



PowerSchool Administrator 2016 Summer Classes



Billings Public
Schools

PowerSchool

Administrator Sign In

Username

Password

Sign In

PowerSchool 9.2

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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

Each course is 3 hours long & most are being offered multiple times during the summer.

All Classes will be held in **Room 404 or 2B at the Lincoln Center**. Computers are available or you may bring your own laptop.

Classes are eligible for MEA trade & OPI renewal credits. Registration is on the MEA trade opportunities site or email Cheryl at martinc@billingschools.org to reserve your spot.

<http://www2.billings.k12.mt.us/pir/?page=login>

PowerTeacher

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

PT101/PowerTeacher Pro Gradebook Part 1

PowerTeacher 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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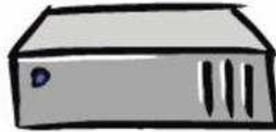
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Admin Users



Teachers



PowerSchool
Server



Parents &
Students

PowerSchool/PowerTeacher/ PowerParent

PowerTeacher

/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



Welcome, Geneveve Henderson | [Help](#) | [Sign Out](#)

School: Apple Grove High School **Term:** 15-16 Semester 2

The screenshot shows the PowerTeacher Pro interface. On the left is a navigation sidebar with options like 'Start Page', 'Daily Bulletin', 'Schedule', 'Staff Directory', 'Meals', 'Personalize', 'Reports', and 'Recommendations'. Below these are 'Old Gradebook' with a 'Launch' button, a 'District Code' field containing 'NMHT', and an 'App Store' download button. The main area is titled 'Current Classes' and displays a table of classes:

Class ID	Class Name	PowerTeacher Pro	Attendance	Gradebook	Attendance	Reports	Tools	Print	
1(A,B)	World History I	PowerTeacher Pro	<input type="radio"/>						
2(A,B)	World History I	PowerTeacher Pro	<input type="radio"/>						
3(A,B)	U.S. History	PowerTeacher Pro	<input type="radio"/>						
4(A,B)	U.S. History	PowerTeacher Pro	<input type="radio"/>						

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

Welcome, [redacted] | Help | Sign Out | Server: PS1

If you have multiple students they are listed at the top

Grades and Attendance: [redacted]

Grades and Attendance

Exp	Last Week		This Week					Course	S1	S2	Absences	Tardies			
	M	T	W	H	F	M	T						W	H	F
	1(A)	ET	ET				ET								
2(A)												CULINARY Manki		0	
3(A)												HLTH ENH Hamme		0	
4(A)							U					ART 2 Jette, Kimberly - Rm: 133		0	
5(A)											A	ENGLISH 1 Jochems, TerraBeth - Rm: 126	90	9	1
6(A)											B	EARTH SCIENCE S2 McNelly, Patrick - Rm: 306	84	10	0
OL(A)	Activity Lord, Sarah - Rm: 305	--	0	0
Attendance Totals													46	38	

Same Quick Lookup!

Current BPS GPA Added Value GPA (S2): [redacted]

Show dropped classes also

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences

District Code: NMHT

Download on the App Store

GET IT ON Google play

PowerSchool Administrator

/admin

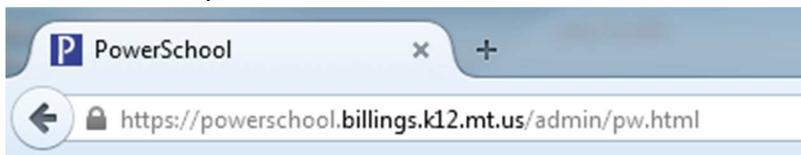


- Access the system from any Internet-linked location
- View, add, and change student and staff information
- Enroll students and create schedules
- Print reports and forms

Getting Started

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

- The address of your PowerSchool server:



- 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



Billings Public
Schools



PowerSchool

Administrator Sign In

Username

Password

Sign In

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.

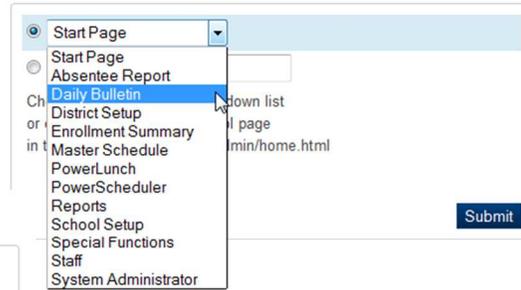
To select an item, click your choice from the options that appear. If you select a student’s name, his or her student pages will appear. If you choose a field name, it will be inserted in the Search Students box. You will then need to complete the search command.

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 .

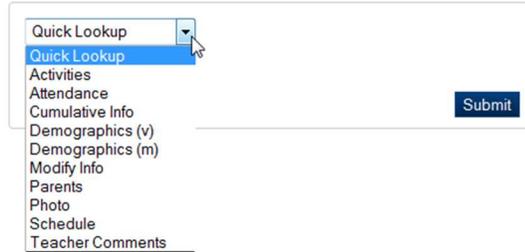
Result Type	Icon	Text Color
Student Name		Orange
Inactive student Name		Gray
Staff Name		Orange
Inactive Staff Name		Gray
Student/Staff Field		Black
Stored Searches		Green

Initial sign in page & student page:

Personalize - Default Sign In Page



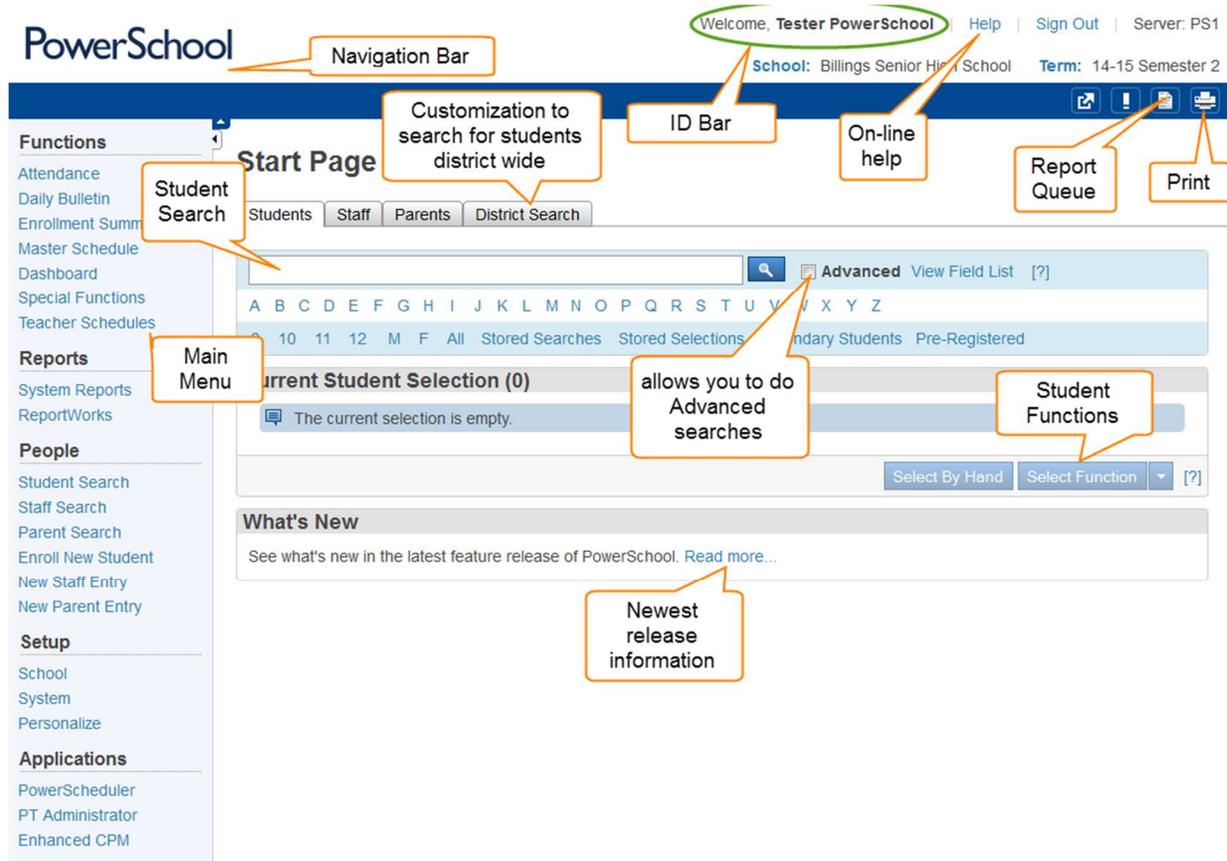
Personalize - Initial Student Screen



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.

Field Name	Comparator	Search Argument
First_Name	=	Rob

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:

Student Information	Field Name	Student Information	Field Name
Last Name		Street Address	
Home Phone Number		Gender	
Grade Level		Last Name, First Name	
Mother's Name		Student Number	
Mailing Address		Entry Date	
Enrollment Status		Medical Alert	

Comparator	Means this	Does This	Example
=	Equals	Searches for an exact match of the search argument	First_Name=Robert
<	Is less than	Searches for all matches less than the search argument	Grade_Level<11
>	Is greater than	Searches for all matches greater than the search argument	Grade_Level>3
<=	Is less than or equal to	Searches for all matches less than or equal to the search argument	Grade_Level<=10
>=	Is greater than or equal to	Searches for all matches greater than or equal to the search argument	Grade_Level>=4
#	Does not equal	Searches for all matches that are anything other than the search argument. The following example reads, Football_Varsity does not equal blank	Football_Varsity#
in	One of the values is present in the field	Searches for all the matches that contain one of the search arguments. Additional search arguments are separated with commas in the search command	Last_Name in yang,holt (Searches for the student whose last name is Yang or Holt)
contains	The value is contained in the field	Searches for matches where the search argument is anywhere in the field	street contains Grand

!contains	The value is not contained in the field	Searches for matches where the search argument is not anywhere in the field	street !contains Grand
@	Wildcard	Replaces unknown information in the search argument	First_Name=rob@

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

Comparator	Means This	Does This	Example
;	used for 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 command with a semicolon (;). A semicolon between search commands means and	Last_Name is smith;street contains ave
/	searches inactive students	When you do searches, PS only searches active student records in your school. Use the / before the search command to search for inactive students	/Last_Name is smith
&	search within results	You have found a group but want to narrow it down to those who meet additional criteria from within this group	primary search <i>*enrolled_in=MA110A</i> Secondary search <i>&*enrolled_in=MA0005A</i>
+	add results of new search	You have search for one group of students and want to add an additional group of students	primary search <i>*enrolled_in=EN150A</i> Secondary search <i>+*enrolled_in=SC150A</i>

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:

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

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.

Start Page

The screenshot shows the 'Start Page' interface. At the top, there are tabs for 'Students', 'Staff', 'Parents', 'District Search', and 'Phone Search'. Below these is a search bar containing 'grade_level=3' and a search icon. To the right of the search bar, there is a checkbox labeled 'Advanced' which is checked, and a link 'View Field List' with a help icon. Below the search bar is a row of letters A-Z and a row of numbers 1-6, M, F, All, and links for 'Stored Searches', 'Stored Selections', 'Secondary Students', and 'Pre-Registered'. The main content area is divided into two sections. The first section is titled 'Search Results (55)' and contains a table with columns 'Student', 'Student Number', and 'Grade Level'. The table lists several students with their numbers and grade levels (all are 3). A callout box points to the 'Student' column with the text 'students in the 3rd grade'. Below the table are buttons for 'Current Selection', 'Set', 'Add', 'Subtract', and 'Within', along with a help icon. The second section is titled 'Current Student Selection (175)' and contains a table with columns 'Student', 'Student Number', and 'Grade Level'. The table lists several students with their numbers and grade levels (6, 6, 5, 2, K, 5, 4). A callout box points to the 'Student' column with the text 'female students at the school'. At the bottom of this section are buttons for 'Select By Hand' and 'Immunization Compliance', along with a help icon.

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 will 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 pre-registered 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.

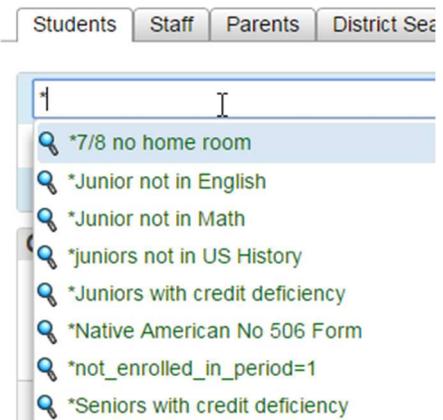
For example, to find all active and inactive students with the last name Watson, enter */Last_Name=Watson* in the Search Students field and press Enter.

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.

Start Page



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:

Edit Stored Search

Option	Value
Name	*Seniors with credit deficiency
Search instructions (one search command on each line) (Fields)	*cumulative_credit_hours <= 16 grade_level = 12 Exclude_fr_rank=1

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.

Exp	Last Week					This Week					Q1	Q2	Q3	Q4	Absences		Tardies		
	M	T	W	H	F	M	T	W	H	F					12-13	12-13	12-13	12-13	
1(A)	E		O								7 ORCHESTRA Jackman, Rebecca (Lewis)	4	4-	4	4+	9	9	0	0
2(A)			O								7 HEALTH ENHANCEMENT Chirnick, Alina 1632	4	4	4	4	9	9	0	0
3(A)		M		O							7 PRE ALGEBRA Qualls, Michael 1632	4+	4-	4	4-	11	11	0	0
4(A)		M		O							7 LUNCH Staff, staff	0	0	0	-	11	11	0	0
											7 MED ENG: Lorne, Alaine 1632	2-	3-	4-	1+	10	10	0	0
											7 PHYS Vincent	4+	4+	4	3	9	9	0	0
7(A)			O								7 LIFE SCIENCE Loken, Patricia 1632	3-	3	4-	3	10	10	0	0
8(A)											7 TECH ED Eliason, Steven 1632	4			-	0	0	0	0
8(A)											7 EXPLORATORY FOREIGN LANGUAGE Mountains, Ter		3-		-	3	3	0	0
8(A)											7 CAPPS Anderson, Eric							0	0
8(A)			O								7 KEYBOARDING Larsen, Tracy 1632				96			0	0
HR(A)											7 HOME ROOM Chirnick, Alina 1632	0	0	0	-	0	0	0	0
QA(A)											7 TEAM Team, 7 Rattlers	0	0	0	-	0	0	0	0
											Attendance Totals		80	80	0	0			

Student Screen pages,

Student Page	Description	Notes
Quick Lookup	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	
Print a Report	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.	
Switch Student	Quickly access another student's information by entering the student's name in the field on the dialog box	
List	Return to the Student Selection page and view the last group of student you selected.	
Information		
Annual Update	<u>Custom Form</u> - view and print an annual update form for a single student.	
Student Contacts 	<u>Custom Form</u> - all contacts for a student - this is the information used for the Annual Update form. Guardian Alert may also be entered from this screen.	
Access Accounts	View both the student and guardian access information. You can add and edit access accounts.	
Addresses	View and edit both the student's physical and mailing address.	
Attachments		
Custom Screens	View a list of the custom student pages that your district or school created.	
Demographics	View and edit the student's basic demographic information.	
Emergency/ Medical 	View Emergency Contact and doctor information; also add a Medical alert for a student	
Family	View and edit a list of the selected student's siblings or relative who attend any school in your district.	

Health	View and edit the student's health and immunization information.	
Modify Info	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.	
Other Information 	Other Alert is entered from this page - information on this page is dependent upon district setup.	
Student Email	<u>Custom Form</u> - this student's district email is uploaded by technology department.	
Parents 	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.	
Photo	View the student's photo. Also submit a new photo for the student using this page.	
State/Province- MT	View and edit information for state reporting this is specific to Montana Requirements.	
Transportation	Use this page to log student transportation information to and from school	
Academics		
Accommodations 	<u>Custom Form</u> - enter IEP and 504 accommodations and select labels pertaining to the student's disability. You MUST enter the date the IEP will expire.	
Transcript Info	<u>Custom Form</u> - Enter Graduation date and any Notes to be printed on the transcript	
Transcript	<u>Custom Form</u> - BPS transcript	
Attendance	Use this page to view and change the student's attendance record.	
Enter Attendance	Use this page to change a student's meeting attendance for the current week.	
Cumulative info	View the student's GPA and class rank information. Your school decides what information appears on this page.	
Graduation Plan Progress	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.	

Graduation Plan Selection	Use this page to select the graduation plan(s) and post-secondary plans(s) the student is trying to complete.	
Historical Grades	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.	
Honor Roll	view a list of each time the student made the honor roll	
Standards	Use this page to access the student's progress with specific standards outlined by your state, district and school. <i>New look in PS version 9.0</i>	
Teacher Comments	View comments that teachers enter in PowerTeacher.	
Term Grades	View the student's grades as they were stored and reported on his or her report cards during the current year.	
Test Results	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 2 nd tab in this screen is a <u>Custom Report</u> graph showing all NWEA scores for this student	
Truancies	Use this page to log incident of student truancy.	
Administration		
District Specific	district information to track in PowerSchool	
Fee Transactions	View the student's financial transaction information, including the beginning and current balances. Use this page to record new transactions.	
Log Entries 	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.	
Lunch – not used by our district	View and edit the student's lunch status information, lunch ID number, and current lunch balance.	
Lunch Transactions – not used by our district	View all of the student's transactions in PowerLunch for the current year.	

Net Access	View a summary of the number of times that the parent and student have accessed PowerSchool via the internet.	
SEOP Review	View Student Education Occupation Plan information, most often entered and edited by school counselors.	
Incidents	View a list of discipline incidents associated with the student. Do Not use this page to add, edit, or delete discipline incidents.	
Enrollment		
Activities	View and edit the activities in which the student is involved.	
All Enrollments	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 <u>customized</u> 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.	
Functions	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	
Special Programs – not used by our district	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.	
Transfer Info	view the student's current and previous enrollments for each school year the student has been enrolled in our district	
Scheduling		
Bell Schedule View	View the student's schedule for the current week– This is the best viewing option for schools using a block or multiday schedules.	
List View	View the student's schedule for the selected term in list format	
Matrix View	View the student's schedule for the selected term in a graphical format	

Modify Schedule	View and modify the student's schedule for the selected term in list format	
Request Management	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	
Scheduling Setup	View and edit the student's scheduling preferences for use with the PowerScheduler and the End of Year process.	

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

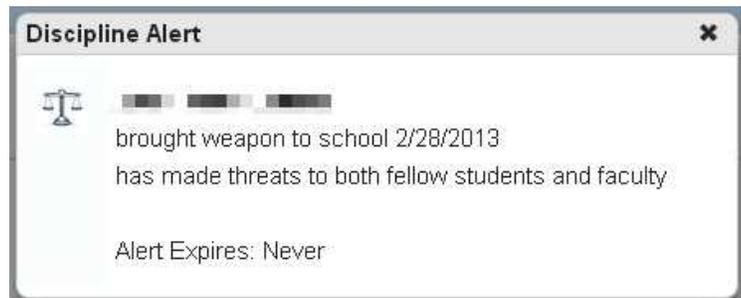
- ✓ Emergency Information ONLY
- ✓ Allergies
- ✓ Medical conditions
- ✓ Medication



Discipline Alert



- ✓ Severe or dangerous behavior
- ✓ Chronic behavior issues



Guardian Alert (Parent Alert)



- ✓ Restraining order
- ✓ People of concern
- ✓ Contact Alert

Parent Alert

Please call mom at work 406-855- for any and all issues. Father, : is the 2nd call. If grandparents, and call, do NOT release any information to them.

Alert Expires: Never

Parent Alert

R/O in Place against until 6/3 hearing

Alert Expires: 06/03/2013

Parent Alert

Needs a note to go home with Dad.

Alert Expires: Never.

Other Alert



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

Other Alert

Student may excuse himself. 3-15-16

Alert Expires: Never

Alert

3/2/2015-Legal name change from to

Alert Expires: Never

Other Alert

Father, Greg , passed away in April, 2013.

Alert Expires: Never

504/Special Education accommodations



- ✓ Must use expiration date -- should be the date the IEP expires or is up for renewal

Accommodations Alert

Start Date: 02/01/2016
End Date: 01/31/2017

Labels:

- Speech or Language Impairment
- Specific Learning Disabilities

Accommodations:

- Pref seating
- Repeated/Clarified directions

Speech Therapy 2 times per week

Start Page > Student Selection > 504/SpEd Accommodations

504/SpEd Accommodations

West 12

State ID: Counselor: Spring

Book icon will appear for all students with current IEP/Accommodations

Most recent IEP is at top

Start Date	End Date	CD	AU	HI	TBI	SL	OHI	VI	DB	ED	MD	OI	SLD	D	DD	Actions
02/01/2016	01/31/2017					✓							✓			View Edit
02/05/2015	02/04/2016					✓							✓			View Edit
02/04/2014	02/03/2015												✓			View Edit

Edit Accommodation

West 12
State ID: _____ Counselor: Spring, Dave

Start Date: 02/01/2016 *(Plan/IEP Start Date)
End Date: 01/31/2017 *(Plan/IEP End Date)

Labels:

<input type="checkbox"/> CD - Cognitive Delay	<input type="checkbox"/> Autism
<input type="checkbox"/> HI - Hearing Impairment	<input type="checkbox"/> TBI - Traumatic Brain Injury
<input checked="" type="checkbox"/> SL - Speech or Language Impairment	<input type="checkbox"/> OHI - Other Health Impairments
<input type="checkbox"/> VI - Visual Impairment	<input type="checkbox"/> DB - Deaf-Blindness
<input type="checkbox"/> ED - Emotional Disturbance	<input type="checkbox"/> MD - Multiple Disabilities
<input type="checkbox"/> OI - Orthopedic Impairment	<input checked="" type="checkbox"/> SLD - Specific Learning Disabilities
<input type="checkbox"/> D - Deafness	<input type="checkbox"/> DD - Developmentally Delayed

Accommodations:
- Pref seating
- Repeated/Clarified directions
- for a list
- **bold**
- italized

Accommodations Preview:

- Pref seating
- Repeated/Clarified directions

Speech Therapy 2 times per week

Created On: 02/11/2016
By: Martin, Cheryl

Last Modified On: 02/11/2016
By: Martin, Cheryl

Submit

Delete Submit

Use these options to make an accommodation stand out

Enter date the IEP starts

Select the appropriate labels

Enter Accommodations - View how the accommodations will appear as you are typing

Submit

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.

Alert List

Filter Options

Pause

Grade Level: 5

Show / hide columns Copy CSV Tab PDF

Students	Grade Level	Medical Alert	Discipline Alert	Guardian Alert	Other Alert
[blurred]	5				
[blurred]	5	ADD/ADHD: meds at home	Hospital	11/05/2014	Per Parenting

Select Grade Level

Can sort by pressing arrows

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.

