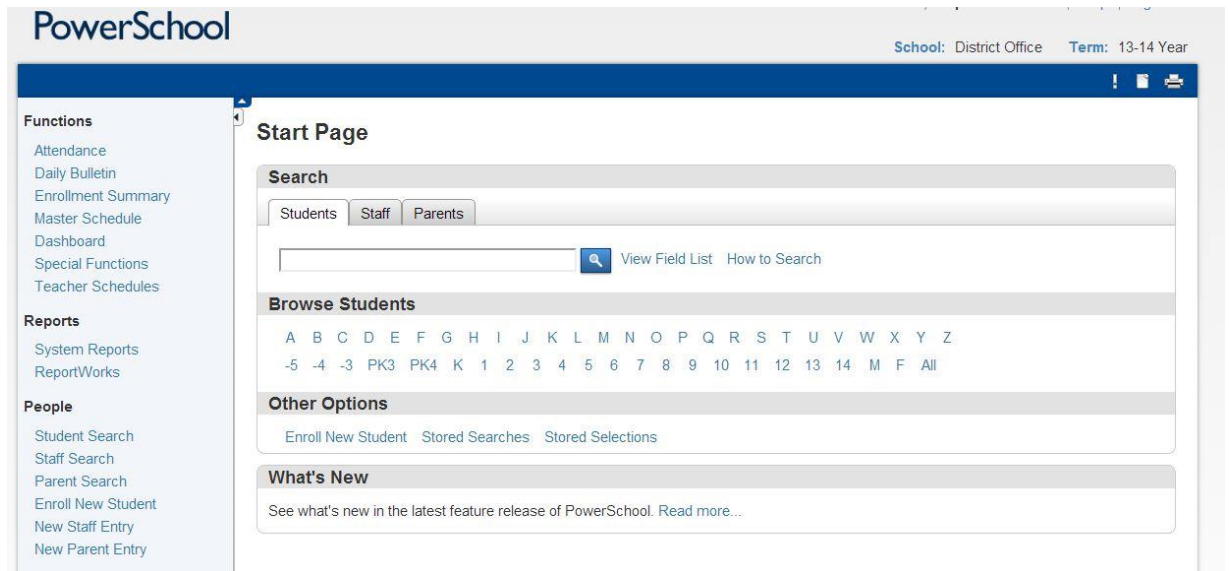
- ____ Moving Company invoice or truck rental receipt validating address

Requirements for non-traditional living arrangements (if applicable)

- ____ Notarized Affidavit of Residency ____ Notarized Affidavit of Guardianship

Opening Screen:



When you sign into PowerSchool, your login name determines how PowerSchool acts for you: the school(s) you can see, the screens you see and whether you can change data or only view it. Thus YOUR tools may not be the same as someone else's tools, and those are determined by your job title and needs.



Navigation Bar

At the top of the opening screen is your default school. If you have access to multiple schools, clicking the blue word "School" will display a list of available schools. This is the pattern of PowerSchool. Blue text indicates click-able links. Black text is informational.

Below the school indicator is the term indicator. Click the Term link to change the time- frame. Other processes are dependent upon the term displayed.

At the right edge of the navigation bar are the help button , a logout button and the report queue indicator . While help and logout are self-explanatory, it is nice to know that the report queue indicator will access the screen tracking your reports.

Menu

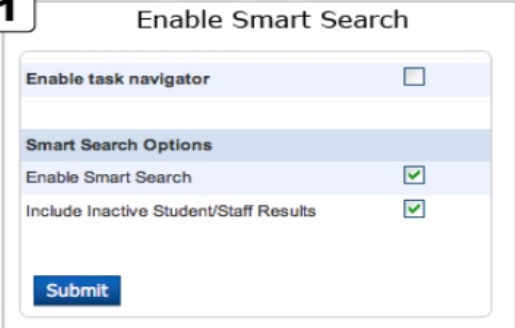
The menu runs up the left side of the start screen. There are 2 menus that display in this area. One displays when students are selected, the other if no selection has been made.

Personalize / Smart Search:

Personalize - Interface

Enable task navigator	<input checked="" type="checkbox"/>
Smart Search Options	
Enable Smart Search	<input checked="" type="checkbox"/>
Include Inactive Student/Staff Results	<input checked="" type="checkbox"/>
Submit	

To use Smart Search:

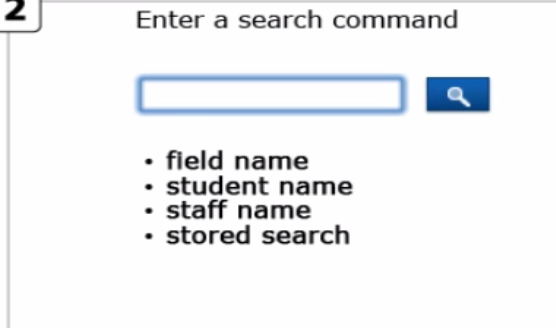
- 1 Enable Smart Search**



Enable task navigator

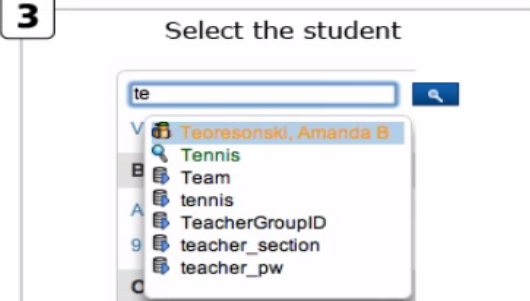
Smart Search Options


Enable Smart Search








Include Inactive Student/Staff Results

Submit
- 2 Enter a search command**




 - field name
 - student name
 - staff name
 - stored search
- 3 Select the student**


te 

 - V  Teoresonski, Amanda B
 - B  Tennis
 - A  Team
 - 9  tennis
 - C  TeacherGroupID
 -  teacher_section
 -  teacher_pw

Simple Searches

Simple Searches:

- Search by student's First Name
 - `first_name=elizabeth`

- Search by street
 - Street contains Washtenaw
 - This will give you a list of students living on Washtenaw Street.

- Search all inactive and active male students with grade level of 8.
 - /grade level=8;gender=m

Comparator	Meaning
=	equals
<	is less than
>	is greater than
<=	is less than or equal to
>=	is greater than or equal to
#	does not equal
in	is [field] present in the search argument?
contains	is the search argument contained in the [field]?
!contain	is the search argument not contained in the [field]?
@	wildcard

More Searches

Selecting one or more students is the beginning of many processes. The more comfortable you are with locating students, the easier many jobs will be. To see a list of all 3rd graders, click the 3 under **Browse Students**. Clicking a letter will offer a list of all students whose last names begin with that letter. For more targeted searches, use the search box where you can enter your search string.

Note: A new feature, called "Smart Search" highlights the first matching student, as you type in the search string. You may display 5 students as you type Johns – and the first one is selected. Pressing Enter will select the single student. Clicking the magnifying glass will select the matching group. If you prefer working without "Smart Search," it may be disabled: Start Screen > Personalize > Interface . . . uncheck "Smart Search"



Type this	Locates this
Johnson	Johnson, Thomas Johnson, Walter
Johnson, W	Johnson, Walter
Joh <i>When entering just the name, PS will match as much as you type.</i>	Johns, Andrea Johnson, Thomas Johnson, Walter

Last_name=Kennedy	Kennedy, Brenda Kennedy, Oscar
Last_name=Ken@ <i>The @ acts as a wildcard</i>	Kennedy, Brenda Kennedy, Oscar Kensington, Jason
Last_name = @son	Johnson, Walter Anderson, Cynthia Wilson, Seth
First_name=Alexandra	Martin, Alexandra
First_name=@lex@ or First_name contains lex	Martin, Alexandra Norris, Lexis Peterson, Alexander Bartholomew
Last_name=@son;grade_level=4	Finds 4 th graders whose names end in son
ID_KSchedcode = 1	AM Kindergarten students
ID_KSchedcode = 2	PM Kindergarten students

Note: **Searches find only active students.** To include inactive students, preface the search string with /. Example: /Last_name = Kennedy. To find *only inactive students* try this: /Last_name Kennedy; enroll_status #0

Below the search box are two links: [View Field List](#) and [How to Search](#). These give you summaries of field names and the symbols used in searching. Below are examples of the some of the fields you might need.

Field Names

DOB	Father	Grade_Level	LastFirst
Enroll_status	First_Name	Home_Room	Mail_Street
		Last_Name	Mother

Search Students

[View Field List](#) [How to Search](#)

Ethnicity Gender

=	Equals
<	Less than
>	Greater than
>=	Greater than or equal to
<=	Less than or equal to

#	Does not equal
Contains	Contains
!contain	Does not contain
In	Is part of the group. Example: <i>Last_name in Wilson,Weaver,Walsh</i>
@	Wildcard

Search symbols

Example:

The complete list of fieldnames is available by clicking the link below the search box. When the list is displayed, clicking on one of the field names will insert it into the search box where you can complete your search criteria.

Multiple search criteria, semi-colon separated:

Examples: First_name=Janice; grade_level=3
Entrydate>9/15/09; DOB =

(finds students entered after 9/15/2009 and have nothing in Date of Birth)

Advanced Searches

(note that Calculated searches begin with *)

Search example	Should find
*as_of = 11/15/06	Students who were active on that date
*not_enrolled_in_period = 0	Students who had no zero period
<p>Elementary schools can use this technique also. Elementary Schools AM Attendance is considered Period 1, PM Attendance is Period 2 and the Core subjects are Period 3. So – the search string of</p> <p>*not_enrolled_in_period = 1 should find everyone who is not enrolled in AM attendance and should be only the afternoon Kindergarten students.</p> <p>*not_enrolled_in_period = 3 should get any student who is not enrolled in a core course.</p>	
*enrolled_in = LA20542 *enrolled_in = 2034010000.110	Students enrolled in that particular course or in the specified section of that course
*has_completed_course= LA20542	Students who have completed this course. Remember that with course number changes, this search may produce an incomplete list.. And while this says *has completed, it includes current classes, if there are stored grades for that class.
*cumulative_credit_hours>10	Students with more than 10 credits
*number_of_classes=6 *number_of_classes>5	Students who are currently enrolled in 6 classes; those with more than 5 classes.
*hours_requested<4	Students with the designated number of requests.
*birthday=9/15	Those with this birthdate
Compound searches with calculated elements need to begin with the calculation:	
*as_of = 11/15/06;grade_level=9 Not grade_level=9;*as_of = 11/15/06	To find 9 th graders active on Nov 15.
Use compound searches to find exactly what you want	
*as_of=12/1/2006;enroll_status#0	Students who were enrolled on the date listed, but are not active now.

Powersource:

<https://powersource.pearsonschoolsystems.com/login.action>

Welcome to PowerSource

PowerSource is a community-focused customer support portal for all Pearson School Systems products. PowerSource is available to all district and school staff, including teachers, administrators and IT staff.

What's Inside:

- Expansive Knowledgebase:** Quickly search through over 34,200 articles and documents
- Forums:** Connect and collaborate with more than 271,800 members in over 11,500 discussion threads
- Professional Development:** Immersive and comprehensive web-based distance learning courses
- Mastery in Minutes:** A growing list of more than 150 interactive and entertaining tutorials
- Monitor Tickets:** Track the progress of support cases in real time
- Account Management:** Control access for all staff in the district
- Labs:** Play with future technology from Pearson today!

Login

Need an account? | Problems logging in?

Recent News PowerSchool Reaches Special Education with PCG Education Partnership

PowerSource Community

Thank you for helping to make PowerSource one of the largest and fastest growing communities of technology enthusiasts in K-12 education.

271,896 Users And Counting!

1,822 users are currently online.

How to find Mastery in Minutes-Training

1

PEARSON

Home | Support | PowerTeacher | Training | Services | Labs | Community

My Setup | Account Management | My Bookmarks | My Watches | My Training | Search | Tag Cloud | User Directory

PowerSchool University 2013
DON'T MISS OUT!
Register Now

Technical Support | Training | Services | Community

For all of your technical support needs | Find online or in-person training offerings | Discover a wide range of professional services | Connect with our growing community

Knowledgebase
Quickly search through thousands of articles

Getting Started
Site Search
Quickly search through Knowledgebase articles, documentation, spreadsheets, forum discussions, and more.

