PowerSchool Administrator
2016 Summer Classes

PowerSchool 9.2
Cheryl Martin  martinc@billingsschools.org  406-281-5052
Steven Riehl  riehls@billingsschools.org  406-281-5139
## 2016 Summer PowerSchool/PowerTeacher classes

### PowerSchool Admin

**PS 101:**
- Setting up your PS preferences, Alerts, Student Searches, Student Field Values, Student Lists, Quick Export, Working with Excel, Creating Mailing Label
- **sign up for 1 time session only**
  - June 15
    - 8am-11am
  - June 15
    - 12pm-3pm
  - Aug 3
    - 8am-11am

### Student Records
- Immunizations, Student Contacts, Attendance Information, Scheduling a Student, Scheduling a student in a class at a different school
- **sign up for 1 time session only**
  - June 22
    - 8am-11am
  - June 22
    - 12pm-3pm

### Student Grades
- Historic Grades, Preparing for End of Term, Storing Grades, Quick Lookup Preferences, Current Grade Display
- **sign up for 1 time session only**
  - June 29
    - 8am-11am
  - June 29
    - 12pm-3pm

### Elementary Scheduling
- Scheduling Setup for Elementary Schools - Get ready for the new school year by updating your teacher schedules and getting students placed into classes
- **sign up for 1 time session only**
  - July 13
    - 8am-11am
  - July 13
    - 12pm-3pm

### Quick Export/Excel Pivot Tables
- Working with Excel and Pivot Tables, getting the most out of your student data
  - July 27
    - 8am-11am

### Daily Bulletin
- html formatting, How to make your Daily Bulletin organized and really POP!
  - Aug 10
    - 12pm-3pm

### Parent/Student Accounts
- Access, Management, mobile devices - This course is suitable for both Admin and teachers. See what the screens look like for parents & students, what information they see!
  - Aug 17
    - 12pm-3pm

### PowerTeacher
- **Please consider signing up for both Part 1 & Part 2 of PowerTeacher Pro Gradebook**

#### PT101 / PowerTeacher Pro Gradebook Part 1
- Power Teacher Tour, Seating Charts, Setting up Preferences, Changing a Password for a sub or Student Teacher, Setting up Gradebook, Setting up Final Grade Calculations, Creating Assignments
- **sign up for 1 time session only**
  - July 27
    - 12pm-3pm
  - Aug 9
    - 8am-11am
  - Aug 10
    - 8am-11am
  - Aug 18
    - 8am-11am

#### PowerTeacher Pro Gradebook Part 2
- Web Links for Assignments, Reports, Student who have been exited, Score Inspector, Entering Scores, Final Grades, Overriding Final Grades, Report Cards
- **sign up for 1 time session only**
  - Aug 3
    - 12pm-3pm
  - Aug 9
    - 12pm-3pm
  - Aug 17
    - 8am-11am
  - Aug 18
    - 12pm-3pm

### Parent/Student Accounts
- **View description on left**
  - Aug 17
    - 12pm-3pm

### Special Trainings
- PowerTeacher part 1 & 2 training - Elementary designated teachers
  - Aug 11
    - 8am-11am & 12pm-3pm
- PowerTeacher part 1 & 2 training - Middle School and High School designated teachers
  - Aug 16
    - 8am-12pm
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<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Lockers</td>
<td>123</td>
</tr>
<tr>
<td>Clear Lockers for ‘Current Selected Students’</td>
<td>123</td>
</tr>
<tr>
<td>Locker Locks</td>
<td>123</td>
</tr>
<tr>
<td>Daily Bulletin</td>
<td>123</td>
</tr>
<tr>
<td>Bulletin Reference</td>
<td>123</td>
</tr>
<tr>
<td>Formatting</td>
<td>123</td>
</tr>
<tr>
<td>New Bulletin Item</td>
<td>125</td>
</tr>
<tr>
<td>Reference Material</td>
<td>126</td>
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<td>Absence Codes</td>
<td>126</td>
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<td>Entry Codes</td>
<td>128</td>
</tr>
<tr>
<td>Exit Codes Exit Codes (Enrollment)</td>
<td>129</td>
</tr>
<tr>
<td>Certificate of Immunizations: Form No. IZ HES101 (blue card) (Revised 7/2015)</td>
<td>132</td>
</tr>
<tr>
<td>Medical Exemption: Form No. IZ HES101A (Rev 7/2015)</td>
<td>134</td>
</tr>
<tr>
<td>Religious Exemption: Form HES-113 (Rev 6/2015)</td>
<td>136</td>
</tr>
<tr>
<td>Conditional Attendance – Montana Child Care and School Conditional Attendance Form: Form HES 103 (Rev May 2012)</td>
<td>138</td>
</tr>
<tr>
<td>Vaccines Required for School Attendance Pre K-12</td>
<td>140</td>
</tr>
<tr>
<td>Notice of Immunizations Needed – Sample letter</td>
<td>141</td>
</tr>
<tr>
<td>School ID Numbers</td>
<td>142</td>
</tr>
<tr>
<td>School Calendar</td>
<td>143</td>
</tr>
<tr>
<td>2016-2017</td>
<td>143</td>
</tr>
<tr>
<td>2017-2018</td>
<td>144</td>
</tr>
<tr>
<td>Index</td>
<td>0</td>
</tr>
</tbody>
</table>
PowerSchool/PowerTeacher/ PowerParent

/teachers

- Access the system from any Internet-linked location
- Submit attendance
- View student information
- Make class recommendations
- Read the daily bulletin
- Access PowerTeacher Gradebook Pro
Parents and Students

/public

- Access the system from any Internet-linked location
- View grades and attendance
- Email teachers
- View student graduation progress
- Request classes
PowerSchool Administrator
/admin

- Access the system from any Internet-linked location
- View, add, and change student and staff information
- Enroll students and create schedules
- Print reports and forms

Getting Started
How to log in to PowerSchool, you need the following information from your PowerSchool support team:

- The address of your PowerSchool server:

  ![PowerSchool Server Address](https://powerschool.billings.k12.mt.us/admin/pw.html)

- Your username and password

Log in to PowerSchool as an administrative staff member;

Open a web browser such as Safari, Chrome, or Firefox, and enter the address of your PowerSchool server.
Setting Preferences for your account
- Change Password
- Default Sign in page
- Initial Student Screen
- Interface – task navigator, Smart Search Options

Start Page > Setup: Personalize

From this area, you can change your password as well as decide what initial screen and initial student screens you will see. There is also an option to enable the ‘Smart Search Options’ for your account. Smart Search facilitates searching for students and staff. Once you start typing in the Search Students field, the auto-completion feature suggests a list of possible student or staff names, student or staff fields, and stored searches in a menu below the search field. In most cases, you would not have to type in the complete word or name.

To select an item, click your choice from the options that appear. If you select a student’s name, his or her student pages will appear. If you choose a field name, it will be inserted in the Search Students box. You will then need to complete the search command.

The choices in the Smart Search menu are color-coded and labeled with an icon making it easy to identify the item you are looking for within the list of results. Search results for student and staff names are represented in orange or gray and labeled with an icon that looks like a person. Search results for student and staff fields are black and labeled with a database icon. Stored searches are green and labeled with a magnifying glass.

<table>
<thead>
<tr>
<th>Result Type</th>
<th>Icon</th>
<th>Text Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>🧑‍.Student</td>
<td>Orange</td>
</tr>
<tr>
<td>Inactive student Name</td>
<td>🧑‍.Inactive</td>
<td>Gray</td>
</tr>
<tr>
<td>Staff Name</td>
<td>🧑′.Staff</td>
<td>Orange</td>
</tr>
<tr>
<td>Inactive Staff Name</td>
<td>🧑′.Inactive</td>
<td>Gray</td>
</tr>
<tr>
<td>Student/Staff Field</td>
<td>🧑.Database</td>
<td>Black</td>
</tr>
<tr>
<td>Stored Searches</td>
<td>👀.Magnify</td>
<td>Green</td>
</tr>
</tbody>
</table>
PowerSchool Start Page
The PowerSchool Start Page consists of four areas: the Navigation bar, Main Menu, ID Bar, and student/Staff Search area.

The Navigation bar includes access to three important functions; the Report Queue, Online Help, and Print – if you have permissions at multiple schools, this is also where you will switch between schools.
Browse Students
Click any of the blue links to conduct specific, single-criteria searches. These links will let you browse students, by:

- First letter of the student’s last name
- Grade level
- Gender
- Current enrollment (All)
- Stored Searches
- Stored Selections
- Secondary Students (Students who are enrolled at another school but take a class at your school)
- Pre-Registered

Search for students
Use the Student Search area to search for an individual student or groups of students. There are several ways to search for students in PowerSchool. Click [?] for instructions about how to query the database for information. In this search area you can do simple or compound searches by using search commands. To view different field names to use in your search, click View Field List on the start page.

A search command is a statement of search instructions and must contain 3 elements: a field name, a comparator, and search argument. In the following example, the field search is First_Name, the comparator is equals (=), and the information searched for is Rob. Thus, this search command searches for all current students whose first name is Rob.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Comparator</th>
<th>Search Argument</th>
</tr>
</thead>
<tbody>
<tr>
<td>First_Name</td>
<td>=</td>
<td>Rob</td>
</tr>
</tbody>
</table>

The search argument is the specific information for which you are searching. For example, if you are searching for all of the students with the last name Smith, then Smith is the search argument. The search argument is always the last part of the search command. Click View Field List on the Start Page for a list of the student fields available in PowerSchool, including any custom fields your district/school created. There is a search field to help you locate the field name you are searching for or you may scroll through the list to locate the name of the field that contains the information you want. Click the field to automatically enter it in the Search Students field.
### Class Activity -- Using the Field List – Students page, write down the field names for the following student information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Street Address</td>
</tr>
<tr>
<td>Home Phone Number</td>
<td>Gender</td>
</tr>
<tr>
<td>Grade Level</td>
<td>Last Name, First Name</td>
</tr>
<tr>
<td>Mother’s Name</td>
<td>Student Number</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Entry Date</td>
</tr>
<tr>
<td>Enrollment Status</td>
<td>Medical Alert</td>
</tr>
</tbody>
</table>

### Comparator

<table>
<thead>
<tr>
<th>Comparator</th>
<th>Means this</th>
<th>Does This</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>=</td>
<td>Equals</td>
<td>Searches for an exact match of the search argument</td>
<td>First_Name=Robert</td>
</tr>
<tr>
<td>&lt;</td>
<td>Is less than</td>
<td>Searches for all matches less than the search argument</td>
<td>Grade_Level&lt;11</td>
</tr>
<tr>
<td>&gt;</td>
<td>Is greater than</td>
<td>Searches for all matches greater than the search argument</td>
<td>Grade_Level&gt;3</td>
</tr>
<tr>
<td>&lt;=</td>
<td>Is less than or equal to</td>
<td>Searches for all matches less than or equal to the search argument</td>
<td>Grade_Level&lt;=10</td>
</tr>
<tr>
<td>&gt;=</td>
<td>Is greater than or equal to</td>
<td>Searches for all matches greater than or equal to the search argument</td>
<td>Grade_Level&gt;=4</td>
</tr>
<tr>
<td>#</td>
<td>Does not equal</td>
<td>Searches for all matches that are anything other than the search argument. The following example reads, Football_Varsity does not equal blank</td>
<td>Football_Varsity#</td>
</tr>
<tr>
<td>in</td>
<td>One of the values is present in the field</td>
<td>Searches for all the matches that contain one of the search arguments. Additional search arguments are separated with commas in the search command</td>
<td>Last_Name in yang,holt (Searches for the student whose last name is Yang or Holt)</td>
</tr>
<tr>
<td>contains</td>
<td>The value is contained in the field</td>
<td>Searches for matches where the search argument is anywhere in the field</td>
<td>street contains Grand</td>
</tr>
<tr>
<td>Comparator</td>
<td>Means This</td>
<td>Does This</td>
<td>Example</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>@</td>
<td>Wildcard</td>
<td>Replaces unknown information in the search argument</td>
<td>First_Name=rob@</td>
</tr>
<tr>
<td>!</td>
<td>The value is not contained in the field</td>
<td>Searches for matches where the search argument is not anywhere in the field</td>
<td>street !contains Grand</td>
</tr>
<tr>
<td>;</td>
<td>used for compound searches</td>
<td>You can search the database using multiple search commands simultaneously. When you enter more than one search commend in the Search Students field, separate the search command with a semicolon (;). A semicolon between search commands means and</td>
<td>Last_Name is smith;street contains ave</td>
</tr>
<tr>
<td>/</td>
<td>searches inactive students</td>
<td>When you do searches, PS only searches active student records in your school. Use the / before the search command to search for inactive students</td>
<td>/Last_Name is smith</td>
</tr>
<tr>
<td>&amp;</td>
<td>search within results</td>
<td>You have found a group but want to narrow it down to those who meet additional criteria from within this group</td>
<td>primary search *enrolled_in=MA110A Secondary search &amp;*enrolled_in=MA0005A</td>
</tr>
<tr>
<td>+</td>
<td>add results of new search</td>
<td>You have search for one group of students and want to add an additional group of students</td>
<td>primary search *enrolled_in=EN150A Secondary search +*enrolled_in=SC150A</td>
</tr>
</tbody>
</table>

Using a Search Command,

Enter search commands in the Search Students field on the PowerSchool Start Page. For example, to find all of the students who live in the 59106 zip code, enter **Zip=59106** in the Search Students Field and press **Enter**.

Additional Searches

**Compound Searches**

You can search the database using multiple search commands simultaneously. When you enter more than one search command in the Search Students field, separate the search commands with a semicolon (;). A semicolon between search commands means **and**. For example, to find all the student in Mrs. Fullmer’s homeroom class who’s street contains Ave., enter **home_room=fullmer;street contains ave** in the Search Students field, press enter.
Class Activity -- Using the Field List – Students page, write down the compound search statement you would need to find the following group of students:

<table>
<thead>
<tr>
<th>Student Information</th>
<th>Compound Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>All girls in 4th grade</td>
<td></td>
</tr>
<tr>
<td>Students who enrolled between 6/1/2016 &amp; 8/28/2016</td>
<td></td>
</tr>
<tr>
<td>Students who have a Medical Alert that has expired</td>
<td></td>
</tr>
<tr>
<td>Students in the 2nd grade who are white</td>
<td></td>
</tr>
<tr>
<td>Student who were exited between 1/30/2015 &amp; 6/1/2015</td>
<td></td>
</tr>
</tbody>
</table>

Advanced Searches,
The Advanced search allows you another way to do compound searches in multiple steps as well as search within a group or add or subtract students from a search group.

- Select ‘F’ or you can do the search ‘gender=F’ – this will show as ‘Current Student Selection’
- Check the box for Advanced
- Select a grade level or do the search ‘Grade_Level=3’ – this will show as ‘Search Results’

The Current Student Selection is all of the female students at your school, the Search results are all of the 3rd grade students at your school.
**Set:** moves the Search Results to become the new Current Student Selection (current student selection would now become all 3rd grade students at your school)

**Add:** adds the Search Results to the Current Student Selection (current student selection would now become all female student at your school along with all the 3rd grade boys)

**Subtract:** removes the Search Results from the Current Student Selection (current student selection would now become all female students at the school EXCEPT 3rd grade)

**Within:** finds the students in Search Results who are also in Current Student Selection (current student selection would now become only the female students in 3rd grade)

**Select By hand**
Once you have a group as your current Student Selection, you have the option to ‘Select by Hand’ the group of students that you want
Searching for Inactive Students,

When you perform searches, PowerSchool only searches active student records in your school. Students who are currently enrolled are considered active, this would not include exited or preregistered students. Occasionally you may need to search for students who preregistered for next year, transferred or exited out of school midyear, or graduated early. Students in all of these classifications are inactive. To access inactive student records, begin your search command with a forward slash (/). Preceding a search command with a forward slash searches all student records.

For example, to find all active and inactive students with the last name Watson, enter /Last_Name=Watson in the Search Students field and press Enter.

Once you have a group of students selected, there are over 30 different tasks that may be performed for this group of students.

Stored Searches,

If you know you will be using a set of search commands often, you can create a group of students from whom you and others users can search. Stored Searches appear DISTRICT WIDE – If you create a stored search, the search name must start with your school initials (i.e. Senior – SR, Riverside RS). Do not change or modify stored searches not belonging to you. You are responsible for the management of your searches. Stored searches find preset groups of students. You can set up and save the searches you use most or use a search that someone else has already set up.

How to Create a Stored Search

To create a stored search, click Stored Searches and click New. Then type the search command to get the results you want.

For example, if you wanted to store a search for students what have a birthday for today, you would use the command *birthday=today. Once it is stored, you can run it daily without having to type in the command by clicking Stored Searches. If you have enabled your ‘Smart Search’, once you start typing the name of the Stored Search, the search will appear in the pull down menu. Stored searches appear in green with a blue magnifying glass before it:
If your stored search has multiple criteria, each criteria is entered on a new line (unlike student searches that are entered with a semi-colon between criteria). For additional instructions, select ‘Stored Searches’ and then select the ‘Help’ link at the top of the PowerSchool page.

**Working with Students**

When you select an individual student, the list of student pages appears in the student pages menu. Use the student pages to view or enter demographic, parent/guardian, and emergency/medical information. You can also perform a function for a student, such as updating the student’s attendance record, print a report, or transferring the student out of school.

**Student Screens**

- Options on this screen are dependent upon the permission group you are in
- The menu is broken into a top section (Quick Lookup, Print a Report, Switch Student, List) that remains stationary and a bottom portion that can be scrolled up and down.
### Student Screen pages,

<table>
<thead>
<tr>
<th>Student Page</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Lookup</td>
<td>View a summary of the student's schedule, teachers, current grades, standards, and attendance. This page mirrors the page parents and students view through the Parent access and what teachers see on PowerTeacher</td>
<td></td>
</tr>
<tr>
<td>Print a Report</td>
<td>View a menu of available reports. Types of reports are separated by dashes. The first group of reports is Form Letters. The second group of report is Report Cards. The last group of reports is Object Reports.</td>
<td></td>
</tr>
<tr>
<td>Switch Student</td>
<td>Quickly access another student's information by entering the student's name in the field on the dialog box</td>
<td></td>
</tr>
<tr>
<td>List</td>
<td>Return to the Student Selection page and view the last group of student you selected.</td>
<td></td>
</tr>
</tbody>
</table>

### Information

<table>
<thead>
<tr>
<th>Information</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Update</td>
<td>Custom Form - view and print an annual update form for a single student.</td>
<td></td>
</tr>
<tr>
<td>Student Contacts</td>
<td>Custom Form - all contacts for a student - this is the information used for the Annual Update form. Guardian Alert may also be entered from this screen.</td>
<td></td>
</tr>
<tr>
<td>Access Accounts</td>
<td>View both the student and guardian access information. You can add and edit access accounts.</td>
<td></td>
</tr>
<tr>
<td>Addresses</td>
<td>View and edit both the student's physical and mailing address.</td>
<td></td>
</tr>
<tr>
<td>Attachments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom Screens</td>
<td>View a list of the custom student pages that your district or school created.</td>
<td></td>
</tr>
<tr>
<td>Demographics</td>
<td>View and edit the student's basic demographic information.</td>
<td></td>
</tr>
<tr>
<td>Emergency/ Medical</td>
<td>View Emergency Contact and doctor information; also add a Medical alert for a student</td>
<td></td>
</tr>
<tr>
<td>Family</td>
<td>View and edit a list of the selected student's siblings or relative who attend any school in your district.</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>View and edit the student's health and immunization information.</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Modify Info</td>
<td>View and edit student information such as homeroom, locker combination and number, date of entry into the district and school -- information recorded here is dependent upon your district setup.</td>
<td></td>
</tr>
<tr>
<td>Other Information</td>
<td>Other Alert is entered from this page - information on this page is dependent upon district setup.</td>
<td></td>
</tr>
<tr>
<td>Student Email</td>
<td>Custom Form - this student's district email is uploaded by technology department.</td>
<td></td>
</tr>
<tr>
<td>Parents</td>
<td>Parent information is populated through the Student Contacts Screen. Guardian information is entered on this page. Guardian Alerts may also be entered through this page.</td>
<td></td>
</tr>
<tr>
<td>Photo</td>
<td>View the student's photo. Also submit a new photo for the student using this page.</td>
<td></td>
</tr>
<tr>
<td>State/Province- MT</td>
<td>View and edit information for state reporting this is specific to Montana Requirements.</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>Use this page to log student transportation information to and from school</td>
<td></td>
</tr>
<tr>
<td><strong>Academics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accommodations</td>
<td>Custom Form - enter IEP and 504 accommodations and select labels pertaining to the student's disability. You <strong>MUST</strong> enter the date the IEP will expire.</td>
<td></td>
</tr>
<tr>
<td>Transcript Info</td>
<td>Custom Form - Enter Graduation date and any Notes to be printed on the transcript</td>
<td></td>
</tr>
<tr>
<td>Transcript</td>
<td>Custom Form - BPS transcript</td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>Use this page to view and change the student’s attendance record.</td>
<td></td>
</tr>
<tr>
<td>Enter Attendance</td>
<td>Use this page to change a student's meeting attendance for the current week.</td>
<td></td>
</tr>
<tr>
<td>Cumulative info</td>
<td>View the student’s GPA and class rank information. Your school decides what information appears on this page.</td>
<td></td>
</tr>
<tr>
<td>Graduation Plan Progress</td>
<td>View the graduation plan(s) selected for his student and the courses the student has completed, or is currently enrolled in, to fulfill these requirements. Your district creates the requirements for this page.</td>
<td></td>
</tr>
<tr>
<td>Graduation Plan Selection</td>
<td>Use this page to select the graduation plan(s) and post-secondary plans(s) the student is trying to complete.</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Historical Grades</td>
<td>View and modify the student's academic record. Use this page to enter historical grades for students who transfer to your school. Once a grade is stored, they will appear on this page.</td>
<td></td>
</tr>
<tr>
<td>Honor Roll</td>
<td>view a list of each time the student made the honor roll</td>
<td></td>
</tr>
<tr>
<td>Standards</td>
<td>Use this page to access the student’s progress with specific standards outlined by your state, district and school. <em>New look in PS version 9.0</em></td>
<td></td>
</tr>
<tr>
<td>Teacher Comments</td>
<td>View comments that teachers enter in PowerTeacher.</td>
<td></td>
</tr>
<tr>
<td>Term Grades</td>
<td>View the student's grades as they were stored and reported on his or her report cards during the current year.</td>
<td></td>
</tr>
<tr>
<td>Test Results</td>
<td>View and enter the student’s test score on standardized tests, such as the SAT, ACT, or state norm-reference tests. Your school determines what tests and score to track in PowerSchool. The 2nd tab in this screen is a Custom Report graph showing all NWEA scores for this student</td>
<td></td>
</tr>
<tr>
<td>Truancies</td>
<td>Use this page to log incident of student truancy.</td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>district information to track in PowerSchool</td>
<td></td>
</tr>
<tr>
<td>District Specific</td>
<td>district information to track in PowerSchool</td>
<td></td>
</tr>
<tr>
<td>Fee Transactions</td>
<td>View the student’s financial transaction information, including the beginning and current balances. Use this page to record new transactions.</td>
<td></td>
</tr>
<tr>
<td>Log Entries</td>
<td>View the log entries that have been entered for the student. From this page, you can create a new log entry or edit exiting ones. Use this page to add a Discipline alert.</td>
<td></td>
</tr>
<tr>
<td>Lunch – not used by our district</td>
<td>View and edit the student’s lunch status information, lunch ID number, and current lunch balance.</td>
<td></td>
</tr>
<tr>
<td>Lunch Transactions – not used by our district</td>
<td>View all of the student's transactions in PowerLunch for the current year.</td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Net Access</td>
<td>View a summary of the number of times that the parent and student have accessed PowerSchool via the internet.</td>
<td></td>
</tr>
<tr>
<td>SEOP Review</td>
<td>View Student Education Occupation Plan information, most often entered and edited by school counselors.</td>
<td></td>
</tr>
<tr>
<td>Incidents</td>
<td>View a list of discipline incidents associated with the student. Do Not use this page to add, edit, or delete discipline incidents.</td>
<td></td>
</tr>
<tr>
<td>Enrollment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activities</td>
<td>View and edit the activities in which the student is involved.</td>
<td></td>
</tr>
<tr>
<td>All Enrollments</td>
<td>View a list of every course in which the student has been enrolled since your district began using PowerSchool. From this page, you can find the final letter grade and final percent, as well as a list of the assignments and score for each course. This page has been customized to separate each school year into a new tab and to display active classes in black while classes a student has been exited from are in gray.</td>
<td></td>
</tr>
<tr>
<td>Functions</td>
<td>View a list of functions that you can perform for this student, including printing a report, transferring out of school, reenrolling in school, transferring to another school, enrolling in a course at another school, and recalculating lunch balance</td>
<td></td>
</tr>
<tr>
<td>Special Programs – not used by our district</td>
<td>Use this page to enroll the student in a special program, such as a special education-related or gifted and talented program – our district does not use ‘Special Programs’ - a link has been added to direct you to the ‘State/Province- MT’ page.</td>
<td></td>
</tr>
<tr>
<td>Transfer Info</td>
<td>view the student’s current and previous enrollments for each school year the student has been enrolled in our district</td>
<td></td>
</tr>
<tr>
<td>Scheduling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bell Schedule View</td>
<td>View the student's schedule for the current week— <strong>This is the best viewing option for schools using a block or multiday schedules.</strong></td>
<td></td>
</tr>
<tr>
<td>List View</td>
<td>View the student’s schedule for the selected term in list format</td>
<td></td>
</tr>
<tr>
<td>Matrix View</td>
<td>View the student's schedule for the selected term in a graphical format</td>
<td></td>
</tr>
<tr>
<td>Modify Schedule</td>
<td>View and modify the student’s schedule for the selected term in list format</td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Request Management</td>
<td>Use this page to modify the student’s schedule, override prerequisites, manage course recommendations, and view or modify course requests for the current or upcoming school year</td>
<td></td>
</tr>
<tr>
<td>Scheduling Setup</td>
<td>View and edit the student’s scheduling preferences for use with the PowerScheduler and the End of Year process</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Depending on your job functions and level of access to PowerSchool, you may not have sufficient access privileges to view and make changes on some student pages. For more information about your level of access, see your PowerSchool support team. Permissions are set by ‘Groups’ any changes affect every person with that permission group.