Start Page

The screenshot shows the 'Start Page' interface. At the top, there are tabs for 'Students', 'Staff', 'Parents', 'District Search', and 'Phone Search'. Below these is a search bar with a magnifying glass icon and a search button. To the right of the search bar are links for 'Advanced', 'View Field List', and a help icon. Below the search bar is a row of letters from A to Z. Underneath that is a row of grade levels: PK4, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, M, F, All. To the right of these are links for 'Stored Searches' and 'Stored Selections'. Below this is a section titled 'Current Student Selection (1)' with a table containing one student: Allen, Aaron Joseph, with Student Number 10033433 and School Poly Drive. At the bottom right of this table is a dropdown menu with 'Select By Hand' and 'Student Screens' (selected). A red arrow points to the 'Student Screens' dropdown. The dropdown menu is open, showing a list of 'Group Functions' including Student Screens (checked), Attendance (Attendance Change, Search By Grades/Attendance, Search For Perfect Attendance), Enrollment (Enrollment Summary, Mass Enroll Special Program, Re-Enroll in School, Transfer Out Of School), Export (Export Using Template, List Students, Quick Export), and Functions (Fee Functions, Health Screenings, ID/Password Assignment, LDAP Directory Synchronization, Make Create Family Links).

Group Function	Description	Notes
Select Student By hand	Group Functions Link Only – allows you to edit the selected group	
Student Screens	(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	
Attendance	Description	Notes
Attendance Change	Use this function to enter or change attendance for the student group you selected	
Search by Grade/Attendance	Use this function to search for students using grades, final grade percent, citizenship marks, and attendance	

Search for Perfect Attendance	Use this function to search for students who have perfect attendance	
Enrollment	Description	Notes
Enrollment Summary	View the enrollment summary page only for the student group you selected	
Mass Enroll Special Program	Enrolls currently selected students into a special program	
Re-Enroll in School	Re-enroll students into the current school	
Transfer Out of School	Transfers currently selected students out of a school	
Export	Description	Notes
Export Using Template	Use this function to export information with a pre-defined template for the specified group of students	
List Students	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	
Quick Export	Use this function to export student information from PowerSchool to a spreadsheet application for the student group you selected	
Functions	Description	Notes
Fee Functions	Use these functions to add new fees and new transactions for the student group you selected	
Health Screening	Create and edit health screenings	
ID/Password Assignment	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.	
LDAP Directory Synchronization	Synchronize PowerSchool Sign In IDs with an LDAP directory server	
Mass Create Family Links	Establish family relationships between existing students	
Student Field Value	Use this function to enter or update information in a single student field for the student group you selected	

Graduation	Description	Notes
Graduation Plan Selection	Use this function to add, replace, or remove graduation plans for the student group you selected	
Graduation Progress Report	View and print the graduation progress plans for the student group you selected	
Graduation Progress Summary	View the summary of specific graduation plan requirements for the student group you selected	
Locker Management	Description	Notes
Mass Assign Lockers	Group Functions Link Only- Use this function to mass assign locker assignments to the selected group of students	
Printing	Description	Notes
Mass Print A Student Screen	Use this function to Mass Print a specific student screen for the selected group of students	
Print Mailing Labels	Use this function to print mailing labels for the student group you selected	
Print Reports	Use this function to print a form letter, report card template, or an object report for the student group you selected	
Reports Menu	View the Reports page so you can run a report for the student group you selected	
Scheduling	Description	Notes
Invalid Requests	Use this function to find invalid course requests due to course prerequisites for the specified group of students	
Mass Enroll	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	
Next School Indicator	Use this function to set the next school indicator for the specified group of students - this may also be done using 'Student Field Value' –	

	Group functions can set only one field of four fields that need to be set	
Student Schedule Report	Use this function to create a printable schedule matrix report for the specified group of students	
Summer School Indicator	Set Summer School Indicator and notes	
Search	Description	Notes
Save Stored Selection	Use this function the save the specified group of students for later use	
Search Attachments	Searching Student Attachments	
Search by GPA	Use this function to search for students using cumulative, term, or current GPA	
Validation	Description	Notes
Batch Address Validation	Use this function to verify that the specific group of student has valid addresses	
Batch Boundary Validation	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	
Data Validation Report	Use this function to run a report to identify which student records within a selection do not meet current data validation requirements	
Immunization Compliance	DO NOT USE THIS VALIDATION – custom report is located under System Reports: BPS	

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.

Change Meeting Attendance

The screenshot shows a web form titled "Change Meeting Attendance". It includes the following fields and callouts:

- Meeting** (header)
- Option** / **Value** header
- Change attendance for**: The selected 53 students
- From this Date**: 03/11/2015 (MM/DD/YYYY) - Callout: "Enter date(s) of absence"
- To this Date**: 03/11/2015 (MM/DD/YYYY)
- Meetings to scan**: A table with columns for meeting number and attendance code (A).

Meeting	A
1	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>
3	<input checked="" type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
XD	<input type="checkbox"/>
EM	<input type="checkbox"/>
CC	<input type="checkbox"/>
OL	<input type="checkbox"/>

 - Callout: "Enter which periods to change attendance"
- Code(s) to scan for**: Radio buttons for "All" (selected) and "These codes".
 - These codes** dropdown menu:
 - Present
 - A - Absent
 - ET - Tardy-extended
 - T - Tardy
 - C - Counselor
 - D - Deans
 - E - Excused
 - H - Homebound
 - I - Illness
 - L - Truancy Center - Callout: "Either choose all by selecting All or select These codes and then choose the attendance codes for which you want to scan"
- Select All** / **Clear** buttons

- Attendance Code to Set**: Dropdown menu with "O (School Related Activities)" selected.
- If Other Than a Default Present (default presents will be overwritten regardless)**: Radio buttons for "Overwrite" (selected) and "Don't Overwrite". - Callout: "Do you want to overwrite previously entered code?"
- Comment**: Text area with "Student Mentor Activity" - Callout: "Enter comment as to the reason for the absence - These are viewable by teachers and Admin staff"
- Submit** button (circled in green)

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.

Assign IDs & Passwords

DO NOT change ANY settings

DO NOT Assign Lunch IDs - we do not use PS for lunch

You can Assign the IDs & Passwords for ALL currently enrolled, a group of students, or an individual student

For ALL CURRENTLY ENROLLED STUDENTS
 For the selected 24 students only
 For only

Don't overwrite any existing IDs or passwords

In case of conflicts append:

Assign Student Usernames and passwords Assign Access IDs and passwords

Each Username/Access ID characters long and is

Each password is characters long and is

Enable access accounts for processed students Enable access accounts for processed parents

Assign Lunch IDs

Each Lunch ID is digits long and is

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

berry, Etaina	Newman Elementary School		03/02/2004	McNeess
ia, Alyiah Mae	Central Heights Elementary School		05/17/2005	Marquart
ia, Alycia Renee	Will James Middle School		04/12/2000	101

Student List - 27 students will be listed

Report Title (shown at top of page): Name your list

Col	Field Name	Column Title
1.	Fields <input type="text" value="lastfirst"/>	<input type="text" value="Name"/>
2.	Fields <input type="text" value="{schools}name"/>	<input type="text" value="School name"/>
3.	Fields <input type="text" value="studentphoto"/>	<input type="text" value="photo"/>
4.	Fields <input type="text" value="DOB"/>	<input type="text" value="DOB"/>
5.	Fields <input type="text" value="Home_Room"/>	<input type="text" value="Home room"/>
6.	Fields <input type="text"/>	<input type="text"/>
7.	Fields <input type="text"/>	<input type="text"/>
8.	Fields <input type="text"/>	<input type="text"/>
9.	Fields <input type="text"/>	<input type="text"/>
10.	Fields <input type="text"/>	<input type="text"/>

select the fields to list -- most are found in 'Fields' but some have special formatting

Type the Column Title you want

Padding In Each Cell (in points)

Rows In Between Breaks

Other Options Gridlines Export

Additional formatting

Optional: Sort Field Name	Direction
<input type="text" value="*birthday"/>	> ▼
<input type="text"/>	> ▼
<input type="text"/>	> ▼

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

Mass Enroll

Enroll currently selected **28** students into a section:

Quick Enroll

Course.Section
[] [Enroll ▶]

Filter By

Period: All Term: All Teacher: All Day: All Grade: All Credit Type: All Course: []

Show only classes with available seats
 Off

[Search]

If you know the specific section - you can enroll the students directly into the desired class

use the 'Filter' to narrow your options -- fill in as few options as possible

Double click on 'Course Name' to select the desired course

Mass Enroll Preview

Entry Date: 08/28/2013

[Edit Date]

Confirm Enrollment Date

Section Summary:

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

Confirm that all Dependent sections are found

Student Enrollment Summary:

Student Number	Student Name	Action
12458	Allard, Cody Dale	Enroll in ELHEALTHK3.Erickson on 08/28/2013 Enroll in KELA.3 on 08/28/2013 Enroll in KMATH.3 on 08/28/2013 Enroll in KD.3 on 08/28/2013 Enroll in ELMUK3.Erickson on 08/28/2013

Double check to make sure ALL classes are listed to be enrolled in

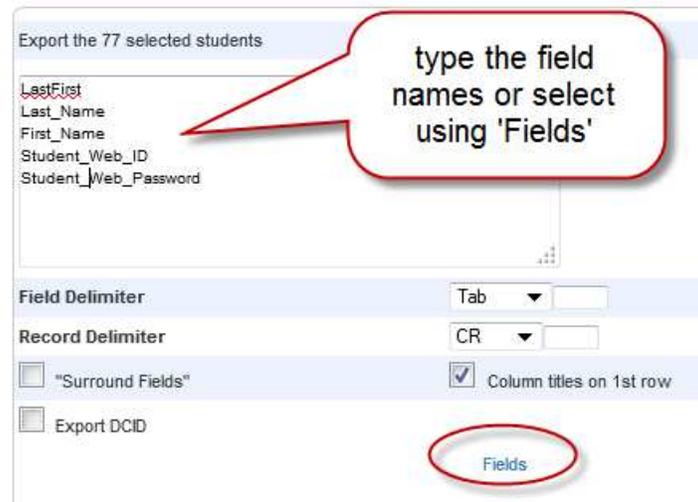
Quick Export

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 performed

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

Quick Export



The screenshot shows the 'Quick Export' interface. At the top, it says 'Export the 77 selected students'. Below this is a list of fields: LastFirst, Last_Name, First_Name, Student_Web_ID, and Student_Web_Password. A red speech bubble points to this list with the text 'type the field names or select using 'Fields''. Below the field list are several options: 'Field Delimiter' set to 'Tab', 'Record Delimiter' set to 'CR', a checkbox for '"Surround Fields"' which is unchecked, a checkbox for 'Column titles on 1st row' which is checked, and a checkbox for 'Export DCID' which is unchecked. At the bottom right, there is a button labeled 'Fields' which is circled in red.

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 performed

- 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.

72 students are selected			
Field To Change	Home_Room		
New Field Value	Smith Clear Field Value is Off		
Options	Do not overwrite existing data is Off		
WARNING: This change is irreversible.			
	Last, First	Old Home_Room	New Home_Room
1.	Dahl, Macee DJ	Baumann	Smith
2.	Ham, Montana Krystal	Baumann	Smith
3.	Willis, Tamiah L	Anderson	Smith
4.	Diaz, Elian R	Eliason	Smith
5.	Fitch, Adysen L	Scheafer	Smith
6.	Ries, Lane S	Kautz	Smith
7.	Nyre, Kiria Denise-Rae	Wilbert	Smith
8.	Becker, Amaya	Baumann	Smith
9.	Becker, Jude L	Anderson	Smith
10.	Lund, Addison Almeda	Anderson	Smith
11.	Deputee, Nashantee V		Smith
12.	Gaught, Trinity Jayde	Baumann	Smith

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

Re-Enroll Student

██████████ M 9 ██████████ Senior Transferred Out
Counselor: Brook, Kevin

← Screen when accessed through Student screen →

Student to re-enroll	██████████
Date of re-enrollment	3/12/2015 (MM/DD/YYYY) *
Entry code	04 (Xfer from public school in dist or state)
Entry comment	Lake Owasso MS
Full-Time Equivalent	Full Time
Grade Level	10
Track	
District of Residence	Billings High School District #2 (0966)
Restore class enrollments?	Yes

Note: Regardless of the date specified above, the student's records

Submit

Annotations:

- Enter date the student will start
- Use pull down menu to select Entry Code
- If coming from outside of the district, enter school name
- enter the FTE and grade level for the student
- use the pull down menu to make sure you enroll using the correct DOR
- If the student was enrolled at your school this school year and you wish to re-enroll them into the same classes they had when they left, select 'Yes'

- **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

Montana State Information

Washington 3
State ID: Teacher: Voss

General Title I **Program/Services** LEP CTE Graduation

Special Program and Student Support Service Participation

Special Education

Migrant

SPED Status May not be checked if "Section 504 Handicapped" is checked.

Section 504 Handicapped May not be checked if "SPED Status" is checked.

Part B Early Intervening Services Start Date MM/DD/YYYY

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

Enroll New Student

Student Information

Student's Name (Last, First Middle)

DOB 1/1/1995 (MM/DD/YYYY)

Gender Female

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

Social Security Number

Phone Number 406-656-

Enrollment date 8/28/2013 (MM/DD/YYYY) *

Full-Time Equivalency Full Time *

Grade Level 11

Entry Code 04 (Xfer from public school in dist or state)

Track

District of Residence Custer K-12 Schools District #15 (0975)

Fee Exemption Status Student Not Exempted

School Billings West High School

Information for Family Match

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

Enroll without Linking or Copying Information

Search For Family Members to Link to and Copy Information from

Family ID

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*= --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:

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

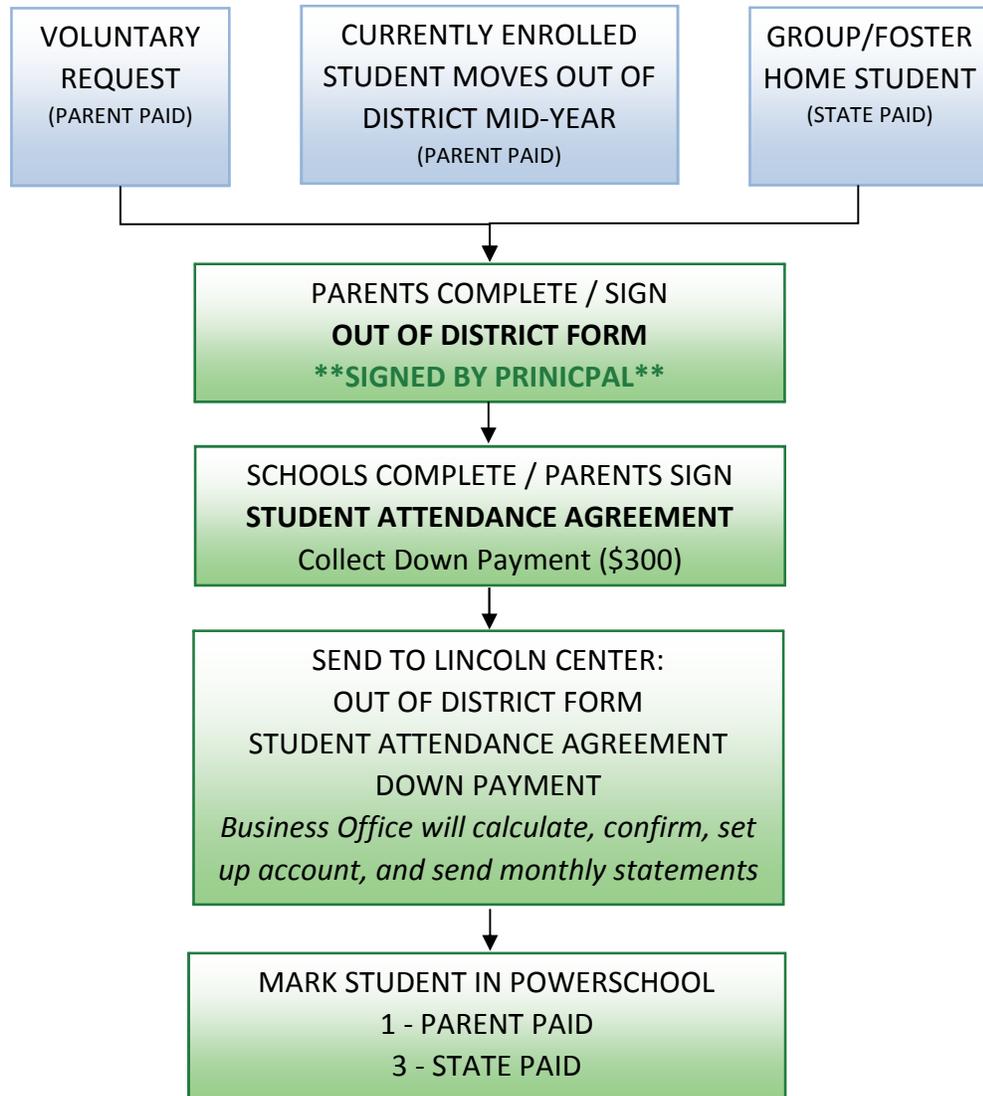
Tuition

Information regarding tuition students and tuition forms can be found at:

<http://www.billingschools.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.

Modify Contact Information			
Name (last, first):	<input type="text"/>	Emergency Contact Priority	<input type="text"/>
Relationship	<input type="text"/>	Use pull down menu to enter relationship type	
Home Address	Street	<input type="radio"/> Lives with full-time <input type="radio"/> Lives with part-time <input type="radio"/> Does NOT live with	
	City, State, Zip	fill in the proper dot as if the students lives with this contact	
<input type="checkbox"/> Copy THIS contact's home address to THIS contact's mailing address			
Mailing Address	Street	An address MUST be entered here in order to receive any mailings	
	City, State, Zip	If the contact is to receive 'secondary mailings', i.e. the contact lives at an address that is different than the student's primary address -- check this box -- The contact MUST have a mailing address entered	
	Student Home Address	Student Mailing Address	
Email:	<input type="text"/>	Receive secondary mailings?	<input type="checkbox"/>
	Demographics Guardian Email	Home Phone can be copied if it is the same primary contact phone from the demographics page -- if not type in phone number(s) -- if the Auto-call should not use the number, check to 'Exclude'	
	[Copy]		
Home Phone:	<input type="text"/>	Cell Phone:	<input type="text"/>
	Exclude from Auto-Call		Exclude from Auto-Call
	Student Home Phone	Student Home Phone	
	(408) [Copy]	(408) [Copy]	
Employer:	<input type="text"/>	Work Phone:	<input type="text"/>
			Exclude from Auto-Call
If known, fill in the contact's employer			Submit

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 **Pre-Registered** under the student search box. You can also include Pre-Registered students on the Immunizations report, by checking the box to **Include Pre-Registered Students?**

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.

Transfer Student Out 🇺🇸 🐞

State ID: [redacted] Senior 11
Counselor: Umemoto, Mackenzie

Who will be transferred out [redacted]
Transfer comment [text area]

Date of transfer (should be the day after the student's last day in class) 1/5/2016 *

Exit code [dropdown menu]

Also transfer out of selected programs:
 506 Form
 Check here if student(s) intend to enroll in school during next school year.*

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

⚠️ There are 24 attendance record(s) for the current student. Listed below are the number of records per date:
• (6) 1/11/2016
• (6) 1/12/2016
• (6) 1/13/2016
• (3) 1/14/2016
• (3) 1/15/2016

Check to delete all future attendance records this student has listed above.

Once you have entered an exit date, you will receive a warning asking if you want to delete future attendance records. You must check the box in order to proceed with the exit.

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.

New Mailing Label Layout

If you create a label for your school, start the label name with your school initials, also include the type of label to be printed

one point is 1/72 of an inch

use the Fields link to find proper field names

if you create a label, make it available and viewable by only your school

Layout Name	*To the Parent or Guardian of: A56160			Table	Students
Font	Times				
Font Size	10	points	Line Height	10	points
Page Left Margin	.25	inches	Page Top Margin	.5	inches
Label Width	2.63	inches	Label Height	1	inches
How Many Columns Of Labels	3		How Many Rows Of Labels	10	
Space Between Each Column	0.125	inches	Space Between Each Row	0	inches
Horizontal Padding For Label Text	0.2	inches	Vertical Padding For Label Text	0.2	inches
Label Content Fields	TO THE PARENT/GUARDIAN OF: ^(first_name)^(last_name) ^(mailing_street) ^(mailing_city),^(mailing_state)^(mailing_zip)				
Make this label accessible to	<input checked="" type="radio"/> users at all schools <input type="radio"/> only users at District Office				
Teachers can print?	<input checked="" type="checkbox"/>				
Export as a template					
<input type="button" value="Submit"/>					

Here are the sample setting for 3 of the most popular labels:

	Avery 5160	Avery 5163	Avery 5371			
Font	Times	Helvetica	Marker Felt			
Font Size	10	14	16			
Line Height	10	14	16			
Page Left Margin	0.19	0.18	.75			
Page Top Margin	0.5	0.5	.5			
Label Width	2.63	4	3.5			
Label Height	1	2	2			
How Many Columns of Labels	3	2	2			
How Many Rows of Labels	10	5	5			
Space Between Each Column	0.12	0.12	.2			
Space Between Each Row	0	0	0			
Horizontal Padding For Label Text	0.2	0.6	.5			
Vertical Padding for Label Text	0.2	0.2	.25			

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:

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

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:

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

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

New Form Letter

The screenshot shows the 'New Form Letter' configuration form. It includes the following fields and callouts:

- Title of this form letter:** *Web ID and Password Letter. Callout: "If you create a form letter for your school, start the title with the school initials, district letters start with *"
- Default font:** Times
- Default font size:** 12
- Default text line height:** 12
- Page Size:** Letter (8 1/2" x 11"). Callout: "Set up the page dimensions the same as you would a word document"
- Margins (inches):** Left .75, Top .5, Right .5, Bottom .5
- Orientation:** Portrait (vertical)
- Scale:** 100
- This report available to:** users at all schools, only users at District Office. Callout: "if you create a form letter, make it available by ONLY your school - DO NOT change the setting on district letters"
- Teachers can print?:**
- Submit** button

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:

^(schoolname)
^[39]SchoolAddress
^[39]schoolcity), ^([39]schoolstate) ^([39]schoolzip)
Phone: ^([39]schoolphone)

^[letter.date]
To the parents of: ^(first_name) ^(middle_name) ^(last_name)
Student Number: ^(student_number)
Date of Birth: ^(dob)

<u>Parent Confidential Access ID</u> is: ^(Web_ID)

<u>Parent Access Password</u> is: ^(Web_Password)

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.billingschools.org>, go to the Parents tab, and click "PowerSchool for Parents".
3. <u>If you have previously created an account</u>, 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
<tabl .75><u>If you have NOT previously created an account</u>-- Select the "Create Account" tab
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 <u>Parent Confidential Access ID</u> and <u>Parent Access Password</u> 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 account has already been created using the ID and Password listed below. Please detach and give this to ^(First_name).