2

PEARSON

Home | Support | PowerTeacher | Training | Services | Labs | Community

Course Offerings | Course Catalog | My Training | My Distance Learning | My Purchase Orders | Contact Us | Downloads | How To

Training Calendar | Distance Learning | Mastery in Minutes | MSBW

View our upcoming instructor-led courses | Browse full-length self-guided courses | Locate quick answers and instant training | Find Master Schedule Building Workshops

Course Catalog
Browse our extensive course catalog

3

PEARSON

Home | Support | PowerTeacher | Training | Services | Labs | Community

My Setup | Account Management | My Bookmarks | My Watches | My Training | Search | Tag Cloud | User Directory

Course Offerings

Keywords: []

Products: Any Product

Notes: []

Categories: All Categories

Mobile Device Compatible: Mobile Compatible

Most Recently Updated: New or Recently Updated

Results Per Page: 20 Results

Course Title	Views	Launch
Adding a Day to the School Year Schedule	2323	Launch
Adding a Period to the School Year Schedule	1307	Launch
Adding a Staff Member	3205	Launch
Adding an Item to the Daily Bulletin	3476	Launch
Address Management: Individual Student	1922	Launch
Attendance Codes	2932	Launch
Attendance Data Access Tags	2199	Launch
Changing Access for Parents and Students	1212	Launch
Changing Attendance for Multiple Days	1435	Launch
Changing Daily Attendance for One Student	2405	Launch
Changing Meeting Attendance for One Student	407	Launch

Entering a New student:

PowerSchool

Welcome, Jean C Langevin | Help | Sign Out

School: Manhattan Community Term: 12-13 Semester 2

Fun |

Search

Students Staff Parents

sample, j

Reports

- System Reports
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Setup

- School
- System

Browse Students

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 M F All Current Selection (139)

Other Options

Stored Searches Stored Selections

What's New

See what's new in the latest feature release of PowerSchool. [Read more...](#)

How to enter new Student:

1. Search to verify the student has not been enrolled before in Powerschool.
2. School building should be set on "District".
3. If the student is **not** showing under "District" School

Welcome, Stephanie Gabriel | Help | Sign Out

School: District Office Term: 13-14 Year

4. Then change School: to your building

Welcome, Stephanie Gabriel | Help | Sign Out

School: STEMM Academy Term: 13-14 Year

5. Click on "Enroll New Student"

Start Page > Special Functions > Enroll New Student

Enroll New Student

Student Information

Student's Name (Last, First Middle) Sample, Joseph J

DOB 1/1/2000

Student number (If this field is left blank, the system will assign the Student number)

Social Security Number

Phone Number 665-665-6665

Enrollment date 7/19/2013

Full-Time Equivalency Full Time

Grade Level 9

Entry Code OE (Original Entry)

Track

District of Residence Ypsilanti Community Schools (81020)

Fee Exemption Status Student Not Exempted

School University High School

Information for Family Match

Students may be linked to other family members in the school or district and their demographic information may be copied to the student to be made to the linked students.

Enroll without Linking or Copying Information

Search For Family Members to Link to and Copy Information from

Family ID

Mother's Name Sample, Mary

Father's Name Sample, Joe

Guardian's Name

Sibling's Name (Last, First MI) Sample, Sue M

Include Student's Last Name (Sample) In Search.

Home Address

Street, Apt/Suite 111 Main St

City, State, Zip Ypsilanti MI 48197

Populate the following fields:

1. Student's Name
2. DOB
3. Phone Number
4. Enrollment date
5. Full-time Equivalency
6. Grade level
7. Entry Code
8. District of Residency
9. Mother's Name (Last, Firstname)
10. Father's Name (Last, Firstname)
11. Guardian's Name (Last, Firstname)
12. Street, Apt/Suite
13. City, State, Zip
14. Click on **Submit**
- 15.

FYI...Enrollment Date...: This date should be the date the student will physically be in the building attending a schedule class(es).

Duplicate/Family search results:

- Once you have clicked on submit from the new enrollment page, the “Check for Duplicate Students” will first need to validate if this is a duplicate entry of a student. If you find a match, 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 to proceed.

Start Page > Special Functions > Enroll New Student > Check for Duplicate Students

Check for Duplicate Students

List Of Students

Student Number	Name Last, First	School	DOB	SSN Home Phone	Entry Date	Exit Date	Enroll Status	Matched by: Last Name/DOB	SSN	Phone
10774	Sample, Joe A	WAY	1/1/1994	734-755-1212	3/13/2013	8/31/2013	Active	Yes		
5555555550	test, test e	WAY	1/1/2001	555-555-5555	1/1/2001	8/31/2013	Active			Yes
5555555444	Testsg, Testsg	WAY	00/00/00	555-555-5555	6/30/2013	8/31/2013	Active			Yes
10775	Sample, Jane	HP	1/1/1996		3/15/2011	3/18/2011	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

CONTINUE OF THE FAMILY SEARCH RESULTS

- Below are possible family members.
- To use one of the listed students, there are two options:
 1. Copy: This will copy demographic, parent and emergency contact information
 2. Related: Will establish a family link between the student being enrolled and any of the students listed below. The system will establish a link between them and keep their common family information synchronized.

Start Page > Special Functions > Enroll New Student > Check for Related Students

Family Search Results for Sample, Suzie

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.

Copy	Related	Student Name	School	Grade	Family ID	Physical Address	Mother's Name	Father's Name
<input type="radio"/>	<input type="checkbox"/>	Sample, Jane	High Point	11		123 Smith St		
<input type="radio"/>	<input type="checkbox"/>	Sample, Joe A	WAY Washitenaw	11		1234 Apple St	Sample, Mary	Sample, Joseph

General Demographics Page:

- Quick Lookup
- Print A Report
- Switch Student
- ← List (1) →

Information

- Access Accounts
- Addresses
- Custom Screens
- Demographics
- Emergency/Medical
- Family
- Health
- Modify Info
- Other Information
- Student Email
- Parents
- Photo
- State/Province - MI
- Transportation

Academics

- Attendance
- Cumulative Info
- Graduation Plan Progress
- Graduation Plan Selection
- Graduation Progress
- Historical Grades
- Honor Roll
- Standards
- Teacher Comments
- Term Grades
- Test Results
- Truancies

Administration

- District Specific
- Fee Transactions
- Log Entries
- Lunch
- Lunch Transactions
- Net Access
- SEOP Review
- Incidents

Enrollment

- Activities
- All Enrollments
- Functions
- Special Programs
- Transfer Info

Scheduling

- Bell Schedule View
- List View
- Matrix View
- Modify Schedule
- Request Management
- Scheduling Setup

PowerSchool

Start Page > Student Selection > General Demographics



General Demographics

Sample, Joe A 14 8110010774 HP 2012 01/01/1994 M H/P A3

Name (Last, First Middle)	Sample *	Joe	A
Home Address			
Street, Apt/Suite	1234 Apple St		
City, State, Zip	Ann Arbor	MI	48106
Geocode	<input type="text"/>		
	<input type="button" value="Validate"/>		
Mailing Address - Copy From Home Address			
Street, Apt/Suite	1234 Apple St		
City, State, Zip	Ann Arbor		
Geocode	<input type="text"/>		
	<input type="button" value="Validate"/>		
Home phone	734-755-1212		
Age	19 yrs 11 months		
Aggregate days of membership (YTD)	66		
Area/neighborhood	<input type="text"/>		
DOB	01/01/1994	<input type="text" value="MMDDYYYY"/>	
Federal Ethnicity and Race			
Ethnicity	<input type="radio"/> Yes <input checked="" type="radio"/> No Is the student?		
Race	What is the student's race?		
Scheduling/Reporting Ethnicity	Caucasian (C) ▼		
Father (last, first)	Sample, Joseph		
Father's Day Phone	734-111-1111		
Father's Employer	ABC Plant		
Father's Home Phone	734-111-1112		
Gender	Male ▼ *		
Grade Level	14		
Graduation Year	<input type="text"/>		
Guardianship	<input type="text"/>		
Guardian Email	jmsample@hotmail.com		
Mother (last, first)	Sample, Mary		
Mother's Day Phone	734-111-1114		
Mother's Employer	BC Enterprise		
Mother's Home Phone	734-111-1112		
Previous Student ID	<input type="text"/>		
SSN	<input type="text"/>		
Student Number	8110010774		

All the fields in this Registration page will be found in the student's enrollment packet from varies pages of the enrollment packet.

These fields will populate in other areas in the Information Function menu. (i.e. Residence address and mailing address will be populated in the Addresses, Demographics, and State/Province page.)

Legend

Emergency Contact/Medical Page:

PowerSchool

Welcome, **Stephanie Gabriel** | Help | Sign Out

Start Page > Student Selection > Emergency Contact/Medical

Emergency Contact/Medical

Sample, Joseph J 9 10005 UHS 2017 01/01/2000 Inactive

Contact #1	Contact Name (Last, First) <input type="text"/>	Relationship <input type="text"/>
	Phone <input type="text"/>	Phone <input type="text"/>
Contact #2	Contact Name (Last, First) <input type="text"/>	Relationship <input type="text"/>
	Phone <input type="text"/>	Phone <input type="text"/>
Contact #3	Contact Name (Last, First) <input type="text"/>	Relationship <input type="text"/>
	Phone <input type="text"/>	Phone <input type="text"/>
Doctor	<input type="text"/>	<input type="text"/>
Dentist	<input type="text"/>	<input type="text"/>
Special Medical Considerations	<input type="text"/>	
Allergies	<input type="text"/>	
Immunizations	Polio <input type="text"/> MMR <input type="text"/> DPT <input type="text"/>	
Medical Alert Text	<input type="text"/>	
Alert Expires (date)	01/01 <input type="text"/> (MM/DD/YYYY) (01/01 to never expire)	

After completing the registration page, you will need to enter emergency information from the student's completed enrollment packet.

1. From the menu under "Information", click on "Emergency/Medical".
2. Populate all the emergency contact 1-3, other than a parent's name.
3. Medical Alert Text is for life-threatening issue. This will place a medical icon next to student's name.

Modify Information Page:



Modify Information

Sample, Joe A 14 8110010774 HP 2012 01/01/1994 M H/P A3

Family rep	<input type="checkbox"/>
Graduation Requirement Set	<input type="text"/>
Home Room	H/P A3
Locker Combination	<input type="text"/>
Locker Number	<input type="text"/>
Lunch ID	0
Part-Time Student Indicator	<input type="checkbox"/>
Phone ID	0
Current Team	<input type="text"/>
Current House	<input type="text"/>
Current Campus/Building	<input type="text"/>
Track	<input type="text"/>
Tracker	No
District Entry Date	02/10/2011 (MM/DD/YYYY)
District Entry Grade Level	1
School Entry Date	02/17/2011 (MM/DD/YYYY)
School Entry Grade Level	0

Auto-assign IDs for this student

Only Field Populate on this page is:
Home Room:
Populate with 1st hour teacher's Last name, only.