**Alerts**

- **Birthday** – Icon will appear 1 week prior to student’s birthday

- **Medical Alert**
  - ✓ Emergency Information ONLY
  - ✓ Allergies
  - ✓ Medical conditions
  - ✓ Medication

- **Discipline Alert**
  - ✓ Severe or dangerous behavior
  - ✓ Chronic behavior issues
Guardian Alert (Parent Alert)

✓ Restraining order
✓ People of concern
✓ Contact Alert

Other Alert

✓ Loss of parent
✓ Legal name change
✓ Student excuse notice
✓ Carry-over of attendance from previous school

504/Special Education accommodations

✓ Must use expiration date - - should be the date the IEP expires or is up for renewal
Alert List Report
You may print an ‘Alert List’ report by grade level. The report will only list Medical, Discipline, Guardian, and Other Alerts – it will NOT list 504-Special Education accommodations.

Start Page > Reports: System Reports > Custom Reports > misc: Alert List – select grade level and uncheck ‘Pause’. Once the report is finished, you can choose to Show/hide columns, Copy, CSV, Tab, PDF.

The document lists all students in the grade, regardless if they have alerts.
Working with Groups of Students

Once you have learned to search for a group of students, you can perform over 30 different tasks for the group including List Students, Quick Export, changing Student Field values, changing attendance, print reports, Immunization Compliance, and Batch Address Validations.

Group Functions

You can locate Group Functions two different ways:
Start Page > Functions: Special Functions > Function: Group Functions
OR
Select a group of students and use the pull-down menu at the bottom right of your Start Page to select the Group Function you want to use for the selected group. The Group Function tab will default to the last Group Function you performed.

<table>
<thead>
<tr>
<th>Group Function</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Student By hand</td>
<td>Group Functions Link Only – allows you to edit the selected group</td>
<td></td>
</tr>
<tr>
<td>Student Screens</td>
<td>(formally known as Counselor screen) View the same student page you specify for each student in the group you selected. To show the page you specified for each student, click the student's last name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Change</td>
<td>Use this function to enter or change attendance for the student group you selected</td>
<td></td>
</tr>
<tr>
<td>Search by Grade/Attendance</td>
<td>Use this function to search for students using grades, final grade percent, citizenship marks, and attendance</td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td>Description</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Search for Perfect Attendance</td>
<td>Use this function to search for students who have perfect attendance</td>
<td></td>
</tr>
<tr>
<td>Enrollment Summary</td>
<td>View the enrollment summary page only for the student group you selected</td>
<td></td>
</tr>
<tr>
<td>Mass Enroll Special Program</td>
<td>Enrolls currently selected students into a special program</td>
<td></td>
</tr>
<tr>
<td>Re-Enroll in School</td>
<td>Re-enroll students into the current school</td>
<td></td>
</tr>
<tr>
<td>Transfer Out of School</td>
<td>Transfers currently selected students out of a school</td>
<td></td>
</tr>
<tr>
<td>Export Using Template</td>
<td>Use this function to export information with a pre-defined template for the specified group of students</td>
<td></td>
</tr>
<tr>
<td>List Students</td>
<td>Use this function to view or print a list of the student group you selected. You can specify up to 10 student fields you want to include</td>
<td></td>
</tr>
<tr>
<td>Quick Export</td>
<td>Use this function to export student information from PowerSchool to a spreadsheet application for the student group you selected</td>
<td></td>
</tr>
<tr>
<td>Fee Functions</td>
<td>Use these functions to add new fees and new transactions for the student group you selected</td>
<td></td>
</tr>
<tr>
<td>Health Screening</td>
<td>Create and edit health screenings</td>
<td></td>
</tr>
<tr>
<td>ID/Password Assignment</td>
<td>Use this function to activate parent and student login accounts for PowerSchool and auto-generate parent and student usernames and passwords, and lunch ID numbers for the student group you selected.</td>
<td></td>
</tr>
<tr>
<td>LDAP Directory Synchronization</td>
<td>Synchronize PowerSchool Sign In IDs with an LDAP directory server</td>
<td></td>
</tr>
<tr>
<td>Mass Create Family Links</td>
<td>Establish family relationships between existing students</td>
<td></td>
</tr>
<tr>
<td>Student Field Value</td>
<td>Use this function to enter or update information in a single student field for the student group you selected</td>
<td></td>
</tr>
<tr>
<td>Graduation</td>
<td>Description</td>
<td>Notes</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
<td>-------</td>
</tr>
<tr>
<td>Graduation Plan Selection</td>
<td>Use this function to add, replace, or remove graduation plans for the student group you selected</td>
<td></td>
</tr>
<tr>
<td>Graduation Progress Report</td>
<td>View and print the graduation progress plans for the student group you selected</td>
<td></td>
</tr>
<tr>
<td>Graduation Progress Summary</td>
<td>View the summary of specific graduation plan requirements for the student group you selected</td>
<td></td>
</tr>
<tr>
<td>Locker Management</td>
<td>Description</td>
<td>Notes</td>
</tr>
<tr>
<td>Mass Assign Lockers</td>
<td>Group Functions Link Only- Use this function to mass assign locker assignments to the selected group of students</td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td>Description</td>
<td>Notes</td>
</tr>
<tr>
<td>Mass Print A Student Screen</td>
<td>Use this function to Mass Print a specific student screen for the selected group of students</td>
<td></td>
</tr>
<tr>
<td>Print Mailing Labels</td>
<td>Use this function to print mailing labels for the student group you selected</td>
<td></td>
</tr>
<tr>
<td>Print Reports</td>
<td>Use this function to print a form letter, report card template, or an object report for the student group you selected</td>
<td></td>
</tr>
<tr>
<td>Reports Menu</td>
<td>View the Reports page so you can run a report for the student group you selected</td>
<td></td>
</tr>
<tr>
<td>Scheduling</td>
<td>Description</td>
<td>Notes</td>
</tr>
<tr>
<td>Invalid Requests</td>
<td>Use this function to find invalid course requests due to course prerequisites for the specified group of students</td>
<td></td>
</tr>
<tr>
<td>Mass Enroll</td>
<td>Use this function to enroll the student group you selected into the same course section. You specify which section by teacher and meeting or by course section number</td>
<td></td>
</tr>
<tr>
<td>Next School Indicator</td>
<td>Use this function to set the next school indicator for the specified group of students - this may also be done using 'Student Field Value'</td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Group functions</strong></td>
<td>group functions can set only one field of four fields that need to be set</td>
<td></td>
</tr>
<tr>
<td><strong>Student Schedule Report</strong></td>
<td>use this function to create a printable schedule matrix report for the specified group of students</td>
<td></td>
</tr>
<tr>
<td><strong>Summer School Indicator</strong></td>
<td>set Summer School Indicator and notes</td>
<td></td>
</tr>
<tr>
<td><strong>Search</strong></td>
<td><strong>Description</strong></td>
<td><strong>Notes</strong></td>
</tr>
<tr>
<td>Save Stored Selection</td>
<td>use this function the save the specified group of students for later use</td>
<td></td>
</tr>
<tr>
<td>Search Attachments</td>
<td>searching student attachments</td>
<td></td>
</tr>
<tr>
<td>Search by GPA</td>
<td>use this function to search for students using cumulative, term, or current GPA</td>
<td></td>
</tr>
<tr>
<td><strong>Validation</strong></td>
<td><strong>Description</strong></td>
<td><strong>Notes</strong></td>
</tr>
<tr>
<td>Batch Address Validation</td>
<td>use this function to verify that the specific group of student has valid addresses</td>
<td></td>
</tr>
<tr>
<td>Batch Boundary Validation</td>
<td>use this function to find which student from the specified group have addresses within or outside of the selected boundary – boundaries must be put in by the PowerSchool Support team</td>
<td></td>
</tr>
<tr>
<td>Data Validation Report</td>
<td>use this function to run a report to identify which student records within a selection do not meet current data validation requirements</td>
<td></td>
</tr>
<tr>
<td>Immunization Compliance</td>
<td>DO NOT USE THIS VALIDATION – custom report is located under System Reports: BPS</td>
<td></td>
</tr>
</tbody>
</table>

Following are more specific instructions for some of the above group functions –
Attendance Change
Use this when changing attendance for a group of students.

Start Page > Functions: Special Functions > Function: Group Functions > Attendance: Attendance Change
OR
Select a group of students and use the pull-down menu at the bottom right of your Start Page to select Group Function: Attendance: Attendance Change. The Group Function tab will default to the last Group Function you preformed.

If you are on a multi day schedule, you may select all days – attendance will be changed for only days the class is held.

Assigning IDs and Passwords:
WARNING: IF YOU DO NOT FOLLOW THESE INSTRUCTIONS EXACTLY, YOU WILL CHANGE IDs AND PASSWORDS FOR ALL STUDENTS AT YOUR SCHOOL.
Start Page > Functions: Special Functions > Function: Assign IDs & Passwords
OR
Select a group of students (or All students) and use the pull-down menu at the bottom right of your Start Page to select Group Function: Function: Assign IDs & Passwords. The Group Function tab will default to the last Group Function you preformed.
Other than the first 3 options of selecting to assign for ALL CURRENTLY ENROLLED STUDENTS, For the select XX students only, or For Jane Doe only – NO other settings should be changed. This function will allow you to enable access for both the student and parent account as well as assign the needed ids and passwords. You NEVER want to overwrite the existing IDs or passwords. If you have questions, contact the PowerSchool support team before you run this function.

**List Students**
You can list and print up to 10 different student fields – Creates a clean printable report, but you are not able to adjust column width or picture size if you add student photo.

Start Page > Functions: Special Functions > Function: Group Functions > Export: List Students

OR

Select a group of students and use the pull-down menu at the bottom right of your Start Page to select

Group Function: Export: List Students. The Group Function tab will default to the last Group Function you preformed
Student List - 27 students will be listed

Report Title (shown at top of page): [Student List]

<table>
<thead>
<tr>
<th>Col</th>
<th>Field Name</th>
<th>Column Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>lastfirst</td>
<td>Name</td>
</tr>
<tr>
<td>2.</td>
<td>{schools}name</td>
<td>School name</td>
</tr>
<tr>
<td>3.</td>
<td>studentphoto</td>
<td>photo</td>
</tr>
<tr>
<td>4.</td>
<td>DOB</td>
<td>DOB</td>
</tr>
<tr>
<td>5.</td>
<td>Home_Room</td>
<td>Home room</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Name your list
- Select the fields to list -- most are found in 'Fields' but some have special formatting
- Type the Column Title you want
- Additional formatting
- You have the option to sort
Mass Enroll (in classes)

Start Page > Functions: Special Functions > Function: Group Functions > Scheduling: Mass Enroll

OR

Select a group of students and use the pull-down menu at the bottom right of your Start Page to select Group Function: Scheduling: Mass Enroll. The Group Function tab will default to the last Group Function you performed.

Double click on ‘Course Name’ to select the desired course.

Mass Enroll Preview

Entry Date: 08/28/2013

Confirm Enrollment Date

Section Summary:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Section</th>
<th>Term</th>
<th>Fees Pending Enrollment Count</th>
<th>Class Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Enhancement K3</td>
<td>ELHEALTHK3</td>
<td></td>
<td>2013-2014</td>
<td>No 13/30</td>
<td></td>
</tr>
<tr>
<td>English Language Arts K</td>
<td>KELA</td>
<td>3</td>
<td>2013-2014</td>
<td>No 13/30</td>
<td>Section found</td>
</tr>
<tr>
<td>Math K</td>
<td>KMATH</td>
<td>3</td>
<td>2013-2014</td>
<td>No 13/30</td>
<td>Section found</td>
</tr>
<tr>
<td>All-Day Kindergarten</td>
<td>KD</td>
<td>3</td>
<td>2013-2014</td>
<td>No 13/30</td>
<td>Section found</td>
</tr>
<tr>
<td>Music K3</td>
<td>ELMUK3</td>
<td>Erickson</td>
<td>2013-2014</td>
<td>No 13/30</td>
<td>Section found</td>
</tr>
</tbody>
</table>

Student Enrollment Summary:

<table>
<thead>
<tr>
<th>Student Number</th>
<th>Student Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12459</td>
<td>Allard, Cody Dale</td>
<td>Enroll in ELHEALTHK3 Erickson on 08/28/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enroll in KELA.3 on 08/28/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enroll in KMATH.3 on 08/28/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enroll in KD.3 on 08/28/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enroll in ELMUK3 Erickson on 08/28/2013</td>
</tr>
</tbody>
</table>

Double check to make sure ALL classes are listed to be enrolled in
Quick Export
Start Page > Functions: Special Functions > Function: Group Functions > Export: Quick Export
OR
Select a group of students and use the pull-down menu at the bottom right of your Start Page to select Group Function: Export: Quick Export. The Group Function tab will default to the last Group Function you preformed

Select your group of students and select Quick Export, select the fields you want to export

The export is a tab delimited – you will need to convert it to excel – please make notes below of how to convert this document for the operating system and version of excel you are using:
**Student Field Value**

Start Page > Functions: Special Functions > Function: Group Functions > Functions: Student Field Value

OR

Select a group of students and use the pull-down menu at the bottom right of your Start Page to select Group Function: Student Field Value. The Group Function tab will default to the last Group Function you preformed

- Find the field that you are wanting to change by selecting the blue ‘Fields’ link and enter the name of the field to be changed into ‘Field to Change’
- In New Field Value, enter the new value of the field – this will depend on the type of field you are changing – it could be a word, number, character, etc. – if you want the field cleared and nothing new added, check ‘Clear Field Value’
- Submit

**Review Data Carefully!**

- The next screen will give you the option to review what information you are changing – review this data carefully before you submit.

<table>
<thead>
<tr>
<th>72 students are selected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field To Change</strong></td>
</tr>
<tr>
<td><strong>New Field Value</strong></td>
</tr>
<tr>
<td><strong>Options</strong></td>
</tr>
</tbody>
</table>

**WARNING: This change is irreversible.**

<table>
<thead>
<tr>
<th>Last, First</th>
<th>Old Home_Room</th>
<th>New Home_Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Dahl, Macee DJ</td>
<td>Baumann</td>
<td>Smith</td>
</tr>
<tr>
<td>2. Hem, Montana Kystal</td>
<td>Baumann</td>
<td>Smith</td>
</tr>
<tr>
<td>3. Willis, Tamiah L</td>
<td>Anderson</td>
<td>Smith</td>
</tr>
<tr>
<td>4. Diaz, Ellan R</td>
<td>Ellason</td>
<td>Smith</td>
</tr>
<tr>
<td>5. Fitch, Adysen L</td>
<td>Scheafer</td>
<td>Smith</td>
</tr>
<tr>
<td>6. Ries, Lane S</td>
<td>Kautz</td>
<td>Smith</td>
</tr>
<tr>
<td>7. Nyre, Kiria Denise-Rae</td>
<td>Wilbert</td>
<td>Smith</td>
</tr>
<tr>
<td>8. Becker, Amaya</td>
<td>Baumann</td>
<td>Smith</td>
</tr>
<tr>
<td>9. Becker, Jude L</td>
<td>Anderson</td>
<td>Smith</td>
</tr>
<tr>
<td>10. Lund, Addison Almeda</td>
<td>Anderson</td>
<td>Smith</td>
</tr>
<tr>
<td>11. Deputee, Nashantee V</td>
<td></td>
<td>Smith</td>
</tr>
<tr>
<td>12. Gaught, Trinity Jayde</td>
<td>Baumann</td>
<td>Smith</td>
</tr>
</tbody>
</table>

If all the data/corrections look correct – submit.
Enrolling and Withdrawing Students

During the school year, you may need to enroll students who are new to your school, reenroll students who return to your school, or transfer students out of your school. When you enroll or reenroll a student, PowerSchool activates the student’s record. By default, inactive student records do not appear in searches or lists. Student records are never deleted only changed to an inactive status.

**Entry & Exit codes are listed in the Reference section of this manual**

Enrolling a Student

- Try looking the student up under ‘District Search’ – you can use partial names or wildcards (%)
- If the student is active at another school, you cannot enroll until student is dropped and released to your school
- If the student record is ‘owned’ by another school, you will need to contact the other school to release the record to you before you can enroll the student
- Once the student has been released to you – find the student > Enrollment: Functions > Re-Enroll In School
• **Update the following pages**

- Demographics
- Student Contacts
- Health (Immunizations)
- Historic Grades (HS only)
- Alerts
- Access Accounts information

Student should now be ready to enroll in classes, programs/services.

If a student is Special Education: Start Page > Select student > Information: State/Province – MT > Program/Services > Check the box for Special Education

---

**Students New to the District**

If you have verified the student has never been enrolled in our district:

Start page > People: Enroll New student

- Enter first, last and **full** middle name
- DOB
- Gender
- Phone #
- Enrollment Date
- FTE
- Entry code
- DOR
- Check “Enroll without Linking or Copying Information”

Select ‘Check for Duplicate Students’ – this will give you a list of possible matches – If you find the student you are
enrolling, look at ‘Owned By’ and contact that school to release the student record to you. If a match is not found, select ‘Submit’ above to create the new student.

**Do not use NMI or X for students who do not have a middle name
** Suffixes such as Jr, II are entered at the bottom of the demographics page once a student is enrolled

**Information to note**
- Address & Primary Phone on the student demographics page is the Students primary address and primary phone contact number
- If you enter the wrong start date, you can correct under ‘Transfer Info’ as long as the date falls within the current school year – otherwise you must contact the PowerSchool support team.