^(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 [REDACTED]

Student Number: [REDACTED]

Date of Birth: [REDACTED]

Parent Confidential Access ID is: E [REDACTED] 7

Parent Access Password is: [REDACTED]

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 now have access to this student
If you have NOT previously created an account,-- Select the "Create Account" tab
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 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 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: [REDACTED]

Olivia's Password is: [REDACTED]

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.

Include students who	<input checked="" type="radio"/> are currently enrolled in class <input type="radio"/> were enrolled on 8/28/2013 (MM/DD/YYYY) <input type="radio"/> were enrolled any time between and (MM/DD/YYYY)
Heading font	Times
Size, line height, style	18 (points) <input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Print heading on	All pages
Heading text (Fields)	# of students: ^(no_of_students) Term:~{(Terms)Abbreviation} ~{letter.date} ~{(teachername)}
Column title font	Helvetica
Size, line height, style	12 (points) <input checked="" type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Print column titles on	All pages
Roster Font	Times
Size, line height, style	10 (points) <input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Roster columns (Fields)	Format: field name \ column title \ column width \ alignment LastFirstName\1.75L Home_Phone\Phone\2\C DOB\Birthday\1.5\C
Rule width (points)	Horizontal .5 Vertical 1
Cell padding (points)	Horizontal 4 Vertical 2
Page size	Letter (8 1/2" x 11") Custom size: Height Width
Margins (inches)	Left .5 Top .5 Right .5 Bottom .5
Orientation, Scale	Portrait (vertical) 100

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.

Attendance PS Attendance reports

Reports Meeting

School Attendance Information for 5/26/2015

Student Counts

- 23 Present Status: Absent
- 9 Category: Excused
- 7 Category: Tardy
- 3 Category: Illness

Attendance Submission Status: 86% (30 / 35 Section Meetings)

Filter (1) Absent

Search: X,S,W,E,L,U,I,A,M

Name	Current Grade Level	Home Phone	AM	PM
[Redacted]	2	[Redacted]	E	A
[Redacted]	6	[Redacted]	A	A
[Redacted]	5	[Redacted]	A	A
[Redacted]	2	[Redacted]	A	A
[Redacted]	5	[Redacted]	A	A
[Redacted]	3	[Redacted]	A	A
[Redacted]	2	[Redacted]	E	E
[Redacted]	7	[Redacted]		
[Redacted]	5	[Redacted]		
[Redacted]	4	[Redacted]		

Page 1 of 3 Rows/Page 10

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



Teacher has submitted attendance for some of their classes



Teacher has submitted attendance for all classes

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

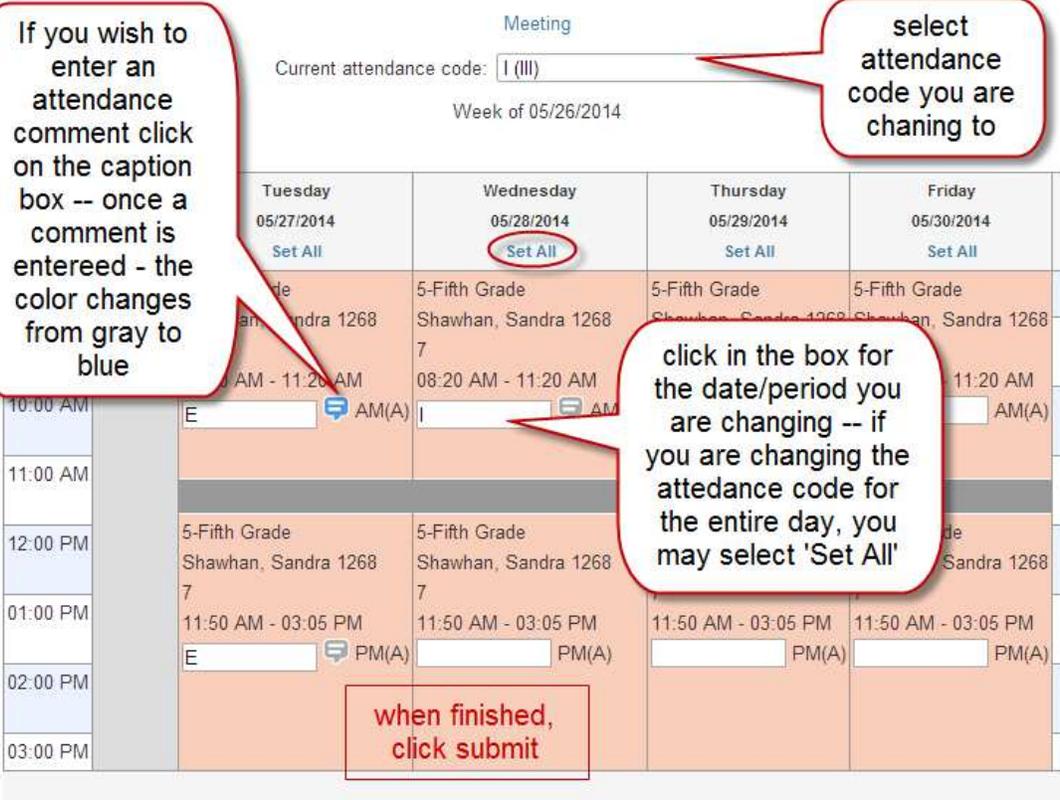
Submission Status

Hague, Charine

- 1(A) - 6-Sixth Grade 6 (2)
 - Attendance Taken on: 5/20/2015
- 2(A) - 6-Sixth Grade 6 (2)
 - No Attendance Taken

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.



The screenshot shows the PowerSchool Attendance interface for the week of 05/26/2014. The current attendance code is 'I (Ill)'. The interface displays a grid for the week, with columns for Tuesday (05/27/2014), Wednesday (05/28/2014), Thursday (05/29/2014), and Friday (05/30/2014). The grid shows attendance codes for various periods, with a 'Set All' link for each day. A callout box explains that clicking on the 'Set All' link changes the color from gray to blue. Another callout box explains that clicking in the box for the date/period you are changing allows you to select an attendance code, and that selecting 'Set All' is used for the entire day. A third callout box explains that when finished, you should click submit.

Meeting

Current attendance code: I (Ill)

Week of 05/26/2014

	Tuesday 05/27/2014	Wednesday 05/28/2014	Thursday 05/29/2014	Friday 05/30/2014
	Set All	Set All	Set All	Set All
10:00 AM - 11:20 AM	E AM(A)	I AM(A)		
11:00 AM				
12:00 PM	5-Fifth Grade Shawhan, Sandra 1268 7	5-Fifth Grade Shawhan, Sandra 1268 7		
01:00 PM	11:50 AM - 03:05 PM E PM(A)	11:50 AM - 03:05 PM PM(A)	11:50 AM - 03:05 PM PM(A)	11:50 AM - 03:05 PM PM(A)
02:00 PM				
03:00 PM				

Callouts:

- If you wish to enter an attendance comment click on the caption box -- once a comment is entered - the color changes from gray to blue
- select attendance code you are changing to
- click in the box for the date/period you are changing -- if you are changing the attendance code for the entire day, you may select 'Set All'
- when finished, click submit

Entering Attendance for a group of students

This is covered under 'Group Functions'

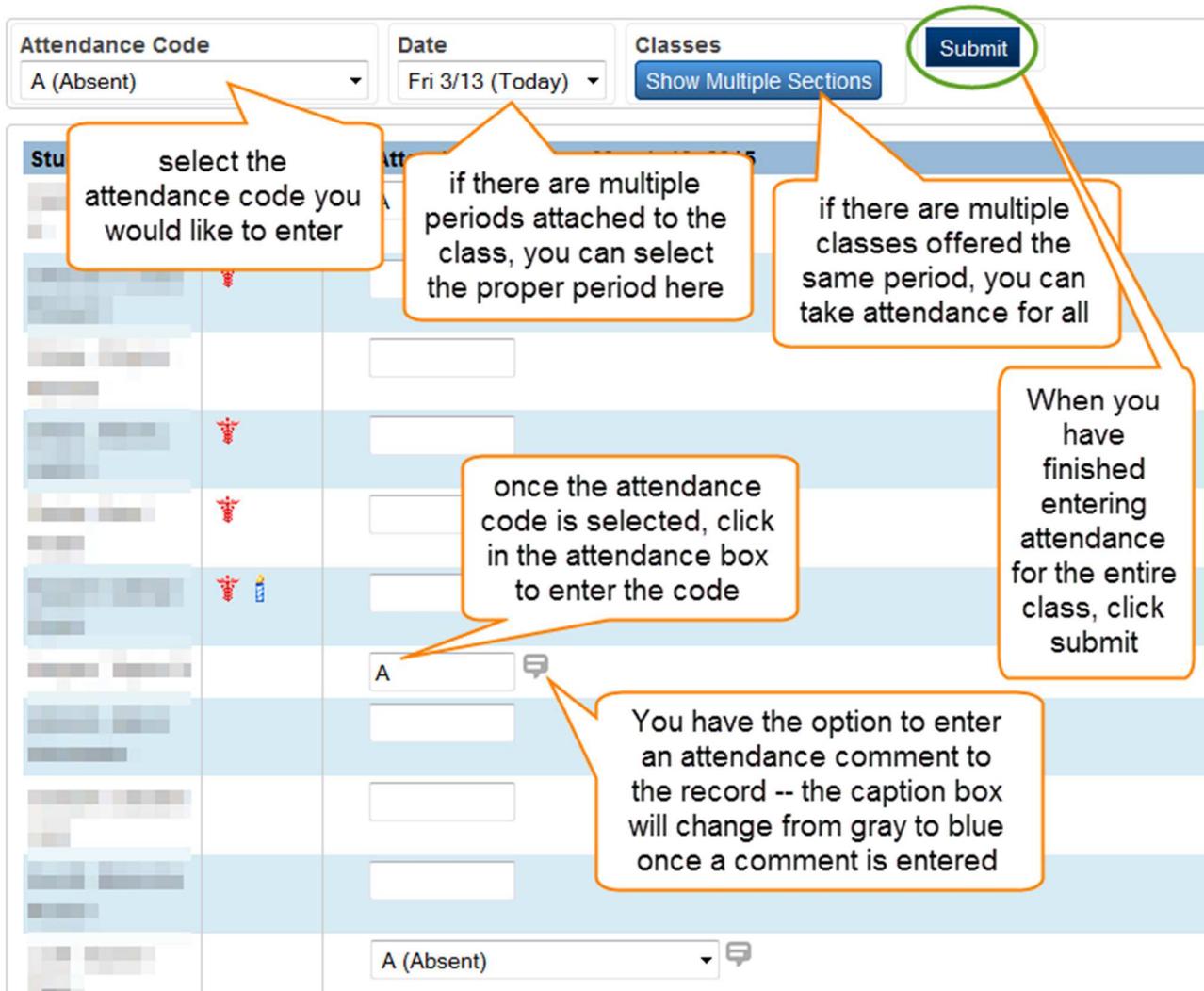
Enter Attendance for a Class

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)

 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).



The screenshot shows the attendance entry interface with several callouts:

- Attendance Code:** A dropdown menu showing "A (Absent)". Callout: "select the attendance code you would like to enter".
- Date:** A dropdown menu showing "Fri 3/13 (Today)".
- Classes:** A button labeled "Show Multiple Sections". Callout: "if there are multiple periods attached to the class, you can select the proper period here".
- Submit:** A blue button labeled "Submit". Callout: "if there are multiple classes offered the same period, you can take attendance for all".
- Attendance Entry:** A grid of rows representing student attendance. Callout: "once the attendance code is selected, click in the attendance box to enter the code".
- Submit Button:** Callout: "When you have finished entering attendance for the entire class, click submit".
- Attendance Comment:** A callout box next to an attendance entry. Callout: "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".

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'.

Record Meeting Attendance: 1-First Grade - AM-PM(A)

You have unsaved changes

Attendance Code: A (Absent) | Date Range: 06/02/2014 - 06/06/2014 | Period: All | Comments: Display | Cancel | Submit

Students (18)	Total		Period	6/2 - 6/6				
	A	T		M	T	W	H	F
	-	-	PAM PPM		A			
	-	-	PAM PPM					
	-	-	PAM PPM					
	2	0	PAM PPM				A	A
	-	-	PAM PPM					
	-	-	PAM PPM					
	2	1	PAM PPM	T	A			
	-	-	PAM PPM					
	-	-	PAM PPM					
	-	-	PAM PPM					
	-	-	PAM PPM					

Student Attendance Reports

Start Page > Functions: Attendance > Reports tab > Functions: Absentee Report (OR Start Page > Reports: System Reports > System > Attendance: Absentee – same report located 2 different ways)

- 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.

Meeting Attendance
Codes: A,E,H,I,L,M,MT,S,T,U,W,X,

Student

Talked To: _____ Relationship: _____ Reason: _____
Verify Date: _____ Employee: _____

4 _____ E

Talked To: _____ Relationship: _____ Reason: _____
Verify Date: _____ Employee: _____

0 _____ T

Talked To: _____ Relationship: _____ Reason: _____
Verify Date: _____ Employee: _____

6 _____ U

Talked To: _____ Relationship: _____ Reason: _____
Verify Date: _____ Employee: _____

1 U

Talked To: _____ Relationship: _____ Reason: _____
Verify Date: _____ Employee: _____

7 U

Talked To: _____ Relationship: _____ Reason: _____
Verify Date: _____ Employee: _____

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

Attendance Mode: Meeting

Students to Include: The selected 377 students only
 All students

Grades (leave blank for all): KG
 1 2 3 4
 5 6

Attendance Codes: ALL CODES
 A (Absent)
 T (Tardy)
 E (Excused)
 MT (Medical Tardy)
 M (Medical Waiver)
 I (Ill)
 S (Suspended (In School))
 X (Suspended (Out of School))
 L (Truancy Center)

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

	A
AM	<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>
RE	<input type="checkbox"/>
SP	<input type="checkbox"/>

Occurrences of these codes: A,E,H,I,L,M,MT,S,T,U,W,X

Number of occurrences between 08/22/2012 - 05/31/2013

Student	Grade	AM	PM	Total
Acheson, Grace Elizabeth	5	8	2	10
Adams, Cheradyn Kathryn	4	2	3	5
Alefteras, Anton Alexander	1	56	7	63
Alefteras, Rylin Monae	4	47	6	53
Allison, Exzavior Jay	0	26	9	35
Allison, Tyson Lee	1	26	9	35
Almann, Andrew	5	9	9	18
Alqudsi, Azzam	6	8	6	14
Alqudsi, Shabrina Siti	1	8	6	14
Alqudsi, Shafiyah Siti	5	5	3	8
Alvarez, Rachel Elizabeth	3	12	4	16
Anderson, Chase Allan	5	14	11	25
Anderson, Myah McKenna	0	9	7	16
Ard, Gavin Xavier	6	1	1	2

Consecutive Absences

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

OR the report is also in System Reports

Report Name: Consecutive Absences

Version: 3.5

Description: A report listing consecutive absences for one absence code.

Comments:

Attendance Mode: Meeting

Attendance Codes: ALL CODES
 A (Absent)
 T (Tardy)
 E (Excused)
 MT (Medical Tardy)
 M (Medical Waiver)
 I (Ill)
 S (Suspended (In School))
 X (Suspended (Out of School))
 L (Truancy Center)

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

Processing Options: In Background Now

Specific Date/Time:

Data to be filled (Check checkbox on the right to save as default value) Reset All

Number of Consecutive Days to Scan*: 5

Scan*: All Enrollment Records

Include Student Number

Itemize by Day

Report Output Locale: English

- 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.

Meeting
Code(s): A,E,H,I,L,M,MT,S,T,U,W,X,

Occurrences of 5 consecutive absences of code(s) A,E,H,I,L,M,MT,S,T,U,W,X, from 08/22/2012 to 05/31/2013

Student	Grade	Expression	Course	First Date	Last Date	#
Alfaro, Anton Alexander	1	1-2(A)	1-First Grade	10/25/2012	11/01/2012	6
Alfaro, Anton Alexander	1	1-2(A)	1-First Grade	11/14/2012	11/26/2012	6
Alfaro, Fylin Rufus	4	1-2(A)	4-Fourth Grade	11/14/2012	11/26/2012	6
Anderson, Chase Allan	5	1-2(A)	5-Fifth Grade	12/20/2012	01/07/2013	6
Apps, Hanna Madeline	6	1-2(A)	6-Sixth Grade	11/09/2012	11/16/2012	6
Apps, Hanna Madeline	6	1-2(A)	6-Sixth Grade	11/29/2012	12/07/2012	7
Apps, Hanna Madeline	6	1-2(A)	6-Sixth Grade	12/18/2012	01/03/2013	6
Apps, Hanna Madeline	6	1-2(A)	6-Sixth Grade	02/08/2013	02/20/2013	6
Apps, Hanna Madeline	6	1-2(A)	6-Sixth Grade	04/29/2013	05/10/2013	9
Baffie, Maxwell George	3	1-2(A)	+Intermediate Life Skills	08/28/2012	09/05/2012	6
Balfanz, Cameron Lemuel	1	1-2(A)	1-First Grade	05/01/2013	05/10/2013	7
Barn, Brooke Lynn	3	1-2(A)	3-Third Grade	05/14/2013	05/20/2013	5
Bonagofsky, Joseph James	2	1-2(A)	+Primary Life Skills	01/07/2013	01/11/2013	5
Broadbent, Ronald Silas	4	1-2(A)	4-Fourth Grade	03/01/2013	03/08/2013	6
Broadbent, Ronald Silas	4	1-2(A)	4-Fourth Grade	03/12/2013	03/19/2013	6
Brooks, Olivia Isabel Matouch	1	1-2(A)	1-First Grade	02/07/2013	02/13/2013	5
Bubba, Madley Rae	1	1-2(A)	1-First Grade	10/04/2012	10/10/2012	5
Christensen, Lauren Michelle	6	1-2(A)	6-Sixth Grade	04/09/2013	04/17/2013	7

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 Counts for a Year

Parameters -

Code	Code Description	Total Number
X	Suspended (Out of School)	13
M	Medical Waiver	102
T	Tardy	839
U	Unexcused-Truant	163
MT	Medical Tardy	145
I	Ill	2036
E	Excused	1444
A	Absent	504
S	Suspended (In School)	16

- 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.

Day Attendance Report

Parameters - Effective Date: 6/6/2014

Student	Period	Course	Attendance Code	Comment
	AM	All-Day Kindergarten	E - Excused	Teacher - 9:14 - Bozeman for Dr appt.
	AM	4-Fourth Grade	E - Excused	Mom - 6/4 - Portland for soccer
	AM	All-Day Kindergarten	T - Tardy	Tardy - 8:32 - Getting dressed
	AM	6-Sixth Grade	U - Unexcused-Truant	
	AM	2-Second Grade	U - Unexcused-Truant	
	AM	+Primary Independent Living	U - Unexcused-Truant	
	AM	1-First Grade	T - Tardy	Tardy - 8:28 - Strap broke on sun dress
	AM	6-Sixth Grade	E - Excused	Mom - 6/5 - Won't be here
	AM	5-Fifth Grade	T - Tardy	Tardy - 8:51 - Didn't have a good morning.
	AM	2-Second Grade	T - Tardy	Tardy - 8:51 - Didn't have a good morning.
	AM	2-Second Grade	E - Excused	Mom - 8:17 - Didn't sleep last night.
	AM	4-Fourth Grade	E - Excused	Mom - 6/3 - Family vacation
	AM	2-Second Grade	E - Excused	Dad - 5/29 - Moving to SD
	AM	5-Fifth Grade	E - Excused	Dad - 5/29 - Moving to SD
	AM	1-First Grade	E - Excused	Dad - 6/3 - Out of Town
	AM	+Primary Independent Living	I - Ill	Tami - 5/19 - Flown to Children's Hospital in Denver
	AM	All-Day Kindergarten	T - Tardy	
	AM	3-Third Grade	X - Suspended (Out of School)	Out of School Suspension - Behavior Issues

- 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 > View All for Date Range > enter First Day and Last Day you want to view attendance for the student > Retrieve Data

First Day

1/1/2015

Last Day

3/21/2016

Only include Absences

Retrieve Data

School	Date	Period	Course	Attendance Code	Comment
Rose Park	10/26/2015	AM	1-First Grade	I - Ill	Mom - 8:20 - sick
Rose Park	10/26/2015	PM	1-First Grade	I - Ill	
Rose Park	11/04/2015	AM	1-First Grade	I - Ill	Mom - 8:05 - not in today; ill
Rose Park	12/14/2015	AM	1-First Grade	I - Ill	7:30 - mom - not feeling well
Rose Park	12/14/2015	PM	1-First Grade	I - Ill	
Rose Park	02/01/2016	AM	1-First Grade	I - Ill	dad - 8:27 - not feeling well today
Rose Park	02/01/2016	PM	1-First Grade	I - Ill	
Rose Park	02/25/2016	PM	1-First Grade	E - Excused	

- 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.

Students with Excessive Absences

Parameters - Number of absences: 9 Start Date: 1/19/2015 End Date: 3/19/2015

Student	Current School	Course Number	Course Name	Periods	Days Absent
[redacted] r D	Senior	BU100	COMPUTER APPS	3	29
[redacted] r D	Senior	RR101B	+MATH 1	6	11
[redacted] r D	Senior	LS400B	+ENGLISH 4	5	11
[redacted] r D	Senior	AR215	DRAW/DESIGN	4	18
[redacted] r D	Senior	NC112	GUIDANCE AIDE	2	33
[redacted] hont	Senior	EN310B	ENGLISH 3	1	19
[redacted] hont	Senior	PE313B	WEIGHT TRAINING	4	12
[redacted] hont	Senior	SC110B	EARTH SCIENCE S2	2	11
[redacted] hont	Senior	SS310B	US HISTORY	3	10
[redacted] hont	Senior	RR205B	+LEARN STRAT 2	5	9
[redacted] n Patrick	Senior	BU116	DESKTOP PUB	1	12
[redacted] n Patrick	Senior	AR313	PHOTOGRAPHY	5	15
[redacted] n Patrick	Senior	EN419	WORLD LIT 2	2	12

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

Perfect Attendance Search

Option	Value
Attendance mode to use	Meeting ▾
Students to scan	<input checked="" type="radio"/> The selected 10 students <input type="radio"/> All 315 currently enrolled students
Date range to scan	8/26/2015 [calendar] - 6/3/2016 [calendar]
Disregard these codes when searching	C,D,N,O,T,EH,EO

Note: This operation may take 20 minutes to complete. All enrolled students within the date range specified will be scanned. Any attendance record containing any attendance code that is in the list of codes to be excluded from the report output.