State/Province-MI page:

Start Page > Student Selection > Michigan State Information > MI General MSDS

MI General

Sample, Joe A 14 8110010774 HP 2012 01/01/1994 M H/P A3
 UIC= Birth date=01/01/1994 Grade=14 Age=19.92 Prior count date=6/30/2013 Current count date=1

General Adult Ed LEP Spec Ed Title I EO 0-3 EO Assess EC 3-5 EC Assess Att

Version 1.15

Include in MSDS: (2) No

As Of Date:

Student Residency

Operating ISD/ESA Number: (The value shown to the left is from District Info) 81 Select ISD/ESA

Student Resident County: (01) Alcona

Student Resident LEA Number: (The value shown to the left is from Transfer Info Dist of Res) 81000 81100 (5)

School or Facility: (The value shown to the left is from School Info) 08147 (5 digits/s)

School or Relationship code: From the Educational Entity Master (EEM) ie: S2E2 code

Educational Setting (Overrides Grade Level when set): Select Setting

Entry Date into District: 02/10/2011

First day in attendance (Section 25):

Student Resident Membership: Select Resident M

FTE in General Education (Membership): Warning - Blank values will be set to 0.00 (0.00-1.00)

Student Demographics

Last Name: Sample

First Name: Joe

Middle Name: A (Letters)

Suffix:

Street Address: 1234 Apple St

Street Address 2: 1234 Apple St

City: Ann Arbor

State: Michigan

Zip Code: 48106 (NNNN)

Home Phone: 734-755-1212

Date of Birth: 01/01/1994

Gender Code: (M) Male

Multiple Birth Order: [Select an Option if Part of a Multiple Birth]

*Blank value will extract unless 1-8 is selected indicating student is part of a multiple birth

Ethnic Codes:

- American Indian or Alaskan Native
- Asian American
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Hispanic or Latino

MSDS Student Identifier

Unique Identification Code (UIC): (10 characters/state assigned) Error the unique student identifier is required (nnnnnnnnn). Duplicate UIC check

MSDS Attendance Requirements

10/30 Day Rule: (Checked for Yes)

Manual Attendance - Days In Attendance/Days Enrolled: (NNN/NNN) (e.g. 009/010 if student)

MSDS Homeless

Homeless Status: (Options 1-9 deprecated, use 10-15 for new values.) Select Homeless Status

State/Province Areas: General Tab

The following are the fields that will need to be completed:

- Operating ISD/ESA Number
- Student Resident County
- Entry Date into District

- First day in attendance (Section 25) verify this by looking at the student's attendance. Blank = **Present** or D1. D1 is a code the teacher **MUST** use for first day in attendance for a **new** student. This date should also match:
 - The enrollment date (found on "Transfer Info Page")
 - The Effective Enrollment Date (can be found on the **Modify Schedule**)

- Student Resident membership (02, 03, 06, or 14)

Select Resident Membership

-- Non-Resident --

- (01) Non K-12 District
- (02) Section 105 School of Choice (Within same ISD)
- (03) Section 105c School of Choice (outside Contiguous ISD)
- (04) Non-Public school student
- (05) No Cooperative Agreement, No Release, Not Exempted
- (06) All Other Non-Resident
- (07) Home Schooled Non-Resident

-- Resident --

- (08) Non-Public school student
- (09) Section 24 Juvenile Detention Facility
- (10) For New PSAs (fall only)
- (11) School for the Deaf/Blind
- (12) Section 6(4)(d) Non-Special Education Juvenile Detention
- (13) Emotionally Impaired Served by DCH Facility
- (14) All Other Resident
- (15) Home schooled resident

- Ethnic Codes:

- Student Unique Identification Code UIC: *This will be completed by the Centralized Registrar.*

- Country of Birth (View Birth Cert)

Remember:

AGAIN...ALL THREE DATE FIELDS Must be populated with the SAME date the student is physically in the building attending a schedule class(es).

If you DO NOT Know how to do this, place a Schooldude ticket for further assistance.

MSDS Program Eligibility	
Section 504:	<input type="checkbox"/> (Checked for Yes)
Seat-Time Waiver Participant:	<input type="checkbox"/> (Checked for Yes)
Developmental/Retention Kindergarten:	<input type="checkbox"/> (Checked for Yes)
Out-of-State Student:	<input type="checkbox"/> (Checked for Yes)
21st Century Comm Learning Ctr Prg:	<input type="checkbox"/> (Checked for Yes)
International Student:	<input type="checkbox"/> (Checked for Yes)
Alternative Education:	<input type="checkbox"/> (Checked for Yes)
Early/Middle College:	<input type="checkbox"/> (Checked for Yes)
Advanced and Accelerated:	<input type="checkbox"/> (Checked for Yes)
Migrant Education Student:	<input type="checkbox"/> (Checked for Yes)


Submit

Legend


Page Icons: * - Required Field | [Calendar Icon] - Date Entry |

State/Province - MI - Spec Ed Tab:

If the student is receiving Special Educational services, there should be a check in the box, as shown below.



MI Special Education

 Sample, Joe A 14 8110010774 HP 2012 01/01/1994 M H/P A3
 UIC= Birth date=01/01/1994 Grade=14 Age=19.92 Prior count date=6/30/2013 Current count date=10/2/2013 Age at count=19.75

General | Adult Ed | LEP | **Spec Ed** | Title I | EO 0-3 | EO Assess | EC 3-5 | EC Assess | Attnl | BAA | Sec 23a | CRDC | Obs

Version 2.7

Special Education Student: (This box must be checked for data on this tab to be included in an MSDS submission.)

Student Initial IEP Section

Note: The determination date (initial IEP date) is not sent in the MSDS Initial IEP component. If the determination date is between the MSDS Initial IEP component is sent in the MSDS collection. The student special education flag does not have to be set to Yes for collection. Fields marked with asterisks are not included in the MSDS submission.

State/Province-MI – EC 3-5 Tab:

Enrolling Pre-K Students

There is some additional information required when registering or exiting early childhood students. To enter this data, you will need to go to the MI Early Childhood Enrollment page. From the student screen, click on **State/Province – MI** and then click on the **EC 3-5** tab at the top.

Quick Lookup
Print A Report
Switch Student
← List (1) →

Information
Access Accounts
Addresses
Custom Screens
Demographics
Emergency/Medical
Family
Health
Modify Info
Parent Preferences
Other Information
Student Email
Parents
Photo
State/Province - MI
Transportation

PowerSchool

Start Page > Student Selection > Michigan State Information > MI Early Childhood Enrollment

MI Early Childhood Enrollment

General Adult Ed LEP Spec Ed Title I EO 0-3 EO Assess **EC 3-5**

Version 1.12

Include in MSDS:

As Of Date:

Student Residency

Student Resident County:

Student Resident LEA Number:
(from Transfer Info Dist of Res)

On the MI Early Childhood Enrollment page, you will need to enter the following:

- Educational Setting (separate from the rest of this data, found near the top of the page)
- Early Childhood Enrollment Placement
- Fiscal Entity Type Code (District (D))
- Fiscal Entity Code (81000)
- Program Start Date
- Program End Date (when applicable- only fill out when a student leaves the program)
- Early Childhood Exit/Completion Reason (see Program End Date)
- Funding Type (01 Formula)
- Delivery Method
- Delivery Schedule

*Note that there are five sections for early childhood enrollment placements 1-5. **Always start with placement 1.** If placement 1 was used in the previous year, use placement 2 etc.

Section 25e LEA Building Level Process:

When entering a new student into Powerschool be aware of the following PS pages of the student's records:

1. Enroll New Student Page:

- The enrollment date: This date should be the date the student will physically be in the building attending a schedule class(es). Note this field's default to today's date: CHANGE THE DATE to be the FIRST DAY they are physically in the building!

Enroll New Student

Student Information	
Student's Name (Last, First Middle)	<input type="text"/> * ▲ Missing required field
DOB	<input type="text"/> (MM/DD/YYYY) *
Gender	<input type="text"/>
Student number	<input type="text"/> (If this field is left blank, the system will as
Social Security Number	<input type="text"/>
Phone Number	<input type="text"/>
Enrollment date	02/03/2014 (MM/DD/YYYY) *
Full-Time Equivalency	<input type="text"/> *
Grade Level	KG ▾
Entry Code	<input type="text"/>
Track	<input type="text"/>

2. State/Province-MI you must also populate the following fields: **NOTE**—This date needs to be populated with the 1st Day the student attended.

- First day in attendance (Section 25): Verify this by looking at the student's attendance. Blank reflects present or D1. D1 is a code the teacher should use for first day in attendance for a new student.

See example below:

General Adult Ed LEP Spec.Ed Title I EO 0-3 EO Assess EC 3-5 EC Assess Attnrd BAA Sec 23a CRDC Obs	
Version 1.15	
Include in MSDS:	<input type="checkbox"/> Yes ▾
As Of Date:	<input type="text"/> (MM/DD/YYYY) (Used in Student Record Maintenance. Will use Count Date/End Date if blank.)
Student Residency	
Operating ISD/ESA Number: (from District Info)	(The value shown to the left of the drop down will be extracted if no value is selected) 81 Select ISD/ESA Number ▾
Student Resident County:	(01) Alcona ▾
Student Resident LEA Number: (from Transfer Info Dist of Res)	(The value shown to the left of the text field will be extracted if no value is entered) 81000 81100 (5 characters/state assigned - NNNNN)
School or Facility: (from School Info)	(The value shown to the left of the text field will be extracted if no value is entered) 06147 (5 digits/state assigned - NNNNN)
School or Relationship code: From the Educational Entity Master (EEM) ie: SZE2 code	<input type="text"/> (5 digits/state assigned - NNNNN)
Educational Setting (Overrides Grade Level when set):	Select Setting ▾
Entry Date into District:	02/10/2011 (MM/DD/YYYY)
First day in attendance (Section 25):	<input type="text"/> (MM/DD/YYYY)

3. Scheduling – Modify Schedule

- Effective Enrollment Date – Must be populate with the date the student will physical be in the building attending a schedule class(es).
NOTE: Effective Enrollment Date – defaults to today’s date.

Modify Schedule - Enrollments

SRM Section 25e “Potential” Calendar for 2014-2015:

First Date of Attendance	SRM Must be Submitted by
Between 10/2 and 11/12/2014	December 12, 2014
Between 11/12/2014 and 1/10/2015	Submit within 30 calendar days
1/11/2015 and after	Submit by 2/10/2015

SOC Process:

YCS School of Choice Application period is open from June 2014 to Count Date in October 2014. Each student in the household must have a completed SOC form, Affirmation of Prior Discipline Record (Grade 1-12th), and Request for Student Discipline Records. This must be submitted to the Superintendents of Schools, either in person, by fax (734-221-1214) or by mail; no later than deadline stated on the SOC enrollment form. This form can be found at <http://www.ycschools.us/our-schools/enrollment-information/>

The best process to ensure that the student needs to complete a SOC form is you MUST verify student’s home address to verify if it is located “out” of district.

Tools to Use:

- ◆ Schooldistrictfinder.com
- ◆ PS Address Validate button
- ◆ Street Index File (handed out in July and in August)
- ◆ AAPS - http://curriculumdb.aaps.k12.mi.us/streets/FMPro?-db=streets.fp5&-lay=Single_record&-format=search.htm&-view

How to Update Student's address

1. Go to Powerschool >Search for Student>Go to>Print A report>Which report to print>District – Student Information Verification Form
 - a. Once the District – Student Information Verification Form report is printed, provide it to the parent/guardian for the changes to be made and other information is reviewed by them.
 - b. When this report is returned, review the “Updates/Changes column” of the report to view any and all changes prior to making the initial changes in PS. If the student’s home address has been updated, you **must** make sure the new address is in YCS district. Use the following tools:
 - i. Go to www.schooldistrictfinder.com enter new address to validate school district of address.
 - ii. Go to the YCS Street Index document
 - iii. PS Address Validate Button ONLY use IE browser
 - c. Once address has been validated, make all changes from the District – Student Information Verification Form into Powerschool on the following pages under Information and Enrollment categories in PS:
 - i. Demographic – Address, phone numbers, guardian email
 - ii. Emergency/Medical – Emergency contacts, Doctor/Dentist phone number, Medical information updates
 - iii. State/Province-MI –Student’s Resident LEA (if LEA district has changed)
 - iv. Transfer Info
 1. Under Current Enrollment click on Entry Date, which is highlighted in Blue --District of Residence (if district of residence has changed due to new address)
 - d. Building Secretary must do the following:
 - i. Date and Sign when received and updated in PS
 - ii. Place document in the Student’s CA-60 file

Ypsilanti Community Schools - Emergency Card



"Current Record" column shows information currently on file for [redacted]. Please check all information, and make any changes in the "Corrections" column. Section G must be updated every year by a parent or other legal decision maker.