**District of Residence**
- DOR is used to bill tuition students, please make sure you keep this information accurate
- Any student whose parent or guardian lives outside of SD2 boundaries – when in question, contact the Financial Services Assistant at the Lincoln Center
- Any student who is a ward of the state (Group Home, foster kids)
- We also use DOR for Home school students & students who come from our feeder schools

**Setting District of Residence**
Start page > Find Student > Enrollment: Transfer Info > click on blue link for Current Enrollment: District of Residence

**Please mark ALL students who should be paying tuition --**
-- If the parent is responsible for tuition costs -- the District of Residence is ‘Parent Pay Tuition’ #0001, not the district(school) the student is coming from

-- If a student comes to our district from another district that has an agreement with our district to provide services for the student, the DOR would be the sending district
-- Group Home or Foster kids are most often tuition students – most of these students are State Pay and others may be Parent Pay
-- for Middle School the following districts have an agreement with SD2 to teach their students: Morin, Independent, Blue Creek, their DOR would be the school they are coming from
**This field is also be used for students coming from our feeder schools (Lockwood, Elder Grove, etc.) and Home School students

-- to search for students who have a DOR other than SD2 ---- in the student search field enter: DistrictOfResidence#0965;DistrictOfResidence#0966
-- to search for students by DOR enter: DistrictOfResidence=XXXX --followed by the district # --
you can find the district # by looking at the pull down menu for District of Residence – the district # is the number in the parenthesis.
Commonly used DOR:

```
<table>
<thead>
<tr>
<th>District ID</th>
<th>District Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Parent Pay Tuition</td>
</tr>
<tr>
<td>0002</td>
<td>Home School (SD#2)</td>
</tr>
<tr>
<td>0003</td>
<td>State Pay Tuition</td>
</tr>
<tr>
<td>0965</td>
<td>Billings Elementary District #2</td>
</tr>
<tr>
<td>0966</td>
<td>Billings High School District #2</td>
</tr>
<tr>
<td>0967</td>
<td>Lockwood Elementary District #26</td>
</tr>
<tr>
<td>0968</td>
<td>Blue Creek Elementary District #3</td>
</tr>
<tr>
<td>0969</td>
<td>Canyon Creek Elementary District #4</td>
</tr>
<tr>
<td>0972</td>
<td>Elder Grove Elementary District #8</td>
</tr>
<tr>
<td>0976</td>
<td>Morin Elementary District #17</td>
</tr>
<tr>
<td>0981</td>
<td>Elysian Elementary District #23</td>
</tr>
<tr>
<td>0987</td>
<td>Pioneer Elementary District #41</td>
</tr>
<tr>
<td>0989</td>
<td>Independent Elementary District #52</td>
</tr>
<tr>
<td>9999</td>
<td>Private School</td>
</tr>
</tbody>
</table>
```

**Tuition**

Information regarding tuition students and tuition forms can be found at: [http://www.billingsschools.org/enrollment--registration.html](http://www.billingsschools.org/enrollment--registration.html)

- Parents/Guardians can choose how to pay their tuition balance after the down-payment is made. They will be sent monthly statements, but their account must be paid in full by May (end of the school year).
- Tuition is billed on a pro-rated amount, based on actual days enrolled, and refunded if the student exits during the school year.
- Lincoln Center will figure any pro-rated amounts, apply the $300 down-payment and send the parent/guardian a confirmation letter letting them know their balance, how payments can be made, and set up monthly statements.
- If a tuition student leaves the district during the school year – please inform Lincoln Center of their exit date as soon as possible, so that the tuition balance can be refigured and billed or a refund issued if necessary.
- If you have a Special Ed student: The Out of District Form needs be reviewed by the Special Ed Department before we can approve enrollment of the student, to make sure we can provide for the student’s needs. The SPED Dept. may also request additional information from the parent/guardian in making this determination.
If you have any questions please call the Lincoln Center

**OTHER CONSIDERATIONS**

⇒ Residence is defined by where the legal guardian/student lives, sleeps at night, etc. - They cannot use the address of a business or relative. Even if the student is living with an in-district relative, if their legal guardian resides out of the district they must pay tuition. The person living in the district must have full legal custody (temporary custody does not count).

⇒ Please make sure all forms are filled out completely and signed by all the required parties

⇒ Please verify mid-year student address changes as soon as possible to ensure they are still
within the district boundaries - if not, they need to pay tuition! The amount is prorated from the date of their address change. (follow instructions above)

⇒ *MIDDLE SCHOOLS: We have agreements with Independent (medicine Crow) and Blue Creek/Morin (Riverside) - these districts pay the tuition for their students to attend 7-8 grade. Please ensure these students are marked District Paid (with their respective district code) in PowerSchool, so we can bill these districts accurately at the end of the year.

Student Contacts page

It is important to fill in each field completely –

- Name: Use proper name – NOT Nanna, Joe, or Uncle
- Relationship type: use pull down menu – ‘Other’ is at the end of the list
- Emergency Contact Priority: selects order contacts are displayed and used for priority of Auto-call system – No 2 contacts can have the same Priority number
- Address: Use proper USPS formatting on addresses
- Lives with: Mark from the 3 options as to if the student lives with this contact or not
- Mailing Address: mailing address even if it is the same as the Home address – an address MUST be entered in this area if the contact is to receive ANY mailing
- 2nd mailing -mark those contacts who are to receive secondary mailings – the contact must NOT have the same address as the student, a mailing address MUST be entered in order for contact to receive mailings
- Phone Numbers: Enter FULL phone numbers including area code – formatting should be: XXX-XXX-XXXX – you will just need to type the numbers - this field is formatted for 10-digit phone numbers
  - If the phone number has an extension number – enter it after the last 4 digits – these numbers CANNOT be called with the Auto-Call system, so mark to Exclude from Auto-call
  - If the number goes to a main switchboard – mark to Exclude from Auto-call

Phone Numbers & Auto - Call:
The auto-call will call up to 4 numbers - the student’s primary phone(demographics page) and then up to 3 more numbers -- It will look at your priority 1 contact and see if there are 3 more unique numbers that do not have ‘Exclude’ checked -- if there are 3, it will stop there -- if there is only 1 or 2, it will move on to contact 2 and look for unique numbers that do not have exclude checked -- once it has filled its quota of numbers -- it stops.
Pre-Registering students

Use the guidelines above for students who are new to the district or returning to the district. If you are registering a student for the following school year, make sure the correct start date is entered before saving. If you save with the incorrect start date, you MUST contact the PowerSchool support team to correct the date. Correcting the date in Transfer Info will NOT move the student to Pre-Registered status, this must be done by the District Office.

If you have set the ‘Scheduling Setup’ for the students at your school, you will need to manually enter it for your Pre-Registered students. The Next Year Grade will be the grade level the student will be in the upcoming school year. Check the box to ‘Schedule This Student’, enter their Year of Graduation, and use the pull down menu to enter your school name.

To check which student you have that are Pre-Registered, on the start page select "Include Pre-Registered Students?" under the student search box. You can also include Pre-Registered students on the Immunizations report, by checking the box to
Transferring a student out of your school

When a student leaves your school – their exit day is the *day after their last day of attendance, even if it is a weekend or holiday*. You should NEVER transfer a student out on a Monday since school is never open on a Sunday.

Start page > Select the student > Enrollment: Functions > ‘Transfer Out of School’ – if the student is leaving the district, enter where the student is going (i.e. Laurel Middle School, Central Elementary – Roundup, Wyoming), enter the date to be exited the day after their last day of attendance, and use the pull down menu to enter their exit code – submit. If there are future attendance records, you must check the box in order to remove those records and proceed with exiting the student.

**IF** the student is Special Education – you will also need to exit them out of Special Education in AIM.

**IF** they are transferring to a school in district, you do not enter anything in the Transfer comment field — you will ALSO need to select Functions and then ‘Transfer to Another School’, select the school the student is transferring to and submit.

Students who transfer **out of district** will remain in your track as an inactive student – students transferring to another school in the district will become ‘owned’ by the new school.
Releasing a student to another school – the student must be inactive. Find the student (may need to add / before the name to find an inactive student). Once you have found the student, go to ‘Functions’ and select ‘Transfer To Another School’. Select the school the student will be attending and submit. Once a student has been released to the new school, the new school can search for the student (using a / if they do not have smart search enable and set to show inactive students). If you are the new school, after you have located the student, go to Functions and select ‘Re-Enroll In School’ (instructions above), make sure you enroll the student using the date the student will start classes.

HS Students Transferring at Semester

- **Students leaving your school:**
  - In PowerScheduler: print a copy of the requests and put with cumm file
  - change their course requests school code to the school code the student is going to -
    - Senior - 1250
    - Skyview - 1628
    - West - 1251
  - In PowerSchool Admin: review S2 schedule and S2 course requests - make sure they match - if not correct so they do match
  - print a copy of the student S2 schedule and put with cumm file
  - Drop student as of the day after the last day of S1 and transfer to new school
  - send cumm & 2 printouts to new school

- **When time to store grades:**
  - Include only enrollment records that are currently active and that were active on this date: (last day of S1)
  - Store grade for classes enrolled at: All schools
  - Records the school name of: This school
  - Go to the Historic Grades of the student and select ‘Previous School Names’ option
  - Change the School Name of the grades that were just stored to reflect the name of the school the student came from
    - Billings Senior High School
    - Billings West High School
    - Skyview High School

End of Year Exits and Summer Maintenance

If a student is leaving your school and **moving to a school in our district** – the Scheduling Setup (if properly set up) will automatically transfer these students to their new school with the EOY process. This usually happens the first week of July.

If a student is **leaving our district** and will not return the next year – you will exit them the day after the last day of school. If the last day of school is 6/2/2017 – their exit date will be 6/3/2017. – Up to when the EOY process is run. Their Scheduling Setup should not have ‘Schedule This Student’ checked and have no school listed for Next School Indicator.
Once the EOY process has been run (usually the 1st week of July) – you will exit students on July 1.
This is for both students moving within district and leaving the district. The technology staff will use July 1st as the search date to manually go in and correct the enrollment records of students who do not return to their previous school.

Once the new school year has started – you will still use the July 1st exit date for students who do not attend your school for the current year. Make sure you remove any attendance and classes prior to dropping them with the July 1st date. This prevents orphaned attendance records and orphaned enrollment records that must be cleaned up.

*** There are exceptions to this rule for Middle and High Schools where the student will become a ‘drop out’ or all schools in cases where there is truancy or custody issues. If you have questions, please contact the PowerSchool support team.

Creating Mailing Labels
Create mailing labels layouts to easily print information on labels for several students at one time. For example, mailing labels, report card labels, screening labels, etc. You can use the mailing label layouts to print simple student information for several uses.

When you create mailing labels, you need to know the size of the label stock that you use. Refer to the label stock box for this information. If using the following example does not line up properly when printing the label, check your printer settings. DO NOT make changes to any label you did not create, any labels starting with a * are created at the district office for use by all schools – do not change any settings on these labels. The sample mailing label layout below is for Avery 5160 label stock:

Any mailing labels you create for yourself, must be named with your schools initials and be marked for use by only your school.
Here are the sample setting for 3 of the most popular labels:

<table>
<thead>
<tr>
<th></th>
<th>Avery 5160</th>
<th>Avery 5163</th>
<th>Avery 5371</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Font</strong></td>
<td>Times</td>
<td>Helvetica</td>
<td>Marker Felt</td>
</tr>
<tr>
<td><strong>Font Size</strong></td>
<td>10</td>
<td>14</td>
<td>16</td>
</tr>
<tr>
<td><strong>Line Height</strong></td>
<td>10</td>
<td>14</td>
<td>16</td>
</tr>
<tr>
<td><strong>Page Left Margin</strong></td>
<td>0.19</td>
<td>0.18</td>
<td>0.75</td>
</tr>
<tr>
<td><strong>Page Top Margin</strong></td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td><strong>Label Width</strong></td>
<td>2.63</td>
<td>4</td>
<td>3.5</td>
</tr>
<tr>
<td><strong>Label Height</strong></td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>How Many Columns of Labels</strong></td>
<td>3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>How Many Rows of Labels</strong></td>
<td>10</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td><strong>Space Between Each Column</strong></td>
<td>0.12</td>
<td>0.12</td>
<td>.2</td>
</tr>
<tr>
<td><strong>Space Between Each Row</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Horizontal Padding For Label Text</strong></td>
<td>0.2</td>
<td>0.6</td>
<td>.5</td>
</tr>
<tr>
<td><strong>Vertical Padding for Label Text</strong></td>
<td>0.2</td>
<td>0.2</td>
<td>.25</td>
</tr>
</tbody>
</table>
Creating Form Letters

You can create form letters to print letters for several students at one time or for an individual student. For example, your school can create a letter to send to parents that includes the information they need to log in to Parent Access and view their child’s progress.

You can include PowerSchool fields in a form letter so that each student’s current information prints on his or her letter.

Form Letters use HTML Tags:

<table>
<thead>
<tr>
<th>HTML Tag</th>
<th>Does This</th>
<th>Example</th>
<th>Prints This</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;center&gt;&lt;/center&gt;</td>
<td>Centers the text on the page</td>
<td>&lt;center&gt;School District #2&lt;/center&gt;</td>
<td>School District #2</td>
</tr>
<tr>
<td>&lt;font size=16&gt;&lt;/font&gt;</td>
<td>changes the font size to 16 points</td>
<td>&lt;font size=16&gt;415 North 30th St&lt;/font&gt;</td>
<td>415 North 30th St</td>
</tr>
<tr>
<td>&lt;b&gt;&lt;/b&gt;</td>
<td>changes the style of the text to bold</td>
<td>keep your username and password&lt;b&gt;private&lt;/b&gt;</td>
<td>Keep your username and password private</td>
</tr>
<tr>
<td>&lt;i&gt;&lt;/i&gt;</td>
<td>changes the style of the text to italic</td>
<td>Welcome to&lt;i&gt;Billings Public Schools&lt;/i&gt;</td>
<td>Welcome to Billings Public Schools</td>
</tr>
<tr>
<td>&lt;u&gt;&lt;/u&gt;</td>
<td>changes the style of the text to underlined</td>
<td>Report card will be distributed this&lt;u&gt;Thursday&lt;/u&gt; to all students.</td>
<td>Report Cards will be distributed this Thursday to all students.</td>
</tr>
</tbody>
</table>

PowerSchool fields and data codes to create a form letter

Customize your reports for each student by adding PowerSchool fields. For example, a school may send a welcome back letter to each student at the beginning of the school year. You can use PowerSchool fields to automatically print each student’s name and address, as well as other information, on the form letter.

To include PowerSchool fields on a custom report, use this format: ^<fieldname>. For example, to print each student’s first name on a form letter, enter ^<first_name> in the body of the letter where you want the name to appear.

You can also include additional information using data codes. For example, you can automatically include the current date by using the code ^[letter. Date] on a custom report. Data codes that include an asterisk (*) completes a calculation and displays the result on the report.
The following table lists some common PowerSchool report codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Does This</th>
<th>Example</th>
<th>Prints This</th>
</tr>
</thead>
<tbody>
<tr>
<td>^[time]</td>
<td>Prints the current time</td>
<td>This report was printed at^[time]</td>
<td>This report was printed at 10:37 AM</td>
</tr>
<tr>
<td>^(He/She)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>^(he/she)</td>
<td>Uses the Gender field to print the correct pronoun for each student</td>
<td>Your ^(son/daughter) is invited to make up ^(his/her) attendance points during the Saturday school sessions.</td>
<td>Your daughter is invited to make up her attendance points during our Saturday school sessions.</td>
</tr>
<tr>
<td>^(His/Her)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>^(his/her)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>^(son/daughter)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>^([^credit_hours])</td>
<td>Prints the number of cumulative credit hours the student has earned</td>
<td>Your student has earned a total of ^(*credit_hours) credits.</td>
<td>Your student has earned a total of 20 credits.</td>
</tr>
<tr>
<td>^([^schoolname])</td>
<td>Prints the name of the school</td>
<td>Welcome to ^([^schoolname])!</td>
<td>Welcome to The Lincoln Center!</td>
</tr>
<tr>
<td>^([^yearname])</td>
<td>prints the name of the school year</td>
<td>We are looking forward to a great ^([^yearname]) school year.</td>
<td>We are looking forward to a great 2014-15 school year!</td>
</tr>
</tbody>
</table>

To create a form letter – start page > Reports: System Reports > setup > Form Letters

Once you have saved your setup, you then open the letter and add the Report Body. Following is a sample of the District Web ID and Password letter for parents & the printed final copy:
To the parents of: ^(first_name)  ^(middle_name) ^(last_name)
Student Number: ^(student_number)
Date of Birth: ^(dob)

<font face="courier">^(Web_ID)</font>

The administration and staff at ^(schoolname) are pleased to provide you and ^(First_name) with access to ^(first_name)'s current grades and attendance via the internet. To access or create your parent account, please follow these steps:

1. Open the internet browser on your computer
2. Visit http://www.billingsschools.org, go to the Parents tab, and click" PowerSchool for Parents".
3. ^If you have previously created an account^, log into your account and use the Parent Access ID and Password above to add this student to your existing account. - you now have access to this student
4. Enter your Name, Email Address and desired Username and Password - Your password will need to contain at least 7 characters - including an upper and lower case letter, a number, and a special character such as ! @ #, etc.
5. At the bottom of the screen enter ^(First_name)'s full name, then enter the Parent Confidential Access ID and Parent Access Password exactly as they are printed above (both are case sensitive).
6. Click Enter and your account will be created. From now on, you can access your account using the username and password that you chose. Remember to log off each time you are finished using your account.

You and ^(First_name) have separate accounts. ^(First_name)'s username and password is below. Either you or ^(First_name) may track academic progress from any location that has internet access. Please keep your passwords confidential so only you can access the information.

The Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue grade or percentage across from a class. To email the teacher a question or concern, please click the blue teacher's name link. The Grades History tab will show you the grades your child received in previous grading periods. The Teacher Comments tab is used to access current teacher comments for your student and the School Bulletin tab has current announcements for our school. You can also set up the account to send daily, weekly, or monthly emails with your students' updated grades and attendance, as well as the school bulletin.

Once you have set up your parent account, you may also install a mobile app on your Android or Apple phone -- the district code you will need to do this is: ^NMHT^.

If you have any questions regarding the use of PowerSchool please contact the school office.

^(First_name)'s User ID is: ^(Student_Web_ID)
^(First_name)'s Password is: ^(Student_Web_Password)
Sandstone Elementary School
1400 Nutter Blvd.
Billings, MT 59105
Phone: (406) 281-6220

May 18, 2016
To the parents of: Olivia
Student Number: 
Date of Birth: 

Parent Confidential Access ID is: 7

Parent Access Password is: 

The administration and staff at Sandstone Elementary School are pleased to provide you and Olivia with access to Olivia's current grades and attendance via the internet. To access or create your parent account, please follow these steps:

1. Open the internet browser on your computer

2. Visit http://www.billingschools.org, go to the Parents tab, and click "PowerSchool for Parents".

3. If you have previously created an account, log into your account and use the Parent Access ID and Password above to add this student to your existing account. You have now access to this student.

4. Enter your Name, Email Address and desired Username and Password - Your password will need to contain at least 7 characters - including an upper and lower case letter, a number, and a special character such as ! @ #, etc.

5. At the bottom of the screen enter Olivia's full name, then enter the Parent Access ID and Password exactly as they are printed above (both are case sensitive).

6. Click Enter and your account will be created. From now on, you can access your account using the username and password that you chose. Remember to log off each time you are finished using your account.

You and Olivia have separate accounts. Olivia's username and password is below. Either you or Olivia may track academic progress from any location that has internet access. Please keep your passwords confidential so only you can access the information.

The Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue grade or percentage across from a class. To email the teacher a question or concern, please click the blue teacher's name link. The Grades History tab will show you the grades your child received in previous grading periods. The Teacher Comments tab is used to access current teacher comments for your student and the School Bulletin tab has current announcements for our school. You can also set up the account to send daily, weekly, or monthly emails with your students' updated grades and attendance, as well as the school bulletin.

Once you have set up your parent account, you may also install a mobile app on your Android or Apple phone - the district code you will need to do this is: NMHT

If you have any questions regarding the use of PowerSchool please contact the school office.

--------------------------------------------------------

Olivia's account has already been created using the ID and Password listed below. Please detach and give this to Olivia.

Olivia's User ID is: 
Olivia's Password is: 

Class Roster

Start page > Reports: System Reports > System: Student Listings: Class Rosters (PDF)

This is a printable form you can run for one or all of your teachers. Once you enter the Heading text and Roster columns, they will remain until you change the data – you cannot save multiple formats for Class Roster.

Here is an example of a roster **Heading text** that contains, the teacher’s name, course name, period, term, date the form was printed, and a signature line with teacher’s name:

Teacher: ^(teachername)
Class: ^(Coursename)
Period: ^(Expression)
# of students: ^(no_of_students)
Term:^([Terms]Abbreviation)
~[letter.date]

____________________________________________________________________
~(teachername)

For the **Roster columns**, you must enter the data in the following format:

Field name\ column title \ column width \ alignment
**LastFirst\Name\1.75\L** – in this example the first column would have a title of Name, the information pulled would be the student’s last name followed by their first name, the column would be 1.75 inches wide and the text would be aligned on the left.

Once you have the Heading text and Roster columns formatted, select from the options as to which teacher, period, and date you would like to print.
Managing Student Attendance

** Attendance codes are listed in the reference section of this manual.

You can manage student attendance on a daily basis in PowerSchool. Search for students who have been marked absent today (or for any specified date), update a student attendance when appropriate, and access attendance reports. Because PowerSchool manages and shows information in real time, you can access a list of students at your school who have been marked absent by teachers as soon as they take attendance in PowerTeacher. You can even view a list of teachers who have not taken attendance. Likewise, when you make a change to a student’s attendance in the office, the teachers see the change you make the next time they open the attendance dialog in PowerTeacher. They can also see comments entered pertaining to the attendance. Once an attendance code has been entered by office staff, it CAN NOT be overridden by a teacher – this includes when the office staff has changed the code to present and the student is then tardy for the class – the teacher will not be able to override the present code to mark the student tardy – they must go to the office to have the code changed.
Attendance Dashboard

The Attendance Dashboard was new with PowerSchool version 9.0. How attendance codes are displayed within the tiles is determined by their setup in Attendance Code Categories.

**Teacher Attendance Submission Status:**

Use the Teacher Attendance Submission Status to view whether or not teachers have taken attendance or are in the process of taking attendance for each of their classes.

Start Page > Functions: Attendance > Teacher Attendance Submission Status

- ![Teacher has not submitted attendance for any classes](image1)
- ![Teacher has submitted attendance for some of their classes](image2)
- ![Teacher has submitted attendance for all classes](image3)

If you click on the teacher’s name, it will list all of the classes for that teacher and what the attendance status is.
Entering Student Attendance

Student attendance may be entered by the teacher or a PowerSchool Administrator with attendance permissions. To enter attendance for a single student, select a student, go to Academics: Attendance or Enter Attendance for current week only. In Attendance, click on the blue link for the week in which you are entering attendance, using the pull-down menu, select the attendance code you would like entered, click on the box of the period you would like the attendance entered for OR Set All if for the entire day. Once attendance is entered, a gray caption box appears - you may enter in a comment – this comment will be visible by the teacher and will print on the custom reports ‘Attendance – One Day All Students’ and ‘View All for Date Range’. Once a comment is entered, the icon turns blue. When finished entering the attendance and comment, select submit.

Entering Attendance for a group of students

This is covered under ‘Group Functions’
Enter Attendance for a Class
Start Page > Functions; Teacher Schedules > select a teacher – from here you have 2 ways to enter attendance, the chair 🔄, which will allow you to enter the attendance for a single day OR the grid 📅 which allows you to enter attendance for an entire week.
The entering attendance for a single day screen is the same screen teachers see when they are entering attendance from PowerTeacher.