Submit

select to scan for the entire school or the selected group of students

Select date range to scan

enter attendance codes you **DO NOT** want counted as being absent (atnd 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_l_last_name), ^(*period_info;1(A);teacher_l_first_name)
 - ^(*period_info;1(A);room)
 - ^(*period_info;4(A);teacher_l_last_name), ^(*period_info;4(A);teacher_l_first_name)
 - ^(*period_info;4(A);room)

Quick Export

The screenshot shows the 'Quick Export' interface. At the top, it says 'Export the 876 selected students'. Below this is a text area containing the following fields:
student_number
grade_level
last_name
First_name
^(*period_info;1(A);teacher_l_last_name), ^(*period_info;1(A);teacher_l_first_name)
^(*period_info;1(A);room)
^(*period_info;4(A);teacher_l_last_name), ^(*period_info;4(A);teacher_l_first_name)
^(*period_info;4(A);room)
Below the text area are several options:
Field Delimiter: Tab
Record Delimiter: CR
 "Surround Fields" Column titles on 1st row
 Export DCID
At the bottom right is a 'Submit' button. Two callout boxes with red borders point to the SQL queries in the text area. The first callout points to the first two lines of the SQL query and says 'Exports the students 1st period teacher name and room number'. The second callout points to the last two lines of the SQL query and says 'Exports the students 4th period teacher name and room number'.

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

Student Field Value

The screenshot shows the 'Student Field Value' form with several callouts:

- 1. Confirm you have the appropriate # of students selected:** A callout pointing to the text '532 students are selected' at the top of the form.
- 2. Select the Field you are updating from the blue link:** A callout pointing to the blue link '(Fields)' in the 'Field To Change' section.
- 3. Enter the New Field value and deselect the Clear Field Value & Do Not overwrite existing data:** A callout pointing to the 'New Field Value' section, specifically to the 'Clear Field Value' checkbox and the 'Do not overwrite existing data.' checkbox, which are both unchecked.

The form includes a 'Submit' button at the bottom right and a warning message: 'WARNING: This change is irreversible.'

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.



Scheduling Setup

Senior 10
State ID: [REDACTED] Counselor: Kembel, Tunie

Required Settings	
Next Year Grade	<input type="text" value="11"/>
Priority	<input type="text"/>
Schedule This Student	<input checked="" type="checkbox"/>
Year of Graduation	<input type="text" value="2018"/>
Summer School Indicator	<input type="text" value="None"/>
Note for Summer School Admin	<input type="text" value=""/>
Next School Indicator	<input type="text" value="Billings Senior High School"/>
Optional Settings	
Next Year Campus/Building	<input type="text"/> Associate
Next Year House	<input type="text"/> Associate
Next Year Team	<input type="text"/>
<input type="button" value="Submit"/>	

Next Year Grade will be 1 greater than their current grade level - except for pre-registered students who will have the grade level you are pre-registering them for

DO NOT fill in Priority'
Check 'Schedule This student'
Enter 'Year of Graduation'
DO NOT enter anything for Summer School

Use the drag down menu to select the NSI

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.

Required Settings

Next Year Grade: 12

Priority: 10

Schedule This Student:

Year of Graduation: 2017

Summer School Indicator: None

Note for Summer School Admin: [Text Area]

Next School Indicator: Billings West High School

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

Number	Course Name	Note	Alt	Code	Priority	Section Type	Alternate 1	School
EN416	WORLD LIT 1	<input type="checkbox"/>			0		Associate	1251
EN419	WORLD LIT 2	<input type="checkbox"/>			0		Associate	1251
FL211A	GERMAN 2	<input type="checkbox"/>	E		0		Associate	1251
FL211B	GERMAN 2	<input type="checkbox"/>	E		0		Associate	1251
MA410A	PRE CALCULUS	<input type="checkbox"/>			0		Associate	1251
MA410B	PRE CALCULUS	<input type="checkbox"/>			0		Associate	1251
MU311A	MEISTERSINGERS	<input type="checkbox"/>	E		0		Associate	1251
MU311B	MEISTERSINGERS	<input type="checkbox"/>	E		0		Associate	1251
SC310A	PHYSICS 1	<input type="checkbox"/>			0		Associate	1251
SC310B	PHYSICS 1	<input type="checkbox"/>			0		Associate	1251
SS410	US GOVERNMENT	<input type="checkbox"/>			0		Associate	1251
SS413	PSYCHOLOGY	<input type="checkbox"/>			0		Associate	1251

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

<u>Kindergarten</u>	<u>1st Grade</u>	<u>2nd Grade</u>	<u>3rd Grade</u>	<u>Grades 4-5</u> Grade level class
KD KELA KMATH ELHEALTHK3 ELMUK3	1 1ELA 1MATH ELHEALTHK3 ELMUK3	2 2ELA 2MATH ELHEALTHK3 ELMUK3	3 3ELA 3MATH ELHEALTHK3 ELMUK3	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,ELS.41,ELSPELL.41

** NOTE: 5th grade teachers would not have ELMU as dependent sections because the students choose between Chorus, Band, and Orchestra

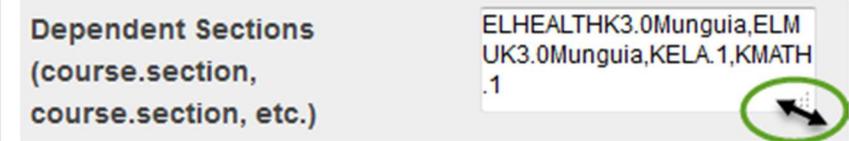
Subject Classes (Gr 4-5)

- 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 cursor 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

Section Number* 4Sanford

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:

Teacher Schedule - [Redacted]

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Att
MU(A)	15-16	ELMUK3	Music K-3	0Barnett		18	
MU(A)	15-16	ELMUK3	Music K-3	2Costello		18	
MU(A)	15-16	ELMUK3	Music K-3	1Lang		20	
MU(A)	15-16	ELMU	Music	4Lees			
MU(A)	15-16	ELMUK3	Music K-3	3Barkac			
MU(A)	15-16	ELMU	Music	4Auch		21	

all Music classes would be in the MU period/Expression

K-3 classes have K3 in the course # & name

Sec # denotes what grade level & Homeroom the students are from

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:

Expression	Term	Course #	Course	Sec #
OA(A)	15-16	UW100	UNDERWRITER	3Under
RE(A)	15-16	ELREAD	Reading	4Reading
RE(A)	15-16	ELREAD	Reading	5Reading
RE(A)	15-16	ELREAD	Reading	6Reading
SP(A)	15-16	ELSPELL	Spelling	6Spelling
SP(A)	15-16	ELSPELL	Spelling	4Spelling
SP(A)	15-16	ELSPELL	Spelling	5Spelling
MA(A)	15-16	ELMATH	Mathematics	6Math
MA(A)	15-16	KMATH	Math K	KMath
MA(A)	15-16	ELMATH	Mathematics	4Math
MA(A)	15-16	2MATH	Math 2	2Math
MA(A)	15-16	3MATH	Math 3	3Math
MA(A)	15-16	ELMATH	Mathematics	5Math
MA(A)	15-16	1MATH	Math 1	1Math
LA(A)	15-16	3ELA	English Language Arts 3	3Eng
LA(A)	15-16	ELLANG	Language	6Language
LA(A)	15-16	KELA	English Language Arts K	KEng
LA(A)	15-16	1ELA	English Language Arts 1	1Eng

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

Field	Value																										
Course Name	1-First Grade																										
Course Number	1																										
Schedule	<table border="1"> <thead> <tr> <th>Expression:</th> <th>A</th> </tr> </thead> <tbody> <tr><td>AM</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>PM</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>RE</td><td><input type="checkbox"/></td></tr> <tr><td>SP</td><td><input type="checkbox"/></td></tr> <tr><td>MA</td><td><input type="checkbox"/></td></tr> <tr><td>PE</td><td><input type="checkbox"/></td></tr> <tr><td>LA</td><td><input type="checkbox"/></td></tr> <tr><td>SS</td><td><input type="checkbox"/></td></tr> <tr><td>SCI</td><td><input type="checkbox"/></td></tr> <tr><td>MU</td><td><input type="checkbox"/></td></tr> <tr><td>ART</td><td><input type="checkbox"/></td></tr> <tr><td>OA</td><td><input type="checkbox"/></td></tr> </tbody> </table>	Expression:	A	AM	<input checked="" type="checkbox"/>	PM	<input checked="" type="checkbox"/>	RE	<input type="checkbox"/>	SP	<input type="checkbox"/>	MA	<input type="checkbox"/>	PE	<input type="checkbox"/>	LA	<input type="checkbox"/>	SS	<input type="checkbox"/>	SCI	<input type="checkbox"/>	MU	<input type="checkbox"/>	ART	<input type="checkbox"/>	OA	<input type="checkbox"/>
Expression:	A																										
AM	<input checked="" type="checkbox"/>																										
PM	<input checked="" type="checkbox"/>																										
RE	<input type="checkbox"/>																										
SP	<input type="checkbox"/>																										
MA	<input type="checkbox"/>																										
PE	<input type="checkbox"/>																										
LA	<input type="checkbox"/>																										
SS	<input type="checkbox"/>																										
SCI	<input type="checkbox"/>																										
MU	<input type="checkbox"/>																										
ART	<input type="checkbox"/>																										
OA	<input type="checkbox"/>																										
Term	2014-2015 Start Date: 08/27/2014 End Date: 06/05/2015																										
Teacher - Section Lead	<input type="button" value="Add"/>																										

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

Room	101	if your school uses Room #, fill in here
Section Number*	2	type in Section Number in order to keep the #'s sequential
Grade Level	1	field filled in by default or left blank
Current Enrollment	0	
Maximum Enrollment	30	
District Where Taught (Enter District ID If Taught At Different District. Otherwise, Leave Blank.)		If class is grade level specific, enter 'Grade Level'
School Where Taught (Enter School ID If Taught At Different School. Otherwise, Leave Blank.)		If it is a Grade Level class, enter in Dependent Sections -- NO spaces, case sensitive
Dependent Sections (course.section, course.section, etc.)	ELHEALTHK3.Smith,ELMUK3.Smith,1KLA.2,1MATH.2	
Program (may be overridden by course setting)		Fields filled in by default or left blank
Automated Walk-In Scheduling Program Restrictions	To use this feature you must first enable the server Preferences in School Setup.	
Record Attendance Using Attendance Mode	Meeting	if class runs multiple periods (Expressions) select to Record Attendance 'Each Meeting Separately'
Record Attendance (only applicable if Record Attendance Using Attendance Mode includes Meeting)	<input type="radio"/> Once for All Meetings <input checked="" type="radio"/> Each Meeting Separately	
Exclude From Attendance (Optional: Use only to exclude this section from counting towards ADM/ADA for students.)	<input type="checkbox"/>	If attendance is taken for the class, leave blank If NO attendance is taken, check the box

Creating Dependent Sections

Expression	Term	Course #	Course	Sec #
AM-PM(A)	15-16	4	4-Fourth Grade	2
RE(A)	15-16	ELREAD	Reading	42
SP(A)	15-16	ELSPELL	Spelling	42
MA(A)	15-16	ELMATH	Mathematics	42
LA(A)	15-16	ELLANG	Language	
SS(A)	15-16	ELSS	Social S	
SCI(A)	15-16	ELSCI	Science	

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

ELMU.4Smith,ELHEALTH.4Smith,ELREAD.42,ELMATH.42,ELSPELL.42,ELSS.42,ELSCI.42,ELLANG.42,ELART.4Smith

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

Record Attendance (only applicable if Record Attendance Using Attendance Mode includes Meeting)

Once for All Meetings Each Meeting Separately

Exclude From Attendance (Optional: Use only to exclude this section from counting towards ADM/ADA for students.)

Exclude From Storing Final Grades (Use for Sections that are not graded so blank records are not stored with final grades.)

Same as course Include Exclude (Course Value: Include)

Grade Scale Same as Course (Course Value: Elem / MS Standardized Grading Scale)

Exclude from GPA? Same as course Include Exclude (Course Value: Include)

Exclude from Class Rank? Same as course Include Exclude (Course Value: Include)

Exclude from Honor Roll? Same as course Include Exclude (Course Value: Include)

Section Type

House

Team

Close section at max

Maximum Load Status Non-Exempt

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)

The screenshot shows a 'Filter By' section with several dropdown menus: Period (All), Term (All), Teacher (All), Day (All), Grade (All), Credit Type (All), and Course (empty). Below these is a toggle for 'Show only classes with available seats' (Off) and a 'Search' button. An orange callout box with an arrow pointing to the Teacher dropdown contains the text: 'Use pull down menu to select a teacher OR enter in a course #'. Another orange arrow points from the callout box to the Course dropdown menu.

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

The screenshot shows a 'Quick Enroll' form with a text input field labeled 'Course.Section' containing the value '4.3'. Below the input field is a red callout box with the text: 'enter the course number . section number'. To the right of the input field is a blue 'Enroll' button.

Mass Enroll Preview

Confirm Enrollment Date

Entry Date: 08/28/2013

Edit Date

Section Summary:						
Course Name	Course Number	Section	Term	Fees Pending	Enrollment Count	Class Status
Health Enhancement K-3	ELHEALTHK3	Erickson	2013-2014	No	13/30	Section found
English Language Arts K	KELA	3	20			Section found
Math K	KMATH	3	20			Section found
All-Day Kindergarten	KD	3	2013-2014	No	13/30	Section found
Music K-3	ELMUK3	Erickson	2013-2014	No	13/30	Section found

Confirm that all Dependent sections are found

Student Enrollment Summary:		
Student Number	Student Name	Action
12458	Allard, Cody Dale	Enroll in ELHEALTHK3.Erickson on 08/28/2013 Enroll in KELA.3 on 08/28/2013 Enroll in KMATH.3 on 08/28/2013 Enroll in KD.3 on 08/28/2013 Enroll in ELMUK3.Erickson on 08/28/2013

Double check to make sure ALL classes are listed to be enrolled in

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.

The screenshot shows the 'Requests' tab in a scheduling system. The 'Requests' tab is circled in red. A red box highlights the 'New' button at the top right. A red box highlights the 'Delete' column, with a callout stating 'Delete and individual request or All requests'. A red box highlights the 'Submit' button at the bottom right. A red box highlights the 'Associate' button for the first row, with a callout stating 'You may schedule from this screen or the Enrollments screen'. A red box highlights the 'Delete' column for the first row, with a callout stating 'Not used in our district'. A red box highlights the 'New' button at the top right, with a callout stating 'Select New to enter a new request'.

Number	Course Name	Note	Alt	Code	Prio	Alternate 1	Delete
AR110	ART 1		<input type="checkbox"/>	E	0	<input type="text"/>	<input type="button" value="Associate"/> Yes
AR111	ART 2		<input type="checkbox"/>	E	0	<input type="text"/>	<input type="button" value="Associate"/> Yes
EN110A	ENGLISH 1		<input type="checkbox"/>		0	<input type="text"/>	<input type="button" value="Associate"/> Yes
EN110B	ENGLISH 1		<input type="checkbox"/>		0	<input type="text"/>	<input type="button" value="Associate"/> Yes
HE110	CULINARY ESSENT		<input type="checkbox"/>	E	0	<input type="text"/>	<input type="button" value="Associate"/> Yes
HE210	CULINARY 1		<input type="checkbox"/>		0	<input type="text"/>	<input type="button" value="Associate"/> Yes
MA100A	PRE-ALGEBRA		<input type="checkbox"/>		0	<input type="text"/>	<input type="button" value="Associate"/> Yes
MA100B	PRE-ALGEBRA		<input type="checkbox"/>		0	<input type="text"/>	<input type="button" value="Associate"/> Yes
PE110A	HLTH ENHANCE 1		<input type="checkbox"/>		0	<input type="text"/>	<input type="button" value="Associate"/> Yes
PE110B	HLTH ENHANCE 1		<input type="checkbox"/>		0	<input type="text"/>	<input type="button" value="Associate"/> Yes
SC110A	EARTH SCIENCE S1		<input type="checkbox"/>		0	<input type="text"/>	<input type="button" value="Associate"/> Yes
SC110B	EARTH SCIENCE S2		<input type="checkbox"/>		0	<input type="text"/>	<input type="button" value="Associate"/> Yes

From the Enrollments tab, you can manage existing requests along with additional functions.

If there are prerequisites or notes for a class, they appear here - click to view the information

Lock	Exp	Term	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
<input type="checkbox"/>	1(A)	S2	SS350B-1	AP US HISTORY		Murray, Barry	218	01/21/2014	06/07/2014	<input type="checkbox"/>
<input type="checkbox"/>	2(A)	S2	SS417-2	MOD WRLD ISSUES		Vanatta, Duane 1250	212	01/21/2014	06/07/2014	<input type="checkbox"/>
<input type="checkbox"/>	3(A)	S2	MA350B-2	>ALGEBRA 3H		Pfeifle, Amy 1250	324	01/21/2014	06/07/2014	<input type="checkbox"/>
<input type="checkbox"/>	4(A)	S2	AR111-10	ART 2		Thayer, Carolyn 1250	231B	01/21/2014	06/07/2014	<input type="checkbox"/>
<input type="checkbox"/>	5(A)	S2	EN350B-2	>ENGLISH 3H		Barnes, Judy	219	01/21/2014	06/07/2014	<input type="checkbox"/>
<input type="checkbox"/>	6(A)	S2	SC250B-3	>CHEMISTRY H		Talafuse, Nathan 1250	221	01/21/2014	06/07/2014	<input type="checkbox"/>

Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks

If you are going to use Automated Schedule, you can lock the classes you do not want rescheduled

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

Use the pull down menu to select the school the class is at

Student

School where class is held

Course.Section Example: 53010.8

Enrollment date

Date the student will start the course

Enter course section here

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: ^(teachername)
 - Course: ^(Coursename)
 - Period: ^(Expression)

^(teachername)

- **Roster Columns:**
 - LastFirst\Name\1.75\L
 - Grade_Level\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

are currently enrolled in class
 were enrolled on 10/28/2011 (MM/DD/YYYY)
 were enrolled any time between (MM/DD/YYYY) and (MM/DD/YYYY)

Include students who

Heading font Times

Size, line height, style 18 (points) Bold Italic Underline

Print heading on First page of each class

Heading text (Fields)
 Enter ^(teachername) to cause the teacher name to appear, and ^(class_expression) for the expression
 Teacher: ~(teachername)
 Class: ~(Coursename)
 Period: ~(Expression)

Column title font Helvetica

Size, line height, style 12 (points) Bold Italic Underline

Print column titles on All pages

Roster Font Times

Size, line height, style 10 (points) Bold Italic Underline

Roster columns (Fields)
 Format: ~ field name \ column title \ column width
 LastFirstName\1.75\L
 ^(Grade_Level)\Grade Level\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
 ^(teachername)\Comment\1.5\L

Rule width (points) Horizontal .5 Vertical .1

Cell padding (points) Horizontal 4 Vertical 2

Page size Letter (8 1/2" x 11")
 Custom size: Height Width

Margins (inches) Left .5 Top .5 Right .5 Bottom .5

Orientation, Scale Portrait (vertical) 100

May add a line and
 ^(teachername)
 if you would like the
 teacher to sign and return

Make sure you have the
 proper term entered
 Follow Roster Column
 above for formatting

- 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

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.

Classes by term length	Store	% of course credit
2015-2016 (08/26/2015 - 06/03/2016)	Store with credit	100 %
Semester 2 (01/19/2016 - 06/03/2016)	Store with credit	100 %
Quarter 4 (03/29/2016 - 06/03/2016)	Store with credit	100 %

All schools will 'Store with credit' & 100%

If you are storing grades for a term already stored, you will overwrite the existing grades. If you need to store grade not shown in the above menu -- please contact your PowerSchool support team

Options for classes enrolled at other schools

Store grades for classes enrolled at: All schools

Record the school name of: This school

EL: select 'All Schools' and 'The Other School'
 MS: when storing with a store code of Q_ (quarter) select 'This School Only' and 'This School'
 When storing with a store code of S_ (semester) select 'All schools' and 'The Other School'
 HS: Select 'All Schools' and 'This School'

- **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:

The screenshot shows the 'Additional Filter Options' section of a web interface. The first option, 'Store grades for currently selected (3) students only', is checked with a green checkmark. A red callout box with a white background and black text points to this checkmark, containing the text: 'check to store the grades for the students you selected on the start page'. Below this are several other filter options: 'Request that grades be stored only for a specific section' with an empty text box and '(course.section)' label; 'Student Grade Level' with radio buttons for 7 and 8; 'Track' with radio buttons for A, B, C, D, E, and F; and 'School Exit Date' with 'From' and 'to' date pickers and '(MM/DD/YYYY)' label.

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:

The screenshot shows the 'Additional Filter Options' section of a web interface. The first option, 'Store grades for currently selected (3) students only', is unchecked. A red callout box with a white background and black text points to the text 'ELMATH.42' in the 'Request that grades be stored only for a specific section' text box, containing the text: 'Enter course number.section'. Below this are several other filter options: 'Student Grade Level' with radio buttons for 7 and 8; 'Track' with radio buttons for A, B, C, D, E, and F; and 'School Exit Date' with 'From' and 'to' date pickers and '(MM/DD/YYYY)' label.

Use this option if storing grades for just one grade level:

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

The screenshot shows the 'Additional Filter Options' section of a form. It includes the following fields and options:

- Store grades for currently selected (3) students only
- Request that grades be stored only for a specific section: (course-section)
- Student Grade Level: 7 8
- Track: A B C D E F
- School Exit Date: From to (MM/DD/YYYY)

A red callout box points to the 'Student Grade Level' field with the text: "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:

The screenshot shows the 'Additional Filter Options' section of a form. It includes the following fields and options:

- Store grades for currently selected (2) students only
- Request that grades be stored only for a section:
- Student Grade Level:
- Track:
- School Exit Date: From 5/4/2015 to 5/16/2015 (MM/DD/YYYY)

A red callout box contains the following text: "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

The screenshot shows the 'Calculate Honor Roll' form with the following fields:

- Which Students:** All 552 currently enrolled students
- Store code:** Q1 for 2011-2012
- Honor Roll method:** Middle School Honor Roll Q1 (selected from a dropdown menu)

A red callout box points to the 'Store code' and 'Honor Roll method' fields with the text: "Enter Store Code and use the menu to select HR method". A 'Submit' button is located at the bottom right.

