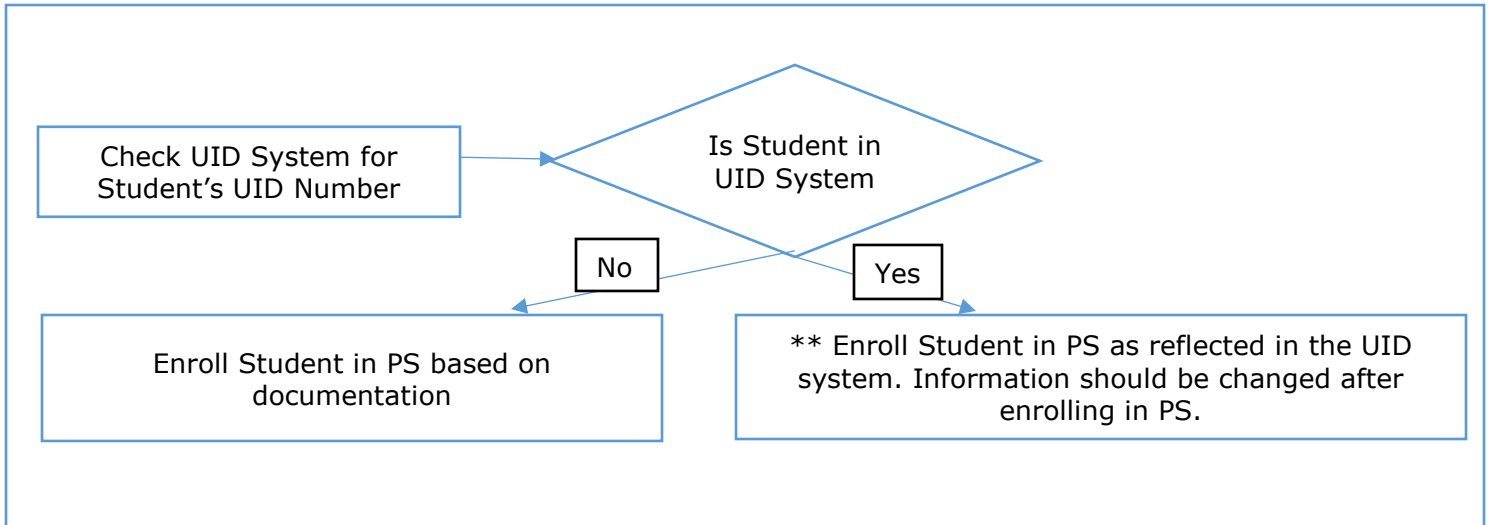


Enrolling a New Student

PowerSchool allows a student to have one PowerSchool record that transfers from one school to another school or Local Education Agency (LEA) in North Carolina.



** If the student's data is incorrect in the UID system, enroll the student into PowerSchool with the information shown in UID. Once enrolled in PS, the user can correct the student's information in PowerSchool. The changes will go back to UID and update the student's data.

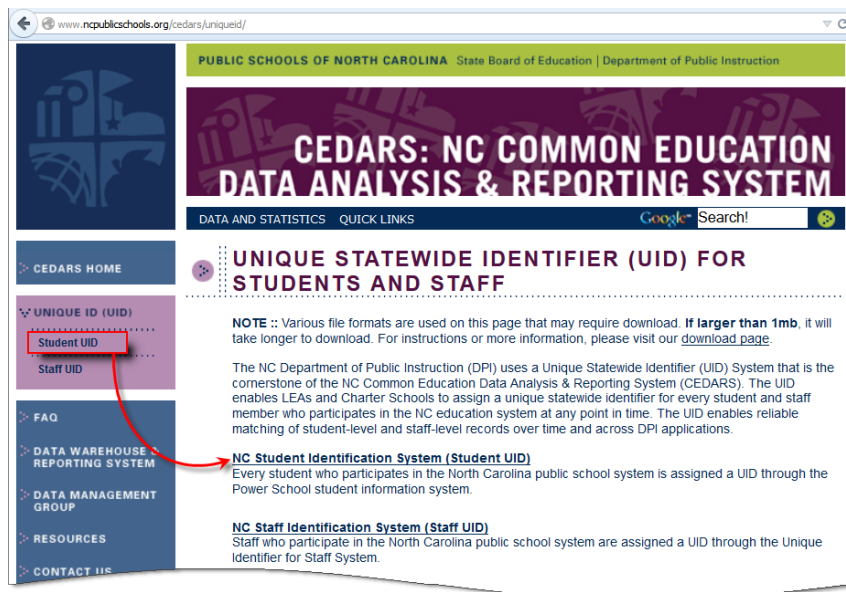
Note: You may also refer to the [Student Transfer Cheat Sheet \(QRD\)](http://www.nc-sis.org/admit_withdraw.html) (located under http://www.nc-sis.org/admit_withdraw.html) to determine the appropriate transfer process based on the student's scenario.