Record Meeting Attendance: 7 MATH - 1(A)

- select the attendance code you would like to enter
- if there are multiple periods attached to the class, you can select the proper period here
- once the attendance code is selected, click in the attendance box to enter the code
- You have the option to enter an attendance comment to the record -- the caption box will change from gray to blue once a comment is entered

By submitting attendance on this page you are verifying that attendance has been taken for this entire class. Blank attendance codes will count as (Present).

When you have finished entering attendance for the entire class, click submit.
To enter attendance on the multi day grid, the instructions are the same as entering the attendance for a single day. In order to add comments from this screen, select the ‘Comments’ option of ‘Display’.

**Student Attendance Reports**


- This is a single day report for absences

You may run this for the entire school or a group of students (if the soccer team was being excused for a game, you could run the report using the activity group of soccer and then give the report to the soccer coach. The coach could check that the proper students have been marked and if any were marked out for illness or suspension and so would not be at the game).

If you are running the report for the entire school, most fields will be left blank indicating to include all information in that field. You also have an option to include a verification line if you are using this report to contact parents about an absence.
**Attendance Count Report**

Start page > Functions: Attendance > Reports tab> Functions: Attendance Count

OR the report is also in System Reports

- Multi-day period by period attendance code report

**Consecutive Absences**

Start page > Functions: Attendance > Reports tab> Functions: Consecutive Absences

OR the report is also in System Reports

- Report to find students who have consecutive absences – this report may be used on or before the count day to find students who may need exited or to request a waiver for.

### Attendance Count Report

- **Attendance Mode:**
  - Selecting a grade
  - Selecting students

- **School Grades:**
  - Grades left blank for all
  - Grades left blank for all

- **Attendance Codes:**
  - A (Absent)
  - T (Tardy)
  - E (Excused)
  - MT (Medical Tardy)
  - M (Medical Waiver)
  - S (Suspended)
  - X (Suspended Out of School)
  - L (Truancy/Center)

- **Begin Date and Ending Date:**
  - 08/22/2012 to 05/31/2013

### Consecutive Absences

- **Report Name:** Consecutive Absences
- **Version:** 3.5
- **Description:** A report listing consecutive absences for one absence code.
- **Comments:**
  - **Attendance Mode:**
    - Selecting a grade
    - Selecting students

- **Attendance Codes:**
  - A (Absent)
  - T (Tardy)
  - E (Excused)
  - MT (Medical Tardy)
  - M (Medical Waiver)
  - S (Suspended)
  - X (Suspended Out of School)
  - L (Truancy/Center)

- **Begin Date and Ending Date:**
  - 08/22/2012 to 05/31/2013

### Attendance Codes

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Grade</th>
<th>AM</th>
<th>PM</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acheson, Grace Elizabeth</td>
<td>5</td>
<td>8</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Adams, Cheradyn Kathryn</td>
<td>4</td>
<td>2</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Alefteras, Anton Alexander</td>
<td>1</td>
<td>56</td>
<td>7</td>
<td>63</td>
</tr>
<tr>
<td>Alefteras, Kylin Monae</td>
<td>4</td>
<td>47</td>
<td>6</td>
<td>53</td>
</tr>
<tr>
<td>Allison, Ezavior Jay</td>
<td>0</td>
<td>26</td>
<td>9</td>
<td>35</td>
</tr>
<tr>
<td>Allison, Tyson Lee</td>
<td>1</td>
<td>26</td>
<td>9</td>
<td>35</td>
</tr>
<tr>
<td>Almann, Andrew</td>
<td>5</td>
<td>9</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>Alqudsi, Azzam</td>
<td>6</td>
<td>9</td>
<td>6</td>
<td>14</td>
</tr>
<tr>
<td>Alqudsi, Shabina Siti</td>
<td>1</td>
<td>8</td>
<td>6</td>
<td>14</td>
</tr>
<tr>
<td>Alqudsi, Shafiyah Siti</td>
<td>5</td>
<td>5</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>Alvarez, Rachel Elizabeth</td>
<td>3</td>
<td>12</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>Anderson, Chase Allan</td>
<td>5</td>
<td>14</td>
<td>11</td>
<td>25</td>
</tr>
<tr>
<td>Anderson, Myah McKenna</td>
<td>0</td>
<td>9</td>
<td>7</td>
<td>16</td>
</tr>
<tr>
<td>Ard, Gavin Xavier</td>
<td>6</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
There are also 4 custom reports - Start Page > Reports: System Reports > sqlReports 4 >

- Attendance – Attendance Counts for a Year
- Attendance- One Day All Students
- View All for Date Range (this report has been moved to the student Attendance page)
- Attendance – Students with Excessive Absences
  - Attendance – Attendance Counts for a Year – allows you to compare attendance codes used by comparing different years

- Attendance- One Day All Students will give you a single day attendance (you can select the date) including the student’s name, the period gone, which class, the attendance code, and any comment that has been entered by either the office staff or teacher. From the report screen you can make the students listed your current selection, export the data, or print the report. Some schools use this report to give to the principal for review. This report is also found on the Attendance Reports tab.
View All for Date Range will give you a report for a single student for the date range that you enter. If the student has come to you from another school, it will also list their attendance at their previous school. Select the Student > Academics: Attendance > enter First Day and Last Day you want to view attendance for the student > Retrieve Data.

- **Attendance – Students with Excessive Absences**: This report allows you to enter a date range and number of absences to find students with excessive absences. The report will give you the student name, current school, course #, course name, periods, and days absent.
Perfect Attendance Search
Start page > Functions: Special Functions > Function: Search for Perfect Attendance
OR Start Page > select a group of students > Group Functions> Attendance: Search for Perfect Attendance

Select date range to scan

enter attendance codes you DO NOT want counted as being absent (attnd code list is included in the Reference Material at the end of this manual)
Incentive Day Export/Report – High School Only

Start Page > Reports: System Reports > sqlReports 4 > Incentive Day > Enter first day of reporting period and last day of reporting period > Submit

- “Make Current Selection” – Either select Quick Export from the Group Functions page, or go back to the main screen and select Quick Export from the pull down menu.

- Enter the following fields into the Quick Export field box:
  - student_number
  - grade_level
  - last_name
  - First_name
  - ^(period_info;1(A);teacher_I_last_name), ^(period_info;1(A);teacher_I_first_name)
  - ^(period_info;1(A);room)
  - ^(period_info;4(A);teacher_I_last_name), ^(period_info;4(A);teacher_I_first_name)
  - ^(period_info;4(A);room)

Quick Export

The next steps are dependent upon the setting of your computer and what version of Excel you are using – Refer to Quick Export section of this manual as to how to open your export.

Once you have the data in an excel sheet – rename column E to 1st period, F to 1st period room, G to 4th period, H to 4th period room.

** if the teacher name displays as blank or as a comma, the student’s class is a class listed at the Lincoln Center or the student does not have a class that period.

Sort excel sheet to meet your needs. Use Mail Merge to create your certificates.
Scheduling Setup & Next School Indicator

Use the following instructions and ‘Student Field Value’ to change/correct ‘Next School Indicator’

The Next School Indicator is on the Scheduling Setup page for each student. This should be set to the school the student will be attending the following year. You can mass fill the required information by using Student Field Value. Any new students who enter after this process is done will need to be updated individually.

Search Options:

- To find students with no NSI: Next_School=0
- To find students with NSI as a specific school: Next_School= (enter school ID here)
- To find student with NSI not your school: Next_School# (enter school ID here)
- To find students with no Next Year Grade: Sched_NextYearGrade=(blank spot)
- To find students who are not marked to be scheduled: Sched_Scheduled=0

Mass filling using Student Field Value:

✓ You will use Student Field Value to mass fill the fields you need in Scheduling setup –
✓ start page > select a group of students> Group Functions: Functions: Student Field Value
✓ Once you have the Student Field Value page, use the criteria listed below to mass fill in the fields for Scheduling Setup – the criteria you will need for each field is listed below

To set Schedule This Student: (Set for entire school at one time)

- In Search Students: select all >Student Field Value
- Field to Change: Sched_Scheduled
- New Field Value: True
- Deselect Clear Field Value & Do not overwrite existing data
- Submit
- Review list – if it is correct, select ‘Submit’
To set **Next School Indicator:** (depending on your school set up – you may want to set 1 grade level at a time – see note below – the example below would select the group of current K-4 students)
- In Search Students enter Grade_Level<5 (to find all students current grade K-4)>Student Field Value
- Field to Change: Next_School
- New Field Value: Your School number or school number where student(s) will go(use state ID #)
- Deselect Clear Field Value & Do not overwrite existing data
- Submit
- Review list – if it is correct, select ‘Submit’

**NOTE:** If you have a large number of students going to a different school next year such as Kindergarten or 5th grade, select this group in Search Students and repeat the steps above- after you select a grade level of students, you may ‘Select Students By Hand’ prior to ‘Student Field Value’ if you have students from the same grade level that will be attending different schools next year.

To set **Next Year Grade:**
- You will need to do one grade level at a time. In Search Students, select a grade level>Student Field Value
  - Field to Change: Sched_NextYearGrade
  - New Field Value: 1-12 (enter proper grade level for the next school year)
  - Deselect Clear Field Value & Do not overwrite existing data
  - Submit
  - Review list – if it is correct, select ‘Submit’

**Note:** you could update all graduation years at the same time as the Next year Grade – select Back, make sure it is the same selected group (at the top is the # of students currently selected)

**To set Year of Graduation:**
- Field to Change: Sched_YearofGraduation
- New Field Value: 20XX (enter proper graduation year)
- Deselect Clear Field Value & Do not overwrite existing data
- Submit
- Review list – if it is correct, select ‘Submit’

After you have mass updated the students at your school, you can then use the search codes above to periodically check to make sure all students are up to date. If an individual student needs updated: **Start page > select student > Scheduling: Scheduling Setup**

**When Pre-Registering students for the next school year, remember to fill in the ‘Scheduling Setup’ for the student. Their ‘Next Year Grade’ will be the grade level you are registering them for.**
Use Quick Export with the following fields to view that your corrections have been made:

- Grade_Level
- student_number
- lastfirst (or Last_Name and First_Name)
- Next_School
- Sched_NextYearGrade
- Sched_Scheduled
- Sched_YearofGraduation

*** Once Student requests have been made: Students moving from Elementary school to Middle School OR Middle School To High School OR between Middle or High Schools
You MUST notify the school listed in the Next School Indicator before exiting the student OR switching the Next School Indicator.
If the student is leaving the district, prior to exiting them, the current school will contact the school listed as “Next School Indicator”

The Next School Indicator school must (In PowerScheduler):
- Remove requests
- Remove schedule
- Uncheck ‘Schedule This Student”
- Change Next School Indicator to blank
- Notify the students current school that the student is ready to be exited

** If the student is completing the school year but not returning the following year, follow the steps above and exit the student the day after the final day of the school year.

Student must have a signed and approved “In-District Transfer Form” or proof of new address before the Next School Indicator is changed

If the student is transferring within the district, prior to changing their ‘Next School Indicator’, contact the school listed as “Next School Indicator”

Old Next School Indicator school must (In PowerScheduler):
- Remove schedule
- Change Next School Indicator to new school
- Notify New school the student is ready to schedule

New school will (In PowerScheduler):
- Change course requests school code to the new school’s ID # & correct any requests not offered at their school
- Create a new schedule for student
Elementary Scheduling Class Setup

- K-3 students have grade level specific Math & ELA (English Language Arts) classes
- K-3 have a ELHEALTHK3 & ELMUK3
- 4-5 have a ELHEALTH & ELMU

### Kindergarten
- KD
- KELA
- KMATH
- ELHEALTHK3
- ELMUK3

### 1st Grade
- 1
- 1ELA
- 1MATH
- ELHEALTHK3
- ELMUK3

### 2nd Grade
- 2
- 2ELA
- 2MATH
- ELHEALTHK3
- ELMUK3

### 3rd Grade
- 3
- 3ELA
- 3MATH
- ELHEALTHK3
- ELMUK3

**Grades 4-5**
- Grade level class
- ELREAD
- ELSPELL
- ELMATH
- ELHEALTH
- ELLANG
- ELSS
- ELSCI
- ELMU
- ELART

**Grade Level Class (Gr K-3)**
- Attendance type: Meeting – Each Meeting Separately
- Exclude From Attendance - DO NOT check
- Exclude From Storing Final Grades, Grade Scale, Exclude from GPA, Class Rank, and Honor Roll should all be ‘Same as course’
- Check your ‘Dependent Sections’ – an example of Dependent sections would be: Mrs. Jones is a 2nd grade teacher and her 2nd grade class is section 3: ELHEALTHK3.Jones,ELMUK3.Jones,2ELA.3,2MATH.3

**Subject Classes (Gr K-3)**
- Attendance type: Meeting – Each Meeting Separately
- Exclude From Attendance - checked
- Exclude From Storing Final Grades, Grade Scale, Exclude from GPA, Class Rank, and Honor Roll should all be ‘Same as course’

**Grade Level Class (4-5)**
- Attendance type: Meeting – Each Meeting Separately
- Exclude From Attendance - DO NOT check
- Exclude From Storing Final Grades, Grade Scale, Exclude from GPA, Class Rank, and Honor Roll should all be ‘Same as course’
- Check your ‘Dependent Sections’ – an example of Dependent sections would be: Mrs. Engel is a 4th grade teacher & her 4th grade class is section 1: ELART.4Engel,ELHEALTH.4Engel,ELMU.4Engel,ELLANG.41,ELMATH.41,ELREAD.41,ELSCI.41,ELSS.41,ELSPELL.41

**NOTE: 5th grade teachers would not have ELMU as dependent sections because the students choose between Chorus, Band, and Orchestra**
Subject Classes (Gr 4-5)

- Attendance type: Meeting – Each Meeting Separately
- Exclude From Attendance - checked
- Exclude From Storing Final Grades, Grade Scale, Exclude from GPA, Class Rank, and Honor Roll should all be ‘Same as course’

Section numbers for Music, Art, Health PE – the section number should be the class level followed by home room teacher’s last name. The section number CAN NOT start with the letter P. Type the section numbers carefully and be consistent with naming your sections. This allows the specialists to display their classes by section number and be able to distinguish between the classes. If there is a change in home room teachers, you will need to update these courses to reflect the new teacher. You will also need to correct the dependent sections in the grade level classes that correspond to these sections.

Preparing courses for the new school year

Step 1: Start Page > Setup: School > Scheduling: Sections > starting with Kindergarten:

- Are you going to have the same number of classes?
  - Yes – move to next step
  - No –
    - We are going to have fewer classes – Remove/Delete extra classes
    - We are going to have more classes – Select ‘Add’ (see instructions for ‘Adding a New Section’)

- Are you getting a new teacher for this grade?
  - Yes – if there is a section for a teacher who is not teaching this grade next year, click on Sec #
    - Scroll down to Teacher-Section Lead, click on the name of the teacher under ‘Staff’ and find the new teacher name using the pull down menu. IF the new teacher is not listed, you may need to use your name or the principal’s name until that staff member has an account for your school.
    - Scroll down to Room and make sure the proper room number is entered
    - Scroll down to Dependent Section, use your curser to enlarge the information box –
    - Update any section using the teacher’s name as the section number
    - Submit
    - When you have finished assigning all new teachers for this grade level – update the subject level classes using the same steps (for K-3 this would be the Math & ELA classes, for 4-5 this would be the ELMATH, ELREAD, ELSPELL, ELLANG, ELSCI, ELSS classes). When you are finished with all of the subject level classes for this grade, move onto the next grade level.
**If there are no classes to repurpose for the teacher, you should have added a new section in the step above.

- No – Move onto next grade level

**Step 2:** When you are finished with all of the grade level classes, continue with specialists:

**ELArt:**
- Are you going to have the same number of classes?
  - Yes – move to next step
  - No –
    - We are going to have fewer classes – Remove/Delete extra classes
    - We are going to have more classes – Select ‘Add’ (see instructions for ‘Adding a New Section’)
- Update section numbers for any changes you made to the grade level classes?
  - If you have a change of teachers, go to the section number with the previous teachers name, click on the sec #, scroll to Section Number* and type in the new teacher’s grade level and name – this MUST match the section number you used in the ‘Dependent Sections’ from the earlier step.

**When completed, move on to the next specialist (PE/Health, Music).** Below is a sample of how a Music teacher schedule may look:

**Resource Room, Read 180, or math 180:**
- Update all sections associated with your Resource Room and Read 180 teachers. The teacher should have 1 Underwriter class and 1 section of each subject for each grade level they teach, below is a sample of how a Resource Room teacher’s schedule may look:
Step 3: Double check to make sure you have deleted all of the unneeded sections and repurposed any sections for next years teachers.

Start Page > Setup: School > Scheduling: Sections > starting with the 1st class on the list, click each class name and review what sections – do they all look correct, are all the old ones deleted and new ones created?

Step 4: Check the teacher schedules to make sure they are complete.

Start Page > Functions: Teacher Schedules> click on each teacher name and:

- review to make sure the teacher has the proper classes and all sections are properly numbered/named
- home room teachers have a Grade Level class with the proper Dependent Sections (see instructions on ‘Creating Dependent Sections’)
- specialists have the proper listing of classes and the section numbers have been updated
- there are no extra teachers listed (if so contact PowerSchool support to correct)
Adding a New Section

- Start Page > Setup: School > Scheduling: Sections > select class > New
  - A new link has been added under “Functions” as a short cut, from the start page > Functions: Courses and Sections > select class > New

Select the proper ‘Expression’ for the class

Term is set by default -- dependent upon the current term set for PS

To select a teacher - select Add

Field filled in by default or left blank

If your school uses Room #, fill in here

Type in Section Number in order to keep the #’s sequential

If class is grade level specific, enter 'Grade Level'

If it is a Grade Level class, enter in Dependent Sections -- NO spaces, case sensitive

Fields filled in by default or left blank

if class runs multiple periods (Expressions) select to Record Attendance 'Each Meeting Separately'

If attendance is taken for the class, leave blank
If NO attendance is taken, check the box
Creating Dependent Sections

Here is an example of what the list of dependent course for this 4th grade class would look like. There are NO spaces between each entry.

In this example the 4th grade teacher’s name is Smith.

If a class runs Multiple Periods (Expressions) select to ‘Record Attendance ‘Each Meeting Separately’

If attendance is taken for the class- leave blank If no attendance is taken, check the box

Select ‘Same as Course’ - there are very rare cases in which the option to include or exclude are different from the district default.

When finished entering, select ‘Submit’ at the
**Final Check for Grades 4-5**
- All teacher schedules are updated
- Dependent sections have been updated
- Specialists sections/schedules have been updated
- ELMU
- ELART
- ELHEALTH
- Read 180 & Resource Room
- Sections that will not be needed this year have been deleted

**Final check for Grade K-3**
- All teacher schedules are updated
- Dependent sections have been updated
- Specialists sections/schedules have been updated
- ELMUK3
- ELHEALTHK3
- Read 180 & Resource Room
- Sections that will not be needed this year have been deleted

**Elementary School Scheduling Students**
- Start page > select grade level of students to schedule > Select students by hand: select students > Functions > Mass Enroll > use drop down menu to select course: search (most often this is the ONLY filter option you will need)

If you know the course AND section number, you can also use Quick Enroll on the right side of the screen.
At the bottom of the screen – submit

**Elementary SE and Resource Room students**

All Elementary students should have the classes listed in the above section. If a student receives their math, reading, English Language Arts, spelling, etc. from a teacher other than their homeroom teacher, exit the student out of the subject class (reading, math, etc.) with their homeroom teacher and enroll them in the section of that subject assigned to the specialist.

Make sure each student is enrolled in only 1 subject class at a time – the entry and exit from a subject class can be the same day but cannot overlap outside of the 1 day.

Students who are in Independent Living, Delta, or Life Skills classes should be enrolled in the same classes as regular education students, including a grade level class.

For students who are in ‘Speech Only’ or have an Underwriter who is not assigned to your school, refer to section: Enrolling in a class at a different school.

**Setting Home Room (Elementary School Only)**

Once you have enrolled all of your students, to set their Home_Room field, run the following report:

Start page > Reports: System Reports > BPS tab: Students: Update Home Rooms

- For K-5 select AM period, Teacher Last Name, and submit
Middle School and High School Scheduling

MS and HS scheduling is done using Course Requests. The course requests can be entered through the Request Management Screen, the student portal during registration times, PowerScheduler, or Modify Schedule.

Mass adding course requests is done in PowerScheduler and is covered in the Prepare to Build and Prepare to Load instructions. Most requests are entered one individual student at a time.

**During an active school year:** Start Page > select student > Scheduling: Modify Schedule > Requests tab
From this screen you will enter new requests and manage the requests for a student.

**Requesting classes for future year:** this information is covered in the Prepare to Build and Prepare to Load instructions.
From the Enrollments tab, you can manage existing requests along with additional functions.

Enrolling in a class at a different school
If you have a student who will be taking a class at a different school, **you must know the course number and section number of the class to enroll them**. We use this process to allow access to some outside agencies who are monitoring students in our district and specialists that have students at several locations.
Start page > select student > Enrollment: Functions > Enroll In A Class At Another School
Preparing for End of Term

It is up to each school if they want to verify with their teachers that they have finalized their grades for the term.

Once all final grades have been entered:

Grade Verification Sheet

- **Print Grade Verification Sheets:** Distribute grade verification sheets to all teachers. Instruct teachers to verify that each final grade is correct. If grades are missing or incorrect, teachers need to correct them in the Gradebook and save again. Collect signed Grade Verification sheets from teachers.

To Create Grade Verification Sheets:

Start page > Reports: System Reports > System tab > Student Listings: Class Roster (PDF)

- Set ‘Term’ to the term to be printed - this is by your school name at top right of the main page
- Select the teacher(s) for whom to print rosters
- Select the Meetings
- Use the following settings:

  **Heading Text:**
  - Teacher: ^{teachernname}
  - Course: ^{Coursename}
  - Period: ^{Expression}

  ^{teachernname}

- **Roster Columns:**
  - LastFirst\Name\1.75\L
  - Grade_Leve\Grade\.5\C
  - ^(pg.final.grade;Q1)\Grade\.5\C
  - ^(pg.final.percent;Q1)\%\.5\C
  - ^(att;abs;Q1)\Abs\.5\C
  - ^(att;tar;Q1)\Tar\.5\C
  - ^(PGFinalGrades)Comment)\Comment\1.5\L
- **Gradebook Verification Report:** You may also check this report to view which sections have marked their 'Grades Completed' in Gradebook.
  
  Start page > Reports: System Reports > Custom Reports tab > Grading tab > Gradebook Verification Report
  
  - Select Only Unverified Sections, Only Verified Sections, or All Sections & then remove the checkmark from ‘Pause’ to create the report.
Permanently Store Grades

ALL grades must be stored before report cards can be printed.