- **Run Honor Roll Report:** Start Page > System Reports > Honor Roll

Honor Roll Report

Which Students All 552 currently enrolled students

Report Title

Honor Roll Method

Store Code (leave blank for all)

School Year (leave blank for current school year)

Historical Grade Level (leave blank for all)

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

Type in title for your Report

Leave blank unless needed only for specific period

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

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 hr report cards. Start Page > Select a group of students > Functions: Printing: Print Reports > *MS Quarter X Report Card*
- Select the following options:

Print Reports

Select proper Report Card from menu

Option	Value
Which report would you like to print?	MS Quarter 1 Report Card
For which students?	The selected 552 students
In what order?	<input checked="" type="radio"/> All records in a single batch.
	<input type="radio"/> Print only the first 2 <input type="text" value=""/> record
	<input type="radio"/> All records in batches of <input type="text" value=""/>
	<input type="radio"/> Alphabetical
If printing student schedules, use...	<input type="radio"/> By grade, then alphabetical
	<input checked="" type="radio"/> By period <input type="text" value="3"/> class, as of this date: <input type="text" value="11/4/2011"/> (takes extra time)
If printing fee list, only include transactions conducted during...	<input type="radio"/> courses enrolled during current term
	<input checked="" type="radio"/> enrollment as of <input type="text" value="10/28/2011"/>
	<input type="text" value=""/> to <input type="text" value=""/>
Watermark Text	<input type="text" value=""/>
Watermark Mode	Overlay
When to print	ASAP
	<input type="text" value=""/> / <input type="text" value=""/>

Select order in which you want RC printed - if printing by Period, enter date you will be distributing report cards

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

Current Grade Display - Lewis and Clark Middle School

The Active Term is used for:

- Calculating the Quick Lookup GPA from Gradebook grades
- The default term for current Gradebook grades when a term is not specified

To modify which terms appear, go to Quick Lookup Preferences.

Active Term:

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.

Quick Lookup Preferences

This screen specifies which grades parents see when they access Quick Lookup.

Store Code	Enabled Parent/Student	Enabled Teacher	Enabled Admin	Source of Data	Sort
Q1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Historical (Stored)	1
Q2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Historical (Stored)	2
Q3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Historical (Stored)	3
Q4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current)	4
S1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gradebook (Current)	5
S2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current)	6

Additional Settings:

Count Multi-Period Meeting attendance once per day

Show Citizenship Grade

Annotations:

- After a term has been completed and grades stored, the Source of Data should be changed to 'Historical(Stored)'. For current and future terms, it should be set to 'Gradebook(Current)'.
- Use 'Sort' to order the terms as you want them to appear
- If you do not want Parents or Students to be able to see grades at the end of a term or classes for future terms, uncheck the boxes for those terms under 'Enabled Parent/Student'
- We do not use Citizenship grades, do not check this box

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 appears 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

Multiple New Entries		Single New Entry		Previous School Names		Detail View	
Year/Term	Grd Lvl	Course number	Course	Earned Credit	S1	S2	
13-14 YR	11	SC210B	CR BIOLOGY (sem 2)	0.50	3	.	
13-14 S1	11	EN310	ENGLISH 3	1.00	2	2	
13-14 S2	11	CCU212	ERLY CHLD EMDEV	0.00	.	N	
13-14 S1	11	CCU111	ERLYCHLD INTDEV	0.50	3	.	
13-14 S1	11	CCU101	ERLYCHLD PHYDEV	0.50	3	.	
13-14 S2	11	CCU202	ERLYCHLD SOCDEV	0.00	.	N	
13-14 S2	11	HE312	FAMILY LIFE	0.50	.	4	
13-14 S1	11	MA112A	GEOMETRY S1	0.50	2	.	
13-14 S2	11	MA112B	GEOMETRY S2	0.50	.	2	

Detail View

Multiple New Entries		Single New Entry		Previous School Names		Normal View							
Year/Term	Grd Lvl	Crs #	Course Name	Store Code	Grade	Earned Credit	Pot. Credit	Earns Grad Credit	GPA	Class Rank	Honor Roll	Transcripts	Credit Type
13-14 YR	11	SC210B	CR BIOLOGY (sem 2)	S1	3	0.5	0.5	Yes					BS
13-14 S1	11	EN310	ENGLISH 3	S1	2	0.5	0.5	Yes			Yes		EN
13-14 S1	11	CCU111	ERLYCHLD INTDEV	S1	3	0.5	0.5	Yes			Yes		PA
13-14 S1	11	CCU101	ERLYCHLD PHYDEV	S1	3	0.5	0.5	Yes			Yes		PA
13-14 S1	11	MA112A	GEOMETRY S1	S1	2	0.5	0.5	Yes			Yes		EL
13-14 S1	11	CCA311A	US HISTORY	S1	1	0.5	0.5	Yes			Yes		AH
13-14 S2	11	EN310B	ENGLISH 3	S2	2	0.5	0.5	Yes					EN
13-14 S2	11	CCU212	ERLY CHLD EMDEV	S2	N	0	0.5	Yes			Yes		PA
13-14 S2	11	CCU202	ERLYCHLD SOCDEV	S2	N	0	0.5	Yes			Yes		PA
13-14 S2	11	HE312	FAMILY LIFE	S2	4	0.5	0.5	Yes			Yes		PA
13-14 S2	11	MA112B	GEOMETRY S2	S2	2	0.5	0.5	Yes			Yes		MA
13-14 S2	11	CCA311B	US HISTORY	S2	N	0	0.5	Yes			Yes		AH

Previous School Names

Year/Term	Grd Lvl	Course Name	Store Code	Grade	Earned Credit	School Name
13-14 YR	12	AMERICAN HISTORY I	S1	2	0.5	MSU-Billings
13-14 YR	12	DISCOVER BIOLOGY	S1	2	0.5	MSU-Billings
13-14 S1	12	ECONOMICS	S1	4	0.5	Billings Senior High School
13-14 YR	12	INTRO TO PSYCHOLOGY	S1	4	0.5	MSU-Billings
13-14 S1	12	US GOVERNMENT	S1	4	0.5	Billings Senior High School
13-14 S1	12	WORLD LIT 1	S1	4	0.5	Billings Senior High School
13-14 YR	12	COLLEGE WRITING I	S2	3	0.5	MSU-Billings
13-14 YR	12	INTERMEDIATE ALGEBRA	S2	1	0.5	MSU-Billings
13-14 YR	12	INTRODUCTION TO SOCIOLOGY	S2	2	0.5	MSU-Billings
13-14 YR	12	MICROBIOLOGY FOR HLTH SCIENCES	S2	2	0.5	MSU-Billings
13-14 S2	12	WORLD LIT 2	S2	2	0.5	Billings Senior High School
12-13 S1	11	ACCOUNTING 1	S1	2	0.5	Billings Senior High School
12-13 S1	11	ENGLISH 3	S1	2	0.5	Billings Senior High School

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

The form is titled "Single New Entry" and contains the following fields and callouts:

- School name:** Lake Owasso Elementary School. Callout: "Enter the name of the school assigning the grade".
- School year:** 2010. Callout: "(example: for 1998-1999 school year, enter 1998)".
- Store code:** Q2. Callout: "Enter the date of the start of the year - look at **example**".
- Hist. grade:** 6. Callout: "Term the grade is being awarded for".
- Course information:** (a) Course number - Section number: ELLANG - [blank]. (b) Course name: 6th Grade English. Callout: "Student's grade level at time they earned the grade".
- Teacher name:** Mrs. Jones. Callout: "Type in the course number, name, and teacher if you have this information".
- Grade:** 4. Callout: "Grades can either be a letter or number depending on what the school awarded -- assigned the GPA points that correspond".
- GPA points:** 4.
- Added value:** 0.
- Percent:** 97.
- Citizenship:** [blank].
- Earned credit hours:** 0.0.
- Potential credit hours:** 0.0.
- Credit type:** [blank].
- Grade Suppression Policy Override:** [dropdown menu].
- Grade Suppression Calculation:** Include Exclude.
- GPA Calculation:** Include Exclude.
- Class Rank Calculation:** Include Exclude.
- Honor Roll Calculation:** Include Exclude.
- Display on Transcript:** Yes No.
- Teacher comment:** Enjoy your move to Montana! Mrs. Jones.
- Submit button:** A blue button with the text "Submit".

Multiple New Entries

School name	Lake Owasso Elementary									
School year	2010	(example: for 1998-1999 school year, enter 1998)								
Hist. grade level	6	Store code	Q1	Q2	S1	Q3				
Course # - Section #	ELLANG	-		Grade	4+	3		4		
Course Name	6th grade English			GPA points	4	3		4		
Teacher name	Mrs. Jones			Added value						
Credit type				Percent	102	85		97		
GPA Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude			Citizenship						
Class Rank Calculation	<input type="radio"/> Include <input checked="" type="radio"/> Exclude			Earned credit	0.0	0.0				
Honor Roll Calculation	<input type="radio"/> Include <input checked="" type="radio"/> Exclude			Potential credit	0.0	0.0				
Display on Transcript	<input checked="" type="radio"/> Yes <input type="radio"/> No									
Course # - Section #	ELSCI	-		Grade				4		
Course Name	6th grade Science			GPA points				4		
Teacher name	Mrs. Jones			Added value						
Credit type				Percent				95		
GPA Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude			Citizenship						
Class Rank Calculation	<input type="radio"/> Include <input checked="" type="radio"/> Exclude			Earned credit				0.0		
Honor Roll Calculation	<input type="radio"/> Include <input checked="" type="radio"/> Exclude			Potential credit				0.0		
Display on Transcript	<input checked="" type="radio"/> Yes <input type="radio"/> No									
Course # - Section #	ELSS	-		Grade	4	4		4		
Course Name	6th grade Social Studies			GPA points	4	4		4		
Teacher name				Added value						
Credit type				Percent	95	98		92		
GPA Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude			Citizenship						
Class Rank Calculation	<input type="radio"/> Include <input checked="" type="radio"/> Exclude			Earned credit	0.0	0.0		0.0		
Honor Roll Calculation	<input type="radio"/> Include <input checked="" type="radio"/> Exclude			Potential credit	0.0	0.0		0.0		
Display on Transcript	<input checked="" type="radio"/> Yes <input type="radio"/> No									

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

Vaccine	1st	2nd	3rd
DTP Required	01/28/2009		
DTP EXTRA			
Tdap			
MMR Required			
MMR EXTRA			

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.

MMR Required	01/11/2010	12/28/2006	
MMR EXTRA			
Poliovirus Re...			
Pol...			
Hi...			
Va...			
Required			

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 –

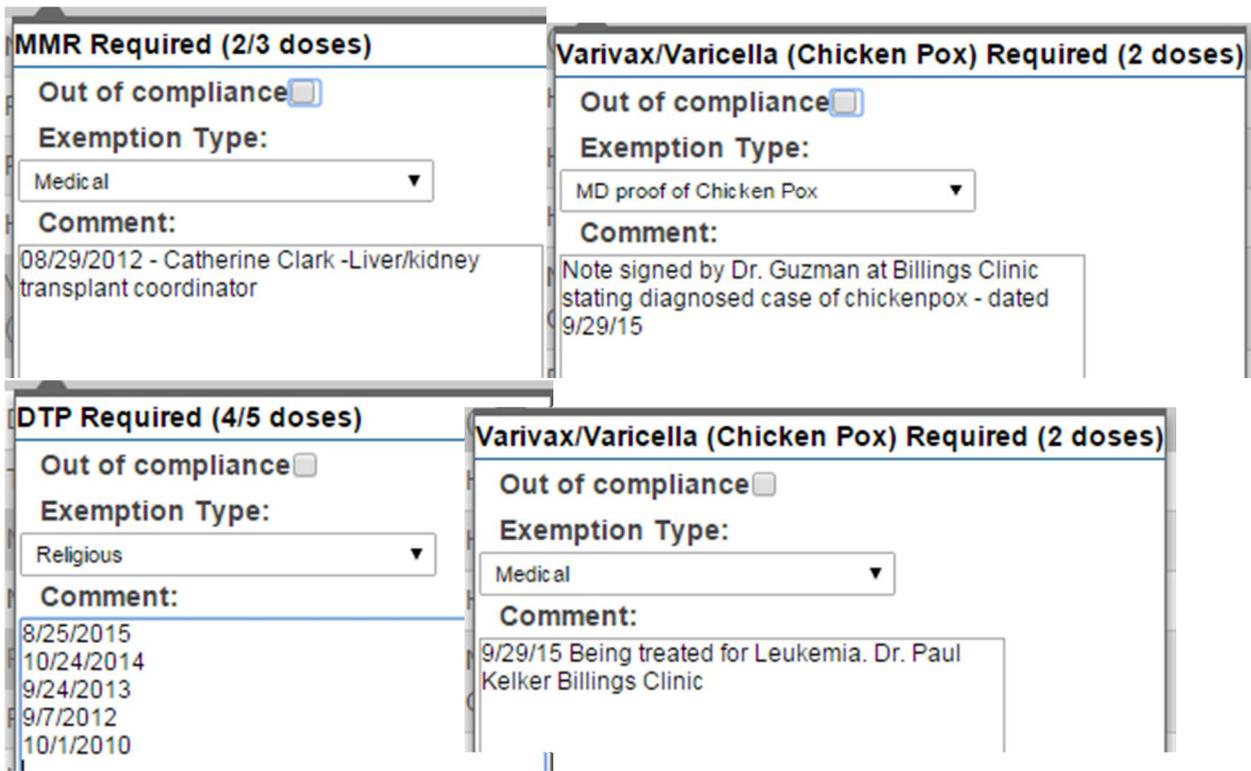
Medical – include dates, doctor's name, and medical notes

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.

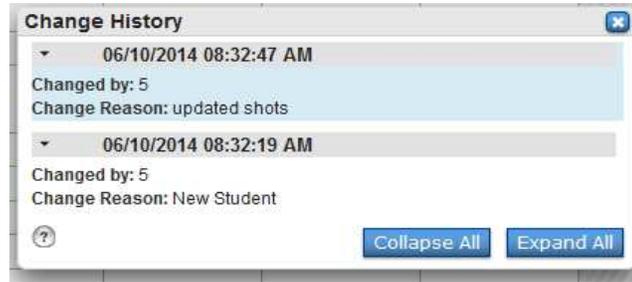
Below is a screen shot showing the three options – the DTP Required shows all 4 required shots, the MMR Required shows that the shot is Exempt, and Poliovirus Required has been marks as Out of Compliance.

⚠ Your changes have not yet been saved. Click the Submit button.

Immunizations | Screenings | Office Visits | Grade Level Entry Certifications

Vaccine	Date each dose was given				
	1st	2nd	3rd	4th	5th
DTP Required	01/28/2009	03/31/2009	06/08/2009	03/11/2014	
DTP EXTRA					
Tdap					
MMR Required					
MMR EXTRA					
Poliovirus Required					
Poliovirus EXTRA					

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.

Immunizations

Include Pre-Registered Students?

To include Pre-Registered Students in your results, check box

4 doses (3 doses only if 3rd dose given on or after 4th birthday)

Hover over Vaccine name to view requirements

Click on Blue links to view students included in calculation

Grade	Number Enrolled	MMR					Polio					DTAP					Varicella					
		C	ME	RE	CA	NC	C	ME	RE	CA	NC	C	ME	RE	CA	NC	C	ME	RE	CA	NC	PoD
0	125	125	0	0	0	0	124	1	0	0	0	125	0	0	0	0	121	0	0	0	4	0
1	60	60	0	0	0	0	59	0	0	0	1	60	0	0	0	0	57	0	0	0	2	1
2	52	52	0	0	0	0	52	0	0	0	0	52	0	0	0	0	51	0	0	0	1	0
3	60	60	0	0	0	0	60	0	0	0	0	60	0	0	0	0	60	0	0	0	0	0
4	73	72	0	1	0	0	72	0	0	0	0	72	0	1	0	0	68	0	1	0	1	3
5	59	59	0	0	0	0	58	0	0	0	1	58	0	0	0	1	57	0	0	0	2	0
6	60	60	0	0	0	0	60	0	0	0	0	60	0	0	0	0	57	0	0	0	3	0
Total	489	488	0	1	0	0	485	1	1	0	2	487	0	1	0	1	471	0	1	0	13	4

C: compliant, ME: medical exemptions, RE: religious exemptions, CA: conditional attendance, NC: not compliant, PoD: proof of disease

State Report:

State Report

Grade	Number of Pupils Enrolled	Number of Pupils with NO Immunization Record	Number of Pupils with Conditional Attendance	Number of Pupils with Medical Exemption	Number of Pupils with Religious Exemption	Number of Pre-K pupils with 1 dose of Hib	Number of Pupils with 2 doses Varicella / 1 dose for Pre-K / or history of varicella disease	Number of Pupils with 2 doses MMR / 1 dose for Pre-K	Number of pupils with ≥ 3 doese IPV/OPV	Number of pupils with ≥ 4 doses of DTP/DaP	Number of pupils with Tdap
0	56	3	0	0	0		40	37	40	48	
1	45	1	0	0	0		43	41	37	41	
2	50	0	0	0	0		45	47	47	50	
3	52	1	0	0	0		46	51	50	51	
4	64	4	0	2	0		56	57	60	59	
5	45	0	0	0	0		43	44	45	45	

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

Immunization Compliance Parameters

Option	Value
Students	<input type="radio"/> All active students in District Office
	<input checked="" type="radio"/> The selected 516 students
Vaccine	<input checked="" type="radio"/> Any mandatory vaccine
	<input type="radio"/> Only this vaccine: <input type="text" value="BCG Immunization"/>
Compliance	<input type="radio"/> Not Compliant
	<input type="radio"/> Compliant
	<input checked="" type="radio"/> Any
Exemption	<input type="radio"/> Not Exempt
	<input checked="" type="radio"/> Exempt
	<input type="radio"/> Any
Doses	fewer than: <input type="text"/>

Callouts:

- Select either your entire school or the selected group of students (points to Students section)
- Select 'Any mandatory vaccine' (points to Vaccine section)
- If searching for 'Not Compliant', mark Not compliant for Compliance and Any for Exemption (points to Compliance section)
- If searching for 'Exempt', mark Any for compliant and Exempt for Exemption (points to Exemption section)
- Leave blank (points to Doses input field)

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)

<http://dphhs.mt.gov/Portals/85/publichealth/documents/Immunization/2015/Final%20Copy%20of%20HES101%20072015.pdf>

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

<http://dphhs.mt.gov/Portals/85/publichealth/documents/Immunization/2015/HES101AMedicalExemptionForm2015.pdf>

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

<http://dphhs.mt.gov/Portals/85/publichealth/documents/Immunization/School/ReligiousExemptionForm2015.pdf>

MD Proof of Chickenpox – Varicella History Documentation: Form: DPHHS-115 (Rev 7/2015)

<http://dphhs.mt.gov/Portals/85/publichealth/documents/Immunization/2015/DPHHS-115%20History%20of%20Varicella.pdf>

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

<http://dphhs.mt.gov/Portals/85/publichealth/documents/Immunization/School/Conditional%20Attendance%20Form%20HES%20103.pdf>

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

<http://dphhs.mt.gov/Portals/85/publichealth/documents/Immunization/School/Vaccine%20Requirements%20Oct%202015.pdf>

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

New Log Entry 📌

State ID: _____ Senior 11
Counselor: Kembel, Tunie

Please fill out all fields that are pertinent to the incident -

Log Type: [Dropdown] (Use pull down menu to select the Log Type. Options are determined by your permission group)

Subtype (optional for discipline): [Dropdown]

Title: [Text] (Title will appear in bold on Log Entries page)

Log Entry Text: [Text Area]

Incident Date (MM/DD/YYYY): 12/07/2015

Consequence: [Please Select]

Incident Context: [Please Select]

Incident Location: [Please Select]

Incident Loc Detail: [Text]

Incident Type: [Please Select]

Category: [Text]

Date & Time: 12/07/2015 12:40 PM (Date & Time you are filling out the incident will automatically populate -- DO NOT change Date & Time Field -- Incident Date is filled in above)

Author: Martin, Cheryl (Author can be change to reflect the person submitting/writing up the incident -- it will auto fill with your name)

Submit

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

Edit Discipline Alert

New

Date	Description
10/19/2015	- Unexcused Absence - Walked out of class. Will serve in his Friday School 10/23/15
10/13/2015	- Unexcused Absence - 6th period 10/13, 1-6 periods 10/14 & 1-2 on 10/19/15. Friday School 10/23/15.
10/05/2015	- Unexcused Absence - Unexcused absence 1-6 periods 10/5, 6th period 10/6, 1-6 periods 10/7, 10/8 & 10/9/15. Also unexcused 10/10 periods 2,4,5 & 6. Friday School 10/14/15
10/01/2015	- Unexcused Absence - Unexcused 6th period 10/1/15 - detention 10/2/15
09/30/2015	- Unexcused Absence - Unexcused absence 1-6 periods on 9/30/15 & also missed 2 detentions 9/30 & 10/1/15. Has Friday School 10/2/15
09/29/2015	- Skipped Detention - Skipped detention 9/29/15. Now has 2 more 10/1 & 10/2/15. Next miss will be Friday School
09/25/2015	- Unexcused Absence - Unexcused absence 6th period 9/25 & 1st period 9/28/15. 2 detentions 9/29 & 9/30/15
09/21/2015	- Unexcused Absence - Unexcused absence 1-6 periods 9/21/15. Has a Friday School 9/25/15

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
 - On School Property
 - Electronic
 - On Campus
- Off Campus
 - Off School Property
 - Bus
 - Electronic
 - Off Campus
 - 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.

The screenshot shows a search interface with the following fields and callouts:

- Last Name:** A text input field with a callout: "enter Last Name of person you are searching for".
- Type:** A dropdown menu currently set to "Students" with a callout: "Select the Type of person you are searching for - Types include Students, Staff, or Other".
- Grade Level:** A dropdown menu currently set to "All".
- Only Active:** A checked checkbox with a callout: "If you are searching for student who are no long active, uncheck box".
- Context:** A dropdown menu currently set to "Orchard Elementary School".
- Search:** A blue button with a green circle around it and a callout: "you can search for persons at any school OR district wide".

The Results section shows a table with columns: Type, First, Middle, Last, School. Below the table, it says "No records found." and includes pagination controls: "10" (dropdown), "<< first < prev next > last >>". At the bottom right are buttons for "?", "Create Other", and "Close".