The following sections are detailed in the document:

- Student Search in Student UID
- Enrolling a New North Carolina Student in PowerSchool
- Enrolling an Existing Student Within the Same LEA
- Enrolling an Existing Student from a Different LEA

Student Search in Student UID System

All students enrolled in NC must have a UID Number. Prior to enrolling new students in PowerSchool, it is important to first search for the student in the [North Carolina Student Identification System \(Student UID\)](#) in order to avoid the creation of duplicate student records. For instructions on conducting a Student UID search, refer to the [Student UID Search Quick Reference Guide](#) (located under <http://www.ncpublicschools.org/docs/cedars/uniqueid/student/training/support/search-guide.pdf>).



If you find the student you are preparing to enroll in the Student UID system, enter the first name, middle name, last name, date of birth, and gender **exactly as it appears in the Student UID system**, and then complete the steps necessary to enroll a student in PowerSchool (see steps below). Once enrolled, access the student's record again in PowerSchool, correct their basic demographic information, and save the record.

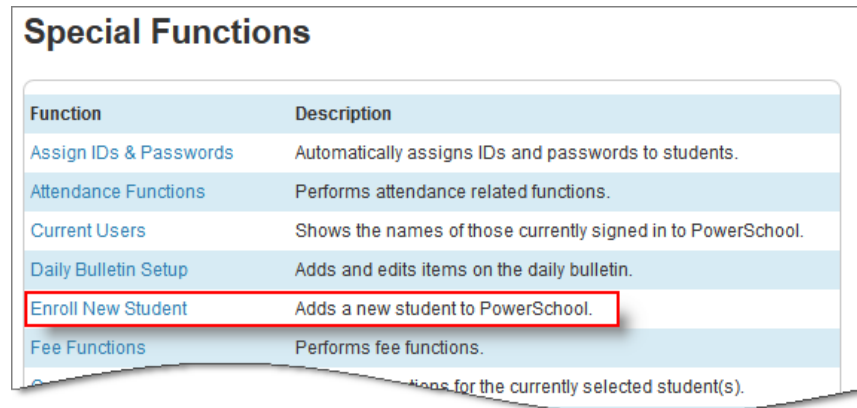
Important: If a student's first name, middle name, last name, date of birth, and/or gender is incorrect on the Student UID system, but you are sure that the student identified in the Student UID System is the student to be enrolled, **enter the incorrect first name, middle name, last name, date of birth, and gender, exactly as it appears in the Student UID system**, into the PowerSchool enrollment page. This will ensure that the correct UID is used for the student.

Enrolling a New Student

Enrolling a New North Carolina Student in PowerSchool

Use the steps below to enroll a new North Carolina Student (a student who is new to the North Carolina School System) in PowerSchool:

Navigation: Start Menu > Special Functions > **Enroll New Student**



To ensure correct student enrollment, verify a **RED NC** is displayed on the enrollment page.

NC Enroll New Student

Student Information

Student's Name (Last, First Middle) * * *
▲ Missing required field

DOB (MM/DD/YYYY) *

Gender *

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

Social Security Number

Phone Number

Enrollment date 07/21/2014 (MM/DD/YYYY) *

Federal Ethnicity Is the student Hispanic or Latino? *

Warning: If this red **NC** does not appear, you should immediately stop the process and contact your LEA Lead. If you are the LEA Lead, please contact the Home Base Support Center. *DO NOT enroll a student if the red **NC** does not appear on the Enroll New Student Screen!*

1. Enter Student's **Last Name, First Name** - Required fields, **Middle Name** (Optional)
2. Enter the student's date of birth in the **DOB** field (format: MM/DD/YYYY) - Required field
3. Select the **Gender** - Required field
4. **student number** (leave blank) - UID will assign student number
5. Enter **Social Security Number** (It is permissible to ask; if provided, enter; if denied, leave blank) (Optional)
6. Enter 10-digit **Phone Number** - Format: XXX-XXX-XXXX(Optional)
7. Enter **Enrollment date** - date when the student will be in school- Required field
8. **Federal Ethnicity** - Is student Hispanic or Latino? - **Yes** or **No** - Required field

Enrolling a New Student

9. **Race** – Select one or more applicable checkboxes - Required field

Note: This field will populate the student’s race data with the additional race values, but will not send the additional race values to eScholar.