- **Store Grades**: after teachers have reviewed the Grade Verification sheets and made any necessary changes to the student’s grades, you will store grades for the term. Storing grades copies each student’s final grade information and comments to the student’s historical grade record. Think of storing grades as taking a snapshot of current gradebook. For High Schools, Graduation credit will also be awarded when grades are stored.

Start Page > Setup: System > Grades: Permanently Store Grades

**Every time you store grades:**
Select the following Options:

![Permanently Store Grades page](image)

If you are storing grades for specific groups, grade levels, or classes, you will need to enter options using the ‘Additional Filter Options’. Those instructions are discussed later in this section.
• The next 4 options do not apply to any schools in our district.
  • Select: Submit
** select a student and go to their ‘Historic Grades’ to confirm the grades have been stored.

**Middle schools** storing grades for classes taken at another school – you will store the grades ONLY at semester time. Select the group of students who are taking a course at the High School – Use the instructions for ‘storing grades for just one student or a group of students’. After you have stored the grades, you will need to go to historic grades and remove all grades for semester classes at your school with a grade stored for S1 or S2.

If you are not storing grades for your entire school – you may select the following options - - You will ALWAYS need to use the settings above, but with these additional filters you to store grades for a group of student, a single student or a single section.

**Use this option if storing grades for just one student or a group of students:**

• If you have a student who is leaving prior to the end of a term and your school is awarding credit for the student
• Select student(s) from start page:

**Use this option if storing grades for just one section:**

• If you need to store grades for a single section – if several corrections need to be made to grades from a class, the single section can be stored/updated – If all the classes (sections) for a teacher needs to be stored/updated – each section will need to be stored individually:
Use this option if storing grades for just one grade level:

- If you need to store grades for a single grade level:

  Select grade level you would like to store

Use this option if storing grades for a student or students who are leaving prior to the end of a term:

- If you would like to store grades for students who have left/exited school during a specific time period:

  To filter by exit date range (first day the student’s enrollment is not active or the day after the student’s last day in class), enter the date range by which you want to filter storing selection in the From and to fields, or click the Calendar icon to select a date. NOTE: This setting does not find student who were enrolled through specified range, but finds student’s whose school exit date falls within the specified range.

Calculate Honor Roll (Middle Schools Only) : Start page>Setup: System>Grades: Calculate Honor Roll

Calculate Honor Roll

Enter Store Code and use the menu to select HR method
• **Run Honor Roll Report:** Start Page > System Reports > Honor Roll

Printing Report Cards

Elementary school teachers print their own report cards, the report cards for Middle and High Schools are printed by the main office.

- **Print Report Cards:** Once you have successfully stored grades, you can print report cards. Start Page > Select a group of students > Functions: Printing: Print Reports > MS Quarter X Report Card
  - Select the following options:

  **Print Reports**

<table>
<thead>
<tr>
<th>Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which report would you like to print?</td>
<td>MS Quarter 1 Report Card</td>
</tr>
<tr>
<td>For which students?</td>
<td>All 552 currently enrolled students</td>
</tr>
<tr>
<td>In what order would you like to print?</td>
<td>All records in a single batch</td>
</tr>
<tr>
<td>If printing student schedules, use...</td>
<td>courses enrolled during current term</td>
</tr>
<tr>
<td>Watermark Text</td>
<td></td>
</tr>
<tr>
<td>Watermark Mode</td>
<td>Overlay</td>
</tr>
<tr>
<td>When to print</td>
<td>ASAP</td>
</tr>
</tbody>
</table>

If you would like report for specific grades - select students from the main screen before going to this report

Type in title for your Report

If you would like HR for just the specific term, select term - other wise leave on ALL

Leave blank unless needed only for specific period

You may print the report cards in a single batch, preview 2 report cards.
You may also select to print in 'batches' - please select 'Help' for description - you are limited to no more than 4 batches

Enter last day of term
Current Grade Display
The Current Grade Display determines the Active Term for your school – this setting determines which grade reports are emailed to parents who have requested them. Please update this after each term.

Start page > Setup: School > Grading: Current Grade Display

Quick Lookup Preferences
The Quick Lookup preferences must be updated after each term in order for the proper grades to be viewed in Quick Lookup. The Enabled Parent/Student access refers to both the portal and PowerSchool Mobile.

Start Page > Setup: School > General: Quick Lookup Preferences

*Middle Schools Only: After semester grades have been stored for High School classes students have taken, deselect the ‘Enabled’ boxes as no grades will appear for these classes after they are stored since the grades are stored as High School classes.

Stored grades Report

Gradebook vs. Stored Grades: Start page > Reports: System Reports > Custom Reports > Grading: Gradebook vs. Stored Grades

After grades are stored, you will need to periodically check to make sure no grades have been changed since you stored the grades. If a grade is changed, verify with the teacher the new grade and then manually change the grade & percentage in the Historic Grades section for the student OR store the grades for the section that has grades changed in it (usually only if a teacher has changed the majority of the grades for their class) The instructions for storing the grades for a single section are written above.
Historical Grades
Start Page > Select Student > Academics: Historical Grades

By default, the Historical Grades page will have the historic grades for the grade levels at your school. You can view these grades in greater detail by selecting ‘Detail View’ or view grades for previous years by selecting ‘Previous School Names’.

Grades that appear in light blue are links to more information about the grade. If you need to edit a grade, you may do it from any of the following screens. You cannot edit the Year/Term for a grade – If this information needs changed/corrected, please contact the PowerSchool support team.

### Normal View

<table>
<thead>
<tr>
<th>Year/Term</th>
<th>Grid Lvl</th>
<th>Course number</th>
<th>Course</th>
<th>Earned Credit</th>
<th>S1</th>
<th>S2</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-14 YR</td>
<td>11</td>
<td>SC210B</td>
<td>CR BIOLOGY (sem 2)</td>
<td>0.50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>13-14 S1</td>
<td>11</td>
<td>EN310</td>
<td>ENGLISH 3</td>
<td>1.00</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>13-14 S2</td>
<td>11</td>
<td>CCU212</td>
<td>ERLY CHILD EMDEV</td>
<td>0.09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13-14 S1</td>
<td>11</td>
<td>CCU111</td>
<td>ERLYCHILD INTDEV</td>
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<td>3</td>
<td></td>
</tr>
<tr>
<td>13-14 S1</td>
<td>11</td>
<td>CCU161</td>
<td>ERLYCHILD PHYDEV</td>
<td>0.50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>13-14 S2</td>
<td>11</td>
<td>CCU202</td>
<td>ERLYCHILD SOCDEV</td>
<td>0.09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13-14 S2</td>
<td>11</td>
<td>HE312</td>
<td>FAMILY LIFE</td>
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<td>4</td>
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<tr>
<td>13-14 S1</td>
<td>11</td>
<td>MA112A</td>
<td>GEOMETRY S1</td>
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<td></td>
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<td>MA112B</td>
<td>GEOMETRY S2</td>
<td>0.50</td>
<td></td>
<td>2</td>
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</tbody>
</table>

### Detail View

<table>
<thead>
<tr>
<th>Year/Term</th>
<th>Grid Lvl</th>
<th>Course Code</th>
<th>Course Name</th>
<th>GPA</th>
<th>Class Rank</th>
<th>Honor Roll</th>
<th>Transcripts</th>
<th>Credit Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-14 YR</td>
<td>11</td>
<td>SC210B</td>
<td>CR BIOLOGY (sem 2)</td>
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<td></td>
<td></td>
<td>B</td>
<td>BS</td>
</tr>
<tr>
<td>13-14 S1</td>
<td>11</td>
<td>EN310</td>
<td>ENGLISH 3</td>
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<td></td>
<td></td>
<td>E</td>
<td>EN</td>
</tr>
<tr>
<td>13-14 S1</td>
<td>11</td>
<td>CCU111</td>
<td>ERLYCHILD INTDEV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PA</td>
</tr>
<tr>
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<td>11</td>
<td>CCU161</td>
<td>ERLYCHILD PHYDEV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PA</td>
</tr>
<tr>
<td>13-14 S1</td>
<td>11</td>
<td>MA112A</td>
<td>GEOMETRY S1</td>
<td></td>
<td></td>
<td></td>
<td>E</td>
<td>EL</td>
</tr>
<tr>
<td>13-14 S1</td>
<td>11</td>
<td>CC311A</td>
<td>US HISTORY</td>
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<td></td>
<td></td>
<td>A</td>
<td>AH</td>
</tr>
<tr>
<td>13-14 S2</td>
<td>11</td>
<td>EN310</td>
<td>ENGLISH 3</td>
<td></td>
<td></td>
<td></td>
<td>E</td>
<td>EN</td>
</tr>
<tr>
<td>13-14 S2</td>
<td>11</td>
<td>CCU212</td>
<td>ERLY CHILD EMDEV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PA</td>
</tr>
<tr>
<td>13-14 S2</td>
<td>11</td>
<td>CCU202</td>
<td>ERLYCHILD SOCDEV</td>
<td></td>
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<td></td>
<td>PA</td>
</tr>
<tr>
<td>13-14 S2</td>
<td>11</td>
<td>HE312</td>
<td>FAMILY LIFE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PA</td>
</tr>
<tr>
<td>13-14 S2</td>
<td>11</td>
<td>MA112B</td>
<td>GEOMETRY S2</td>
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<td></td>
<td></td>
<td>A</td>
<td>MA</td>
</tr>
<tr>
<td>13-14 S2</td>
<td>11</td>
<td>CC311B</td>
<td>US HISTORY</td>
<td></td>
<td></td>
<td></td>
<td>A</td>
<td>AH</td>
</tr>
</tbody>
</table>

### Previous School Names

<table>
<thead>
<tr>
<th>Year/Term</th>
<th>Grid Lvl</th>
<th>Course Name</th>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-14 YR</td>
<td>12</td>
<td>AMERICAN HISTORY 1</td>
<td>MSU-Billings</td>
</tr>
<tr>
<td>13-14 YR</td>
<td>12</td>
<td>DISCOVER BIOLOGY</td>
<td>MSU-Billings</td>
</tr>
<tr>
<td>13-14 S1</td>
<td>12</td>
<td>ECONOMICS</td>
<td>Billings Senior High School</td>
</tr>
<tr>
<td>13-14 YR</td>
<td>12</td>
<td>INTRO TO PSYCHOLOGY</td>
<td>MSU-Billings</td>
</tr>
<tr>
<td>13-14 S1</td>
<td>12</td>
<td>US GOVERNMENT</td>
<td>Billings Senior High School</td>
</tr>
<tr>
<td>13-14 S1</td>
<td>12</td>
<td>WORLD Lit 1</td>
<td>Billings Senior High School</td>
</tr>
<tr>
<td>13-14 YR</td>
<td>12</td>
<td>COLLEGE WRITING 1</td>
<td>MSU-Billings</td>
</tr>
<tr>
<td>13-14 YR</td>
<td>12</td>
<td>INTERMEDIATE ALGEBRA</td>
<td>MSU-Billings</td>
</tr>
<tr>
<td>13-14 YR</td>
<td>12</td>
<td>INTRODUCTION TO SOCIOLOGY</td>
<td>MSU-Billings</td>
</tr>
<tr>
<td>13-14 YR</td>
<td>12</td>
<td>MICROBIOLOGY FOR HLT SCIENCE</td>
<td>MSU-Billings</td>
</tr>
<tr>
<td>13-14 S2</td>
<td>12</td>
<td>WORLD Lit 2</td>
<td>Billings Senior High School</td>
</tr>
<tr>
<td>12-13 S1</td>
<td>11</td>
<td>ACCOUNTING 1</td>
<td>Billings Senior High School</td>
</tr>
<tr>
<td>12-13 S1</td>
<td>11</td>
<td>ENGLISH 3</td>
<td>Billings Senior High School</td>
</tr>
</tbody>
</table>
Manually entering a grade
If a student comes to you from outside of the district, you may enter their previous school grades. You enter these grades exactly as the previous school has awarded them. If the school uses Trimesters, the grades are entered by trimester -- we do not convert their grade scales or courses to conform to SD2 grades.

You may enter a single grade or multiple grades at one time.

Single New Entry

![Image of grade entry interface]

- Enter the name of the school assigning the grade
- Enter the date of the start of the year - look at example
- Student’s grade level at time they earned the grade
- Term the grade is being awarded for
- Type in the course number, name, and teacher if you have this information
- Grades can either be a letter or number depending on what the school awarded -- assigned the GPA points that correspond
- These options vary depending on the course and the grade level - if you are unsure, look at a grade awarded by your school for a similar course
- Grade Suppression Policy Override
- Grade Suppression Calculation
- GPA Calculation
- Class Rank Calculation
- Honor Roll Calculation
- Display on Transcript
- Teacher comment

Submit
### Multiple New Entries

<table>
<thead>
<tr>
<th>Course # - Section #</th>
<th>Grade</th>
<th>GPA points</th>
<th>Added value</th>
<th>Percent</th>
<th>Citizenship</th>
<th>Earned credit</th>
<th>Potential credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELLANG</td>
<td>4+</td>
<td>3</td>
<td>4</td>
<td>102</td>
<td>85</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>ELSCI</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>95</td>
<td>0</td>
<td>0.0</td>
<td>0.0</td>
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<td>ELSS</td>
<td>4</td>
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<td>4</td>
<td>95</td>
<td>98</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

With this example, you are entering in Q1, Q2, S1, and Q3 grade for 3 different classes -- all at the same time. With this method you do not have the option to enter in the teacher's comments. Submit when you are finished entering in grades.
Immunizations

State of Montana Immunization Requirements

- 4 doses of Polio (IPV) (3 doses only if 3rd dose is given on or after 4th birthday)
- 5 doses of Diphtheria, Tetanus, and Pertussis (DTP/DT/DTaP/Td) (4 doses only if 4th dose is given on or after 4th birthday)
  - PLUS 1 dose of Tdap prior to starting 7th grade if it has been 5 years since last dose
- 2 dose of Measles, Mumps, and Rubella (MMR) (1st dose MUST be given on or after the 1st birthday)
- 2 doses of Varicella (Var) (1st dose MUST be given on or after the 1st birthday)

**Please see reference sheet for immunizations at the end of this manual

Exemptions

- **Medical** – A MD or DO must fill out Medical Exemption Statement Form HES101A. This form must be renewed only when they are marked temporary with an ending date. Keep the form with the state blue Certificate of Immunization card.
- **Religious** – Parent or Guardian must fill out Affidavit of Exemption on Religious Grounds from Montana School Immunization law and Rules Form HES-113 – must be signed by Parent or Guardian or by student if over 18 years of age. Needs to be notarized. This form must be filled out annually. Keep the forms with the state blue Certificate of Immunization card.
- **MD Proof of Chickenpox** – MD, DO, NP, or PA must fill out Varicella History Documentation Form DPHHS-115. Documentation will state that the child was diagnosed as having the chickenpox or that they have been tested and test results confirmed they child has had chickenpox. Keep the form with the state blue Certificate of Immunization card.
- **Conditional Attendance** – Physician/Health Dept. Official must fill out Conditional Attendance – Montana Child Care and School Conditional Attendance Form: Form HES 103. Documentation must be signed by Parent or Guardian agreeing to vaccination schedule as stated on the form. Keep the form with the state blue Certificate of Immunization card.
- **Completed using alternate shot/series** – (This exemption type was created by our district in order to accurately report immunizations that are not given as a combined shot) If a student has received the series of shots such as MMR as individual shots and not as the combined shot of MMR, the shots are entered under each separate shot (Measles, Mumps, and Rubella) and the MMR Requires is marked with this exemption type.
Immunization Entry

Start Page > Select Student > Information: Health > select Immunizations tab

Click on the box for the shot and dose you are entering – enter immunization date – if the Certificate Type is different from the default Certificate Type, use the pull down menu to change it. Default Certificate Type is set by the district.

To View Description and requirement for vaccine, hover over the vaccine name.

Exemptions:

You cannot exempt an individual dose; the exemption exempts the entire series of a vaccine. IF the immunization requirements have been met, they are NOT to be marked as Exempt. Click on the box where the shot name is –

ALL exemptions must be documented in comments –

Medical – include dates, doctor’s name, and medical notes

Religious – updated every year with date of notarized exemption form

Completed using Alternate shot series – list of shots and dates given

MD Proof of Chickenpox – include dates, doctor’s name, and medical notes

Conditional Attendance – include schedule shots and dates to be administered by
Out of Compliance:

If a student has a shot that is Out of Compliance, click on the box where the shot name is and check the box for Out of Compliance.

If the student is current on their shots or have a current Religious Exemption, Medical Exemption, or Conditional Attendance form, they are NOT out of compliance.

Below is a screen shot showing the three options – the DTP Required shows all 4 required shots, the MMR Required shows that the shot is Exempt, and Poliovirus Required has been marks as Out of Compliance.
Once you have entered all of the records, you will **must** enter a reason for the information you have entered. The first time entering may be ‘New Student’ and ‘update’ for future shots as they are entered. These notes can be viewed in ‘View Change History’ – listing date, time, who made the change, and the reason.

**Immunization Reports (Custom Report)**

Start Page > Reports: System Reports > BPS > Immunization: Immunization Report

This custom report contains the statistical information on the current immunizations status as well information needed for filing the state Annual School Immunization Survey Report. You have the option to view by your currently active students Or to also include Pre-Registered students.
State Report:

The **Immunization Compliance** report will only search by the number of shots a student has received of a particular type of vaccine, if a student has been marked as Exempt (ME, RE, or POD), or if a student has been marked as “Out of Compliance” it will NOT tell you if the shots received were within the date guidelines directed by state law. IF you mark the check box for ‘Out of Compliance’, this report will give you the list of students who are marked this way.

Start Page > Functions: Special Functions > Function: Group Functions >Validation: Immunizations Compliance  
OR
Select a group of students (or All students) and use the pulldown menu at the bottom right of your Start Page to select Group Function: Validation: Immunization Compliance. The Group Function tab will default to the last Group Function you preformed

Select: Go to the student Health screen for the first student in the Current Selection (9)
State Immunization forms
Copies of these forms are located in the reference materials at the end of this manual.

Reference Materials and Forms
http://dphhs.mt.gov/publichealth/immunization/schoolresources

Certificate of Immunizations: Form No. IZ HES101 (Blue card) (Revised 7/2015)

Medical Exemption: Form No. IZ HES101A (Rev 7/2015)

Religious Exemption: Form HES-113 (Rev 6/2015)


Conditional Attendance – Montana Child Care and School Conditional Attendance Form: Form HES 103 (Rev May 2012)

Vaccines Required for School Attendance, Preschool – 12th Grade as of October 2015

Discipline: Log Entry -vs- Incident
In order to better track behavior issues, starting in the 2015-16 school year, we began using both Log Entries and Incident Management.

Incident Management will be used for items that are reportable to the state and those discipline issues that are considered chronic or severe.

Log entries will be used for rule infractions, attendance, minor altercations that are not needed to be reported to the state, etc.

If you enter an item under Log Entry, you would not enter the item under Incident Management with the exception of HIB incidents that are determined to be true or ‘founded’.
Entering a Log Entry
A separate Log Entry must be created for each student involved.
Start Page > Select Student >
Administration: Log Entries > New

Log Types & Sub Types
- Attendance
  - Attendance Policy Violation
  - Tardy
  - Unexcused
- Counselor
- Discipline
  - Academic Insubordination
  - Code of Conduct Violation – Activities
  - Cheating/Plagiarism
  - Dress Code Violation
  - Disorderly Conduct
  - Electronic Device/Acceptable Use Violation
  - Inappropriate Behavior
  - Insubordination (Disobedience)
  - Minor Altercation
  - No PE Clothes
  - Obscene Behavior/language
  - Skipped Detention
  - Other Rules Violation
  - Tobacco/ E-Cig
- HIB
  - Harassment/Intimidation/Bullying
  - HIB Unfounded – HIB Report Unfounded
- Parent Contact
- SE Parent Contact

Title: enter a title that will describe the reason for the log entry – the title will appear in **Bold Print** on the Log Entries page.