Participants: click on the 

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

- 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

 **Add Participant Attributes**

****IF** you need to add a person who is not a student or staff member, select

 **Create Other**

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

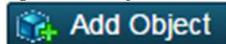
- Action – Each action taken must be filled out for each individual Offender
 - Action Code
 - Expulsion
 - Interim Alternate Setting
 - Without Services
 - Suspension
 - OSS Interim Alternate Setting
 - OSS No Services
 - ISS, Partial Day
 - ISS, Full Day
 - Detention
 - Before School
 - After School
 - 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

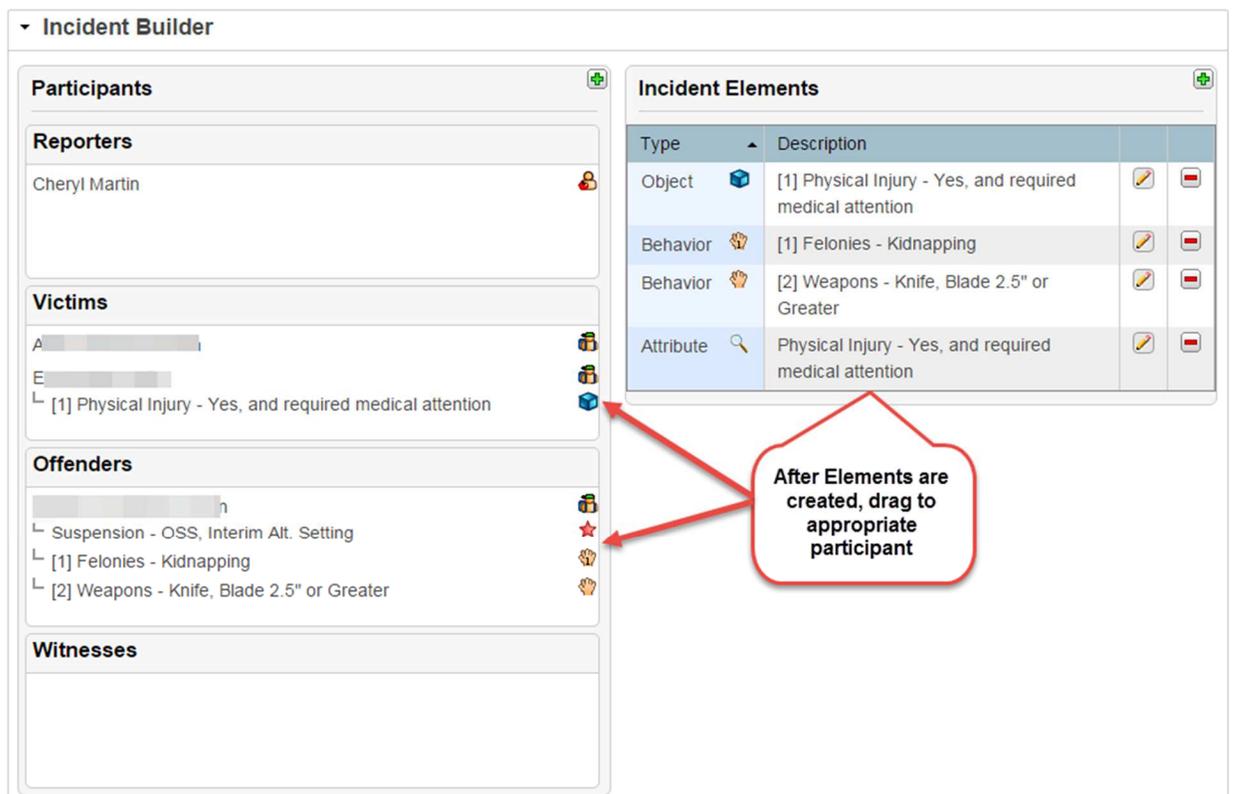
- Drugs
 - Drug
 - Alcohol
 - Tobacco
- Offences Against Property
 - School Threat
 - Breaking and Entering
 - Threat
 - Vandalism
 - Trespassing
 - Arson
- Other Offences (Forgery, Fraud, Bribery)
- Disruptive Behavior
 - Insubordination
 - Disorderly Conduct
 - Obscene Behavior
 - Attendance Policy 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

Then Select 



Incident Builder

Participants

Reporters

Cheryl Martin

Victims

A [redacted]

E [redacted]

[1] Physical Injury - Yes, and required medical attention

Offenders

[redacted]

Suspension - OSS, Interim Alt. Setting

[1] Felonies - Kidnapping

[2] Weapons - Knife, Blade 2.5" or Greater

Witnesses

Incident Elements

Type	Description		
Object	[1] Physical Injury - Yes, and required medical attention		
Behavior	[1] Felonies - Kidnapping		
Behavior	[2] Weapons - Knife, Blade 2.5" or Greater		
Attribute	Physical Injury - Yes, and required medical attention		

After Elements are created, drag to appropriate participant

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

Incident Counts by Action		Time Frame:	Current School Year	8/26/2015 to 12/8/2015
		Incident Element Action		
1	Conference	19	Conference with Principal	
699	Detention	2	Intervention	
1	No Credit for Test / Assignment	3	Parent Involvement	
10	Removed from Class	108	Reprimand / Warning	
176	Suspension	2	Truancy Center	

- **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.

For Student: [Student Name]									
Date Range: 02/18/1999 to 06/03/2016									
Row Count	Incident Date	School	Behaviors	Actions	Attributes	Description	Entry Author	Created By	Incident ID
1	12/04/2015 02:08:00 PM	West	• Drugs (Tobacco)	• Suspension (OSS, Interim Alt. Setting)		2nd. offense tobacco. E cig and possession of pornographic DVD 12-4 Assigned TC 12-8,9,10		Yurian-Benzie, Rita	137206
2	08/28/2015 09:01:00 AM	West	• Disruptive Behavior (Unexcused Absences) • Disruptive Behavior (Attendance Policy Violation)	• Detention (Lunch)		Skipped a class last day of school year 2014-2015 Assigned detention 8-31		Yurian-Benzie, Rita	103675
3	06/03/2015 12:41:00	West	• Disruptive Behavior	• Detention (Lunch)		Skipped 3rd. per. 6-3 Assigned detention 8-		Yurian-Benzie	103339

- **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 disabled for their school.

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

Parent/Student Access

General Available Features

Function	Value
Parent/Student Access Term (leave blank for default)	<input type="text" value="Leave Blank"/>
Default Student Matrix Term	Shortest Possible
Default Term Between Years	District Default (Currently - Closest Year)
Disable Access To Public Portal	<input checked="" type="checkbox"/>
Custom Access Disabled Title	The Parent Portal is closed for the Summer
Custom Access Disabled Message	<pre><h1 style="text-align:center">Access will be restored on Monday August 22, 2016</h1> <h1 style="text-align:center">Have a Fun Summer...</h1> </pre>

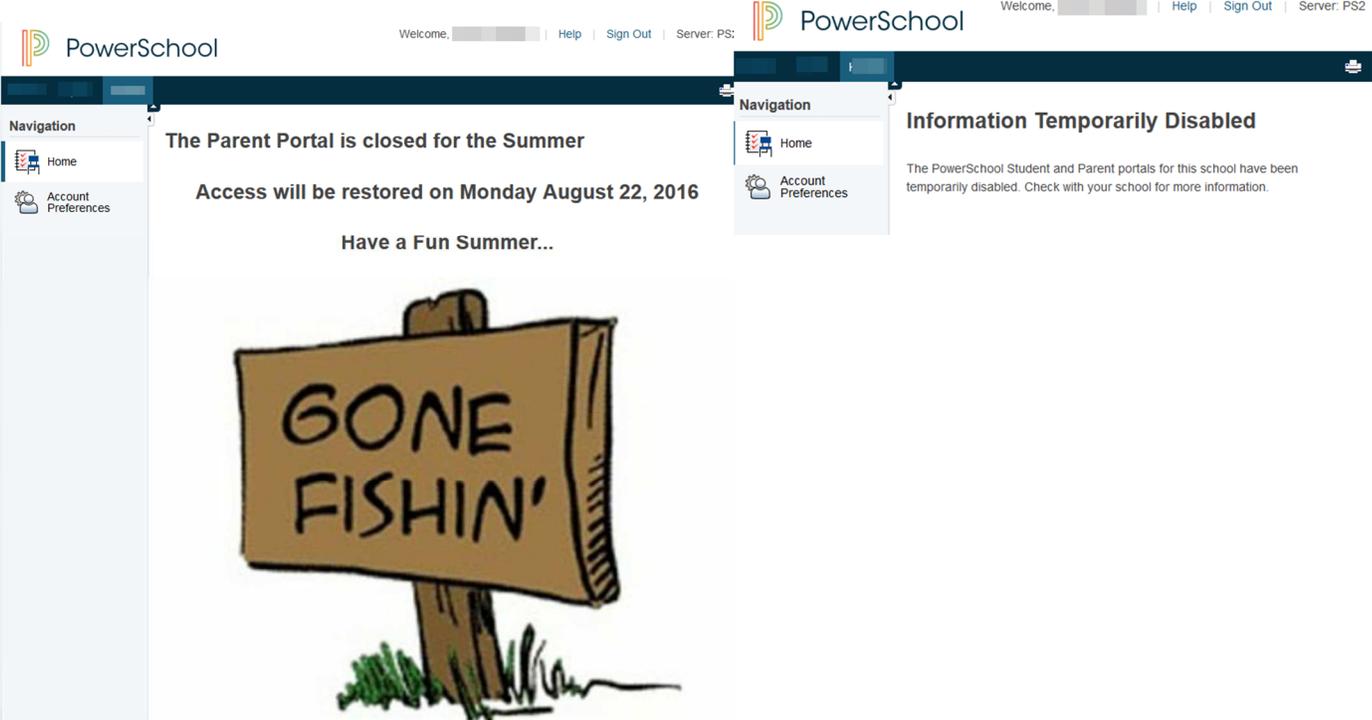
If no Title or message is entered, the 'Default Message' is displayed.

These settings only apply for this school

Submit

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.

Student Number: 11111111/4
Date of Birth: 03/11/1999

Parent Confidential Access ID is: 11111111

Parent Access Password is: 1111

The administration and staff at District Office are
Donnatella's current grades and attendance via the
follow these steps:

They will need their Parent Confidential Access ID and Parent Access Password from the letter

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.



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.

Student and Parent Sign In

Sign In **Create Account**

Username

Password

Forgot Username or Password?

Sign In

If a parent already has an account, they can sign in and add additional students if needed. If a parent has never had an account, they select the 'Create Account' tab.

If they forget their Username or Password, have them select this link

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.

PowerSchool

Create Parent Account

First Name: Cheryl
Last Name: Martin
Email: cr...@...com
Desired Username: Mom
Password: Better
Re-enter Password:

Password must:

- Be at least 7 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

Student Name	Access ID	Access Password	Relationship
1. [Full Name]	[Access ID]	[Access Password]	Daughter
2. [Full Name]	[Access ID]	[Access Password]	Son
3. [Full Name]	[Access ID]	[Access Password]	--Choose--
6. [Full Name]	[Access ID]	[Access Password]	Choose
7. [Full Name]	[Access ID]	[Access Password]	Choose

Enter

If a parent has already created an account using an email address, it will not allow a new account to be created

User name must be unique to the district

Must be student's full name

This is the Parent Confidential Access ID and Parent Access Password from the top of their letter

Password must have:

PowerSchool Welcome, [User] Help Sign Out Server: PS1

If you have multiple students they are listed at the top

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences

District Code: NMHT

Download on the App Store

GET IT ON Google play

Grades and Attendance: [User]

Grades and Attendance

Exp	Last Week							This Week							Course	S1	S2	Absences	Tardies
	M	T	W	H	F	S	S	M	T	W	H	F	S	S					
1(A)	ET	ET						ET							PRE-ALGEBRA Taylor, Br...			6	37
2(A)															CULINARY Mank...				0
3(A)															HLTH EN... Hamme...				0
4(A)												U			ART 2 Jette, Kimberl...				0
5(A)															ENGLISH 1 Jochems, TerraBeth...	A		9	1
6(A)															EARTH SCIENCE S2 McNelly, Patrick...	B		10	0
OL(A)															Activity Lord, Sarah...	--		0	0
Attendance Totals																	46	38	

Current BPS GPA Added Value GPA (S2): [Progress Bar]

Show dropped classes also

Same Quick Lookup!

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

What information would you like to receive?

- Summary of current grades and attendance
- Detail report showing assignment scores for each class.
- Detail report of attendance.
- School announcements.
- Balance Alert (Note: will only be sent when student is low on funds)

How often? Weekly

Email Address: cmartinmt@excite.com

Additional Email Addresses: [Text Field]

(separate multiple email addresses with comma)

Apply these settings to all your students?

Send now for Jared?

Submit

Parent selects the option of what to receive

How often to receive

They have an option to add additional email addresses to send to

They can apply these settings to all students on the account and may also have a report sent immediately

School Bulletin: If they school uses the Daily Bulletin, it may be viewed here.

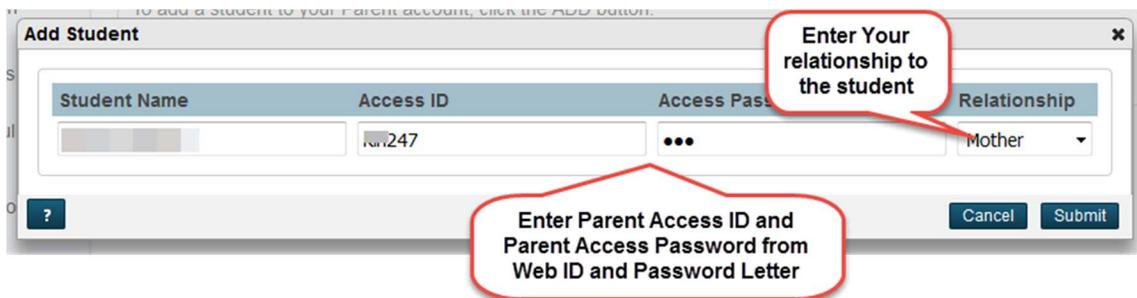
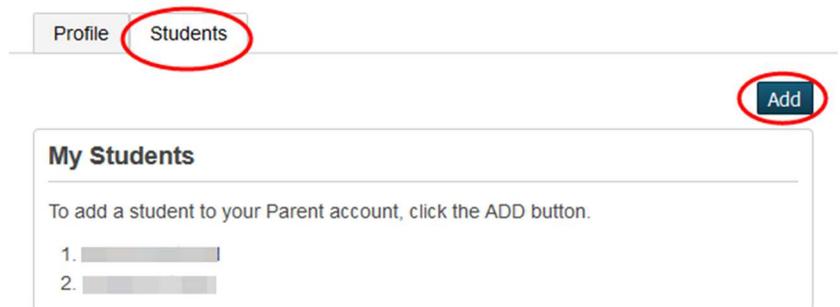
Class Registration: If your school uses the Online Class registration, the student can register for their classes here (only when registration window is open) and can also view the requested classes.

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.

Account Preferences - Students



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.

Student Access Account

Enable Student Access Access can be disabled by removing the check mark

Student Username

Student Password

Access Keys

Enable Parent Access Shows all 'parent' accounts that are connected to the student

Access ID

Access Password

Parent Access Accounts Edit Remove Add +

Auto-assign IDs and Passwords for this student

You may 'Auto-assign IDs and Passwords' if the fields above are blank

Submit

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

Holly's E-mail Preferences for

Relationship to Student: Mother

What Information Would You Like to Receive?

- Summary of Current Grades and Attendance
- Detail Report Showing Assignment Scores
- Detail Report of Attendance.
- School Announcements.
- Balance Alert (Note: will only be sent when account is low on funds).

Frequency of Emails: Weekly

Send Now? Yes

Email Address: @hotmail.com

Additional Email Addresses: @yahoo.com, @billing

You can send checked notification immediately to check the parent account is working

Add or remove Additional Email addresses the information is being sent to

Cancel Submit

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 Parent

The screenshot shows the 'Edit Parent' form with several callouts:

- Account Access:** Includes a 'Disable Account' checkbox and a message: 'Account is locked due to multiple failed sign in attempts. Unlock'. A callout points to the 'Unlock' link: 'If the parent has locked their account, click on 'Unlock''.
- Personal Information:** Fields for First Name (Holly), Last Name, Email, Username, New Password, Confirm New Password, and State Guardian Number. A callout points to the New Password and Confirm New Password fields: 'To reset a parent password, type temporary passwords here -- once they log into their account, they will have to enter a...'. Another callout points to the Username field: 'Please confirm who you are speaking with by having them verify their email and username'.
- Students Table:** A table with columns: Students, Relationship to Student, Edit, Remove, Add. It lists two 'Mother' relationships. A 'Submit' button is at the bottom right.

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:

The dialog box is titled 'Holly' and 'E-mail Preferences for'. It includes:

- Relationship to Student:** A dropdown menu set to 'Mother'.
- What Information Would You Like to Receive?:** A list of checkboxes:
 - Summary of Current Grades and Attendance.
 - Detail Report Showing Assignment Scores for Each Class.
 - Detail Report of Attendance.
 - School Announcements.
 - Balance Alert (Note: will only be sent when student is low on funds).
- Frequency of Emails:** A dropdown menu set to 'Weekly'.
- Buttons:** 'Cancel', 'Submit for all Students', and 'Submit'.

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:

Search for Students

A search input field with the text 'smith' entered.

Search for Students

smith Search

First Name	Last Name	Grade	Relationship to Student	Add
	Smith	6	-- Choose	<input type="checkbox"/>
	Smith	6	-- Choose	<input type="checkbox"/>
	Smith	8	Father	<input checked="" type="checkbox"/>
	Smith	6	-- Choose	<input type="checkbox"/>

<< first < prev **1** 2 3 next > last >>

Cancel Add

Find the student, select the relationship to the student and check Add

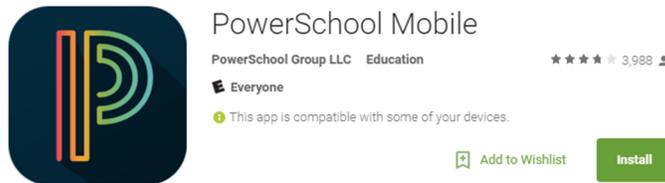
Parent/Student mobile apps

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:

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.

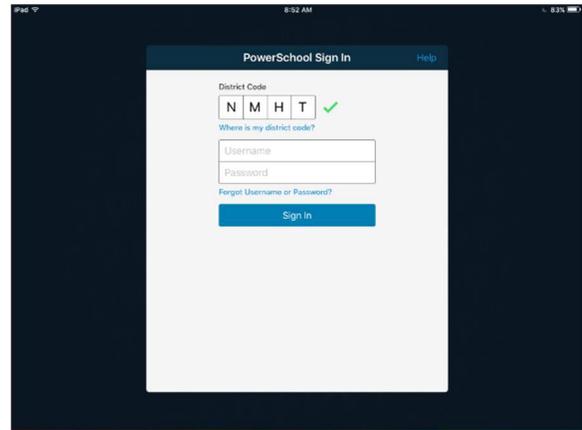
Tablet

Signing in:

** You can not 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.

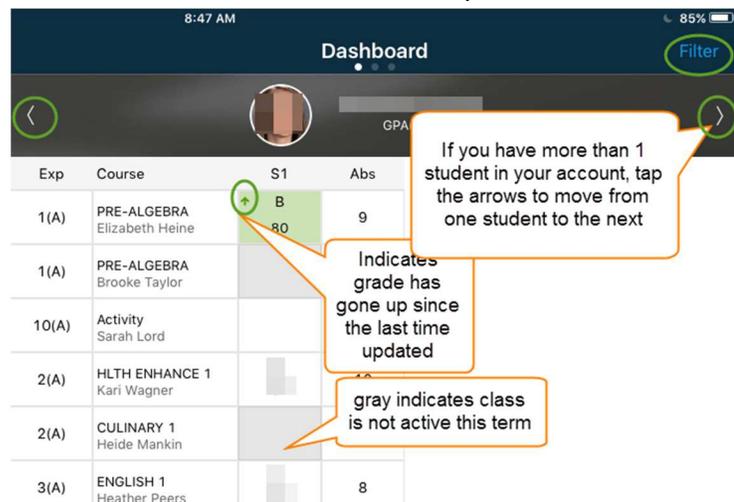
Your username and password are both case sensitive – remember your password must contain 7 characters, have an upper and lower case letter, a number, and a special character.



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

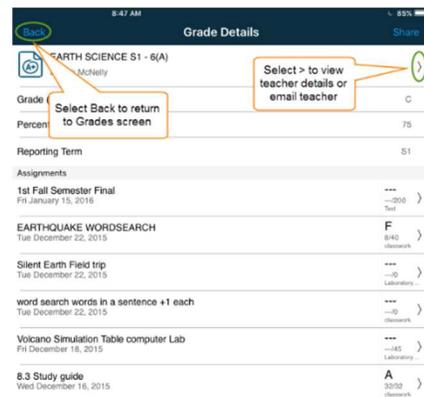
- The **Abs** column displays the total count of absences that has been recorded for the course. Tap the number to view the **Attendance** screen

Grades

- Tap  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.