A. Student Information	Current Record	Updates/Changes
Student Name	Ag [redacted]	
Student Home Phone	73 [redacted]	
Gender	M	
Grade	11	
Date of Birth	08 [redacted]	
Language Spoken at Home		
*Ethnicity(See Note Below)	C [redacted]	
*Ethnic Types: Pacific Islander; African American; American Indian; Asian, Caucasian; Hispanic		
B. Address Information		
Mailing Address	1 [redacted] Jeff St	
Mailing City, State, Zip	Ypsilanti, MI 48198	
Home Address (if different)	1 [redacted] Jeff St	
Home City, State, Zip	Ypsilanti, MI 48198	
C. Parent Information		
Father/Step Father/Guardian Name	[redacted]	
Home Phone		
Employer	YCS schools	
Work/Cell Phone(s)	7 [redacted]	
Mother/Step Mother/Guardian Name	G [redacted]	
Mother's Home Phone	7 [redacted]	

Home.com

PS Address Validate button is located on the New Student enrollment page.

(Last, First MI)

Include Student's Last Name In Search.

Home Address

Street, Apt/Suite

City, State, Zip MI

Geocode

[HTTP://WWW.SCHOOLDISTRICTFINDER.COM/](http://www.schooldistrictfinder.com/)

School District Finder

1150 washtenaw ave Ypsilanti mi

Search Contact Users Say...

Districts

- ANN ARBOR PUBLIC SCHOOLS
- SCHOOL DISTRICT OF YPSILANTI

Type address here. Purple pin is the location of the address. The blue shaded area, represent Ypsilanti and the bold blue line separates YCS and AAPS districts.

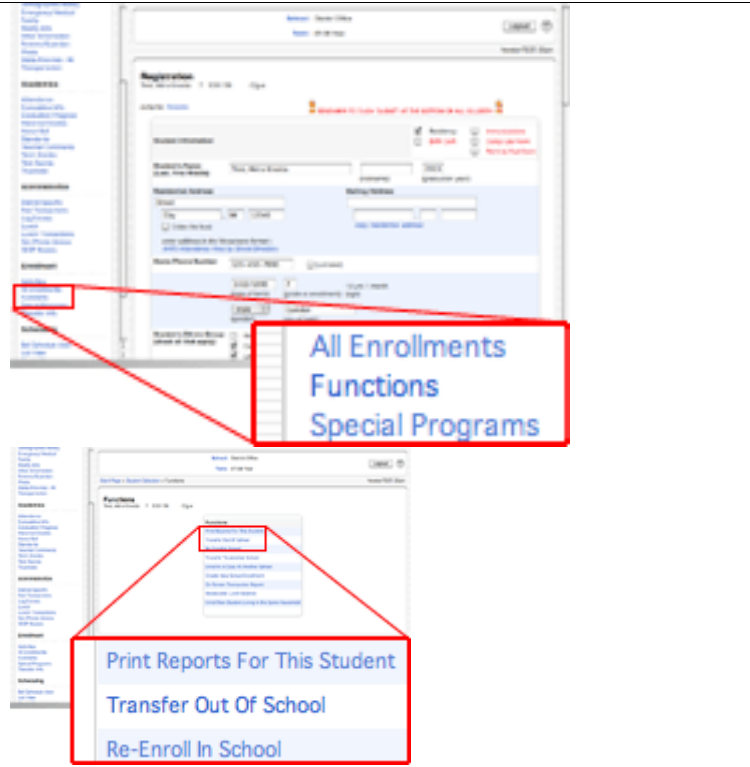
How to Transfer a Student out of School (Exit the student)

These instructions assume the student has transferred out of YCS and is not going directly to another building. See [Transferring a Student to Another YCS Building](#) if that is what you need to do.

When a student exits the district, we need to account for the record in the current year and specify where it will go for next year.

First, select the student to inactivate. In the navigation menu, under Enrollment, click **Functions**.

On the next screen, click **Transfer Out of School** in the center of the page.



Fill out **Transfer Comment** and **Date of Transfer**.

Select an **Exit Code**.

Transfer Comment can be used to store specific info such as the new school or a note that the family plans to return.

NOTE: if the student is transferring to another YCS building, select '19 (Expected to continue in the same school district)' as their Exit code and transfer them directly to their next building. See [Transferring a Student to Another YCS Building](#))

Click Submit.

- At this point you the student is inactivated *but* still belongs to your building.
- In order for Child Accounting to know the student exited from your building, we will be leaving the inactive record in your building through the end of the year.

At this point, if you need to find the student put a "/" before their last name when doing a search.

Transfer Student Out

Snoopy, Mister A 0 106914 ASA

Who will be transferred out
Snoopy, Mister A

Transfer comment

Date of transfer (should be the day after the student's last day in class)
 (MMDDYYYY) *

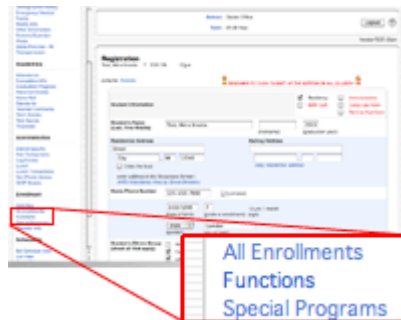
Exit code

Check here if student(s) intend to enroll in school during next school year.*

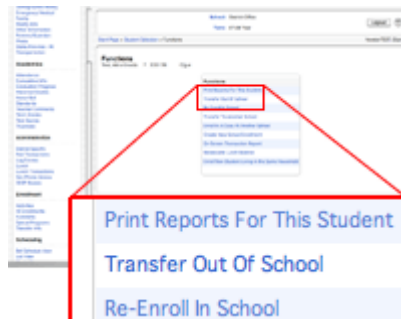
* If the box is **NOT** checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

How to Transfer a Student to Another School in the District:

Select the student to deactivate. In the navigation menu, under Enrollment, click Functions.



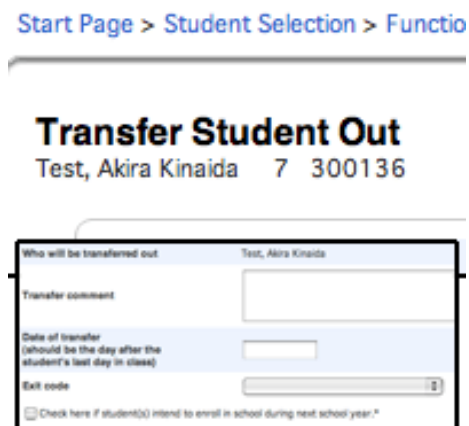
On the next screen, click **Transfer Out of School** in the center of the page.



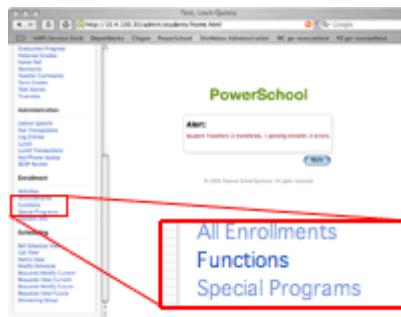
Fill out **Transfer Comment** and **Date of Transfer**. Select a Transfer Code.

Students who are transferring between buildings within YCS can select 19 (Expected to continue in the same school district)' as their Exit code.

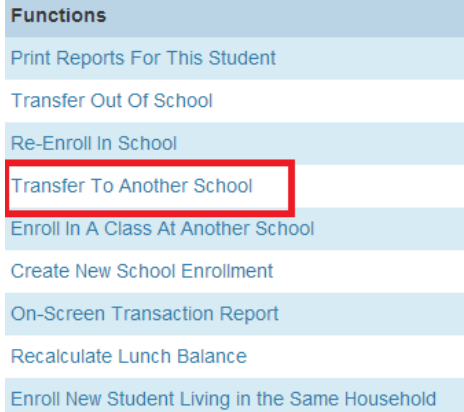
Click **Submit**



Scroll down the navigation menu. Under Enrollment, click **Functions**

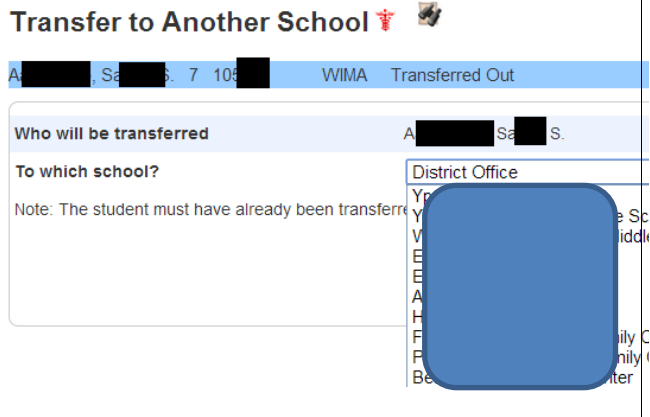


In the center of the next screen, click **Transfer to Another School**.



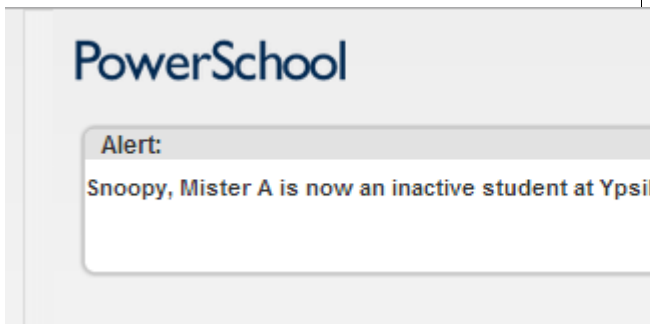
In the **To which school** pull-down, select the YCS building to which the student is transferring.

Click **Submit**.



The following screen will display a message confirming the student is inactive at the building you chose.

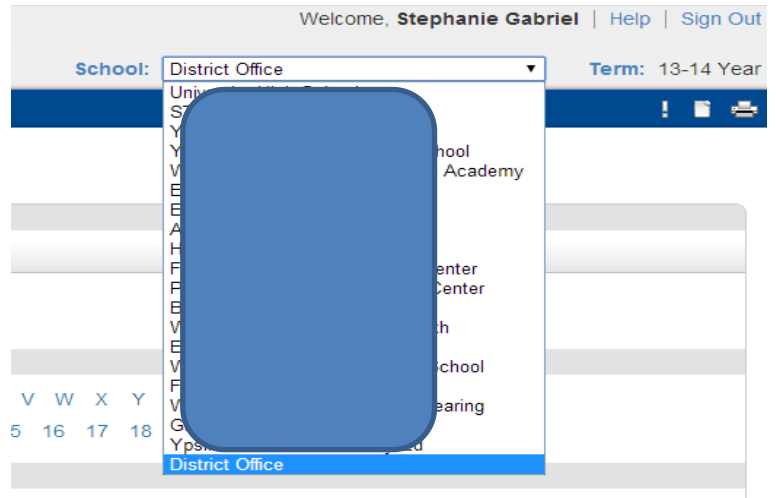
The student has been transferred!



NOTE: Transfer Out of School date example: If Mister Snoopy moves from Adams to Elmwood on March 19th. Adams secretary will exit him using the exit date of March 20th and do the Transfer to Another School. She will choose Elmwood Elementary from the drop-down. Now this student is in the Elmwood Building and the Elmwood secretary can do a Modify Schedule function using the March 20th date for the Effective Enrollment date to enroll him into classes at Elmwood.

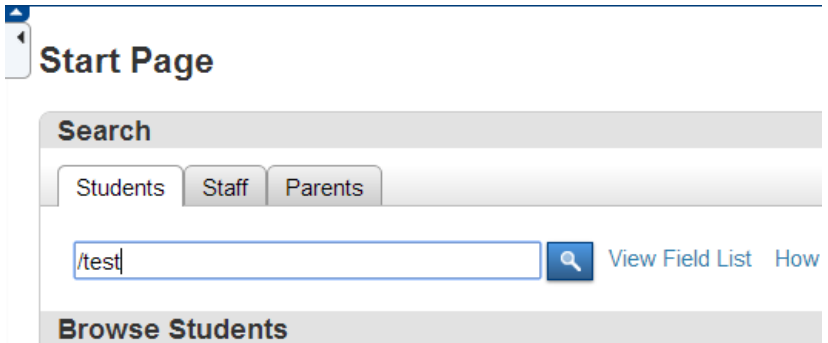
How to Re-Enroll a Student

Click on **School** and select " District Office"

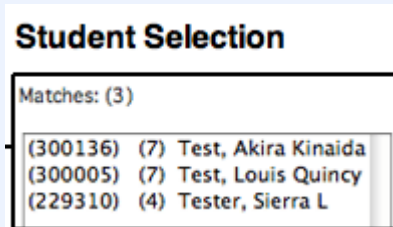


You will be returned to the PowerSchool start page with your building now set to 'District Office.'