10. Choose the **Full Time Equivalency** from the drop-down menu – Required field
11. Select **Grade Level** from drop-down - Required for State Reporting
12. Select **Entry Code** from drop-down - Required field
13. Choose **Track** (optional and if applicable)
14. Choose **LEA of Residence** – (county the student resides in from drop-down list) - Required field
15. Choose **Fee Exemption Status** from drop-down (Optional)

In the **Information for Family Match** section, schools may choose between two options:

- **Enroll without Linking or Copying Information**
- **Search for Family Members to Link and Copy Information from**

Information for Family Match
Students may be linked to other family members in the school or LEA and their demographic information may be copied to the student being enrolled. By creating a link between students, shared information can be synchronized so edits that occur to one student can automatically 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

Father's Name

Guardian's Name

Sibling's Name (Last, First MI)

Include Student's Last Name In Search.

Home Address

Street, Apt/Suite

City, State, Zip NC

Geocode

16. Click **Validate** (this is for address only) if using the Validate address functionality.

17. Click **Submit**

Important: All required fields must be in before the **Submit** button appears.

A list of student matches is now presented. The Student UID system is queried and results of the query are presented. Make a choice based on options presented.

Important: *Be Patient during the check process.*

DANGER! Resolution should be made at point of entry. Failure to do so could result in unresolved student matches. Afterwards, matches will need to be resolved in the UID system.

Enrolling a New Student

- a. If student is in the list, click the appropriate radio button to resolve the UID Near-Match and click **Next**.

Check for Existing Students

List Of Students

Student Number	Name Last, First Middle	School	DOB	Gender	SSN	Match %
<input checked="" type="radio"/>	[REDACTED]	[REDACTED]	9/1/1997	F		100

Exact match.

Next

- b. If none of the students listed match your student, choose **No Match, New Enrollment** and click **Next**.

Check for Existing Students

List Of Students

Student Number	Name Last, First Middle	School	DOB	Gender	SSN	Match %
<input type="radio"/>	[REDACTED]	[REDACTED]	5/1/03	M	✓	88
<input type="radio"/>	[REDACTED]	[REDACTED]	9/21/02	M	✓	88
<input type="radio"/>	[REDACTED]	[REDACTED]	5/30/08	M	✓	88

No match. New Enrollment

Next

The student is now enrolled in the school.

Refer to the [Updating Additional Student Pages](#) section on page 7 to update additional Student pages with student data.

Enrolling a New Student

Enrolling an Existing Student Within the Same LEA

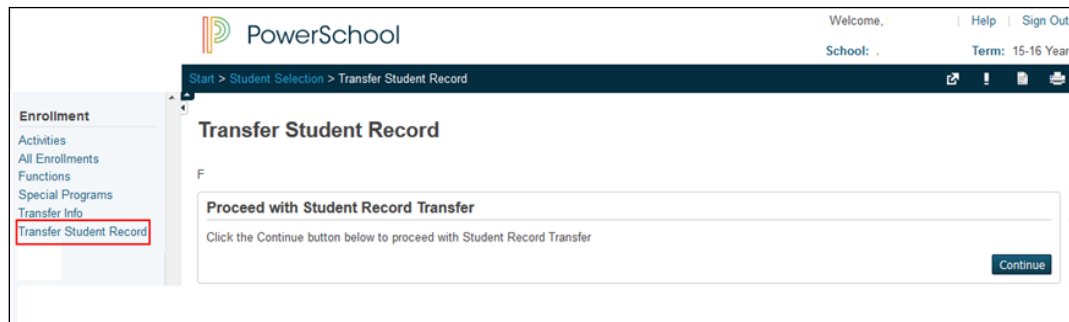
Before enrolling an existing North Carolina Student from another school (and/or adding their UID number) in PowerSchool, it is important to contact the last school of record to verify the **Transfer Out (QRD)** (located under http://www.nc-sis.org/admit_withdraw.html) process has been completed for the student. This ensures the record is in a withdrawn state and historical data will transfer to the new school/LEA.

To enroll an existing North Carolina Student (a student with a UID) from another school within the same LEA, in PowerSchool, refer to the **Transfer Student Record Process (QRD)** to transfer the student's historical information. This QRD is also located under http://www.nc-sis.org/admit_withdraw.html.

Enrolling an Existing Student from a Different LEA

Before enrolling an existing North Carolina Student from a different LEA (and/or adding their UID number) in PowerSchool, it is important to contact the last school of record to verify the **Transfer Out (QRD)** (located under http://www.nc-sis.org/admit_withdraw.html) process has been completed for the student. This ensures the record is in a withdrawn state and historical data will transfer to the new school/LEA.

Important: When a student is enrolling in school from a *different* LEA, first complete the **Enrolling a New Student** process, followed by the **Transfer Student Record** process to transfer the student's historical information from the previous LEA to the current school/LEA. Both QRDs are located under http://www.nc-sis.org/admit_withdraw.html.



Once the transfer has successfully completed, the new school will have the full student record in their PowerSchool instance.

Important: If the transfer is not successful, it may mean the student has not been transferred out of the previous school and is still active there.