Log Entry Text: enter the details/narrative for the incident

Incident Date: enter the date (MM/DD/YYYY) the incident occurred
**Consequence**: enter the consequence for the incident, consequence options are:
- Conference
- Conference with Principal
- Conflict Resolution
- Detention
- Documentation
- Friday School
- In School Detention – Full Day
- In School Detention – Partial Day
- Intervention
- Lunch Detention
- No Credit for Test/Assignment
- Parent Conference
- Parents Contacted by Phone
- Parents Letter Sent to
- Removed from Class
- Reprimand/Warning
- Restitution
- Saturday School
- Sent back to Home School
- Suspension from Activities
- Truancy Center
- Work Detail

**Incident Context**
- During School Hours
- During Class
- During Lunch
- Between Classes
- On way to/from School
- Bus
- Outside School Hours @ School Sponsored Activity
- Outside School Hours And Not At a School Sponsored Activity

**Incident Location**
- School Grounds Or On Campus
- School Sponsored Off-Campus Activity
- School Sponsored Transportation
- Off Campus way to/from school

**Incident Location detail**: enter further details if needed about the location of the incident

**Incident Type**
- Missed Bus

**Category**: enter further detail if needed

**Date & Time**: enter date & time of the incident is being recorded, this field will auto fill
**Author**: author or reporter of the incident, this will auto fill with your name but may be changed if you are not the reporter

![Example Log Report](image)

**Log Reports**: Start Page > Select Student > Administration: Log Entries – use Printer icon at top right of screen

**Entering an Incident**
One Incident is created which includes all people involved.
Start Page > Functions: Special Functions > Function: Incident Management > Create New Incident

**Incident Type**: Use pull down menu to enter the type of incident
- Felonies
- Weapons
- Fighting
- Offences Against Persons
- Drugs
- Offences Against Property
- Other Offences ( Forgery, Fraud, Bribery)
- Disruptive Behavior
- Other Rule Violations (BPS)

**Incident date**: Auto fills with current date, correct to display date and time of the incident
**Time Frame**: use pull down menu  
- Before School  
- During Class Time  
- At Lunch  
- After School  
- During Recess

**Title**: enter a title which summarizes the incident, this is the only information for this incident which displays on the student’s Incident List – if the student has several incidents, an appropriate title will help a person reviewing the list find the incident they are looking for without having to open each incident

**Description**: enter the information concerning this incident – provide details and an accurate accounting of the incident

**Location**: use pull down menu  
- On Campus  
  o On School Property  
  o Electronic  
  o On Campus  
- Off Campus  
  o Off School Property  
  o Bus  
  o Electronic  
  o Off Campus  
  o School Sponsored activity/even off school property

**Location Description**: If needed, enter further details to describe the location(s) of the incident

**Incident Builder**: The Incident Builder links all parties involved in the incident, any objects involved (weapon, drugs), the behavior involved, what action was taken, and any attributes to the incident. It is important to fill in the Incident Builder completely and to include all elements of the incident.
**Participants:** click on the

Results will appear at the bottom – select the name of the person you are searching for and select

- **Add Attributes** – attributes should be added for both the victims and the offenders
  - Regular Education
  - Special Education
  - Regular Education with 504 plan
  - Regular Education Limited English Proficiency
  - Special Education Limited English Proficiency
  - Regular Education both 504 and LEP

- **Select Role(s)**
  - Reporter
    - Student
    - Staff member
    - Parent Guardian
    - Administrator
    - Self-Reporting
    - Other
  - Victim – you may also type in a comment to further describe victim role
    - Student
    - School Personnel
    - Other
    - Non-School Personnel
    - None
  - Offenders
    - Student
    - Non-Student
    - Unknown

- **Witnesses**

**IF** you need to add a person who is not a student or staff member, select and fill out the details concerning this person. Once a person has been added, in the future they can be located under Type: Other when searching for participants.
**Incident Elements**: select ☑️ to add the Incident Elements

- **Action** – Each action taken must be filled out for each individual Offender
  - **Action Code**
    - Expulsion
      - Interim Alternate Setting
      - Without Services
    - Suspension
      - OSS Interim Alternate Setting
      - OSS No Services
      - ISS, Partial Day
      - ISS, Full Day
    - Detention
      - Before School
      - After School
      - Lunch
      - Friday/Saturday School
      - Prohibited from Riding Bus
    - Parent Involvement
      - Letter Sent
      - Parent Conference
      - Parent Contacted
    - Conference
    - Conference with Principal – comment may be added
    - Intervention – comment may be added
    - No Credit for Test/Assignment – comment may be added
    - Referred for Testing – comment may be added
    - Removed From Class – comment may be added
    - Reprimand/ Warning – comment may be added
    - Restitution – comment may be added
    - Removal from Activities – comment may be added
    - Team Meeting – comment may be added
    - Time Out – comment may be added
    - Truancy – comment may be added
    - Work Detail – comment may be added
  
  - **Action Date Range** – Beginning & End Dates
  - **Action Taken Detail**
  - **Actual Resolution Date** – if different from Action Date Range
  - **Duration Code**
    - Period
    - Partial Day
    - Full Day
    - 20 Days
    - School Year
Further fields may be filled in as needed, then select

- **Object**
  - Object Code
    - Physical Evidence
      - Graffiti
      - Email
      - Photo/Video
      - Website
      - Notes
      - Other
  - Physical Injury
    - No
    - Yes, but did not require medical attention – comment may be added
    - Yes, and required medical attention – comment may be added
    - Description
    - Quantity

Then select

- **Behavior** – select Behavior Code and enter comment and mark if Primary Behavior
  - Felonies
    - Homicide
    - Kidnapping
    - Sexual Battery
    - Robbery
  - Weapons
    - Hand Gun
    - Shotgun/Rifle
    - Other Firearms
    - Knife, blade 2.5” or Greater
    - Dangerous Weapon
    - Other Weapons
  - Fighting
    - Aggravated Assault (Battery)
    - Fighting (Mutual Altercation)
    - Physical Altercation, Minor
  - Offences Against Persons
    - Treat/Intimidation
    - Other Sexual Offenses
    - Harassment, Bullying, Intimidation
- Drugs
  - Drug
  - Alcohol
  - Tobacco
- Offences Against Property
  - School Threat
  - Breaking and Entering
  - Threat
  - Vandalism
  - Trespassing
  - Arson
- Other Offences (Forgery, Fraud, Bribery)
- Disruptive Behavior
  - Insubordination
  - Disorderly Conduct
  - Obscene Behavior
  - Attendance Policy Violation
    - Altering Attendance
    - Tardies
    - Truancy
    - Unexcused Absences
- Other Rule Violations (BPS)
  - Candy/ Gum
  - Cheating
  - Computer Misuse
  - Disrespect
  - Electronic Device
  - Excessive Detention
  - Fake Phone Call
  - General Non Compliance
  - Inappropriate Behavior
  - Inappropriate Language
  - Matches/ Lighter
  - No PE Clothes
  - No Show to Office with Call Slip
  - No Work Complete
  - Parking /Traffic Violation
  - Skipped Detention
  - Sleeping in Class

Then Select
- Attribute
  - Physical Injury – enter comment describing medical care
    - No
    - Yes, but did not require medical attention
    - Yes, and required medical attention
Review your Incident Report to make sure all details are filled out and complete. For Participants, please note the following icon descriptions:
- **Staff Member** - icon is holding an apple
- **Student** - icon is wearing a hat & backpack
- **Other** (icon created by “Create Other”)  🧑

**Incident Reports**:
- **Dashboard**: Start Page > Functions: Special Functions > Functions: Incident Management > Incident Counts by Action/Behavior
  - You can select to view by different Time Frames
  - View counts by Action or Behavior
  - Click on the link (number) to view the incidents just associated with the behavior or action type
- **Student Discipline Summary**: Start Page > Reports: System Reports > Custom Reports > Incidents > Student Discipline Summary > select student name, date range (see notes). The “For transfer Report” checkbox display the same information in a slightly different format but will only print Row Count, Incident Date, School, Behaviors, and Action – if you need a printed report with further details (description), uncheck this box before printing.

- **Incidents with either staff/Other Person Type as an Offender**: Start Page > Reports: System Reports > Custom Reports > Incidents  Report used for cleaning up incidents that are not attached to a student
- **Incidents without Offenders**: Start Page > Reports: System Reports > Custom Reports > Incidents  Report used for cleaning up incidents that are not attached to a student
- There are other incident reports, but many do not work with our district, if you have questions please contact your PowerSchool support team.
Parent/Student Access

Managing Parent and Student Access Portals

Each school must manage the access to the Parent and Student Portals. Each school will select the Available Features that are appropriate to their school and when access to information is allowed or disable for their school.

Start page > Setup: School > General: Parent/Student Access

The formatting for both the Parent/Student Portal and Daily Bulletin are the same.

Using html formatting, you portal message can look like this:
Create a Parent Account

Schools can print the ‘Web ID and Password Letter’ to distribute to parents. This form has both the parent access account information as well as the student ID and Password – some schools have also created their own student password letter to give to just students. Most Screens are the same for Students and Parents.

The Parent Access ID and Access Password are used to CREATE an account, it is not connected to the parent’s username or password they enter once the account has been created.

If the parent already has an account, once they log into the account, they can add additional students as long as they have the Web Access letter from their child’s school.

Once ALL information has been entered properly – the screen will direct to the normal Parent Sign in screen for them to sign into their account.
Grades and Attendance screen is above – it looks the same as the Quick Lookup screen for PowerSchool Administrator and PowerTeacher.

Grade History: will display the stored grade for the current year

Attendance History: Same attendance grid as Academics: Attendance in PowerSchool but without links to make changes.

Email Notification: This is where parents can sign up to receive email updates for their students on a daily, weekly, or monthly basis for Attendance, Grades, and School Bulletin
**School Bulletin:** If they school uses the Daily Bulletin, it may be viewed here.

**Class Registration:** If your school uses the Online Class registration, the student can register for their classes here (only when registration window is open) and can also view the requested classes.

**My Schedule:** You can view your student’s schedule by the week or a single day.

**School Information:** Contact information for the school.

**Account Preferences:** This is where parents can change their Name, Email, Username, and password. There is also a ‘Students’ tab where they can add additional students. They will need the Web Access letter for each one of their students.

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**PowerSchool Administrator access to Parent and student accounts**

Maintaining parent and student access is done through the Access Accounts on the student screen. Start Page > search for student > Information: Access Accounts.

*** Most all account management should be done by the parent -- When they are logged into their account, they should go to Account Preferences or Email Notifications.

From this screen – you can click on the parent name to view the parent account, select ‘Edit’ to edit the Email Notification for this parent, ‘Remove the parent account, or ‘Add’ a new parent account for this student.
To mass Assign IDs and Passwords. Go to Group Functions > Assigning IDs & Passwords

Edit Email Preferences for selected student from the Student Account screen

Select the Edit icon for the parent account you need to edit
Unlock or Reset Password for a Parent Account
Start Page > Select Student> Information: Access Account > Select parent name under Parent Access Accounts

From the Parent account, you can unlock a locked parent account, change account information, set a new password (the parent will be required to reset their password the next time they log in), as well as edit Email Notifications, remove a student, or add a new student to this parent account.

Edit Email Preferences for a Parent Account from the Parent Account Screen

If you select Edit , you can edit the Email Preferences for the student selected:

Add or Remove a student from the parent account

Select the Remove to remove a student from the parent account

Select Add to add a new student to the parent’s existing account (you can only add students who are at your school)

Type student’s last name into the search field:
Parent/Student mobile apps
Once the account is set up, a parent or student may also use their mobile devices to access their PowerSchool account. They will need to know the District Code to find our school district – this code is listed on the bottom of the main menu of the Parent Portal page –

Billings Public School’s District code is:

<table>
<thead>
<tr>
<th>District Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMHT</td>
</tr>
</tbody>
</table>

Select the PowerSchool Mobile app from the app store on your device:

Follow the instructions for your device to download the PowerSchool Mobile app.

The app will have different features and have screens that appear slightly different on each device. Some features that may be available on an iPhone may not be available on an android or an iPad.
**Tablet**

**Signing in:**

**You cannot log into the mobile apps until you have an active account. Student accounts are activated for them, parents must create a PowerSchool account on a computer prior to using the PowerSchool mobile app.**

The green checkmark by District Code indicates you have entered a valid code. If you get a red X, the code is not valid.

Your username and password are both case sensitive—remember your password must contain 7 characters, have an upper and lower case letter, a number, and a special character.

**Dashboard**

The Dashboard provides quick links to the most up-to-date student data. If you are signed in with a parent account, tap the arrows to view data for other students associated to your account.

- Tap **Filter** to filter information by periods, course name, and terms. Tap **Done** when you have finished.
- Drag the term column left or right to view additional data.
- Pull-down to refresh the data on the screen.

**Course**

- Tap a course name to view the Course Details screen. From this screen you can also access the Grades, Attendance, and Assignments screen.
- Tap **Back** to return to the Dashboard.

**Grades**

- Tap a grade to view the Course Details screen. From this screen you can also access Teacher Details and Assignment Details screens.

If the grade has gone up since the last time the grade was updated in the app, a green arrow appears to the left of the grade. If the grade has gone down, a red arrow appears to the left of the grade.

**Attendance**

- The **Abs** column displays the total count of absences that has been recorded for the course. Tap the number to view the Attendance screen.
Grades

- Tap \( \text{Grades} \) to view the Grades Screen. Flick or drag to scroll through all grades.
  - If the grade has gone up since the last time the grade was updated in the app, a green arrow appears to the left of the grade.
  - If the grade has gone down, a red arrow appears to the left of the grade.

- Tap a grade to view the Grade Details screen.
- The Grade Details screen displays:
  - Class name
  - Teacher name
  - Grade
  - Percent
  - Reporting Term

While in the Grades Details screen:

View Teacher Details
- Tap the course name to view the Teacher Details Screen.
- Tap the teacher’s email to send an email to the teacher.
- Tap Back to return to the main grades screen.

View Assignment Details
- Tap an assignment to view the Assignment Details screen.
- Tap Back to return to the main grades screen.
While in the Grades Screen Switch Grade View

- On the Grades screen tap Final Grades to view traditional final grades. Tap Standards to view the final standards grades. Tap Citizenship to view the citizenship grade.
- On the Grades screen, tap Filter to filter the grades by terms or groups. Tap Done when you are finished.

Assignments

Work with Assignments

- Tap Assignments to view the Assignments screen.
- Flick or drag to scroll through all assignments.

- The Assignments screen displays:
  - Assignment name
  - Class period
  - Assignment category
  - Assignment score and points possible
  - The following assignment attributes may also appear:
    - ✓ Collected
    - ▲ Late
    - ▼ Missing
    - + Excluded from final grade
    - □ Comment entered
- Tap Filter to filter the assignments by group or reporting term. Tap the sort options(s) you want. Tap Done when you are finished.
- Tap an assignment to view the Assignment Details screen. Tap Back to return to the Assignments screen.
The Assignment Details screen provides more detailed information about the assignment and displays any teacher comments.

### Attendance

Tap **Attendance** to view the Attendance screen. Flick or drag to scroll through all attendance information.

- The Attendance screen displays:
  - Attendance code
  - Class name
  - Class period
  - Attendance codes that appear in **Black** do not count against the student’s attendance tracking – attendance in **Red** does count against student’s attendance tracking

- Tap **Filter** to filter attendance. Tap the sort option(s) you want. Tap **Done** when you are finished

- To view a list of attendance codes, Tap More > Settings > Attendance Codes

### Schedule

- Tap **Schedule** to view the schedule
- Tap **Filter** to filter information by period or course name, and filter information by terms. Tap **Done** when you are finished select the display settings
- Tap any course to view the Course Details screen. Flick or drag to scroll through the course information, including description, grades, attendance, and assignments
- Tap **Back** to return to the Schedule screen
Fee/Meals – not used by Billings Public Schools

Teachers

- Tap Teachers to view the Teacher screen. Flick or drag to scroll through all teacher listings
- Tap a teacher listing to view the Teacher Details screen
- Tap the email address to send an email to the teacher
- Tap a course name to view the Course Details screen
- Tap Back to return to the Teachers screen

Activities – not used by Billings Public Schools

Email Alerts

- Tap Email Alerts to view the Email Alerts screen
- Tap the switch controls to select the notification emails you want to receive
- Tap Email Alerts to select when you will receive notification emails
- Tap Email Distribution List to add/remove email addresses from the distribution list
- Your changes are automatically saved
Live Feed
PowerSchool mobile provides a Live Feed of various items related to each student.

- Tap 📈 **Live Feed** to view the Live Feed screen
- Tap **Refresh** to update the screens as needed. Content automatically updates every 30 minutes
- Tap an item listed to view the details screen
- Tap the **Back** button to return to the Live Feed screen

When more than one student displays on this screen, data is sorted by date, then by announcements, and groups by student (Oldest to youngest)

Summaries
The student Summaries screen displays the current absences, GPA, and fees for each student (BPS does not use fees).

- Tap 📄 **Student Summaries** to view summary information for each student, including the number of absences, total fee (not used by BPS), the meal balance (not used by BPS) and the current GPA.
- Tap on a student photo to change or view the photo, or set the preferred name for the student.

Announcements

- Tap 📝 **Announcements** to view all current bulletins. Flick or drag to scroll through all announcements
- Tap a date link to create a calendar event on the native iPhone calendar
- Tap a hyperlink to open Safari and view the linked content
Calendar

- Tap Calendar to view the Calendar. Use the arrows to navigate to a different month.
- ‘Add’ dot on a date indicates an item is associated with that date. Tap the date to view the item(s). Tap the item(s) to view details. Tap Back to return to the Calendar screen.
- Tap Filter & a Filter Settings screen appears. Tap the control switch for the item you want to display on the calendar. Tap Done when finished.

School Map – not used by Billings Public Schools

Settings

- Tap Settings to view the settings screen. Through Settings you can:
  - Enable Passcode Lock
  - Enable Notifications for Final Grand and/or Attendance
  - Disable Features
  - View Attendance Codes and what they mean
  - Add or Delete Student Photos (on your device)
  - Change Student name (on your device)
  - View System Logs,
  - View FAQs
Help Center

- Tap **Help Center** to view help options for this app. Of particular interest would be the **Getting Around the App** option.

- Included in this sections is information about **Tab Bar**:
  - The tab bar provides quick navigation links to various screen in the app
  - Tap on an icon to display the corresponding app screen. Tap **More** to navigate to other screens
  - By default, Grades, Assignments, and Attendance appear on the tab bar. You can customize which icons appear on the bar
  - Depending on how you have customized the tab bar, a red circle appears next to the icon to notify you of updated information that is available since the last date update from PowerSchool. The number displays the number of updated items available to view. Tap the icon to view the updated items. When you tap another icon to view a different screen, the circle disappears from the icon on the tab bar
  - To view the latest data from PowerSchool, tap and drag the screen toward you

- **Customize the Tab Bar**
  - You can add icons to the tab bar to provide shortcuts to anywhere in the app
  - Tap **More**. On the More screen drag and drop any icon to the tab bar. The More icon cannot be removed from the tab bar
  - When finished customizing the tab bar, tap **Done**

- **Parent View**
  - Parents using the PowerSchool Mobile app may have more than one student in a PowerSchool district
  - If you see your student’s name with an arrow on each side, swipe left or right to view additional students

Logout
Phone

Many screens and options are the same for both Tablets and Phones.

Logging In:

Once logged in, to navigate between screens, select the - in the top right corner of the screen. A drop down menu will appear for you to select which screen to view.

If you haven’t added Grades to your tab bar (iPhone only), tap More.

Dashboard

- Clicking on the icon returns you to the Dashboard screen.
Grades

- Clicking on the to view the Grades screen (also Standards for K-5)
- If it has a red badge, it is indicating there is updated grade information since the last update from PowerSchool.

Assignments

- Assignments include:
  - Assignment Name
  - Due Date
  - Class
  - Class period
  - Letter grade
  - Assignment score and points possible
  - Assignment category

Attendance

Schedule

Fees/Meals – not used by Billings Public Schools

Teachers

Activities – not used by Billings Public Schools

Email Alerts

Live Feed

Summaries

Announcements

Calendar

School Map – not used by Billings Public Schools

Settings
**Student Lockers**

**Setup**

Start Page > Setup: School > General: Locker Management

You will find a complete ‘User Guide’ along with the basic functions for this program. Each school has chosen how they set up locker groups and parameters for their school.

**Locker Groups:** groups a set of lockers for a specific teacher or group of students – lockers can be moved in and out of groups. Lockers that are broken or out of service should be moved to an ‘Inactive’ group so they are not assigned to a student.

**Locker Locks:** this is where you will manage the different combinations for a lock and which combination the lock is currently using.

**Lockers:** lists the information concerning each locker including any notes.

**Synchronize Combinations:** as defined by the parameters set by your school – this would only work IF all combinations at your school are on the same combination number.

**Clear Lockers:** This allows you to clear the lockers for different groups of students: no longer enrolled, who have a locker at another school, by grade level, or by locker group.

This will produce a list of lockers that will be cleared – you must click ‘Submit’ in order to complete the process.
Management

Start page > Functions: Special Functions> Function: Locker Management
From this area you are able to Mass Assign lockers, run reports, and search for lockers.

**Mass Assign**: will pull up a report of all students at your school who are not assigned lockers. You filter the information if you need to narrow groups – if you want only a specific group of lockers, select the locker group and select ‘Filter’. The top portion of the page gives you filter options, middle portion gives the names & grades of students who are not assigned lockers, the bottom portion gives a list of available lockers.

**Home Room Report**: printable report which includes the student name, locker number, and combination - you must enter the filter criteria in order to create the report.
**Graduating Student**: creates a list of students who are graduating or whose ‘Next year School’ is not set to their current school. Lists locker name, which group the locker is in, lock, current combination, and the possible combinations for this lock.

![Graduating Student Report](image)

**Locker Usage**: report giving the status of each locker group.

![Locker Usage](image)

**Previously Used Lockers**: lists lockers that have been used – you need to edit these to submit the locker back into the locker pool to allow it to be assigned to a new student. A customization has been done to this page which allows you to return all excluded lockers back into the available pool – there is a glitch in the program that requires you to run the process twice, but it is faster than updating each locker separately. Select: when completed, check to make sure all ‘excluded from pool’ show No – if not rerun this procedure.

![Lockers to be emptied](image)
**Search Lockers**: allows you to search by locker number, group, student, etc. – this is a great report to print or copy to excel to have a hard copy of your lockers.

<table>
<thead>
<tr>
<th>Search</th>
<th>1-0010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locker Number</td>
<td>DB</td>
</tr>
<tr>
<td>Group</td>
<td>Hallway</td>
</tr>
<tr>
<td>Combination</td>
<td>05</td>
</tr>
<tr>
<td>Sequence</td>
<td>5</td>
</tr>
<tr>
<td>Student</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Student Number</td>
<td>10038</td>
</tr>
<tr>
<td>Grade</td>
<td>10</td>
</tr>
</tbody>
</table>

**Usage/Combination**: this report will show the locker name, group, lock, current combination, and possible combinations for the lock – this is a great report to print or copy to excel to have a hard copy of lock combinations.

**End of year Process**

Start Page > Setup: School > General: Locker Management

**Advance Locker/Lock Sequence**: select Locker/Lock Group To Advance> Show Lockers > look over list – if OK > Submit – will give you a page listing Student Name, Locker, Seq #, Combination, New Seq #, New Combination --- PRINT THIS PAGE FOR REFERENCE > Submit

**Synchronize Combinations**: This page will ensure your students locker combinations are synchronized with the correct combination in the sequence defined in the locker setup.
Clear Lockers: You can clear a locker group, grade level, students who are no longer Enrolled, students, who have a locker at another school, students who have a combo but no locker number.

Select from the pull down menu > Show Lockers to Clear > review list – print if needed > submit

Clear Lockers for ‘Current Selected Students’:

From the start page, select a group of students > Setup: School > General: Locker Management > Clear Lockers. The option: “Current Selected Students” now displays in the drop down menu > Show Lockers to Clear > review list – print if needed (you may need this list in order to advance the combinations on these lockers) > submit

Example of selecting a group of students who exited on the last day of school: On the start page enter: /exitdate=6/3/2017;exitcode>0 (this will select all of your students who have been exited as of the last day of school – if you want ONLY Seniors, add ;grade_level=12 to the end of the above statement)

*** you have now removed the lockers from the above list of students who exited on the last day of school – IF your building advances the combinations on lockers after a student has left, you will need to select each locker individually to change the combination on the locker.

Locker Locks: Type locker number into ‘Search’ > select blue link with locker number > use pull down menu for ‘Current Combination In Sequence > advance to new sequence # > submit

Daily Bulletin

Bulletin Reference

You select the dates that the bulletin will show (a person viewing the bulletin can select a date to see what was posted for that day).