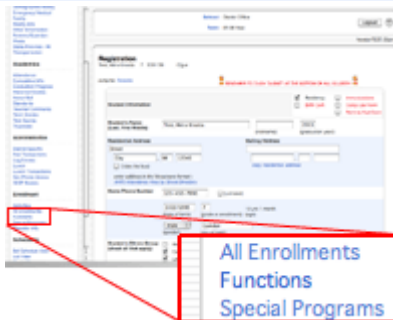
- Search for the inactive student by putting a "/" before their last name Click the **magnifying glass**.



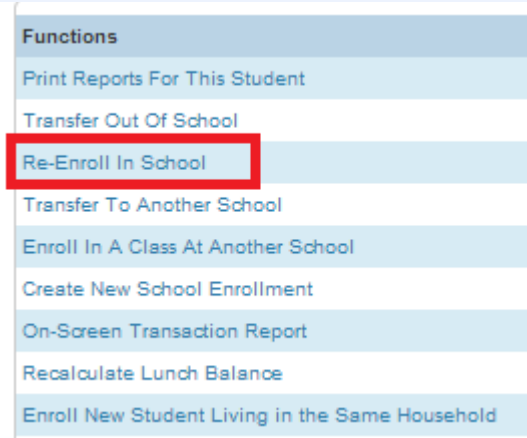
If a list of students is returned change your School back to your building; Then, re-search for that student you want to re-enroll.



In the navigation menu, under **Enrollment**, click **Functions**.



On the next screen, click **Re-Enroll In School** in the center of the page.

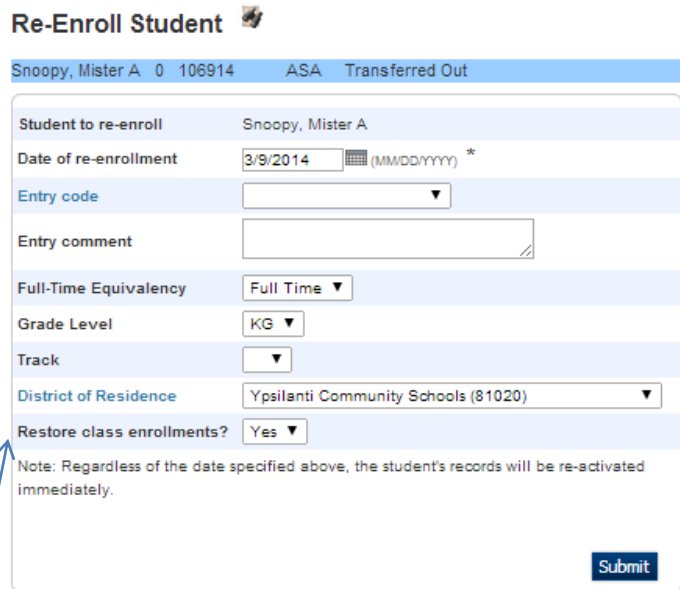


A vertical list of menu items under the heading 'Functions'. The items are: 'Print Reports For This Student', 'Transfer Out Of School', 'Re-Enroll In School' (highlighted with a red border), 'Transfer To Another School', 'Enroll In A Class At Another School', 'Create New School Enrollment', 'On-Screen Transaction Report', 'Recalculate Lunch Balance', and 'Enroll New Student Living in the Same Household'.

Complete the fields that need to be populated. REMEMBER Date of re-enrollment must match Schedule Enrollment date and First date of Attendance.

Click **Submit**.

The following screen will display a message confirming the student is inactive at the building you selected.



Re-Enroll Student Snoopy, Mister A 0 106914 ASA Transferred Out

Student to re-enroll: Snoopy, Mister A

Date of re-enrollment: 3/9/2014 (MM/DD/YYYY) *

Entry code: [dropdown]

Entry comment: [text area]

Full-Time Equivalency: Full Time [dropdown]

Grade Level: KG [dropdown]

Track: [dropdown]

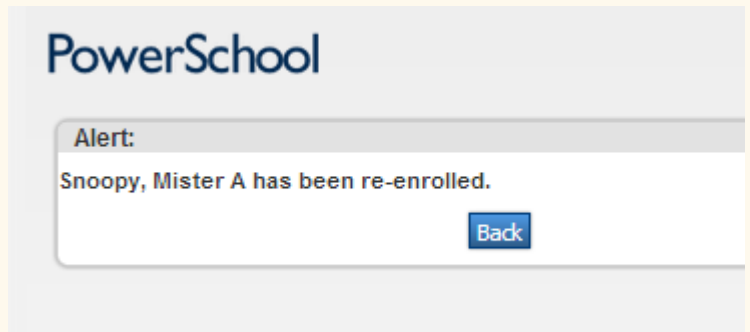
District of Residence: Ypsilanti Community Schools (81020) [dropdown]

Restore class enrollments? Yes [dropdown]

Note: Regardless of the date specified above, the student's records will be re-activated immediately.

Submit

- See the picture to your right, notice he is has been re-enrolled. This means, I requested for the classes to be restored.
- If I had said, "No", then I would have to go to Modify Schedule to enroll him into to class(es).



PowerSchool

Alert:

Snoopy, Mister A has been re-enrolled.

Back

Class Enrollment

Because all elementary students in one classroom typically have identical classes, class enrollment may have been automated through dependencies (see section: Dependencies).

- **Effective Enrollment Date** – Must be populate with the date the student will physical be in the building attending a schedule class(es).
 - **This date can be found on the Transfer Info Page.**

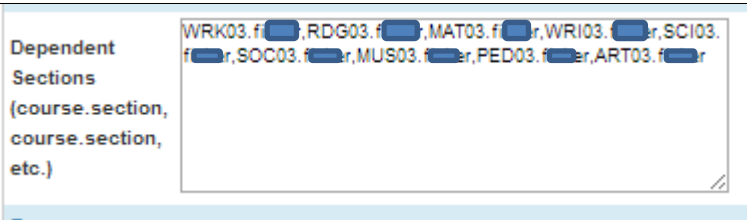
NOTE: Effective Enrollment Date – defaults to today's date.

1. Select the student
2. From the menu, under SCHEDULING, choose MODIFY SCHEDULE
3. Change the Effective Enrollment Date
4. Choose Period
5. Click on Find.
6. Below image will open, click on Course Name of the teacher you wish to enroll the student in to.

Filter By	Period	Term	Teacher					
Period	CIT	13-14	All					
Day	All	Grade	All					
Course		Credit Type	All					
Show only classes with available seats <input type="checkbox"/>								
Enroll date: 3/9/2014 (MM/DD/YYYY)								
Crs. Sec	Course Name	Note	Expression Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollmen
CIT01.e	Citizenship 1		CIT(A) 13-14	C K	0		0.00	28/40
CIT01.e	Citizenship 1		CIT(A) 13-14	F E	0		0.00	26/40
CIT02.s	Citizenship 2		CIT(A) 13-14	T	0		0.00	26
CIT02.D	Citizenship 2		CIT(A) 13-14	D C	2		0.00	25/40
CIT02.r	Citizenship 2		CIT(A) 13-14	M	0		0.00	25/40
CIT03.B	Citizenship 3		CIT(A) 13-14	B D	34		0.00	25/40
CIT03.f	Citizenship 3		CIT(A) 13-14	F	0		0.00	0/40
CIT03.s	Citizenship 3		CIT(A) 13-14	S M	0		0.00	26
CIT03.s	Citizenship 3		CIT(A) 13-14	S S	0		0.00	29/40
CIT03.V	Citizenship 3		CIT(A) 13-14	W	3		0.00	3/40

Elementary schools – with Dependencies Set:

When the CIT Sec was created for a teacher, the Dependent Sections was created to include all of the course.section that the student would have for the whole day (periods) including specials.



If you have a new student, schedule the CIT course FIRST!

This will create the rest of the student's schedule

Modify Schedule - Enrollments

Snoopy, Mister A 0 106914 ASA

Enrollments Requests

Functions

Effective Enrollment Date: 3/9/2014

Search Available Classes

Course Number:

Period: CIT

Find

Functions

Effective Enrollment Date: 3/9/2014 (MM/DD/YYYY)

Search Available Classes

Course Number:

Period: CIT

Find

Quick Enroll

Course.Section:

Enroll

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
<input type="checkbox"/>	ART(A)	13-14	ART0	Art 3			111	03/10/2014	06/26/2014	<input type="checkbox"/>
<input type="checkbox"/>	CIT(A)	13-14	CIT04	Citizenship 4				03/10/2014	06/26/2014	<input type="checkbox"/>
<input type="checkbox"/>	MAT(A)	13-14	MAT0	Math 3				03/10/2014	06/26/2014	<input type="checkbox"/>
<input type="checkbox"/>	RDG(A)	13-14	RDG0	Reading 3			111	03/10/2014	06/26/2014	<input type="checkbox"/>
<input type="checkbox"/>	SCI(A)	13-14	SCI03	Science 3				03/10/2014	06/26/2014	<input type="checkbox"/>
<input type="checkbox"/>	SOC(A)	13-14	SOC0	Social Studies 3				03/10/2014	06/26/2014	<input type="checkbox"/>
<input type="checkbox"/>	WRI(A)	13-14	WRI03	Writing 3				03/10/2014	06/26/2014	<input type="checkbox"/>
<input type="checkbox"/>	WRK(A)	13-14	WRK0	Work Habits 3				03/10/2014	06/26/2014	<input type="checkbox"/>

Mass enroll

- Select all students from the desired grade (click the grade number)

- Below the student list, is a drop-down menu and instructions: select a function for this group of students. Click the drop-down control and click "Select Students by Hand"

- Click the first student to be enrolled in this class. Depress the [CTRL] key (and keep it depressed) as you click on each additional student until you have all desired students selected.

- Click the Functions button at the bottom of the screen.

- Choose "Mass Enroll in Class"

- Set the teacher's name, and the period (for Elem, this is whether it is AM, PM or Core class.) In the 3rd box, type the course number, a period, and the section number. Obtain these from the Teacher Schedule or a Printout of Master Schedule Report.

- The first day the students will be in class should be entered in the Enrollment Date field.

- Submit

Search Students

View Field List How to Search

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

- Attendance Change
- Counselor's Screen
- Enrollment Summary
- Export Using Template
- Fee Functions
- ID/Password Assignment
- Mass Enroll
- Mass Print A Student Screen
- Next School Indicator
- Print Report
- Print Mailing Labels
- Quick Export
- Reports Menu
- Save Stored Selection
- Search By GPA
- Search By Grades/Attendance
- Search For Perfect Attendance
- Select Students By Hand**
- Student Field Value
- Transfer Out Of School

Students

Mass Enroll - Term: 05-06 Quarter 1

Mass enroll the selected students into which class?

Wicks, Debbie AM(0) 03040G 106 (course.section)

Clicking the Submit button below will cause the selected 2 students to be enrolled in the class specified above.

Enrollment date: 8/9/2005

Submit

Attendance Information:

Changing meeting attendance for one student: (Office personal – only)

To change meeting attendance:

1 Select the student

Search Students

Daniels, James

[View Field List](#) [How to Search](#)

2 Select an attendance option

Academics

Attendance

Enter Attendance

3 Select the code

(Present)

A (Absent)

T (Tardy)

TE (Tardy Excused)

PE (Parent Excused)

U (Unexcused)

S (School Excused)

4 Apply attendance code

Monday

01/09/2012

Set All

AP History

Mitchell, Sean V

300

08:30 AM - 10:00 AM

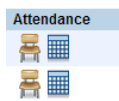
1(B)

Change Attendance for a Group:

Use this function to change attendance for a group, such as a homeroom or class.

From the Start Page, Click on Teacher Schedules. Choose a teacher to open the teacher schedule.

From the Teacher's Schedule, click on the



Attendance Icon Chair: Will show

only one day and all of the students Calendar: Will show a three week period and the current day is highlighted in Green.