The previous school will need to be contacted to verify the following:

- **Student's enrollment status** is 'transferred out'
- **Scheduling Setup** page
 - **Next Year Grade** = 0
 - **Priority** = 0
 - **Schedule This Student** = unchecked
 - **Year of Graduation** = zero
 - **Next School** = blank
- **Demographics** page
 - **Admission Status** is not blank

Enrolling a New Student

For more information on clearing the fields listed above, see [Transfer Out \(QRD\)](#) located under http://www.nc-sis.org/admit_withdraw.html.

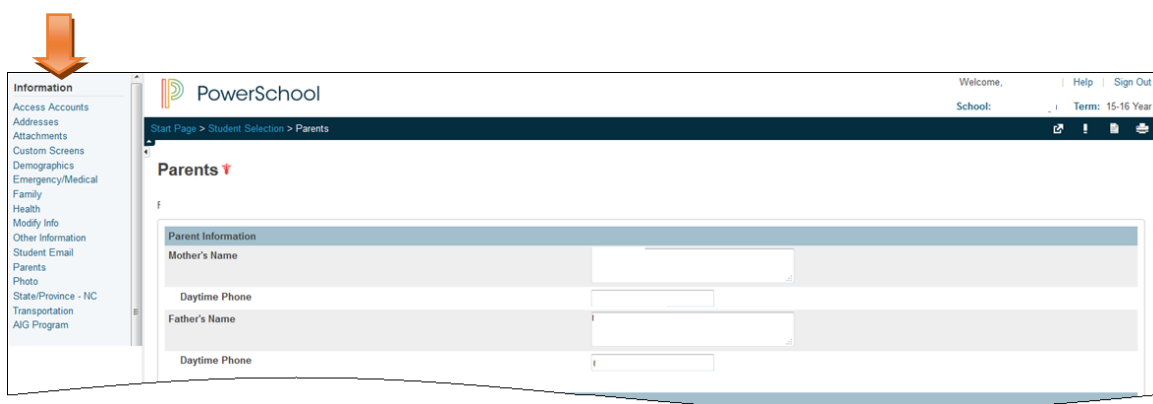
Once it is verified the student is transferred out and the fields listed above are correct, the receiving school should try the **Transfer Student Record** process again. If the transfer process is not successful, the LEA coordinator will need to contact the Home Base Support Center for additional help.

Refer to the [Updating Additional Student Pages](#) section below to update additional Student pages with student data.

Updating Additional Student Pages

After enrolling a student, there are additional Student pages that need to be updated with current student data after enrollment.

Navigation: School > Start Menu > Select Student



The screenshot shows the PowerSchool web interface. On the left is a navigation menu with categories like Information, Access Accounts, Addresses, Attachments, Custom Screens, Demographics, Emergency/Medical, Family, Health, Modify Info, Other Information, Student Email, Parents, Photo, State/Province - NC, Transportation, and AIG Program. The main content area is titled 'Parents' and contains a form for 'Parent Information'. The form has fields for 'Mother's Name', 'Daytime Phone', 'Father's Name', and 'Daytime Phone'. An orange arrow points to the 'Parents' link in the left navigation menu.

Information

- **Demographics**
 - Home Address: Verify Student's address.
 - Admission Status: This field is required for Principal's Monthly Report (PMR) and funding purposes. The correct status must be selected for the student. For more information on these codes, refer to the Attendance Category Codes section in the School Attendance and Student Accounting Manual located under <http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf>.
 - Federal Ethnicity and Race: Auto-populated from enrollment page.
- **Emergency/Medical**
- **Family**
- **Health:** Refer to QRDs related to the **Health** section under http://www.nc-sis.org/student_information.html.
- **Student Email**
- **Parents**
- **Student Contacts**

Enrolling a New Student

Schedule

The student must be scheduled to classes using the **Modify Schedule** screen in the **Scheduling** section of PowerSchool. Optionally, you may also use the Automated Walk-In Scheduler as detailed under the **Automated Walk-In Scheduler (QRD)** (located under <http://www.nc-sis.org/scheduling.html>) to assign students to classes. Refer to **Years and Terms Setup (QRD)** and **Periods (QRD)**, located under http://www.nc-sis.org/school_information.html.

Sections

Refer to **Adding Sections (QRD)** located under <http://www.nc-sis.org/scheduling.html>.

Note: There may be other screens that need to be updated such as **Access Accounts, Transportation, Student Awards, Graduation Plan Selection, Historical Grades** (if the student does not have previous record(s) in PowerSchool), **Test Results, Activities, Special Programs**, and any **Custom Screens** that may have been created by your LEA.

In addition to state mandated data, Coordinators should verify with their schools regarding any additional data that needs to be entered for their LEA.

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