You can post a bulletin for Admins, Teachers, or the ‘Public’

--Public includes: Admins, Teachers, Parents, Students and anyone who goes to https://powerschool.billings.k12.mt.us/bulletin/1234.html (replacing 1234 with your school number)

Formatting

The editor gives you a number of buttons to make formatting easier. Start Page >Functions: Special Functions > Daily Bulletin Setup
This is the Bulletin Title
This is some stuff in the bulletin.
I am able to make headings:

heading 1

heading 2

heading 3

heading 4

heading 5

heading 6

bold

italic

strikethrough

underline

unordered list:
  - blue
  - green
  - red
  - yellow

ordered list:
  1. first item
  2. second item
  3. third item

A PowerSchool Box
with some text inside.

<table>
<thead>
<tr>
<th>Heading row</th>
<th>2nd header</th>
<th>3rd header</th>
</tr>
</thead>
<tbody>
<tr>
<td>row 1 - column 1 content</td>
<td>row 1 - column 2 content</td>
<td>row 1 - column 3 content</td>
</tr>
<tr>
<td>row 2 - column 1 content</td>
<td>row 2 - column 2 content</td>
<td>row 2 - column 3 content</td>
</tr>
</tbody>
</table>

This will display at the bottom of the table. Ideal for legends.

Comments? Something to put in the bulletin? Email to ponoem@billingschools.org

View other dates: ☐
New Bulletin Item
Start Page > Functions: Special Functions > Daily Bulletin Setup

Once you have submitted your bulletin item, you can view them by going to ‘Daily Bulletin Setup’ or Daily Bulletin on the start page.
The Daily Bulletin Setup will show you the date range the bulletin is to post for, the title, the audience, and the formatting for the bulletin.
You may also view all bulletin items, including expired ones, or Preview the Bulletin.
### Absence Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Notes</th>
<th>Category</th>
<th>Count as Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>.</td>
<td>Present</td>
<td>EL/MS/HS</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>A</td>
<td>Absent</td>
<td>EL/MS/HS - temporary code pending parent contact &amp; then assigned the appropriate code</td>
<td>U</td>
<td>A</td>
</tr>
<tr>
<td>C</td>
<td>Counselor</td>
<td>MS/HS use only</td>
<td>E</td>
<td>P</td>
</tr>
<tr>
<td>D</td>
<td>Deans</td>
<td>MS/HS use only</td>
<td>E</td>
<td>P</td>
</tr>
<tr>
<td>E</td>
<td>Excused</td>
<td>EL/MS/HS - when parent/guardian has excused student from school - for something other than illness</td>
<td>E</td>
<td>A</td>
</tr>
<tr>
<td>EH</td>
<td>Extended Help (Eagle Café, Cougar Café)</td>
<td>MS - lunch time academic help</td>
<td>E</td>
<td>P</td>
</tr>
<tr>
<td>EO</td>
<td>Early Out</td>
<td>early pickup from day or class</td>
<td>E</td>
<td>P</td>
</tr>
<tr>
<td>ET</td>
<td>Extended Tardy</td>
<td>HS only - student is tardy &gt;5 min but &lt;15</td>
<td>T</td>
<td>P</td>
</tr>
<tr>
<td>G</td>
<td>Out of School Activity</td>
<td>EL/MS/HS students who are approved for homebound classes</td>
<td>E</td>
<td>A</td>
</tr>
<tr>
<td>H</td>
<td>Homebound</td>
<td>EL/MS/HS - student is excused due to them being ill</td>
<td>E</td>
<td>A</td>
</tr>
<tr>
<td>I</td>
<td>Ill</td>
<td>EL/MS/HS students assigned to the Lincoln Truancy Center</td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>L</td>
<td>Truancy Center</td>
<td>EL/MS/HS student must have doctors note</td>
<td>E</td>
<td>A</td>
</tr>
<tr>
<td>M</td>
<td>Medical Waiver</td>
<td>EL/MS/HS student who is tardy, must have doctors note and be in attendance the majority of the class. This code will show as present</td>
<td>T</td>
<td>P</td>
</tr>
<tr>
<td>MT</td>
<td>Medical - Tardy Only</td>
<td>EL students who are tardy, must have doctors note and be in attendance the majority of the class. This code will show as present</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Nurse</td>
<td>MS/HS use only</td>
<td>E</td>
<td>P</td>
</tr>
<tr>
<td>O</td>
<td>School Related Activity</td>
<td>MS/HS use only</td>
<td>E</td>
<td>P</td>
</tr>
<tr>
<td>R</td>
<td>Absence</td>
<td>HS only - student is tardy and not allowed into classroom</td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>---</td>
<td>------------------</td>
<td>----------------------------------------------------------</td>
<td>----</td>
<td>---</td>
</tr>
<tr>
<td>S</td>
<td>Suspended(In School)</td>
<td>EL/MS/HS</td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>T</td>
<td>Tardy</td>
<td>EL/MS/HS Use determined by each building</td>
<td>T</td>
<td>P</td>
</tr>
<tr>
<td>U</td>
<td>Unexcused - truant</td>
<td>EL/MS/HS Use determined by each building</td>
<td>U</td>
<td>A</td>
</tr>
<tr>
<td>W</td>
<td>Waiver</td>
<td>EL/MS/HS If this occurs during the state count dates - prior approval must be requested from OPI though the Business office *non-medical related, i.e. Funerals, absences approved by building administrator, student staying with sick parent receiving out of state treatment</td>
<td>E</td>
<td>A</td>
</tr>
<tr>
<td>X</td>
<td>Suspended(Out of School)</td>
<td>EL/MS/HS</td>
<td>S</td>
<td>A</td>
</tr>
</tbody>
</table>

**NOTES:** Most codes are used by Middle School and High School Only

**W** Waiver
- Must be approved prior to the absence, student must be continuing their course studies (i.e. teacher is sending work to the student).
  1. note needed from parent/guardian requesting the waiver
  2. must be approved by building administrator
  3. school will need to send documentation to the Business office to contact OPI for approval

**Attendance Categories**

<table>
<thead>
<tr>
<th></th>
<th>Attendance Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>Uncleared</td>
</tr>
<tr>
<td>T</td>
<td>Tardy</td>
</tr>
<tr>
<td>E</td>
<td>Excused</td>
</tr>
<tr>
<td>I</td>
<td>Illness</td>
</tr>
<tr>
<td>UE</td>
<td>Unexcused</td>
</tr>
<tr>
<td>S</td>
<td>Suspended</td>
</tr>
</tbody>
</table>

Revised 10/20/2015 cm
## Entry Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Start Status</th>
<th>Examples</th>
<th>NOTES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>First time receiving educational services</td>
<td>A student's first entry into school. Example: kindergarteners, 1st grade students with no prior home, private or public school experience. Also Pre-kindergarten students receiving services provided by the school</td>
<td>Used only by elementary schools - preschool or Kindergarten only</td>
</tr>
<tr>
<td>02</td>
<td>Continued enrollment same school, no interruption</td>
<td>This is only entered by Lincoln Center</td>
<td>Not used by schools</td>
</tr>
<tr>
<td>03</td>
<td>Re-entry to the same school after withdrawal</td>
<td>A student re-enters a school after a voluntary or involuntary withdrawal. Examples: absent for over 10 days and did not transfer, dropped out, extended illness, temporary disability, suspension, expulsion, return of early graduate to participate in graduation, foreign exchange student returning, return from drug treatment facility</td>
<td>When a student has left your school AND has not received any educational services before returning to the same school they were exited from</td>
</tr>
<tr>
<td>04</td>
<td>Transfer from public school in district or state</td>
<td>A student entering from any public school in the state or district</td>
<td>Yellowstone Academy K-8</td>
</tr>
<tr>
<td>05</td>
<td>Transfer from public school under NCLB school choice</td>
<td>VERY few schools would qualify under this entry code. The Parent/Guardian MUST indicate that the student is transferring under the federal law AND has cited the No Child Left Behind as the reason for the transfer</td>
<td>This would be for In-district students only</td>
</tr>
<tr>
<td>06</td>
<td>Transfer from an out of state school</td>
<td>A student entering from any school outside of Montana</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Transfer from a school from out of the country</td>
<td>A student entering from any school outside of the United States</td>
<td>St. Labre, Billings Central, Butte Central, KBH (Acadia), Yellowstone Academy 9-12, Shodair, New Day, etc.</td>
</tr>
<tr>
<td>08</td>
<td>Transfer from a private school within the state</td>
<td>A student entering from any private high school from within the state</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Transfer from home school within the state</td>
<td>A student who has been being homeschooled and is now enrolling in school - this would include Homeschool students who are attending on a part-time basis</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Transfer from a MT State Funded School</td>
<td>A student who has been in a State Funded institution/School</td>
<td>Montana State School for the Deaf and Blind, Pine Hills, Riverside Correctional Facility</td>
</tr>
<tr>
<td>20</td>
<td>Transfer from Montana Youth Challenge</td>
<td>Only students who are attending MYC and are accepted back into our school enrollment</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Military Connected: transfer from a school within state</td>
<td>Student’s parent/guardian is connected to military and student transfers from a school within the same district or from another Montana school district.</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Military Connected: Transfer from a school out of state</td>
<td>Student’s parent/guardian is connected to military and student transfers from an out of state school. Includes out of state and previous home school students.</td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>Military Connected: Transfer from Out of Country</td>
<td>Student’s parent/guardian is connected to military and student transfers from outside of the country.</td>
<td></td>
</tr>
</tbody>
</table>
## Exit Codes

<table>
<thead>
<tr>
<th>OPI Code</th>
<th>End Status</th>
<th>Dropout Code</th>
<th>Dropout Reason</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>End of year, returning to same school next year</td>
<td>--</td>
<td>----</td>
<td>Code only used by Lincoln Center</td>
</tr>
<tr>
<td>105</td>
<td>Change in grade level during regular school year</td>
<td>--</td>
<td>----</td>
<td>When a student’s grade level changes during the school year - student must be excited one day and then re-enrolled starting the next day</td>
</tr>
<tr>
<td>110</td>
<td>Promoted to another school in the same district</td>
<td>--</td>
<td>----</td>
<td>Code only used by Lincoln Center</td>
</tr>
<tr>
<td>120</td>
<td>Transfer to a public school in the same district</td>
<td>--</td>
<td>----</td>
<td></td>
</tr>
<tr>
<td>130</td>
<td>Transfer to a public school under NCLB school choice</td>
<td>--</td>
<td>----</td>
<td>This code would be used ONLY for schools that have not passed AYP - and the parents/guardian site this as the reason for moving the student to another school</td>
</tr>
<tr>
<td>140</td>
<td>Transfer to a public school in another district in MT</td>
<td>--</td>
<td>----</td>
<td>Please note school transferring to when withdrawing (Yellowstone Acad K-8)</td>
</tr>
<tr>
<td>145</td>
<td>Military Connected: transfer to public school in another district in MT</td>
<td></td>
<td></td>
<td>A student whose family is connected to the military and who transfers to a public school in another district in MT</td>
</tr>
<tr>
<td>150</td>
<td>Transfer to a state funded school</td>
<td>--</td>
<td>----</td>
<td>Montana State School for the Deaf and Blind, Pinehills, Riverside Correctional Facility</td>
</tr>
<tr>
<td>155</td>
<td>Military Connected: Transfer to a school out of the country</td>
<td></td>
<td></td>
<td>A student whose family is connected to the military and who transfers to a school out of the USA</td>
</tr>
<tr>
<td>160</td>
<td>Transfer to a private school in the state</td>
<td>--</td>
<td>----</td>
<td>New Day, St. Labre, Northern Cheyne Tribal School (Busby), Yellowstone Academy 9-12, Billings Central, Billings Christian School, KBH - Kids Behavioral Health (now Acadia), Summit Prep, St. Charles Mission School</td>
</tr>
<tr>
<td>170</td>
<td>Transfer to a home school in the state</td>
<td>--</td>
<td>----</td>
<td></td>
</tr>
<tr>
<td>175</td>
<td>Transfer to Montana Youth Challenge</td>
<td>--</td>
<td>----</td>
<td>Montana Youth Challenge students only</td>
</tr>
<tr>
<td>180</td>
<td>Transfer to a school out of state</td>
<td>--</td>
<td>----</td>
<td>this would include Normative Services in Sheridan, WY</td>
</tr>
<tr>
<td>185</td>
<td>Military Connected: Transfer to a school of state</td>
<td></td>
<td></td>
<td>A student whose family is connected to the military and who transfers to a school out of MT</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>190</td>
<td>Transfer to a school out of the country</td>
<td>ONLY when a student is leaving for medical treatment and will <strong>not</strong> be receiving any educational services. If the student does not return, their exit code/reason is changed to 300-06 Illness.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>210</td>
<td>Medical care or treatment. Eligible to return</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Transient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Homeless</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>310</td>
<td>Exceeded Maximum Age</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>320</td>
<td>Removed or Expelled without option to return</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>330</td>
<td>Enrolled in adult educ or military, no diploma*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>340</td>
<td>Unknown*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>400</td>
<td>Graduated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500</td>
<td>Student died</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>510</td>
<td>Student is permanently incapacitated</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Drop codes**: those starting with 300/310/320/330/340 are used ONLY by Middle and High Schools. If a student re-enrolls after having any of these codes - please update the exit code to 295 Dropped out, subsequent re-enroll when the student returns to school.
Certificate of Immunizations: Form No. IZ HES101 (blue card) (Revised 7/2015)

### STATE OF MONTANA— CHILD CARE FACILITY/SCHOOL CERTIFICATE OF IMMUNIZATION

Complete immunization requirements and penalties for those who fail to meet the requirements are referenced in Section V. This form is required for ALL persons attending school or child care. See the reverse side for information about EXEMPTIONS and INSTRUCTIONS.

#### SECTION I

<table>
<thead>
<tr>
<th>Child/Student’s Name</th>
<th>Birth Date</th>
<th>Sex</th>
<th>Primary Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Parent/Guardian</td>
<td>Address</td>
<td>City</td>
<td>Telephone Home Work</td>
</tr>
</tbody>
</table>

#### SECTION II

IMMUNIZATION HISTORY

Valid only when filled out by School, Child Care or Medical Personnel (NOT to be filled out by the parent).

<table>
<thead>
<tr>
<th>Required Vaccines</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria/Tetanus/Pertussis (DtaP)</td>
<td>CC/ SR</td>
<td>CC/ SR</td>
<td>CC/ SR</td>
<td>CC/ SR</td>
<td>SR</td>
</tr>
<tr>
<td>Booster Dose Tdap required prior to 7th grade entry</td>
<td>SR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haemophillus Influenzae Type B (Hib)</td>
<td>CC</td>
<td>CC</td>
<td>CC</td>
<td>CC</td>
<td></td>
</tr>
<tr>
<td>(Only children less than 5 years)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles/Mumps/Rubella (MMR) or</td>
<td>CC/ SR</td>
<td>SR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles vaccine only</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mumps vaccine only</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubella vaccine only</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polio (IPV or OPV)</td>
<td>CC/ SR</td>
<td>CC/ SR</td>
<td>CC/ SR</td>
<td>CC/ SR</td>
<td>SR</td>
</tr>
<tr>
<td>Varicella (Chickenpox) [VZV or VAR]</td>
<td>CC/ SR</td>
<td>SR</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☑ Check here if child has documentation of disease

<table>
<thead>
<tr>
<th>ACIP* Recommended Vaccines</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Papillomavirus (HPV) - for adolescents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Influenza- recommended annually for all over 6 mos.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meningooccal Conjugate Vaccine (MCV4) (Ages 11-12 &amp; later)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pneumococcal Conjugate vaccine (PCV)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rotavirus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOT A COMPLETE IMMUNIZATION RECORD- CONTACT YOUR PROVIDER OR PUBLIC HEALTH AGENCY FOR MORE INFORMATION

If filled out by health department or health care provider:

To the best of my knowledge, this child has received the above immunizations.

Signed: _____________________________ (Health Department/Health Care Provider) Date ________

Signed: _____________________________ (Health Department/Health Care Provider) Date ________

Signed: _____________________________ (Health Department/Health Care Provider) Date ________

Signed: _____________________________ (Health Department/Health Care Provider) Date ________

If filled out by school or child care personnel:

I CERTIFY this information has been transferred from supporting documentation as stated in the Administrative Rules of Montana:

Signed: _____________________________ (School or Child Care Official and title) Date ________

Signed: _____________________________ (School or Child Care Official and title) Date ________

Signed: _____________________________ (School or Child Care Official and title) Date ________

Signed: _____________________________ (School or Child Care Official and title) Date ________

FORM No. IZ HES101 (Revised 07/2015)
SECTION III

INSTRUCTIONS

Health Department or Physician

1. For medical exemption purposes, a physician is a person licensed to practice medicine in any jurisdiction of the U.S. or Canada. This does not include chiropractic or naturopathic doctors, nurse practitioners or physician assistants.

2. In Section II, include vaccine doses with month, day and year for each administered. Immunization dates, as specified in the administrative rules, are necessary.

3. Please sign and date the form.

4. If the child is completing a vaccine series, a Conditional Attendance form can be used. The physician or health department will determine the date of each dose to be administered and put the schedule on the Conditional Attendance form. Please sign the Conditional Attendance form, and return to the school or child care facility.

5. Immunization forms can be obtained directly from the local health department or the Montana Immunization Program at www.immunization.mt.gov.

School and Child Care Official

1. Prior to attending, all students and child care facility attendees must have either a) the required immunizations and documentation or b) have completed the appropriate exemption or conditional attendance documentation. This includes transfer students.

2. Documentation must meet the criteria of the Administrative Rules of Montana. This is limited to other school health records and certain documents from health departments and physicians.

3. Transferring information from supporting documentation to this form must be done by a school or child care official. The school or child care official must then sign and date the form (Section II) and attach the supporting documentation.

4. Conditional Attendance form, once completed and attached to this document, allows attendance so long as immunization continues as scheduled.

5. School Transfer Students.

There is no transfer period allowed. Transfer students must provide adequate documentation of immunization PRIOR to attending school.

a) Transferring In: Students who transfer into Montana from out of state must have their immunization information recorded on this form (See number 2 above regarding acceptable documentation.) Students must meet Montana immunization requirements.

b) Transferring Out: If students transfer out of your school, a copy of this record should be maintained for one year following the transfer. The Montana law requires schools to forward the original Certificate of Immunization to the school to which students transfer.

Homeless Students: All homeless students must be immediately enrolled in a Montana school to ensure compliance with the McKinney-Vento Act. Students should be assigned a liaison who can assist them in obtaining either appropriate documentation of immunization or in obtaining the required immunizations.

Parent

1. Montana law requires immunization information be recorded on this document for persons to attend Montana schools, preschools and child care facilities.

2. ONLY school, child care and health officials can complete this form. School and child care officials need documentation from physicians or health departments as described by the Administrative Rules of Montana (examples: a completed Montana Certificate of Immunization; A signed Immunization record card). It is the parent's responsibility to provide these documents to the school or child care facility.

3. Religious exemption and conditional attendance may be used in accordance with the Immunization Law and Administrative rules. The Religious Exemption may be used in school settings and must be renewed annually. Religious exemption for child care only applies to Haemophilus influenzae type b (Hib), and must be renewed annually.

4. Montana law prohibits children from attending any Montana school or child care facility prior to meeting immunization requirements.

5. If your child transfers to another Montana school, a copy of this completed form will allow your child to enter that school. However, the original Certificate of Immunization must be provided to the new school within 30 days of transfer in order for the child to attend.

SECTION IV

EXEMPTIONS

Please refer to the form HES101A at

http://www.dphhs.mt.gov/publichealth/immunization/documents/NewMedicalExemptionForm08132012.pdf

SECTION V

LEGAL REFERENCES

Montana Codes Annotated
70-5-101:10: Montana Immunization Law
52-2-735: Day Care Certification

Administrative Rules of Montana
37 114 701-771: Immunization of K-17, Preschool and
Post secondary Schools
37.95.140: Day Care Center Immunizations
Group Day Care Homes – Health
Family Day Care Homes – Health

If you have any questions about: 1) the use of this form; 2) obtaining copies of immunization forms, laws, or rules; or 3) whether or not a person meets attendance requirements, please contact your local health department or the Montana Immunization Program, DPHHS, Cogswell Building, Helena, MT 59620. Phone (406)444-5580.

www.immunization.mt.gov

FORM No. IZ HES101 (Revised 07/2015)
Medical Exemption: Form No. IZ HES101A (Rev 7/2015)

Montana Department of Public Health and Human Services (DPHHS)
Communicable Disease Control and Prevention Bureau • Immunization Program

Medical Exemption Statement

Physician: Please mark the contraindications/precautions that apply to this patient, then sign and date the back of the form. The signed Medical Exemption Statement verifying true contraindications/precautions is submitted to and accepted by schools, childcare facilities, and other agencies that require proof of immunization. For medical exemptions for conditions not listed below, please note the vaccine(s) that is contraindicated and a description of the medical condition in the space provided at the end of the form. The State Medical Officer may request to review medical exemptions.

Attach a copy of the most current immunization record

Name of patient____________________ DOB____________________
Name of parent/guardian____________________
Address (patient/parent)____________________
School/child care facility____________________

For official use only:

☐ Check if reviewed by public health Name/credentials of reviewer: ______________________ Date of review: ______________________

Medical contraindications for immunizations are determined by the most recent General Recommendations of the Advisory Committee on Immunization Practices (ACIP), U.S. Department of Health and Human Services, published in the Centers for Disease Control and Prevention’s publication, the Morbidity and Mortality Weekly Report.

A contraindication is a condition in a recipient that increases the risk for a serious adverse reaction. A vaccine will not be administered when a contraindication exists.

A precaution is a condition in a recipient that might increase the risk for a serious adverse reaction or that might compromise the ability of the vaccine to produce immunity. Under normal conditions, vaccinations should be deferred when a precaution is present.