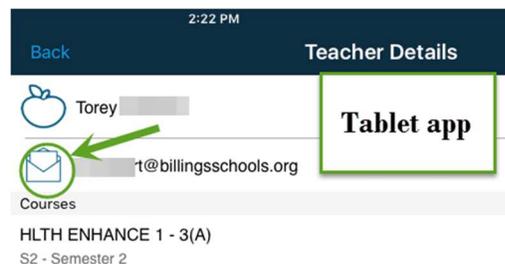
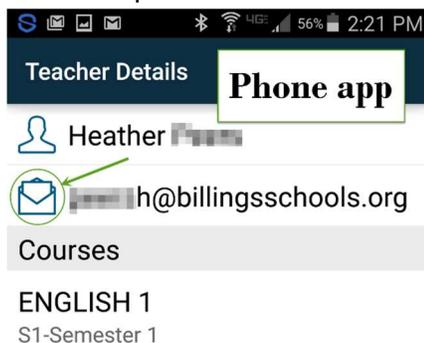
- Tap a grade to view the Grade Details screen
- The Grade Details screen displays:
 - Class name
 - Teacher name
 - Grade
 - Percent
 - Reporting Term



While in the Grades Details screen:

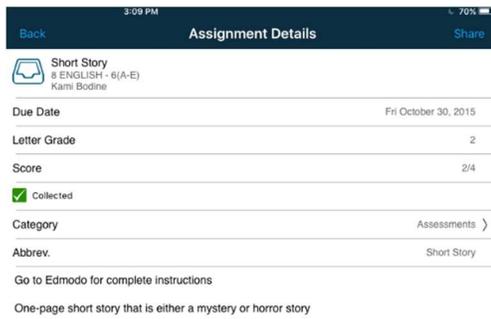
View Teacher Details

- 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



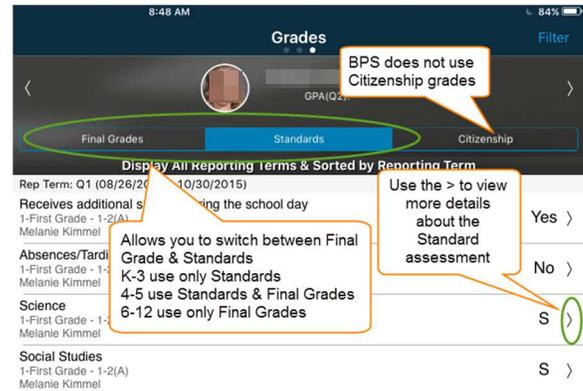
View Assignment Details

- 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

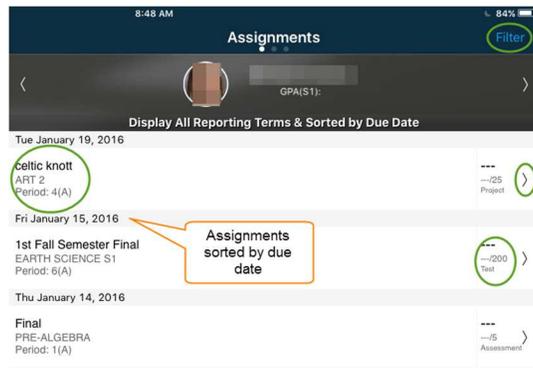
Work with Assignments

- 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 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**

Mon January 4, 2016

Tardy-extended (ET)
PRE-ALGEBRA
Period: 1(A)

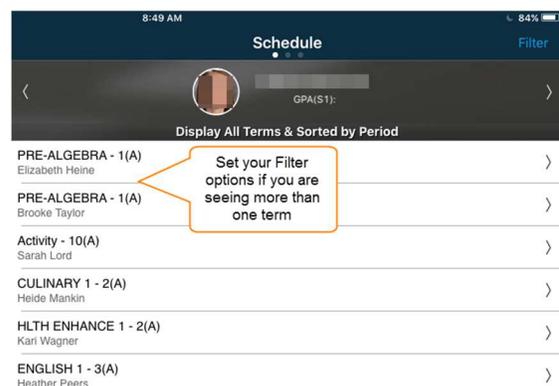
Mon December 21, 2015

Excused (E)
PRE-ALGEBRA
Period: 1(A)

Excused (E)
HLTH ENHANCE 1

Schedule

- Tap  **Schedule** to view the schedule
- Tap **Filter** to filter information by period or course name, and filter information by terms. **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



Tap

Fee/Meals – not used by Billings Public Schools

Teachers

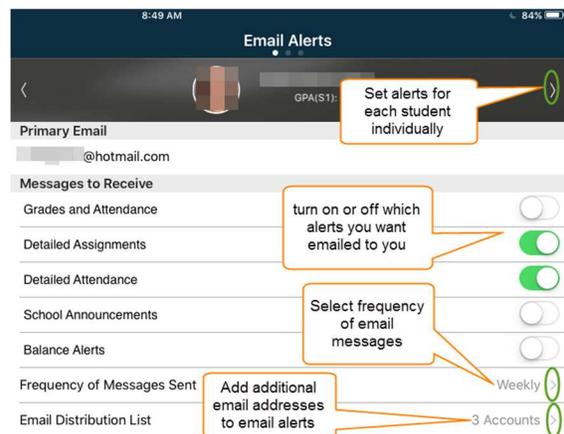
- Tap  **Teachers** to view the Teacher screen. Flick or drag to scroll through all teacher listings
- Tap a teacher listing to view the Teacher Details screen
- Tap the email address to send an email to the teacher
- Tap a course name to view the Course Details screen
- Tap **Back** to return to the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



Activities – not used by Billings Public Schools

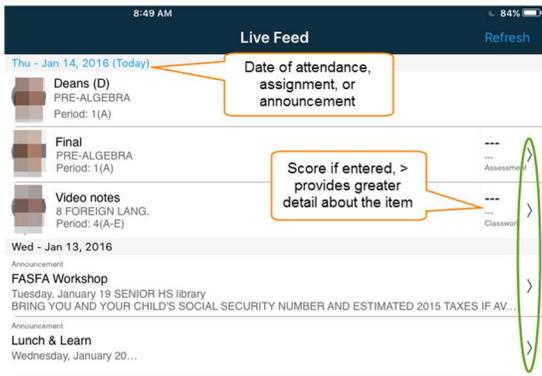
Email Alerts

- 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

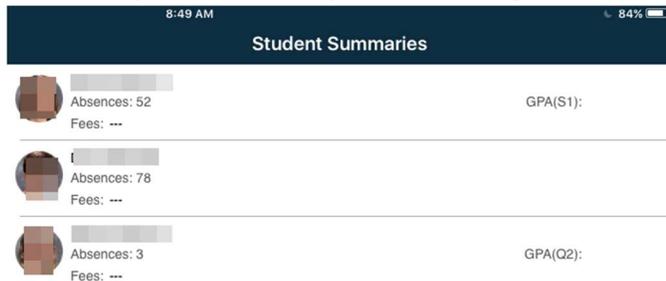


- Tap  **Live Feed** to view the Live Feed screen
 - Tap **Refresh** to update the screens as needed. Content automatically updates every 30 minutes
 - Tap an item listed to view the details screen
 - Tap the **Back** button to return to the Live Feed screen
- When more than one student displays on this screen, data is sorted by date, then by announcements, and groups by student (Oldest to youngest)

Summaries

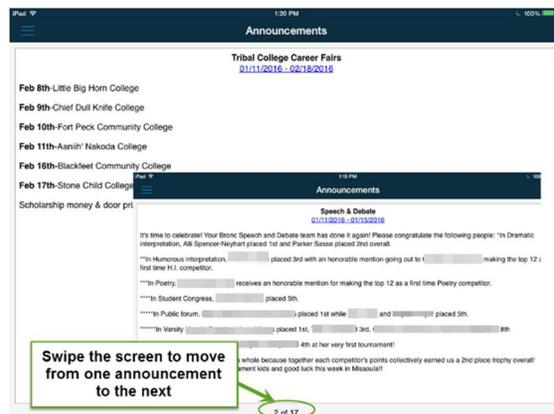
The student Summaries screen displays the current absences, GPA, and fees for each student (BPS does not use fees).

- 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 native iPhone calendar
- Tap a hyperlink to open Safari and view the linked content

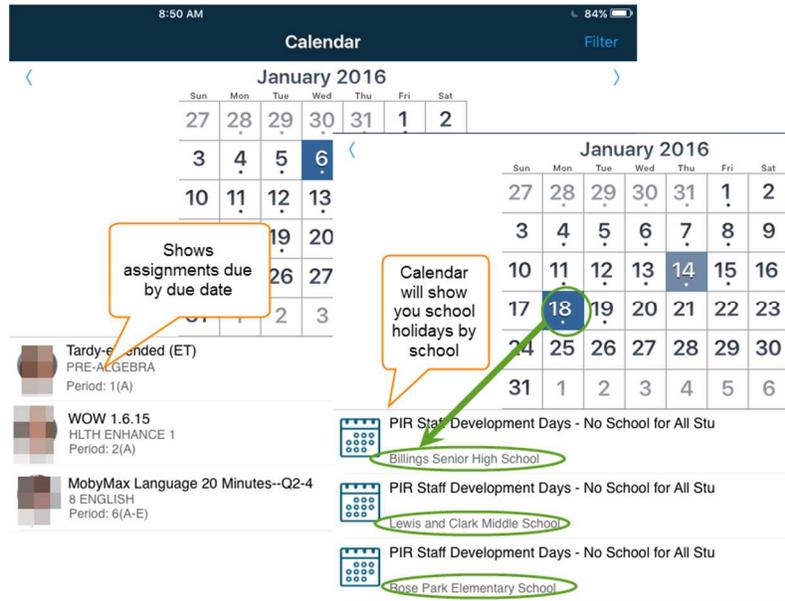


the

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 calend. Tap **Done** when finished

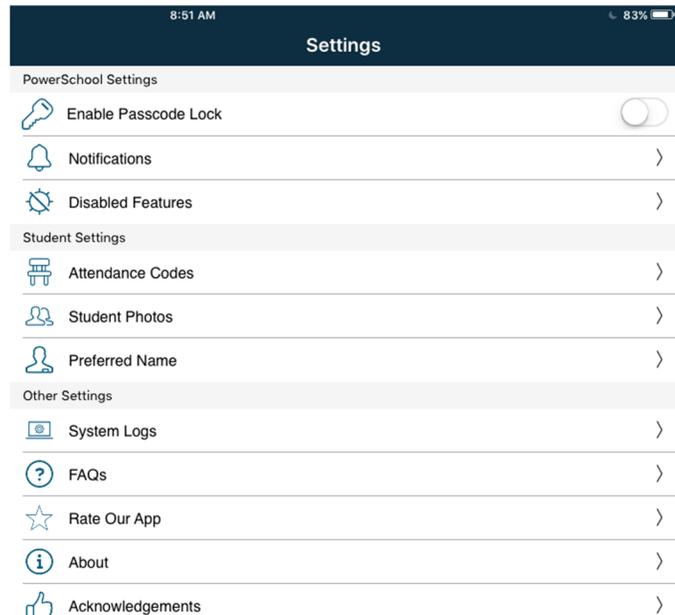


School Map – not used by Billings Public Schools

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

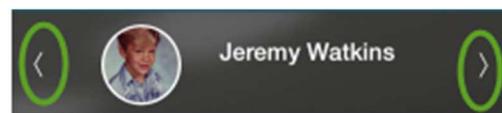


PowerSchool.

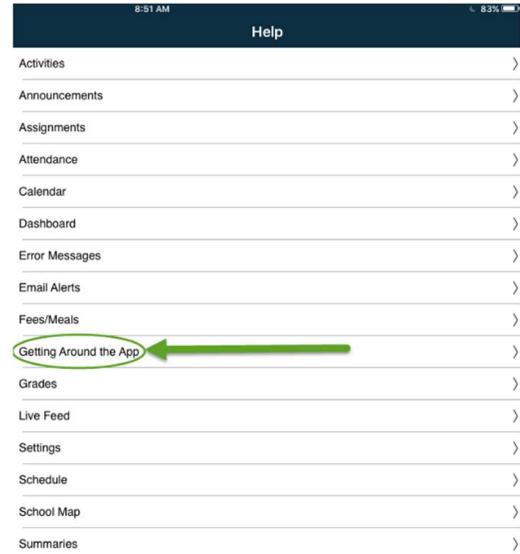
The number displays the number of updated items available to view. Tap the icon to view the updated items. When you tap another icon to view a different screen, the circle disappears from the icon on the tab bar

- 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 on each side, swipe left or right to view additional students



arrow



Logout

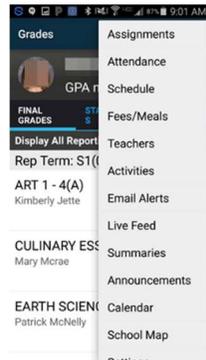
Phone

Many screens and options are the same for both Tablets and



Logging In:

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



Phones.

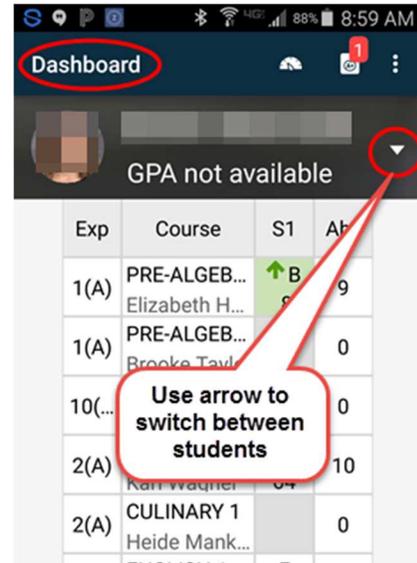
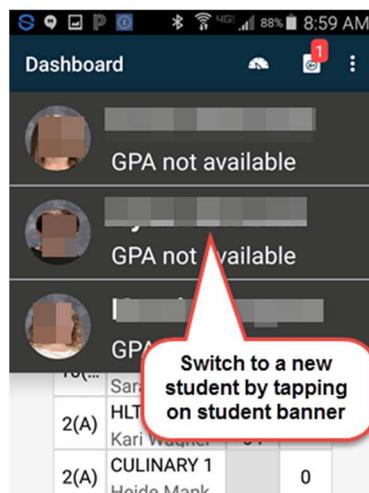
select the menu will view.

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



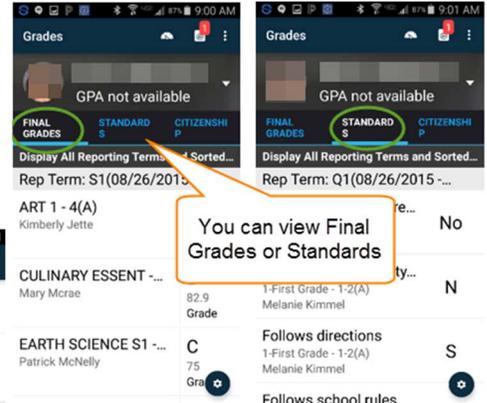
Dashboard

- Clicking on the  icon returns you to the **Dashboard** screen



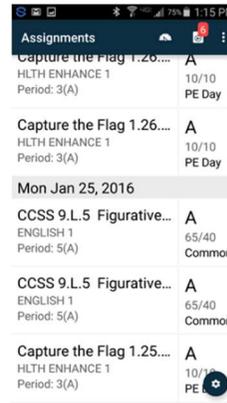
Grades

- 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

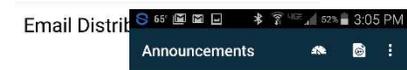
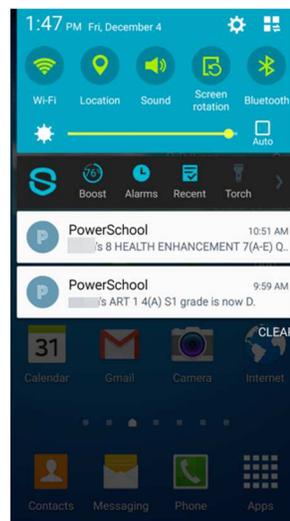
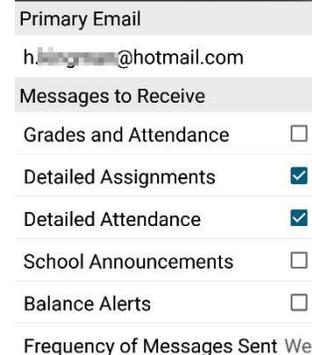
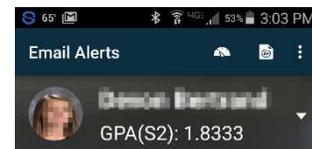
Announcements

Calendar

School Map – not used by

Billings Public Schools

Settings



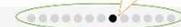
Girls BB-Open Gym
Apr 19, 2016 - Jun 03, 2016
Billings Senior High School

Girls Basketball:

Open gyms will be starting next **Monday the 25th** from 6:30 to 8. They will continue on Sundays from 3:30 to 5.

So our open gyms will be Mondays from 6:30 to 8 and Sundays from 3:30 to 5 starting the 25th.

Scroll to get from one announcement to another



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.

Edit Locker Lock

Lock Serial Number	<input type="text" value="B310001"/>
Max Combos	<input type="text" value="5"/>
Current Combination In Sequence	<input type="text" value="5 (Current)"/>
Combination 1	<input type="text" value="48-00-26"/>
Combination 2	<input type="text" value="40-42-18"/>
Combination 3	<input type="text" value="33-35-11"/>
Combination 4	<input type="text" value="28-30-06"/>
Combination 5	<input type="text" value="22-24-00"/>
<input type="button" value="Submit"/>	

Lockers

<input type="button" value="New"/>					
Search: <input type="text"/>					
Name	Group	Lock	Combination	# of Students per locker	Note
310001	0	B310001	22-24-00	1	Note
310002	0	B310002	47-11-21	1	
310003	0	B310003	05-15-11	1	
310004	0	B310004	11-31-01	1	

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.

Clear Lockers

This page will allow you to clear out previous Locker Information. Please synchronize lockers before attempting to clear a group.

Selection to Clear:	<input type="text" value="Select One"/> <input type="text" value="Select One"/> <input type="text" value="Students no longer Enrolled"/> <input type="text" value="Students who have a locker at a different School"/> <input type="text" value="Students who have a combo but no locker number"/> <input type="text" value="Grade (6)"/> <input type="text" value="Grade (7)"/> <input type="text" value="Grade (8)"/> <input type="text" value="Locker Group (0)"/> <input type="text" value="Locker Group (105)"/> <input type="text" value="Locker Group (202)"/>	<input type="button" value="Show lockers to clear"/>
---------------------	---	--

Use the pull down menu to select group to clear

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.

Locker Management Mass Assignment

Filter

Students

Grade Level:

Gender:

Section:

Show Pre-Registered:

Locker Groups

Group 1:

Group 2:

Exclude Group:

Filter

Assign

Students

Student Name	Locker Assignment	Combination
1 Milan, Jamal		
2 Schwaner, Jonathan		

Submit

Lockers

Locker #	Group	Combination	Uses left	Note
1	0	22-24-03	1	
2	0	47-11-21	1	
3	0	05-15-11	1	
4	0	11-31-01	1	
5	0	11-31-01	1	
6	0	27-41-23	1	

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

Search:	Student Name	Locker Number	Current Combination
	[blurred]	310986	[blurred]
	[blurred]	310984	[blurred]
	[blurred]	310981	[blurred]
	[blurred]	310991	[blurred]
	[blurred]	310992	[blurred]
	[blurred]	310993	[blurred]

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

Name	Group	Lock	Current Combination	Possible Combinations
310041	Grimm101	B310041	28-34-30	04-10-06 47-03-49 42-48-44 36-42-38 28-34-30
310043	Grimm101	B310043	39-27-15	15-03-41 07-45-33 00-38-26 45-33-21 39-27-15
310044	Grimm101	B310044	22-06-40	48-32-16 42-25-09 36-20-04 30-14-48 22-06-40
310047	Grimm101	B310047	26-48-20	02-24-46 45-17-39 40-12-34 34-06-28 26-48-20
310350	Sundstrom111	B310350	26-44-28	02-20-04 44-12-46 37-05-39 32-00-34 26-44-28

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

Locker Usage

Group Name	Active ?	Locker Count	In Use	Percent Used
FRESHMAN ACADEMY	Yes	547	456	83.36%
Hallway	Yes	1637	1286	78.56%
LIFE SKILLS	Yes	16	9	56.25%
OUT OF SERVICE	No	33	0	0%
REPAIRS	No	26	0	0%
SPECIAL ED	Yes	19	9	47.37%

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: [Release All Lockers to Pool](#) when completed, check to make sure all 'excluded from pool' show No – if not rerun this procedure.

Lockers to be emptied

Search:				
Locker	Combination	Student	Date transferred	Excluded from pool?
1-0011 DB	██████████	██████████	04/11/2015	Yes
1-0031	██████████	██████████	03/21/2015	Yes
1-0436 DB	██████████	██████████	03/28/2015	Yes
1-0556	██████████	██████████	03/11/2015	Yes
1-0681 DB	██████████	██████████	04/01/2015	Yes

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.

Search Lockers

Locker Number	Group	Combination	Sequence	Student	Student Number	Grade
1-0010 DB	Hallway		5			10

Showing 1 to 1 of 1 entries (filtered from 2,278 total entries)

Make these the active selection of students

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.

Usage / Combination Report

Name	Group	Lock	Current Combination	Possible Combinations
1-DB	LIFE SKILLS	B1-0001	0-36-48	0-36-48 45-31-43 39-25-37 31-17-29 24-10-22
1-DB	Hallway	B1-0002 DB	0-36-8	19-5-27 14-0-22 8-44-16 0-36-8 43-29-1
1-DB	LIFE SKILLS	B1-0003	07-17-39	22-32-4 14-24-46 07-17-39 02-12-34 46-6-28
1-DB	Hallway	B1-0004 DB	16-48-36	31-13-1 23-5-43 16-48-36 11-43-31 5-37-25
1-DB	LIFE SKILLS	B1-0005 DB	31-39-25	36-44-30 31-39-25 25-33-19 17-25-11 10-18-04
1-DB	Hallway	B1-0006 DB	40-26-38	16-2-14 8-44-6 1-37-49 46-32-44 40-26-38
1-DB	LIFE SKILLS	B1-0007	33-35-19	09-11-45 04-06-40 48-00-34 40-42-26 33-35-19
1-DB	OUT OF SERVICE	B1-0008	14-28-12	14-28-12 07-21-05 02-16-0 46-10-44 38-2-36
1-DB	LIFE SKILLS	B1-0009	38-02-36	49-13-47 44-08-42 38-02-36 30-04-28 23-37-21

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

Advance Locker Sequence Synchronization

This page will ensure your students locker combinations are synchronized with the correct combination after running Advance Locker Sequence.

Name	Locker	Seq #	Combination	New Combination
		2	15-29-21	10-24-16
		2	42-28-06	34-20-48
		2	14-20-38	09-15-33
		2	01-27-41	43-19-33
		2	48-08-46	41-01-39
		2	27-49-09	20-42-02
		2	16-46-14	08-38-06

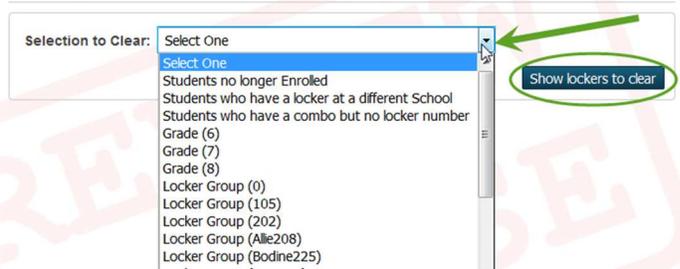
Synchronize Combinations: This page will ensure your students locker combinations are synchronized with the correct combination in the sequence defined in the locker setup.

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

This page will allow you to clear out previous Locker Information. Please synchronize lockers before attempting to clear a group.



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).

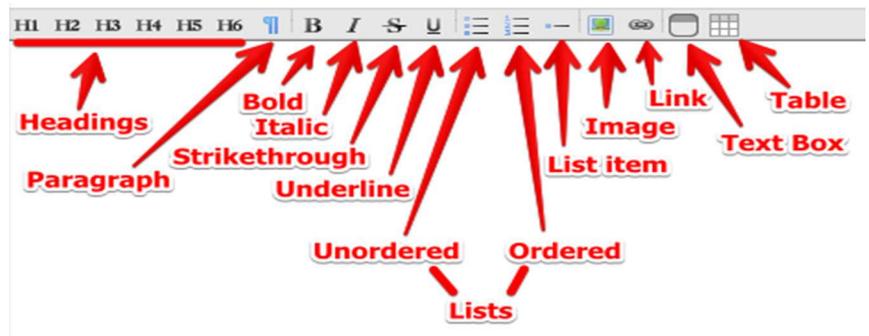
You can post a bulletin for Admins, Teachers, or the ‘Public’

--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





Alkali Creek Elementary School Bulletin for Wednesday, August 07, 2013

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



Start page

A PowerSchool Box

with some text inside.