Mark your attendance for the students and click on Submit

PowerSchool

Functions

Attendance

Daily Bulletin

Enrollment Summary

Master Schedule

Dashboard

Teacher Schedules

Click

Choose teacher

ACADEMY, GATEWAY

ALDERMAN, ANITA M

BARLOW, SARAH R

BEAMER, TERRY R

BELMONT, RACHAEL

BINKLEY, PETER

BLAKE, DANIEL J

BLAND, TANYA D

BOOKRATH, ROBERTA

BOGGS-PARKER, CARMEN E

PowerSchool

Start Page > Teacher Schedules

Teacher Schedules

Use the navigation pane on the left to work with the teacher schedules listed.

- Click a teacher's name to view that teacher's schedule.

View the Teacher Attendance Submission Status Page

1. On the Start Page, click **Attendance**
2. Click **Teacher Attendance Submission Status**
 - Each teacher's name has an icon next to it, which is the attendance indicator
 - Click the teacher's name to see a list of the teacher's classes and the attendance status for each one
 - A green check mark indicator means that the teacher has submitted attendance for all of his or her classes
 - A yellow exclamation point indicator means that the teacher has submitted attendance for only some of his or her classes
 - Two red exclamation points means that the teacher has not submitted attendance for any of his or her classes

Date Displayed: (MM/DD/YYYY)

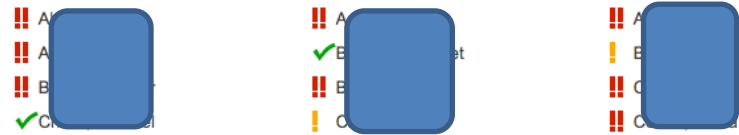
Order By:

- Alphabetic
- Att taken first
- No Att taken first

Show:

- All
- Complete Attendance
- Incomplete Attendance

Submit



Run the Absentee Report

1. On the Start Page, click **Attendance** > **Absentee Report**
2. Select the desired attendance code(s)
3. Select the period(s) or leave blank for all periods
4. Include the student number, blank lines, and verification lines (Optional)
5. Click **Submit**
6. On the Report Queue (System) - My Jobs page, click **Refresh**
7. When the status says Completed, click **View**

Report Name: Absentee
 Version: 2.10
 Description: Single day period by period attendance code report. Note: Period(s) does not apply to daily mode.
 Comments:
 Attendance Mode: Meeting
 Students to Include: The selected 0 students only, All students
 Grades (leave blank for all): 9 10 11 12
 Attendance Codes: ALL CODES, U (Unexcused Absence), EX (Excused Absence), AEX (Admin Excused), T (Tardy), TE (Tardy Excused), ISS (In School Suspension), OSS (Out of School Suspension), D1 (First Day Present)
 Date to Scan: 02/19/2014 (MM/DD/YYYY)
 Period(s) (leave blank for all): P1 P2 P3 P4 AD
 Processing Options: In Background Now
 Specific Date/Time: (MM/DD/YYYY) /
 Data to be filled: (Check checkbox on the right to save as default value) Reset All
 Include Student Number:
 Number of Blank Lines Below Student Names: 1
 Include Verification Line:
 Report Output Locale: English

Meeting Attendance

Codes: U,EX,AEX,ISS,OSS,T,TE,D1

Student	Grade	Phone	AM	PM
	-1	313-	EX	
	-1	734-	T	
	-2	734-	EX	
	-1	240-	EX	
	-2	734-	EX	
	-2	734-	EX	
	ae -2	734-	EX	
	-1	313-	T	

Functions

Find teachers who have not taken attendance

Absentee Report

Apple Grove High School 1
07/13/2011
B

Meeting Attendance Codes: A

Student	Number	Grade	Phone	1
	5	10		A
Talked To:		Relationship:		Reason:
Verify Date:		Employee:		
	1316	10		A
Talked To:		Relationship:		Reason:
Verify Date:		Employee:		

Student Attendance Audit

Attendance Mode on Meeting

Attendance conversion Period to Day

Students to Include – From single student, per grade, or all Students

Reporting Segment - Toggle the Begin date or ending date and populate the date range

View of the actual “Student Attendance Audit” Report

Student Attendance Audit Report

Report Name	Student Attendance Audit
Version	5.7
Description	Roster report detailing attendance by day.
Comments	
Attendance Mode	Use Defaults ▾
Attendance Conversion	Use Defaults ▾
Students to Include	<input type="radio"/> The selected 0 students only <input checked="" type="radio"/> All students <input type="checkbox"/> -3 <input type="checkbox"/> PK3 <input type="checkbox"/> PK4 <input type="checkbox"/> KG <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Grades (leave blank for all)	
Reporting Segment or Begin Date and Ending Date*	<input checked="" type="radio"/> No Reporting Segments defined -> Setup Reporting Segments <input type="radio"/> [00/00/0000] [00/00/0000] [MM/DD/YYYY]
Processing Options	In Background Now ▾
Specific Date/Time	[MM/DD/YYYY] / []
Data to be filled	(Check checkbox on the right to save as default value) Reset All ▾
Include Student Number	<input type="checkbox"/>
Report Output Locale	English ▾

Submit

Student Attendance Audit

Student	FEBRUARY				Totals	
	A M 17	A W 19	A H 20	A F 21	Att	Memb
1. Al	1.00	1.00	1.00	1.00	4.00	4.00
2. Al	0.00	1.00	1.00	1.00	3.00	4.00
3. Al	0.00	1.00	1.00	1.00	3.00	4.00
4. Al	0.00	1.00	0.00	0.00	1.00	4.00
5. Al	1.00	1.00	1.00	1.00	4.00	4.00
6. Al	1.00	1.00	1.00	1.00	4.00	4.00
7. Al	1.00	1.00	1.00	1.00	4.00	4.00
8. Al	1.00	1.00	1.00	1.00	4.00	4.00
9. Al	1.00	1.00	1.00	1.00	4.00	4.00
10. Al	1.00	1.00	1.00	1.00	4.00	4.00
11. Al	1.00	1.00	1.00	1.00	4.00	4.00
12. Al	1.00	1.00	1.00	1.00	4.00	4.00
13. B	1.00	1.00	1.00	1.00	4.00	4.00

Consecutive Absences Report

Attendance Mode: meeting

Attendance Codes: All codes or select certain code by holding down the Ctrl button and selecting codes

Begin Date and Ending Date: populate date fields with range

Number of Consecutive Days to Scan and Check box: Indicate the days and check the box.

View of the Actual "Consecutive Absences Report"



Report Name: Consecutive Absences
 Version: 3.5
 Description: A report listing consecutive absences for one absence code.
 Comments:
 Attendance Mode: Meeting
 Attendance Codes: ALL CODES, D (Day 1 for new enrollee), E (Excused), U (Unexcused), T (Tardy), Y (Tardy Excused), S (Athletics), F (Field Trip), I (In School Suspension), O (Out of School Suspension)
 Begin Date and Ending Date: 09/03/2013 to 06/30/2014
 Processing Options: In Background Now
 Specific Date/Time:
 Data to be filled: (Check checkbox on the right to save as default value) Reset All
 Number of Consecutive Days to Scan*: 5
 Scan*: Current Enrollment Records
 Include Student Number:
 Itemize by Day:
 Report Output Locale: English
 Submit


Occurrences of 5 consecutive absences of code(s) O,T,U, from 09/03/2013 to 06/30/2014

Student	Grade	Expression	Course	First Date	Last Date	#
C	3	1-3(A)	AM Elementary	11/25/2013	12/04/2013	6
C	3	1-3(A)	AM Elementary	01/15/2014	01/23/2014	6
C	9	4(A)	World History	12/16/2013	12/20/2013	5
C	9	5(A)	Physical Science	12/16/2013	12/20/2013	5
H	am 9	1(A)	World History	09/03/2013	09/11/2013	7
H	am 9	2(A)	SOCIAL AWARENESS	09/03/2013	09/10/2013	6
H	am 9	3(A)	PHYSICAL SCIENCE	09/03/2013	09/10/2013	6
H	am 9	4(A)	World History	09/03/2013	09/11/2013	7
H	am 9	5(A)	Physical Science	09/03/2013	09/10/2013	6
K	9	1(A)	ENG/SPEECH	09/16/2013	10/02/2013	13
K	9	1(A)	ENG/SPEECH	10/11/2013	10/21/2013	7
K	9	1(A)	ENG/SPEECH	10/23/2013	10/30/2013	6
K	9	1(A)	ENG/SPEECH	11/01/2013	11/07/2013	5
K	9	1(A)	ENG/SPEECH	11/11/2013	11/26/2013	12
K	9	1(A)	ENG/SPEECH	12/03/2013	12/09/2013	5
K	9	1(A)	ENG/SPEECH	01/29/2014	02/04/2014	5
K	9	2(A)	SOCIAL AWARENESS	09/16/2013	09/20/2013	5
K	9	2(A)	SOCIAL AWARENESS	11/19/2013	11/26/2013	6
K	9	2(A)	SOCIAL AWARENESS	01/29/2014	02/04/2014	5
K	9	3(A)	MATH	09/16/2013	09/20/2013	5
K	9	3(A)	MATH	01/29/2014	02/04/2014	5
K	9	5(A)	Physical Science	01/10/2014	01/16/2014	5
K	9	6(A)	World History	09/16/2013	09/20/2013	5
K	9	6(A)	World History	01/29/2014	02/04/2014	5
K	10	4(A)	Algebra 2	12/02/2013	12/06/2013	5
K	10	6(A)	ENG/SPEECH	12/02/2013	12/06/2013	5
R	4	1-3(A)	AM Elementary	01/10/2014	01/16/2014	5
R	4	4-6(A)	PM Elementary	01/10/2014	01/16/2014	5
S	6	1(A)	MATH MS	02/05/2014	02/14/2014	8
S	6	3(A)	ENG/SPEECH MS	02/04/2014	02/14/2014	9

Log Entry:

To add a log entry:

- Search for student
- Click Log Entries
- Click New
- Select log type
- Enter information
- Click Submit



Log Entries

-1

BELC

[Edit Discipline Alert](#)

[New](#)

Search:

Edit	Log Type	Date/Time	Author	Subtype	Title	Details
------	----------	-----------	--------	---------	-------	---------

Reporting and Tracking Suspensions and Expulsions

Whenever a student may be suspended (whether In School or Out of School) or expelled, a discipline referral must be completed per building procedure by the referring staff member, and given to the building administration. If the student receives a Suspension a Suspension Letter must be provided for the student and parent on the day of the suspension.