### Contraindications and Precautions

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Contraindications</th>
<th>Precautions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B (not currently required by Administrative Rule of Montana [ARM])</td>
<td>Serious allergic reaction (e.g., anaphylaxis) after a previous vaccine dose or vaccine component</td>
<td>Moderate or severe acute illness with or without fever</td>
</tr>
<tr>
<td>DTaP</td>
<td>Severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a vaccine component</td>
<td>Encephalopathy within 7 days after receiving previous dose of DTP or DTaP</td>
</tr>
<tr>
<td>DT, Td</td>
<td>Progressive neurologic disorder, including infantile spasms, uncontrolled epilepsy, progressive encephalopathy; defer DTaP until neurological status has clarified and stabilized</td>
<td>Fever ≥40.5°C (104.9°F) within 48 hours after vaccination with previous dose of DTP or DTaP</td>
</tr>
<tr>
<td>Tdap</td>
<td>Guillain-Barre’ syndrome ≤6 weeks after a previous dose of tetanus toxoid-containing vaccine</td>
<td>Seizure ≤3 days after vaccination with previous dose of DTP or DTaP</td>
</tr>
<tr>
<td></td>
<td>Persistent, incontrollable crying lasting ≥3 hours within 48 hours after vaccination with previous dose of DTP/DTaP</td>
<td>History of arthus-type hypersensitivity reactions after a previous dose of tetanus toxoid-containing vaccine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Moderate or severe acute illness with or without fever</td>
</tr>
<tr>
<td>IPV</td>
<td>Severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a vaccine component</td>
<td>Pregnancy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Moderate or severe acute illness with or without fever</td>
</tr>
</tbody>
</table>

Form No. IZ HES101A (Rev 7/2015)
<table>
<thead>
<tr>
<th>Vaccine</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCV</td>
<td></td>
</tr>
<tr>
<td>(not currently required by ARM)</td>
<td></td>
</tr>
<tr>
<td>Contraindications</td>
<td></td>
</tr>
<tr>
<td>• Severe allergic reaction (e.g., anaphylaxis) after a previous dose (of PCV7, PCV13, or any diphtheria toxoid–contain vaccine) or to a component of a vaccine (PCV7, PCV13, or any diphtheria toxoid-containing vaccine)</td>
<td></td>
</tr>
<tr>
<td>Precautions</td>
<td></td>
</tr>
<tr>
<td>• Moderate or severe acute illness with or without fever</td>
<td></td>
</tr>
<tr>
<td>Hib</td>
<td></td>
</tr>
<tr>
<td>Contraindications</td>
<td></td>
</tr>
<tr>
<td>• Severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a vaccine component</td>
<td></td>
</tr>
<tr>
<td>• Age &lt;6 weeks</td>
<td></td>
</tr>
<tr>
<td>Precautions</td>
<td></td>
</tr>
<tr>
<td>• Moderate or severe acute illness with or without fever</td>
<td></td>
</tr>
<tr>
<td>MMR</td>
<td></td>
</tr>
<tr>
<td>Contraindications</td>
<td></td>
</tr>
<tr>
<td>• Severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a vaccine component</td>
<td></td>
</tr>
<tr>
<td>• Known severe immunodeficiency (e.g., hematologic and solid tumors, chemotherapy, congenital immunodeficiency, long-term immunosuppressive therapy, or patients with HIV infection who are severely immunocompromised)</td>
<td></td>
</tr>
<tr>
<td>• Pregnancy</td>
<td></td>
</tr>
<tr>
<td>Precautions</td>
<td></td>
</tr>
<tr>
<td>• Recent (&lt;11 months) receipt of antibody-containing blood product (specific interval depends on the product)</td>
<td></td>
</tr>
<tr>
<td>• History of thrombocytopenia or thrombocytopenic purpura</td>
<td></td>
</tr>
<tr>
<td>• Need for tuberzin skin testing</td>
<td></td>
</tr>
<tr>
<td>• Moderate or severe acute illness with or without fever</td>
<td></td>
</tr>
<tr>
<td>Varicella</td>
<td></td>
</tr>
<tr>
<td>Contraindications</td>
<td></td>
</tr>
<tr>
<td>• Severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a vaccine component</td>
<td></td>
</tr>
<tr>
<td>• Known severe immunodeficiency (e.g., hematologic and solid tumors, chemotherapy, congenital immunodeficiency, long-term immunosuppressive therapy, or patients with HIV infection who are severely immunocompromised)</td>
<td></td>
</tr>
<tr>
<td>• Pregnancy</td>
<td></td>
</tr>
<tr>
<td>Precautions</td>
<td></td>
</tr>
<tr>
<td>• Recent (&lt;11 months) receipt of antibody-containing blood products (interval depends on product)</td>
<td></td>
</tr>
<tr>
<td>• Moderate or severe acute illness with or without fever</td>
<td></td>
</tr>
</tbody>
</table>

For medical conditions not listed, please note the vaccine(s) that is contraindicated and a description of the condition:

---

**Name of Student**: 

**Date Exemption Ends**: 

**Completing physician’s name (please print)**: 

**Address**: 

**Phone**: 

**Completing physician’s signature (only licensed physicians may sign)**: 

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**Montana Code Annotated**

20-5-101-410: Montana Immunization Law
52-2-735: Daycare certification

**Administrative Rules of Montana**

37.114.701-721: Immunization of K-12, Preschool, and Post secondary schools
37.95.140: Daycare Center Immunizations, Group Daycare Homes, Family Day Care Homes

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**Form No. IZ.HES101A (Rev 7/2015)**
AFFIDAVIT OF EXEMPTION ON RELIGIOUS GROUNDS FROM MONTANA SCHOOL IMMUNIZATION LAW AND RULES

Student’s Full Name

Birth Date

Age

Sex

School:

If student is under 18, name of parent, guardian, or other person responsible for student’s care and custody:

Street address and city:

Telephone:

I, the undersigned, swear or affirm that immunization against

☐ Diphtheria, Pertussis, Tetanus (DTaP, DT, Tdap)
☐ Measles, Mumps and Rubella (MMR)
☐ Haemophilus Influenzae Type b (Hib)

☐ Polio
☐ Varicella (chickenpox)

is contrary to my religious tenets and practices.

I also understand that:

(1) I am subject to the penalty for false swearing if I falsely claim a religious exemption for the above-named student [i.e. a fine of up to $500, up to 6 months in jail, or both (Sec. 45-7-202, MCA)];
(2) In the event of an outbreak of one of the diseases listed above, the above-exempted student may be excluded from school by the local health officer or the Department of Public Health and Human Services until the student is no longer at risk for contracting or transmitting that disease; and
(3) A new affidavit of exemption for the above student must be signed, sworn to, and notarized yearly, before the start of the school year and kept together with the State of Montana Certificate of Immunization (HES-101) in the school’s records.

Signature of parent, guardian, or other person responsible for the above student’s care and custody, or of the student, if 18 or older.

Date

Subscribed and sworn to before me this _______ day of ________, ________. 

Seal

Signature: Notary Public for the State of Montana
Print Name: Notary Public for the State of Montana

Residing in __________________
My commission expires __________________

HES-113 revised 06/2015

Varicella History Documentation
Child Care And School Attendance

Child’s Name: ___________________________ Date of Birth: ________________

To attend child care, preschool, or kindergarten through twelfth grade in Montana, children must have age appropriate vaccination, proof of immunity to varicella disease through confirmation of history of disease, or an exemption. The purpose of this form is to document immunity to varicella disease due to history of disease in lieu of receiving the vaccine.

There are two ways to document immunity to varicella disease through confirmation of history of disease.

- Diagnosis or verification of a history of varicella disease (chickenpox) or herpes zoster (shingles) by a healthcare provider (MD, DO, NP, PA)
- Laboratory evidence of immunity or laboratory confirmation of disease

I do hereby affirm that this child meets the criteria above and is protected against varicella (chickenpox) disease.

Date child was diagnosed with varicella disease: ________________

or

Date of confirmatory laboratory test: ________________

__________________________ __________________________
Signature of Health Care Provider Date

__________________________
Print Name

__________________________
Clinic Name

__________________________
Clinic Address

DPHHS – 115 (revised 7/2015)
Conditional Attendance – Montana Child Care and School Conditional Attendance Form: Form HES 103 (Rev May 2012)

MONTANA CHILD CARE AND SCHOOL
CONDITIONAL ATTENDANCE FORM

MONTANA CHILD CARE AND SCHOOL IMMUNIZATION LAWS
Child Care Facility Rules, Revised Sept 1, 2006 (ARM 37.95.106 through 37.95.214)
Montana School Immunization Law (MCA 20-5-402 through 410)
School Immunization Rules, Revised July 1, 2003 (ARM 37.114.701 through 37.114.721)

I. This section to be filled out by child care or school official.

Child/Pupil Name: ________________________ Date of Birth: ________________

Parent/Guardian Name: ________________________

I certify the above named child/pupil has received at least one or more doses of the required vaccine(s) and legally is eligible for conditional attendance at this time. Child/Pupil will remain in a conditional attendance status for each of the required immunizations until they have completed the child care/school immunization requirements and remain compliant with the schedule listed below.

Signature (Child Care or School Official): ________________________ Date: ________________

II. This section to be filled out by physician/health department official.

Please enter the information related to the next vaccine dose(s) due, by vaccine type and date in the spaces below.

<table>
<thead>
<tr>
<th>VACCINE TYPE(S) NEEDED</th>
<th>DOSES DUE/EXCLUSION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: MMR, Polio</td>
<td>12/20/12</td>
</tr>
</tbody>
</table>

I certify that I have established an immunization schedule for the required vaccine(s) for the above named child/pupil and the schedule follows the minimum intervals set by ACIP (Advisory Committee on Immunizations Practices) to bring this child up-to-date according to the child care or school requirements.

Signature (Physician/Health Dept Official): ________________________ Date: ________________

III. This section to be signed by parent/guardian.

I understand that my child is allowed to attend child care or school on a conditional basis and agree to have my child vaccinated, meeting the above deadlines. I also understand that due to Montana Law and Administrative Rule my child will not be allowed to attend child care/school in Montana if I do not agree to this condition and provide the required documentation within the required deadlines.

Signature (Parent/Guardian): ________________________ Date: ________________

A child/pupil may be allowed to conditionally attend a child care facility or school if he/she has:

1. Received one or more doses of each of the required vaccine(s) and
2. Will continue to receive the remaining doses on the schedule set above by the physician or health department in accordance with the child care or school requirements.

The immunization schedule for completion of the required vaccinations is to be established by a physician or health department documenting the type of vaccine(s) and the date(s) the next dose is due. This is to be documented on this form and on the immunization record card. It is the parent/guardian’s responsibility to ensure each vaccine deadline is met and provide documented proof to the child care facility or school.

If a child conditionally attending a child care facility or school fails to complete the immunization(s) within the time period indicated, he/she will be immediately excluded from the child care facility or school.

HES 103 (Revised May 2012)
INSTRUCTIONS

I. Child Care, Preschool, K-12 School:

1. Prior to child care and school attendance, all children/pupils must have:
   a) Documentation of the required immunizations, or
   b) An appropriate exemption.
2. Request documentation of the child's/pupil's immunization status.
4. Return the child's/pupil's immunization record to the parent/guardian. The HES 101 stays on file in the child care facility/school.
5. Section I of this form (HES 103) needs to be completed by the child care or school official.
6. Have parent/guardian read and sign Section III of this form.
7. Give this form to the parent/guardian with instructions to have the immunization schedule established for the missing vaccine dose(s) and signed by the physician/health department official.
8. When this form is completed it is to be returned to the child care or school by the parent/guardian. This form is to be attached to the HES 101 and kept in the child's/pupil's permanent record. The parent/guardian is to be provided with a copy of this form (HES 103) - Child care providers must submit a copy of this form (HES 103) to the County Health Department.
9. The HES 101 needs to be updated as the vaccine dose(s) are given in compliance with the established immunization schedule.
10. A child/pupil failing to complete the immunization(s) as scheduled:
   a) Must qualify for and claim an exemption, or
   b) Immediately be excluded by the child care director or school administrator/designee.

II. Physician or Health Department:

1. The physician/health department will establish the immunization schedule for the missing vaccine dose(s) and enter the schedule in Section II on this form (HES 103). Vaccine type and date the dose(s) are due must be noted on this form and on the Official Montana Immunization Record. Physician/health department will follow ACIP recommended catch up schedule to bring a child up to date to meet the immunization requirements in a child care or school setting. After the immunization schedule has been established and signed by the physician/health department this form is to be returned to the child care facility/school by the parent/guardian.

III. Parent or Guardian:

1. It is the parent/guardian's responsibility to provide documentation of the child's immunization status to the child care facility/school.
2. If the parent/guardian does not have a personal copy of the Official Montana Immunization Card they should contact the physician/health department to obtain one. It is the parent/guardian's responsibility to permanently retain the child's/pupil's immunization record card. This record card should be updated each time the pupil receives an immunization and kept permanently to expedite child care/school entry.
3. After Section I of this form has been completed by the child care/school official, please read and sign Section III.
4. Immunizations are available either from private physicians or public clinics. It is the parent/guardian's responsibility to contact the physician/health department for establishing the immunization schedule and/or receive the missing immunization(s).
5. When Section II of this form has been completed and signed by the physician/health department it is to be returned to the child care facility/school by the parent/guardian.
6. Obtain a copy of this completed form from the child care/school for ready reference and compliance with the established immunization schedule.
7. Each time the child/pupil receives the required vaccine(s) the parent/guardian is to bring the signed/stamped immunization record from the physician/health department to the child care facility/school for the record to be updated.
8. It is important to comply with the established immunization schedule to avoid any interruption in child care/school attendance, i.e., possible exclusion.

NOTE: Questions regarding the use of this form should be directed to the Local Health Department or the Montana Immunization Program (406-444-5580).
<table>
<thead>
<tr>
<th>VACCINE</th>
<th>KINDERGARTEN - 12TH GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haemophilus influenza Type B (Hib)</td>
<td>1 dose (given on or after the 1st birthday, unless child is older than 59 months)</td>
</tr>
<tr>
<td>Diphtheria, Tetanus, and Pertussis (DTP, DT, Td, Tdap)</td>
<td>4 doses</td>
</tr>
<tr>
<td>Polio (IPV or OPV)</td>
<td>3 doses</td>
</tr>
<tr>
<td>Measles, Mumps, and Rubella (MMR)</td>
<td>1 dose (dose must be given on or after 1st birthday)</td>
</tr>
<tr>
<td>Varicella “chickenpox” (Var)</td>
<td>1 dose (dose must be given on or after 1st birthday)</td>
</tr>
</tbody>
</table>

1. Per MCA 20-5-402 apre-school is defined as a facility that provides, on a regular basis and as its primary purpose, educational instruction designed for children 5 years of age or younger and that: (a) serves no child under 5 years of age more than 6 hours a day.
2. HB vaccine is not recommended for children older than 59 months.
3. DTP vaccine administered to pupils less than seven years of age is acceptable only if accompanied by a medical exemption that exempts the pupil from pertussis vaccination per ARM 37, 114, 705.
4. A pupil 7 years or older who has not completed the DTP, Tdap, Td, OPV or DTaP per ARM 37, 114, 705.
5. While it is not recommended, if a child younger than 13 years receives their second dose of varicella at an interval of 4 weeks or longer, the dose does not need to be repeated.
6. As of October 1, 2015 pupils are required to have varicella vaccine and all pupils 7th-12th grade must have a Tdap vaccine.

Note: A four day grace period may apply, as appropriate per the Advisory Committee on Immunization Practice (ACIP) recommendations.
Notice of Immunizations Needed – Sample letter

NOTICE OF IMMUNIZATIONS NEEDED

Date

Dear Parent or Guardian:

Vaccinations are important in the prevention of infectious disease and may save your child’s life during an outbreak. Your child _____________________ has not met the minimum immunization requirements for school entry.

Our records show that your child needs the following immunization(s):

- [ ] DTap Dose Number 1 2 3 4* 5*
- [ ] Polio Dose Number 1 2 3 4*
- [ ] MMR Dose Number 1 2
- [ ] Varicella Dose Number 1 2
- [ ] Tdap Booster Dose Number 1

*One dose of DTaP and one dose of Polio must be given after the 4th birthday

According to state law, we cannot allow your child to attend school unless we receive evidence that the above requirements are met by this date: ________________.

YOU NEED TO DO ONE OF THE FOLLOWING IMMEDIATELY:

1. Take this form along with your child’s immunization record to your medical provider or the local health department to get needed immunization(s). Then bring us your child’s updated immunization record.

2. If your copy of your child’s immunization record show he or she already received these immunizations, bring us the record so we can update our files. Your child’s record must include a date for the immunizations circled above and the medical provider’s signature or stamp.

3. If your child needs more than one dose of any one vaccine; the series must be started by the date below and a Conditional Attendance form must be completed. Your child will be permitted to attend school on the condition that they will receive still-needed doses on time, as scheduled on the conditional form.

Failure to receive the above vaccinations before the deadline could result in your child being excluded from school in accordance with Administrative Rules of Montana, 37.114.701-721.

Thank you for your cooperation,

School Administrator
<table>
<thead>
<tr>
<th>School - alphabetical</th>
<th>PS/state ID</th>
<th>PowerSchool/State ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alkali Creek</td>
<td>1597</td>
<td>Senior</td>
</tr>
<tr>
<td>Arrowhead</td>
<td>1585</td>
<td>West</td>
</tr>
<tr>
<td>Beartooth</td>
<td>1559</td>
<td>Broadwater</td>
</tr>
<tr>
<td>Ben Steele</td>
<td></td>
<td>Burlington</td>
</tr>
<tr>
<td>Bench</td>
<td>1272</td>
<td>Highland</td>
</tr>
<tr>
<td>Big Sky</td>
<td>1638</td>
<td>McKinley</td>
</tr>
<tr>
<td>Bitterroot</td>
<td>1471</td>
<td>Miles</td>
</tr>
<tr>
<td>Boulder</td>
<td>1307</td>
<td>Orchard</td>
</tr>
<tr>
<td>Broadwater</td>
<td>1255</td>
<td>Poly Drive</td>
</tr>
<tr>
<td>Burlington</td>
<td>1256</td>
<td>Rose Park</td>
</tr>
<tr>
<td>Career Center</td>
<td>2100</td>
<td>Washington</td>
</tr>
<tr>
<td>Castle Rock</td>
<td>1631</td>
<td>Bench</td>
</tr>
<tr>
<td>Central Heights</td>
<td>1308</td>
<td>Newman</td>
</tr>
<tr>
<td>Eagle Cliffs</td>
<td>1639</td>
<td>Boulder</td>
</tr>
<tr>
<td>Highland</td>
<td>1260</td>
<td>Central Heights</td>
</tr>
<tr>
<td>Lewis &amp; Clark</td>
<td>1632</td>
<td>Meadowlark</td>
</tr>
<tr>
<td>McKinley</td>
<td>1262</td>
<td>Bitterroot</td>
</tr>
<tr>
<td>Meadowlark</td>
<td>1439</td>
<td>Ponderosa</td>
</tr>
<tr>
<td>Medicine Crow</td>
<td>1851</td>
<td>Beartooth</td>
</tr>
<tr>
<td>Miles</td>
<td>1263</td>
<td>Sandstone</td>
</tr>
<tr>
<td>Newman</td>
<td>1275</td>
<td>Arrowhead</td>
</tr>
<tr>
<td>Orchard</td>
<td>1265</td>
<td>Alkali Creek</td>
</tr>
<tr>
<td>Poly Drive</td>
<td>1266</td>
<td>Skyview</td>
</tr>
<tr>
<td>Ponderosa</td>
<td>1480</td>
<td>Castle Rock</td>
</tr>
<tr>
<td>Riverside</td>
<td>1645</td>
<td>Lewis &amp; Clark</td>
</tr>
<tr>
<td>Rose Park</td>
<td>1268</td>
<td>Big Sky</td>
</tr>
<tr>
<td>Sandstone</td>
<td>1584</td>
<td>Eagle Cliffs</td>
</tr>
<tr>
<td>Senior</td>
<td>1250</td>
<td>Riverside</td>
</tr>
<tr>
<td>Skyview</td>
<td>1628</td>
<td>Will James</td>
</tr>
<tr>
<td>Student Services</td>
<td>6200</td>
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BILLINGS PUBLIC SCHOOLS
2016-2017

School Calendar
2016-2017

BILLINGS PUBLIC SCHOOLS
2016-2017

APPROVED - 4/20/15

AUGUST 2016

Su M T W Th F Sa
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 P P P 22 23 26 27
28 29 30 31

SEPTEMBER 2016

Su M T W Th F Sa
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 MS 21 E 23 24
25 26 27 28 29 30 1

OCTOBER 2016

Su M T W Th F Sa
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 E P P 22
23 24 25 26 27 28 29
30 31

NOVEMBER 2016

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20 21 E ++ ++ 26
27 28 29 30

DECEMBER 2016

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11 12 13 14 15 16 17
18 19 20 21 22 24 25
26 27 ++ ++ ++ 31

JANUARY 2017

Su M T W Th F Sa
1 ++ 3 4 5 6 7
8 9 10 11 H ++ 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31 9 11

FEBRUARY 2017

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12 ++ 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28

MARCH 2017

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26 27 28 29 30 31

APRIL 2017

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16 ++ 18 19 20 21 22
23 24 25 26 27 28 29
30 16

MAY 2017

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21 22 23 24 25 26 27
28 ++ 30 31

JUNE 2017

Su M T W Th F Sa
1 2
4 5 6 7 8 9 10

2nd Sem = 91 days

Graduation Dates
Skyview - 10:00 - May 28
Senior - 2:00 - May 28
West - 6:00 - May 28

First and Last Day of School
August 25, June 2

Early Release - All Students
June 2

Elementary Early Outs
Sept. 22, Oct. 19, Nov. 23, Dec. 6, Apr. 12

Middle School Early Outs
Sept. 26, Dec. 8 – 9

F2R Days
Aug. 22, 24, Oct. 20-21, Jan. 15, Apr. 3

Elementary Parent Teacher Conf.
Nov. 2, 3, 4

End of Quarter
Oct. 26, Jan. 13, Mar. 24, June 2

Vacation or Holiday

Six-Week Grading
Oct. 7, Nov. 22, Jan. 13, Mar. 3, Apr. 21, June 2

High School Early Outs
Jan. 12 - 13, June 1 - 2
2017-2018

Billings Public Schools
2017 - 2018

AUGUST 2017

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Graduation Dates
- West: 10:00 - May 27
- Skyview: 2:00 - May 27
- Senior: 6:00 - May 27

First and Last Day of School: Aug. 24, June 1
Early Release - All Students: June 1
Elementary Early Release: Sept. 21, Oct. 18, Nov. 21, Feb. 8, Mar. 28
Middle School Early Release: Sept. 19, Dec. 7, 8
PIR Days: Aug. 21 - 23, Oct. 19 - 20, Jan. 15, Apr. 9
Elementary Parent Teacher Cont.: Nov. 1 - 3
End of Quarter: Oct. 27, Jan. 12, Mar. 23, Jun. 1
Vacation or Holiday: Sept. 4, Nov. 23 - 24, Dec. 23 - Jan. 2, Feb. 9 & 12, Mar. 29, Apr. 2, May 1, May 28 (Total: 16 days)
Six-week Grading Periods: Oct. 6, Nov. 21, Jan. 12, Mar. 2, Apr. 20, June 1
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If a student leaves your school or a class – exit them **The Day After Their Last Day of Attendance**

**students may be exited on holidays, non-school days, and weekends**

If a student switches classes, their exit from the class they are leaving the entry for the class they are moving to **Can Be The Same Date**

*Be VERY mindful of dates surrounding end of terms*.