This is a table caption that appears above the table

Heading row	2nd header	3rd header
row 1 - column 1 content	row 1 - column 2 content	row 1 - column 3 content
row 2 - column 1 content	row 2 - column 2 content	row 2 - column 3 content

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

Comments? Something to put in the bulletin? Email to poncem@billingssschools.org

View other dates:

New Bulletin Item

Start Page > Functions: Special Functions > Daily Bulletin Setup

General Bulletin Settings

Date Range: 03/21/2016 to 03/21/2016 (Enter dates for Bulletin to display)

Target Audience: Admin Users (Who can see the bulletin)

Sort Order: 10 (Determines the order that the bulletin items appear) (The order for the bulletins to display in)

English

Item Title: Today's Bulletin

Item Body: `<h1>Monday March 21, 2016</h1>`
`<h1>Bulleting Reference</h1>`
You can pick the date that the bulletin will show, which Audience (Public, Teacher Users, Admin Users) you want it to display for, and what Order the bulletins will appear in. (Items may be typed or pasted into the Item Body. You may then format the text to display as you want)

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.

Daily Bulletin Setup

Date Range: 06/01/2014 - 06/14/2014 (Date Range)

Item: Sample (Title)

Item Body: Tuesday June 10, 2014 Bulletin Reference (Item Body)

Languages: English (Who the bulletin displays for)

Audience: Public (Who the bulletin displays for)

New + (enter new bulletin items)

Show all bulletin items, including expired terms

Bulletin HTML formatting preferences

Preview Bulletin

Reference Material

Absence Codes

Code	Description	Notes	Category	Count as Absence
.	Present	EL/MS/HS		P
A	Absent	EL/MS/HS - temporary code pending parent contact & then assigned the appropriate code	U	A
C	Counselor	MS/HS use only	E	P
D	Deans	MS/HS use only	E	P
E	Excused	EL/MS/HS - when parent/guardian has excused student from school - for something other than illness	E	A
EH	Extended Help (Eagle Café, Cougar Café)	MS - lunch time academic help	E	P
EO	Early Out	early pickup from day or class	E	P
ET	Extended Tardy	HS only - student is tardy >5 min but <15	T	P
G	Out of School Activity	HS only	E	A
H	Homebound	EL/MS/HS students who are approved for homebound classes	E	P
I	Ill	EL/MS/HS - student is excused due to them being ill	E	A
L	Truancy Center	EL/MS/HS students assigned to the Lincoln Truancy Center	S	P
M	Medical Waiver	EL/MS/HS student must have doctors note	E	A
MT	Medical - Tardy Only	EL students who are tardy, must have doctors note and be in attendance the majority of the class. This code will show as present	T	P
N	Nurse	MS/HS use only	E	P
O	School Related Activity	MS/HS use only	E	P

R	Absence Suspension	HS only - student is tardy and not allowed into classroom	S	P
S	Suspended(In School)	EL/MS/HS	S	P
T	Tardy	EL/MS/HS Use determined by each building	T	P
U	Unexcused - truant	EL/MS/HS Use determined by each building	U	A
W	Waiver	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	E	A
X	Suspended(Out of School)	EL/MS/HS	S	A

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

Revised 10/20/2015 cm

Attendance Categories	
U	Uncleared
T	Tardy
E	Excused
I	Illness
UE	Unexcused
S	Suspended

Entry Codes

Code	Start Status	Examples	NOTES:
01	First time receiving educational services	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	Used only by elementary schools - preschool or Kindergarten only
02	Continued enrollment same school, no interruption	This is only entered by Lincoln Center	Not used by schools
03	Re-entry to the same school after withdrawal	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	When a student has left your school AND has not received any educational services before returning to the same school they were exited from
04	Transfer from public school in district or state	A student entering from <u>any</u> public school in the state or district	Yellowstone Academy K-8
05	Transfer from public school under NCLB school choice	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	This would be for In-district students only
06	Transfer from an out of state school	A student entering from any school outside of Montana	
07	Transfer from a school from out of the country	A student entering from any school outside of the United States	
08	Transfer from a private school within the state	A student entering from any private high school from within the state	St. Labre, Billings Central, Butte Central, KBH (Acadia), Yellowstone Academy 9-12, Shodair, New Day, etc.
09	Transfer from home school within the state	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	
10	Transfer from a MT State Funded School	A student who has been in a State Funded institution/School	Montana State School for the Deaf and Blind, Pine Hills, Riverside Correctional Facility
20	Transfer from Montana Youth Challenge	Only students who are attending MYC and are accepted back into our school enrollment	
40	Military Connected: transfer from a school within state	Student's parent/guardian is connected to military and student transfers from a school within the same district or from another Montana school district.	
60	Military Connected: Transfer from a school out of state	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.	
80	Military Connected: Transfer from Out of Country	Student's parent/guardian is connected to military and student transfers from outside of the country.	

Rvsd 01/12/2016cm

Exit Codes Exit Codes (Enrollment)

OPI Code s	End Status	Dropout Code	Dropout Reason	Examples
100	End of year, returning to same school Next year	--	----	Code only used by Lincoln Center
105	Change in grade level during regular school year	--	---	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
110	Promoted to another school in the same district	--	----	Code only used by Lincoln Center
120	Transfer to a public school in the same district	--	----	
130	Transfer to a public school under NCLB school choice	--	----	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
140	Transfer to a public school in another district in MT	--	----	Please note school transferring to when withdrawing (Yellowstone Acad K-8)
145	Military Connected: transfer to public school in another district in MT			A student whose family is connected to the military and who transfers to a public school in another district in MT
150	Transfer to a state funded school	--	----	Montana State School for the Deaf and Blind, Pinehills, Riverside Correctional Facility
155	Military Connected: Transfer to a school out of the country			A student whose family is connected to the military and who transfers to a school out of the USA
160	Transfer to a private school in the state	--	----	New Day, St. Labre, Northern Cheyenne Tribal School (Busby), Yellowstone Academy 9-12, Billings Central, Billings Christian School, KBH - Kids Behavioral Health (now Acadia), Summit Prep, St. Charles Mission School
170	Transfer to a home school in the state	--	----	
175	Transfer to Montana Youth Challenge	--	----	Montana Youth Challenge students only
180	Transfer to a school out of state	--	----	this would include Normative Services in Sheridan, WY
185	Military Connected: Transfer to a school of state			A student whose family is connected to the military and who transfers to a school out of MT

190	Transfer to a school out of the country	--	----	
210	Medical care or treatment. Eligible to return	--	----	ONLY when a student is leaving for medical treatment and will not be receiving any educational services. If the student does not return, their exit code/reason is changed to - 300-06 Illness
220	Enrolled in foreign exchange program	--	----	
230	Enrolled in an early admissions college program	--	----	this would be for students who DID NOT graduate but have been accepted into a college program
240	Withdrawn, under age for compulsory attendance	--	----	Code used ONLY by elementary schools
250	Expelled, Eligible to Return	--	----	If the student does not return at the end of their suspension, their code is changed to 300-05 removed/no return/expelled
260	Unknown (EL ONLY)	--	----	Used by Elementary schools only- High Schools and Middle Schools will continue to use code 340 - Unknown
295	Dropped out, Subsequent Re-enroll	--	----	If a student has been withdrawn(dropped) for any of the '300' drop out codes, when they re-enroll, their former exit reason needs changed in the Transfer Info page - not the previous drop reason in exit comment
300	Dropped out	01	Academic Difficulty	Drop codes: those starting with 300/310/320/330/340 are used ONLY by Middle and High Schools.
		02	Attendance Difficulty	
		03	Economic Reasons	
		04	Employment	
		06	Illness	
		08	Language Difficulty	
		09	Marriage	
		11	Needed at Home	
		12	Over Compulsory Age	Student has turned 16 & completed 8th grade
		13	Pregnancy	
		14	Poor Personal Relations	
		16	Other Known Reason	
		20	Harassment/Feeling Unsafe at School	
		21	Entered Adult Correctional Facility	
		22	Lack of Childcare	

		24	Transient	Student is enrolled for 90 or less school days. This would include students who are in state licensed group homes
		25	Homeless	Student resides in someone else's home or not in a home.
310	Exceeded Maximum Age	15		Reached Maximum Age Set by District Policy
320	Removed or Expelled without option to return	05	Expelled	
		16	Other Known Reason	
		19	Suspended, did not return	
330	Enrolled in adult educ or military, no diploma*	07	Job Corps or Similar Program	Job Corps, Youth Challenge
		10	Military	
		18	HiSET (Pursuing)	Adult Ed.
		23	Completed HiSET	
340	Unknown*	17	Unknown Reason	MS & HS only
400	Graduated	--	Four years or with IEP allowing for longer	High Schools Only
		01	Early Graduate less than 7 semesters	High Schools Only
		02	Early Graduate - 7 semesters	High Schools Only
		04	more than 4 year	High Schools Only
500	Student died	--	----	
510	Student is permanently incapacitated	--	----	

Rvsd
01/12/2016cm

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 *PLEASE PRINT CLEARLY*

Child/Student's Name	Birth Date	Sex	Primary Provider	
Name of Parent/Guardian	Address		City	Telephone Home Work

SECTION II **IMMUNIZATION HISTORY**

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

Required Vaccines (CC= Child Care Requirement; SR=School Requirement)	Month, Day & Year of Each Dose				
	1	2	3	4	5
Diphtheria/Tetanus/Pertussis (DTaP)	CC/SR	CC/SR	CC/SR	CC/SR	SR
Booster Dose Tdap required prior to 7 th grade entry	SR				
Haemophilus Influenzae Type B (Hib) (Only children less than 5 years)	CC	CC	CC	CC	
Measles/Mumps/Rubella (MMR) or Measles vaccine only Mumps vaccine only Rubella vaccine only	CC/SR	SR			
Polio (IPV or OPV)	CC/SR	CC/SR	CC/SR	SR	
Varicella (Chickenpox) [VZV or VAR] <input type="checkbox"/> Check here if child has documentation of disease	CC/SR	SR			

ACIP* Recommended Vaccines *Advisory Committee on Immunization Practices, U.S. Centers for Disease Control and Prevention	Month, Day & Year of Each Dose				
	1	2	3	4	5
Hepatitis A					
Hepatitis B					
Human Papillomavirus (HPV) - for adolescents					
Influenza- recommended annually for all over 6 mos.					
Meningococcal Conjugate Vaccine (MCV4) (Ages 11-12 & later)					
Pneumococcal Conjugate vaccine (PCV)					
Rotavirus					

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

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: _____ Date

Signed: _____ Date

Signed: _____ Date

Signed: _____ Date

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, please include vaccine doses with month, day and year for each administered dose. Immunization dates, as specified in the administrative rules, are necessary. Please sign and date the form.
3. **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.
4. 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.
 - c) **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

20-5-101 - 410: Montana Immunization Law
52-2-735: Day Care Certification

Administrative Rules of Montana

37.114.701-721: Immunization of K-12, 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

Vaccine	X	
Hepatitis B (not currently required by Administrative Rule of Montana [ARM])	<input type="checkbox"/> <input type="checkbox"/>	Contraindications <ul style="list-style-type: none"> • Serious allergic reaction (e.g., anaphylaxis) after a previous vaccine dose or vaccine component Precautions <ul style="list-style-type: none"> • Moderate or severe acute illness with or without fever
DTaP DT, Td Tdap	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Contraindications <ul style="list-style-type: none"> • Severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a vaccine component • Encephalopathy within 7 days after receiving previous dose of DTP or DTaP Precautions <ul style="list-style-type: none"> • Progressive neurologic disorder, including infantile spasms, uncontrolled epilepsy, progressive encephalopathy; defer DTaP until neurological status has clarified and stabilized • Fever $\geq 40.5^{\circ}\text{C}$ (105°F) within 48 hours after vaccination with previous dose of DTP or DTaP • Guillain-Barre' syndrome ≤ 6 weeks after a previous dose of tetanus toxoid-containing vaccine • Seizure ≤ 3 days after vaccination with previous dose of DTP or DTaP • Persistent, inconsolable crying lasting ≥ 3 hours within 48 hours after vaccination with previous dose of DTP/ DTaP • History of arthus-type hypersensitivity reactions after a previous dose of tetanus toxoid-containing vaccine • Moderate or severe acute illness with or without fever
IPV	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Contraindications <ul style="list-style-type: none"> • Severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a vaccine component Precautions <ul style="list-style-type: none"> • Pregnancy • Moderate or severe acute illness with or without fever

Form No. IZ HES101A (Rev 7/2015)

Vaccine	X	
PCV (not currently required by ARM)	<input type="checkbox"/>	Contraindications <ul style="list-style-type: none"> 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) Precautions <ul style="list-style-type: none"> Moderate or severe acute illness with or without fever
Hib	<input type="checkbox"/>	Contraindications <ul style="list-style-type: none"> Severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a vaccine component Age <6 weeks Precautions <ul style="list-style-type: none"> Moderate or severe acute illness with or without fever
MMR	<input type="checkbox"/>	Contraindications <ul style="list-style-type: none"> Severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a vaccine component 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) Pregnancy Precautions <ul style="list-style-type: none"> Recent (<11 months) receipt of antibody-containing blood product (specific interval depends on the product) History of thrombocytopenia or thrombocytopenic purpura Need for tuberculin skin testing Moderate or severe acute illness with or without fever
Varicella	<input type="checkbox"/>	Contraindications <ul style="list-style-type: none"> Severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a vaccine component 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) Pregnancy Precautions <ul style="list-style-type: none"> Recent (<11 months) receipt of antibody-containing blood products (interval depends on product) Moderate or severe acute illness with or without fever
For medical conditions not listed, please note the vaccine(s) that is contraindicated and a description of the condition <hr/> <hr/>		

Name of Student _____

Date Exemption Ends _____

Completing physician's name (please print)

Address _____

Phone _____

Completing physician's signature (only licensed physicians may sign)

Instructions

Purpose: To provide Montana physicians with a mechanism to document true medical exemptions to vaccinations

Preparation: 1. Complete patient information (name, DOB, address, and school/childcare facility)
 2. Check applicable vaccine(s) and exemption(s)
 3. Complete date exemption ends and physician information
 4. Attach a copy of the most current immunization record
 5. Retain a copy for file
 6. **Return original to person requesting form**

Reorder: Immunization Program
 1400 Broadway, Room C-211
 Helena, MT 59620
 (406) 444-5580
<http://www.dphhs.mt.gov/publichealth/immunization/>

Questions? Call (406) 444-5580

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



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)* *Polio*
- Measles, Mumps and Rubella (MMR)* *Varicella (chickenpox)*
- Haemophilus Influenzae Type b (Hib)*

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 _____



**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

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, 2005 (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.

<u>VACCINE TYPE(S) NEEDED</u>	<u>DOSES DUE/EXCLUSION DATE</u>
<u>Example: MMR, Polio</u>	<u>12/20/12</u>
_____	_____
_____	_____
_____	_____
_____	_____

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.
3. Transfer the child's/pupil's immunization information to the State of Montana-Certificate of Immunization (HES 101).
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).

Vaccines Required for School Attendance, Preschool -12th Grade
As of October 2015



VACCINE	PRESCHOOL ¹	KINDERGARTEN - 12 TH GRADE
Haemophilus influenza Type B (Hib)	1 dose (given on or after the 1 st birthday, unless child is older than 59 months) ²	None Needed
Diphtheria, Tetanus, and Pertussis (DTaP, DT, Td, Tdap)	4 doses	5 doses (4 doses only if 4th dose given on or after 4 th birthday) ^{3,4} Plus 1 dose of Tdap (prior to entering 7 th grade) ⁶
Polio (IPV or OPV)	3 doses	4 doses (3 doses only if 3 rd dose given on or after 4 th birthday)
Measles, Mumps, and Rubella (MMR)	1 dose (dose must be given on or after 1 st birthday)	2 doses (first dose must be given on or after 1 st birthday, and spacing between doses is 4 weeks)
Varicella "chickenpox" (Var)	1 dose (dose must be given on or after 1 st birthday) ⁶	2 doses (first dose must be given on or after 1 st birthday, spacing between doses is 12 weeks for children under 13 years, and 4 weeks for those older than 13 years) ^{5,6}

¹Per MCA 20-5-402 a preschool 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 for more than 3 hours a day; and (b) serves no child 5 years of age for more than 6 hours a day.

²Hib vaccine is not recommended for children older than 59 months.

³DT 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.

⁴A pupil 7 years or older who has not completed the DTaP requirement must receive additional doses of Td/Tdap vaccine to reach a minimum of 3 doses of any combination of DTaP, Td, Tdap or DTP per ARM 37.114.705.

⁵While 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.

⁶As 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):

<input type="checkbox"/>	DTap	Dose Number	1	2	3	4*	5*
<input type="checkbox"/>	Polio	Dose Number	1	2	3	4*	
<input type="checkbox"/>	MMR	Dose Number	1	2			
<input type="checkbox"/>	Varicella	Dose Number	1	2			
<input type="checkbox"/>	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

School ID Numbers

School - alphabetical	PS/state ID	PowerSchool/State ID	
Alkali Creek	1597	Senior	1250
Arrowhead	1585	West	1251
Beartooth	1559	Broadwater	1255
Ben Steele		Burlington	1256
Bench	1272	Highland	1260
Big Sky	1638	McKinley	1262
Bitterroot	1471	Miles	1263
Boulder	1307	Orchard	1265
Broadwater	1255	Poly Drive	1266
Burlington	1256	Rose Park	1268
Career Center	2100	Washington	1270
Castle Rock	1631	Bench	1272
Central Heights	1308	Newman	1275
Eagle Cliffs	1639	Boulder	1307
Highland	1260	Central Heights	1308
Lewis & Clark	1632	Meadowlark	1439
McKinley	1262	Bitterroot	1471
Meadowlark	1439	Ponderosa	1480
Medicine Crow	1851	Beartooth	1559
Miles	1263	Sandstone	1584
Newman	1275	Arrowhead	1585
Orchard	1265	Alkali Creek	1597
Poly Drive	1266	Skyview	1628
Ponderosa	1480	Castle Rock	1631
Riverside	1645	Lewis & Clark	1632
Rose Park	1268	Big Sky	1638
Sandstone	1584	Eagle Cliffs	1639
Senior	1250	Riverside	1645
Skyview	1628	Will James	1646
Student Services	6200	Medicine Crow	1851
Washington	1270	Career Center	2100
West	1251	Student Services	6200
Will James	1646	Ben Steele	

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	(25)	26	27
28	29	30	31			
						5

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
						21

OCTOBER 2016						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	★	8
9	10	11	12	13	14	15
16	17	18	E	P	P	22
23	24	25	26	27	28	29
30	31				19	

NOVEMBER 2016						
Su	M	T	W	Th	F	Sa
		1	T	T	T	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	★	*	*	*	26
27	28	29	30			
						19

DECEMBER 2016						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	MS	MS	10
11	12	13	14	15	16	17
18	19	20	21	22	*	24
25	*	*	*	*	*	31
						16

JANUARY 2017						
Su	M	T	W	Th	F	Sa
1	+	3	4	5	6	7
8	9	10	11	H	★	14
15	P	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31		9	11	
						20

FEBRUARY 2017						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	E	*	11
12	*	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
						18

MARCH 2017						
Su	M	T	W	Th	F	Sa
			1	2	★	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						23

APRIL 2017						
Su	M	T	W	Th	F	Sa
						1
2	P	4	5	6	7	8
9	10	11	E	*	*	15
16	*	18	19	20	★	22
23	24	25	26	27	28	29
30						
						16

MAY 2017						
Su	M	T	W	Th	F	Sa
	1	2	3	4	*	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	*	30	31			
						21

JUNE 2017						
Su	M	T	W	Th	F	Sa
				H	★	3
4	5	6	7	8	9	10
						2

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

2nd Sem = 91 days



○	First and Last Day of School	August 25, June 2
■	Early Release - All Students	June 2
E	Elementary Early Outs	Sept. 22, Oct. 19, Nov. 22, Feb. 9, Apr. 12,
MS	Middle School Early Outs	Sept. 20, Dec. 8 - 9
P	PIR Days	Aug. 22 - 24, Oct. 20-21, Jan. 16, Apr. 3
T	Elementary Parent Teacher Conf.	Nov. 2, 3, 4
□	End of Quarter	Oct. 28, Jan. 13, Mar. 24, June 2
*	Vacation or Holiday	Sept. 5, Nov. 23-25, Dec. 23, 26-30, Jan. 2, Feb. 10 & 13, Apr. 13-14, 17, May 5, May 29 (Total = 18 days)
★	Six-Week Grading	Oct. 7, Nov. 22, Jan. 13, Mar. 3, Apr. 21, June 2
H	High School Early Outs	Jan. 12 - 13, June 1 - 2

Billings Public Schools
2017 - 2018

APPROVED - 4/20/18

AUGUST 2017						
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	P	P	P	24	25	26
27	28	29	30	31		
					6	

SEPTEMBER 2017						
Su	M	T	W	Th	F	Sa
					1	2
3	*	5	6	7	8	9
10	11	12	13	14	15	16
17	18	MS	20	E	22	23
24	25	26	27	28	29	30
					20	

OCTOBER 2017						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	*	7
8	9	10	11	12	13	14
15	16	17	E	P	P	21
22	23	24	25	26	27	28
29	30	31				
					20	

NOVEMBER 2017						
Su	M	T	W	Th	F	Sa
			T	T	T	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	*	*	*	*	25
26	27	28	29	30		
					19	

DECEMBER 2017						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	MS	MS	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	*	*	*	*	*	30
31					16	

JANUARY 2018						
Su	M	T	W	Th	F	Sa
	*	*	3	4	5	6
7	8	9	10	H	*	13
14	P	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
					8	12

1st Sem = 89 days

FEBRUARY 2018						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	E	*	10
11	*	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
					18	

March 2018						
Su	M	T	W	Th	F	Sa
				1	*	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	E	*	*	31
					20	

APRIL 2018						
Su	M	T	W	Th	F	Sa
1	*	3	4	5	6	7
8	P	10	11	12	13	14
15	16	17	18	19	*	21
22	23	24	25	26	27	28
29	30					
					19	

MAY 2018						
Su	M	T	W	Th	F	Sa
		1	2	3	*	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	*	29	30	H		
					21	

JUNE 2018						
Su	M	T	W	Th	F	Sa
					*	2
3	4	5	6	7		
					1	

2nd Sem = 91 days

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
E	Elementary Early Release	Sept. 21, Oct. 18, Nov. 21, Feb. 8, Mar. 28
MS	Middle School Early Release	Sept. 19, Dec. 7, 8
P	PIR Days	Aug. 21 - 23, Oct. 19 - 20, Jan. 15, Apr. 9
T	Elementary Parent Teacher Conf.	Nov. 1 - 3
□	End of Quarter	Oct. 27, Jan. 12, Mar. 23, Jun. 1
*	Vacation or Holiday	Sept. 4, Nov. 22 - 24, Dec. 25 - Jan. 1-2, Feb. 9 & 12, Mar. 29, 30, Apr. 2, May 4, May 28. (Total - 18 days)
★	Six-week Grading Periods	Oct. 6, Nov. 21, Jan. 12, Mar. 2, Apr. 20, June 1
	High School Early Release	Jan. 11, 12, May 31, June 1

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Dates * Dates * Dates * Dates * Dates * Dates

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