Step 1: After receiving the discipline referral with the **Principal's signature** on the referral form, the **building secretary or principal** enters the primary information into PowerSchool under **Log Entries**. Entries will be written using the following format (fields not listed can be ignored):

Edit Discipline Alert

Date/Time	Filled with date and time of data entry by Powerschool automatically
Log Type	"Discipline"
Author	Filled with user's name by Powerschool automatically
Title	Brief description of the offense: "Profanity in hallway", "Assault on teacher", etc.
Details	<ol style="list-style-type: none"> 1) Administrator's name issuing suspension or expulsion 2) Number of days 3) Beginning and ending dates 4) Re: Suspension Letter provided to parent - by whom, mode of delivery, date 5) Narrative of offense 6) If student is a Special Education student: <ol style="list-style-type: none"> a. Name of case manager b. Date case manager notified of suspension c. Procedural safeguards provided d. Date procedural safeguards provided
Consequence	Select the appropriate option from the dropdown
Incident Date	Enter the date on which the original incident happened that triggered the referral
Incident Context	Select the appropriate option from the dropdown based on whether the incident occurred during or after school hours
Incident Location	Select the appropriate option from the dropdown based on whether the incident occurred on or off of school grounds
Incident Loc Details	Enter notes about specific location – i.e. 2 nd floor restroom, on charter bus, etc.
Reporter	Select the appropriate option from the dropdown for who reported the incident
Police Involved/Hearing Officer/Drug Related/Weapon Related	Select Yes or No from the dropdowns as appropriate to the Incident
Weapon Type	Select the appropriate option from the dropdown if the Weapon Related field was marked Yes
Money Loss	Enter the dollar value of any money lost or property damaged in the

Value	incident
-------	----------

Step 2: The **Michigan State Information** section at the bottom of the New Log Entry page **must** be filled in for the following referrals:

- Any referral resulting in an **Expulsion**
- Any referral involving a **Special Education** student which results in an **In School Suspension, Out of School Suspension** or **Expulsion**.
- Any referral involving a **Special Education** student which results in the **Hearing Officer** checkbox being checked
- Any referral involving a Special Education student which results in the student’s **Unilateral Removal to an Interim Alternative Educational Setting**

State Data Fields

Include In State Reporting	“Yes”
Incident ID	IMPORTANT: This ID code must be unique to each incident in the school year, but must be the same for all students disciplined for a single incident, e.g. a multi-person brawl. The Generate Id button may be used to generate a new unique ID for the first student involved in an incident, but that same code must be used for the other involved students as well.
Incident Type	Select the appropriate option(s) from the list. If none of the listed entries match the incident, select “(56) Other Behaviors than above”
The incident caused bodily injury/was a sexual assault	Check either or both checkboxes if appropriate to the incident
Estimated Cost of Property Damage	Enter if appropriate to the incident
Initial Consequence	Fill in the Action Taken , number of Consequence Days , and Start Date
Secondary Consequence/Other Consequence	If additional consequences occur (i.e. expulsion after a suspension or removal by a hearing officer), fill in the Action Taken , number of Consequence Days , and Start Date
Follow-Up After Expulsion	If the student was expelled, select the appropriate option(s) from the list

Step 3: The building principal or building secretary will enter the dates of any **Out of School Suspensions** in the student attendance section of PowerSchool, using OSS as the attendance code.

Step 4: The building principal or building secretary will exit the student from the district in Powerschool if they are Expelled and receiving no services

Step 5: The building principal or building secretary will print out and provide the **Suspension Form Letter** for the student’s parent/guardian.

- Step 6:** If the student is in Special Education
- a. The **Procedural Safeguards Notice** will also be sent to the student's parent/guardian, indicating on the letter the mode of delivery to parent, whether in person or by mail.
 - b. The **Case Manager** will be notified by email of any suspension or expulsion by the building administrator or secretary.
 - c. The building principal or secretary will scan and email a copy of the **Suspension Letter** to the **Student Support Services Secretary**.
 - d. A copy of **Suspension Letter** will be placed in the student's main special education file.

- Step 7:** If the number of days of the consequence is altered after the initial entry (i.e. a Suspension is shortened or lengthened), the Discipline Log Entry must be edited to reflect the correct number of days served.

Days of Suspension: In the context of recording disciplinary removals issued to students with disabilities;

- A partial day counts as a full day of removal/suspension and will be recorded as such on the student's on-going tracking record.
- If the district imposes restrictions or conditions upon the student's return to school, each day, until the conditions are met, is considered a day of removal/suspension (e.g., parent meeting, psychiatric evaluation).

The term does **not** include;

- Bus suspensions, unless this service is on the student's IEP and the student is unable to make it to school as a result of the suspension.
- In-school suspensions that are continually supervised by a certified teacher or a paraprofessional who is supervised by a certified teacher, and that afford the student the opportunity to progress in the general curriculum, to participate with students without disabilities to the extent that they normally do, and to receive the services specified in the student's IEP.
- Class removals for no longer than 1 class period. However, consideration should be given when looking at repeat behaviors/removals as part of a "pattern".
- Necessary delays in admitting the student due to a lack of required documentation, e.g., immunization records.

Form(s) & References:

- Student Discipline Referral Form
- Suspension Letter
- Building Administrator Checklist
- Suspension Documentation Case Manager
- Michigan Department of Education Procedural Safeguards Notice (May 2009)

Quick Export:

Powerschool provides tools for extracting records into Excel. Quick Export is best used for a one-time extract. A template can be built to be used over and over. Quick exports pull from the students table. Templates can pull from Students, Courses, Schedules, Teachers, and Historical grades. This method quickly produces a simple list of students and information from the Student table. Change the parameters to produce a more detailed list. For more information about exporting, see [How to Export Using a Template](#).

In addition to exporting data, SIS Views provide quick access to key metrics and not just raw data. For detailed information, see the *Data Dictionary SIS Views* available on [PowerSource](#).

How to Use Quick Export

Note: The Quick Export page is now also accessible via **Start > System > Page and Data Management > Quick Export**.

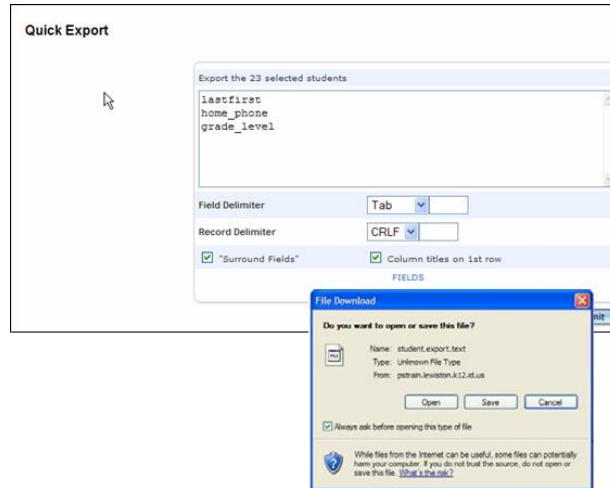
1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see [Select a Group of Students](#).
2. Choose **Quick Export** from the **Select a function for this group of students** pop-up menu. In most cases, you will not need to change the default options on the Export Students page, in which case you can skip the next step. To change the selections, proceed to the next step.

Note: Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Use the following table to enter information in the fields:

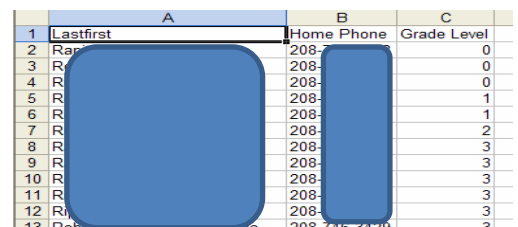
Field	Description
[Fields to be Exported]	<p>Enter the fields to be included on the exported spreadsheet. Enter as many fields as needed. Enter only one field per line. Separate multiple fields with a hard return.</p> <p>To insert a PowerSchool field into this field:</p> <ol style="list-style-type: none">1. Click Fields at the bottom of the page to view a list of PowerSchool fields. The Fields pop-up appears.2. To narrow the list of fields, enter one or more search terms in the Filter field. Otherwise, leave blank.3. Click the field you want to add. The Fields pop-up closes and the selected field appears.

Note: Database extension fields can be selected on the **Fields** pop-up. For more information, see *Database Extensions* in the *System Administrator User Guide* available on [PowerSource](#).



Field Delimiter	A field delimiter separates fields (or "columns") in the exported data. Use the pop-up menu to choose how you want the system to separate each field in the export file: <ul style="list-style-type: none"> • Tab • Comma • None • Other: Enter the delimiter in the blank field.
Record Delimiter	A record delimiter separates records (or "rows") in the exported data. Use the pop-up menu to choose how you want the system to separate each record in the export file: <ul style="list-style-type: none"> • CR: Carriage return • CRLF: Carriage return and line feed • LF: Line feed • Other: Enter the delimiter in the blank field.
Surround Fields	Select the checkbox to surround the fields in the exported data with quotation marks.
Column titles on 1st row	Select the checkbox to include column titles on the first row of the exported data.
Export DCID	Select the checkbox to export the Student table's unique identifier.

4. Click **Submit**. The exported data appears.
5. Choose **File > Save As...** to save the file. Open the saved file using a spreadsheet application, such as Excel
 - Go to the desktop. Double-click on the file to open it in Excel.



Stored Selections:

These are the steps to create a group that can be called up again and again. (This is only one of several methods.)

Assume you need to work with a group of students over and over again, perhaps students who participate in CrossCountry, Varsity Football and Cheerleading and that these students have the appropriate activities checked. (To ascertain the correct PowerSchool names for the activities, check the field list in the Student Search Screen.)

1. Search for the students who might have: Alert_Medical#
2. From the Group Functions List, choose *Save Stored Selections*
3. Assign a name for the group and leave the default selection chosen: **SAVE** the current selection with a new name. [Submit]

71 Students records in current selection [Alert_Medical Students]

Name of new selection

SAVE the current selection with a new name

ADD records that belong to ANY of the checked selections TO the current selection

FILTER records in current selection BY records that belong to EVERY checked selection

CREATE a NEW selection based on records that belong to ANY of the checked selections

CREATE a NEW selection based on records that belong to EVERY checked selection

DELETE all checked selections

PUBLISH all checked selections for other users

Selections	Published	#	
<input type="checkbox"/> Alert_Medical Students		71	Go Functions
<input type="checkbox"/> RG enrollment 7/24		107	Go Functions
<input type="checkbox"/> RG enrollment 8/9		117	Go Functions

1. Return to the front screen and repeat the process to select the students participating in activity you would like to have a stored search

Add students to a saved selection

1. A saved selection already exists
2. Select the students to be added
3. Return to the start screen
4. Choose Stored Searches
5. Check the stored search
6. Click Add records that belong to any of the checked selections
7. If you want to use the original name, TYPE it into the new selection name.
8. Submit

3 Students records in current selection

Name of new selection

SAVE the current selection with a new name

ADD records that belong to ANY of the checked selections TO the current selection

FILTER records in current selection BY records that belong to EVERY checked selection

CREATE a NEW selection based on records that belong to ANY of the checked selections

CREATE a NEW selection based on records that belong to EVERY checked selection

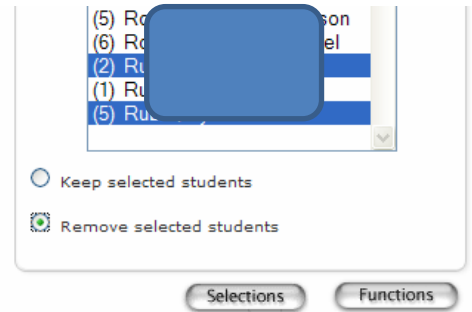
DELETE all checked selections

PUBLISH all checked selections for other users

Selections	Published	#	
<input checked="" type="checkbox"/> noratest		3	Go Functions

Remove Students from a saved selection

1. A saved selection already exists. From the start screen go to Stored Selections and click *Go Functions* associated with the proper selection name.
2. Select Students By Hand
3. Click the student or students
4. Remove selected students (choice at the bottom of the screen)
5. Click [Functions]
6. Choose Stored Selections
7. Type the name into the "Name the new selection" box and leave "Save Selection with new name" selected. When the new name is the same as a previously saved name is used, that name is assigned to the new group of students, in this case, the reduced group of students.



View Stored Searches:

Start Page

Search

Students Staff Parents

Browse Students

A B C D E F G H I J K L M N O P Q

-3 PK3 PK4 K 1 2 3 4 5 6 7 8 9 10 11

Other Options

Enroll New Student Stored Searches Stored Selections

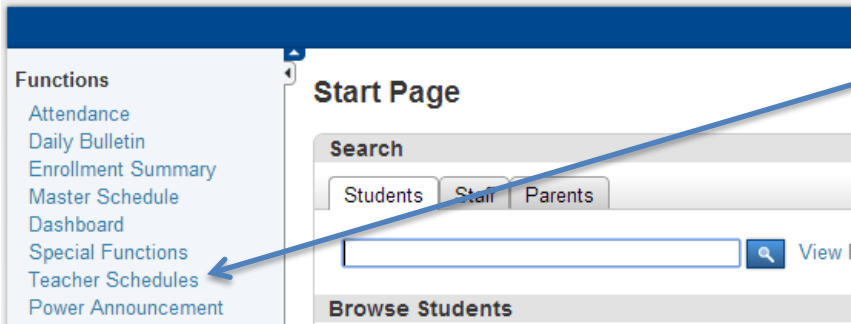
PS Administrator has created stored Searches to assist in quality of Data. Please run these searches on a regular basis to review and clean the data. Preferable before Fall, Spring and End of School Year submissions.

Name of Stored Search	Perform Search Now
01 - Missing Date of Birth	Run Search
02 - Missing Ethnicity	Run Search
03 - Missing Gender	Run Search
04 - Addresses - Missing Street	Run Search
05 - Addresses - Missing Zip Code	Run Search
06 - Addresses - Missing State	Run Search
07 - Missing Home Phone	Run Search
08 - Missing District Entry Date	Run Search
09 - Missing Comp Use Form	Run Search
10 - Students With No Schedule	Run Search
11 - Students With Bad Entry Dates	Run Search
12 - Missing Resident Membership Code	Run Search
13 - PreK - Missing EC Enrollment Placement	Run Search
14 - PreK - Missing EC Program Start Date	Run Search
15 - PreK - Missing EC Delivery Method	Run Search
16 - PreK - Missing EC Delivery Schedule	Run Search
17 - PreK - Missing Educational Setting	Run Search

How to Change Section from a Former Teacher to the New Teacher

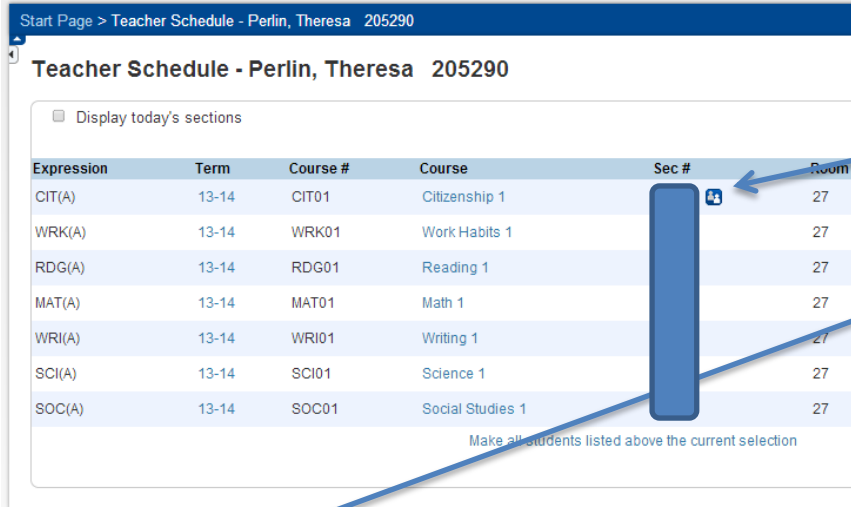
(If all of the sections will be handled by the new teacher)

PowerSchool



The screenshot shows the PowerSchool Start Page. On the left is a 'Functions' menu with items: Attendance, Daily Bulletin, Enrollment Summary, Master Schedule, Dashboard, Special Functions, Teacher Schedules, and Power Announcement. An arrow points from the 'Teacher Schedules' menu item to the right. The main area is titled 'Start Page' and contains a search bar with tabs for 'Students', 'Staff', and 'Parents'. Below the search bar is a 'Browse Students' section.

From the Start Page under Functions click on Teacher Schedules



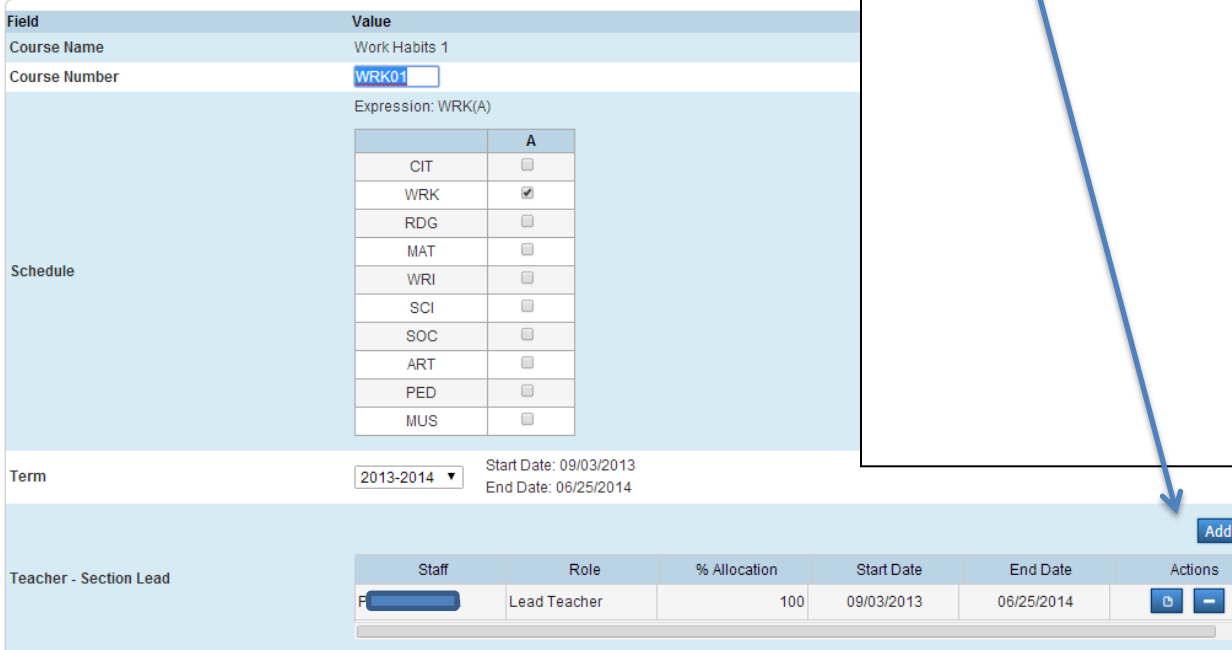
The screenshot shows the 'Teacher Schedule - Perlin, Theresa 205290' page. At the top, there is a breadcrumb trail: 'Start Page > Teacher Schedule - Perlin, Theresa 205290'. Below the title is a checkbox for 'Display today's sections'. A table lists sections with columns: Expression, Term, Course #, Course, Sec #, and Room. A blue vertical bar highlights the 'Sec #' column, and an arrow points from the text 'Click on Teacher's name under Sec#' to the 'Perlin, Theresa' text in the 'Sec #' column of the first row. Below the table is a note: 'Make all students listed above the current selection'.

Click on Teacher's name under Sec#

This will open the Edit Section Window.


Click on Add button

Edit Section



The screenshot shows the 'Edit Section' window. It has a 'Field' and 'Value' section. 'Course Name' is 'Work Habits 1' and 'Course Number' is 'WRK01'. Below this is a 'Schedule' section with a table of course expressions and checkboxes. The 'WRK(A)' expression is selected. At the bottom, there is a 'Term' dropdown set to '2013-2014', 'Start Date: 09/03/2013', and 'End Date: 06/25/2014'. An 'Add' button is located at the bottom right. Below the 'Add' button is a table for 'Teacher - Section Lead' with columns: Staff, Role, % Allocation, Start Date, End Date, and Actions. The first row shows a staff member as 'Lead Teacher' with a 100% allocation, starting on 09/03/2013 and ending on 06/25/2014. An arrow points from the 'Add' button in the previous screenshot to this 'Add' button.

Teacher - Section Lead

Staff	Role	% Allocation	Start Date	End Date	Actions
F Perlin, Theresa	Lead Teacher	100	09/03/2013	06/25/2014	 

Edit Section

Field **Value**

Course Name Work Habits 1

Course Number WRK01

Expression: WRK(A)

	A
CIT	<input type="checkbox"/>
WRK	<input checked="" type="checkbox"/>
RDG	<input type="checkbox"/>
MAT	<input type="checkbox"/>
WRI	<input type="checkbox"/>
SCI	<input type="checkbox"/>
SOC	<input type="checkbox"/>
ART	<input type="checkbox"/>
PED	<input type="checkbox"/>
MUS	<input type="checkbox"/>

Schedule

Term 2013-2014 Start Date: 09/03/2013 End Date: 06/25/2014

Teacher - Section Lead

Staff	Role	% Allocation	Start Date	End Date	Actions
P [redacted]	Lead Teacher	100	09/03/2013	06/25/2014	[Add] [Remove]
[redacted]	Lead Teacher	100	9/3/2013	6/25/2014	[Add] [Remove]

When you click on Add button it will open another Teacher – Section lead row.

Change the following:

1. Add new teacher
2. Start Date (first day in classroom)
3. End Date will default to last school date in the system
4. Change the End Date for the teacher who left to the day before of the new teacher starting.

Teacher - Section Lead

Staff	Role	% Allocation	Start Date	End Date	Actions
P [redacted]	Lead Teacher	100	09/03/2013	01/26/2014	[Add] [Remove]
V [redacted]	Lead Teacher	100	01/27/2014	06/25/2014	[Add] [Remove]

End Result should look like this.

Note...Teacher's end date is 1/26/14, day before the New Teacher's start date of 1/27/14.

This task will need to be repeated on all of the Courses the former teacher taught.

Teacher Schedule - Perlin, Theresa 205290

Display today's sections

Expression	Term	Course #	Course	Sec #	Room	Enroll
CIT(A)	13-14	CIT01	Citizenship 1	[redacted]	27	28
WRK(A)	13-14	WRK01	Work Habits 1	[redacted]	27	28
RDG(A)	13-14	RDG01	Reading 1	[redacted]	27	28
MAT(A)	13-14	MAT01	Math 1	[redacted]	27	28
WRI(A)	13-14	WRI01	Writing 1	[redacted]	27	28
SCI(A)	13-14	SCI01	Science 1	[redacted]	27	28
SOC(A)	13-14	SOC01	Social Studies 1	[redacted]	27	28

Make all students listed above the current selection

Substitute Sign In Settings

Substitute teachers at your school can use PowerTeacher Substitute to enter attendance and lunch counts for the classes they are covering. In order for substitute teachers to sign in to PowerTeacher Substitute, you will need to provide them with the school's PowerTeacher Substitute URL, the name of the school, the name of the teacher for whom you are substituting, and a password. For more information, see the PowerTeacher Substitute online help or the *PowerTeacher Substitute User Guide*.

How to Set Substitute Sign In Settings

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under **General**, click **Sub Sign In Settings**. The Substitute Sign In Settings page appears.

Start Page > School Setup > Substitute Sign In Settings

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Substitute Sign In Settings

Substitute Sign In Password

Include current date?

Note: This substitute sign in password applies to S Academy only.

3. Use the following table to enter information in the fields:

Field	Description
Sub Sign In Password	Enter the substitute password.
Include current date?	Select the checkbox to include the current date as a prefix to the password.

4. Click **Submit**. The School Setup page appears.

Substitute Attendance

This article describes how a substitute teacher can take attendance for your class using PowerTeacher, without the need for your username or password.

1. Log into the Substitute Portal of PowerSchool:
<https://ps.ycschools.us/subs>
2. Select the school and teacher that the substitute is filling in for from the drop-down fields, and enter the substitute password, attained from the front office.

PowerTeacher

Substitute Teacher Sign In

School
U High School

Teacher
D

Password

Sign In

PowerSchool

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3. Click the "chair" icon next to the class for which you need to take attendance.

3(A)	Student Asst.		
1(A)	US History		
2(A)	US History		
3(A)	US History		
5(A)	US History		

4. Select the appropriate attendance code from the drop-down field, then click next to each student name that needs to be marked with the selected code.

US History - 1 (A)	
Current attendance code	
Bfobea, Unyvyr Znevr	<input type="text"/>
Byqrebt, Noorl Yrvtu	<input type="text"/>
Byzfgrnq, Whfgva Wnl	<input type="text"/>
Crvar, Unaanu A	<input type="text"/>
Enzfri, Gubzfnf Yrr	<input type="text"/>
Ervpureg, Qhfgva Wnpx	<input type="text"/>
Fgnaoeb, Nhfgva Revp	<input type="text"/>
Fgrryr, Xnlyri Qvnan	<input type="text"/>
Fjrrer, Oelaa Ryvmnorgu	<input type="text"/>

5. Click the 'Submit' button at the bottom of the page.

Even if all students are present, the substitute teacher still needs to log in, click the "chair" icon for the current period, and click the submit button at the bottom of the page. This is the only way the system will know that all students are present.